

Summary Data
 Filled Positions (FTE): 50
 Vacancies: 7
 Effective as of 1/26/2024

TAB 2

Schedule A
Effective 12.31.23

TITLE	EMPLOYEE	DATE OF HIRE	FY24 SALARY	POSITION STATUS
OFFICE OF EXECUTIVE DIRECTOR/CEO				
Executive Director/CEO	Christopher E. Donald	10/2/2016	295,776	Continuous
Chief of Staff	Nikol Nabors-Jackson	8/31/2021	218,405	Continuous
Vice President, Public Relations	Yolanda McCutchen	7/6/2015	176,605	Continuous
Vice President, Human Resources	Heather A. Hart	6/10/2013	176,605	Continuous
Vice President, Technology & Business Intelligence	Thurston Ramey	6/4/2013	164,849	Continuous
Vice President, Procurement & Administrative Services	Tara Sigamoni	4/24/2023	162,000	Continuous
Facilities Manager	Marcus Thompson	4/12/2007	114,114	Continuous
Community and Stakeholder Engagement Manager	Ashley Brown	7/11/2022	104,500	Continuous
Public Relations Associate	Keme Arigbe	10/23/2023	75,000	Continuous
Information Technology Manager	Gregory Graham	8/29/2022	131,400	Continuous
Information Technology Coordinator I	Eric Bunn II	9/26/2022	89,870	Continuous
IT Customer Support Manager	Izzet Levent Arikok	5/31/2022	131,400	Continuous
Human Resources Specialist	Lindsey Smith	4/25/2022	78,375	Continuous
Administrative Services Manager	Eric Jackson	7/24/2023	82,500	Continuous
Executive Assistant	VACANT	N/A	N/A	Vacant
Receptionist	Cheryl Roberts	10/7/2019	57,475	Continuous

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OFFICE OF GENERAL COUNSEL				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
General Counsel	Michael Hentrel	4/2/2018	243,665	Continuous
Deputy General Counsel	Tracy Parker	10/4/2010	185,643	Continuous
Senior Counsel	Brittney Jordan	1/8/2018	161,975	Continuous
Counsel	Jasmine Jackson	11/9/2020	148,559	Continuous
Records Administrator	Lillian Johnson	12/14/1984	88,141	Continuous
Associate Counsel	VACANT	N/A	N/A	Vacant
OFFICE OF FINANCIAL MANAGEMENT				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Chief Financial Officer	Stephen Clinton	1/6/2020	235,493	Continuous
Vice President, Accounting Controller	Rosemarie Warren	3/28/2022	191,103	Continuous
Vice President, Treasury Operations	Henry Jones	9/11/2017	150,370	Continuous
Director, Portfolio Operations	Matthew Pleasant	3/19/2018	141,580	Continuous
Accounting Manager	Rong Liu	5/3/2021	131,042	Continuous
Sr. Loan Servicing Specialist	Jackie Langeluttig	11/2/1998	94,677	Continuous
Financial Analyst	Yan Ji	3/8/2022	131,042	Continuous
Finance Assistant	Karen Harris	9/14/2015	97,190	Continuous

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Accounting Assistant	Adriana Dixon	2/11/2019	81,900	Continuous
OFFICE OF SINGLE FAMILY PROGRAMS				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Senior Vice President, Single Family Programs	Wendi Redfern	2/1/2022	196,564	Continuous
Director, Single Family Programs	Tikisha Wilson	1/3/2023	156,749	Continuous
Business Development Manager	VACANT	N/A	N/A	Vacant
Lead Single Family Underwriter	Zein Shukri	5/30/2017	116,846	Continuous
Senior Single Family Underwriter	Kathleen Tracy Wright	4/30/2018	95,410	Continuous
Senior Loan Processor	Tiffany Ingram	5/30/2023	85,000	Continuous
Single Family Underwriter	Tanisha Darden	6/24/2019	90,690	Continuous
Loan Processor	VACANT	N/A	N/A	Vacant
Data and Systems Analyst	VACANT	N/A	N/A	Vacant
Customer Service Administrator	Kim Norwood-Ellerson	7/10/2023	70,000	Continuous
Post Closer	Lisa Pugh	2/10/2020	69,714	Continuous
Loan Closer	VACANT	N/A	N/A	Vacant
OFFICE OF MULTIFAMILY LENDING AND NEIGHBORHOOD INVESTMENTS				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Senior Vice President, Multifamily Lending and Neighborhood Investments	Marcus Ervin	10/2/2023	190,000	Continuous

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TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Director, Business Development	Michael Durso	5/15/2023	145,000	Continuous
Director Multifamily Lending	Scott Hutter	6/7/2021	163,802	Continuous
Senior Loan Underwriter	Linda Hartman	9/13/2021	144,209	Continuous
Multifamily Loan Underwriter	James Holley-Grisham	6/21/2021	135,849	Continuous
Multifamily Underwriter	Kadija Sow	5/22/2023	125,000	Continuous
Multifamily Loan Underwriter	VACANT	N/A	N/A	Vacant
PORTFOLIO AND ASSET MANAGEMENT				
TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Senior Vice President. Portfolio and Asset Management	Jeffery Cooper	12/4/2017	209,093	Continuous
Director, Portfolio and Asset Management	Sidney Vass	8/26/2019	155,183	Continuous
Senior Asset Management	VACANT	N/A	N/A	Vacant
Asset Manager	Fredericka Earle	6/29/2015	94,049	Continuous
Compliance Specialist	Kyla Peck	7/25/2022	73,149	Continuous
Sr. Construction Engineer/Monitor	Birol Yilmaz	2/14/2011	128,743	Continuous
Construction Engineer Monitor	Soheila Ghazizdeh	3/26/2012	123,000	Continuous
Project Budget Analyst	Seyoum Gizaw	5/5/2003	110,926	Continuous

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TITLE	EMPLOYEE	DATE OF HIRE	SALARY	POSITION STATUS
Construction Coordinator	Kelley Brown	7/18/2016	86,980	Continuous

TAB 3

DCHFA Mobile Devices

FY23

DCHFA Employee	Device Type
JASMINE JACKSON	IPHONE 13 128 MIDNIGHT-2
SUE GHAZI	IPHONE 13 128 MIDNIGHT
BRITTNEY JORDAN	IPHONE 13 128 MIDNIGHT
MARCUS THOMPSON	IPHONE 13 128 MIDNIGHT
CHRISTOPHER DONALD	IPHONE 12 64 BLACK
JEFFERY COOPER	IPHONE 8 PLUS SP GRAY 64GB VZ
BILL MILKO	IPHONE 14 128 MIDNIGHT
TRACY PARKER	IPHONE 14 128 MIDNIGHT
JAMES HOLLY-GRISHAM	IPHONE 13 128 MIDNIGHT
LILLIAN JOHNSON	IPHONE 12 64 BLACK
STEVE CLINTON	IPHONE 13 128 MIDNIGHT
TRACY WRIGHT	IPHONE 13 128 MIDNIGHT-2
SIDNEY VASS	IPHONE 13 128 MIDNIGHT
MICHAEL HENTREL	IPHONE 12 64 BLACK
HEATHER HART	IPHONE 13 128 MIDNIGHT
ZEIN SHUKRI	IPHONE 8 PLUS SP GRAY 64GB VZ
KEAMI ESTEP	IPHONE 12 64 BLACK
HENRY JONES	IPHONE 13 128 MIDNIGHT
SEYOUM GIZAW	IPHONE 13 128 MIDNIGHT-2
KEME ARIGBE	IPHONE 13 PRO 256 GRAPHITE
BIROL YILMAZ	IPHONE 13 128 MIDNIGHT
TARA SIGAMONI	IPHONE 14 128 MIDNIGHT-2
NIKOL NABORS-JACKSON	IPHONE 11 64GB BLACK
YOLANDA MCCUTCHEN	IPHONE 13 PRO 256 GRAPHITE
MARCUS ERVIN	IPHONE 13 128 MIDNIGHT
SCOTT HUTTER	IPHONE 13 128 MIDNIGHT
RONG LIU	IPHONE 13 128 MIDNIGHT
DAVID WALKER	IPHONE 13 128 MIDNIGHT
TANISHA DARDEN	IPHONE 13 128 MIDNIGHT
MICHAEL DURSO	IPHONE 13 128 MIDNIGHT
KELLEY BROWN	IPHONE 13 128 MIDNIGHT
KADIJA SOW	IPHONE 13 128 MIDNIGHT
ONE TALK TRIAL LINE	ONE TALK MOBILE CLIENT
TIKISHA WILSON	IPHONE 13 128 MIDNIGHT
ASHLEY BROWN	IPHONE 12 64 BLACK
CRYSTAL ADAMS	IPHONE 12 128 WHITE
FREDERICKA EARLE	IPHONE 13 128 MIDNIGHT
YAN JI	IPHONE 13 128 MIDNIGHT
WENDI REDFERN	IPHONE 12 64 BLACK
LINDA HARTMAN	IPHONE 13 128 MIDNIGHT
LINDSEY SMITH	IPHONE 13 128 MIDNIGHT
ERIC JACKSON	IPHONE 13 128 MIDNIGHT
AMARIE BETANCOURT	IPHONE 13 PRO 128 GRAPHITE
JACKIE LANGELUTTIG	IPHONE 12 64 BLACK
ADRIANA DIXON	IPHONE 12 64 BLACK

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ROSEMARIE WARREN	IPHONE 12 64 BLACK
MATTHEW PLEASANT	IPHONE 12 64 BLACK
GREGOY GRAHAM	IPHONE 12 128 BLACK
KYLA PECK	IPHONE 12 128 BLACK
ERIC BUNN	IPHONE 12 64 BLACK
WENDI REDFERN	IPHONE 12 64 BLACK
KELLEY BROWN	MIFI X PRO 5G UW
JACKIE LANGELUTTIG	MIFI X PRO 5G UW
LILLIAN JOHNSON	MIFI X PRO 5G UW
THURSTON RAMEY	MIFI X PRO 5G UW
JEFFERY COOPER	Non-VZW Device

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FY24

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BRITTNEY JORDAN	IPHONE 13 128 MIDNIGHT
MARCUS THOMPSON	IPHONE 13 128 MIDNIGHT
CHRISTOPHER DONALD	IPHONE 12 64 BLACK
JEFFERY COOPER	IPHONE 8 PLUS SP GRAY 64GB VZ
BILL MILKO	IPHONE 14 128 MIDNIGHT
TRACY PARKER	IPHONE 14 128 MIDNIGHT
JAMES HOLLY-GRISHAM	IPHONE 13 128 MIDNIGHT
LILLIAN JOHNSON	IPHONE 12 64 BLACK
STEVE CLINTON	IPHONE 13 128 MIDNIGHT
TRACY WRIGHT	IPHONE 13 128 MIDNIGHT-2
SIDNEY VASS	IPHONE 13 128 MIDNIGHT
MICHAEL HENTREL	IPHONE 12 64 BLACK
HEATHER HART	IPHONE 13 128 MIDNIGHT
ZEIN SHUKRI	IPHONE 8 PLUS SP GRAY 64GB VZ
HENRY JONES	IPHONE 13 128 MIDNIGHT
SEYOUM GIZAW	IPHONE 13 128 MIDNIGHT-2
KEME ARIGBE	IPHONE 13 PRO 256 GRAPHITE
BIROL YILMAZ	IPHONE 13 128 MIDNIGHT
TARA SIGAMONI	IPHONE 14 128 MIDNIGHT-2
NIKOL NABORS-JACKSON	IPHONE 11 64GB BLACK
YOLANDA MCCUTCHEN	IPHONE 13 PRO 256 GRAPHITE
MARCUS ERVIN	IPHONE 13 128 MIDNIGHT
SCOTT HUTTER	IPHONE 13 128 MIDNIGHT
RONG LIU	IPHONE 13 128 MIDNIGHT
DAVID WALKER	IPHONE 13 128 MIDNIGHT
TANISHA DARDEN	IPHONE 13 128 MIDNIGHT
MICHAEL DURSO	IPHONE 13 128 MIDNIGHT
KELLEY BROWN	IPHONE 13 128 MIDNIGHT
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YAN JI	IPHONE 13 128 MIDNIGHT
WENDI REDFERN	IPHONE 12 64 BLACK
LINDA HARTMAN	IPHONE 13 128 MIDNIGHT
LINDSEY SMITH	IPHONE 13 128 MIDNIGHT
ERIC JACKSON	IPHONE 13 128 MIDNIGHT
AMARIE BETANCOURT	IPHONE 13 PRO 128 GRAPHITE
JACKIE LANGELUTTIG	IPHONE 12 64 BLACK
ADRIANA DIXON	IPHONE 12 64 BLACK
ROSEMARIE WARREN	IPHONE 12 64 BLACK

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GREGOY GRAHAM	IPHONE 12 128 BLACK	
KYLA PECK	IPHONE 12 128 BLACK	
ERIC BUNN	IPHONE 12 64 BLACK	
WENDI REDFERN	IPHONE 12 64 BLACK	
KELLEY BROWN	MIFI X PRO 5G UW	
JACKIE LANGELUTTIG	MIFI X PRO 5G UW	
LILLIAN JOHNSON	MIFI X PRO 5G UW	
THURSTON RAMEY	MIFI X PRO 5G UW	
JEFFERY COOPER	Non-VZW Device	

TAB 5

EMPLOYEE NAME	POSITION	PROGRAM/DEPARTMENT	ANNUAL SALARY
MILKO, WILLIAM	BUSINESS DEVELOPMENT MANAGER	SINGLE FAMILY PROGRAMS	\$ 103,455
BROWN, ASHLEY	COMMUNITY & STAKEHOLDER ENGAGEMENT MANAGER	OFFICE OF EXECUTIVE DIRECTOR	\$ 104,500
WRIGHT, KATHLEEN TRACY	SENIOR SINGLE FAMILY UNDERWRITER	SINGLE FAMILY PROGRAMS	\$ 104,950
GIZAW, SEYOUM	PROJECT BUDGET ANALYST	PORTFOLIO AND ASSET MANAGEMENT	\$ 110,926
THOMPSON, MARCUS	FACILITIES MANAGER	OFFICE OF EXECUTIVE DIRECTOR	\$ 114,114
SHUKRI, ZEIN	LEAD SINGLE FAMILY UNDERWRITER	SINGLE FAMILY PROGRAMS	\$ 116,846
WATSON, CLARENCE	SR. ASSET MANAGER	PORTFOLIO AND ASSET MANAGEMENT	\$ 122,576
GHAZIZADEH, SOHEILA	CONSTRUCTION ENGINEER	PORTFOLIO AND ASSET MANAGEMENT	\$ 123,000
SOW, KADIJA	MULTIFAMILY UNDERWRITER	MULTIFAMILY LENDING	\$ 125,000
YILMAZ, BIROL	SR. CONSTRUCTION MANAGER	PORTFOLIO AND ASSET MANAGEMENT	\$ 128,743
LIU, RONG	ACCOUNTING MANAGER	OFFICE OF FINANCIAL MANAGEMENT	\$ 131,042
JJ, YAN	FINANCIAL ANALYST	OFFICE OF FINANCIAL MANAGEMENT	\$ 131,042
ARIKOK, IZZET	IT CUSTOMER SUPPORT MANAGER	OFFICE OF EXECUTIVE DIRECTOR	\$ 131,400
GRAHAM, GREGORY	INFORMATION TECHNOLOGY MANAGER	OFFICE OF EXECUTIVE DIRECTOR	\$ 131,400
HUGHES, SOLOMON	MULTIFAMILY LOAN UNDERWRITER	MULTIFAMILY LENDING	\$ 133,238
HOLLEY-GRISHAM, JAMES	MULTIFAMILY LOAN UNDERWRITER	MULTIFAMILY LENDING	\$ 135,849
PLEASANT, MATTHEW	DIRECTOR, PORTFOLIO OPERATIONS	OFFICE OF FINANCIAL MANAGEMENT	\$ 141,580
HARTMAN, LINDA	SENIOR LOAN UNDERWRITER	MULTIFAMILY LENDING	\$ 144,209
DURSO, MICHAEL	DIRECTOR BUSINESS DEVELOPMENT	MULTIFAMILY LENDING	\$ 145,000
JACKSON, JASMINE	COUNSEL	OFFICE OF GENERAL COUNSEL	\$ 148,559
JONES, HENRY	VICE PRESIDENT, TREASURY OPERATIONS	OFFICE OF FINANCIAL MANAGEMENT	\$ 150,370
VASS, SIDNEY	DIRECTOR, PORTFOLIO AND ASSET MANAGEMENT	PORTFOLIO AND ASSET MANAGEMENT	\$ 155,183
WILSON, TIKISHA	DIRECTOR SINGLE FAMILY PROGRAMS	SINGLE FAMILY PROGRAMS	\$ 156,749
JORDAN, BRITTNEY	SENIOR COUNSEL	OFFICE OF GENERAL COUNSEL	\$ 161,975
SIGAMONI, TARA	VICE PRESIDENT, PROCUREMENT AND ADMINISTRATIVE SERVICES	OFFICE OF EXECUTIVE DIRECTOR	\$ 162,000
HUTTER, SCOTT	DIRECTOR MULTIFAMILY LENDING	MULTIFAMILY LENDING	\$ 163,802
RAMEY, THURSTON	VICE PRESIDENT, TECHNOLOGY & BUSINESS INTELLIGENCE	OFFICE OF EXECUTIVE DIRECTOR	\$ 164,849
HART, HEATHER	VICE PRESIDENT, HUMAN RESOURCES	OFFICE OF EXECUTIVE DIRECTOR	\$ 176,605
MCCUTCHEN, YOLANDA	VICE PRESIDENT, PUBLIC RELATIONS	OFFICE OF EXECUTIVE DIRECTOR	\$ 176,605
PARKER, TRACY	DEPUTY GENERAL COUNSEL	OFFICE OF GENERAL COUNSEL	\$ 185,643
ERVIN, MARCUS	SENIOR VICE PRESIDENT, MULTIFAMILY LENDING AND NEIGHBORHOOD INVESTMENTS	MULTIFAMILY LENDING	\$ 190,000
WARREN, ROSEMARIE	VICE PRESIDENT, ACCOUNTING/CONTROLLER	OFFICE OF FINANCIAL MANAGEMENT	\$ 191,103
REDFERN, WENDI	SENIOR VICE PRESIDENT, SINGLE FAMILY PROGRAMS	SINGLE FAMILY PROGRAMS	\$ 196,564
IMO, IKEGOU	SENIOR VICE PRESIDENT, MULTIFAMILY LENDING AND NEIGHBORHOOD INVESTMENTS	MULTIFAMILY LENDING	\$ 198,000
COOPER, JEFFERY	SENIOR VICE PRESIDENT, PORTFOLIO AND ASSET MANAGEMENT	PORTFOLIO AND ASSET MANAGEMENT	\$ 209,093
NABORS-JACKSON, NIKOL	CHIEF OF STAFF	OFFICE OF EXECUTIVE DIRECTOR	\$ 218,405
CLINTON, STEPHEN	CHIEF FINANCIAL OFFICER	OFFICE OF FINANCIAL MANAGEMENT	\$ 235,493
HENTREL, MICHAEL	GENERAL COUNSEL	OFFICE OF GENERAL COUNSEL	\$ 243,665
DONALD, CHRISTOPHER	EXECUTIVE DIRECTOR, CEO	OFFICE OF EXECUTIVE DIRECTOR	\$ 295,776

TAB 6

Overtime Earners

EMPLOYEE	POSITON TITLE	DEPT	SALARY	OVERTIME TOTAL
LISA PUGH	POST-CLOSER	SINGLE FAMILY PROGRAMS	\$33.52/hr	\$1,767.67
LILLIAN JOHNSON	RECORDS ADMINISTRATOR	OFFICE GENERAL COUNSEL	\$40.55/hr	\$3,294.43
ADRIANA DIXON	ACCOUNTING ASSISTANT	FINANCE	\$39.38/hr	\$9,770.76

TAB 7

SUPPLEMENTAL PAYMENTS

EMPLOYEE NAME	TYPE OF PAYMENT	REASON	PAYMENT AMOUNT FY 23	PAYMENT AMOUNT FY 24
ARIKOK, LEVENT	BONUS	PERFORMANCE	N/A	\$ 14,400.00
BROWN, ASHLEY	BONUS	PERFORMANCE	N/A	\$ 10,000.00
BROWN, KELLEY	BONUS	PERFORMANCE	\$ 6,372.00	\$ 9,988.20
BUNN, ERIC	BONUS	PERFORMANCE	N/A	\$ 6,880.00
CLINTON, STEPHEN	BONUS	PERFORMANCE	\$ 20,486.70	\$ 27,042.36
COOPER, JEFFERY	BONUS	PERFORMANCE	\$ 18,700.00	\$ 24,010.80
DARDEN, TANISHA	BONUS	PERFORMANCE	\$ 7,550.00	\$ 8,678.60
DIXON, ADRIANA	BONUS	PERFORMANCE	\$ 7,500.00	\$ 7,837.50
DONALD, CHRISTOPHER	BONUS	PERFORMANCE	\$ 34,128.00	N/A
EARLE, FREDRICKA	BONUS	PERFORMANCE	\$ 8,500.00	\$ 9,000
GHAZIZADEH, SOHEILA	BONUS	PERFORMANCE	\$ 8,329.84	\$ 8,705
GIZAW, SEYOUM	BONUS	PERFORMANCE	\$ 11,580.00	\$ 8,067.36
GRAHAM, GREGORY	BONUS	PERFORMANCE	N/A	\$ 14,400.00
HARRIS, KAREN	BONUS	PERFORMANCE	\$ 7,120.00	N/A
HART, HEATHER	BONUS	PERFORMANCE	\$ 18,000.00	\$ 16,900.00
HARTMAN, LINDA	BONUS	PERFORMANCE	\$ 15,000.00	\$ 16,560.00
HENTREL, MICHAEL	BONUS	PERFORMANCE	\$ 25,437.12	\$ 27,980.76
HOLLEY-GRISHAM, JAMES	BONUS	PERFORMANCE	\$ 8,950.00	\$ 15,600.00
HUGHES, SOLOMON	BONUS	PERFORMANCE	\$ 5,100.00	N/A
HUGHES, SOLOMON	SEPARATION PAYMENT	TERMINATION	\$ 30,747.00	
HUTTER, SCOTT	BONUS	PERFORMANCE	\$ 14,000.00	\$ 18,809.88
JACKSON, JASMINE	BONUS	PERFORMANCE	\$ 12,750.00	\$ 15,988.44
JI, YAN	BONUS	PERFORMANCE	\$ 12,000.00	\$ 12,540.00
JOHNSON, LILLIAN	BONUS	PERFORMANCE	\$ 9,685.56	\$ 8,434.60
JONES, HENRY	BONUS	PERFORMANCE	\$ 13,770.00	\$ 17,267.52
JORDAN, BRITTNEY	BONUS	PERFORMANCE	\$ 14,067.50	\$ 15,500.00
LANGELUTTIG, JACQUELINE	BONUS	PERFORMANCE	\$ 8,670.00	\$ 9,060.10
LIU, RONG	BONUS	PERFORMANCE	\$ 12,000.00	\$ 12,540.00
MCCUTCHEN, YOLANDA	BONUS	PERFORMANCE	\$ 18,000.00	\$ 20,280.00
MILKO, WILLIAM	BONUS	PERFORMANCE	\$ 7,920.00	N/A
MILKO, WILLIAM	SEPARATION PAYMENT	TERMINATION		\$ 35,653.40

TAB 7

SUPPLEMENTAL PAYMENTS

NABORS-JACKSON, NIKOL	BONUS	PERFORMANCE	\$	20,000.00	\$	25,080.00
ORTIZ, SUSAN	BONUS	PERFORMANCE	\$	7,200.00		N/A
PARKER, TRACY	BONUS	PERFORMANCE	\$	17,000.00	\$	17,765.00
PECK, KYLA	BONUS	PERFORMANCE		N/A	\$	5,600.00
PLEASANT, MATTHEW	BONUS	PERFORMANCE	\$	12,965.00	\$	16,258.08
PUGH, LISA	BONUS	PERFORMANCE	\$	4,873.92	\$	5,093.28
RAMEY, THURSTON	BONUS	PERFORMANCE	\$	16,800.00	\$	15,775.00
REDFERN, WENDI	BONUS	PERFORMANCE	\$	21,600.00	\$	22,572.00
ROBERTS, CHERYL	BONUS	PERFORMANCE	\$	3,361.76	\$	4,400.00
SHUKRI, ZEIN	BONUS	PERFORMANCE	\$	12,840.00	\$	13,417.80
SMITH, LINDSEY	BONUS	PERFORMANCE		N/A	\$	7,500.00
THOMPSON, MARCUS	BONUS	PERFORMANCE	\$	12,380.28	\$	10,920.00
VASS, SIDNEY	BONUS	PERFORMANCE	\$	16,200.00	\$	16,929.00
WARREN, ROSEMARIE	BONUS	PERFORMANCE	\$	17,500.00	\$	21,945.00
WATSON, CLARENCE	BONUS	PERFORMANCE		N/A		
WATSON, CLARENCE	SEPARATION PAYMENT	TERMINATION	\$	9,428.96		
WILSON, TIKISHA	BONUS	PERFORMANCE		N/A	\$	18,000.00
WRIGHT, KATHLEEN TRACY	BONUS	PERFORMANCE	\$	9,130.00	\$	9,540.90
YILMAZ, BIROL	BONUS	PERFORMANCE	\$	11,200.00	\$	11,703.90

TAB 8

Post Date	Transaction Amount	Merchant Name	General Purpose	Employee
10/03/2022	3,656.91	Microsoft	Software licenses and maintenance	Procurement staff
10/03/2022	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
10/03/2022	106.00	Microsoft	Software licenses and maintenance	Procurement staff
10/03/2022	212.00	Citrix Right Signature	Software licenses and maintenance	Procurement staff
10/04/2022	595.00	NCSHA	Conferences and meetings	Procurement staff
10/04/2022	175.00	LOCAL INITIATIVES SUPP	Conferences and meetings	Procurement staff
10/05/2022	402.20	UNITED AIRLINES	Travel fares and lodging	Procurement staff
10/05/2022	28.00	UNITED AIRLINES	Travel fares and lodging	Procurement staff
10/05/2022	28.00	UNITED AIRLINES	Travel fares and lodging	Procurement staff
10/05/2022	427.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
10/05/2022	101.71	TARGET.COM *	Charitable contributions	Procurement staff
10/05/2022	595.00	NCSHA	Conferences and meetings	Procurement staff
10/05/2022	225.14	WPY*GTT COMMUNICATIONS	Internet	Procurement staff
10/05/2022	817.44	IN *PRECISION CAPITAL	Office supplies	Procurement staff
10/05/2022	690.46	Amazon.com	Charitable contributions	Procurement staff
10/05/2022	14.95	Amazon.com	Office supplies	Procurement staff
10/06/2022	225.00	Amazon.com	Public relations	Procurement staff
10/06/2022	154.65	TARGET.COM *	Charitable contributions	Procurement staff
10/06/2022	34.97	DOLLAR TREE, INC.	Charitable contributions	Procurement staff
10/06/2022	42.35	TARGET.COM *	Charitable contributions	Procurement staff
10/06/2022	410.46	PIZZA DORO	Public relations	Procurement staff
10/10/2022	259.40	WALMART.COM	Charitable contributions	Procurement staff
10/10/2022	763.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
10/10/2022	7,500.00	WCCD	Community outreach	Procurement staff
10/10/2022	36.05	Amazon.com	Charitable contributions	Procurement staff
10/10/2022	934.57	UBER TRIP	Local transportation	Procurement staff
10/10/2022	16.64	Amazon.com	Charitable contributions	Procurement staff
10/12/2022	146.10	TST* BUSBOYS AND POETS	Internal meetings	Procurement staff
10/12/2022	85.00	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
10/12/2022	225.00	Amazon.com	Public relations	Procurement staff
10/13/2022	1,029.54	RUSHORDERT* RUSHORDERT	Employee relations	Procurement staff
10/14/2022	2.12	D J*BARRON'S	Subscriptions publications	Procurement staff
10/14/2022	1,230.57	WESTIN PEACHTREE PLAZA	Travel fares and lodging	Procurement staff
10/14/2022	31.79	UDEMY SUBSCRIPTION	Subscriptions publications	Procurement staff
10/14/2022	7,616.00	EXQWIZIT GARAGE	Garage gate	Procurement staff
10/14/2022	245.00	WWW.NOVOCO.COM	Staff training	Procurement staff
10/14/2022	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
10/14/2022	2,120.50	4IMPRINT, INC	Charitable contributions	Procurement staff
10/14/2022	264.00	IN *BRIAR PATCH SHREDD	Office expense	Procurement staff
10/17/2022	399.00	NATIONAL ASSOCIATION O	Conferences and meetings	Procurement staff
10/17/2022	587.20	UNITED AIRLINES	Travel fares and lodging	Procurement staff
10/17/2022	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
10/17/2022	41.33	D J*WALL-ST-JOURNAL	Subscriptions publications	Procurement staff
10/17/2022	450.00	PAYPAL *COLLETTAORR	Employee relations	Procurement staff
10/17/2022	350.00	OMNI ELEVATOR INSPECTI	Building maintenance	Procurement staff
10/18/2022	15.86	Amazon.com	Office supplies	Procurement staff
10/18/2022	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
10/18/2022	181.34	THE CAKE ROOM	Charitable contributions	Procurement staff
10/18/2022	617.60	BEST VERSION MEDIA	Advertising marketing	Procurement staff
10/18/2022	120.00	DTS DIGITAL ADVERTISIN	Advertising marketing	Procurement staff
10/18/2022	58.00	MY BEST CLEANERS	Office expense	Procurement staff
10/19/2022	197.89	PIZZA DORO	Charitable contributions	Procurement staff
10/19/2022	1,314.87	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	1,314.87	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	1,314.87	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	1,314.87	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	1,314.87	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	1,314.87	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	1,314.87	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	1,314.87	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	986.15	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	986.15	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	657.44	MARRIOTT	Travel fares and lodging	Procurement staff
10/19/2022	657.44	MARRIOTT	Travel fares and lodging	Procurement staff
10/20/2022	138.00	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff

TAB 8

10/20/2022	1,874.00	EZCATERTIKI TACO	Internal meetings	Procurement staff
10/20/2022	55.00	Constant Contact	Software licenses and maintenance	Procurement staff
10/21/2022	294.88	SAMSClub.COM	Vending machine	Procurement staff
10/21/2022	1,000.00	Amazon.com	Public relations	Procurement staff
10/21/2022	1,500.00	BUNGALOW	Meals & entertainment	Procurement staff
10/21/2022	409.80	ENGINEERS OUTLET	Building maintenance	Procurement staff
10/21/2022	99.00	LOGAN CIRCLE FALCON FU	Building maintenance	Procurement staff
10/21/2022	1,165.00	DELAWARE CORP & TAX WE	Licenses permits	Procurement staff
10/25/2022	1,132.56	WESTIN HOU DWTN HOTEL	Travel fares and lodging	Procurement staff
10/25/2022	582.66	WESTIN HOU DWTN HOTEL	Travel fares and lodging	Procurement staff
10/25/2022	22,478.72	DISTRICT WINERY	Public relations	Procurement staff
10/26/2022	199.10	THE CAKE ROOM	Employee relations	Procurement staff
10/26/2022	1,132.56	WESTIN HOU DWTN HOTEL	Travel fares and lodging	Procurement staff
10/26/2022	340.00	GREAT AMERICAN CORP	Public relations	Procurement staff
10/27/2022	84.00	UNITED AIRLINES	Travel fares and lodging	Procurement staff
10/27/2022	374.02	COURTYARD HOUSTON DOWN	Travel fares and lodging	Procurement staff
10/27/2022	(9.15)	MARRIOTT	Travel fares and lodging	Procurement staff
10/27/2022	(9.15)	MARRIOTT	Travel fares and lodging	Procurement staff
10/28/2022	1,804.00	MARRIOTT	Employee relations	Procurement staff
10/28/2022	(9.15)	MARRIOTT	Travel fares and lodging	Procurement staff
10/28/2022	(9.15)	MARRIOTT MARQUISHOUSTO	Travel fares and lodging	Procurement staff
10/31/2022	1,597.91	LANDMARK THEATRES CORP	Employee relations	Procurement staff
11/01/2022	119.40	CANVA* I03590-18887780	Advertising marketing	Procurement staff
11/02/2022	438.75	TAOE EVENTS	Public relations	Procurement staff
11/03/2022	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
11/03/2022	315.18	PIZZA DORO	Public relations	Procurement staff
11/04/2022	2,100.00	THE BUSINESS JOURNALS	Subscriptions publications	Procurement staff
11/07/2022	392.38	EZCATERSMASHBURGER	Staff training	Procurement staff
11/07/2022	1,105.94	EZCATERTEDS BULLETIN	Internal meetings	Procurement staff
11/07/2022	2,427.75	ARENA STAGE TICKETS	Community outreach	Procurement staff
11/10/2022	276.64	SYMPATHY FLORAL STORE	Employee relations	Procurement staff
11/15/2022	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
11/15/2022	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
11/16/2022	227.19	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/16/2022	227.19	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/16/2022	3,618.00	Microsoft	Software licenses and maintenance	Procurement staff
11/16/2022	116.60	Microsoft	Software licenses and maintenance	Procurement staff
11/16/2022	19.99	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/16/2022	473.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/16/2022	377.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/16/2022	(95.99)	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/17/2022	1,211.21	EZCATERFEDERALIST PIG	Internal meetings	Procurement staff
11/17/2022	978.50	IN *PRECISION CAPITAL	Office supplies	Procurement staff
11/17/2022	854.00	GREAT AMERICAN CORP	Public relations	Procurement staff
11/18/2022	180.00	BITWARDEN	Software licenses and maintenance	Procurement staff
11/18/2022	297.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/18/2022	30.00	NNA SERVICES LLC	Membership dues	Procurement staff
11/18/2022	1,215.88	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
11/18/2022	911.91	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
11/18/2022	1,215.88	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
11/18/2022	1,215.88	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
11/18/2022	911.91	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
11/18/2022	911.91	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
11/21/2022	357.20	UNITED 01678434677765	Travel fares and lodging	Procurement staff
11/21/2022	267.32	SAMSClub.COM	Office supplies	Procurement staff
11/21/2022	180.55	TST* BUSBOYS AND POETS	Internal meetings	Procurement staff
11/21/2022	55.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
11/22/2022	875.00	QUADEL CONSULTING	Staff training	Procurement staff
11/22/2022	7,880.00	CITY EXPERIENCES	Employee relations	Procurement staff
11/22/2022	50.26	TST* BUSBOYS AND POETS	Internal meetings	Procurement staff
11/23/2022	18,321.44	DISTRICT WINERY	Public relations	Procurement staff
11/23/2022	911.91	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
11/23/2022	2,117.62	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
11/25/2022	42.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
11/25/2022	64.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
11/30/2022	1,523.20	CITY EXPERIENCES	Employee relations	Procurement staff

TAB 8

FY23 - FY24 Credit Card Purchases

12/01/2022	76.99	EDIBLE ARRANGEMENTS	Employee relations	Procurement staff
12/01/2022	375.00	TAOE EVENTS	Public relations	Procurement staff
12/01/2022	3,618.00	Microsoft	Software licenses and maintenance	Procurement staff
12/01/2022	116.60	Microsoft	Software licenses and maintenance	Procurement staff
12/01/2022	210.94	FS *HRMINSIDERPRO	Staff training	Procurement staff
12/02/2022	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
12/02/2022	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
12/07/2022	178.99	TST* BUSBOYS AND POETS	Internal meetings	Procurement staff
12/08/2022	492.47	EZCATEREDS BULLETIN	Internal meetings	Procurement staff
12/08/2022	124.50	ARENA STAGE TICKETS	Community outreach	Procurement staff
12/09/2022	340.00	GREAT AMERICAN CORP	Public relations	Procurement staff
12/12/2022	1,795.00	WEBBOND BUYER	Subscriptions publications	Procurement staff
12/12/2022	161.80	SAMSCLUB.COM	Vending machine	Procurement staff
12/13/2022	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
12/13/2022	149.00	HORNBLOWER WASHINGTON	Employee relations	Procurement staff
12/13/2022	1,030.00	DEALERS CHOICE CASINOS	Employee relations	Procurement staff
12/13/2022	424.00	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
12/14/2022	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
12/14/2022	63.51	DNH*GODADDY.COM	Software licenses and maintenance	Procurement staff
12/15/2022	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
12/16/2022	84.74	TST* BUSBOYS AND POETS	Internal meetings	Procurement staff
12/19/2022	508.80	ISSUU	Subscriptions publications	Procurement staff
12/20/2022	1,295.00	IAPP	Conferences and meetings	Procurement staff
12/20/2022	65.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
12/21/2022	357.00	PRSA	Membership dues	Procurement staff
12/21/2022	357.00	PRSA	Membership dues	Procurement staff
12/21/2022	(707.56)	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
12/21/2022	(303.97)	CONRAD FORT LAUDERDALE	Travel fares and lodging	Procurement staff
12/21/2022	2,345.00	SOCIETYFORHUMANRESOURC	Conferences and meetings	Procurement staff
12/21/2022	2,145.00	SOCIETYFORHUMANRESOURC	Conferences and meetings	Procurement staff
12/22/2022	1,649.00	PAYPAL *AMERICANUNI	Staff training	Procurement staff
12/22/2022	495.00	ASSOC FOR FINANCIAL PR	Membership dues	Procurement staff
12/23/2022	550.14	FS *REALTAXTOOLS	Software licenses and maintenance	Procurement staff
12/23/2022	975.07	SOCIETYFORHUMANRESOURC	Travel fares and lodging	Procurement staff
12/26/2022	4,682.29	UBER TRIP	Local transportation	Procurement staff
12/30/2022	111.23	FEDEX 96699443	Postage	Procurement staff
01/02/2023	3,618.00	Microsoft	Software licenses and maintenance	Procurement staff
01/02/2023	116.60	Microsoft	Software licenses and maintenance	Procurement staff
01/02/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
01/05/2023	340.00	GREAT AMERICAN CORP	Public relations	Procurement staff
01/05/2023	212.00	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
01/05/2023	397.84	PIZZA DORO	Public relations	Procurement staff
01/10/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
01/10/2023	42.39	CHECKR, INC CHECKR.COM	Recruitment hiring	Procurement staff
01/12/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
01/12/2023	2,754.12	THE RITZ CARLTON BCHLR	Travel fares and lodging	Procurement staff
01/16/2023	88.28	THE HOME DEPOT #2583	Building maintenance	Procurement staff
01/16/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
01/16/2023	242.06	SAMSCLUB.COM	Vending machine	Procurement staff
01/16/2023	490.40	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
01/16/2023	623.28	HOO*HOOTSUITE INC	Software licenses and maintenance	Procurement staff
01/18/2023	(2,754.12)	THE RITZ CARLTON BCHLR	Travel fares and lodging	Procurement staff
01/19/2023	109.97	KIA OF WALDORF	Vehicle expense	Procurement staff
01/20/2023	27.56	SQ *CENTRAL SAFE AND L	Building maintenance	Procurement staff
01/20/2023	65.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
01/20/2023	17.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
01/20/2023	98.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
01/23/2023	804.00	JOBTARGET	Recruitment hiring	Procurement staff
01/23/2023	1,549.00	JOBTARGET	Recruitment hiring	Procurement staff
01/23/2023	57.24	DROPBOX*TPLZ2C86QZJM	Subscriptions publications	Procurement staff
01/23/2023	169.60	THE BUSINESS JOURNALS	Subscriptions publications	Procurement staff
01/24/2023	555.00	DC GOV'T PAYMENT	Vehicle expense	Procurement staff
01/26/2023	(375.00)	JOBTARGET	Recruitment hiring	Procurement staff
01/27/2023	2,042.50	SQ *CONFLICTED PIG	Public relations	Procurement staff
01/27/2023	800.00	U OF MD ALUMNI ON-LINE	Public relations	Procurement staff
01/30/2023	214.48	SAMSCLUB.COM	Office supplies	Procurement staff

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01/30/2023	1,936.19	SAMSLUB.COM	Office expense	Procurement staff
01/31/2023	1,295.38	SQ *CONFLICTED PIG	Public relations	Procurement staff
01/31/2023	139.90	ETSY.COM - MULTIPLE SH	Employee relations	Procurement staff
01/31/2023	31.79	AMZN MKTP US*OIQO7B83	Employee relations	Procurement staff
01/31/2023	65.70	SHARIS BERRIES FRUITBQ	Employee relations	Procurement staff
01/31/2023	296.79	AMZN MKTP US*MU8691U33	Employee relations	Procurement staff
01/31/2023	75.23	SHARIS BERRIES FRUITBQ	Employee relations	Procurement staff
02/01/2023	50.86	Amazon.com	Employee relations	Procurement staff
02/02/2023	912.92	SHERATON MOUNTAIN VIST	Travel fares and lodging	Procurement staff
02/02/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
02/02/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
02/02/2023	69.00	NNA SERVICES LLC	Membership dues	Procurement staff
02/02/2023	308.81	PIZZA DORO	Public relations	Procurement staff
02/03/2023	2,750.00	SQ *KITCHEN SAVAGES SO	Public relations	Procurement staff
02/03/2023	575.00	NATIONAL ASSOCIATION O	Membership dues	Procurement staff
02/03/2023	633.92	TALKING STICK RESORT L	Travel fares and lodging	Procurement staff
02/03/2023	212.00	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
02/06/2023	3,618.00	Microsoft	Software licenses and maintenance	Procurement staff
02/06/2023	116.60	Microsoft	Software licenses and maintenance	Procurement staff
02/07/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
02/09/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
02/09/2023	1,327.50	PAR*ROTI RESTAURANTS -	Internal meetings	Procurement staff
02/09/2023	360.01	UBER TRIP	Local transportation	Procurement staff
02/10/2023	10.34	SHERATON MOUNTAIN VIST	Travel fares and lodging	Procurement staff
02/13/2023	148.36	SAMSLUB.COM	Vehicle expense	Procurement staff
02/14/2023	422.50	BUSBOYS EVENTS - 14TH	Employee relations	Procurement staff
02/14/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
02/15/2023	351.11	BJS.COM #5490	Office supplies	Procurement staff
02/16/2023	437.79	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
02/16/2023	99.97	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
02/16/2023	162.50	BUSBOYS EVENTS - 14TH	Employee relations	Procurement staff
02/16/2023	114.46	FS *TECHSMITH	Software licenses and maintenance	Procurement staff
02/17/2023	868.95	SHERATON NEW ORLEANS	Travel fares and lodging	Procurement staff
02/17/2023	784.97	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
02/17/2023	2,206.05	EZCATERMILLERS ALE HO	Employee relations	Procurement staff
02/20/2023	65.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
02/21/2023	57.24	DROPBOX*JK9F9MW4RN8W	Software licenses and maintenance	Procurement staff
02/22/2023	63.59	THE ATLANTIC	Software licenses and maintenance	Procurement staff
02/22/2023	250.00	COLORCOMM, INC.	Software licenses and maintenance	Procurement staff
02/23/2023	303.00	NABJ - EVENTS	Conferences and meetings	Procurement staff
02/27/2023	401.01	TROPHIES BY EDCO INC	Employee relations	Procurement staff
02/28/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
03/01/2023	22.77	MBS LIVE MONTH	Subscriptions publications	Procurement staff
03/01/2023	116.60	Microsoft	Software licenses and maintenance	Procurement staff
03/01/2023	3,511.02	Microsoft	Software licenses and maintenance	Procurement staff
03/02/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
03/02/2023	2,448.00	EZCATERBUSBOYS AND PO	Employee relations	Procurement staff
03/02/2023	231.00	EZCATERSPRINKLES	Employee relations	Procurement staff
03/02/2023	571.69	PIZZA DORO	Public relations	Procurement staff
03/03/2023	150.00	EVENT* SOLUTIONS FOR H	Conferences and meetings	Procurement staff
03/03/2023	212.00	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
03/06/2023	331.49	SAMS CLUB RENEWAL	Office supplies	Procurement staff
03/06/2023	1,685.72	4IMPRINT, INC	Advertising marketing	Procurement staff
03/07/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
03/08/2023	1,700.00	RVT*NATIONAL DEV COUNC	Staff training	Procurement staff
03/09/2023	33.85	EB ROASTERY TOUR TAST	Conferences and meetings	Procurement staff
03/09/2023	33.85	EB ROASTERY TOUR TAST	Conferences and meetings	Procurement staff
03/09/2023	18.48	SAMSLUB.COM	Vending machine	Procurement staff
03/09/2023	1,574.87	SQ *CONFLICTED PIG	Public relations	Procurement staff
03/09/2023	112.15	WALDORF CHEVROLET & CA	Vehicle expense	Procurement staff
03/09/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
03/09/2023	495.33	UBER TRIP	Local transportation	Procurement staff
03/10/2023	1,155.62	SQ *CONFLICTED PIG	Public relations	Procurement staff
03/10/2023	33.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
03/10/2023	80.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
03/14/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff

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03/14/2023	1,695.00	MARYLAND MORTGAGE BANK	Conferences and meetings	Procurement staff
03/17/2023	5,580.00	SQ *KITCHEN SAVAGES SO	Public relations	Procurement staff
03/17/2023	891.57	SQ *NUTRITIONAL WEALTH	Public relations	Procurement staff
03/20/2023	4,963.20	DCITY SMOKEHOUSE	Public relations	Procurement staff
03/20/2023	1,987.65	IVY CITY TAVERN	Public relations	Procurement staff
03/20/2023	595.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
03/20/2023	257.81	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
03/20/2023	65.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
03/21/2023	241.68	ISSUU	Subscriptions publications	Procurement staff
03/21/2023	57.24	DROPBOX*XYW1GT539YS3	Subscriptions publications	Procurement staff
03/27/2023	1,150.00	DC SWEET POTATO CAKE	Public relations	Procurement staff
03/27/2023	135.00	GREATER GREATER WASHIN	Conferences and meetings	Procurement staff
03/27/2023	13.20	SHERATON NEW ORLEANS	Travel fares and lodging	Procurement staff
03/30/2023	1,035.00	CYPHERWORX INC	Conferences and meetings	Procurement staff
03/30/2023	170.03	PIZZA DORO	Internal meetings	Procurement staff
03/31/2023	678.70	EZCATERBUSBOYS AND PO	Internal meetings	Procurement staff
03/31/2023	35.00	JOBTARGET	Recruitment hiring	Procurement staff
03/31/2023	140.00	JOBTARGET	Recruitment hiring	Procurement staff
04/03/2023	10.00	JOBTARGET	Recruitment hiring	Procurement staff
04/03/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
04/03/2023	3,557.70	Microsoft	Software licenses and maintenance	Procurement staff
04/03/2023	116.60	Microsoft	Software licenses and maintenance	Procurement staff
04/03/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
04/03/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
04/03/2023	212.00	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
04/04/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
04/05/2023	150.00	ZONDA MEDIA	Public relations	Procurement staff
04/06/2023	397.50	TIFFANY & CO	Employee relations	Procurement staff
04/06/2023	393.10	PIZZA DORO	Public relations	Procurement staff
04/07/2023	254.00	TST* BUSBOYS AND POETS	Internal meetings	Procurement staff
04/07/2023	34.00	TST* BUSBOYS AND POETS	Internal meetings	Procurement staff
04/07/2023	570.00	NCSHA	Conferences and meetings	Procurement staff
04/07/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
04/07/2023	595.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/07/2023	595.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/07/2023	595.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/07/2023	595.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/10/2023	42.39	CHECKR, INC CHECKR.COM	Recruitment hiring	Procurement staff
04/10/2023	304.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
04/10/2023	486.97	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
04/10/2023	257.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
04/10/2023	707.80	ALASKA AIRLINES INC.	Travel fares and lodging	Procurement staff
04/10/2023	595.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/10/2023	595.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/10/2023	595.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/10/2023	678.07	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
04/10/2023	996.50	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
04/10/2023	365.80	UNITED AIRLINES	Travel fares and lodging	Procurement staff
04/10/2023	397.97	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
04/10/2023	346.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
04/10/2023	933.41	UBER TRIP	Local transportation	Procurement staff
04/10/2023	996.50	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
04/10/2023	996.50	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
04/10/2023	678.07	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
04/12/2023	695.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/13/2023	370.45	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
04/13/2023	78.00	NABJ - DUES	Membership dues	Procurement staff
04/13/2023	900.00	NATIONAL ASSOCIATION O	Conferences and meetings	Procurement staff
04/13/2023	175.00	NATIONAL ASSOCIATION O	Membership dues	Procurement staff
04/13/2023	684.90	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
04/13/2023	570.00	NCSHA	Conferences and meetings	Procurement staff
04/13/2023	249.00	JOBTARGET	Recruitment hiring	Procurement staff
04/13/2023	715.00	JOBTARGET	Recruitment hiring	Procurement staff
04/13/2023	695.00	ASSOCIATION OF LOCAL H	Conferences and meetings	Procurement staff
04/14/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
04/14/2023	448.05	DNH*GODADDY.COM	Software licenses and maintenance	Procurement staff

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04/17/2023	345.81	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
04/17/2023	150.00	HOUSING ASSOCIATION OF	Public relations	Procurement staff
04/20/2023	1,420.54	EZCATEREDS BULLETIN	Internal meetings	Procurement staff
04/20/2023	65.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
04/21/2023	57.24	DROPBOX*ZPHKJRMKF5ZP	Membership dues	Procurement staff
04/21/2023	10.00	JOBTARGET	Recruitment hiring	Procurement staff
04/24/2023	746.41	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
04/24/2023	2,500.00	CALVARY WOMEN S SERVIC	Community outreach	Procurement staff
04/26/2023	667.50	Amazon.com	Employee relations	Procurement staff
04/28/2023	375.06	EZCATERPOTBELLY SANDW	Public relations	Procurement staff
04/28/2023	446.25	ZEEL NETWORKS, INC.	Employee relations	Procurement staff
05/01/2023	1,607.16	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/01/2023	1,856.86	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/01/2023	747.82	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/01/2023	746.83	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/01/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
05/01/2023	3,557.70	microsoft	Software licenses and maintenance	Procurement staff
05/01/2023	116.60	microsoft	Software licenses and maintenance	Procurement staff
05/01/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
05/02/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
05/02/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
05/03/2023	212.00	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
05/04/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
05/04/2023	769.86	PIZZA DORO	Public relations	Procurement staff
05/08/2023	245.58	HILTON BALTIMORE	Travel fares and lodging	Procurement staff
05/08/2023	55.78	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/08/2023	252.58	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/08/2023	104.58	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/08/2023	1,579.21	JW MARRIOTT TAMPA W ST	Travel fares and lodging	Procurement staff
05/08/2023	133.76	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/09/2023	944.15	UBER TRIP	Local transportation	Procurement staff
05/12/2023	751.00	JOBTARGET	Recruitment hiring	Procurement staff
05/15/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
05/16/2023	(5.91)	WESTIN (WESTIN HOTELS)	Travel fares and lodging	Procurement staff
05/18/2023	20.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
05/18/2023	105.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
05/19/2023	5,300.00	SQ *CONFLICTED PIG	Public relations	Procurement staff
05/19/2023	685.00	NCSHA	Travel fares and lodging	Procurement staff
05/19/2023	150.00	FANNIE MAE	Travel fares and lodging	Procurement staff
05/22/2023	425.80	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
05/22/2023	65.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
05/22/2023	57.24	DROPBOX*9V1ZCX9FX48X	Membership dues	Procurement staff
05/22/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
05/23/2023	399.00	FREDPRYOR CAREERTRACK	Staff training	Procurement staff
05/24/2023	423.79	ZOOM.US 888-799-9666	Software licenses and maintenance	Procurement staff
05/24/2023	2,542.73	ZOOM.US 888-799-9666	Software licenses and maintenance	Procurement staff
05/25/2023	1,902.70	WEBBOND BUYER	Subscriptions publications	Procurement staff
05/25/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
05/26/2023	3,253.98	4IMPRINT, INC	Public relations	Procurement staff
05/30/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
06/01/2023	897.00	NATIONAL INSITUTE OF G	Conferences and meetings	Procurement staff
06/01/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
06/01/2023	116.60	microsoft	Software licenses and maintenance	Procurement staff
06/01/2023	3,557.70	microsoft	Software licenses and maintenance	Procurement staff
06/01/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
06/01/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
06/01/2023	1,100.00	DC *GOV'T PAYMENT	Public relations	Procurement staff
06/02/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
06/02/2023	150.00	TAOE EVENTS	Public relations	Procurement staff
06/02/2023	4,752.92	OCCASIONS CAFE QPS	Public relations	Procurement staff
06/05/2023	242.00	ARIA - ADV SALES	Membership dues	Procurement staff
06/05/2023	212.00	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
06/06/2023	150.00	NCSHA	Conferences and meetings	Procurement staff
06/06/2023	1,700.00	RVT*NATIONAL DEV COUNC	Staff training	Procurement staff
06/08/2023	258.58	CHECKR, INC CHECKR.COM	Recruitment hiring	Procurement staff
06/08/2023	2,113.66	4IMPRINT, INC	Public relations	Procurement staff

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06/08/2023	249.99	DNH*GODADDY.COM	Software licenses and maintenance	Procurement staff
06/09/2023	1,135.73	UBER TRIP	Local transportation	Procurement staff
06/13/2023	221.00	TAOE EVENTS	Public relations	Procurement staff
06/14/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
06/15/2023	442.50	SHERATON SEATTLE HOTEL	Travel fares and lodging	Procurement staff
06/19/2023	1,015.11	SHERATON SEATTLE HOTEL	Travel fares and lodging	Procurement staff
06/20/2023	65.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
06/21/2023	57.24	DROPBOX*QLRDCMMJCKWP	Membership dues	Procurement staff
06/21/2023	1,020.00	RVT*NATIONAL DEV COUNC	Staff training	Procurement staff
06/22/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
06/26/2023	148.49	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
06/27/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
06/28/2023	1,150.00	WPY*EMPHASYS SOFTWARE	Software licenses and maintenance	Procurement staff
06/28/2023	1,299.00	MORTGAGE BANKERS ASSOC	Conferences and meetings	Procurement staff
06/29/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
06/29/2023	2,960.00	THE BUSINESS JOURNALS	Subscriptions publications	Procurement staff
06/29/2023	277.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
06/29/2023	137.00	AMTRAK .CO1780748592744	Travel fares and lodging	Procurement staff
06/29/2023	339.28	THE DISTRICT OF COLUMB	Membership dues	Procurement staff
07/03/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
07/03/2023	235.46	Microsoft	Software licenses and maintenance	Procurement staff
07/03/2023	3,557.70	Microsoft	Software licenses and maintenance	Procurement staff
07/03/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
07/03/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
07/03/2023	(25.00)	NABJ - EVENTS	Public relations	Procurement staff
07/03/2023	212.00	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
07/10/2023	2,100.56	UBER TRIP	Local transportation	Procurement staff
07/14/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
07/17/2023	386.25	GREAT AMERICAN CORP	Public relations	Procurement staff
07/17/2023	180.20	TWPSUB18799536	Membership dues	Procurement staff
07/18/2023	100.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
07/20/2023	76.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
07/20/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
07/21/2023	57.24	DROPBOX*BQ4V2M973NGL	Software licenses and maintenance	Procurement staff
07/21/2023	17.49	HYATT THOMPSON NASHVLE	Travel fares and lodging	Procurement staff
07/21/2023	868.41	HYATT THOMPSON NASHVLE	Travel fares and lodging	Procurement staff
07/21/2023	1,104.99	WWW.PINSTRIPES.COM	Employee relations	Procurement staff
07/21/2023	1,299.00	MORTGAGE BANKERS ASSOC	Conferences and meetings	Procurement staff
07/25/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
07/26/2023	3,091.78	IN *PINKE'S E.A.T.S LL	Public relations	Procurement staff
07/26/2023	115.15	BAYSIDE KIA OF WALDORF	Vehicle expense	Procurement staff
07/27/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
07/28/2023	1,104.98	WWW.PINSTRIPES.COM	Employee relations	Procurement staff
07/28/2023	36.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
07/28/2023	689.45	IN *PINKE'S E.A.T.S LL	Public relations	Procurement staff
07/31/2023	648.77	WWW.PINSTRIPES.COM	Employee relations	Procurement staff
07/31/2023	10,800.00	NCSHA	Conferences and meetings	Procurement staff
08/01/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
08/01/2023	225.43	Microsoft	Software licenses and maintenance	Procurement staff
08/01/2023	3,816.99	Microsoft	Software licenses and maintenance	Procurement staff
08/01/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
08/02/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
08/02/2023	318.00	INSOMNIA COOKIES - WAS	Employee relations	Procurement staff
08/02/2023	453.94	IN *PINKE'S E.A.T.S LL	Public relations	Procurement staff
08/03/2023	222.60	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
08/04/2023	329.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
08/04/2023	540.00	NCSHA	Conferences and meetings	Procurement staff
08/08/2023	169.56	CHECKR, INC CHECKR.COM	Recruitment hiring	Procurement staff
08/09/2023	936.40	UBER TRIP	Local transportation	Procurement staff
08/10/2023	848.50	4IMPRINT, INC	Office expense	Procurement staff
08/10/2023	915.84	DROPBOX 2SW57MKFHC6	Subscriptions publications	Procurement staff
08/11/2023	650.00	MORTGAGE BANKERS ASSOC	Staff training	Procurement staff
08/14/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
08/14/2023	337.80	DELTA	Travel fares and lodging	Procurement staff
08/14/2023	247.80	DELTA	Travel fares and lodging	Procurement staff
08/14/2023	357.80	DELTA	Travel fares and lodging	Procurement staff

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08/14/2023	1,599.00	MORTGAGE BANKERS ASSOC	Conferences and meetings	Procurement staff
08/14/2023	550.00	MORTGAGE BANKERS ASSOC	Staff training	Procurement staff
08/14/2023	293.60	UNITED AIRLINES	Travel fares and lodging	Procurement staff
08/14/2023	327.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
08/14/2023	272.97	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
08/14/2023	424.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
08/14/2023	76.00	AMTRAK .CO2230692522361	Travel fares and lodging	Procurement staff
08/17/2023	180.72	LABORLAWCENTER, LLC	Administrative	Procurement staff
08/17/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
08/18/2023	333.81	AMERICAN AIRLINES	Travel fares and lodging	Procurement staff
08/21/2023	952.00	ZEEL NETWORKS, INC.	Employee relations	Procurement staff
08/21/2023	76.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
08/21/2023	57.24	DROPBOX*FZLMX2C4VTGP	Software licenses and maintenance	Procurement staff
08/21/2023	279.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
08/21/2023	52.00	AMTRAK .CO2290618528827	Travel fares and lodging	Procurement staff
08/21/2023	38.00	AMTRAK .CO2290666525493	Travel fares and lodging	Procurement staff
08/21/2023	57.00	AMTRAK .CO2290686528089	Travel fares and lodging	Procurement staff
08/21/2023	(52.00)	AMTRAK .CO2290618528827	Travel fares and lodging	Procurement staff
08/22/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
08/24/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
08/29/2023	379.00	FTP*FINANCIAL TIMES	Subscriptions publications	Procurement staff
08/29/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
08/30/2023	126.00	AMTRAK .CO2400719550675	Travel fares and lodging	Procurement staff
08/31/2023	159.47	BAY IMPRINT	Employee relations	Procurement staff
09/01/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
09/01/2023	3,738.60	Microsoft	Software licenses and maintenance	Procurement staff
09/01/2023	209.88	Microsoft	Software licenses and maintenance	Procurement staff
09/01/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
09/01/2023	364.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
09/01/2023	305.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
09/01/2023	121.90	TRAILERPARTSSUPERSTORE	Employee relations	Procurement staff
09/04/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
09/04/2023	222.60	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
09/04/2023	228.79	JETBLUE AIRWAYS (JETBLUE)	Travel fares and lodging	Procurement staff
09/04/2023	154.99	CBSSPORTS.COM	Employee relations	Procurement staff
09/04/2023	2,168.00	SOGOLYTICS LLC	Subscriptions publications	Procurement staff
09/06/2023	124.95	GOLDBELLY	Employee relations	Procurement staff
09/06/2023	100.00	LEEDS THE WAY, LLC JAM	Employee relations	Procurement staff
09/06/2023	100.00	TST* ST. JAMES	Employee relations	Procurement staff
09/06/2023	75.31	TORTUGA RUM CAKE CO	Employee relations	Procurement staff
09/07/2023	740.60	EZCATERTEDS BULLETIN	Employee relations	Procurement staff
09/08/2023	84.78	CHECKR, INC CHECKR.COM	Recruitment hiring	Procurement staff
09/08/2023	32.53	DRIZLY AMLUX CAFE B	Employee relations	Procurement staff
09/08/2023	6.37	DRIZLY, INC.	Employee relations	Procurement staff
09/11/2023	399.91	UBER TRIP	Local transportation	Procurement staff
09/11/2023	7.09	DRIZLY, INC.	Employee relations	Procurement staff
09/11/2023	284.35	CRYSTALPLUS AWARDS	Employee relations	Procurement staff
09/11/2023	40.23	HOP CASK & BARREL	Employee relations	Procurement staff
09/13/2023	0.03	Microsoft	Software licenses and maintenance	Procurement staff
09/13/2023	1,105.69	ROAMING HUNGER CATERIN	Employee relations	Procurement staff
09/13/2023	29.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
09/13/2023	111.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
09/14/2023	260.00	CLEAR TO GO!	Software licenses and maintenance	Procurement staff
09/14/2023	154.98	SP IGOURMET	Employee relations	Procurement staff
09/14/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
09/15/2023	499.00	JOBTARGET	Recruitment hiring	Procurement staff
09/15/2023	411.25	GREAT AMERICAN CORP	Public relations	Procurement staff
09/15/2023	556.50	WPY*FRIENDSHIP PUBLIC	Public relations	Procurement staff
09/15/2023	110.00	THE CAPITAL WHEEL	Employee relations	Procurement staff
09/15/2023	1,599.00	MORTGAGE BANKERS ASSOC	Conferences and meetings	Procurement staff
09/18/2023	1,269.41	IN *PINKE'S E.A.T.S LL	Employee relations	Procurement staff
09/19/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
09/20/2023	76.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
09/21/2023	57.24	DROPBOX*92Q17MVSXT19	Software licenses and maintenance	Procurement staff
09/21/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
09/21/2023	189.98	EZCATERAUNTIE ANNES P	Employee relations	Procurement staff

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09/21/2023	351.24	EZCATERTHE SIMPLE GRE	Employee relations	Procurement staff
09/21/2023	736.85	EZCATERTIKI TACO	Employee relations	Procurement staff
09/22/2023	50.00	BUSBOYS EVENTS - 14TH	Internal meetings	Procurement staff
09/22/2023	990.00	JESSIE TAYLOR II	Employee relations	Procurement staff
09/22/2023	1,460.00	NNA SERVICES LLC	Conferences and meetings	Procurement staff
09/25/2023	880.00	WWW.CALVARYSERVICES.OR	Community outreach	Procurement staff
09/25/2023	556.50	TAOE EVENTS	Employee relations	Procurement staff
09/26/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
09/26/2023	650.00	MORTGAGE BANKERS ASSOC	Staff training	Procurement staff
09/28/2023	246.05	TST* BUSBOYS AND POETS	Internal meetings	Procurement staff
10/2/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
10/2/2023	3,738.60	Microsoft	Software licenses and maintenance	Procurement staff
10/2/2023	209.88	Microsoft	Software licenses and maintenance	Procurement staff
10/2/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
10/2/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
10/2/2023	1,232.63	IN *PINKE'S E.A.T.S LL	Internal meetings	Procurement staff
10/3/2023	222.60	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
10/3/2023	500.00	GFM*GOFUNDME IN LOVING	Charitable contributions	Procurement staff
10/3/2023	500.00	NATIONALBANKERS.ORG	Conferences and meetings	Procurement staff
10/4/2023	214.76	ROSEN HOTELS CENTRE	Travel fares and lodging	Procurement staff
10/4/2023	214.76	ROSEN HOTELS CENTRE	Travel fares and lodging	Procurement staff
10/4/2023	199.00	TRADE PRESS MEDIA GROU	Membership dues	Procurement staff
10/6/2023	(556.50)	WPY*THE ART OF ELEGANC	Employee relations	Procurement staff
10/9/2023	42.39	CHECKR, INC CHECKR.COM	Recruitment hiring	Procurement staff
10/9/2023	0.02	Microsoft	Software licenses and maintenance	Procurement staff
10/9/2023	597.75	UBER TRIP	Local transportation	Procurement staff
10/9/2023	494.56	FOUR SEASONS PHLADLPHA	Travel fares and lodging	Procurement staff
10/9/2023	494.56	FOUR SEASONS PHLADLPHA	Travel fares and lodging	Procurement staff
10/9/2023	766.98	ROSEN PLAZA ONLINE	Travel fares and lodging	Procurement staff
10/9/2023	500.00	NATIONALBANKERS.ORG	Conferences and meetings	Procurement staff
10/10/2023	552.50	GREAT AMERICAN CORP	Public relations	Procurement staff
10/10/2023	819.81	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/11/2023	1,229.71	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/11/2023	1,200.00	PAYPAL *CORPORATECO	Conferences and meetings	Procurement staff
10/11/2023	1,200.00	PAYPAL *CORPORATECO	Conferences and meetings	Procurement staff
10/11/2023	1,200.00	PAYPAL *CORPORATECO	Conferences and meetings	Procurement staff
10/12/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
10/13/2023	216.40	GREAT AMERICAN CORP	Staff training	Procurement staff
10/16/2023	(126.00)	AMTRAK 2400719550683	Travel fares and lodging	Procurement staff
10/16/2023	380.80	MARRIOTT COPLEY PLACE	Travel fares and lodging	Procurement staff
10/16/2023	443.97	BUDGET RENT A CAR	Local transportation	Procurement staff
10/17/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
10/17/2023	819.81	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	819.81	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	1,229.71	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	1,639.61	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	819.81	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	1,229.71	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	1,229.71	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	1,639.62	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	819.81	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	1,639.62	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	1,639.62	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/17/2023	1,229.71	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/18/2023	761.58	MARRIOTT COPLEY PLACE	Travel fares and lodging	Procurement staff
10/18/2023	819.81	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/18/2023	85.04	WALDORF CHEVY CADILLAC	Vehicle expense	Procurement staff
10/19/2023	41.33	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
10/19/2023	0.02	MARRIOTT COPLEY PLACE	Travel fares and lodging	Procurement staff
10/19/2023	1,142.40	MARRIOTT COPLEY PLACE	Travel fares and lodging	Procurement staff
10/19/2023	1,523.20	MARRIOTT COPLEY PLACE	Travel fares and lodging	Procurement staff
10/19/2023	1,593.04	MARRIOTT COPLEY PLACE	Travel fares and lodging	Procurement staff
10/19/2023	1,593.04	MARRIOTT COPLEY PLACE	Travel fares and lodging	Procurement staff
10/19/2023	266.44	BELLAGIO - ADV DEP	Travel fares and lodging	Procurement staff
10/19/2023	266.44	BELLAGIO - ADV DEP	Travel fares and lodging	Procurement staff
10/19/2023	353.00	AMTRAK .CO2900647519700	Travel fares and lodging	Procurement staff

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10/19/2023	113.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
10/20/2023	76.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
10/20/2023	1,145.72	MARRIOTT PHILAD DTOWN	Travel fares and lodging	Procurement staff
10/20/2023	1,099.68	MARRIOTT PHILAD DTOWN	Travel fares and lodging	Procurement staff
10/20/2023	1,134.00	MARRIOTT PHILAD DTOWN	Travel fares and lodging	Procurement staff
10/20/2023	1,639.60	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/20/2023	1,229.70	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/23/2023	57.24	DROPBOX*4553F935SFXX	Software licenses and maintenance	Procurement staff
10/23/2023	1,998.00	MORTGAGE BANKERS ASSOC	Conferences and meetings	Procurement staff
10/23/2023	1,199.00	MORTGAGE BANKERS ASSOC	Conferences and meetings	Procurement staff
10/23/2023	266.44	BELLAGIO - ADV DEP	Travel fares and lodging	Procurement staff
10/24/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
10/25/2023	50.62	ETOLL BGT U703213346	Local transportation	Procurement staff
10/25/2023	953.05	IVY CITY TAVERN	Employee relations	Procurement staff
10/26/2023	(0.02)	SHERATON BOSTON HOTEL	Travel fares and lodging	Procurement staff
10/26/2023	295.00	NCSHA	Conferences and meetings	Procurement staff
10/30/2023	1,895.94	WPY*HENRYS SOUL CAFE I	Employee relations	Procurement staff
10/30/2023	76.57	EDIBLE ARRANGEMENTS	Employee relations	Procurement staff
10/30/2023	2,461.32	TST* NOTHING BUNDT CAK	Employee relations	Procurement staff
11/1/2023	119.40	CANVA* I03955-51663872	Public relations	Procurement staff
11/1/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
11/1/2023	3,534.00	Microsoft	Software licenses and maintenance	Procurement staff
11/1/2023	198.00	Microsoft	Software licenses and maintenance	Procurement staff
11/1/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
11/1/2023	(494.56)	FOUR SEASONS PHLADLPHA	Travel fares and lodging	Procurement staff
11/1/2023	(494.56)	FOUR SEASONS PHLADLPHA	Travel fares and lodging	Procurement staff
11/1/2023	10.00	EDIBLE ARRANGE 577(T)	Employee relations	Procurement staff
11/2/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
11/3/2023	222.60	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
11/6/2023	952.00	ZEEL NETWORKS, INC.	Employee relations	Procurement staff
11/6/2023	2,400.89	WWW.PINSTripES.COM	Employee relations	Procurement staff
11/6/2023	717.00	JOBTARGET	Recruitment hiring	Procurement staff
11/6/2023	5.14	ETOLL BGT U703213346	Local transportation	Procurement staff
11/7/2023	750.00	FSP*DWORBELL, INC.	Conferences and meetings	Procurement staff
11/7/2023	550.00	MORTGAGE BANKERS ASSOC	Staff training	Procurement staff
11/8/2023	43.98	CHECKR, INC CHECKR.COM	Recruitment hiring	Procurement staff
11/8/2023	236.82	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/8/2023	236.82	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/8/2023	236.82	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/8/2023	497.39	ZIPPYREG.COMTROT4HNGR	Community outreach	Procurement staff
11/8/2023	324.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/8/2023	50.00	MORTGAGE BANKERS ASSOC	Staff training	Procurement staff
11/9/2023	209.89	Spirit Airlines	Travel fares and lodging	Procurement staff
11/9/2023	123.98	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/9/2023	2,380.00	2U GETSMARTER (US) LLC	Staff training	Procurement staff
11/9/2023	1,135.20	EZCATERTEDS BULLETIN	Internal meetings	Procurement staff
11/9/2023	71.68	ZIPPYREG.COMTROT4HNGR	Community outreach	Procurement staff
11/9/2023	2.12	WSJ/BARRONS SUBSCRIPTI	Subscriptions publications	Procurement staff
11/9/2023	366.80	American Airlines	Travel fares and lodging	Procurement staff
11/10/2023	0.02	MICROSOFT MSBILL.INFO	Software licenses and maintenance	Procurement staff
11/10/2023	334.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/10/2023	324.96	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/13/2023	3,300.76	UBER TRIP	Local transportation	Procurement staff
11/14/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
11/14/2023	21,279.03	CI FT LAUDERDALE SERTI	Travel fares and lodging	Procurement staff
11/14/2023	4,144.00	ARENA STAGE TICKETS	Community outreach	Procurement staff
11/14/2023	518.00	ARENA STAGE TICKETS	Community outreach	Procurement staff
11/15/2023	4,604.48	SP ETCHINGX	Employee relations	Procurement staff
11/15/2023	123.98	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
11/16/2023	41.33	D J*WALL-ST-JOURNAL	Subscriptions publications	Procurement staff
11/16/2023	384.53	SP ETCHINGX	Employee relations	Procurement staff
11/17/2023	49.50	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/17/2023	49.50	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/17/2023	49.50	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/17/2023	49.50	UNITED AIRLINES	Travel fares and lodging	Procurement staff
11/17/2023	445.80	American Airlines	Travel fares and lodging	Procurement staff

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11/17/2023	48.54	American Airlines	Travel fares and lodging	Procurement staff
11/20/2023	180.00	BITWARDEN	Software licenses and maintenance	Procurement staff
11/20/2023	76.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
11/21/2023	57.24	DROPBOX*TFRC615DJCNL	Software licenses and maintenance	Procurement staff
11/21/2023	37.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
11/21/2023	80.00	SUNOCO 8002179201 QPS	Vehicle expense	Procurement staff
11/21/2023	2.12	D J*WALL-ST-JOURNAL	Subscriptions publications	Procurement staff
11/21/2023	5,000.00	CREW NETWORK	Community outreach	Procurement staff
11/22/2023	251.91	GROUPON, INC.	Employee relations	Procurement staff
11/22/2023	24.95	COLPARK LOC 0091	Parking	Procurement staff
11/22/2023	143.36	ZIPPYREG.COMTROT4SOME	Community outreach	Procurement staff
11/24/2023	488.65	SP MYFONTS INC	Software licenses and maintenance	Procurement staff
11/28/2023	15,502.00	IN *REVIVE EVENTS & CA	Public relations	Procurement staff
11/29/2023	3,348.46	PAYPAL *NOSTALGIA	Public relations	Procurement staff
11/29/2023	(200.13)	MICROSOFT*365	Software licenses and maintenance	Procurement staff
11/29/2023	(6.00)	MICROSOFT*365	Software licenses and maintenance	Procurement staff
11/30/2023	1,100.00	DC *GOV'T PAYMENT	Community outreach	Procurement staff
12/1/2023	38.95	MBS LIVE MONTH	Subscriptions publications	Procurement staff
12/1/2023	1,357.56	Microsoft	Software licenses and maintenance	Procurement staff
12/1/2023	107.23	Microsoft	Software licenses and maintenance	Procurement staff
12/1/2023	55.20	EB AAREP DC HOLIDAY P	Community outreach	Procurement staff
12/1/2023	55.20	EB AAREP DC HOLIDAY P	Community outreach	Procurement staff
12/1/2023	25.00	CREW NETWORK	Membership dues	Procurement staff
12/1/2023	354.80	American Airlines	Travel fares and lodging	Procurement staff
12/4/2023	3.17	APPLE.COM/BILL	Software licenses and maintenance	Procurement staff
12/4/2023	299.95	IBACKUP 855-819-9948	Software licenses and maintenance	Procurement staff
12/4/2023	668.79	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
12/4/2023	257.59	SOUTHWEST AIRLINES	Travel fares and lodging	Procurement staff
12/4/2023	538.19	MARRIOTT NEW ORLEANS	Travel fares and lodging	Procurement staff
12/5/2023	1,885.00	WEBBOND BUYER	Subscriptions publications	Procurement staff
12/6/2023	495.00	ACCESS INTELLIGENCE-CH	Conferences and meetings	Procurement staff
12/6/2023	100.00	TST* ST. JAMES	Travel fares-PTO Conversion-Employee re	Procurement staff
12/7/2023	174.54	TRAINLINE	Travel fares-PTO Conversion-Employee re	Procurement staff
12/7/2023	2.12	D J*WALL-ST-JOURNAL	Subscriptions publications	Procurement staff
12/8/2023	146.89	TRAINLINE	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	10.97	INTERNATIONAL TRANSACTION	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	12.61	INTERNATIONAL TRANSACTION	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	184.76	TRAINLINE	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	67.80	TRAINLINE	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	992.70	UNITED AIRLINES	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	992.70	UNITED AIRLINES	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	168.00	UNITED AIRLINES	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	168.00	UNITED AIRLINES	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	840.78	JetBlue Airlines	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	731.02	JETBLUE A22792140283977	Travel fares-PTO Conversion-Employee re	Procurement staff
12/8/2023	214.47	AIRBNB HMD5XESYKT	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/8/2023	511.07	AIRBNB HMNDQ8X24R	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/8/2023	282.57	AIRBNB HMXTNCT3BD	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/8/2023	432.68	AIRBNB HMYW8EYDXW	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/8/2023	1,472.44	AIRBNB HMFBN4ZHN	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/8/2023	1,208.26	AIRBNB HMHWJX9BF	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/8/2023	248.67	AIRBNB HMWFNZPY3S	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/8/2023	132.99	AIRBNB HMXWHD8CFK	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/11/2023	45.34	DNH*GODADDY.COM	Software licenses and maintenance	Procurement staff
12/11/2023	1,036.48	UBER TRIP	Local transportation	Procurement staff
12/11/2023	0.01	Microsoft	Software licenses and maintenance	Procurement staff
12/11/2023	23.17	DNH*GODADDY.COM	Software licenses and maintenance	Procurement staff
12/11/2023	1.72	INTERNATIONAL TRANSACTION	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	0.38	INTERNATIONAL TRANSACTION	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	8.81	INTERNATIONAL TRANSACTION	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	146.89	TRAINLINE	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	87.45	TRAINLINE	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	(1,472.44)	AIRBNB HMFBN4ZHN	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/11/2023	2,006.91	AIRBNB HMWRJ9DTRK	Lodging-PTO Conversion-Employee benefi	Procurement staff
12/11/2023	354.88	RYANAIR0000000000QLQRYW0	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	587.43	TAP04700080470008282595	Travel fares-PTO Conversion-Employee re	Procurement staff

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12/11/2023	114.52	BRITISH A11252172446483	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	25.23	BRITISH A11254228755411	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	476.99	KLM 07421062100524	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	476.99	KLM 07421062100535	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	379.60	KLM 07421062100546	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	12.10	KLM 07441054526920	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	12.10	KLM 07441054526931	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	12.10	KLM 07441054526942	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	232.90	KLM 07421062726906	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	201.09	KLM 07421062726910	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	244.26	KLM 07421062726921	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	11.10	KLM 07441054838103	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	11.10	KLM 07441054838114	Travel fares-PTO Conversion-Employee re	Procurement staff
12/11/2023	11.10	KLM 07441054838125	Travel fares-PTO Conversion-Employee re	Procurement staff
12/12/2023	41.34	NYTIMES*NYTIMES	Subscriptions publications	Procurement staff
12/12/2023	27.00	60373 - ARENA STAGE	Parking	Procurement staff
12/12/2023	925.00	NCHM.ORG	Staff training	Procurement staff
12/13/2023	(55.20)	EB AAREP DC HOLIDAY P	Community outreach	Procurement staff
12/14/2023	41.33	D J*WALL-ST-JOURNAL	Subscriptions publications	Procurement staff
12/14/2023	222.60	NLI*SHAREFILE	Software licenses and maintenance	Procurement staff
12/14/2023	634.00	AXA ASSISTANCE USA	Travel fares-PTO Conversion-Employee re	Procurement staff
12/15/2023	495.00	ASSOC FOR FINANCIAL PR	Membership dues	Procurement staff
12/15/2023	183.56	BUDGET RENT A CAR	Travel fares-PTO Conversion-Employee re	Procurement staff
12/18/2023	559.68	ISSUU	Subscriptions publications	Procurement staff
12/19/2023	2.12	D J*WALL-ST-JOURNAL	Subscriptions publications	Procurement staff
12/19/2023	90.00	CS *LANDRYS EGIFTCARD	Employee relations	Procurement staff
12/20/2023	81.00	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
12/20/2023	480.00	NCSHA	Staff training	Procurement staff
12/20/2023	3,190.00	GREAT PLACE TO WORK IN	Conferences and meetings	Procurement staff
12/20/2023	2,095.00	SOCIETYFORHUMANRESOURC	Conferences and meetings	Procurement staff
12/20/2023	2,095.00	SOCIETYFORHUMANRESOURC	Conferences and meetings	Procurement staff
12/21/2023	57.24	DROPBOX*QDBMXVVM3KLS	Software licenses and maintenance	Procurement staff
12/21/2023	338.82	HILTON HOTELS	Travel fares and lodging	Procurement staff
12/21/2023	338.82	HILTON HOTELS	Travel fares and lodging	Procurement staff
12/27/2023	244.00	SOCIETYFORHUMANRESOURC	Membership dues	Procurement staff
12/29/2023	680.40	EIG*CONSTANTCONTACT.CO	Software licenses and maintenance	Procurement staff
Total	554,480.25			

TAB 9

MEMORANDUM OF AGREEMENT

AMONG

OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT

AND THE

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY

AND THE

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

1. INTRODUCTION

This Memorandum of Agreement (“MOA”) is entered into between the Office of the Deputy Mayor for Planning and Economic Development (“DMPED”), the District of Columbia Housing Finance Agency (“DCHFA”), an instrumentality of the District of Columbia, and the Department of Housing and Community Development (“DHCD”) (each individually a “Party” and collectively the “Parties”).

2. BACKGROUND

Private activity bonds

Each year the District of Columbia (the “District”) receives a formula-based private activity bond allocation from the Internal Revenue Service, which enables tax-exempt bonds to be issued to support the production and preservation of affordable multifamily housing. Historically, DMPED has allocated the entirety of this allocation to DCHFA (“The Agency”). DCHFA, in turn, issues bonds to provide financing to affordable multi-family housing projects and support single-family homeownership through the Mortgage Credit Certificate (“MCC”) program, which allows borrowers to afford a higher mortgage than would otherwise be possible¹.

Historically, the demand for private activity bond cap has not exceeded the annual allocation. As such, DMPED has assigned carryover bond allocation following the end of each calendar year – rather than current calendar year allocation. However, substantially increased investment in the District’s Housing Production Trust Fund in recent years alongside other market changes have increased demand for private activity bonds for affordable housing production, prompting the need to adjust the bond allocation process. This MOA outlines the new process governing the use of the District’s private activity bond allocation by the DCHFA.

To address the increased need for bond cap, DCHFA will work with DMPED, DHCD and other Housing Agency Partners, where applicable, to make the following changes:

¹ DCHFA has put \$100 million per year towards the Mortgage Credit Certificate program since 2017.

Allocate calendar year volume. DMPED has historically assigned carryover private activity bond allocation to DCHFA in approximately February of each year. DMPED will allocate calendar year 2022 allocation to DCHFA so that bond cap can be deployed to ready projects.

Focus private activity bond volume cap exclusively on affordable multifamily housing projects. In recent years, DCHFA has funded the MCC program with bonds. DCHFA has already allocated \$30MM in private activity bond cap from the CY2021 allocation. No remaining bond allocation and no calendar year 2022 allocation shall be used to support the MCC program. DCHFA will use its best efforts to fund this program at the current level with non-private activity bond resources but in no circumstance provide MCC with District's allocation of Private Activity Bonds (PAB) without District approval.

Implement a coordinated application process for bond capital. Projects in the DCHFA bond pipeline are currently sourced in the following ways:

- Projects awarded through the DHCD's Consolidated RFP process (which awards Housing Production Trust Fund loans as well as 9% Low Income Housing Tax Credits among other gap financing sources). Development proposals are evaluated as prescribed in the Consolidated RFP which is based by the Qualified Application Plan ("QAP"), a document required by the United States Department of Treasury that describes a jurisdiction's selection criteria for housing projects to receive low-income housing tax credits. The QAP is informed by public input and currently articulates policy priorities aligned with the District's affordable housing goals (to create 36,000 net new units by 2025, 12,000 of them affordable) and Housing Equity Report.
- Redevelopment projects awarded through DMPED's competitive solicitations.
- Projects that apply directly to DCHFA, which can include both new affordable housing production and preservation of existing affordable properties.

These projects are typically induced for bonds on a first-come, first-served basis; that is, as they are ready to close. Moving forward, to fully align bond cap utilization with the District's affordable housing priorities and create a more coordinated resource allocation process, all projects must take the following steps to receive tax credits and bonds:

- **Threshold review (DHCD RFP):** Apply for threshold review and initial scoring through DHCD. Projects that apply shall be evaluated for alignment with the QAP and priorities articulated in the most recent RFP. DHCD will conduct a threshold review of applications to assess alignment with policy priorities and administer this process semi-annually.
- **Bond & tax credits application (DCHFA bond readiness application):** Projects that pass the DHCD threshold review will be eligible to apply to DCHFA for bonds and tax credits when they are ready. DCHFA shall review applications and sequence approved projects for inducement based on project readiness and degree of alignment with policy priorities, as scored by DHCD. Projects that do not pass DHCD's threshold review will not be eligible to apply to DCHFA for bond cap and tax credits.

Unless projects meet one of the following criteria, they must submit to DHCD for threshold review prior to applying for bond volume cap through DCHFA.

- Has already been induced as of September 1, 2022;
- Has been selected for underwriting via DHCD’s consolidated RFP as of September 1, 2022;
- Has been selected for development by DMPED RFP as of September 1, 2022; or Will deliver at least 400 total units by 2025.

Starting in CY23, all projects must submit to DCHFA for bond cap when they are ready.

Establish an expiration period that a project may reserve volume cap. DCHFA will limit the duration of the inducement resolution to **180 Calendar days** from the date of inducement resolution approval by the DCHFA Board. This will require a final bond resolution to be approved by the DCHFA Board within 6 months from inducement. If a final bond resolution has not been approved as set forth above, the project will have to resubmit in DCHFA’s next application window.

Limit the amount of tax-exempt bonds per issued per project to 20% of the District’s annual allocation. To conserve available bond cap, DCHFA shall make no more than 20% of the District’s annual allocation (\$67 million for CY2022) of bond cap available to any one project using allocation from calendar years 2021 through 2022.

DCHFA will work with sponsors to identify, whenever reasonably possible, capital structures that satisfy the need of the transaction that will not require volume cap more than the limit as defined above. These sources may include taxable bonds, or any other tools that DCHFA may develop or adopt.

Communicate to stakeholders. DCHFA shall issue guidance immediately to project sponsors indicating its shift to an application window process. That guidance shall include that

- Any projects that do not meet one of the criteria described above (page 3) must submit to DHCD for threshold review prior to applying for bonds via DCHFA’s project bond readiness review); and
- All bond volume cap allocation awards using allocations remaining from CY20- CY22 will be limited to up to and not exceeding 20% of the District’s annual private activity bond allocation (or approximately \$67 million) per project, effective immediately.

Initiate regular reporting by DCHFA to DMPED. To monitor bond cap utilization, DCHFA shall submit quarterly reports beginning on January 2, 2023 to DMPED showing bond cap utilized to date by project, projects in pipeline, available bond cap and other information as requested by DMPED. DHCD shall validate relevant information contained in the report to DMPED and be copied on the transmittal.

Implement strategies to conserve bond cap. DCHFA, consistent with its enabling statute, shall work with DHCD and DMPED as needed to implement the strategies to contain costs and identify additional resources for affordable housing projects.

- Implement DHCD underwriting standards and requirements where possible according to DCHFA statutory requirements
- Commission a third-party review of DCHFA fees compared to other states, discuss the findings of such review with DMPED and DHCD and provide updated fee and soft cost schedule based on the aforementioned findings and discussions.
- In accordance with DCHFA enabling statute and in collaboration with District agencies, develop additional strategies to conserve bond cap, such as establishing a policy to limit supplemental bond issuance to projects that have legitimate cost increases and related 50% test issues, or removing land cost from aggregate basis through District purchase and ground lease, if and where possible.

3. SCOPE OF SERVICES

In furtherance of the shared goals of the Parties to carry out the purposes of this MOA expeditiously and economically, the Parties hereby agree as follows:

a. Responsibilities of DCHFA

- Use best efforts to fund the Mortgage Credit Certificate (MCC) Program to non-private activity bond resources of the Agency but in no circumstance provide MCC with District's allocation of Private Activity Bonds (PAB) without District approval.
- Implement a coordinated application process for tax credits and bonds with DHCD that includes semi-annual threshold review for policy alignment conducted by DHCD, semi-annual bond readiness review by DCHFA, and a process for managing project sequencing and reallocation due to missed deadlines.
- Communicate the new process to project sponsors.
- Limit the amount of tax-exempt bonds issued per project to 20% of the District's annual bond allocation (approximately \$67 million for CY 2022).
- Provide quarterly report beginning January 2, 2023, to DMPED as described above.
- Move forward with implementing projects in pipeline that meet criteria described above, in accordance with new cap.
- Implement new strategies to conserve bond cap as described above.

b. Responsibilities of DHCD

- Implement a coordinated application process for tax credits and bonds with DCHFA that includes semi-annual threshold review for policy alignment conducted by DHCD, semi-annual bond readiness review by DCHFA, and a process for managing project sequencing and reallocation due to missed deadlines.
- Work with DCHFA to validate information in regular report to DMPED

c. Responsibilities of DMPED

- i. Allocate calendar year 2022 private activity bond volume of \$335,115,000 to DCHFA.

4. DURATION OF THIS MOA

The period of this MOA shall be from the date the last Party signed this MOA through September 30, 2023, unless terminated in writing by the Parties pursuant to Section 11 of this MOA. The Parties may mutually agree to extend the term of this MOA for a maximum one (1) year option period. The Party desiring the extension shall provide written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial year of this MOA. Regarding DCHFA, an agreement to extend this MOA is dependent on the DCHFA Board's approval of such extension.

5. AUTHORITY

Mayor's Order No. 99-62; D.C. Official Code § 42-2703.01(6); D.C. Official Code § 42-2703.01(12); D.C. Official Code § 42-2703.01(21); and DCHFA Resolution No. 2022-13(G) adopted by the DCHFA Board of Directors on October 18, 2022.

6. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOA creates a financial obligation in anticipation of an appropriation and that all provisions of this MOA, or any subsequent agreement entered into by the Parties pursuant to this MOA, are and shall remain subject to the provisions of (i) the federal Antideficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01 – 47-355.08 (2015 Repl.); (iii) D.C. Official Code § 47-105 (2015 Repl.); and (iv) D.C. Official Code § 1-204.46 (2015 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

7. AMENDMENTS AND MODIFICATIONS

This MOA may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

8. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, including, but not limited to, the Internal Revenue Code, and rules and regulations whether now in effect of hereafter enacted or promulgated.

9. COMPLIANCE AND MONITORING

NOT APPLICABLE.

10. RECORDS AND REPORTS

DCHFA shall maintain records for a period of no less than three years from the date of expiration or termination of this MOA and, upon DMPED's request, make these documents

available for inspection by duly authorized representatives of DMPED and other officials as may be specified by the DMPED in its sole discretion.

11. TERMINATION

Either Party may terminate this MOA in whole or in part by giving thirty (30) calendar days' advance written notice to the other Party.

12. NOTICES

The following individuals are the contact points for each Party under this MOA:

DMPED: Sharon Carney
Chief of Staff
Office of the Deputy Mayor for Planning and Economic Development
1350 Pennsylvania Avenue, NW, Suite 317
Washington, DC 20004
202.741.2140
Sharon.carney@dc.gov

DCHFA: Christopher Donald
Executive Director & CEO
DC Housing Finance Agency
815 Florida Avenue, NW
Washington, DC 20001
202.777.1612
cdonald@dchfa.org

DHCD: Drew Hubbard
Interim Director
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue, SE
Washington, DC 20020
(202) 230-9127
drew.hubbard@dc.gov

13. RESOLUTION OF DISPUTES

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOA.

14. CONFIDENTIAL INFORMATION

The Parties to this MOA will use, restrict, safeguard, and dispose of all information related to this MOA in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOA shall remain the property of DMPED.

[signatures to follow]

The Parties hereto have executed this MOA as follows:

OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT

By:  _____ Date: 10/25/2022
John Falcicchio
Deputy Mayor for Planning and Economic Development

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY

By:  _____ Date: 10/20/22
Christopher E. Donald
Executive Director & CEO

DISTRICT OF COLUMBIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

By: **Drew Hubbard** Digitally signed by Drew Hubbard
Date: 2022.10.25 16:33:02 -04'00' _____ Date: _____
Drew Hubbard
Interim Director

DISTRICT OF COLUMBIA.

**DELEGATION OF LOW INCOME HOUSING TAX CREDITS
DETERMINATION AND ADMINISTRATION AGREEMENT**

**BY AND BETWEEN
THE DISTRICT OF COLUMBIA, ACTING
BY AND THROUGH**

THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

AND

**THE DISTRICT OF COLUMBIA
HOUSING FINANCE AGENCY**

Article I. Introduction

This Agreement For Delegation of Low Income Housing Tax Credits Determination and Administration ("Agreement") is entered into as of this 14th day of May, 2015, by and between the District of Columbia, a municipal corporation (hereinafter "District"), acting by and through the Department of Housing and Community Development (hereinafter the "Department" or "DHCD") and the District of Columbia Housing Finance Agency (hereinafter "HFA"), a corporate body and instrumentality of the District.

Article II. Overview/Program Goals and Objectives Recitals

WHEREAS, the United States Department of the Treasury, acting by and through the Internal Revenue Service ("IRS"), has been authorized by the Congress of the United States of America to administer a Tax Credit Program, affecting housing development with participation by state and local jurisdictions, as the case may be; and

WHEREAS, the Tax Reform Act of 1986, as amended, established the federal Low Income Housing Tax Credit ("LIHTC") Program (the "Program") to encourage private investment for the construction and rehabilitation of housing to benefit low and moderate income individuals and families; and

WHEREAS, to implement the Program in the District, the Mayor of the District assigned, by Mayor's Order # 87-72 (the "Mayor's Order"), the authority and responsibility of administering the Program to DHCD; and

WHEREAS, DHCD, in an attempt to better utilize LIHTCs to benefit the citizens of the District, hereby delegates to the HFA limited authority to underwrite projects that are eligible to receive LIHTCs under the Internal Revenue Code § 42(h)(4) (the "Four Percent Credits"), a copy of which is attached hereto as Exhibit A, in conjunction with the issuance of tax-exempt bonds by the HFA; and

WHEREAS, the award of Four Percent Credits are not subject to the "State Ceiling" and are not subject to competitive rounds; and

WHEREAS, DHCD and the HFA agree that the HFA will conduct the underwriting of projects receiving Four Percent Credits and financed with tax exempt bonds issued by the HFA in accordance with the provisions of Section 42 of the Internal Revenue Code and the applicable regulations; and

WHEREAS, DHCD and the HFA also agree that the HFA shall calculate the amount of Four Percent Credits to be allocated to the projects that participate in the Program, as required under the Internal Revenue Code § 42(h) (4) and the District's Qualified Allocation Plan, as prepared and approved by DHCD, and as may be amended from time to time ("QAP"), attached hereto as Exhibit B and made a part hereof; and

WHEREAS, notwithstanding any provision of this Agreement to the contrary, it is understood and agreed between DHCD and the HFA, that all of the obligations contained herein, as defined to be those of HFA, shall be the only delegated authority from DHCD, as delegated to DHCD by the Mayor's Order, and such delegation to the HFA may, if the HFA shall fail or is unable to perform the duties and responsibilities hereunder delegated, be withdrawn or terminated in accordance with Article V of this Agreement.

NOW THEREFORE, DHCD and the HFA, for and in consideration of the mutual promises, herein contained, for which the receipt and sufficiency are herein acknowledged by both parties, desire to amend their respective policies and procedures, as memorialized in this Agreement, concerning the duties and responsibilities of the parties relating to LIHTCs under Section 42 of the Internal Revenue Code and the applicable regulations, the QAP, and the laws of the District, more particularly as such laws relate to the authority and obligations of both parties.

Article III. Scope and Implementation

DHCD and the HFA, as each is legally authorized, do understand and agree as follows:

1. The above Recitals are incorporated into and made a part of this Agreement.
2. DHCD does hereby, insofar as it is legally permitted to so do, delegate and authorize the HFA to underwrite and calculate the amount of Four Percent Credits to be allocated to housing projects in the District receiving Four Percent Credits and financed with tax exempt bonds, issued by the HFA in accordance with the provisions of Section 42(m)(2) of the Internal Revenue Code, a copy of which is attached hereto as Exhibit A and made a part hereof, and the terms and conditions of this Agreement. DHCD does hereby, insofar as it is legally permitted to do, further delegate and authorize the HFA to conduct subsidy layering review on projects financed with tax exempt bonds, Four Percent Credits and Department of Housing and Urban Development (HUD) housing assistance as required by Section 102(d) of The Housing and Community Development Reform Act of 1989, Section 911 of The Housing and Community Development Act of 1992 and Section 42 of the Internal Revenue Code.
3. On June 30th and December 30th of each year, the HFA shall submit semi-annual reports to DHCD on the processing of projects that anticipate an allocation of Four Percent Credits. These reports shall include a project description, the underwriting data utilized, the amount of tax-exempt bond financing, the estimated project construction schedules and the projected time for the expected award of Four Percent Credits pursuant to such construction schedule. DHCD may make additional reasonable requests for reports as needed. Not more than ten (10) business days after the receipt of the District of Columbia Council's approval of proposed HFA tax-exempt bond / 4% LIHTC transactions, the HFA shall transmit to DHCD a copy of said approval.

4. The HFA shall utilize underwriting standards that at a minimum include all of the guidelines set forth in the QAP, the provisions of Section 42 of the Internal Revenue Code, and the implementing regulations to determine the financial feasibility and eligibility of housing projects that are eligible to receive Four Percent Credits in the District. DHCD will provide updates, which updates may include links to DHCD's website or other electronic version, to the HFA of the Qualified Allocation Plan (QAP) within ten (10) business days after they are approved.
5. The HFA shall provide or cause to be provided to DHCD sufficient information, data, and other documentation to allow DHCD to determine the eligible and qualified basis, the calculation of the percentage of the aggregate basis of the project financed by the HFA with tax exempt bonds and the amount of Four Percent Credits to be allocated to the particular project.
6. The HFA shall ensure that all housing projects affected by the Program meet the requirements of the QAP as prescribed under Internal Revenue Code § 42; provided, however, this is not to imply that the HFA is to perform any file reviews, physical inspections or any other compliance monitoring functions under Section 42 of the IRS Code.
7. Not less than two (2) weeks prior to the expected closing date of an HFA-financed tax-exempt bond housing project using Four Percent Credits, the HFA shall provide or cause the housing sponsor to provide to DHCD for review and approval: (i) the final DHCD-approved application for LIHTCs ("DHCD LIHTC Application"), (ii) Form 202, (iii) draft Indenture of Restrictive Covenants in a form prescribed by DHCD; and, HFA shall make the determination required under Code Section 42(m)(2) and shall send a letter documenting such determination with the DHCD LIHTC Application. DHCD shall have no more than ten (10) business days from the date of receipt of the DHCD LIHTC Application to review and approve the same. If DHCD shall fail to approve the DHCD LIHTC Application, it shall provide HFA, in writing, the reasons for its failure to approve the same, and if DHCD shall provide no writing of its disapproval, the DHCD LIHTC Application shall be deemed approved. Following an approval of the DHCD LIHTC Application, DHCD shall issue an initial determination letter (the "Determination Letter") of a conditional Four Percent Credit allocation, as prescribed in Internal Revenue Code § 42(m). DHCD shall provide the Determination Letter to the HFA no later than two (2) days before the closing of any such project. As one of the conditions precedent to the allocation of Four Percent Credits, the developer or the owner of the project shall record the Indenture of Restrictive Covenants, executed by DHCD and the owner of the project, running with the land, setting forth a restriction on the use of the subject property during the 15-year LIHTC Compliance Period and the 30-year Extended Use Period (which run concurrently) as provided under the Internal Revenue Code.

In addition to the DHCD LIHTC Application and attachments thereto, the HFA shall provide or cause the housing sponsor to provide to DHCD not less than two (2) weeks prior to the expected closing date the following:

- a. Cover page transmitting and summarizing the project;
- b. Request for Indenture of Restrictive Covenants;
- c. Market Study;
- d. DCHFA's Underwriting Model Pro-forma including the development budget sources and uses;
- e. Final Bond Underwriting Memorandum;

- f. Evidence of the amount of the DHCD Closing Fee to be paid at closing; and
 - g. Updated Development Schedule.
8. Projects financed with tax-exempt bonds may apply for an allocation of tax credits by submitting to DHCD, through HFA, not less than two (2) weeks prior to the desired date of allocation the following documents:
 - a. Executed IRS draft form 8609 to be executed by DHCD;
 - b. DCRA-issued Certificate of Occupancy indicating that the related building has been placed in service or such other documentation acceptable to DHCD to such effect;
 - c. Copy of the recorded Indenture of Restrictive Covenants;
 - d. Copy of the Market Study;
 - e. DHCD Form 202-H;
 - f. Owner's Cost Certification;
 - g. Copy of Executed Partnership Agreement and all attachments; and
 - h. Check payable to the "DC Treasurer – Low Income Housing Tax Credit Fund".
 9. DHCD shall only execute IRS form(s) 8609, in its sole and reasonable discretion, upon its receipt and approval of information and reports consistent with the required information contained in paragraphs 7 and 8 of Article III of this Agreement.
 10. Within ten (10) business days of execution, DHCD shall provide the HFA with a copy of the approved IRS form 8609 for each project so approved. The approved IRS form 8609 should be sent to the attention of DCHFA's Director of Compliance and Asset Management.
 11. The HFA shall, in addition to the semi-annual reporting, make available to DHCD, upon request, all HFA files, containing all information relevant to projects that have either received an allocation of Four Percent Credits or that expect to receive an allocation of Four Percent Credits.
 12. On an annual basis and as of the effective date of this Agreement, DHCD shall, in accordance with Section 42 of the Internal Revenue Code and the applicable regulations, conduct physical inspections and file reviews of all projects and units, financed with tax-exempt bonds issued by the HFA, that have been allocated Four Percent Credits.
 13. The HFA shall provide or cause to be provided to DHCD all reports required by this Agreement covering all Four Percent Credit-financed projects in the period specifically mentioned or within a reasonable time, otherwise.
 14. The HFA shall report, in writing, to DHCD, in a reasonably timely manner, any knowledge of noncompliance or allegation of non-compliance with the Program of any project that received Four Percent Credits in the financing structure. The HFA will only report on projects that are Placed in Service as evidenced by the HFA receiving an IRS Form 8609. The HFA understands that any such non-compliance or allegation of noncompliance of which it is aware shall be reported to DHCD, in writing, within (10) days from the date the HFA has actual knowledge of a noncompliance or an allegation of noncompliance.
 15. In the event the HFA shall, as of the effective date of this Agreement, fail to underwrite a Four Percent Credit project in keeping with the requirements described in this Agreement, DHCD shall inform the HFA in writing of such failure and provide the HFA with no less than sixty (60) days to cure, if such failure is capable of being cured; provided, however, if the

HFA fails to cure after the expiration of the sixty (60) day period or such other time as agreed upon by the parties, DHCD may perform the underwriting, if feasible, at the HFA's cost and expense in such reasonable amount to be determined by the parties.

16. The HFA, as of the effective date of this Agreement, shall include in its financing documents, for any tax-exempt bond transaction that utilizes Four Percent Credits in the financing structure, a provision describing the monitoring fees (the "Monitoring Fees"), and payment of said fees to DHCD for performing the Four Percent Credit monitoring of the project, which shall be billed and collected by DHCD.
17. The HFA shall also include, as a condition precedent to closing on any project that utilizes Four Percent Credits a certification from the owner/sponsor/developer, that to the best of their respective knowledge, information and belief, the project satisfies all Internal Revenue Code requirements and the owner/sponsor/developer has received a current DHCD Compliance and Monitoring Manual attached as Exhibit C and made a part hereof.
18. The terms and conditions of this Agreement shall be governed by the laws and regulations of the District, and, as applicable, the laws and regulations of the Federal government.
19. Failure by the HFA to satisfy or comply with its obligations to (i) provide reports in the manner and form as mutually agreed upon by the parties, (ii) provide semi-annual reports under Paragraph 10 of this Agreement, (iii) underwrite projects in accordance with the Internal Revenue Code and the QAP, (iv) provide DHCD a market study in compliance with the provisions of the Internal Revenue Code and the QAP, (iv) comply with all applicable Federal and District laws and regulations, including, but not limited to the Internal Revenue Code, or (v) comply with any of the terms and conditions of this Agreement shall constitute a breach of this Agreement. Upon the occurrence of a breach of this Agreement and the HFA's failure to cure the breach within sixty (60) days or such other period as mutually agreed upon by the parties, DHCD may terminate this Agreement as provided under Article V hereof.
20. DHCD shall provide the HFA with a copy of the Four Percent Credit monitoring reports on a quarterly basis for all projects reviewed for LIHTC compliance during the review period. Reports are due quarterly, on the 15th of the month following the close of a quarter. (April 15, July 15, October 15, January 15)
21. DHCD shall provide the HFA with a copy of physical inspection reports on a quarterly basis for all Four Percent Credit projects monitored. Reports are due quarterly, on the 15th of the month following the close of a quarter. (April 15, July 15, October 15, January 15)22. DHCD shall provide the HFA with a monthly schedule of projects subject to physical inspection and file monitoring. This schedule is due to the HFA by the last day of the month, preceding the month inspection(s) is to occur.
23. DHCD shall provide the HFA with a copy of any IRS form 8823 issued to report noncompliance to the IRS. The HFA shall be copied on the submittal to the IRS at the time of issuance.

Article IV. Duration of the Agreement

The terms and conditions of this Agreement shall remain in force and effect for a period of sixty (60) months from the effective date of this Agreement, unless terminated earlier by mutual agreement,

operation of law, or due to failure of performance by either party under this Agreement, which shall be a breach of this Agreement, as more specifically detailed in Article V of this Agreement.

This Agreement may only be amended in writing, as mutually agreed upon and executed by the HFA and DHCD.

Article V. Special Provisions for Termination of Agreement

DHCD and the HFA may terminate this Agreement in whole or in part by giving sixty (60) days written notice to the other party, when it is in the best interest of either agency to do so based on the following grounds:

- A. Lack of funding;
- B. Material changes in applicable laws;
- C. Material changes in the structure or nature of the Program;
- D. Elimination of the Program, service or project supported by this Agreement;
- E. Failure of the parties to follow District of Columbia laws, rules or regulations; or
- F. Material breach of the terms of this Agreement, which shall remain uncured, as prescribed in this Agreement.

Notwithstanding anything to the contrary, a termination under A through E of this Article V shall not be deemed a breach of this Agreement. The parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

Article VI. Funding Provisions and Cooperative Payment Method

- A. DHCD and HFA shall require the developer/owner, using Four Percent Credits, as a condition precedent to closing on the project, to pay a one-time allocation fee (the "Allocation Fee") in the amount of ten percent (10%) of the anticipated annual Four Percent Credits allocation. Sixty percent (60%) of the Allocation Fee shall be paid to the HFA. DHCD shall be paid the remaining forty percent (40%) of the Allocation Fee (the "8609 Issuance Fee") as follows: 15 percent (15%) of the said 8609 Issuance Fee shall be paid to DHCD at closing ("DHCD Closing Fee") with the remaining 25 percent (25%) (the "8609 Issuance Fee") to be paid to DHCD upon issuance of an IRS Form 8609 for the project. Any fees due and owing to DHCD under this Agreement shall be billed and collected by DHCD. Notwithstanding the foregoing, HFA shall inform the developer/owner that DHCD shall not approve the closing of the transaction without payment of the DHCD Closing Fee, and DHCD shall not issue IRS Form 8609 without payment of the 8609 Issuance Fee.
- B. DHCD shall charge each project financed with Four Percent Credits the Monitoring Fee for each unit in the project. The Monitoring Fee shall be in an amount of at least Forty-five Dollars (\$45) per unit as determined by DHCD in its sole but reasonable discretion.

Article VII. Review

Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer of the District, all services provided by this Agreement shall be reported in DHCD's submission to the Officer of Budget and Planning.

Article VIII. Resolution of Disputes

The Office of Financial Operations and Systems in the District of Columbia Office of the Chief Financial Officer shall resolve all adjustments and/or disputes arising from the fees charged under this Agreement.

Article IX. Exhibits

Exhibits A through C to this Agreement, as may be amended from time to time, are attached hereto, made a part of this Agreement and/or incorporated herein by reference and made a part of this Agreement.

Article X. Effective Date

This Agreement shall be effective as of the 14th day of May 2015 and supersedes any Memorandum of Understanding or other agreement previously entered into by the parties regarding the implementation the Program.

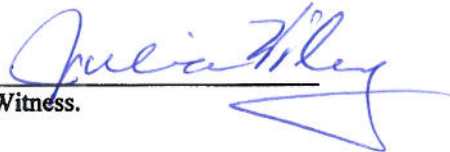
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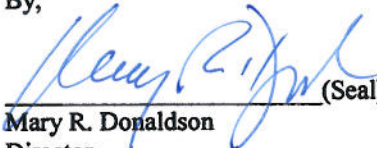
IN WITNESS WHEREOF, the HFA and DHCD have caused this Agreement to be executed by their respective duly authorized representatives by affixing their hands and seals hereunto as of the day and year first above written.

Signed, sealed and delivered
in presence of:

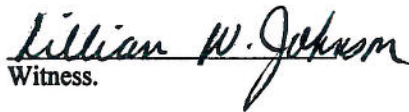

Witness.

DISTRICT OF COLUMBIA, a municipal
corporation, acting by and through the
Department of Housing
and Community Development

By,

 (Seal)
Mary R. Donaldson
Director

Signed, sealed and delivered
in presence of:


Witness.

DISTRICT OF COLUMBIA
HOUSING FINANCE AGENCY

By,

 (Seal)
Maria K. Day-Marshall
Interim Executive Director

Exhibit A

Internal Revenue Code § 42(h) (4) (A) & (B)

(h) Limitation on aggregate credit allowable with respect to projects located in a State

(4) Credit for buildings financed by tax-exempt bonds subject to volume cap not taken into account

(A) In general

Paragraph (1) shall not apply to the portion of any credit allowable under subsection (a) which is attributable to eligible basis financed by any obligation the interest on which is exempt from tax under section 103 if –

(i) such obligation is taken into account under section 146, and

(ii) principal payment on such financing are applied within a reasonable period to redeem obligations the proceeds of which were used to provide such financing.

(B) Special rule where 50 percent or more of building is financed with tax-exempt bonds subject to volume cap

For purposes of subparagraph (A), if 50 percent or more of the aggregate basis of any building and the land on which the building is located is financed by any obligation described in subparagraph (A), paragraph (1) shall not apply to any portion of the credit allowable under subsection (a) with respect to such building.

Internal Revenue Code § 42(m) (1) (B)(iii)

(m) Responsibilities of housing credit agencies

(1) Plans for allocation of credit among projects

(B) Qualified allocation plan

For purposes of this paragraph, the term "qualified allocation plan" means any plan –

(iii)

which provides a procedure that the agency (or an agent or other private contractor of such agency) will follow in monitoring for noncompliance with the provisions of this section and in notifying the Internal Revenue Service of such noncompliance which such agency becomes aware of and in monitoring for noncompliance with habitability standards through regular site visits.

Internal Revenue Code § 42 (m)(1)(A)(iv)

(m) Responsibilities of housing credit agencies

(1) Plans for allocation of credit among projects

(A) In general

Notwithstanding any other provision of this section, the housing credit dollar amount with respect to any building shall be zero unless –

(iv)

a written explanation is available to the general public for any allocation of a housing credit dollar amount which is not made in accordance with established priorities and selection criteria of the housing credit agency.

NOTE: Since the IRS Code § 42 change periodically, it is understood and agreed that any requirements of this Agreement shall change accordingly.

MEMORANDUM OF UNDERSTANDING

**BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
AND
THE DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia, a municipal corporation, acting by and through the Department of Housing and Community Development (“DHCD”) and the District of Columbia Housing Finance Agency, a corporate body and an instrumentality of the District of Columbia (“DCHFA”); (individually referred to herein as the “Party” and collectively referred to herein as the “Parties”).

II. LEGAL AUTHORITY FORMOU

D.C. Official Code § 1-301.01(k) (2016 Supp.).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

DCHFA has established the Housing Investment Platform (“HIP”) for the purpose of investing equity capital in development projects that produce for-sale single family housing units affordable to households making workforce incomes 60 – 120% of the Median Family Income (“MFI”). DCHFA enters into joint ventures or fee developer contracts with qualified developers that will develop workforce housing.

DHCD administers the Property Acquisition and Disposition Division (“PADD”) that disposes of vacant and abandoned properties in DHCD’s inventory by selling the properties to individuals or developers to be constructed or rehabilitated into high- quality, affordable single-family and/or multifamily housing in District of Columbia (“District”) neighborhoods. The Parties desire to enter into this MOU for the purpose of providing a framework that establishes a collaborative effort between the HIP and PADD to develop certain PADD disposition property sites that are suitable for development of more than one single-family dwelling.

DCHFA, through HIP, and DHCD would like the property located at 3401 13th Street, SE, Washington, DC 20032 (Square 5936, Lot 0802) (“Property”) to be developed into single family for-sale housing that is subject to the affordability requirements of the HIP. DHCD and Stack Eight LLC (“Stack Eight”) entered into a Property Disposition Agreement, dated July 20, 2018, (“PDA”), whereby DHCD

agreed to sell the Property to Stack Eight for the purpose of Stack Eight developing the Property into three-bedroom for-sale housing units reserved for and sold to households with incomes limited to 80% MFI and 50% MFI.

DCHFPA entered into a McKinney Act Savings Loan with Stack Eight LLC (“Stack Eight”), dated November 27, 2018, (“McKinney Act Loan”), to reimburse Stack Eight for predevelopment expenses incurred to develop the Property into for-sale housing, with two (2) of the homes reserved for households making no more than 50% MFI for a period of ten (10) years. Stack Eight entered into a loan agreement (“McKinney Act Loan Agreement”) and a promissory note (“McKinney Act Note”) with DCHFPA, all dated November 27, 2018, to evidence the McKinney Act Loan. Flywheel Development LLC (“Flywheel”) provided a guaranty dated November 27, 2018, (“Guaranty”) to DCHFPA to guaranty the performance of the McKinney Act Loan. The McKinney Act Loan was originally set to mature on November 27, 2019, however, Stack Eight requested, and was granted two (2) one-year extensions of the McKinney Act Loan, resulting in a final maturity date of November 27, 2021 (the “Maturity Date”). Additionally, DHCD approved Stack Eight pledging the PDA to DCHFPA as collateral for the McKinney Act Loan, under the condition that the Property be developed by DCHFPA, through its HIP program, subject to the Vacant to Vibrant affordability requirements.

DHCD entered into a Letter of Commitment with Stack Eight, dated June 16, 2021, (“DHCD LOC”), to provide predevelopment, construction, and permanent financing to develop the Property into homes reserved for and affordable to sixteen (16) households making no more than 80% MFI, two (2) households making no more than 50% MFI for a period of fifteen years, and designating two (2) homes as Inclusionary Zoning (“IZ”) Units.

On November 8, 2021, DHCD sent a letter to Stack Eight and Flywheel, notifying them that DHCD was terminating the PDA and would not be renewing the DHCD LOC, which expired on October 21, 2021. Stack Eight and Flywheel also did not repay the McKinney Act Loan on the Maturity Date, and the McKinney Act Loan is currently in default. DHCD entered into a letter agreement with Stack Eight and Flywheel, dated November 23, 2021, whereby DHCD agreed to pay off and satisfy the McKinney Act Loan in exchange for Stack Eight, Flywheel and DHCD mutually releasing all rights, claims or liabilities incurred in connection with the DHCD LOC or PDA.

The Parties have further agreed that a joint venture or fee developer selected by the HIP program will develop the Property and upon execution of the MOU, DCHFPA shall release Stack Eight and Flywheel from all of its obligations regarding the McKinney Act Loan.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF DCHFA

Pursuant to the provisions of authority established by D.C. Official Code § 42-2701.01 *et seq.* DCHFA through HIP, will do the following:

1. Select a developer from its pre-qualified slate to acquire, develop, construct and sell high-quality single-family housing on the Property that is subject to the requirements of the HIP and any and all other District of Columbia requirements.
2. Enter into joint ventures or fee developer contracts with the qualified developer.
3. Notify DHCD of the qualified developer selected to develop the Property.
4. Draft and enter into any and all documents necessary to release the McKinney Act Note, and Guaranty within seven (7) business days of the signing of this MOU.

B. RESPONSIBILITIES OF DHCD

In support of the MOU, DHCD shall:

1. Enter into a Property Disposition Agreement (“PDA”) with the qualified developer selected by DCHFA (“Developer”).
2. Provide a Right of Entry Agreement to the Developer that allows access to the Property for performing tests, studies, and investigations as the Developer deems necessary to evaluate the Property. DHCD will turn over to the Developer all of the tests, studies, permits, site plans, and architectural plans received from Stack Eight for the development of the Property.
3. Inform the Developer of all conditions required for closing on the conveyance of the Property in accordance with the PDA.
4. Hold a public hearing as required by DC Official Code § 42-3171.03 or submit a disposition resolution for DC Council review prior to entering into the PDA.
5. Draft all disposition documents necessary to convey the Property to the Developer and transfer the Property via a special warranty deed, free and clear of all liens and in accordance with the PDA.

6. Effectuate disposition of the Property to the Developer within twenty-four (24) months of the Effective Date (the “Deadline Disposition Date”)

V. DURATION OF THIS MOU

This MOU shall commence on the date that it is signed by both Parties (the “Effective Date”) and shall expire two (2) years from the Effective Date unless terminated in writing by the Parties. This MOU may be extended by either Party by giving at least thirty (30) calendar days advance written notice to the other Party.

VI. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

VII. CONSISTENCY WITH LAW

The Parties shall comply with all applicable laws, rules and regulations whether now in effect or subsequently enacted or promulgated.

VIII. COMPLIANCE AND MONITORING

The Parties will comply with all District of Columbia statutes and regulations in the implementation of this MOU.

IX. RECORDS AND REPORTS

The Parties shall maintain records and reports generated in connection with this MOU for a period of no less than three (3) years from the date of expiration or termination of this MOU, and either Party shall upon request, make these documents available for inspection by duly authorized representatives of the District government.

X. TERMINATION

This MOU may be terminated by either Party in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

If by the Deadline Disposition Date, the Property is not conveyed to the Developer, DHCD shall cause the outstanding amount of the McKinney Act Loan to be paid to the Agency, and this MOU shall automatically terminate without any further obligations or liabilities of either Party.

XI. NOTICES

The following individuals are the contact points for each Party:

Tsega Bekele
Chief of Staff
Department of Housing and Community
Development 1800 Martin Luther King
Avenue, SE
Washington, DC 20020
202-442-7144

Ikeogu Imo
Senior Vice President, Multifamily Lending
and Neighborhood Investments
District of Columbia Housing Finance
Agency
815 Florida Avenue, NW
Washington DC 20001
202-777-1600

XII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 2010, effective April 8, 2011 (D.C. Law 18-371, D.C. Official Code § 2-351.01, *et seq.*), to procure the goods or services of the agent or third party.

XIII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that any obligations to fulfill any financial obligations pursuant to any provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349-1351, (ii) D.C. Official Code § 47-105, (iii) the District of Columbia Anti-Deficiency Act of 2002, D.C. Official Code §§ 47-355.01-355.08, as the foregoing statutes may be amended from time to time; and (iv) § 446 of the District of Columbia Home Rule Act.

XIV. RESOLUTION OF DISPUTES

The Parties' Directors or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU.

XV. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard, and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the Parties.

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Signature Page Follows


IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

DISTRICT OF COLUMBIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Drew E. Hubbard
Interim Director

Date

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY



Christopher E. Donald
Executive Director/CEO

2-24-22
Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
AND
DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
RESIDENTIAL ACCESSORY APARTMENT PROGRAM
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the Department of Housing and Community Development ("DHCD"), and the District of Columbia Housing Finance Agency ("HFA") (each a "Party" or collectively referred to herein as the "Parties").

The mission of HFA is to be the District of Columbia's principal catalyst for housing finance and neighborhood investment.

The mission of DHCD is to produce and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia ("District").

In 2019, Mayor Muriel Bowser set a goal to deliver an additional 36,000 units of housing – including at least 12,000 units of affordable housing – by 2025. The Executive Office of the Mayor and DHCD have created new initiatives to bring new affordable homes to the District in Fiscal Year 2022 including the Residential Accessory Apartments Program ("RAAP"). The RAAP will provide grants to homeowners to build residential accessory apartments on their properties. These efforts further opportunities for owners of single-family, semi-detached or rowhouses to help the District further its goal of achieving 12,000 new affordable homes by 2025. These grants are funded with allocations made by the Bowser Administration in the Fiscal Year 2022 budget.

II. PROGRAM GOAL AND OBJECTIVES

The RAAP will provide grants to homeowners totaling \$1,650,000 for the development of residential accessory apartments, also known as Accessory Dwelling Units ("ADUs").

This MOU facilitates the transfer of \$1,650,000 of District funds ("MOU Funds") from DHCD to HFA to support the RAAP grants, through which at least fifteen (15) ("Homeowner Grant(s)") will be offered to homeowners.

2. HFA will charge an administration fee of 1% of the total MOU Funds.
3. The MOU Funds shall be transferred via one (1) wire transfer from DHCD to HFA based on the total amount of this MOU.
4. Homeowner Grant Funds advanced from HFA to the RAAP Grantee for the services to be provided by the RAAP Grantee shall not exceed the actual Homeowner Grant Funds made to the RAAP Grantee plus administrative expenses in accordance with the RAAP Grant.
5. The Parties' Directors or their designees shall use their best efforts to resolve all adjustments and disputes arising from services performed by each Party under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08; (iii) D.C. Official Code § 47-105; and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-351.01 *et. seq.*) to procure the goods or services of the agent or third party.

IX. RECORDS AND REPORTS

The Parties shall maintain records and receipts for the expenditure of all MOU Funds provided for a period of no less than three years from the date of expiration or termination of the MOU, and upon request, make these documents available for inspection by duly authorized representatives of either party and other officials as may be specified by the District of Columbia at its sole discretion.

X. CONFIDENTIAL INFORMATION

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party.

XII. NOTICE

The following individuals are the POCs for each Party under this MOU:

DHCD: Alex Cross, Deputy Chief of Staff
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE
Washington, DC 20020
Telephone: (202) 442-8392
alex.cross@dc.gov

HFA: Christopher Donald, Executive Director & CEO
District of Columbia Housing Finance Agency
815 Florida Avenue NW
Washington, DC 2001
Telephone: (202) 777-1600
cdonald@dchfa.org

XIII. AMENDMENTS AND MODIFICATIONS

The terms and conditions of this MOU may be amended or modified only upon prior written agreement by the Parties.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

If a Party's ability to perform any of its responsibilities under this MOU is delegated or transferred to a successor agency, the Party whose responsibilities are affected shall take all necessary steps to ensure that the successor agency agrees to be bound by the terms of this MOU, including, if and as necessary, only by the execution of a written amendment to this MOU by all Parties.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT:

Drew Hubbard Digitally signed by Drew Hubbard
Date: 2022.09.29 14:12:54 -04'00'

Drew E. Hubbard, Interim Director

Date

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY:

Christopher Donald, Executive Director & CEO

Date

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT:

Drew E. Hubbard, Interim Director

Date

DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY:



Christopher Donald, Executive Director & CEO

9/29/22
Date

TAB 10

FY23 Contracts

Contractor	Description	Dollar Amount	Term	Competitive/Non-Competitive	Contract Monitor
NBA Office Products	Desk Chairs	\$10,377.60	7/15/23 - 7/14/24	Competitive	Marcus Thompson
Mitchell Titus	Auditing Services	\$87,296.00	7/19/23 - 7/18/24	Competitive	Steve Clinton
Caine Mitter	Financial Advisory Services	\$50,000.00	3/27/23 - 3/25/24	Competitive	Marcus Ervin
Comcast Business	Internet and other related Services	\$11,551.20	7/11/23 - 7/10/24	Sole Source	Thurston Ramey
PRM Consulting	Compensation Study	\$47,500.00	5/10/23 - 5/9/24	Competitive	Heather Hart
Metropolitan Office Products	Copier/Printer Maintenance	\$20,000.00	7/28/23 - 7/27/24	Competitive	Thurston Ramey
Sky LLC dba U.S. Office Solutions	Copier Paper	\$50,000.00	6/14/23 - 6/13/24	Competitive	Marcus Thompson
NBA Office Products	Copier Paper	\$50,000.00	6/14/23 - 6/13/24	Competitive	Marcus Thompson
CSG	Financial Advisory Services	\$50,000.00	3/27/23 - 3/25/24	Competitive	Marcus Ervin
American Air Mechanical Systems	HVAC Mechanical Equipment Maintenance and Building Support	\$50,000.00	6/1/23 - 5/31/24	Competitive	Marcus Thompson
Insurance Solutions Associates	Agency Insurance Coverage	\$451,845.00	7/15/23 - 7/14/24	Competitive	Tara Sigamoni
Rock Solid	Janitorial Services	\$104,088.48	11/1/22 - 10/31/23	Competitive	Marcus Thompson
JLL	Redevelopment Consultant, Project Management and Relocation Consultant Services	\$350,000.00	7/1/23 - 7/30/24	Competitive	Michael Durso
Moody's Analytics	REIS Subscription	\$10,224.00	9/1/23 - 8/31/24	Exempt from Competition	Jeffrey Cooper
General Merchandise	Storage Bins	\$394.06	9/21/23 - 9/30/23	Exempt from Competition	Heather Hart
Prophet Fitness	Employee Wellness	\$375.00	9/21/23 - 9/21/23	Exempt from Competition	Heather Hart
OTIS Elevator	Elevator Maintenance and Testing	\$6,893.52	3/1/23 - 2/29/24	Exempt from Competition	Marcus Thompson
GNT Services	Pest Control Services	\$5,000.00	7/26/23 - 7/25/24	Competitive	Marcus Thompson
Spielman Studios	Photography Services	\$50,000.00	5/1/23 - 4/30/24	Competitive	Yolanda McCutchen
Ideal Electrical Supply	Pressure Washer	\$1,232.22	7/26/23 - 8/30/23	Competitive	Marcus Thompson
Senate Glass Doors	Repair to Agency Doors	\$1,310.00	9/29/23 - 10/15/23	Exempt from Competition	Marcus Thompson
Zoom	Online Meeting Platform	\$2,542.73	5/23/23 - 5/22/24	Exempt from Competition	Thurston Ramey
Susan Ortiz	Social Media Management Services	\$15,000.00	4/25/23 - 7/24/23	Sole Source	Yolanda McCutchen
Palmer Staffing Services	Temporary Services	\$46,153.80	6/26/23 - 6/25/24	Competitive	Nikol Nabors-Jackson
TechArk Solutions	Website Redesign	\$66,800.00	7/26/23 - 7/25/24	Competitive	Yolanda McCutchen

TAB 10

FY 24 Contracts

Contractor	Description	Dollar Amount	Term	Competitive/Non-Competitive	Contract Monitor
AAA Garage and Gate	Replace Agency Parking Garage Gate and Retrofit perimeter fencing	\$21,112.20	1/17/24 - 5/16/24	Sole Source	Marcus Thompson
Metropolitan Office Products	2024 Calendars	\$412.34	12/18/23 - 1/31/24	Competitive	Tara Sigamoni
NBA Office Products	2024 Calendars	\$364.58	12/18/23 - 1/31/24	Competitive	Tara Sigamoni
Aspire Leadership	Executive Coaching	\$35,000.00	12/20/23 - 12/19/24	Sole Source	Christopher Donald
Brandire	Copy Editor	\$30,707.07	1/8/24 - 1/7/25	Competitive	Yolanda McCutchen
Crow Canyon	Licenses for Systems	\$31,320.00	1/8/24 - 1/7/25	Exempt from Competition	Thurston Ramey
Digi Doc dba Document Managers	Hosting and maintenance services for the Agency's Multi-Family Online Application and Data Document Management System	\$11,664.00	10/1/23 - 9/30/24	Competitive	Thurston Ramey
Emphasys	Maintenance of Single Family and Financial Systems	\$298,579.27	10/1/23 - 9/30/24	Competitive	Thurston Ramey
Bald Cypress	Event Planning Services	\$42,000.00	5/30/23 - 5/29/24	Competitive	Yolanda McCutchen
Daylily Landscaping	Holiday Décor	\$10,200.00	11/20/23 - 11/19/24	Competitive	Yolanda McCutchen
Ignyte	Agency Website Maintenance	\$25,740.00	10/1/23 - 9/30/24	Competitive	Yolanda McCutchen
Meltwater	Social Media Platform for Public Relations	\$43,500.00	10/17/23 - 10/16/24	Exempt from Competition	Yolanda McCutchen
Metropolitan Office Products	Notary Stamps	\$193.90	1/30/24 - 3/15/24	Competitive	Yolanda McCutchen
Metropolitan Office Products	Items for Vending Machine	\$194.17	1/12/24 - 1/31/24	Competitive	Marcus Thompson
Leaders of the New Cool, LLC	DJ services	\$1,500.00	12/1/23 - 12/1/23	Exempt from Competition	Yolanda McCutchen
Alinea Promotions	Employee Wellness Items	\$2,495.00	11/14/23 - 11/30/23	Competitive	Heather Hart
Pheco Services	Cell Phone Cases	\$380.75	11/13/23 - 11/30/23	Competitive	Levent Arikok
Total Office Products	WhiteBoard	\$112.99	11/8/23 - 11/30/23	Exempt from Competition	Marcus Thompson
Alinea Promotions	Flooring	\$1,831.50	10/23/23 - 11/15/23	Competitive	Heather Hart
Prophet Fitness	Employee Wellness	\$375.00	10/23/23 - 10/23/23	Exempt from Competition	Heather Hart
CSG Advisors	Single Family Strategic Plan	\$183,500.00	1/26/24 - 1/25/25	Competitive	Tikisha Wilson
Mortell Industries, LLC	Snow Removal	\$50,000.00	12/15/23 - 12/14/24	Competitive	Marcus Thompson
Mortgage Bankers Association	Agency Membership	\$1,500.00	10/1/23 - 9/30/24	Exempt from Competition	Tara Sigamoni
GMP LLP	Board Legal Services	\$27,000.00	10/10/23 - 3/30/24	Competitive	Michael Hentrel

TAB 10

FY 24 Contracts

U Street Parking	Sublease of Parking Garage - Revenue Generating	\$54,000.00	10/1/23 - 9/30/24	N/A	Nikol Nabors-Jackson
Total Office Products	Aluminum Trays	\$159.25	10/15/23- 10/26/23	Competitive	Eric Jackson
Total Office Products	Gym Mat Tiles	\$1,831.50	10/07/23- 10-17/23	Competitive	Eric Jackson
Cobra Contracting	Electrical Work (Garage)	\$4,806.00	1/31/24- 2/8/24	Competitive	Eric Jackson
SysMega	IT Monitor Arms	\$2,499.90	10/25/23- 12/5/23	Competitive	Eric Bunn
Total Office Products	Plastic Storage Bin (Decorations)	\$180.30	1/5/2024- 1/12/24	Competitive	Marcus Thompson
General Merchandise	Plastic Storage Bin (IT)	\$394.06	9/21/23- 10/11/23	Competitive	Eric Bunn
Total Office Products	iPhone Cases	\$66.00	1/19/24- 1/22/24	Competitive	Levent Arikok
US Offica Solutions	iPhone Accessories	\$199.93	1/26/2024- 2/13/24	Competitive	Levent Arikok
Rock Solid LLC	Janitorial Services	\$73,347.80	2/7/24- 2/6/25	Competitive	Marcus Thompson

TAB 11

DCHFA FY 2023 Financed Projects							Level of Affordability					
Project Name	Ward	Risk Share?	Rental / Homeownership	Closing Date	Quarter	Unit Count	30% AMI	50% AMI	60% AMI	80% AMI	120% +	Bond Amount
Euckal	1	No	Rental	11/10/2022	1	50	34	16	0	0	0	\$ 31,110,000
Takoma Place - Supplemental Bond Issuance	4	No	NA	11/17/2022	1	0	0	0	0	0	0	\$ 2,100,000
Park Morton Phase 1	1	No	Rental	11/17/2022	1	142	31	24	48	39	0	\$ 51,170,000
Belmont Crossing Phase 1	8	No	Rental	12/21/2022	1	169	34	135	0	0	0	\$ 48,864,000
Faircliff Plaza East	1	No	Rental	12/22/2022	1	125	9	36	80	0	0	\$ 49,329,000
3450 Eads	7	No	Rental	12/29/2022	1	49	5	20	18	6	0	\$ 20,536,000
Residences at Kenilworth Park (AALF) - Supplemental Bond Issuance	7	No	Rental	1/12/2023	2	0	0	0	0	0	0	\$ 5,840,000
Villages of East River	Multiple	No	Rental	2/27/2023	2	202	41	80	81	0	0	\$ 43,100,000
Alabama Avenue	8	No	Rental	3/16/2023	2	86	18	59	9	0	0	\$ 23,100,000
Fort Totten Senior	4	No	Rental	5/24/2023	3	93	52	41	0	0	0	\$ 30,669,508
Worthington Woods	8	No	Rental	6/23/2023	3	394	40	83	271	0	0	\$ 63,150,000
Northwest One Phase II	6	No	Rental	7/28/2023	4	212	83	0	129	0	0	\$ 45,000,000
Villages at Parklands	8	No	Rental	7/28/2023	4	459	0	0	459	0	0	\$ 59,200,000
Edgewood 611/Gardens	5	No	Rental	8/1/2023	4	300	88	0	155	57	0	\$ 54,790,000
H.R. Crawford Gardens	7	No	Rental	9/7/2023	4	76	16	60	0	0	0	\$ 25,975,000
Lisner Independent Affordable	3	No	Rental	9/15/2023	4	93	52	41	0	0	0	\$ 34,190,000
Ontario Place	1	No	Rental	9/20/2023	4	52	29	23	0	0	0	\$ 30,580,000
Carl F. West - Risk Share (Developer: NCBA & DMA Development)	1	Yes	Rental	9/28/2023	4	179	43	119	0	17	0	\$ 64,045,000
Total						2,681						\$ 682,748,508

DCHFA FY 2024 Financed Projects							Level of Affordability					
Project Name	Ward	Risk Share?	Rental / Homeownership	Closing Date	Quarter	Unit Count	30% AMI	50% AMI	60% AMI	80% AMI	120% +	Bond Amount
Edgewood Commons V	5	No	Rental	11/20/2023	1	151	96	54	0	0	1	\$ 59,674,000
Total						151						\$ 59,674,000

TAB 12



Multifamily Indicator	Closed	FY 2024 Goals	% Complete
Deals	1	8	13%
Bond Volume	\$59,674,000	\$340,000,000	18%
Units	151	1,100	14%

Multifamily Pipeline Projects	Sponsor	\$ HFA Bonds	# Units	Execution	HFA Status	Projected Board Date	Projected Close
Henson Ridge I	Urban Atlantic	\$34,185,000	124	Private Placement	Selected for Further Underwriting	3/12/24	08/15/24
S Street Villages	Manna Inc.	\$27,915,000	90	Private Placement	Selected for Further Underwriting	3/12/24	08/15/24
Barry Farm Building 1A	POAH	\$64,015,000	139	Private Placement	Induced	3/26/24	4/11/24
NoMa/ Union Market Affordable	NRP Holdings LLC & Marshall Heights CDO	\$47,725,000	115	Risk Share - New Build	Induced	3/26/24	4/11/24
1 Hawaii Avenue NE	Wesley Housing Development Corporation	\$31,890,000	70	Private Placement	Induced	5/28/24	6/6/24
Total		\$205,730,000	538				
DCHF A January 2024 Readiness Round							
2911 Rhode Island Avenue	Lincoln Westmoreland Housing Inc.	\$33,200,000	101	TBD	Applied In Jan. 2024	TBD	TBD
950 Eastern Avenue	TM Associates	\$23,100,000	56	TBD	Applied In Jan. 2024	TBD	TBD
Belmont Crossing Phase II	Silbane, MED Developers, Equity Plus, Housing Help Plu:	\$67,510,000	224	TBD	Applied In Jan. 2024	TBD	TBD
Benning Road Metro Affordable	NRP Holdings LLC	\$41,100,000	109	TBD	Applied In Jan. 2024	TBD	TBD
Buzzard's Point Senior	Volunteers of America	\$50,100,000	110	TBD	Applied In Jan. 2024	TBD	TBD
Carver Terrace	Jair Lynch	\$61,000,000	312	TBD	Applied In Jan. 2024	TBD	TBD
Congress Heights Metro Residential	NHT Communities	\$36,350,000	179	TBD	Applied In Jan. 2024	TBD	TBD
Flats at South Capitol	Kaye Stern Properties LLC	\$50,000,000	106	TBD	Applied In Jan. 2024	TBD	TBD
Harvard Ct Apartments	The NHP Foundation	\$30,350,000	515	TBD	Applied In Jan. 2024	TBD	TBD
Henson Ridge II	Urban Atlantic	\$29,500,000	178	TBD	Applied In Jan. 2024	TBD	TBD
Residences at Penn Branch	Jair Lynch	\$51,240,000	60	TBD	Applied In Jan. 2024	TBD	TBD
Southern Hills Apartments Phase 1	Winn Development	\$45,700,000	81	TBD	Applied In Jan. 2024	TBD	TBD
Trinity Towers	Standard Communities	\$34,200,000	122	TBD	Applied In Jan. 2024	TBD	TBD
Urban Village	Banneker Ventures & Dantes Partners	\$51,150,000	238	TBD	Applied In Jan. 2024	TBD	TBD
Wagner Senior	Miller Development	\$21,250,000	67	TBD	Applied In Jan. 2024	TBD	TBD
Barry Farm Rental Flats	POAH	\$38,250,000	100	TBD	Forthcoming Application	TBD	TBD
Greenleaf Senior Rehabilitation	DCHA & Pennrose	\$73,315,000	211	TBD	Forthcoming Application	TBD	TBD
Judiciary House	DCHA	\$36,945,000	263	TBD	Forthcoming Application	TBD	TBD
McMillian Sr Apartments	LDP Holdings LLC	\$28,525,000	85	TBD	Forthcoming Application	TBD	TBD
Total		\$802,785,000	4,193				