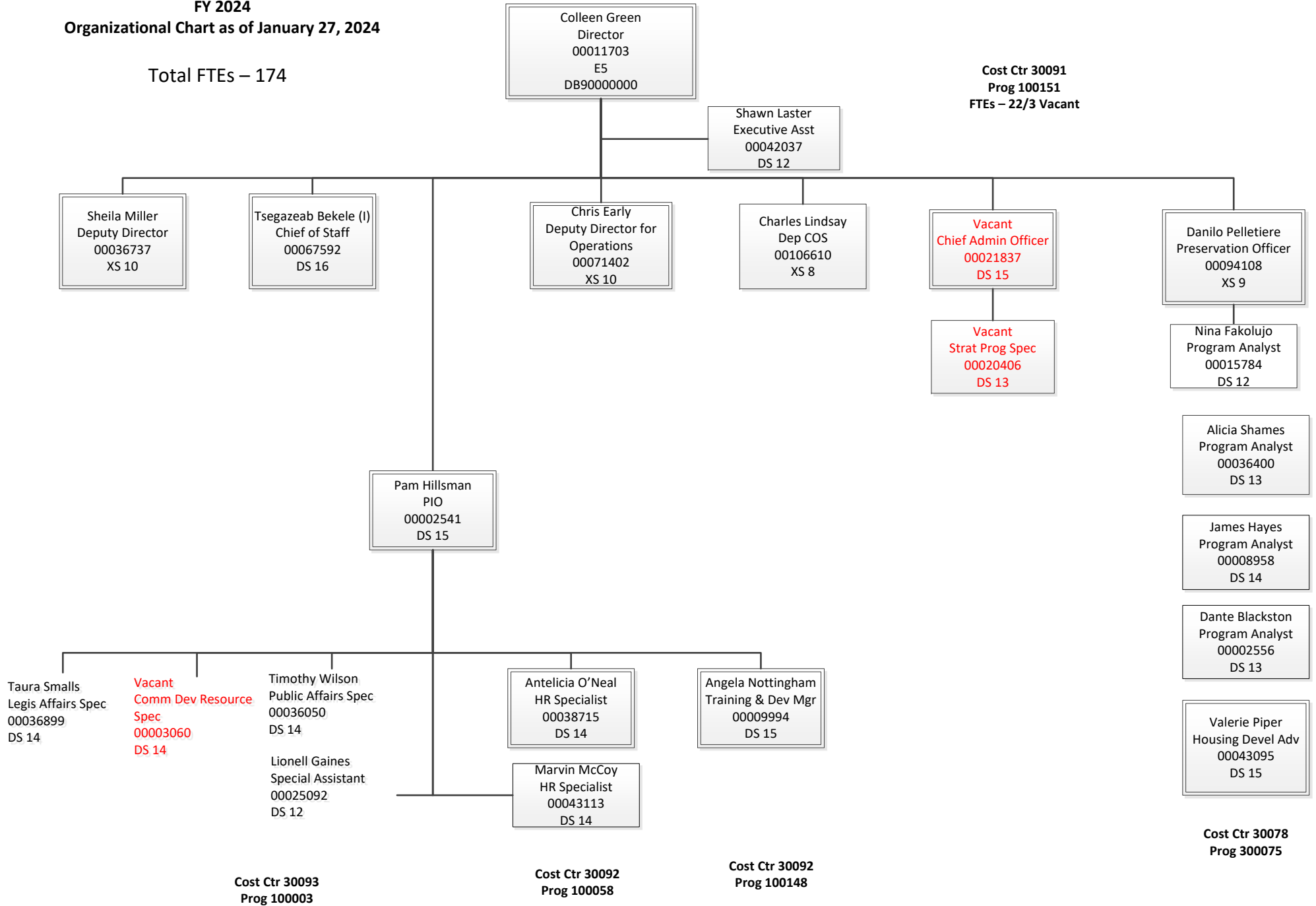


Department of Housing and Community Development  
 FY 2024  
 Organizational Chart as of January 27, 2024

Office of the Director

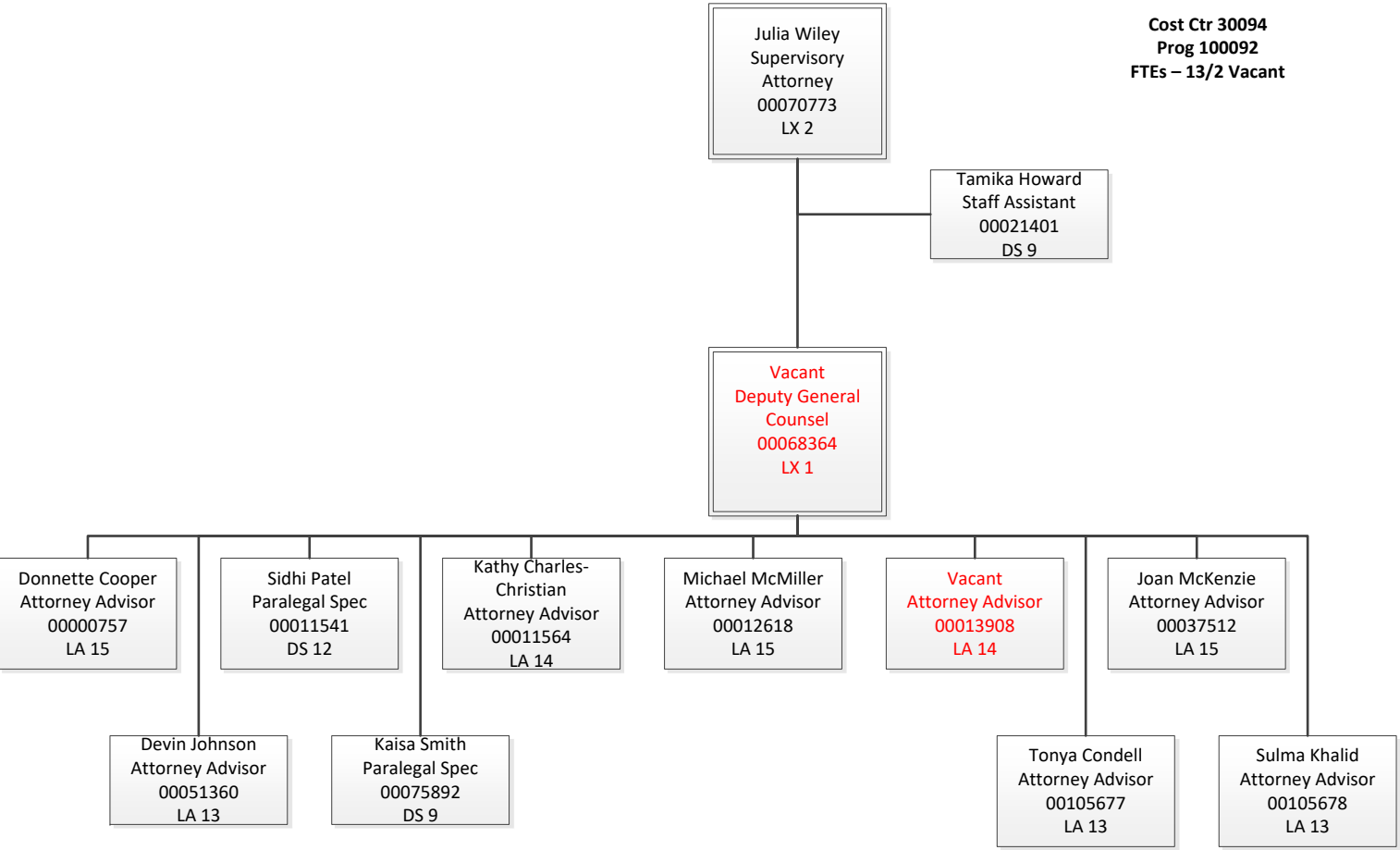
Total FTEs – 174

Cost Ctr 30091  
 Prog 100151  
 FTEs – 22/3 Vacant



# General Counsel

Cost Ctr 30094  
Prog 100092  
FTEs – 13/2 Vacant



# Administrative Support

Charles Lindsay  
Deputy Chief of Staff

Cost Ctr 30076  
Prog 100113  
FTEs – 6

Laverne Law  
Admin Support Svc  
Mgr  
00024215  
DS 14

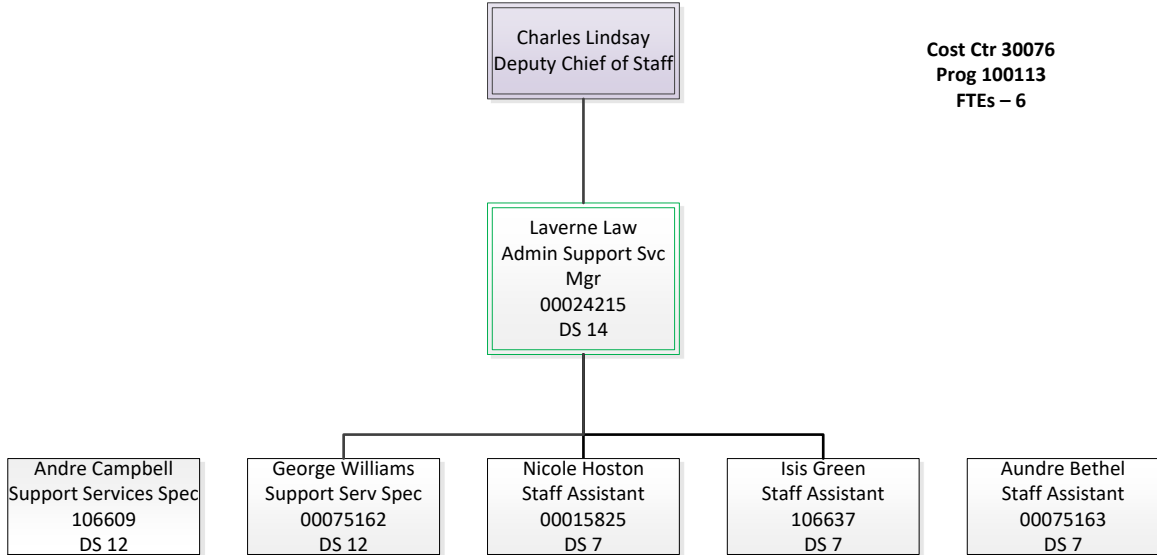
Andre Campbell  
Support Services Spec  
106609  
DS 12

George Williams  
Support Serv Spec  
00075162  
DS 12

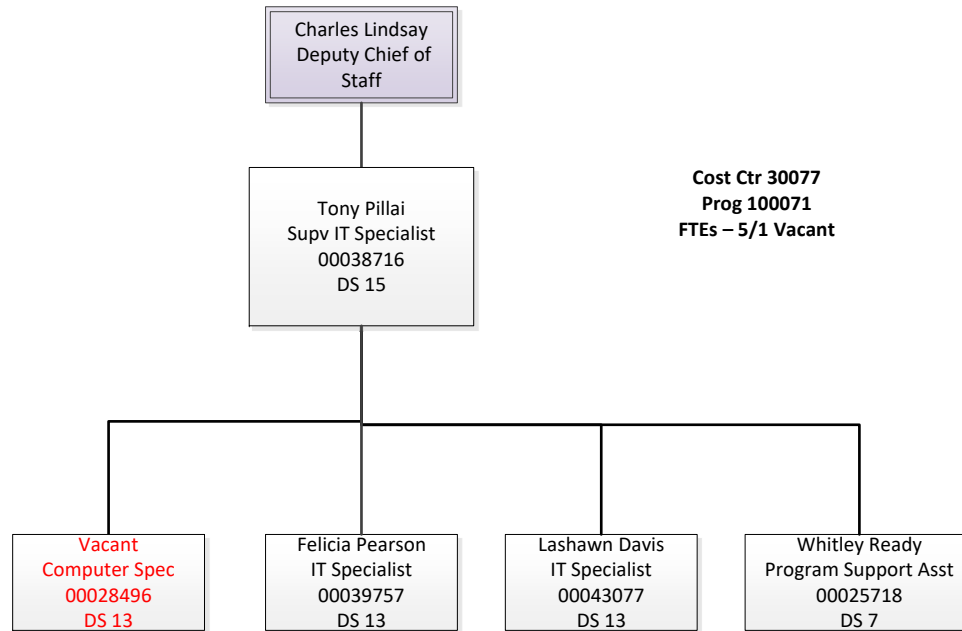
Nicole Hoston  
Staff Assistant  
00015825  
DS 7

Isis Green  
Staff Assistant  
106637  
DS 7

Aundre Bethel  
Staff Assistant  
00075163  
DS 7



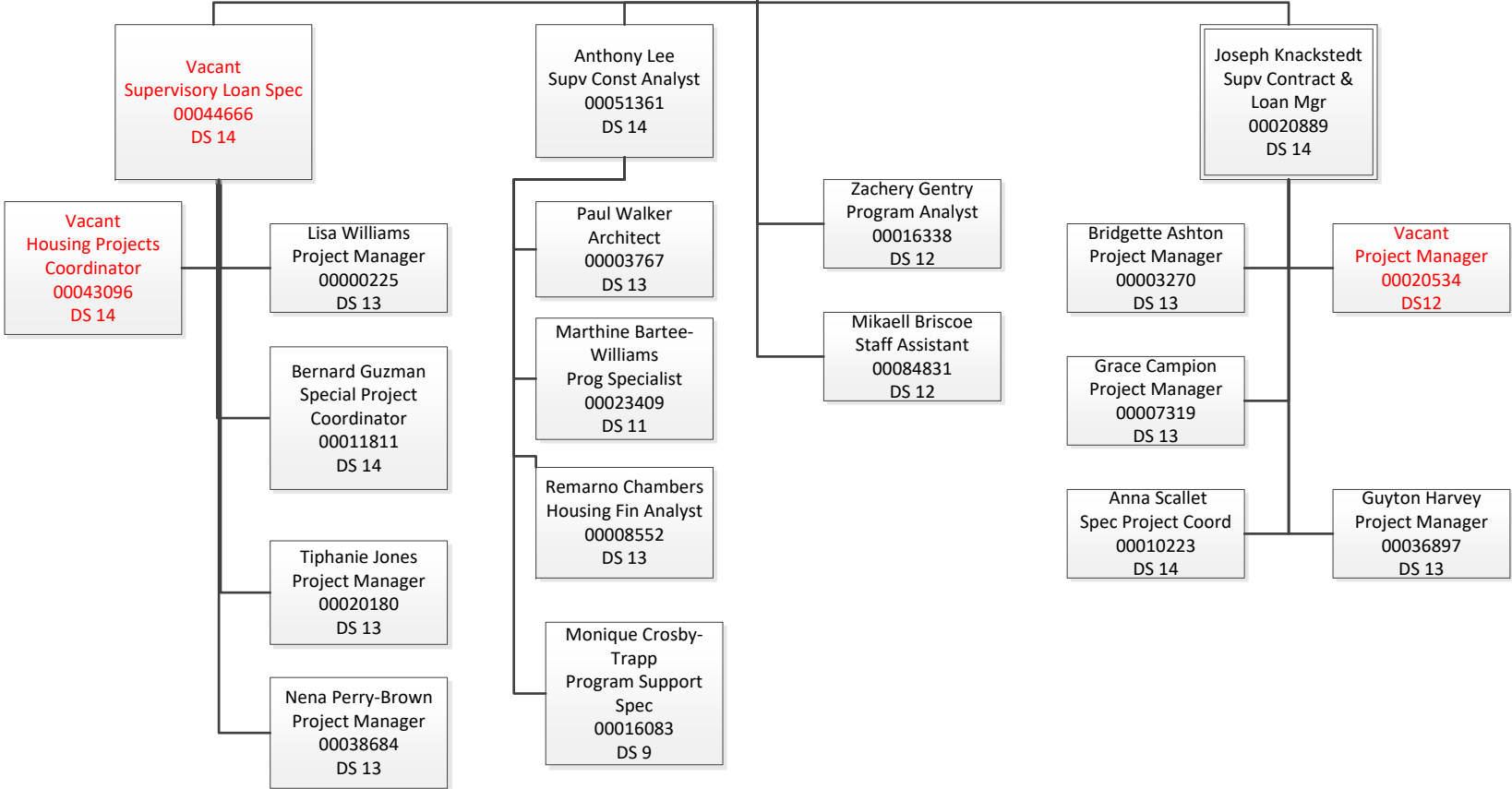
# Information Technology



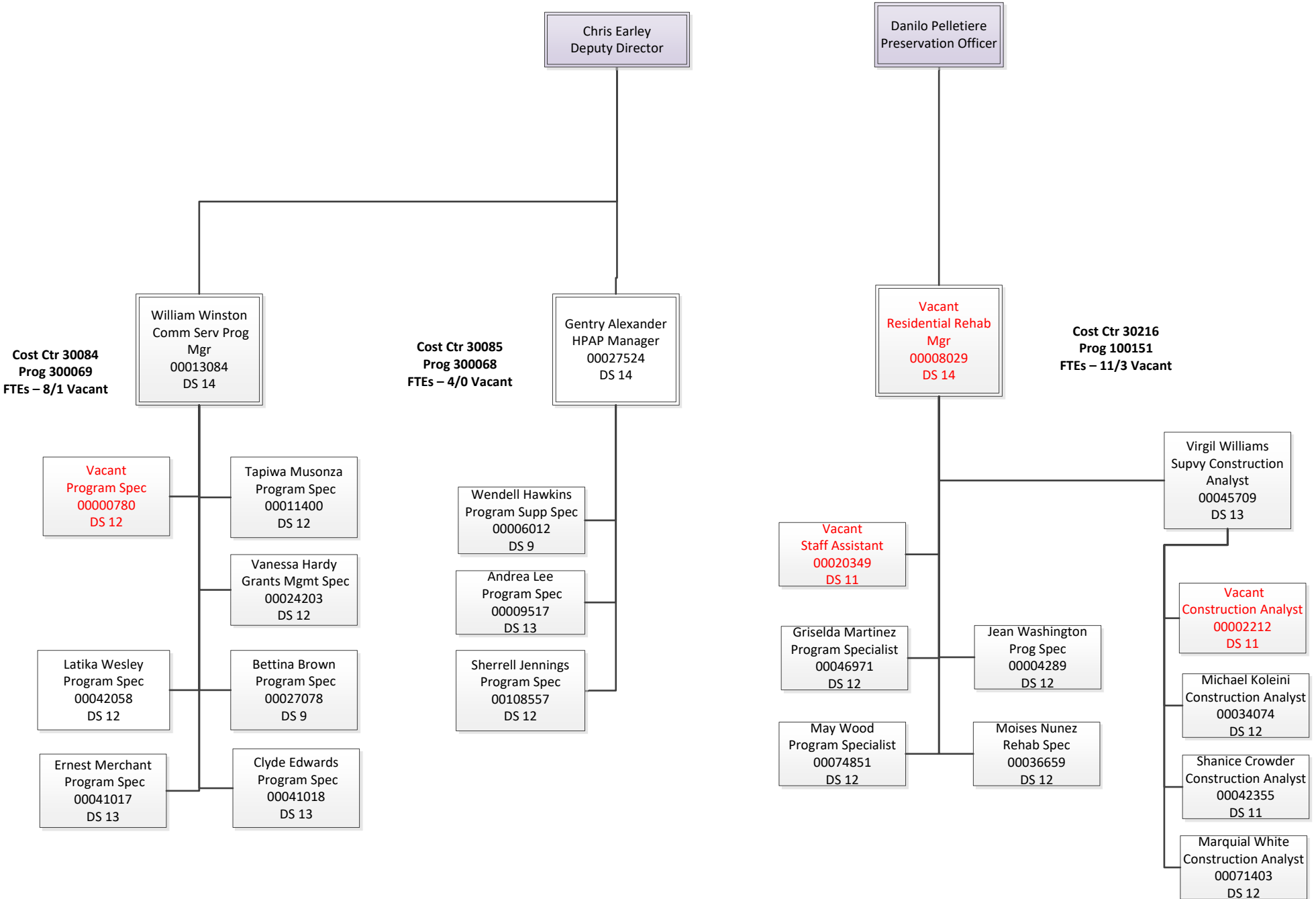
# Development Finance Division

Vacant  
 Supv, Housing & Devel  
 00025545  
 DS 15

**Cost Ctr 30081**  
**Prog 300062**  
**FTEs – 20 / 4 Vacant**

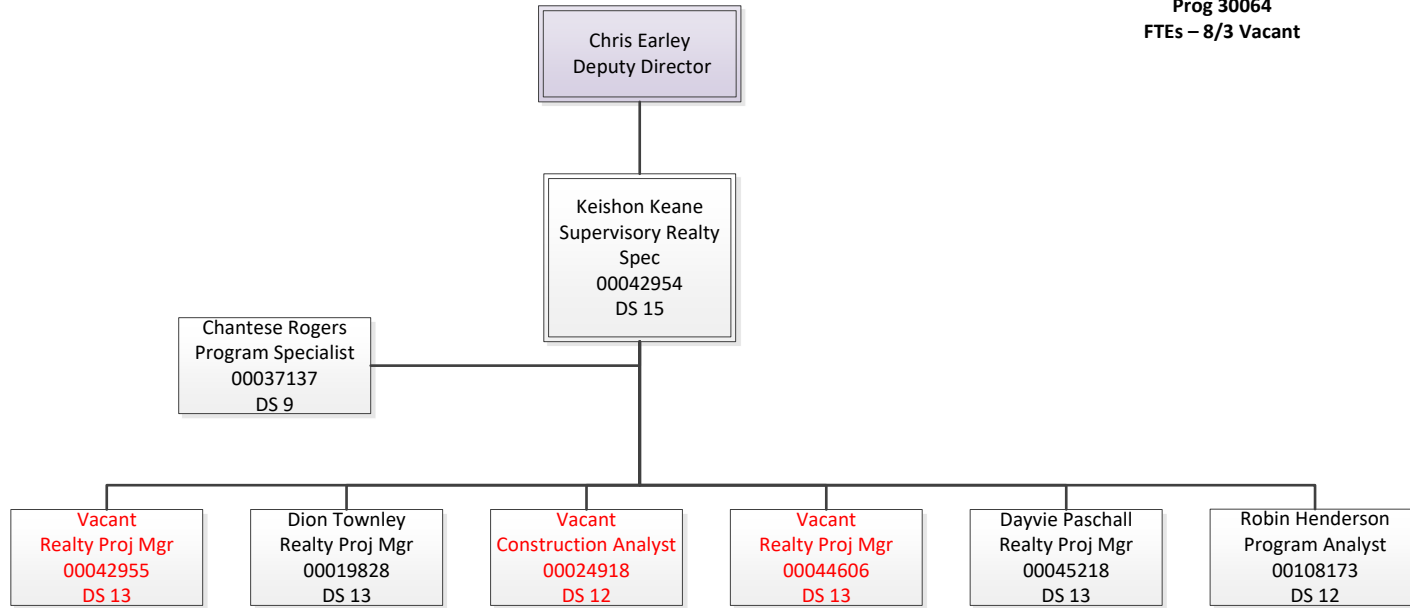


# Residential and Community Services



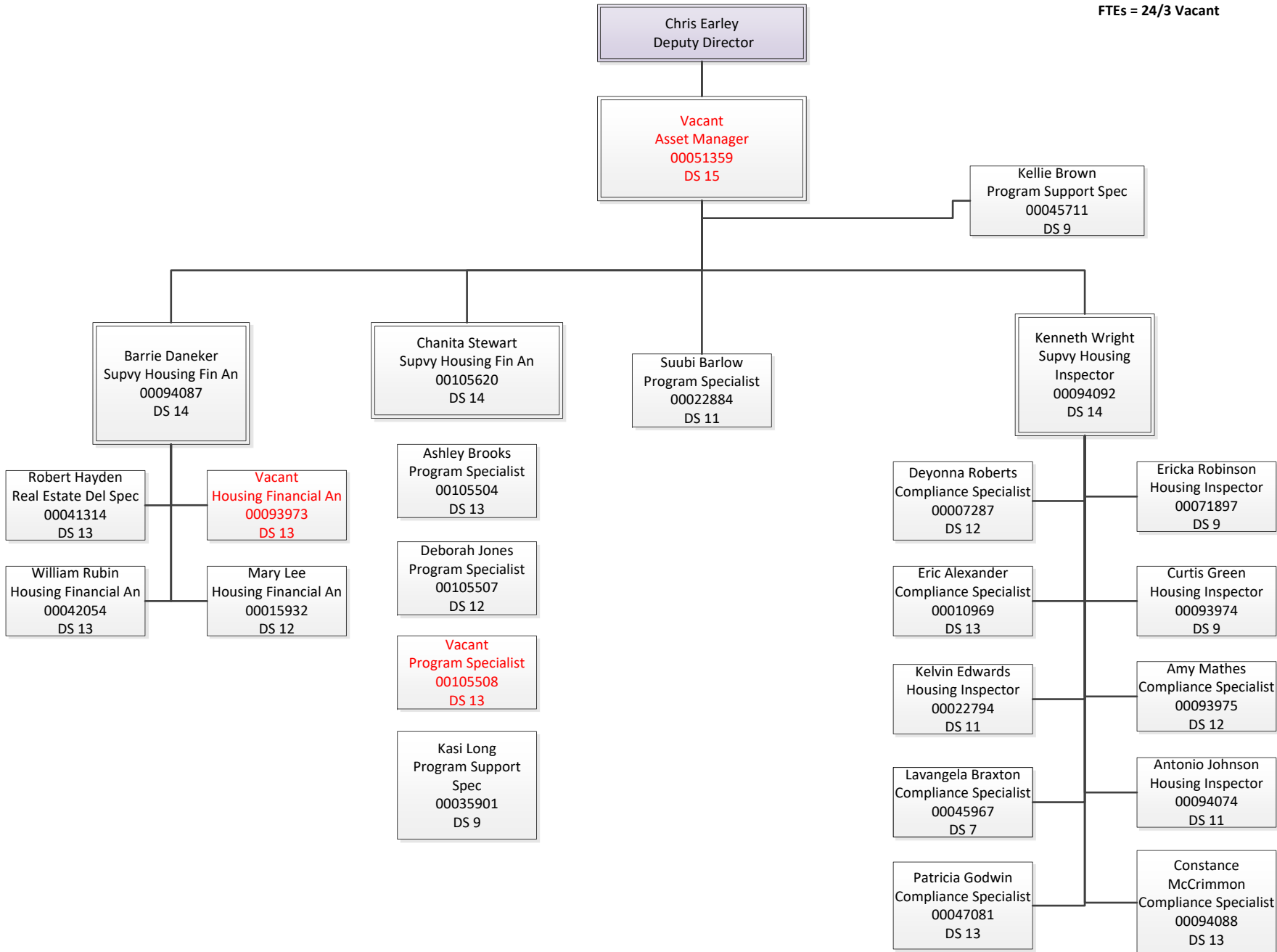
# Property Acquisition and Disposition

Cost Ctr 30080  
Prog 30064  
FTEs – 8/3 Vacant



# Portfolio Management

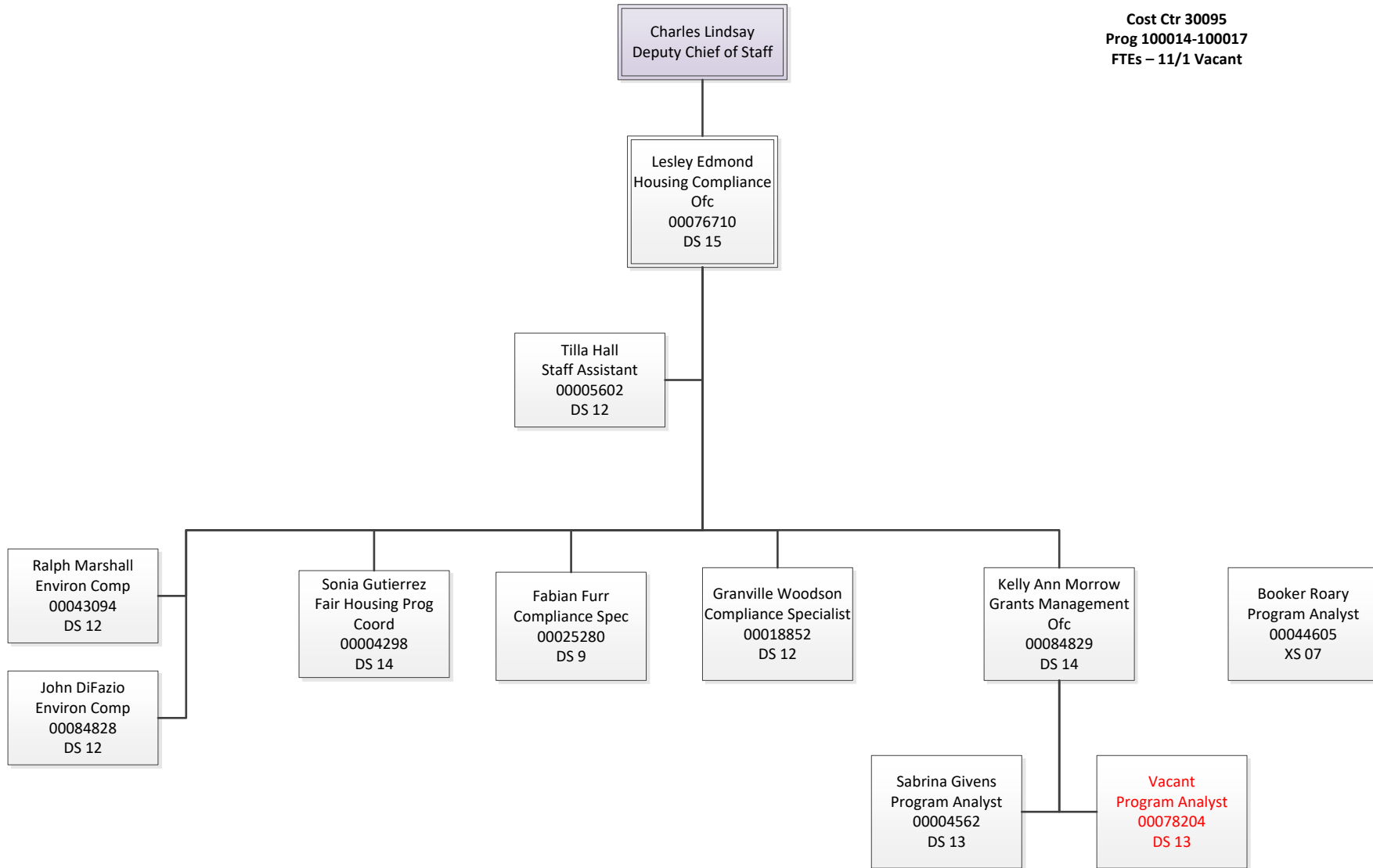
Cost Ctr 30088  
 Prog 100019  
 FTEs = 24/3 Vacant



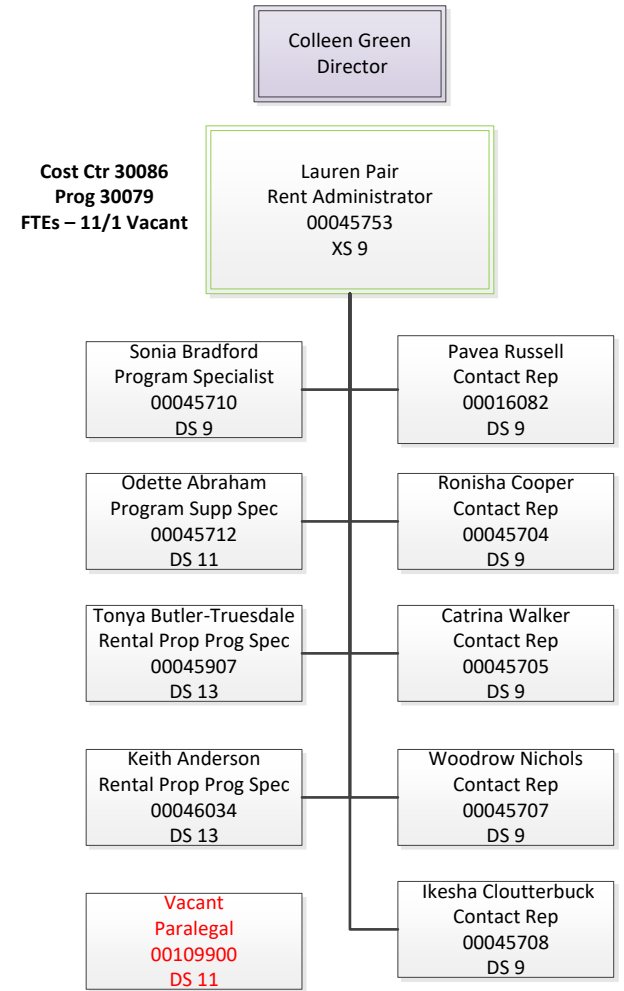
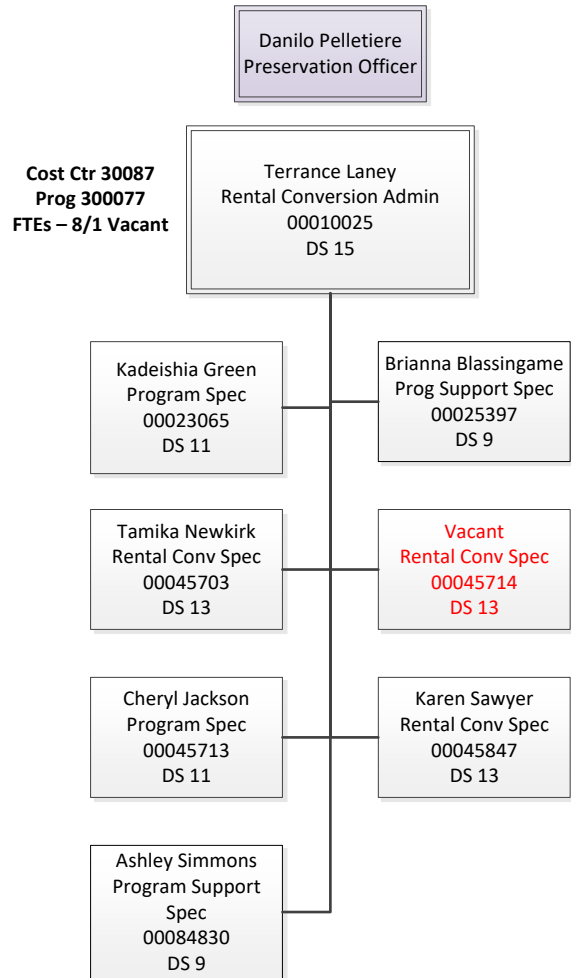
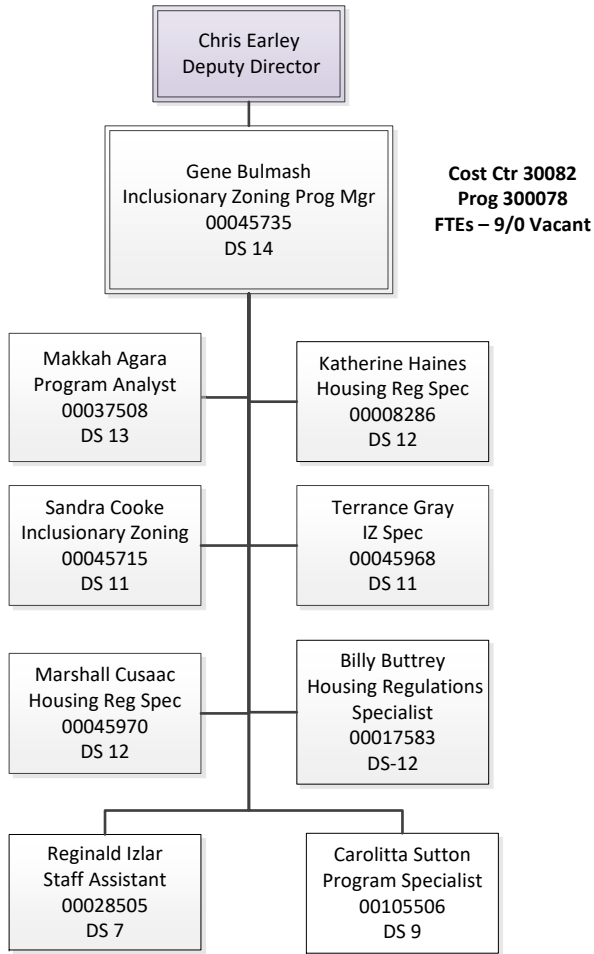


# Program Monitoring

Cost Ctr 30095  
Prog 100014-100017  
FTEs – 11/1 Vacant

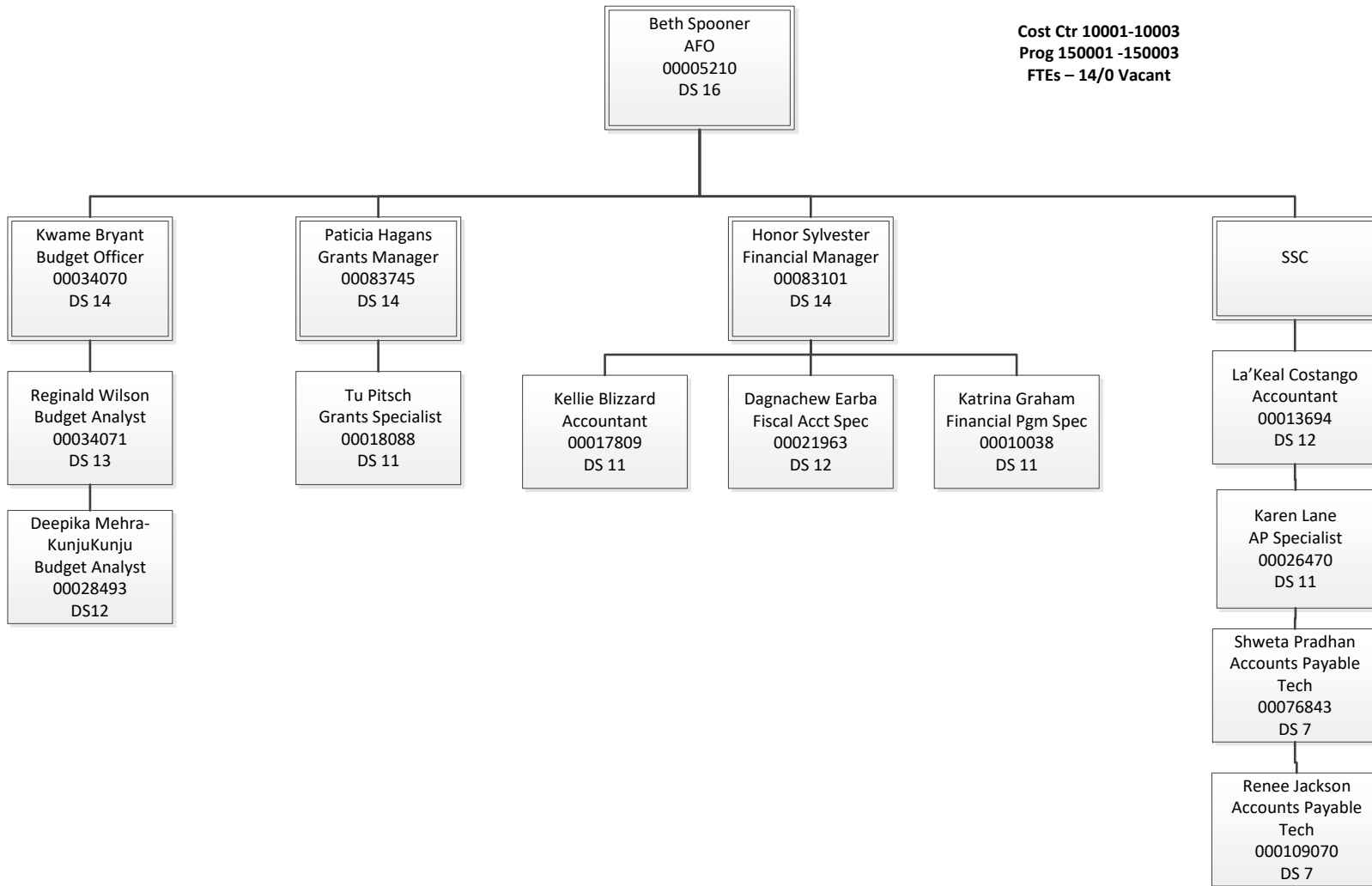


# Housing Regulation Administration



# Office of the AFO

Cost Ctr 10001-10003  
Prog 150001 -150003  
FTEs – 14/0 Vacant



Department of Housing and Community Development

PeopleSoft

Report ID: DCPYR215 POSITION AGENCY VIEW REPORT

Run Date: 1/29/2024

Run Time: 10:38:09

As Of Date: 29-Jan-24

Data-Issue?	Position Number	Title	Hire Date	Vacant			FTE x Dist %	Salary Dist %	Fringe	Fringe	Total Costs	Adds to FTE			Job DeptID	Pay Plan	Bargaining Unit	Union Code	Report Agency	Funding Agency	Fund	Fund Name	Reports to				Position Effdt	Position NTE Dt	F/P Time	Reg/Term p/Term	Work Sched	WAE	Sal Plan
				Status	Grade	Step						Costs	Costs	Costs									Cnt	Job Code	Job DeptID	Agency							
A	00000225	HOUSING & DEV PROJECT MGR	8/1/2022	F	13	9	130,235.00	0.03	3,255.88	21.9%	713.04	3,968.91	Y	003382	DB17000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300062	30081	200211	2001748	00020889	11/5/2023	F	Reg	F	N	DS0077
A	00000225	HOUSING & DEV PROJECT MGR	8/1/2022	F	13	9	130,235.00	0.05	6,511.75	21.9%	1,426.07	7,937.82	Y	003382	DB17000000	DS	C1	BIB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00020889	11/5/2023	F	Reg	F	N	DS0077	
A	00000225	HOUSING & DEV PROJECT MGR	8/1/2022	F	13	9	130,235.00	0.15	18,884.08	21.9%	4,135.61	23,019.69	Y	003382	DB17000000	DS	C1	BIB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00020889	11/5/2023	F	Reg	F	N	DS0077	
A	00000225	HOUSING & DEV PROJECT MGR	8/1/2022	F	13	9	130,235.00	0.20	25,916.77	21.9%	5,675.77	31,592.54	Y	003382	DB17000000	DS	C1	BIB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00020889	11/5/2023	F	Reg	F	N	DS0077	
A	00000225	HOUSING & DEV PROJECT MGR	8/1/2022	F	13	9	130,235.00	0.58	75,666.54	21.9%	16,570.97	92,237.51	Y	003382	DB17000000	DS	C1	BIB	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00020889	11/5/2023	F	Reg	F	N	DS0077	
A	00000757	ATTORNEY ADVISOR	2/14/2000	F	15	9	189,612.00	0.40	75,844.80	21.9%	16,610.01	92,454.81	Y	550553	DB10000000	LA	C33	BQA	DB0	1010001	LOCAL FUNDS	100092	30094			00070773	10/1/2016	F	Reg	F	N	LA0002	
A	00000757	ATTORNEY ADVISOR	2/14/2000	F	15	9	189,612.00	0.60	113,767.20	21.9%	24,915.02	138,682.22	Y	550553	DB10000000	LA	C33	BQA	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00070773	10/1/2016	F	Reg	F	N	LA0002	
A	00000780	Economic Dev Program Spec		V	12	1	89,958.00	1.00	89,958.00	21.9%	19,700.80	109,658.80	Y	500303	DB10000000	DS	C1	BIB	DB0	4020004	CDBG GRANT	300069	30084	200207	2001749	00013084	10/23/2022	F	Reg	F	N	DS0077	
A	00002122	Construction Analyst		V	11	0	72,711.00	1.00	72,711.00	21.9%	15,923.71	88,634.71	Y	555878	DB10000000	DS	C1	BIB	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00045709	1/26/2024	F	Reg	F	N	DS0077	
A	00002541	Public Information Officer	1/15/1993	F	15	0	158,711.84	0.07	11,585.96	21.9%	2,537.33	14,123.29	Y	554044	DB10000000	DS	CH11	MSS	DB0	4020008	HUD GRANT - HOME	100003	30093	200211	2001748	00011703	6/20/2023	F	Reg	F	N	DS0086	
A	00002541	Public Information Officer	1/15/1993	F	15	0	158,711.84	0.09	13,649.22	21.9%	2,989.18	16,638.40	Y	554044	DB10000000	DS	CH11	MSS	DB0	4020013	HUD GRANT - OTHER	100003	30093	202304	2001549	00011703	6/20/2023	F	Reg	F	N	DS0086	
A	00002541	Public Information Officer	1/15/1993	F	15	0	158,711.84	0.16	26,028.74	21.9%	5,700.29	31,729.04	Y	554044	DB10000000	DS	CH11	MSS	DB0	1010001	LOCAL FUNDS	100003	30093			00011703	6/20/2023	F	Reg	F	N	DS0086	
A	00002541	Public Information Officer	1/15/1993	F	15	0	158,711.84	0.30	48,089.69	21.9%	10,531.64	58,621.33	Y	554044	DB10000000	DS	CH11	MSS	DB0	4020004	CDBG GRANT	100003	30093	200207	2001749	00011703	6/20/2023	F	Reg	F	N	DS0086	
A	00002541	Public Information Officer	1/15/1993	F	15	0	158,711.84	0.37	59,199.52	21.9%	12,964.69	72,164.21	Y	554044	DB10000000	DS	CH11	MSS	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00011703	6/20/2023	F	Reg	F	N	DS0086	
A	00002556	Program Analyst	8/27/2012	F	13	5	116,943.00	1.00	116,943.00	21.9%	25,610.52	142,553.52	Y	552344	DB10000000	DS	C1	BIB	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00094108	10/8/2023	F	Reg	F	N	DS0077	
A	00003060	Community Development Resource		V	14	0	109,999.00	0.07	8,029.93	21.9%	1,758.55	9,788.48	Y	557090	DB10000000	DS	CH11	XAA	DB0	4020008	HUD GRANT - HOME	100151	30091	200211	2001748	00011703	10/21/2022	F	Reg	F	N	DS0087	
A	00003060	Community Development Resource		V	14	0	109,999.00	0.09	9,459.91	21.9%	2,071.72	11,531.64	Y	557090	DB10000000	DS	CH11	XAA	DB0	4020013	HUD GRANT - OTHER	100151	30091	202304	2001549	00011703	10/21/2022	F	Reg	F	N	DS0087	
A	00003060	Community Development Resource		V	14	0	109,999.00	0.16	18,039.84	21.9%	3,950.72	21,990.56	Y	557090	DB10000000	DS	CH11	XAA	DB0	1010001	LOCAL FUNDS	100151	30091			00011703	10/21/2022	F	Reg	F	N	DS0087	
A	00003060	Community Development Resource		V	14	0	109,999.00	0.30	33,329.70	21.9%	7,299.20	40,628.90	Y	557090	DB10000000	DS	CH11	XAA	DB0	4020004	CDBG GRANT	100151	30091	200207	2001749	00011703	10/21/2022	F	Reg	F	N	DS0087	
A	00003060	Community Development Resource		V	14	0	109,999.00	0.37	41,029.63	21.9%	8,985.49	50,015.12	Y	557090	DB10000000	DS	CH11	XAA	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00011703	10/21/2022	F	Reg	F	N	DS0087	
A	00003270	Housing and Development Projec	3/19/2018	F	13	5	116,943.00	0.03	2,923.58	21.9%	640.26	3,563.84	Y	556678	DB17000000	DS	C1	BIB	DB0	1010001	LOCAL FUNDS	300062	30081			00020889	3/13/2022	F	Reg	F	N	DS0077	
A	00003270	Housing and Development Projec	3/19/2018	F	13	5	116,943.00	0.05	5,847.15	21.9%	1,280.53	7,127.68	Y	556678	DB17000000	DS	C1	BIB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00020889	3/13/2022	F	Reg	F	N	DS0077	
A	00003270	Housing and Development Projec	3/19/2018	F	13	5	116,943.00	0.15	16,956.74	21.9%	3,713.52	20,670.26	Y	556678	DB17000000	DS	C1	BIB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00020889	3/13/2022	F	Reg	F	N	DS0077	
A	00003270	Housing and Development Projec	3/19/2018	F	13	5	116,943.00	0.20	23,271.66	21.9%	5,096.49	28,368.15	Y	556678	DB17000000	DS	C1	BIB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00020889	3/13/2022	F	Reg	F	N	DS0077	
A	00003270	Housing and Development Projec	3/19/2018	F	13	5	116,943.00	0.58	67,943.88	21.9%	14,879.71	82,823.59	Y	556678	DB17000000	DS	C1	BIB	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00020889	3/13/2022	F	Reg	F	N	DS0077	
A	00003767	ARCHITECT	4/7/2003	F	13	10	133,558.00	0.03	3,338.95	21.9%	731.23	4,070.18	Y	007437	DB17000000	DS	C1	BIB	DB0	1010001	LOCAL FUNDS	300062	30081			00051361	4/9/2023	F	Reg	F	N	DS0077	
A	00003767	ARCHITECT	4/7/2003	F	13	10	133,558.00	0.05	6,677.90	21.9%	1,462.46	8,140.36	Y	007437	DB17000000	DS	C1	BIB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00051361	4/9/2023	F	Reg	F	N	DS0077	
A	00003767	ARCHITECT	4/7/2003	F	13	10	133,558.00	0.15	19,365.91	21.9%	4,241.13	23,607.04	Y	007437	DB17000000	DS	C1	BIB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00051361	4/9/2023	F	Reg	F	N	DS0077	
A	00003767	ARCHITECT	4/7/2003	F	13	10	133,558.00	0.20	26,578.04	21.9%	5,820.59	32,398.63	Y	007437	DB17000000	DS	C1	BIB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00051361	4/9/2023	F	Reg	F	N	DS0077	
A	00003767	ARCHITECT	4/7/2003	F	13	10	133,558.00	0.58	77,597.20	21.9%	16,993.79	94,590.98	Y	007437	DB17000000	DS	C1	BIB	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00051361	4/9/2023	F	Reg	F	N	DS0077	
A	00004289	Residential Program Specialist	3/16/1987	F	12	5	101,134.00	1.00	101,134.00	21.9%	22,148.35	123,282.35	Y	556801	DB18000000	DS	C1	BIB	DB0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00094108	12/3/2023	F	Reg	F	N	DS0077	
A	00004298	Fair Housing Prog Coord (Bil.)	2/6/2001	F	14	0	128,848.43	0.07	9,405.94	21.9%	2,059.90	11,465.84	Y	554651	DB11000000	DS	CH11	XAA	DB0	4020008	HUD GRANT - HOME	100014	30095	200211	2001748	00076710	10/1/2016	F	Reg	F	N	DS0086	
A	00004298	Fair Housing Prog Coord (Bil.)	2/6/2001	F	14	0	128,848.43	0.09	11,080.96	21.9%	2,426.73	13,507.70	Y	554651	DB11000000	DS	CH11	XAA	DB0	4020013	HUD GRANT - OTHER	100014	30095	202304	2								

Pos ition	Sta tus	Position Number	Title	Hire Date	Vacant Status	Grade	Step	Salary	FTE x Dist %	Salary Dist % Costs	Fringe Rate	Fringe Benefits Costs	Total Costs	Add to FTE Cnt	Job Code	Job DeptID	Pay Plan	Bargaing Unit	Union Code	Report Agency	Funding Agency	Fund	Fund Name	Program	Cost Center	ProjectID	Award	Reports to		Position Effort	Position NTE Dt	F/P Time	Reg/Term p/Term	Work Sched	WAE	Sal Plan
																												Position	Position							
A	00007319	Housing and Development Projec	9/26/2022	F	13	6	120,266.00	0.20	23,932.93	21.9%	5,241.31	29,174.25	Y	556678	DB17000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	4020004	CDBG GRANT	300062	30081	200207	2001749	00020889	9/7/2022	2/1/2005	F	Reg	F	N	DS0077
A	00007319	Housing and Development Projec	9/26/2022	F	13	6	120,266.00	0.58	69,874.55	21.9%	15,302.53	85,177.07	Y	556678	DB17000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00020889	9/7/2022	2/1/2005	F	Reg	F	N	DS0077		
A	00008029	Residential Rehab. Program Man		V	14	0	137,328.50	1.00	137,328.50	21.9%	30,074.94	167,403.44	Y	551051	DS	CH11	MSS	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00094108	8/28/2022		F	Reg	F	N	DS0086			
A	00008286	Housing Regulations Specialist	12/14/2015	F	12	5	101,134.00	1.00	101,134.00	21.9%	22,148.35	123,282.35	Y	553543	DB20000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300078	30082		00045735	5/21/2023	10/10/2005	F	Reg	F	N	DS0077			
A	00008552	Housing Financial Analyst	5/29/2018	F	13	3	110,297.00	0.03	2,757.43	21.9%	603.88	3,361.30	Y	551829	DB17000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00051361	4/9/2023		F	Reg	F	N	DS0077		
A	00008552	Housing Financial Analyst	5/29/2018	F	13	3	110,297.00	0.05	5,514.85	21.9%	1,207.75	6,722.60	Y	551829	DB17000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00051361	4/9/2023		F	Reg	F	N	DS0077		
A	00008552	Housing Financial Analyst	5/29/2018	F	13	3	110,297.00	0.15	15,993.07	21.9%	3,502.48	19,495.55	Y	551829	DB17000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00051361	4/9/2023		F	Reg	F	N	DS0077		
A	00008552	Housing Financial Analyst	5/29/2018	F	13	3	110,297.00	0.20	21,949.10	21.9%	4,806.85	26,755.96	Y	551829	DB17000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00051361	4/9/2023		F	Reg	F	N	DS0077		
A	00008552	Housing Financial Analyst	5/29/2018	F	13	3	110,297.00	0.58	64,082.56	21.9%	14,034.08	78,116.64	Y	551829	DB17000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00051361	4/9/2023		F	Reg	F	N	DS0077		
A	00008958	Program Analyst	8/1/2022	F	14	10	141,707.00	1.00	141,707.00	21.9%	31,033.83	172,740.83	Y	552300	DB10000000	DS	CH11	XAA	DB	UZO	1010001	LOCAL FUNDS	300075	30078		00094108	7/21/2022		F	Reg	F	N	DS0087			
A	00009517	Homeownership Program Speciali	4/9/2001	F	13	6	120,266.00	0.19	23,211.34	21.9%	5,083.28	28,294.62	Y	550132	DB18000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	300068	30085	200211	2001748	00027524	6/19/2022		F	Reg	F	N	DS0077		
A	00009517	Homeownership Program Speciali	4/9/2001	F	13	6	120,266.00	0.28	33,313.68	21.9%	7,295.70	40,609.38	Y	550132	DB18000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300068	30085	200207	2001749	00027524	6/19/2022		F	Reg	F	N	DS0077		
A	00009517	Homeownership Program Speciali	4/9/2001	F	13	6	120,266.00	0.53	63,620.71	21.9%	13,932.94	77,553.65	Y	550132	DB18000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300068	30085		00027524	6/19/2022		F	Reg	F	N	DS0077			
A	00009994	Train. and Dev. Mgr.	6/22/1998	F	15	0	150,816.42	0.07	11,009.60	21.9%	2,411.10	13,420.70	Y	500234	DB10000000	DS	CH11	XAA	DB	DB0	4020008	HUD GRANT - HOME	100148	30092	200211	2001748	00002541	9/10/2023		F	Reg	F	N	DS0087		
A	00009994	Train. and Dev. Mgr.	6/22/1998	F	15	0	150,816.42	0.09	12,970.21	21.9%	2,840.48	15,810.69	Y	500234	DB10000000	DS	CH11	XAA	DB	DB0	4020013	HUD GRANT - OTHER	100148	30092	202304	2001549	00002541	9/10/2023		F	Reg	F	N	DS0087		
A	00009994	Train. and Dev. Mgr.	6/22/1998	F	15	0	150,816.42	0.16	24,733.89	21.9%	5,416.72	30,150.62	Y	500234	DB10000000	DS	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100148	30092		00002541	9/10/2023		F	Reg	F	N	DS0087			
A	00009994	Train. and Dev. Mgr.	6/22/1998	F	15	0	150,816.42	0.30	45,697.38	21.9%	10,007.73	55,705.10	Y	500234	DB10000000	DS	CH11	XAA	DB	UZO	4020004	CDBG GRANT	100148	30092	200207	2001749	00002541	9/10/2023		F	Reg	F	N	DS0087		
A	00009994	Train. and Dev. Mgr.	6/22/1998	F	15	0	150,816.42	0.37	56,254.52	21.9%	12,319.74	68,574.27	Y	500234	DB10000000	DS	CH11	XAA	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00002541	9/10/2023		F	Reg	F	N	DS0087		
A	00010025	Rental Conversion and Sales Ad	1/28/2005	F	15	0	127,029.46	1.00	127,029.46	21.9%	27,819.45	154,848.91	Y	556032	DB21000000	DS	CH11	MSS	DB	DB0	1010001	LOCAL FUNDS	300077	30087		00094108	3/14/2021		F	Reg	F	N	DS0086			
A	00010038	FINANCIAL PGM SPEC	10/7/1985	F	11	10	93,735.00	0.07	6,842.66	21.9%	1,498.54	8,341.20	Y	003787	AT07100403	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	150002	10002	200211	2001748	00083101	10/2/2016		F	Reg	F	N	DS0078		
A	00010038	FINANCIAL PGM SPEC	10/7/1985	F	11	10	93,735.00	0.09	8,061.21	21.9%	1,765.40	9,826.61	Y	003787	AT07100403	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	150002	10002	202304	2001549	00083101	10/2/2016		F	Reg	F	N	DS0078		
A	00010038	FINANCIAL PGM SPEC	10/7/1985	F	11	10	93,735.00	0.16	15,372.54	21.9%	3,366.59	18,739.13	Y	003787	AT07100403	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	150002	10002		00083101	10/2/2016		F	Reg	F	N	DS0078			
A	00010038	FINANCIAL PGM SPEC	10/7/1985	F	11	10	93,735.00	0.30	28,401.71	21.9%	6,219.97	34,621.68	Y	003787	AT07100403	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	150002	10002	200207	2001749	00083101	10/2/2016		F	Reg	F	N	DS0078		
A	00010038	FINANCIAL PGM SPEC	10/7/1985	F	11	10	93,735.00	0.37	34,963.16	21.9%	7,656.93	42,620.09	Y	003787	AT07100403	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00083101	10/2/2016		F	Reg	F	N	DS0078		
A	00010223	SPECIAL PROJECT COOR	10/2/2017	F	14	5	138,204.00	0.03	3,455.10	21.9%	756.67	4,211.77	Y	007795	DB17000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300062	30081		00020889	1/8/2017		F	Reg	F	N	DS0077			
A	00010223	SPECIAL PROJECT COOR	10/2/2017	F	14	5	138,204.00	0.05	6,910.20	21.9%	1,513.33	8,423.53	Y	007795	DB17000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00020889	1/8/2017		F	Reg	F	N	DS0077		
A	00010223	SPECIAL PROJECT COOR	10/2/2017	F	14	5	138,204.00	0.15	20,039.58	21.9%	4,388.67	24,428.25	Y	007795	DB17000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00020889	1/8/2017		F	Reg	F	N	DS0077		
A	00010223	SPECIAL PROJECT COOR	10/2/2017	F	14	5	138,204.00	0.20	27,502.60	21.9%	6,023.07	33,525.66	Y	007795	DB17000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00020889	1/8/2017		F	Reg	F	N	DS0077		
A	00010223	SPECIAL PROJECT COOR	10/2/2017	F	14	5	138,204.00	0.58	80,296.52	21.9%	17,584.94	97,881.46	Y	007795	DB17000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00020889	1/8/2017		F	Reg	F	N	DS0077		
A	00010969	Compliance Specialist	1/18/2022	F	13	3	110,297.00	0.07	8,051.68	21.9%	1,763.32	9,815.00	Y	552368	DB23000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	100019	30088	200211	2001748	00094092	10/24/2021		F	Reg	F	N	DS0077		
A	00010969	Compliance Specialist	1/18/2022	F	13	3	110,297.00	0.09	9,485.54	21.9%	2,077.33	11,562.88	Y	552368	DB23000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	100019	30088	202304	2001549	00094092	10/24/2021		F	Reg	F	N	DS0077		
A	00010969	Compliance Specialist	1/18/2022	F	13	3	110,297.00	0.20	22,500.59	21.9%	4,927.63	27,428.22	Y	552368	DB23000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	100019	30088		00094092	10/24/2021		F	Reg	F	N	DS0077			
A	00010969	Compliance Specialist	1/18/2022	F	13	3	110,297.00	0.26	29,008.11	21.9%	6,352.78	35,360.89	Y	552368	DB23000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	100019	30088	200207	2001749	00094092	10/24/2021		F	Reg	F	N	DS0077		
A	00010969	Compliance Specialist	1/18/2022	F	13	3	110,297.00	0.37	41,140.78	21.9%	9,009.83	50,150.61	Y	552368	DB23000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00094092	10/24/2021		F	Reg	F	N	DS0077		
A	00011400	Economic Dev Program Spec	6/20/2023	F	12	1	89,958.00	1.00	89,958.00	21.9%	19,700.80	109,658.80	Y	550303	DB18000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300069	30084	200207	2001749	00013084	3/12/2023	7/4/2005	F	Term	F	N	DS0077		
A	00011541	Paralegal Specialist	6/21/2022	F	12	1	89,958.00	0.40	35,983.20	21.9%	7,880.32	43,863.52	Y	550452	DB10000000	DS	1_2	AAB	DB	DB0	1010001	LOCAL FUNDS	100092	30094		00070773	11/14/2022		F	Reg	F	N	DS0077			
A	00011541	Paralegal Specialist	6/21/2022	F	12	1	89,958.00	0.60	53,974.80																											



Pos ition	Sta tus	Position Number	Title	Hire Date	Vacant Status	Grade	Step	Salary	FTE x Dist %	Salary Dist % Costs	Fringe Rate	Fringe Benefits Costs	Total Costs	Add to FTE Cnt	Job Code	Job DeptID	Pay Plan	Bargaing Unit	Union Code	Report Agency	Funding Agency	Fund	Fund Name	Program	Cost Center	ProjectID	Award	Reports to		Position Effort	Position NTE Dt	F/P Time	Reg/Tem p/Term	Work Sched	WAE	Sal Plan
																												Position	Position							
A		00022884	Program Specialist	11/13/2018	F	11	6	84,391.00	0.37	31,477.84	21.9%	6,893.65	38,371.49	Y	551810	DB23000000	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00051359	5/9/2021	7/26/2005	F	Reg	F	N	DS0077	
A		00023065	Program Support Specialist	10/12/2021	F	11	4	79,719.00	1.00	79,719.00	21.9%	17,458.46	97,177.46	Y	550012	DB21000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300077	30087			00010025	9/21/2021		F	Term	F	N	DS0077	
A		00023409	Program Specialist	4/26/1993	F	11	9	91,399.00	0.03	2,284.98	21.9%	500.41	2,785.38	Y	554271	DB17000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300062	30081			00051361	4/9/2023		F	Reg	F	N	DS0077	
A		00023409	Program Specialist	4/26/1993	F	11	9	91,399.00	0.05	4,569.95	21.9%	1,000.82	5,570.77	Y	554271	DB17000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00051361	4/9/2023		F	Reg	F	N	DS0077	
A		00023409	Program Specialist	4/26/1993	F	11	9	91,399.00	0.15	13,252.86	21.9%	2,902.38	16,155.23	Y	554271	DB17000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00051361	4/9/2023		F	Reg	F	N	DS0077	
A		00023409	Program Specialist	4/26/1993	F	11	9	91,399.00	0.20	18,188.40	21.9%	3,983.26	22,171.66	Y	554271	DB17000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00051361	4/9/2023		F	Reg	F	N	DS0077	
A		00023409	Program Specialist	4/26/1993	F	11	9	91,399.00	0.58	53,102.82	21.9%	11,629.52	64,732.34	Y	554271	DB17000000	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00051361	4/9/2023		F	Reg	F	N	DS0077	
A		00024203	Grants Management Specialist	4/18/1983	F	12	10	115,104.00	1.00	115,104.00	21.9%	25,207.78	140,311.78	Y	551396	DB18000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300069	30084	200207	2001749	00013084	10/23/2022		F	Reg	F	N	DS0077	
A		00024215	ADMIN SUPPORT SRVS MGR	11/9/2009	F	14	0	134,003.75	1.00	134,003.75	21.9%	29,346.82	163,350.57	Y	007616	DB14000000	DS	CH11	MSS	DB	DB0	1010001	LOCAL FUNDS	100113	30076			00106610	11/5/2023		F	Reg	F	N	DS0086	
A		00024918	CONSTRUCTION ANALYST		V	12	1	89,958.00	0.30	26,987.40	21.9%	5,910.24	32,897.64	Y	000014	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300064	30080			00106610	5/21/2023		F	Reg	F	N	DS0077		
A		00024918	CONSTRUCTION ANALYST		V	12	1	89,958.00	0.70	62,970.60	21.9%	13,790.56	76,761.16	Y	000014	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00106610	5/21/2023		F	Reg	F	N	DS0077		
A		00025092	Community Development Resource	8/15/2016	F	12	9	100,827.00	0.07	7,360.37	21.9%	1,611.92	8,972.29	Y	552067	DB10000000	DS	CH11	XAA	DB	DB0	4020008	HUD GRANT - HOME	100003	30093	200211	2001748	00002541	8/13/2023		F	Reg	F	N	DS0087	
A		00025092	Community Development Resource	8/15/2016	F	12	9	100,827.00	0.09	8,671.12	21.9%	1,898.98	10,570.10	Y	552067	DB10000000	DS	CH11	XAA	DB	DB0	4020013	HUD GRANT - OTHER	100003	30093	202304	2001549	00002541	8/13/2023		F	Reg	F	N	DS0087	
A		00025092	Community Development Resource	8/15/2016	F	12	9	100,827.00	0.16	16,535.63	21.9%	3,621.30	20,156.93	Y	552067	DB10000000	DS	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100003	30093			00002541	8/13/2023		F	Reg	F	N	DS0087	
A		00025092	Community Development Resource	8/15/2016	F	12	9	100,827.00	0.30	30,550.58	21.9%	6,690.58	37,241.16	Y	552067	DB10000000	DS	CH11	XAA	DB	DB0	4020004	CDBG GRANT	100003	30093	200207	2001749	00002541	8/13/2023		F	Reg	F	N	DS0087	
A		00025092	Community Development Resource	8/15/2016	F	12	9	100,827.00	0.37	37,608.47	21.9%	8,236.26	45,844.73	Y	552067	DB10000000	DS	CH11	XAA	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00002541	8/13/2023		F	Reg	F	N	DS0087	
A		00025280	Compliance Specialist	12/9/2019	F	09	5	68,060.00	0.07	4,968.38	21.9%	1,088.08	6,056.46	Y	552333	DB11000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	100014	30095	200211	2001748	00076710	9/1/2019		F	Reg	F	N	DS0077	
A		00025280	Compliance Specialist	12/9/2019	F	09	5	68,060.00	0.09	5,853.16	21.9%	1,281.84	7,135.00	Y	552333	DB11000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	100014	30095	202304	2001549	00076710	9/1/2019		F	Reg	F	N	DS0077	
A		00025280	Compliance Specialist	12/9/2019	F	09	5	68,060.00	0.16	11,161.84	21.9%	2,444.44	13,606.28	Y	552333	DB11000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	100014	30095			00076710	9/1/2019		F	Reg	F	N	DS0077	
A		00025280	Compliance Specialist	12/9/2019	F	09	5	68,060.00	0.30	20,622.18	21.9%	4,516.26	25,138.44	Y	552333	DB11000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	100014	30095	200207	2001749	00076710	9/1/2019		F	Reg	F	N	DS0077	
A		00025280	Compliance Specialist	12/9/2019	F	09	5	68,060.00	0.37	25,386.38	21.9%	5,559.62	30,946.00	Y	552333	DB11000000	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00076710	9/1/2019		F	Reg	F	N	DS0077	
A		00025397	Program Support Specialist	10/25/2021	F	09	3	64,204.00	1.00	64,204.00	21.9%	14,060.68	78,264.68	Y	555624	DB21000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300077	30087			00010025	5/21/2023		F	Term	F	N	DS0077	
A		00025545	Supervisory Housing & Developm		V	15	0	152,434.50	0.03	3,810.86	21.9%	834.58	4,645.44	Y	555136	DS	CH11	MSS	DB	DB0	1010001	LOCAL FUNDS	300062	30081			00071402	11/5/2023		F	Reg	F	N	DS0086		
A		00025545	Supervisory Housing & Developm		V	15	0	152,434.50	0.05	7,621.73	21.9%	1,669.16	9,290.88	Y	555136	DS	CH11	MSS	DB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00071402	11/5/2023		F	Reg	F	N	DS0086		
A		00025545	Supervisory Housing & Developm		V	15	0	152,434.50	0.15	22,103.00	21.9%	4,840.56	26,943.56	Y	555136	DS	CH11	MSS	DB	DB0	4020013	HUD GRANT - OTHER	300062	30081	200211	2001549	00071402	11/5/2023		F	Reg	F	N	DS0086		
A		00025545	Supervisory Housing & Developm		V	15	0	152,434.50	0.20	30,334.47	21.9%	6,643.25	36,977.71	Y	555136	DS	CH11	MSS	DB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00071402	11/5/2023		F	Reg	F	N	DS0086		
A		00025545	Supervisory Housing & Developm		V	15	0	152,434.50	0.58	88,564.44	21.9%	19,395.61	107,960.06	Y	555136	DS	CH11	MSS	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00071402	11/5/2023		F	Reg	F	N	DS0086		
A		00025718	Program Support Assistant (OA)	5/28/2019	F	07	5	56,901.00	0.07	4,153.77	21.9%	909.68	5,063.45	Y	551556	DB12000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	100071	30077	200211	2001748	00038716	1/1/2023		F	Reg	F	N	DS0079	
A		00025718	Program Support Assistant (OA)	5/28/2019	F	07	5	56,901.00	0.09	4,893.49	21.9%	1,071.67	5,965.16	Y	551556	DB12000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	100071	30077	202304	2001549	00038716	1/1/2023		F	Reg	F	N	DS0079	
A		00025718	Program Support Assistant (OA)	5/28/2019	F	07	5	56,901.00	0.16	9,331.76	21.9%	2,043.66	11,375.42	Y	551556	DB12000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	100071	30077			00038716	1/1/2023		F	Reg	F	N	DS0079	
A		00025718	Program Support Assistant (OA)	5/28/2019	F	07	5	56,901.00	0.30	17,241.00	21.9%	3,775.78	21,016.78	Y	551556	DB12000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	100071	30077	200207	2001749	00038716	1/1/2023		F	Reg	F	N	DS0079	
A		00025718	Program Support Assistant (OA)	5/28/2019	F	07	5	56,901.00	0.37	21,224.07	21.9%	4,648.07	25,872.14	Y	551556	DB12000000	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00038716	1/1/2023		F	Reg	F	N	DS0079	
A		00026470	Accounts Payable Specialist	4/19/1993	F	11	9	91,405.00	0.07	6,672.57	21.9%	1,461.29	8,133.86	Y	160880	AT07100403	DS	CH11	CFO	DB	DB0	4020008	HUD GRANT - HOME	150002	10002	200211	2001748	0								

Pos ition	Sta tus	Position Number	Title	Hire Date	Vacant Status	Grade	Step	Salary	FTE x Dist %	Salary Dist % Costs	Fringe Rate	Fringe Benefits Costs	Total Costs	Add to FTE Cnt	Job Code	Job DeptID	Pay Plan	Bargaining Unit	Union Code	Report Agency	Funding Agency	Fund	Fund Name	Program	Cost Center	ProjectID	Award	Reports to		Position Effort	Position NTE Dt	F/P Time	Reg/Term p/Term	Work Sched	WAE	Sal Plan
																												Position	Position							
A		00036737	Deputy Director	8/12/2019	F	10	0	185,813.06	0.09	15,979.92	21.9%	3,499.60	19,479.53	N	551732	DB10000000	XS	CH11	XAA	DB	DB0	4020013	HUD GRANT - OTHER	100151	30091	202304	2001549	00011703	10/10/2021	F	Reg	F	N	XS0001		
A		00036737	Deputy Director	8/12/2019	F	10	0	185,813.06	0.16	30,473.34	21.9%	6,673.66	37,147.00	N	551732	DB10000000	XS	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100151	30091			00011703	10/10/2021	F	Reg	F	N	XS0001		
A		00036737	Deputy Director	8/12/2019	F	10	0	185,813.06	0.30	56,301.36	21.9%	12,330.00	68,631.35	N	551732	DB10000000	XS	CH11	XAA	DB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00011703	10/10/2021	F	Reg	F	N	XS0001		
A		00036737	Deputy Director	8/12/2019	F	10	0	185,813.06	0.37	69,308.27	21.9%	15,178.51	84,486.78	N	551732	DB10000000	XS	CH11	XAA	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00011703	10/10/2021	F	Reg	F	N	XS0001		
A		00036897	HOUSING & DEV PROJECT MGR	2/10/2004	F	13	10	133,558.00	0.03	3,338.95	21.9%	731.23	4,070.18	Y	003382	DB17000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300062	30081			00020889	5/22/2022	F	Reg	F	N	DS0077		
A		00036897	HOUSING & DEV PROJECT MGR	2/10/2004	F	13	10	133,558.00	0.05	6,677.90	21.9%	1,462.46	8,140.36	Y	003382	DB17000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00020889	5/22/2022	F	Reg	F	N	DS0077		
A		00036897	HOUSING & DEV PROJECT MGR	2/10/2004	F	13	10	133,558.00	0.15	19,365.91	21.9%	4,241.13	23,607.04	Y	003382	DB17000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00020889	5/22/2022	F	Reg	F	N	DS0077		
A		00036897	HOUSING & DEV PROJECT MGR	2/10/2004	F	13	10	133,558.00	0.20	26,578.04	21.9%	5,820.59	32,398.63	Y	003382	DB17000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00020889	5/22/2022	F	Reg	F	N	DS0077		
A		00036897	HOUSING & DEV PROJECT MGR	2/10/2004	F	13	10	133,558.00	0.58	77,597.20	21.9%	16,993.79	94,590.98	Y	003382	DB17000000	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00020889	5/22/2022	F	Reg	F	N	DS0077		
A		00036899	LEGISLATIVE AFFAIRS SPEC	11/13/2007	F	14	10	141,707.00	0.07	10,344.61	21.9%	2,265.47	12,610.08	N	004330	DB10000000	DS	CH11	XAA	DB	DB0	4020008	HUD GRANT - HOME	100151	30091	200211	2001748	00002541	9/10/2023	F	Reg	F	N	DS0087		
A		00036899	LEGISLATIVE AFFAIRS SPEC	11/13/2007	F	14	10	141,707.00	0.09	12,186.80	21.9%	2,668.91	14,855.71	N	004330	DB10000000	DS	CH11	XAA	DB	DB0	4020013	HUD GRANT - OTHER	100151	30091	202304	2001549	00002541	9/10/2023	F	Reg	F	N	DS0087		
A		00036899	LEGISLATIVE AFFAIRS SPEC	11/13/2007	F	14	10	141,707.00	0.16	23,239.95	21.9%	5,089.55	28,329.50	N	004330	DB10000000	DS	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100151	30091			00002541	9/10/2023	F	Reg	F	N	DS0087		
A		00036899	LEGISLATIVE AFFAIRS SPEC	11/13/2007	F	14	10	141,707.00	0.30	42,937.22	21.9%	9,403.25	52,340.47	N	004330	DB10000000	DS	CH11	XAA	DB	DB0	4020004	CDBG GRANT	100151	30091	200207	2001749	00002541	9/10/2023	F	Reg	F	N	DS0087		
A		00036899	LEGISLATIVE AFFAIRS SPEC	11/13/2007	F	14	10	141,707.00	0.37	52,856.71	21.9%	11,575.62	64,432.33	N	004330	DB10000000	DS	CH11	XAA	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00002541	9/10/2023	F	Reg	F	N	DS0087		
A		00037137	Program Specialist	12/27/2016	F	09	7	71,916.00	0.30	21,574.80	21.9%	4,724.88	26,299.68	Y	556678	DB17000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300064	30080			00042954	12/3/2023	F	Reg	F	N	DS0077		
A		00037137	Program Specialist	12/27/2016	F	09	7	71,916.00	0.70	50,341.20	21.9%	11,024.72	61,365.92	Y	556678	DB24000000	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00042954	12/3/2023	F	Reg	F	N	DS0077		
A		00037508	Program Analyst	8/24/2015	F	13	3	110,297.00	1.00	110,297.00	21.9%	24,155.04	134,452.04	Y	552344	DB20000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300078	30082			00045735	3/24/2022	F	Reg	F	N	DS0077		
A		00037512	ATTORNEY ADVISOR	7/31/2000	F	15	10	193,437.00	0.40	77,374.80	21.9%	16,945.08	94,319.88	N	550553	DB10000000	LA	C33	BOA	DB	DB0	1010001	LOCAL FUNDS	100092	30094			00070773	10/1/2016	F	Reg	F	N	LA0002		
A		00037512	ATTORNEY ADVISOR	7/31/2000	F	15	10	193,437.00	0.60	116,062.20	21.9%	25,417.62	141,479.82	N	550553	DB10000000	LA	C33	BOA	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00070773	10/1/2016	F	Reg	F	N	LA0002		
A		00038684	Housing and Development Projec	5/23/2022	F	13	3	110,297.00	0.03	2,757.43	21.9%	603.88	3,361.30	Y	556678	DB17000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300062	30081			00020889	11/5/2023	F	Reg	F	N	DS0077		
A		00038684	Housing and Development Projec	5/23/2022	F	13	3	110,297.00	0.05	5,514.85	21.9%	1,207.75	6,722.60	Y	556678	DB17000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00020889	11/5/2023	F	Reg	F	N	DS0077		
A		00038684	Housing and Development Projec	5/23/2022	F	13	3	110,297.00	0.15	15,993.07	21.9%	3,502.48	19,495.55	Y	556678	DB17000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00020889	11/5/2023	F	Reg	F	N	DS0077		
A		00038684	Housing and Development Projec	5/23/2022	F	13	3	110,297.00	0.20	21,949.10	21.9%	4,806.85	26,755.96	Y	556678	DB17000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00020889	11/5/2023	F	Reg	F	N	DS0077		
A		00038684	Housing and Development Projec	5/23/2022	F	13	3	110,297.00	0.58	64,082.56	21.9%	14,034.08	78,116.64	Y	556678	DB17000000	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00020889	11/5/2023	F	Reg	F	N	DS0077		
A		00038715	Human Resources Specialist	1/22/2007	F	14	10	141,707.00	1.00	141,707.00	21.9%	31,033.83	172,740.83	Y	555387	DB10000000	DS	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100058	30092			0000541	12/17/2023	F	Reg	F	N	DS0087		
A		00038716	Supervisory IT Specialist	11/7/2022	F	15	0	165,000.00	0.07	12,045.00	21.9%	2,637.86	14,682.86	N	552162	DB12000000	DS	CH11	MSS	DB	DB0	4020008	HUD GRANT - HOME	100071	30077	200211	2001748	00106610	9/10/2023	F	Reg	F	N	DS0086		
A		00038716	Supervisory IT Specialist	11/7/2022	F	15	0	165,000.00	0.09	14,190.00	21.9%	3,107.61	17,297.61	N	552162	DB12000000	DS	CH11	MSS	DB	DB0	4020013	HUD GRANT - OTHER	100071	30077	202304	2001549	00106610	9/10/2023	F	Reg	F	N	DS0086		
A		00038716	Supervisory IT Specialist	11/7/2022	F	15	0	165,000.00	0.16	27,060.00	21.9%	5,926.14	32,986.14	N	552162	DB12000000	DS	CH11	MSS	DB	DB0	1010001	LOCAL FUNDS	100071	30077			00106610	9/10/2023	F	Reg	F	N	DS0086		
A		00038716	Supervisory IT Specialist	11/7/2022	F	15	0	165,000.00	0.30	49,995.00	21.9%	10,948.91	60,943.91	N	552162	DB12000000	DS	CH11	MSS	DB	DB0	4020004	CDBG GRANT	100071	30077	200207	2001749	00106610	9/10/2023	F	Reg	F	N	DS0086		
A		00038716	Supervisory IT Specialist	11/7/2022	F	15	0	165,000.00	0.37	61,545.00	21.9%	13,478.36	75,023.36	N	552162	DB12000000	DS	CH11	MSS	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00106610	9/10/2023	F	Reg	F	N	DS0086		
A		00039757	INFO TECH SPEC	5/20/2002	F	13	5	116,943.00	0.07	8,536.84	21.9%	1,869.57	10,406.41	Y	004723	DB12000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	100071	30077	200211	2001748	00038716	1/1/2023	F	Reg	F	N	DS0077		
A		00039757	INFO TECH SPEC	5/20/2002	F	13	5	116,943.00	0.09	10,057.10	21.9%	2,202.50	12,259.60	Y	004723	DB12000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	100071	30077	202304	2001549	00038716	1/1/2023	F	Reg	F	N	DS0077		
A		00039757	INFO TECH SPEC	5/20/2002	F	13	5	116,943.00	0.16	19,178.65	21.9%	4,200.12	23,378.78	Y	004723	DB12000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	100071	30077			00038716	1/1/2023	F	Reg	F	N	DS0077		
A		00039757	INFO TECH SPEC	5/20/2002	F	13	5	116,943.00	0.30	35,433.73	21.9%	7,759.99	43,193.72	Y	004723	DB12000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	100071	30077	200207	2001749	00038716	1/1/2023	F	Reg	F	N	DS0077		
A		00039757	INFO TECH SPEC	5/20/2002	F	13	5	116,943.00	0.37	43,619.74	21.9%	9,552.72	53,172.46	Y	004723	DB12000000	DS	C1	BIB	DB	U20	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00038716	1/1/2023	F	Reg	F	N	DS0077		
A		00041017	Economic Development Program S	2/14/2000	F	13	10	133,558.00	1.00	133,558.00	21.9%	29,249.20	162,807.20	Y	551041	DB18000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300069	30084	200207	2001749	00013084	10/23/2022	F	Reg	F	N	DS0077		
A		00041018	Economic Development Program S	8/27/2012	F	13	9																													



Data-Issue?	Pos ition Sta tus	Number	Title	Hire Date	Vacant			Salary	FTE x Dist %	Salary Dist % Costs	Fringe Rate	Fringe Benefits Costs	Total Costs	Add to FTE Cnt	Job Code	Job DeptID	Pay Plan	Bargaining Unit	Union Code	Report Agency	Funding Agency	Fund	Fund Name	Cost		Reports to		Position Effct	Position NTE Dt	Reg/Tem p/Term	Work Sched	WAE	Sal Plan
					Status	Grade	Step																	Program	Center	ProjectID	Award						
A	00043095	Housing Development Advisor	8/1/2022	F	15	0	134,275.00	1.00	134,275.00	21.9%	29,406.23	163,681.23	Y	554561	DB10000000	DS	CH11	XAA	DB	DBO	1010001	LOCAL FUNDS	300075	30078			00094108	12/3/2022	F	P			DS0087
A	00043096	Housing Projects Coordinator		V	14	0	122,504.00	0.03	3,062.60	21.9%	670.71	3,733.31	Y	551521	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300062	30081			00044666	9/2/2018	F	Reg	F	N	DS0077	
A	00043096	Housing Projects Coordinator		V	14	0	122,504.00	0.05	6,125.20	21.9%	1,341.42	7,466.62	Y	551521	DS	C1	BIB	DB	DBO	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00044666	9/2/2018	F	Reg	F	N	DS0077	
A	00043096	Housing Projects Coordinator		V	14	0	122,504.00	0.15	17,763.08	21.9%	3,890.11	21,653.19	Y	551521	DS	C1	BIB	DB	DBO	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00044666	9/2/2018	F	Reg	F	N	DS0077	
A	00043096	Housing Projects Coordinator		V	14	0	122,504.00	0.20	24,378.30	21.9%	5,338.85	29,717.14	Y	551521	DS	C1	BIB	DB	DBO	4020004	CDBG GRANT	300062	30081	200207	2001749	00044666	9/2/2018	F	Reg	F	N	DS0077	
A	00043096	Housing Projects Coordinator		V	14	0	122,504.00	0.58	71,174.82	21.9%	15,587.29	86,762.11	Y	551521	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00044666	9/2/2018	F	Reg	F	N	DS0077	
A	00043113	Human Resources Specialist	10/30/2006	F	14	6	127,615.00	1.00	127,615.00	21.9%	27,947.69	155,562.69	Y	555387	DB10000000	DS	CH11	XAA	DB	DBO	1010001	LOCAL FUNDS	100058	30092			00002541	12/17/2023	F	Reg	F	N	DS0087
A	00044605	Deputy CAO	8/21/2012	F	07	0	116,933.00	0.07	8,536.11	21.9%	1,869.41	10,405.52	Y	557157	DB11000000	XS	CH11	XAA	DB	DBO	4020008	HUD GRANT - HOME	100151	30091	200211	2001748	00106610	12/3/2023	F	Reg	F	N	XS0001
A	00044605	Deputy CAO	8/21/2012	F	07	0	116,933.00	0.09	10,056.24	21.9%	2,202.32	12,258.55	Y	557157	DB11000000	XS	CH11	XAA	DB	DBO	4020013	HUD GRANT - OTHER	100151	30091	202304	2001549	00106610	12/3/2023	F	Reg	F	N	XS0001
A	00044605	Deputy CAO	8/21/2012	F	07	0	116,933.00	0.16	19,177.01	21.9%	4,199.77	23,376.78	Y	557157	DB11000000	XS	CH11	XAA	DB	DBO	1010001	LOCAL FUNDS	100151	30091			00106610	12/3/2023	F	Reg	F	N	XS0001
A	00044605	Deputy CAO	8/21/2012	F	07	0	116,933.00	0.30	35,430.70	21.9%	7,759.32	43,190.02	Y	557157	DB11000000	XS	CH11	XAA	DB	DBO	4020004	CDBG GRANT	100151	30091	200207	2001749	00106610	12/3/2023	F	Reg	F	N	XS0001
A	00044605	Deputy CAO	8/21/2012	F	07	0	116,933.00	0.37	43,616.01	21.9%	9,551.91	53,167.91	Y	557157	DB11000000	XS	CH11	XAA	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00106610	12/3/2023	F	Reg	F	N	XS0001
A	00044606	Realty Project Manager		V	13	0	103,651.00	0.30	31,095.30	21.9%	6,809.87	37,905.17	Y	553727	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300064	30080			00071402	11/5/2023	F	Reg	F	N	DS0077	
A	00044606	Realty Project Manager		V	13	0	103,651.00	0.70	72,555.70	21.9%	15,889.70	88,445.40	Y	553727	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00071402	11/5/2023	F	Reg	F	N	DS0077	
A	00044666	Supervisory Contract and Loan		V	14	0	137,328.50	0.03	3,433.21	21.9%	751.87	4,185.09	Y	555395	DS	CH11	MSS	DB	DBO	1010001	LOCAL FUNDS	300062	30081			00025545	1/25/2024	F	Reg	F	N	DS0086	
A	00044666	Supervisory Contract and Loan		V	14	0	137,328.50	0.05	6,866.43	21.9%	1,503.75	8,370.17	Y	555395	DS	CH11	MSS	DB	DBO	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00025545	1/25/2024	F	Reg	F	N	DS0086	
A	00044666	Supervisory Contract and Loan		V	14	0	137,328.50	0.15	19,912.63	21.9%	4,360.87	24,273.50	Y	555395	DS	CH11	MSS	DB	DBO	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00025545	1/25/2024	F	Reg	F	N	DS0086	
A	00044666	Supervisory Contract and Loan		V	14	0	137,328.50	0.20	27,328.37	21.9%	5,984.91	33,313.28	Y	555395	DS	CH11	MSS	DB	DBO	4020004	CDBG GRANT	300062	30081	200207	2001749	00025545	1/25/2024	F	Reg	F	N	DS0086	
A	00044666	Supervisory Contract and Loan		V	14	0	137,328.50	0.58	79,787.86	21.9%	17,473.54	97,261.40	Y	555395	DS	CH11	MSS	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00025545	1/25/2024	F	Reg	F	N	DS0086	
A	00045218	Realty Project Manager	3/30/2020	F	13	5	116,943.00	0.30	35,082.90	21.9%	7,683.16	42,766.06	Y	551429	DB24000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300064	30080			00042954	12/3/2023	F	Reg	F	N	DS0077
A	00045218	Realty Project Manager	3/30/2020	F	13	5	116,943.00	0.70	81,860.10	21.9%	17,927.36	99,787.46	Y	551429	DB24000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00042954	12/3/2023	F	Reg	F	N	DS0077
A	00045703	Rental Conversion Specialist	6/1/2015	F	13	9	130,235.00	1.00	130,235.00	21.9%	28,521.47	158,756.47	N	553377	DB21000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300077	30087			00010025	5/26/2019	F	Reg	F	N	DS0077
A	00045704	Contact Representative	12/27/2016	F	09	7	71,916.00	1.00	71,916.00	21.9%	15,749.60	87,665.60	Y	555346	DB22000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300079	30086			00045753	2/2/2020	F	Reg	F	N	DS0079
A	00045705	Contact Representative	5/26/1987	F	09	10	77,770.00	1.00	77,770.00	21.9%	17,031.63	94,801.63	Y	551097	DB22000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300079	30086			00045753	7/26/2017	F	Reg	F	N	DS0079
A	00045707	Contact Representative	7/22/1985	F	09	10	77,770.00	1.00	77,770.00	21.9%	17,031.63	94,801.63	Y	551097	DB22000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300079	30086			00045753	8/4/2017	F	Reg	F	N	DS0078
A	00045708	Contact Representative	6/6/2022	F	09	10	77,770.00	1.00	77,770.00	21.9%	17,031.63	94,801.63	Y	551097	DB22000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300079	30086			00045753	7/26/2017	F	Reg	F	N	DS0078
A	00045709	Supvy. Construction Analyst	1/7/2019	F	13	0	99,513.95	1.00	99,513.95	21.9%	21,793.56	121,307.51	Y	554086	DB18000000	DS	CH11	MSS	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00094108	10/8/2023	F	Reg	F	N	DS0086
A	00045710	Program Specialist	12/30/2002	F	09	8	73,844.00	1.00	73,844.00	21.9%	16,171.84	90,015.84	Y	553670	DB22000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300079	30086			00045753	7/26/2017	F	Reg	F	N	DS0077
A	00045711	Program Support Specialist	9/15/2008	F	09	4	66,132.00	0.07	4,827.64	21.9%	1,057.25	5,884.89	Y	555642	DB23000000	DS	C1	BIB	DB	DBO	4020008	HUD GRANT - HOME	100019	30088	200211	2001748	00051359	7/29/2021	F	Reg	F	N	DS0077
A	00045711	Program Support Specialist	9/15/2008	F	09	4	66,132.00	0.09	5,687.35	21.9%	1,245.53	6,932.88	Y	555642	DB23000000	DS	C1	BIB	DB	DBO	4020013	HUD GRANT - OTHER	100019	30088	202304	2001549	00051359	7/29/2021	F	Reg	F	N	DS0077
A	00045711	Program Support Specialist	9/15/2008	F	09	4	66,132.00	0.20	13,490.93	21.9%	2,954.51	16,445.44	Y	555642	DB23000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	100019	30088			00051359	7/29/2021	F	Reg	F	N	DS0077
A	00045711	Program Support Specialist	9/15/2008	F	09	4	66,132.00	0.26	17,392.72	21.9%	3,809.00	21,201.72	Y	555642	DB23000000	DS	C1	BIB	DB	DBO	4020004	CDBG GRANT	100019	30088	200207	2001749	00051359	7/29/2021	F	Reg	F	N	DS0077
A	00045711	Program Support Specialist	9/15/2008	F	09	4	66,132.00	0.37	24,667.24	21.9%	5,402.12	30,669.36	Y	555642	DB23000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00051359	7/29/2021	F	Reg	F	N	DS0077
A	00045712	Program Support Specialist	11/21/1997	F	11	10	93,735.00	1.00	93,735.00	21.9%	20,527.97	114,262.97	Y	552510	DB22000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300079	30086			00045753	7/26/2017	F	Reg	F	N	DS0077
A	00045713	Program Specialist	6/9/2008	F	11	8	89,063.00	1.00	89,063.00	21.9%	19,504.80	108,567.80	Y	554271	DB21000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300077	30087			00010025	5/26/2019	F	Reg	F	N	DS0077
A	00045714	Rental Conversion Specialist		V	13	0	103,651.00	1.00	103,651.00	21.9%	22,699.57	126,350.57	Y	553377	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300077	30087			00010025	6/5/2022	F	Reg	F	N	DS0077	
A	00045715	Inclusionary Zoning Compliance	12/27/2016	F	11	6	84,391.00	1.00	84,391.00	21.9%	18,481.63	102,872.63	Y	553457	DB20000000	DS	C1	BIB	DB	DBO	1010001	LOCAL FUNDS	300078	30082			00045735	2/4/2018	F	Reg	F	N	DS0077
A	00045735	Inclus. Zoning Program Mgr.	9/19/2016	F	14	0	139,567.38	1.00	139,567.38	21.9%	30,565.26	170,132.64	Y	553458	DB20000000	DS	CH11	MSS	DB	DBO	1010001	LOCAL FUNDS	300078	30082			00071402	11/5/2023	F	Reg	F	N	DS0086
A	00045753	Rent Administrator	8/7/2006	F	09	0	150,803.74	1.00	150,803.74	21.9%	33,026.02																						

Data-Issue?	Pos ition Sta tus	Number	Title	Hire Date	Vacant			FTE x	Salary Dist %	Fringe Rate	Fringe Benefits Costs	Total Costs	Add to FTE	Job Code	Job DeptID	Pay Plan	Bargaining Unit	Union Code	Report Agency	Funding Agency	Fund	Fund Name	Program	Cost Center	ProjectID	Award	Reports to		Position Effort	Position NTE Dt	F/P Time	Reg/Term	Work Sched	WAE	Sal Plan
					Status	Grade	Step																				Position	Position							
A	00067592	Chief of Staff	1/6/2014	F	16	0	169,258.61	0.09	14,556.24	21.9%	3,187.82	17,744.06	N	552321	DB10000000	DS	CH11	MSS	DB	DB0	4020013	HUD GRANT - OTHER	100151	30091	202304	2001549	00011703	11/8/2020	F	P	Reg	F	N	DS0086	
A	00067592	Chief of Staff	1/6/2014	F	16	0	169,258.61	0.16	27,758.41	21.9%	6,079.09	33,837.50	N	552321	DB10000000	DS	CH11	MSS	DB	DB0	1010001	LOCAL FUNDS	100151	30091			00011703	11/8/2020	F	Reg	F	N	DS0086		
A	00067592	Chief of Staff	1/6/2014	F	16	0	169,258.61	0.30	51,285.36	21.9%	11,231.49	62,516.85	N	552321	DB10000000	DS	CH11	MSS	DB	DB0	4020004	CDBG GRANT	100151	30091	200207	2001749	00011703	11/8/2020	F	Reg	F	N	DS0086		
A	00067592	Chief of Staff	1/6/2014	F	16	0	169,258.61	0.37	63,133.46	21.9%	13,826.23	76,959.69	N	552321	DB10000000	DS	CH11	MSS	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00011703	11/8/2020	F	Reg	F	N	DS0086		
A	00068364	Deputy General Counsel		V	01	0	157,529.00	0.40	63,011.60	21.9%	13,799.54	76,811.14	Y	555254	DX	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100092	30094			00070773	10/10/2021	F	Reg	F	N	LX0001			
A	00068364	Deputy General Counsel		V	01	0	157,529.00	0.60	94,517.40	21.9%	20,699.31	115,216.71	Y	555254	LX	CH11	XAA	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00070773	10/10/2021	F	Reg	F	N	LX0001			
A	00070773	SUPERVISORY ATTORNEY ADVISOR	3/24/1994	F	02	0	196,593.19	0.40	78,637.28	21.9%	17,221.56	95,858.84	N	550917	DB10000000	LX	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100092	30094			00011703	10/1/2016	F	Reg	F	N	LX0001		
A	00070773	SUPERVISORY ATTORNEY ADVISOR	3/24/1994	F	02	0	196,593.19	0.60	117,955.91	21.9%	25,832.35	143,788.26	N	550917	DB10000000	LX	CH11	XAA	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00011703	10/1/2016	F	Reg	F	N	LX0001		
A	00071402	Deputy Director	11/6/2023	F	10	0	196,700.00	0.07	14,359.10	21.9%	3,144.64	17,503.74	Y	551732	DB10000000	XS	CH11	XAA	DB	DB0	4020008	HUD GRANT - HOME	100151	30091	200211	2001748	00011703	10/10/2021	F	Reg	F	N	XS0001		
A	00071402	Deputy Director	11/6/2023	F	10	0	196,700.00	0.09	16,916.20	21.9%	3,704.65	20,620.85	Y	551732	DB10000000	XS	CH11	XAA	DB	DB0	4020013	HUD GRANT - OTHER	100151	30091	202304	2001549	00011703	10/10/2021	F	Reg	F	N	XS0001		
A	00071402	Deputy Director	11/6/2023	F	10	0	196,700.00	0.16	32,258.80	21.9%	7,064.68	39,323.48	Y	551732	DB10000000	XS	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100151	30091			00011703	10/10/2021	F	Reg	F	N	XS0001		
A	00071402	Deputy Director	11/6/2023	F	10	0	196,700.00	0.30	59,600.10	21.9%	13,052.42	72,652.52	Y	551732	DB10000000	XS	CH11	XAA	DB	DB0	4020004	CDBG GRANT	100151	30091	200207	2001749	00011703	10/10/2021	F	Reg	F	N	XS0001		
A	00071402	Deputy Director	11/6/2023	F	10	0	196,700.00	0.37	73,369.10	21.9%	16,067.83	89,436.93	Y	551732	DB10000000	XS	CH11	XAA	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00011703	10/10/2021	F	Reg	F	N	XS0001		
A	00071403	CONSTRUCTION ANALYST	10/5/2015	F	12	5	101,134.00	1.00	101,134.00	21.9%	22,148.35	123,282.35	N	000014	DB18000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00045709	1/31/2021	F	Reg	F	N	DS0077		
A	00071897	Housing Inspector	8/14/2023	F	09	1	60,348.00	0.07	4,405.40	21.9%	964.78	5,370.19	Y	556982	DB23000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	100019	30088	200211	2001748	00094092	4/3/2023	F	Reg	F	N	DS0078		
A	00071897	Housing Inspector	8/14/2023	F	09	1	60,348.00	0.09	5,189.93	21.9%	1,136.59	6,326.52	Y	556982	DB23000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	100019	30088	202304	2001549	00094092	4/3/2023	F	Reg	F	N	DS0078		
A	00071897	Housing Inspector	8/14/2023	F	09	1	60,348.00	0.20	12,310.99	21.9%	2,696.11	15,007.10	Y	556982	DB23000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	100019	30088			00094092	4/3/2023	F	Reg	F	N	DS0078		
A	00071897	Housing Inspector	8/14/2023	F	09	1	60,348.00	0.26	15,871.52	21.9%	3,475.86	19,347.39	Y	556982	DB23000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	100019	30088	200207	2001749	00094092	4/3/2023	F	Reg	F	N	DS0078		
A	00071897	Housing Inspector	8/14/2023	F	09	1	60,348.00	0.37	22,509.80	21.9%	4,929.65	27,439.45	Y	556982	DB23000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00094092	4/3/2023	F	Reg	F	N	DS0078		
A	00074851	Residential Program Specialist	9/8/2014	F	12	2	92,752.00	1.00	92,752.00	21.9%	20,312.69	113,064.69	N	556801	DB18000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00084108	10/8/2023	F	Reg	F	N	DS0077		
A	00075162	Support Services Specialist	3/16/2015	F	12	8	109,516.00	1.00	109,516.00	21.9%	23,984.00	133,500.00	N	551848	DB14000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	100113	30076			00024215	9/10/2023	F	Reg	F	N	DS0077		
A	00075163	STAFF ASST	2/9/2015	F	07	7	60,373.00	0.03	1,509.33	21.9%	330.54	1,839.87	N	007141	DB14000000	DS	C1	BIB	DB	DB0	1010001	LOCAL FUNDS	300062	30081			00020889	12/31/2023	F	Reg	F	N	DS0078		
A	00075163	STAFF ASST	2/9/2015	F	07	7	60,373.00	0.05	3,018.65	21.9%	661.08	3,679.73	N	007141	DB14000000	DS	C1	BIB	DB	DB0	4020008	HUD GRANT - HOME	300062	30081	200211	2001748	00020889	12/31/2023	F	Reg	F	N	DS0078		
A	00075163	STAFF ASST	2/9/2015	F	07	7	60,373.00	0.15	8,754.09	21.9%	1,917.14	10,671.23	N	007141	DB14000000	DS	C1	BIB	DB	DB0	4020013	HUD GRANT - OTHER	300062	30081	202304	2001549	00020889	12/31/2023	F	Reg	F	N	DS0078		
A	00075163	STAFF ASST	2/9/2015	F	07	7	60,373.00	0.20	12,014.23	21.9%	2,631.12	14,645.34	N	007141	DB14000000	DS	C1	BIB	DB	DB0	4020004	CDBG GRANT	300062	30081	200207	2001749	00020889	12/31/2023	F	Reg	F	N	DS0078		
A	00075163	STAFF ASST	2/9/2015	F	07	7	60,373.00	0.58	35,076.71	21.9%	7,681.80	42,758.51	N	007141	DB14000000	DS	C1	BIB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00020889	12/31/2023	F	Reg	F	N	DS0078		
A	00075892	Paralegal Specialist	11/6/2023	F	09	6	69,988.00	0.40	27,995.20	21.9%	6,130.95	34,126.15	N	553450	DB10000000	DS	1_2	AAB	DB	DB0	1010001	LOCAL FUNDS	100092	30094			00070773	10/29/2023	F	Term	F	N	DS0077		
A	00075892	Paralegal Specialist	11/6/2023	F	09	6	69,988.00	0.60	41,992.80	21.9%	9,196.42	51,189.22	N	553450	DB10000000	DS	1_2	AAB	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00070773	10/29/2023	F	Term	F	N	DS0077		
A	00076710	Housing Compliance Officer	2/19/2008	F	15	0	154,108.67	0.07	11,249.93	21.9%	2,463.74	13,713.67	N	MG0147	DB11000000	DS	CH11	XAA	DB	DB0	4020008	HUD GRANT - HOME	100017	30095	200211	2001748	00106610	11/5/2023	F	Reg	F	N	DS0086		
A	00076710	Housing Compliance Officer	2/19/2008	F	15	0	154,108.67	0.09	13,253.35	21.9%	2,902.48	16,155.83	N	MG0147	DB11000000	DS	CH11	XAA	DB	DB0	4020013	HUD GRANT - OTHER	100017	30095	202304	2001549	00106610	11/5/2023	F	Reg	F	N	DS0086		
A	00076710	Housing Compliance Officer	2/19/2008	F	15	0	154,108.67	0.16	25,273.82	21.9%	5,534.97	30,808.79	N	MG0147	DB11000000	DS	CH11	XAA	DB	DB0	1010001	LOCAL FUNDS	100017	30095			00106610	11/5/2023	F	Reg	F	N	DS0086		
A	00076710	Housing Compliance Officer	2/19/2008	F	15	0	154,108.67	0.30	46,694.93	21.9%	10,226.19	56,921.12	N	MG0147	DB11000000	DS	CH11	XAA	DB	UZO	4020004	CDBG GRANT	100017	30095	200207	2001749	00106610	11/5/2023	F	Reg	F	N	DS0086		
A	00076710	Housing Compliance Officer	2/19/2008	F	15	0	154,108.67	0.37	57,482.53	21.9%	12,588.67	70,071.21	N	MG0147	DB11000000	DS	CH11	XAA	DB	UZO	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00106610	11/5/2023	F	Reg	F	N	DS0086		
A	00076843	Accounts Payable Technician	11/7/2022	F	07	8	62,107.00	0.07	4,533.81	21.9%	992.90	5,526.72	Y	160819	AT07100403	DS	CH11	CFO	DB	DB0	4020008	HUD GRANT - HOME	150002	10002	200211	2001748	00043252	11/7/2022	F	Reg	F	N	DS0007		
A	00076843	Accounts Payable Technician	11/7/2022	F	07	8	62,107.00	0.09	5,341.20	21.9%	1,169.72	6,510.93	Y	160819	AT07100403	DS	CH11	CFO	DB	DB0	4020013	HUD GRANT - OTHER	150002	10002	202304	2001549	00043252	11/7/2022	F	Reg	F	N	DS0007		
A	00076843	Accounts Payable Technician	11/7/2022	F	07	8	62,107.00	0.16	10,185.55	21.9%	2,230.64	12,416.18	Y	160819	AT07100403	DS	CH11	CFO	DB	DB0	1010001	LOCAL FUNDS	150002	10002			00043252	11/7/2022	F	Reg	F	N	DS0007		
A	00076843	Accounts Payable Technician	11/7/2022	F	07	8	62,107.00	0.30	18,818.42	21.9%	4,121.23	22,939.66	Y	160819	AT07100403	DS	CH11	CFO	DB	DB0	4020004	CDBG GRANT	150002	10002	200207	2001749	00043252	11/7/2022	F	Reg	F	N	DS0007		
A	00076843	Accounts Payable Technician	11/7/2																																



Data-Issue?	Pos itio n Sta tus	Position Number	Title	Hire Date	Vacant Status	Grade	Step	Salary	FTE x Dist %	Salary Dist % Costs	Fringe Rate	Fringe Benefits Costs	Total Costs	Adds to FTE Cnt	Job Code	Job DeptID	Pay Plan	Bargaing Unit	Union Code	Report Agency	Funding Agency	Fund	Fund Name	Program	Cost Center	ProjectID	Award	Reports to Position	Position Effdt	Position NTE Dt	F/P Time	Reg/Tem p/Term	Work Sched	WAE	Sal Plan
	A	00109900	Program Analyst		V	14	0	109,999.00	0.37	41,029.63	21.9%	8,985.49	50,015.12	Y	552300		DS	CH11	XAA	DB	UZ0	4361003	HOUSING PRODUCTION TRUST FUND - HPTF	100151	30216	400733	5000008	00011703	7/1/2023		F				DS0087
									<b>174.51</b>	<b>19,644,979.72</b>		<b>4,302,250.56</b>	<b>23,947,230.28</b>																						

TOTAL POSITIONS PRINTED = 175

<b>Tag #</b>	<b>Vehicle</b>	<b>Vin Number</b>
55-11197	Ford Transit (15)	1FBZX2YM9GKA01950
55-11058	Toyota Corolla	2T1BURHEXFC458371
55-11059	Toyota Corolla	2T1BURHE3FC460060
55-11060	Toyota Corolla	2T1BURHE6FC467486
55-11061	Toyota Corolla	2T1BURHE4FC445776
55-11062	Toyota Corolla	5YFBURHE5FP337764
55-11063	Toyota Corolla	2T1BURHE9FC455266
55-11180	Dodge Caravan	2C4RDGCG5GR100852
55-11181	Dodge Caravan	2C4RDGCG3GR100851
55-11182	Dodge Caravan	2C4RDGCG1GR100850
55-11232	Ford Cargo Van	1FTYE1M2GKA15440

**The Department of Housing and Community Development did not have any accidents involving its vehicles in FY 2023-FY 2024.**



Office of the Chief Financial Officer  
District Integrated Financial System (DIFS)

**R077 - Expense Lines on Expense Report**

Run date/Time:

Agency	[DB0,UZ0]
Employee	
Corporate Card Program	
Date Range From	10/01/2022
Date Range To	09/30/2023

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Amount	Description	Payment Method
Gene Bulmash		UZ0	EXP000032577350	12/13/2022	\$3.18	hotel didn't charge daily resort fee, added taxi to/from airport & 3 of 5 days parking	Cash
Barrie Daneker		UZ0	EXP000034079996	12/09/2022	\$267.20	Flight	Cash
Barrie Daneker		UZ0	EXP000034079996	12/09/2022	\$34.96	Home to DCA	Cash
Barrie Daneker		UZ0	EXP000034079996	12/09/2022	\$26.34	FLL to Conrad	Cash
Barrie Daneker		UZ0	EXP000034079996	12/09/2022	\$310.50	Per Diem for 2 days travel and 3 days regular	Cash
Barrie Daneker		UZ0	EXP000034079996	12/09/2022	\$32.18	DCA to Home	Cash
Barrie Daneker		UZ0	EXP000034079996	12/09/2022	\$1,215.88	Hotel for 4 nights	Cash
Barrie Daneker		UZ0	EXP000034079996	12/09/2022	\$32.14	Conrad to FLL	Cash
Genee Hayes		UZ0	EXP000036021829	12/09/2022	\$310.50	12/5: \$51.7512/6: \$6912/7: \$6912/8: \$6912/9: \$51.75	Cash
Genee Hayes		UZ0	EXP000036021829	12/09/2022	\$23.22	Uber from FLL to Conrad hotel	Cash
Genee Hayes		UZ0	EXP000036021829	12/09/2022	\$287.19	Flight Roundtrip DC to FLL	Cash
Genee Hayes		UZ0	EXP000036021829	12/09/2022	\$1,215.88	Conference hotel stay 12/5/22-12/9/22	Cash
Genee Hayes		UZ0	EXP000036021829	12/09/2022	\$27.93	Uber Conrad hotel to FLL	Cash
Richard Livingstone		DB0	EXP000039082794	10/18/2022	\$1,068.00	Online project management software for Property Acquisition Disposition Division.	Cash
Angela Nottingham		DB0	EXP000043600271	03/20/2023	\$1,020.00	Registration for spreadsheet analysis training for Nena Perry Brown	Cash
Angela Nottingham		DB0	EXP000043600271	03/20/2023	\$159.00	Training registration for Bisnow conference for Acting Director Green	Cash
Angela Nottingham		DB0	EXP000043600271	03/20/2023	\$835.00	registration fee for APA conference	Cash
Angela Nottingham		DB0	EXP000043600271	03/20/2023	\$1,063.75	Bus tour for COSDA affordable housing group	Cash
Angela Nottingham		DB0	EXP000044186323	02/24/2023	\$750.00	Registration for Anna Scallett, Nina Perry Brown and Grace Campion local training	Cash
Angela Nottingham		DB0	EXP000044186323	02/24/2023	\$450.00	Alicia Lee registration for local training	Cash
Angela Nottingham		DB0	EXP000044186323	02/24/2023	\$450.00	Nina Fakulojo registration for local training	Cash
Angela Nottingham		DB0	EXP000044186333	01/17/2023	\$3,090.00	Local training registration for J. Knackstedt, E. Wilson, B. Ashton, G. Campion, C. Onyekwere, L. Williams	Cash
Angela Nottingham		DB0	EXP000044186333	01/17/2023	\$3,090.00	Local training registration for Guzman, T. Jones, N. Brown, A. Scallett, M. Briscoe and R. Holla	Cash
Angela Nottingham		DB0	EXP000044186333	01/17/2023	\$4,796.80	online training registration for Khalid, McKenzie, Joemah and Cooper	Cash
Angela Nottingham		DB0	EXP000044186333	01/17/2023	\$4,796.80	Registration for Wiley, Christian, Condell, McMiller, Khalid, McKenzie, Joemah and Cooper-online training	Cash
Angela Nottingham		DB0	EXP000044186334	12/22/2022	\$5,898.00	Registration paid for conference travel. Erin Wilson, Joe Knackstedt, Genee Hayes, Barrie Daneker, Gene Bulmash, Tony Pillai	Cash
Angela Nottingham		DB0	EXP000044186334	12/22/2022	\$150.00	Alicia Lee conference registration for local training	Cash
Angela Nottingham		UZ0	EXP000044186334	12/22/2022	\$5,775.00	All staff training and teambuilding, meal served while training continued through mealtime	Cash
Angela Nottingham		DB0	EXP000044186334	12/22/2022	\$2,060.00	Local training registration for L. Edmond, K. Morrow, S. Givens and C. Edwards OPM	Cash
Angela Nottingham		DB0	EXP000044186334	12/22/2022	\$525.00	Local training registration for Lesley Edmond OPM	Cash
Angela Nottingham		DB0	EXP000044186338	10/26/2022	\$645.00	Registration paid for Danilo Pelletiere training	Cash
Angela Nottingham		DB0	EXP000044186338	10/26/2022	\$1,575.00	Registration paid for Grace Campion online training	Cash
Angela Nottingham		DB0	EXP000044186338	10/26/2022	\$979.00	Course registration paid for Leah Garrison Elder-one of two classes	Cash
Angela Nottingham		DB0	EXP000044186338	10/26/2022	\$979.00	Registration paid for Leah Garrison Elder number two of two courses at Management Concepts	Cash
Angela Nottingham		DB0	EXP000044186338	10/26/2022	\$495.00	Registration paid for local training-Nina Fakulojo	Cash
Angela Nottingham		UZ0	EXP000046379152	04/12/2023	\$1,360.00	Online training for Alex Cross homeownership NDC course	Cash
Angela Nottingham		UZ0	EXP000047534197	04/25/2023	\$1,850.00	tax credit specialist training tuition for Terrance Laney and Reneesia Boyd	Cash

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Amount	Description	Payment Method
Angela Nottingham		UZ0	EXP000047534197	04/25/2023	\$595.00	Bill Winston grants training local	Cash
Angela Nottingham		UZ0	EXP000047534197	04/25/2023	\$1,700.00	online training for Nina Fakolujo	Cash
Angela Nottingham		UZ0	EXP000047534197	04/25/2023	\$545.00	latika wesley registration for training	Cash
Angela Nottingham		UZ0	EXP000047534197	04/25/2023	\$1,785.00	Grants training for Gentry Alexander, Sherrell Jennings and Andrea Lee	Cash
Angela Nottingham		UZ0	EXP000047534197	04/25/2023	-\$50.00	partial refund for registration Andrea Lee	Cash
Angela Nottingham		UZ0	EXP000047534197	04/25/2023	\$1,360.00	Homeownership Financing training for Tsega Bekele	Cash
Reshma Holla		UZ0	EXP000050045147	05/26/2023	\$106.98	Transportation to and from Seattle airport	Cash
Reshma Holla		UZ0	EXP000050045147	05/26/2023	\$565.79	Flights between DC and Seattle	Cash
Reshma Holla		UZ0	EXP000050045147	05/26/2023	\$241.50	Approved Per Diem Amounts for Trip	Cash
Reshma Holla		UZ0	EXP000050045147	05/26/2023	\$1,336.35	Final Lodging Charges	Cash
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	\$300.00	registration for Tonya Condell	Cash
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	\$300.00	registration for Aisoun Hughes	Cash
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	\$300.00	registration for Kathy Christian	Cash
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	\$300.00	Registration for Sidhi Patel	Cash
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	\$300.00	registration for Julia Wiley training	Cash
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	\$300.00	registration for Dionne Joemah training	Cash
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	\$300.00	Joan McKenzie training registration	Cash
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	\$625.00	tuition for Reshma Holla training	Cash
Angela Nottingham		UZ0	EXP000050352929+1	06/27/2023	\$412.00	Tuition for legal files training that includes Sandy Patel, Tamika Howard and Aisoun Hughes	Cash
Angela Nottingham		UZ0	EXP000051687394	07/21/2023	\$600.00	Online NSpire training for PAMD housing inspectors: Kenneth Wright, Kelvin Edwards, Antonio Johnson and Curtis Green	Cash
Angela Nottingham		UZ0	EXP000051687394	07/21/2023	\$1,700.00	Online training for Grace Campion HD 435 for NDC	Cash
Angela Nottingham		UZ0	EXP000057067909	08/11/2023	\$90.00	Dir. Colleen Green CNHED event	Cash
Angela Nottingham		UZ0	EXP000058049478	09/18/2023	\$1,500.00	Charge for speaker and training activity during all staff retreat	Cash
Angela Nottingham		UZ0	EXP000058049478	09/18/2023	\$450.00	Training for DFD team members to attend Housing Affordability Summit. Reshma Holla, Lisa Williams, Nena Perry Brown, Joe Knackstedt, Anna Scallet	Cash
Richard Livingstone		DB0	EXP000058580079	06/22/2023	\$468.00		Cash
Angela Nottingham		UZ0	EXP000058743774	09/25/2023	\$450.00	Training tuition for Reshma Holla, Lisa Williams, Nena Perry Brown, Joe Knackstedt, Anna Scallet	Cash
Richard Livingstone		DB0	EXP000058893039	05/07/2023	\$51.93		Cash
Richard Livingstone		DB0	EXP000058893039	05/07/2023	\$499.00		Cash
Richard Livingstone		DB0	EXP000058893039	05/07/2023	\$399.00		Cash
Richard Livingstone		DB0	EXP000058893039	05/07/2023	\$2,000.00		Cash
Richard Livingstone		DB0	EXP000058893039	05/07/2023	\$2,050.00		Cash
Richard Livingstone		DB0	EXP000058893039	05/07/2023	\$381.47		Cash
Jeffrey Reiss		UZ0	EXP000059060063	04/04/2023	\$1,112.48	Lodging for APA Conference	CHECK
Jeffrey Reiss		UZ0	EXP000059060063	04/04/2023	\$835.00	APA Conference Fees- Paid Via Peard	CHECK
Jeffrey Reiss		UZ0	EXP000059060063	04/04/2023	\$212.00	Train Fare - To Conference from DC to Philadelphia and back to DC	CHECK
Jeffrey Reiss		UZ0	EXP000059060063	04/04/2023	\$355.00	Per Diem for Travel To APA Conference 3/31 to 4/4/2023	CHECK
Jeffrey Reiss		UZ0	EXP000059060063	04/04/2023	\$23.70	Taxi From Train Station to Hotel and From Hotel to Train Station APA Conference	CHECK
Joseph Knackstedt		UZ0	EXP000059897703	12/06/2022	\$1,478.83	Emphasys User Conference	Cash
Lashawn Davis		UZ0	EXP000059923142	09/29/2023	\$80.00		Cash
Lashawn Davis		DB0	EXP000059923142	09/29/2023	\$3,500.00		Cash
Lashawn Davis		UZ0	EXP000059923142	09/29/2023	\$698.40		Cash
Lashawn Davis		UZ0	EXP000059923142	09/29/2023	\$5,000.00		Cash
Lashawn Davis		DB0	EXP000059923142	09/29/2023	\$227.66		Cash
Lashawn Davis		DB0	EXP000059923142	09/29/2023	\$124.72		Cash
Lashawn Davis		DB0	EXP000059923142	09/29/2023	\$2,333.59		Cash
Lashawn Davis		UZ0	EXP000059923142	09/29/2023	\$3,864.00		Cash
Gene Bulmash		UZ0	EXP000063218752	12/13/2022	\$1,557.91	hotel didn't charge daily resort fee, added taxi to/from airport & 3 of 5 days parkingoriginal expense EXP000032577350 only had difference. this is to account for advance amount. per Meg Castle	EFT

Total

\$87,225.66



Office of the Chief Financial Officer  
District Integrated Financial System (DIFS)

**R077 - Expense Lines on Expense Report**

Run date/Time:

Agency	[DB0,UZ0]
Employee	
Corporate Card Program	
Date Range From	10/01/2023
Date Range To	01/31/2024

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Amount	Description	Payment Method
Angela Nottingham		DB0	EXP000064085746	10/19/2023	\$674.00	Travel for Director Green to High Cost Cities Forum	Cash
Amy Mathes		UZ0	EXP000065269305	12/13/2023	\$217.97	flight to/from Emphasys conference	
Amy Mathes		UZ0	EXP000065269305	12/13/2023	\$310.50	Emphasys conference per diem:2 days @ \$51.753 days @ \$69	
Amy Mathes		UZ0	EXP000065269305	12/13/2023	\$1,577.48	lodging for Emphasys conference	
Amy Mathes		UZ0	EXP000065269305	12/13/2023	\$86.02	Ground transportation to airport, to hotel, to airport, and home.	
Gene Bulmash		DB0	EXP000067166943	12/04/2023	\$223.30		EFT
Gene Bulmash		DB0	EXP000067166943	12/04/2023	\$103.50		EFT
Gene Bulmash		DB0	EXP000067166943	12/04/2023	\$1,047.51		EFT
Gene Bulmash		DB0	EXP000067166943	12/04/2023	\$138.00	1st and last per diem	EFT
Gene Bulmash		DB0	EXP000067166943	12/04/2023	\$138.78		EFT
Angela Nottingham		UZ0	EXP000067459561	11/29/2023	\$5,000.00	Tuition for travel and training PAMD staff: Barrie Daneker, Kenneth Wright, Deyonna Roberts, Amy Mathes	ORA_JPMC_EFT_PM
Angela Nottingham		DB0	EXP000067459561	11/29/2023	\$2,700.00	Tuition, Emphasys conference for Tony Pillai and Lashaun Banks	ORA_JPMC_EFT_PM
Gene Bulmash		UZ0	EXP000067516630	12/05/2023	\$1,515.49	hotel didn't charge daily resort fee, added taxi to/from airport & 3 of 5 days parkingoriginal expense EXP000032577350 only had difference. this is to account for advance amount. per Meg Castle	Cash
Gene Bulmash		UZ0	EXP000067516630	12/05/2023	\$1,515.49	hotel didn't charge daily resort fee, added taxi to/from airport & 3 of 5 days parkingoriginal expense EXP000032577350 only had difference. this is to account for advance amount. per Meg Castle	Cash
Gene Bulmash		UZ0	EXP000067516630	12/05/2023	\$1,515.49	hotel didn't charge daily resort fee, added taxi to/from airport & 3 of 5 days parkingoriginal expense EXP000032577350 only had difference. this is to account for advance amount. per Meg Castle	Cash
Gene Bulmash		UZ0	EXP000067516630	12/05/2023	\$1,515.49	hotel didn't charge daily resort fee, added taxi to/from airport & 3 of 5 days parkingoriginal expense EXP000032577350 only had difference. this is to account for advance amount. per Meg Castle	Cash
Deyonna Roberts		UZ0	EXP000068358585	12/14/2023	\$2,390.35		
Kenneth Wright		UZ0	EXP000068794002	12/21/2023	\$1,396.68	Guest room, room sales tax and room tourist tax.	
Kenneth Wright		UZ0	EXP000068794002	12/21/2023	\$267.96	Air fair	
Kenneth Wright		UZ0	EXP000068794002	12/21/2023	\$67.95	Ground transportation: 1) from FFL airport in Fort Lauderdale to the hotel, 2) DCA airport in Arlington, VA to my residence.	



Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Amount	Description	Payment Method
Kenneth Wright		UZ0	EXP000068794002	12/21/2023	\$18.27	Ground transportation from my hotel to FLL airport in Fort Lauderdale	
Barrie Daneker		UZ0	EXP000068939874	12/08/2023	\$267.20	Flight to DCA to FLL	EFT
Barrie Daneker		UZ0	EXP000068939874	12/08/2023	\$69.84	Uber to DCA	EFT
Barrie Daneker		UZ0	EXP000068939874	12/08/2023	\$35.00	baggage fee	EFT
Barrie Daneker		UZ0	EXP000068939874	12/08/2023	\$23.04	Uber FLL to Conrad	EFT
Barrie Daneker		UZ0	EXP000068939874	12/08/2023	\$310.50	2 half days and 2 full days	EFT
Barrie Daneker		UZ0	EXP000068939874	12/08/2023	\$1,396.68	4 nights	EFT
Barrie Daneker		UZ0	EXP000068939874	12/08/2023	\$41.99	Uber DCA to Home	EFT
Barrie Daneker		UZ0	EXP000068939874	12/08/2023	\$35.00	baggage fee	EFT
Angela Nottingham		UZ0	EXP000070125140	11/30/2023	\$739.79	Travel for Emphasys conference Lashaun Banks	ORA_JPMC_ EFT_PM

**Total** **\$25,339.27**

Workers' Compensation	Financial Type		
	Medical	Indemnity	Total
Fiscal Year			
FY 2023	\$9,753.35	\$8,958.28	\$18,711.63
FY 2024	\$10,588.65	\$1,119.75	\$11,708.40
<b>Total</b>	<b>\$20,342.00</b>	<b>\$10,078.03</b>	<b>\$30,420.03</b>

Claim Number/Fiscal Year	Number of Transactions	Total
<b>C-WC-23-02026</b>	<b>155</b>	<b>\$24,377.63</b>
FY 2023	137	\$18,606.96
FY 2024	18	\$5,770.67
<b>C-WC-23-06520</b>	<b>71</b>	<b>\$5,937.73</b>
FY 2024	71	\$5,937.73
<b>WC-22-002815</b>	<b>2</b>	<b>\$11.15</b>
FY 2023	2	\$11.15
<b>WC-22-003130</b>	<b>6</b>	<b>\$93.52</b>
FY 2023	6	\$93.52
<b>Grand Total</b>	<b>234</b>	<b>\$30,420.03</b>





<b>Client Name:</b>	<i>ERisk for DC Government</i>
<b>Report Name:</b>	<i>Payment Register Report</i>
<b>Description:</b>	
<b>Filter:</b>	<i>Type is equal to Payment and (Major Coverage (Claim) is equal to Workers Compensation and (Transaction Date is between 10/01/2022 and 02/05/2024 and Location Folder (Default Location Hierarchy) (Claim) is equal to Department of Housing and Community Development))</i>
<b>Group By:</b>	<i>No Groups</i>
<b>Sort By:</b>	<i>No Sorts</i>
<b>Options:</b>	<i>None</i>
<b>Run Date:</b>	<i>2/5/2024</i>

NAME	POSITION	POSITION TITLE	PROGRAM	ACTIVITY (COST CENTER)	SALARY	FRINGE	OVERTIME PAY- 7015001 (DB0)	OVERTIME PAY- 7015001 (UZ0)	Total
O'Neal,Antilecia	38715	Human Resources Specialist	100058	30092	141,707.00	31,033.83	4,678.91		4,678.91
Lane,Karen Lawanda	26470	Accounts Payable Specialist	150002	10002	88,743.00	19,434.72	1,252.02	2,089.09	3,341.11
Simmons,Ashley Emani	84830	Program Support Specialist	300077	30087	60,463.00	13,241.40	676.06		676.06
Paschall,Dayvie	45218	Realty Project Manager	300064	30080	113,537.00	24,864.60		655.02	655.02
Bethel,Aundre	75163	STAFF ASST	100113	30076	58,617.00	12,837.12		515.03	515.03
McCoy,Marvin E	38716	Human Resources Specialist	100058	30092	127,615.00	27,947.69	510.60		510.60
Campbell,Andre B	106609	Support Services Specialist	300075	30078	87,339.00	19,127.24	503.88		503.88
Green,Kadeishia L	23065	Program Support Specialist	300077	30087	75,128.00	16,453.03	433.43		433.43
Onyekwere,Cindy	20534	Housing & Development Program	300062	30081	100,900.00	22,097.10		212.43	212.43
Washington,Jean O	20349	STAFF ASSISTANT	100151	30216	91,007.00	19,930.53		65.63	65.63
Hughes,Alisoun H	75892	Paralegal Specialist	100092	30094	60,463.00	13,241.40	1.26	1.84	3.10
Flohr,Ginger	97198	Information Technology Spec.	100071	30077	OCTO INTERAGENCY		2.53		2.53
<b>Total, FY 23</b>							<b>8,054.90</b>	<b>3,259.14</b>	<b>11,314.04</b>
Martinez,Griselda	46971	Residential Program Specialist	100151	30216	95,546.00	20,924.57		344.52	344.52
Shames,Alicia Anna	36400	Program Analyst	300075	30078	116,943.00	25,610.52	337.34		337.34
Walker,Paul K	3767	ARCHITECT	300062	30081	133,558.00	29,249.20		64.21	64.21
<b>Total, FY 24 YTD</b>							<b>337.34</b>	<b>408.73</b>	<b>746.07</b>

## FY23

NAME	EMPLID	POSITION	TERMINAL LEAVE - 7013007	HOLIDAY PAY - 7013008	SUNDAY PAY - 7013009	BONUS PAY - 7013012 (Attorney)	EARLY OUT INCENTIVE - 7013015	SEVERANCE PAY - 7013017	PAYROLL PAYBACK SETTLEMENTS - 7013020	TOTAL
Baldwin-Scott,Hope L	31808	43096	7,214.11	-	-	-	4,302.49	-	-	11,516.60
			34,703.96	-	-	-	20,697.51	-	-	55,401.47
Bellegarde,Emmanuel A.	38672	780	3,062.36	-	-	-	-	-	-	3,062.36
Charles-Christian,Kathy K	1595	11564	-	-	-	1,300.81	-	-	-	1,300.81
			-	-	-	1,899.21	-	-	-	1,899.21
Cooper,Donnette A	971	757	-	-	-	1,489.65	-	-	-	1,489.65
			-	-	-	2,174.93	-	-	-	2,174.93
Craddock,Dejah M	120861	45736	2,716.92	-	-	-	-	-	-	2,716.92
Crosby-Trapp,Monique P	33798	16083	-	-	-	-	-	-	1,518.06	1,518.06
			-	-	-	-	-	-	1,518.06	1,518.06
Davis,Stephanie	12451	41018	9,850.01	-	-	-	25,000.00	-	-	34,850.01
Ervin,Constance L.	31563	4289	10,369.02	-	-	-	-	-	-	10,369.02
Fields,Stanley L	25080	24918	1,794.87	-	-	-	11,600.00	-	-	13,394.87
			2,073.36	-	-	-	13,400.00	-	-	15,473.36
Garrison-Elder,Leah D	125616	11400	498.73	-	-	-	-	-	-	498.73
Giboney,Prentiss	88639	11541	2,491.87	-	-	-	-	-	-	2,491.87
			3,638.18	-	-	-	-	-	-	3,638.18
Hughes,Alisoun H	23268	75892	-	7.56	2.70	-	-	-	-	10.26
			-	11.04	3.94	-	-	-	-	14.98
Khalid,Sulma	104529	105678	-	-	-	868.96	-	-	-	868.96
			-	-	-	1,268.72	-	-	-	1,268.72
Mckenzie,Joan E	1794	37512	-	-	-	1,541.80	-	-	-	1,541.80
			-	-	-	2,251.08	-	-	-	2,251.08
Moore,Antoinette Nichole	80278	13908	2,782.39	-	-	-	-	-	-	2,782.39
			4,062.36	-	-	-	-	-	-	4,062.36
Olukunle,Afolake A	108357	93973	365.34	-	-	-	-	-	-	365.34
			533.42	-	-	-	-	-	-	533.42
Owens,Deneira L	108526	42954	2,651.62	-	-	-	-	12,191.36	-	14,842.98
			3,063.08	-	-	-	-	14,083.13	-	17,146.21
Parker,Ebony T	95774	65475	348.83	-	-	-	-	-	-	348.83
Powell,Johnette M	62605	44605	4,768.00	-	-	-	-	-	-	4,768.00
			6,961.31	-	-	-	-	-	-	6,961.31
Richardson,Bruce W	11911	28496	40,356.34	-	-	-	25,000.00	-	-	65,356.34
Stuart,Tony	121911	71897	402.14	-	-	-	-	-	-	402.14
			587.20	-	-	-	-	-	-	587.20
Wilson,Rogelio A	31426	2122	13,268.04	-	-	-	25,000.00	-	-	38,268.04
<b>Grand Total</b>			<b>158,563.46</b>	<b>18.60</b>	<b>6.64</b>	<b>12,795.16</b>	<b>125,000.00</b>	<b>26,274.49</b>	<b>3,036.12</b>	<b>325,694.47</b>

## FY24

NAME	EMPLID	POSITION	TERMINAL LEAVE - 7013007	BONUS PAY - 7013012	TOTAL
Green,Colleen E.	35832	11703	-	9,398.99	9,398.99
			-	5,601.01	5,601.01
Holla,Reshma	104530	44666	3,767.61	-	3,767.61
			5,226.48	-	5,226.48
Joemah,Dionne M	102151	68364	4,170.63	-	4,170.63
			6,255.94	-	6,255.94
Luo,Yonghong	66625	20406	505.75	-	505.75
			301.38	-	301.38
Onyekwere,Cindy	82305	20534	7,618.70	-	7,618.70
			10,568.70	-	10,568.70
Wilson,Erin	88625	25545	8,442.36	-	8,442.36
			11,711.27	-	11,711.27
<b>Grand Total</b>			<b>58,568.82</b>	<b>15,000.00</b>	<b>73,568.82</b>

**COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT**

**BETWEEN**

**AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, LOCAL 1403,  
AFL-CIO,**

**AND**

**THE DISTRICT OF COLUMBIA,**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL,  
THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**EFFECTIVE THROUGH SEPTEMBER 30, 2023**



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## **ARTICLE 1 RECOGNITION**

### **Section 1 – Recognition:**

A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.

B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.

C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A “formal meeting” refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

### **Section 2 – Coverage:**

A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (“OAG”), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor (“Agency Counsel Office” collectively with OAG referred to herein as “Employer”), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. O1-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).

B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

## **ARTICLE 2 LABOR-MANAGEMENT RELATIONS**

### **Section 1-A - Composition and Function of the OAG Labor-Management Committee:**

A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.

B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 1-B -Composition and Function of the MOLC Labor-Management Committee:**

- A. The Union and the Mayor's Office of Legal Counsel (MOLC) shall continue the existing Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and MOLC representatives.
- B. The purpose of the MOLC LMC, which shall meet quarterly, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Mayor within the framework of this Agreement.
- C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 2 – Subcommittees:**

The parties may mutually agree to establish subcommittees of the LMCs to study problems and conditions.

**Section 3 – Union's Right to Request Impact and Effects Bargaining:**

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

**Section 4- Labor-Management Meetings:**

A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.

B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

#### **Section 5 - Organizational Changes:**

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the Employer, are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or his/her designee may request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

#### **Section 6 – Risk Assessment:**

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

### **ARTICLE 3 ADMINISTRATION OF LEAVE**

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulations in the administration of leave. Annual leave must be requested reasonably in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

**ARTICLE 4  
ALTERNATIVE WORK SCHEDULES**

**Section 1 – Definitions:**

A. Except as provided in this Article, the professional workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

**B. Professional Workweek:**

Attorneys work a professional work week on a salaried basis consisting of a minimum of forty (40) hours. The normal workweek for full-time attorneys shall consist of five (5) consecutive days, at least eight (8) hours of work, Monday through Friday. Management may vary the workweek of attorneys in order to meet work load requirements or emergency situations and must provide the employees with at least a two (2) day advance notice, if possible. Attorneys are exempt from the overtime restrictions under the Fair Labor Standards Act. However, in the event an employee is asked to work more than 8 hours per day or 40 hours per week, management will attempt to give as much notice as possible and reasonably consider any request for compensatory time covered elsewhere in this agreement.

**Section 2 Fair Labor Standards Act:**

Attorneys are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

**Section 3 Flexible/Alternative Work Schedules:**

Employer shall maintain, to the extent already in effect, or establish at least the following three Alternative Work Schedules (AWS) for covered employees: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Teleworking Schedule, including Ad Hoc (or situational) teleworking.

AWS for OAG employees will be established consistent with OAG Office Order No. 2021-05.

For agency counsel, applicable DCHR Policy-Issuance I-2021-22 on AWS will apply. This Policy allows agencies to provide regular or routine teleworking up to two (2) days maximum on a weekly basis. Under this agreement, AWS may be combined; however, teleworking may only be combined with compressed schedules provided that agency counsel must work in-person in the office a minimum of three (3) days per week. To the extent that compressed work schedules entitle employees to receive one (1) day off during the week, then employees with combined teleworking and compressed schedules would be afforded no more than one (1) day of teleworking in any such weeks.

Employees are still allowed to combine ad hoc or situational teleworking with a compressed schedule. However, such ad hoc teleworking will not be afforded on a routine weekly basis.

The existing AWS policies of all agencies are hereby incorporated by reference into this Agreement provided that they allow for AWS as described in this Section. The normal work hours shall be adjusted, consistent with a supervisor's discretion set forth in the applicable OAG Office Order or governing policy for agency counsel under DCHR Policy Issuance I-2021-22, or other rule, regulation or law to allow for AWS schedules, with appropriate adjustments in affected leave. In deciding whether to grant an employee's request to use an alternative work schedule, the employee's supervisor shall consider, but is not limited to the following factors:

- A. The demands of the requesting individual's work;
- B. The need to maintain adequate staffing to handle unanticipated matters or cover matters that are handled by the Office, Unit, Section, or Division, even if that assignment is not assigned to the requesting employee;
  - (1) The needs of the work unit, including the need to ensure sufficient staffing levels during core hours and availability of office staff or government officials;
  - (2) Whether granting an AWS request results in the denial of annual or sick leave to other members of the Office, Unit, Section, or Division;
  - (3) The past performance of the requesting individual;
  - (4) Equitable sharing of Office functions;
    - a. Whether work assignments can be performed effectively and efficiently by an employee on the type of AWS being requested;
    - b. Whether the requested AWS places an undue burden on others within a particular Office, Unit, Section, or Division; and
    - c. Any other factor that may affect the quality or quantity of work accomplished by the Office, Unit, Section or Division.

Such schedules maybe appropriate where:

- 1. It is cost effective;
- 2. It increases employee morale and productivity; or
- 3. It better serves the needs of the public.

The Union shall be given advance notice when flexible/alternative work schedules are proposed and shall be given the opportunity to consult. A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

**Section 4 Teleworking:**

Supervisors may permit employees to use teleworking consistent with Section 3 above. Employees participating in teleworking plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees should make every effort to report as soon as possible, generally within 2 hours. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.

**Section 5 Supervisor's Authority:**

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the Director of the MOLC. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

**Section 6 Impact and Effect Bargaining:**

The Attorney General shall not change its existing AWS Office Order # 2021-05 without advance notice to the union and an opportunity to engage in impact and effects bargaining. Agencies shall not implement or change an alternate work schedule policy without advance notice to the union, an opportunity to engage in impact and effects bargaining and an opportunity to make substantive suggestions to any AWS policy before the policy's effective date.

**ARTICLE 5  
EMPLOYEE ASSISTANCE PROGRAM**

**Section 1 – General:**

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section 2050, EAP) and available services provided under it. The provisions of the DPM govern except as provided below.



## **Section 2 - Use of Sick Leave:**

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave for this purpose on the same basis as any other illness with appropriate documentation of attendance.

## **ARTICLE 6 UNION STEWARDS/OFFICIAL TIME**

### **Section 1 - Number of Stewards:**

- A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.
- B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

### **Section 2 - Designation of Representatives:**

#### **A. Union Officers, Stewards and Other Representatives**

- 1. Union Officers and Stewards: The Union agrees to provide the Employer and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.
- 2. Other Representatives: The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.

B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.

C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.

D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.

### **Section 3 - Performance Appraisals:**

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

### **Section 4 - Official Time for Representational Activity:**

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop

steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;
- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;

- (15) necessary travel to any of the activities listed above;
  - (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
  - (17) new employee orientation meetings.
- C. Official time shall not include time spent on internal Union business, including, but not limited to:
- (1) Attending Local, Regional, or National Union meetings;
  - (2) Soliciting members;
  - (3) Collecting dues;
  - (4) Posting notices of Union meetings; administering elections;
  - (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
  - (6) Internal Union strategy sessions, except for representational functions.

**Section 5 - Requesting Official Time:**

- A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.
- B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.
- C. All advance requests for official time are understood to be estimates.
- D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.
- E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to

this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.

F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.

G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

#### **Section 6:**

A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

#### **Section 7:**

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.

**ARTICLE 7**  
**UNION USE OF EMPLOYER FACILITIES AND SERVICES**

**Section 1:**

Upon request, the Union may have access to meeting space by following established Employer procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

**Section 2:**

Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

**Section 3:**

The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least fifteen (15) business days prior to the time the Union is required to vacate the present office.

**Section 4:**

The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

**Section 5:**

The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General and/or Mayor, as appropriate, or their designees at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC Government or the Employer unless issued by them.

**Section 6:**

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General and/or Mayor, as appropriate, or their designees may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

**Section 7:**

Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, the Mayor, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

**ARTICLE 8  
PERSONNEL FILES**

**Section 1 - Official Files – Definition and Right to Examine:**

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the Official Personnel File ("OPF"), whether maintained by the Employer, DCHR or elsewhere, upon request.

**Section 2 - Right to Respond:**

Each Employee shall have the right to answer any material filed in his/her personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in an personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

**Section 3 - Right to Copy:**

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

**Section 4 - Access by Union:**

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

**Section 5 – Employee to Receive Copies:**

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

**ARTICLE 9  
JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.

**ARTICLE 10  
LATE ARRIVAL/EARLY DISMISSAL**

**Section 1 -- Late Arrival:**

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

**Section 2 -- Early Dismissal:**

A. Whenever the Attorney General, the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General and/or Mayor (or their designees) shall make every reasonable effort to ensure that employees are notified timely of the early dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.



B. Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

**Section 3 -- Employees on leave during the late arrival/early dismissal period:**

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

**ARTICLE 11  
STRIKES AND LOCKOUTS**

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

**ARTICLE 12  
CONTRACTING OUT/PRIVATIZATION**

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to continue to use bargaining unit employees and not subcontract work that has been traditionally and regularly performed by its employees. Decisions regarding contracting out are areas of discretion of the Employer. The impact and implementation of contracting out upon bargaining unit employees is a mandatory subject of bargaining. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Employer shall minimize displacement actions by reassigning or retraining affected employees in order to retain bargaining unit employees consistent with available budget and applicable laws and regulations.

**ARTICLE 13  
UNION RIGHTS AND SECURITY**

**Section 1 – Exclusive Agent:**

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

**Section 2 – Access to Employees:**

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

**Section 3 – Dues Check Off:**

Pursuant to D.C. Official Code § 1-617.07 (2012 Repl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights consistent with Supreme Court precedent. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

**Section 4 – Annual Notification of Annual Dues Amount:**

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

**Section 5 – Cost of Processing:**

Union dues shall be transmitted to the Union, minus a fee of \$.15 per dues deduction per pay period, payable to the OLRCB or the Office of the Attorney General, as the case may be, for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

**Section 6 – Hold Harmless:**

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

**Section 7:**

Payment of dues shall not be a condition of employment.

**Section 8:**

The Union may require that an employee who does not pay dues to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMPA, provided the Union gives advance notice of said costs to the employee.

**Section 9:**

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

**ARTICLE 14  
TERM EMPLOYEES**

**Section 1:**

A. Term employees in the bargaining unit shall be given not less than two (2) pay periods notice of the termination of their appointment.

B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating

period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.

D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to FTE status.

**Section 2 – Priority Conversion of NTE Employees to FTE Status:**

When management determines to fill a FTE vacancy in a legal services section, the most senior qualified NTE employee with substantially similar, or greater, experience to the vacant position in that section, providing that the employee has a satisfactory performance appraisal and more than 24 months continuous employment, must be offered the FTE position.

**ARTICLE 15  
DISCRIMINATION**

**Section 1 – General Provisions:**

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 et seq. (2012 Repl.), the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. . At the request of either the Union or Employer, the appropriate EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

**Section 2 - Equal Employment Practices:**

The Employer shall continue implementation of any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO

Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, when developed by the Employer.

**Section 3 – Sexual Harassment:**

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Section 4 – Union Activity:**

The Employer shall not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

A. To form, join and assist in labor organization or to refrain from this activity;

B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and

C. To be protected in the exercise of these rights.

**Section 5 – Discrimination Charges and Election:**

A. An employee may raise a complaint of discrimination under applicable law (to the Mayor's or OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts). In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of his/her federal statutory rights, including his/her rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive his/her rights, the employee cannot submit his/her discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that gives rise to the allegation of discrimination is made the subject of a timely filed grievance or an informal EEO complaint, whichever event (filing) occurs first.

B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.

D. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.

E. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE  
OVER A DISCRIMINATION CHARGE

I, \_\_\_\_\_, acknowledge that I have decided to submit my employment discrimination charge through the grievance procedure. In consideration of arbitration, I will forego and waive my rights to file a separate claim under the discrimination statutes, including Title VII, in accordance with applicable law governing such elections. *See Alexander v. Denver-Gardner*, 415 U.S. 36 (1974).

Dated:

\_\_\_\_\_  
EMPLOYEE'S NAME

**ARTICLE 16  
SAFETY AND HEALTH**

**Section 1 - Working Conditions:**

A. The Employer shall provide and maintain safe working conditions for all employees. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Union will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C. Official Code section 1-620.01 et seq., as amended (2012 Repl.)).

**Section 2 - Corrective Actions:**

A. If an employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist or the Risk Manager for the District agency, as applicable.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the appropriate Risk Manager Specialist, as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

**Section 3 - First Aid Kits and Defibrillators:**

A. Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General and/or the Mayor, or their designees.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager or the Risk Manager for the District agency, as applicable, will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

#### **Section 4 – Excessive Temperatures in Buildings:**

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor, the Attorney General, or their designees.

#### **Section 5 – Maintenance of Health Records:**

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

### **ARTICLE 17 INFORMATIONAL REPORTS ON EMPLOYEES**

Upon request, and at least annually by December 31<sup>st</sup> of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.



**ARTICLE 18  
FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

**ARTICLE 19  
REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

**ARTICLE 20  
EMPLOYEE USE OF INFORMATION TECHNOLOGY**

**Section 1 – New Technology:**

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

**Section 2 – Electronic Mail Use:**

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

**Section 3 – Internet Access and Use:**

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for

personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, or harassing purposes.

**Section 4 – Telephone Use:**

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

**Section 5 – Privacy:**

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

**ARTICLE 21  
TRAINING**

**Section 1 - New Employee Orientation:**

Employer will provide each new employee with an orientation and will notify the Union, in advance, of any such orientation. The orientation shall include a fifteen (15) minute presentation by the Union regarding Union membership.

**Section 2 - Continued Training Opportunities:**

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG and other District agencies that employ District legal service attorneys will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG and other District agencies that employ District legal service attorneys by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

### **Section 3 - Requests for Continued Training:**

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

## **ARTICLE 22 EMPLOYEE RIGHTS**

### **Section 1 – Respect in the Workplace:**

It is the intent of the Mayor, the Attorney General, and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

### **Section 2 - Employee Rights:**

A. All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

- (1) to organize a labor organization free from interference, restraint, or coercion;
- (2) to form, join, or assist any labor organization;
- (3) to bargain collectively through representatives of their own choosing; and
- (4) to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) (“Employee Rights”).

B. Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, the Attorney General, D.C. Council and Congress.

### **Section 3 - Employee Grievances:**

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees

who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

#### **Section 4 – Conflicts of Interest:**

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

#### **Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit:**

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, management will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

### **ARTICLE 23 SABBATICAL/EXTENDED LEAVE**

It is management policy to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed within the District legal service for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. At any time after completion of the attorney's seventh anniversary with the District legal service and each successive seven years after return from a sabbatical, the attorney may request up to one (1) year of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG or the District agency in which they worked prior to the sabbatical.

**Section 1 – Process:**

Application for sabbatical should be submitted to the attorney's immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General or agency director within 30 days of the submission of the request.

**Section 2 – Supervisor's Authority:**

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee's supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Mayor or Attorney General, as applicable, who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

**Section 3 – Potential Loss of Benefits and Insurance Premiums:**

Attorneys understand that an extended leave of absence in a non -pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non -pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to an extended leave of absence in a non -pay status before submitting the request for sabbatical. Under no circumstances is the management required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

**ARTICLE 24**  
**PROMOTIONS, REASSIGNMENTS, AND DETAILS FOR ATTORNEYS IN THE**  
**OFFICE OF THE ATTORNEY GENERAL**

**Section 1 – Promotions:**

The criteria and selection process for line attorney promotions are contained in OAG Office Order number 2007-36, entitled Promotion Policy for Legal Service Attorneys in the Office of the Attorney General. The terms of this policy are incorporated by reference into this Agreement, except as otherwise provided herein.

**Section 2 - Promotion Priority Process:**

Notwithstanding any other provision in this Agreement or in promotion policies and office orders, an attorney who is rated qualified for a promotion and assigned a promotion ranking number but not promoted in the rating period for which he or she is first qualified shall be promoted in rank order before attorneys who are later qualified for promotion, unless the Employer can demonstrate that a substantial reason exists for deviating from this provision.

### **Section 3 - The Promotions Ranking Committee:**

A. The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives (i) from each division in OAG or (ii) selected by the Mayor's Office of Legal Counsel for each subordinate agency. The PRC will rank all promotion candidates office-wide in accordance with procedures outlined in the Office Order establishing the PRC. The PRC shall be governed by the specific provisions set forth in applicable District of Columbia laws and regulations.

B. Management will provide a copy of the current list and it shall provide an updated copy as changes are made.

### **Section 4 – Grievance on Failure to Comply with Process:**

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General or agency head, as applicable. However, attorneys may grieve management's alleged failure to comply with the process outlined in Office Order number 2007-36, later orders or section 2 above.

### **Section 5 – Filling Vacancies:**

A. Whenever an attorney vacancy exists within OAG, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which may post such vacancy notice on Union bulletin boards or electronically. The Employer shall also post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of job openings will be provided by email to the Union President at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to the appropriate Personnel Office.

### **Section 6 - Job Qualifications:**

Management has the right to determine job qualifications. Where the Employer has considered the recommendations and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates.

**Section 7 - Additional Duties:**

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

**ARTICLE 24A  
PROMOTIONS, REASSIGNMENTS, AND DETAILS FOR ATTORNEYS IN  
SUBORDINATE AGENCIES UNDER MOLC**

**Section 1: Promotions Policy**

It is the policy of the Mayor of the District of Columbia and the Mayor's Office of Legal Counsel (MOLC) to reward well-deserving attorneys in the Legal Service for sustained exemplary performance. This Article sets forth the process and criteria for all attorney promotions in the subordinate agencies.

All promotions are dependent upon, and subject to, the availability of funds in the operating budget of the relevant subordinate agency.

**Section 2 - Promotion from Grade 11 to Grade 12 and from Grade 12 to Grade 13**

- A. An attorney shall receive a promotion from Grade 11 to Grade 12 and from Grade 12 to 13, provided:
  - 1. The attorney has served at least 12 months in grade; and
  - 2. The attorney received an overall rating of "Successful", or the equivalent and at least an "Excellent" or the equivalent in two performance elements, in addition to any "Excellent" or the equivalent received in "Office Procedures" in their most recent Performance Appraisal.

An attorney who receives a rating of "Needs Improvement" or "Fails Expectations" overall, or in any category, is not eligible for a non-competitive promotion. Where the attorney meets the criteria immediately above, a supervisor/General Counsel or his/her designee, shall prepare and submit a written recommendation for non-competitive promotion through the subordinate agency director addressed to the MOLC Director. The recommendation for promotion shall be prepared within 30 days of the attorney's anniversary date with the relevant subordinate agency and shall be delivered to the agency director or his or her designee and agency fiscal officer.

- B. Managers or supervisors recommending promotions shall state that:
  - 1) The attorney has served the required year-in-grade;

- 2) The attorney has obtained a “Successful” or the equivalent overall rating and an “Excellent” or the equivalent in two performance elements in addition to any “Excellent” or the equivalent received in “Office Procedures”;
- 3) The attorney has engaged in professional development; and
- 4) There are no other reasons why the employee should not be promoted.

Attorneys will be advised during the relevant appraisal process whether they have been recommended for promotion. A copy of the recommendation shall be sent to the Union.

### **Section 3 - Promotions to Grades 14 and 15**

#### **A. Criteria**

An attorney may receive a competitive promotion (not automatic) to a Grade 14 and 15 if the following criteria are met:

##### **1. Consistent Superior Performance**

The attorney’s overall job performance meets or exceeds established performance standards for that grade level. The attorney’s two most recent performance evaluations, if available, shall be considered.

##### **2. Demonstrated Specialized Expertise or Professional Distinction**

The attorney has gained or developed specialized expertise in a subject or subjects relevant to the attorney’s practice area at the agency. Such specialized expertise may be demonstrated by the complexity of matters handled or awards of professional distinction. Whether the attorney has demonstrated expertise beyond that of other attorneys performing the same or similar work at the same grade level shall be considered.

##### **3. Satisfactory Handling of Increasingly More Complex Work**

The attorney’s workload has become increasingly more complex and the attorney performs in a manner that meets or exceeds established performance standards with little or no supervision. Factors to be considered include the complexity of the work, the productivity of the attorney, and the type and amount of supervision needed.

##### **4. Time-In-Grade**

The attorney has served at least 24 months as a Grade 13 or 14 as applicable.

##### **5. Other Criteria**

Other factors that may be considered include, but are not limited to, an attorney’s seniority, the length of time that the recommendation for promotion has been pending, and the availability of funds in the agency budget.



## **B. Process**

1. On or about January 31 of each calendar year, an attorney's immediate supervisor/ General Counsel shall consider the aforementioned criteria in determining whether to recommend attorneys to the next higher grade. Recommendations shall be submitted in writing by the supervisor/General Counsel through the agency director to the MOLC Director and the recommendation must specifically address the attorney's achievement of the criteria above for promotion.
2. If the employee has not been supervised by his or her current supervisor for at least 120 days, any supervisor who directly supervised the employee for at least 120 days during the current rating period, or for at least 120 days during the most recently completed rating period, may submit an advisory recommendation through the agency director.
3. All written recommendations from promotion of Legal Service attorneys to Grade 14 and 15 should specifically address the criteria as set forth in Section 3A above and shall include copies of the two most recent performance evaluations.
4. Each subordinate agency director or designee, as appropriate, shall review the recommendation for promotion within 120 days of receipt and issue a decision approving of or denying the recommendation. Any recommendations approved by the agency head shall be submitted to MOLC Director, or designee, for review.
5. In the event that all competitive promotions cannot be approved in any particular fiscal year for budgetary or other reasons, the agency director, in his or her discretion may consider the following criteria for promotion priority: (a) seniority in the subordinate agency; and (b) the length of service in the entire District government.
6. An attorney's promotion shall be effective at the beginning of the next pay period after the MOLC Director's final decision. Once the promotion is processed by DCHR, the attorney will receive pay retroactive to the promotion effective date.

### **Section 4 – Grievance on Failure to Comply with Process:**

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion to the agency director. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the agency director. However, attorneys may grieve management's alleged failure to comply with the process outlined in Section 2 and 3B above.

### **Section 5 – Filling Vacancies:**

A. Whenever an attorney vacancy exists at a subordinate agency, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which may post such

vacancy notice on Union bulletin boards or electronically. The Employer shall post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of job openings will be provided by email to the Union President at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to DCHR.

#### Section 6 - Job Qualifications:

Management has the right to determine job qualifications. Where the Employer has considered the recommendations and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates.

#### Section 7 - Additional Duties:

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

### **ARTICLE 25 TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS**

#### **Section 1 - Tardy or Non-Receipt of Pay:**

A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.

B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

#### **Section 2 - Pay Errors:**

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after employee provides notice to the appropriate Employer representative and the delay results due to no fault of employee, employee shall receive four (4) hours of administrative leave.

**Section 3 - Timely Receipt of Pay, Pay Increases, Bonuses and Reimbursements:**

A. Employer agrees to use its best efforts to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer shall, among other things, use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.

A. The Employer must pay all pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases no later than two (2) pay periods following the effective date of the increase.

**Section 4 - Timely Reimbursement of Expenses:**

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

**Section 5 – Audits:**

In the event employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

**ARTICLE 26  
GENERAL PROVISIONS**

**Section 1 - Work Rules:**

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

**Section 2 – Identification Device:**

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

**Section 3 - Distribution of Agreement:**

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

**Section 4 – Office Space:**

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG, the Mayor, or their designees, and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management’s final authority to determine the final design.

**ARTICLE 27  
COMPUTATION OF TIME**

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

**ARTICLE 28  
GRIEVANCE AND ARBITRATION PROCEDURES**

**Section 1 – Definitions:**

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

**Section 2 – Performance Ratings:**

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General or the Mayor’s Office of Legal Counsel. The committee shall be empowered to review the basis for a direct supervisor’s rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General or agency head, as applicable, within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General’s decision or agency head’s decision, as applicable, shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General or the agency head, as applicable who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General or agency head, as applicable, does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General and the Mayor’s Office of Legal Counsel shall establish procedures for appeals under this Article to the committee and to the Attorney General and agency head, respectively.

### **Section 3 – General Provisions:**

Any grievance that may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or agency head, as applicable, or his/her designee.

### **Section 4 – Information Requests:**

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

### **Section 5 – Procedure:**

A. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

B. Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

**Step 1:** The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

**Step 2:** If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

**Step 3:** If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or agency head, as applicable, or his/her designee, within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or agency head, as applicable, or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

**Step 4:** If the grievance is still unresolved, or the Attorney General, or agency head, as applicable, or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within fifteen (15) business days from the date of the occurrence giving rise to the grievance or when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within fifteen (15) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within fifteen(15) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have fifteen (15) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

### **Section 6 - Selection of the Arbitrator:**

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS

guidelines unless modified by this Agreement.

**Section 7 – Authority of the Arbitrator:**

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

**Section 8 - Decision of the Arbitrator:**

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

**Section 9 - Expenses of the Arbitrator:**

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

**Section 10 - Time Off For Grievance Hearings:**

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

**Section 11 – Time Limits:**

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

**Section 12 – Termination of Grievance:**

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstating a grievance at a later date.

**Section 13 – Exclusions:**

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**ARTICLE 29  
DISCIPLINE AND DISCHARGE**

**Section 1 -- Disciplinary Actions:**

A. Assistant Attorneys General ("AAG") and Assistant General Counsel ("AGC") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG or AGC may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General or an agency head, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or
3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her office, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision or agency head's decision, as applicable, shall be the final agency decision.



## **Section 2 -- Appeal Procedures:**

After the Attorney General or agency head issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's or agency head's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's or agency head's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the nonbinding arbitrator shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's or the agency head's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

## **Section 3 -- Stay of Disciplinary Action:**

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's or agency head's final administrative decision.

## **Section 4 -- Standard of Review and Authority of the Arbitrator:**

A. The arbitrator's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory, nonbinding decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The arbitrator does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

## **Section 5 -- Time Limits:**

All time limits set forth, in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

## **Section 6 -- Extension of Time Limits:**

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

**Section 7 -- Substitution of Binding Arbitration Procedures:**

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

**ARTICLE 30  
SAVINGS CLAUSE**

**SECTION 1:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

**SECTION 2:**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

**ARTICLE 31  
INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2020, through September 30, 2023 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

**ARTICLE 32**  
**DURATION AND FINALITY**

**Section 1 -- Effective Date**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2023, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

**Section 2 – Finality**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

 2/15/22

**Eugene Adams, Director  
Mayor's Office of Legal Counsel**

 2/22/22

**Aaron Finkhousen, President  
AFGE, Local 1403**



**Karl A. Racine, Attorney General  
Office of the Attorney General**

On this \_\_\_\_ day of \_\_\_\_\_, 2022 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**



**E. Lindsey Maxwell II, Esq., Director  
Office of Labor Relations & Collective  
Bargaining**

Rebecca P.  
Barnes

 Digitally signed by Rebecca P.  
Barnes  
Date: 2022.02.24 15:02:57 -05'00'

**Rebecca Barnes, Vice President  
AFGE, Local 1403**



2/15/22

**Vanessa Natale, Deputy Director  
Mayor's Office of Legal Counsel**



2/24/2022

**Maureen Murat, Vice President  
AFGE, Local 1403**



3/8/2022

**Nadine Wilburn, Chief Counsel & Sr. Advisor  
Personnel, Labor & Employment Division  
Office of the Attorney General**



2/25/22

**Anne Hollander  
AFGE, Local 1403**



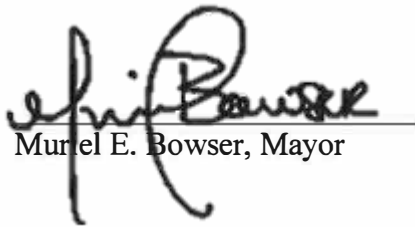
**Rachel Noteware, Associate Director  
Mayor's Office of Legal Counsel**



**Kathryn Naylor, Supervisory Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining**

**APPROVAL**

This collective bargaining working conditions agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated March 8, 2022, has been reviewed in accordance with Section 1-617-15(a) of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 4 day of April, 2022.

  
Muriel E. Bowser, Mayor

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Chairman Phil Mendelson  
at the request of the Mayor

## A PROPOSED RESOLUTION

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### IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

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To approve, on an emergency basis, the negotiated compensation collective bargaining Agreement submitted by the Mayor for employees in Compensation Unit 33.

**RESOLVED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA**, that this resolution may be cited as the “Compensation Agreement between the District of Columbia and Compensation Unit 33 Emergency Approval Resolution of 2014”.

**Sec. 2.** (a) Pursuant to Section 1717(j) of the District of Columbia Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Code 1-617.17(j) (2006 Repl.), the Council of the District of Columbia approves the compensation agreement.

(b) This resolution applies to Compensation Unit 33/Series 905 bargaining unit employees employed by the District of Columbia.

(c) The compensation agreement is attached to this Resolution.

**Sec. 3.** Fiscal Impact Statement.

The Council adopts the fiscal impact statement in the committee report as the fiscal impact statement required by section 602 (c)(3) of the District of Columbia Home Rule Act,

approved December 24, 1973 (87 Stat. 813; D.C. Code § 1-233(c)(3)); D.C. Code § 1-206.02(c)(3) (2006 Repl.).

**Sec. 4.** The Secretary of the Council shall transmit a copy of this resolution, upon its adoption, to Compensation Unit 33 and to the Mayor.

**Sec. 5.** This resolution shall take effect immediately.



**COMPENSATION AGREEMENT**

**BETWEEN**

**THE OFFICE OF THE ATTORNEY GENERAL**

**AND**

**THE AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, LOCAL 1403,  
AFL-CIO**

**EFFECTIVE OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2017**

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## **PREAMBLE**

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, (Union) (herein after jointly referred to as the parties) the sole and exclusive collective bargaining representative of unit employees comprising Compensation Unit 33, as certified by the Public Employee Relations Board (PERB).

## **ARTICLE 1 -- RECOGNITION**

AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

## ARTICLE 2 -- WAGES

	FY 2014	FY 2015	FY 2016	FY 2017
% Increase	1.5%	3%	3 %	3 %

### SECTION A – FY 2014

The A-35 salary schedule for all bargaining unit employees will be increased by one and one half percent (1.5%) effective the first day of the first full pay period commencing on or after October 1, 2013. The Union has agreed to forego any adjustments coming from the District’s Classification and Compensation initiative for the term of this Agreement.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2013, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2013, and in no event later than March 31, 2014. If Employer has not conducted a performance review for an employee by December 31, 2013, the employee shall be entitled to the bonus amount for FY 2014, established by the rating in the most recent annual performance evaluation, if any.

### SECTION B -- FY 2015

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2014.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2014, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2014, and in no event later than March 31, 2015. If Employer has not conducted a performance review for an employee by December 31, 2014, the employee shall be entitled to the bonus amount for FY 2015, established by the rating in the most recent annual performance evaluation, if any.

### SECTION C -- FY 2016

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2015.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2015, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal

year beginning October 1, 2015, and in no event later than March 31, 2016. If Employer has not conducted a performance review for an employee by December 31, 2015, the employee shall be entitled to the bonus amount for FY 2016, established by the rating in the most recent annual performance evaluation, if any.

#### SECTION D -- FY 2017

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2016.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2016, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2016, and in no event later than March 31, 2017. If Employer has not conducted a performance review for an employee by December 31, 2016, the employee shall be entitled to the bonus amount for FY 2017, established by the rating in the most recent annual performance evaluation, if any.

#### SECTION E – Saturday and Holiday Pay

Effective FY 2015, attorneys who are required to work on Saturdays or holidays to provide court coverage will receive straight time pay for all hours worked. Disbursements for Saturday and holiday pay will not exceed \$65,000.00 for any fiscal year of this Agreement. After disbursements reach \$65,000.00 in any one fiscal year, attorneys who are required to work on Saturdays or holidays for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked.

For the period of FY2014 that occurs after the effective date of this contract, all OAG attorneys who are required to work on Saturdays and holidays to provide court coverage shall receive compensatory time for the hours actually worked.

## **ARTICLE 3 -- BENEFITS COMMITTEE**

### **SECTION A – General**

The parties herein agree to establish a Benefits Committee. AFGE shall select two representatives to serve on the committee, at least one of whom shall have expertise in benefits, and the other of whom shall have such expertise or a demonstrated commitment to developing the necessary expertise. The District of Columbia Human Resources office shall appoint representatives with authority to serve on the committee. The Benefits Committee shall meet at least quarterly during the 24 month period immediately prior to the expiration of a benefits contract and have its first meeting within thirty (30) business days following the Council's approval of this Agreement.

### **SECTION B – Purpose**

The purpose of the Benefits Committee shall be to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration, or any bargained or statutory resolution process, unless an existing benefit is substantively modified or decreased. Arbitration is limited to interest arbitration to resolve conflicts resulting from the negotiation of successor collective bargaining agreements effective October 1, 2017, unless an existing benefit is substantively modified or decreased.

### **SECTION C -- Responsibilities**

The members of the Benefits Committee shall be authorized to consider all matters that concern the benefits of employees represented by the Committee that are subject to mandatory bargaining between the parties. The Benefits Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life, Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2012 Repl.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitations for requests for qualifications or proposals and make recommendations to the contracting officer concerning the selection of providers following the receipt of any statements of qualifications or bids, consistent with Chapter 4 of the D.C. Official Code (2012 Repl.).
4. Following the receipt of statements of qualification or bids to select Health, Retirement,

Optical, Life, Disability, Indemnity and Dental insurance providers, or any statements of qualification or bids for the addition of new benefits providers, the Union President shall be notified to identify no more than one individual from the Benefits Committee to participate in each RFQ or RFP selection process and that representative shall not have final decision-making authority. However, Management shall consider the comments of Benefits Committee members and the input of the individuals selected to participate in the RFP selection process in good faith in the decision-making process.

5. Explore issues concerning the workers' compensation system that affect employees consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2012 Repl.).
6. The Committee shall be notified by email of any alteration of existing benefits programs, and proposed additional benefit programs to determine the extent to which they impact employees. Upon notification, the Committee shall notify the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns any Committee member has regarding the impact on employees.

#### **SECTION D – Maintenance of Benefits**

Nothing herein shall be construed to reduce, modify or eliminate any benefits that bargaining unit members enjoyed prior to entering into this Agreement.

#### **SECTION E – Additional Benefits**

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

## ARTICLE 4 -- BENEFITS

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2013 – FY 2017: Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Services Retirement System; Defined Contribution; Deferred Compensation; as the applicable benefits for bargaining unit members covered by this Agreement.

Such benefits shall be amended or revised by any additional benefits negotiated and approved by the Benefits Committee established in Article 3, the City Council, and the Mayor with the express written consent of the Union for the duration of this Agreement.

### **SECTION A -- Life Insurance**

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2012 Repl.) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2012 Repl.) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2012 Repl.) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.



Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits as comparable to similarly situated employees.

Employees must contact their respective personnel office to enroll or make changes in their life insurance coverage.

## **SECTION B -- Health Insurance**

1. Pursuant to D.C. Official Code § 1-621.02 (2012 Repl.), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care providers for employees employed after September 1, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. If the Employer decides to expand the list of eligible providers, the Employer shall give Union representatives notice of the proposed additions.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code § 1-621.01 (2012 Repl.), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. The United States Office of personnel management administers this program.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

### **SECTION C – Optical and Dental**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Union representatives notice of the proposed additions.

### **SECTION D – Short and Long Term Disability**

1. Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short and Long Term Disability Insurance Programs, which provide for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that the addition of providers does not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand the list of eligible providers, the District shall give the Union advance notice of the proposed additions.

### **SECTION E – AFLAC**

Employer shall provide access to the AFLAC indemnity benefits currently in effect for Union employees.

### **SECTION F -- Annual Leave**

1. In accordance with D.C. Official Code §1-612.03 (2012 Repl.), full-time employees covered by the terms of this Agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three (3) years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-Time employees who work on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia Laws.

4. An employee's request to use annual leave shall not be unreasonably denied.

### **SECTION G – Sick Leave**

1. In accordance with District of Columbia Code §1-612.03 (2012 Repl.), a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to

(a) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;

(b) Provide care for a family member as a result of medical, dental, or optical examination or treatment;

(c) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or

(d) Make any other use allowed by law.

4. An employee's request to take sick leave shall not be unreasonably denied.

## **SECTION H – Other Forms of Leave**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m)(2012 Repl.).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a State or Local Government to the extent provided in D.C. Official Code §1-612.03(l) (2012 Repl.).

3. **Funeral Leave:**

(a) An employee is entitled to three (3) days of leave without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual, sick or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired. For purposes of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" as defined in D.C. Official Code §32-701 (2012 Repl.) and related laws), parents and grandparents thereof, children (including adopted and foster children and children of whom the employee is legal guardian and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof) and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

(b) An employee is entitled to three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service of a family member who died as a result of a wound, disease or injury incurred

while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code § 1-612.03(n) (2012 Repl.).

4. **Administrative Closing** – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.
  
5. **Back-to-School Leave** – Subject to the discretion of an individual’s manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee’s leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee’s individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child’s first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

## **SECTION I -- Pre-Tax Benefits**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2012 Repl.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

## **SECTION J – Retirement**

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. § 8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is

administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. **DEFINED CONTRIBUTION PENSION PLAN:** The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

(a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09 (2012 Repl.).

(b) After the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan. There is no employee contribution to the Defined Contribution Pension Plan. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

3. **DEFERRED COMPENSATION PROGRAM:** All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program as currently described in Section 1-626.05 and related Chapters of the D.C. Official Code (2012 Repl.). The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees may choose from various fixed or variable rate investment options.

## SECTION K – Holidays

1. The following legal public holidays are provided to all employees covered by this Agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) D.C. Emancipation Day, April 16<sup>th</sup> of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year; and
- (k) Christmas Day, December 25th of each year.

2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

## SECTION L – Benefits Levels

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

## **ARTICLE 5 COMPENSATORY TIME**

A lawyer who is required to work one or more hours outside his or her normal work hours may request an equal amount of compensatory time from his or her supervisor. If the request is granted, the time will be recorded on the employee's records and may be used, in the same manner that annual leave is used. Compensatory time may only be approved for working at scheduled or special events outside an employee's regular work hours, travel time outside normal work hours, and extraordinary assignments. Compensatory time will not be approved to allow an employee to complete regular assignments. Regular assignments are preparation for trials, drafting motions and responses to motions, including but not limited to, Motions for Temporary Restraining Orders, Motions for Preliminary Injunctions, and any other daily tasks performed by attorneys. Compensatory time will not be provided if additional work beyond the regular work day has resulted from the employee's inefficient use of time during the regular work day. Compensatory time credit should be requested by an employee before the work is performed whenever possible. The decision to grant an employee compensatory time is at the discretion of management. Employees may not carry more than 24 hours of compensatory time for more than 2 successive pay periods. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.



**ARTICLE 6**  
**PROFESSIONAL MEMBERSHIPS**

During the course of each fiscal year, the Employer shall provide a total of one (1) day of administrative leave (8 hours or the hourly work day for Employee) to any Employee who uses his/her out-of-State bar license by entering his or her appearance on behalf of the District of Columbia or individuals acting within the scope of their employment in any proceeding outside the District of Columbia. The use of administrative leave must be approved by the Employee's supervisor, which shall not be unreasonably withheld, and must be used no later than the last day of the fiscal year or 30 days after the Employee uses his/her out-of-State bar license, whichever is later.

**ARTICLE 7**  
**MONTHLY TRANSIT SUBSIDY**

Beginning the first full pay period on or after Council approval, the District of Columbia Government shall subsidize the cost of monthly transit for personal use by employees by twenty-five dollars (\$25.00) per month for actual transportation expenses incurred by employees who commute to and from work.

**ARTICLE 8**  
**MILEAGE ALLOWANCE METRO REIMBURSEMENT AND**  
**ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

SECTION A – Parking Spaces

Three (3) parking spaces shall be set aside from among those allocated to the Office of the Attorney General in the underground parking garage at 441 4th St., NW, Washington, D.C. for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

SECTION B – Mileage Allowance

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

SECTION C – Use of Personal Vehicles

1. Employees who are authorized and are within the scope of employment while using their personal vehicle for official business are covered by the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2012 Repl.)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

SECTION D – Reimbursement for Use of Personal Vehicles

In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia

rules, regulations and orders.

#### SECTION E- Reimbursement for Taxicab Expenses

Employees who must travel by taxicab for official government business to a destination that is not accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.

#### SECTION F – Metro Fare Cards

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

#### SECTION G – Availability of Fleet Vehicles

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle and to the extent available, Employees may use the vehicle for official government business at no charge to the Employee.

**ARTICLE 9**  
**SICK LEAVE INCENTIVE PROGRAM**

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

SECTION A – Accrual

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

SECTION B – Employees in a Non-pay Status

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

SECTION C – Procedure for Use of Time Accrued

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

SECTION D – Use of Time Accrued

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

SECTION E – Part Time Employees

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

**ARTICLE 10**  
**ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT**

**SECTION A – Payment for Annual Leave/Compensatory Time**

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

**SECTION B -- Computation**

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.

**ARTICLE 11**  
**BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 12**  
**WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.



**ARTICLE 13**  
**GRIEVANCE AND ARBITRATION PROCEDURES**

Grievance procedures shall be determined by the terms and conditions of Article 30 in the Non Compensation Agreement.

**ARTICLE 14**  
**SAVINGS CLAUSE**

**SECTION A**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

**SECTION B**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein for the term of this agreement.

**ARTICLE 15**  
**DURATION AND FINALITY**

**Section 1 -- Effective Date**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2017, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

**Section 2 – Finality**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

**ARTICLE 16  
INCORPORATION OF NON COMPENSATION AGREEMENT**

The terms and conditions of the Non Compensation Agreement Between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2013 through September 30, 2017 (Non Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014 and in witness to this Agreement, the Parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

\_\_\_\_\_  
**Irvin B. Nathan, Attorney General  
Office of the Attorney General**

\_\_\_\_\_  
**Shana Frost, Acting President  
AFGE, Local 1403**

\_\_\_\_\_  
**Nadine C. Wilburn,  
Chief Counsel, Personnel, Labor &  
Employment Division  
Office of the Attorney General**

\_\_\_\_\_  
**Robert A. DeBerardinis, Vice President  
AFGE, Local 1403**

\_\_\_\_\_  
**Natasha Campbell  
Director, Office of Labor Relations &  
Collective Bargaining  
Office of Labor Relations &  
Collective Bargaining**

\_\_\_\_\_  
**Dean Aquí  
Attorney Advisor  
Office of Labor Relations &  
Collective Bargaining**

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Unit 33, dated \_\_\_\_\_ 2014 has been reviewed in accordance with §1-617.15 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this \_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Vincent Gray, Mayor

**AFGE LOCAL 2725**

**The Collective Bargaining  
Agreement**

**Between**

**The Government of the  
District of Columbia**

**Department of Housing and  
Community Development**

**And**

**The American Federation of  
Government Employees, AFL-CIO  
Local 2725**

*Effective through September 30, 1990*



**Government of the District of Columbia  
Marion Barry, Jr., Mayor**

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## PREAMBLE

This Agreement is entered into between the District of Columbia Department of Housing and Community Development, the District of Columbia Department of Public and Assisted Housing, (hereinafter referred to as the Department) and the American Federation of Government Employees, Local 2725 (hereinafter referred to as the Union), and collectively known as the parties.

The purpose of this Agreement is:

1. to promote fair and reasonable working conditions;
2. to promote harmonious relations between the parties;
3. to establish an equitable and orderly procedure for the resolution of differences;
4. to protect the rights and interest of the employee, the Union and the Department; and
5. to promote the efficient operations of the Department

Each party affirms without reservation the contents of this Agreement. Now therefore, in consideration of mutual covenants and promises contained herein, the Department and the Union do hereby agree as follows:

## ARTICLE 1 RECOGNITION

### Section A:

Local 2725 of the American Federation of Government Employees, AFL-CIO, is hereby recognized as the sole and exclusive representative for all employees in the bargaining units as described in Section B of this Article.

The Union as the exclusive representative of all employees in the unit has the right, as provided in Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.) to act for and negotiate agreements covering all employees in the Unit and is responsible for representing the interests of all such employees without discrimination and without regard to membership in the labor organization.

### Section B:

The bargaining units represented by the American Federation of Government Employees, Local 2725 are as follows:



1. All employees of the Department of Housing and Community Development (DHCD), excluding the security force, management officials, confidential employees, supervisors, any employees engaged in personnel work in other than a purely clerical capacity or employees engaged in administering the provisions of Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.).
2. All employees of the Department of Public and Assisted Housing (DPAH), excluding the security force, management officials, confidential employees, supervisors, any employees engaged in personnel work in other than a purely clerical capacity or employees engaged in administering the provisions of Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.).

Section C:

When a position(s) changes or a new position(s) is established and the parties differ as to whether the position(s) is inside or outside the bargaining unit, either party may file a unit clarification petition with the D.C. Public Employee Relations Board (PERB).

**ARTICLE 2**  
**GOVERNING LAWS AND REGULATIONS**

Section A:

In the event any D.C. Government-wide or Department rules, regulations, issuances or policies are in conflict with the provisions of this Agreement, this Agreement shall prevail.

Section B:

It is understood that D.C. Government-wide laws, rules and regulations that are not in conflict with this Agreement and are not specifically incorporated herein are, nevertheless, applicable to bargaining unit employees.

Section C:

If during the life of this Agreement a law from a higher authority invalidates or requires an amendment to any part of this Agreement the parties shall meet promptly upon request of either party to negotiate the change.

Section D:

The Department shall communicate, consult and negotiate with

only the Union on matters related to working conditions affecting bargaining unit members. However, in accordance with the provisions of Article 9, Grievance Procedure, the Department may communicate with a grievant and/or authorized non-union representative in order to resolve a grievance related to the working conditions of the grievant.

Section E:

Except in emergency situations, the Department shall consult with the Union prior to changing Department rules, regulations or policies which affect the working conditions of bargaining unit employees. When the change directly impacts on the conditions of employment of bargaining unit members, such impact shall be a proper subject of negotiation.

**ARTICLE 3**  
**EMPLOYEE RIGHTS**

Section A - General:

1. All employees shall be treated fairly, equitably and with respect, in accordance with District of Columbia laws, rules and regulations.
2. Instructions and guidances shall be given in a reasonable and constructive manner and in an atmosphere that will avoid unnecessary embarrassment before other employees or the public.
3. The Department shall not retaliate against any employee for the exercise of his/her rights under this Agreement or any applicable laws, rules or regulations.

Section B:

1. The Department and the Union agree that employees have the right to join, organize, or affiliate with, or to refrain from joining, organizing, or affiliating with the Union. This right extends to participating in the management of the Union, or acting as a representative of the Union, including representation of its views to the officials of the Executive Branch, City Council, or other appropriate authority.
2. Employees shall be free from interference, restraint, coercion and discrimination in the exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining and Labor-Management cooperation.

**ARTICLE 4**  
**MANAGEMENT RIGHTS AND RESPONSIBILITIES**

**Section A:**

The Department shall retain the sole right, in accordance with applicable laws, rules and regulations:

1. to direct employees of the Department;
2. to hire, promote, transfer, assign and retain employees in positions within the Department and to suspend, demote, discharge or take other disciplinary action against employees for cause;
3. to relieve employees of duties because of lack of work or other legitimate reasons;
4. to maintain the efficiency of the District Government operations entrusted to them;
5. to determine the mission of the Department, its budget, its organization, the number of employees and the number, types and grades of positions of employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work; or its internal security practices; and,
6. to take whatever actions may be necessary to carry out the mission of the Department in emergency situations.

**Section B:**

Notwithstanding Section A above, the Union may grieve, if in exercising management's rights, the Department violates any provisions of this Agreement or any Government-wide laws, rules or regulations which are grievable under this Contract.

**ARTICLE 5**  
**DISTRIBUTION OF AGREEMENT AND ORIENTATION OF EMPLOYEES**

**Section A:**

The Department shall print and distribute a copy of this Agreement to each individual in the bargaining unit within ninety (90) days of the effective date of this Agreement. The costs associated with the reproduction of this Agreement shall be borne by the Department.

Section B:

When the Department conducts orientation sessions for new employees, thirty (30) minutes shall be allocated to the Union to make a presentation and distribute the Union's membership packet. The Department shall provide each new employee with a copy of this Agreement, the Department's Employee Handbook and other relevant information.

Section C:

The Department shall provide the Union with reasonable written advance notice of the date, time and place of each orientation session.

Section D:

The Department shall include in each handbook published, the following statement:

Many employees of \_\_\_\_\_ are represented by Local 2725 of the American Federation of Government Employees, AFL-CIO, which is the exclusive bargaining agent and representative. The Union is available to help and represent employees on any employment related matter. The Union office is located at 1133 North Capitol Street, N.E., Room G-9, and the telephone number is 842-4540.

In the event the Department does not publish a new handbook for the duration of this Agreement, the above paragraph shall be printed and inserted in each existing handbook. In addition, the Department shall list the Union in each publication of its telephone directory.

ARTICLE 6  
NON-DISCRIMINATION

Section A:

The Department and the Union agree not to discriminate for or against employees covered by this Agreement on account of membership or non-membership in the Union, or on account of race, color, religion, sex (including sexual harassment), national origin, age, physical handicap, marital status, political affiliation or other criteria prohibited by law. The Department recognizes its responsibility to promote and ensure equal employment for all persons on the basis of merit without discrimination based on race, religion, color, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation and to

promote the full realization of EEO through positive programs of affirmative action at every management level within the Department.

Section B:

In the development and implementation of its affirmative action plan, and in accordance with District laws and regulations, the Department agrees to consider the following:

1. Procedures to allow for the redesigning of jobs to reflect the needs of the Department and the skills of employees;
2. Reasonable accommodations to the religious needs of employees; and
3. Ensure that discriminatory personnel management policies, procedures, or practices shall be handled in accordance with EEO procedures and statutes.

Section C:

The Department agrees to provide the Union with copies of the Affirmative Action Plan and furnish each employee with a copy. The EEO complaint regulations and procedures will be published, posted and distributed to each employee as well as included in the Affirmative Action Plan. The parties agree that EEO complaints shall be processed in accordance with District law, rules and regulations. This does not preclude the non-EEO aspects of mixed grievances (where clear distinction can be made and where such complaints are within the scope of the grievance procedure as defined within this Agreement) from going through the negotiated procedure.

Section D:

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the unit without discrimination.

Section E:

The Department agrees that the Union may submit names of employees to the Department for consideration for appointment to EEO Counselor positions, using the same criteria as are used for any other nominee. The Union shall be promptly notified in writing of the names and telephone numbers of the EEO Counselors.

Section F:

The names and telephone numbers of the EEO Counselors shall be posted on all bulletin boards in the Department.

Section G:

The Department shall provide all EEO Counselors with the education and training necessary to effectively perform the duties and responsibilities of the position of EEO Counselor.

Section H:

The Union shall have one (1) member on the Employee's Women's Program Advisory Committee selected by the Union representing a cross section of unit employees. The Union may designate an alternate to serve in the absence of its regular representative.

Section I:

The Department and the Union recognize that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and adversely affects employee opportunities. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is defined in Equal Employment Opportunity rules governing complaints of discrimination in the District of Columbia Government (31 DCR 56):

"Sexual harassment" means unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or (3) such conduct has the purpose of or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include, but is not limited to, (a) verbal harassment or abuse, (b) subtle pressure for sexual activity, (c) patting or pinching, (d) brushing against another employee's body, and (e) demands for sexual favors.

Section J:

Through the procedures established for Labor-Management cooperation, each party shall advise the other of equal employment opportunity programs of which they are aware. The Department shall ensure that problems brought to its attention under this Article shall be promptly remedied.

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**ARTICLE 7**  
**UNION SECURITY AND UNION DUES DEDUCTIONS**

**Section A:**

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership. Employees covered by this Agreement have the right to join or refrain from joining the Union.

**Section B:**

The Department agrees to deduct Union dues from each employee's bi-weekly pay upon authorization on D.C. Form 277. Union dues withholding authorization may be cancelled upon written notification to the Union and the Department thirty (30) days prior to each annual anniversary date (effective date) of this Agreement, regardless of the provisions of the 277 Form. When Union dues are cancelled, the Department shall withhold a service fee in accordance with Section C of this Article.

**Section C:**

Because the Union is responsible for representing the interests of all unit employees without discrimination and without regard to Union membership, (except as provided in Section E below), the Department agrees to deduct a service fee from each non-union member's bi-weekly pay without a written authorization. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents (\$.05) per deduction per pay period. Upon a showing by the Local Union of sixty percent (60%) of the eligible employees in the bargaining unit for which it has certification are Union members, the Department shall begin withholding, not later than the second pay period after this Agreement becomes effective and the showing of sixty percent (60%) is made, a service fee applicable to all employees in the bargaining unit(s) who are not Union members. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees through wage deductions shall be implemented in accordance with procedures established by the Department and this Article. Employees who enter the bargaining unit where a service fee is in effect shall have the service fee or Union dues withheld by the Department within two (2) pay periods of his/her date of entry on duty or 277 Form authorization.

**Section D:**

The service fee applicable to non-union members shall be equal to the bi-weekly union membership dues that are attributable to representation.

Section E:

Where a service fee is not in effect, the Union may require that any employee who does not pay dues or a service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievance or adverse action proceedings in accordance with provisions of Title 1, Chapter 6 of the D.C. Code.

Section F:

Within two (2) pay periods following the submission of an employees application for membership and dues check-off the Department shall start deducting Union dues from the employees.

Section G:

Within two (2) pay periods following the effective date of an employee's separation from the bargaining unit, the Department shall stop deducting Union dues or service fees from the affected employee.

Section H:

Payment of dues or service fees shall not be a condition of employment.

Section I:

The Employer shall be indemnified or otherwise held harmless for any good faith errors or omissions in carrying out the provisions of this Article.

**ARTICLE 8**  
**UNION REPRESENTATION**

Section A:

The Department shall recognize elected Union Officers and stewards not to exceed fifty (50) provided that the distribution of union stewards is such that there is no more than one (1) steward for every twenty (20) employees within any one Administration. Such stewards shall be designated in proportion to the number of employees in each Department. As the number of authorized positions in the bargaining unit of each Department increases, one (1) additional steward shall be recognized for each twenty (20) employees added over and above the number employed by the Department as of the effective date of this Agreement. The Department shall also recognize appropriate elected Union officials and non-employee Union officials as authorized representatives of the Union.



Section B:

The Union will furnish the Department a written list of elected officials, stewards and authorized employee representatives and submit changes as they occur. Recognition will be given to those representatives whose names have been submitted to the Department.

Section C:

Stewards are authorized to perform and discharge the duties and responsibilities of their position as it relates to representing the employees of the Unit. Requests by Stewards to meet with employees or requests of employees to meet with Stewards shall not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited, and the general nature of the Union business to be conducted.

Section D:

The Department shall make every reasonable effort to notify the Union no later than five (5) work days prior to placing Union representatives on special assignments and/or details or making shift changes. In the case of reassignments or transfers, the requirements of Article 18 shall apply. In no case shall such action be taken as a means of punishment or retaliation.

Section E:

A Union representative, when leaving work to transact permissible labor-management business as defined by this Agreement during work hours, first shall request permission from his/her immediate supervisor.

The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Department agrees that such permission for release shall not be unreasonably delayed.

Section F:

Upon entering a work area other than his/her own, the Union representative shall advise the appropriate supervisor of his/her presence and the name of the employee he/she desires to visit. In the event the Union representative wishes to visit a work area but not to meet with a bargaining unit member, he/she must notify the appropriate supervisor upon arrival.

Section G:

Union representatives who are unit employees shall be permitted official time to engage in the following labor-management activities:

1. Assist employees in the preparation and/or presentation of grievances, complaints or appeals;
2. Furnish the employees advice on his/her rights and privileges under this Agreement and applicable laws, rules and regulations;
3. Arrange for witnesses and obtain other information or assistance relative to a grievance or appeal;
4. Consult with Management officials or other appropriate District Government officials to provide mutual cooperation; and
5. Conduct and/or participate in other legitimate labor-management business.

Section H:

The Union agrees that grievances should preferably be investigated, received, processed and presented during the first and last hour of the grievant's scheduled tour of duty unless otherwise authorized. The Department recognizes that this is not always practicable and will not prevent Union representatives from representing employees at other times consistent with the provisions of this Agreement.

Section I:

The Department reserves the right to grant permission for attendance at Union meetings during work hours when such assemblage is in the interest of the Department, provided that release of employees will not unduly interrupt the work force in the judgment of Management.

Section J:

The Department shall not punish or retaliate against employees for performing permissible labor-management business.

**ARTICLE 9**  
**GRIEVANCE PROCEDURE**

Section A:

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable settlement of grievances.

Therefore, the Department and the Union retain the right to settle any grievance in the enforcement of this Agreement. The Department shall ensure that all settlements reached with respect to grievance resolution and other matters regarding enforcement of this Agreement shall be implemented.

**Section B:**

A grievance is a complaint by a party or parties that:

1. There has been a violation, misapplication or misinterpretation of this Agreement;
2. That there has been a violation or misapplication of appropriate term(s) and condition(s) of the Compensation Agreement for Units 1 & 2.
3. There has been a violation or misapplication of any law, rule or regulation which affects a term(s) or condition(s) of employment.

**Section C- Presentation of Grievance:**

1. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level.

2. **Catagories of Grievance:**

- a. **Personal:** A grievance of a personal nature requires signature of the aggrieved employee at Step 2 even if the grievant is represented by the Union. In the case of an individual grievant proceeding without Union representation, the Union shall be given the opportunity pursuant to advance notification to be present and offer its view at any meeting held to adjust the grievance. A copy of any settlement agreement reached between the parties or adjustment, decision or response made by the Department must be sent to the Union.
- b. **Class:** A grievance involving all the employees in the bargaining unit must be filed and signed by the Union President directly at Step 4 of the grievance procedure. Grievances so filed will be processed only if the issue raised is common to all unit employees. A class grievance must contain all information specified in Step 2 of the grievance procedure and the Department Head, or his designee shall respond in writing within 20 working days of its receipt.
- c. **Group:** If a grievance involves a group of bargaining unit employees within the Department, the grievance may be filed by the group of employees at the appropriate step of the grievance procedure where resolution is possible.

In the event the group is not represented by the Union, the Union must be given opportunity pursuant to advance notification to be

present and offer its view at any meeting held to adjust the grievance. A copy of any settlement agreement reached between the parties as adjustment, decision or response made by the Department must be sent to the Union.

Section D - Procedure:

a. Step 1: The aggrieved employee, with or without a Union representative, shall orally present and discuss the grievance with the employee's immediate or acting supervisor within twenty (20) work days of the occurrence of the event giving rise to the grievance, or within twenty (20) work days of the employee's or Union's knowledge of such event. The supervisor shall make a decision on the grievance and reply to the employee and his/her representative within ten (10) work days after oral presentation of the grievance.

b. Step 2: If the grievance is not settled, the employee with or without his/her Union representative, shall submit a signed, written grievance to the appropriate management official within ten (10) work days following the supervisor's oral response. The grievance at this and subsequent steps shall contain:

1. Description of the nature of the grievance;
2. The date(s) on which the alleged violation occurred;
3. A statement of the remedy or adjustment sought;
4. Authorization by the employee if Union representation is desired.
5. The signature of the aggrieved employee and the Union representative, if applicable, according to the category of the grievance.

Should the grievance not contain the required information, the grievant shall be so notified in writing and given five (5) work days from receipt of notification to resubmit the grievance.

The appropriate management official shall submit a signed, written response to the grievance to the employee and his/her Union representative within ten (10) work days of its receipt. If the aggrieved employee is not being represented by the Union, the management official must send a copy of the Step 2 response to the Union within ten (10) work days of receipt of the Step 2 grievance.

c. Step 3: If the grievance remains unsettled, the grievance shall be submitted to the Chief Management Official in his/her division within ten (10) work days following receipt of the appropriate Management official's Step 2 response.

The Chief Management official in the division shall respond in a signed statement to the employee and his/her representative.

tative within ten (10) work days of the Step 3 grievance. If aggrieved employee is not being represented by the Union, the Management official of the division must send a copy of the Step 3 response to the Union within ten (10) work days of receipt of the Step 3 grievance.

d. Step 4: If the grievance remains unsettled, the employee shall submit it to the Director within ten (10) work days following receipt of the Step 3 response. Within fifteen (15) work days of the Step 4 grievance the Director or his designee shall meet with the aggrieved employee and his/her representative to attempt to resolve the grievance or must respond in writing. If a meeting occurs, the Director shall respond in writing to the employee and his/her representative within seven (7) work days following the Step 4 meeting. If the employee is not being represented by the Union, the Director must send a copy of the Step 4 response to the Union within ten (10) work days of the Step 4 meeting.

e. Step 5: If the grievance remains unsettled, the Union within twenty (20) work days from receipt of the Director's response, shall advise the Director in a signed statement whether the Union intends to request arbitration of the matter on behalf of the employee(s). Only the Union can refer a grievance to arbitration.

#### Section E - Arbitration:

1. Selection of an Arbitrator: Within seven (7) work days from the Department's receipt of the arbitration request, the moving party shall solicit a panel of seven (7) impartial arbitrators from the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). Upon receipt of the FMCS or AAA panel, the parties shall select a mutually agreeable arbitrator. If the list does not contain a mutually agreeable arbitrator, then each party shall alternately strike names from the panel until one (1) remains.

If, before the selection process begins, either party maintains that the panel of arbitrators is unacceptable, a request for a new panel from FMCS or AAA shall be made. Subsequent requests can be made until the parties receive an acceptable panel.

If either party refuses to participate in the selection of an arbitrator, FMCS or AAA shall have the authority to appoint one, upon the request of the opposing party.

2. The Department shall provide the hearing site, which must be agreeable to both parties. If any additional costs are involved they shall be borne equally by the parties.

3. The arbitrator shall hear and decide only one (1) grievance in each case unless the parties mutually agree to consolidate grievances.

4. The arbitration hearing shall be informal and the rules of evidence shall not strictly apply.

5. The hearing shall not be open to the public or persons not immediately involved.

6. Witnesses shall be sequestered upon request of either party.

7. Either party has the right to record the hearing or to have a verbatim stenographic record made at its own expense. The expense may be shared upon mutual agreement.

8. The parties shall attempt to submit a written joint statement of the issue or issues to the arbitrator.

9. The parties shall exchange witness lists either orally or in writing prior to the date the hearing is commenced.

10. The arbitrator's award shall be in writing and shall set forth the arbitrator's findings, reasonings and conclusions within thirty (30) days after the conclusion of the hearing or within thirty (30) days after the arbitrator receives the briefs, if filed, whichever is later.

11. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement through the award. The arbitrator shall confine his/her award to the issue(s) presented.

12. The arbitrator shall have full authority to award appropriate remedies.

13. The arbitrator's award shall be binding upon both parties.

14. A statement of the arbitrator's fee and expenses shall accompany the award. The fees and expenses of the arbitrator shall be borne equally by the parties. Either party may appeal the arbitrator's award in accordance with applicable law and regulations.

#### Section F - General:

1. All time limits shall be strictly observed unless the parties mutually agree to extend said time limits.

2. The presentation and discussion of grievances shall be conducted at a time and place which will afford a fair and reasonable opportunity for both parties and their witnesses to attend. Such witness(es) shall be present only for the time necessary for them to present evidence. When discussions and hearings required under this procedure are held during the work hours of the participants, all unit employees entitled to be present shall be excused with pay for that purpose. An employee whose tour of duty is other than the administrative work week shall have his/her tour

adjusted to be placed in a duty status for any hearing at which they are called as witness.

3. If either party considers a grievance to be either substantively or procedurally non-grievable or non-arbitrable, that party shall so notify the other party prior to the date of the hearing.

4. Issues of procedural or substantive arbitrability raised shall be presented first at the arbitration proceeding.

## ARTICLE 10 DISCIPLINE

### Section A:

Disciplinary action(s), including adverse action(s), corrective action(s) and admonishment(s) shall be imposed against a bargaining unit employee only for cause as defined in D.C. Code, §1-617.1(d)(1987 ed.).

### Section B:

Employees have the right to contest corrective or adverse actions taken for cause through either OEA or the negotiated grievance procedure. An employee shall elect either of these procedures in writing and the selection once made cannot be changed.

1. Should the employee elect to appeal the action to OEA, such appeal shall be filed in accordance with OEA regulations.

2. Should the employee elect to grieve the action under the negotiated grievance procedure, the grievance must be filed at the appropriate step within twenty (20) work days from the effective date of the action. However, should the employee elect to utilize the negotiated grievance procedure, only the Union may take the appeal of a corrective or adverse action to arbitration.

### Section C:

In imposing disciplinary actions the Department shall apply progressive discipline and shall consider the mitigating factors against the alleged offense, in accordance with D.C. Code, §1-617 (1987 ed.).

### Section D:

If the Department has reason to counsel an employee, it shall be done in private so as not to unnecessarily embarrass the employee before other employees or the public.

Section E:

Employees against whom disciplinary action(s) is proposed shall be informed in writing of the right to Union representation. If a supervisor believes that any meeting with an employee could result in disciplinary action, the employee may request to have a Union representative present at said meeting. Such requests shall not be denied.

ARTICLE 11  
LABOR-MANAGEMENT COOPERATION

Section A:

The Department and the Union shall establish a joint labor-management committee that will meet on a monthly basis. The agenda for scheduled meetings shall be exchanged at least five (5) days prior to the meeting. In the absence of an agenda or notification five (5) days in advance, no meeting shall be held. Labor-Management meetings shall be held with the Director of the Department or his/her designee.

Section B:

The Committee shall be composed of five (5) members representing the Union and five (5) members representing the Department.

The Labor-Management Committee shall exchange views and consider and make recommendations to the Department about policies and practices related to working conditions, terms of employment and the implementation of this Agreement. The Committee shall also discuss matters of common interest to both parties, or other matters which either party believes will contribute to the improvement of relations between them.

It is understood that appeals, grievances or problems of individual employees shall not be subjects of discussion at these meetings, nor shall the meeting be for any other purpose which will modify, add to or detract from the provisions of this Agreement.

Other meetings of the Committee may be scheduled as the need arises upon the request of either party at times mutually agreed upon.

Section C:

The standing members of the Labor-Management Committee appointed by the Union shall be granted official time to attend the above conferences when the conferences occur during the regular work



ing hours of the employees. The Union shall notify the Department at least one (1) day in advance of any scheduled meeting if an alternate will attend in the absence of the appointed members.

Section D:

Each party may have other officials who are not employees of the Department. However, such representatives shall not exceed two (2), unless otherwise mutually agreed upon.

Section E:

A brief summary of the matters discussed and any understandings reached at all meetings as well as the position taken by the parties in a disagreement will be prepared and initialed by both sides.

**ARTICLE 12**  
**EMPLOYEE LISTS AND INFORMATION**

Section A:

Within 30 days after the effective date of this Agreement, the Department shall provide the Union with a list of all employees in the bargaining unit. The list shall include the following information:

1. Name;
2. Job title, series and grade;
3. Responsibility Center Code;
4. Service Computation Date; and
5. "Not to Exceed" dates for term employees.

This list shall be updated quarterly. If the list is not provided in a timely fashion the Union shall submit a written request to the Department.

Section B:

The Union shall also be provided the following information:

1. A list of new hires, separations, transfers, reassignments and details in excess of 60 days, to be provided quarterly;
2. EEO Reports, as they are printed; and,

3. Merit Staffing Vacancy Announcements, as they are posted.

Section C:

Within thirty (30) days after the effective date of this Agreement, the Department shall provide the Union with an approved, standardized copy of the position description for each job category in the bargaining unit.

Section D:

Management agrees to provide the Union with a copy of updates and changes to the Comprehensive Merit Personnel Act (CMPA), the District Personnel Manual (DPM), and all written Department administrative issuances which affect working conditions of bargaining unit employees as they are issued.

Section E:

The Department will notify the Union of reorganization/realignment plans within the Department prior to implementation.

**ARTICLE 13**  
**FACILITIES AND SERVICES**

Section A:

The Department agrees to the use of facilities for meeting purposes for the Union subject to the following conditions:

1. Meetings will be held before the start of business, during lunch periods and after close of business.
2. The use of facilities will not involve any additional expense to the District Government other than the normal expenses which are incurred for items such as heating and lighting.
3. The Union will request in writing the use of D.C. Government facilities for the purpose of Union meetings no later than two (2) working days in advance of requested meeting date. The Department will reply within two (2) days of initial request.
4. The Union recognizes its responsibility in using District facilities to observe all applicable security and public safety regulations and to conduct its meetings in an orderly manner so as not to interfere with normal work operations, and assumes responsibility for all damages to District property occasioned by their use, and agrees to leave the facility in a clean and neat condition.

**ARTICLE 14**  
**BULLETIN BOARDS**

The Department agrees to provide a reasonable amount of space on existing or new bulletin boards and in areas commonly used by employees in the unit. The Union shall use this space for the purpose of advising members of meetings and any other legitimate Union information.

**ARTICLE 15**  
**SAFETY, HEALTH AND COMFORT**

**Section A:**

The Department shall provide the employees with reasonably safe and healthful working conditions in accordance with Title 1, Chapter 6, Subchapter XXI of the D.C. Code (1987 ed.). It shall ensure the implementation and enforcement of all applicable District and Federal laws, rules and regulations regarding health and safety.

**Section B:**

The Department shall ensure that training is offered, at no expense to the employee, in cardiopulmonary resuscitation (CPR) and first aid. The Department shall provide first aid kits for each administration. The names, work telephone numbers and work location of all employees trained in CPR techniques and first aid shall be provided to the Union and included in the Department's telephone book. In addition, the Department shall provide one (1) first aid kit at each outside property and in each emergency vehicle. The Department and the employees will cooperate in ensuring that all first aid kits are maintained. The Department shall promptly contact outside emergency medical or other appropriate employee services when an emergency occurs which warrants this type of assistance.

**Section C:**

The Department shall make every reasonable effort to provide and maintain clean, sanitary and stocked restroom facilities for all employees.

**Section D:**

The Department shall make every effort, within a reasonable period of time and consistent with the District Government timetable to remove asbestos from all known worksites.

**Section E:**

The Department agrees to maintain the work place and its equip-

ment in good condition. Deficiencies in this area shall be discussed and corrected. Shower rooms and related facilities shall be repaired and maintained in good condition.

The Union and the Department shall make every effort to prevent accidents of any kind. If accidents occur, the prime consideration will be the welfare of the injured employee. As promptly as the situation allows, accidents are to be reported to the supervisor by the injured employee and/or his/her coworkers. The supervisor must report injuries to the Safety Officer.

#### Section F:

In the event of excessive temperature or equipment failure, nonessential employees may be reassigned or released in accordance with the District Personnel Manual, Chapter 12.

The District Personnel Manual defines excessive temperature in Appendix C and is listed here for informational purposes:

95 degrees Fahrenheit	- 55% humidity (minimum)
96 degrees Fahrenheit	- 52% humidity
97 degrees Fahrenheit	- 49% humidity
98 degrees Fahrenheit	- 45% humidity
99 degrees Fahrenheit	- 42% humidity
100 degrees Fahrenheit	- 38% humidity

During extremely cold weather conditions, the Department agrees that affected nonessential employees, as determined by the Director, working inside buildings will be dismissed or relocated at Management's option, when the temperature in a particular building is so low that employees cannot perform work adequately.

Nonessential employees who are required to work outside shall not be required to perform those duties during periods of severe inclemency, as determined by the Director, with consideration of the U.S. (National) Weather Bureau.

#### Section G:

Employees shall promptly report to Management all deficiencies in maintenance of vehicles for corrective action. The Department agrees to present vehicles to D.C. Safety Inspection at the prescribed time(s).

#### Section H:

When an employee identifies what she/he believes to be an unsafe or unhealthful working condition, the employee shall notify his/her supervisor, who shall investigate the matter immediately and take prompt and appropriate action. If an unsafe or unhealthful condition is determined to exist, the affected employee(s) shall not be required to perform duties in the affected area. During this period, the supervisor may require the employee(s) to perform

their duties in another work area or to perform other duties out the affected area.

Section I:

When the Department is aware of a workplace inspection or investigation which is conducted by a Department safety representative or by an outside agency, such as OSHA or NIOSH, in response to a complaint by the Union or bargaining unit employee, the Union shall be given the opportunity to participate. During the course of any such inspection or investigation any employee may bring to the attention of the inspector any unsafe or unhealthful working condition.

Section J:

Employees shall be protected against penalty or reprisal for reporting any unsafe or unhealthful working condition or practice, assisting in the investigation of such conditions, or for participating in any occupational safety and health program and activities.

Section K:

The Department shall prepare and post instructions to evacuate the building at 1133 North Capitol Street, N.E.; 51 N Street, N.E., 70 Pierce Street, N.E., any other work site(s) of DHCD or DPAH in case of emergency.

Section L:

The Department agrees to take necessary steps to ensure the safety of employees who are required to work alone. The Department agrees to immediately implement all present security/safety measures affecting these employees and to ensure that these procedures are known and carried out by all employees. Where necessary, the Department agrees to revise and/or implement security/safety measures for the protection of employees. A continuous review of security/safety measures shall be the joint responsibility of Management and the Union.

Section M:

The Department shall acquire, maintain and require employees to use safety/protective equipment to protect them from hazardous conditions encountered during the performance of official duties.

The Union may, at its discretion, recommend new protective clothing and equipment and modifications to existing equipment for consideration by the Department. The Union shall also be consulted prior to purchase of major new equipment and/or devices impacting upon working conditions and/or personnel.

The Union agrees to promote and encourage employees to follow safety procedures.

Section N:

The Department agrees to provide to potentially exposed employees and the Union, all information available to the Department concerning hazardous substances. A listing of all chemicals used by the Department along with their generic names shall be provided annually to the Union. Such listing shall indicate chemical use by work area. Within budgetary limitations, emergency shower facilities shall be provided at locations where employees are required to be exposed to hazardous substances.

Section O - Safety Committee:

A safety committee of three representatives from the Union and three representatives from Management, one of whom shall be the Department's Safety Officer, will be established in the Department. One Union and one management representative shall serve as co-chairpersons. The Committee shall:

(1) Meet once a month, or at the call of either co-chairperson to review special conditions which may develop.

(2) Conduct safety surveys and inspections and make joint recommendations to the appropriate administrator, through the Safety Officer.

(3) Seek resources and coordinate the development and conduct of appropriate health and safety training programs. All training must be coordinated with the Office of Administration and Management.

(4) Consult with, and render assistance to the Department Safety Officer upon request.

Section P:

The Department is responsible for providing injured employees with information regarding proper accident reporting forms and for helping employees properly complete accident reporting and compensation forms.

Section Q:

The safety officer shall provide the Union a copy of the monthly report of on-the-job injuries, submitted to the Department of Employment Services, Office of Occupational Safety and Health. The safety officer shall promptly notify the Union in the event of an on-the-job death.

Section R:

Within space limitations, the Department agrees to provide an employee lunchroom at the main offices of DHCD and DPAB which may be used by employees during their lunch period. If this is not possible, and at other Department facilities, Management shall attempt to identify space in which employees may eat lunch.

Section S:

The Department and the Union mutually recognize the need for protection of employees from assault and intimidation at the work place and will work cooperatively to obtain appropriate protective measures.

Section T:

An employee may be accompanied by a Union representative at any meeting regarding a fitness-for-duty examination.

Section U:

The Department agrees to explore the establishment of a Health Unit for use by DHCD and DPAB employees and to consult with the Union on this issue.

ARTICLE 16  
ENVIRONMENTAL DIFFERENTIAL

The Union may submit to the Department a list of positions which it has determined to be eligible for an environmental differential. The Department shall submit this list, along with the necessary supporting information, to the D.C. Office of Personnel for approval or disapproval. Personnel's decision will be made available to the Union.

ARTICLE 17  
REASSIGNMENTS

Section A:

If any employee is to be reassigned, he/she will be given advance notice of the reassignment including an explanation related thereto. If reassignment involves a relocation to a different facility or building, five (5) working days notice will be given. Any notification of reassignment will be accompanied by a request for personnel action.

Section B:

In no instance will reassignment or transfer from the bargaining unit be used as a means of punishment or retaliation.

Section C:

In the event a reassignment of a Union Steward, Chief Steward or President is planned, the Union President will be given fifteen (15) working days written notice regarding such anticipated reassignment.

Section D:

Employees requesting reassignment or transfer within the same organizational unit or to other organizational units shall submit a request in writing inclusive of the supportive reasons to their immediate supervisor. If denied by the immediate supervisor, the request may be appealed through the appropriate levels of supervision up to the Director. Response to the request shall be issued at each level within a reasonable period of time.

ARTICLE 18  
UNIFORMS

The Department shall provide all wage grade and District schedule employees whose duties require uniforms with a supply of five (5) uniforms. Replacement uniforms will be provided only when the worn ones are returned to the Department. Employees who have been issued uniforms are required to wear those uniforms while on duty. Employees who terminate their employment are required to return their uniforms prior to receiving their final pay check.

If the Department determines that protective clothing is required for certain employees to perform their duties, such items shall be provided. If protective clothing is provided, it must be worn. In its determination of whether or not protective clothing is required for an employee's duties, the Department shall follow the appropriate OSHA safety standards as well as any other applicable laws, rules and regulations.

Employees required to work outside shall be furnished with appropriate clothing, such as rainwear, etc., which is suitable for the weather conditions in which they are required to work.

ARTICLE 19  
TOOLS

Section A:

The Department shall provide at no cost a first issue of all tools it deems necessary for employees to perform their work. New and current employees will be responsible for replacing tools lost or stolen except where theft from a secured department vehicle, authorized private vehicle, or location is involved and where the employee was not at fault. Management will replace worn or broken tools issued upon the return of unservicable tools, unless it is evidenced that the employee has abused the tools. Management shall provide lockable tool boxes and secure locations for the tools. Employees will be responsible for obtaining and maintaining their own locks for individually issued tool boxes.



Section B:

The Department shall maintain its power and special tools in safe working condition. Employees will be responsible for proper care and safe operation of power and special tools after receiving proper training in the use and care of the tools. Tools issued will remain the property of the District of Columbia Government. Employees terminating their employment shall be required to return such tools prior to receiving their final paycheck.

**ARTICLE 20**  
**TEMPORARY OR TERM EMPLOYEES**

The Department shall provide the opportunity to an employee who has occupied a temporary or term position(\*) for more than one (1) year and has performed at a satisfactory level to be considered for a permanent position in the Department.

**ARTICLE 21**  
**HOURS OF WORK/OVERTIME ADMINISTRATION**

Section A:

To the extent possible employees shall be notified five (5) work days in advance of any permanent or long term (i.e. six (6) months or longer) change in their scheduled tour of duty.

Section B:

Staff meetings shall be scheduled during regular working hours except in the case of an emergency.

Section C:

The use of compensatory time shall be governed by the provisions of the Compensation Units 1 and 2 Agreement.

Section D:

Overtime assignments shall be distributed equitably among volunteers from the work unit in which the overtime work is to be performed. If there are not enough volunteers, Management shall distribute the remaining overtime assignments equitably among qualified employees. An employee assigned to work overtime may be excused at the supervisor's discretion if he/she has a valid reason. Each such situation shall be considered on its merits.

Section E:

The Department shall make every effort to notify employees in advance when overtime work will be required. When a supervisor requests or directs an employee to perform overtime work the supervisor shall make every reasonable effort to give the employee a written statement that the overtime work has been authorized by the Director.

Section F:

The Department shall properly record on time and attendance forms overtime hours worked, and shall process the forms so that the employee(s) may be paid no later than the first pay period following the one in which the work was performed.

**ARTICLE 22**  
**USE OF PRIVATE VEHICLES**

Section A:

1. The Department shall provide within budgetary limitations, vehicles for the use of employees who need transportation to perform their duties. Usage of such vehicles shall be given priority in areas where public transportation is not available.
2. In the event a vehicle is not available for an employee who needs transportation to perform his/her duties, the employee shall have the right to elect to use either his/her private vehicle or public transportation, consistent with Department and District-wide rules and regulations.

Section B:

1. If an employee elects to use his/her private vehicle to perform his/her duties the Department shall reimburse the employee for mileage at the rate established between the Department and Union at the City-wide level, consistent with Department and District-wide rules and regulations.
2. Where an employee elects to use public transportation, work assignments shall be adjusted to allow for increased travel time. Employees who use public transportation for the performance of their duties shall not be adversely affected in the Department's evaluation of their productivity if such productivity is diminished as a result of longer travel time. The Department shall reimburse employees for the actual cost of public transportation use, consistent with Department and District-wide rules and regulations.

Section C:

An employee whose vehicle is rendered inoperable during the course of official duties shall be granted reasonable time, upon notification to the supervisor, to make minor repairs or get the vehicle to a garage and return to the Office.

Section D:

Employees shall be reimbursed in accordance with District government rules and regulations for the following expenses incurred during the performance of duties for the Department with a government or private vehicle:

1. Parking fees;
2. Tolls; and
3. Parking tickets incurred through no fault of the employee.

**ARTICLE 23**  
**CONSULTATION AND COUNSELING**

Section A:

The parties recognize that alcoholism, drug abuse and emotion disorders are illnesses that can interfere with job performance. Such the Department shall make substantial efforts in accordance with the District EAP Program to assist bargaining unit employees, suffering from these illnesses, to recover.

Section B:

When a bargaining unit employee's excessive absenteeism or performance deficiencies are suspected to be due to alcoholism, drug abuse or an emotional disorder, the Department shall refer the employee, in writing, to a counseling or treatment program. If the employee accepts the Department's referral and participates in the counseling or treatment program, the Department must give the employee a reasonable period of time after completion of the treatment program to recover and to improve his or her performance and/or attendance.

Section C:

If the employee refuses to seek counseling and/or there is no an inadequate improvement in work performance and/or attendance, as determined by the supervisor, disciplinary action or appropriate administrative action shall be initiated as warranted. Employees accepting direct referral will be provided reasonable time prior to adverse action being taken to improve work performance and/or

the requirements of the employee consultation and counseling service and the employee's work performance satisfactorily improves.

Section D:

The Employer will post a notice on bulletin boards describing the consultation and counseling service.

Section E:

The Department shall grant excused leave (i.e. Annual Leave, Sick Leave or Leave Without Pay) to an employee suffering from alcoholism, drug abuse or an emotional disorder for the time he/she participates in a counseling or treatment program. Such leave must be requested in advance and scheduled so as not to unduly interfere with the work of the Department.

Section F:

The Department shall give written referrals to the D.C. Employee Consultation and Counseling Service to an employee who is experiencing other personal problems which are causing an adverse affect on his/her job performance and/or attendance.

If the employee accepts the Department's referral and participates in the Service, the Department shall give the employee a reasonable opportunity to improve his/her performance and/or attendance. If the employee's performance and/or attendance does not improve, the Department may initiate disciplinary action against the employee for cause in accordance with Article 10 of this Agreement and applicable D.C. laws and regulations.

Section G:

With respect to any programs or services attended by employees pursuant to this Article, no employee shall be required to sign a consent form(s) authorizing the release of information to any supervisor or to the Department except for information regarding an employee's attendance in the program.

ARTICLE 24

TRAINING, CAREER DEVELOPMENT, AND UPWARD MOBILITY

Section A:

Consistent with employee development and affirmative action program guides, it is the Department's intention to provide training and career development opportunities for bargaining unit employees for the purpose of developing and maintaining their skills so that they may perform at their highest possible levels.

in their positions and advance in accordance with individual potential and abilities.

Section B:

1. The Department will offer to assist employees in implementing individual career development plans by providing easy access to information on training opportunities, publicizing current training programs, advising employees of requirements needed to enter training programs, assisting employees in applying for training opportunities, scheduling training and making resources available to cover approved expenses for training.
2. The Department shall distribute to all bargaining unit employees, on a quarterly basis, a list of training programs offered by or through the Department.
3. Employees shall be given reasonable opportunities to discuss training needs and/or opportunities with their supervisors and/or other Department or Personnel officials.

Section C:

1. The Department shall distribute training and educational opportunities among the bargaining unit employees.
2. Requests for training and educational opportunities shall be processed promptly.
3. A record of satisfactorily completed training courses may be filed by each employee in their Official Personnel File.
4. When an institution of higher learning provides for accreditation of on-the-job experience, upon the employee's request the Department shall submit verification of such experience.

Section D:

The parties recognize the importance of career development, training and upward mobility. The Labor-Management Committee established in this Agreement shall on a periodic basis perform the following functions:

- a. review existing policies and practices, with respect to training and career development and recommend changes in existing programs;
- b. recommend the adoption of new programs, policies and practices;
- c. review and offer comments on programs proposed by the Department; and

The Labor-Management Committee may, if it deems necessary, establish a subcommittee to deal with these issues.

Recommendations submitted to the Director by the Committee shall be given careful consideration and the Committee shall be informed within a reasonable period of time of the status of its recommendations.

## ARTICLE 25 PERFORMANCE EVALUATIONS

### Section A:

The parties agree that the performance rating plan in effect on December 31, 1979 shall remain in effect and apply until such time as a new performance rating plan is established, after negotiations with appropriate labor organizations, consistent with the Comprehensive Merit Personnel Act (CMPA).

### Section B:

Each employee will be given, within thirty (30) days of entering a new position, or within thirty (30) days of reassignment involving changed or additional duties, notification of the duties and responsibilities which will be used in the performance rating process. As soon as factors are identified for each occupational group, every employee in that occupational group will be notified of the factors which will be used in rating his/her performance.

### Section C:

The employer agrees to discuss work deficiencies with employees when observed and advise ways of improving performance. In any case, notice of unsatisfactory performance shall be given in accordance with personnel regulations.

### Section D:

The Employer recognizes its responsibility to assure employees fair and objective evaluations.

### Section E:

At the same time that an annual performance rating is given, the responsible supervisor will discuss with the employee areas of potential development and improvement, including the employee's performance under the agency's work plan.

**ARTICLE 26**  
**PERSONNEL FILES**

**Section A:**

The Official Personnel Files of all employees in the bargaining unit covered by this Agreement shall be maintained by the Office of Personnel.

**Section B:**

Employees shall have the right to examine the contents of their Official Personnel Folder. Upon request in accordance with regulations and procedures issued by the Office of Personnel, and shall have the right to obtain copies of any official documents therein.

**Section C:**

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of materials placed in his/her folder.

**Section D:**

The Department shall keep all arrests from the Metropolitan Police, fingerprint records and other confidential reports in a confidential file apart from the official personnel folder. No person shall have access to the confidential file without authorization from the Director of Personnel.

**Section E:**

The access card signed by all those who have requested and been given access to the employee's file, as required by personnel regulations and procedures, shall be made available for review by the employee.

**Section F:**

Each employee shall have the right to present information immediately germane to any information contained in his/her official personnel record and have irrelevant or untimely information removed from the record.

**ARTICLE 27**  
**DETAILS AND TEMPORARY PROMOTIONS**

**Section A - Details:**

1. A detail is the temporary official assignment of an employee

to a different position for a specified time period with the employee returning to his/her regular duties at the end of the detail. The employee on detail shall at all times be considered the incumbent of his/her regular position.

2. Details shall be made in accordance with personnel regulation and will be used for meeting temporary needs of the Department's work program and for on-the-job training. Details may be appropriately used to meet emergencies occasioned by abnormal work loads, changes in mission or organization, unanticipated absence, or to complete special projects.
3. When an employee is detailed to a higher graded position for more than ninety (90) days, he/she shall receive the higher rate of pay as acting pay, effective the pay period which begins on or after the ninety-first (91st) day.
4. For details in excess of thirty (30) days, the detail shall be documented, a copy given to the employee and a copy made a part of the employee's official personnel file.
5. For details in excess of ninety (90) days, the employee's performance in the position to which he/she has been detailed shall be evaluated (including a rating) by the detail supervisor; the detail evaluation shall be included in the employee's official personnel file.
6. Details shall not be made as a means of retaliation or punishment.

#### Section B - Temporary Promotions:

1. A career employee may be given a temporary promotion to meet a temporary need. At the end of the specified period of time, the employee shall be returned to the same or comparable position from which the employee was temporarily promoted.
2. A temporary promotion of 120 days or less may be made without regard to merit promotion requirements.
3. A temporary promotion exceeding 120 days shall be made in accordance with merit promotion procedures.

### ARTICLE 28 POSITION MANAGEMENT AND CLASSIFICATION

#### Section A:

Each position covered in the bargaining unit that is in existence or is established or changed must be accurately described in



writing, and classified to the proper occupational title, series, schedule and grade.

Section B:

Employees shall be furnished a current, accurate, approved copy of the description of the position to which assigned at the time of the assignment, or upon request. Employees detailed or reassigned to established positions shall be given position descriptions at the time of assignment. Employees detailed to a unestablished position shall be furnished with statements of duties at the time of assignment to the detail.

Section C:

The position description shall be kept current and accurate. Changes to a position shall be incorporated in the position description to assure that the position is correctly classified/graded to the proper title, series, schedule and grade.

Section D:

Where language such as "other duties as assigned" or "performs other duties as assigned" appears in an employee's official position description, the clause shall mean those duties which must be performed and must be directly related to those duties listed in the employee's position description.

Section E:

The parties agree that the principle of equal pay for substantially equal work shall be applied to all position classifications and personnel actions in accordance with the D.C. Code.

Section F:

An employee, upon request, shall have access to organizational and functional charts, and other pertinent information directly related to the classification of his/her position.

Section G:

Violations of classification issues/equal pay for equal work shall be appealed through the procedures outlined in the District Personnel Manual, Chapter 11A, §1110.

**ARTICLE 29**  
**MERIT STAFFING**

Section A - Purpose:

1. The Department shall ensure that merit promotion principles

are applied in a consistent and equitable manner to all applicants in bargaining unit positions.

2. All selections shall be based on objective, job-related selection criteria and shall be made without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation or Union activity.

#### Section B:

All position within the bargaining unit shall be filled in accordance with the District's Merit Staffing Plan.

#### Section C:

The Department agrees that vacancy announcements shall be posted in accordance with personnel regulations for a period of at least ten (10) work days prior to the expiration date throughout the Department. If such announcements are limited to Department only, they may be posted five (5) days, consistent with District personnel regulations. Such announcements shall provide a synopsis of duties to be performed, qualifications required, any special knowledge, skills or ability that will be given consideration. The Union president or designee shall be furnished a copy of all vacancy announcements, cancellations, corrections or amendments.

#### Section D:

A review of an applicant's minimum qualifications shall be made by a representative of the D.C. Office of Personnel (DCOP). An applicant in the bargaining unit who is rated ineligible shall be notified by DCOP in writing. Redress, if any, shall be in accordance with the District's Merit Staffing Plan.

#### Section E:

If the selecting official interviews one (1) candidate, he/she shall interview all candidates in accordance with District Personnel Manual. Interviews must be job-related, reasonably consistent, and fair to all candidates, consistent with D.C. laws and regulations.

### ARTICLE 30 CONTRACTING OUT

It is recognized that contracting out of work that is normally performed by employees covered by this Agreement is a mutual concern to the Department and the Union. The Department agrees to consult with the Union regarding the impact of such contracting out

on employees covered by this Agreement. The Department agrees to abide by appropriate District rules and regulations regarding contracting out.

When there will be adverse impact to bargaining unit employees the Employer shall consult with the Union ninety (90) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's positions and give reasons in writing to the Union for any contracting out action.

### ARTICLE 31 GENERAL PROVISIONS

#### Section A. - Distribution of Health Benefit Plan Brochures:

The Department through the Public Service Cluster #4, agrees to distribute the American Federation of Government Employees (AFGE) Health Benefit Plan Brochure to all eligible unit employees during open health enrollment periods, provided such brochures are made available to the Department by the Union.

#### Section B. - Receipt of Bi-Weekly Paychecks:

All employees shall receive bi-weekly paychecks as soon as they are sorted and distributed to the various work locations. The Department shall distribute checks once they are processed.

### ARTICLE 32 REDUCTION-IN-FORCE

#### Section A:

The Department agrees to provide the Union with at least thirty (30) days notice prior to formal notification to employees of a proposed reduction-in-force due to reorganization or technological changes which may result in a reduction-in-force of employees in the bargaining unit. The Department further agrees to investigate alternatives for minimizing the effect on employees through reassignment, retraining, or job restructuring, restricting recruitment and other appropriate means to avoid separation of employees in full compliance with applicable laws and regulations.

Priority reemployment rights will be afforded to employees separated through reduction-in-force prior to filling vacant positions of the same or similar job classifications (except when the agency fills positions through in-service placement action) in accordance with District's reduction-in-force procedures.

Section B:

The Department shall implement all reductions-in-force in accordance with Title 1, Chapter 6, Subchapter XXV of the D.C. Code (1981 ed.) and Chapter 24 of the D.C. Personnel Regulations published in the D.C. Register.

Section C:

The Department shall implement the provisions of the Compensation Agreement for Compensation Units 1 and 2 concerning layoffs and furloughs.

ARTICLE 33  
REORGANIZATION/REALIGNMENT

Prior to the Department's implementation of a reorganization/realignment, the Department shall notify the Union, in writing, and shall provide the Union with the following:

- a. a description of the purpose and nature of the changes;
- b. organizational charts both existing and proposed;
- c. mission and function statements both existing and proposed;
- d. staffing patterns both existing and proposed; and
- e. any other relevant information needed by the Union to evaluate the reorganization and its impact on the bargaining unit.

ARTICLE 34  
LEAVE ADMINISTRATION

Section A - Maternity:

Absence for maternity reasons is a period of approved absence for incapacitation related to pregnancy and confinement.

The granting of leave for this purpose is a combination of leave without pay, accumulated sick leave and annual leave. A pregnant employee is entitled to use her accumulated sick leave for period she is unable to work for medical reasons certified by a physician.

The employee is required to make known to her supervisor in advance her intent to request leave for maternity reasons, including the type of leave, approximate dates, and anticipated duration

to allow the Department to arrange for any staffing adjustments which might be necessary.

Section B - Paternity Leave:

A male employee may be granted his accumulated annual leave, leave without pay or a combination of both, for purposes of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons.

Section C - Leave for Adoptive Parents:

Request for leave by an employee, male or female, adopting a child may be granted based on his/her accumulated annual leave, leave without pay or a combination of both.

Section D:

Leave for maternity or paternity purposes may be granted for a period of up to three (3) months and may be extended to a maximum of six (6) months. The total amount of leave that can be granted for parenting reasons, consistent with this paragraph cannot exceed one (1) year.

Section E:

An employee will remain in the position or be placed in a position of like seniority, status and pay, upon return to work unless termination is otherwise required by expiration of appointment, by reduction-in-force, for cause, or for similar reasons unrelated to the maternity absence.

Section F:

Approval of leave shall be in accordance with District policies and regulations.

Section G - Union Business Leave:

Employees elected to any Union office or selected to perform work which takes them from their employer shall submit a written request for a Leave of Absence Without Pay. A request for a leave of absence shall be submitted two (2) weeks in advance. Such requests shall contain justification and dates of commencement and termination of such leave. The Employer agrees that the initial request for a leave of absence shall not exceed one (1) year.

The Employer shall have the right to grant or deny such requests. If granted, the initial leave of absence shall not exceed one (1) year and the employee benefit costs during that period will not be borne by the District government.

Section H - Education and Training Leave:

An employee may be granted a leave of absence without pay for

up to one (1) year for educational or professional purposes. Such request must be submitted at least six (6) weeks in advance. The continuation of benefits shall be consistent with District's regulations and policies.

#### Section I - Military and Reserve Component:

The parties agree that this section is placed in the Agreement for information purposes only and does not constitute as having been negotiated this term. If there is a conflict between District policy and regulation regarding military and reserve components as stated herein, District policy and regulations shall prevail.

Members of the reserve components of the Armed Forces are entitled to leave with pay for a maximum of fifteen (15) calendar days in a calendar year upon submission of proper orders.

Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for all days of service for any parade or encampment which the D.C. National Guard, or any portion thereof, may be ordered to perform by the Commanding General, but does not include time spent on weekly drills and meetings of the D.C. National Guard. Notwithstanding the above, additional military leave with pay will be granted to members of the reserve component of the armed forces of the National Guard for the purpose of providing military aid to enforce law for a period not to exceed twenty-two (22) work days in a calendar year.

#### Section J - Call-In-Time:

Request for leave for illness or emergencies are required at least one (1) hour prior to or within the first hour of the scheduled tour of duty. All requests shall be called in to the employee's immediate supervisor. If the immediate supervisor is not on duty, or cannot be reached, the employee should call the next designated supervisor or manager's office. The supervisor receiving the call shall convey the request to the proper supervisor.

#### Section K - Leave for Death in the Family:

In the event of a death in an employee's immediate family (grandparents, parents, spouse, children, brother or sister, mother or father-in-law, brother or sister-in-law, son or daughter-in-law) every effort will be made to grant the employee's request for annual leave or leave without pay.

### ARTICLE 35 NO STRIKE OR LOCKOUT

#### Section A:

Under the provisions of Section 1705 of D.C. Law 2-139, it is unlawful to participate in, authorize or ratify a strike.

Section B:

The term strike as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage or a lockout.

Section C:

No lockout of employees shall be instituted by the Employer during the term of this Agreement, except that the Department in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

ARTICLE 36  
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement should be held invalid and unenforceable by any Court or higher authority of competent jurisdiction, such decision shall apply only to the specified Article, Section or portion thereof specified in the decision; and upon issuance of such a decision, either party may demand immediate negotiation for a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 37  
DURATION AND FINALITY OF AGREEMENT

Section A:

This Agreement shall remain in full force and effect until September 30, 1990. The Agreement will become effective upon the Mayor's approval subject to the provisions of D.C. Code §1-618.11 (1987 ed.) and ratification by the Union. If disapproved because of certain provisions are asserted to be contrary to applicable law or if not ratified by the Union the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision or the offensive provision shall be deleted.

Section B:

The parties acknowledge that this contract represents the complete Agreement arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demands and proposals with respect to any negotiable subject or matter. The Employer and the Union agree to waive the right to negotiate with respect to any subject or matter referred to or covered or not specifically referred to or covered in this Agreement for the duration of this contract, unless by mutual consent or as provided in this Agreement.

**Section C:**

In the event that a state of civil emergency is declared by the Mayor (civil disorders, nature disasters, etc.) the provisions of this Agreement may be suspended by the Mayor during the time of emergency.

**Section D:**

This Agreement shall remain in effect until September 30, 1990 in accordance with Section A of this article, and will be automatically renewed for three (3) year periods thereafter unless either party gives to the other party written notice of intention to terminate or modify the Agreement no later than May 4, 1990.

**Section E:**

All terms and conditions of employment not covered by the terms of this Agreement shall continue to be subject to the Employer's direction and control provided, however, that if the Employer desires to institute a major change that has a significant impact upon the term(s) or condition(s) of employment of the entire bargaining unit or any group of bargaining unit employees the Employer shall provide the Union with advance notice and upon written request of the Union the parties shall promptly negotiate the impact of such change.



MEMORANDUM OF UNDERSTANDING

The parties agree that the issues of child care and flexible work schedules are appropriate subjects for labor-management discussions. Therefore, the parties agree that during the term of the contract either party may initiate discussions regarding these topics. Further, the Union will be given the opportunity to present to the Department information it has with respect to these items.

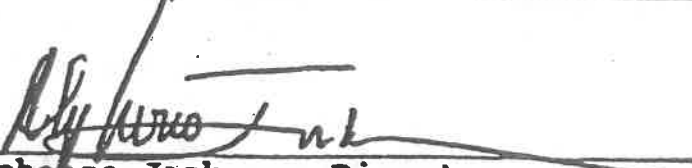
*Louise Smothers*  
Louise Smothers, President  
American Federation of  
Government Employees, Local  
2725

*Karen-Ann Melby for MP*  
Michelle Peterson  
Labor Relations Officer  
D.C. Office of Labor Relations  
and Collective Bargaining


Date: 12-13-88

Date: 12-13-88

IN WITNESSES THEREOF, the parties have entered into this Agreement on this 13 day of December, 1988.



Alphonso Jackson, Director  
Department of Public and Assisted  
Housing



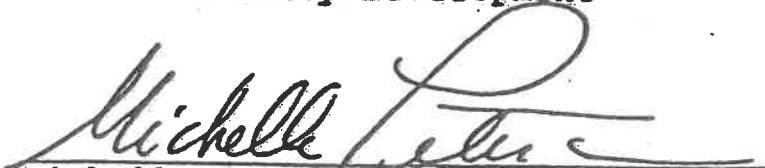
Louise Smothers, President  
Local 2725, American Federation  
of Government Employees, AFL-CIO



David Dennison  
Director, Department of Housing  
and Community Development



Theodore Richardson, First Vice  
President, Local 2725, American  
Federation of Government  
Employees, AFL-CIO



Michelle Peterson, Chief Negotiator  
D.C. Office of Labor Relations and  
Collective Bargaining



Vermont Vess, Asst. Chief  
Steward, Local 2725, American  
Federation of Government  
Employees, AFL-CIO

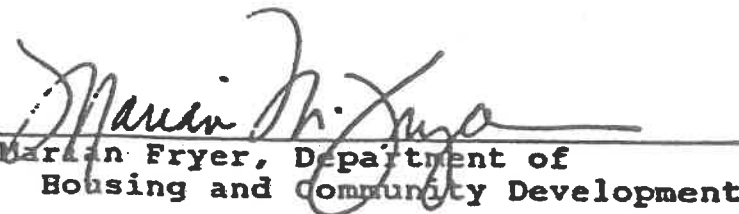


Nancy Holt, Department of Public  
and Assisted Housing

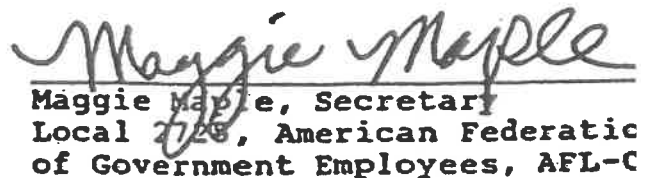
Patricia Allen, Negotiation  
Committee Member, Local 2725  
American Federation of Govern-  
ment Employees, AFL-CIO

Dayton Watkins, Department of  
Housing and Community Development

Lolita Givens, Union Steward  
(DHCD), Local 2725, American  
Federation of Government  
Employees, AFL-CIO



Marian Fryer, Department of  
Housing and Community Development



Maggie Maple, Secretary  
Local 2725, American Federatio  
of Government Employees, AFL-C

*Frances S Sloan*

Frances Sloan, Department of Housing  
and Community Development

*Arkei A. Sharef*  
Arkei A. Sharef, Union Steward  
Local 2725, American Federati  
of Government Employees, AFL-

*Alphonzo W. Johns*

Alphonzo Johns, Department of  
Housing and Community Development

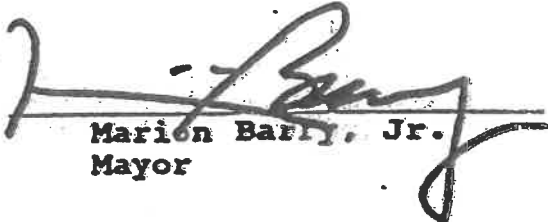
*Terrie Bjorklund*  
Terrie Bjorklund, Attorney to  
Local 2725, American Federati  
of Government Employees, AFL-

Moses Wilds, Jr., Department of  
Housing and Community Development

Lola Black, D.C. Office of  
Personnel

APPROVAL

This Collective Bargaining Agreement Between the District of Columbia Government and the American Federation of Government Employees (AFGE), Local 2725, dated December 13, 1988 has been reviewed in accordance with Section 1715(a) of the District of Comprehensive Merit Personnel Act (CMPA) of 1978 (§1-347.15, D.C. Code, 1973 Edition, Supplement VII, 1980) and is hereby approved this 27<sup>th</sup> day of January, 1989.

  
Marion Barry, Jr.  
Mayor





R019 PTD Expenditure and Revenue Detail Account Analysis

Run date/Time : 01-04-2024 01:59:48

Accounting Year	2023
Accounting Period	
Agency	[DB0,DR0,UZO,HP0]
Fund	ALL
Program	ALL
Cost Center	ALL
Account	ALL
Project	ALL
Award	ALL

Agency UZO

Sum of Amount																						
Fund	Fund Description	Account Type (Parent)	Cost Center	Cost Center Description	Program	Program Description	Account Category (Parent Level 3) Description	Account Group	Account Group (Parent Level 1) Description	Account	Account Description	Total										
4361003	HOUSING PRODUCTION TRUST FUND - HPTF	EXPENSES	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	7111002	OFFICE SUPPLIES	5,900.46										
										7111010	FOOD PROVISIONS	5,775.00										
										7111020	IT SUPPLIES	6,957.67										
										7131002	TRAVEL - LOCAL	8,285.00										
										7131003	TRAVEL - OUT OF CITY	8,128.53										
										7131009	PROF SERVICE FEES & CONTR	5,305.96										
										7131011	OFFICE SUPPORT	48,640.52										
										7131015	ADVERTISING	15,949.72										
										7131020	TUITION FOR EMPLOYEE TRAINING	17,995.60										
										7131025	PAYMENT OF MEMBERSHIP DUES	90.00										
										7131029	PROFESSIONAL SERVICES	146,658.85										
										7131036	IT SOFTWARE MAINTENANCE	162,323.38										
								713200C	CONTRACTUAL SERVICES - OTHER	1,509,192.08												
								715100C	OTHER EXPENSES	4,232.00												
								717100C	PURCHASES EQUIPMENT & MACHINERY	12,889.05												
								7171003	PURCHASES EQUIPMENT & MACHINERY	180.00												
								717200C	RENTALS EQUIPMENT & OTHER	82,970.58												
								701200C	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	8,634,523.45										
										7012006	TERM FULL TIME	10,335.44										
										7012007	WORKER'S COMPENSATION INJURY EARNINGS	-										
										701300C	ADDITIONAL GROSS PAY	88,980.68										
										7013008	HOLIDAY PAY	-4.73										
										7013009	SUNDAY PAY	-1.69										
										7013012	BONUS PAY	12,795.16										
										7013015	EARLY OUT INCENTIVE PAY	70,697.51										
										7013017	SEVERANCE PAY	26,274.49										
										7013020	PAYROLL - PAY-BACK SETTLEMENTS	7,302.74										
										701400C	FRINGE BENEFITS - CURR PERSONNEL	4,696.73										
										7014002	GROUP LIFE INSURANCE	4,696.73										
								7014003	HEALTH BENEFITS	714,199.62												
								7014008	MISC FRINGE BENEFITS	200,197.11												
								7014009	RETIREMENT CONTRIBUTION - FICA	439,862.90												
								7014013	RETIREMENT CONTRIBUTION - CIVIL SERVICE	17,662.22												
								7014015	OPTICAL PLAN	4,796.63												
								7014016	DENTAL PLAN	14,744.61												
								7014018	PREPAID LEGAL	8,958.88												
								7014019	MEDICARE CONTRIBUTION	108,232.90												
								7014020	RETIREMENT	321,871.30												
								7014021	DC METRO BENEFITS	8,515.12												
								7014022	DC HEALTH BENEFIT FEES	30,517.85												
								701500C	OVERTIME PAY	3,536.41												
								714100C	GOVERNMENT SUBSIDIES & GRANTS	11,280,107.94												
								<b>EXPENSES Total</b>												<b>24,050,277.67</b>		
								4361003	REVENUES	EXPENSES	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	6522001	PRIOR YEAR COST RECOVERY	-536,799.47		
																		605200C	REAL ESTATE DEED RECORDATION TAXES	-610,058.81		
6052002	DEED RECORDATION TAXES	-670,629.60																				
6052004	DEED RECORDATION TAXES - 1.45%	-14,655,326.72																				
6052007	DEED RECORDATION TAXES 2.5%	-11,253,574.15																				
605300C	DEED TRANSFER TAXES	6053001	DEED TRANSFER TAXES-1.1%	-895,464.16																		
		6053003	DEED TRANSFER TAXES - 1.45%	-13,330,094.04																		
		6053004	DEED TRANSFER TAXES 2.5%	-4,178,793.94																		
605400C	ECONOMIC INTEREST	6054002	COOP RECORDATION TAXES - 2.2%	-121,711.66																		
		6054003	COOP RECORDATION TAXES-1.825%	-100,134.98																		
		6054004	COOP RECORDATION TAXES - 2.175%	-84,688.47																		
		6054005	COOP RECORDATION TAXES - 2.9%	-545,784.88																		
<b>REVENUES Total</b>																		<b>-46,983,060.88</b>				
<b>4361003 Total</b>																		<b>-22,932,783.21</b>				
4362001	HPTF - OTHER REVENUE	EXPENSES	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	NON-PERSONNEL SERVICES											713200C	CONTRACTUAL SERVICES - OTHER	7132001	CONTRACTUAL SERVICES - OTHER	1,989,517.87

Fund	Fund Description	Account Type (Parent)	Cost Center	Cost Center Description	Program	Program Description	Account Category (Parent Level 3) Description	Account Group	Account Group (Parent Level 1) Description	Account	Account Description	Total							
4362001	HPTF - OTHER REVENUE	EXPENSES	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	NON-PERSONNEL SERVICES	717100C	PURCHASES EQUIPMENT & MACHINERY	7171003	PURCHASES EQUIPMENT & MACHINERY	6,999.02							
					300172	MULTI-FAMILY DEVELOPMENT	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141021	LOAN DISBURSEMENTS	188,932.15							
					300173	VACANT AND BLIGHTED	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	CONTRACTUAL SERVICES - OTHER	43,019,692.71							
					300174	SINGLE FAMILY REHABILITATION	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	CONTRACTUAL SERVICES - OTHER	516,414.63							
					300175	TOPA/CRITICAL REPAIRS (MULTI-FAMILY)	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	GRANTS & GRATUITIES	1,270,857.97							
										7141021	LOAN DISBURSEMENTS	125,624.94							
					<b>EXPENSES Total</b>														
					REVENUES	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	MISCELLANEOUS INCOME - PUBLIC+D731	651100C	INTEREST INCOME	6511001	INTEREST INCOME	-28,797.75				
											652100C	MISCELLANEOUS INCOME	6521195	OTHER REVENUES	-16,900,526.97				
											OTHER FINANCING SOURCES	663100C	INTERFUND TRANSFER IN	6631001	INTERFUND TRANSFERS IN	-354,197,301.00			
		652100C	MISCELLANEOUS INCOME	6521111								OTHER REVENUE - CAPTIVE INSURANCE	-804.00						
		641100C	FEDERAL GRANTS	6411003								CDBG SINGLE FAMILY REHAB LOAN REPAY	0.00						
		300173	VACANT AND BLIGHTED	MISCELLANEOUS INCOME - PUBLIC+D731							652100C	MISCELLANEOUS INCOME	6521238	HPTF - SINGLE FAMILY LOAN REPAY	-258,716.98				
		300174	SINGLE FAMILY REHABILITATION	FEDERAL RESOURCES							641100C	FEDERAL GRANTS	6411003	CDBG SINGLE FAMILY REHAB LOAN REPAY	0.00				
		MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME							652100C	MISCELLANEOUS INCOME	6521238	HPTF - SINGLE FAMILY LOAN REPAY	-258,716.98				
			<b>REVENUES Total</b>																
		<b>4362001 Total</b>																	
		<b>-328,150,984.62</b>																	



Office of the Chief Financial Officer  
District Integrated Financial System (DIFS)

R019 PTD Expenditure and Revenue Detail Account Analysis

Accounting Year	2024
Accounting Period	[01 Oct-2023,Oct-2023,Nov-2023,Dec-2023]
Agency	[UZO]
Fund	ALL
Program	ALL
Cost Center	ALL
Account	ALL
Project	ALL
Award	ALL

Run date/Time 01-19-2024 01:01:23

Agency UZO

Sum of Amount																						
Fund	Fund Description	Account Type (Parent Level 4) Description	Cost Center	Cost Center Description	Program	Program (Parent Level 1) Description	Account Category (Parent Level 3) Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Account	Account Description	Total										
4361003	HOUSING PRODUCTION TRUST FUND - HPTF	EXPENSES	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	7011001	CONTINUING FULL TIME	1,639,134.54										
								701200C	CONTINUING FULL TIME - OTHERS	7012006	TERM FULL TIME	18,446.28										
										7012007	WORKER'S COMPENSATION INJURY EARNINGS	1,119.75										
								701300C	ADDITIONAL GROSS PAY	7013007	TERMINAL LEAVE	22,352.50										
										7013012	BONUS PAY	11,601.93										
								701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	GROUP LIFE INSURANCE	1,119.56										
										7014003	HEALTH BENEFITS	140,702.69										
										7014009	RETIREMENT CONTRIBUTION - FICA	88,522.78										
										7014013	RETIREMENT CONTRIBUTION - CIVIL SERVICE	4,126.12										
										7014015	OPTICAL PLAN	1,012.16										
										7014016	DENTAL PLAN	3,045.97										
										7014018	PREPAID LEGAL	1,900.11										
										7014019	MEDICARE CONTRIBUTION	23,473.26										
										7014020	RETIREMENT	76,337.55										
										7014022	DC HEALTH BENEFIT FEES	6,244.63										
										701500C	OVERTIME PAY	7015001	OVERTIME PAY	846.64								
										NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	713100C	TRAVEL - OUT OF CITY	1,515.49								
												7131011	OFFICE SUPPORT	52.00								
												7131017	POSTAGE	10,000.00								
								7131029	PROFESSIONAL SERVICES			-131,831.00										
								713200C	CONTRACTUAL SERVICES - OTHER			124,790.44										
								714100C	GOVERNMENT SUBSIDIES & GRANTS	7141021	LOAN DISBURSEMENTS	1,082,569.72										
								<b>EXPENSES Total</b>												<b>3,127,083.12</b>		
										REVENUES	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	OTHER TAXES P3	605200C	REAL ESTATE DEED RECORDATION TAXES	6052001	DEED RECORDATION TAXES	-79,598.20		
																		6052002	DEED RECORDATION TAXES - .725%	-94,741.68		
																		6052004	DEED RECORDATION TAXES - 1.45%	-3,883,854.83		
																		6052007	DEED RECORDATION TAXES 2.5%	-4,326.92		
																		605300C	DEED TRANSFER TAXES	6053001	DEED TRANSFER TAXES-1.1%	-159,194.90
6053003	DEED TRANSFER TAXES - 1.45%	-3,362,126.70																				
605400C	ECONOMIC INTEREST	6053004	DEED TRANSFER TAXES 2.5%	-																		
		6054002	COOP RECORDATION TAXES - 2.2%	-12,838.32																		
		6054003	COOP RECORDATION TAXES -1.825%	-10,412.08																		
		6054004	COOP RECORDATION TAXES - 2.175%	-9,861.00																		
6054005	COOP RECORDATION TAXES - 2.9%	-110,261.63																				
<b>REVENUES Total</b>																<b>-7,727,216.26</b>						
<b>4361003 Total</b>												<b>-4,600,133.14</b>										
4362001	HPTF - OTHER REVENUE	EXPENSES	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	NON-PERSONNEL SERVICES	717100C	PURCHASES EQUIPMENT & MACHINERY	7171003	PURCHASES EQUIPMENT & MACHINERY	-										
										7171009	IT SOFTWARE ACQUISITIONS	-19,304.40										
										300172	MULTI-FAMILY DEVELOPMENT	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141021	LOAN DISBURSEMENTS	-872,175.77					
										300173	VACANT AND BLIGHTED	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	CONTRACTUAL SERVICES - OTHER	274,965.90					
										300174	SINGLE FAMILY REHABILITATION	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	GRANTS & GRATUITIES	526,574.52					
										300175	TOPA/CRITICAL REPAIRS (MULTI-	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141021	LOAN DISBURSEMENTS	-102,611.17					
										<b>EXPENSES Total</b>												<b>-192,550.92</b>
										REVENUES	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	MISCELLANEOUS INCOME - P	652100C	MISCELLANEOUS INCOME	6521195	OTHER REVENUES	-727,656.49		
																		6521235	INCLUSIONARY ZONING - PENTHOUSE CONTRIBUTIONS	-84,849.91		
																		6521238	HPTF - SINGLE FAMILY LOAN REPAY	-120,941.12		
<b>REVENUES Total</b>												<b>-933,447.52</b>										
<b>4362001 Total</b>												<b>-1,125,998.44</b>										





R019 PTD Expenditure and Revenue Detail Account Analysis

Run date: 01-04-2024 01:59:48

Accounting Year	2023
Accounting Period	
Agency	[DB0,DR0,UZ0,HP0]
Fund	ALL
Program	ALL
Cost Center	ALL
Account	ALL
Project	ALL
Award	ALL

Agency: DB0

Sum of Amount												
Fund	Fund Description	Account Type (Parent Level 4) Description	Cost Center	Cost Center Description	Program	Program Description	Account Category (Parent Level 3) Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Account	Account Description	Total
1060027	HPAP - REPAY	EXPENSES	30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANT	7141021	LOAN DISBURSEMENTS	1,658,330.85
		<b>EXPENSES Total</b>										<b>1,658,330.85</b>
		REVENUES	00000	NO COST CENTER	000000	NO PROGRAM	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521195	OTHER REVENUES	-7,163.88
			30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	MISCELLANEOUS INCOME - PUBLIC+D731	652200C	PRIOR YEAR COST RECOVERY	6522001	PRIOR YEAR COST RECOVERY	-
										6521087	HPAP LOAN PAYOFF	-821,230.96
										6521088	HPAP LOAN REMITTANCE	-393,020.37
		<b>REVENUES Total</b>										<b>-1,221,415.21</b>
<b>1060027 Total</b>												<b>436,915.64</b>
1060069	DHCD UNIFIED FUND	EXPENSES	00000	NO COST CENTER	000000	NO PROGRAM	NON-PERSONNEL SERVICES	719399C	INTERFUND TRANSFERS OUT NON E	7193999	INTERFUND TRANSFERS OUT NON BUDGETARY	70,390.00
			10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINI	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	7131029	PROFESSIONAL SERVICES	575.00
			30076	ADMINISTRATIVE SUPPORT DIVISION	100042	FLEET MANAGEMENT - GENERAL	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	7121002	FUEL AUTOMOTIVE	3,445.03
					100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	7131005	MAINTENANCE & REPAIRS - AUTO	22,009.48
								712100C	ENERGY COMM & BLDG RENTALS	7121009	TELEPHONE, TELETYPE, TELEGRAM, ETC	112,883.64
								713101C	SECURITY SERVICES	7131034	SECURITY SERVICES	95,862.34
			30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	7131036	IT SOFTWARE MAINTENANCE	200,482.07
								713200C	CONTRACTUAL SERVICES - OTHER	7132001	CONTRACTUAL SERVICES - OTHER	19,473.46
										7132002	IT CONSULTANT CONTRACTS	38,641.40
			30080	PROPERTY ACQUISITION AND DISPOSITION DIVISI	300064	VACANT AND BLIGHTED	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	CONTRACTUAL SERVICES - OTHER	26,923.94
			30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANT	7141007	GRANTS & GRATUITIES	713,021.06
										7141021	LOAN DISBURSEMENTS	2,397,716.52
			30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	CONTRACTUAL SERVICES - OTHER	450,675.85
		<b>EXPENSES Total</b>										<b>4,152,099.79</b>
		REVENUES	00000	NO COST CENTER	000000	NO PROGRAM	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521195	OTHER REVENUES	186,453.23
								652200C	PRIOR YEAR COST RECOVERY	6522001	PRIOR YEAR COST RECOVERY	-
			30079	SINGLE FAMILY RESIDENTIAL REHABILITATION DIVI	300074	SINGLE FAMILY REHABILITATION	FEDERAL RESOURCES	641100C	FEDERAL GRANTS	6411038	UNIFIED SINGLE-FAMILY	-
								652100C	MISCELLANEOUS INCOME	6521195	OTHER REVENUES	-268.28
			30080	PROPERTY ACQUISITION AND DISPOSITION DIVISI	300064	VACANT AND BLIGHTED	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521090	REGISTRATION FEE	-8,200.00
										6521091	PADD	-438,044.94
			30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	CHARGES FOR SERVICES - PUBLIC	621500C	RENTALS	6215003	LEASE REVENUES	-97,201.72
								641100C	FEDERAL GRANTS	6411037	UNIFIED MULTI-FAMILY	-
								651100C	INTEREST INCOME	6312034	INTEREST REVENUE - LEASES	-35,221.04
								652100C	MISCELLANEOUS INCOME	6521080	APPR LAHDO	-328,170.53
										6521195	OTHER REVENUES	-6,930.80
			30087	RENTAL CONVERSION AND SALES DIVISION	300077	CONDOMINIUM CONVERSION	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521089	CERTIFICATION FEE	-1,700.00
										6521090	REGISTRATION FEE	-170,200.00
										6521099	APPL FOR VACANT HOUSING ACCOMMODATION	-1,500.00
										6521100	APPL FOR NON-HOUSING ACCOMMODATION	-10,800.00
			30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521092	L I H T C - MONITORING FEE	-852,980.00
										6521093	L I H T C - ALLOCATION FEE	-1,179,477.31
										6521094	LOW INCOME HOUSING TAX CREDIT UTILITY	-6,750.00
		<b>REVENUES Total</b>										<b>-2,950,991.39</b>
<b>1060069 Total</b>												<b>1,201,108.40</b>



**R019 PTD Expenditure and Revenue Detail Account Analysis**

Run date/Time : 01-19-2024 01:01:23

Accounting Year	2024
Accounting Period	[01-Oct-2023,Oct-2023,Nov-2023,Dec-2023]
Agency	[DB0]
Fund	ALL
Program	ALL
Cost Center	ALL
Account	ALL
Project	ALL
Award	ALL

Agency DB0

Sum of Amount												
Fund	Fund Description	Account Type (Parent Level 4) Description	Cost Center	Cost Center Description	Program	Program (Parent Level 1) Description	Account Category (Parent Level 3) Description	Account Group (Parent Level 1) Level 1	Account Group (Parent Level 1) Description	Account	Account Description	Total
1060027	HPAP - REPAY	EXPENSES	30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME OWNERSHIP	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141021	LOAN DISBURSEMENTS	1,085,947.45
		<b>EXPENSES Total</b>										<b>1,085,947.45</b>
		REVENUES	30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME OWNERSHIP	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521087	HPAP LOAN PAYOFF	-153,817.47
										6521088	HPAP LOAN REMITTANCE	-86,295.69
		<b>REVENUES Total</b>										<b>-240,113.16</b>
<b>1060027 Total</b>												<b>845,834.29</b>
1060069	DHCD UNIFIED FUND	EXPENSES	30076	ADMINISTRATIVE SUPPORT DIVISION	100042	FLEET MANAGEMENT	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	7131005	MAINTENANCE & REPAIRS - AUTO	2,711.91
					100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	7121009	TELEPHONE, TELETYPE, TELEGRAM, ETC	-
			30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	7131036	IT SOFTWARE MAINTENANCE	87,643.44
			30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	CONTRACTUAL SERVICES - OTHER	84,000.00
			30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME OWNERSHIP	NON-PERSONNEL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	GRANTS & GRATUITIES	-157,574.55
										7141021	LOAN DISBURSEMENTS	971,458.40
		<b>EXPENSES Total</b>										<b>988,239.20</b>
		REVENUES	30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521091	PADD	-152.87
			30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521080	APPR LAHDO	-44,551.22
										6521097	UNIFIED MISCELLANEOUS FEES	-350.00
			30087	RENTAL CONVERSION AND SALES DIVISION	300077	CONDOMINIUM CONVERSION	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521090	REGISTRATION FEE	-24,500.00
										6521099	APPL. FOR VACANT HOUSING ACCOMMODATION	-100.00
										6521100	APPL. FOR NON-HOUSING ACCOMMODATION	-1,600.00
			30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	COMPLIANCE	MISCELLANEOUS INCOME - PUBLIC+D731	652100C	MISCELLANEOUS INCOME	6521093	L I H T C - ALLOCATION FEE	-162,934.51
										6521094	LOW INCOME HOUSING TAX CREDIT UTILITY	-150.00
										6521290	DB0 UNIFIED LIHTC APPLICATION FEE	-2,750.00
		<b>REVENUES Total</b>										<b>-237,088.60</b>
<b>1060069 Total</b>												<b>751,150.60</b>



Office of the Chief Financial Officer  
District Integrated Financial System (DIFS)

R077 - Corporate Card Charges Report

Run date/Time:

Agency	[DB0,UZ0]
Employee	
Corporate Card Program	
Date Range From	10/01/2022
Date Range To	09/30/2023

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Expense Report Status	Expense Type	Expense Amount	Merchant Name
Richard Livingstone		DB0	EXP000039082794	10/18/2022	PAID	7131011-Office Support	1,068.00	PROOFHUB
Richard Livingstone		DB0	EXP000039082868	11/01/2022	PAID	7131029-Professional Services	371.00	SQ *SENTINEL INSPECTIO
Richard Livingstone		DB0	EXP000039082868	11/01/2022	PAID	7131029-Professional Services	2,382.24	WASHPOST *ADVERTISI
Richard Livingstone		DB0	EXP000039082868	11/16/2022	PAID	7131029-Professional Services	550.00	SQ *WASHINGTON APPRAIS
Richard Livingstone		DB0	EXP000039082868	11/16/2022	PAID	7131029-Professional Services	1,146.72	WASHPOST *ADVERTISI
Richard Livingstone		DB0	EXP000039082868	11/17/2022	PAID	7131029-Professional Services	(21.00)	SQ *SENTINEL INSPECTIO
Richard Livingstone		DB0	EXP000039082868	11/18/2022	PAID	7131011-Office Support	119.40	CANVA* I03606-31885285
Richard Livingstone		DB0	EXP000039082883	12/14/2022	PAID	7131029-Professional Services	483.75	LIFE STORAGE 0104
Richard Livingstone		DB0	EXP000039082886	01/23/2023	PAID	7131029-Professional Services	540.80	LIFE STORAGE 0104
Richard Livingstone		DB0	EXP000042509871	02/07/2023	PAID	7131011-Office Support	150.00	LATER.COM INSTAGRAM
Richard Livingstone		DB0	EXP000042509871	02/23/2023	PAID	7131011-Office Support	215.88	NIXPLAY
Richard Livingstone		DB0	EXP000042509871	02/27/2023	PAID	7131011-Office Support	2,150.00	ALCHEMER LLC
Richard Livingstone		DB0	EXP000043599763	03/18/2023	PAID	7131011-Office Support	779.76	DNH*GODADDY.COM
Richard Livingstone		DB0	EXP000043599763	03/24/2023	PAID	7131011-Office Support	20.17	DNH*GODADDY.COM
Richard Livingstone		DB0	EXP000043599763	03/28/2023	PAID	7131011-Office Support	110.00	GP*GIANTPARTNERS
Angela Nottingham		DB0	EXP000043600271	03/02/2023	PAID	7131002-Travel and Conference Fees - Local	1,020.00	RVT*NATIONAL DEV COUNC
Angela Nottingham		DB0	EXP000043600271	03/10/2023	PAID	7131002-Travel and Conference Fees - Local	159.00	BISNOW
Angela Nottingham		DB0	EXP000043600271	03/16/2023	PAID	7131003-Travel and Conference Fees - Out of City	835.00	AMERICAN PLANNING A
Angela Nottingham		DB0	EXP000043600271	03/17/2023	PAID	7131003-Transportation	1,063.75	DTS WORLDWIDE TRANSPOR
Angela Nottingham		DB0	EXP000043600271	03/20/2023	PAID	7131002-Travel and Conference Fees - Local	400.00	LEGAL FILES SOFTWARE I
Angela Nottingham		DB0	EXP000044186323	02/06/2023	PAID	7131029-Professional Services	1,000.00	NATIONAL HOUSING CONFE
Angela Nottingham		DB0	EXP000044186323	02/14/2023	PAID	7131029-Professional Services	275.00	ACCESSIBILITY PROS
Angela Nottingham		DB0	EXP000044186323	02/21/2023	PAID	7131002-Travel and Conference Fees - Local	750.00	NCSHA
Angela Nottingham		DB0	EXP000044186323	02/22/2023	PAID	7131002-Travel and Conference Fees - Local	450.00	NATIONAL LOW INCOME HO
Angela Nottingham		DB0	EXP000044186323	02/24/2023	PAID	7131002-Travel and Conference Fees - Local	450.00	NATIONAL LOW INCOME HO
Angela Nottingham		DB0	EXP000044186333	01/02/2023	PAID	7131002-Travel and Conference Fees - Local	500.00	CNHED
Angela Nottingham		DB0	EXP000044186333	01/10/2023	PAID	7131002-Travel and Conference Fees - Local	3,090.00	NCSHA
Angela Nottingham		DB0	EXP000044186333	01/10/2023	PAID	7131002-Travel and Conference Fees - Local	3,090.00	NCSHA
Angela Nottingham		DB0	EXP000044186333	01/17/2023	PAID	7131002-Travel and Conference Fees - Local	4,796.80	THE AMERICAN LAW INSTI
Angela Nottingham		DB0	EXP000044186333	01/17/2023	PAID	7131002-Travel and Conference Fees - Local	4,796.80	THE AMERICAN LAW INSTI
Angela Nottingham		DB0	EXP000044186334	12/01/2022	PAID	7131003-Travel and Conference Fees - Out of City	5,898.00	WPY*EMPHASYS SOFTWARE
Angela Nottingham		DB0	EXP000044186334	12/05/2022	PAID	7131002-Travel and Conference Fees - Local	150.00	EVENT* SOLUTIONS FOR
Angela Nottingham		UZ0	EXP000044186334	12/08/2022	PAID	7111010-Food and Provisions	5,775.00	GRUBBRUB LLC
Angela Nottingham		DB0	EXP000044186334	12/20/2022	PAID	7131002-Travel and Conference Fees - Local	2,060.00	NCSHA
Angela Nottingham		DB0	EXP000044186334	12/22/2022	PAID	7131002-Travel and Conference Fees - Local	525.00	PAYPAL *NPNA
Angela Nottingham		DB0	EXP000044186335	11/15/2022	PAID	7131029-Professional Services	5,000.00	NFGMANN INC.
Angela Nottingham		DB0	EXP000044186338	10/13/2022	PAID	7131003-Travel and Conference Fees - Out of City	645.00	APPAM
Angela Nottingham		DB0	EXP000044186338	10/14/2022	PAID	7131002-Travel and Conference Fees - Local	1,575.00	RVT*NATIONAL DEV COUNC
Angela Nottingham		DB0	EXP000044186338	10/26/2022	PAID	7131002-Travel and Conference Fees - Local	495.00	EVENT* NAAHL/CCL ANNUA
Angela Nottingham		DB0	EXP000044186338	10/26/2022	PAID	7131002-Travel and Conference Fees - Local	979.00	MGTCON221026123559
Angela Nottingham		DB0	EXP000044186338	10/26/2022	PAID	7131002-Travel and Conference Fees - Local	979.00	MGTCON221026123560
Angela Nottingham		DB0	EXP000044186341	03/27/2023	PAID	7131002-Travel and Conference Fees - Local	1,020.00	RVT*NATIONAL DEV COUNC
Laverne Law		DB0	EXP000045578346	03/01/2023	PAID	7111002-Office Supplies	21.55	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000045578346	03/02/2023	PAID	7131011-Office Support	278.72	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045578346	03/02/2023	PAID	7131011-Office Support	1,079.69	STANDARD OFFICE SUPPLY

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Expense Report Status	Expense Type	Expense Amount	Merchant Name
Laverne Law		DB0	EXP000045578346	03/03/2023	PAID	7131011-Office Support	263.00	I. B. ABEL, INC.
Laverne Law		DB0	EXP000045578346	03/05/2023	PAID	7131011-Office Support	6.19	AMZN MKTP US*H51RWONC1
Laverne Law		DB0	EXP000045578346	03/05/2023	PAID	7131011-Office Support	137.70	AMZN MKTP US*H58OY7LW2
Laverne Law		DB0	EXP000045578346	03/06/2023	PAID	7131011-Office Support	56.45	AMAZON.COM*H561P3E22 A
Laverne Law		DB0	EXP000045578346	03/17/2023	PAID	7131011-Office Support	(901.00)	MasterCard
Laverne Law		DB0	EXP000045578346	03/19/2023	PAID	7131011-Office Support	32.74	AMAZON.COM*H798N7OP0 A
Laverne Law		DB0	EXP000045578346	03/19/2023	PAID	7131011-Office Support	32.74	AMAZON.COM*HC2BG7B41
Laverne Law		DB0	EXP000045578346	03/19/2023	PAID	7131011-Office Support	32.74	AMAZON.COM*HC6KG6EP2 A
Laverne Law		DB0	EXP000045578346	03/21/2023	PAID	7131011-Office Support	929.10	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045578346	03/22/2023	PAID	7131011-Office Support	50.00	DC *GOV'T PAYMENT
Laverne Law		DB0	EXP000045578346	03/23/2023	PAID	7131011-Office Support	17.89	AMZN MKTP US*H70Y54161
Laverne Law		DB0	EXP000045578346	03/24/2023	PAID	7131011-Office Support	126.24	AMZN MKTP US*H75R88170
Laverne Law		DB0	EXP000045578346	03/24/2023	PAID	7131011-Office Support	(32.74)	MasterCard
Laverne Law		DB0	EXP000045578346	03/24/2023	PAID	7131011-Office Support	(32.74)	MasterCard
Laverne Law		DB0	EXP000045578346	03/24/2023	PAID	7131011-Office Support	(32.74)	MasterCard
Laverne Law		DB0	EXP000045578346	03/27/2023	PAID	7131011-Office Support	32.29	AMZN MKTP US*H75JR18R2
Laverne Law		DB0	EXP000045578346	03/30/2023	PAID	7131011-Office Support	76.16	WASHINGTON EXPRESS
Laverne Law		DB0	EXP000045578346	03/31/2023	PAID	7131011-Office Support	30.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000045578346	03/31/2023	PAID	7131011-Office Support	120.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000045578346	03/31/2023	PAID	7131011-Office Support	120.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000045578346	03/31/2023	PAID	7131011-Office Support	451.25	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000045578346	03/31/2023	PAID	7131011-Office Support	125.00	SENODA INC
Laverne Law		DB0	EXP000045578346	03/31/2023	PAID	7131011-Office Support	125.00	SENODA INC
Laverne Law		DB0	EXP000045683095	02/01/2023	PAID	7131011-Office Support	550.00	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683097	02/02/2023	PAID	7131011-Office Support	28.60	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000045683097	02/03/2023	PAID	7131011-Office Support	182.63	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683097	02/03/2023	PAID	7131011-Office Support	795.28	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683097	02/04/2023	PAID	7131011-Office Support	86.50	AMERICAN MARKING SYSTE
Laverne Law		DB0	EXP000045683097	02/13/2023	PAID	7131011-Office Support	163.70	AMAZON.COM*H93KZ4RX2
Laverne Law		DB0	EXP000045683097	02/15/2023	PAID	7131011-Office Support	397.72	AMZN MKTP US*HPTU6CCG0
Laverne Law		DB0	EXP000045683097	02/21/2023	PAID	7131011-Office Support	270.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000045683097	02/21/2023	PAID	7131011-Office Support	675.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000045683097	02/21/2023	PAID	7131011-Office Support	19.30	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000045683097	02/24/2023	PAID	7131011-Office Support	16.00	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000045683097	02/25/2023	PAID	7131011-Office Support	901.00	*VARIDESK* 1800 207 258
Laverne Law		DB0	EXP000045683097	02/27/2023	PAID	7131011-Office Support	19.30	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000045683134	01/13/2023	PAID	7131011-Office Support	115.00	SENODA INC
Laverne Law		DB0	EXP000045683134	01/16/2023	PAID	7131011-Office Support	389.84	AMAZON.COM*VA22F5LE3
Laverne Law		DB0	EXP000045683134	01/17/2023	PAID	7131011-Office Support	771.78	AMERICAN MARKING SYSTE
Laverne Law		DB0	EXP000045683134	01/18/2023	PAID	7131011-Office Support	18.85	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000045683134	01/19/2023	PAID	7131011-Office Support	120.78	HOMEDEPOT.COM
Laverne Law		DB0	EXP000045683134	01/23/2023	PAID	7131011-Office Support	95.38	AMZN MKTP US*U70TK3MD3
Laverne Law		DB0	EXP000045683134	01/27/2023	PAID	7131011-Office Support	28.70	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000045683134	01/31/2023	PAID	7131011-Office Support	550.00	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683174+1	12/02/2022	PAID	7131011-Office Support	220.00	SENODA INC
Laverne Law		DB0	EXP000045683174+1	12/05/2022	PAID	7131011-Office Support	614.78	AMZN MKTP US*4626M6V33
Laverne Law		UZ0	EXP000045683174+1	12/06/2022	PAID	7131009-Prof service fees & Contr	1,519.80	AAA PARTY RENTALS
Laverne Law		UZ0	EXP000045683174+1	12/06/2022	PAID	7131009-Prof service fees & Contr	1,677.00	WWW.LANDMCATERING.BIZ
Laverne Law		DB0	EXP000045683174+1	12/11/2022	PAID	7131011-Office Support	73.08	FRANKLIN PLANNER
Laverne Law		UZ0	EXP000045683174+1	12/12/2022	PAID	7131009-Prof service fees & Contr	360.00	BLUE BOY DOCUMENT IMAG
Laverne Law		UZ0	EXP000045683174+1	12/12/2022	PAID	7131009-Prof service fees & Contr	367.50	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000045683174+1	12/12/2022	PAID	7131011-Office Support	330.00	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683174+1	12/13/2022	PAID	7131011-Office Support	24.65	AMERICAN MARKING SYSTE
Laverne Law		DB0	EXP000045683174+1	12/14/2022	PAID	7131011-Office Support	140.50	AMERICAN MARKING SYSTE
Laverne Law		UZ0	EXP000045683174+1	12/16/2022	PAID	7131009-Prof service fees & Contr	265.00	HEARTLINE FITNESS SYS
Laverne Law		DB0	EXP000045683174+1	12/18/2022	PAID	7131011-Office Support	(307.39)	AMZN MKTP US

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Expense Report Status	Expense Type	Expense Amount	Merchant Name
Laverne Law		DB0	EXP000045683174+1	12/20/2022	PAID	7131011-Office Support	(307.39)	AMZN MKTP US
Laverne Law		DB0	EXP000045683287	11/15/2022	PAID	7131011-Office Support	172.61	PAYPAL *NGUYENVANDA
Laverne Law		DB0	EXP000045683287	11/16/2022	PAID	7131011-Office Support	190.00	DATAWATCH SYSTEMS INC
Laverne Law		DB0	EXP000045683287	11/16/2022	PAID	7131011-Office Support	626.18	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683287	11/17/2022	PAID	7131011-Office Support	128.18	AMZN MKTP US*H10D12E01
Laverne Law		DB0	EXP000045683287	11/18/2022	PAID	7131011-Office Support	80.08	ONTMSPL* OFFICE SUPPLI
Laverne Law		DB0	EXP000045683287	11/18/2022	PAID	7131011-Office Support	232.00	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683287	11/18/2022	PAID	7131011-Office Support	254.50	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683287	11/18/2022	PAID	7131011-Office Support	425.90	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683287	11/18/2022	PAID	7131011-Office Support	649.92	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683287	11/19/2022	PAID	7131011-Office Support	63.55	AMZN MKTP US*H16LX9U20
Laverne Law		DB0	EXP000045683287	11/21/2022	PAID	7131011-Office Support	99.60	AMZN MKTP US*H17QE7HE2
Laverne Law		DB0	EXP000045683287	11/23/2022	PAID	7131011-Office Support	155.05	AMERICAN MARKING SYSTE
Laverne Law		DB0	EXP000045683287	11/26/2022	PAID	7131011-Office Support	13.77	AMZN MKTP US*HW1Z34901
Laverne Law		DB0	EXP000045683287	11/29/2022	PAID	7131011-Office Support	252.20	BLUE BOY DOCUMENT IMAG
Laverne Law		UZ0	EXP000045683337+1	10/04/2022	PAID	7131011-Office Support	49.44	WASHINGTON EXPRESS - E
Laverne Law		UZ0	EXP000045683337+1	10/04/2022	PAID	7131011-Office Support	58.75	WASHINGTON EXPRESS - E
Laverne Law		DB0	EXP000045683337+1	10/11/2022	PAID	7131029-Professional Services	735.66	THE MIDTOWN GROUP
Laverne Law		DB0	EXP000045683337+1	10/11/2022	PAID	7131029-Professional Services	1,367.60	THE MIDTOWN GROUP
Laverne Law		DB0	EXP000045683337+1	10/12/2022	PAID	7131011-Office Support	480.00	STANDARD OFFICE SUPPLY
Laverne Law		DB0	EXP000045683337+1	10/21/2022	PAID	7131011-Office Support	19.19	AMAZON.COM*H80S67B60
Laverne Law		UZ0	EXP000045683337+1	10/25/2022	PAID	7131009-Prof service fees & Contr	109.58	FEDEX 85770647
Laverne Law		UZ0	EXP000045683337+1	10/25/2022	PAID	7131009-Prof service fees & Contr	7.08	FEDEX 85770823
Laverne Law		DB0	EXP000045683337+1	10/25/2022	PAID	7131011-Office Support	16.35	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000045683337+1	10/25/2022	PAID	7131001-Contractual Services	171.67	WASHINGTON EXPRESS - E
Angela Nottingham		UZ0	EXP000046379152	04/12/2023	PAID	7131020-Tuition for Employee training	1,360.00	RVT*NATIONAL DEV COUNC
Angela Nottingham		UZ0	EXP000047534197	04/14/2023	PAID	7131002-Travel and Conference Fees - Local	595.00	GRANT WRITING USA
Angela Nottingham		UZ0	EXP000047534197	04/14/2023	PAID	7131002-Travel and Conference Fees - Local	1,700.00	RVT*NATIONAL DEV COUNC
Angela Nottingham		UZ0	EXP000047534197	04/14/2023	PAID	7131002-Travel and Conference Fees - Local	1,850.00	WWW.NCHM.ORG
Angela Nottingham		UZ0	EXP000047534197	04/20/2023	PAID	7131002-Travel and Conference Fees - Local	545.00	GRANT WRITING USA
Angela Nottingham		UZ0	EXP000047534197	04/20/2023	PAID	7131002-Travel and Conference Fees - Local	1,785.00	GRANT WRITING USA
Angela Nottingham		UZ0	EXP000047534197	04/21/2023	PAID	7131002-Travel and Conference Fees - Local	(50.00)	GRANT WRITING USA
Angela Nottingham		UZ0	EXP000047534197	04/21/2023	PAID	7131002-Travel and Conference Fees - Local	(50.00)	GRANT WRITING USA
Angela Nottingham		UZ0	EXP000047534197	04/21/2023	PAID	7131002-Travel and Conference Fees - Local	(50.00)	GRANT WRITING USA
Angela Nottingham		UZ0	EXP000047534197	04/25/2023	PAID	7131002-Travel and Conference Fees - Local	1,360.00	RVT*NATIONAL DEV COUNC
Lashawn Davis		DB0	EXP000049354047	02/02/2023	PAID	7171009-Software/Licenses	1,350.00	IN *COMMUNITY DEVELOPM
Lashawn Davis		DB0	EXP000049354047	02/21/2023	PAID	7171003-Equipment and Machinery	848.65	IN *SUPRETECH, INC.
Lashawn Davis		DB0	EXP000049354047	02/21/2023	PAID	7171009-Software/Licenses	2,176.30	IN *SUPRETECH, INC.
Lashawn Davis		DB0	EXP000049354183	10/04/2022	PAID	7171009-Software/Licenses	4,961.32	IN *SUPRETECH, INC.
Lashawn Davis		DB0	EXP000049354237	11/07/2022	PAID	7171009-Software/Licenses	319.95	POSTERMYWALL PLUS
Lashawn Davis		DB0	EXP000049354244	01/10/2023	PAID	7171003-Office Equipment	404.14	IN *SUPRETECH, INC.
Lashawn Davis		DB0	EXP000049354244	01/25/2023	PAID	7171003-Equipment and Machinery	4,991.99	BEST BUY 00010926
Lashawn Davis		DB0	EXP000049354244	01/31/2023	PAID	7171003-Equipment and Machinery	599.99	MVS INC
Lashawn Davis		DB0	EXP000049354278	03/27/2023	PAID	7171009-Software/Licenses	1,018.17	CDW GOVT #HP88930
Lashawn Davis		DB0	EXP000049354278	03/28/2023	PAID	7171003-Equipment and Machinery	481.14	APPLE STORE #R129
Lashawn Davis		DB0	EXP000049354278	03/28/2023	PAID	7171009-Software/Licenses	109.00	BLUEBEAM INC.
Lashawn Davis		DB0	EXP000049354288	04/06/2023	PAID	7171009-Software/Licenses	846.94	DRI*NUANCE
Lashawn Davis		UZ0	EXP000049354311	05/25/2023	PAID	7131029-Professional Services	928.60	LIFE STORAGE 0104
Angela Nottingham		UZ0	EXP000050352898	05/15/2023	PAID	7131002-Travel and Conference Fees - Local	300.00	EVENT* AMERICAN BAR AS
Angela Nottingham		UZ0	EXP000050352898	05/15/2023	PAID	7131002-Travel and Conference Fees - Local	300.00	EVENT* AMERICAN BAR AS
Angela Nottingham		UZ0	EXP000050352898	05/15/2023	PAID	7131011-Office Support	300.00	EVENT* AMERICAN BAR AS
Angela Nottingham		UZ0	EXP000050352898	05/15/2023	PAID	7131011-Office Support	300.00	EVENT* AMERICAN BAR AS
Angela Nottingham		UZ0	EXP000050352898	05/15/2023	PAID	7131011-Office Support	300.00	EVENT* AMERICAN BAR AS
Angela Nottingham		UZ0	EXP000050352898	05/15/2023	PAID	7131011-Office Support	300.00	EVENT* AMERICAN BAR AS
Angela Nottingham		UZ0	EXP000050352898	05/27/2023	PAID	7151001-Miscellaneous Expenses	1,932.00	RED*CROSS TRNG & PROD

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Expense Report Status	Expense Type	Expense Amount	Merchant Name
Angela Nottingham		UZ0	EXP000050352898	05/30/2023	PAID	7151001-Miscellaneous Expenses	625.00	NCSHA
Angela Nottingham		UZ0	EXP000050352929+1	06/13/2023	PAID	7131020-Tuition for Employee training	412.00	LEGAL FILES SOFTWARE I
Angela Nottingham		UZ0	EXP000050352929+1	06/21/2023	PAID	7131011-Office Support	1,200.00	HOUSING ASSOCIATION OF
Angela Nottingham		UZ0	EXP000050352929+1	06/27/2023	PAID	7131009-Prof service fees & Contr	1,000.00	NCSHA
Laverne Law		DB0	EXP000051282759	10/25/2022	PAID	7131011-Office Support	117.95	FEDEX 85770798
Laverne Law		DB0	EXP000051631794	03/19/2023	PAID	7131011-Office Support	32.74	DISPUTE REBILL
Laverne Law		DB0	EXP000051631794	03/19/2023	PAID	7131011-Office Support	32.74	DISPUTE REBILL
Laverne Law		DB0	EXP000051631794	03/19/2023	PAID	7131011-Office Support	32.74	DISPUTE REBILL
Laverne Law		DB0	EXP000051631804	04/03/2023	PAID	7131011-Office Support	265.00	HEARTLINE FITNESS
Laverne Law		DB0	EXP000051631804	04/07/2023	PAID	7131011-Office Support	84.75	AMZN MKTP US*HS44R8G42
Laverne Law		DB0	EXP000051631804	04/07/2023	PAID	7131011-Office Support	901.00	MasterCard
Laverne Law		DB0	EXP000051631804	04/10/2023	PAID	7131011-Office Support	70.01	GLOBAL CASTER CORP.
Laverne Law		UZ0	EXP000051631810+1	05/03/2023	PAID	7131011-Office Support	83.07	AMERICAN MARKING SYSTE
Laverne Law		DB0	EXP000051631810+1	05/11/2023	PAID	7131011-Office Support	19.20	NAMETAGCOUNTRY.COM
Laverne Law		UZ0	EXP000051631810+1	05/11/2023	PAID	7131011-Office Support	2,261.84	COMCAST
Laverne Law		UZ0	EXP000051631810+1	05/11/2023	PAID	7131011-Office Support	2,302.58	COMCAST
Laverne Law		UZ0	EXP000051631810+1	05/11/2023	PAID	7131011-Office Support	4,200.56	COMCAST
Laverne Law		UZ0	EXP000051631810+1	05/11/2023	PAID	7131011-Office Support	4,276.12	COMCAST
Laverne Law		DB0	EXP000051631810+1	05/17/2023	PAID	7131011-Office Support	69.67	FEDEX90545363
Laverne Law		UZ0	EXP000051631810+1	05/26/2023	PAID	7131011-Office Support	375.00	SENODA INC
Laverne Law		DB0	EXP000051631819+1	06/06/2023	PAID	7131011-Office Support	80.40	AMERICAN MARKING SYSTE
Laverne Law		DB0	EXP000051631819+1	06/06/2023	PAID	7131011-Office Support	375.00	SENODA INC
Laverne Law		UZ0	EXP000051631819+1	06/06/2023	PAID	7131011-Office Support	250.00	SENODA INC
Laverne Law		UZ0	EXP000051631819+1	06/07/2023	PAID	7131011-Office Support	(375.00)	SENODA INC
Laverne Law		UZ0	EXP000051631819+1	06/09/2023	PAID	7131011-Office Support	825.15	COMCAST
Laverne Law		UZ0	EXP000051631819+1	06/09/2023	PAID	7131011-Office Support	944.10	COMCAST
Laverne Law		UZ0	EXP000051631819+1	06/10/2023	PAID	7131011-Office Support	169.22	FEDEX91202468
Laverne Law		DB0	EXP000051631819+1	06/13/2023	PAID	7131011-Office Support	50.00	DC *GOV'T PAYMENT
Laverne Law		DB0	EXP000051631819+1	06/13/2023	PAID	7131011-Office Support	50.00	DC *GOV'T PAYMENT
Laverne Law		DB0	EXP000051631819+1	06/16/2023	PAID	7131011-Office Support	19.20	NAMETAGCOUNTRY.COM
Laverne Law		DB0	EXP000051631819+1	06/20/2023	PAID	7131011-Office Support	50.00	DC *GOV'T PAYMENT
Laverne Law		DB0	EXP000051631819+1	06/21/2023	PAID	7131011-Office Support	72.29	FEDEX91474495
Angela Nottingham		UZ0	EXP000051687394	07/21/2023	PAID	7151001-Miscellaneous Expenses	1,700.00	RVT*NATIONAL DEV COUNC
Angela Nottingham		UZ0	EXP000051687394	07/21/2023	PAID	7151001-Miscellaneous Expenses	600.00	WWW.NCHM.ORG
Lashawn Davis		DB0	EXP000051701227	06/06/2023	PAID	7131029-Professional Services	575.00	MORTELL INDUSTRIES,
Lashawn Davis		DB0	EXP000051701227	06/07/2023	PAID	7171009-Software/Licenses	700.00	NETZOOM, INC
Lashawn Davis		DB0	EXP000051701227	06/14/2023	PAID	7171003-Equipment and Machinery	2,294.06	APPLE STORE #R129
Lashawn Davis		DB0	EXP000051701227	06/14/2023	PAID	7171009-Software/Licenses	192.00	MIRO.COM
Lashawn Davis		DB0	EXP000051701227	06/24/2023	PAID	7131029-Professional Services	345.56	AMERICAN NATIONAL STAN
Lashawn Davis		DB0	EXP000051701227	06/27/2023	PAID	7131011-Office Support	319.95	POSTERMYWALL PLUS
Lashawn Davis		DB0	EXP000051701227	06/29/2023	PAID	7171009-Software/Licenses	227.66	CDW GOVT #KL87494
Lashawn Davis		DB0	EXP000051701227	06/29/2023	PAID	7171009-Software/Licenses	96.85	CDW GOVT #KL87498
Lashawn Davis		DB0	EXP000051701227	06/30/2023	PAID	7131015-Advertising	861.36	THE WASHINGTON TIMES
Laverne Law		UZ0	EXP000052282339+1	07/20/2023	PAID	7131011-Office Support	2,312.50	AMERICAN MARKING SYSTE
Laverne Law		UZ0	EXP000052282339+1	07/20/2023	PAID	7131011-Office Support	265.00	HEARTLINE FITNESS SYS
Laverne Law		UZ0	EXP000052282339+1	07/20/2023	PAID	7131011-Office Support	265.00	HEARTLINE FITNESS SYS
Laverne Law		UZ0	EXP000052282339+1	07/21/2023	PAID	7131011-Office Support	274.95	COMCAST
Laverne Law		UZ0	EXP000052282339+1	07/21/2023	PAID	7131011-Office Support	314.70	COMCAST
Laverne Law		DB0	EXP000052282339+1	07/26/2023	PAID	7131011-Office Support	35.96	AMZN MKTP US*T69NT97Z2
Laverne Law		UZ0	EXP000052282339+1	07/27/2023	PAID	7131011-Office Support	713.97	PITNEY BOWES PI
Lashawn Davis		UZ0	EXP000052543839	07/03/2023	PAID	7111002-Office Supplies	1,448.90	IN *SUPRETECH, INC.
Lashawn Davis		DB0	EXP000052543839	07/03/2023	PAID	7171003-Equipment and Machinery	87.48	IN *SUPRETECH, INC.
Lashawn Davis		UZ0	EXP000052543839	07/06/2023	PAID	7131029-Professional Services	500.00	MORTELL INDUSTRIES,
Lashawn Davis		UZ0	EXP000052543839	07/07/2023	PAID	7131029-Professional Services	1,683.90	SQ *HEP CONSTRUCTION
Lashawn Davis		UZ0	EXP000052543839	07/13/2023	PAID	7111002-Office Supplies	4,448.78	INK SYSTEMS LLC
Lashawn Davis		UZ0	EXP000052543839	07/17/2023	PAID	7131029-Professional Services	75.00	DC NOTARY

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Expense Report Status	Expense Type	Expense Amount	Merchant Name
Lashawn Davis		DB0	EXP000052543839	07/17/2023	PAID	7171003-Equipment and Machinery	61.24	IN *SUPRETECH, INC.
Lashawn Davis		DB0	EXP000052543839	07/31/2023	PAID	7131029-Professional Services	159.00	EVENTBRITE BOOST
Angela Nottingham		UZ0	EXP000052549630	07/26/2023	PAID	7131011-Office Support	1,000.00	HOUSING ASSOCIATION OF
Laverne Law		DB0	EXP000055594574	08/01/2023	PAID	7131011-Office Support	125.00	SENODA INC
Laverne Law		DB0	EXP000055854331	04/24/2023	PAID	7131011-Office Support	70.01	GLOBAL CASTER CORP.
Angela Nottingham		UZ0	EXP000057067909	08/11/2023	PAID	7131025-Payment of Membership dues	90.00	CNHED
Angela Nottingham		UZ0	EXP000058049478	09/13/2023	PAID	7131029-Professional Services	700.00	ROCKSTARSAUCE.COM
Angela Nottingham		UZ0	EXP000058049478	09/13/2023	PAID	7131029-Professional Services	(700.00)	ROCKSTARSAUCE.COM
Angela Nottingham		UZ0	EXP000058049478	09/14/2023	PAID	7131029-Professional Services	1,500.00	IN *CHERISE MATTHESON
Angela Nottingham		UZ0	EXP000058049478	09/14/2023	PAID	7131029-Professional Services	6,850.00	ROCKSTARSAUCE.COM
Angela Nottingham		UZ0	EXP000058049478	09/18/2023	PAID	7131011-Office Support	450.00	NATIONAL BUILDING MUSE
Richard Livingstone		DB0	EXP000058580079	06/22/2023	PAID	7131009-Prof service fees & Contr	468.00	SMK*SURVEYMONKEY.COM
Angela Nottingham		UZ0	EXP000058743774	09/25/2023	PAID	7131020-Tuition for Employee training	450.00	CNHED
Laverne Law		UZ0	EXP000058859626	09/08/2023	PAID	7131011-Office Support	387.14	AAA PARTY RENTALS
Laverne Law		UZ0	EXP000058859626	09/09/2023	PAID	7131011-Office Support	549.90	COMCAST
Laverne Law		UZ0	EXP000058859626	09/09/2023	PAID	7131011-Office Support	629.40	COMCAST
Laverne Law		UZ0	EXP000058859626	09/13/2023	PAID	7131011-Office Support	1,575.00	NSC
Laverne Law		UZ0	EXP000058859626	09/20/2023	PAID	7111002-Office Supplies	527.00	SQ *THE NEW DISTRICT L
Laverne Law		UZ0	EXP000058859626	09/20/2023	PAID	7131011-Office Support	73.10	AMZN MKTP US*T18378OE2
Laverne Law		UZ0	EXP000058859626	09/20/2023	PAID	7131011-Office Support	215.00	SQ *THE NEW DISTRICT L
Laverne Law		UZ0	EXP000058859626	09/20/2023	PAID	7131011-Office Support	230.00	SQ *THE NEW DISTRICT L
Laverne Law		UZ0	EXP000058859626	09/20/2023	PAID	7131011-Office Support	235.00	SQ *THE NEW DISTRICT L
Laverne Law		UZ0	EXP000058859626	09/20/2023	PAID	7131011-Office Support	250.00	SQ *THE NEW DISTRICT L
Laverne Law		UZ0	EXP000058859626	09/20/2023	PAID	7171003-Office Equipment	180.00	SQ *THE NEW DISTRICT L
Richard Livingstone		DB0	EXP000058893039	04/10/2023	PAID	7131011-Office Support	51.93	TARGET 00033209
Richard Livingstone		DB0	EXP000058893039	04/26/2023	PAID	7131025-Payment of Membership dues	399.00	YOURMEMBERSHIP, INC.
Richard Livingstone		DB0	EXP000058893039	04/26/2023	PAID	7131025-Payment of Membership dues	499.00	YOURMEMBERSHIP, INC.
Richard Livingstone		DB0	EXP000058893039	05/01/2023	PAID	7131029-Professional Services	2,000.00	SQ *MDC GENERAL CONTRA
Richard Livingstone		DB0	EXP000058893039	05/05/2023	PAID	7131029-Professional Services	2,050.00	SQ *MDC GENERAL CONTRA
Richard Livingstone		DB0	EXP000058893039	05/07/2023	PAID	7131011-Office Support	381.47	ADOBE INC
Lashawn Davis		UZ0	EXP000059923142	09/11/2023	PAID	7131029-Professional Services	80.00	SQ *LE'S ENGRAVERS, IN
Lashawn Davis		DB0	EXP000059923142	09/13/2023	PAID	7132002-IT consultant contracts	3,500.00	IN *ZOOMGRANTS
Lashawn Davis		UZ0	EXP000059923142	09/20/2023	PAID	7132001-Contractual Services	698.40	EXTRA SPACE 3080
Lashawn Davis		UZ0	EXP000059923142	09/21/2023	PAID	7131029-Professional Services	5,000.00	WWW.INSPECTCHECK.COM
Lashawn Davis		DB0	EXP000059923142	09/27/2023	PAID	7171009-Software/Licenses	124.72	CDW GOVT #MF31866
Lashawn Davis		DB0	EXP000059923142	09/27/2023	PAID	7171009-Software/Licenses	227.66	CDW GOVT #MF33696
Lashawn Davis		DB0	EXP000059923142	09/28/2023	PAID	7171009-Software/Licenses	2,333.59	RS MEANS
Lashawn Davis		UZ0	EXP000059923142	09/29/2023	PAID	7131029-Professional Services	3,864.00	EVENTSDC
Laverne Law		UZ0	EXP000060924055	09/28/2023	PAID	7131029-Professional Services	274.95	COMCAST

TOTAL

189,404.66



Office of the Chief Financial Officer  
District Integrated Financial System (DIFS)

**R077 - Corporate Card Charges Report**

Run date/Time: 01-17-2024 03:49:23

Agency	[DB0,UZ0]
Employee	
Corporate Card Program	
Date Range From	10/01/2023
Date Range To	01/31/2024

Employee Name	Expense Charge Account	Agency	Expense Report Number	Expense Date	Expense Report Status	Transaction Date	Expense Type	Expense Amount	Merchant Name
Laverne Law		DB0	EXP000063906778	10/11/2023	PAID	10/11/2023	7132001-Contractual Services	\$1,100.00	AVI-SPL LLC
Laverne Law		DB0	EXP000063906778	10/18/2023	PAID	10/18/2023	7132001-Contractual Services	\$83.34	FEDEX71365393
Laverne Law		DB0	EXP000063906778	10/18/2023	PAID	10/18/2023	7132001-Contractual Services	\$45.97	FEDEX71366282
Laverne Law		DB0	EXP000063906778	10/20/2023	PAID	10/20/2023	7132001-Contractual Services	\$300.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000063906778	10/23/2023	PAID	10/23/2023	7132001-Contractual Services	\$135.25	AMERICAN MARKING SYSTE
Laverne Law		DB0	EXP000063906778	10/24/2023	PAID	10/24/2023	7132001-Contractual Services	\$274.95	COMCAST
Laverne Law		DB0	EXP000064073279	10/27/2023	PAID	10/27/2023	7132001-Contractual Services	\$31.79	AMZN MKTP US*3B2PY7OX3
Angela Nottingham		DB0	EXP000064085746	10/16/2023	PAID	10/16/2023	7131015-Advertising	\$649.00	YOURMEMBERSHIP
Angela Nottingham		DB0	EXP000064085746	10/16/2023	PAID	10/16/2023	7131020-Tuition for Employee training	\$674.00	AMTRAK_CO2890687573735
Angela Nottingham		DB0	EXP000064085746	10/19/2023	PAID	10/19/2023	7131015-Advertising	\$660.25	ALM MEDIA LLC
Angela Nottingham		DB0	EXP000064085746	10/19/2023	PAID	10/19/2023	7131025-Payment of Membership dues	\$1,000.00	NATIONAL HOUSING CONFE
Lashawn Davis		DB0	EXP000065853605	10/31/2023	PAID	10/31/2023	7131015-Advertising	\$692.58	THE WASHINGTON TIMES
Angela Nottingham		UZ0	EXP000067459561	11/07/2023	PAID	11/07/2023	7131020-Tuition for Employee training	\$1,700.00	RVT*NATIONAL DEV COUNC
Angela Nottingham		UZ0	EXP000067459561	11/14/2023	PAID	11/14/2023	7131003-Travel and Conference Fees - Out of City	\$5,000.00	WPY*EMPHASYS SOFTWARE
Angela Nottingham		DB0	EXP000067459561	11/29/2023	PAID	11/29/2023	7131003-Travel and Conference Fees - Out of City	\$2,700.00	WPY*EMPHASYS SOFTWARE
Laverne Law		DB0	EXP000069176134	11/02/2023	PAID	11/02/2023	7131009-Prof service fees & Contr	\$128.62	USPS PO 1049380200
Laverne Law		DB0	EXP000069176134	11/27/2023	PAID	11/27/2023	7131009-Prof service fees & Contr	\$265.00	HEARTLINE FITNESS SYS
Laverne Law		DB0	EXP000069176134	11/28/2023	PAID	11/28/2023	7131009-Prof service fees & Contr	\$274.95	COMCAST
Laverne Law		DB0	EXP000069176134	11/28/2023	PAID	11/28/2023	7131009-Prof service fees & Contr	\$629.40	COMCAST
Laverne Law		DB0	EXP000069176134	12/03/2023	PAID	12/03/2023	7131029-Professional Services	\$59.35	AMZN MKTP US*0084Q2CK3
Laverne Law		DB0	EXP000069176134	12/11/2023	PAID	12/11/2023	7131009-Prof service fees & Contr	\$127.50	SQ *ACE S AWARDS AND P
Laverne Law		DB0	EXP000069176134	12/13/2023	PAID	12/13/2023	7131029-Professional Services	\$144.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000069176134	12/13/2023	PAID	12/13/2023	7131029-Professional Services	\$630.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000069176134	12/13/2023	PAID	12/13/2023	7131029-Professional Services	\$850.00	BLUE BOY DOCUMENT IMAG
Laverne Law		DB0	EXP000069176134	12/14/2023	PAID	12/14/2023	7131009-Prof service fees & Contr	\$68.79	LOWES #00907*
Angela Nottingham		UZ0	EXP000070125140	11/30/2023	PAID	11/30/2023	7131003-Travel and Conference Fees - Out of City	\$739.79	SOUTHWES 5262229533878
Angela Nottingham		DB0	EXP000070125141	12/05/2023	PAID	12/05/2023	7131011-Office Support	\$836.13	SOCIETYFORHUMANRESOURC
Angela Nottingham		UZ0	EXP000070125141	12/06/2023	PAID	12/06/2023	7131020-Tuition for Employee training	\$150.00	EVENT* 2023 SOLUTIONS
Angela Nottingham		UZ0	EXP000070125141	12/06/2023	PAID	12/06/2023	7131020-Tuition for Employee training	\$150.00	EVENT* 2023 SOLUTIONS
Angela Nottingham		UZ0	EXP000070125141	12/12/2023	PAID	12/12/2023	7131020-Tuition for Employee training	\$200.00	NATL ASSOC OF HOME BUI
Angela Nottingham		UZ0	EXP000070125141	12/12/2023	PAID	12/12/2023	7131020-Tuition for Employee training	\$200.00	NATL ASSOC OF HOME BUI

TOTAL

\$20,500.66





# Routing and Transmittal Slip

## Executive Summary / Decision Memorandums

	Initials	Date
1. Drew Hubbard	<u>DH</u>	<u>10/26/22</u>
2. Tsega Bekele	<u>TB</u>	<u>10/26/22</u>
3. Julia Wiley	<u>JW</u>	<u>10/24/22</u>
4. Michael McMiller	<u>MM</u>	<u>10/24/22</u>
5. Genee Hayes	<u>GH</u>	<u>10/24/22</u>

## Action - Comments

Subject: Execution of DOEE/DHCD MOU related to Homeowner Assistance Fund

- Approval     Circulate     FYI     File
- Correction     Invitation     Meeting     Signature

Signature needed for DHCD to enter into a Memorandum of Understanding with the Department of Energy and the Environment regarding utility payments for the Homeowner Assistance Fund

## COMMENTS / SPECIAL INSTRUCTION

## Originating Office

From: Genee Hayes Telephone #: 202-674-1035  
 Due Date: 10/27/22 Date: 10/24/22



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



**EXECUTIVE SUMMARY**

**TO:** Drew E. Hubbard, Interim Director *DE*

**THRU:** Tsega Bekele, Chief of Staff *TB*

**THRU:** Julia Wiley, General Counsel *JW*

**THRU:** Michael McMiller, Attorney *MEM*

**THRU:** Genee Hayes, Manager PAMD *GH*

**DATE:** October 24, 2022

**SUBJECT:** Request Execution MOU DOEE/DHCD

*OCT 26 2022*

**I. DESCRIPTION OF ACTION TO BE TAKEN**

Your signature is requested on a Memorandum of Understanding (“MOU”) between the Department of Housing and Community Development (“DHCD”) and the Department of Energy and the Environment (“DOEE”) regarding utility payment processing for the Homeowner Assistance Fund Program (“HAF”).

**II. BACKGROUND**

The purpose of this MOU is to provide financial assistance to prevent District homeowner loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2020, through payment of qualified utility expenses. The Parties shall achieve the purpose of this MOU by paying utility arrearages for qualified participants in the HAF program, consistent with the District HAF plan submitted to United States Department of the Treasury (Treasury).

DOEE has established payment relationships with Washington Gas, DC Water, and PEPCO as a result of the STAY DC program and is best positioned to quickly execute payments. Additionally, terms of the HAF grant require that HAF funds be used only if applicants are not eligible for other relief programs. As the administrator emergency utility assistance payments through the LIHEAP program, DOEE can evaluate an applicant’s eligibility for that program ahead of HAF payments. The term of the MOU coincides with the term of the HAF grant, with annual intradistrict funds transferred from DHCD to DOEE with a regular reconciliation.

The delay in executing the MOU is a result of DOEE needing to seek a legislative amendment authorizing the department's ability to make payments to DC Water.

The MOU has received legal sufficiency from both DHCD and DOEE legal departments.

**III. KEY PARTICIPANTS**

Genee Hayes, Manager 202-438-7250  
Kasi Fearrington, HAF Admin Support 202-645-7954  
Michael McMiller, DHCD Attorney  
Katherine Almen, DOEE Attorney

**IV. ATTACHMENTS**

- Memorandum of Understanding between DHCD and DOEE

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
AND  
THE DEPARTMENT OF ENERGY AND ENVIRONMENT  
FISCAL YEARS 2023-2026**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Housing and Community Development (DHCD) and the District of Columbia Department of Energy and Environment (DOEE), each individually, a "Party," and collectively, the "Parties."

**II. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

Section 3206 of the American Rescue Plan Act of 2021, which became federal law on March 11, 2021, established the Homeowner Assistance Fund (HAF) program. The HAF program, codified under 15 U.S.C. § 9058d, provides funding for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2020, through qualified expenses related to mortgages and housing.

Pursuant to the attached District HAF Plan and Term Sheets, approved January 6, 2022, eligible applicants will be able to receive up to a total of \$5,000 of assistance to resolve utility and internet services delinquencies. For applicants with delinquencies related to both utilities and internet services, up to \$4,000 can be allocated to the utility delinquencies and up to \$1,000 can be allocated to the internet service delinquencies. When an applicant has only delinquencies related to utilities, up to \$5,000 can be allocated to utility delinquencies. HAF-based utility assistance will be used to resolve delinquencies that are not available from other utility assistance programs (such as LIHEAP), and but for payments from the HAF program, the homeowner is likely to lose utility and internet services.

The purpose of this MOU is to provide financial assistance to prevent District homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2020, through payment of qualified utility expenses. The Parties shall achieve the purpose of this MOU by paying utility arrearages for qualified participants in the HAF program, consistent with the District HAF plan submitted to United States Department of the Treasury (Treasury).

**III. SCOPE OF SERVICES**

Pursuant to the applicable authorities, and in the furtherance of the shared goals of the Parties to carry out the purpose of this MOU expeditiously and economically, the Parties agree to the following:

**A. RESPONSIBILITIES OF DHCD**

DHCD shall:

1. Provide DOEE with a list of applicants approved for the District HAF program, including amount of arrearage via mutually determined file structure. The file shall include, at a minimum, the following information for each applicant:
  - a. Unique Identifier
  - b. Name
  - c. Address
  - d. Number in household
  - e. Annual Income
  - f. Percentage of Area Median Income
  - g. Account Numbers(s), by utility
  - h. Total arrearage, by utility
2. Provide DOEE with login credentials for Secure File Transfer Protocol (SFTP) to enable file transfers.
3. Ensure that applicants are approved in accordance with District HAF Plan and Term Sheets program criteria.
4. Execute quarterly and annual reporting to Treasury as required by the HAF program.

**B. RESPONSIBILITIES OF DOEE**

DOEE shall:

1. Engage and make payments to the following utility providers to satisfy eligible applicants' total arrearage, up to \$4,000, or, in limited circumstances as agreed to by the Parties, up to \$5,000, total across all utilities:
  - a. Washington Gas
  - b. DC Water
  - c. PEPCO

The utility providers will verify the amount. DOEE will verify the payment and reconcile with SOAR to ensure payment was applied accurately.
2. Ensure that total assistance across electric, gas, home energy and water do not exceed \$4,000 per applicant, or, in limited circumstances as agreed to by the Parties, up to \$5,000. Any requests that exceed the applicable limit, whether \$4,000 or \$5,000 per applicant, will be prioritized by the applicant in the application. DOEE will engage the applicant if it is not noted in the application.
3. Provide bi-weekly reporting to DHCD that includes total payments from HAF and

delinquencies for HAF-approved applicants resolved through other utility assistance programs (e.g., LIHEAP).

#### **IV. DURATION OF THIS MOU**

The period of this MOU shall be effective from the date of the last signature through September 30, 2026.

#### **V. FUNDING PROVISIONS**

##### **A. COST OF SERVICES**

Total cost for goods and/or services under this MOU shall not exceed \$4,000,000.00 for the duration of the program from the Homeowner Assistance Fund and shall be transferred via intra-district process on an annual basis, unless funds need to be advanced more frequently based on expenditures.

##### **B. PAYMENT**

1. Payment for the goods and/or services shall be made through an Intra-District advance by DHCD to DOEE. Upon execution of this MOU, DHCD shall advance to DOEE \$1,000,000.00, and an additional \$1,000,000.00 on each anniversary of this MOU effective date, unless additional funds need to be advanced based on agreement of the parties before the MOU effective date, for a total amount not to exceed \$4,000,000.00.
2. DOEE shall submit to DHCD quarterly reconciliations for costs incurred pursuant to this MOU no later than the 10<sup>th</sup> day following the end of each calendar quarter. The reconciliations shall include documentation of the costs specified in Paragraph A (Cost of Goods and Services).
3. DOEE shall notify DHCD no later than August 1 if it has reason to believe that all of the advance will not be used during the current fiscal year.

DOEE shall immediately return any excess advance to DHCD when it is determined that funds cannot be spent during the period of this MOU. In any event, DOEE shall return all unspent funds to DHCD within 30 calendar days of the fiscal year end or after completion of reconciliation, whichever is earlier.

#### **VI. 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 of 2002, D.C. Official Code §§ 47-355.01 -.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.

## **VII. LEGAL AUTHORITY FORMOU**

D.C. Official Code § 1-301.01(k).

D.C. Official Code § 8-171.04(d)(9) (power of the DOEE Director to coordinate the development and implementation of energy assistance programs for low-income households).

Mayor's Order 2022-145, dated September 22, 2022 (delegating authority to the DOEE Director to administer water assistance payments under the DC Homeowner Assistance Fund Program).

## **VIII. 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.

## **VIII. CONSISTENT WITH LAW**

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

## **IX. COMPLIANCE AND MONITORING**

The Parties shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **X. RECORDS AND REPORTS**

DOEE shall make available quarterly and annual reporting requirements as required by Treasury, including total obligated and expended utility payment assistance.

## **XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving ninety (90) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, payment to the DOEE shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.
- C. Termination of this MOU shall itself be without prejudice to any obligation or liability of either Party already accrued prior to termination.

## **XII. NOTICES**

All notices must be in writing. The following individuals are the contact points for each Party and the addressees for notices:

Richard Jackson  
Acting Deputy Director  
Utility Affordability Administration  
D.C. Department of Energy & Environment  
1200 First Street, N.E., 5<sup>th</sup> Floor  
Washington, D.C. 20002  
Telephone: (202) 747-4949  
[richard.jackson2@dc.gov](mailto:richard.jackson2@dc.gov)

Genee Hayes  
Manager, Portfolio Asset Management Division  
D.C. Department of Housing and Community Development  
1800 Martin Luther King Ave, S.E.  
Washington, D.C. 20020  
Telephone: (202) 442-7200  
[genee.hayes@dc.gov](mailto:genee.hayes@dc.gov)

### **XIII. PROCUREMENT PRACTICES ACT**

If a District 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 under this MOU, then the agency or instrumentality shall abide by the provisions of the District Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, et. seq.) (2011 Repl.) to procure the goods or services.

### **XIV. RESOLUTION OF DISPUTES**

- A. The Parties' Directors or their designees shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU.
- B. In the event the Parties cannot resolve a financial dispute, the matter shall be referred to the D.C. Office of Financial Operations and Systems for resolution.

### **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.

### **XIII. MISCELLANEOUS**

#### **A. COUNTERPARTS**

This document may be executed in counterparts, each separately and together constituting



one and the same document.

**B. ELECTRONIC FORMAT**

Execution and delivery of this MOU by facsimile or by electronic mail attachment shall be sufficient for all purposes.


**C. DEFINITION**

**“Writing” or “written” or “in writing”** includes electronic format, including email with confirmation that the message was received and read. The term denotes a tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A **“signed”** writing includes an electronic symbol or process attached to, or logically associated with, a writing, and executed or adopted by a person with the intent to sign the writing.

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

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

  
\_\_\_\_\_  
Drew E. Hubbard  
Interim Director

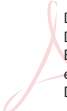
Date: 10/26/22

Approved as to Legal Sufficiency:


By   
\_\_\_\_\_  
Michael E. McMiller  
Assistant General Counsel

**DEPARTMENT OF ENERGY AND ENVIRONMENT**

Tommy  
Wells  
\_\_\_\_\_  
Tommy Wells  
Director

 Digitally signed by Tommy Wells  
DN: cn=Tommy Wells, o=DC Dept of  
Energy & Environment, ou=Director,  
email=tommy.wells@dc.gov, c=US  
Date: 2022.12.05 10:42:52 -05'00'

Date: 12-5-2022

  
\_\_\_\_\_  
Beth Mullin  
Deputy General Counsel  
for legal sufficiency

Digitally signed by Beth Mullin  
Date: 2022.12.05 09:29:29 -05'00'  
Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
AND  
THE DEPARTMENT OF ENERGY AND ENVIRONMENT  
FISCAL YEARS 2023-2026**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Housing and Community Development (DHCD) and the District of Columbia Department of Energy and Environment (DOEE), each individually, a "Party," and collectively, the "Parties."

**II. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

Section 3206 of the American Rescue Plan Act of 2021, which became federal law on March 11, 2021, established the Homeowner Assistance Fund (HAF) program. The HAF program, codified under 15 U.S.C. § 9058d, provides funding for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2020, through qualified expenses related to mortgages and housing.

Pursuant to the attached District HAF Plan and Term Sheets, approved January 6, 2022, eligible applicants will be able to receive up to a total of \$5,000 of assistance to resolve utility and internet services delinquencies. For applicants with delinquencies related to both utilities and internet services, up to \$4,000 can be allocated to the utility delinquencies and up to \$1,000 can be allocated to the internet service delinquencies. When an applicant has only delinquencies related to utilities, up to \$5,000 can be allocated to utility delinquencies. HAF-based utility assistance will be used to resolve delinquencies that are not available from other utility assistance programs (such as LIHEAP), and but for payments from the HAF program, the homeowner is likely to lose utility and internet services.

The purpose of this MOU is to provide financial assistance to prevent District homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2020, through payment of qualified utility expenses. The Parties shall achieve the purpose of this MOU by paying utility arrearages for qualified participants in the HAF program, consistent with the District HAF plan submitted to United States Department of the Treasury (Treasury).

**III. SCOPE OF SERVICES**

Pursuant to the applicable authorities, and in the furtherance of the shared goals of the Parties to carry out the purpose of this MOU expeditiously and economically, the Parties agree to the following:

**A. RESPONSIBILITIES OF DHCD**

**DHCD shall:**

- 1. Provide DOEE with a list of applicants approved for the District HAF program, including amount of arrearage via mutually determined file structure. The file shall include, at a minimum, the following information for each applicant:**
  - a. Unique Identifier**
  - b. Name**
  - c. Address**
  - d. Number in household**
  - e. Annual Income**
  - f. Percentage of Area Median Income**
  - g. Account Numbers(s), by utility**
  - h. Total arrearage, by utility**
- 2. Provide DOEE with login credentials for Secure File Transfer Protocol (SFTP) to enable file transfers.**
- 3. Ensure that applicants are approved in accordance with District HAF Plan and Term Sheets program criteria.**
- 4. Execute quarterly and annual reporting to Treasury as required by the HAF program.**

**B. RESPONSIBILITIES OF DOEE**

**DOEE shall:**

- 1. Engage and make payments to the following utility providers to satisfy eligible applicants' total arrearage, up to \$4,000, or, in limited circumstances as agreed to by the Parties, up to \$5,000, total across all utilities:**
  - a. Washington Gas**
  - b. DC Water**
  - c. PEPCO**

**The utility providers will verify the amount. DOEE will verify the payment and reconcile with SOAR to ensure payment was applied accurately.**

- 2. Ensure that total assistance across electric, gas, home energy and water do not exceed \$4,000 per applicant, or, in limited circumstances as agreed to by the Parties, up to \$5,000. Any requests that exceed the applicable limit, whether \$4,000 or \$5,000 per applicant, will be prioritized by the applicant in the application. DOEE will engage the applicant if it is not noted in the application.**
- 3. Provide bi-weekly reporting to DHCD that includes total payments from HAF and**

delinquencies for HAF-approved applicants resolved through other utility assistance programs (e.g., LIHEAP).

#### **IV. DURATION OF THIS MOU**

The period of this MOU shall be effective from the date of the last signature through September 30, 2026.

#### **V. FUNDING PROVISIONS**

##### **A. COST OF SERVICES**

Total cost for goods and/or services under this MOU shall not exceed \$4,000,000.00 for the duration of the program from the Homeowner Assistance Fund and shall be transferred via intra-district process on an annual basis, unless funds need to be advanced more frequently based on expenditures.

##### **B. PAYMENT**

1. Payment for the goods and/or services shall be made through an Intra-District advance by DHCD to DOEE. Upon execution of this MOU, DHCD shall advance to DOEE \$1,000,000.00, and an additional \$1,000,000.00 on each anniversary of this MOU effective date, unless additional funds need to be advanced based on agreement of the parties before the MOU effective date, for a total amount not to exceed \$4,000,000.00.
2. DOEE shall submit to DHCD quarterly reconciliations for costs incurred pursuant to this MOU no later than the 10<sup>th</sup> day following the end of each calendar quarter. The reconciliations shall include documentation of the costs specified in Paragraph A (Cost of Goods and Services).
3. DOEE shall notify DHCD no later than August 1 if it has reason to believe that all of the advance will not be used during the current fiscal year.

DOEE shall immediately return any excess advance to DHCD when it is determined that funds cannot be spent during the period of this MOU. In any event, DOEE shall return all unspent funds to DHCD within 30 calendar days of the fiscal year end or after completion of reconciliation, whichever is earlier.

#### **VI. 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 of 2002, D.C. Official Code §§ 47-355.01 -.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.

## **VII. LEGAL AUTHORITY FORMOU**

D.C. Official Code § 1-301.01(k).

D.C. Official Code § 8-171.04(d)(9) (power of the DOEE Director to coordinate the development and implementation of energy assistance programs for low-income households).

Mayor's Order 2022-145, dated September 22, 2022 (delegating authority to the DOEE Director to administer water assistance payments under the DC Homeowner Assistance Fund Program).

## **VIII. 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.

## **VIII. CONSISTENT WITH LAW**

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

## **IX. COMPLIANCE AND MONITORING**

The Parties shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **X. RECORDS AND REPORTS**

DOEE shall make available quarterly and annual reporting requirements as required by Treasury, including total obligated and expended utility payment assistance.

## **XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving ninety (90) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, payment to the DOEE shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.
- C. Termination of this MOU shall itself be without prejudice to any obligation or liability of either Party already accrued prior to termination.

## **XII. NOTICES**

All notices must be in writing. The following individuals are the contact points for each Party and the addressees for notices:

**Richard Jackson**  
Acting Deputy Director  
Utility Affordability Administration  
D.C. Department of Energy & Environment  
1200 First Street, N.E., 5<sup>th</sup> Floor  
Washington, D.C. 20002  
Telephone: (202) 747-4949  
[richard.jackson2@dc.gov](mailto:richard.jackson2@dc.gov)

**Genee Hayes**  
Manager, Portfolio Asset Management Division  
D.C. Department of Housing and Community Development  
1800 Martin Luther King Ave, S.E.  
Washington, D.C. 20020  
Telephone: (202) 442-7200  
[genee.hayes@dc.gov](mailto:genee.hayes@dc.gov)

### **XIII. PROCUREMENT PRACTICES ACT**

If a District 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 under this MOU, then the agency or instrumentality shall abide by the provisions of the District Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, et. seq.) (2011 Repl.) to procure the goods or services.

### **XIV. RESOLUTION OF DISPUTES**

- A. The Parties' Directors or their designees shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU.**
- B. In the event the Parties cannot resolve a financial dispute, the matter shall be referred to the D.C. Office of Financial Operations and Systems for resolution.**

### **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.

### **XIII. MISCELLANEOUS**

#### **A. COUNTERPARTS**

This document may be executed in counterparts, each separately and together constituting

one and the same document.

**B. ELECTRONIC FORMAT**

Execution and delivery of this MOU by facsimile or by electronic mail attachment shall be sufficient for all purposes.

**C. DEFINITION**

**"Writing" or "written" or "in writing" includes electronic format, including email with confirmation that the message was received and read. The term denotes a tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with, a writing, and executed or adopted by a person with the intent to sign the writing.**

[Remainder of page is intentionally blank]



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

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

  
\_\_\_\_\_  
**Drew E. Hubbard**  
Interim Director

Date: 10/26/22

Approved as to Legal Sufficiency:


By Michael E. McMiller  
**Michael E. McMiller**  
Assistant General Counsel

**DEPARTMENT OF ENERGY AND ENVIRONMENT**

**Tommy  
Wells**  
\_\_\_\_\_  
**Tommy Wells**  
Director

Digitally signed by Tommy Wells  
DN: cn=Tommy Wells, o=DC Dept of  
Energy & Environment, ou=Director,  
email=tommy.wells@dc.gov, c=US  
Date: 2022.12.05 10:42:52 -05'00'

Date: 12-5-2022

  
\_\_\_\_\_  
**Beth Mullin**  
Deputy General Counsel  
for legal sufficiency

Digitally signed by Beth Mullin  
Date: 2022.12.05 09:29:29 -05'00'  
Date: \_\_\_\_\_

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
AND  
THE OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC  
DEVELOPMENT**

**BLACK HOMEOWNERSHIP STRIKE FORCE  
FISCAL YEAR 2022**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the Department of Housing and Community Development (“DHCD”), and the Office of the Deputy Mayor for Planning and Economic Development (“DMPED”) (collectively referred to herein as the “Parties”).

This MOU will define the interagency roles and responsibilities of the Parties in supporting the Black Homeownership Strike Force.

**PROGRAM GOAL AND OBJECTIVES**

In the District, homeownership is becoming increasingly expensive, and racial disparities in homeownership rates are striking. Of Black residents in the District, 34 percent own their homes versus nearly 49 percent of white residents. An Urban Institute analysis shows that homeownership is increasingly out of reach for Black first-time homebuyers. A first-time homebuyer with the average white household income could afford 71 percent of the homes sold in DC between 2016 and 2020, including all homes sold in Wards 7 and 8. In comparison, a first-time homebuyer from the average Black household income could afford only 8.4 percent of the homes sold. This disparity worsened from several years prior (2010-2014), when a first-time homebuyer with the average white household income could afford 67 percent of homes sold, including all homes sold in Wards 7 and 8, and the average Black buyer could afford 9.3 percent.

To address this inequity among District residents, Mayor Bowser announced in March 2022 the creation of the Black Homeownership Strike Force (“Strike Force”). The Strike Force is charged with developing recommendations to increase access to homeownership for longtime, Black residents of the District of Columbia, as well as supporting wealth-building opportunities through homeownership including programs to enable Black homeowners to maintain their homes and maintain affordability.

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Over three months the Strike Force will develop recommendations, including how to most effectively deploy a new \$10 million Black Homeownership Fund proposed in Mayor Bowser's Fiscal Year (FY) 2023 Budget and how District government can increase outreach and capacity building to promote Black homeownership across all wards, including Black residents in Ward 7 and Ward 8.

## **II. SCOPE OF SERVICES**

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

### **A. DHCD Responsibilities:**

1. DHCD shall transfer, via intra-District transfer, up to Three Hundred Thousand Dollars (\$300,000.00) in District funds to DMPED to support the Strike Force in FY 2022.
2. DHCD shall transfer funds upon receiving a detailed project budget from DMPED that demonstrates the uses of the funds to be transferred.
3. DHCD shall participate in the planning and implementation of the Strike Force.

### **B. DMPED Responsibilities:**

1. DMPED shall provide DHCD, prior to any funds transfer, a detailed project budget that demonstrates the uses of the funds to be transferred from DHCD.
2. DMPED shall ensure that the funds transferred under this MOU are utilized for the planning, research, and facilitation of the Strike Force and for the creation and publication of the Strike Force's recommendations.
3. DMPED shall ensure that a report is produced with the Strike Force's recommendations, including how to most effectively deploy a new \$10 million Black Homeownership Fund proposed in Mayor Bowser's FY 2023 Budget and how the District government can increase outreach and capacity building to promote Black homeownership across all wards, including Black residents in Ward 7 and Ward 8.

## **III. DURATION OF MOU**

The duration of this MOU shall be from the date of the last signature through September 30, 2022, unless terminated in writing by the Parties prior to the expiration.

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**IV. AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k); Mayor’s Order No. 2022-109; District of Columbia Community Development Act of 1975, D.C. Official Code § 6-1001 et seq.; and the District of Columbia Reorganization Plan No. 3 of 1975

**V. INTRA-DISTRICT FUNDING PROVISION**

**A. COST OF SERVICES**

1. The total cost for services under this MOU shall not exceed \$300,000.00 for FY 2022.
2. DHCD shall transfer funds upon receiving a detailed project budget from DMPED that demonstrates the uses of the funds to be transferred.

**B. PAYMENT**

1. Payment for services shall be made through an Intra-District advance from DHCD to DMPED based on the detailed project budget provided and the total value of this MOU.
2. Advances to DMPED for the services to be provided shall not exceed the actual costs or the amount of this MOU.
3. DMPED shall notify DHCD within forty-five (45) days prior to the end of FY 2022 if DMPED has reason to believe that all of the advances will not be billed during FY 2022. DMPED shall return any excess advance to DHCD within 30 days prior to the end of the FY 2022.
4. The Parties’ Directors or their designees shall resolve all adjustments and disputes arising from services performed 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.

**C. 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 Antideficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08; (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 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 contact points 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](mailto:alex.cross@dc.gov)

**DMPED:** Ana van Balen, Director of Housing Policy and Programs  
Office of the Deputy Mayor for Planning and Economic Development  
1350 Pennsylvania Avenue NW, Suite 317

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Washington, DC 20004  
Telephone: (202) 545-3123  
[ana.vanbalen@dc.gov](mailto:ana.vanbalen@dc.gov)

**XIII. MODIFICATIONS**

The terms and conditions of this MOU may be 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.

**[signatures on following page]**

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



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
AND  
DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT  
FOR FISCAL YEAR 2023**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the Department of Housing and Community Development (“Buyer Agency”) and the Deputy Mayor for Planning and Economic Development (“Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k).

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The property, located at 1262 Talbert St. SE, in the District of Columbia, Ground Lot Square 5807, Lot 0016 (the “Property”), with Condominium subdivided as Square 2047 thru 2092 (“Condominiums”), is in a serious state of disrepair and the residents have been evacuated and displaced. Buyer Agency is exploring the acquisition of the condominiums and the Property through negotiated mortgage buy out. Buyer Agency requires a property valuation to move forward with the acquisition. Accordingly, Buyer Agency has requested that Seller Agency procure and manage appraisal services in accordance with the terms of this MOU.

**IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

**A. RESPONSIBILITIES OF SELLER AGENCY**

1. Utilizing the Scope of Work (“SOW”) provided by the Buyer Agency, procure a fair market value appraisal for the Property and Condominiums, located at 1262 Talbert St. SE, Washington DC 20020.
2. Utilizing the SOW provided by the Buyer Agency, Provide project management, contract administration, and financial management services for the duration of the completion of the appraisal by the contracted appraiser.



**B. RESPONSIBILITIES OF BUYER AGENCY**

1. Draft the SOW for appraisal services and provide to Seller Agency.
2. Provide expedient review and feedback of all deliverables identified in the SOW.
3. Transfer to Seller Agency through the Intra-District process for the amount representing the cost of services to be provided by Seller Agency pursuant to the terms of the MOU.

**V. DURATION OF THIS MOU**

**A. PERIOD**

The period of this MOU shall be from the date the MOU is fully executed (the “effective date”) through September 30, 2023, unless terminated early pursuant to Section XI of this MOU.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$20,000 for Fiscal Year 2023. The total cost of the goods and/or services is based on the Buyer and Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU, including labor, materials and overhead.

**B. PAYMENT**

1. Within *five* (5) business days after this MOU is fully executed, the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

**C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all 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) 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.

**VII. AMENDMENTS**

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

**VIII. COMPLIANCE WITH LAW**

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

**IX. COMPLIANCE MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

**X. RECORDS AND REPORTS**

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

**XII. NOTICES**

The following individuals are the contact points for each Party:

Buyer Agency

Alex Cross

Deputy Chief of Staff

1800 Martin Luther King Avenue SE, Washington DC 20020

Alex.cross@dc.gov

(202) 442-8392

Seller Agency

Richard Scarth

Development Manager

1350 Pennsylvania Ave NW, Suite 317, Washington DC 20004

Richard.scarth@dc.gov

(202) 741-8952

**XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to Alex Cross and Richard Scarth for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of *the Department of Housing and Community Development* and the *Deputy Mayor for Planning and Economic Development* for resolution.

**XIV. CONFIDENTIAL INFORMATION**

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

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

**Department of Housing and Community Development**

  
\_\_\_\_\_  
Colleen Green  
Acting Director

4/10/23  
\_\_\_\_\_  
Date

**Deputy Mayor for Planning and Economic Development**

  
\_\_\_\_\_  
Keith Anderson  
Interim Deputy Mayor

\_\_\_\_\_  
Date



**Office of the Deputy Mayor for Planning & Economic Development**  
 Government of the District of Columbia  
 Office of Contracts, Procurement and Grants  
 1015 Half Street, SE, Suite 675 Washington, DC 20003  
 Phone: (202) 724-8111



**TASK ORDER NO.: DCEB-2021-D-0003-A03 (T005)**  
**IDIQ Contract No.: DCEB-2021-D-0003-A03, dated September 1, 2021**

*Task Order by and between the District of Columbia Government, Office of the Deputy Mayor for Planning and Economic Development (DMPED) on behalf of the District of Columbia Department of Housing and Community Development ("DHCD) and Newmark Valuation & Advisory, LLC for Real Estate Appraisal and Related Services as described herein:*

**SECTION I**

- |  |   |
|--|---|
| <input type="checkbox"/> Supplies            | <input type="checkbox"/> Competitive Request for Proposal |
| <input checked="" type="checkbox"/> Services | <input type="checkbox"/> Request for Quotation            |
| <input type="checkbox"/> Construction        | <input type="checkbox"/> Competitive Invitation for Bid   |
|  | <input type="checkbox"/> Sole Source                      |
|  | <input checked="" type="checkbox"/> Task Order Agreement  |
- 
- |   |  |
|---|--|
| <b><u>Business Classification</u></b>                                       | <b><u>Contract Category</u></b>                            |
| <input checked="" type="checkbox"/> Non-Certified Business Enterprise (CBE) | <input type="checkbox"/> Non-Simplified Acquisition        |
| <input type="checkbox"/> CBE  | <input checked="" type="checkbox"/> Simplified Acquisition |
|   | <input type="checkbox"/> Blanket Purchase Agreement        |

**SECTION II**

Requisitioning/Project Point of Contact: Alex Cross, Deputy Chief of Staff, [alex.cross@dc.gov](mailto:alex.cross@dc.gov), 202-442-8392 | (c) 202-577-2298  
 District of Columbia Department of Housing and Community Development (DHCD)  
 Richard Scarth, Development Manager, Real Estate [richard.scarth@dc.gov](mailto:richard.scarth@dc.gov) 202 710 7039  
 Contracts Point of Contact: Shirley Etwaroo, Contract Specialist, [Shirley.etwaroo2@dc.gov](mailto:Shirley.etwaroo2@dc.gov), 202 724-7329.

**SECTION III**

Contractor  is or  is not required to sign and return 1 copies.

**Schedule**

Item No.	Description: Supplies/Services	Qty	Unit	Labor Hour	Amount
001	Real Estate appraisal services in the Not-To-Exceed amount of \$12,800.00. for River East at Grandview Condominiums (Talbert Street, S.E) appraisal and reports in accordance with the attached Statement of Work, Contractor's quotation dated, March 21, 2023, and the terms and conditions set forth in the referenced IDIQ contract.  Continued on next page:	1	Job		\$12,800.00

Email Invoice to the DC Vendor Portal at:  
[Vendorportal.dc.gov](http://Vendorportal.dc.gov)

**SECTION IV**

Contractor Name:

Newmark Valuation & Advisory, LLC

Name (Type/Print)

Name (Signature)

4/5/2023

Date

Office of the Deputy Mayor for Planning & Economic Development  
 Director of Contracts, Procurement and Grants

Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB

Name (Type/Print)

*Dr. Jacque McDonald*

Name (Signature)

04-06-2023

Effective Date

**CONTINUATION PAGE 2 OF 2**

**PERIOD OF PERFORMANCE**

The period of performance for this Task Order is from the date of award through September 30, 2023.

**SCOPE OF WORK**

This is a Task Order issued against **Newmark Valuation & Advisory, LLC**, IDIQ Contract No. DCEB-2021-D-0003-A03, dated September 1, 2021, as modified, for Real Estate Appraisal Services.

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) on behalf of the District of Columbia Department of Housing and Community Development ("DHCD) certifies that the sum of \$12,800.00 is included in the District's budget and financial plan to pay costs associated with the **Newmark Valuation & Advisory, LLC**, relating to the required appraisal services.

This Task Order can only be modified in writing by the Contracting Officer for the Office of the Deputy Mayor for Planning and Economic Development (DMPED).

**INVOICE PAYMENT:**

- A. The District will make payments to the Contractor upon the submission of proper invoices for the work or services actually performed or completed during the subject period and accepted by the District, less any discounts, allowances or adjustments provided for in this task order.
- B. The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**INVOICE SUBMITTAL:**

The Contractor shall submit proper invoices on a monthly basis pursuant to Section G.2 of the contract.

**ORDER OF PRECEDENCE AND INCORPORATED DOCUMENTS:**

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the task order by reference and made a part of the contract in the following order of precedence:

1. Newmark Valuation & Advisory, LLC, Contract No. DCEB-2021-D-0003-A03, dated September 1, 2021, as modified, for Real Estate Appraisal Services
2. Standard Contract Provisions for use with D.C. Supply and Services Contracts, July 2010
3. **PURCHASE ORDER NO: PO681775**

RFQ: DCEB-2023-Q-0006  
 Project: River East at Grandview-Talbert Street



Office of the Deputy Mayor for Planning & Economic Development  
 Government of the District of Columbia  
 Office of Contracts, Procurement and Grants  
 1015 Half Street SE, Suite 675, Washington, DC 20003  
 Phone: 202.724.8111

**REQUEST FOR QUOTATION  
 DCEB-2023-Q-0006**

Business Name:	Newmark Valuation & Advisory, LLC	Attn: Doug Nickel	
Address:	2 Morrissey Blvd, #412501, Dorchester, MA 02125		
Phone #:	202-774-9040	Email:	Douglas.Nickel@nmrk.com
Business License No:	400318002357	FEIN#	82-2920891
Issue Date: Wednesday, March 15, 2023	Due Date: Wednesday March 22, 2023, on or before 2:00 PM EST.	Please respond via email to: shirley.etwaroo2@dc.gov	Shirley Etwaroo (202) 724-7330

The District of Columbia Government (“District”), Office of the Deputy Mayor for Planning and Economic Development (“DMPED”) on behalf of District of Columbia Department of Housing and Community Development (“DHCD) is requesting price quote for River East at Grandview Condominiums appraisal and reports through value scenarios for property located at:

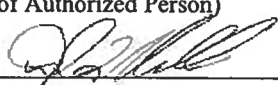
1262 Talbert St S.E, Units 1A-23B  
 Washington, D.C 20020

Square 5807, Lots 2047 thru 2092 (individually the “Condominiums”)  
 Square 5807, Lot 0016 (“Ground Lot”)

Please see Statement of Work below.

Line Item No.	Item Description	Hourly Rate	Total Hours	Total Price
0001	River East at Grandview Condominiums appraisal.	\$ _____		\$ \$12,800.00
				\$ \$12,800.00

**ALL SHIPPING MUST BE FOR DESTINATION**

ARE YOU LSDBE CERTIFIED?		CBE#	
If LSDBE Certified - Percent		Delivery Days:	35 days
Submitted by: (Signature of Authorized Person) 		DATE	3/21/2023
Print Name and Title: Douglass L. Nickel, MAI, FRICS; Senior Managing Director			

## STATEMENT OF WORK APPRAISAL

**Project Name:** River East at Grandview Condominiums  
**Project Location:** 1262 Talbert St SE, Units 1A-23B  
Washington, DC 20020  
Square 5807, Lots 2047 thru 2092 (individually the “Condominiums”)  
Square 5807, Lot 0016 (“Ground Lot”)  
**Service:** Property Appraisal  
**Date Requested:** Wednesday, March 15, 2023  
**Issued By:** The District of Columbia Government (“**District**”), Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) on behalf of District of Columbia Department of Housing and Community Development (“**DHCD**”)

### I. SCOPE

DMPED requests the following appraisal, on behalf of DHCD, for the Ground Lot (Exhibit A), and the Condominiums (Exhibit B). Appraiser shall review and incorporate into their valuation all covenants, conditions, and restrictions (CC&R), bylaws, house rules and regulations. Appraiser shall also review and incorporate all Condominium Association meeting minutes, mandated disclosures, prior and current year budgets, and any reserve and engineering studies. Appraiser will be provided with engineering studies that are possessed by the District.

### II. APPRAISAL SCENARIOS

The appraisal services should provide a fair market valuation for the underlying Ground Lot, improved and vacant, and the individual 46 condominiums. Results should be included in the Draft Report, Revised Draft Report, and Final Report (as defined below).

**A1** Determine the fair market value of the Ground Lot as unimproved and the residual land value for the Ground Lot as improved, with the following extraordinary assumptions:

- For the unimproved valuation, assume that the improvements must be razed, with raze costs estimated at \$2 million.
- For the improved valuation, assume the improvements will be razed for \$2 million and the 46 condominiums will be rebuilt on the site to the same development program as today.
- For the improved valuation, assume restrictions of sale price to residents with incomes less than or equal to 80% of the Median Family Income, according to the DC 2022-2023 IZ Price Schedule, which can be accessed at

<https://dhcd.dc.gov/sites/default/files/dc/sites/dhcd/publication/attachments/2022-6-24%20IZ%20ADU%20price%20schedule.pdf>



- A2** Determine the fair market value for each of the individual forty-six (46) Condominiums, including each condominium's proportional share of the Ground Lot fair market value; and the following extraordinary assumption:
- Units are considered uninhabitable due to structural deficiencies caused by soil subsidence of the northern retaining wall.
  - Multiple engineering reports have determined that the condominiums cannot be renovated or rehabilitated from their current state to a comparable state of new construction and must be razed after conveyance.

### **III. REQUIREMENTS**

- A. Within five (5) days of award of contract, the Contractor and Statement of Work Administrator shall discuss this Statement of Work. Such discussion may be via video conference or telephone.
- B. The Contractor shall prepare the appraisal in three (3) phases:
1. Draft appraisal report ("**Draft Report**");
  2. Revised draft appraisal report ("**Revised Draft Report**"); and
  3. Final appraisal report ("**Final Report**").
- C. The Contractor shall submit the Draft Report to DHCD within thirty-five (35) calendar days of award of contract. DHCD will provide written comments to the Draft Report within five (5) calendar days of receipt of the Draft Report.
- D. The Contractor shall incorporate comments into the Revised Draft Report and submit the Revised Draft Report to DHCD within five (5) calendar days of receiving comments from DHCD regarding the Draft Report. DHCD will provide written comments to the Revised Draft Report within five (5) calendar days of receipt of the Revised Draft Report.
- E. The Contractor shall incorporate DHCD comments into the Final Report and submit the Final Report to DHCD within five (5) calendar days of receiving comments from DHCD regarding the Revised Draft Report.
- F. After DHCD's acceptance of the Final Report, the Contractor shall provide any appraisal updates, additional consultation, and any deposition, as requested by DHCD.
- G. The Draft Report, Revised Draft Report, and Final Report shall be prepared in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP), Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), and applicable DC Law.
- H. Pursuant to Section C.1.5 of the contract between Contractor and District:

*“In the case of any disposition pursuant to D.C. Official Code §10-801(b-1)(3)(A), appraisal reports are required and must be submitted to the D.C. Council as part of a disposition resolution package. As such, the appraisal report will become a public document.”*

Notwithstanding any conditions or assumptions outlined in the Draft Report, Revised Draft Report, or Final Report, Contractor acknowledges and agrees that any appraisal related to this Statement of Work can and may become a public document.

**IV. DELIVERABLES**

	<b>Deliverable</b>	<b>Qty</b>	<b>Method of Delivery (See below for format)</b>	<b>Due Date</b>
1	Draft Report	1	Report shall be submitted in an electronic format (Word).	35 calendar days from date of contract award
2	Revised Draft Report	1	Report shall be submitted in an electronic format (Word).	45 calendar days from date of contract award
3	Final Report	1	Report shall be submitted in an electronic format (PDF).	55 calendar days from date of contract award

**DRAFT REPORT AND REVISED DRAFT REPORT COMPONENTS**

The Contractor shall prepare a Draft Report and Revised Draft Report, which shall include the following:

1. **Subject Property Report:**
  - a. Title Page
  - b. Table of Contents
  - c. Fair market value determination under scenario A1 and A2
  - d. Abbreviated version of the valuation analysis and presentation of comparable data
  - e. Summary of salient facts and conclusions
  - f. Statement of assumptions and limiting conditions
  - g. Scope of the appraisal
  - h. Summary of any appraisal problems
  - i. Estimate value by following current professional appraisal practices, giving consideration to three approaches to value, namely, the Cost, Income Capitalization, and Sales Comparison Approaches as appropriate.
  - j. Correlation and final value estimate(s) under scenario A1 and A2
  
2. **General Exhibits and Addenda:**
  - a. Abbreviated comparative data (without photographs)

**FINAL REPORT COMPONENTS**

The Contractor shall prepare the Final Report, which, in addition to the Draft Report and Revised Draft Report Components, shall include the following:

- 1. Subject Property Report**
  - a. Valuation analysis and presentation of comparable data
  
- 2. General Exhibits and Addenda**
  - a. Comparable data maps
  - b. Comparable photographs
  - c. Other pertinent exhibits

**V. STATEMENT OF WORK ADMINISTRATOR**

**Richard Scarth, Development Manager  
Government of the District of Columbia  
Office of the Deputy Mayor for Planning & Economic Development  
1350 Pennsylvania Avenue, NW, Suite 317  
Washington, DC 20004  
Richard.scarth@dc.gov  
202 710 7039**

**DHCD CONTACT:**

**Alex Cross, Deputy Chief of Staff  
Government of the District of Columbia  
District of Columbia Department of Housing and Community Development  
1800 Martin Luther King Jr. Avenue SE  
Washington, DC 20020  
Alex.cross@dc.gov  
202 442 8392**

**VI. PERIOD OF PERFORMANCE**

The period of performance shall be the date of award through the last date set forth in Section IV above for delivery of the Final Report. The Contractor shall complete the deliverables within the timeframe stated. Notwithstanding the foregoing, in accordance with Section III.E, the Contractor shall continue to provide appraisal updates and additional consultation as requested by DHCD for the Property.

**VII. AWARD**

The District contemplates a single award resulting from this solicitation to the responsive and responsible qualified respondent that submits the lowest total evaluated price quote.

## VIII. INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a

CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit

monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

5. Environmental Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of pollution legal liability insurance covering losses caused by pollution conditions that arise from the ongoing or completed operations of the Contractor. Completed operations coverage shall remain in effect for at least ten (10) years after completion of the work. Such insurance shall apply to bodily injury, property damage (including loss of use of damaged property or of property that has been physically injured), cleanup costs, liability and cleanup costs while in transit, and defense (including costs and expenses incurred in the investigation, defense and settlement of claims). There shall be neither an exclusion nor a sublimit for mold-related claims. The minimum limits required under this paragraph shall be equal to the greater of (i) the limits set forth in the Contractor's pollution legal liability policy or (ii) \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. If such coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverages under the policy precedes the Contractor's performance of any work under the Contract and that continuous coverage will be maintained or an extended reporting period will be exercised for at least ten (10) years after completion. The Contractor also must furnish to the Owner certificates of insurance evidencing pollution legal liability insurance maintained by the transportation and disposal site operators(s) used by the Contractor for losses arising from facility(ies) accepting, storing or disposing hazardous materials or other waste as a result of the Contractor's operations. Such coverages must be maintained with limits of at least the amounts set forth above.
  
6. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.
  
7. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision

must be amended in accordance with this requirement and principles of vertical exhaustion.

**B. PRIMARY AND NONCONTRIBUTORY INSURANCE**

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

**C. DURATION**

The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia, and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

**D. LIABILITY**

These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

**E. CONTRACTOR'S PROPERTY**

Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

**F. MEASURE OF PAYMENT**

The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

**G. NOTIFICATION**

The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

**H. CERTIFICATES OF INSURANCE**

The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

RFQ: DCEB-2023-Q-0006  
Project: River East at Grandview-Talbert Street

**The Government of the District of Columbia**  
Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB  
Director of Contracts, Procurement and Grants  
Office of the Deputy Mayor for Planning and Economic Development  
1015 Half Street, SE, Suite 675  
Washington, DC 20003  
[jacque.mcdonald@dc.gov](mailto:jacque.mcdonald@dc.gov)

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

**I. DISCLOSURE OF INFORMATION**

The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

**J. CARRIER RATINGS**

All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

**IX. INVOICE SUBMITTAL**

The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, [vendorportal.dc.gov](http://vendorportal.dc.gov).

The Contractor shall submit a proper invoice

The DC Vendor Portal is the online system that allows the contractor to create and submit invoices by selecting the applicable Purchase Order number which is listed on the Contractor's profile.

The Contractor shall be registered in the Portal prior to invoice submission. If the Contractor needs assistance using the Portal, Contractor should contact the help desk at [dcvendorportal@dc.gov](mailto:dcvendorportal@dc.gov) or at 202-741-5200.

The Contractor must inform the Contracting Officer if there are any objections or limitations with the use of the site prior to acceptance of the purchase order/contract award.



### **Exhibit A**



**Location:** The Ground Lot is Square 5807, Lot 0016, with the Condominiums subdivided as Square 5807, Lots 2047 through 2092. The Ground Lot's address is 1262 Talbert St SE, Washington, DC 20020, located in Ward 8, and bounded by Talbert St SE to the south, Mt View Pl SE to the east, and Morris St SE to the north.

**Frontage, Size, and Shape:** The Ground Lot has frontage along Talbert St SE to the south, Mt View Pl SE to the east, and Morris St SE to the north. The Ground Lot consists of approximately 73,390 square feet. The Ground Lot has twenty-three improved buildings comprising forty-six condominium units and one (1) surface lot as depicted in Figure 1.

**Soil and Environmental:** Significant soil subsidence due to the northern retaining wall has caused extensive damage to the condominiums along the northern wall. The earth is moving towards the northern wall and vertically settling more than allowed.

**Zoning:** The Ground Lot is currently zoned RF-1.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA DEPARTMENT OF HOUSING AND COMMUNITY  
DEVELOPMENT  
AND  
DISTRICT OF COLUMBIA DEPARTMENT OF SMALL AND LOCAL BUSINESS  
DEVELOPMENT  
FOR FISCAL YEAR 2023**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Department of Housing and Community Development (“DHCD” or “Buyer Agency”) and the District of Columbia Department of Small and Local Business Development (“DSLBD” or “Seller Agency”), collectively referred to herein as the “Parties” and individually as “Party.”

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k).

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

Buyer Agency has requested that Seller Agency provide Salesforce licenses for access to DSLBD’s District Enterprise System (“DES”). Such licenses are mandatory to access the DES. To this end, Seller Agency will procure one or more licenses, on behalf of the Buyer Agency, under the terms of this MOU so that the Buyer Agency may perform the budget, special exception, and expenditure review processes as well as update contract information and create waivers. Further, pursuant to D.C. Official Code §§ 2-218.46 and 2-218.51, Agencies are required to request a waiver for contracts in excess of \$250,000, if it is unable to allocate the required percentage of a contract to a Certified Business Enterprise (“CBE”).

**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 SELLER AGENCY**

1. The Seller Agency must provide the projected costs of the goods/services under this MOU. This detail shall be provided in the table in Section VI.A.

2. The Seller Agency works with the Buyer agency to complete the Interagency funding process using District Integrated Financial System (DIFS) on, or before, June 16, 2023

**B. RESPONSIBILITIES OF BUYER AGENCY**

1. The Buyer Agency agrees to the terms, projected costs, and the funds’ availability as associated with this MOU.
2. The Buyer Agency begins the Interagency funding process using DIFS within ten (10) days of the execution of the MOU.
3. The Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU.
4. The Buyer Agency works with the Seller Agency to complete the Interagency funding process using DIFS on, or before, June 16, 2023.

**V. DURATION OF MOU**

The duration of this MOU shall begin on the execution date of this MOU by the Parties, and it shall expire on July 9, 2023, unless (1) terminated in writing by the Parties prior to expiration pursuant to Section VII of this MOU or (2) extended by the Parties in writing.

**VI. FUNDING PROVISIONS**

**A. COST OF GOODS/ SERVICES**

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$480.00 for Fiscal Year 2023. The total cost of the goods and/or services is based on the Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU listed herein:

LICENSE	UNIT PRICE	QTY	TOTAL
Lightning Platform Starter Unlimited Edition/Gov Cloud Access/Encryption Access	\$147.78	3	\$443.34

The license (*i.e.*, Lightning Platform Starter Unlimited Edition) works in conjunction with “Gov Cloud Access” and “Encryption Access.” The cost of these additional products is included with the aforementioned license cost.

**B. PAYMENT**

1. The Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency

Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU. The financial transaction shall be completed between the Buyer Agency and the Seller Agency on, or before June 16, 2023.

2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation, and that all 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) 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.

## **VII. AMENDMENTS**

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

## **VIII. COMPLIANCE WITH LAW**

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

## **IX. COMPLIANCE MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

## **X. RECORDS AND REPORTS**

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.

- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

**XII. NOTICES**

The following individuals are the contact points for each Party:

**DHCD**

\_\_\_\_\_  
Name Michael Smalls

\_\_\_\_\_  
Title Chief Administrative Officer

\_\_\_\_\_  
Address 1800 Martin Luther King Jr., Ave SE

\_\_\_\_\_  
City/State/Zip Code Washington DC 20020

\_\_\_\_\_  
Phone Number ( ) XXX-XXXX

\_\_\_\_\_  
Email Address michael.smalls@dc.gov

**DSLBD**

**Sirah Turner**

Administrative Services Manager

441 4<sup>th</sup> Street, NW, Suite 850N

Washington, DC 20001

Phone: (202) 770-6283

Email: [sirah.turner@dc.gov](mailto:sirah.turner@dc.gov)

**XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to the individuals which are the contact points for each Party for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the Directors of the Buyer Agency and the Seller Agency for resolution.

**XIV. CONFIDENTIAL INFORMATION**

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

Signatures to follow

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

**BUYER AGENCY - DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**Drew Hubbard** Digitally signed by Drew Hubbard  
Date: 2023.05.31 11:19:46 -04'00'

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Date

**SELLER AGENCY - DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT**



\_\_\_\_\_  
Kristi C. Whitfield  
Director

07/13/2023

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF ENERGY AND ENVIRONMENT  
AND  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**Environmental Reviews for Energy Efficiency and Healthy Homes Programs - For Fiscal  
Year 2023**

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**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the Department of Energy and Environment (“DOEE” or “Buyer Agency”) and the Department of Housing and Community Development (“DHCD” or “Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties.”

**II. LEGAL AUTHORITY FOR MOU**

- A. D.C. Official Code § 1-301.01(k).
- B. DHCD asserts the following additional authority: the District of Columbia Community Development Act of 1975 (D.C. Official Code §6-1001 et seq.), the District of Columbia Reorganization Plan No. 3 of 1975 (D.C. Official Code §1-1501.02), Community Development Block Grant (“CDBG”) Program authorized under Title I of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. §5301 et seq., 24 CFR Part 570, District of Columbia Five Year Consolidated Plan Fiscal Year 2022– 2026 and any other authority under the Parties’ programs.

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

A goal of DOEE is to assist low-income District residents by installing cost-effective energy efficiency measures and health and safety measures in their homes through programs administered by the Utility Affordability Administration’s Residential Services Division. The Energy Efficiency and Healthy Homes Programs (“EEHHP”) are targeted at reducing the energy burden and remediating health hazards for the District’s most vulnerable residents.

The objective of this MOU is for DHCD to complete the National Environmental Policy Act (“NEPA”) Tier 2 reviews of proposed EEHHP projects funded by the U.S. Department of Housing and Urban Development (“HUD”), and report information into the HUD Environmental Review Online System (“HEROS”).

**IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

**A. RESPONSIBILITIES OF DHCD**

DHCD shall:

1. Conduct NEPA reviews for DOEE-identified EEHHP projects, enter information into the HEROS, and submit a report for each review/entry to DOEE for a minimum of 176 Tier 2 reviews.
2. Submit the report for each Tier 2 review within fourteen (14) calendar days of the communication from DOEE providing all the project details, unless it is in a historic district.
3. Provide monthly project updates to DOEE by the 14th calendar day of each following month.

**B. RESPONSIBILITIES OF DOEE**

DOEE shall, subject to federal approval for the use of federal funds:

1. Make payment as specified in Section VI.B (Payment).
2. Timely identify to DHCD the proposed EEHHP projects that require NEPA review.
3. Timely respond to requests for project information, records, or inspections from DHCD.
4. Provide DHCD the Scope of Work, Lead Inspection Risk Assessment, client names, addresses, and contact numbers of EEHHP clients that require NEPA reviews.
5. Provide DHCD with a complete and up-to-date Certificate of Liability Insurance for each contractor doing work reviews using grant funds pursuant to this MOU.
6. Obtain necessary approvals to conduct these NEPA reviews using grant funds pursuant to this MOU.

**V. DURATION OF THIS MOU**

**A. PERIOD**

The period of this MOU shall be from the date the MOU is fully executed (the “effective date”) through September 30, 2023, unless early terminated pursuant to Section XI (Termination) of this MOU.

**B. EXTENSION**

The Parties may extend the period of this MOU for up to one year through one or more amendments. An extension is an option and not required. An extension is subject to the availability of funds at the time it is exercised.

## **VI. FUNDING PROVISIONS**

### **C. COST OF SERVICES**

1. The total cost to DOEE for the goods and/or services provided under this MOU shall not exceed \$256,350.00.
2. The total cost of the goods and/or services is based on DOEE and DHCD's estimate of the actual cost of the goods and/or services that will be provided under this MOU, based on the actual number of Tier 2 reviews performed at the rate of \$1,450.00 per project.
3. Funding shall not exceed the actual costs of the goods or services. If the cost includes funding for services through contracts or grants, "actual costs" may include fringe benefits, overhead, and profit paid pursuant to DHCD's standard contracting or grant-making practices.

### **D. PAYMENT**

1. Within thirty (30) days after this MOU is fully executed, DOEE shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A (Cost of Services) of this MOU. The Interagency Project shall be established in a manner that allows DHCD to directly charge the Project through a Peoplesoft Combination Code and/or the Procurement System for the costs DHCD incurs in providing goods and/or services under this MOU.
2. DHCD shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, DHCD shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

### **E. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all 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) 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.

**VII. AMENDMENTS**

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

**VIII. COMPLIANCE WITH LAW**

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

**IX. COMPLIANCE MONITORING**

DHCD will be subject to scheduled and unscheduled monitoring reviews by DOEE or federal funders to ensure compliance with all applicable requirements of this MOU.

**X. RECORDS AND REPORTS**

- A. DOEE and DHCD shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both DOEE and DHCD shall have access to all records in the Interagency Project established pursuant to Section VI.B (Payment) of this MOU.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party.
- B. If an Interagency Project is established under Section VI.B (Payment), in the event of termination of this MOU, DOEE and DHCD shall reconcile any amounts due to DHCD under this MOU. DOEE shall not remove funding from the Interagency Project established pursuant to Section VI.B of this MOU until DHCD has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to DHCD.
- C. If an advance payment is made under Section VI.B (Payment), DOEE and DHCD shall reconcile any amounts due to DHCD under this MOU. DHCD shall return any remaining advance of funds that exceeds the amounts due within thirty (30) days after the reconciliation or at the end of the fiscal year, whichever is earlier.

## **XII. NOTICES**

The following individuals or their designated successors are the contact points for each Party:

### DOEE

LaWanda Jones  
Associate Director  
1200 First Street NE, 5<sup>th</sup> Floor  
Washington, DC 20003  
[LaWanda.Jones@dc.gov](mailto:LaWanda.Jones@dc.gov)  
(202) 671-1757

### DHCD

Lesley M. Edmond  
Housing Compliance Officer  
Department of Housing and Community Development  
1800 Martin Luther King, Jr. Ave., SE Suite 250  
Washington, DC 20020  
[Lesley.Edmond@dc.gov](mailto:Lesley.Edmond@dc.gov)  
(202) 442-7182

## **XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to the Associate Director and the Housing Compliance Officer for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of DOEE and DHCD for resolution.

## **XIV. CONFIDENTIAL INFORMATION**

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

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

DEPARTMENT OF ENERGY AND ENVIRONMENT

Richard Alan  
Jackson

Digitally signed by Richard Alan Jackson  
DN: cn=Richard Alan Jackson, o=DC  
Department of Energy & Environment,  
ou=Interim Director,  
email=richard.jackson2@dc.gov, c=US  
Date: 2023.03.28 13:20:50 -04'00'

Richard A. Jackson, Interim Director Date

*Beth Mullin*

Digitally signed by Beth Mullin  
Date: 2023.03.23 14:52:36 -04'00'

Beth Mullin, Deputy General Counsel  
for legal sufficiency

Date

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

*Colleen Green*

Colleen Green, Acting Director

*3/31/23*

Date

*Dionne Joemah*

Dionne Joemah, Deputy General Counsel  
for legal sufficiency

3/31/23

Date

Filename: 00 6168 FY23 DOEE-DHCD Environmental Reviews for EEHHP Memorandum of Understanding.docx

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**AND**  
**THE DEPARTMENT OF INSURANCE SECURITIES AND BANKING**  
**FISCAL YEAR 2023**

**I. INTRODUCTION**

This Memorandum of Understanding ("MOU") is entered into between the D.C. Department of Housing and Community Development ("DHCD") and the D.C. Department of Insurance, Securities, and Banking ("DISB") collectively referred to herein as the "Parties."

**II. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The American Rescue Plan Act, established under section 3206 of the American Rescue Plan Act of 2021 (the ARP), became law on March 11, 2021, and launched the Homeowner Assistance Fund (HAF) program. The HAF program provides funding for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2022, through qualified expenses related to mortgages and housing.

Pursuant to the District of Columbia HAF Plan, funds are available to facilitate access to housing counseling for HAF eligible households.<sup>1</sup> Counseling or educational efforts must be conducted by housing counseling agencies approved by the Housing and Urban Development Department ("HUD"). Housing counseling assistance will be used to educate homeowners related to foreclosure prevention and displacement.

The purpose of the MOU is to provide housing counseling funding to DISB through the HAF program. The purpose of the MOU shall be achieved by the Parties entering into an arrangement for DISB to execute payments for housing counseling for qualified participants in the Homeowners Assistance Fund program (HAF), consistent with the HAF plan submitted to US Treasury.

**III. 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 agree to the following:

---

<sup>1</sup> Eligible households in financial distress are defined as having a mortgage-to-income ratio of >50% and arrearage began prior to March 31, 2020.

**A. RESPONSIBILITIES OF DISB**

1. Establish a Statement of Work, subsequent Request for Proposal, and selection for the purpose of Mortgage Foreclosure Prevention consistent with the District's grant making, contracting and procurement requirements. Requirements of the selected vendor must include, in part, that the vendor be a HUD-certified housing counseling entity as to meet the requirements for housing counseling through the HAF program.
2. Ensure that the selected vendor executes and reports housing counseling sessions with HAF applicants consistent with program requirements. Each session shall be reimbursed at an amount of \$500.

**B. RESPONSIBILITIES OF DHCD**

1. DHCD will provide the housing counseling vendor selected by DISB with a list of applicants for the HAF program, including access to a read-only version of the applicant's HAF application to facilitate the housing counseling sessions.
2. DHCD will provide DISB with login credentials in a DHCD secure portal through which applicants will be assigned and housing counseling efforts will be reported by the vendor.
3. DHCD will execute quarterly and annual reporting to US Treasury as required by the HAF program.
4. Facilitate an annual Intra-District funds transfer to DISB for services provided under this MOU. *See V b. 1.*

**IV. DURATION OF THIS MOU**

The period of this MOU shall be effective from October 1, 2022, through September 30, 2025, unless terminated in accordance with Section XI prior to expiration.

**V. FUNDING PROVISIONS**

**a. COST OF SERVICES**



Total cost for services under this MOU shall not exceed \$650,000 for the duration of the Homeowner Assistance Fund and shall be transferred via intra-district process on an annual basis, unless funds need to be advanced more frequently based on expenditures. Each counseling session shall be reimbursed at a cost of \$500 per session.

**b. PAYMENT**

1. Payment for the goods and/or services provided under this MOU shall be made through an Intra-District advance by DHCD to DISB. Upon execution of this MOU, DHCD shall advance to DISB \$300,000.00. DHCD shall advance an additional \$175,000.00 to DISB on each anniversary date of the MOU, October 1, 2023, and October 1, 2024, respectively, for a total amount not to exceed \$650,000.00.

**c. 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 of 2002, D.C. Official Code §§ 47-355.01 -.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.

**VI. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01 (k).

**VII. 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.

**VIII. CONSISTENT WITH LAW**

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

## **IX. COMPLIANCE AND MONITORING**

DISB will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **X. RECORDS AND REPORTS**

DISB will make available quarterly and annual reporting requirements as required by Treasury, including total obligated and expended housing counseling assistance.

## **XI. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving ninety (90) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to the DISB shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

## **XII. NOTICES**

The following individuals are the contact points for each Party:

Ricardo Jefferson  
Mortgage Foreclosure and Mediation Program Manager  
D.C. Department of Insurance, Securities and Banking  
1050 First Street, N.E.  
Washington, D.C. 20002  
Telephone: (202) 727-8000  
[ricardo.jefferson@dc.gov](mailto:ricardo.jefferson@dc.gov)

Genee Hayes  
Manager, Portfolio Asset Management Division  
D.C. Department of Housing and Community Development  
1800 Martin Luther King Ave, S.E.  
Washington, D.C. 20020  
Telephone: (202) 442-7200  
[genee.hayes@dc.gov](mailto:genee.hayes@dc.gov)

## **XIII. PROCUREMENT PRACTICES 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 under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia

Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, et. seq.) (2011 Repl.) to procure the goods or services.


**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 DHCD.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

  
\_\_\_\_\_  
Drew E. Hubbard  
Interim Director

Date: 9/22/22

**DEPARTMENT OF INSURANCE, SECURITIES AND BANKING**

**Karima M. Woods** Digitally signed by Karima M. Woods  
Date: 2022.09.22 12:55:27 -04'00'  
\_\_\_\_\_  
Karima M. Woods  
Commissioner

Date: \_\_\_\_\_



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



June 22, 2022

Karima Woods  
Commissioner  
Government of the District of Columbia  
Department of Insurance, Securities and Banking  
1050 First Street, NE  
Washington, DC 20002

RE: Memorandum of Understanding - Letter of Intent for Fiscal Years 2023 - 2025

Dear Commissioner Woods:

This letter will confirm that the District of Columbia, acting by and through the Department of Housing and Community Development (“DHCD” or “Buyer Agency”), intends to enter into a Memorandum of Understanding (“MOU”) with the District of Columbia Department of Insurance, Securities and Banking (“DISB” or “Seller Agency”), in connection with Homeowner Assistance Fund (“HAF”) program housing counseling services to be provided by a vendor procured by DISB for fiscal years 2023, 2024 and 2025.

DHCD is administering a HAF program authorized by the American Rescue Plan Act, which has a goal of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacement of homeowners experiencing financial hardship after January 21, 2020, by funding qualified expenses related to mortgages and housing. Housing counseling and educational efforts provided by housing counseling agencies approved by HUD, targeted to eligible households related to foreclosure prevention or displacement is a qualified HAF expense.

DHCD and DISB will enter into a MOU on or before October 1, 2022, that establishes a framework and funding for HAF program housing counseling services. DHCD will provide HAF funding to DISB in an aggregate amount not to exceed \$650,000.00, and DISB will use the HAF funds to procure and administer payments for HAF program housing counseling services. DHCD will disburse a total amount not to exceed \$650,000.00 to DISB as follows<sup>1</sup>:

\$300,000.00 upon MOU execution for fiscal year 2023;  
\$175,000.00 on or about October 1, 2023 for fiscal year 2024; and

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<sup>1</sup> Actual funding amounts provided will be based on the agencies’ reconciliation of reimbursable housing counseling services provided.

\$175,000.00 on or about October 1, 2024 for fiscal year 2025.

As soon as practicable, the Offices of the General Counsel for DHCD and DISB will prepare a draft MOU for review.

This letter is an expression of intent, and the definitive terms of the parties' cooperative agreement will be set forth in the MOU and all documents incorporated and made a part thereof. If the foregoing is in accordance with your understanding, please execute and return the enclosed copy of this letter.

Sincerely,

*Drew Hubbard*

Drew E. Hubbard  
Interim Director

**[Acceptance Page follows]**

**ACCEPTANCE PAGE**

The terms and conditions of this Letter of Intent for the FY 23 – 25 MOU are accepted and agreed

upon as of the 24th day of June, 2022.

**SELLER:**

The DC Department of Insurance, Securities and Banking

By: Karima M. Woods  
Karima Woods  
Commissioner

---

**NOTIFICATION OF MULTI-AGENCY MOU**

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**To:** Department of Housing and Community Development (DHCD)

**From:** Office of Deaf, DeafBlind, and Hard of Hearing (ODDHH)

**Date:** December 13, 2022

**Re:** Notification of Multi-Agency MOU regarding Sign Language Interpretation (SLI) Services

---

This memorandum provides notification that ODDHH has requested that the City Administrator sign the attached multi-agency memorandum of understanding ("MOU") on behalf of your agency and other buyer agencies.

Under the MOU, ODDHH will provide SLI Services to your agency, and your agency will be responsible for the following:

- o Establishing an Interagency Project in DIFS, in the amount of \$249.00, by January 15, 2023, for SLI services to be provided by ODDHH to your agency. See Section III.A.1-4 of the SLI MOU, which is included as Attachment A to this notice.
- o Compliance with the terms and conditions of the MOU regarding requests for SLI services. See Section II.A-C of the SLI MOU, which is included as Attachment B to this notice.

ODDHH has requested that the City Administrator sign the MOU on or about Friday, December 30, 2022.

Therefore, by 5:00 p.m. on Friday, December 23, 2022, please sign and date the form below, and return the completed form to Kisha Gore, Chief of Staff, at [Kisha.Gore@dc.gov](mailto:Kisha.Gore@dc.gov).

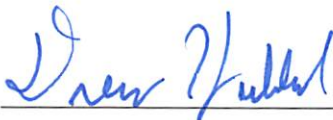
---

**Agency Acknowledgment**

---

DHCD understands and agrees to comply with the terms and conditions (including payment amount) of the MOU described above

For the following reason(s), DHCD does not agree with the terms and conditions (or payment amount) of the MOU:



Signature  
Drew Hubbard, Interim Director  
Department of Housing and Community Development

  
Date

## ATTACHMENT A

### **III. FUNDING PROVISIONS**

#### **A. PAYMENT AND COST OF SERVICES**

1. By January 15, 2023, each Participating Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Attachment A of this MOU. The Interagency Project shall be established in a manner that allows ODDHH to directly charge the Project for the costs ODDHH incurs in providing services to the Participating Agency under this MOU.
2. ODDHH shall charge the Interagency Project only for the actual cost of services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, ODDHH shall attach, to the Project, documentation that supports the charge, including invoices as applicable.
4. ODDHH and a Participating Agency may increase the relevant Interagency Project amount for FY 2023 listed for the Participating Agency in Attachment A by the mutual agreement of ODDHH and the Participating Agency. In addition, an agency not listed in Attachment A may participate in this MOU by the mutual agreement of ODDHH and the agency.



## ATTACHMENT B

### **II. SERVICES/OBLIGATIONS OF PARTIES**

- A. ODDHH shall, upon each request of a Participating Agency, and pursuant to the terms of this MOU, provide (via a private contract vendor) sign language interpretation services ( including, if requested, Video Relay Interpreting (VRI)) and/or captioning through Communication Access Realtime Translation (CART) for the Participating Agency for a meeting, conference, training, or other interaction with District residents and consumers who are deaf, deafblind, and hard of hearing. ODDHH shall also, upon each request of a Participating Agency, provide sign language interpretation services and/or CART as a reasonable accommodation for District government employees who are deaf, deafblind, or hard of hearing for meetings, conferences, or trainings.
  
- B. The following guidelines shall apply to the provision of sign language interpretation and CART services by ODDHH under this MOU:
  - 1. Sign language interpreters and/or CART must be requested by a Participating Agency with at least five (5) business days' notice.
  - 2. Sign language interpreters and CART are not generally available on an emergency/short notice basis.
  - 3. Sign language interpreters are only available for travel within the District.
  - 4. If a Participating Agency cancels a request for a sign language interpreter or CART with less than three (3) days' notice, the Participating Agency shall be responsible for the full cost charged by the contract vendor for the cancellation.
  
- C. If a request for sign language interpretation or CART services from a Participating Agency falls outside the guidelines described in subsection B of this section II, sign language interpretation and CART services may be sought independently at the Participating Agency's own cost. ODDHH can assist with arranging for these services.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF HOUSING AND COMMUNITY  
DEVELOPMENT  
AND  
DEPARTMENT OF GENERAL SERVICES  
FOR 1129 NEW HAMPSHIRE AVENUE, NW, NON-  
CONGREGATE SHELTER ACQUISITION  
(ARPA-SLFRF FUNDS)**

**I. INTRODUCTION**

This Memorandum of Understanding ("MOU") is entered into between the Department of Housing and Community Development ("DHCD" or "Buyer Agency") and the Department of General Services ("DGS" or "Seller Agency"), each of which is individually referred to in this MOU as a "Party" and both of which together are collectively referred to in this MOU as the "Parties".

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k), the District of Columbia Community Development Act of 1975 (D.C. Official Code 6-1001 *et seq.*), the District of Columbia Reorganization Plan No. 3 of 1975, the American Rescue Plan Act of 2021, Pub. L. No. 117-2, Coronavirus State and Local Fiscal Recovery Funds, 31 CFR 35.6 (b)(3)(ii)(A), and any other authority under the Parties' programs.

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The Department of General Services (DGS) manages the District's real estate portfolio including the capital improvement and construction program for all District facilities; maintaining inventory records for tracking and controlling District-owned, controlled, and leased space; acquiring real property for use by the District; dispose of real or personal property; and exercise other acquisition or property disposition authority as delegated by the Mayor.

DHCD is a District of Columbia agency whose mission is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia. Under the American Rescue Plan Act of 2021, Pub. L. No. 117-2 the District received Coronavirus State and Local Fiscal Recovery Funds and allocated \$31 million for the acquisition, rehabilitation, or preservation of affordable housing (the "ARPA-SLFRF Funds").

This objective of this MOU is to outline the terms under which DHCD will provide ARPA–SLFRF Funds to DGS to fund a portion of the costs of acquiring the property located at 1129 New Hampshire Avenue, NW, Washington DC 20037 (“Property”) which will be used as a non-congregate shelter, operated by the Department of Human Services (“DHS”) for homeless persons that meet the eligibility requirements of the funding source.

#### **IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

##### **A. RESPONSIBILITIES OF SELLER AGENCY (DGS)**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree that the Seller Agency will:

1. Use the MOU funds to acquire the Property.
2. Use its expertise in land acquisition to manage all steps of the land acquisition process through to settlement.
3. Ensure that the MOU funds are expended solely for the activities authorized by this MOU.
4. Direct bill DHCD for the acquisition of the Property in accordance with the terms of this MOU.
5. Close on the acquisition of the Property within twelve (12) months of the effective date of this MOU.
6. Provide settlement information to DHCD to ensure timely receipt of funds from DHCD.
7. Provide monthly Project updates to DHCD.
8. Ensure that the Property be delivered to the control and operation of DHS to provide short-term, non-congregate shelter for homeless individuals that meet the eligibility requirements of the ARPA – SLFRF Funds and for the other purposes described in this MOU.
9. Notify DHCD in writing of any change(s) to the MOU deliverables, activities or services and provide an explanation for the change(s).
10. Notify DHCD in writing of any change(s) in the MOU budget. Any amendments to the budget must be approved in advance by DHCD. All budget modification requests must be

accompanied by supporting documentation.

11. Respond to requests for Project information, records or inspections from DHCD or the United States Department of Treasury within the time frames established by the requestor.

**B. RESPONSIBILITIES OF BUYER AGENCY (DHCD)**

1. Buyer Agency will coordinate with the Office of the Chief Financial Officer (“OCFO”) to create the necessary project for Seller Agency to direct bill as required.
2. Buyer Agency will be responsible for the monitoring of compliance with all federal statutes, rules, and regulations with respect to the use of the ARPA-SLFRF Funds.

**V. DURATION OF THIS MOU**

**A. PERIOD**

The period of this MOU shall be effective from the date the MOU is fully executed (the “Effective Date”) until the one-year anniversary of the Effective Date, unless early terminated pursuant to Section XI of this MOU.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

The total cost to the Buyer Agency for the goods and services provided under this MOU shall not exceed Four Million Eight Hundred Eighty-Four Thousand Nine Hundred Thirty-Six Dollars and Zero Cents (\$4,884,936) of the ARPA-SLFRF Funds.

Upon execution of this MOU, Buyer Agency will expeditiously create an Interagency Project in the District Integrated Financial System (DIFS), for the \$4,884,936 of ARPA-SLFRF Funds.

**B. PAYMENT**

1. Within five (5) days after this MOU is fully executed for ARPA-SLFRF funds, the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established to allow the Seller Agency to directly

charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.

2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided by the Seller Agency under this MOU.
3. For each charge against the Interagency Project the Seller Agency shall attach to the Project, documentation that supports the charge, including invoices as applicable. Payments for the goods and/or services under this MOU shall not exceed the amount of this MOU.

#### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all 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) 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.

#### **VII. AMENDMENTS**

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

#### **VIII. COMPLIANCE WITH LAW**

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

#### **IX. COMPLIANCE MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU, including monitoring of compliance with all federal statutes, rules, and regulations with respect to the use of ARPA-SLFRF.

Seller shall make documents related to this MOU available for inspection by duly authorized representatives of DHCD, United States Department of Treasury and other officials as may be specified by DHCD.

**X. RECORDS AND REPORTS**

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided under this MOU for a period of no less than five years after the date of expenditure.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

**XII. NOTICES**

The following individuals are the contact points for each Party:

Buyer Agency

Alex Cross  
Deputy Chief of Staff  
Department of Housing and Community Development  
1800 MLK Ave SE, Washington DC 20020  
alex.cross@dc.gov  
(202) 442-8392

Seller Agency

Tiwana Hicks  
Associate Director, Portfolio Management Division  
Department of General Services  
2000 14<sup>th</sup> St NW, 8<sup>th</sup> Floor, Washington DC 20009  
tiwana.hicks@dc.gov  
(202) 698-7762

**XIII. RESOLUTION OF DISPUTES**

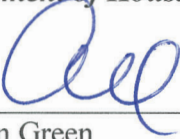
All disputes arising under this MOU shall be referred to Alex Cross, Deputy Chief of Staff and Tiwana Hicks, Associate Director, for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of DHCD and DGS for resolution.

**XIV. CONFIDENTIAL INFORMATION**

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

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

*Department of Housing and Community Development*



\_\_\_\_\_  
Colleen Green  
Director

7/26/23  
\_\_\_\_\_  
Date

*Department of General Services*

\_\_\_\_\_  
Delano Hunter  
Acting Director

\_\_\_\_\_  
Date

**XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to Alex Cross, Deputy Chief of Staff and Tiwana Hicks, Associate Director, for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of DHCD and DGS for resolution.

**XIV. CONFIDENTIAL INFORMATION**

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

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

*Department of Housing and Community Development*

\_\_\_\_\_  
Colleen Green  
Director

\_\_\_\_\_  
Date

*Department of General Services*

eSigned via SeamlessDocs.com  
*Delano Hunter*  
Key: 387397c7-164a-4906-b501-f345db902f22  
\_\_\_\_\_  
Delano Hunter  
Director

07-21-2023  
\_\_\_\_\_  
Date



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
AND  
DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT  
FOR FISCAL YEAR 2023**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the Department of Housing and Community Development (“Buyer Agency”) and the Deputy Mayor for Planning and Economic Development (“Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k).

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The property, located at 1262 Talbert St. SE, in the District of Columbia, Ground Lot Square 5807, Lot 0016 (the “Property”), with Condominium subdivided as Square 2047 thru 2092 (“Condominiums”), is in a serious state of disrepair and the residents have been evacuated and displaced. Buyer Agency is exploring the acquisition of the condominiums and the Property through negotiated mortgage buy out. Buyer Agency requires a property valuation to move forward with the acquisition. Accordingly, Buyer Agency has requested that Seller Agency procure and manage appraisal services in accordance with the terms of this MOU.

**IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

**A. RESPONSIBILITIES OF SELLER AGENCY**

1. Utilizing the Scope of Work (“SOW”) provided by the Buyer Agency, procure a fair market value appraisal for the Property and Condominiums, located at 1262 Talbert St. SE, Washington DC 20020.
2. Utilizing the SOW provided by the Buyer Agency, Provide project management, contract administration, and financial management services for the duration of the completion of the appraisal by the contracted appraiser.

**B. RESPONSIBILITIES OF BUYER AGENCY**

1. Draft the SOW for appraisal services and provide to Seller Agency.
2. Provide expedient review and feedback of all deliverables identified in the SOW.
3. Transfer to Seller Agency through the Intra-District process for the amount representing the cost of services to be provided by Seller Agency pursuant to the terms of the MOU.

**V. DURATION OF THIS MOU**

**A. PERIOD**

The period of this MOU shall be from the date the MOU is fully executed (the "effective date") through September 30, 2023, unless terminated early pursuant to Section XI of this MOU.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$20,000 for Fiscal Year 2023. The total cost of the goods and/or services is based on the Buyer and Seller Agency's estimate of the actual cost of the goods and/or services that will be provided under this MOU, including labor, materials and overhead.

**B. PAYMENT**

1. Within *five* (5) business days after this MOU is fully executed, the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

**C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all 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) 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.

**VII. AMENDMENTS**

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

**VIII. COMPLIANCE WITH LAW**

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

**IX. COMPLIANCE MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

**X. RECORDS AND REPORTS**

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

## **XII. NOTICES**

The following individuals are the contact points for each Party:

### Buyer Agency

Alex Cross

Deputy Chief of Staff

1800 Martin Luther King Avenue SE, Washington DC 20020

Alex.cross@dc.gov

(202) 442-8392

### Seller Agency

Richard Scarth

Development Manager

1350 Pennsylvania Ave NW, Suite 317, Washington DC 20004

Richard.scarth@dc.gov

(202) 741-8952

## **XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to Alex Cross and Richard Scarth for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of *the Department of Housing and Community Development* and the *Deputy Mayor for Planning and Economic Development* for resolution.

## **XIV. CONFIDENTIAL INFORMATION**

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

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

**Department of Housing and Community Development**

  
\_\_\_\_\_  
Colleen Green  
Acting Director

4/10/23  
\_\_\_\_\_  
Date

**Deputy Mayor for Planning and Economic Development**

  
\_\_\_\_\_  
Keith Anderson  
Interim Deputy Mayor

\_\_\_\_\_  
Date



**Office of the Deputy Mayor for Planning & Economic Development**  
 Government of the District of Columbia  
 Office of Contracts, Procurement and Grants  
 1015 Half Street, SE, Suite 675 Washington, DC 20003  
 Phone: (202) 724-8111



**TASK ORDER NO.: DCEB-2021-D-0003-A03 (T005)**  
**IDIQ Contract No.: DCEB-2021-D-0003-A03, dated September 1, 2021**

*Task Order by and between the District of Columbia Government, Office of the Deputy Mayor for Planning and Economic Development (DMPED) on behalf of the District of Columbia Department of Housing and Community Development ("DHCD) and Newmark Valuation & Advisory, LLC for Real Estate Appraisal and Related Services as described herein:*

**SECTION I**

- |  |   |
|--|---|
| <input type="checkbox"/> Supplies            | <input type="checkbox"/> Competitive Request for Proposal |
| <input checked="" type="checkbox"/> Services | <input type="checkbox"/> Request for Quotation            |
| <input type="checkbox"/> Construction        | <input type="checkbox"/> Competitive Invitation for Bid   |
|  | <input type="checkbox"/> Sole Source                      |
|  | <input checked="" type="checkbox"/> Task Order Agreement  |
- 
- |   |  |
|---|--|
| <u>Business Classification</u>  | <u>Contract Category</u>                                   |
| <input checked="" type="checkbox"/> Non-Certified Business Enterprise (CBE) | <input type="checkbox"/> Non-Simplified Acquisition        |
| <input type="checkbox"/> CBE  | <input checked="" type="checkbox"/> Simplified Acquisition |
|   | <input type="checkbox"/> Blanket Purchase Agreement        |

**SECTION II**

Requisitioning/Project Point of Contact: Alex Cross, Deputy Chief of Staff, [alex.cross@dc.gov](mailto:alex.cross@dc.gov), 202-442-8392 | (c) 202-577-2298  
 District of Columbia Department of Housing and Community Development (DHCD)  
 Richard Scarth, Development Manager, Real Estate [richard.scarth@dc.gov](mailto:richard.scarth@dc.gov) 202 710 7039  
 Contracts Point of Contact: Shirley Etwaroo, Contract Specialist, [Shirley.etwaroo2@dc.gov](mailto:Shirley.etwaroo2@dc.gov), 202 724-7329.

**SECTION III**

Contractor  is or  is not required to sign and return 1 copies.

**Schedule**

Item No.	Description: Supplies/Services	Qty	Unit	Labor Hour	Amount
001	Real Estate appraisal services in the Not-To-Exceed amount of \$12,800.00. for River East at Grandview Condominiums (Talbert Street, S.E) appraisal and reports in accordance with the attached Statement of Work, Contractor's quotation dated, March 21, 2023, and the terms and conditions set forth in the referenced IDIQ contract.  Continued on next page:	1	Job		\$12,800.00

Email Invoice to the DC Vendor Portal at:  
[Vendorportal.dc.gov](http://Vendorportal.dc.gov)

**SECTION IV**

Contractor Name:

Newmark Valuation & Advisory, LLC

Name (Type/Print)

Name (Signature)

4/5/2023

Date

Office of the Deputy Mayor for Planning & Economic Development  
 Director of Contracts, Procurement and Grants

Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB

Name (Type/Print)

Dr. Jacque McDonald

Name (Signature)

04-06-2023

Effective Date

**CONTINUATION PAGE 2 OF 2**

**PERIOD OF PERFORMANCE**

The period of performance for this Task Order is from the date of award through September 30, 2023.

**SCOPE OF WORK**

This is a Task Order issued against **Newmark Valuation & Advisory, LLC**, IDIQ Contract No. DCEB-2021-D-0003-A03, dated September 1, 2021, as modified, for Real Estate Appraisal Services.

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) on behalf of the District of Columbia Department of Housing and Community Development ("DHCD) certifies that the sum of \$12,800.00 is included in the District's budget and financial plan to pay costs associated with the **Newmark Valuation & Advisory, LLC**, relating to the required appraisal services.

This Task Order can only be modified in writing by the Contracting Officer for the Office of the Deputy Mayor for Planning and Economic Development (DMPED).

**INVOICE PAYMENT:**

- A. The District will make payments to the Contractor upon the submission of proper invoices for the work or services actually performed or completed during the subject period and accepted by the District, less any discounts, allowances or adjustments provided for in this task order.
- B. The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**INVOICE SUBMITTAL:**

The Contractor shall submit proper invoices on a monthly basis pursuant to Section G.2 of the contract.

**ORDER OF PRECEDENCE AND INCORPORATED DOCUMENTS:**

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the task order by reference and made a part of the contract in the following order of precedence:

1. Newmark Valuation & Advisory, LLC, Contract No. DCEB-2021-D-0003-A03, dated September 1, 2021, as modified, for Real Estate Appraisal Services
2. Standard Contract Provisions for use with D.C. Supply and Services Contracts, July 2010
3. **PURCHASE ORDER NO: PO681775**

RFQ: DCEB-2023-Q-0006  
 Project: River East at Grandview-Talbert Street



Office of the Deputy Mayor for Planning & Economic Development  
 Government of the District of Columbia  
 Office of Contracts, Procurement and Grants  
 1015 Half Street SE, Suite 675, Washington, DC 20003  
 Phone: 202.724.8111

**REQUEST FOR QUOTATION  
 DCEB-2023-Q-0006**

Business Name:	Newmark Valuation & Advisory, LLC	Attn: Doug Nickel	
Address:	2 Morrissey Blvd, #412501, Dorchester, MA 02125		
Phone #:	202-774-9040	Email:	Douglas.Nickel@nmrk.com
Business License No:	400318002357	FEIN#	82-2920891
Issue Date: Wednesday, March 15, 2023	Due Date: Wednesday March 22, 2023, on or before 2:00 PM EST.	Please respond via email to: shirley.etwaroo2@dc.gov	Shirley Etwaroo (202) 724-7330

The District of Columbia Government ("District"), Office of the Deputy Mayor for Planning and Economic Development ("DMPED") on behalf of District of Columbia Department of Housing and Community Development ("DHCD) is requesting price quote for River East at Grandview Condominiums appraisal and reports through value scenarios for property located at:

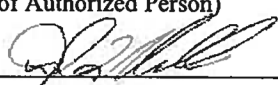
1262 Talbert St S.E, Units 1A-23B  
 Washington, D.C 20020

Square 5807, Lots 2047 thru 2092 (individually the "Condominiums")  
 Square 5807, Lot 0016 ("Ground Lot")

Please see Statement of Work below.

Line Item No.	Item Description	Hourly Rate	Total Hours	Total Price
0001	River East at Grandview Condominiums appraisal.	\$ _____		\$ 12,800.00
				\$ 12,800.00

**ALL SHIPPING MUST BE FOR DESTINATION**

<b>ARE YOU LSDBE CERTIFIED?</b>		CBE#	
<b>If LSDBE Certified - Percent</b>		Delivery Days:	35 days
Submitted by: (Signature of Authorized Person) 		DATE	3/21/2023
Print Name and Title: Douglass L. Nickel, MAI, FRICS; Senior Managing Director			



## STATEMENT OF WORK APPRAISAL

**Project Name:** River East at Grandview Condominiums  
**Project Location:** 1262 Talbert St SE, Units 1A-23B  
Washington, DC 20020  
Square 5807, Lots 2047 thru 2092 (individually the “Condominiums”)  
Square 5807, Lot 0016 (“Ground Lot”)  
**Service:** Property Appraisal  
**Date Requested:** Wednesday, March 15, 2023  
**Issued By:** The District of Columbia Government (“**District**”), Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) on behalf of District of Columbia Department of Housing and Community Development (“**DHCD**”)

### I. SCOPE

DMPED requests the following appraisal, on behalf of DHCD, for the Ground Lot (Exhibit A), and the Condominiums (Exhibit B). Appraiser shall review and incorporate into their valuation all covenants, conditions, and restrictions (CC&R), bylaws, house rules and regulations. Appraiser shall also review and incorporate all Condominium Association meeting minutes, mandated disclosures, prior and current year budgets, and any reserve and engineering studies. Appraiser will be provided with engineering studies that are possessed by the District.

### II. APPRAISAL SCENARIOS

The appraisal services should provide a fair market valuation for the underlying Ground Lot, improved and vacant, and the individual 46 condominiums. Results should be included in the Draft Report, Revised Draft Report, and Final Report (as defined below).

**A1** Determine the fair market value of the Ground Lot as unimproved and the residual land value for the Ground Lot as improved, with the following extraordinary assumptions:

- For the unimproved valuation, assume that the improvements must be razed, with raze costs estimated at \$2 million.
- For the improved valuation, assume the improvements will be razed for \$2 million and the 46 condominiums will be rebuilt on the site to the same development program as today.
- For the improved valuation, assume restrictions of sale price to residents with incomes less than or equal to 80% of the Median Family Income, according to the DC 2022-2023 IZ Price Schedule, which can be accessed at

<https://dhcd.dc.gov/sites/default/files/dc/sites/dhcd/publication/attachments/2022-6-24%20IZ%20ADU%20price%20schedule.pdf>

- A2** Determine the fair market value for each of the individual forty-six (46) Condominiums, including each condominium's proportional share of the Ground Lot fair market value; and the following extraordinary assumption:
- Units are considered uninhabitable due to structural deficiencies caused by soil subsidence of the northern retaining wall.
  - Multiple engineering reports have determined that the condominiums cannot be renovated or rehabilitated from their current state to a comparable state of new construction and must be razed after conveyance.

### **III. REQUIREMENTS**

- A. Within five (5) days of award of contract, the Contractor and Statement of Work Administrator shall discuss this Statement of Work. Such discussion may be via video conference or telephone.
- B. The Contractor shall prepare the appraisal in three (3) phases:
1. Draft appraisal report ("**Draft Report**");
  2. Revised draft appraisal report ("**Revised Draft Report**"); and
  3. Final appraisal report ("**Final Report**").
- C. The Contractor shall submit the Draft Report to DHCD within thirty-five (35) calendar days of award of contract. DHCD will provide written comments to the Draft Report within five (5) calendar days of receipt of the Draft Report.
- D. The Contractor shall incorporate comments into the Revised Draft Report and submit the Revised Draft Report to DHCD within five (5) calendar days of receiving comments from DHCD regarding the Draft Report. DHCD will provide written comments to the Revised Draft Report within five (5) calendar days of receipt of the Revised Draft Report.
- E. The Contractor shall incorporate DHCD comments into the Final Report and submit the Final Report to DHCD within five (5) calendar days of receiving comments from DHCD regarding the Revised Draft Report.
- F. After DHCD's acceptance of the Final Report, the Contractor shall provide any appraisal updates, additional consultation, and any deposition, as requested by DHCD.
- G. The Draft Report, Revised Draft Report, and Final Report shall be prepared in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP), Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), and applicable DC Law.
- H. Pursuant to Section C.1.5 of the contract between Contractor and District:

*“In the case of any disposition pursuant to D.C. Official Code §10-801(b-1)(3)(A), appraisal reports are required and must be submitted to the D.C. Council as part of a disposition resolution package. As such, the appraisal report will become a public document.”*

Notwithstanding any conditions or assumptions outlined in the Draft Report, Revised Draft Report, or Final Report, Contractor acknowledges and agrees that any appraisal related to this Statement of Work can and may become a public document.

**IV. DELIVERABLES**

	<b>Deliverable</b>	<b>Qty</b>	<b>Method of Delivery (See below for format)</b>	<b>Due Date</b>
1	Draft Report	1	Report shall be submitted in an electronic format (Word).	35 calendar days from date of contract award
2	Revised Draft Report	1	Report shall be submitted in an electronic format (Word).	45 calendar days from date of contract award
3	Final Report	1	Report shall be submitted in an electronic format (PDF).	55 calendar days from date of contract award

**DRAFT REPORT AND REVISED DRAFT REPORT COMPONENTS**

The Contractor shall prepare a Draft Report and Revised Draft Report, which shall include the following:

- 1. Subject Property Report:**
  - a. Title Page
  - b. Table of Contents
  - c. Fair market value determination under scenario A1 and A2
  - d. Abbreviated version of the valuation analysis and presentation of comparable data
  - e. Summary of salient facts and conclusions
  - f. Statement of assumptions and limiting conditions
  - g. Scope of the appraisal
  - h. Summary of any appraisal problems
  - i. Estimate value by following current professional appraisal practices, giving consideration to three approaches to value, namely, the Cost, Income Capitalization, and Sales Comparison Approaches as appropriate.
  - j. Correlation and final value estimate(s) under scenario A1 and A2
  
- 2. General Exhibits and Addenda:**
  - a. Abbreviated comparative data (without photographs)

**FINAL REPORT COMPONENTS**

The Contractor shall prepare the Final Report, which, in addition to the Draft Report and Revised Draft Report Components, shall include the following:

- 1. Subject Property Report**
  - a. Valuation analysis and presentation of comparable data
  
- 2. General Exhibits and Addenda**
  - a. Comparable data maps
  - b. Comparable photographs
  - c. Other pertinent exhibits

**V. STATEMENT OF WORK ADMINISTRATOR**

**Richard Scarth, Development Manager  
Government of the District of Columbia  
Office of the Deputy Mayor for Planning & Economic Development  
1350 Pennsylvania Avenue, NW, Suite 317  
Washington, DC 20004  
Richard.scarth@dc.gov  
202 710 7039**

**DHCD CONTACT:**

**Alex Cross, Deputy Chief of Staff  
Government of the District of Columbia  
District of Columbia Department of Housing and Community Development  
1800 Martin Luther King Jr. Avenue SE  
Washington, DC 20020  
Alex.cross@dc.gov  
202 442 8392**

**VI. PERIOD OF PERFORMANCE**

The period of performance shall be the date of award through the last date set forth in Section IV above for delivery of the Final Report. The Contractor shall complete the deliverables within the timeframe stated. Notwithstanding the foregoing, in accordance with Section III.E, the Contractor shall continue to provide appraisal updates and additional consultation as requested by DHCD for the Property.

**VII. AWARD**

The District contemplates a single award resulting from this solicitation to the responsive and responsible qualified respondent that submits the lowest total evaluated price quote.

### VIII. INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a

CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit

monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

5. Environmental Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of pollution legal liability insurance covering losses caused by pollution conditions that arise from the ongoing or completed operations of the Contractor. Completed operations coverage shall remain in effect for at least ten (10) years after completion of the work. Such insurance shall apply to bodily injury, property damage (including loss of use of damaged property or of property that has been physically injured), cleanup costs, liability and cleanup costs while in transit, and defense (including costs and expenses incurred in the investigation, defense and settlement of claims). There shall be neither an exclusion nor a sublimit for mold-related claims. The minimum limits required under this paragraph shall be equal to the greater of (i) the limits set forth in the Contractor's pollution legal liability policy or (ii) \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. If such coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverages under the policy precedes the Contractor's performance of any work under the Contract and that continuous coverage will be maintained or an extended reporting period will be exercised for at least ten (10) years after completion. The Contractor also must furnish to the Owner certificates of insurance evidencing pollution legal liability insurance maintained by the transportation and disposal site operators(s) used by the Contractor for losses arising from facility(ies) accepting, storing or disposing hazardous materials or other waste as a result of the Contractor's operations. Such coverages must be maintained with limits of at least the amounts set forth above.
  
6. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.
  
7. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision

must be amended in accordance with this requirement and principles of vertical exhaustion.

**B. PRIMARY AND NONCONTRIBUTORY INSURANCE**

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

**C. DURATION**

The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia, and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

**D. LIABILITY**

These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

**E. CONTRACTOR'S PROPERTY**

Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

**F. MEASURE OF PAYMENT**

The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

**G. NOTIFICATION**

The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

**H. CERTIFICATES OF INSURANCE**

The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:



**The Government of the District of Columbia**  
Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB  
Director of Contracts, Procurement and Grants  
Office of the Deputy Mayor for Planning and Economic Development  
1015 Half Street, SE, Suite 675  
Washington, DC 20003  
[jacque.mcdonald@dc.gov](mailto:jacque.mcdonald@dc.gov)

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

**I. DISCLOSURE OF INFORMATION**

The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

**J. CARRIER RATINGS**

All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

**IX. INVOICE SUBMITTAL**

The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, [vendorportal.dc.gov](http://vendorportal.dc.gov).

The Contractor shall submit a proper invoice

The DC Vendor Portal is the online system that allows the contractor to create and submit invoices by selecting the applicable Purchase Order number which is listed on the Contractor's profile.

The Contractor shall be registered in the Portal prior to invoice submission. If the Contractor needs assistance using the Portal, Contractor should contact the help desk at [dcvendorportal@dc.gov](mailto:dcvendorportal@dc.gov) or at 202-741-5200.

The Contractor must inform the Contracting Officer if there are any objections or limitations with the use of the site prior to acceptance of the purchase order/contract award.

### **Exhibit A**



**Location:** The Ground Lot is Square 5807, Lot 0016, with the Condominiums subdivided as Square 5807, Lots 2047 through 2092. The Ground Lot's address is 1262 Talbert St SE, Washington, DC 20020, located in Ward 8, and bounded by Talbert St SE to the south, Mt View Pl SE to the east, and Morris St SE to the north.

**Frontage, Size, and Shape:** The Ground Lot has frontage along Talbert St SE to the south, Mt View Pl SE to the east, and Morris St SE to the north. The Ground Lot consists of approximately 73,390 square feet. The Ground Lot has twenty-three improved buildings comprising forty-six condominium units and one (1) surface lot as depicted in Figure 1.

**Soil and Environmental:** Significant soil subsidence due to the northern retaining wall has caused extensive damage to the condominiums along the northern wall. The earth is moving towards the northern wall and vertically settling more than allowed.

**Zoning:** The Ground Lot is currently zoned RF-1.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HOUSING AND COMMUNITY  
DEVELOPMENT  
AND  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FOR REHABILITATION OF  
1129 NEW HAMPSHIRE AVENUE, N.W.  
NON-CONGREGATE SHELTER**

**I. INTRODUCTION**

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia ("District") Department of Housing and Community Development ("DHCD" or "Buyer Agency") and the District Department of Human Services ("DHS" or "Seller Agency"), each of which is individually referred to in this MOU as a "Party" and both of which together are collectively referred to in this MOU as the "Parties".

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k), the District of Columbia Community Development Act of 1975 (D.C. Official Code 6-1001 *et seq.*), the District of Columbia Reorganization Plan No. 3 of 1975, the American Rescue Plan Act of 2021, Pub. L. No. 117-2, Coronavirus State and Local Fiscal Recovery Funds 31 CFR §35.6 (b)(3)(ii)(A), and any other applicable law, regulation or authority under the Parties' programs.

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. Family Services Administration (FSA) is the administration within DHS that provides protection, intervention, and social services, including services such as shelter and homelessness prevention in the District, to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency.

DHCD is a District of Columbia agency whose mission is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia. Under the American Rescue Plan Act of 2021, Pub. L. No. 117-2 the District received Coronavirus State and Local Fiscal Recovery Funds and allocated \$31 million for the acquisition, rehabilitation, or preservation of affordable housing (the "ARPA -SLFRF Funds").

This objective of this MOU is to outline the terms and conditions under which DHCD will provide ARPA – SLFRF Funds to DHS to fund the costs of repairing and rehabilitating the property located at 1129 New Hampshire Avenue, N.W., Washington DC 20037 (the “Property”) for use as a non-congregate shelter, operated by DHS for homeless persons who meet the eligibility requirements of the funding source (the “Project”).

#### **IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

##### **A. RESPONSIBILITIES OF SELLER AGENCY (DHS)**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree that the Seller Agency shall:

1. Use the funds received under this MOU to repair and rehabilitate the Property in compliance with the terms of the Scope of Work, attached hereto and incorporated herein as Exhibit A, and the terms of the Budget, attached hereto and incorporated herein as Exhibit B.
2. Ensure that the MOU funds are expended solely for the activities authorized by this MOU.
3. Direct bill DHCD for the repair and rehabilitation of the Property in accordance with the terms of this MOU.
4. Complete repairs and rehabilitation of the Property within twelve (12) months of the effective date of this MOU.
5. Submit draw requests per the proposed draw schedule set forth in Exhibit A, the Scope of Work, to ensure timely receipt of funds. Draw requests must be accompanied with invoices documenting expenses and shall be approved by DHCD in its sole discretion.
6. Provide monthly Project updates to DHCD.
7. Ensure that the Project is completed in compliance with the

standards required under District law and the Home Investment Partnerships - American Rescue Plan (“HOME-ARP”) minimum property standards for non-congregate shelters as described in HOME-ARP Notice: CPD-21-10; 24 C.F.R. Part 92.

8. Comply with all federal statutes, rules, and regulations with respect to the use of the ARPA- SLFRF Funds, including compliance with the following:
  - a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as the U.S. Treasury may determine are inapplicable to this SLFRF funded Project. Subpart F- Audits Requirements of the Uniform Guidance of the Single Audit Act shall apply to this SLFRF Project.
  - b. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - c. OMB Guidelines on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, subpart B, 31 C.F.R. Part 19.
  - d. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - e. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, 42 U.S.C. §§ 4601 – 4655 and implementing regulations.
  - f. Generally applicable federal environmental laws and regulations.
  - g. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d, *et seq.*, and the U.S. Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance.
  - h. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968, 42 U.S.C. §§ 3601, *et seq.*, which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability.
  - i. Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. § 794, which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance.
  - j. The Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101, *et seq.*, 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance.
  - k. Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101, *et seq.*, which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
  - l. Davis-Bacon and Davis Bacon Related Acts (DBRA) – 40 U.S.C. § 3141, *et seq.* and 42 U.S.C. § 5310:40 U.S.C. § 3701, *et seq.*; 29 CFR Parts 1, 3, and 5.

The Davis-Bacon Act requires the payment of prevailing wage rates to all laborers and mechanics on Federal government and District of Columbia construction contracts in excess of \$2,000.00. The Davis-Bacon Act labor standards also apply to the "Related Acts," under which construction projects are assisted through Federal funded grants, loans, loan guarantees, and insurance. Each contract subject to Davis-Bacon labor standards requirements must contain in full the labor standards clauses set forth in 29 CFR § 5.5(a) relating to minimum wages, apprentices and trainees, withholding, payrolls and basic records, and liabilities and penalties for violations.

- m. Section 3 Requirements of the Housing and Urban Development Act of 1968 - 12 U.S.C. § 1701u *et seq.*, including, but not limited to, implementing regulations at 24 CFR Part 75. The Section 3 requirement applies to assistance that exceeds \$200,000.00 or where the contract or subcontract exceeds \$1,000,000.00. The Seller Agency shall, or shall cause its contractors to, include the Section 3 Contract Addendum attached hereto as **Exhibit C** and incorporated herein in any contracts or subcontracts subject the Section 3 requirements.
  - n. HOME-ARP Notice: CPD-21-10 requirements, including the minimum property standards for non-congregate shelters.
  - o. The Buyer's Compliance and Monitoring Reference Guide, which is available at:  
[https://dhcd.dc.gov/sites/default/files/dc/sites/dhcd/service\\_content/attachments/Final%20DC%20DHCD%202019%20RFP%20%20Compliance%20and%20Monitoring%20Reference%20Guide.pdf](https://dhcd.dc.gov/sites/default/files/dc/sites/dhcd/service_content/attachments/Final%20DC%20DHCD%202019%20RFP%20%20Compliance%20and%20Monitoring%20Reference%20Guide.pdf).
9. Notify DHCD in writing of any change(s) to the MOU deliverables, activities or services and provide an explanation for the change(s).
10. Notify DHCD in writing of any change(s) in the Budget. Any amendments to the Budget must be approved in advance by DHCD. All Budget modification requests must be

accompanied by supporting documentation.

11. Respond to requests for Project information, records or inspections from DHCD, the U. S. Department of Treasury or the U. S. Department Housing and Urban Development within the time frames established by the requestor.

## **B. RESPONSIBILITIES OF BUYER AGENCY (DHCD)**

1. Buyer Agency shall coordinate with the District Office of the Chief Financial Officer (“OCFO”) to create the necessary project for Seller Agency to direct bill as required.
2. Buyer Agency shall be responsible for the monitoring of compliance with all federal statutes, rules, and regulations with respect to the use of the ARPA- SLFRF Funds, including compliance with:
  - a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as the U.S. Treasury may determine are inapplicable to this SLFRF funded Project. Subpart F- Audits Requirements of the Uniform Guidance of the Single Audit Act shall apply to this SLFRF Project.
  - b. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - c. OMB Guidelines on Government wide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, subpart B, 31 C.F.R. Part 19.
  - d. New Restrictions on Lobbying, 31 C.F.R. Part 21;
  - e. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, 42 U.S.C. §§ 4601 – 4655 and implementing regulations.
  - f. Generally applicable federal environmental laws and regulations.
  - g. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d, *et seq.*, and U.S. Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national

origin under programs or activities receiving federal financial assistance.

- h. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968, 42 U.S.C. §§ 3601, *et seq.*, which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability.
- i. Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. § 794, which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance.
- j. The Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101, *et seq.*, 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance.
- k. Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101, *et seq.*, which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
- l. Davis-Bacon and Related Acts (DBRA) – 40 U.S.C. § 3141, *et seq.* and 42 U.S.C. § 5310:40 U.S.C. § 3701, *et seq.*; 29 CFR Parts 1, 3, and 5.

The Davis-Bacon Act requires the payment of prevailing wage rates to all laborers and mechanics on Federal government and District of Columbia construction contracts in excess of \$2,000. The Davis-Bacon Act labor standards also apply to the “Related Acts,” under which construction projects are assisted through federal funded grants, loans, loan guarantees, and insurance. Each contract subject to Davis-Bacon labor standards requirements must contain in full the labor standards clauses set forth in 29 CFR § 5.5(a) relating to minimum wages, apprentices and trainees, withholding, payrolls and basic records, and liabilities and penalties for violations.

- m. Section 3 Requirements of the Housing and Urban



Development Act of 1968 - 12 U.S.C. § 1701u *et seq.*, including, but not limited to, implementing regulations at 24 CFR Part 75. The Section 3 requirement applies to assistance that exceeds \$200,000.00 or where the contract or subcontract exceeds \$1,000,000.00. Seller shall or shall cause its contractors to include the Section 3 Contract Addendum attached hereto as **Exhibit C** and incorporated herein in any contracts or subcontracts subject to the Section 3 requirements.

- n. HOME-ARP Notice: CPD-21-10 requirements, including the minimum property standards for non-congregate shelters.
- o. DHCD's Compliance and Monitoring Reference Guide.

- 3. Buyer Agency shall review and approve draw requests in a timely manner and perform construction monitoring consistent with the level of work performed by Seller Agency.

## V. DURATION OF THIS MOU

### A. PERIOD

The period of this MOU shall be from the date the MOU is fully executed (the "Effective Date") until the one-year anniversary of the Effective Date, unless early terminated pursuant to Section XI of this MOU.

## VI. FUNDING PROVISIONS

### A. COST OF SERVICES

The total cost to the Buyer Agency for the goods and services provided under this MOU shall not exceed **Three Million Dollars** (\$3,000,000) of the ARPA-SLFRF Funds.

Upon execution of this MOU, Buyer Agency will expeditiously create an Interagency Project in the District Integrated Financial System (DIFS), for the **Three Million Dollars** (\$3,000,000) of ARPA-SLFRF Funds.

### B. PAYMENT

- 1. Within five (5) days after this MOU is fully executed for ARPA-SLFRF funds, the Buyer Agency shall create an Interagency Project and fund it

through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established to allow the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.

2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided by the Seller Agency under this MOU.
3. For each charge against the Interagency Project the Seller Agency shall attach to the Project, documentation that supports the charge, including invoices as applicable. Payments for the goods and/or services under this MOU shall not exceed the amount of this MOU.

### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all 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) 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.

### **VII. AMENDMENTS**

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

### **VIII. COMPLIANCE WITH LAW**

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

### **IX. COMPLIANCE MONITORING**

The Seller Agency shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU, including monitoring of compliance with all federal statutes, rules, and regulations with respect to the use of ARPA-SLFRF Funds.

The Seller Agency shall make documents related to this MOU available for inspection by duly authorized representatives of DHCD, U.S. Department of Treasury and other officials as may be specified by DHCD.

### **X. RECORDS AND REPORTS**

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided under this MOU for a period of no less than five years after the date of expenditure as required under the District's ARPA -SLFRF Fund agreement.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

## **XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

## **XII. NOTICES**

The following individuals are the contact points for each Party:

### Buyer Agency

Chris Earley  
Deputy Director  
Department of Housing and Community Development  
1800 MLK Ave SE, Washington DC 20020  
[chris.earley@dc.gov](mailto:chris.earley@dc.gov)  
(202) 442-7158

### Seller Agency

Tania Mortensen  
Chief Operating Officer  
Department of Human Services  
64 New York Avenue, NE, 6th Floor, Washington, DC 20002  
[tania.mortensen@dc.gov](mailto:tania.mortensen@dc.gov)  
(202) 671-4200

## **XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to Chris Earley, Deputy Director, DHCD, and Tania Mortensen, Chief Operating Officer, DHS, for resolution. If

these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of DHCD and DGS for resolution.

**XIV. CONFIDENTIAL INFORMATION**


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

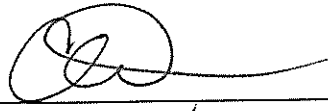
[Signature Page Follows]

[Signature Page]

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

**Department of Housing and Community Development**

  
\_\_\_\_\_  
Colleen Green  
Director

  
\_\_\_\_\_  
Date 12/8/23

**Department of Human Services**

*Laura Green Zeilinger /dca*  
\_\_\_\_\_  
Laura Green Zeilinger  
Director

\_\_\_\_\_  
Date 10/06/2023

**Exhibit A**

**Scope of Work**

The project includes painting of all interior spaces within the building, replacing carpet with vinyl plank flooring in over 100 units, upgrading security and IT infrastructures, creation of new administrative spaces, including a medical clinic, repairing spalling concrete in the parking area and providing a deep clean of the entire building. The project also includes providing new furniture, including appliances, for over 100 client units as well as administrative spaces.

Proposed Draw Schedule	Milestone	Description
Draw 1	Project Start Date	100% of General Services 50% of IT & Security 50% of Furniture 30% of Client Living Spaces 30% of Building Services 20% of Admin & Communal Spaces
Draw 2	Upon Securing Permits	20% of Client Living Spaces 20% of Admin & Communal Spaces 20% of Building Services
Draw 3	Upon Completion of Painting under Building Services of Floors 2-10	30% of Building Services
Draw 4	Upon Completion of Flooring under Client Living Spaces in Floors 2-10	20% of Client Living Spaces
Draw 5	Upon Completion of Kitchen, Bathrooms, Safety & Window under Client Living Spaces	10% of Client Living Spaces
Draw 6	Upon Completion of IT & Security	50% of IT & Security
Draw 7	Upon Completion of Parking Area Under Building Services	20% of Building Services
Draw 8	Upon Completion of Furniture Delivery and Installation	50% of Furniture
Draw 9	Upon Completion of Project	Remaining Balance

**Exhibit B**

**Budget**

<b><u>Area</u></b>	<b><u>Total</u></b>
General Services	\$96,500.00
Admin & Communal Spaces	\$134,801.50
Client Living Spaces	\$812,700.00
Building Services	\$567,030.00
IT & Security	\$280,740.00
Furniture	\$726,233.48
Total	\$2,618,004.98
Construction Contingency 8%	\$151,341.72
Furniture Contingency 4.2%	\$30,501.81
Grand Total	\$2,799,848.51

TCP ADM	\$200,000.00
Total Project	\$2,999,848.51

## Exhibit C

### SECTION 3 CONTRACT ADDENDUM

During construction of the Project, the Seller Agency shall comply with and cause its successors, assigns, agents, and agents to comply with 24 CFR Part 75. The Section 3 requirement applies to assistance that exceeds \$200,000.00 or where the contract or subcontract exceeds \$100,000.00.

**All Section 3 covered contracts must include the following clause in its entirety. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, default under the Loan Documents, and debarment or suspension from HUD-assisted contracts:**

1. *The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted project covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low- income persons, particularly persons who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.*
2. *The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.*
3. *The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment practices can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.*
4. *The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any*



*subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.*

5. *The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected, but before the contract is executed, and (2) with persons other than those to whom the regulation of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.*

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC  
DEVELOPMENT  
AND  
THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
FOR FISCAL YEAR 2024**

**I. INTRODUCTION**

This Memorandum of Understanding (“**MOU**”) is entered into between the Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**” or “**Buyer Agency**”) and the Department of Housing and Community Development (“**DHCD**” or “**Seller Agency**”) each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k).

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

DMPED’s Fiscal Year 2023 budget established a Black Homeownership Fund (“**BHF**”) to increase homeownership opportunities for Black residents of the District of Columbia. The BHF was funded with \$10,000,000.00 of state and local fiscal recovery funds (“**SLFRF**”) from the “American Rescue Plan Act of 2021”, effective March 11, 2021 (Public Law No: 117-2), Federal Award Number: SLFRP0133; Federal Award Date: May 18, 2021. The SLFRF funds are categorized as revenue replacement for government services, pursuant to the Fiscal Year 2023 Local Budget Act of 2022, effective September 9, 2022 (D.C. Law 24-166).

The Mayor established the Black Homeownership Strike Force (“**Strike Force**”) to make recommendations for uses of the BHF. The Strike Force issued the Black Homeownership Strike Force Final Report (“**Final Report**”) in October of 2022, which can be found at the following url:

[https://dmped.dc.gov/sites/default/files/dc/sites/dmped/page\\_content/attachments/BHSF%20Report%20FINAL\\_0.pdf](https://dmped.dc.gov/sites/default/files/dc/sites/dmped/page_content/attachments/BHSF%20Report%20FINAL_0.pdf). One of the Strike Force’s recommendations in the Final Report was for the BHF to support the Home Purchase Assistance Program (“**HPAP**”), a program administered by DHCD that creates homeownership opportunities for very low to moderate income District residents. The Strike Force recognized supporting HPAP as a method in which to contribute to the goals of the BHF since HPAP supported 444 District residents in becoming first-time homebuyers, with more than 300 of these new homebuyers identifying as Black or African-American in Fiscal Year 2023.

The objective of this MOU is to establish an agreement between DMPED and DHCD whereby DMPED agrees to transfer an amount not to exceed \$10,000,000.00 to DHCD and DHCD agrees to administer, on behalf of DMPED, the Strike Force's recommendation for increasing Black homeownership in the District ("**Program**") in furtherance of DMPED's goal of increasing affordable housing for District residents.

#### IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

##### A. RESPONSIBILITIES OF SELLER AGENCY

**Program Implementation.** Seller Agency shall implement the Program by providing down payment and closing cost assistance for the purchase of single-family homes, condominiums or cooperative units in the District through the HPAP. All standard HPAP program rules, policies, and procedures shall apply.

##### B. RESPONSIBILITIES OF BUYER AGENCY

**Funding.** Buyer Agency shall transfer Ten Million and 00/100 Dollars (\$10,000,000.00) from the BHF to the Seller Agency. Buyer Agency shall promptly notify Seller Agency of any changes in the budget that impact the transfer of funds set forth within this MOU.

#### V. DURATION OF THIS MOU

##### A. PERIOD

The period of this MOU shall be from the date this MOU is fully executed ("**Effective Date**") through September 30, 2024, unless earlier terminated pursuant to Section XI of this MOU.

##### B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of one (1) three (3) month option period. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least thirty (30) days before the expiration of the initial or extended term of this MOU. The exercise of an option period is subject to the availability of funds at the time it is exercised.

## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$10,000,000.00 for Fiscal Year 2024. The total cost of the goods and/or services is based on the amount of funds in the BHF available for transfer to the Seller Agency.

### **B. PAYMENT**

1. Within fifteen (15) days from the Effective Date of this MOU, the Buyer Agency shall create an interagency project (“**Interagency Project**”) and fund it through an award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Interagency Project for the costs the Seller Agency incurs in providing Program goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Interagency Project, documentation that supports the charge, including invoices as applicable.
4. No charges against the Interagency Project created under this MOU shall be made by Seller Agency after December 31, 2024, unless such date is extended in writing by the Parties.
5. All funds transferred under this MOU shall be expended by December 31, 2026.

### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU 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 §§ 47-355.01-355.08, (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.

## **VII. AMENDMENTS**

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

## **VIII. COMPLIANCE WITH LAW**

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect of hereafter enacted or promulgated. The Parties acknowledge that they must abide by any and all applicable federal requirements for use of SLFRF, including but not limited to 2 CFR 200 *et seq.*

## **IX. COMPLIANCE MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU and the requirements for use of SLFRF.

## **X. RECORDS AND REPORTS**

- A. Seller Agency shall provide Buyer Agency with monthly reports, due on the 10<sup>th</sup> of each month, on the use of the transferred funds, in accordance with 2 C.F.R. 200 *et seq.*
- B. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than five (5) years after the date of expiration or termination of this MOU.
- C. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to Section VI.B. of this MOU.

## **XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to Section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

## **XII. NOTICES**

The following individuals are the contact points for each Party:

Buyer Agency

Ben Mindes  
Interim Chief of Staff  
1350 Pennsylvania Avenue, NW Suite C-19  
Washington, DC 20004  
Ben.Mindes@dc.gov  
202-727-6365

Seller Agency

Gentry Alexander  
Home Purchase Assistance Program Manager  
1800 Martin Luther King Jr. Blvd, SE  
Washington, DC 20020  
Gentry.Alexander@dc.gov  
202-442-7167

**XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to the HPAP Manager and the Interim Chief of Staff for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of Buyer Agency and Seller Agency for resolution.

**XIV. CONFIDENTIAL INFORMATION**

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

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

**OFFICE OF THE DEPUTY MAYOR  
FOR PLANNING AND ECONOMIC  
DEVELOPMENT**

*Nina M. Albert*  
box sign 47737600/42720777

\_\_\_\_\_  
Nina Albert  
Acting Deputy Mayor

Jan 2, 2024

\_\_\_\_\_  
Date

**THE DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**

*Colleen Green*  
\_\_\_\_\_  
Colleen Green  
Director

*12/21/23*  
\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF BUILDINGS  
AND  
THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
FISCAL YEAR 2023**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into by and between the District of Columbia Department of Buildings (“**Seller Agency**” or “**DOB**”) and the District of Columbia, a municipal corporation, acting by and through the Department of Housing and Community Development (“**Buyer Agency**” or “**DHCD**”), individually referred to as a “Party” or collectively referred to herein as the “Parties.”

WHEREAS, DHCD has requested the services of DOB to inspect, secure, stabilize, maintain, partially demolish, where necessary, stabilize and or secure, and temporarily manage vacant and abandoned properties placed in DHCD’s property inventory.

**II. PROGRAM GOALS AND OBJECTIVES**

DHCD is responsible for several properties throughout the District of Columbia that have been acquired and designated for disposition through its Property Acquisition and Disposition Division (“PADD”). Prior to disposition, DHCD ensures that the properties are adequately maintained and that DHCD or its designees have access to properties as needed.

DOB’s mission is to protect the safety of residents, businesses, and visitors and advance the development of the built environment through permitting, inspections, and code enforcement. To achieve its mission, DOB regulates construction activity through the permitting process resulting in the issuance of construction permits. DOB thoroughly reviews applications and construction documents to ensure compliance with building codes and all other applicable laws and regulations.

**III. 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 do hereby agree as follows:

**A. RESPONSIBILITIES OF DHCD**

1. DHCD shall provide DOB with a list of properties from its inventory that are to be covered under this MOU (each, a “Property,” and collectively, the “Properties”). This list of Properties may be amended upon 7- days’ advance written notice to DOB. Any Property covered by this MOU must be owned by the District of Columbia.

2. DHCD shall designate a contact person (the “DHCD Contact Person”) to assist DOB throughout the duration of this MOU.
3. DHCD shall provide DOB a schedule (the “Schedule”) to maintain the Properties. Properties may be added to or removed from the list of Properties covered by this MOU by 10 days’ advance written notice on or about the first day of any month.
4. The Schedule shall include monthly inspections of Properties to determine the appropriate maintenance action, if any, pursuant to this MOU.
5. In the event any Property is for sale and intends to be sold, DHCD shall notify DOB 72 hours in advance of any closing date for the Property.
6. Ensure access to Properties for DOB.

**B. RESPONSIBILITIES OF DOB**

1. DOB shall identify a program manager who shall be responsible for the administration and monitoring of this MOU and coordination with staff designated by DHCD.
2. DOB shall provide quarterly reports (based upon fiscal year) to help provide DHCD with full, complete, and accurate information regarding the status of all Properties under this MOU. Quarterly reports are to be electronically delivered to DHCD no later than thirty (30) days after the last day of each quarter.
3. DOB shall maintain a file on each Property covered by this MOU in accordance with the agency’s established policies and practices.
4. DOB shall take appropriate action on any Property on the Schedule. Such action may include: boarding or blocking windows, doors and other openings; installing fences around the perimeters of properties; completing or repairing exterior walls, foundations gutters and/or roofs of properties to ensure the weatherization of properties. DOB will notify DHCD if DOB has concerns that a Property has structural issues and DHCD will determine whether the Property should be repaired or razed and ensure sufficient funding for DOB to do so, which funding is beyond the scope of this MOU.
5. DOB shall maintain Properties on the Schedule by: removing any trash or debris from properties (including interiors of structures); cutting and removing grass, weeds, trees and other vegetation on the site to a level that complies with the exterior housing conditions standards set by DOB and other District of Columbia agencies. All trash and debris must be removed



from the site within three (3) business days of being notified by DHCD of the need for such removal.

6. DOB shall partially demolish properties covered by this MOU, as directed by DHCD, including, but not limited to: razing portions of improvements, incident to the maintenance and/or stabilization of such properties, in accordance with all permits and standards from DOB and any other applicable District of Columbia agencies, and promptly and appropriately hauling away all waste and debris in accordance with applicable law.
7. DOB will attempt to identify abandoned vehicles as a part of inspections and will coordinate their removal, as appropriate, with the designated DHCD Contact Person.
8. DOB will routinely inspect Properties on the Schedule once each month.
9. DOB shall address life identified safety emergencies resulting from inspections at a Property within twenty-four (24) hours.
10. DOB shall ensure that contractors obtain all permits and approvals required for any work performed on behalf of DHCD. If requested, copies of such permits shall be forwarded to the DHCD Contact Person.
11. Prior to commencing work and upon completion of work, DOB shall photograph the condition of the Property and electronically transmit all such photos to DHCD.
12. DOB shall provide to DHCD any supporting documentation to justify an invoicing upon completion of work.
13. Respond to constituent complaints in accordance with current DOB policies and procedures and applicable laws and regulations, as appropriate.

#### **IV. IMPLEMENTATION PLAN**

DHCD will provide DOB with a list of properties to maintain in accordance with this MOU. DOB will perform maintenance on the properties identified on the DHCD list as appropriate. DHCD will keep the list updated on a weekly basis.

#### **V. DURATION OF MOU**

The period of this Agreement is from its date of execution by both Parties through September 30, 2023, unless terminated in writing by the Parties prior to the expiration date.

The Parties may extend the term of this MOU by exercising a maximum of five (5) one-year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive

fractions of a year. DHCD shall provide notice of its intent to renew an option period thirty (30) days prior to the expiration of the MOU.

## **VI. AUTHORITY FOR MOU**

D.C. Official Code §1-301.01(k), the District of Columbia Community Development Act of 1975 (D.C. Official Code 6-1001 et seq.); the District of Columbia Reorganization Plan No. 3 of 1975, Department of Housing and Community Development Unified Fund Establishment Act of 2008, D.C. Law 17-219, as amended, D.C. Official Code §42-2857.01.

## **VII. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

1. Total cost for goods and services under this MOU shall not exceed Two Hundred Fifty Thousand (\$250,000.00) for Fiscal Year 2023.
2. Funding shall not exceed the actual cost of the goods or services. “Actual costs” include materials, supplies, equipment, work, services of any kind, including personnel costs, and actual overhead. If the costs include funding for services through contracts or grants, “actual costs” may include personnel costs, overhead, and profit paid pursuant to DOB’s standard contracting or grant-making practices.
3. The amounts invoiced by DOB to DHCD for each Property shall not exceed the actual cost of the services provided by DOB, including labor, materials, and reasonable overhead. Notwithstanding the foregoing, the cost of services and invoices for all Properties shall not in the aggregate exceed \$250,000.00 for the duration of this MOU, unless mutually agreed to in writing by the Parties. DOB shall notify the DHCD Contact Person in writing: (a) of any expenditure that exceeds \$25,000; (b) once DOB costs exceed \$100,000; and (c) again when DOB total costs equal \$250,000.00 for services provided under this MOU. To the extent DOB’s services requested by DHCD may exceed \$250,000, DHCD acknowledges, understands and agrees that DOB shall not be responsible for providing any services in excess of the \$250,000 budgeted amount, unless the Parties modify this MOU in accordance with the terms of this MOU and DHCD provides DOB with funding to pay for such services in excess of \$250,000.00. The value of any partial demolition services, incident to the maintenance and or stabilization of Properties covered by this MOU and provided by DOB hereunder shall not exceed \$25,000.00 unless mutually agreed to in writing by the Parties. The parties agree and acknowledge that nothing herein shall require DOB to provide any partial demolition services in excess of \$25,000.00 in value under this MOU, and that the aggregate value of services provided by DOB hereunder shall not exceed \$250,000.00 unless mutually agreed to in writing by the Parties.

4. In the event of termination of this MOU, payment to DOB shall be held in abeyance until all required fiscal reconciliation, but not longer than the lesser of: (i) two (2) months after the date of the termination of this MOU, or (ii) within thirty (30) days of the end of the current fiscal year.

## **B. TERMS OF PAYMENT**

1. Within five (5) days after this MOU is fully executed DHCD shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows DOB to directly charge the Project for the costs DOB incurs in providing goods and/or services under this MOU.
2. DOB shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, including personnel costs documented in Peoplesoft, DOB shall attach, to the Project, documentation that supports the charge, including invoices as applicable.
4. In the event of termination of this MOU, DHCD and DOB shall reconcile any amounts due to DOB under this MOU. DHCD shall not remove funding from the Interagency Project established pursuant to section VII.B. of this MOU until DOB has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the DOB.

## **C. 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 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 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. COMPLIANCE AND MONITORING**

As this MOU is funded by District of Columbia funds, DOB will be subject to scheduled and unscheduled quarterly monitoring reviews by DHCD or the District of Columbia to ensure compliance with all applicable requirements.

## **IX. RECORDS AND REPORTS**

DOB shall maintain records and receipts for the expenditure of all funds provided for a period of no fewer than three years from the date of expiration or termination of this MOU and, upon DHCD's request, make these documents available for inspection by duly authorized

representatives of DHCD and other officials as may be specified by the District of Columbia in its sole discretion.

## **X. CONFIDENTIAL INFORMATION**

The Parties to this MOU shall use, restrict, safeguard and dispose of all information related to services provided under this MOU, in accordance with all relevant federal and local statutes, regulations and policies. and DOB as appropriate

## **XI. DEFAULT**

Events of default include failure to perform in compliance with Section 3, Scope of Services. If an event of default occurs, the remedies for default are: (1) termination of this MOU; and (2) recovery of outstanding DOB expenses and payments of invoices for work completed by DOB or reimbursement to DHCD for work paid for in advance but not yet completed by DOB, whichever is applicable.

## **XII. TERMINATION OF MOU**

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

## **XIII. SPECIAL PROVISIONS FOR TERMINATION OF MOU**

DHCD or DOB may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other party on any of the following grounds:

- (i) Lack of funding;
- (ii) Lack of Congressionally-approved budget;
- (iii) Changes in applicable law;
- (iv) Changes in the structure or nature of DHCD;
- (v) Elimination of DHCD or PADD;
- (vi) Failure of the Parties to follow District laws, rules or regulations; or
- (vii) Failure of the Parties to follow the terms of this MOU.

## **XIV. NOTICE**

The following individuals will serve as Points-Of-Contact under this MOU:

### **FOR DOB:**

Donald Sullivan  
Program Manager, Vacant Building (VB) Administration  
Department of Buildings  
1100 4<sup>th</sup> Street, SW,  
Washington, DC 20024  
Phone: 202-671-3500

**FOR DHCD:**

Alex Cross  
Deputy Chief of Staff  
Department of Housing and Community Development  
1800 Martin Luther King, Jr. Ave., SE  
Washington, DC 20020  
Phone: 202-442-6893

**XV. MODIFICATIONS**

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

**XVI. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to the Program Manager, Vacant Building (VB) Administration and the DHCD Manager, Property Acquisition and Disposition Division for resolution. If the dispute cannot be resolved at the staff level, the dispute shall be referred to the directors of DOB and DHCD for resolution.

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

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



\_\_\_\_\_  
Colleen Green, Director

Date: 6/12/23

**DEPARTMENT OF BUILDINGS**



\_\_\_\_\_  
Brian J. Harlon, Acting Director

Date: 6-15-2023

WARD	SQUARE/LOT	Address	Vacancy	SF / MF / CM	Total Lot SQ FT.	Cost if billed at	Priority
1	2892 0806	709 Kenyon St NW	LOT	CM	1,253		
4	3710 0840	5889 New Hampshire Ave, NE	LOT	CM	39,360		
5	0615 0075	14 Florida Ave NW	LOT	MF	1,676		
5	0615 0148	10 Q Street, NW	BLDG	CM	1,600		Priority
5	0615 0150	8 Q ST NW	LOT	MF	1,600		
5	0615 0149	6 Q ST NW	LOT	MF	1,600		
5	0615 0151	4 Q St NW	LOT	MF	1,596		
5	0615 0152	16 Florida Ave NW	LOT	MF	1,497		
5	0615 0825	14 Q St NW	LOT	MF	1,217		
5	0615 0806	12 Q St NW	LOT	MF	1,616		
5	3639 0827	2805 4th Street, N.E.	BLDG	SF	1,570		
5	4296 0041	25th Place NE	LOT	S	2,544		Priority
6	0363 0003	905 R Street NW	BLDG	SF	1,900		
6	0748 0072	1106 3rd Street NE	BLDG	SF	1,490		

Wednesday							
7	5089	0017	4226 Dix St NE	LOT	SF	2,469	
7	5097	0021	4319 Kane Place, NE	LOT	SF	2,454	
7	5130	0813	4404 Foote Street, NE	BLDG	SF	1,969	
7	5150	0095	46th St NE	LOT	SF	2,500	
7	5151	0140	Sheriff Road (cnr of 48th Street)	LOT	SF	2,264	
7	5151	0141	Sheriff Road (cnr of 48th Street)	LOT	SF	2,150	
7	5151	0142	Sheriff Road (cnr of 48th Street)	LOT	SF	2,150	
7	5151	0143	Sheriff Road (cnr of 48th Street)	LOT	SF	2,150	
7	5174	0023	1109 50th Place, NE	LOT	SF	2,161	
7	5201	0085	5033 Meade Street, NE	LOT	SF	1,764	Priority
7	5206	0030	5328 James PI NE	LOT	SF	2,500	
7	5260	0009	421 61st Street, NE	LOT	MF	2,130	
7	5228	0044	58th & Dix St., NE	LOT	SF	4,000	Priority
7	5359	0342	Benning Road Site	LOT	MF	68,294	Priority
7	5421	0022	202 36th St SE	BLDG	SF	2,250	
7	5501	0004	31st Street, SE	LOT	SF	2,250	



Thursday							
8	5727 0810	Buena Vista TR and 30th St., SE	LOT	SF	2,762		
8	5810 0002	1430 Morris Road, SE	LOT	SF	3,084		
8	5799 0976	2352, 2356, 2360 High Street, SE	LOT	MF	34,934		Priority
8	5755 0004	2206 16th St SE	BLDG	SF	1,865		
8	5562 0020	1414 22nd Street, SE	LOT	SF	2,250		
8	5778 0834	1615 V St SE	LOT	SF	6600		
8	5778 0164	1637 V St SE	LOT	MF	5560		
8	5806 0243	2412 Martin Luther King Jr Ave SE	BLDG	CM	3,118		
8	5867 0192	2629 Martin Luther King Jr Ave SE	BLDG	MF	3,500		
8	5827 0010	2302 Pomeroy Rd SE	LOT	SF	5,280		
8	5755 0831	Galen St., SE	LOT	SF	933		
8	5755 0833	Galen St., SE	LOT	SF	682		
8	5755 0834	1620 Galen St., SE	LOT	SF	1,718		
8	5755 0832	1624 Galen St., SE	LOT	SF	1,467		
8	5755 0101	1626 Galen St. SE	LOT	SF	564		

Friday						
8	5781 0992	1328 W St. SE	LOT	SF	21,840	
8	5781 0996	1319 V St. SE	LOT	SF	11,865	
8	5889 0815	1444 Alabama Ave SE	LOT	SF	6,277	
8	5888 0053-54	1452, 1454 Alabama Avenue, SE	LOT	MF	2,500	Priority
8	5936 0802	3401 13th Street, SE	LOT	MF	17,594	
8	5982 0040	2741 MLK Jr. Avenue, SE	LOT	SF	3,938	
8	6208 0051	4244 6th St SE	BLDG	MF	8,233	
8	6214 0013	4338 Halley Ter SE	BLDG	MF	1,128	
8	6214 0018	4324 Halley Ter SE	BLDG	MF	1,128	Priority
8	6214 0017	4326 Halley Ter SE	BLDG	MF	3,452	
8	6239 0060	62 Forrester Street, SW	LOT	MF	3,705	
8	6239 0059	64 Forrester Street, SW	LOT	MF	3,739	
8	6240 0803	157 Forrester St SW	LOT	SF	5,200	
8	6170 0804	10 Brandywine Street, SE	LOT	MF	9,803	
8	0251 0042	Chesapeake St SW	LOT	SF	26,426	
8	0251 0064	199 Chesapeake St SW	BLDG	SF		Priority
	61	BLDG	14			
		LOT	47			
		Total Square Footage			365,119	\$ -
Group 1	Group 2					
Group 3	Group 4					

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**DEPARTMENT OF ENERGY AND ENVIRONMENT**  
**AND**  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**BUILDING ENERGY PERFORMANCE STANDARDS COMPLIANCE SUPPORT FOR  
DISTRICT OF COLUMBIA AFFORDABLE HOUSING PROPERTIES – FY 2023**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Department of Energy and Environment (“Buyer Agency” or “DOEE”) and the District of Columbia Department of Housing and Community Development (“Seller Agency” or “DHCD”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties.”

**II. LEGAL AUTHORITY FOR MOU**

- A. D.C. Official Code § 1-301.01(k).
- B. D.C. Official Code §§ 8-151.07(6), 8-151.07(10), and 8-151.08(5).
- C. D.C. Official Code § 8-1772.21(f).
- D. D.C. Official Code § 1-1501.02.

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The American Rescue Plan Act of 2021 (“ARPA,” Pub. L. No. 117-2, 135 Stat. 4 (Mar. 11, 2021)) Coronavirus State and Local Fiscal Recovery Fund provided funding to support the District’s COVID-19 response, and immediate economic stabilization for households and businesses to help turn the tide on the pandemic and rebuild a stronger and more equitable economy (“ARPA Funds”). Additionally, the Clean Energy DC Omnibus Amendment Act of 2018<sup>1</sup> requires the District to implement a BEPS program that sets minimum thresholds for energy performance in all privately-owned buildings with at least 50,000 square feet of gross floor area and all District-owned or District instrumentality-owned buildings with at least 10,000 square feet of gross floor area.

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<sup>1</sup> See D.C. Code § 8-1772.21(a).

Through this MOU, DOEE will transfer ARPA Funds to the DHCD to support energy efficiency upgrades in Affordable Housing Buildings that are required to comply with the District's Building Energy Performance Standards ("2021 BEPS").<sup>2</sup>

"Affordable Housing Building" means a building that is primarily residential, contain 5 or more dwellings units, and:

- (1) In which restrictions or other covenants require that at least 50% of all of the building's dwelling units are occupied by households that have household incomes less than or equal to 80% of the area median income; or
- (2) The building owner can demonstrate, with supporting documentation, that at least 50% of the dwelling units rent at levels that are affordable to households with incomes less than or equal to 80% of the area median income.<sup>3</sup>

The grants provided by DHCD will help Affordable Housing Building owners install energy efficiency measures that will reduce the overall amount of energy consumed in their buildings to meet or exceed the 2021 BEPS.

All expenditures of ARPA Funds are governed by requirements for use of State and Local Fiscal Recovery Funds set forth in Attachments 1 and 2, which are incorporated into this MOU.

#### **IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

##### **A. RESPONSIBILITIES OF DHCD**

###### **1. General.**

DCHD shall:

- a. Administer and distribute ARPA Funds in the form of grants to eligible Affordable Housing Buildings for the purpose of financing the acquisition and installation of DOEE-approved energy efficiency retrofits.
- b. Maximize the use of the ARPA Funds provided by DOEE by leveraging funds from other available sources to include for-profit and non-profit organizations, government agencies, and other entities, as appropriate, to increase the number of Affordable Housing Units retrofitted.

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<sup>2</sup> See 20 DCMR § 3530.

<sup>3</sup> See D.C. Code § 8-1772.21(k).

FY23-FY24 DOEE-DHCD MOU  
Affordable Housing BEPS Compliance

- c. Ensure that all grant agreements are fully executed by September 30, 2024, and ensure that all grant funds are fully expended by September 30, 2026.
- d. Issue at least one (1) Request for Proposals (RFP) or create a standalone process for soliciting proposals from Affordable Housing Building owners that will utilize ARPA Funds to make substantial energy improvements in existing buildings that are subject to the 2021 BEPS.
- e. Maintain and follow written guidelines or procedures for processing, funding, and monitoring of selected projects. These guidelines and procedures shall be provided to DOEE for its records and use in preparing monitoring and other reports.
- f. Submit for DOEE's review and approval a list of all Affordable Housing projects selected for ARPA funding by DHCD. All projects selected for funding by DHCD must meet the requirements specified in Section IV.A.2
- g. Conduct on-site monitoring, at least once per fiscal quarter, of all construction or rehabilitation projects that are supported with funds provided through this MOU. DHCD shall make available its on-site monitoring reports to DOEE designated representatives for review and comment every month services are performed under this MOU.
- h. Require that Affordable Housing Building owners/providers that operate or manage housing units provide written assurances that they will not use the energy efficiency improvements paid for by MOU funds as the sole reason for increasing rent for a dwelling unit.
- i. Require that all projects supported by MOU funds comply with the BEPS reporting requirements.<sup>4</sup>
- j. Review and pay invoices received from owners or Sub-grantees in a timely manner.
- k. Provide monthly expenditures reports to DOEE by the 10th day of each month in accordance with Section VI.B (Payment) to ensure all program expenditures are consistent with authorized uses of the ARPA Funds and this MOU, and quarterly progress reports by the 15th day after the end of each fiscal quarter.

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<sup>4</sup> 20 DCMR § 3519

**2. Conditions for Receipt of Grants**

- a. DHCD shall ensure that for each grant awarded and project funded by this MOU, a proper legal grant agreement is executed that includes the amount and source of MOU funds provided, and terms and conditions.
- b. The Affordable Housing project did not meet the 2021 BEPS.
- c. DHCD shall ensure that the eligible Affordable Housing projects meet the following criteria:
  - i. The buildings are primarily residential, as defined in the CEDC Act, contain 5 or more dwelling units, have use restrictions or other covenants that require that at least 50% of all of the building's dwelling units are occupied by households that have incomes of less than or equal to 80% of the Area Median Income (AMI); or the building owner can demonstrate that at least 50% of the dwelling units rent at levels that are affordable to households with incomes less than or equal to 80% of the AMI.
  - ii. The building(s) has specified rent amounts that are affordable to households with incomes less than or equal to 80% of the Washington Metropolitan Statistical Area Median Family Income (MFI), updated at least once annually on DHCD's Maximum Income, Rent and Purchase Price Schedule.

**B. RESPONSIBILITIES OF DOEE**

DOEE shall:

- 1. Establish an Interagency Project that allows the DHCD to directly charge the Project for the costs the DHCD incurs in providing goods and/or services under this MOU.
- 2. Provide technical assistance to help DHCD draft an RFP or create a standalone process for soliciting proposals from Affordable Housing Building owners that will utilize MOU funds to make substantial energy improvements in existing buildings that did not meet the 2021 BEPS.
- 3. Provide benchmarking data to DHCD to help identify eligible Affordable Housing Buildings that could benefit from DHCD financing.
- 4. Review DHCD's guidelines or procedures for issuing RFPs and evaluating and monitoring selected projects for funding.
- 5. Review and approve all Affordable Housing projects selected for funding by DHCD within 15 days after each project is presented to DOEE for

approval. All projects selected for funding must meet the requirements specified in Section IV.A.2.

6. Provide technical support to discuss and develop the format of the monthly and quarterly reports required pursuant to Section IV.A.1.k before the first monthly and quarterly reports are due.
7. Review monthly and quarterly progress and reconciliations reports to ensure that the DHCD funded projects are making progress and expenditures are consistent with authorized uses of ARPA Funds and this MOU.

**V. DURATION OF THIS MOU**

**A. PERIOD**

This MOU shall be effective from the date of the last signature through September 30, 2026.

**B. EXTENSION**

The Parties may extend this MOU for up to three (3) years through one or more MOU amendments. An extension of this MOU is subject to the availability of funds at the time of the amendment.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

1. The total cost for the goods and/or services provided under this MOU shall not exceed five million dollars (\$5,000,000.00).
2. Funding shall not exceed the actual cost of the goods and services provided. "Actual costs" include materials, supplies, equipment, work, services of any kind, fringe benefits, and actual overhead. If the costs include funding for services through contracts or grants, Actual cost may include fringe benefits, overhead, and profit paid pursuant to DHCD's standard contracting or grant-making practices. Funding for the DHCD staff salaries, fringe benefits, materials, supplies, equipment, services of any kind, and other administrative or overhead costs shall not exceed 10 percent of the total amount transferred to DHCD by DOEE through this MOU.
3. Funding shall be applied only to actual costs covered by this MOU.
4. DHCD shall submit to DOEE on a monthly basis, Project Schedules for each project supported by the MOU funds. The monthly Project Schedules

must adequately reflect the full cost of work completed and in-progress for each project.

5. DHCD shall notify DOEE no later than August 1 during any year in which the MOU is in effect, if it has reason to believe that all of the MOU funds will not be used during the then current fiscal year.
6. DHCD shall ensure that all MOU funds are fully obligated by September 30, 2024. Obligated funds are defined as funds that are committed in an executed contract or grant agreement that have not been disbursed to the contractor or grantee.

**B. PAYMENT**

1. Within 10 days after this MOU is fully executed, DOEE shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the DHCD to directly charge the Project for the costs the DHCD incurs in providing goods and/or services under this MOU.
2. DHCD shall charge the Interagency Project only for the Actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in PeopleSoft, the DCHD shall attach to the Project, documentation that supports the charge, including invoices as applicable.

**C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all 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) 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.

**VII. AMENDMENTS**

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



**VIII. COMPLIANCE WITH LAW**

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

**IX. COMPLIANCE MONITORING**

DHCD will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

**X. RECORDS AND REPORTS**

- A. DOEE and DHCD shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than five (5) years after the date of expiration or termination of this MOU.
- B. Both DOEE and DHCD shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.
- C. DHCD shall provide monthly reports to DOEE no later than the 10<sup>th</sup> day of the month a report all MOU activities and expenditures for the preceding month.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving ninety (90) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, DOEE and DHCD shall reconcile any amounts due to DHCD under this MOU. DOEE shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until DHCD has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency/DHCD.

**XII. NOTICES**

The following individuals are the contact points for each Party:

DHCD:

Joseph Knackstedt  
Deputy Manager, Development Finance Manager  
D.C. Department of Housing and Community Development  
1800 Martin Luther King, Jr. Avenue, S.E.  
Washington, D.C. 20020  
[joseph.knackstedt@dc.gov](mailto:joseph.knackstedt@dc.gov)  
202-442-7200

DOEE:  
Dr. Lance Loncke  
Senior Economist  
Department of Energy and Environment  
1200 First Street, NE  
Washington, DC 20002  
[lancelot.loncke@dc.gov](mailto:lancelot.loncke@dc.gov)  
202-359-5959

**XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to Joseph Knackstedt and Dr. Lance Loncke for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of the Department of Housing and Community Development and the Department of Energy and Environment for resolution.

**XIV. CONFIDENTIAL INFORMATION**

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

**XV. SIGNING AND COUNTERPARTS**

This MOU and any amendment may be signed by hand or electronically on the original version or a duplicate. It may be signed in counterparts, each separately and together constituting one and the same document.

ATTACHMENT 1. AMERICAN RESCUE PLAN ACT REQUIREMENTS

ATTACHMENT 2. DC ARPA AWARD TERMS AND CONDITIONS

*This space intentionally left blank*

FY23-FY24 DOEE-DHCD MOU  
Affordable Housing BEPS Compliance

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

**DEPARTMENT OF ENERGY AND ENVIRONMENT**



\_\_\_\_\_  
Richard Jackson  
Acting Director

Date: 7-6-2023



\_\_\_\_\_  
Beth Mullin  
Deputy General Counsel  
for Legal Sufficiency

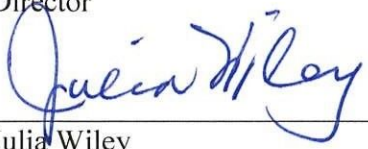
Date: 7/5/2023

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



\_\_\_\_\_  
Colleen Green  
Director

Date: 7/24/23



\_\_\_\_\_  
Julia Wiley  
General Counsel  
for Legal Sufficiency

Date: 7/24/23

Filename: FY23-24 DOEE-DHCD MOU – BEPS Compliance #6440

**ATTACHMENT 1**  
**AMERICAN RESCUE PLAN ACT REQUIREMENTS**

This MOU is funded with State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act of 2021, Pub. L. No. 117-2, § 9901, 135 Stat. 4 (Mar. 11, 2021 (ARPA)). The MOU is therefore governed by compliance requirements for use of SLFRF funds and all reporting requirements for expenditure of SLFRF funds. The SLFRF funds for this project are in the revenue loss eligible use category (the Revenue Replacement category) and therefore do not give rise to a subrecipient relationship under 2 CFR Part 200.

Notwithstanding any other provision of this MOU, the following requirements apply to the expenditure of SLFRF funds under this MOU.

1. The Seller Agency shall comply with the requirements of ARPA; 31 CFR Part 35, Subpart A; and any interpretive guidance, including the Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities dated September 20, 2022. *See* 31 CFR § 35.9.
2. The Parties shall follow the applicable requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, Subparts A, B, C, and F.
3. The Parties shall follow the applicable requirements of the following provisions of 2 CFR Part 200, Subparts D and E:
  - a. Subpart D – Post Federal Award Requirements
    - i. 200.300 - Statutory and national policy requirements.
    - ii. 200.302 - Financial management.
    - iii. 200.303 - Internal controls.
    - iv. 200.328 - Financial reporting.
    - v. 200.329 - Monitoring and reporting program performance.
    - vi. Record Retention and Access (2 C.F.R. 200.334 – 200.338)
      - a) 200.334 - Retention requirements for records.
      - b) 200.335 - Requests for transfer of records.
      - c) 200.336 - Methods for collection, transmission, and storage of information.
      - d) 200.337 - Access to records.
      - e) 200.338 - Restrictions on public access to records.
  - b. Subpart E – Cost Principles
    - i. 200.400(a) - (c), and (e) - Policy guide.
    - ii. 200.403(a), (c), (d), (g), and (h) - Factors affecting allowability of costs.
    - iii. 200.404(e) - Reasonable costs.
4. In carrying out work funded by the MOU, the Seller Agency shall comply with:
  - a. All laws listed in the SLFRF Award Terms and Conditions set forth in Attachment 2, and
  - b. All applicable executive orders, federal statutes, and regulations.

FY23-FY24 DOEE-HCD MOU  
Affordable Housing BEPS Compliance

5. The Parties shall ensure that:
  - a. SLFRF funds expended under this MOU are used solely for eligible purposes and expended in accordance with the terms of this MOU;
  - b. There is no fraud, waste, and abuse associated with expenditure of funds; and
  - c. District government employees comply with the ethical obligations of employees set forth in Title 6, Subtitle B, Chapter 18, of the District of Columbia Municipal Regulations, including reporting credible violations of the District Code of Conduct and Chapter 18 to appropriate authorities. Reports of suspected fraud, waste, abuse, or mismanagement may be made anonymously and confidentially to the DC Inspector General at (800) 521-1639 or (202) 724-8477 or via email to [hotline.oig@dc.gov](mailto:hotline.oig@dc.gov)
6. The Parties shall ensure that, pursuant to D.C. Official Code § 1-615.58(7), District government employees shall disclose violations of law, regulation, or contract and misuse of government resources as soon as the employee becomes aware of the violation or misuse of resources. The District's whistleblower law establishes protections for employees who make protected disclosures. *See* D.C. Official Code § 1-615.51 *et seq.* See also the protections for whistleblowers described in the SLFRF Award Terms and Conditions in Attachment 2.

Filename: Attachment 1 - ARPA Requirements #6142.docx

OMB Approved No.:1505-0271

Expiration Date: 11/30/2021

ATTACHMENT 2

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE FISCAL RECOVERY FUND

Recipient name and address: Government of the District of Columbia 1101 4th Street SW Washington, District of Columbia, 20024	DUNS Number: 024716420 Taxpayer Identification Number: 536001131 Assistance Listing Number: 21.019
--	--

Section 602(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), authorizes the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund.

As a condition to receiving such payment from Treasury, the authorized representative below hereby (i) certifies that the recipient named above requires the payment to be made pursuant to section 602(b) of the Act in order to carry out the activities listed in section 602(c) of the Act and (ii) agrees to the terms attached hereto.

Section 603(b)(2) of the Act authorizes Treasury to make payments to States for the State to distribute to nonentitlement units of local government within the State in accordance with section 603(b)(2). The authorized representative below hereby agrees to use such payment from Treasury to make payments to such nonentitlement units of local government in accordance with Section 603(b) of the Act and Treasury's implementing regulations and guidance.

Section 603(b)(3)(B)(ii) of the Act authorizes Treasury to make payments to States, in the case of an amount to be paid to a county that is not a unit of general local government, for the State to distribute to units of general local government within such county in accordance with Section 603(b)(3)(B)(ii) of the Act. To the extent applicable, the authorized representative below hereby agrees to use any such payment from Treasury to make payments to such units of general local government in accordance with Section 603(b) of the Act and Treasury's implementing regulations and guidance.

Recipient:  7EF428BAF8E84EF...

Authorized Representative: Muriel Bowser  
Title: Mayor, District of Columbia  
Date signed: 5/11/2021

U.S. Department of the Treasury:

Authorized Representative:  
Title:  
Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE FISCAL RECOVERY FUND  
AWARD TERMS AND CONDITIONS

1. Use of Funds.
  - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 602(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.
  - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
  - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 602(c), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
  - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 602 of the Act, regulations adopted by Treasury pursuant to section 602(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
  - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
  - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
  - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
  - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
  - ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.),



which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

10. Remedial Actions. In the event of Recipient's noncompliance with section 602 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 602(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 602(e) of the Act and any additional payments may be subject to withholding as provided in sections 602(b)(6)(A)(ii)(III) of the Act, as applicable.

11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."

14. Debts Owed the Federal Government.

- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to sections 602(e) and 603(b)(2)(D) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
- b. Any debts determined to be owed the federal government must be paid promptly by Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
  - i. A member of Congress or a representative of a committee of Congress;
  - ii. An Inspector General;
  - iii. The Government Accountability Office;
  - iv. A Treasury employee responsible for contract or grant oversight or management;
  - v. An authorized official of the Department of Justice or other law enforcement agency;
  - vi. A court or grand jury; or
  - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

OMB Approved No. 1505-0271  
Expiration Date: November 30, 2021

## ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

### ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

OMB Approved No. 1505-0271

Expiration Date: November 30, 2021

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

*The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

OMB Approved No. 1505-0271  
Expiration Date: November 30, 2021

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient’s obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Government of the District of Columbia

5/11/2021

Recipient

Date

DocuSigned by:

Muriel Bowser

7EF428BAF8E84EF...

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.



# Routing and Transmittal Slip

Executive Summary / Decision Memorandums

Required Signatures:	Initials:	Date:
1. Drew E. Hubbard, Interim Director	<u>JEH</u>	<u>12/13/22</u>
2. Tsega Bekele, Chief of Staff	<u>TB</u>	<u>12/13/22</u>
3. Julia H. Wiley, General Counsel	<u>dj</u>	<u>12/13/22</u>
4. Sulma Khalid, Asst. GC	<u>dj</u> for SK	<u>12/13/22</u>
5. Deneira Owens, PADD Manager	<u>DO</u>	<u>12/13/22</u>
6. Beth Spooner, AFO	<u>BS</u>	<u>12/13/22</u>

Action - Comments

Closing on purchase of #405, Ontario 17, 2550 17th St. NW

SUBJECT:  Approval       Circulate       FYI       File

Correction       Invitation       Meeting       Signature

**PRE-SIGNING CHECK LIST**

1. Has Division Manager listed the document on the Signing Day Google Sheet? (Y/N) Y
2. Are the Pages Numbered? If not, please number them. (Y/N) Y
3. List all the Pages that need the Director's Signature and/or Notary pages 5-9, 13, 18 & 19 of the pdf

**POST-SIGNING CHECK LIST**

1. Does the Correspondence Unit (CU) need to prepare an envelope or a delivery slip? (Y/N) N
2. If an envelope or delivery slip is needed, list the name/address N/A

**ANY SPECIAL INSTRUCTIONS**

**OR INFORMATION:**  
[Add info here]

Originating Office

From: Gene Bulmash GB Telephone #: 202 442-7168

Due Date: As soon as practical Date: 12/12/2022

*Handwritten notes:* 12/12/22 #13



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



Closing on the purchase of #405, Ontario 17, 2550 17<sup>th</sup> Street NW  
Page 2

**EXECUTIVE SUMMARY**

**DEC 13 2022**

**TO:** Drew E. Hubbard, Interim Director *DH*

**THRU:** Tsega Bekele, Chief of Staff *TB*

**THRU:** Julia Wiley, General Counsel *dj* for JW

**THRU:** Sulma Khalid, Assistant General Counsel *dj* for SK

**THRU:** Deneira Owens, Property Acquisition and Disposition Division Manager *DO*

**THRU:** Beth Spooner, Agency Fiscal Officer *BS*

**FROM:** Gene Bulmash, Inclusionary Zoning Program Manager - *GB*

**DATE:** December 12, 2022

**SUBJECT:** Closing on the purchase of #405, Ontario 17, 2550 17<sup>th</sup> Street NW

**I. DESCRIPTION OF ACTION TO BE TAKEN**

- Payment in the amount of \$246,235.06 to be sent to Answer Title, pursuant to the attached wiring instructions (page 14 of the pdf), for the purchase price and closing costs, as itemized on the attached Closing Statement;
- Payment in the amount of \$995.00 to be sent to the Office of Risk Management for condo owner's insurance, pursuant to a Memorandum of Understanding, (pages 15-18 of the pdf);
- Interim Director to sign the closing documents as follows:
  - Signature Addendum to ALTA Combined Settlement Statement – page 5 of the pdf;
  - Answer Title Agreement – page 6 of the pdf & needs notary;
  - Post Closing Information and Disclosure/Cooperation Affidavit – page 7 of the pdf & needs notary;
  - Notice of Availability of Owner's Title Insurance – page 8 of the pdf;
  - Disclosure and Acknowledgment of Receipt of Title Insurance Commitment – page 9 of the pdf;
  - Real Property Recordation and Transfer Tax Form FP-7/C – page 13 of the pdf & needs notary
  - Interagency Standard Request Form (IASRF) Agreement - page 19 of the pdf & needs funding attributes.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



Closing on the purchase of #405, Ontario 17, 2550 17<sup>th</sup> Street NW  
Page 2

**II. BACKGROUND**

- A Decision Memo was approved June 9, 2022, authorizing the purchase of this IZ unit, pursuant to the IZ Purchase Program Pilot. A Purchase and Sale Agreement was executed on October 6, 2022, providing for a closing within 45 days. We conducted an appraisal & inspection, and no major issues were discovered. Notice to the ANCs was published in the DC Register on October 14, 2022, and no comments were received. To proceed with the closing, the listed documents need to be signed.

**III. KEY PARTICIPANTS**

- Gene Bulmash (202) 442-7168 or (202) 577-2297, cell

**IV. RECOMMENDATION**

- Execution of the closing documents itemized above & payment of the funds itemized above

**V. DECISION**



Answer Title  
 80 M St SE  
 Suite 100  
 Washington, DC 20003  
 (202) 204-0600

ALTA Combined Settlement Statement

File #: DC-DHCD-P5253 Property 2550 17th Street Northwest Settlement Date 12/15/2022  
 Prepared: 12/06/2022 Unit 405 Disbursement Date 12/15/2022  
 Escrow Officer: Washington, DC 20009  
 Buyer District of Columbia  
 Seller Allyson Behnke  
 Lender

Seller			Buyer	
Debit	Credit		Debit	Credit
		<b>Primary Charges &amp; Credits</b>		
	\$242,979.00	Sales Price of Property	\$242,979.00	
		<b>Prorations/Adjustments</b>		
	\$127.70	HOA 12/15/2022 to 12/31/2022	\$127.70	
		<b>Government Recording and Transfer Charges</b>		
		Recording Fees	\$31.50	
		---Deed: \$31.50		
		Recordation Tax (State Deed Taxes) to DC Recorder of Deeds		
\$2,672.77		Transfer Tax (State Deed Taxes) to DC Recorder of Deeds		
		<b>Title Charges</b>		
\$125.00		Title - Deed Prep Fee to Answer Title		
		Title - Recording/E-recording Fee to Answer Title	\$75.00	
\$95.00		Title - Release Prep/Tracking Fee to Answer Title		
\$295.00		Title - Settlement Fee to Answer Title		
		Title - Settlement or Closing Fee to Answer Title	\$595.00	
		Title - Title Exam to Answer Title	\$50.00	
\$150.00		Title - Title Exam/Clearing Fee to Answer Title		
		Title - Title Search Fee to Answer Abstracts	\$262.00	
		Title - Owner's Title Policy to First American Title Insurance Company	\$1,386.00	
		<b>Miscellaneous Charges</b>		
		Jan. & Feb. '23 Condo Fee to Association	\$478.86	
\$431.03		Property Taxes due for October thru December 2022 to DC Treasurer		
\$109.95		Statement of Account to Answer Title		
		Transfer Fee to Management Co.	\$250.00	
\$4,171.40		Unpaid Condo Fees Through 12/31/22 (e) to Association		
Seller			Buyer	
Debit	Credit		Debit	Credit
\$8,050.15	\$243,106.70	<b>Subtotals</b>	\$246,235.06	\$0.00
		Due from Buyer		\$246,235.06
\$235,056.55		Due to Seller		
\$243,106.70	\$243,106.70	<b>Totals</b>	\$246,235.06	\$246,235.06

See signature addendum

# Signature Addendum

## Acknowledgement

We/I have carefully reviewed the Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the Settlement Statement.

We/I authorize Answer Title to cause the funds to be disbursed in accordance with this statement.

District of Columbia,  
a municipal corporation,  
acting by and through the Department of Housing and Community Development

Allyson Behnke

Date

  
Drew Hubbard  
Interim Director of the DC Housing and Community Development

12/13/22  
Date

Settlement Agent

Date



# ANSWER TITLE

## AGREEMENT

The undersigned does hereby authorize the following procedures:

1. Buyer acknowledges that Answer Title does not work for Buyer, Seller, or Title Insurance Company and receives fees/commissions from all parties. All parties have the right to their own legal counsel at their own expense.
2. Buyer agrees that Answer Title may make any subsequent, proper adjustments and further agrees to cooperate with Answer Title in all respects to cure any mistake, including initialing or re-executing documents, repayment of any monies which proved insufficient and which may have been advanced by Answer Title for payoff shortages, taxes, etc.

**District of Columbia,  
a municipal corporation,  
acting by and through the Department of Housing and Community Development**

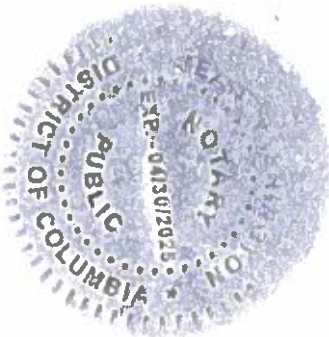
**Drew Hubbard  
Interim Director of the  
DC Housing and Community Development**

DISTRICT OF COLUMBIA

This instrument was acknowledged before me on this 13<sup>th</sup> day of December, 2022.

**Notary Public  
My Commission Expires:**

**Jean O. Washington  
Notary Public, District of Columbia  
My Commission Expires April 30, 2025**



**ANSWER TITLE  
80 M Street, SE, Suite 100  
Washington, DC 20003  
P: 202.204.0600  
F: 202.204.0610  
[www.answerstitle.com](http://www.answerstitle.com)**



# ANSWER TITLE

## POST CLOSING INFORMATION AND DISCLOSURE/COOPERATION AFFIDAVIT

File No.: **DC-DHCD-P5253**

Property: **2550 17th Street Northwest, Unit 405, Washington, DC 20009**

Mailing Address: c/o Gene Bulmash, 1800 Martin Luther King Jr. Ave. SE, Washington DC 20020  
(if different from property address)

Disposition of Funds: (if any)

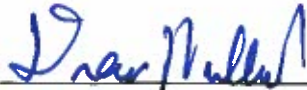
- Regular Mail
- Electronic Transfer/Wire (Attach Voided Check or Deposit Slip)
- Other: \_\_\_\_\_

Answer Title is provided information from various sources to compile the closing disclosures and/or settlement statement including but not limited to names, addresses, assessment figures, association/condo figures, taxes, payoffs, lender charges, etc., but does not take responsibility for incorrect or unobtainable information. The parties agree that the accuracy of the information provided to Answer Title and/or a third party as to designations, utility fees, taxes or any evidences of indebtedness is not guaranteed by Answer Title and will not preclude Answer Title from providing corrected closing disclosures and/or settlement statements any other documents pertinent to this transaction. The undersigned understands if deficiencies are found in our post-closing quality review, that Answer Title may make any proper adjustments. The undersigned further agrees to cooperate with Answer Title in all respects to cure any mistake, including initialing or re-executing documents, or make payment of any monies which are proved insufficient and which may have been advanced by Answer Title for payoff shortages, taxes, etc. The undersigned also hereby authorizes Answer Title to pay for any such insufficiencies with monies held by Answer Title either in escrow for or that may otherwise be due to the undersigned. Should it be necessary to correct or complete any documents necessary for funding authorization or recordation, the undersigned hereby authorizes Answer Title to act as attorney-in-fact to execute such documents on their behalf. Should it be necessary for the settlement agent to bring suit for non-cooperation as outlined above, the non-cooperating party shall be responsible for court costs and reasonable attorney fees. Answer Title does not work for Purchaser/Borrower, Seller, Lender or Title Insurance Company and may receive fees/commissions from all parties except the Lender; additionally, Answer Title may earn income on funds held in escrow or trust accounts.

The undersigned further agrees that settlement is not complete until the follow conditions have been met:

1. Certified funds have been received and cleared our escrow account.
2. All checks, including assignment of funds checks are received and have cleared our escrow account.
3. All documents (by both **BUYER** and **SELLER**) have been properly executed and audited.
4. The title search to the property has been brought current to the time of recordation.

**District of Columbia,  
a municipal corporation,  
acting by and through the Department of Housing and Community Development**



**Drew Hubbard  
Interim Director of the  
DC Housing and Community Development**

DISTRICT OF COLUMBIA

This instrument was acknowledged before me on this 13<sup>th</sup> day of December, 2022.



**Jean O. Washington  
Notary Public, District of Columbia  
My Commission Expires April 30, 2025**

**ANSWER TITLE  
80 M Street, SE, Suite 100  
Washington, DC 20003  
P: 202.204.0600  
F: 202.204.0610  
www.answertitle.com**

NOTICE OF AVAILABILITY OF OWNER'S TITLE INSURANCE

File No.: DC-DHCD-P5253  
Settlement Date: December 15, 2022

Buyer: District of Columbia

Purchase Price: 242,979.00

With respect to the real estate transaction involving the purchase of the above property, we have been notified by our settlement agent of the following:

1. That we, as buyers of this property, have a right to obtain title insurance issued in our favor, which will be the issuance of an Owner's Policy of Title Insurance in the amount of the purchase price set forth hereinabove. The cost for obtaining an Owner's Policy of Title Insurance is set forth hereinbelow.
2. That a 2006 ALTA Owner's Policy of Title Insurance is available for our purchase and the insurance coverages contained in the 2006 form of policy have been disclosed to us.
3. That any Owner's Policy of Title Insurance issued in our favor will be issued subject only to the contingencies and conditions contained in the title insurance binder/commitment. We understand that we have the right to review a sample of each form of Owner's Policy of Title Insurance in which said contingencies and conditions will be inserted.
4. That if we desire a Policy as buyers, the Owner's Policy of Title Insurance will be effective upon the payment of the additional premium described hereinbelow, and upon the delivery and recordation of the Deed from seller to buyer.

As used herein, plural shall be construed to mean singular, and vice versa.

If you are uncertain as to whether you should obtain an Owner's Policy of Title Insurance, you are urged to seek independent advice.

WE HEREBY ACKNOWLEDGE hereby acknowledge receipt of this Notice of Availability of Owner's Insurance. We hereby direct that First American Title Insurance Company, through its policy-issuing agent, Answer Title, proceed as follows:

**(CHOOSE ONE OPTION: INDICATE CHOICE BY PLACING AN "X")**

**OPTION 1:**

WE DO NOT DESIRE AN OWNER'S POLICY OF TITLE INSURANCE AT THIS TIME.

**OPTION 2:**

ISSUE A 2006 ALTA OWNER'S POLICY. THE PREMIUM CHARGE FOR ISSUANCE OF THIS OWNER'S POLICY WILL BE \$1,386.00

District of Columbia,  
a municipal corporation,  
acting by and through the Department of Housing and Community Development



Drew Hubbard  
Interim Director of the  
DC Housing and Community Development

**DISCLOSURE AND ACKNOWLEDGMENT OF RECEIPT  
OF TITLE INSURANCE COMMITMENT  
(District of Columbia)**

File No.: DC-DHCD-P5253

Property: 2550 17th Street Northwest, Unit 405, Washington, DC 20009

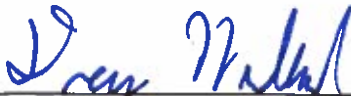
Name of Title Insurance Company: First American Title Insurance Company

**ACKNOWLEDGMENT OF RECEIPT OF COMMITMENT**

**We the purchasers of the above referenced property hereby acknowledge that we have received a copy of the title insurance commitment and have had the opportunity to review the commitment. We understand that the items listed as exceptions on this commitment will appear as exceptions on the final title insurance policy issued by the above referenced title insurance company and that said company will not provide any coverage to the insured for matters that pertain to the listed exceptions. Any requirement shown in the commitment will also appear in the final title insurance policy unless the same are disposed of to the satisfaction of said company.**

**Purchaser:**

District of Columbia,  
a municipal corporation,  
acting by and through the Department of Housing and Community Development



Drew Hubbard  
Drew Hubbard  
Interim Director of the  
DC Housing and Community Development

**Agent/Settlement Company:**

Answer Title  
80 M St, SE, Suite 100  
Washington, DC 20003  
P: (202) 204-0600  
F: (202) 204-0610



**Government of the District of Columbia**

Office of Tax and Revenue  
Recorder of Deeds  
1101 4th St. Street, SW  
Washington, DC 20024  
Phone (202)727-5374

**Real Property Recordation and Transfer Tax Form FP-7/C**

**PART A - Type of Instrument**

Deed     Deed of Trust     Lease for a Term of 30 years or more  
 Re-recording     Other: \_\_\_\_\_

**PART B - Property Description/Data/Property Being Conveyed**

Square     Suffix     Lot     Square     Suffix     Lot

If more than one lot, list Square/Suffix/Lots below or attach addendum:

Square and/or Parcel  Lot(s)

Property Address:  Street Number     Street Name     Quadrant     Unit No.  Unit

Property Use:  Dwelling Units ≤ 5     Apartment     Commercial

**Is any part of the entire building commercial (Class 2)?**

Yes\*     No     Unimproved

\*If Yes, is there majority common ownership prior to this transfer? (See Instructions)

Yes†     No

† If Yes, this instrument will be taxed as commercial.

Fee Interest % Conveyed:  %

Was personal property included in this transfer?     Yes\*     No

\*If Yes, what type?  Estimated Value \$

**PART C - Instrument Submitted by or Contact Person**

Name  Firm

Address

City  State  Zip

**PART D - Return Instrument To**

Name  Firm

Address  Phone No.

City  State  Zip

**PART E - Grantor(s) Information**

Grantor  Grantor

Grantor  Grantor

Address  Phone No.

City  State  Zip

Grantor(s) Tenancy     Tenants in Common     Joint Tenants     Trustee  
 Tenants by Entirety     Sole



**Government of the District of Columbia**

Office of Tax and Revenue  
1101 4th St. Street, SW  
Washington, DC 20024  
Phone (202)727-5374

2565		2065
Square	Suffix	Lot

**PART F - Grantee(s) Information**

District of Columbia, acting by and through the Dept. of Housing and Community Development

Grantee [ ] Grantee [ ]

Grantee [ ] Grantee [ ]

Address 1800 Martin Luther King Jr. Ave., SE Phone No. [ ]

City Washington State DC Zip 20020

**Grantee(s) Tenancy**

Tenants in Common  Joint Tenants  Trustee

Tenants by Entirety  Sole

**PART G - Mailing Address for Grantee (If different from Part F)**

Last Name [ ] First Name [ ] Middle Name [ ]

Address [ ] Unit No. [ ]

City [ ] State [ ] Zip [ ]

Phone [ ]

**PART H- Consideration and Financing**

"complete all items; insert zero if no amount"

**Tax Exemption Application  
Recordation Tax/Transfer Tax**  
(Cite to Specific DC Code Provision)

**I. Deed**

1. Acquisition Price	\$ 242,979.00	2/
Cash	\$ 242,979.00	/
<i>Amount of 1<sup>st</sup> Deed of Trust</i>		
Purchase Money Amount	_____	_____
Other Exempt Amount	_____	_____
Nonexempt Amount:	_____	_____
<i>Amount of 2<sup>nd</sup> Deed of Trust</i>		
Purchase Money Amount	_____	_____
Other Exempt Amount	_____	_____
Nonexempt Amount:	_____	_____
<i>Amount of 3<sup>rd</sup> Deed of Trust</i>		
Purchase Money Amount	_____	_____
Other Exempt Amount	_____	_____
Nonexempt Amount:	_____	_____
2. Current Tax Year Assessed Value (If No or Nominal Consideration)	_____	/





**Government of the District of Columbia**

Office of Tax and Revenue  
1101 4th St. Street, SW  
Washington, DC 20024  
Phone (202)727-5374

2565		2065
Square	Suffix	Lot

**II. Deeds of Trust (no transfer of title)**

**Tax Exemption Application  
Recordation Tax**  
(Cite to Specific DC Code Provision)

Amount of Deed of Trust \_\_\_\_\_  
 Exempt Amount (s) \_\_\_\_\_  
 Nonexempt Amount(s) \_\_\_\_\_

3. Total Amount of all Nonexempt Deeds of Trust (I & II) \_\_\_\_\_

**PART I: Computation of Tax**

For recordation tax on residential deed transfers by qualified first-time homebuyers, use Line 1. For residential deed transfers with a total consideration of less than \$400,000.00, use Lines 2 and 3. For residential deed transfers with a total consideration of \$400,000.00 and higher use, Lines 4 and 5. For commercial deeds and nonexempt security interest instruments with a total consideration of less than \$2,000,000.00, use Lines 4, 5 and 6. For commercial deeds and nonexempt security interest instruments with a total consideration of \$2,000,000.00 and higher, use Lines 7, 8 and 9. (See instructions)

1. Recordation Tax	0.725% of Line 1, Part H (attach form ROD 11)	\$	
2. Recordation Tax	1.1% of Line 1 or Line 2, Part H	\$	
3. Transfer Tax	1.1% of Line 1 or Line 2, Part H	\$	2,672.77
4. Recordation Tax	1.45% of Line 1 or Line 2, Part H	\$	
5. Transfer Tax	1.45% of Line 1 or Line 2, Part H	\$	
6. Recordation Tax	1.45% of Line 3, Part H	\$	
7. Recordation Tax	2.5% of Line 1, or Line 2, Part H (\$2,000,000.00 or higher)	\$	
8. Transfer Tax	2.5% of Line 1, or Line 2, Part H (\$2,000,000.00 or higher)	\$	
9. Recordation Tax	2.5% of Line 3, Part H (\$2,000,000.00 or higher)	\$	
10. Total		\$	2,672.77

**PART J: Affidavit (Part A to J)**

I/We hereby swear or affirm under penalty of perjury that this return, including any accompanying schedules/documents/and statements, has been examined by me/us and to the best of my/our knowledge and belief, the statements and representations are correct and true. I/We hereby acknowledge that any false statement or misrepresentations I/We made on this return is punishable by criminal penalties under the laws of the District of Columbia.

**Grantor(s)**

Allyson Behnke  
Typed Name

\_\_\_\_\_  
Signature

Date December 15, 2022

Subscribed to and sworn to before me  
by Grantor(s) this 15th day of December, 2022

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
mm/dd/yyyy

**Grantee(s)**

SEE ATTACHED  
Typed Name

\_\_\_\_\_  
Signature

Date December \_\_, 2022

Subscribed to and sworn to before me  
by Grantee(s) this \_\_\_\_ day of December, 2022

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
mm/dd/yyyy

**PART J: Affidavit (Part A to J)**

I/We hereby swear or affirm under penalty of perjury that this return, including any accompanying schedules/documents/and statements, has been examined by me/us and to the best of my/our knowledge and belief, the statements and representations are correct and true. I/We hereby acknowledge that any false statement or misrepresentations I/We made on this return is punishable by criminal penalties under the laws of the District of Columbia.

**SSL: 2565 2065**

**GRANTEE:**

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

By: *Drew Hubbard*  
Drew Hubbard  
Interim Director of the  
DC Department of Housing and Community Development

**NOTARY ACKNOWLEDGEMENT**

DISTRICT OF COLUMBIA

Signed and sworn to (or affirmed) before me on this 13<sup>th</sup> day of December, 2022.

*Jean O. Washington*  
Notary Public  
My Commission Expires:

**Jean O. Washington**  
**Notary Public, District of Columbia**  
**My Commission Expires April 30, 2025**





**ANSWER TITLE**

**Wire Instructions for  
Answer Title**

*(District of Columbia)*

**Bank:** **Capital Bank NA**  
2275 Research Blvd, Suite 600  
Rockville MD 20850  
(301) 468-8848

---

**Routing No.:** 055003340

---

**Account No.:** 116110911

---

**Account Name:** Answer Title & Escrow LLC – DC Escrow Account

---

**Account Address:** 80 M St SE, Suite 100  
Washington, DC 20003

---

**Case Reference:** DC-DHCD-P5253

---

**These instructions WILL NOT CHANGE, should you receive alternate instructions, please call our office (202) 204-0600**

**IMPORTANT NOTE:**

Only an actual wire transfer will be accepted. We cannot accept ACH transfers. ACH transfers are not the same as wire transfers. A wire transfer is a “same-day” transaction. ACH transfers will be rejected and returned. To avoid any delay in settlement, please ensure that funds are being sent by your financial institution only by a same-day wire transfer, not ACH transfer.

**ANSWER TITLE**  
80 M Street, SE, Suite 100  
Washington, DC 20003  
P: 202.204.0600  
F: 202.204.0610  
[www.answerstitle.com](http://www.answerstitle.com)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
AND  
CAPTIVE INSURANCE AGENCY  
FOR FISCAL YEAR 2023**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the *Department of Housing and Community Development* (“Buyer Agency”) and the *Captive Insurance Agency* (“Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k).

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The Buyer Agency is acquiring an Affordable Dwelling Unit (ADU) condominium (Ontario 17) located at 2550 17<sup>th</sup> Street, NW, Unit #405, Washington, DC 20020 (the “Condo”). The insurance requirements in the Condominium Association Bylaws (Bylaws, Section 7.5, pages 23-26) require the Buyer to obtain HO-6 Condominium Unit Owner’s Policy, which is also required under DC Law. (D.C. Code § 42-1903.10).

**IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

**A. RESPONSIBILITIES OF SELLER AGENCY**

1. Procure the insurance policy for the Condo.

**B. RESPONSIBILITIES OF BUYER AGENCY**

1. Pay \$995.00 (NINE HUNDRED, NINETY-FIVE, AND 00/100) in advance to the Seller Agency for the actual cost of procuring the condo insurance policy.

**V. DURATION OF THIS MOU**

**A. PERIOD**

The period of this MOU shall be from the date the MOU is fully executed (the “effective date”) through September 30, 2023, unless early terminated pursuant to Section XI of this MOU.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$995.00 (NINE HUNDRED, NINETY-FIVE, AND 00/100) for Fiscal Year 2023. The total cost of the goods and/or services is based on the Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU, including labor, materials and overhead.

**B. PAYMENT**

1. Within ten (10) days after [the effective date of this MOU, the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Seller Agency for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, including personnel costs, the Seller Agency shall attach, to the Condo documentation that supports the charge, including invoices as applicable.

**C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all 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) 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.

**VII. AMENDMENTS**

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

**VIII. COMPLIANCE WITH LAW**

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

**IX. COMPLIANCE MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

**X. RECORDS AND REPORTS**

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving ten (10) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Seller Agency shall return any remaining advance of funds that exceeds the amounts due within thirty (30) days after the reconciliation or at the end of the fiscal year, whichever is earlier.

**XII. NOTICES**

The following individuals are the contact points for each Party:

Buyer Agency

Gene Bulmash

Inclusionary Zoning Program Manager

District of Columbia Department of Housing and Community Development

800 Martin Luther King Jr. Avenue SE, Washington, D.C. 20020  
202-442-7165  
Sulma.Khalid@dc.gov

Seller Agency

Jane Waters  
Insurance Program Administrator  
Office of Risk Management  
401 Fourth Street, NW, S.800S, Washington, DC 20001  
Jane.waters@dc.gov  
202-724-2265

**XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to the Buyer Agency Assistant Director **and** the Seller Agency Assistant Director for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of Buyer Agency and Seller Agency for resolution.

**XIV. CONFIDENTIAL INFORMATION**

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

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

**DEPARTMENT OF GENERAL SEERVICES**



\_\_\_\_\_  
Drew Hubbard  
Interim Director

12/13/22  
\_\_\_\_\_  
Date

**CAPTIVE INSURANCE AGENCY**



\_\_\_\_\_  
Jed Ross  
Chief Risk Officer and Director

12/12/22  
\_\_\_\_\_  
Date



**agencyInteragency Standard Request Form (IASRF) Agreement**  
 (Completed by Awarding Agency after approval of MOU and Setup a Project, Budget & Award in DIFS)

**Agreement Title: MOU Between Department of Housing and Community Development and Captive Insurance Agency for Fiscal year 2023 (Ontario 17 Condo Insurance) Agreement Number \_\_\_\_\_**

**Buyer Contact**

	<b>Program Management</b>	<b>Agency Budget</b>	<b>Agency Accountant</b>
<b>Name</b>	DC Department of Housing and Community Development	BETH SPOONER SHIFLETT	ROLAND MCALLISTER
<b>Phone</b>	(202) 442-7168	442-7173	442-9452

Buyer Agency: DHCD Signature [Handwritten Signature]

**Seller Contact**

	<b>Program Management</b>	<b>Agency Budget</b>	<b>Agency Accountant</b>
<b>Name</b>	Robert Preston	Alemayehu Awas (ORM AFO)	
<b>Phone</b>	202-727-4215	202-727-6535	

Seller Agency: \_\_\_\_\_ Signature \_\_\_\_\_

Description	Attributes	Attributes (additional if needed)	Attributes (additional if needed)
Seller Agency Code and Name			
Buyer Agency Code and Name	(UZO) HOUSING PRODUCTION TRUST FUND (HPTF)		
Service Period	FY23		
Further Scope of Services or Conditions Attached (Y or N)			
Extension Amount (Y or N)			
Services GL –Buyers Program & Cost Center	PROGRAM# 300173	COST CENTER# 30216	
Buyers Fund	4362001		
Buyer Project # – Assigned to Seller	401174		
Project Name	Inclusionary Zoning (IZ) Affordable Dwelling Units (ADU)		
Project PATEO (Project, Award, Task, Expense Type, Organization)	PROJECT# 401174 AWARD# 6000164 TASK# 10 SUB-TASK#10.01	EXPENSE ACCOUNT# 7132001 ORGANIZATION- UZO	
Funding Amount Agreed Upon	\$995.00		



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
AND  
CAPTIVE INSURANCE AGENCY  
FOR FISCAL YEAR 2023**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the *Department of Housing and Community Development* (“Buyer Agency”) and the *Captive Insurance Agency* (“Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k).

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The Buyer Agency is in need of condominium insurance for a condominium at 2550 17<sup>th</sup> Street, NW, Unit #405, Washington, DC 20020 (the “Condo”). The insurance requirements in the Condominium Association Bylaws (Bylaws, Section 7.5, pages 23-26) require the Buyer to obtain HO-6 Condominium Unit Owner’s Policy, which is also required under DC Law. (D.C. Code § 42-1903.10).

**IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

**A. RESPONSIBILITIES OF SELLER AGENCY**

1. Procure the insurance policy for the Condo.

**B. RESPONSIBILITIES OF BUYER AGENCY**

1. Pay \$1,813.00 (ONE THOUSAND, EIGHT HUNDRED, THIRTEEN, AND 00/100) in advance to the Seller Agency for the actual cost of procuring the condo insurance policy.

**V. DURATION OF THIS MOU**

**A. PERIOD**

The period of this MOU shall be from the date the MOU is fully executed (the “effective date”) through September 30, 2023, unless early terminated pursuant to Section XI of this MOU.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$1,813.00 (ONE THOUSAND, EIGHT HUNDRED, THIRTEEN, AND 00/100) for Fiscal Year 2023. The total cost of the goods and/or services is based on the Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU, including labor, materials and overhead.

**B. PAYMENT**

1. Within ten (10) days after [the effective date of this MOU, the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Seller Agency for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, including personnel costs, the Seller Agency shall attach, to the Condo documentation that supports the charge, including invoices as applicable.

**C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all 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) 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.

**VII. AMENDMENTS**

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

**VIII. COMPLIANCE WITH LAW**

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

**IX. COMPLIANCE MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

**X. RECORDS AND REPORTS**

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving ten (10) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Seller Agency shall return any remaining advance of funds that exceeds the amounts due within thirty (30) days after the reconciliation or at the end of the fiscal year, whichever is earlier.

**XII. NOTICES**

The following individuals are the contact points for each Party:

Buyer Agency  
Gene Bulmash  
Inclusionary Zoning Program Manager  
District of Columbia Department of Housing and Community Development

800 Martin Luther King Jr. Avenue SE, Washington, D.C.  
20020 202-442-7168  
Gene.Bulmash@dc.gov

Seller Agency  
Robert Preston  
Insurance Program Administrator  
Office of Risk Management  
401 Fourth Street, NW, S.800S, Washington, DC 20001  
robert.preston@dc.gov  
202-727-4215

**XIII. RESOLUTION OF DISPUTES**


All disputes arising under this MOU shall be referred to the Buyer Agency Assistant Director **and** the Seller Agency Assistant Director for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of Buyer Agency and Seller Agency for resolution.

**XIV. CONFIDENTIAL INFORMATION**

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


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

**DEPARTMENT OF GENERAL SEERVICES**

  
\_\_\_\_\_  
Colleen Green  
Director

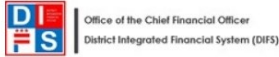
Date 7/21/23

**CAPTIVE INSURANCE AGENCY**

  
\_\_\_\_\_  
Jed Ross  
Chief Risk Officer and Director

7/12/2023  
Date





**2025 YTD Budgetary Control Analysis Report - DC Authority Reporting**  
**Department of Housing & Community Development**

Run date/Time: 01-22-2024 09:05:24

<b>Control Budget</b>	DC Authority Reporting
<b>Fiscal Year</b>	2023
<b>Period</b>	ALL
<b>Agency</b>	DB0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Fund	Fund Description	Cost Center	Cost Center Description	Program	Program Description	Data				
						Sum of Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Available Budget
1010001	LOCAL FUNDS	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	9,404.15	-	9,404.15	61,915.85	(52,511.70)
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	17,983.48	-	17,983.48	46,526.19	(28,542.71)
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	42,538.99	-	42,538.99	130,798.89	(88,259.90)
				150011	PAYROLL DEFAULT	-	-	-	-	-
		10086	P-CARD CLEARING	150012	P-CARD CLEARING	-	-	-	20,593.17	(20,593.17)
		30076	ADMINISTRATIVE SUPPORT DIVISION	100105	EQUIPMENT AND SUPPLIES MANAGEMENT	-	-	-	220,509.42	(220,509.42)
				100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	3,316,556.96	46,543.67	3,363,100.63	2,993,654.99	369,445.64
		30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	1,013,690.49	(57,003.03)	956,687.46	744,343.89	212,343.57
		30078	PRESERVATION FINANCING DIVISION	300075	SMALL BUILDINGS PROGRAM	368,458.47	-	368,458.47	434,276.55	(65,818.08)
				300076	ACQUISITION/CRITICAL REPAIRS	1,440,000.00	(1,440,000.00)	-	-	-
		30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	517,010.15	-	517,010.15	8,049.71	508,960.44
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	10,917,583.73	(10,891,023.00)	26,560.73	47,933.10	(21,372.37)
		30082	INCLUSIONARY ZONING DIVISION	300078	INCLUSIONARY ZONING	656,824.97	-	656,824.97	1,052,232.72	(395,407.75)
		30084	NEIGHBORHOOD BASED ACTIVITIES OFFICE	300069	HOUSING COUNSELING	1,019,865.09	-	1,019,865.09	1,042,772.96	(22,907.87)
		30085	HOME PURCHASE ASSISTANCE OFFICE	300066	EMPLOYER ASSISTED HOUSING PROGRAM (EAHP)	6,000,000.00	(2,500,000.00)	3,500,000.00	3,705,584.57	(205,584.57)
				300068	HOME PURCHASE ASSISTANCE (HPAP)	1,414,229.61	8,788,900.00	10,203,129.61	9,996,728.64	206,400.97
		30086	RENTAL ACCOMMODATIONS DIVISION	300079	RENT CONTROL ADMINISTRATION	1,503,927.19	21,474.10	1,525,401.29	1,322,520.73	202,880.56
				300080	RENTAL PROPERTY REGISTRATION	5,361.00	(1,063.20)	4,297.80	-	4,297.80
		30087	RENTAL CONVERSION AND SALES DIVISION	300069	HOUSING COUNSELING	-	-	-	22,879.64	(22,879.64)
				300077	CONDOMINIUM CONVERSION	869,910.65	(48,593.00)	821,317.65	951,971.58	(130,653.93)
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	1,248,385.60	-	1,248,385.60	1,195,196.70	53,188.90
				300063	RENTAL ASSISTANCE	-	-	-	7,005.68	(7,005.68)
		30091	EXECUTIVE OFFICE - DB0	100151	EXECUTIVE ADMINISTRATION	93,759.48	-	93,759.48	700,674.86	(606,915.38)
		30092	OFFICE OF DEPUTY DIRECTOR FOR OPERATIONS	100058	HUMAN RESOURCE SERVICES - GENERAL	384,011.60	125,239.00	509,250.60	334,436.01	174,814.59
				100148	TRAINING AND DEVELOPMENT - GENERAL	240,803.19	(37,858.12)	202,945.07	207,856.37	(4,911.30)
		30093	OFFICE OF THE CHIEF OF STAFF - DB0	100003	COMMUNICATIONS - GENERAL	350,925.43	(30,000.00)	320,925.43	448,304.68	(127,379.25)
		30094	OFFICE OF GENERAL COUNSEL - DB0	100092	LEGAL SERVICES - GENERAL	934,612.96	-	934,612.96	131,853.01	802,759.95
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	29,731.16	-	29,731.16	79,761.01	(50,029.85)
				100017	GRANT COMPLIANCE	72,295.85	(18,574.48)	53,721.37	212,854.81	(159,133.44)
	<b>LOCAL FUNDS Total</b>					<b>32,467,870.20</b>	<b>(6,041,958.06)</b>	<b>26,425,912.14</b>	<b>26,121,235.73</b>	<b>304,676.41</b>
1010016	HOUSING PRESERVATION FUND	30078	PRESERVATION FINANCING DIVISION	300076	ACQUISITION/CRITICAL REPAIRS	-	295,210.00	295,210.00	295,210.00	-
	<b>HOUSING PRESERVATION FUND Total</b>					-	<b>295,210.00</b>	<b>295,210.00</b>	<b>295,210.00</b>	-
1010138	CONTINGENCY RESERVE	30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	-	21,353,202.02	21,353,202.02	21,353,202.02	-
	<b>CONTINGENCY RESERVE Total</b>					-	<b>21,353,202.02</b>	<b>21,353,202.02</b>	<b>21,353,202.02</b>	-
1010190	ARPA - LOCAL REVENUE REPLACEMENT	30078	PRESERVATION FINANCING DIVISION	300075	SMALL BUILDINGS PROGRAM	-	17,157,624.00	17,157,624.00	17,157,624.00	-
		30079	SINGLE FAMILY RESIDENTIAL REHABILITATION DIVISION	300074	SINGLE FAMILY REHABILITATION	3,000,000.00	(1,564,593.47)	1,435,406.53	1,435,406.53	-
		30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	-	-	-	-	-
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	-	-	-	-	-
	<b>ARPA - LOCAL REVENUE REPLACEMENT Total</b>					<b>3,000,000.00</b>	<b>15,593,030.53</b>	<b>18,593,030.53</b>	<b>18,593,030.53</b>	-
1010210	NEGOTIATED EMPLOYEE AFFORDABLE HOUSING FU	30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	-	-	-	160,000.00	(160,000.00)
				300070	NEGOTIATED EMPLOYER ASSISTED HOUSING PROGRAM (NEAHP)	-	182,000.00	182,000.00	22,000.00	160,000.00
	<b>NEGOTIATED EMPLOYEE AFFORDABLE HOUSING FUND Total</b>					-	<b>182,000.00</b>	<b>182,000.00</b>	<b>182,000.00</b>	-
1060027	HPAP - REPAY	30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	1,700,000.00	(41,669.15)	1,658,330.85	1,658,330.85	-
	<b>HPAP - REPAY Total</b>					<b>1,700,000.00</b>	<b>(41,669.15)</b>	<b>1,658,330.85</b>	<b>1,658,330.85</b>	-
1060069	DHCB UNIFIED FUND	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	5,000.00	(4,425.00)	575.00	575.00	-
		30076	ADMINISTRATIVE SUPPORT DIVISION	100042	FLEET MANAGEMENT - GENERAL	20,536.14	4,918.37	25,454.51	25,454.51	-
				100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	212,438.43	(3,692.45)	208,745.98	208,745.98	-
		30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	239,811.74	(11,028.88)	228,782.86	228,782.86	0.04
		30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	1,025,832.99	(998,909.05)	26,923.94	26,923.94	-
		30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	12,170.97	-	12,170.97	3,110,737.58	29,814.09
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	580,000.00	(129,324.15)	450,675.85	450,675.85	-
	<b>DHCB UNIFIED FUND Total</b>					<b>5,212,000.00</b>	<b>(1,130,290.19)</b>	<b>4,081,709.81</b>	<b>4,051,895.70</b>	<b>29,814.13</b>
1070000	INTRA-DISTRICT	30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	-	-	-	-	-
	<b>INTRA-DISTRICT Total</b>					-	-	-	-	-
4015916	ARPA - STATE	30078	PRESERVATION FINANCING DIVISION	300075	SMALL BUILDINGS PROGRAM	-	-	-	-	-
		30079	SINGLE FAMILY RESIDENTIAL REHABILITATION DIVISION	300074	SINGLE FAMILY REHABILITATION	-	841,955.57	841,955.57	841,955.60	(0.03)

Fund	Fund Description	Cost Center	Cost Center Description	Program	Program Description	Sum of Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Available Budget
4015916	<b>ARPA - STATE Total</b>					-	841,955.57	841,955.57	841,955.60	(0.03)
4015918	ARPA - MUNICIPAL	30078	PRESERVATION FINANCING DIVISION	300076	ACQUISITION/CRITICAL REPAIRS	-	4,884,936.04	4,884,936.04	4,884,936.00	0.04
		30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	-	-	-	-	-
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	-	-	-	-	-
	<b>ARPA - MUNICIPAL Total</b>					-	4,884,936.04	4,884,936.04	4,884,936.00	0.04
4015920	ARPA - HOMEOWNER ASSISTANCE	10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	-	64,675.20	64,675.20	128,380.10	(63,704.90)
		30084	NEIGHBORHOOD BASED ACTIVITIES OFFICE	300069	HOUSING COUNSELING	-	24,314,765.94	24,314,765.94	25,872,210.48	(1,557,444.54)
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	-	-	-	38,838.77	(38,838.77)
				300063	RENTAL ASSISTANCE	-	2,161,778.11	2,161,778.11	522,673.92	1,639,104.19
				300069	HOUSING COUNSELING	-	-	-	7,149.95	(7,149.95)
		30091	EXECUTIVE OFFICE - DBO	100151	EXECUTIVE ADMINISTRATION	-	28,033.96	28,033.96	-	28,033.96
	<b>ARPA - HOMEOWNER ASSISTANCE Total</b>					-	26,569,253.21	26,569,253.21	26,569,253.22	(0.01)
4020004	CDBG GRANT	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	26,389.19	-	26,389.19	58,601.65	(32,212.46)
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	50,463.84	-	50,463.84	57,100.11	(6,636.27)
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	119,369.61	-	119,369.61	206,857.81	(87,488.20)
		30076	ADMINISTRATIVE SUPPORT DIVISION	100105	EQUIPMENT AND SUPPLIES MANAGEMENT	1,328,858.21	(1,328,858.21)	-	-	-
		30077	INFORMATION TECHNOLOGY DIVISION - DBO	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	15,504.00	-	15,504.00	-	15,504.00
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	4,001,449.20	5,765,174.98	9,766,624.18	9,931,412.21	(164,788.03)
		30084	NEIGHBORHOOD BASED ACTIVITIES OFFICE	300067	FAÇADE IMPROVEMENT	2,245,000.00	1,044,434.67	3,289,434.67	1,296,499.52	1,992,935.15
				300069	HOUSING COUNSELING	8,006,221.56	(3,497,209.70)	4,509,011.86	7,044,081.35	(2,535,069.49)
		30085	HOME PURCHASE ASSISTANCE OFFICE	300072	SMALL BUSINESS TECHNICAL ASSISTANCE	4,128,481.46	46,233.33	4,174,714.79	3,978,625.09	196,089.70
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	300068	HOME PURCHASE ASSISTANCE (HPAP)	8,671,726.95	13,765,353.70	22,437,080.65	21,882,166.82	554,913.83
		30091	EXECUTIVE OFFICE - DBO	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	396,410.11	-	396,410.11	520,755.11	(124,345.00)
				100101	PROGRAM AUDITS - GENERAL	25,000.00	-	25,000.00	-	25,000.00
				100151	EXECUTIVE ADMINISTRATION	202,182.56	-	202,182.56	244,602.64	(42,420.08)
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	83,429.22	-	83,429.22	101,965.96	(18,536.74)
				100017	GRANT COMPLIANCE	444,835.29	-	444,835.29	164,555.56	280,279.73
	<b>CDBG GRANT Total</b>					29,745,321.20	15,795,128.77	45,540,449.97	45,487,223.83	53,226.14
4020008	HUD GRANT - HOME	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	7,197.05	-	7,197.05	366.25	6,830.80
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	13,762.86	-	13,762.86	16,950.47	(3,187.61)
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	32,555.32	-	32,555.32	65,666.84	(33,111.52)
		30078	PRESERVATION FINANCING DIVISION	300076	ACQUISITION/CRITICAL REPAIRS	-	-	-	-	-
		30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	-	18,815,064.00	18,815,064.00	18,815,064.00	-
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	2,245,585.56	(934,737.94)	1,310,847.62	1,178,689.79	132,157.83
		30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	6,239,188.22	-	6,239,188.22	6,206,248.81	32,939.41
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	65,330.50	-	65,330.50	122,440.70	(57,110.20)
		30091	EXECUTIVE OFFICE - DBO	100151	EXECUTIVE ADMINISTRATION	55,140.68	-	55,140.68	95,098.80	(39,958.12)
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	22,753.43	-	22,753.43	33,726.62	(10,973.19)
				100017	GRANT COMPLIANCE	908,864.18	(849,000.00)	59,864.18	86,696.33	(26,832.15)
	<b>HUD GRANT - HOME Total</b>					9,590,377.80	17,031,326.06	26,621,703.86	26,620,948.61	755.25
4020013	HUD GRANT - OTHER	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	2,399.02	-	2,399.02	183.10	2,215.92
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	4,587.62	-	4,587.62	8,037.69	(3,450.07)
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	10,851.77	-	10,851.77	31,454.21	(20,602.44)
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	3,425,798.62	149,920.14	3,575,718.76	3,069,165.27	506,553.49
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	21,776.83	-	21,776.83	56,586.83	(34,810.00)
		30091	EXECUTIVE OFFICE - DBO	100151	EXECUTIVE ADMINISTRATION	18,380.24	(3,137.34)	15,242.90	44,688.82	(29,445.92)
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	7,584.48	-	7,584.48	16,473.49	(8,889.01)
				100017	GRANT COMPLIANCE	8,621.41	(7,095.80)	1,525.61	81,587.28	(80,061.67)
	<b>HUD GRANT - OTHER Total</b>					3,499,999.99	139,687.00	3,639,686.99	3,308,176.69	331,510.30
4020023	FEDERAL GRANTS - COVID-19	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	-	-	-	183.10	(183.10)
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	-	-	-	98,900.15	(98,900.15)
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	-	-	-	38,083.36	(38,083.36)
		30078	PRESERVATION FINANCING DIVISION	300075	SMALL BUILDINGS PROGRAM	290,135.57	(196,000.00)	94,135.57	906.16	93,229.41
		30084	NEIGHBORHOOD BASED ACTIVITIES OFFICE	300069	HOUSING COUNSELING	4,261,014.98	(665,225.86)	3,595,789.12	3,541,578.49	54,210.63
		30091	EXECUTIVE OFFICE - DBO	100151	EXECUTIVE ADMINISTRATION	-	-	-	106,926.67	(106,926.67)
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	-	-	-	63,197.57	(63,197.57)
				100017	GRANT COMPLIANCE	345,000.00	-	345,000.00	184,249.18	160,750.82
	<b>FEDERAL GRANTS - COVID-19 Total</b>					4,896,150.55	(861,225.86)	4,034,924.69	4,034,024.68	900.01
7020001	SECTION 108 LOAN GUARANTEE	30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	9,700,000.00	67,600,000.00	77,300,000.00	31,269,580.98	46,030,419.02
	<b>SECTION 108 LOAN GUARANTEE Total</b>					9,700,000.00	67,600,000.00	77,300,000.00	31,269,580.98	46,030,419.02
<b>Grand Total</b>						99,811,719.74	162,210,585.94	262,022,305.68	215,271,004.44	46,751,301.26



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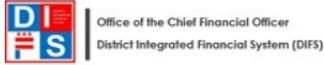
**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting**  
**Department of Housing & Community Development**

<b>Control Bud</b>	DC Authority Reporting
<b>Fiscal Year</b>	2024
<b>Period</b>	ALL
<b>Agency</b>	DB0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Fund	Fund Description	Cost Center	Cost Center Description	Program	Program Description	Data						
						Sum of Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Commitment	Sum of Obligation	Sum of Expenditure	Sum of Available Budget
1010001	LOCAL FUNDS	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	32,051.73	-	32,051.73	-	-	16,191.39	15,860.34
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	60,898.86	-	60,898.86	-	-	25,570.83	35,328.03
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	143,327.23	-	143,327.23	-	-	43,184.97	100,142.26
		10086	P-CARD CLEARING	150012	P-CARD CLEARING	-	-	-	-	-	14,307.39	(14,307.39)
		30076	ADMINISTRATIVE SUPPORT DIVISION	100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	716,179.57	-	716,179.57	-	2,988.78	580,611.93	132,578.86
		30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	1,006,034.57	-	1,006,034.57	-	-	19,439.04	986,595.53
		30078	PRESERVATION FINANCING DIVISION	300075	SMALL BUILDINGS PROGRAM	622,936.40	-	622,936.40	-	-	157,885.83	465,050.57
				300076	ACQUISITION/CRITICAL REPAIRS	1,400,000.00	-	1,400,000.00	-	-	-	1,400,000.00
		30079	SINGLE FAMILY RESIDENTIAL REHABILITATION DIVISION	300074	SINGLE FAMILY REHABILITATION	2,000,000.00	-	2,000,000.00	832,817.90	918,615.74	159,668.40	88,897.96
		30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	498,472.12	-	498,472.12	-	-	47,411.04	451,061.08
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	2,373,235.70	(1,099,838.00)	1,273,397.70	-	-	12,766.73	1,260,630.97
		30082	INCLUSIONARY ZONING DIVISION	300078	INCLUSIONARY ZONING	1,034,675.53	-	1,034,675.53	-	-	285,670.54	749,004.99
		30085	HOME PURCHASE ASSISTANCE OFFICE	300066	EMPLOYER ASSISTED HOUSING PROGRAM (EAHP)	6,000,000.00	-	6,000,000.00	-	1,000,000.00	1,000,000.00	4,000,000.00
				300068	HOME PURCHASE ASSISTANCE (HPAP)	5,074,492.94	-	5,074,492.94	-	2,522,113.03	987,360.90	1,565,019.01
		30086	RENTAL ACCOMMODATIONS DIVISION	300079	RENT CONTROL ADMINISTRATION	1,520,153.26	-	1,520,153.26	260,727.00	35,954.17	286,016.85	937,455.24
				300080	RENTAL PROPERTY REGISTRATION	205,361.00	-	205,361.00	-	-	-	205,361.00
				300077	CONDOMINIUM CONVERSION	928,960.13	-	928,960.13	-	-	220,850.98	708,109.15
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	1,092,385.76	-	1,092,385.76	-	563,835.55	204,107.11	324,443.10
		30091	EXECUTIVE OFFICE - DB0	100151	EXECUTIVE ADMINISTRATION	315,702.53	-	315,702.53	-	2,569.05	171,983.86	141,149.62
		30092	OFFICE OF DEPUTY DIRECTOR FOR OPERATIONS	100058	HUMAN RESOURCE SERVICES - GENERAL	416,562.48	-	416,562.48	-	-	80,434.74	336,127.74
				100148	TRAINING AND DEVELOPMENT - GENERAL	250,201.78	-	250,201.78	-	-	8,729.50	241,472.28
		30093	OFFICE OF THE CHIEF OF STAFF - DB0	100003	COMMUNICATIONS - GENERAL	400,585.68	-	400,585.68	10,000.00	19,985.40	25,536.76	345,065.52
		30094	OFFICE OF GENERAL COUNSEL - DB0	100092	LEGAL SERVICES - GENERAL	867,580.93	-	867,580.93	-	26,663.68	220,259.63	620,657.62
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	101,367.91	-	101,367.91	-	-	28,747.23	72,620.68
				100017	GRANT COMPLIANCE	98,906.89	-	98,906.89	-	-	41,238.48	57,668.41
	<b>LOCAL FUNDS Total</b>					<b>27,160,073.00</b>	<b>(1,099,838.00)</b>	<b>26,060,235.00</b>	<b>1,103,544.90</b>	<b>5,092,725.40</b>	<b>4,637,974.13</b>	<b>15,225,990.57</b>
1010016	HOUSING PRESERVATION FUND	30078	PRESERVATION FINANCING DIVISION	300076	ACQUISITION/CRITICAL REPAIRS	-	4,008,559.92	4,008,559.92	-	-	-	4,008,559.92
	<b>HOUSING PRESERVATION FUND Total</b>					-	<b>4,008,559.92</b>	<b>4,008,559.92</b>	-	-	-	<b>4,008,559.92</b>
1010138	CONTINGENCY RESERVE	30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	-	-	-	-	174,078.56	(276,076.81)	101,998.25
	<b>CONTINGENCY RESERVE Total</b>					-	-	-	-	<b>174,078.56</b>	<b>(276,076.81)</b>	<b>101,998.25</b>
1010190	ARPA - LOCAL REVENUE REPLACEMENT	30079	SINGLE FAMILY RESIDENTIAL REHABILITATION DIVISION	300074	SINGLE FAMILY REHABILITATION	-	-	-	-	-	-	-
	<b>ARPA - LOCAL REVENUE REPLACEMENT Total</b>					-	-	-	-	-	-	-
1010210	NEGOTIATED EMPLOYEE AFFORDABLE HOUSING FUND	30085	HOME PURCHASE ASSISTANCE OFFICE	300070	NEGOTIATED EMPLOYER ASSISTED HOUSING PROGRAM (NEAHP)	-	468,000.00	468,000.00	-	-	-	468,000.00
	<b>NEGOTIATED EMPLOYEE AFFORDABLE HOUSING FUND Total</b>					-	<b>468,000.00</b>	<b>468,000.00</b>	-	-	-	<b>468,000.00</b>
1010218	RENT SUPPLEMENT PROGRAM PROJECT BASED ALLOCATION FUND	30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	-	1,099,838.00	1,099,838.00	-	-	-	1,099,838.00
	<b>RENT SUPPLEMENT PROGRAM PROJECT BASED ALLOCATION FUND Total</b>					-	<b>1,099,838.00</b>	<b>1,099,838.00</b>	-	-	-	<b>1,099,838.00</b>
1060027	HPAP - REPAY	30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	3,514,106.00	-	3,514,106.00	-	35,696.00	3,478,410.00	-
	<b>HPAP - REPAY Total</b>					<b>3,514,106.00</b>	-	<b>3,514,106.00</b>	-	<b>35,696.00</b>	<b>3,478,410.00</b>	-
1060069	DHCB UNIFIED FUND	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	2,500.00	-	2,500.00	-	-	-	2,500.00
		30076	ADMINISTRATIVE SUPPORT DIVISION	100042	FLEET MANAGEMENT - GENERAL	23,031.09	-	23,031.09	-	-	6,078.23	16,952.86
				100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	974,501.44	-	974,501.44	499.16	99,801.18	206,001.20	668,199.90
		30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	245,318.27	-	245,318.27	-	28,656.25	87,643.44	129,018.58
		30080	PROPERTY ACQUISITION AND DISPOSITION DIVISION	300064	VACANT AND BLIGHTED	1,019,813.26	-	1,019,813.26	-	25,000.00	84,000.00	919,813.26
		30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	2,410,635.94	-	2,410,635.94	-	626,752.09	1,783,883.85	-
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	-	-	-	-	-	(25,953.87)	25,953.87
	<b>DHCB UNIFIED FUND Total</b>					<b>4,675,800.00</b>	-	<b>4,675,800.00</b>	<b>499.16</b>	<b>780,209.52</b>	<b>2,141,652.85</b>	<b>1,753,438.47</b>
4015916	ARPA - STATE	30079	SINGLE FAMILY RESIDENTIAL REHABILITATION DIVISION	300074	SINGLE FAMILY REHABILITATION	-	-	-	-	-	28,356.00	(28,356.00)
	<b>ARPA - STATE Total</b>					-	-	-	-	-	<b>28,356.00</b>	<b>(28,356.00)</b>
4015918	ARPA - MUNICIPAL	30078	PRESERVATION FINANCING DIVISION	300076	ACQUISITION/CRITICAL REPAIRS	-	3,000,000.00	3,000,000.00	-	-	-	3,000,000.00
		30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	-	3,800,000.00	3,800,000.00	-	-	-	3,800,000.00
	<b>ARPA - MUNICIPAL Total</b>					-	<b>6,800,000.00</b>	<b>6,800,000.00</b>	-	-	-	<b>6,800,000.00</b>
4015920	ARPA - HOMEOWNER ASSISTANCE	10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	-	-	-	-	-	21,279.22	(21,279.22)
		30084	NEIGHBORHOOD BASED ACTIVITIES OFFICE	300069	HOUSING COUNSELING	-	16,023,456.04	16,023,456.04	-	0.01	5,444,657.11	10,578,798.92
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	300063	RENTAL ASSISTANCE	-	4,860,708.38	4,860,708.38	-	161,669.07	265,349.49	4,433,691.82
		30091	EXECUTIVE OFFICE - DB0	100151	EXECUTIVE ADMINISTRATION	-	1,255,442.88	1,255,442.88	-	-	-	1,255,442.88
	<b>ARPA - HOMEOWNER ASSISTANCE Total</b>					-	<b>22,139,607.30</b>	<b>22,139,607.30</b>	-	<b>161,669.08</b>	<b>5,731,283.82</b>	<b>16,246,654.40</b>
4020004	CDBG GRANT	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	40,235.16	-	40,235.16	-	-	12,911.56	27,323.60
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	77,219.59	-	77,219.59	-	-	33,243.63	43,975.96
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	181,738.56	-	181,738.56	-	-	73,966.04	107,772.52
		30076	ADMINISTRATIVE SUPPORT DIVISION	100105	EQUIPMENT AND SUPPLIES MANAGEMENT	737,576.96	-	737,576.96	-	-	220,536.00	517,040.96
		30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	10,504.00	-	10,504.00	-	-	39,599.18	(29,095.18)
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	7,029,054.77	-	7,029,054.77	-	16,176.22	642,158.11	6,370,720.44
		30084	NEIGHBORHOOD BASED ACTIVITIES OFFICE	300069	HOUSING COUNSELING	8,415,072.53	-	8,415,072.53	-	924,843.27	112,145.95	7,378,083.31
				300072	SMALL BUSINESS TECHNICAL ASSISTANCE	4,128,481.00	-	4,128,481.00	-	2,976.90	(2,976.90)	4,128,481.00
		30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	9,033,646.47	-	9,033,646.47	-	-	20,118.33	9,013,528.14



Fund	Fund Description	Cost Center	Cost Center Description	Program	Program Description	Sum of Initial	Sum of Adjustment	Sum of			Sum of Available			
						Budget	Budget	Sum of Total Budget	Commitment	Sum of Obligation	Sum of Expenditure	Budget		
4020004	CDBG GRANT	30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	645,086.17	-	645,086.17	-	196,248.73	132,383.46	316,453.98		
		30091	EXECUTIVE OFFICE - DB0	100101	PROGRAM AUDITS - GENERAL	25,000.00	-	25,000.00	-	-	-	25,000.00		
				100151	EXECUTIVE ADMINISTRATION	365,596.21	-	365,596.21	-	-	-	59,801.94	305,794.27	
		30092	OFFICE OF DEPUTY DIRECTOR FOR OPERATIONS	100148	TRAINING AND DEVELOPMENT - GENERAL	-	-	-	-	-	-	11,944.86	(11,944.86)	
		30093	OFFICE OF THE CHIEF OF STAFF - DB0	100003	COMMUNICATIONS - GENERAL	-	-	-	-	-	-	38,392.39	(38,392.39)	
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	128,535.24	-	128,535.24	-	-	-	48,688.07	79,847.17	
				100017	GRANT COMPLIANCE	475,413.64	-	475,413.64	-	7,000.00	-	34,998.68	433,414.96	
<b>CDBG GRANT Total</b>						<b>31,293,160.30</b>	<b>-</b>	<b>31,293,160.30</b>	<b>-</b>	<b>1,147,245.12</b>	<b>1,477,911.30</b>	<b>28,668,003.88</b>		
4020008	HUD GRANT - HOME	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	15,714.97	-	15,714.97	-	-	-	15,714.97		
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	30,160.31	-	30,160.31	-	-	-	7,318.01	22,842.30	
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	70,983.15	-	70,983.15	-	-	-	15,180.27	55,802.88	
		30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	-	-	-	-	-	-	8,226.05	(8,226.05)	
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	4,319,377.21	-	4,319,377.21	-	1,076,594.97	-	9,267.40	3,233,514.84	
		30085	HOME PURCHASE ASSISTANCE OFFICE	300068	HOME PURCHASE ASSISTANCE (HPAP)	6,307,358.38	-	6,307,358.38	6,161,767.00	-	-	19,518.16	126,073.22	
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	148,160.82	-	148,160.82	-	-	-	28,620.66	119,540.16	
		30091	EXECUTIVE OFFICE - DB0	100151	EXECUTIVE ADMINISTRATION	142,793.94	-	142,793.94	-	-	-	13,716.21	129,077.73	
		30092	OFFICE OF DEPUTY DIRECTOR FOR OPERATIONS	100148	TRAINING AND DEVELOPMENT - GENERAL	-	-	-	-	-	-	2,399.93	(2,399.93)	
		30093	OFFICE OF THE CHIEF OF STAFF - DB0	100003	COMMUNICATIONS - GENERAL	-	-	-	-	-	-	7,962.06	(7,962.06)	
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	50,203.09	-	50,203.09	-	-	-	10,216.54	39,986.55	
				100017	GRANT COMPLIANCE	148,983.83	-	148,983.83	-	-	-	9,354.66	139,629.17	
		<b>HUD GRANT - HOME Total</b>						<b>11,233,735.70</b>	<b>-</b>	<b>11,233,735.70</b>	<b>6,161,767.00</b>	<b>1,076,594.97</b>	<b>131,779.95</b>	<b>3,863,593.78</b>
4020013	HUD GRANT - OTHER	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	5,846.74	-	5,846.74	-	-	-	5,846.74		
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	11,221.09	-	11,221.09	-	-	-	9,047.36	2,173.73	
		10002	ACCOUNTING DIVISION	150002	AGENCY ACCOUNTING SERVICES	26,409.15	-	26,409.15	-	-	-	19,632.29	6,776.86	
		30077	INFORMATION TECHNOLOGY DIVISION - DB0	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	-	-	-	-	-	-	11,434.56	(11,434.56)	
		30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	12,298,647.64	-	12,298,647.64	-	182,165.58	-	1,259,123.64	10,857,358.42	
		30088	PORTFOLIO AND ASSET MANAGEMENT DIVISION	100019	LOAN PORTFOLIO MANAGEMENT COMPLIANCE	53,655.32	-	53,655.32	-	-	-	43,002.74	10,652.58	
		30091	EXECUTIVE OFFICE - DB0	100151	EXECUTIVE ADMINISTRATION	49,698.87	-	49,698.87	-	-	-	17,136.61	32,562.26	
		30092	OFFICE OF DEPUTY DIRECTOR FOR OPERATIONS	100148	TRAINING AND DEVELOPMENT - GENERAL	-	-	-	-	-	-	3,579.20	(3,579.20)	
		30093	OFFICE OF THE CHIEF OF STAFF - DB0	100003	COMMUNICATIONS - GENERAL	-	-	-	-	-	-	11,414.27	(11,414.27)	
		30095	PROGRAM MONITORING DIVISION	100014	CONTRACT MONITORING AND COMPLIANCE	18,677.95	-	18,677.95	-	-	-	14,264.47	4,413.48	
				100017	GRANT COMPLIANCE	18,224.35	-	18,224.35	-	-	-	15,230.07	2,994.28	
		<b>HUD GRANT - OTHER Total</b>						<b>12,482,381.11</b>	<b>-</b>	<b>12,482,381.11</b>	<b>-</b>	<b>182,165.58</b>	<b>1,403,865.21</b>	<b>10,896,350.32</b>
		4020023	FEDERAL GRANTS - COVID-19	10001	BUDGET DIVISION	150001	AGENCY /CLUSTER FINANCIAL EXECUTIVE ADMINISTRATION SERVICES	18,795.10	-	18,795.10	-	-	-	18,795.10
				150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	-	-	-	-	-	-	(20.07)	20.07	
10002	ACCOUNTING DIVISION			150002	AGENCY ACCOUNTING SERVICES	29,081.79	-	29,081.79	-	-	-	13.26	29,068.53	
30077	INFORMATION TECHNOLOGY DIVISION - DB0			100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	-	-	-	-	-	-	1,081.37	(1,081.37)	
30084	NEIGHBORHOOD BASED ACTIVITIES OFFICE			300069	HOUSING COUNSELING	5,908,091.64	-	5,908,091.64	-	266,411.83	-	(3,030.14)	5,644,709.95	
30091	EXECUTIVE OFFICE - DB0			100151	EXECUTIVE ADMINISTRATION	47,540.47	-	47,540.47	-	-	-	12,887.82	34,652.65	
30095	PROGRAM MONITORING DIVISION			100014	CONTRACT MONITORING AND COMPLIANCE	20,568.22	-	20,568.22	-	-	-	(82.61)	20,650.83	
		100017	GRANT COMPLIANCE	365,068.69	-	365,068.69	-	6,400.00	-	(58.16)	358,726.85			
<b>FEDERAL GRANTS - COVID-19 Total</b>						<b>6,389,145.91</b>	<b>-</b>	<b>6,389,145.91</b>	<b>-</b>	<b>272,811.83</b>	<b>10,791.47</b>	<b>6,105,542.61</b>		
7020001	SECTION 108 LOAN GUARANTEE	30081	DEVELOPMENT FINANCE DIVISION	300062	DEVELOPMENT FINANCING	9,700,000.00	-	9,700,000.00	-	-	-	2,841,000.00		
<b>SECTION 108 LOAN GUARANTEE Total</b>						<b>9,700,000.00</b>	<b>-</b>	<b>9,700,000.00</b>	<b>-</b>	<b>6,859,000.00</b>	<b>-</b>	<b>2,841,000.00</b>		
<b>Grand Total</b>						<b>106,448,402.02</b>	<b>33,416,167.22</b>	<b>139,864,569.24</b>	<b>7,265,811.06</b>	<b>15,810,552.06</b>	<b>18,737,591.92</b>	<b>98,050,614.20</b>		



**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting  
Housing Production Trust Fund**

Run date/Time: 01-22-2024 09:05:24

<b>Control Budget</b>	DC Authority Reporting
<b>Fiscal Year</b>	2023
<b>Period</b>	ALL
<b>Agency</b>	UZ0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Fund	Fund Description	Cost Center	Cost Center Description	Program	Program Description	Data				
						Sum of Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Expenditure	Sum of Available Budget
1010190	ARPA - LOCAL REVENUE REPLACEMENT	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	-	-	-	-	-
	<b>ARPA - LOCAL REVENUE REPLACEMENT Total</b>					-	-	-	-	-
4310111	LOCAL ARPA-STATE	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	-	-	-	(14,110,540.20)	14,110,540.20
	<b>LOCAL ARPA-STATE Total</b>					-	-	-	<b>(14,110,540.20)</b>	<b>14,110,540.20</b>
4310400	FEDERAL PAYMENT ARPA-STATE	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	-	156,731,579.00	156,731,579.00	104,064,167.34	52,667,411.66
	<b>FEDERAL PAYMENT ARPA-STATE Total</b>					-	<b>156,731,579.00</b>	<b>156,731,579.00</b>	<b>104,064,167.34</b>	<b>52,667,411.66</b>
4361003	HOUSING PRODUCTION TRUST FUND - HPTF	30216	AFFORDABLE HOUSING PAPER AGENCY	100121	QUALITY ASSURANCE - GENERAL	-	-	-	-	-
				100148	TRAINING AND DEVELOPMENT - GENERAL	-	-	-	-	-
				100151	EXECUTIVE ADMINISTRATION	14,773,237.50	-	14,773,237.50	12,770,169.73	2,003,067.77
				300172	MULTI-FAMILY DEVELOPMENT	65,037,714.50	-	65,037,714.50	11,280,107.94	53,757,606.56
	<b>HOUSING PRODUCTION TRUST FUND - HPTF Total</b>					<b>79,810,952.00</b>	<b>-</b>	<b>79,810,952.00</b>	<b>24,050,277.67</b>	<b>55,760,674.33</b>
4362001	HPTF -OTHER REVENUE	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	7,000,000.00	-	7,000,000.00	2,185,449.04	4,814,550.96
				300172	MULTI-FAMILY DEVELOPMENT	342,977,300.87	-	342,977,300.87	43,019,692.71	299,957,608.16
				300173	VACANT AND BLIGHTED	2,000,000.00	-	2,000,000.00	516,414.63	1,483,585.37
				300174	SINGLE FAMILY REHABILITATION	2,220,000.00	-	2,220,000.00	1,338,534.97	881,465.03
				300175	TOPA/CRITICAL REPAIRS (MULTI-FAMILY)	10,000,000.00	-	10,000,000.00	559,264.89	9,440,735.11
	<b>HPTF -OTHER REVENUE Total</b>				<b>364,197,300.87</b>	<b>-</b>	<b>364,197,300.87</b>	<b>47,619,356.24</b>	<b>316,577,944.63</b>	
<b>Grand Total</b>						<b>444,008,252.87</b>	<b>156,731,579.00</b>	<b>600,739,831.87</b>	<b>161,623,261.05</b>	<b>439,116,570.82</b>



**R025 YTD Budgetary Control Analysis Report - DC Authority Reporting  
Housing Production Trust Fund**

Run date/Time: 01-21-2024 03:41:31

<b>Control Budget</b>	DC Authority Reporting
<b>Fiscal Year</b>	2024
<b>Period</b>	ALL
<b>Agency</b>	UZ0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	ALL
<b>Award</b>	ALL

Fund	Fund Description	Cost Center	Cost Center Description	Program	Program Description	Data						
						Sum of Initial Budget	Sum of Adjustment Budget	Sum of Total Budget	Sum of Commitment	Sum of Obligation	Sum of Expenditure	Sum of Available Budget
4310111	LOCAL ARPA-STATE	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	-	166,684,444.00	166,684,444.00	-	54,410,956.13	-	112,273,487.87
	<b>LOCAL ARPA-STATE Total</b>					-	166,684,444.00	166,684,444.00	-	54,410,956.13	-	112,273,487.87
4310400	FEDERAL PAYMENT ARPA-STATE	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	-	52,667,411.66	52,667,411.66	-	28,252,213.00	-	24,415,198.66
	<b>FEDERAL PAYMENT ARPA-STATE Total</b>					-	52,667,411.66	52,667,411.66	-	28,252,213.00	-	24,415,198.66
4361003	HOUSING PRODUCTION TRUST FUND - HPTF	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	15,000,000.00	-	15,000,000.00	155,000.00	1,983,194.00	1,919,957.48	10,941,848.52
				300172	MULTI-FAMILY DEVELOPMENT	40,563,224.00	-	40,563,224.00	2,300,000.00	26,538,125.44	2,163,825.08	9,561,273.48
	<b>HOUSING PRODUCTION TRUST FUND - HPTF Total</b>					55,563,224.00	-	55,563,224.00	2,455,000.00	28,521,319.44	4,083,782.56	20,503,122.00
4362001	HPTF -OTHER REVENUE	30216	AFFORDABLE HOUSING PAPER AGENCY	100151	EXECUTIVE ADMINISTRATION	-	-	-	-	(0.03)	(19,304.40)	19,304.43
				300172	MULTI-FAMILY DEVELOPMENT	-	-	-	-	683,244.56	(889,607.23)	206,362.67
				300173	VACANT AND BLIGHTED	2,000,000.00	-	2,000,000.00	102,324.00	1,045,159.01	292,503.75	560,013.24
				300174	SINGLE FAMILY REHABILITATION	2,220,000.00	-	2,220,000.00	568,155.00	431,445.64	539,115.52	681,283.84
				300175	TOPA/CRITICAL REPAIRS (MULTI-FAMILY)	8,280,000.00	-	8,280,000.00	-	710,653.03	194,852.75	7,374,494.22
	<b>HPTF -OTHER REVENUE Total</b>					12,500,000.00	-	12,500,000.00	670,479.00	2,870,502.21	117,560.39	8,841,458.40
4362004	ARPA FUNDS 2021	30216	AFFORDABLE HOUSING PAPER AGENCY	300172	MULTI-FAMILY DEVELOPMENT	30,216,776.00	-	30,216,776.00	-	24,375,242.43	5,801,150.28	40,383.29
				300175	TOPA/CRITICAL REPAIRS (MULTI-FAMILY)	1,720,000.00	-	1,720,000.00	-	-	-	1,720,000.00
	<b>ARPA FUNDS 2021 Total</b>					31,936,776.00	-	31,936,776.00	-	24,375,242.43	5,801,150.28	1,760,383.29
<b>Grand Total</b>						<b>100,000,000.00</b>	<b>219,351,855.66</b>	<b>319,351,855.66</b>	<b>3,125,479.00</b>	<b>138,430,233.21</b>	<b>10,002,493.23</b>	<b>167,793,650.22</b>

**DB0 FY2023**  
**Q#26 REPROGRAMMINGS**

From	To	Fund Type	REPROGRAMMING #	Amount	Date	Description/Justification
DB0	DB0	1010001 (Local)	REPROG-917	2,500,000.00	2/24/2023	To HPAP for projected loan closings from EAHP
DB0	DB0	1060069 (Unified Fund)	REPROG-928	12,000.00	3/13/2023	To pay for fleet services.
DB0	DB0	4015920 (ARPA)	REPROG-930	300,000.00	3/16/2023	To Contractual Svcs from Government Subsidies within the HAF
DB0	DB0	1010001 (Local)	REPROG-937	1,288,900.00	3/24/2023	To HPAP for projected loan closings from DFD and Condominium Conversion Program
DB0	DB0	1060069 (Unified Fund)	REPROG-936	543,582.99	3/24/2023	To HPAP for projected loan closings from Vacant & Blighted Program
DB0	DB0	4020004 (CDBG)		3,000,000.00	6/6/2023	To HPAP for projected loan closings from DFD
DB0	DB0	4020004 (CDBG)		5,451,059.27	6/6/2023	To HPAP for projected loan closings from NBA
EOM	DB0	1010190 (ARPA Local)		2,000,000.00	9/27/2023	To HPAP for projected loan closings
DB0	DB0	1010001 (Local)	REPROG-1115	187,522.00	10/17/2023	For Fixed Costs rent allocation for NPS and to fund federal grant unallowable payroll costs.
<b>Total</b>				<b>15,283,064.26</b>		

**DB0 FY2024**  
**Q#26 REPROGRAMMINGS**

From	To	Fund Type	Reprogramming #	Amount	Date	Description/Justification
DB0	DB0	1010001 (Local)	REPROG-1159	455,985.00	11/11/2023	Additional funding for the RAD Database
DB0	DB0	4015920 (Federal payment)		175,000.00	1/17/2024	To support DISB interagency agreement within Homeowner Assistance program (reallocation from grants to contracts)
<b>Total</b>				<b>630,985.00</b>		

**UZ0 FY2023 FY2024**  
**Q#26 REPROGRAMMINGS**

From	To	Fund Type	REPROGRAMMING #	Amount	Date	Description/Justification
UZ0	UZ0	HPTF	REPROG-935	420,000.00	3/23/2023	To pay for computer software & equipment needed to support infrastructure upgrades.
Total				420,000.00		

**FY 2024**

There are no reprogrammings for UZ0 for FY2024 YTD.

PR01 - HUD Grants and Program Income  
FY23-FY24

Program	Fund Type	Grantee Name	Grantee State Code	Grant Year	Grant Number	Amount									
						Authorized Amount	Suballocated Amount	Committed to Activities	Net Drawn Amount	FY YTD Net Draw Amount	Available to Commit	Available to Draw	Expended Amount		
CDBG	EN	WASHINGTON, DC DC		2022	B22MC110001	\$15,267,450.00	\$3,053,490.00	\$12,043,017.07	\$8,243,661.08	\$8,243,661.08	\$170,942.93	\$3,970,298.92	\$13,118,677.79		
				2023	B23MC110001	\$15,404,214.00	\$3,080,842.80	\$3,877,579.95	\$0.00	\$0.00	\$8,445,791.25	\$12,323,371.20	\$0.00		
			<b>WASHINGTON, DC Subtotal:</b>			<b>\$30,671,664.00</b>	<b>\$6,134,332.80</b>	<b>\$15,920,597.02</b>	<b>\$8,243,661.08</b>	<b>\$8,243,661.08</b>	<b>\$8,616,734.18</b>	<b>\$16,293,670.12</b>	<b>\$13,118,677.79</b>		
			<b>EN Subtotal:</b>			<b>\$30,671,664.00</b>	<b>\$6,134,332.80</b>	<b>\$15,920,597.02</b>	<b>\$8,243,661.08</b>	<b>\$8,243,661.08</b>	<b>\$8,616,734.18</b>	<b>\$16,293,670.12</b>	<b>\$13,118,677.79</b>		
	PI	WASHINGTON, DC DC		2022	B22MC110001	\$8,456,913.51	\$0.00	\$5,921,231.37	\$5,612,310.83	\$5,612,310.83	\$2,535,682.14	\$2,844,602.68	\$5,612,310.83		
				2023	B23MC110001	\$369,804.92	\$0.00	\$0.00	\$0.00	\$0.00	\$369,804.92	\$369,804.92	\$0.00		
						<b>WASHINGTON, DC Subtotal:</b>			<b>\$8,826,718.43</b>	<b>\$0.00</b>	<b>\$5,921,231.37</b>	<b>\$5,612,310.83</b>	<b>\$2,905,487.06</b>	<b>\$3,214,407.60</b>	<b>\$5,612,310.83</b>
						<b>PI Subtotal:</b>			<b>\$8,826,718.43</b>	<b>\$0.00</b>	<b>\$5,921,231.37</b>	<b>\$5,612,310.83</b>	<b>\$2,905,487.06</b>	<b>\$3,214,407.60</b>	<b>\$5,612,310.83</b>
	AD	WASHINGTON, DC DC		2022	B22MC110001	\$3,053,490.00	\$0.00	\$3,053,489.14	\$1,064,246.04	\$1,064,246.04	\$0.86	\$1,989,243.96	\$2,551,265.41		
				2023	B23MC110001	\$3,080,842.80	\$0.00	\$3,080,842.80	\$0.00	\$0.00	\$0.00	\$3,080,842.80	\$966,075.74		
					<b>WASHINGTON, DC Subtotal:</b>			<b>\$6,134,332.80</b>	<b>\$0.00</b>	<b>\$6,134,331.94</b>	<b>\$1,064,246.04</b>	<b>\$0.86</b>	<b>\$5,070,086.76</b>	<b>\$3,517,341.15</b>	
					<b>AD Subtotal:</b>			<b>\$6,134,332.80</b>	<b>\$0.00</b>	<b>\$6,134,331.94</b>	<b>\$1,064,246.04</b>	<b>\$0.86</b>	<b>\$5,070,086.76</b>	<b>\$3,517,341.15</b>	
<b>GRANTEE TOTALS</b>					<b>\$45,632,715.23</b>	<b>\$6,134,332.80</b>	<b>\$27,976,160.33</b>	<b>\$14,920,217.95</b>	<b>\$14,920,217.95</b>	<b>\$11,522,222.10</b>	<b>\$24,578,164.48</b>	<b>\$22,248,329.77</b>			

Program Objective: To develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.

PR01 - HUD Grants and Program Income  
FY23-FY24 YTD

Program	Fund Type	Grantee Name	Grantee State Code	Grant Year	Grant Number	Authorized Amount	Suballocated Amount	Amount	Net Drawn Amount	FY YTD Net Draw Amount	Available to		Expended Amount
								Committed to Activities			Commit	Available to Draw	
HOME	EN	DISTRICT OF COLUMBIA	DC	2022	M22SG110100	\$6,149,045.00	\$1,537,261.25	\$2,304,483.50	\$0.00	\$0.00	\$2,307,300.25	\$4,611,783.75	\$6,047,268.00
				2023	M23SG110100	\$6,056,624.00	\$1,514,156.00	\$0.00	\$0.00	\$0.00	\$4,542,468.00	\$4,542,468.00	\$0.00
				<b>DISTRICT OF COLUMBIA Subtotal:</b>		<b>\$12,205,669.00</b>	<b>\$3,051,417.25</b>	<b>\$2,304,483.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,849,768.25</b>	<b>\$9,154,251.75</b>	<b>\$6,047,268.00</b>
	PI	DISTRICT OF COLUMBIA	DC	2022	M22SG110100	\$1,106,415.17	\$98,641.52	\$221,909.64	\$221,909.64	\$221,909.64	\$785,864.01	\$785,864.01	\$516,638.06
				2023	M23SG110100	\$78,896.90	\$7,889.69	\$71,007.21	\$71,007.21	\$71,007.21	\$0.00	\$0.00	
				<b>DISTRICT OF COLUMBIA Subtotal:</b>		<b>\$1,185,312.07</b>	<b>\$106,531.21</b>	<b>\$292,916.85</b>	<b>\$292,916.85</b>	<b>\$292,916.85</b>	<b>\$785,864.01</b>	<b>\$785,864.01</b>	<b>\$516,638.06</b>
	PA	DISTRICT OF COLUMBIA	DC	2022	M22SG110100	\$98,641.52	\$0.00	\$98,641.52	\$0.00	\$0.00	\$0.00	\$98,641.52	\$98,641.52
				2023	M23SG110100	\$7,889.69	\$0.00	\$7,889.69	\$7,889.69	\$7,889.69	\$0.00	\$0.00	
				<b>DISTRICT OF COLUMBIA Subtotal:</b>		<b>\$106,531.21</b>	<b>\$0.00</b>	<b>\$106,531.21</b>	<b>\$7,889.69</b>	<b>\$7,889.69</b>	<b>\$0.00</b>	<b>\$98,641.52</b>	<b>\$227,903.62</b>
	<b>PI Subtotal:</b>		<b>\$1,185,312.07</b>	<b>\$106,531.21</b>	<b>\$292,916.85</b>	<b>\$292,916.85</b>	<b>\$292,916.85</b>	<b>\$785,864.01</b>	<b>\$785,864.01</b>	<b>\$516,638.06</b>			
	<b>PA Subtotal:</b>		<b>\$106,531.21</b>	<b>\$0.00</b>	<b>\$106,531.21</b>	<b>\$7,889.69</b>	<b>\$7,889.69</b>	<b>\$0.00</b>	<b>\$98,641.52</b>	<b>\$227,903.62</b>			
	<b>GRANTEE TOTALS</b>						<b>\$13,497,512.28</b>	<b>\$3,157,948.46</b>	<b>\$2,703,931.56</b>	<b>\$300,806.54</b>	<b>\$300,806.54</b>	<b>\$7,635,632.26</b>	<b>\$10,038,757.28</b>

Program Objective

To expand the supply of affordable housing, particularly rental housing, for low and very low income Americans; to strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing; and to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.



PR01 - HUD Grants and Program Income  
FY23-FY24

Program	Fund Type	Grantee Name	Grantee State Code	Grant Year	Grant Number	Amount									
						Authorized Amount	Suballocated Amount	Committed to Activities	Net Drawn Amount	FY YTD Net Draw Amount	Available to Commit	Available to Draw	Expended Amount		
HOME AMERICAN RESCUE PLAN	EN	DISTRICT OF COLUMBIA	DC	2022	M21SP110100	\$19,315,064.00	\$965,753.20						\$18,815,064.00		
						<b>DISTRICT OF COLUMBIA Subtotal:</b>							<b>\$19,315,064.00</b>	<b>\$965,753.20</b>	<b>\$0.00</b>
	PI	DISTRICT OF COLUMBIA	DC	2022	M21SP110100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						<b>DISTRICT OF COLUMBIA Subtotal:</b>							<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	AD	DISTRICT OF COLUMBIA	DC	2022	M21SP110100	\$965,753.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
						<b>DISTRICT OF COLUMBIA Subtotal:</b>							<b>\$965,753.20</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>AD Subtotal:</b>						<b>\$965,753.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>GRANTEE TOTALS</b>						<b>\$19,315,064.00</b>	<b>\$965,753.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,815,064.00</b>	

Program Objective

To expand the supply of affordable housing, particularly rental housing, for low and very low income Americans; to strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing; and to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.

# PR01 - HUD Grants and Program Income FY23-FY24

Program	Fund Type	Grantee Name	Grantee State Code	Grant Year	Grant Number	Amount							
						Authorized Amount	Suballocated Amount	Committed to Activities	Net Drawn Amount	FY YTD Net Draw Amount	Available to Commit	Available to Draw	Expended Amount
HTF	EN	DISTRICT OF COLUMBIA	DC	2022	F22SG110100	\$2,982,433.00	\$298,243.30	\$0.00	\$0.00	\$0.00	\$2,684,189.70	\$2,684,189.70	\$584,897.01
						<b>DISTRICT OF COLUMBIA Subtotal:</b>							
						<b>\$2,982,433.00</b>	<b>\$298,243.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,684,189.70</b>	<b>\$2,684,189.70</b>	<b>\$584,897.01</b>
	AD	DISTRICT OF COLUMBIA	DC	2022	F22SG110100	\$298,243.30	\$0.00	\$298,243.30	\$270,851.15	\$270,851.15	\$0.00	\$27,392.15	\$259,562.49
						<b>DISTRICT OF COLUMBIA Subtotal:</b>							
						<b>\$298,243.30</b>	<b>\$0.00</b>	<b>\$298,243.30</b>	<b>\$270,851.15</b>	<b>\$270,851.15</b>	<b>\$0.00</b>	<b>\$27,392.15</b>	<b>\$259,562.49</b>
<b>GRANTEE TOTALS</b>						<b>\$3,280,676.30</b>	<b>\$298,243.30</b>	<b>\$298,243.30</b>	<b>\$270,851.15</b>	<b>\$270,851.15</b>	<b>\$2,684,189.70</b>	<b>\$2,711,581.85</b>	<b>\$844,459.50</b>

Program Objective To expand and preserve the supply of affordable housing, particularly rental housing, for extremely low-income and very low income households.

Agency Name	Contractor/Supplier	Contract/Project Title <small>[Committee note: XXXX = redaction]</small>	Estimated Amount or NTE Contract Amount	Performance Period	Sourcing Method	Contract Administrator	Funding Source
DHCD	1 Regal Enterprise, LLC	Single Family XXXXXXX	\$ 9,875.00	6/13/2023-6/12/2024	Single Quote	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	Single Family XXXXXXX	\$ 65,450.00	11/21/2023- 9/30/2024	RFTOB	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/Single Family Batch 245	\$ 35,841.30	11/21/2023- 9/30/2024	RFTOB	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/Single Family Batch 243	\$ 65,450.00	11/21/2023- 9/30/2024	RFTOB	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/FY-23 - SFRRP - Single Family - Batch #2318	\$ 50,723.20	8/14/2023 - 9-30-24	IFB	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/FY-23 - SFRRP - Single Family - Batch #2313	\$ 9,984.00	10/12/2023-9/30/2024	RFTOB	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/FY-24 - SFRRP - Single Family - Batch 241	\$ 177,494.90	1/25/2024-1/24/2025	RFTOB	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/BOA for Construction, Repair, & Replacement Services	NTE \$1,000,000	5/24/2023-5/23/2024	RFQu	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/FY-24 - SFRRP - XXXXXXX - Batch 245	\$ 39,099.30	11/21/2023-11/20/2024	RFTOB	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/FY-24 - SFRRP - Batch 2412	\$ 9,850.00	12/11/2023-9/30/2024	Single Quote	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108614/Single Family Home Batch 2311	\$ 13,200.00	12/4/2023-12/3/2024	RFTOB	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	FY23 Single Family Home Rehab 225	\$ 67,670.00	12/7/2022-9/30/2023	RFQ	Virgil Williams	
DHCD	1 Regal Enterprise, LLC	CW108606/FY23 Single Family Home Rehab XXXXXXX	\$ 50,723.20	8/14/2023-9/30/2023	RFTOB	Virgil Williams	
DHCD	A Digital Solutions, Inc.	FY23 Printing Services	\$ 3,000.00	12/22/2022-9/30/2023	RFQ	Laverne Law	
DHCD	Ad Box Promo Agency, LLC	FY24 Materials and Supplies	\$ 9,985.40	10/11/2023-9/30/2024	Single Quote	Robin Henderson	
DHCD	Ad Box Promo Agency, LLC	FY23 Supplies for Retreat	\$ 10,000.00	11/22/2022-9/30/2023	Single Quote	Laverne Law	
DHCD	AMT, LLC	CW105434/ PADD Land surveys	\$ 214,000.00	1/23/2023-1/22/2024	IFB	Keishon Keane	
DHCD	Answer Title and Escrow LLC	CW107118/Property Due Diligence Report	\$ 223,500.00	4/26/2023-4/25/2024	IFB	Dion Townley	
DHCD	Answer Title and Escrow LLC	FY23 Talbert Condo Development Title Search Reports	\$ 7,850.00	4/11/2023-9/30/2023	Single Quote	Chantese Rogers	
DHCD	Area Probe LLC	Appraisal Service	\$ 6,250.00	1/26/2023-9/30/2023	Single Quote	Chantese Rogers	
DHCD	Assured	FY24 Vehicle Tracking Report	\$ 3,425.40	9/27/2023- 9/26/2024	Single Quote	Laverne Law	
DHCD	Assured	FY23 Vehicle Tracking Report	\$ 4,200.00	11/14/2022-9/30/2023	Single Quote	Laverne Law	
DHCD	Atmos Solution, Inc.	SBP 801 P St NW Exterior Door Repair	\$ 4,130.00	8/30/2023-9/30/2023	Single Quote	Forest Hayes	
DHCD	Atmos Solution, Inc.	CW108992/BOA for Construction, Repair, & Replacement Services	NTE \$1,000,000	5/19/2023-5/18/2024	RFQu	Virgil Williams	
DHCD	Beauchamp Consulting	Process Mapping and Workflow	\$ 23,000.00	12/19/2022-9/30/2023	Exempt	Lesley Edmonds	
DHCD	Capital Construction Enterprise	CW108994/BOA for Construction, Repair, & Replacement Services	NTE \$1,000,000	5/24/2023-5/23/2024	RFQu	Virgil Williams	
DHCD	CDW Government Inc.	Annual License Renewal	\$ 26,970.10	1/11/2023-9/30/2023	Exempt	Lashawn Davis	
DHCD	Change Agents Training, LLC	FY23 DHCD Problem Solving Training	\$ 117,000.00	5/9/2023-5/8/2024	Exempt	Lesley Edmonds	
DHCD	Citadel Development	FY-24 - SFRRP - Single Family - Batch 2421	\$ 66,639.36	1/19/2024-1/18/2025	RFTOB	Virgil Williams	
DHCD	Citadel Development	FY-24 - SFRRP - Single Family - Batch 241	\$ 19,184.76	1/25/2024-1/24/2025	RFTOB	Virgil Williams	
DHCD	Citadel Development	CW112337/BOA for Construction, Repair, & Replacement Services	NTE \$1,000,000	11/7/2023-11/6/2024	RFQu	Virgil Williams	
DHCD	Code Consultants	FY23 16th Annual Design & Construction Accessibility Training	\$ 7,000.00	5/11/2023-9/30/2023	Exempt	Sonia Gutierrez	
DHCD	DataWatch Systems	Security Monitoring FY24	\$ 4,385.25	10/1/2023-9/30/2024	Single Quote	Laverne Law	
DHCD	DataWatch Systems	Security Monitoring FY23	\$ 6,000.00	10/1/2022-9/30/2023	Single Quote	Laverne Law	
DHCD	DC Water and Sewer Authority (WASA)	FY24 PADD - DC Water and Sewer Authority (WASA)	\$ 25,000.00	12/11/2023-9/30/2024	Exempt	Chantese Rogers	
DHCD	DigiDocs Inc.	Shredding Service FY24	\$ 10,000.00	11/15/2023-9/30/2024	Single Quote	Laverne Law	
DHCD	Discovery Construction	Single Family Home Rehab 237	\$ 2,130.00	10/18/2023-9/30/2024	Single Quote	Virgil Williams	
DHCD	Discovery Construction	Single Family Home Rehab XXXXXXX	\$ 4,129.50	10/17/2023-9/30/2024	Single Quote	Virgil Williams	
DHCD	Document Systems Inc	CW109707/ Imaging Services	\$ 275,474.00	7/26/2023 - 7/25/2024	IFB	Laverne Law	
DHCD	Document Systems Inc	CW62484/ Document Imaging	\$ 242,049.00	7/17/2022-7/16/2023	IFB	Laverne Law	
DHCD	Emphasys Computer Solutions Inc	Housing Locator	\$ 23,156.00	11/7/2023 - 11/6/2024	Exempt	Gene Bulsmash	
DHCD	Emphasys Computer Solutions Inc	CW93000/Database Development - Multifamily Asset Management Solutions	\$ 350,308.00	9/20/2023-9/19/2024	IFB	Tony Pillai	
DHCD	Emphasys Computer Solutions Inc	FY23 Emphasys Software IZ Improvements	\$ 164,555.00	11/23/2022-9/30/2023	Exempt	Gene Bulsmash	
DHCD	Emphasys Computer Solutions Inc	CW93000/Emphasys Software Multi Family Database	\$ 508,682.00	11/9/2022-11/8/2023	Exempt	Barrie Danekr	
DHCD	Emphasys Computer Solutions Inc	Maintenance Housing Locator Website	\$ 21,640.00	10/1/2022-9/30/2023	Exempt	September Abraham	
DHCD	Fairfield Enterprise LLC	Single Family Home Rehab 230	\$ 61,785.60	10/17/2023-2/8/2024	RFQ	Virgil Williams	
DHCD	GKA	Auditing Services	\$ 45,875.00	10/17/2023- 9/30/2024	RFQ	Bethany Shifflett	
DHCD	Greenscape	Removal Solar System	\$ 3,768.00	8/14/2023-8/13/2024	Single Quote	Virgil Williams	
DHCD	Griffo Enterprise, LLC	Griffo FY24 Relocation Moving Services	\$ 10,000.00	1/10/2024-9/30/2024	RFQ	Laverne Law	
DHCD	HEP Construction	Minor Repairs	\$ 9,366.00	1/5/2023- 9/30/2024	Single Quote	Virgil Williams	
DHCD	HEP Construction	CW112333/Single Family 2419	\$ 54,938.95	1/12/2024-9/30/2024	RFTOB	Virgil Williams	
DHCD	HEP Construction	CW112333/Single Family 2420	\$ 43,193.43	1/12/2023-9/30/2024	RFTOB	Virgil Williams	
DHCD	HEP Construction	CW112333/BOA for Construction, Repair, & Replacement Services	NTE \$1,000,000	11/7/2023-11/6/2024	RFQu	Virgil Williams	
DHCD	HEP Construction	FY23 - Single Family Home Rehab Minor Repairs	\$ 50,000.00	11/10/22-11/09/2023	RFQ	Daniilo Pelletiere	
DHCD	Housing & Development Software	CW111700/FY23 HDS Annual Maintenance Services	\$ 95,000.00	10/1/2022-9/30/2023	Exempt	Lashawn Davis	
DHCD	HRGM Corporation	CW108996/BOA for Construction, Repair, & Replacement Services	NTE \$1,000,000	5/24/2023-5/23/2024	RFQu	Virgil Williams	
DHCD	HRGM Corporation	CW108996/FY24 - SFRRP - Batch 236	\$ 144,201.65	9/15/2023-9/30/2023	RFTOB	Virgil Williams	
DHCD	Ink Systems, LLC	IT Printer toner/cartridges	\$ 5,508.77	6/8/2023-9/30/2023	Single Quote	Lashawn Davis	
DHCD	Intercontinental Build LLC	CW108606/Single Family Roof 2322	\$ 313,500.00	9/1/2023- 8/20/2024	RFTOB	Virgil Williams	
DHCD	Intercontinental Build LLC	CW108606/Single Family Roof 2321	\$ 233,750.00	9/1/2023- 8/20/2024	RFTOB	Virgil Williams	
DHCD	Intercontinental Build LLC	CW108606/BOA for Construction, Repair, & Replacement Services	NTE \$1,000,000	5/19/2023-5/18/2024	RFQu	Virgil Williams	
DHCD	Intercontinental Build LLC	CW108606/Single Family Batch 2311	\$ 87,219.00	12/4/2023 - 12/3/2024	RFTOB	Virgil Williams	
DHCD	Intercontinental Build LLC	CW108606/Single Family Batch 235	\$ 157,553.00	8/30/2023-8/29/2024	RFTOB	Virgil Williams	
DHCD	Intercontinental Build LLC	CW108606/FY23 - SFRRP - Batch 234	\$ 102,773.00	8/9/2023-9/30/2023	RFQ	Virgil Williams	
DHCD	IS Enterprises, LLC	Single Family Home Rehab 214	\$ 140,544.00	7/19/2022-7/18/2023	RFQ	Virgil Williams	
DHCD	IS Enterprises, LLC	Single Family Home Rehab 215	\$ 81,692.40	7/29/2022-7/28/2023	RFQ	Virgil Williams	
DHCD	IS Enterprises, LLC	Single Family Home Rehab 208	\$ 181,155.60	6/21/2022-6/20/2023	RFQ	Virgil Williams	
DHCD	IS Enterprises, LLC	CW108608/Single Family Home Rehab 246	\$ 97,861.50	12/11/2023-9/30/2024	RFTOB	Virgil Williams	
DHCD	IS Enterprises, LLC	FY-24 - SFRRP - Single Family - Batch 2311 -IFB Interior	\$ 35,046.00	12/7/2023-12/6/2024	RFTOB	Virgil Williams	
DHCD	IS Enterprises, LLC	FY-24 - SFRRP - Single Family - XXXX Girard Street NE	\$ 2,700.00	1/24/2024-9/30/2024	Single Quote	Virgil Williams	
DHCD	IS Enterprises, LLC	CW108608/BOA for Construction, Repair, & Replacement Services	NTE \$1,000,000	5/24/2023-5/23/2024	RFQu	Virgil Williams	

DHCD	IS Enterprises, LLC	FY23 - Single Family Home Rehab 215	\$	73,409.00	11/2/2022-9/30/2023	RFQ	Virgil Williams
DHCD	IS Enterprises, LLC	FY23 - Single Family Home Rehab XXXXXX	\$	30,678.00	1/29/2022-9/30/2022	RFQ	Danillo Pelletiere
DHCD	K-Consulting Group LLC	FY23 Auditor to Auditor Hardship Petitions	\$	30,000.00	12/5/2022-9/30/2023	RFQ	September Abraham
DHCD	Keystone Plus Construction Corp	CW108610/Batch 2	\$	161,694.65	7/8/22- 7/6/2023	RFTOB	Virgil Williams
DHCD	Keystone Plus Construction Corp	CW108610/ Single Family Home Rehab 2316	\$	141,451.20	8/23/2023- 9/30/2024	RFTOB	Virgil Williams
DHCD	Keystone Plus Construction Corp	CW108610/BOA for Construction, Repair, & Replacement Services	NTE	\$1,000,000	5/24/2023-5/23/2024	RFQu	Virgil Williams
DHCD	Legal Files	Software Maintenance FY24	\$	4,070.00	10/5/2023- 9/3/2024	Exempt	Tamika Howard
DHCD	Legal Files	Software Maintenance FY23	\$	3,877.00	10/7/2022- 9/3/2023	Exempt	Tamika Howard
DHCD	Leone Tech, LLC	CW108612/FY-24 - SFRRP - Single Family - Batch 2310 -IFB Interior	\$	208,590.80	12/1/2023-11/30/2024	RFTOB	Virgil Williams
DHCD	Leone Tech, LLC	CW102598/FY-23 - SFRRP - Single Family - Batch 221	\$	292,281.00	1/6/2023-9/30/2023	RFQ	Virgil Williams
DHCD	Leone Tech, LLC	CW108612/FY-24 - SFRRP - Single Family - XXXXXX - Batch 221	\$	48,470.00	10/1/2023-9/30/2024	RFTOB	Virgil Williams
DHCD	Leone Tech, LLC	CW108612/BOA for Construction, Repair, & Replacement Services	NTE	\$1,000,000	5/24/2023-5/23/2024	RFQu	Virgil Williams
DHCD	Leone Tech, LLC	CW108612/Single Family Home Batch 2311	\$	94,463.60	12/4/2023-12/3/2024	RFTOB	Virgil Williams
DHCD	Leone Tech, LLC	FY23 Single Family Home Rehab 219	\$	53,400.00	10/21/2022-9/30/2023	RFQ	Virgil Williams
DHCD	Leone Tech, LLC	FY23 Single Family Home Rehab XXXXXX	\$	20,136.00	10/16/2022-9/30/2023	RFQ	Danillo Pelletiere
DHCD	Lexis Nexis	Annual Service	\$	33,504.00	10/1/2022-9/30/2023	Exempt	Tamika Howard
DHCD	Light Weight Technologies LLC	FY23 Printer Maintenance for HP and Others	\$	15,000.00	1/25/2023-9/30/2023	RFQ	Laverne Law
DHCD	LinkedIn Corporation	Annual Maintenance	\$	15,750.00	3/31/2023-3/30/2024	Exempt	Lashawn Davis
DHCD	MCN Build Inc	CW112335/BOA for Construction, Repair, & Replacement Services	NTE	\$1,000,000	12/1/2023-11/30/2024	RFQu	Virgil Williams
DHCD	MDM Office Systems Inc	Relocation Moving and Disposal FY23	\$	10,000.00	10/18/2022-9/30/2023	Single Quote	Laverne Law
DHCD	Mortell Industries LLC	FY23 PADD Portfolio Maintenance	\$	7,800.00	4/14/2023-9/30/2023	Single Quote	Chantese Rogers
DHCD	National Center for Housing	Property Management Course	\$	51,080.00	1/18/2023-9/30/2023	Exempt	Danillo Pelletiere
DHCD	Neal and Gross	FY24 Transcription Service Neal and Gross	\$	2,000.00	1/25/2024-9/30/2024	Single Quote	Virgil Williams
DHCD	One Language	FY23 LA Staff & Grantee Training	\$	79,000.00	4/7/2023-4/6/2024	Exempt	Lesley Edmonds
DHCD	One Language	FY23 LA Staff & Grantee Training	\$	25,000.00	12/14/2022-9/30/2023	Exempt	Lesley Edmonds
DHCD	Palmer Staffing	FY 23 Temporary Service	\$	80,000.00	12/20/2022-9/30/2023	GSA	Laverne Law
DHCD	Palmer Staffing	FY 23 Temporary Service	\$	142,272.00	10/1/2022-9/30/2023	GSA	Laverne Law
DHCD	Pitney Bowes, Inc.	US POSTAGE FOR DHCD MAILINGS - FY2024	\$	10,000.00	10/12/2023-9/30/2024	Exempt	Laverne Law
DHCD	Pitney Bowes, Inc.	US POSTAGE FOR DHCD MAILINGS - FY2023	\$	10,000.00	10/1/2022-9/30/2023	Exempt	Laverne Law
DHCD	Pitney Bowes, Inc.	PITNEY BOWES MAIL EQUIPMENT/SOFTWARE LEASE AND MAINTENANCE FY2024	\$	12,084.84	11/2/2023-9/30/2024	Exempt	Laverne Law
DHCD	PMGL LLC	CW109153/Portfolio Maintenance (Grounds Landscaping) - Aggregate award groups A and B	\$	548,277.92	7/7/2023-7/6/2024	IFB	Dayvie Paschall
DHCD	Precision Capital Partner	FY24 Office Supplies	\$	25,000.00	10/17/2023- 10/16/2024	RFQ	Laverne Law
DHCD	Precision Capital Partner	FY23 Office Supplies	\$	35,000.00	4/7/2023-9/30/2023	RFQ	Laverne Law
DHCD	Protec Construction	CW112339/BOA for Construction, Repair, & Replacement Services	NTE	\$1,000,000	11/7/2023-11/6/2024	RFQu	Virgil Williams
DHCD	RACKSPACE US INC.	FY24 Rackspace - Hosting Services for Legal Files	\$	13,291.80	10/1/2023-9/30/2024	Exempt	Tamika Howard
DHCD	RACKSPACE US INC.	FY23 Rackspace - Hosting Services for Legal Files	\$	15,375.37	10/1/2022-9/30/2023	Exempt	Tamika Howard
DHCD	RELX, Inc.	FY2024/DR0/ LexisNexis Subscription	\$	3,828.22	10/1/2023-9/30/2024	Exempt	Tamika Howard
DHCD	Rize-up Technology Training, LLC	CW113011/temporary support services	NTE	\$950,000	11/30/2023-11/29/2024	IFB	CA per task order
DHCD	Safeguard Privacy Protect	Shredding Service FY23	\$	5,000.00	10/18/2022-9/30/2023	Single Quote	Laverne Law
DHCD	Simon Development and Construction	FY23 Single Family Home Rehab 213	\$	124,276.60	11/15/2022-9/30/2023	RFQ	Danillo Pelletiere
DHCD	Simon Development and Construction	CW101751/FY23 Single Family Home Rehab 218	\$	79,673.00	8/29/22-8/28/2023	RFQ	Virgil Williams
DHCD	Simon Development and Construction	FY23 Single Family Home Rehab 210	\$	153,394.00	12/13/2022-9/30/2023	RFQ	Danillo Pelletiere
DHCD	Simplifile LLC	FY24 E-Recording Service	\$	4,000.00	10/1/2023-9/30/2024	Single Quote	Tamika Howard
DHCD	Simplifile LLC	FY23 E-Recording Service	\$	6,000.00	10/1/2022-9/30/2023	Single Quote	Tamika Howard
DHCD	Smajic LLC	FY23 Single Family Home Rehab 206	\$	3,760.00	11/15/2022-9/30/2023	Single Quote	Virgil Williams
DHCD	Smajic LLC	FY23 Single Family Home Rehab XXXXXX	\$	36,800.00	3/10/2023-9/30/2023	Emergency	Virgil Williams
DHCD	Stockbridge Construction, LLC	Single Family Home Rehab 220	\$	21,030.00	10/25/2022- 10/24/2023	RFQ	Virgil Williams
DHCD	Stockbridge Construction, LLC	Single Family Home Rehab 211	\$	101,409.40	12/29/2022- 12/28/2023	Solicitation	Virgil Williams
DHCD	Stockbridge Construction, LLC	FY23 DHCD LCP Tracker Database License Fee	\$	32,500.00	10/1/2022-9/30/2023	Exempt	Lesley Edmonds
DHCD	Stockbridge Construction, LLC	CW102773/ FY23 Single Family Home Rehab 226	\$	186,356.16	11/15/2022-11/14/2023	IFB	Virgil Williams
DHCD	Stockbridge Construction, LLC	FY23 - Single Family Home Rehab Minor Repairs	\$	50,000.00	11/10/22-11/09/2023	RFQ	Danillo Pelletiere
DHCD	SWIFT Accounting & Financial Consulting, LLC	Auditor-Hardship Petitions FY-2024	\$	26,000.00	1/16/2024-1/15/2025	RFQ	September Abraham
DHCD	Tax Credit Asset Management	CW70389/ Loan Services FY24	\$	3,053,725.97	10/1/2023-9/30/2024	RFP	Genee Hayes
DHCD	Tax Credit Asset Management	CW70389/ Loan Services FY23	\$	2,945,262.05	10/1/2022-9/30/2023	RFP	Barrie Daneker
DHCD	TCG Property Care	CW109158/Portfolio Maintenance (Grounds Landscaping) - Aggregate award group C	\$	549,200.00	7/7/2023-7/6/2024	IFB	Dayvie Paschall
DHCD	The Washington Times	FY24 - Advertising	\$	10,000.00	11/20/23-9/30/2024	Exempt	Pamela Hillsman
DHCD	The Washington Times	FY23 - Advertising	\$	10,000.00	11/22/2022- 9/30/2023	Exempt	Pamela Hillsman
DHCD	US Bank Trust Company Nation	Custodial Agreement	\$	3,000.00	8/4/2023-9/30/2023	Single Quote	Marthine Bartee-Williams
DHCD	US Housing Consultants LLC	DHCD Income Certification and Federal Compliance Training	\$	75,000.00	1/11/2023-9/30/2023	Exempt	Lesley Edmonds
DHCD	Veterans Contractors Assistance	FY23 Single Family Home Rehab Carrie Baxter	\$	9,946.30	11/21/2022-9/30/2023	Single Quote	Virgil Williams
DHCD	Xerox Corporation	FY24 - LEASE AND MAINTENANCE OF XEROX COPIERS	\$	103,514.32	10/1/2023-9/30/2024	Exempt	Laverne Law
DHCD	Xerox Corporation	FY23 - LEASE AND MAINTENANCE OF XEROX COPIERS	\$	103,234.32	10/1/2022-9/30/2023	Exempt	Laverne Law

LSDBE POs	Requesting Supplier	LSDBE Number	PO ID	Total Price	Currency	Invoice ID	Date Invoiced	Invoice Status	IR ID	IR Status	IR Ext Price	Currency	
Yes	DBO	AMT, LLC	LSZ85851062010	PO697764	50,800.00	USD	PO697764 - 14188Revised-V2	27-Dec-23	Reconciled	VON05694	Processed	32,100.00	USD
Yes	DBO	AMT, LLC	LSZ85851062010	PO697764	50,800.00	USD	PO697764 - 14334	10-Jan-24	Reconciled	VON09965	Processed	4,700.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	204,258.00	USD	8426	23-Oct-23	Reconciled	VOM90651	Processed	745.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	204,258.00	USD	8427	6-Nov-23	Reconciled	VOM93019	Processed	855.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	204,258.00	USD	8428	6-Nov-23	Reconciled	VOM93022	Processed	300.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	204,258.00	USD	8429	8-Dec-23	Reconciled	VON01644	Processed	705.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	204,258.00	USD	8430	204,258.00	Reconciled	VON01650	Processed	5,960.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	204,258.00	USD	8431	8-Dec-23	Reconciled	VON01654	Processed	1,045.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	204,258.00	USD	8432	18-Dec-23	Reconciled	VON03871	Processed	2,910.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	204,258.00	USD	8433	2-Jan-24	Reconciled	VON07607	Processed	1,045.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	10,000.00	USD	8427	6-Nov-23	Reconciled	VOM93019	Processed	158.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	10,000.00	USD	8428	6-Nov-23	Reconciled	VOM93022	Processed	52.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	10,000.00	USD	8431	8-Dec-23	Reconciled	VON01654	Processed	16.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	10,000.00	USD	8432	18-Dec-23	Reconciled	VON03871	Processed	12.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO697791	10,000.00	USD	8433	2-Jan-24	Reconciled	VON07607	Processed	8.00	USD
Yes	DBO	CHIARAMONTE CONSTRUCTION COMP	LSDZ12200716675	PO702485-V2	160,000.00	USD	702485-01-V2	17-Jan-24	Reconciled	VON11568	Processed	51,506.25	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO691816	42,630.00	USD	4012230904	3-Oct-23	Reconciled	VOM82307	Processed	21,315.00	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO691816	6,177.36	USD	4012230904	3-Oct-23	Reconciled	VOM82307	Processed	6,177.36	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO700387	218,295.00	USD	4012231103	11-Dec-23	Reconciled	VON01934	Processed	48,510.00	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO700387	218,295.00	USD	4012231205	16-Jan-24	Reconciled	VON11336	Processed	24,255.00	USD
Yes	DBO	HEP Construction	LSZR97991122016	PO676798	50,000.00	USD	FY23 Minor Repairs #5	2-Oct-23	Reconciled	VOM81103	Processed	2,500.00	USD
Yes	DBO	HEP Construction	LSZR97991122016	PO676798	50,000.00	USD	FY23 Minor Repairs #6-V3	27-Nov-23	Reconciled	VOM97279	Processed	6,000.00	USD
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676395	18,229.20	USD	2758A-V3	22-Nov-23	Reconciled	VOM97022	Processed	15,191.00	USD
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676395	22,176.00	USD	2753	12-Oct-23	Reconciled	VOM88332	Processed	13,030.00	USD
Yes	DBO	InterContinental Build, LLC	LSD81372102024	PO693949	285,000.00	USD	1-V2	12-Oct-23	Reconciled	VOM88268	Processed	285,000.00	USD
Yes	DBO	InterContinental Build, LLC	LSD81372102024	PO693949	28,500.00	USD	PO693949-CO	16-Oct-23	Reconciled	VOM89169	Processed	28,500.00	USD
Yes	DBO	InterContinental Build, LLC	LSD81372102024	PO693950-V2	212,500.00	USD	PO693950V2 - 1/2	12-Oct-23	Reconciled	VOM88255	Processed	212,500.00	USD
Yes	DBO	InterContinental Build, LLC	LSD81372102024	PO693950-V2	35,346.00	USD	PO693950V2-CO	16-Oct-23	Reconciled	VOM89156	Processed	28,356.00	USD
Yes	DBO	InterContinental Build, LLC	LSD81372102024	PO700457	35,000.00	USD	3914	28-Dec-23	Reconciled	VON06079	Processed	35,000.00	USD
Yes	DBO	InterContinental Build, LLC	LSD81372102024	PO700457	3,500.00	USD	3914	28-Dec-23	Reconciled	VON06079	Processed	3,500.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	9272310A	12-Oct-23	Reconciled	VOM88181	Processed	5,472.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	10032342	3-Oct-23	Reconciled	VOM82533	Processed	6,625.68	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	8012341A	11-Oct-23	Reconciled	VOM88057	Processed	6,276.96	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	268,139.08	USD	059-904-V2-V2	19-Oct-23	Reconciled	VOM90117	Processed	12,188.14	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	268,139.08	USD	059-911	2-Nov-23	Reconciled	VOM92184	Processed	12,188.14	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	268,139.08	USD	059-916	27-Nov-23	Reconciled	VOM97566	Processed	12,188.14	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	268,139.08	USD	059-923	7-Dec-23	Reconciled	VON01144	Processed	12,188.14	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	268,139.08	USD	059-925	22-Dec-23	Reconciled	VON05207	Processed	12,188.14	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	268,139.08	USD	059-932	8-Jan-24	Reconciled	VON09151	Processed	12,188.14	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	268,139.08	USD	059-942	26-Jan-24	Reconciled	VON14513	Processed	12,188.14	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	188,615.68	USD	059-904-V2-V2	19-Oct-23	Reconciled	VOM90117	Processed	8,573.44	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	188,615.68	USD	059-911	2-Nov-23	Reconciled	VOM92184	Processed	8,573.44	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	188,615.68	USD	059-916	27-Nov-23	Reconciled	VOM97566	Processed	8,573.44	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	188,615.68	USD	059-923	7-Dec-23	Reconciled	VON01144	Processed	8,573.44	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	188,615.68	USD	059-925	22-Dec-23	Reconciled	VON05207	Processed	8,573.44	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	188,615.68	USD	059-932	8-Jan-24	Reconciled	VON09151	Processed	8,573.44	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	188,615.68	USD	059-942	26-Jan-24	Reconciled	VON14513	Processed	8,573.44	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	48,250.00	USD	059-914	27-Nov-23	Reconciled	VOM97370	Processed	750.00	USD
Yes	DBO	PMGLLLC	PO697766	PO697766	48,250.00	USD	059-924	18-Dec-23	Reconciled	VON03717	Processed	75.00	USD
Yes	DBO	Precision Capital Partners, LLC	LSD14284042020	PO686010	35,000.00	USD	4171	6-Oct-23	Reconciled	VOM86512	Processed	153.36	USD
Yes	DBO	Precision Capital Partners, LLC	LSD14284042020	PO686010	35,000.00	USD	4204	2-Oct-23	Reconciled	VOM81874	Processed	3,028.86	USD
Yes	DBO	Precision Capital Partners, LLC	LSD14284042020	PO686010	35,000.00	USD	4207	10-Oct-23	Reconciled	VOM87464	Processed	827.28	USD
Yes	DBO	Precision Capital Partners, LLC	LSD14284042020	PO686010	35,000.00	USD	4217	5-Oct-23	Reconciled	VOM84201	Processed	3,094.17	USD
Yes	DBO	Precision Capital Partners, LLC	LSD14284042020	PO686010	35,000.00	USD	4218	6-Oct-23	Reconciled	VOM86510	Processed	1,927.72	USD
Yes	DBO	TCG Property Care	LSDZR82188012021	PO697582-V2	457,600.00	USD	317	22-Nov-23	Reconciled	VOM96865	Processed	20,800.00	USD
Yes	DBO	TCG Property Care	LSDZR82188012021	PO697582-V2	457,600.00	USD	324	4-Dec-23	Reconciled	VON00162	Processed	20,800.00	USD
Yes	DBO	TCG Property Care	LSDZR82188012021	PO697582-V2	457,600.00	USD	325	18-Dec-23	Reconciled	VON03896	Processed	20,800.00	USD
Yes	DBO	TCG Property Care	LSDZR82188012021	PO697582-V2	457,600.00	USD	327	1-Jan-24	Reconciled	VON06533	Processed	20,800.00	USD

Yes	DB0	TCG Property Care	LSDZR82188012021	PO697582-V2	457,600.00 USD	335	13-Jan-24 Reconciled	VON11152	Processed	20,800.00 USD
Yes	DB0	TCG Property Care	LSDZR82188012021	PO697582-V2	457,600.00 USD	337	29-Jan-24 Reconciled	VON15604	Processed	20,800.00 USD
Yes	DB0	TCG Property Care	LSDZR82188012021	PO697582-V2	457,600.00 USD	Invoice 304	13-Nov-23 Reconciled	VOM94785	Processed	20,800.00 USD
Yes	DB0	TCG Property Care	LSDZR82188012021	PO697582-V2	457,600.00 USD	Invoice 306-V3	15-Nov-23 Reconciled	VOM95302	Processed	20,800.00 USD
Yes	DB0	TCG Property Care	LSDZR82188012021	PO697582-V2	50,000.00 USD	330	2-Jan-24 Reconciled	VON07601	Processed	1,833.27 USD
									<b>Total YTD</b>	<b>1,174,421.97</b>

LSDBE POs	Requesting Supplier	LSDBE Number	PO ID	Total Price	Currency	Invoice ID	Date Invoiced	Invoice Status	Invoice Item#	IR ID	IR Status	IR Ext Price	Currency
Yes	DBO	AMT, LLC	LSZ85851062010	PO682501	214,000.00	USD	PO682501 - 14039	14-Sep-23	Reconciled	1 VOM69936	Processed	10,800.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686030	6,750.00	USD	8416	5-Jun-23	Reconciled	1 VOM28068	Processed	6,750.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686030	500	USD	8416	5-Jun-23	Reconciled	2 VOM28068	Processed	500.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686030	600	USD	8416	5-Jun-23	Reconciled	3 VOM28068	Processed	600.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8417	27-Jun-23	Reconciled	1 VOM37309	Processed	720.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8418	27-Jun-23	Reconciled	1 VOM37317	Processed	154.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8419	24-Jul-23	Reconciled	1 VOM47029	Processed	684.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8420	24-Jul-23	Reconciled	1 VOM47043	Processed	154.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8421	24-Jul-23	Reconciled	1 VOM47074	Processed	170.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8422	24-Jul-23	Reconciled	1 VOM47036	Processed	300.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8423	6-Sep-23	Reconciled	1 VOM65104	Processed	220.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8424	6-Sep-23	Reconciled	1 VOM65095	Processed	1,800.00	USD
Yes	DBO	ANSWER TITLE & ESCROW LLC	LSDZR56256062021	PO686848	223,500.00	USD	8425	11-Sep-23	Reconciled	1 VOM68066	Processed	5,040.00	USD
Yes	DBO	Area Probe, LLC	LSR76421092024	PO682156	6,250.00	USD	1142-AG	15-Feb-23	Reconciled	1 VOL90201	Processed	6,250.00	USD
Yes	DBO	Atmos Solutions, Inc.	LSDZ96640042022	PO693460	4,130.00	USD	23-378	28-Sep-23	Reconciled	1 VOM78961	Processed	4,130.00	USD
Yes	DBO	CAT Consulting Service, LLC	LSR36529052024	PO683965-V2	7,700.00	USD	2023-001b	23-Mar-23	Reconciled	1 VOM02483	Processed	6,996.00	USD
Yes	DBO	CDW Government, Inc.	PO681114	321.25	USD	GM41901	1-Feb-23	Reconciled	1 VOL84723	Processed	321.25	USD	
Yes	DBO	CDW Government, Inc.	PO681114	7,561.25	USD	GM41901	1-Feb-23	Reconciled	2 VOL84723	Processed	7,561.25	USD	
Yes	DBO	CDW Government, Inc.	PO681114	1,373.30	USD	GM41901	1-Feb-23	Reconciled	3 VOL84723	Processed	1,373.30	USD	
Yes	DBO	CDW Government, Inc.	PO681114	5,493.40	USD	GM41901	1-Feb-23	Reconciled	4 VOL84723	Processed	5,493.40	USD	
Yes	DBO	CDW Government, Inc.	PO681114	539.7	USD	GM41901	1-Feb-23	Reconciled	5 VOL84723	Processed	539.70	USD	
Yes	DBO	CDW Government, Inc.	PO681114	7,561.25	USD	GM41901	1-Feb-23	Reconciled	6 VOL84723	Processed	7,561.25	USD	
Yes	DBO	CDW Government, Inc.	PO681114	3,662.14	USD	GM41901	1-Feb-23	Reconciled	7 VOL84723	Processed	3,662.14	USD	
Yes	DBO	CDW Government, Inc.	PO681114	457.81	USD	GM41901	1-Feb-23	Reconciled	8 VOL84723	Processed	457.81	USD	
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO657974-V2	234,730.60	USD	4019220502-V2	6-Oct-22	Reconciled	1 VOL51400	Processed	15,722.19	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO667015	70,000.00	USD	4012220001	7-Oct-22	Reconciled	1 VOL52404	Processed	44,958.70	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO684355	242,047.92	USD	4012230301	5-Apr-23	Reconciled	1 VOM07215	Processed	46,416.82	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO684355	242,047.92	USD	40122304-V4	6-Jun-23	Reconciled	1 VOM28544	Processed	54,011.20	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO684355	242,047.92	USD	4012230503	9-Jun-23	Reconciled	1 VOM30185	Processed	55,408.56	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO684355	242,047.92	USD	4012230604	14-Jul-23	Reconciled	1 VOM43283	Processed	48,604.00	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO684355	242,047.92	USD	4012230702-3	21-Sep-23	Reconciled	1 VOM74207	Processed	37,606.13	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO691816	42,630.00	USD	4012230803	6-Sep-23	Reconciled	1 VOM64961	Processed	21,315.00	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO691816	7,342.68	USD	4012230803	6-Sep-23	Reconciled	2 VOM64961	Processed	7,342.68	USD
Yes	DBO	DOCUMENT SYSTEMS INC	LSDZR93150082013	PO691816	1,029.00	USD	4012230803	6-Sep-23	Reconciled	3 VOM64961	Processed	1,029.00	USD
Yes	DBO	HEP Construction	LSZR97991122016	PO676798	50,000.00	USD	FY23 Minor Repair #3	29-Mar-23	Reconciled	1 VOM04650	Processed	4,500.00	USD
Yes	DBO	HEP Construction	LSZR97991122016	PO676798	50,000.00	USD	FY23 Minor Repairs #4	21-Sep-23	Reconciled	1 VOM74503	Processed	4,000.00	USD
Yes	DBO	HEP Construction	LSZR97991122016	PO676798	50,000.00	USD	FY23 Minor Repairs - REV#1-V2	31-May-23	Reconciled	1 VOM26467	Processed	12,500.00	USD
Yes	DBO	HEP Construction	LSZR97991122016	PO676798	50,000.00	USD	FY23- Minor Repairs #2	3-Mar-23	Reconciled	1 VOL96038	Processed	7,719.47	USD
Yes	DBO	HEP Construction	LSZR97991122016	PO679543-V2	9,900.00	USD	FY23 Single Family 2312 #1	8-Feb-23	Reconciled	1 VOL87417	Processed	9,900.00	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO678372-V2	665,404.80	USD	DHCD0023_1-V2	16-Feb-23	Reconciled	1 VOL90378	Processed	330,798.00	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO678372-V2	665,404.80	USD	DHCD0023_2-V2	10-May-23	Reconciled	1 VOM19929	Processed	292,422.00	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO678372-V2	665,404.80	USD	DHCD0023_3	19-Sep-23	Reconciled	1 VOM72698	Processed	35,154.00	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO678651	88,076.00	USD	DHCD0022_2	10-Jan-23	Reconciled	1 VOL76592	Processed	88,076.00	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	22,256.42	USD	DHCD 236_1	27-Sep-23	Reconciled	1 VOM78592	Processed	22,256.42	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	18,364.08	USD	DHCD 236_1	27-Sep-23	Reconciled	2 VOM78592	Processed	18,364.08	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	13,967.53	USD	DHCD 236_1	27-Sep-23	Reconciled	3 VOM78592	Processed	13,967.53	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	19,510.34	USD	DHCD 236_1	27-Sep-23	Reconciled	4 VOM78592	Processed	19,510.34	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	36,327.26	USD	DHCD 236_1	27-Sep-23	Reconciled	5 VOM78592	Processed	36,327.26	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	16,661.65	USD	DHCD 236_1	27-Sep-23	Reconciled	6 VOM78592	Processed	16,661.65	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	2,225.64	USD	DHCD 236_1	27-Sep-23	Reconciled	7 VOM78592	Processed	2,225.64	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	1,836.41	USD	DHCD 236_1	27-Sep-23	Reconciled	8 VOM78592	Processed	1,836.41	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	1,396.75	USD	DHCD 236_1	27-Sep-23	Reconciled	9 VOM78592	Processed	1,396.75	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	1,951.03	USD	DHCD 236_1	27-Sep-23	Reconciled	10 VOM78592	Processed	1,951.03	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	3,812.17	USD	DHCD 236_1	27-Sep-23	Reconciled	11 VOM78592	Processed	3,812.17	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	1,666.17	USD	DHCD 236_1	27-Sep-23	Reconciled	12 VOM78592	Processed	1,666.17	USD
Yes	DBO	HRGM Corporation	LZR05200614286	PO694560	4,226.20	USD	DHCD 236_1	27-Sep-23	Reconciled	13 VOM78592	Processed	4,226.20	USD
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676126-V3	44,863.00	USD	2398	13-Mar-23	Reconciled	1 VOL99222	Processed	44,863.00	USD
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676126-V3	26,046.00	USD	2548	1-Jun-23	Reconciled	1 VOM27090	Processed	26,046.00	USD

LSDBE POs	Requesting Supplier	LSDBE Number	PO ID	Total Price	Currency	Invoice ID	Date Invoiced	Invoice Status	Invoice Item#	IR ID	IR Status	IR Ext Price	Currency		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676126-V3	2,500.00	USD	2548	1-Jun-23	Reconciled	2 VOM27090	Processed	2,500.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676395	25,723.20	USD	2566	22-May-23	Reconciled	1 VOM24173	Processed	23,011.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676396	61,320.00	USD	2710	9-Aug-23	Reconciled	1 VOM53744	Processed	38,150.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676396	9,102.00	USD	2042	14-Feb-23	Reconciled	1 VOL89693	Processed	9,085.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676396	70,122.00	USD	2569	1-Jun-23	Reconciled	1 VOM26999	Processed	13,410.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO676396	70,122.00	USD	2732-V2	27-Sep-23	Reconciled	1 VOM78086	Processed	55,025.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO677000	68,787.60	USD	2598	20-Jul-23	Reconciled	1 VOM45924	Processed	33,922.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO677000	68,787.60	USD	2731	19-Sep-23	Reconciled	1 VOM72252	Processed	34,089.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO677000	64,824.00	USD	2568	18-May-23	Reconciled	1 VOM22739	Processed	16,686.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO677000	64,824.00	USD	2592B-V2	5-Sep-23	Reconciled	1 VOM64176	Processed	30,006.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO677000	47,544.00	USD	2393-V2	2-Feb-23	Reconciled	1 VOL85499	Processed	23,820.00	USD		
Yes	DBO	IS ENTERPRISES INC	LSDR81350092018	PO677000	47,544.00	USD	2549	6-Jun-23	Reconciled	1 VOM28731	Processed	15,800.00	USD		
Yes	DBO	K-Consulting Group, LLC		PO678486	30,000.00	USD		20920-20921#01-2023		24-Jan-23	Reconciled	1 VOL80860	Processed	5,944.90	USD
Yes	DBO	K-Consulting Group, LLC		PO678486	30,000.00	USD		DHCD_HP-RAD-20925 INVOICE#03-AUG2023		23-Aug-23	Reconciled	1 VOM59584	Processed	2,972.45	USD
Yes	DBO	K-Consulting Group, LLC		PO678486	30,000.00	USD		REVISED 209922-20923-20924 INV#02B		3-Apr-23	Reconciled	1 VOM06212	Processed	5,372.71	USD
Yes	DBO	KEYSTONE PLUS CONSTRUCTION COR	LS02200716439	PO681054-V2	161,694.65	USD	22011-01-V2			3-Feb-23	Reconciled	1 VOL85919	Processed	161,694.65	USD
Yes	DBO	LEONE TECH, LLC	38635082016	PO680715-V3	79,400.00	USD	090723-1-V2			14-Sep-23	Reconciled	1 VOM70072	Processed	79,400.00	USD
Yes	DBO	LEONE TECH, LLC	38635082016	PO680715-V3	80,610.00	USD	90523-1-V3			26-Sep-23	Reconciled	1 VOM76529	Processed	79,935.00	USD
Yes	DBO	LEONE TECH, LLC	38635082016	PO680715-V3	68,180.00	USD	71423-1			14-Jul-23	Reconciled	1 VOM43120	Processed	67,500.00	USD
Yes	DBO	LEONE TECH, LLC	38635082016	PO680715-V3	7,940.00	USD	090823-2-V2			20-Sep-23	Reconciled	1 VOM73224	Processed	6,097.00	USD
Yes	DBO	LEONE TECH, LLC	38635082016	PO682155	23,134.80	USD	011223-01-V3			6-Mar-23	Reconciled	1 VOL96258	Processed	19,279.00	USD
Yes	DBO	LEONE TECH, LLC	38635082016	PO682155	18,448.80	USD	030623-01			7-Mar-23	Reconciled	1 VOL97294	Processed	15,374.00	USD
Yes	DBO	LEONE TECH, LLC	38635082016	PO682155	47,769.60	USD	80523-2-V2			11-Sep-23	Reconciled	1 VOM67657	Processed	42,392.00	USD
Yes	DBO	LEONE TECH, LLC	38635082016	PO688903	42,885.70	USD	0523-2-V2			26-Jun-23	Reconciled	1 VOM36556	Processed	42,885.70	USD
Yes	DBO	MDM Office Systems DBA Standard Office S	LSX55047052022	PO654868	10,000.00	USD	566046-0			7-Oct-22	Reconciled	1 VOL52431	Processed	664.00	USD
Yes	DBO	MDM Office Systems DBA Standard Office S	LSX55047052022	PO654868	10,000.00	USD	566050-0			7-Oct-22	Reconciled	1 VOL52417	Processed	732.00	USD
Yes	DBO	MDM Office Systems DBA Standard Office S	LSX55047052022	PO654868	10,000.00	USD	566537-0			7-Oct-22	Reconciled	1 VOL52407	Processed	808.00	USD
Yes	DBO	MDM Office Systems DBA Standard Office S	LSX55047052022	PO674837	10,000.00	USD	568611-0			17-Feb-23	Reconciled	1 VOL90934	Processed	508.00	USD
Yes	DBO	MDM Office Systems DBA Standard Office S	LSX55047052022	PO674837	10,000.00	USD	569036-0			29-Sep-23	Reconciled	1 VOM80406	Processed	90.00	USD
Yes	DBO	MDM Office Systems DBA Standard Office S	LSX55047052022	PO674837	10,000.00	USD	569381-0			29-Sep-23	Reconciled	1 VOM80468	Processed	651.00	USD
Yes	DBO	MIDTOWN PERSONNEL INC	LSX75595062022	PO658062	10,000.00	USD	1036823			11-Oct-22	Reconciled	1 VOL53586	Processed	631.94	USD
Yes	DBO	MVS, Inc.	LSDZXR1520206202	PO665682	171,622.00	USD	02211535			3-Oct-22	Reconciled	1 VOL47703	Processed	100,606.00	USD
Yes	DBO	MVS, Inc.	LSDZXR1520206202	PO665682	31,425.56	USD	02211535			3-Oct-22	Reconciled	2 VOL47703	Processed	31,425.56	USD
Yes	DBO	Mortell Industries LLC	LSDZRE9202109202	PO654489	100,000.00	USD	0000315-V2			9-Oct-22	Reconciled	1 VOL52941	Processed	3,260.40	USD
Yes	DBO	Mortell Industries LLC	LSDZRE9202109202	PO654489	100,000.00	USD	0000348-V2			31-Oct-22	Reconciled	1 VOL58824	Processed	34,970.10	USD
Yes	DBO	Mortell Industries LLC	LSDZRE9202109202	PO686229	7,800.00	USD	0000527-V1			18-Apr-23	Reconciled	1 VOM11260	Processed	7,800.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO651924	142,819.20	USD	10022203			4-Oct-22	Reconciled	1 VOL48691	Processed	13,680.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	1012327			4-Jan-23	Reconciled	1 VOL74705	Processed	10,944.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	10302233			8-Nov-22	Reconciled	1 VOL61153	Processed	10,944.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	12042241			7-Dec-22	Reconciled	1 VOL67264	Processed	13,680.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	1292308			31-Jan-23	Reconciled	1 VOL84235	Processed	10,944.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	3052350			8-Mar-23	Reconciled	1 VOL97543	Processed	13,680.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	4022342			5-Apr-23	Reconciled	1 VOM06931	Processed	10,944.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	4032328			2-May-23	Reconciled	1 VOM16534	Processed	10,944.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	6062329			6-Jun-23	Reconciled	1 VOM28422	Processed	13,680.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	7052326			5-Jul-23	Reconciled	1 VOM39607	Processed	10,944.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO674435-V2	142,272.00	USD	8012322			1-Aug-23	Reconciled	1 VOM50078	Processed	10,944.00	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	1012375			3-Feb-23	Reconciled	1 VOL85896	Processed	11,856.48	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	1292307			1-Feb-23	Reconciled	1 VOL84610	Processed	6,276.96	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	1292375			3-Feb-23	Reconciled	1 VOL85898	Processed	6,276.96	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	3052351			8-Mar-23	Reconciled	1 VOL97357	Processed	8,347.49	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	4022343			5-Apr-23	Reconciled	1 VOM06942	Processed	6,625.68	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	4302346			2-May-23	Reconciled	1 VOM16580	Processed	348.72	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	6062343			6-Jun-23	Reconciled	1 VOM28688	Processed	8,369.28	USD
Yes	DBO	PALMER LEGAL STAFFING	LS28578072020	PO680035-V2	80,000.00	USD	7052345			5-Jul-23	Reconciled	1 VOM39611	Processed	6,276.96	USD
Yes	DBO	PMGLLLC		PO690236	292,515.36	USD	059-872			8-Sep-23	Reconciled	1 VOM66375	Processed	12,188.14	USD
Yes	DBO	PMGLLLC		PO690236	292,515.36	USD	059-893			26-Sep-23	Reconciled	1 VOM76863	Processed	12,188.14	USD
Yes	DBO	PMGLLLC		PO690236	205,762.56	USD	059-872			8-Sep-23	Reconciled	2 VOM66375	Processed	8,573.44	USD



LSDBE POs	Requesting Supplier	LSDBE Number	PO ID	Total Price	Currency	Invoice ID	Date Invoiced	Invoice Status	Invoice Item#	IR ID	IR Status	IR Ext Price	Currency
Yes	DB0	PMGLLLC		205,762.56	USD	059-893	26-Sep-23	Reconciled		2 VOM76863	Processed	8,573.44	USD
Yes	DB0	PMGLLLC		50,000.00	USD	059-887	13-Sep-23	Reconciled		1 VOM69528	Processed	1,750.00	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3886	8-May-23	Reconciled		1 VOM18920	Processed	400.38	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3891	8-May-23	Reconciled		1 VOM18943	Processed	2,270.55	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3894	8-May-23	Reconciled		1 VOM18948	Processed	1,019.87	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3896	8-May-23	Reconciled		1 VOM18938	Processed	626.85	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3900	8-May-23	Reconciled		1 VOM18973	Processed	525.20	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3909	8-May-23	Reconciled		1 VOM18976	Processed	1,609.40	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3911	8-May-23	Reconciled		1 VOM18984	Processed	637.98	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3943	7-Jun-23	Reconciled		1 VOM29220	Processed	82.08	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3961	7-Jun-23	Reconciled		1 VOM29209	Processed	3,040.53	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3970	20-Jul-23	Reconciled		1 VOM46177	Processed	5,937.00	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3972	7-Jun-23	Reconciled		1 VOM29213	Processed	247.70	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	3985	7-Jun-23	Reconciled		1 VOM29218	Processed	598.00	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	4045	10-Jul-23	Reconciled		1 VOM41386	Processed	4,554.91	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	4067	20-Jul-23	Reconciled		1 VOM46180	Processed	959.52	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	4135	27-Sep-23	Reconciled		1 VOM77985	Processed	658.18	USD
Yes	DB0	Precision Capital Partners, LLC	LSD14284042020	35,000.00	USD	4150	27-Sep-23	Reconciled		1 VOM77982	Processed	519.34	USD
Yes	DB0	SUPRETECH, INC.	LSDZR27276022022	6,012.02	USD	4671	22-Jul-23	Reconciled		1 VOM46716	Processed	6,012.02	USD
Yes	DB0	SUPRETECH, INC.	LSDZR27276022022	394.8	USD	4671	22-Jul-23	Reconciled		2 VOM46716	Processed	394.80	USD
Yes	DB0	SUPRETECH, INC.	LSDZR27276022022	592.2	USD	4671	22-Jul-23	Reconciled		3 VOM46716	Processed	592.20	USD
Yes	DB0	Simon Development & Construction Corporation		39,002.00	USD	SDCC-0002-02	21-Oct-22	Reconciled		1 VOL57058	Processed	36,835.00	USD
Yes	DB0	Simon Development & Construction Corporation		20,216.00	USD	SDCC-0002-03	21-Oct-22	Reconciled		1 VOL57071	Processed	17,180.00	USD
Yes	DB0	Simon Development & Construction Corporation		25,664.00	USD	SDCC-0002-04	21-Oct-22	Reconciled		1 VOL57073	Processed	24,460.00	USD
Yes	DB0	Simon Development & Construction Corporation		45,542.00	USD	SDCC-0002-01	21-Oct-22	Reconciled		1 VOL57055	Processed	34,620.00	USD
Yes	DB0	Simon Development & Construction Corporation		32,811.60	USD	SDCC-0004-01-V3	9-Feb-23	Reconciled		1 VOL88217	Processed	29,638.00	USD
Yes	DB0	Simon Development & Construction Corporation		30,953.00	USD	SDCC-004-02-V2	9-Feb-23	Reconciled		1 VOL88166	Processed	30,953.00	USD
Yes	DB0	Simon Development & Construction Corporation		57,338.40	USD	SDCC-0004-03-V2	31-Aug-23	Reconciled		1 VOM62528	Processed	24,820.00	USD
Yes	DB0	Simon Development & Construction Corporation		67,560.00	USD	SDCC-0004-03-V5	6-Jun-23	Reconciled		1 VOM28467	Processed	59,215.00	USD
Yes	DB0	Simon Development & Construction Corporation		49,680.00	USD	SDCC-0008	3-Jul-23	Reconciled		1 VOM38972	Processed	40,100.00	USD
Yes	DB0	Simon Development & Construction Corporation		27,881.00	USD	SDCC-0006-01	24-Apr-23	Reconciled		1 VOM14009	Processed	25,381.00	USD
Yes	DB0	Simon Development & Construction Corporation		27,881.00	USD	SDCC-0006-03	18-Sep-23	Reconciled		1 VOM17197	Processed	2,500.00	USD
Yes	DB0	Simon Development & Construction Corporation		31,212.00	USD	SDCC-0007-V2	2-Jun-23	Reconciled		1 VOM27489	Processed	24,210.00	USD
Yes	DB0	Simon Development & Construction Corporation		17,160.00	USD	SDCC-0008-V2	8-Jun-23	Reconciled		1 VOM29410	Processed	14,300.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	4,848.00	USD	2158-V2	11-Jan-23	Reconciled		1 VOL77231	Processed	4,040.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2155	1-Dec-22	Reconciled		1 VOL64887	Processed	1,695.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2165-V3	11-Apr-23	Reconciled		1 VOM09093	Processed	2,095.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2167	22-Jun-23	Reconciled		1 VOM35033	Processed	2,095.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2168	22-Jun-23	Reconciled		1 VOM35041	Processed	200.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2169	26-Sep-23	Reconciled		1 VOM76619	Processed	6,422.91	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2172	12-Jul-23	Reconciled		1 VOM42577	Processed	700.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2173	10-Aug-23	Reconciled		1 VOM53975	Processed	695.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2174	12-Jul-23	Reconciled		1 VOM42570	Processed	1,050.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2175	12-Jul-23	Reconciled		1 VOM42562	Processed	1,524.70	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2176	12-Jul-23	Reconciled		1 VOM42476	Processed	1,461.50	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2177	12-Jul-23	Reconciled		1 VOM42561	Processed	950.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2178	10-Aug-23	Reconciled		1 VOM53986	Processed	950.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2179	3-Aug-23	Reconciled		1 VOM50965	Processed	2,095.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2181	22-Aug-23	Reconciled		1 VOM59253	Processed	1,075.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2182	25-Aug-23	Reconciled		1 VOM60652	Processed	2,095.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2183	25-Aug-23	Reconciled		1 VOM60648	Processed	7,950.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	50,000.00	USD	2184	25-Aug-23	Reconciled		1 VOM60660	Processed	1,050.00	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	40,828.00	USD	2164-V4	10-Aug-23	Reconciled		1 VOM54234	Processed	40,049.50	USD
Yes	DB0	Stockbridge Construction LLC	LSZR24572072024	39,354.96	USD	2159-V4	10-Aug-23	Reconciled		1 VOM53967	Processed	35,145.80	USD
Yes	DB0	TCG Property Care	LSDZR82188012021	499,200.00	USD	294	11-Sep-23	Reconciled		1 VOM68290	Processed	20,800.00	USD
Yes	DB0	TCG Property Care	LSDZR82188012021	499,200.00	USD	297	19-Sep-23	Reconciled		1 VOM72873	Processed	20,800.00	USD
Yes	DB0	VETERANS CONTRACTOR ASSISTANCE SUPPORT SERVICES, LLC		9,946.30	USD	1992	9-Jan-23	Reconciled		1 VOL75975	Processed	9,946.30	USD

LSDBE POs	Requesting Supplier	LSDBE Number	PO ID	Total Price	Currency	Invoice ID	Date Invoiced	Invoice Status	Invoice Item#	IR ID	IR Status	IR Ext Price	Currency
												3,200,094.82	