

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



Office of the Director



February 9, 2024

The Honorable Robert White
Chairperson, Committee on Housing
Council of the District of the Columbia
1350 Pennsylvania Avenue NW
Washington DC 20004

Dear Chairperson White,

The Department of Housing and Community Development (DHCD) has received questions in preparation for the Annual Performance Oversight Public Hearing on the Department's Fiscal Year 2023 and Fiscal Year 2024 year to date, to be held February 15, 2024. Enclosed are the Department's responses, transmitted electronically with attachments.

Sincerely,

A large, handwritten signature in black ink, which appears to be 'Colleen Green', is written over a long, thin horizontal line that extends across the page.

Colleen Green
Director
Department of Housing and Community Development

Performance Oversight Responses – FY2023 and FY2024, to date

1. Please provide the agency's mission statement.

The mission of the Department of Housing and Community Development (DHCD) is to produce and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia. DHCD focuses on three strategic objectives:

- producing and preserving the supply of quality affordable housing;
- increasing homeownership opportunities; and
- revitalizing neighborhoods, promoting community development, and providing economic opportunities.

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

The Agency has sufficient resources to meet its statutory mandates.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 23 and FY 24, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

- Inclusionary Zoning Annual Report
 - The Inclusionary Zoning Annual Report is required on March 14 of the following fiscal year.
 - The FY2022 Inclusionary Zoning Annual Report was published on April 12, 2023.
- Housing Production Trust Fund (HPTF) Annual Report:
 - The HPTF Annual Report is required April 1 of the following fiscal year.
 - The HPTF Annual Report for Fiscal Year 2023 is due April 1, 2024.
- Housing Production Trust Fund Quarterly Reports:
 - Housing Production Trust Fund Quarterly Reports are required on a quarterly basis.
- 2023 Housing Production Trust Fund Consolidated Request for Proposals (RFP) Selection Reports:
 - 2023 Housing Production Trust Fund Consolidated RFP Selection Report is required 10 business days after the selections have been announced.
- Unified Fund Report
 - The Unified Fund Report is due October 31 of the following fiscal year.

*Please note that over the last year, DHCD has made compliance with all reporting requirements a priority. All reports have been produced in a timely manner. Some reports are currently under executive review.

4. Please list and describe any regulations promulgated by the agency in FY 23 or FY 24, to date, and the status of each.

DHCD did not promulgate any regulations in FY 23 or FY 24 to date.

5. Please explain any significant impacts on your agency of any legislation passed at the federal or local level during FY 23 and FY 24, to date.

The most significant impact of legislation passed at the local level during FY 23 and FY 24, to date, is the Greener Government Buildings Amendment Act of 2022. The law functionally accelerates the net-zero energy and all-electric requirements in the Clean Energy DC Building Code Amendment Act from December 31, 2026 to October 1, 2023 for publicly owned and financed projects. Practically, the law requires that when new construction or substantial renovation occurs at buildings that the District either owns or finances, those buildings must “maintain net-zero energy compliance.”

While the bill preamble and discussion had focused on the Department of General Services and the public buildings it develops and oversees, there would be an even more significant impact on the pipeline of affordable housing assisted by the District. The change in construction and maintenance standards in the amended law would require a change in development plans for properties that had already been selected to receive assistance and those that were preparing to compete for selection in the near term, greatly increasing the project costs. These additional costs came not only from additional requirements but also from the transaction costs associated with changing plans and financing.

DHCD estimated an impact of over \$100 million just for projects already in the District’s affordable housing pipeline at the time of passage, an amount much larger than what was included in the final fiscal impact statement. There was no money in the District’s budget or financial plan to bridge this gap.

At the same time, affordable housing financed by the District already meets some of the strictest energy and environment standards in the country, often near net-zero. The transition to new net zero energy codes will result in requirements for compliance by 2027. Thus the net environmental benefit of accelerating requirements for affordable housing is not as significant as it might appear. However, accelerating requirements for affordable housing ahead of those rented or sold at market rate could create a significant disincentive for developers considering affordable production. We have been working with the Council to address this concern and legislation is forthcoming from the Executive.

6. What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in FY 24.

Response: The Agency’s top five priorities are:

1. Increasing Production of Affordable Housing to Deliver 36,000 Total Housing Units and 12,000 Affordable Housing Units by 2025
2. Preserving Affordable Housing
3. Promoting Equitable Distribution of Housing
4. Increasing Home Ownership, including 20,000 new Black homeowners by 2030
5. Stabilizing Neighborhoods and Providing New Economic Opportunities

Priority 1 – Increasing Production of Affordable Housing to Deliver 36,000 Total Housing Units and 12,000 Affordable Housing Units by 2025

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

DHCD will increase production of affordable housing by continuing to provide funding for the development of affordable rental and ownership units, and community facility developments that serve District of Columbia neighborhoods. Through the development priorities enumerated in our competitive Consolidated Request for Proposal (RFP) funding process, DHCD seeks to place affordable units in high-opportunity communities to make a more equitable, inclusive city. DHCD also administers the Inclusionary Zoning program that delivers new affordable units without the need for District subsidy dollars. Finally, DHCD will continue to explore and implement innovative strategies to make the District's limited resources stretch even farther to build more affordable units across the city.

Priority 2 – Preserving Affordable Housing

DHCD provides technical assistance, monitors the housing market and at-risk properties, and administers programs and initiatives including District Opportunity to Purchase Act (DOPA), Small Building Program, Single-Family Rehabilitation Program and the Housing Preservation Fund. DHCD also provides financial assistance to tenant associations purchasing or rehabilitating their buildings through their rights under the Tenant Opportunity to Purchase Act (TOPA). DHCD provides guidance on allocation of funds toward preserving affordable rental housing units and homeownership for low-to moderate income homeowners across the District, including many units that were previously subsidized through local and federal housing programs and properties that have not previously had affordability requirements.

Priority 3 – Promoting Equitable Distribution of Housing

Mayor Bowser's Housing Equity Report laid out first-in-the-nation goals for affordable housing production in specific geographic areas of the District. These goals are geared to produce a future District in which at least 15% of the residential units in each of 10 planning areas are required to be affordable to households earning 80% of Median Family Income or less. Through the priorities in the Consolidated RFP and initiatives such as the High Area Needs Tax Abatement (HANTA), DHCD is leading the way to create affordable units in all eight wards of the District and provide opportunities for all residents, no matter their income.

Priority 4 – Increasing Home Ownership

Mayor Bowser recently set a goal of increasing Black homeownership in the District by 20,000 and released the Black Homeownership Strike Force Report, which provides detailed recommendations to support Black households in achieving and sustaining homeownership. DHCD's Home Purchase Assistance Program (HPAP) provides qualified applicants with interest-free loans and closing cost assistance to purchase single family houses, condominiums, or cooperative units. DHCD also partners with Community Based Organizations (CBOs) to provide housing counseling services to residents, including but not limited to HPAP participants.

Priority 5 - Stabilizing Neighborhoods and Providing New Economic Opportunities

DHCD stabilizes neighborhoods and provides new economic opportunities through its Property and Acquisition Disposition Division (PADD) and Neighborhood Based Activities (NBA) Division. NBA partners with community-based organizations (CBOs) to provide small business technical assistance as well as façade improvement grants, focused on underestimated neighborhood commercial corridors. PADD reduces the number of vacant and abandoned residential properties in the District and transforms vacant, blighted and/or abandoned residential properties into rental and homeownership opportunities for District of Columbia residents at all income levels. DHCD also released its "Equity RFP" in FY2022, which solicited applications to redevelop vacant and blighted properties from emerging minority-owned developers. The goal of this program is two-fold, to build capacity of emerging minority-owned developers and produce affordable homeownership opportunities for residents. DHCD plans to utilize this model for more of its portfolio in the years ahead.

7. What are the metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

Please see DHCD's FY24 Performance Plan, for all data points and strategic initiatives monitored by the agency. <https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/DHCD24.pdf>

8. Please describe any new initiatives or programs that the agency implemented in FY 23 and FY 24, to date, to improve the operations of the agency. Please describe any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.

Process improvements in the HAF program: The Homeowner Assistance Fund, DC HAF, has seen significant improvements aimed at enhancing efficiency, accessibility, and clarity over the course of one year between FY23/FY24. Key achievements include a 52% reduction in the time from application submission to decision and a 66% decrease in the time from approval to payment, thanks to streamlined processes, tighter compliance resolutions, and better collaboration with partners, mortgage servicers and utility/internet companies. Policy and procedure enhancements have simplified the edits process and expanded support for a diverse range of applicants, while efforts to engage unregistered vendors and increase program transparency have made HAF more accessible and understandable to homeowners, with regular updates and clearer communication strategies. As of February 2, 2024, DC HAF has obligated \$30.2 million to support 1,236 households, with an average assistance of \$24,433.66 per household since the inception of the program in October 2021.

1. Streamlining Turnaround Times and Escalation Processes
 - a. Tightened DHCD's Compliance holds to be resolved within 30 days (January 2024)
 - b. DHCD providing more detailed information than standard email language to applicants as needed for escalations
 - c. Average length of time from FY23 to FY24 from application submission to decision decreased by 52%
2. Refining Payment Process Flow (Changes made in FY23)
 - a. Follow nationwide best practice on the CDF process
 - i. Common Data File – How states and servicers exchange information regarding mortgage accounts
 - b. Bi-weekly meetings with mortgage servicers
 - c. Technical team working closely with DOEE for utility payments
 - d. Technical team working closely with internet companies
 - e. Average length of time from FY 23 to FY24 from application approval to payment decreased by 66%
3. Enhancing Policy and Procedures
 - a. Limited the edits process down to a maximum of 4 rounds (July 2023)
 - b. Mailing "last chance" letters to unresponsive homeowners (July 2023)
 - c. Application appeals will now be handled by DHCD (March 2024)
 - d. Updated policies for coops (May 2023), heirs (July 2023), domestic violence victims, multi-unit properties (Nov 2023) and excluded loan types – Review Guide finalized July 2023

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

4. Engaging with Unregistered Vendors
 - a. DHCD proactively assists with DIFS registration and technical issues (October 2022)
5. Program Transparency
 - a. Dashboard is updated bi-weekly on the HAF website (August 2023)
 - b. LEDC/DHCD will roll out an updated “Status” to highlight more application touch points (March 2024)
 - c. HAF website will update FAQs, post a list of registered/unregistered vendors, and a timeline of the application cycle from submission to payment (March 2024)

Affordable housing education series: In FY23 DHCD met with Council Member Robert White’s Housing Committee staff to provide introductory information on how multifamily housing projects are funded and how DHCD’s programs work to provide resources to keep rents affordable. We would be glad to arrange similar sessions for additional Council staff and plan to build on this experience to provide more broadly available materials and presentations for interested community members.

Property management series: DHCD has offered a property management course for small housing providers including small landlords, board members of limited equity cooperatives and others. We have reopened the course and are considering enhancements geared to support the special needs of condominium associations.

2-4 unit property initiative: DHCD has begun to seek opportunities to make 2-4 unit available to low-to-moderate income homeowners. These properties can provide both a primary residence and rental income for long-term housing stability.

Neighborhood Revitalization Strategy Area (NRSA) application: DHCD is currently preparing a NRSA application covering Wards 7 and 8. If approved by the U.S. Department of Housing and Urban Development, the Anacostia Gateway strategy will provide DHCD with more flexibility in the use of its existing federal block grant dollars for projects within the NRSA boundary. While no new funds will be available to the District for this work, the flexibility will allow DHCD to support more community services in the neighborhoods and facilitate the combination of federal funds with other sources for economic development and housing projects.

HPAP Dashboard: Beginning in October 2023, DHCD published a dashboard on its website that indicated the remaining HPAP funds available for first-time homebuyers. On December 27, the dashboard reported the remaining HPAP funding available was below \$5 million, on January 10 it reported only \$1 million was available, and on January 11 the dashboard reported that all funds were reserved. This consistent communication allows HPAP applicants and other stakeholders to make purchase plans that take the availability of funds into account.

Equity RFP and technical assistance for awardees: DHCD made three properties available through its Property Acquisition and Disposition Division (PADD) in FY23, which established preferences for emerging minority owned developers as an on-ramp to building their businesses as housing providers in the District. PADD is actively working with the Department of Buildings to identify severely tax delinquent properties that can be offered in a similar way. PADD also plans to offer additional technical assistance and enhanced program navigation services so that these emerging developers can take full advantage of District programs supporting affordable housing and business development.

New financing structures for affordable housing production and preservation: DHCD piloted the land partnership approach, in which a developer sells a property to the District then leases it back, owning and operating the improvements. In this transaction structure the District provided funding for the value of the

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

land, plus low income housing tax credits and a cash flow loan. By paying for the land separately, the District substantially lowered the cost of developing the buildings and the amount of subsidy needed to cover those costs. These savings allowed the District to spread limited low income housing tax credits across more projects in the current year. Investing in the land up-front also reduces the overall cost of rehabilitating the housing in the future, and strengthens the District’s asset management position with respect to affordable housing compliance.

The land partnership structure was included as an option for proposals in the most recent (2023) Consolidated RFP, with 20% (11 of 54) respondents offering to enter into such an arrangement. The 2023 Consolidated RFP also invited proposals to produce new home ownership units and included several potential transaction structures for applicants to consider. DHCD intends to continue exploring home ownership production strategies in service of increasing supply to meet the Mayor’s goal of creating 20,000 new Black homeowners by 2030.

Timing of Consolidated RFP: In January, 2023 DHCD implemented a move to issue RFPs in January and July. This will establish consistent timing of review processes, allowing the development community to manage planning processes with greater stability and confidence. The new process also helps to synchronize DHCD’s threshold and scoring reviews with DCHFA’s readiness reviews for bond issuance.

9. What are three areas, programs, or initiatives within your agency where you see the most opportunity to make progress toward racial equity?

DHCD participated in the second Racial Equity Cohort led by the Office of Racial Equity. Much work has been done to address racial equity and housing discrimination, as stated in the FY2023 Consolidated Annual Performance Evaluation Report (Draft) | dhcd (dc.gov).

- In 2023, DHCD hosted a Racial Equity Lunch & Learn training series. This workshop series, led by Challenging Racism, regularly covered three topics: equity, bias, and privilege. This series was designed to support the agency’s work on the regional fair housing report and plan and the Mayor’s Office of Racial Equity’s (ORE) plan and introduce the concepts to members of the agency.
- Additionally, DHCD pursued conducting racial equity training for all DHCD employees to support the agency’s mission.

DHCD continued with its Language Access Document Translation Project and Language Access training. The document translation project included a review of hundreds of customer-facing forms, and documents were reviewed and re-engineered for Plain Language and usability. Several documents were revised or re-engineered, developed in collaboration with program teams, and will be translated into all necessary languages and updated annually after being finalized and approved. It is anticipated that revised documents will be released in FY2024.

DHCD hosted several workshops to support Language Access compliance and cultural competency, including Plain Language. The Writing with Impact (Plain Language) Workshop, a two-part workshop series for DHCD staff, introduced the concept of Plain Language to facilitate customer-focused simplified writing. Plain Language or Plain English is not a District requirement, but a best practice DHCD has adopted in line with the federal government according to the Plain Writing Act of 2010.

DHCD revised its Language Access training for employees and program grantees. Moreover, DHCD created training designed for property managers working on DHCD-assisted projects. Providing this training to DHCD staff and grantees administering services on behalf of the agency and property managers greater compliance, competency, and customer service. DHCD conducted more than ten training sessions, reaching almost 500 attendees. The topics covered were:

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

1. District and federal laws
2. District and federal policies
3. Best practices and cultural competency
4. Resources

10. In the past year, what are two ways that your agency has addressed racial inequities internally or through the services you provide?

Two efforts that address racial inequity and support the District’s draft Racial Equity Plan and impact topics such as Housing Cost Burden, Homelessness, Homeownership, and Proximity to Frequent Transit are the release of a Housing and Urban Development (HUD) required report and plan and implementation of new programs to preserve and create affordable housing.

Regional Analysis of Impediments to Fair Housing Choice

One effort resulting from the regional collaboration is the release of the final draft (spring 2023) and submission to HUD (late 2023) of the regional Analysis of Impediments to Fair Housing Choice (The Metropolitan Washington Regional Fair Housing Plan or The Plan) with the Metropolitan Council of Governments (MWCOC) and surrounding jurisdictions. These jurisdictions included Alexandria, Arlington County, Fairfax County, Loudon County, City of Alexandria, City of Falls Church, Prince William County, and Montgomery County. Advisory participants included Prince George’s County, the City of Bowie, the City of Rockville, the City of Gaithersburg, and Public Housing Authorities for the District of Columbia, Alexandria, Rockville Montgomery County, and Fairfax County.

As a recipient of U.S. Department of Housing and Urban Development (HUD). The Fair Housing Act requires the District to do more than not discriminate; they must take meaningful actions to overcome segregation patterns and foster inclusive communities. DHCD must:

- Determine who lacks access to opportunity and address any inequity among protected class groups
- Promote integration and reduce segregation
- Transform racially or ethnically concentrated areas of poverty into areas of opportunity

In the last ten years, DC and nearby counties lost more than 85,000 units with rents under \$1,500. Several goals were identified across public sectors to reverse that trend and increase access to affordable housing. This plan lays out the steps the Region will take through 2026 to:

1. Reduce unfair housing practices
2. Reverse patterns of racial segregation
3. Improve access for current and future residents

Goals for the District include:

1. Create more housing for families earning at or below 60% of the MFI.
2. Change building regulations to increase affordable housing variety and supply.
3. Create new policies to preserve affordable housing supported by public funds.
4. Help more protected class members become homeowners.
5. Protect the housing rights of people in protected classes.
6. Remove barriers and increase community-based options for people with disabilities.
7. Make public transportation easy to access and afford.

The Plan’s Executive Summary is written in Plain Language and has been translated into six languages. The full report and plan are located at www.mwcog.org/fairhousingplan.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

New Programs

In FY2023, DHCD implemented the [Heirs Property Assistance Program](#) to preserve housing for families after a homeowner dies. Many older adults live in homes with parents, grandparents, and even great-grandparents listed as the owners. The Heirs Property Assistance Program will launch in FY2024 and help low-income households and family members become legal owners when a family member dies. The legal heir to a family property may stay in a unit or sell it, qualify for DHCD programs that pay for repairs or help you keep the home, and list it as a financial asset when you apply for loans or other benefits.

A person's estate—everything they own when they die—goes through probate. This process can be complex. DHCD administers the Heirs Program, partnering with the DC Affordable Law Firm and Legal Counsel for the Elderly (LCE) to provide legal representation and other support to low-income households for probate and estate issues. Both are known for their expertise in these areas and for protecting the civil rights of the District's low-income residents.

DHCD launched a pilot [Residential Accessory Apartments Program \(RAAP\)](#) in fiscal year 2023 after publishing a Request for Applications (RFA) for a program administrator in 2022. This administrator will inform and assist homeowners in creating secondary living units on their property.

Seven years ago, the District's zoning code was updated, allowing homeowners to create Accessory Dwelling Units (ADU) or Secondary Living Units. Many homeowners have not taken advantage of this change to develop apartments. Residential accessory apartments are dwelling units that are secondary housing units, have separate kitchens and baths, and have separate entrances, which may vary slightly in the area, use, and physical character of a homeowner's home or dwelling on the same property.

The RAAP will broaden awareness and access to funding to create residential accessory apartments that residents of all incomes may rent. Homeowners receiving assistance at 120% of MFI must rent these accessory apartment units to households 60% of MFI or below. RAAP is an income-driven sliding scale program that targets homeowners below 150% of MFI. Homeowners over 120% of MFI may receive technical or financial assistance to create these units; however, more substantive aid is targeted at lower-income homeowners. More information can be found on the program's page here: [Residential Accessory Apartment Program \(RAAP\) | dhcd \(dc.gov\)](#).

- 11. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.**

See attached organization chart.

- 12. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please indicate if any position must be filled to comply with federal or local law.**

See attached Schedule A.

- 13. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.**

Deputy Director Sheila Miller is detailed to the Office of the Deputy Mayor for Planning and Economic Development (DMPED). Mrs. Miller is currently overseeing the District's New Communities Initiative

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

(NCI). Her detail began March 12, 2021. Mrs. Miller has secured a new position with the DC Housing Authority and her HR PIN will be returned to DHCD.

14. Please provide:

- a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 23 and FY 24, to date;**

Please see DHCD Vehicle Listing For FY2023-24 Budget Questions spreadsheet.

- b. A list of travel expenses, arranged by employee for FY 23 and FY 24, to date, including justification for travel; and**

Please see attached spreadsheets.

- c. A list of total workers' compensation payments paid in FY 23 and FY 24, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

See attached spreadsheets.

- 15. Please list in descending order the top 25 overtime earners in your agency in FY 23 and FY 24, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned by each.**

Please see attached spreadsheets.

- 16. For FY 23 and FY 24, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.**

Please see attached spreadsheets.

- 17. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and the anticipated date of completion of each agreement in bargaining.**

Please see attached.

- 18. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY 23 and FY 24, to date, and whether and how those allegations were resolved.**

DHCD handles sexual harassment, sexual assault complaints and other complaints involving inappropriate conduct of a sexual nature in accordance with the sexual harassment guidance and procedures outlined in Mayor's Order 2017-313 (12/18/17) and additional guidance provided by the MOLC and the Office of Human Rights.

Upon notification that a sexual harassment complaint has been filed, the agency promptly contacts the agency Sexual Harassment Officer (SHO) who immediately notifies the General Counsel (GC). After consulting with the GC, the SHO interviews the complainant, the alleged

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) harasser and witnesses. SHO prepares investigation report and submits to Agency Director or designee who prepares agency’s decision of findings and conclusions based on the sexual harassment complaint.

DHCD’s primary SHO is Pamela Hillsman. Our alternate SHO is Charles Lindsay.

DHCD has received no requests for waivers.

19. For FY 23 and FY 24, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

a. The revenue source name and code;

Agy Fund	Agy Fund Title	DC CODE
1060027	HPAP - REPAY	§ 42-2601 - 42-2605
1060069	DHCD UNIFIED FUND	§ 42-2857.01 § 42-3402.05a § 42-1904.03
4361003	HOUSING PRODUCTION TRUST FUND	§ 42-2802
4362001	HOUSING PRODUCTION TRUST FUND	§ 42-2802

b. The source of funding

c. A description of the program that generates the funds;

d. The amount of funds generated by each source or program;

e. Expenditures of funds, including the purpose of each

expenditure; and

For response to 19. b, c, d and –e: Please see attached tables.

f. The current fund balance.

Fund Balance is as follows as of September 30, 2023. HPAP Repay and Unified Fund balances have been included in current and future year budgets.

HPAP Repay	\$ 1,222,925
DHCD Unified Fund	\$ 3,026,987
Housing Production Trust Fund	\$641,451,832

20. For FY 23 and FY 24, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Please see attached spreadsheets.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

- 21. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 23 and FY 24, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.**

Please see attached MOUs.

- 22. Please list all open capital projects and capital projects in the financial plan under the agency’s purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays, or which require additional funding.**

The Department of Housing and Community Development does not have any open capital projects in the financial plan in FY23 or FY24 to date.

- 23. Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 23 and FY 24, to date. Please detail any over- or under-spending and any federal funds that lapsed.**

Please see attached spreadsheets.

- 24. Please list and describe any spending pressures the agency experienced in FY 23 and any anticipated spending pressures for the remainder of FY 24. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 23, describe how it was resolved, and if the spending pressure is in FY 24, describe any proposed solutions.**

Although not required spending, significant demand and benefit increases for the Home Purchase Assistance (HPAP) program created a need for substantial additional budget resources in FY 23. Final expenditures totaled \$67.5 million (a \$41.2 million increase over budget), using an additional \$13.8 million of CDBG, \$6.3 million of local reprogrammings (internal and external), and \$21.4MM of Contingency. The FY24 adjusted program budget is \$17.1 million. To date, OCA has provided an additional \$13.8 million of ARPA funding for HPAP, and the program is looking at other options to provide additional funding.

- 25. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY 24 or FY 25. For each, include a description of the need and the amount of funding requested.**

DHCD works closely with the Mayor’s Budget Office and the Deputy Mayor for Planning and Economic Development to develop the agency’s annual budget, including enhancement requests, to ensure that critical programs and services are funded. As such, DHCD has sufficient funding to operate and/or provide its programs and services.

Budget enhancement requests submitted to Council for FY24 included:

- \$31 million to bring the amount invested in the Housing Production Trust Fund to \$100 million
- \$1.5 million for Heirs Property Services
- \$2 million to increase available funds for the Single Family Residential Rehabilitation Program
- \$8 million to increase available down payment assistance through the Home Purchase Assistance Program

In FY 2025, the agency will continue to work with the Mayor’s budget team and the Deputy Mayor for Planning and Economic Development.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

26. Please list, in chronological order, each reprogramming that impacted the agency in FY 23 and FY 24, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Please see attached spreadsheets.

27. Please list each grant or sub-grant received by the agency in FY 23 and FY 24, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

DHCD received four grants from the U.S. Department of Housing and Urban Development:

- Community Development Block Grant
- HOME Investment Partnership
- HOME American Rescue Plan and
- National Housing Trust Fund.

See the attached worksheets that detail the amounts and expenditures to date for these grants.

In addition, the agency continues to administer the Homeowner Assistance Fund grant from U.S. Department of the Treasury, totaling \$50 million. Lifetime to date expenditures against this fund, through FY23, is \$27.8 million. Approximately \$2.9 million was spent in the first quarter of FY24.

28. How many FTEs are dependent on grant funding?

The Department of Housing and Community Development has 27.2 FTEs dependent on grant funding.

What are the terms of this funding?

- CDBG – 20% Administrative Cap
- HOME – 10% Administrative Cap
- NHTF – 10% Administrative Cap

If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

The Department of Housing and Urban Development federal entitlement grants are not set to expire.

29. Please list each contract, procurement, and lease entered into or extended by your agency during FY 23 and FY 24, to date. For each contract, please provide the following information where applicable:

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid;
- f. The name of the agency's contract monitor and the results of any monitoring activity; and
- g. The funding source.

Please see attached spreadsheets.

30. If there have been cases where you have been dissatisfied with the procurement process, what have been the major issues?

a. What changes to contracting and procurement policies, practices, or systems would help your agency deliver more reliable, cost-effective, and timely services?

The District's procurement process is designed to purchase goods and services for direct use by public agencies. However, a substantial portion of DHCD's procurements are for construction services that we provide to low-income homeowners and small landlords to address critical repairs and accessibility issues. These contracts are scoped specifically for the structure being rehabilitated, and require specialized experience to review and oversee. In addition, turnaround time is crucial to delivery on budget, particularly in times of significant inflation in labor and materials like those we have seen over the last several years. These contracts can also be an important source of business opportunities for small neighborhood-based construction companies, many of which are building their base of working capital and capacity, and experience challenges while waiting on the District's contract and payment processing.

DHCD works intensively with the Office of Procurement and Contracts to bid construction contracts, but the framework of regulations is not ideal for meeting an excellent standard of service to our ultimate clients, the homeowners and landlords. We have made substantial progress working with our OPC colleagues to improve construction contracting in the Single Family Residential Rehabilitation, and look forward to continued success with the Small Buildings Programs.

31. What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?

Please see attached spreadsheet.

32. Please provide the number of FOIA requests that were submitted to your agency in FY 23, and FY 24, to date. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

FOIA Requests for FY23

- Submitted – 233
- Granted in whole – 27
- Partially Granted – 100
- Denied – 2
- Request pending – 0
- Average response time – 11 days to process
- FTEs – 3
- Estimated number of hours – 107
- Cost of compliance - \$4,460.00.

FOIA Requests for FY24 to date

- Submitted – 62
- Granted in whole – 2
- Partially Granted – 22
- Denied – 1
- Request pending – 4
- Average response time – 8.68 days to process

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

- FTEs – 2
- Estimated number of hours – 23
- Cost of compliance - \$1,067.12

33. Please list the administrative complaints or grievances that the agency received in FY 23 and FY 24, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 23 or FY 24, to date.

Position Performance Related Grievance submitted on 8-22-22
Settlement for \$8,820.80 Signed on 3-14-23

Position Performance Related Grievance sent 8-1-23
DCHR determined that the desk audit was not appropriate.

No changes have been made to agency policy or procedures.

34. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

<u>Case Name/Case Number</u>	<u>Case Description</u>	<u>Status</u>
Pamela Johnson v. DC 1:22-CV-03814 (CKK) (DC District Ct)	Claims against the District for discrimination and retaliation under the Age Discrimination in Employment Act ("ADEA").	Answer filed. Discovery ongoing.
LaDonna May et al. v. Stanton View Development, LLC, et al. 2021 CA 000266 B	Civil action filed on 2/1/21. Plaintiffs are a group of 9 River East At Grandview condominium owners. Claims include breach of contract and breach of warranty against Stanton View Development, DHCD and the River East at Grandview Homeowners Assn.	The Court granted the District's motion to dismiss DHCD as a defendant on 8/9/21. Plaintiffs appealed this ruling to DC Court of Appeals. DHCD ordered to file limited discovery in August 2023. Appellate briefs filed in November 2022. Awaiting decision from DC Ct of Appeals. This case consolidated with Bennett v. DC. and other cases involving developer and contractors of the 1262 Talbert St. SE condominium project.
Bennett et al. v. DC et al. 2021 CA 003895 B	Civil action filed on 7/22/21. Plaintiffs are a group of River East at Grandview condominium owners (some plaintiffs in this lawsuit are also plaintiffs in the May v. Stanton View Development case noted above) Plaintiffs' claims against the District, DHCD, DCRA, DCHFA, Manna, and Stanton	9/2/22 – Judge Scott dismissed the District as a defendant. Plaintiffs appealed this ruling to the DC Court of Appeals. Awaiting Appeals Court decision on District's dismissal. This case consolidated with May v. Stanton View and other cases involving developer and contractors of the

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

	View Development LLC, alleging claims of negligence, breach of contract, breach of implied warranty, conspiracy to defraud.	1262 Talbert St. SE condominium project.
Appeal of Katco Associates, Inc.; Case No: D-1589 & D-1590 (DC Contract Appeals Board)	Katco Associates, Inc., a former contractor procured by DHCD to provide constructions services for a PADD property located at 2805 4th Street NE has filed two complaints with the CAB for failure to pay a DHCD invoice in the amount of \$47,783.70 and denial of an equitable adjustment in the amount of \$201,130.16 under Contract No. CW62098.	The District filed a Motion to Dismiss on November 1, 2023; a merits status hearing scheduled for April 22-25, 2025.
D.C. v. Sayeh Tavangar 2023 CAB 007270 (DC Superior Ct)	The property owner has violated IZ covenant by failing to occupy the property as her principal residence. The property is 525 Water St, SW Unit 114.	The District filed a suit to enforce its rights under the IZ covenant and seeks disgorgement of rental income collected by IZ owner.. Complaint filed on 11/29/2023.
Katherine DeMetro v. DHCD 2022-DR-0002 (DC Ct of Appeals)	Plaintiff filed Complaint against Defendant, Landlord/Owner of 389 of 574 individual condominium units within The Village at McLean Gardens condominium and The Village Tower at McLean Gardens condominium for violations of the Tenant Opportunity to Purchase Act and the TOPA Single-Family Home Exemption Amendment Act.	OAG filed a Memorandum/ Statement in Lieu of Brief on 5/18/23, and briefing has been completed. Awaiting Appeal's Court decision.
LASHAWN LANE V. D.C. DEPARTMENT OF HOUSING AND CO DR No. 2023-0200 (DC Ct of Appeals)	Lashawn Lane filed an appeal from the Rental Conversion and Sale Administrator's May 31, 2023, rejection order. Lane asserts that the TOPA Single-Family Home Exemption Amendment Act of 2018 is inapplicable to single-family accommodation in the case where tenancy began before the 2018 Amendment became effective.	District filed a Statement in Lieu of Brief in December 2023.
Parry Contracting, LLC v. 836-840 18th LLC, et al. 2023-CAB 006019 (DC Superior Court)	The suit at large concerns enforcement of a mechanic's lien within 180 days after the May 4, 2023, recording of the notice; as well as breach of contract for unpaid balances. DHCD was	Complaint filed 9/29/23.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

	named in the suit due to an inclusionary development covenant recorded on the property. The affordable housing covenant remains in effect even if property is foreclosed.	
Tony Brinkley et al. v. D.C. et al., 2023 CAB 0068 (DC Superior Ct)	The District government and DHCD employee Virgil Williams have been sued in connection with a motor vehicle accident involving a DC government vehicle that occurred in September 2022.	Complaint filed 11/3/23. DC must respond by 2/20/24.
Yvonne Lawson v. Stanton View Development 2023-CAB-002254 (DC Superior Ct.)	Lawsuit on behalf of Yvonne Lawson, Jeanita Brown, Antionetta Kelley, and Terri Wright bring action for damages and relief against Stanton View Development and DHCD for violations of the Consumer Protection Procedures Act and DC human rights act, etc. regarding Talbert Street development issues. This case consolidated with other civil actions involving the homeowners of Rivereast at Grandview.	Complaint filed 4/10/23. Stayed until 5/10/24. Trial court awaiting decision in May appeal.

35. Please list all settlements entered into by the agency and judgments against the agency (or by or against the District on behalf of the agency) in FY 23 or FY 24, to date, and provide the parties' names, the amount of the settlement or judgment, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g., administrative complaint, etc.).

Parties' Names	Settlement Amount/Date	Case Name	Case Description	Settlement Justification
Confidential Employee/ DHCD	\$9,000 April 2023	Confidential Employee Union Grievance	Step 1 Grievance involving retroactive pay for duties performed while on agency detail.	Best interest of parties.
T. Nuevelle & DHCD	\$84,000 Nov. 2024	Taylor Nuevelle v. DHCD 24-006-H(N) Office of Human Rights	Complainant alleged violations of DC Human Rights Act because HPAP program	Settlement in the best interest of the District (avoid expense and time of litigation).

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

			design does permit HPAP assistance with non-commercial first trust mortgage.	
--	--	--	--	--

36. Please list and describe any investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 23 and FY 24, to date.

- Annual Comprehensive Financial Statement (ACFR) Audit FY22, completed in FY23
- Annual Comprehensive Financial Statement (ACFR) Audit FY23, completed in FY24
- Audit of HPTF Financial Statement for FY22, completed in FY23
- Single Audit FY22, completed in FY23 for ARPA Local Revenue Recovery, CDBG,
- CDBG-Covid, and Emergency Rental Assistance (administered by DHS)
- HUD Monitoring for CDBG and CDBG-Covid, completed in FY23

37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 23 and FY 24, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.

Funding was provided by Council through DHCD’s budget for a TOPA report to be delivered to the Council of the District of Columbia by the Coalition for Nonprofit Housing and Economic Development pursuant to The Coalition for Non-Profit Housing and Economic Development TOPA Study and Grant Act of 2021 (D.C. Law 24-45; D.C. Official Code § 42-3404.01) and the TOPA Study Timeline Extension Emergency Amendment Act of 2022 (which amended Section 2172 of the above-cited provisions). The delivered report was titled: “Sustaining Affordability: The Role of the Tenant Opportunity to Purchase Act (TOPA) in Washington, DC.”

The report is attached as a .pdf document.

38. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

Organizations
Housing Association of Nonprofit Developers (HAND)
Urban Land Institute (ULI)
Coalition for Nonprofit Housing and Economic Development (CNHED)
National Housing Conference (NHC)
National Council of State Housing Agencies (NCSHA)
National Housing and Rehabilitation Association (NH&RA)
District of Columbia Building Industry Association (DCBIA)

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

- 39. Please provide a chart with information about DHCD's public meetings and hearings in FY 23 and FY 24, to date, including:**
- a** Name of the meeting/hearing;
 - b** Brief description of the meeting/hearing;
 - c** Whether the meeting/hearing is required and, if yes, the citation for the requirement;
 - d** Meeting/hearing date;
 - e** Meeting/hearing start and end times;
 - f** Meeting/hearing location/forum (if virtual, include the platform);
 - g** Number of attendees, excluding agency staff working in their official capacity, and manner of attendance (ex. by phone, in person, on WebEx);
 - h** For hearings, number of witnesses who signed up to testify prior to the hearing;
 - i** For hearings, number of witnesses who spoke at the hearing; and
 - j** For hearings, number of witnesses who provided written testimony.

See attached spreadsheet.

- 40. Please provide the following in an Excel spreadsheet:**
- a** List of all DHCD funded projects that closed in FY 23 and in FY 24, to date; and
 - b** List of all DHCD funded projects that completed construction and were available for occupancy in FY 23, and FY 24, to date, the addresses of these projects by ward, and the number of units in each of these projects by affordability level.

Answers to this question can be found in the attached excel workbook entitled DFD responses to 2023-2024 Questions, which includes worksheets numbered by question.

- 41. In an Excel spreadsheet, please provide the following information regarding 9% LIHTC projects awarded for FY 23 and FY 24, to date. If no 9% LIHTC projects have been awarded, please explain why, and share a projected timeline for reopening 9% LIHTC awards.**
- a** Name of the awardee;
 - b** Name of all the legal entities comprising the awardee;
 - c** Name of each individual owner and/or principal of the entity;
 - d** Name and location of project;
 - e** Date of award;
 - f** Description of project; and
 - g** Project timeline.

Answers to this question can be found in the attached excel workbook entitled DFD responses to 2023-2024 Questions, which includes worksheets numbered by question.

- 42. In an Excel spreadsheet, please provide the following information regarding 4% LIHTC projects awarded for FY 23 and FY 24, to date. If no 4% LIHTC projects have been awarded, please explain why and share a projected timeline for reopening 4% LIHTC awards.**
- a** Name of the awardee;
 - b** Name of all the legal entities comprising the awardee;
 - c** Name of each individual owner and/or principal of the entity;
 - d** Name and location of project;
 - e** Date of award;
 - f** Description of project; and
 - g** Project timeline.

DHCD does not award 4% LIHTC. The process for awarding 4% LIHTC is tied to the issuance of tax-exempt bonds and DHCD has transferred this process to DCHFA as part of our MOU. Our colleagues

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)
 at DCHFA can provide more specific information.

43. Please list the names and titles of the current Housing Production Trust Fund Advisory Board members, the statutory position each member fills on the Board, and each vacant position on the Board. For each vacant position, please list the status and projected timeline for filling the position.

DHCD has been working diligently to identify candidates for the HPTF Advisory Board, with representation that meets its statutory requirements with respect to composition. We are working with the Mayor’s Office of Talent and Appointments to schedule interviews. We anticipate nominating candidates for confirmation in the coming months, and look forward to the advice of a full board in 2024.

In the meantime, we have begun using Zoom to improve ease of access for the Advisory Board’s monthly meetings, and plan to use those opportunities to provide useful information about affordable housing production and preservation for the interested public.

Statutory position	Name & Title	Status
Representative of the financial services industry	Susanne Slater, President & CEO, Habitat for Humanity of DC and Northern Virginia Chairperson	Currently seated
Significant knowledge of production, preservation and rehabilitation of affordable housing	Charles R. Lowery, Jr., Senior Policy Director, National Housing Conference	Currently seated
Significant knowledge of production, preservation and rehabilitation of affordable housing	Chapman Todd, Principal/Director of Housing Development, Jaydot	Currently seated
Representative of an organization that advocates for production, preservation and rehabilitation of affordable housing		Applicant under consideration
Representative of the for-profit housing industry		Applicant under consideration
Representative of an organization that advocates on behalf of people with disabilities		Applicant under consideration
Significant knowledge of production, preservation and rehabilitation of affordable housing		Applicant under consideration
Representative of the nonprofit housing production community		Applicant under consideration
Representative of the low income tenant association		Outreach underway

- 44. DC Code § 2803.01 requires the Mayor to transmit to the Council an annual HPTF report no later than April 1 of each fiscal year. Will DHCD transmit to the Council its 2023 HPTF Annual Report before April 1, 2024? If not, why not?**

Response: DHCD has a contract in place with a CPA firm to audit the annual financial statements. We anticipate work on the FY 2023 audit will begin immediately after the ACFR audit is completed, with the objective of completing that work and finalizing the Annual Report by the April 1st deadline.

As a recommendation to facilitate timely completion of the audit of the financial statement, the annual audit of the HPTF should be included as a major fund within the ACFR audit and not a standalone contract administered by the agency.

- 45. DC Code § 42–2802(d)(2) requires DHCD to file with the Chairperson of the Council committee with oversight jurisdiction over DHCD quarterly reports on activities and expenditures related to the HPTF. The last quarterly report on the DHCD website is from the Fourth Quarter of FY 2022 (July 1, 2022 to September 30, 2022). Please provide the quarterly reports for:**
- a. FY 2023 First Quarter Report**
 - b. FY 2023 Second Quarter Report**
 - c. FY 2023 Third Quarter Report**
 - d. FY 2023 Fourth Quarter Report**

Reports have been prepared and are under review.

- 46. In June 2022, the Council passed the "Housing Production Trust Fund Accountability and Transparency Amendment Act of 2022" as a subtitle to the FY 23 Budget Support Act (B24-0714). This subtitle requires DHCD to release to the Council a written report, within 10 business days of written notification to selected applicants that applied for projects to produce or preserve affordable housing, with aggregated information on the units that would be produced through the project.**
- a. Please list the number of reports DHCD was required to submit to the DC Council in FY 23 and FY 24, to date.**

DHCD has made one round of selections in FY23 and FY24, to date, and was required to submit one report to the DC Council.

- b. Please list how many reports DHCD submitted to DC Council in FY 23 and FY 24, to date, and attach the reports.**

The report is under executive review.

- c. Of the reports submitted, please indicate the date DHCD provided written notification to the applicants, the date DHCD submitted the required report to Council, and whether DHCD submitted the report to Council within 10 business days of notifying the applicant.**

DHCD notified applicants on January 5, 2024. The report is under executive review.

47. Please provide the total amount and percentage of HPTF funding spend on preservation projects in FY 23 and in FY24, to date.

\$26,968,530 (8.9%) were reserved for preservation in FY23, these funds are spent over the construction period of the projects. No Funds have been reserved in FY24, although preservation projects have been selected for further underwriting.

48. Please provide the total amount and percentage of HPTF funding spent on acquisitions in FY 23 and in FY 24, to date.

All projects (production, preservation or both) require the owner of the building to acquire the land or buildings associated with the project. DHCD's long-term funding sources cover the costs of such acquisitions as part of a larger transaction that also covers construction or improvement of the buildings. DHCD's selection process requires that an applicant has site control and has completed a detailed predevelopment process prior to application.

49. Please list how many units have been created using HPTF since HPTF's inception by fiscal year and in total.

Answers to this question can be found in the attached excel workbook entitled DFD responses to 2023-2024 Questions, which includes worksheets numbered by question.

50. Please update the chart provided by DHCD in last year's oversight response to question 48, listing the number and percentage of HPTF units since 2015 with the following characteristics:

- a Rental Units;**
- b Ownership Units;**
- c Wheelchair-accessible;**
- d Studios;**
- e 1-bedroom;**
- f 2-bedroom;**
- g 3-bedroom;**
- h 4-bedroom; and**
- i 5-bedroom.**

Answers to this question can be found in the attached excel workbook entitled DFD responses to 2023-2024 Questions, which includes worksheets numbered by question.

51. Please provide a status update on each of the projects selected in the 2021 Consolidated RFP that was issued on September 30, 2021, and updated as of February 10, 2022, including the project status, the projected closing date, and, separately, the actual closing date.

Priority Round

2911 Rhode Island Avenue – Underwriting, has not secured tax exempt bonds

Aspen Street Cooperative – Under construction, closed 5/18/2023

Dix Street Residences – Under construction, closed 8/04/2023

Edgewood Commons V – Under construction, closed 11/30/2023

Fort Totten Senior – Under construction, closed 5/24/2023

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Hope View Apartments – Underwriting, 9% LIHTC allocated, HPTF pending
 KEB Apartments – Underwriting, 9% LIHTC allocation planned for 2024
 Lisner Independent Affordable – Under construction, closed 9/15/2023
 Noma/Union Market Affordable – Underwriting, tax exempt bonds awarded in July 2023. Closing set for 2QFY24
 Northwest One, Phase II – Under construction, closed 7/28/2023
 Ontario Place – Under construction, closed 9/20/2023
 Wagner Senior – Underwriting, has not secured tax exempt bonds

General Round

145 Kennedy Street – Underwriting, 9% LIHTC allocation planned for 2024
 1109 Congress Street – Underwriting, HPTF only project. Planned closing 2Q/3QFY24
 950 Eastern Ave – Underwriting, has not secured tax exempt bonds.
 Belmont Phase 2 – Underwriting, has not secured tax exempt bonds.
 Benning Road Metro Affordable – Underwriting, has not secured tax exempt bonds.
 Congress Heights Metro Residential – Underwriting, has not secured tax exempt bonds.
 Deanwood Station – Underwriting, presenting to loan review committee. Planned closing 2Q/3Q FY24
 Harvard Court Apartments – Underwriting, has not secured tax exempt bonds.
 McMillan Senior Apartments – Underwriting, has not secured tax exempt bonds.
 Parcel B Buzzard’s Point Senior – Underwriting, has not secured tax exempt bonds.
 Ridgecrest Phase 2 – Underwriting, DMPED 501(c)3 bond. Closing 1/30/2024.

52. Please list the number of HPTF closings in FY 23 and FY 24, to date, including the project name, location of the project (address and ward), start date, closing date, amount of HPTF funding used in each project, the developer(s) on the project, and in what funding round the project was selected (ex. 2021 Consolidated RFP).

Answers to this question can be found in the attached spreadsheet.

53. How many applications for HPTF money were received in FY 23 and FY24, to date? Please also include the following:

- a. The number of production applications, as defined in the August 2023 Consolidated RFP;**
- b. The number of preservation applications, as defined in the August 2023 Consolidated RFP;**
- c. The number of selected applications per planning area;**
- d. The number of applications that dropped out per planning area;**
- e. A list of the Selected Projects from the August 2023 Consolidated RFP, or, if not yet selected, an updated anticipated timeline for announcing the selections.**

DHCD received 54 total applications, with 48 applications for HPTF financing in the 2023 Consolidated RFP. No projects dropped out of the process after having submitted an application.

Of those 54 projects, 34 were production, 16 were preservation, and 4 had characteristics of both production and preservation.

Production/Preservation	Selection	Scoring	Threshold
Preservation	2	7	16
Production	4	13	34
Preservation & Production	1	1	4
TOTAL	7	21	54

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Planning Area information:

Planning Areas	Selection	Scoring	Threshold
Rock Creek East	0	1	6
Rock Creek West	1	1	1
Upper Northeast	3	4	10
Mid-City	0	3	7
Near Northwest	2	2	3
Far Northeast and Southeast	1	3	12
Central Washington	0	1	3
Capitol Hill	0	0	1
Far Southeast and Southwest	0	3	7
Lower Anacostia Waterfront	0	3	4

DHCD selected 7 projects of the 48 applied. Of the 6 bond applications, 4 project scores were provided to DCHFA.

- 54. On January 3, 2024, DHCD released an RFP for the Potential Assignment of DOPA Rights at 801-811 R Street NW. Please state how many applications DHCD received and, if complete, the name of the Selected Developer.**

The application deadline has been extended to February 16, in order to occur after the contract deadline set for the property’s Tenant Opportunity to Purchase Act process. DOPA is subordinate to TOPA, meaning that if an acquisition occurs using the tenants’ TOPA rights the DOPA right will become null and void. In this case the DOPA deadlines are somewhat later than the TOPA deadlines. Allowing additional time for responses to the DOPA RFP will enable DHCD to inform prospective applicants about whether the TOPA process has reached its contract milestone prior to their making a final decision about whether to apply for DOPA. Please find more information at <https://dhcd.dc.gov/node/1699436>.

- 55. Please share the date or, at a minimum, the year and quarter in which DHCD anticipates putting out its next Consolidated RFP.**

DHCD anticipates putting out its next Consolidated RFP in July of 2024.

- 56. What was the total amount of HPTF contributions received under 11 DCMR § 414, the “Affordable Housing Production Requirement Generated by Construction on a Non-Residential Building of Habitable Penthouse Gross Floor Area”, in FY 23 and FY 24, to date? Please provide a spreadsheet of properties subject to this provision and how much each has paid to date.**

Revenues recorded in FY23 were \$4,384,194, and through the 1st quarter of FY24 are \$84,850. See attached list of properties subject to the provision from inception.

- 57. In last year’s oversight responses, DHCD said no funds had been transferred to the HPTF as a result of fees collected under B23-0048, the “Housing Conversion and Eviction Clarification Amendment Act of 2019,” which became effective on April 16, 2020 during**

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Council Period 23. Please state whether any fees have been collected under this law in FY 23 or FY 24, to date.

No funds have been transferred to date. DHCD is working with DOB on implementation of the fees.

58. How many applications did DHCD receive for the Housing Preservation Fund in FY 23 and in FY 24, to date?

The Housing Preservation Fund is administered by three community development financial institutions that serve as fund managers, and who raise at least \$3 in private or philanthropic funds for every \$1 in HPF funding they lend. Prospective borrowers apply directly to the fund managers, who perform underwriting that includes Housing Preservation Fund requirements and their own credit criteria.

Fund managers notify DHCD prior to approving a loan that includes HPF grant funds. Subsequently, DHCD has a 10-day window to review, seek clarifications if necessary, and provide reasoning for approval or disapproval. In FY23 and FY24, to date, DHCD has reviewed 14 applications as a result of such review requests.

59. Please list the number of projects funded through the Housing Preservation Fund in FY 23 and in FY 24, to date, and the type of project (ex. TOPA acquisition).

When a property receives a Housing Preservation Fund (HPF) loan, a covenant is recorded against the deed of the property requiring that rents for at least 50% of units be set at levels affordable to households earning 80% of Median Family Income or less. These covenants apply for ten years regardless of the type of long-term funding the project ultimately secures, whether publicly subsidized or not, and whether or not the project was acquired using TOPA rights. Eligible loan types for HPF include acquisition, predevelopment, environmental remediation, critical repairs, earnest money deposits, and other housing preservation activities.

Project Address	Loan Type
1349 Kenyon St NW	TOPA Acquisition
2570 & 2572 Sherman Avenue NW	TOPA Acquisition, critical repairs, predevelopment
2151 California St NW	TOPA Acquisition, critical repairs, predevelopment
3836-3848 South Capitol Street SE	Predevelopment
3435 Holmead Pl NW	TOPA Acquisition, critical repairs, predevelopment
701 K St NE	TOPA Acquisition, critical repairs, predevelopment
11 Nicholson St NW	TOPA Acquisition
3308-3312 Sherman Ave NW	TOPA Acquisition, predevelopment
2474 Alabama Ave SE	Acquisition
4256-4264 Benning Road Northeast	Acquisition
7050 Eastern Ave NW	TOPA Acquisition
26 12 th St SE	Acquisition

60. In last year’s post-hearing oversight responses, DHCD said it was transitioning to an asset management software called Emphasys to maintain data across all funding types on units with expiring affordability covenants. Please provide an update on the use of Emphasys.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

The Emphasys implementation has begun. Multi Family active properties have been loaded into the system and the compliance and physical inspections teams are ready to begin using the application next month. The Multi Family implementation and adoption will take a year or so to see the results of the automated compliance checks that will help to manage the growing portfolio. Integration of the agency’s EDMS FileNet “documents” is slated for this year.

Additionally, loan data will be integrated providing monthly updated statistics on the loans within the applications Asset Management System. The Asset Management Module will be implemented this year. We will use data from the 2022 collection of financials and 2023 data to begin the review of the modules analysis and rating system. This will allow greater financial oversight of the MF portfolio. The SF module will be loaded with history by years end. HPAP loans in 2025 will transition to the application which will roll out to the lenders and loan administrators enabling deeper insight to HPAP's pipeline along with automating a current manual paper driven process. IMC module is slated to launch the RFP process in Jan 2025 scheduled round of funding. Construction inspections will begin to use the application next month after training is complete and some equipment is received.

61. How many affordability covenants on rental units in DC will expire in the next 3 years and in the next 5 years?

Once the Emphasys system is fully implemented, DHCD will be in a position to answer this question consistently. Typically covenant periods are at least as long as the terms of our loans, and we receive notification from property owners when loans are maturing or changes are required due to sales, refinancings, or foreclosures. At those points we negotiate to retain affordability at the property.

In the broader frame of preservation, it is important to note that many projects have multiple affordable housing funding sources with overlapping affordability covenants. Also, projects may reach a point at which they require substantial rehabilitation before the end of their covenants.

DHCD collaborates with other agencies and community partners to provide administrative data for HousingInsights.org, which includes information on properties and compliance periods based on subsidies from DHCD, the DC Housing Finance Authority, and U.S. Department of Housing and Urban Development.

62. Please provide a status update on HAF, including:

a. How much has been spent or allocated, to date;

Obligated	\$29,758,490.01
Paid	\$23,424,540.58

b. The number of households that have applied to HAF, to date;

b. # of applicants	2,879
--------------------	-------

c. The number of households that have been deemed eligible for HAF, to date;

c. # of eligible applicants	1,472
-----------------------------	-------

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

d. Statistics on the pool of applicants, including:

i. Age;

i) Age	N/A
--------	-----

ii. Gender;

ii) Gender	
Female	1493
Male	723
Non Binary	6
Data Not Collected	657

iii. Race/ethnicity;

iii) Race	
American Indian or Alaskan Native	17
Asian	24
Black or African American	1904
Native Hawaiian or Other Pacific Islander	3
White	156
Data Not Collected	775
iii) Ethnicity	
Hispanic or Latino	148
Not Hispanic or Latino	2082
Data Not Collected	649

iv. Preferred language;

iv) Preferred language	
English	2798
Spanish	61
Amharic	2
Other	18

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

v. Household size; and

v) Household size	
1 to 3	2314
4 to 6	512
7+	53

vi. Income;

vi) Income	
\$100,000 or less	2685
Over \$100,000	194

e. The number of HAF applications that fall into each category, to date:

i. Incomplete applicants;

e. # of applicants	
Registered	11833
Started	7283
Screened out	1523

ii. Completed applications;

ii) Submitted	2887
---------------	------

iii. Applications placed on hold because of required corrections (these applicants are not on hold, but rather the Reviewer is awaiting completed corrections/edits or the applicant has the opportunity to appeal);

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Not yet reviewed at all or in process for first review	64
First review complete, pending edits submission and re-review	198

Total ready for second review	31
Total second review complete	14
Total denied (can appeal)	258
Appealed	109
Did not Appeal	49

iv. Approved applications; and

iv) Approved applications	1472
---------------------------	------

v. Denied applications;

Total denied (cannot appeal)	782
Duplicate submissions	26
Withdrawn (submitted)	33
Withdrawn (unsubmitted)	56
Cumulative Applications that added New Assistance Requests	1037
Cumulative Application Appeals	597

f. The most common reasons for denied applications; and

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

f. Most common denial reasons	
Nonresponse to Edit Requests	440
Property Not Primary Residence	76
Principal Balance Exceeded Conforming Loan Limit	41
Income Eligibility	29
Delinquency Amount Exceeds Program Cap	27
Insufficient Responses	14
Application Not Completed Within Program Timeframe	7
Servicers not participating	1
Other	147

- g. The average length of time in FY 23 and FY 24, to date, for the following:**
i. From application submission to decision and

g. average length of time	
i) Submisison to approval	
FY23	190
FY24 to date	91
Average number of edits requests	
FY23	3
FY24 to date	1

- ii. From application approval to payment disbursement.**

ii) Approval to payment disbursement	
FY23	103
FY24 to date	36

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

- 63. Please provide a list of registered HAF vendors and include the following:**
- a. The length of time it took to register each vendor;** Response: see attached list
 - b. The shortest length of time it has taken to pay a registered vendor; and**
 - c. The longest length of time it has taken to pay a registered vendor.**

Payment timeline information is gathered for each applicant, rather than for each vendor. The time it takes to process payments can differ and is influenced by factors such as how quickly a vendor confirms the amounts due for payment.

- 64. Please share the agency’s plans for financially assisting residents in foreclosure after HAF no longer has funding.**

The HAF program was mounted with an extraordinary appropriation of federal funds, in response to the COVID-19 pandemic and its impact on jobs, businesses and livelihoods. No further emergency funding has been made available by the federal government, since the public health emergency has passed. DHCD does not currently have plans to continue the HAF program with other funds.

- 65. Please provide the underwriting criteria and guidelines for HPAP, EAHP, and NEAHP. Please note any changes that have been made to the criteria and/or guidelines since the last performance oversight hearing.**

HPAP	HPAP is a second trust loan for acquisition down payment of up to \$202,000 and closing cost assistance up to \$4,000. All funds are in one loan - not a grant, never forgiven. Loan deferred for minimum 5 years. The amount of assistance and deferral period is determined by household income and size. HPAP maximum first trust loan shall not exceed the conventional conforming loan limit.
EAHP, NEAHP, and First Responders and Educators	Deferred EAHP loans of up to \$20,000 and up to \$5,000 matching grants are available to eligible DC Government Employees in good standing for 1 year for a first-time home purchase in the District. Eligible first-responders and educators may receive an additional \$10,000 recoverable grant and a matching grant of up to \$15,000. EAHP maximum purchase price shall not exceed the maximum conventional conforming loan limit. DC Government Employees who are in good standing and whose positions are covered by certain collective bargaining agreements are eligible to apply for NEAHP assistance.
Debt to Income	<ul style="list-style-type: none"> • Maximum total back-end debt to income ratio is 50% • Debt to income ratios exceeding 45% must have a compensating factor Exceptions based on FHA compensating factors can be considered for debt to income ratios exceeding 45% up to 50%
Acceptable First Trust Loan	Conventional, FHA and VA full documentation, fully amortizing fixed rate loans, or ARM loans of minimum 5 year first adjustment, 2% annual cap, 5% lifetime max. DU and LPA approval recommendations encouraged, however HPAP loans will be manually underwritten, and DU/LPA recommendation does not guarantee an approval.
Condo / Co-op Fees and Other Fees	HPAP funds cannot pay condo or coop fees. Maximum of 2 months toward escrow for capital contribution. Condo and Coop

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

	Fees are counted in monthly debt ratio. See Non-Allowable Closing Fee Sheet for fees HPAP can pay on behalf of borrower.
Credit Report and Credit Score	600 middle score with tri-merge credit report. Report less than 120 days old at closing.
Income and Employment Requirement	HPAP Eligibility Income requires annualized income from all sources of income from all household members, whether mortgage borrowers or not. HPAP income does not follow mortgage qualifying income guidelines, and uses income from all current sources expected to continue in the future, irrespective of how long the income has been received. Mortgage debt ratio calculations use income calculated according to mortgage qualifying guidelines of FHA, Fannie Mae or Freddie Mac.
Loan Amount, Loan-to-value (LTV), and Combined Loan-to-value (CLTV)	Lenders are required to maximize the first trust loan, using 28% housing cost to income as minimum guideline. HPAP Administrator and DHCD have final say on whether first trust loan meets this guideline. HPAP Notice of Eligibility amount represents a maximum, not a guaranteed amount. Total financing cannot exceed the appraised value by more than 5% (105% CLTV). At the beginning of FY24, an LTV maximum of 30% was implemented for an HPAP loan. This was lifted by the Home Purchase Assistance Program Protection Emergency Amendment Act which was enacted in January 2024.
First Time Homebuyer	HPAP borrowers cannot have had ownership interest in any residential real estate within three years prior to application submission. EAHP and NEAHP borrowers cannot have owned a primary residence in DC for 3 years.
District Residency	To apply for and receive HPAP assistance, an applicant must be a current District resident. EAHP borrowers do not need current District residency.
Borrower Cash Contribution	HPAP borrowers must contribute the greater of \$500 or ½ of all financial assets over \$3,000, other than retirement accounts (i.e. \$7,000 of assets requires \$2,000); Contribution includes some items paid outside of closing which are documented with receipts from borrower payment. EAHP borrowers have no minimum contribution required.
Property Eligibility	Only Single Unit properties eligible for HPAP and EAHP loans. Single family houses, town houses, PUDs, Condominiums and Cooperatives (co-ops) are eligible.

66. How much money did DHCD receive in yearly HPAP, EAHP and NEAHP payments in FY23 and FY24 to date, and how is DHCD using those funds?

Repayments of NEAHP are rare and occur only when an employee does not meet the terms of the grant agreement. Repayments of HPAP and EAHP loans are dependent on the source used to make the initial loan. Repayments made with local dollars go back to the General Fund for use by the general

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

government. Repayments of loans from CDBG and HOME grants are considered program income and are treated as grant dollars and used on current year grant activities. Repayments of loans made with HPAP Repay or other special purpose funds of DHCD (none in FY23-24) are put back in the HPAP program. Collections from FY23 and the first quarter of FY24 are below.

Fund	Fund Description	Account	Account Description	FY23	FY24 Q1
1010001	LOCAL FUNDS	6521087	HPAP LOAN PAYOFF	873,725.56	256,913.22
		6521088	HPAP LOAN REMITTANCE	729,174.57	124,190.24
		6521103	EMPLOYERS ASSISTANCE HOUSING PROGRAM	14,550.00	-
1010001 Total				1,617,450.13	381,103.46
1060027	HPAP - REPAY	6521087	HPAP LOAN PAYOFF	821,230.96	153,817.47
		6521088	HPAP LOAN REMITTANCE	393,020.37	86,295.69
1060027 Total				1,214,251.33	240,113.16
4020004	CDBG GRANT	6411005	CDBG HPAP LOAN REPAY	920,723.81	52,854.76
		6521087	HPAP LOAN PAYOFF	1,562,928.18	122,873.63
		6521088	HPAP LOAN REMITTANCE	1,023,711.93	240,482.81
4020004 Total				3,507,363.92	416,211.20
4020008	HUD GRANT - HOME	6521087	HPAP LOAN PAYOFF	385,773.63	63,344.05
		6521088	HPAP LOAN REMITTANCE	328,957.41	86,913.75
4020008 Total				714,731.04	150,257.80
Total				7,053,796.42	1,187,685.62

67. Please provide the number of applications, closings, total funds distributed, average HPAP loan amount, and average purchase price for HPAP for FY 23 and FY 24, to date.

	FY23	FY24 YTD
Number of Applications	1153	312
Closings	444	98
Total Funds Distributed	\$63,184,448.06	\$11,261,917
Average HPAP Loan Amount	\$142,307	\$114,917.52
Average Purchase Price	\$386,861	\$406,786

Please note: All FY24 year-to-date information for HPAP, EAHP, and NEAHP responses is through December 31, 2023.

68. Please provide a breakdown of HPAP applicants in FY 23 and FY 24, to date, by the following characteristics:

- a Age;**
- b Gender;**
- c Race/ethnicity;**
- d Preferred language;**
- e Household size;**
- f Income; and**
- g Ward/location (if outside of DC).**

The requested data is not tracked for HPAP applicants. DHCD is implementing new processes to collect and track demographic data for HPAP applicants.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

69. Please provide a breakdown of HPAP recipients in FY 23 and FY 24, to date, by the following characteristics:

a Age;

	FY23	FY24 YTD
Under 21	0.5%	1%
21 to 30	24%	30%
31 to 40	37%	39.5%
41 to 50	22%	20.5%
51 to 60	11%	6%
61 to 70	5%	2%
71+	0.5%	0%

The average age of HPAP borrowers in FY23 was 39 years old. The average age of HPAP borrowers in FY24 YTD is 36 years old.

b Gender;

Based on the head of household listed on the application, in FY23 74% of HPAP borrowers identify as female and 26% identify as male. In FY24 YTD 67% of HPAP borrowers identify as female and 33% identify as male.

c Race/ethnicity;

	FY23	FY24 YTD
American Indian	3%	0%
Asian	1%	3%
Black	76%	65%
Hispanic	4%	7%
White / White Non-Hispanic	12%	21%
Other	4%	4%

d Preferred language;

Data on preferred language was not collected in FY23 or FY24. All requests for conversations or materials to be in a preferred language were met.

e Household size;

	FY23	FY24 YTD
1	47%	50%
2	19%	24%
3	23%	11.5%
4	7%	10.5%
5	4%	1%
6	< 1%	1%
7	0%	0%
8	< 1%	2%

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

The average household size of HPAP households in FY23 was 2.05. The average household size of HPAP households in FY24 YTD is 2.00.

f Income; and

	FY23	FY24 YTD
Less than \$20,000	< 1%	0%
\$20,000 to \$39,999	6%	3%
\$40,000 to \$59,999	25%	7%
\$60,000 to \$79,999	37%	38%
\$80,000 to \$99,999	22%	36%
\$100,000 to \$119,999	9%	13%
\$120,000 to \$139,000	1%	2%
\$140,000+	0%	1%

The average household income for HPAP recipients in FY23 was \$71,345 and in FY24 is \$81,886.

g Ward/location (if outside of DC).

	FY23	FY24 YTD
1	5%	9%
2	2%	3%
3	4%	2%
4	9%	13%
5	15%	14%
6	2%	3%
7	37%	32%
8	26%	24%

70. Please provide a breakdown of HPAP purchases by home prices and by ward for FY 23 and FY 24, to date.

Ward	FY23 Average Purchase Price	FY24 YTD Average Purchase Price
1	\$357,565	\$359,956
2	\$322,333	\$339,219
3	\$326,113	\$281,250
4	\$372,986	\$447,684
5	\$379,267	\$418,235
6	\$365,055	\$498,000
7	\$396,630	\$415,280
8	\$401,921	\$391,409

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

71. DC Code 42-2604(a)(1) says HPAP applicants and recipients shall be tenant organizations or first-time homebuyers. Please explain how tenant organizations can use HPAP.

Buyers of units in a co-operative (co-op) may use HPAP for the purchase of that unit. This structure requires an HPAP agreement with the co-operative as well as the purchaser. This is the only use of HPAP involving a tenant organization.

72. In FY 23 and FY 24, to date, specifically for tenant organizations:

Tenant organizations cannot apply for or receive HPAP funds.

- a. How many applied for HPAP?**
Zero.
- b. How many were deemed eligible?**
Zero.
- c. How many received funds?**
Zero.
- d. Of those that received funds, what was the average HPAP loan amount provided to the organization?**
N/A.

73. Under DC Code § 42-2602.01(d)(1)-(2), the Council required the Mayor to establish a grant program by April 1, 2023, “that provides qualifying applicants up to \$25,000 for repairs on a home purchased with [Home Purchase Assistance] Program financial assistance,” which would be granted in addition to the financial assistance provided for purposes of a down payment or mortgage rate buydown.

No additional funding was made available for repairs grants in association with HPAP and DHCD has not implemented the program.

- a. Please list the communication strategy DHCD has used to advertise the HPAP repairs grant program.**
N/A
- b. Please explain the application and selection process for the HPAP repairs grant program and attach any existing application for the program.**
N/A
- c. Please list the number of requests or applications DHCD received for the HPAP repairs grant program in FY 23 and FY 24, to date.**
N/A

74. DHCD is authorized to give up to \$5,000 in additional HPAP support to very low-income households (0-50% MFI) if the household member is elderly, handicapped, disabled, or displaced and if the household has a demonstrated need.

- a. Please describe DHCD’s decision making process for this additional HPAP support, including whether applicants must formally apply and if there is an appeals process.**

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Requests for additional support are considered on a case by case basis. At a minimum, a demonstrated need would include the demonstration that a purchase would not otherwise be able to close without the additional HPAP support of up to \$5,000.

b. Please state the number of households to whom DHCD provided this additional assistance in FY 23 and FY 24, to date.

In FY23 and FY24 YTD, no requests for additional support were received and no additional support was provided.

75. In FY 23 and FY 24, to date, how many residents utilized the Employer-Assisted Housing Program (EAHP) and/or the Negotiated Employee Assistance Home Purchase Program (NEAHP)?

In FY23, 135 DC Government Employees purchased homes with EAHP assistance. Of those, 25 also received NEAHP assistance. In FY24 YTD, 36 DC Government Employees purchased homes with EAHP assistance. Of those, 3 also received NEAHP assistance.

76. Please provide the number of applications, closings, the funds distributed, average EAHP loan amount, and average purchase price for the EAHP program for FY 23 and FY 24, to date.

	FY23	FY24 YTD
Number of Applications	263	67
Closings	135	36
Total Funds Distributed	\$3,705,584.57	\$1,042,000.00
Average EAHP Amount	\$27,449	\$28,944
Average Purchase Price	\$434,725	\$440,547

77. Please provide a breakdown of EAHP recipients by the following characteristics:

a. Age;

	FY23	FY24 YTD
Under 21	0.5%	0%
21 to 30	24%	36%
31 to 40	44%	33%
41 to 50	23%	17%
51 to 60	7%	8%
61 to 70	2%	6%
71+	0%	0%

b. Gender;

Based on the head of household listed on the application, in FY23 72% of EAHP borrowers identify as female and 28% identify as male. In FY24 YTD, 67% of EAHP borrowers identify as female and 33% identify as male.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

c Race/ethnicity;

	FY23	FY24 YTD
American Indian	0%	0%
Asian	2%	3%
Black	84%	69%
Hispanic	7%	14%
White / White Non-Hispanic	7%	14%
Other	0%	0%

d Preferred language;

Data on preferred language was not collected in FY23 or FY24 YTD. All requests for conversations or materials to be in a preferred language were met.

e Household size;

	FY23	FY24 YTD
1	36%	33%
2	22%	47%
3	24%	5.5%
4	11%	5.5%
5	4%	3%
6	1%	3%
7	0%	0%
8	2%	3%

f Income; and

	FY23	FY24 YTD
Less than \$20,000	0%	0%
\$20,000 to \$39,999	3%	0%
\$40,000 to \$59,999	13%	0%
\$60,000 to \$79,999	40%	40%
\$80,000 to \$99,999	22%	31%
\$100,000 to \$119,999	16%	20%
\$120,000 to \$139,000	5%	3%
\$140,000+	1%	6%

g Ward/location (if outside of DC).

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

	FY23	FY24 YTD
1	2%	5.5%
2	0%	0%
3	1%	5.5%
4	7%	5.5%
5	10%	19.5%
6	2%	5.5%
7	45%	30.5%
8	33%	28%

78. Please provide a breakdown of EAHP purchases by home price and by ward for FY 23 and FY 24, to date?

Ward	FY23 Average Purchase Price	FY24 YTD Average Purchase Price
1	\$521,838	\$437,450
2	N/A	N/A
3	\$460,000	\$490,000
4	\$457,232	\$397,500
5	\$454,583	\$434,129
6	\$330,000	\$527,000
7	\$430,567	\$421,899
8	\$425,876	\$447,600

79. Did the EAHP demand exceed the approved budget for FY 23 or for FY 24, to date?

Response: No, EAHP demand did not exceed the approved budget for FY23. The current pace of EAHP demand in FY24 is not expected to exceed the approved budget for FY24.

80. How many applicants applied for the Single-Family Residential Rehabilitation Program (SFRRP) in FY 23 and FY 24, to date?

Total 115: 87 for FY23; 28 for FY24

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

81. Please provide a breakdown of the number of applications to SFRRP in FY 23 and FY 24, to date, including the ward or location, if outside of DC, where the applicant lives.

	FY 23	FY 24 to date
Ward	Applications	Applications
1	3	0
2	0	0
3	3	0
4	15	4
5	20	5
6	4	1
7	14	12
8	18	6
Undisclosed	8	3
Total applications	87	21

82. Please provide a breakdown of SFRRP recipients by the following characteristics.

- a. **Age:** 20-29 (2) 30-39 (5) 40-49 (10) 50-59(13) 60-69(30) 70-79 (35) 80-89(15) 90-99(3) Undisclosed (2)
- b. **Gender:** not provided; will add to FY24 reporting
- c. **Race/ethnicity:** Black/AA 108 Asian/American (1) Muti Racial (1) White/ Caucasian (3) Undisclosed (2)
- d. **Preferred language:** Not recorded for FY23 or FY24 will provide moving forward
- e. **Household size:** 1(71) 2(20) 3(16) 4(1) 5(3) 6(0) 7(0) 8(0) Undisclosed (4)

f. Income: All amounts provided are under the whole amount

- 6 households earned less than 10k; all were Black/African American, Age 60-80
- 18 total households earned less than 20K: 17 Black/African American Age 60-80, 1 White/Caucasian Age 60-70
- 15 total households earned less than 30k:
 - 1 Asian American (East & South) age 70-80
 - 1 White/Caucasian Age 60-70
 - 13 Black/African American Age 40-90
- 19 households earned less than 40k, all Black/African American, Age 50-90
- 8 households earned less than 50k, all Black/African American Age 40-90
- 11 households earned less than 60k, all Black/African American Age 30-80
- 9 households earned less than 70k, all Black/African American Age 20-75

- 10 households earned less than 80k, all Black/African American Age 30-95
- 1 household earned less than 90k, all White/Caucasian Age 40-50
- 1 household earned less than 100k , Black/African American Age 70-80
- 10 applicants did not provide income

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

g. Ward/location (if outside of DC).

- Ward 1: \$0-80k, 3 applicants, (1)White/Caucasian (2) Black/ African American
- Ward 2 : No Applicants
- Ward 3: \$0 – 40k, 3 applicants, (3) Black/ African American
- Ward 4: \$0 – 50k, 19 applicants, (17)Black/ African American, (1)White/Caucasian, (1) Undisclosed
- Ward 5: \$0 – 102K, 25 applicants, (1) Multi-racial, (23) Black/African American, (1)Asian American (East & South)
- Ward 6: \$0 – 90K, 4 applicants, (4) Black/African American (1)White/Caucasian
- Ward 7: \$0 – 80K, 26 applicants, all Black/African American
- Ward 8: \$0 – 100K, 24 applicants, all Black/African American

83. What was the average time from SFRRP application submission to project completion in FY 23 and FY 24, to date?

The average time from application submission to project completion is one year.
Accepted application into SFRRP is nine months for FY23
No new projects have started for FY24, that application was accepted in FY24

84. Please state how many SFRRP projects were completed in FY 23 and FY 24, to date, and list the average expenditure for these projects.

124 projects have been completed with \$3,033,971.94 between FY23 and FY24 to date, with an average cost per property of \$ 24,467.50.

These projects include minor repairs, roofing replacement and interior renovation.

85. Please list the number of applications DHCD received in FY 23, and FY 24, to date, through Requests for Applications for the Small Business Technical Assistance (SBTA) program.

No “Requests for Applications” (RFAs) were conducted for FY23 or for FY24. The last RFA was for FY22 conducted in the summer of 2021. Since that time, the grantees awarded funding and agreements to provide services to DC residents were granted one-year extensions for FY23 and again for FY24. These extensions were in accordance with HUD guidelines and executed granted agreements extending the FY22 agreement. DHCD intends to announce an RFA for FY25 in late spring of this year.

86. Please list the number of community-based organizations (CBOs) that received an SBTA award for FY 23 or FY 24, to date; the dollar amount awarded to each CBO; and the total amount awarded.

Thirteen (13) community-based organizations received SBTA grant awards for FY23, and the same thirteen (13) received awards for FY24. The attached spreadsheet provides additional details of the total amounts awarded.

87. How many small businesses did the SBTA CBOs serve across the District and by ward in FY 23 and FY 24, to date? Please identify:

- a. The business by address;
- b. The ward the business is located;
- c. The amount of the award; and
- d. The Certified Business Enterprise (CBE), Minority Business Enterprise (MBE), and/or Women Business Enterprise (WBE) status of the business.

DHCD’s direct SBTA grantees are community-based organizations that serve businesses, not the businesses themselves. In FY23, grantees participated in 305 marketing events to promote their programs and services, conducted 3,525 one-on-one business counseling sessions, and 1,349 group technical assistance and/or training sessions. A total of 2,125 businesses were assisted, including 824 new businesses.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

DHCD's Neighborhood Based Activities program funds technical assistance and counseling for start-ups and small businesses located in specific neighborhood corridors, as opposed to targeting assistance to CBEs, MBEs and/or WBEs. In addition, many CBO grantees work in multiple targeted areas. The neighborhood commercial corridors targeted for small business activities include:

- 7th Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)
- H Street, NE (North Capitol Street to 17th Street, NE)
- Benning Road, NE and SE (Bladensburg Road to Southern Avenue)
- Martin Luther King, Jr. Avenue, SE
- South Capitol Street (Good Hope Road to Southern Avenue)
- Pennsylvania Avenue, SE (2nd Street, SE to Southern Avenue)
- Minnesota Avenue NE and SE (Good Hope Road to Sheriff Road)
- Nannie Helen Burroughs Avenue, NE (Minnesota Avenue to Eastern Avenue)
- Rhode Island Avenue, NE (North Capitol Street to Eastern Avenue)
- North Capitol Street (Massachusetts Avenue to New Hampshire Avenue)
- Kennedy Street, NW (North Capitol Street to Georgia Avenue)
- Martin Luther King, Jr. Avenue, SE (St. Elizabeth's East/Congress Heights)

Additional data is located in individual grantee reports that is not currently integrated into a standardized administrative database.

88. Please state the number of units repaired using the Small Buildings Program in FY23 and in FY24, to date, and list the average expenditure per unit.

16 units were repaired for an average of \$258.12 per unit.

89. Please describe how Community Development Block Grant (CDBG) funds are being or will be used in FY 24 and what, if any, changes are being considered for the CDBG funds for FY 25.

In FY 2024, CDBG funds are being used for the following activities:

- Agency Administration
- Housing Counseling Programs
- Small Business Technical Assistance
- Rehabilitation of Multi-Family Buildings
- Section 108 Financing Fees

DHCD does not expect any changes for FY 2025 and has not formulated the Annual Action Plan yet.

90. Please list the CDBG recipients for FY 23 and F 24, to date.

Please see attached spreadsheet labeled 'Q 90 CDBG 23 and 24 Recipients.

91. Please provide the following information regarding each CDBG-CV recipient to date:

- a. **Organization name;**
- b. **Dollar amount awarded;**
- c. **Date of award;**
- d. **Brief summary of what work the organization does;**
- e. **Address of organization; and**
- f. **Ward in which organization is located.**

See attached spreadsheets.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

92. Please describe how HOME Investment Partnerships (HOME) funds are being used in FY24 and what, if any, changes are being considered for HOME funds for FY25.

In FY 2024, HOME funds are being used for the following activities:

- Agency administration
- Homeownership Purchase Assistance Program (HPAP)
- Rehabilitation of a Multi-Family Building

DHCD does not expect any changes for FY 2025 and has not formulated the Annual Action Plan yet.

93. How much District money has been disbursed for TOPA projects in FY 23 and FY 24, to date?

In FY 23 and to date in FY24, DHCD closed on \$126,501,027 in Housing Production Trust Fund loans and \$22,693,747 in Low Income Housing Tax Credits for projects that were acquired using TOPA rights.

94. Please state how many TOPA Offer of Sale notices DHCD received in FY 23 and in FY 24, to date, and, of those notices, how many were for buildings with 5 units or more.

	Single Family	2-4	5+
FY 23	569	193	94
FY 24	135	71	40

95. Please state how many Letters of Interest DHCD received from tenants or tenants' associations in response to TOPA Offers of Sale in FY 23 and in FY 24, to date, and, of those letters, how many were for buildings with 5 units or more.

FY 23	54	95+% for Buildings w/ 5+ Rental Units
FY 24	21	100% for Buildings w/ 5+ Rental Units

96. Please identify any TOPA acquisition projects that utilized DHCD financing in FY 23 or FY 24, to date. Please include:

- a. Project name;
- b. Program through which the acquisition was funded (ex. Housing Preservation Fund);
- c. Acquisition price;
- d. Name of the developer;
- e. Name of all principals or owners associated with the developer;
- f. Ward in which the project is located;
- g. Average income of residents in the building;
- h. Average rent amount; and
- i. Range of unit size, by number of bedrooms (ex. studio to 2 bedrooms).

The attached table provides administrative data for each Housing Preservation Fund made in FY23 and FY24 to date. Loan amounts may cover acquisition, critical repairs, predevelopment expenses, debt service reserves and other costs, as indicated by the loan type. The exact income levels of existing individual tenant households are not certified and reported at the time of property acquisition. Sponsors

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

and fund managers provide the level of income to which existing rents would be affordable in order to document eligibility for the program and inform plans for long-term financing and property operation that meet the requirements of the affordable housing covenant and applicable rent control laws and regulations.

97. Please list all completed TOPA acquisition projects that were in DHCD's pipeline for rehabilitation financing in FY 23 and in FY 24, to date. Please include:

- a Project name;**
- b Program through which the acquisition was funded (ex. Housing Preservation Fund);**
- c Acquisition price;**
- d Name of the developer;**
- e Name of all principals or owners associated with the developer;**
- f Ward in which the project is located;**
- g Average income of residents in the building;**
- h Average rent amount; and**
- i Range of unit size, by number of bedrooms (ex. studio to 2 bedrooms).**

Answers to this question can be found in the attached excel workbook entitled DFD responses to 2023-2024 Questions, which includes worksheets numbered by question.

98. Please state the status of the District's First Right Purchase Program and whether DHCD intends to use FRPP in FY 24 or FY 25.

Eligible uses of the First Right Purchase Program are covered by other DHCD programs. Through the Housing Preservation Fund, the District makes funds available for acquisition, predevelopment, environmental remediation, critical repairs, earnest money deposits and other preservation uses of occupied properties where at least 50% of units are affordable to households earning less than 80% of Median Family Income. Nonprofit project sponsors and Limited Equity Cooperatives can also access funding for predevelopment expenses through the Oramenta Newsome Predevelopment Loan Fund. Long-term funding, including Housing Production Trust Fund, is allocated through the Consolidated RFP, which includes specific underwriting guidelines for Limited Equity Cooperatives and affordable multifamily rental properties.

99. According to the FY 22 Inclusionary Zoning Annual Report, the District created 1,966 IZ units between August 2009 and September 30, 2022. Please state how many of these units are for-rent or for-sale and, for each category, how many of the units are vacant.

A total of 1,589 of the units were rentals and 377 were for-sale. All of the units are either occupied or in some phase of the lottery process. DHCD does not have the exact number of units that are currently vacant.

100. Please list how many households are registered for the IZ program, to date, and include the following information about registrants: 24,919

- a Percent of households registered with District addresses;**

79% of registered households have DC addresses.

- b Number of households registered for for-rent, for-sale, or both;**

23,911 are registered for rentals, 145 households are registered for sales and 863 households are registered for both.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

c. Household size; and

1 person: 12,166; 2 people: 6,672; 3 people: 3,529, 4 people: 1,647, 5 people: 613; 6+ people: 292

d. Income.

Self-reported incomes from IZ registration: 19,275 households have incomes below at and below 50% MFI, 5,361 households have incomes between 51% - 80% MFI, & 283 have incomes above 80% MFI.

101. Please state the number of IZ for-rent and IZ for-sale units currently in the pipeline.

There are 1,276 rentals & 176 sales units in the pipeline.

102. Please define what it means for a property to be “in DHCD’s portfolio” and list the number of properties and the total number of units DHCD has in its portfolio to date.

Properties are “in DHCD’s portfolio” when the property has compliance requirements that DHCD oversees, generally due to an affordable housing covenant. The District currently has over \$1.8 billion invested across 482 multi-family rental loans and 8,614 loans to single family homeowners.

103. Of the properties in DHCD’s portfolio, please state how many properties, and how many units, DHCD inspected in FY 23 and in FY 24, to date.

DHCD completed 79 inspections in FY23.

104. Please state how many inspectors DHCD currently has on staff and whether DHCD contracts out inspections of its portfolio to other entities, including agencies or private contractors.

DHCD currently has 4 inspectors on staff and one supervisor in the Portfolio and Asset Management Division. This work is not contracted out.

105. Please list DHCD’s remaining inventory of vacant and/or blighted properties under the Property Acquisition Development Division (PADD) program, including for each property:

- a. Ward;
- b. Address;
- c. Zoning;
- d. Size (ex. acreage or square footage);
- e. Last appraisal date;
- f. Last appraisal value; and
- g. The date when the property entered the inventory.

Please see the attached spreadsheets.

106. How many RFPs were released in FY 23 and FY 24, to date, that involve PADD properties?

FY23 PADD released a total of seven (7) RFPs

Thursday, March 16, 2023 (closed July 21, 2023) Equity RFPs

- 2206 16th Street SE
- 202 36th Street SE

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

- 4404 Foote Street NE
- 1325 Montello Avenue NE

Friday, May 5, 2023 (closed July 21, 2023) Solicitations

- 58th and Dix Streets NE
- 1444-1454 Alabama Avenue SE
- Benning Road and G Streets SE

FY24 PADD has not released any RFPs to date.

107. Please provide a chart of PADD properties that were disposed of in FY 23 and FY 24, to date, including for each property:

- Ward;
- Address;
- Closing date;
- Sales proceeds; and
- Purchaser.

PADD had 1 property that was disposed of in FY23.

WARD	ADDRESS	CLOSING DATE	SALES PROCEEDS	PURCHASER
5	850 19 th St NE	August 9, 2023	400,000	William Caldwell

108. Please provide details of DHCD’s current acquisition strategy, including how much funding DHCD allocated to property acquisition in FY 23 and in FY 24, to date, and how much of that funding remains.

PADD’s current acquisition strategy is utilizing the OTR Tax Sale list, DOB Vacant and Blighted list, and Large parcels/bundle acquisitions. PADD doesn’t have a specific amount allocated to ONLY acquisitions however PADD has 1.9 million in the current budget that is available to acquire properties.

109. Please state how many petitions, by category, the Rental Accommodations Division (RAD) received in FY 23 and FY 24, to date, including how many were granted, how many were appealed, and how many rulings were overturned on appeal.

Procedurally, RAD is the first level of administrative review for:

- § 501f petitions;
- § 205(e)(4) exclusion petitions;
- Substantial rehabilitation for vacant rental units;
- hardship petitions; and
- voluntary agreements.

RAD substantively reviews these petitions and issues a decision and order. The petition type dictates whether an aggrieved party intending to challenge RAD’s order may appeal to either the Rental Housing Commission (RHC) or the Office of Administrative Hearings (OAH). Appeals of OAH orders are heard by the RHC and appeals of RHC orders are heard by the District of Columbia Court of Appeals. Because RAD does not have appellate authority and jurisdiction, RAD’s records do not include any appellate cases.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

RAD is the intake office and neither reviews nor issues orders for capital improvement petitions, substantial rehabilitation petitions (unless the affected rental units are vacant), services and facilities petitions, tenant petitions, and tenant payment plan complaints. RAD reviews filings for completeness and technical compliance, and then transfers the petitions to OAH for adjudication. Accordingly, RAD’s records do not include appellate cases for these petition types.

Petitions Received FY 2023-FY 2024 (as of 01/26/2024)

Petition Type	Filed	Pending	Withdrawn	Granted	Denied	Appealed	Overruled
501f	8	3	0	1	4	0	0
Capital Improvement *	0	0	0	n/a	n/a	n/a	n/a
§ 205(e)(4) Exclusions	2	2	0	0	0	0	0
Hardship	7	1	0	6	0	6	n/a
Servs. & Facilities *	1	1	0	n/a	n/a	n/a	n/a
Substantial Rehab. for vacant rental units	0	0	0	0	0	0	0
Tenant Petitions *	214	n/a	n/a	n/a	n/a	n/a	n/a
Tenant Payment Plan Complaint *	0	n/a	n/a	n/a		n/a	n/a
Voluntary Agreement **	0	n/a	n/a	n/a	n/a	n/a	n/a

* RAD intakes filings which are reviewed for completeness and technical compliance and then transfers the petitions to OAH for adjudication.

** The Voluntary Agreement Moratorium Amendment Act of 2023 (D.C. Law 25-0094 effective December 20, 2023 and expires August 1, 2024) mandates a 2-year moratorium on voluntary agreements

110. Within RAD, please provide a list of all petitions that were pending at any point during FY23 and FY24, to date, including:

- a. Case numbers
- b. The date the petition was filed with RAD; and
- c. The current status of the petition.

See spreadsheet attachment listing Pending Cases for FY 2023 & FY 2024 (as of 01/26/2024).

111. Within RAD, please provide the number of petitions during FY 23 and FY 24, to date, that:

- a. Were rejected for insufficiency;
- b. RAD rendered a preliminary decision on; and
- c. RAD automatically transferred to OAH.

Pending Cases for FY 2023 & FY 2024 (as of 01/26/2024)

Number of Petitions Rejected for Insufficiency	0
Number of Preliminary Decisions Rendered by RAD	5
Total Number of Petitions Automatically Transferred to OAH	

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Number of Tenant Petitions:	214
Number of Tenant Payment Plan Complaints:	0
Number of Housing Provider Petitions:	18

112. Please state the average length of time at RAD between the filing of a petition at by category and a decision in FY 23 and in FY 24, to date.

RAD Average Processing & Review Time for FY 2023 & FY 2024 (as of 01/26/2024)

Petition Type & Case Number	Average length of time between filings
Hardship Petitions	90 days
Services & Facilities Petitions	120 days
501f Petitions	120 days
Substantial Rehabilitation Petitions	120 days
Capital Improvement Petitions	120 days
Voluntary Agreements	n/a
Tenant Petitions	n/a

113. In last year’s performance oversight response to question 133a, DHCD noted it was anticipated that the rent control hardship petition form would be updated by the end of FY 23, in accordance with L21-553, the Rent Control Hardship Petition Limitation Amendment Act of 2016. Please state whether that form has been updated.

The Rental Accommodations Division and the Rental Housing Commission have been updating all RAD forms in a logical sequence since the revised and updated Rental Housing regulations (14 DCMR chs. 38-44) went into effect on December 31, 2021, focusing on the most frequently used forms. It is anticipated that the hardship petition form will be updated by the end of Fiscal Year 2024 and that the hardship petition form will incorporate and reflect the disclosure required by the Rent Control Hardship Petition Limitation Amendment Act of 2015 (D.C. Law 21-0197 effective Feb. 18, 2017).

114. Please provide an update on the Rent Control Database.

The database is nearing completion, and DHCD is planning for a phased release of the database beginning in Spring 2024. The agency anticipates:

- continuing development work with the database vendor, including completing design work, integrating DOB and DLCP data, extracting and automating deed ownership data, flagging rent surcharge expirations, tenant exemptions, and data mismatches, completing protected tenant features in the tenant portal, and designing a system for housing providers to preload registration and 3 years of rent history data;
- working with the City Council for legislative amendments to facilitate the continued development and operations of the database;
- working with the Rental Housing Commission for approval of on-screen guidance, notifications, and disclosures;
- launching a demonstration program to introduce the database including its features and requirements to stakeholders;
- providing stakeholder training sessions;
- releasing the database to small housing providers and encouraging those stakeholders to use the database and preload registration and 3 years of rent history data; and

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

- designing a beta-testing release program for large housing providers.

DHCD expects the database will be completed and ready for public release by late summer 2024.

Background Summary

The Office of the Tenant Advocate (OTA) concluded its work on the database on/by December 31, 2022. OTA perceived that further development work could not continue due to two factors. First, the Department of Consumer and Regulatory Affairs' (DCRA) (now the Department of Buildings (DOB) and the Department of Licensing and Consumer Protection (DLCP)) continued refusal to share data for integration into the database as mandated by § 42-3502.03c of the Rental Housing Act. Negotiations for a data-sharing agreement with DCRA were ongoing since November 2020. Second, it is DHCD's understanding that OTA lacked additional funding to continue development work. OTA perceived that DHCD would be more successful in negotiating with DOB/DLCP and move the database toward completion.

When OTA transferred the database, DHCD recognized several key problems to be addressed. First, was the DOB/DLCP data integration issue. Second, DHCD could not continue development due to a funding shortfall. Because DHCD did not anticipate that the agency would be responsible for project development, the agency budgeted only for operations and maintenance (O&M) for FY 2023. Consequently, there was a lack of funds necessitating a reprogramming request. Finally, DHCD identified that the database would not incorporate existing rental accommodation registration and rent history. The lack of readily-available and reliable historical data necessitated a database design whereby housing provider users would be required to enter registration data; a design feature which poses a high administrative burden. DHCD is working to solve these three challenges.

A further complication was the departure of the database contract officer and contract specialist in June 2023, necessitating the assignment of a new contract officer by the Office of Contract and Procurement (OCP) in July 2023. DHCD renewed the contract in mid-August 2023. OCP examined its casefile and concluded that that DHCD must review all contract deliverables to determine: (i) whether the deliverables were acceptable; (ii) which deliverables were outstanding; (iii) a timeline for the remaining deliverables; and (iv) demonstrate adequate funding to complete the contract and modifications. DHCD worked diligently with OCP, however by early October 2023, OCP placed a stop work order on the database contract until its questions could be resolved. DHCD has worked closely with OCP and the vendor on these questions. OCP partially rescinded its stop work order on December 29, 2023 (limited to some of the verified deliverables), however the remaining issues relate to deliverables which cannot be provided until the database is completed, the budget reprogramming is approved, and a timeline and scope of work for enhancements, which DHCD requested, are completed.

DHCD undertook the following measures to address the database's development gaps and to satisfy OCP to lift the stop work order:

- DLCP consented to uploading its data into Open Data for integration into database;
- DHCD and DOB consented to a data-sharing arrangement which will be finalized by a memorandum of understanding once OCP's stop work order is lifted;
- DHCD requested the development of a means to preload housing provider registration and 3 years of rent history data into the database to alleviate the administrative burden of housing providers entering data into the system;
- In November 2023, DHCD requested a \$455,985 reprogramming to cover additional enhancement work and O&M for FY 2024 (approval is pending); and
- DHCD requested the development of beta-testing for large housing providers to identify any system problems prior to the full release of the database for public use.

- 115. In last year’s oversight response to question 135, DHCD said that instead of hiring a Housing Provider Ombudsman, it hired 2 new program analysts in the Housing Preservation Unit to fill the Ombudsman role. DHCD’s website has a Housing Provider Ombudsman webpage and contact phone number. Please share who answers the Housing Provider Ombudsman phone number and how many calls the number received in FY 23 and FY 24, to date.**

Calls are routed to the Rental Assistance Division, which assists housing providers in connecting with the right program or resource within the Department. In FY23, 7,239 calls were received.

- 116. Please note whether DHCD’s Housing Resource Center and/or DHCD’s network of CBOs currently provide support for the following:**

- a. Homeownership opportunities;**
- b. Using a voucher to purchase a home;**
- c. Improving credit;**
- d. Finding rental opportunities;**
- e. Housing providers/landlords who need assistance with tenants;**
- f. Challenges with condominium associations;**
- g. Questions about administrative tasks within condominiums;**
- h. Challenges with cooperative boards; and**
- i. Questions about administrative tasks within cooperatives.**

Housing Services grantees apply to provide services to DC residents in one or more of the fifteen services listed in the RFA. All of the above services are provided by one or more of the twelve community-based organization who are CDBG recipients. Most are focused on credit counseling, homeownership education, post purchase training and rental opportunities. Also quite a few work with tenants as well as with TOPA (tenant association creation, pre-purchase and post-purchase). Another area in which many work is technical assistance condo/coop associations.

- 117. Please share any plans for further developing DHCD’s Housing Resource Center.**

After its move to new office space, DHCD plans to expand services available to walk-in clients at the Housing Resource Center by arranging for Community Based Organizations to hold regular office hours for in-person interactions and assistance. Pending budget approval, DHCD also plans to expand case management/housing counseling staffing available to work with clients and help them access further programs and services.

- 118. In last year’s post-hearing oversight responses, DHCD said it meets quarterly, or monthly, with a vendor that manages the dchousingsearch.org website and that DHCD was “working on developing template listings to improve the efficiency of listings and reduce timing delays.” Please provide an update on those efforts.**

DHCD has tried creating template listings, but the dchousingsearch.org listing process is not conducive to that modification. Instead, the company that manages the website is setting up the ability for DHCD to request changes to listings, which the company would make directly. This will allow DHCD to correct listings more quickly. DHCD also modified the correspondence they send to property managers and sales agents, describing how to list units correctly, including pictures. Finally, DHCD requested the company managing dchousingsearch.org to create options for properties to list their available units as ‘lottery IZ/ADU’ or ‘non-lottery IZ/ADU’. Each listing has a corresponding explanation and the non-lottery listings include contact information for the property. The explanations are below:

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Lottery Inclusionary Zoning (IZ)/Affordable Dwelling Unit (ADU) - Washington DC

Department of Housing and Community Development (DHCD) lottery invitees only. This home is offered through the DC government's IZ affordable housing program. Prospective renters/purchasers are selected in a random lottery. You must receive an email invitation from DHCD to participate in the lottery for this property. To register for future lotteries for other properties, you must first take the IZ orientation and then create an IZ registration. Learn more on the DHCD IZ [webpage](#).

Non-Lottery Inclusionary Zoning (IZ)/Affordable Dwelling Unit (ADU) - Washington DC

Department of Housing and Community Development (DHCD) IZ registrants only. This home is offered through the DC government's IZ affordable housing program. Prospective renters/purchasers must be registered in the IZ program to rent or buy the unit. If you are registered, to proceed contact the Sales or Leasing Agent listed in this ad. To register for future IZ units, you must first take the IZ orientation and then create an IZ registration. Learn more on the DHCD IZ [webpage](#).