



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



Office of the Director

February 4, 2020

The Honorable Anita Bonds
Chair, Committee on Housing and Neighborhood Revitalization
Council of the District of Columbia
1350 Pennsylvania Avenue NW
Washington, DC 20004

Subject: DHCD Responses to Questions in Advance of the Performance Oversight Public Hearing on Fiscal Years 2019/2020

Dear Chairperson Bonds:

The Department of Housing and Community Development has received questions in preparation for the Annual Performance Oversight Public Hearing on the Department, scheduled for February 10, 2020. We have enclosed the Department's responses. We will provide the responses electronically, with enclosures; and forward under separate cover six (6) hard-copy binders, as requested in your letter dated January 22, 2020.

Sincerely,

Polly Donaldson
Director

**Department of Housing and Community Development
FY19-FY20 YTD Pre-Hearing Responses**

General Questions

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

Response: See Attachment 1.

- a. Please provide an explanation of the roles and responsibilities of each division/subdivision and how each role and/or responsibility contributes to the mission of DHCD.**

Response: The Department of Housing and Community Development operates through the following 9 divisions:

Development Finance Division (DFD) – provides funding for the development of rental, homeownership, and community facility developments that serve District of Columbia neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the agency achieve its annual multifamily housing production goals. This division contains the following 2 activities:

- Affordable Housing Project Financing – provides funding through a competitive Request for Proposal (RFP) funding process that targets communities and types of development needed to revitalize neighborhoods. The majority of resources for this activity come from Intra-District funding from the Housing Production Trust Fund. This activity also provides development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as affordable ownership and rental units. This activity includes the preparation and coordination of Notice of Funding Availability and RFP documents with sister agencies including the Department of Behavioral Health, Department of Human Services, District of Columbia Housing Authority, and the Department of Energy and the Environment, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services;
- Community Facilities Project Financing – provides funding through a competitive RFP funding process for development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as

neighborhood community/commercial facilities. Sources include federal funding like Community Development Block Grant (CDBG) funds. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services;

Preservation Officer – As head of the Preservation Unit, the Preservation Officer provides technical assistance, monitors housing market and at-risk properties, and administers the District Opportunity to Purchase Act (DOPA), Small Building Program and the Preservation Fund. Working with DFD and RCSD, gives guidance on allocation of funds toward preserving affordable housing units for residents with low-to-moderate income across the District. Many of these units were previously subsidized through federal housing programs, and as the subsidies expire, homeowners will be able to maintain affordability in their communities.

Residential and Community Services Division (RCSD) – provides funding for programs focused on household-level housing needs and neighborhood revitalization. RCSD works through neighborhood-based organizations providing comprehensive housing counseling, small business technical assistance, and facade improvement opportunities. RCSD administers the agency's Affordable Housing Initiative through its Community and Residential Services activities, including the District's Home Purchase Assistance Program and Employer Assisted Housing Program, which provide financial assistance for low and moderate-income households and District government employees for the purpose of first-time home purchase. The division also provides rehabilitation resources, including grants for lead hazard remediation to eligible units, and loans as well as grants to income-qualified owner-occupant District residences in order to preserve homeownership in the District. This division contains the following 6 activities:

- Community Services - Housing Counseling (Neighborhood Based Activities) – provides funding for counseling services to tenants, potential homeowners, and current homeowners; provides free, specialized organizational and development services for tenant groups who are pursuing the purchase of their apartment buildings with the intention to convert them to cooperatives or condominiums.
- Community Services - Small Business Technical Assistance – provides technical assistance to small businesses in support of various DHCD programs;
- Community Services - Commercial Revitalization – provides grants to neighborhood-based organizations for storefront facade improvements in commercial corridors;

- Residential Services - Home Purchase Assistance Program (HPAP) – provides down payment and closing cost assistance to low- and moderate-income District residents so that they can become first-time home-buyers in the District of Columbia;
- Residential Services - Employer Assisted Housing Program (EAHP) – provides down payment and closing cost assistance to qualified District of Columbia government employees;
- Residential Services - Single Family Rehabilitation – helps households finance up to \$75,000 in loans for home repairs that will address District housing code violations, such as repairing walls and floors, replacing windows, and repairing plumbing, electrical, heating systems, and roofs.

Property Acquisition and Disposition Division (PADD) – stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District and transforming vacant, blighted and/or abandoned residential properties into rental and homeownership opportunities for District of Columbia residents at all income levels. PADD has three main functions: (1) encourage property owners to rehabilitate and/or occupy their vacant and abandoned residential property; (2) acquire vacant, blighted, abandoned, and deteriorated properties through negotiated friendly sale, eminent domain, donation, or tax sale foreclosure; and (3) dispose of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/or multifamily rental and for-sale housing in District neighborhoods. Through its Vacant to Vibrant 5-point action plan, PADD continues to work to put its inventory back into productive use for the community through the creation of affordable housing and neighborhood community spaces.

Portfolio and Asset Management Division (PAMD) – provides portfolio management and oversight of outstanding loans and manages the allocation of Low-Income Housing Tax Credits (LIHTC). Established in FY 2008, the division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts risk and relationship reviews of potential borrowers to protect the department's assets.

Office of Program Monitoring Division (OPM) – conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include the following types of oversight: (1) contract compliance – completing various federally required compliance reviews as part of the underwriting and project development process; (2) quality assurance – monitoring the compliance of DHCD funded sub-recipients with federal HOME Investments Partnership Program (HOME) and Community Development Block Grant Program (CDBG) funding requirements; and (3) compliance monitoring – ensuring projects developed by DHCD through the Housing Production Trust Fund (HPTF), CDBG,

HOME and Low Income Housing Tax Credit (LIHTC) programs remain in compliance with federal and local program requirements throughout the duration of the project's period of affordability. This division contains the following 2 activities:

- Contract Compliance – provides oversight and monitoring services of DHCD projects to ensure that the department's use of project funds fully complies with the Department of Housing and Urban Development (HUD) and District regulations; and
- Quality Assurance – provides program review and performance evaluation to DHCD and contractors so that they can operate in full compliance with regulations in the most effective and efficient manner possible.

Housing Regulation Administration (HRA) – administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing, and other related matters. It includes the Rental Accommodation Division and the Rental Conversion and Sales Division and manages the DHCD Housing Resource Center. This division contains the following 4 activities:

- Rental Conversion and Sales Division – administers the District's tenant opportunity to purchase program, regulates the conversion of property to condominiums and cooperatives, registers condominium and cooperative projects, and administers the structural defect warranty claim program;
- Housing Resource Center (HRC) – provides rental housing services to landlords and tenants, as well as information to the public, on all of the department's services for first-time home-buyers, developers of affordable housing projects, and low-income homeowners. The Housing Resource Center also includes access to the Affordable Housing Locator and an office of University Legal Services for on-site housing counseling;
- Inclusionary Zoning/Affordable Dwelling Units (IZ/ADU) – provides subject matter focus in the administration of the District's Inclusionary Zoning and Affordable Dwelling Unit programs; and
- Rental Accommodations Division (RAD) – administers the District's rent stabilization program, including registering and licensing rental housing, administering rent adjustment procedures, processing landlord and tenant petitions, providing conciliation services, and acting as a repository for notices to vacate and all rental property records.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Response: Previously, the agency was structured with one Deputy Director. Under this structure the former Deputy Director, Allison Ladd had direct programmatic/supervisory responsibility for the agency's Development Finance Division, the Residential and Community Services Division, the Rental Conversion and Sales Division, the Inclusionary Zoning Program, the Asset Management Division and the Communications Unit. While Ms. Ladd performed at a high level, additional demands were placed on this position as she assumed more direct management responsibility during her tenure. Upon Ms. Ladd's departure, Director Donaldson reviewed the composition of her direct staff and determined that the Deputy Director role was too overburdened and split the role to create a Deputy Director for Operations and a Deputy Director for Programs. The portfolio of the former position was reassigned among the two new deputy positions and the Chief of Staff position in order to create realistic management workloads at the senior staff level. This structure allows for meaningful review and management of each reporting unit on a day to day basis and leaves enough bandwidth among the senior staff for strategic planning to meet the Mayor's bold new housing goals of 12,000 new affordable housing units by 2025.

The Rental Housing Commission, which previously resided within the agency, became a separate agency during the past year.

c. Please provide your most current strategic plan and identify each goal and strategy. Explain how each division and subdivision contributes to that plan.

Response: See response to General Question #25.

- 2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, 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 separate salary and fringe and indicate whether the position must be filled to comply with federal, local law, or regulations and note what provides the authority.**

Response: See Attachment 2

- 3. 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, the financial arrangements made for the detail and the employee's projected date of return.**

Response: None

- 4. Please provide the Committee with:**
- a. A list of all employees who received or retained cellphones, personal digital assistants, notebooks, laptops, iPads or similar communications devices at agency expense during any part of FY19 and FY20, to date; and the annual cost to the agency for each device;**
 - b. 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 FY19 and FY20, to date;**
 - c. A list of travel expenses and reimbursements, arranged by employee for FY19 and FY20, to date, including the justification for travel; and**
 - d. A list of the total workers' compensation payments paid in FY19 and FY20, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

Response:

- a. See Attachment 4a
 - b. See Attachment 4b. There were no vehicle accidents involving agency vehicles in FY19 and FY20, to date.
 - c. See Attachment 4c
 - d. See Attachment 4d
- 5. For FY19 and FY20, to date, what was the total cost for mobile communications and devices, including equipment and service plans?**

Response:

Cost for FY19 - \$63,846.33

Cost for FY20, YTD - \$27,311.98

- 6. For FY19 and FY20, to date, please detail all intra-District transfers to or from the agency.**

Response: See Attachment 6.

- 7. For FY19 and FY20, 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;
- 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
- f. The current fund balance.

Response: See Attachments 7a and 7b

8. For FY19 and FY20, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Response: See Attachment 8

9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY19 and FY20, to date, as well as any MOU currently in force. For each, indicate the purpose of the MOU, the date on which the MOU was entered, the termination date and the accomplishment(s) of the MOU.

Response: See Attachment 9

10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY19 and FY20, to date.

Response:

DHCD participates and or maintains memberships in the following regional and national organizations

- Grounded Solutions Network
- Housing Association of Nonprofit Developers (HAND)
- Urban Land Institute
- Coalition for Nonprofit Housing and Economic Development (CNHED)
- National Coalition of State Housing finance Agencies
- National Housing and Rehabilitation Association
- DC Building Industry Association
- High Cost Cities’ Housing Forum, a housing policy collaboration of the highest cost cities convened by Enterprise Community Partners
- National League of Cities, NLC Housing Task Force
- Metropolitan Washington Council of Governments (MWCOG), Housing Directors’ Advisory Committee

- (MWWCOG) Metropolitan Washington Regional Analysis of Impediments to Fair Housing
- DC Preservation Network

11. Please provide a table showing your agency’s Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY18, FY19, and the first quarter of FY20.

- For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).**
- Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY19 and FY20 for each program and activity code.**
- Attach the cost allocation plans for FY19 and FY20.**
- In FY19 or FY20, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.**

Response:

- See Attachment 11a
- See Attachment 11b
- See Attachment 11c, federal cost allocation plan submitted in FY2019. FY20 plan will be developed following completion of CAFR.
- In FY19, the agency grant for LEAD/Healthy Homes lapsed. The total lapsed amount was \$2,987,396.56, of which \$400,000 was the Healthy Homes component and the remaining \$2,587,396.56 was for LEAD. The grant dollars were not fully expended because of several program challenges, including applicant eligibility and the number of applicants in the pipeline, along with the grant restrictions on using funds for vacant units.

12. Please provide as an attachment a chart showing the agency’s federal funding by program for FY19 and FY20, to date.

Response: See attachment 12

13. With respect to capital projects, please provide:

- A list of all capital projects in the financial plan.**

- b. For FY18, FY19, and FY20, an update on all capital projects under the agency's purview, including a status report on each project, the timeframe for project completion, the amount budgeted, actual dollars spent, and any remaining balances, to date.**
- c. An update on all capital projects planned for FY20, FY21, FY22, and FY23.**
- d. A description of whether the capital projects begun, in progress, or concluded in FY18, FY19, or FY20, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.**

Response: DHCD does not have any active capital projects.

- 14. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY19 and FY20, to date. For each, include a description of the need and the amount of funding requested.**

Response: The Department of Housing and Community Development works with the Mayor's Office of Budget and Performance to develop its annual budget. The annual budget submitted by the Mayor reflects those efforts.

- 15. Please list, in chronological order, each reprogramming request and each reprogramming in FY19 and FY20, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY19 and FY20, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

Response: The original FY19 budget was \$190,756,036. The ending budget was \$222,396,395, which includes a net decrease of \$132,400 in local funds, a \$695,186 increase in special purpose funds reflecting additional revenues, a net increase of \$48,158,084 in intra-District funds representing fund balance, and a decrease of \$14,830,511 in federal funds representing year-end budget modifications. FY20 reprogrammings to date have not had any net impact on the agency's budget. The agency has received an increase to budget of \$1,138,518 which represents \$208,000 in NEAHP local fund carryover, and \$930,518 in Preservation local fund carryover.

See Attachment 15

- 16. Please list each grant or sub-grant received by your agency in FY19 and FY20, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.**

- a. **How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?**

Response: Total federal grant awards for FY19 were \$23.86 million, excluding program income. FY20 awards total \$23.43 million, excluding program income. In FY20, approximately 30 FTEs are funded by federal grants. These FTEs are not at risk from any expiring grants.

See Attachment 16.

17. **Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY19 and FY20, to date. For each contract, please provide the following information, where applicable:**

- a. **The name of the contracting party;**
- b. **The names of the individual principals constituting that contracting party;**
- c. **The nature of the contract, including the end product or service;**
- d. **The dollar amount of the contract, including amount budgeted and amount actually spent;**
- e. **The term of the contract;**
- f. **Whether the contract was competitively bid and/or the explanation for it being non-competitive or sole source**
- g. **The name of the agency's contract monitor and the results of any monitoring activity; and**
- h. **The funding source.**

Response: See Attachment 17

18. **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 significant 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. For those identified, please include an explanation about the issues involved in each case.**

Response: See Attachment 18

19. **Please list all settlements entered into by the agency or by the District on behalf of the agency in FY19 or FY20, to date, and provide the parties' names, the amount of the settlement, 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.).**

Response: There were no settlements in FY19 or FY 20.

- 20. Please list the administrative complaints or grievances that the agency received in FY19 and FY20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19, to date, detail the resolution.**

Response: None

- 21. 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 FY19 and FY20, to date, how those allegations were received and whether or not those allegations were resolved.**

Response: DHCD follows the proscribed process contained in Mayor's Order 2017-313.

In FY19 and FY20 to date the agency has not received any allegations of sexual harassment or misconduct committed by or against its employees.

- 22. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY19 and FY20, to date.**

Response: In FY19, the Department assisted the OIG and federal law enforcement with a criminal investigation that resulted in criminal prosecution of a real estate professional, a law enforcement agent, and a guilty plea of a District employee. The criminal prosecution of the real estate professional and the federal law enforcement agent is ongoing. The District employee was terminated from District service.

OIG MAR 20-I-001: 1722 West Virginia Ave., N.E., and 1858 Central Pl., N.E. – ongoing multi-agency inquiry into various agency interactions with the captioned properties. DHCD provided information on 1722 West Virginia Ave., related to lead abatement funding from 2011.

DC Auditor Letter Report- May 23, 2019 - Low-Ranked Projects Secure Affordable Housing Funds. Letter report sharing ODCA concerns and recommendations pertaining to the procurement process that resulted in the award of \$78 million for Housing Production Trust Fund (HPTF) projects in June 2018.

- 23. Please describe and list any spending pressures or any reimbursements pursuant to contract or other obligations where remitting reimbursement exceeded thirty (30)**

days that the agency experienced in FY19 and any anticipated spending pressures for the remainder of FY20. Include a description of the pressure and the estimated amount. If the spending pressure was in FY19, describe how it was resolved, and if the spending pressure is in FY20, describe any proposed solutions.

Response: DHCD had no spending pressures in FY19. DHCD has no anticipated spending pressures in FY20.

See Attachment 23

24. Please provide a copy of the agency's FY19 performance plan. Please explain which performance plan objectives were completed in FY19 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Response: See Attachment 24a and 24b.

25. Please provide a copy of your agency's FY20 performance plan as submitted to the Office of the City Administrator and any accomplishments pursuant to that plan.

Response: See Attachment 25.

26. Please provide a copy of your agency's Strategic Plan for FY19 and FY20.

Response: See Attachment 25. DHCD does not have a separate Strategic Plan other than the required Performance Accountability Plan and Report (Plan and PAR) annually submitted to the Office of the City Administrator.

27. Please provide the number of FOIA requests for FY19 and FY20, to date, that were submitted to your agency. 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.

Response:

FOIA Requests for FY19

- Submitted – 173
- Granted in whole – 9
- Partially Granted – 92
- Denied – 4
- Referred to Other Agencies - 68

- Request pending – 0
- Average response time – 16.5 days to process
- FTEs – 2
- Estimated number of hours – 85
- Cost of compliance - \$2,914.70

FOIA Requests for FY20 to date

- Submitted – 62
- Granted in whole – 2
- Partially Granted – 27
- Denied – 0
- Referred to Other Agencies - 33
- Request pending– 11
- Average response time – 9 days to process
- FTEs – 2
- Estimated number of hours – 35
- Cost of compliance - \$1,478.50

28. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY19 and FY20, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

Response: The studies, research papers, reports, and analyses that DHCD conducts are generally available at this website. <https://dhcd.dc.gov/page/dhcd-reports>

Please find below a list of recent studies prepared or contracted by DHCD or in partnership with other agencies.

- Homeward Bound: The Road to Affordable Housing (See Attachment 28a)
- Housing Equity Report: Creating Goals for Areas of Our City (See Attachment 28b)
- 2019 DHCD Low Income Housing Tax Credit Qualified Allocation Plan (See Attachment 28c)
- FY2018 Inclusionary Zoning Annual Report (See Attachment 28d)
- Housing Production Trust Fund FY 2019 First Quarter Report (See Attachment 28e)

- Housing Production Trust Fund FY 2019 Second Quarter Report (See Attachment 28f)
- Housing Production Trust Fund FY 2019 Third Quarter Report (See Attachment 28g)
- Housing Production Trust Fund FY 2019 Fourth Quarter Report (See Attachment 28h)

29. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY19 and FY20 to date.

Response: Below is a list of all publication, brochures and pamphlets.

- Homebuyer Assistance Program Fact Sheet
- Inclusionary Zoning Fact Sheet
- EAHP Fact Sheet
- SFRRP Fact Sheet
- TOPA Fact Sheet
- Rent Control Fact Sheet
- DOPA Fact Sheet
- NEAHP Fact Sheet
- About DHCD Fact Sheet
- Searching for Housing Brochure
- PADD Fact Sheet
- SBTA Fact Sheet
- Storefront Façade Improvement Fact Sheet
- HPAP postcard
- ADU postcard
- IZ postcard
- NEAHP postcard
- RAD postcard
- SBTA postcard
- SRFFP postcard
- Vacant to Vibrant DC Fact Sheet
- The Contractor's Draft Analysis of Impediments to Fair Housing Choice (A.I.) Report
- Final FY 2016-FY2020 5 Year Consolidated Plan
- HUD 2018/DHCD 2019 Consolidated Annual Performance Evaluation Report (Draft)
- HUF 2017/DHCD 2018 Consolidated Annual Performance Evaluation Report
- Housing Production Trust Fund FY 2019 First Quarter Report
- Housing Production Trust Fund FY 2019 Second Quarter Report
- Housing Production Trust Fund FY 2019 Second Quarter Report

- Housing Production Trust Fund FY 2019 Second Quarter Report
- HUD FY2019 DHCD FY2020 Annual Action Plan (Draft)
- 2010 DHCD Low Income Housing Tax Credit Qualified Allocation Plan
- DHCD FY2019 National Housing Trust Fund Allocation Plan
- Weekly Reports on Tenant Opportunity to Purchase Act (TOPA) Filings

30. Please separately list each employee whose salary was \$100,000 or more in FY19 and FY20, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Response: See Attachment 30a & 30b

31. Please list in descending order the top 25 overtime earners in your agency in FY19 and FY20, to date. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

Response: See Attachment 31a & 31b

32. For FY19 and FY20, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Response: Six (6) DHCD attorneys received a bonus pursuant to the Collective Bargaining Compensation Agreement (CBA) between the American Federation of Government Employees, Local 1403, AFL-CIO and DHCD, effective fiscal years 2017 through 2020. The CBA requires DHCD to pay a 2% performance allowance to any attorney who receives an "outstanding" rating or a 1.5% performance allowance to any attorney who receives an "excellent" rating, for the evaluation period ending August 31, 2018.

The six attorneys received the follow bonuses respectively:

- \$2,055.28
- \$1,941.04
- \$3,428.68
- \$3,312.70
- \$2,190.06
- \$1,841.72

Three employees retired and were approved for special pay retirement awards in the following amounts:

- \$25,000
- \$25,000
- \$10,000

33. 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 its anticipated completion.

Response: Contracts are negotiated on behalf of DHCD by OLRCB. There are two AFGE locals that represent DHCD employees: AFGE Local 1403 and AFGE Local 2725.

The AFGE 1403 is current and in effect through 2020. AFGE 2725 is part of the AFGE master contract. The AFGE Master CBA rolls over each year and remains in full force and effect until a new contract is negotiated. Negotiations for the AFGE master contract are pending.

See Attachment 33a and 33b.

34. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY18 or FY19, to date, if minutes were prepared, or the explanation why minutes were not prepared to not available. Please inform the Committee if the board or commission did not convene during any month.

Response: DHCD convenes the HPTF Board. See Attachment 34 a-r which include a chart of HPTF board members, meeting agendas, and meeting minutes.

35. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with each requirement, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

Response:

Inclusionary Zoning Annual Report – the most recent report published is for FY18. The Annual Report for FY19 will be published in the first quarter of calendar year 2020.

Housing Production Trust Fund Annual Report – the most recent report published is for FY15. The completion of subsequent reports awaited the conclusion of current

audits. The FY 16 audit is complete and final reporting will be made this Spring. The FY17, FY18, and FY19 reports will be completed after the audits for each of those years is completed. DHCD is in the process of soliciting an auditor to complete the audits. Long term, the agency is interested in exploring ways that we can include the annual audits as a part of the CAFR audit conducted by the Office of the Inspector General. The Mayor has introduced legislation entitled the Housing Production Trust Fund Income Targeting Accountability Act of 2019 to better align the reporting with accounting practices of the agency and reflect the goals and achievements of a current administration's priorities.

Housing Production Trust Fund Quarterly Reports – the most recent report is from the fourth quarter of FY19. The first quarter report for FY20 will be published in the spring.

Unified Fund Report – the report for FY18 and FY19 will be submitted to the Council in the first quarter of calendar year 2020.

36. Please provide a list of any training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the number of agency employees that were trained, the names of the trainers, and the total cost of each, if a procurement was made, the name of the contractor and the basis for the non-competitive award, if applicable.

Response: The staff of DHCD strives to balance the needs of the organization as well as its people by providing blended learning activities that allow each team member to achieve their educational goals. All staff have numerous opportunities to enhance and augment their professional development. In addition to their access to technical affordable housing and economic development courses, staff is provided with internal learning opportunities as well as the Center for Learning and Development's suite of facilitator led and online courses. The agency also affords staff the opportunity of continuous learning through the additional resource of LinkedIn Learning, which is web-based.

See Attachment 36

37. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Response. Yes. DHCD employees (excluding OCFO and attorney staff) are evaluated by their appropriate supervisor. Evaluations are then routed to Division Heads and relevant reporting Senior Staff. As a matter of course, the performance evaluation period for all covered employees begins at the start of each fiscal year (October 1st) to the end of the fiscal year (September 30th). Supervisors, the agency head, or agency head designees

are responsible for reviewing and approving the annual performance evaluation completed by a rating official. An overall performance rating is a culmination of the ratings assigned to each performance expectation. The overall performance rating indicates the level of an employee's actual performance of assigned competencies and S.M.A.R.T Goals during the performance management period.

The process for evaluating agency attorneys is set forth in Chapter 36 (Legal Service) of the District Personnel Manual (DPM) and includes coordination between each agency, the Mayor's Office of Legal Counsel (MOLC) and the Department of Human Resources (DCHR). The agency General Counsel conducts the performance review for all agency staff attorneys beginning on September 1st of each year.

Agency-Specific Questions

Housing Development Pipeline

1. **Please provide the following in an Excel spreadsheet:**
 - **List of all DHCD projects that closed in FY18; and**
 - **List of all DHCD funded projects that came online in FY17, FY18, and FY19 to date, the addresses of these projects by Ward, and the number of units in each of these projects by AMI level.**

Response: See Attachment 1a and 1b.

2. **On an Excel spreadsheet, please provide the following information regarding 9% LIHTC projects awarded for FY17, FY18, and FY19 to date:**
 - **Name of the awardee;**
 - **Name of all the legal entities comprising the awardee;**
 - **Name of each individual and/or principal of the entity;**
 - **Name and location of project;**
 - **Date of award;**
 - **Description of project; and**
 - **Project timeline.**

Response: See Attachment 2.

Federal Funding (CDBG/HOME/LIHTC)

3. **What are the current fiscal year uses for Community Development Block Grant (CDBG) funds?**

Response: DHCD will use its CDBG funding in FY 2020 for activities that revitalize neighborhoods, promote economic development, promote housing opportunities and improve community facilities, and services in low-moderate income communities as outlined in DHCD's FY 2020 Action Plan. CDBG funds are the District's most flexible federal resource and can be used for both housing projects and non-housing community development activities. (Specific projects funded in FY 2019 included funding a public facility Bread for the City (via competitive solicitation), down payment assistance through the Home Purchase Assistance Program (HPAP), and housing counseling, small business technical assistance and storefront façade improvements through the Neighborhood Based Activities Program (NBAP).

4. Please describe how CDBG funds will be used in FY20, and what changes are being considered for the CDBG funds.

Response: DHCD will use its current CDBG funding in FY2020 as stated in the District's annual FY2020 Action Plan in the AP38 Project Summary (to view the Action Plan submitted to HUD see FY 2020 Annual Action Plan). Some of the activities are described below:

- Providing housing counseling services and small business technical assistance, façade improvements utilizing DHCD's community-based partners.
- Home Purchase Assistance Program- Continued funding of the HPAP program using both HOME and CDBG utilizing two administrators to assist individuals and families to become homeowners in the District.
- Provided financing to expand the Bread for the City facilities in SE which will be a three-story 30,000 square feet community facility which will provide residents with comprehensive services. The facility will provide brand new medical, dental, vision, and behavioral health services; a jobs center; expanded food and clothing distribution centers; legal offices; social services offices; and a fitness center.

5. What funds will be available from CDBG in the 2020 Notice of Funding Availability?

Response: At this time, DHCD is unable to estimate the amount of available funding because we have not prepared the Annual Action Plan for future Fiscal Years, beyond FY20. CDBG appropriations have remained consistent for the last three years, as well as DHCD's fund uses.

6. Please describe how HOME funds are being used in FY20, and what changes are being considered for HOME funds.

Response: As noted in the FY2020 Annual Action Plan, DHCD will use its current HOME funding to finance the rehabilitation and construction of multifamily affordable rental housing and provide homeownership opportunities. DHCD will continue to fund organizations certified and designated as Community Housing Development Organizations (CHDOs as required by the HOME regulations).

7. What funds will be available from HOME in the 2020 Notice of Funding Availability (NOFA)?

Response: DHCD continues to use HOME funding in accordance with the Annual Action Plan submitted to HUD annually. DHCD is unable to estimate the amount of funding available because we have not prepared the Annual Action Plan for future Fiscal Years, beyond FY20. DHCD continues to use HOME funds to preserve and expand the affordable housing stock, increase homeownership through using HOME funds for HPAP and supporting CHDOs.

8. What are DHCD's plans for using HOME funds as operating funds for Community Housing Development Organizations (CHDOs)? Please describe how CHDOs have used that funding.

Response: CHDO Operating funds are available and in FY2019 DHCD finalized an operating grant for a CHDO. DHCD will continue to support CHDOs and provide Operating Assistance if requested and based upon the pipeline of eligible CHDO projects presented to the agency.

9. Have there been any changes to the District's Qualified Allocation Plan (QAP) and the use of tax credits?

Response: The District last updated its Qualified Allocation Plan (QAP) in June 2019. One of the key changes in the 2019 update was the inclusion of the average income minimum set-aside election. DHCD plans to update the QAP every two years.

Tenant Opportunity to Purchase Act (TOPA)

10. What participation was provided by your agency for each TOPA building completed or in process? Identify each developer for each building and the names of the individuals who are the principals for each entity of the developer.

Response: One Limited Equity Cooperative accessed DHCD financing to complete a TOPA purchase in FY19 using Housing Production Trust Fund. The 5912 Missouri Cooperative Association purchased their building at 5912 14th Street, NW using an HPTF loan. However, it should be noted the Housing Preservation Fund is predominantly used to fund TOPA acquisitions and critical repairs. See response #91.

11. How many buildings completed a TOPA purchase in FY19 and FY20 to date?

Response: The Rental Conversion and Sale Division of DHCD must receive copies of all notices of intent to sell and offers of sale and potential sellers must use government-approved forms made available by DHCD. DHCD does not receive notice that tenants have negotiated and ratified a sales contract or completed the purchase of a housing accommodation.

See answer to question 10 above for TOPA purchases where DHCD financed the TOPA acquisition.

12. How many buildings began the TOPA process in FY19 and FY20 to date, but have yet to complete the purchase?

Response: Tenants are not required to notify the Rental Conversion and Sale Division if they purchase the housing accommodation nor if they assign their rights to a third-party interested in purchasing the housing accommodation.

See answer to question 10 above for TOPA purchases where DHCD financed the TOPA acquisition.

13. Please describe any issues/problems that have come to your attention regarding the implementation of TOPA or apparent attempts by housing providers to circumvent TOPA.

Response: The general public, tenants and housing providers do not have significant awareness of their rights or obligations under the Tenant to Purchase Act which can present challenges and prevent tenants from exercising these rights. DHCD provides grants to community-based organizations such as Housing Counseling Services and Latino Economic Development Corporation to provide technical assistance to tenants interested in exercising their right to purchase and raise public awareness of their rights as tenants under TOPA. Often, despite their best efforts, our CBO partners are unable to reach tenants before they make decisions regarding their rights such as assigning their right to purchase for consideration other than a guarantee of affordable housing.

14. Given the aggressive climate in which the District currently operates to fulfill Mayor Bowser's recent mandate of creating 36,000 new housing units by 2025, has the agency given thought to reporting quarterly on the total number, size by bedroom type, location, and DC dollars devoted to TOPA deals?

Response: Recognizing the need for more housing stock in the District, DHCD, working with its housing partner agencies, is laser-focused on doing everything it can to help deliver the 36,000 new housing units, 12,000 of which will be affordable, by 2025. TOPA transactions that are financed by the agency are reflected in the Housing Production Trust Fund and Housing Preservation Fund data and reports. However, DHCD will continue to explore how to make processes more efficient and transparent to help achieve the goal.

District Opportunity to Purchase Act (DOPA)

15. Explain how DOPA is used towards the implementation of Mayor Bowser's goal creating 36,000 new housing units by 2025.

Response: DOPA is one of several tools that will assist the Mayor in creating and preserving the 36,000 new housing units by 2025. Since its primary function is a preservation tool, the expectation is that it will be used to preserve properties at risk of being lost to the market.

16. What obstacles are there to DHCD beginning to implement DOPA purchases?

Response: The properties that are eligible under DOPA where at least 25% of units are affordable at 50% of MFI are primarily smaller buildings with 5-20 units. This stock of buildings is less attractive to our DOPA developers as the financing is difficult to achieve and the return of investment is much smaller. As such, there has not been as much interest in properties that have qualified for DOPA in the past fiscal year.

17. How many applications has DHCD received for DOPA since the rollout of the program?

Response: Of the 15 properties where DHCD has expressed interest, only 4 applications or bids have been received. Two of the properties have since been taken off the market. The tenants exercised their TOPA rights on the third property. Regarding the fourth property, the agency is waiting on the tenant's decision to exercise TOPA, but tenants are actively in the process of pursuing their rights. As such, it is expected that this property will go to the tenants.

18. When does DHCD expect to make its first DOPA building purchase?

Response: In response to the limited participation by developers in DOPA, the agency organized a meeting with all Pre-Qualified Developers. The purpose of the meeting was to obtain feedback on how developers view DOPA and more specifically, the buildings being pursued through DOPA. Attendees provided a number of suggestions to improve DOPA which the agency is reviewing at this time. Some of the suggestions would require statutory fixes. As a result, the agency is determining the best approach that would support and contribute to the Mayor's housing goals. It may be another year before a building will be purchased through DOPA.

19. How many DOPA building purchases are expected each year from FY20-FY22?

Response: The agency continues to look at ways to improve the program, having introduced B23-0136 – District's Opportunity to Purchase Act Amendment Act of 2019". With these fixes, DHCD hopes to increase the number of properties that can be purchased each year. This goal is contingent on the decisions that tenants make in pursuing their TOPA rights.

Home Purchase Assistance Program (HPAP)

20. Who is the current administrator(s) of the program and what is the current division of labor?

Response: The two administrators are listed below. Both administrators assist low-moderate income applicant households with down-payment and closing cost assistance from DHCD. The Greater Washington Urban League is the sole administrator performing settlements of condominiums and cooperatives.

Greater Washington Urban League
 2901 14th Street NW
 Washington, DC 20009

DC Housing Finance Agency
 815 Florida Avenue NW
 Washington, DC 20001

21. Please provide the number of applications, closings, the funds distributed, and average purchase price for the HPAP program for FY19 and FY20 to date.

Response:

FY2019 Applications and Closings

Applications		Total
	GWUL	533
	DCHFA	614
Total		1,147
Closings		
	GWUL	186*
	DCHFA	157
Total		343

Funds Distributed: \$19,983,152.14

Average Purchase Price: \$337,500

*Includes 122 EAHP/HPAP Combo Loans

FY2020 Applications and Closings

Applications – 1 st Qtr		
	GWUL	65
	DCHFA	147
Total		212

Closings		
	GWUL	26*
	DCHFA	33
Total		59

Funds Distributed: \$1,418,570.51

Average Purchase Price: \$376,181.70

*Includes 20 EAHP/HPAP Combo Loans

22. Please provide the statistics for the pool of HPAP recipients, broken down by the following categories:

- Age
- Gender
- Ethnicity
- Household size
- Income

Response:

AGE	18-25	26-33	34-42	43-51	52 and above
	26	158	111	41	25

GENDER	18-25	26-33	34-42	43-51	52 and above
M	6	54	40	16	8
F	20	104	71	25	17

ETHNICITY	BLK	W	A	O
	259	60	7	35
%	85.25	2.16	0.25	12.6

HOUSEHOLD SIZE	1	2	3	4	5 or more
	212	84	34	17	14
%	76.5	6.31	4.2	6.1	5.1

INCOME	50% AMI	60% AMI	80% AMI	120% AMI
	106	122	130	4

23. What is the breakdown of purchases by home prices and by Ward from HPAP recipients for FY19 and FY20 to date?

Response:

FY 2019

Ward	Number FY 2019	Average Purchase Price
1	22	\$320,361
2	11	\$286,882
3	12	\$293,167
4	35	\$305,483
5	43	\$302,962
6	19	\$286,852
7	124	\$354,131
8	92	\$324,322

FY2020

Ward	Number FY 2020 YTD	Average Purchase Price
1	1	\$364,000
2	1	\$210,900
3	3	\$312,000
4	6	\$340,266
5	10	\$369,053
6	1	\$292,000
7	22	\$363,000
8	19	\$286,947

24. How many HPAP recipients also utilized EAHP and/or NEAHP?

Response:

FY2019 – 122 EAHP

21 NEAHP

FY2020 – 18 EAHP

7 NEAHP

25. Provide the underwriting criteria for HPAP and EAHP. Please note any changes that have been made to the criteria and/or guidelines since the last performance oversight hearing.

Response:

HOME PURCHASE ASSISTANCE PROGRAM HPAP (HPAP)
 Eligibility and Underwriting Guidelines for HPAP and EAHP loans
Effective January 2020

HPAP Loan	<p>HPAP is a second trust loan for acquisition down payment of up to \$80,000 plus closing cost assistance up to \$4,000. All funds are in one loan - not a grant. Loan is deferred for minimum 5 years. The amount of assistance and deferral period is determined by household income and size. (Loan deferred with no monthly payments for Very Low-Income and Low-Income households unless property rented, transferred or sold; refer to the HPAP Assistance Table) <u>HPAP Maximum First Trust loan \$484,350</u>, no maximum sales price</p>
EAHP Loan First-Responder Grant	<p>EAHP loans available to DC Government Employees in good standing for 1 year EAHP deferred loan of \$20,000 and up to \$5,000 matching grant based on savings First-Responder additional \$10,000 Recoverable Grant for MPD Officers, Corrections Officers, Firefighters, Paramedics, Emergency Medical Technicians. Matching grant up to \$15,000. EAHP <u>maximum sales price \$726,525</u>, no maximum first trust loan amount</p>
Income to Payment	<ul style="list-style-type: none"> • Maximum housing cost to income is 40% • Housing costs include: <ul style="list-style-type: none"> • First Trust payment; Projected Real Estate Taxes (reflecting Homestead Exemption); Condo / Coop/ HOA Fees ; Homeowners insurance; Mortgage Insurance • Maximum total debt to income ratio is 45% • Exceptions based on compensating factors considered, but rare. <p><u>Compensating factors determined by the HPAP Administrator, may include: household income not included in ratios, savings; employment history; housing payment history</u></p>
Acceptable First Trust Loan	<p>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.</p>
Condo/Coop fees and other fees	<p>HPAP funds <u>cannot pay condo or coop fees</u>. Maximum of 2 months toward escrow for capital contribution. Condo and Coop Fees are counted in monthly debt ratio. See <u>Non-Allowable Closing Fee Sheet</u> for fees HPAP can pay on behalf of borrower.</p>
Credit Score	<p>600 middle score with tri-merge credit report. Credit Report less than 120 days old at closing.</p>
Credit Report	<p><u>At Eligibility</u>: Traditional history with minimum 600 middle credit score accepted.</p>

	<p>No credit score: eligible non-traditional/ alternative credit with minimum three accounts, such as utility, cell phone bills, auto insurance with one year documented history, plus 12 mo. rent history.</p> <p><u>At Approval:</u> Lender Automated Underwriting accepted for tradelines and rental history. Manually underwritten loans require three tradelines and 12 month rental history, or maximum 36% housing ratio in lieu of rental history.</p> <p>Authorized user accounts <u>are not counted</u> in minimum trade line requirement. Accounts with collections and charge-offs are not considered trade lines.</p>
Income/Employment Requirement	<p>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.</p> <p>Mortgage debt ratio calculations use income calculated according to mortgage qualifying guidelines of FHA, Fannie Mae or Freddie Mac.</p>
Loan Amount and CLTV	<p>Lenders are required to maximize the first trust loan, using 28% housing cost to income as minimum guideline. HPAP Administrator has final say on whether first trust loan meets this guideline.</p> <p>HPAP Notice of Eligibility amount represents a maximum, not a guaranteed amount. Relationship of HPAP amount to first trust loan is not restricted other than by maximizing first trust loan.</p> <p>Total financing cannot exceed the appraised value by more than 5% (105% CLTV).</p>
Rate Buy Downs and Arms	<p>Rate buy down subsidies cannot be paid with HPAP closing assistance. The borrower, lender or third party can pay the buy down subsidy on behalf of the borrower, as disclosed to borrower.</p> <p>ARM - HPAP will qualify applicants based on the first adjustment cap rate.</p>
First Time Homebuyer	<p>HPAP borrowers can have had no residential real estate ownership for 3 years.</p> <p>EAHP borrowers cannot have owned a primary residence in DC for 3 years.</p>
District Residency	<p>HPAP borrowers must all be current District residents to receive eligibility priority. Non-District residence only eligible after all District residents with notices of eligibility have purchased or eligibility expired.</p> <p>EAHP borrowers do not need current District Residency</p>
Borrower Cash Contribution	<p>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.</p> <p>EAHP borrowers have no minimum contribution required.</p>

Property Eligibility	Only Single Unit properties eligible for HPAP and EAHP loans. Single family houses, town houses, PUDs, Condominiums and Cooperatives eligible.
HPAP Timelines	Notice of Eligibility issuance 6 business days after receipt of complete application package. Contract acceptance decision 3 business days after receipt of complete contract. Inspection acceptance decision 3 business days after receipt of complete inspection. Underwriting decision 5 business days after receipt of complete application package from Lender. Closing scheduling at least 3 business days after underwriting approval, for documents and funding.

26. Have there been any issues pertaining to the amount of funding for FY19 and FY20 to date?

Response: There were no funding issues for HPAP and EAHP through the close of FY19 or FY20 YTD. DHCD was able to properly deploy sources of funds available to match the demand for both EAHP and HPAP among the income categories of the approvable applicant pool.

27. Have there been any additional changes made since the last fiscal year to improve HPAP loan repayment servicing?

Response: DHCD continues its compliance-driven work with a focus on asset recovery and collections. As in FY19, DHCD continued to work alongside AmeriNat, its third-party servicer, to improve Home Purchase Assistance Program (HPAP) servicing through the following action steps:

- Consistently working to improve annual residency monitoring by increasing correspondence to non-responsive borrowers;
- Efficiently tracking delinquent borrowers with increased written and telephonic correspondence; and
- All correspondence include more compelling language, transparency, and has been branded to name the Department of Housing and Community Development.

28. How much money are you receiving yearly in HPAP repayments and how are these funds being used?

Response: In FY19, DHCD received \$1.83 million in HPAP repayment revenue in Fund 0602. In FY20, through the end of the first quarter, \$253,051 have been collected in this fund.

HPAP also receives loan repayments in other fund types (see below). Funds collected in Local (Fund 0100) go into the General Fund for use by the District. In various grant funds (8201, 8202), collections are re-used in the program, either for HPAP or for other CDBG or HOME-eligible projects. Collections in fund 0602 are dedicated to future HPAP/EAHP loans.

Agy Fund	Agy Object	Agy Object Title	FY19 Revenue	FY20 Revenue (thru 12/31)
0100	2002	APPR HPAP REPAY	50,420.92	
	2800	HPAP LOAN PAYOFF	1,257,028.28	285,344.74
	2810	HPAP LOAN REMITTANCE	425,158.02	(45,058.20)
0100 Total			1,732,607.22	240,286.54
0602	2002	APPR HPAP REPAY	(1,885.34)	
	2800	HPAP LOAN PAYOFF	1,191,045.79	178,878.40
	2810	HPAP LOAN REMITTANCE	644,539.56	74,168.02
0602 Total			1,833,700.01	253,046.42
1240	6111	APPR HPAP REPAY	17,305.94	
1240 Total			17,305.94	
1243	6111	APPR HPAP REPAY	275,403.94	
1243 Total			275,403.94	
1244	6111	APPR HPAP REPAY	(107,824.22)	
1244 Total			(107,824.22)	
1245	6111	APPR HPAP REPAY	(520,384.39)	
1245 Total			(520,384.39)	
1294	6111	APPR HPAP REPAY	42,939.53	
1294 Total			42,939.53	
1295	6111	APPR HPAP REPAY	(51,104.01)	
1295 Total			(51,104.01)	
8201	2700	HPAP LOAN PAYOFF	2,459,851.50	691,174.70
	2710	HPAP LOAN REMITTANCE	969,610.79	141,584.33
	5105	CDBG HPAP LOAN REPAY	16,913,016.86	50,509.69
8201 Total			20,342,479.15	883,268.72
8202	2700	HPAP LOAN PAYOFF	644,019.09	323,309.46
	2710	HPAP LOAN REMITTANCE	338,027.09	37,727.62
	5105	CDBG HPAP LOAN REPAY	1,391,287.53	10,000.00
	5122	HOME HPAP PROGRAM INCOME	(30,945.59)	
8202 Total			2,342,388.12	371,037.08
8204	5105	CDBG HPAP LOAN REPAY	27,494.73	
8204 Total			27,494.73	
Grand Total			25,935,006.02	1,747,638.76

29. How much of that money is from monthly repayments and how much is from repayments of the total HPAP amount?

Response:

	FY19 Revenue	FY20 Revenue (thru 12/31)
Payoff	5,551,944.66	1,478,707.30
Monthly/Other Remittance	20,383,061.36	268,931.46
Total	25,935,006.02	1,747,638.76

30. Currently, what is the average time it takes for DHCD to re-subordinate an HPAP or HPTF loan for a regular refinance?

Response: Currently, on average, it takes about thirty (30) business days to subordinate Home Purchase Assistance Program (HPAP) debt.

31. Does DHCD intend to supplement the funds if and when the originally appropriated amount runs out?

Response: DHCD will monitor and evaluate the demand for HPAP dollars. If the demand exceeds the approved budget, DHCD will discuss options for funding the demand internally and with the Executive Leadership.

32. What is the maximum income limit for federal funds? How does this compare with the maximum income limit for local funds?

Response: Federal and local income limits are generally calculated in relation to the HUD Area Median Family Income (MFI), which was \$121,300 for the Washington area in 2019. Maximum income limits differ by federal program both in their percentage of the MFI and how the percentages are adjusted. Reported below are the maximum income limits for initial eligibility for the Federal programs associated with DHCD's programs.

Program	Most recent year	Description	Dollar amount	Notes
Section 8	Fed FY 2019	HUD adjusted, Family of 4, 80% of MFI	\$77,600	DHCD does not administer this program
Low Income Housing Tax Credit	Fed FY 2019	HUD adjusted Family of 4, 60% of MFI	\$72,780	Limits can differ by project based on vintage
CDBG/Home	Fed FY 2019	Uncapped HUD Family of 4, 80% of MFI	\$97,050	HUD determines DC uses uncapped limits

National Housing Trust Fund	Fed FY 2019	HUD adjusted Family of 4, 30% of MFI	\$36,400	Currently limited to 30% of MFI nationally
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Maximum Income limits differ for local programs as well in their percentage of the MFI and in how the percentages are adjusted.

Program	Most recent year	Description	Dollar amount	Notes
HPTF	Effective July 2019	Family of 4, 80% of MFI	\$97,050	Uncapped limit
HPAP	Effective July 2019	Family of 4, 110% of MFI	\$133,450	By statute. family adjustments stop after family of 5 (\$141,750)
IZ	Effective July 2019	Family of 4, 80% of MFI	\$97,050	
ADU	Effective July 2019	Family of 4, 120% of MFI	\$145,550	

The program income and price limits for all of DHCD's programs, local and federal are now accessible through a single portal <https://dhcd.dc.gov/service/rent-and-income-program-limits>.

33. What is the average time it takes to reimburse the co-administrators and what is the current status of reimbursement to the co-administrators?

Response: DHCD strives to meet the Quick Payment Act (QPA) of 30 days from approved invoice to payment. The current cycle averages 20 days from loan closing to reimbursement, which results in Administrators carrying about two months of loan closing demand against the line of credit. As a note, liquidity for settlement timing has historically been a challenge for the HPAP program, based on the requirement that it operate as a reimbursable grant program, with DHCD purchasing loans and paying for expenses after they can be documented and invoiced. However, DHCD and the HPAP Administrators regularly monitor the program's funding needs.

Employer-Assisted Housing Program (EAHP)

34. Please provide the number of applications, closings, the funds distributed, and average purchase price for the EAHP program for FY19 and FY20 to date.

Response:

FY2019 EAHP

Applications 350
 Closings 185
 Funds Distributed: \$3,905,874
 Average Purchase Price: \$377,962

FY 2020 YTD

Applications 59
 Closings 39
 Funds Distributed: \$1,004,279
 Average Purchase Price: \$449,744

35. Please provide the statistics for the pool of EAHP recipients broken down by the following categories:

- Age
- Gender
- Ethnicity
- Household size
- Income

Response:

AGE	18-25	26-33	34-42	43-51	52 and above
	7	73	81	12	12
%	3.8	39.49	43.94	6.36	6.36

GENDER	
M	73
F	112

ETHNICITY	BLK	W	A	O
	118	28	15	21
%	64.33	15.28	8.28	11.46

HOUSEHOLD SIZE	1	2	3	4	5 or more
	65	58	24	15	24
%	35.03	31.21	12.74	8.28	12.74

INCOME	>30% AMI	31-50% AMI	51-60% AMI	61-80% AMI	81%+ AMI
	15	39	19	35	72
%	8.1	21.08	10.27	18.92	38.90

Definitions:

GENDER	BLK = Black
	W = White
	O = Other
	A = Asian

36. What is the breakdown of purchases by home price and by Ward for EAHP recipients for FY19 and FY20 to date?

Response:

FY 2019

Ward	Number FY 2019	Average Purchase Price
1	10	\$396,074
2	4	\$342,133
3	9	\$324,214
4	23	\$388,500
5	36	\$454,074
6	6	\$391,000
7	51	\$375,114
8	46	\$352,588

FY2020

Ward	Number FY 2020YTD	Average Purchase Price
1	1	\$354,000
2	-	-
3	-	-
4	3	\$445,000
5	4	\$552,750
6	2	\$511,000
7	18	\$424,807
8	11	\$410,909

37. What does DHCD do in terms of outreach to advertise this program to District government employees?

Response: DHCD conducts significant outreach for the EAHP at all of its outreach events. DHCD has conducted specific outreach efforts before and during its DC Housing EXPO each year. Most recently, DHCD conducted a workshop at the Office of the DC Auditor which was tailored for agency staff members regardless of their homeownership preparation level. DHCD also recently participated in the Deputy Mayor for Planning and Economic Development's Open House where EAHP was showcased as a homeownership opportunity. DHCD participated in the DC Department of Human Resources' 2019 WeAreHR Symposium to promote the program to 150+ HR professionals, General Counsels and Learning and Development Coordinators across District Government. Lastly, DHCD relies on its network of agency-funded community-based organizations to conduct outreach regarding all DHCD housing programs, including EAHP.

DHCD is continuing to search for opportunities to provide outreach for homeownership opportunities for the government's employees. The agency is currently strategizing to increase participation in the First Responders Program within EAHP, which is specifically designed for Fire Department, Police Department and EMS employees. DHCD has conducted significant outreach for the EAHP targeted toward homeownership opportunities for District government employees.

38. What has been done by DHCD to ensure that all CBOs and clients are made aware of the recent changes to the program?

Response: Changes to the original legislation which created HPAP, EAHP, or NEAHP have been approved by the DC Council. In addition, changes to HPAP eligibility requirements such as household size and income' and maximum home purchase price have been published in the DC Register. Procedural and policy changes for the programs have been accomplished through notification to the Homeownership Program Administrators and the Community Based Organizations. Customers are notified by the Community Based Organizations, and as necessary, by DHCD and the Homeownership Program Administrators. DHCD may use its additional outreach channels to ensure that the community is aware of program changes. DHCD also holds periodic meetings with the Administrators and CBOs to discuss and answer questions about potential changes to our homeownership programs. In FY19, DHCD implemented no additional changes to the program other than annual increases in the income maximums which are updated and published during the month of July of the respective year.

39. Does DHCD intend to supplement the funds if and when the originally appropriated amount runs out?

Response: DHCD will monitor and evaluate the demand for HPAP dollars. If the demand exceeds the approved budget, DHCD will discuss options for funding the demand internally and with the Executive Leadership.

Single Family Residential Rehabilitation Program (SFRRP)

40. How many applicants applied for the SFRRP in FY19 and FY20 to date?

Response: The SFRRP had 132 applicants in FY19 and 19 applicants in FY20 to date.

41. How many seniors applied for the SFRRP in FY19 and FY20 to date?

Response: The SFRRP had 69 applicants age 65 or older who applied in FY19, and 15 applicants age 65 or older have applied in FY20.

42. What was the average time from SFRRP application submission to project completion in FY19 and FY20 to date?

Response: The average time from SFRRP application submission to project completion in FY19 and FY20 to date is 2 years and 4 months.

43. What steps have been taken to improve and streamline the program?

Response:

The Single-Family Residential Rehabilitation Program assists dozens of eligible households each year. Many of our applicants needed repair assistance years before applying to our program, so what may have only required a small roof patch or replacement has now caused significant damage to ceilings, walls, and sometimes even the structure itself.

To improve the client experience, the program has increased collaboration with other agencies, referring eligible residents to programs such as DOEE's weatherization program, the Department of Aging and Community Living (DACL)'s Safe at Home Program, and the Department of Health Care Finance (DHCF)'s Elder and Persons with Physical Disabilities Program (EPD Waiver Program). We also put an emphasis on decreasing the amount of time for applicants to be notified if they have been accepted for further processing and removed the requirement for applicants to first apply to a private bank for funding. Finally, we are working with the Office of Contracting and Procurement to establish a more standardized procurement process that provides a trusted method to hold contractors accountable to District standards during the work and when the project is completed.

To reduce the time before a project starts, the program has had to first prioritize older, legacy cases (though in the short run this means some new cases are waiting longer). The program also revised how scopes of work are completed to better adhere to program guidelines and are less likely to need substantial revision later. This process has been used to revisit projects that had lapsed due to difficulties with determining the scope. Finally, the program has streamlined internal review, reducing the compliance review timeline from two to three months to two to three weeks and the funds-commitment timeline from one to three months to one week.

44. Have there been any steps made to reduce the paperwork in the application process?

Response: To improve the client experience, DHCD removed the requirement for applicants to first apply to a private bank for funding. This provided a reduction in some of the paperwork that is collected during the application process. However, there is a certain amount of paperwork that is necessary in order for SFRRP to ensure income eligibility for all applicants as outlined by the Housing Production Trust Fund (HPTF) regulations, in addition to ensuring compliance with the SFRRP regulations set forth in 14 DCMR Chapter 28.

45. What outreach and support processes has DHCD implemented for the senior population in identifying and searching for appropriate housing?

Response: DHCD works with the Department of Aging and Community Living (formerly Office of Aging) to educate residents on available programs targeting the senior population similar to SFRRP.

- 46. SFRRP is closely tied with the Safe at Home program that is administered by the District's Office on Aging. How many referrals have SFRRP received from the Safe at Home program?**

Response: The Department of Aging and Community Living (DACL) operates the Safe at Home program, and SFRRP does not receive tracking information on referrals from DAACL.

- 47. Last year, when the District did not receive federal funding for the Washington Lead Safe Program, the agency stated that SFRRP would be used to remediate lead for homeowners. How many cases of lead remediation have been resolved utilizing this program?**

Response: DHCD continues to complete lead remediation for the units which remained in the Lead safe Washington pipeline when the federal grant ended. There were eleven single family projects, and three multi-family projects remaining in the pipeline. The multi-family projects were 6 units, 25 units, and 49 units, respectively. Seven of the eleven single family projects will be completed by February 29, 2020. The three single-family projects and all of multi-family projects will be worked on through completion, projected late spring or early summer 2020.

Small Business Technical Assistance (SBTA)

- 48. How has DHCD coordinated its funding for SBTA in partnering, managing, or collaborating with other District agencies that serve small businesses?**

Response: In 2019, Neighborhood Based Activities Program (NBAP) implemented a more comprehensive Quarterly Data and Performance (QDAP) metric reporting instrument for the Small Business Technical Assistance (SBTA) program. The QDAP was revised to enable NBA to capture and categorize data to track grantee performance to (1) better respond to additional requests for data from the DC City Council for more targeted data on the effects of funding and (2) changes in federal funding and public sector ecosystem that focus on evidence based and data driven decision-making. This data collection tool was fully implemented in fiscal year 2019.

We continue to support the efforts of Great Streets through our Community Based Organizations by assisting small businesses in completing Great Street grant applications. NBAP and our CBOs have had several briefings/trainings with Great Streets to learn how to better promote the program and service the small business community in applying for the

Great Streets grant. During DHCD's FY2020 NBAP Grantee Orientation in November, DSLBD and DCRA conducted briefings on their programs and engaged the grantees as partners and potential partners in future events and programs. Additionally, members of MOCR were invited to the orientation.

During the 2019 DHCD Expo, DMPED, DMGEO, DSLBD, DCRA, DOEE, and DOES are important contributors/participants with workshops and consultations to entrepreneurs and small businesses.

49. What steps has DHCD made to improve the RFP application submission process?

Response: For the FY2020 RFA, we relied on a totally electronic application submission and review process utilizing the web-based platform ZoomGrants. The ZoomGrants system simplified the process of managing programs, from receiving and reviewing applications to making decisions to gathering post-decision reporting, including: application questions, program budget, document attachments, post-funding reporting, custom scoring criteria, voting recommendations, committee discussions, workflow dashboards, weighted scoring and application comparisons, automatically saves data, etc.

There is great value in that ZoomGrants provides unlimited users, applications received, document attachments, saved reports and technical support to applicants and users. The independent review panel process was completed in two weeks and the NBAP team review was completed two days later. Recommendations were forwarded to senior management within two days. 57 applications were received for the FY2020 RFA through the ZoomGrants platform.

50. How many of the organizations that received an SBTA award for FY19 or FY20 have an executed P.O. number?

Response: In FY19 there were eleven (11) SBTA Community Based Organizations (CBOs), all with executed grant agreements and funded purchase orders. For FY20 there are eleven (11) SBTA CBOs, as of 1/27/2020: four (4) have executed grant agreements and funded purchase orders; and five (5) are in the pipeline for signature to be executed and then will be issued P.O. numbers. The two (2) remaining completing compliance and legal sufficiency of the grant agreement.

51. What was the total amount awarded to SBTA organizations in FY19 and FY20 to date?

Response: The total amount awarded to SBTA grantees in FY19 was \$3,123,498.00 and for FY20 it is \$3,582,680.00.

52. How many small businesses did the SBTA provider organizations serve across the District and by Wards in FY19 and FY20 to date? On an Excel spreadsheet, please identify:

- a. the business by address,
- b. the Ward the business is located,
- c. the Ward where the award will take place,
- d. the amount of the award, and
- e. each individual principal of each entity of the business.

Response: See Attachment 52

Inclusionary Zoning Units

53. How many IZ units were sold in FY19 and FY20 to date?

Response: In FY19, 54 IZ units became available for sale and 15 of those units were sold (14 of them in FY19 and 1 in FY20 to date, as of January 22, 2020). The remaining 39 unsold units available in FY19 are in the lottery or sales process (including applicant verification, contracting, and financing). To date in FY20, 20 IZ units became available for sale and 0 of those units were sold. In FY20, 3 IZ units have sold (the 1 available in FY19 and 2 others available from prior fiscal years).

54. What is the process, from start to finish, that an applicant must take in order to purchase an IZ unit?

Response: To purchase an IZ unit, a household representative must take the following steps:

- a. Attend the in-person two-hour IZ Orientation (IZO) hosted by either DHCD or one of the six Community-Based Organizations (CBOs) listed on the DHCD IZ webpage and obtain a certificate of completion.
- b. Use the IZO certificate code to create one registration for the household on the DHCD IZ webpage. Per the 12/29/17 revised regulations, new households registering for the IZ program will initially only be eligible for rental unit notifications. To change the registration notifications to “rent or purchase” or “purchase only,” the household must first submit a certificate of completion from a DHCD-approved 8-hour homebuyer course to iz.adu@dc.gov.
- c. Check email regularly (at least once a week) to look for IZ lottery announcements (a lottery entry link is open for 7 days). Households who read an IZ lottery email announcement, believe that they meet the requirements and are serious about pursuing the unit complete the lottery link within the email.
- d. If a lottery applicant is selected in an IZ lottery, the household representative will receive another email informing them of their selection (by the deadline that was stated in the lottery announcement email) and providing next steps to purchase the unit. The sales

team also receives the contact information for all selectees and follows up with them. Within 10 days of the selection email being sent, the household must then send a “Confirmation of Interest” form to the property. Within 30 days of the selection email being sent, the household should provide all required documents, including income verification, to the property. The CBOs serve as Certifying Entities for sale IZ units and conduct income verifications. Within 60 days of the selection email being sent, a sale contract should have been made with one of the selectees. The property can extend any of these deadlines in writing if it so chooses.

e. The applicant must sign an Acknowledgement of Covenant form prior to or at closing, summarizing the main restrictions on the IZ unit.

Prospective IZ applicants are also advised to monitor the listings on <http://dchousingsearch.org/regularly>. All IZ units must be posted on this website before DHCD will conduct a lottery. In instances where DHCD has already conducted the required number of lotteries and has approved the property’s Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP) in writing, the property can take direct applicants per the instructions on the www.dchousingsearch.org listing.

55. How many IZ rental units have come online in FY18, FY19 and FY20 to date?

Response:

IZ rental units available by fiscal year:

FY18	154 rental units
FY19	148 rental units
FY20 (as of 1/22/20)	42 rental units

56. How many IZ rental units are in the pipeline?

Response: 364 IZ rental units are currently in the pipeline, including planned units, units under construction, and units that anticipate a certificate of occupancy within 60 days.

57. What is the process, from start to finish, that an applicant must take in order to rent an IZ unit?

Response: To rent an IZ unit, a household representative must take the following steps:

a. Attend the in-person two-hour IZ Orientation (IZO) hosted by either DHCD or one of the six Community-Based Organizations (CBOs) listed on the DHCD IZ webpage and obtain a certificate of completion.

- b. Use the IZO certificate code to create one registration for the household on the DHCD IZ webpage.
- c. Check email regularly (at least once a week) to look for IZ lottery announcements (a lottery entry link is open for 7 days). Households who read an IZ lottery email announcement, believe that they meet the requirements, and are serious about pursuing the unit complete the lottery link within the email.
- d. If a lottery applicant is selected in an IZ lottery, the household representative will receive another email informing them of their selection (by the deadline that was stated in the lottery announcement email) and providing next steps to rent the unit. Within 10 days of the selection email being sent, the household must then send a “Confirmation of Interest” form to the property. Within 30 days of the selection email being sent, the household should provide all required documents, including income verification, to the property. The leasing teams typically serve as Certifying Entities for rental IZ units and conduct income verifications. Within 60 days of the selection email being sent, a lease should have been signed with one of the selectees. The property can extend any of these deadlines in writing if it so chooses.
- e. The applicant must sign an IZ Lease Rider, in addition to the lease, summarizing the main restrictions on the IZ unit.

Prospective IZ applicants are also advised to monitor the listings on www.dchousingsearch.org regularly. All units must be posted on this website before DHCD will conduct a lottery. In instances where DHCD has already conducted the required number of lotteries and has approved the property’s Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP) in writing, the property can take direct applicants per the instructions on the www.dchousingsearch.org listing.

58. With the IZ+ coming online, how much of an increase does DHCD anticipate to the number of units in the pipeline?

Response: The Office of Planning is managing the rollout of IZ+ and is responsible for determining projections.

59. Please describe what marketing and outreach initiatives are in place to provide the public information about IZ units coming online and the possibility of renting or purchasing one.

Response: As required by statute, all IZ unit vacancies (either initial offerings or future vacancies or future resales) must be listed by the project’s owner or owner’s representative (typically the property management in the case of rental units) on the District’s Affordable

Housing Locator Website: www.dchousingsearch.org . According to the regulations (Section 2207.6), in the case of IZ units that are still subject to DHCD lotteries, DHCD will not conduct the lottery until the unit has been properly listed on this site. If an IZ property has fulfilled its required number of DHCD lotteries and has a DHCD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and a DHCD-approved Household Selection Plan (HSP) on file, the property may also advertise on additional outlets (e.g. community newspapers, other websites and methods) that have been specified in the approved plans. In addition, the public can view both existing and upcoming IZ projects on the public IZ Project Dashboard available through a link on the DHCD Inclusionary Zoning webpage. The direct link to this application is <https://octo.quickbase.com/db/bi9iqv4v7>.

Affordable Dwelling Units (ADUs)

60. What is the DHCD utilizes to recapture of HPTF funds used to create for-sale units?

Response: When HPTF dollars are used to finance homeownership projects, a portion of the HPTF funds are resubordinated to the future homeowner upon sale. DHCD drafts and subsequently executes the tri-party document between the developer, DHCD and the new homeowner to ensure compliance with lending requirements and practice.

61. Please describe DHCD's current process of enforcement against ADU owners who have defaulted on their loans and/or condo fees.

Response: DHCD is not typically a lender of record and therefore does not in the normal course of business receive notice of foreclosure or liens against affordable dwelling units (ADUs) that or IZ units. However, if DHCD becomes aware of such issues, as it has a few times in the past, it works with Office of the Attorney General (OAG) and the owner and/or condo association to try to resolve the issues and ensure that the unit remains affordable.

If the ADU affordable for-sale unit includes DHCD-funds (HPTF, CDBG, HOME, NSP), DHCD receives notice of a foreclosure, and if the property has not yet been foreclosed, the Portfolio and Asset Management Division negotiates a settlement with the first trust lender so that DHCD's mortgage is not totally wiped out. If a DHCD loan is in default, AmeriNat notifies PAMD, and PAMD works with the borrower to return the loan to good standing. This process may include a modification or recasting of the loan.

62. What oversight does DHCD have in place to prevent ADU owners from renting their units in a manner contrary to their ADU obligations?

Response: Currently, there is language in the standard Affordable Housing Covenant, used to create ADUs, advising unit owners that they may not lease an ADU without DHCD's prior

written approval and there is language in the deed referring to the covenant. In addition, DHCD staff monitors sites such as Airbnb and Craigslist to ensure that ADUs are not being rented. On a few occasions ADUs have been found to be rented, and DHCD has taken steps, in conjunction with the Office of the Attorney General (OAG), to notify the owner of the violation and in one instance was successful in collecting the amount of rent received by the owner.

If 'ADU' is intended to include IZ units, in addition to the above, the household is required to sign a Declaration of Eligibility, which requires them to declare, under penalty of perjury, that the household intends to occupy the unit as its principal residence and will not allow the extended occupancy of anyone not listed as part of the household. Restrictive language is also included in an Acknowledgment of Covenant form, which the IZ program is starting to use, to be signed by the owner at closing and in materials provided by the IZ program to the CBOs for the IZ orientation.

63. What is the process, from start to finish, that an applicant must take in order to purchase an ADU unit?

Response: The process for applying to purchase an ADU varies according to each property's Affordable Housing Covenant and for recent ADU properties, a DHCD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP). Properties typically offer sale units via a lottery or waitlist system and must advertise on both the Housing Locator Website (www.dchousingsearch.org) and any other outlets listed in the AFHMP. To purchase an ADU, applicants should follow the instructions in the Housing Locator Website posting. Units on the Housing Locator Website that are marked with a red "R" icon are income restricted in some way (e.g. LIHTC, IZ, ADU). The comments section will provide additional information on the unit type and how to apply for the opportunity. DHCD also regularly offers ADU sellers to reach out to its list of IZ registrants offering the non-IZ purchase opportunity.

64. What is the process, from start to finish, that an applicant must take in order to rent an ADU unit?

Response: The process for applying to rent an ADU varies according to each property's Affordable Housing Covenant, and for recent ADU properties, DHCD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP). Properties typically offer rental units via a lottery or waitlist system and must advertise on both the Housing Locator Website (www.dchousingsearch.org) and any other outlets listed in the AFHMP. To rent an ADU, applicants should follow the instructions in the Housing Locator Website posting. Units on the Housing Locator Website that are marked with a red "R" icon

are income restricted in some way (e.g. LIHTC, IZ, ADU). The comments section will provide additional information on the unit type and how to apply for the opportunity. DHCD also regularly offers ADU sellers to reach out to its list of IZ registrants offering the non-IZ purchase opportunity.

65. How does DHCD notify or communicate with the buyer or tenant throughout this process?

Response: During the purchase or rental process for IZ units, DHCD communicates with prospective households primarily via email, as indicated in the regulations (Section 2200.6). In instances where an email address is not valid, the agency typically follows up with the household by phone. If, during registration with DHCD, a prospective household requests another form of communication, DHCD will attempt to accommodate the request. For ADUs, which are marketed independently by the development owner or property management, the communication methods will vary by development but are typically similar (primarily email and phone).

66. Please describe what marketing and outreach initiatives are in place to provide the public information about ADU units coming online and the possibility of renting or purchasing one.

Response: As required by the standard affordable housing covenant used to establish ADUs, all ADU vacancies (either initial offerings or future vacancies or future resales) must be listed by the development's owner or owner's representative (typically the property management in the case of rental units) on the District's Affordable Housing Locator Website: www.dchousingsearch.org. In the case of recent ADUs that have a DHCD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and Household Selection Plan (HSP) on file, the property must also advertise on additional outlets (e.g. community newspapers, other websites and methods) that have been specified in the approved plans.

Property Acquisition and Development Division (PADD)

67. What is DHCD's full inventory of vacant and/or blighted properties under this program? Please provide a list of addresses by ward, square footage, zoning, last appraisal, improvements if any, and date when the property entered the inventory.

Response: See Attachment 67

68. How many RFPs were released in FY19 and FY20 to date that involve PADD properties?

Response: PADD released one RFP in FY19.

69. What is the process for disposing of a PADD property? How long does the disposition process take?

Response: DHCD may dispose of PADD properties via negotiated sale, competitive solicitation, transfer to another District agency, or adjacent property sale. Each process has various statutory requirements and can take between two weeks to two years to dispose of a PADD property.

70. How many PADD properties were disposed of in FY18, FY19 and FY20 (Q1) by Ward and estimated monetary value of property at the time of disposition?

Response: See Attachment 71

71. Are there profits that result from all transactions involving PADD properties? If so, how much profit was gained from any dispositions in FY19 and FY20 to date?

Response: See Attachment 71

72. How are the PADD inventory properties being maintained?

Response: DHCD has an MOU with the DC Housing Authority to maintain the properties.

73. What are the future plans for the program?

Response: PADD plans to continue to dispose of DHCD inventory via competitive solicitation, adjacent property sale, and transfer to District agencies. PADD is currently creating an acquisition strategy to address vacant and blighted properties.

Housing Production Trust Fund

74. Please attach a copy of the statutorily required HPTF Annual Report for FY16, FY17, and FY18, and FY19 as they are not available online.

Response: Please see response to General Question #35

75. According to the HPTF statute, DHCD is required to submit quarterly reports on activities and expenditures. Please provide a copy of any available quarterly reports for FY16, FY17, FY18, FY19 and FY20 to date.

Response: Quarterly reports for FY18 and FY19 are available at <https://dhcd.dc.gov/page/housing-production-trust-fund-reports>

DHCD is working to have the FY20 First Quarter report available in the coming months.

76. Please provide the amount of money spent on administration of the fund in FY19 and FY20 to date. Please include the total number of FTEs and a breakdown of expenditures.

Response: See Attachment 76. The actual number of FTEs supported by HPTF Admin in FY19 was 61.1. The budgeted FTEs utilizing HPTF Admin in FY20 is 73.3.

77. Please indicate the balance remaining in the HPTF for FY19 and FY20 to date.

Response:

<u>FY19 Fund Balance for FY19</u>	\$142,939,993
Outstanding Commitments	(\$103,551,422)
Uncommitted Fund Balance	\$39,388,571
FY20 Q1 Estimated Fund Balance	\$143,135,268
Outstanding Commitments	(\$105,766,070)
FY20 Authority	\$115,680,000
Estimated Available Balance	\$153,049,197 *

* Note: Fund balance is only calculated at the end of the fiscal year, so this reflects the balance of uncommitted (available) funds as of December 31, 2019.

78. Please indicate the total amount of funding in the HPTF for FY19 and FY20 to date.

Response: In FY19, the HPTF had \$100 million in authority, plus \$167.4 million in fund balance, for a total of \$267.4 million for new and ongoing projects, as well as administrative costs. In FY20, through the end of the first quarter, the HPTF has \$115.7 million in authority, plus a preliminary load of \$89 million in fund balance. The total estimated fund balance is \$149 million, of which \$104 million is already committed to prior year Development Finance projects. Amounts reported above reflect the total resources in the HPTF, including amounts dedicated to Development Finance, Property Acquisition and Disposition, Single Family Rehabilitation, and administrative support.

79. Please provide a breakdown of the following Fund amounts and an explanation of how the agency defines these categories:

- a. Active requests
- b. Available funds
- c. Obligated funds
- d. Expended funds

Response: The categories are defined below.

- a. Active Requests - This is the amount of funding requests currently in the DHCD Project Pipeline. Based on established benchmarks in the underwriting process, conditional

commitments are made. The commitments are conditioned on the availability of funds along with other established criteria. In order to be considered an Active Request an application successfully completed the following:

- Threshold requirement review—a thorough review of an application compared to established requirements;
 - Project scoring—a detail multi-layered scoring process that weighs the application against established scoring criteria; and
 - Selection—a high-level review analyzing available resources, recommended projects and community needs.
 - The DHCD Project Pipeline currently has \$173,205,670 in active HPTF requests.
- b. Available Funds - The amount of funds available in the HPTF's FY20 budget to be obligated to the active request is \$204,680,000.00.
- c. Obligated Funds - The amount of funds obligated to specific projects. Obligations occur at the execution of the final legal documents. In cases involving more than one-million dollars of funds, Council approval occurs prior to obligation of funds. The FY20 HPTF funds that are obligated to projects, but not yet expended is \$133,669,828.53.
- d. Expended Funds - This is the amount of funds that have been disbursed to projects. The majority of projects funded by the Housing Production Trust Fund involve complete or substantial construction. Funds are expended over the course of the construction period. To date in FY20 \$27,115,335.37 have been expended on projects.

80. Please identify all sources of HPTF funding and the amount from each source.

Response: See table below

Agy Fund	Agy Obj	Object Description	FY 2019	FY20
			Revenues	Revenues (thru 12/31)
6113	2223	HPTF/IZ PENTHOUSE CONTRIBUTIONS	9,301,155	867,222
	3232	HOUSING PRODUCTION TRUST FUND	6,168,827	520,470
	5160	SINGLE FAMILY REHAB-HPTF	100,620	13,556
	5600	INTEREST INCOME	58,709	9
	6111	OTHER REVENUE - OTHER	-	-
	8810	DEED RECORDATION TAXES	1,687,803	199,221
	8811	DEED RECORDATION TAXES - .725%	1,090,969	242,790
	8815	DEED RECORDATION TAXES - 1.5%	-	-
	8816	DEED RECORDATION TAXES - 1.45%	37,919,012	11,073,426
	8817	DEED RECORDATION TAXES 2.5%		1,810,110
	8820	DEED TRANSFER TAXES	2,622,457	858,083
	8826	DEED TRANSFER TAXES - 1.45%	26,120,928	7,338,864
	8827	DEED TRANSFER TAXES 2.5%		1,619,747
	8840	COOP RECORDATION TAXES - 2.2%	1,642,770	51,415
	8841	COOP RECORDATION TAXES-1.825%	119,562	28,645
	8842	COOP RECORDATION TAXES - 2.175%	73,170	21,732
	8845	COOP RECORDATION TAXES - 2.9%	3,044,867	112,219
6113 Subtotal			89,950,850	24,757,510
		<i>Deed Recordation Subtotal</i>	<i>74,321,539</i>	<i>23,356,252</i>
6218	6801	TRANSFER FROM HPTF SUBSIDY	36,150,839	-
Total HPTF Revenues			126,101,689	24,757,510

81. How many applications did HPTF receive in FY19 through FY20 to date? Please provide a breakdown for each year.

- a. Of these applications, how many applications were approved?
- b. How many applications dropped out?

Response:

Consolidated RFP:

- In the 1st quarter of FY19, DHCD received 34 applications through the Summer 2018 Consolidated RFP.
- In the 4th quarter of FY19, DHCD received 37 applications through the 2019 Consolidated RFP.

Oramenta Newsome Predevelopment Loan: DHCD received 7 predevelopment loan applications in FY19 and one (1) application in FY20 to-date.

- a. For the Summer 2018 Consolidated RFP (FY19), 11 out of 34 applications were funded. For the 2019 Consolidated RFP (FY19-20), applications are currently

being evaluated. Of the 10 predevelopment loan applications received to date, 9 have been approved. The other 1 application is currently under review.

- b. To date, no projects that were selected for further underwriting through the Consolidated RFP in FY19 have dropped out.

82. Please provide the total amount used for:

- a. Preservation
- b. Acquisition
- c. Construction, development, and redevelopment
- d. Permanent Supportive Housing (PSH)
- e. Housing for persons at 0-30 percent of AMI (not including PSH)
- f. Housing for persons at 31-50 percent of AMI
- g. Housing for persons at 51-80 percent of AMI

Response: Note: These categories are not mutually exclusive. The projects that are included in the calculation for each category are listed below the total obligated HPTF for FY19.

- a. Preservation: \$27,013,163

Project Name	HPTF Loan Amount
Petworth Station Feb 2018	\$7,972,536
5912 14th Street NW	\$3,459,372
Randle Hill Apts.	\$13,000,000
Brightwood Gardens	\$2,581,255
Total	\$27,013,163

- b. Acquisition: \$3,459,372

Project Name	HPTF Loan Amount
5912 14th Street NW	\$3,459,372

- c. Construction, development, and redevelopment – \$73,093,747

Project Name	HPTF Loan Amount
Ainger Place	\$10,691,242
St. Elizabeths East Housing	\$28,792,923
555 E Street SW	\$10,947,095
Stanton Square Apartments	\$17,688,687
Petworth Station Feb 2018	\$7,972,536

2200-2210 Hunter Place, SE	\$1,744,021
1736 Rhode Island Avenue NE	\$7,948,359
Jubilee Kalorama	\$100,000
Jubilee Euclid – Predevelopment	\$100,000
5912 14th Street NW	\$3,459,372
3500 East Capitol Street NE (Phase II)	\$16,135,936
Randle Hill Apts.	\$13,000,000
Brightwood Gardens	\$2,581,255
Homes within Reach, Historic Anacostia	\$577,419
Total	\$73,093,747

d. Permanent Supportive Housing (PSH) – \$14,633,186

Project Name	HPTF Amount Allocated to PSH Units
Ainger Place	\$1, 187, 915. 78
St. Elizabeths East Housing	\$2, 423, 166.79
555 E Street SW	\$1, 321, 201.12
Stanton Square Apartments	\$1, 900, 437.45
1736 Rhode Island Avenue NE	\$1, 693, 912.57
3500 East Capitol Street NE (Phase II)	\$849, 259.79
Randle Hill Apts.	\$1, 333, 333.33
Petworth Station	\$94, 911.14
1550 First St SW	\$2, 921, 662.74
Total	\$13, 725, 800.71

e. Housing for persons at 0-30 percent of MFI/AMI (not including PSH)-

Project Name	HPTF Amount Allocated to 30% MFI Units (excl. PSH)
Ainger Place	\$1,484,894.72
St. Elizabeths East Housing	\$285,078.45
555 E Street SW	\$1,509,944.14

1736 Rhode Island Avenue NE	\$740,050.57
Total	\$4, 019, 967.88

f. Housing for persons at 31-50 percent of AMI

Project Name	HPTF Amount Allocated to 50% MFI Units
Ainger Place	\$10,691,242
St. Elizabeths East Housing	\$28,792,923
555 E Street SW	\$10,947,095
Bread for the City SE Center	\$3,600,000
Stanton Square Apartments	\$17,688,687
Petworth Station Feb 2018	\$7,972,536
Maycroft Rehab II	\$1,500,000
2200-2210 Hunter Place, SE	\$1,744,021
1736 Rhode Island Avenue NE	\$11,420,904
Jubilee Kalorama	\$100,000
Jubilee Euclid – Predevelopment	\$100,000
5912 14th Street NW	\$3,459,372
3500 East Capitol Street NE (Phase II)	\$16,135,936
Randle Hill Apts.	\$13,000,000
Homes within Reach, Historic Anacostia	\$577,419
Brightwood Gardens	\$2,581,255
North Capitol Commons	\$500,000
1550 First St SW	\$13,877,898
Anacostia Gardens Apartments	\$9,803,105
HanTiv	\$9,700,125
809-813 Kennedy St NW	\$7,477,210
1100 Eastern Ave NE	\$11,387,395
Spring Flats Senior 9%	\$4,332,916
Spring Flats Family – Affordable	\$9,943,765
SOME's Walter Reed Building 17 Project	\$5,703,880.50
SOME Scattered Site III	\$5,703,880.50
Cedar Street Apartments	\$4,518,213
5610 Colorado Avenue Cooperative	\$2,715,643
Crawford Landing Townhomes	\$5,909,471
1445 Spring Rd NW Renovation	\$1,900,773
Park Southern Apartments-Summer 2018	\$18,650,000
Savannah Apartments II	\$8,207,976
Minnesota & 27th Street	\$5,843,047

3401 13th Street SE-Stack Eight	\$4,553,297
The Barnett Aden/ Florida & Q	\$4,998,203
Urban Village Phase I	\$11,339,298
Abrams Hall Assisted Living	\$3,339,434
218 Vine Street NW	\$12,729,738
Kenilworth 166 Phase 1	\$17,597,387
Mary's House	\$1,193,239
17 Mississippi Ave SE Apartments	\$8,022,141
2442 MLK	\$19,216,779
Total	\$339,476,204

g. Housing for persons at 51-80 percent of AMI

Project Name	HPTF Amount Allocated to 80% MFI Units
Petworth Station Feb 2018	\$7,023,424.57
Maycroft Rehab II	\$375,000.00
2200-2210 Hunter Place, SE	\$279,043.36
5912 14th Street NW	\$743,336.13
Randle Hill Apts.	\$2,084,102.56
Anacostia Gardens Apartments	\$8,911,913.64
HanTiv	\$5,712,295.83
1445 Spring Rd NW Renovation	\$146,213.31
Park Southern Apartments-Summer 2018	\$10,162,574.85
Savannah Apartments II	\$883,935.88
3401 13th Street SE-Stack Eight	\$4,047,375.11
Urban Village Phase I	\$4,535,719.20
218 Vine Street NW	\$1,367,657.80
Mary's House	\$159,098.53
Total	\$46,431,690.78

83. Is DHCD hitting the AMI affordability requirements for Housing Production Trust Fund, particularly in regard to the 0-30% AMI? Please provide a breakdown of the percent of HPTF funding by income category of units funded for FY18, FY19, and FY20 (projected, if available).

Response: Beginning with the 2015 Consolidated RFP, DHCD has placed much greater emphasis on units for households at 30 and 50 percent of the area median family income (MFI). As the data for FY19 demonstrates, performance continues to exceed the requirement for the 31 – 50

percent MFI category. However, while 92% of all funding in FY19 was obligated to MFI units at or below 50 percent MFI overall, only 13% of funding was obligated for units in the 0-30 percent MFI category.

The availability and targeting of operating subsidy is critical for 0-30% MFI units. In recent Consolidated RFPs, available LRSP was prioritized for Permanent Supportive Housing units. The limited availability of LRSP resulted in DHCD and DCHA funding 0-30 percent units that were almost exclusively PSH units. In response, and due to the additional FY20 budget commitment of LRSP for Consolidated RFP projects, DHCD changed the 2019 Consolidated RFP to allow applicants to request LRSP for non-PSH 0-30% MFI units. DHCD is currently evaluating applications from the 2019 Consolidated RFP.

DHCD is also balancing competing priorities in each Consolidated RFP. In particular, the District recognizes the value of mixed-income housing or developments that incorporate 30%, 50%, 60%, and 80% MFI units with market-rate units. The agency does not seek to incentivize concentrating 30% and 50% MFI units in a way that repeats the housing policy mistakes of the past.

Performance against the affordability guidelines, including projects currently in the pipeline but not yet obligated, is shown below:

Fiscal Year Oct.1 - Sept. 30	Percent of Total HPTF Funding Obligated to 30% and below MFI Units for the Fiscal Year	Percent of Total HPTF Funding Obligated to 31 - 50% MFI Units for the Fiscal Year	Percent of Total HPTF Funding Obligated to 51 - 80% MFI Units for the Fiscal Year
FY2017	28%	28%	45%
FY2018	30%	57%	13%
FY2019	13%	79%	8%
FY20 (to date plus projected)	17%	64%	18%

84. Of the units supported by the HPTF, how many were accessible to:

- a. Tenants with disabilities**
- b. Seniors**
- c. Veterans**

Response:

a. Tenants with disabilities. At least 5 percent of housing units on wheelchair accessible floors (ground floor or floors with elevators) must be built to Uniform Federal Accessibility Standards (UFAS). While DHCD does not track the aggregate number of units available to tenants with disabilities, DHCD does prioritize the creation of PSH units, many of which serve tenants with physical or other disabilities. As described in the most recent RFP, PSH units provide supportive housing for individuals and families who were once homeless and continue to be at imminent risk of becoming homeless, including persons with disabilities as defined in 24 C.F.R.582.5, for whom self-sufficient living may be unlikely and whose care can be supported through public funds. Likewise, under the CoC Interim Rule, HUD defines PSH as permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. In FY19, DHCD funded 9 projects with 119 PSH units and in FY20 to-date, DHCD funded 2 projects with 20 PSH units. There are 13 additional projects currently in underwriting that will produce 200 PSH units.

In addition, DHCD's RFP provides prioritization scoring points to projects that go beyond the minimum accessibility requirements. Five points are awarded to projects where 80% of the project is reserved for seniors and 100% of senior units follow universal design standards, and two additional points are awarded to projects that develop 30% of units as Type A units, units that are adaptable and can allow seniors and others with mobility issues to age in place.

b. Seniors. All units supported by HPTF are available to seniors. In FY19, DHCD funded one project with 58 units reserved for seniors. In the FY20+ pipeline, there are eight projects in underwriting that will produce 413 senior housing units. The increase in senior housing since FY17 is the result of the addition of prioritization scoring points in the RFP for projects with senior housing units.

c. Veterans. All units supported by the HPTF are available to veterans. DHCD does not track the number of units specifically reserved for veterans.

85. The last Consolidated Request for Proposals (RFP) was issued on June 28, 2019 and closed on September 30, 2019. What projects were selected for this RFP?

Response: 37 applications were submitted in the last RFP round. The applications are going through the process of review and selections for further underwriting are in the process of being finalized. The results are expected to be publicized in Spring of 2020.

86. Of that RFP, what amount of HPTF funding was included?

Response: DHCD has budgeted approximately \$50 million in HPTF funding for the 2019 Consolidated RFP. This amount may increase based on updated budget availability at the time when selections are finalized. Additionally, 9 percent LIHTCs and HUD funding sources such as National Housing Trust Fund (NHTF) and HOME will be available for applications.

87. When will the next Consolidated RFP be released?

Response: DHCD anticipates the next Consolidated RFP will be announced in the Spring/Summer 2020.

88. On an Excel spreadsheet, please provide the following information regarding HPTF projects awarded from Consolidated RFPs for FY17, FY18, and FY19:

- Name of the awardee;
- Name of all the legal entities comprising the awardee;
- Name of each individual and/or principal of the entity;
- Name and location of project;
- Date of award;
- Description of project; and
- Project timeline.

Response: See Attachment 88

89. Please indicate the target populations of the next Consolidated RFP and what amount DHCD will contribute from the Housing Production Trust Fund.

Response: The populations targeted in the next RFP are expected to be similar to the populations targeted in the most recent RFP, reflecting the multiple policy objectives of DHCD. The targeted populations will take into account the Mayor's new housing goals for the District of Columbia as well as the statutory requirements of the various funding sources. For example, the last RFP targeted households in need of Permanent Supportive Housing, families, senior citizens, residents in need of Type A Units (units that are adaptable and can allow seniors and others with mobility issues to age in place), and Artists. In addition, Prioritization Scoring points were awarded for units targeting lower income households as well as for units targeting a diverse mix of incomes.

DHCD is currently evaluating resources available for the next Consolidated RFP. DHCD will continue to focus the funds available such that they meet the statutory requirements of the various funding sources while also meeting multiple housing policy objectives.

90. How many TOPA acquisition projects has DHCD closed on using HPTF funds in FY18, FY19, and FY20 to date? How many TOPA acquisition projects are currently in the agency's pipeline?

Response: Nine (9) projects totaling 449 units accessed DHCD financing to complete a TOPA purchase in FY18. One (1) TOPA acquisition project totaling 22 units accessed DHCD financing to complete a TOPA purchase in FY19. No TOPA acquisition projects are currently in DHCD's pipeline.

91. Has DHCD made any changes over the past calendar year to increase the efficiency of the processes and procedures involved in the TOPA acquisition assistance program?

Response: In FY19 and FY20, DHCD has focused on: (1) monitoring the ability of the Housing Preservation Fund (HPF) to meet the need for TOPA acquisition financing; and (2) gathering information about the performance of Limited Equity Cooperatives (LECs) and stakeholder recommendations to inform DHCD policy for LECs.

When the HPF was launched at the end of FY18, it was understood that certain types of TOPA acquisition loans would be diverted to the Fund, and, therefore, the final form of that Fund would impact future revisions to the TOPA First Right to Purchase Program. Thirteen (13) of the fifteen (15) HPF closings to date have been TOPA acquisition projects. Two of those 13 projects have been purchased directly by tenant associations that intended to convert to an LEC. This performance demonstrates that at least a portion of TOPA acquisition needs can be met with HPF.

In addition to monitoring the use of HPF, there has been widespread acknowledgement in the housing preservation community that stakeholders require updated information on LEC performance and sustainability to guide program and policy development. In October 2019, the Limited Equity Cooperative Task Force provided the District Council with final policy recommendations. Concurrently, CNHED, with District support, has been completing an updated study of Limited Equity Cooperatives to provide a current picture of LECs throughout the city. This report is expected to be published soon.

Although DHCD has begun the process of updating policies and procedures for the next stage of the TOPA acquisition assistance program, the utility of the program for LECs is an important consideration. The agency will use the above data sources to assess the need for a TOPA acquisition assistance program that is distinct from HPF and to inform program

policy decisions for such a program. In the interim, the Housing Preservation Fund will continue to serve as a financing option for TOPA acquisition projects.

- 92. Describe how DHCD has implemented 11 DCMR § 414, under which an owner who constructs habitable penthouse space in a non-residential building must either produce or financially assist in the production of affordable units, or contribute to the HPTF. What was the total amount of HPTF contributions received under this provision in FY19 and FY20 to date?**

Response: DHCD has worked with DCRA, which created a Penthouse Affordable Housing Addendum form to indicate when the construction of habitable penthouse space triggers either a payment to HPTF or production of affordable units. DCRA notifies DHCD of such instances, by providing a copy of the form, initialed by the Zoning Administrator, indicating that the amount due has been confirmed, and DHCD collects at least half of the required amount prior to issuance of the building permit. DHCD then submits a receipt, copy of the check and the initialed addendum to DCRA, which then has the form signed by the Zoning Administrator and issues the building permit. DHCD maintains a spreadsheet of properties, amounts due and paid and shares it with DCRA and OP monthly. A similar situation occurs for the remaining balance due, prior to issuance of a Certificate of Occupancy. \$4,080,115.91 was collected in FY 19 and \$1,728,813 has been collected in FY20 to date (as of January 27, 2020), for a total of \$5,808,928.91.

Housing Preservation Fund

- 93. DHCD has stated that the administration's intent is to provide loans that with a 3:1 private to public leverage ratio. Has this goal been achieved and what strategies are being used to achieve this goal?**

Response: This goal has been achieved and/or surpassed as all loans have reached a minimum leverage of 3:1 but some have reached a leverage of 4:1. This leverage is determined by each fund manager as they are assessing the viability of each loan application. They are required to put in a minimum leverage of 3:1 but can go higher if they are able.

- 94. How many applications were received for the Housing Preservation Fund in FY19 and FY20 to date?**

Response:

In FY19, a total of 28 applications were received by both fund managers.

- 15 applications for LISC
- 13 applications for CIP

In Q1 of FY20, 11 applications have been received by both fund managers.

- 8 applications for LISC
- 3 applications for CIP

95. How many projects have been funded through the Housing Preservation Fund in FY19 and FY20 to date?

Response:

In FY19, 15 projects closed loans and received funds through the preservation fund totaling \$59 million in funds disbursed.

In Q1 of FY20, one project has closed their loan totaling \$5 million.

96. What was the amount of District funds that were expended by Ward during FY19 and FY20 (Q1) towards planning and pre-development costs for TOPA deals?

Response: Borrowers have the option to apply for predevelopment expenses in their transactions but there is no requirement that the funds be used for that expense. As such, the following table lists the amount of funds used by borrowers by ward for FY19.

Ward	# of Projects	Predevelopment Amount for TOPA Projects
1	3	\$165,000
3	1	\$160,580
4	4	\$1,283,898
7	4	\$123,055

Housing Provider Ombudsman

97. Please provide the description of duties for the Housing Provider Ombudsman.

Response:

The Housing Provider Ombudsman (HPO) deals with disputes affecting small housing providers (e.g. landlords), including their agents. The HPO plans, organizes and implements a housing provider education and outreach program

for Housing Regulation Administration (HRA). The HPO serves as the lead contact person for complaints received by HRA from outside sources such as District of Columbia housing providers, licensees and individuals referred from the Executive Office of the Mayor or City Council with landlord/tenant issues or concerns. The HPO meets with stakeholders; solving complaints received through research, investigation, and analysis of information and data.

The HPO serves as a Landlord Case Manager for HRA with emphasis on HRA quality of service for both internal and external customer needs. The HPO works closely with the Rent Administrator, Condominium Conversion and Sale Administrator, Chief Tenant Advocate, and staff, in the identification of systemic problems and challenges and the development and implementation of customer service improvement actions for the Agency.

98. Please provide all Housing Provider Ombudsman reports, including all reports labeled “Annual Report”, submitted by the Housing Provider Ombudsman to DHCD for calendar years 2011 through 2019.

Response: See Attachments 98a, 98b, and 98c

99. Please state the mission and functions of the Housing Provider Ombudsman.

Response: See Response to #97

100. Please provide a record of this personnel’s accomplishments in the following categories:

- a. Number of inquiries received during FY19 and FY20 (Q1);**
- b. Number of inquiries referred to staff of DHCD;**
- c. Number of inquiries referred to DC Housing Finance Agency;**
- d. Number of inquiries referred to the Rental Housing Commission;**
- e. Number of inquiries referred to the DC Housing Authority;**
- f. Number of inquiries referred to the Office of the Tenant Advocate;**
- g. Number of inquiries referred to other District agencies;**
- h. Number of inquiries to HUD;**
- i. Number of inquiries that staff resolved during FY19 and FY20 (Q1)**

Response: The Rental Accommodations Division absorbed the housing provider ombudsman’s customer service responsibilities; the division does not collect data regarding specific types of inquiries and referrals.

101. Please provide information showing the number of informational fliers, applications, etc. distributed to the public during FY19 and FY20 (Q1) by the Housing Provider Ombudsman.

Response: Please see the response to Question 100 above.

Rental Accommodations Division & Rent Administrator

102. With reference to the Rental Accommodations Division’s petition caseload during FY19 and FY20 to date, please provide by case number a list all petitions filed, the date the petition was filed with RAD, and the current status of the petition. Please include all petitions that were pending at any point during FY19 and FY20 to date, including petitions filed prior to FY19. Please also provide the number of petitions during FY19 and FY20 to date that:

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

Response:

Pending Cases for FY 2018, FY 2019 & FY 2020 (to date)

Number of Petitions Rejected for Insufficiency	0
Number of Preliminary Decisions Rendered by RAD	0
Number of Petitions Transferred to OAH Number of Tenant Petitions 260 Number of Housing Provider Petitions 34	294
Number of Petitions Transferred as a Contested Case to OAH ¹	n/a

See Attachment 102

¹ Note: The Rental Accommodations Division does not maintain its petition records by petitions transferred to the Office of Administrative Hearings prior to any filings of tenant objections and exceptions.

103. **Please describe any policies and procedures of RAD with regard to providing access to tenants to the underlying documents filed by housing providers with hardship petitions**

a. **Does RAD have any policies or procedures in place to allow tenants to access the underlying documents filed with hardship petitions?**

Response: RAD's policy and process is to provide copies of hardship petitions and supporting documentation to tenants and their counsel upon request. The division redacts certain sensitive information such as federal identification numbers or account numbers, but otherwise the requestors receive a complete copy of the hardship petition submission. If a requestor, however, is not directly related to a hardship petition transaction (i.e., a current tenant or the tenants' counsel), then RAD requires that the requestor submit a Freedom of Information Act request.

b. **How many requests did RAD receive during FY19 and FY20 to date from tenants or their representatives seeking access to the underlying documents filed with hardship petitions? Please break down these requests by indicating the date the request was made, the party making the request, the method by which the request was made, and all actions by RAD to respond to the request (including dates).**

Response: In FY 2019 and to date in FY 2020, RAD has not received any requests for copies of hardship petition filings.

104. **Please provide in detail an update on any efforts by the RAD to update its forms and processes to reflect the following statutes enacted during more recent Council sessions:**

a. **L20-135, the Air Quality Amendment Act of 2016 (disclosure provisions amending the Rental Housing Act);**

b. **L21-162, the Rental Housing Late Fee Fairness Amendment Act of 2016;**

c. **L21-553, the Rent Control Hardship Petition Limitation Amendment Act of 2016;**

d. **L21-566, the Residential Lease Amendment Act of 2016; and**

e. **L22-17, the Elderly Tenant and a Tenant with a Disability Protection Emergency Amendment Act of 2017.**

Response:

a. L20-135, the Air Quality Amendment Act of 2016 (disclosure provisions amending the Rental Housing Act);

The Rental Accommodations Division has not yet updated its form to reflect the disclosure required by the Air Quality Amendment Act. There is no anticipated process change. The Division anticipates that the Rental Housing Act final rulemaking will impose substantive changes to RAD's forms, and RAD will complete its form updates upon implementation of the regulations.

- b. L21-162, the Rental Housing Late Fee Fairness Amendment Act of 2016;

The statutory requirements are imposed on housing providers and do not require the Rental Accommodations Division to amend its processes or forms.

- c. L21-553, the Rent Control Hardship Petition Limitation Amendment Act of 2016;

The Rental Accommodations Division has not yet updated its hardship petition form to reflect the disclosure required by the Rent Control Hardship Petition Limitation Amendment Act of 2015. There is no anticipated change needed to processes. The Rental Accommodations Division will update its hardship petition form upon the implementation of the final regulations by the Rental Housing Commission.

- d. L21-566, the Residential Lease Amendment Act of 2016; and

The statutory requirements are imposed on housing providers and do not require the Rental Accommodations Division to amend its processes or forms.

- e. L22-17, the Elderly Tenant and a Tenant with a Disability Protection Emergency Amendment Act of 2017.

Tenant's Notice of Elderly or Disability Status to Housing Provider for Rent Increase Based Upon CPI-W (RAD Form 6): The Rental Accommodations Division's form will be updated to reflect that tenants may file the form by U.S. first class mail, hand delivery, by electronic mail, or by facsimile. The Rental Accommodations Division has a dedicated facsimile line (202-645-5884) and a dedicated email box (dhcd.rad@dc.gov) to receive tenant filings. The form will be updated within the next six months.

Housing Provider's Notice to Tenants of Adjustment in Rent Charged (RAD Form 8): The Rental Accommodations Division has not yet updated its notice of rent adjustment form. There is no anticipated process change. A draft form is under review in consultation with the Rental Housing Commission.

Tax Credit Certification: The Rental Accommodations Division must work with the Office of Tax and Revenue to create and implement a tax credit certification process. To date, no housing provider has requested the tax credit benefit.

105. **The Council passed the Rent Control Housing Clearinghouse Amendment Act of 2015 in Title II, Subtitle V in B21-0158. In fiscal year 2018, the Council transferred responsibility for implementation of the rent control housing database from DHCD to the Office of Tenant Advocate. Under the Rental Housing Registration Extension Emergency Amendment Act of 2019, the database must be operational by September 30, 2020. Please provide in detail a status update on the following aspects of this rent control housing database and existing information management systems:**

- a. All efforts by the Rental Accommodations Division to ensure that historical data and documents remain accessible in its existing information management system.**

Response: The Department of Housing and Community Development maintains RAD'S registration, elderly-disabled tenant applications, and notices of rent adjustments on a contractor-administered FileNet system. The FileNet system remains publicly-accessible in DHCD's Housing Resource Center.

- b. All efforts by the Rental Accommodations Division to improve the organization and functioning of its existing information management system.**

Response: RAD has not undertaken any specific efforts to modify the existing FileNet system. The system remains stable and operational.

- c. All efforts by the Rental Accommodations Division to organize and prepare historical data and documents for eventual inclusion in the rent control housing database.**

Response: RAD has not undertaken any efforts to "organize and prepare" for data migration. A rent control database vendor has not yet been selected, and modifying the existing data collection system at this time is premature.

- d. Any plans by the Rental Accommodations Division to solicit public and/or stakeholder input on the design of the rent control housing database.**

Response: The Rental Accommodations Division supports and works closely with the Office of the Tenant Advocate regarding all planning and project management aspects of the rent control database development. OTA and RAD have engaged in general discussions about stakeholder engagement, but specific plans without a vendor is premature.

Q1a - List of all DHCD Development Finance Projects that Closed in FY19

Project Name	Project Type/Scope	Affordable Units Produced or Preserved	Funding Sources	Total Loan Amount	HPTF Loan Amount
WC Smith DHCD Submission City View October	New Construction	52	DBH 9% LIHTC	\$0	\$0
Ainger Place	New Construction	72	HPTF	\$10,691,242	\$10,691,242
St. Elizabeths East Housing	Substantial Rehabilitation	202	HPTF	\$28,792,923	\$28,792,923
Milestone Senior 4% Owner, LLC	Modification		4% LIHTC	\$0	\$0
555 E Street SW	New Construction	58	HPTF	\$10,947,095	\$10,947,095
Diane's House	New Construction	42	9% LIHTC	\$0	\$0
Bread for the City SE Center	New Construction	0	CDBG	\$3,600,000	\$0
Stanton Square Apartments	New Construction	121	HPTF	\$17,688,687	\$17,688,687
Petworth Station Feb 2018	Substantial Rehabilitation	84	HPTF	\$7,972,536	\$7,972,536
Maycroft Rehab II	Additional Financing	0	HOME	\$1,500,000	\$0
2200-2210 Hunter Place, SE	New Construction	10	HPTF	\$1,744,021	\$1,744,021
1736 Rhode Island Avenue NE	New Construction	61	HPTF NHTF	\$11,420,904	\$7,948,359
Jubilee Kalorama	Pre-Development Only	0	HPTF	\$100,000	\$100,000
Jubilee Euclid - Predevelopment	Pre-Development Only	0	HPTF	\$100,000	\$100,000
5912 14th Street NW	Acquisition and Critical Repairs	22	HPTF	\$3,459,372	\$3,459,372
The Strand Residences	New Construction	86	4% LIHTC	\$0	\$0
Providence Place	New Construction	93	4% LIHTC	\$0	\$0
3500 East Capitol Street NE (Phase II)	New Construction	95	HPTF	\$16,135,936	\$16,135,936
Randle Hill Apts.	Substantial Rehabilitation	195	HPTF	\$13,000,000	\$13,000,000
Brightwood Gardens	Substantial Rehabilitation	51	HPTF	\$2,581,255	\$2,581,255
Homes within Reach, Historic Anacostia	New Construction	2	HPTF	\$577,419	\$577,419

Q1b. DHCD Funded Units that Came Online in FY17, FY18, and FY19 (through 2/15/19)

Property	Address	Ward	Scope	Loan Amount	Affordable Units	0-30% AMI Units	31-50% AMI Units	51-80% AMI Units
Completed in FY17								
Pleasant Park Cooperative	301 63rd Street Northeast	Ward 7	Substantial Rehabilitation	\$6,095,040	60	14	38	7
Maycroft	1474 Columbia Road Northwest	Ward 1	Critical Repairs	\$7,536,648	64	41	7	16
Kara House	1498 Spring Place Northwest	Ward 1	Substantial Rehabilitation	\$1,451,564	10	2	7	1
The Grove at Parkside	600 Kenilworth Terrace Northeast	Ward 7	New Construction	\$11,052,173	186	10	0	176
N Street Village & Eden House (Scattered Sites)	1333 N Street NW	Ward 2	Substantial Rehabilitation	\$2,483,222	95	44	12	39
Phillis Wheatly	901 Rhode Island Ave NW	Ward 6	Substantial Rehabilitation		84	84	0	0
Hope and a Home, Inc. Scattered Sites	1428 Chapin Street Northwest; 3003 11th St	Ward 1	Substantial Rehabilitation	\$639,044	14	14	0	0
Homes for Hope Transition House	3009 G Street Southeast	Ward 7	Substantial Rehabilitation	\$709,000	7	7	0	0
Holy Comforter St Cyprian Community Action Group	124 15th Street Southeast	Ward 6	New Construction	\$3,000,000		0	0	0
North Capitol Commons	1005 North Capitol St NE	Ward 6	New Construction	\$7,000,000	124	77	0	47
Bowen Place	2620 Bowen Road Southeast	Ward 8	New Construction	\$4,380,685	41	0	0	41
1314 K Street SE Cooperative	1314 K St SE	Ward 6	Substantial Rehabilitation	\$558,501	12	0	0	12
Kenyon House Family Tenants Association	660 Kenyon St NW	Ward 1	Substantial Rehabilitation	\$1,603,139	8	0	7	1
FY17 Subtotal				\$46,509,016	705	293	71	340
Completed in FY18								
Langdon Lofts (Langdon Apartments)	2613 Bladensburg Rd NE	Ward 5	New Construction	\$3,290,000	33	5	0	28
Altamont Place	2335 Altamont Place Southeast	Ward 8	Substantial Rehabilitation		36	36	0	0
West End - Square 50	1211 23rd St NW	Ward 2	New Construction	\$4,319,463	55	3	0	52
Atlantic Gardens	4216 4th St SE	Ward 8	Substantial Rehabilitation	\$4,100,000	108	44	64	0
Manna Brightwood TOPA Pool	734 Longfellow Street Northwest	Ward 4	Substantial Rehabilitation	\$2,743,673	60	0	7	53
Archer Park	1101 Mississippi Avenue Southeast	Ward 8	New Construction	\$7,239,000	190	10	0	180
Atlantic Terrace	4319 3rd St SE	Ward 8	Substantial Rehabilitation	\$6,500,000	195	78	117	0
The Homestead Apartments	812 Jefferson St NW	Ward 4	Substantial Rehabilitation	\$5,030,000	45	0	0	45
Hilltop Apartments	908-914 Eastern Avenue Northeast	Ward 7	Critical Repairs	\$12,924,375	97	0	0	96
4000 Benning Road Project	4000 Benning Rd NE	Ward 7	New Construction	\$7,173,603	71	18	53	0
Hilltop Apartments	908-914 Eastern Avenue Northeast	Ward 7	Substantial Rehabilitation		97	0	0	96
Glenn Arms Apartments	2524 17th Street Northwest	Ward 1	Substantial Rehabilitation	\$1,672,900	57	45	2	10
1445 Spring Road	1445 Spring Road Northwest	Ward 4	Critical Repairs	\$1,538,144	13	6	4	1
Plaza West	1035 4th Street NW; 307 K St NW	Ward 6	New Construction	\$18,420,000	223	44	99	80
FY18 Subtotal				\$74,951,158	1280	289	346	641
Completed in FY19								
Fort Stevens Place Apartments	1339 Fort Stevens Drive Northwest	Ward 4	Substantial Rehabilitation	\$3,429,709	59	7	0	52
SOME-Spring Road	1433-1435 Spring Road Northwest	Ward 4	Substantial Rehabilitation	\$4,900,000	36	36	0	0
Deanwood Hills	5201 Hayes Street Northeast, Washington, D	Ward 7	New Construction		150	40	10	100
Fort Stevens Place Apartments	1339 Fort Stevens Drive Northwest, Washin	Ward 4	Substantial Rehabilitation	\$3,429,709	59	7	0	52
SOME-Spring Road	1433-1435 Spring Road Northwest, Washing	Ward 4	Substantial Rehabilitation	\$4,900,000	36	36	0	0
1300 H Street NE	1300 H Street Northeast, Washington, Distr	Ward 6	New Construction		33	4	29	0
Fort Chaplin Park	4212 East Capitol Street Northeast, Washing	Ward 7	Substantial Rehabilitation		549	0	0	549
Partner Arms 2	4506 Georgia Avenue Northwest, Washingto	Ward 4	Substantial Rehabilitation	\$1,155,369	12	12	0	0
Sarah's Circle	2551 17th St NW Suite 103, Washington, Dis	Ward 1	Substantial Rehabilitation		49	49	0	0
The Beacon Center (Community Facility)	6100 Georgia Avenue Northwest, Washingto	Ward 4	New Construction	\$3,783,032	60	0	0	60
Meadow Green Courts	3539 A Street Southeast, Washington, Distr	Ward 7	New Construction	\$6,909,668	60	15	45	0
Parkchester Apartments	2704 Wade Road Southeast, Washington, D	Ward 8	Substantial Rehabilitation	\$6,413,410	93	0	0	93
Benning Heights Apartments	4806 Alabama Avenue Southeast, Washingto	Ward 7	Substantial Rehabilitation	\$5,012,387	148	60	60	28

1431 E Street NE Renovation	1431 E Street Northeast, Washington, District of Columbia	Ward 6	Substantial Rehabilitation	\$1,221,261	10	1	0	9
The Beacon Center	6100 Georgia Ave NW, Washington, District of Columbia	Ward 4	New Construction	\$17,216,186	99	8	0	91
FY19 Subtotal				\$58,370,731	1453	275	144	1034
Completed in FY20								
Maplewood Apartments	2306 Hartford St SE, Washington, District of Columbia	Ward 8	Substantial Rehabilitation	\$6,695,000	94	10	84	0
8th & T NW		Ward 1	New Construction	\$508,950	4	0	0	4
3501 Minnesota Ave SE	3501 Minnesota Avenue Southeast, Washington, District of Columbia	Ward 7	Substantial Rehabilitation	\$3,907,735	48	0	36	12
Square 769N Affordable	1100 2nd Place, SE, Washington, District of Columbia	Ward 6	New Construction	\$1,853,135	36	9	27	0
City View	2850 Douglass Place, Washington, District of Columbia	Ward 8	New Construction		52	36	2	14
FY20 Subtotal				\$12,964,820	234	55	149	30

Q2 - 9% LIHTC projects selected in FY17, FY18, FY19

Project Name	Street Address	Ward	9% LIHTC	Applicant/Ownership Name	Legal Entities Comprising Applicant/Owner	Description of Entity/Principals	Affordable Units	PSH Units	Senior Units	Anticipated or Actual Closing Date
No projects selected in FY19 as of 2/15/19										
Selected in FY18 (June 13, 2018)										
Spring Flats - Senior	1125 Spring Road, NW	Ward 4	\$1,100,000	Spring Flats Senior, LLC	Spring Flats MD, LLC	Managing Member	88	14	88	10/1/2019
					Victory Housing, Inc. Brinshore Development, LLC Bank of America CDC	Non-profit developer; Leila Finucane President & CEO David Brint, CEO Bank-owned community development entity				
Hanover Courts Apts	2400-2412 Hartford St., SE	Ward 8	\$1,100,000	Hanover Courts Owner LLC	Manna Inc. EquityPlus Manager LLC TM Associates	Non-profit developer; Rev. James Dickerson, President & CEO Principal Participants: Avaram Fechter; Timothy McCarty Principal Participants: Bob Margolis	82	4		6/30/2019
Mary's House	401 Aanacostia Rd., SE	Ward 7	\$320,488	Marys House for Older Adults, Inc.	Marys House for Older Adults, Inc.	Non-profit; Dr. Imani Woody, President & CEO	15	3	15	10/1/2019
Selected in FY17 (November 9, 2016)										
Diane's House	2619 Bladensburg Road NE	Ward 5	\$718,326	Diane's House LP	Diane's House Ministries Flaherty & Collins Dev LLC	Non-profit; Diane Crawford, Executive Director Principal Participants: Davide Flaherty, Jerry Collins	42	39		12/28/2018
City View	2850 Douglas Pl SE	Ward 8	\$1,100,000	City View Redevelopment LLC	City View GP LLC WCS Group View Investment LLC Smith City View Investment LLC WCS Development Corporation	Managing Member Owner of Managing Member Owner of Managing Member Principal Participants - W. Christopher Smith, Jr., John Ritz; owner of entities above	52	6	12	10/24/2018
Abrams Hall	Building 14	Ward 4	\$1,099,999	Abrams Hall Senior LP	Abrams Hall GP Member, LLC Abrams Hall Senior Developer, LLC THCAH/Abrams Hall Senior Developer LLC UAD Abrams Hall Senior, LLC Hines Abrams Hall Senior LLC Urban Atlantic Development, LLC Hines Interests Limited Partnership	Managing Member Owned by Urban Atlantic, Hines - owns 49% Managing Member Owned by Transitional Housing Corporation/Housing Up - owns 51% of Managing Member; non-profit; Phil Hecht, President and CEO Owned by Abrams Hall Owned by Hines Owned by Legacy Partners Operations, LLC, Urban Atlantic LLC, TriPost Capital UA Investments, LP ownership unknown	80	16	80	6/15/2018

9% LIHTC projects selected in FY18, FY19, FY20

Project Name	Date Selected / RFP	Street Address	Ward	9% LIHTC	Applicant/Ownership Name	Legal Entities Comprising Applicant/Owner	Description of Entity/Principals	Affordable Units	PSH Units	Senior Units	Anticipated or Actual Closing Date
Selected in FY20 to Date											
Cycle House	November 1, 2019 - Director's Special Initiative	1520-1522 North Capitol Street NW	Ward 5	\$512,018	Cycle House LLC	Urban Green and Flywheel Development	100% Owners of Managing Member - For Profit Developer/Guarantor Urban Green Principal: Mark James, President Flywheel Development Principals: John Miller and Jessica Pitts	16	0	0	9/1/2020
Selected in FY19											
MI Casa Rental Preservation Project - Phase I (selected September 27, 2019)	September 27, 2019 - Director's Special Initiative	1847-49 Good Hope Rd SE 5400 5th St NW	Ward 8	\$963,566	TBD LIHTC Partnership	MI Casa Inc.	100% Owner of Managing Member; Non-profit Developer/Guarantor; Principal Participant: Elin Zurbrigg, Deputy Director	30	0	0	4/30/2020
Abrams Hall Assisted Living	March 19, 2019 - Summer 2018 RFP	1320 Main Drive, NW	Ward 4	\$999,285	Abrams Hall North GP LLC	Urban Atlantic Housing Up Development	49% owner of Managing Member; Developer & Guarantor. Principal Participant: Lois Fried Managing Director 51% owner of Managing Member; Non-profit Developer; Principal participants; Phillip H. Hecht President & CEO	54	54	54	6/12/2020
218 Vine Street	March 19, 2019 - Summer 2018 RFP	218 Vine Street NW	Ward 4	\$1,100,000	218 Vine Street NW Residential P JV, LLC	LDP Holdings, LLC	LIHTC Managing Member	121	24	0	6/30/2020
						Jair Lynch Development Advisors, LLC	49% owner of Managing Member - Developer & Guarantor. Principal Participant: Jair K. Lynch, President & CEO				
						THC Affordable Housing Inc. (HousingUP)	51% owner of Managing Member; Non-profit Developer; Principal Participant: Phillip H. Hecht				
Cedar Street Apartments	March 19, 2019 - Summer 2018 RFP	410 Cedar St. NW	Ward 4	\$434,008	Anchor Preservation Manager LLC	Joseph Development Inc.	49% owner of Managing Member; Developer, Guarantor, co-Owner; Principal participants: Gerry Joseph	30	3	0	3/31/2020
						Wesley Housing Development Corporation	51% owner of Managing Member; Non-profit Developer, co-owner. Principal participants: Shelley Murphy, President				
Selected in FY18											
Spring Flats - Senior	June 13, 2018 - Fall 2017 RFP	1125 Spring Road, NW	Ward 4	\$1,100,000	Spring Flats Senior 9, LLC	Spring Flats Senior9 Manager, LI	Managing Member	88	14	88	2/28/2020
						Victory Housing, Inc.	51% owner of Managing Member; Non-profit developer; Guarantor; Principal Participant: Lella Finucane President & CEO				
						Brinshore Development, LLC	44% owner of Managing Member; Developer/Guarantor; Principal Participant: David Britt, CEO				
						Bank of America CDC	5% owner of Managing Member; Bank-owned community development entity				
Hanover Courts Apts	June 13, 2018 - Fall 2017 RFP	2400-2412 Hartford St., SE	Ward 8	\$1,100,000	PB Hanover Owner LLC	PB Hanover MM LLC	Managing Member	82	4	0	12/30/2019
						Manna Hanover LLC	100% owned by Manna, Inc., 51% owner of managing member; Non-profit developer; Principal Participant: Rev. James Dickerson, President & CEO				
						EquityPlus Manager LLC	Principal Participants: Avaram Fechter; Timothy McCarty				
						TM Associates	Principal Participants: Bob Margolis				
Mary's House	June 13, 2018 - Fall 2017 RFP	401 Anacostia Rd., SE	Ward 7	\$320,488	Marys House for Older Adults, Marys House for Older Adults. II	Woody, President & CEO	Non-profit; Developer/Guarantor; Dr. Imani	15	3	15	9/30/2020

FY19 SBTA Service Provider Information						Small Businesses Served by Ward									
	Address	Zip Code	Ward Located	Ward Coverage	Grant Award	Principal	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total
1	Anacostia Economic Development Corporation	1600 Martin Luther King Jr. Avenue, SE, #100	20020	8	City-wide	\$250,000.00	Stan Jackson	14	27	3	7	10	6	38	78
2	ARCH Development Corporation	1227 Good Hope Road, SE	20020	8	8	\$458,582.00	Duane Gaultier	0	0	0	0	0	0	7	251
3	Congress Heights Training & Development Corporation	3215 Martin Luther King Jr Ave SE	20032	8	8 & 7	\$295,808.00	Monica Ray	0	0	0	1	0	5	0	304
4	Emory Beacon Of Light, Inc.	6203 Piney Branch Road, NW	20011	4	4 & 5	\$75,000.00	Alisa Molyneux	5	3	0	32	12	3	0	6
5	Friends of Rhode Island Avenue	2300 Rhode Island Avenue, NE, Suite 202	20018	5	5	\$114,945.00	Kyle Todd	0	0	0	34	14	0	0	48
6	Greater Washington Hispanic Chamber of Commerce	910 17th Street, NW, #1150	20006	1	City-wide	\$171,000.00	Nicole Quirga	38	13	4	9	20	4	7	80
7	Latino Economic Development Center	1401 Columbia Road, NW, Unit C-1**	20001	1	City-wide	\$502,175.00	Marla Bilonick	53	23	24	83	42	16	40	319
8	Washington Area Community Investment Fund	2012 Rhode Island Avenue, NE	20018	5	City-wide	\$378,188.00	Harold Pettigrew	6	21	1	16	51	6	34	27
9	Development Corporation of Columbia Heights	2604 Georgia Avenue, NW	20001	1	City-wide	\$382,800.00	Nkosi Bradley	127	22	1	13	15	7	11	19
10	SB Works	2316 Rhode Island Avenue, NE	20018	5	City-wide	\$245,000.00	John Mains	202	17	1	11	8	5	18	282
11	Life Asset	2448A 18th Street, NW	20009	1	City-wide	\$250,000.00	Markus Larsson	79	45	0	38	120	8	67	53
						Grand Total		504	171	34	244	293	60	222	800

FY20 SBTA Service Provider Information						Small Businesses Served by Ward (in progress of collecting 1st quarter data)									
	Address	Zip Code	Ward Located	Ward Coverage	Grant Award	Principal	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total
1	Anacostia Economic Development Corporation	1600 Martin Luther King Jr. Avenue, SE, #100	20020	8	City-wide	\$250,000.00	Stan Jackson	2	1	0	0	1	0	6	11
2	ARCH Development Corporation	1227 Good Hope Road, SE	20020	8	8	\$452,000.00	Duane Gaultier	0	0	0	0	0	0	0	84
3	Congress Heights Training & Development Corporation	3215 Martin Luther King Jr Ave SE	20032	8	8 & 7	\$300,000.00	Monica Ray								0
4	Dreaming Out Loud	80 M Street, SE, c/o We Work	20003	6	City-wide	\$150,000.00	Christopher Bradshaw								0
5	Friends of Rhode Island Avenue	2300 Rhode Island Avenue, NE, Suite 202	20018	5	5	\$150,000.00	Kyle Todd								0
6	Greater Washington Hispanic Chamber of Commerce	910 17th Street, NW, #1150	20006	1	City-wide	\$171,000.00	Nicole Quirga								0
7	Latino Economic Development Center	1401 Columbia Road, NW, Unit C-1**	20001	1	City-wide	\$590,000.00	Marla Bilonick	7	2	1	15	8	6	11	61
8	Washington Area Community Investment Fund	2012 Rhode Island Avenue, NE	20018	5	City-wide	\$479,000.00	Harold Pettigrew	1	3	1	4	8	2	10	7
9	H Street Main Street, Inc.	1605 M Street, NE	20002	5	5	\$100,000.00	Erinna Salerni	0	0	0	0	0	0	0	0
10	SB Works	2316 Rhode Island Avenue, NE	20018	5	City-wide	\$245,000.00	John Mains	3	0	0	4	11	1	2	23
11	Life Asset	2448A 18th Street, NW	20009	1	City-wide	\$325,000.00	Markus Larsson								0
						Grand Total		13	6	2	23	28	9	29	118

* \$270,000 will be redistributed as the result of a CBO who had been awarded that amount not being able to provide SBTA services for FY2020.

** Organization purchased this property and relocated in 12/2019 to this address.

Grand Total \$3,582,680.00



Address	Disposition Method	Construction Monitoring?	Closed?	# of Units	Status
10 Brandywine Street SE	Transfer	No	No	4	Due Diligence
1109 50th PI NE	Turnkey	No	No	2	Due Diligence
157 Forrester St SW	Auction (2019)	No	No		Under Contract
160 Adams St NW	Auction (2019)	No	No	2	Under Contract
202 36th St SE	Adjacent Property Sale	No	No	1	Due Diligence
2302 Pomeroy Rd SE	Transfer	No	No	0	Due Diligence
2412 Martin Luther King Jr Ave SE	Turnkey	No	No	1	Contract
2413 Shannon PI SE	Auction (2018)	No	No	1	Under Contract
2629 Martin Luther King Jr Ave SE	Adjacent Property Sale	No	No		Under Contract
2805 4th St NE	Turnkey	Yes	No	1	Construction
31st St SE	Adjacent Property Sale	No	No	0	Due Diligence
3401 13th St SE	Solicitation	No	No	18	Under Contract
421 61st St NE	Transfer	No	No	8	Due Diligence
4226 Dix St NE	Auction (2018)	No	No	0	Under Contract
4244 6th St SE	Turnkey	No	No	4	Due Diligence
4319 Kane PI NE	Turnkey	No	No	1	Due Diligence
4404 Foote St NE	Turnkey	No	No	1	Construction



Address	Disposition Method	Construction Monitoring?	Closed?	# of Units	Status
46th St NE	Unknown	No	No	0	Due Diligence
5033 Meade St NE	Turnkey	No	No	1	Due Diligence
5328 James PI NE	Adjacent Property Sale	No	No	0	Due Diligence
58th & Dix St NE	Solicitation	No	No	25	Due Diligence
709 Kenyon St NW	Turnkey	No	No	1	Due Diligence
850 19th St NE	Turnkey	Yes	No		Construction
919 47th PI NE	Turnkey	No	No		Due Diligence
1444-1454 Alabama Ave SE	Solicitation	No	No	8	Due Diligence
1414 22nd St SE (Anacostia Scattered S	Solicitation	No	No	1	Due Diligence
Florida & Q Sts	Solicitation	No	No		Under Contract
62-64 Forrester St SW	Auction (2019)	No	No		Under Contract
1620-1626 Galen St SE	Unknown	No	No	12	Due Diligence
4324-4338 Halley Terr SE	Turnkey	No	No	12	Due Diligence
2352-2360 High St SE	Solicitation	No	No	28	Under Contract
1319 V St SE	Turnkey	No	No	1	Construction
1328 W St SE	Turnkey	No	No	1	Construction
809-813 Kennedy St NW	Solicitation	No	No	19	Under Contract



Address	Disposition Method	Construction Monitoring?	Closed?	# of Units	Status
1615 V St SE	Solicitation	No	No	1	Due Diligence
1637 V St SE	Solicitation	No	No	1	Due Diligence
2206 16th SE	Turnkey	No	No	1	Due Diligence
1325 Montello Ave NE	Turnkey	No	No	1	Due Diligence
905 R St NW	Turnkey	No	No	2	Due Diligence
48th & Sheriff Rd	Solicitation	No	No	12	Due Diligence
1106 3rd St NE	Turnkey	No	No	1	Due Diligence
2641 Martin Luther King JR Ave SE	Adjacent Property Sale	No	No	0	Due Diligence
25th PI NE	Adjacent Property Sale	No	No	0	Due Diligence
199 Chesapeake St SW	Solicitation	No	No	10	Due Diligence
				182	

FY 18 Dispositions / Sales							
#	WARD	SSL	Property Address	Report Milestone	Disposition Date	Sales Proceeds	Developer
1	2	0363 0105 & 0106	1735-1737 10th St NW	V2V Auction Property #1	9/28/2018	\$ 860,000.00	1735-37 10th St NW, LLC
2	4	3207 0028	523 Kennedy St NW	V2V Auction Property #27	9/28/2018	\$ 669,705.00	Equilibrium Realty, LLC
3	6	0933 0047	802 10th St NE	V2V Auction Property #2	9/28/2018	\$ 430,000.00	Mid City Builders, LLC
4	8	6163 0125	700 Brandywine St SE	V2V Auction Property #13	9/27/2018	\$ 649,670.00	Equilibrium Realty, LLC
5	8	5812 0127-0139	2200-2210 Hunter Pl SE	SFO	6/27/2018	\$ -	Manna, Inc.
6	8	5740 0341, 5741 0342, 5742 0343, 5743 0344, 5744 0345, 5745 0346, 5746 0347	2327-2341 Skyland Terr SE	SFO	6/28/2018	\$ 10,000.00	Habitat for Humanity
7	7	5176 0989	4906 Jay St NE	Adjacent Property Sale	6/29/2018	\$ 25,850.00	Nia Hope Bess
8	4	3715 0005	Oglethorpe St NE	Adjacent Property Sale	7/16/2018	\$ 14,705.00	Mt. Calvary Holy Church of Deliverance
9	8		Amber Overlook	Negotiated Sale	8/31/2018	\$ 79,705.00	Amber Overlook, LLC
10	1	0394 0060	814 & 812 T St *th & T St NW)		4/27/2018	\$ -	Manna, Inc.
11	8	5810 0002	1430 Morris Rd SE	Easement	9/21/2018	\$ -	Casey Trees
12	7	5151 0140-0143	48th & Sheriff Rd NE	Easement	9/21/2018	\$ -	Casey Trees
13		3710 0840	5889 New Hampshire Ave NE	Easement	9/21/2018	\$ -	Casey Trees
14	8	5727 0810	Buena Vista Terr & 30th St SE	Easement	9/21/2018	\$ -	Casey Trees
15	8	5800 0811	1220 Maple View Pl SE	Transfer to L'Enfant Trust	3/9/2018	\$ -	L'Enfant Trust
16	8	5799 0849	1326 Valley Pl SE	Transfer to L'Enfant Trust	3/9/2018	\$ -	L'Enfant Trust
17	8	5779 0814	1518 W St SE	Transfer to L'Enfant Trust	3/9/2018	\$ -	L'Enfant Trust
18	8	5765 0884	1648 U St SE	Transfer to L'Enfant Trust	3/9/2018	\$ -	L'Enfant Trust
Total						\$ 2,739,635.00	

FY 19 - Property Acquisition and Disposition Division

Dispositions / Sales							
#	WARD	SSL	Property Address	Report Milestone	Disposition Date	Sales Proceeds	Developer
1	8	5777 0824	1642-1648 V St SE	Adjacent Property Sale	10/2/2018	\$ 369,893.50	Mohammad Sikder
2	5	4253 0818	2708 24th St NE	V2V Auction	10/25/2018	\$ 150,000.00	Rupsha 2011, LLC
3	5	4315 0033	2650 Mrytle Ave NE	V2V Auction	11/2/2018	\$ 149,700.00	Charae Ligon
4	7	5298 0017	5302 F St SE	V2V Auction	11/9/2018	\$ 100,000.00	Lockhart Holdings, LLC

5	7	5150 0812	832 48th St NE	V2V Auction	11/30/2018	\$ 151,232.12	Under 22, LLC (Deregr Seifu)
6	6	4540 0195	1632 Kramer St NE	Adjacent Property Sale	11/30/2018	\$ 80,705.00	Kelly A. Batts
7	7	5553 0029-0038	27th & Minnesota Ave SE	SFO (Deposit)	12/5/2018	\$ (7,500.00)	Minnesota and 27th SE LLC
8	5	4077 0124	1612 Levis St NE	V2V Auction	12/10/2018	\$ 240,000.00	Stylistic Design Developers, Inc (Robert Covington)
9	8	6126 0005 & 6126 0006	560-562 Foxhall PI SE	V2V Auction	12/13/2018	\$ 149,335.89	WC Properties, LLC
10	7	5350 0025	4442 B St SE	V2V Auction	12/14/2018	\$ 140,000.00	New District Development, LLC
11	7	5126 0808	4405 Sheriff Rd NE	Adjacent Property Sale	12/31/2018	\$ 31,300.00	Good Success Community Development Corp.
12	6	4540 0184, 0185 & 0186	1657-1661 Gales St NE		1/30/2019	\$ 295.00	HIP Gales Street Partners, LLC
13	7	5553 0029-0038	Minnesota Ave & 27th SE	SFO	2/21/2019	\$ 74,705.00	Minnesota and 27th SE LLC
14	7	5325 0025	5034 Bass PI SE	V2V Auction	3/25/2019	\$ 75,000.00	Nell & Ran, LLC
15		5729 0008	2814 28th St SE	V2V Auction	4/2/2019	\$ 259,985.00	W.C Properties, LLC
16			1247 Holbrook Terr NE	V2V Auction	4/12/2019	\$ 460,000.00	NaylorDC Investment, LLC
18		5914 0007	3200 13th Street SE		5/22/2019	\$ 230,686.57	Metro Apartments, LLC
19		5160 0039 & 5160 0802	1227 47th PI NE	V2V Auction	8/27/2019	\$ 82,500.00	4248 LLC
			635 Emerson St NE	V2V Auction	8/29/2019	\$ 315,000.00	Canvas Property Group JSI 401K Trust
			1132 Columbia Rd NW	V2V Auction	9/27/2019	\$ 690,000.00	Diamond Ridge LLC
			5308 E St SE	V2V Auction	9/27/2019	\$ 100,000.00	Mihai Psederski
		4513 0920 4513 0922	740-742 19th St NE	V2V Auction	9/27/2019	\$ 140,857.20	57th Street Mews, Inc
Total						\$ 3,983,695.28	

FY20 Dispositions / Sales							
#	WARD	SSL	Property Address	Vacancy	Target Area	Sales Proceeds	Developer
1		4513 0920 4513 0922	740-742 19th St NE	V2V Auction	9/27/2019	\$ 140,857.20	57th Street Mews, Inc
2			560-562 Foxhall PI SE	V2V Auction		\$ 500.00	WC Properties, LLC
						\$141,357.20	

**HPTF ADMINISTRATIVE EXPENDITURES
FY 2019**

Org (Program\Admin)	GAAP Category Title	GAAP Category	Compt Source Group	Total Spend YTD
0100 - AGENCY ADMINISTRATIVE COSTS	PERSONNEL SERVICES	01	0011 - REGULAR PAY - CONT FULL TIME	6,552,258.59
	PERSONNEL SERVICES	01	0012 - REGULAR PAY - OTHER	49,239.18
	PERSONNEL SERVICES	01	0013 - ADDITIONAL GROSS PAY	59,140.31
	PERSONNEL SERVICES	01	0014 - FRINGE BENEFITS - CURR PERSONNEL	1,374,818.82
	PERSONNEL SERVICES	01	0015 - OVERTIME PAY	1,250.21
	NON-PERSONNEL SERVICES	02	0020 - SUPPLIES AND MATERIALS	25.31
	NON-PERSONNEL SERVICES	02	0030 - ENERGY, COMM. AND BLDG RENTALS	10,968.86
	NON-PERSONNEL SERVICES	02	0031 - TELECOMMUNICATIONS	109,265.89
	NON-PERSONNEL SERVICES	02	0032 - RENTALS - LAND AND STRUCTURES	1,529,293.27
	NON-PERSONNEL SERVICES	02	0034 - SECURITY SERVICES	45,234.83
	NON-PERSONNEL SERVICES	02	0035 - OCCUPANCY FIXED COSTS	16,719.66
	NON-PERSONNEL SERVICES	02	0040 - OTHER SERVICES AND CHARGES	844,000.42
	NON-PERSONNEL SERVICES	02	0041 - CONTRACTUAL SERVICES - OTHER	2,909,300.98
	NON-PERSONNEL SERVICES	02	0070 - EQUIPMENT & EQUIPMENT RENTAL	136,938
0100 - AGENCY ADMINISTRATIVE COSTS				13,638,454.33

Nov 27, 2019

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**HPTF ADMINISTRATIVE EXPENDITURES
FY 2020**

Org (Program\Admin)	GAAP Category Title	GAAP Category	Compt Source Group	Total Spend YTD
0100 - AGENCY ADMINISTRATIVE COSTS	PERSONNEL SERVICES	01	0011 - REGULAR PAY - CONT FULL TIME	1,697,376.17
	PERSONNEL SERVICES	01	0012 - REGULAR PAY - OTHER	-74.18
	PERSONNEL SERVICES	01	0013 - ADDITIONAL GROSS PAY	20,417.83
	PERSONNEL SERVICES	01	0014 - FRINGE BENEFITS - CURR PERSONNEL	363,231.75
	PERSONNEL SERVICES	01	0015 - OVERTIME PAY	386.78
	NON-PERSONNEL SERVICES	02	0020 - SUPPLIES AND MATERIALS	529.9
	NON-PERSONNEL SERVICES	02	0030 - ENERGY, COMM. AND BLDG RENTALS	37.96
	NON-PERSONNEL SERVICES	02	0031 - TELECOMMUNICATIONS	3,791.56
	NON-PERSONNEL SERVICES	02	0032 - RENTALS - LAND AND STRUCTURES	0
	NON-PERSONNEL SERVICES	02	0034 - SECURITY SERVICES	0
	NON-PERSONNEL SERVICES	02	0035 - OCCUPANCY FIXED COSTS	3,453.4
	NON-PERSONNEL SERVICES	02	0040 - OTHER SERVICES AND CHARGES	66,331.28
	NON-PERSONNEL SERVICES	02	0041 - CONTRACTUAL SERVICES - OTHER	824,394.19
	NON-PERSONNEL SERVICES	02	0070 - EQUIPMENT & EQUIPMENT RENTAL	9,205.57
0100 - AGENCY ADMINISTRATIVE COSTS				2,989,082.21
Summary				2,989,082.21

Jan 16, 2020

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73.28 FTEs

HPTF Projects Awarded from Consolidated RFPs for FY17, FY18, and FY19

Project Name	Street Address	Borrower/Sponsor (Applicant/Awardee)	Primary Legal Entities Comprising Awardee with Primary Individual/ Principal	Underwriting Status	Application Date	Selection Date	Projected or Actual Closing Date	Affordable Units	Funding Sources	Application Loan Request
RFP Round: 2018 Summer Affordable Housing RFP (FY19)										
Tivoli Gardens	4811 North Capitol Street NE	Tivoli Gardens Owner LLC	Manna, Inc. (James Dickerson); REBJ, Inc/TM Associates (Neil Mutreja); EquityPlus Manager, LLC (Avram Fechter)	Underwriting	10/5/2018	3/19/2019	1/29/2020	90	HPTF	\$2,220,125
Spring Flats Family - Affordable	1125 Spring Road Northwest	Spring Flats MD LLC	1) Victory Housing, Inc (Leila Finucane); 2) Brinshore Development, LLC (David Brint); 3) Banc of America CDC (Maurice Perry)	Underwriting	10/5/2018	3/19/2019	2/28/2020	58	HPTF	\$9,943,765
Cedar Street Apartments	410 Cedar Street Northwest	Anchor Preservaiton LLC/ Joseph Development Inc.	1) Wesley Housing Development Corp (Shelley Murphy); 2) Joseph Development Inc. (Gerry Joseph)	Underwriting	10/5/2018	3/19/2019	3/31/2020	30	HPTF 9% LIHTC	\$4,014,614
Park Southern Apartments-Summer 2018	800 Southern Avenue Southeast	800 Southern Avenue LLC	1) The Park Southern Residents' Council Inc.; 2) Vesta Corporation (Arthur Greenblatt)	Underwriting	10/5/2018	3/19/2019	4/17/2020	334	HPTF DBH	\$18,650,000
Savannah Apartments II	1301-1305 Savannah St SE	Savannah Preservation Partners LLC/ NHT/ Enterprise Preservation Corp.	National Housing Trust - Enterprise Preservation Corporation (Scott Kline, Kevin White)	Underwriting	10/5/2018	5/1/2019	5/1/2020	65	HPTF	\$8,207,976
Urban Village Phase I	1500 Meridian Place Northwest	UV, LLC	1) Housing Up Development (Julia Moran Morton); 2) Somerset Development Company, LLC (James Campbell, Anya Kamara); 3) New Community Partners, LLC (William Whitman); 4) Urban Village Tenant Association, Inc. (Renee Flood Wright)	Underwriting	10/5/2018	3/19/2019	6/5/2020	115	HPTF DBH	\$11,339,298
Abrams Hall Assisted Living	Building 14 - Walter Reed	Abrams Hall North LP/ Urban Atlantic	1) Housing Up (Julia Moran Morton); 2) Urban Atlantic (Louis Fried)	Underwriting	10/5/2018	3/19/2019	6/12/2020	54	HPTF 9% LIHTC	\$3,339,434
218 Vine Street NW	218 Vine Street Northwest	218 Vine Street NW Residential PJV, LLC/ Jair Lynch Real Estate Partners	1) Housing Up (Julia Moran Morton); 2) LDP Holdings LLC/Jair Lynch Real Estate Partners (Jair Lynch)	Underwriting	10/5/2018	3/19/2019	6/30/2020	121	HPTF NHTF 9% LIHTC	\$12,729,738
Kenilworth 166 Phase 1	4502 Douglas St NE; 1521-1559 45th St NE; 4501-4513 Quarles St NE; 1524-1548 Kenilworth Ave NE	Kenilworth Revitalization 1 JV LLC /District of Columbia Housing Authority	1) Michaels Development Company (Kenneth Crawford, Nick Bracco); 2) DC Housing Authority (Andre Gould); 3) The Warrenton Group, LLC (Warren Williams)	Underwriting	10/5/2018	3/19/2019	7/31/2020	166	HPTF	\$17,597,387
17 Mississippi Ave SE Apartments	17 Mississippi Avenue Southeast	17 Mississippi Owner LLC	Legacy Real Estate Development, LLC (Donahue Peebles III)	Underwriting	10/5/2018	3/19/2019	9/30/2020	41	HPTF	\$8,022,141
2442 MLK	2442-2452 Martin Luther King Jr Ave SE	2442 MLK, LLC	1) MidAtlantic Realty Partners (Matthew Robinson); 2) Taylor Adams Associates (David Jannarone)	Underwriting	10/5/2018	3/19/2019	9/30/2020	112	HPTF	\$19,216,779
RFP Round: 2017 Fall Affordable Housing RFP (FY18)										
Petworth Station Feb 2018	930 Randolph Street Northwest	Petworth Station LP/WC Smith	WC Smith/ Smith Group Petworth Investment LLC (W. Christopher Smith, Jr.); Smith Petworth Station Investment LLC (Chris Smith, John Ritz)	Closed	2/14/2018	6/13/2018	4/4/2019	84	HPTF	\$8,500,000
3500 East Capitol Street NE (Phase II)	3500 East Capitol Street NE	3500 East Cap Venture LLC	1) MidAtlantic Realty Partners (Matthew Robinson); 2) Taylor Adams Associates (David Jannarone)	Closed	2/14/2018	6/13/2018	8/29/2019	95	HPTF	\$16,831,202
Randle Hill Apts.	3300 6th Street Southeast	Randle Hill LLC	Community Preservation and Development Corporation (Christopher LoPiano)	Closed	2/14/2018	6/13/2018	9/27/2019	195	HPTF	\$13,000,000
Hanover Courts Apartments	2412 Hartford Street SE	EquityPlus Manager LLC	Manna, Inc. (James Dickerson); Edmondson & Gallagher Property Services, LLC (Jim Edmondson); EquityPlus Manager, LLC (Avram Fechter)	Closed	2/14/2018	6/13/2018	9/27/2019	41	9% LIHTC, HPTF	\$5,806,343
Anacostia Gardens Apartments	3600 Ely Place Southeast	Anacostia Gardens Investor LLC	1) The NHP Foundation (Joseph P. Wiedorfer); 2) Anacostia Gardens Tenant Association, Inc	Closed	2/14/2018	6/13/2018	1/7/2020	99	HPTF	\$9,850,000
1100 Eastern Ave NE	1100 Eastern Avenue NE	1100 Eastern Manager LLC	Neighborhood Development Company LLC (Adrian Washington)	Underwriting	2/14/2018	6/13/2018	2/19/2020	63	HPTF NHTF	\$11,387,395
Spring Flats Senior 9%	1125 Spring Road NW	Spring Flats MD LLC	1) Victory Housing, Inc (Leila Finucane); 2) Brinshore Development, LLC (David Brint); 3) Banc of America CDC (Maurice Perry)	Underwriting	2/14/2018	6/13/2018	2/28/2020	88	HPTF 9% LIHTC	\$6,984,660
SOME Scattered Site III	1338 R Street Northwest	Anna Cooper House LLC/ SOME, Inc.	SOME, Inc./ Affordable Housing Opportunities, Inc. (John Adams)	Underwriting	2/14/2018	6/13/2018	3/9/2020	47	HPTF HOME	\$4,666,340
Mary's House	401 Anacostia Road Southeast	Marys House for Older Adults, Inc.	Marys House for Older Adults, Inc.(Imani Woody)	Underwriting	2/14/2018	6/13/2018	9/30/2020	15	HPTF 9% LIHTC	\$1,193,239

Project Name	Street Address	Borrower/Sponsor (Applicant/Awardee)	Primary Legal Entities Comprising Awardee with Primary Individual/ Principal	Underwriting Status	Application Date	Selection Date	Projected or Actual Closing Date	Affordable Units	Funding Sources	Application Loan Request
RFP Round: 2017 Spring Affordable Housing RFP (FY17)										
Capitol Vista	888 New Jersey Ave NW	Capitol Vista Community Partners LLC	1) Dantes Partners (Buwa Binitie); 2) Spectrum Management (George Simpson); 3) Aroli Group (Obiora Menkiti); 4) Bailey Real Estate Holdings (Jerome Bailey)	Closed	6/14/2017	10/4/2017	9/28/2018	104	HPTF	\$15,278,856
555 E Street SW	555 E St SW	555 E Street SW Seniors LLC	1) Potomac Investment Properties (Rich Jordan, Geoffrey Griffis); 2) CityPartners (Greg Faron); 3) Adams Investment Group (Marty Segal); 4) DC Strategy Group (Claire Bloch); 5) Paramount Development (Ben Soto)	Closed	6/14/2017	10/4/2017	12/14/2018	58	HPTF	\$10,171,437
Stanton Square Apartments	2395 Pomeroy Rd SE	Stanton Housing LLC	Horning Brothers (Joseph F. Hornig, Jr., Lynne Horning)	Closed	6/13/2017	10/4/2017	3/29/2019	121	HPTF	\$16,680,657
1736 Rhode Island Avenue NE	1736 Rhode Island Ave NE	1736 Rhode Island Ave, LLC	Lock 7 Development LLC (David Gorman)	Closed	6/14/2017	10/4/2017	5/30/2019	61	HPTF NHTF	\$10,508,421
Brightwood Gardens	931 LONGFELLOW ST. NW.	Brightwood Gardens Cooperative	Brightwood Gardens Cooperative (Lynn Welters)	Closed	6/14/2017	10/4/2017	9/30/2019	51	HPTF	\$2,417,146
1550 First St SW	1550 1st St SW	TM DBT Limited Partnership	1) Uniting People Organization Community Development Corporation (Wendell Smith); 2) REBJ, Inc (Neil Mutreja); 3) DBT Development Group, LLC (Jonathan Kayne)	Closed	6/14/2017	10/4/2017	11/21/2019	76	HPTF	\$12,616,271
1445 Spring Rd NW Renovation	1445 Spring Road Northwest	HOPE Cooperative Association	HOPE Cooperative Association (Ana Margarita Pineda)	Underwriting	6/14/2017	10/4/2017	4/15/2020	13	HPTF	\$1,900,773
Crawford Landing Townhomes	5 49th St SE	49th Street Developer LLC	Chapman Development (Timothy Chapman)	Underwriting	6/14/2017	10/4/2017	6/1/2020	28	HPTF	\$6,000,000

**Government of the District of Columbia
Department of Housing and Community Development**



**Housing Provider Ombudsman
Annual Report for Calendar Year 2010**

Introduction

In 2004, as part of its effort to assist small housing providers better navigate and understand the District's affordable housing laws, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (HPO). In its recommendations report for the FY 2005 Budget, The Committee on Consumer and Regulatory Affairs (the Committee) cited a critical need for direct technical assistance and education on the District's housing laws for small housing providers. Small housing providers were highlighted as most needing assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel or other resources necessary to get quality information on the District's rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance included the District's rent stabilization program, along with several other programs relating to the preservation of affordable housing.

In response to The Committee's directive, the HPO position was first staffed in FY 08 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development (DHCD). The HPO is tasked with 3 primary areas of responsibility:

- 1) Provide technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conduct outreach and education on the District's rental housing laws for the benefit of small housing providers; and
- 3) Serve as a formal conduit for communication between small housing providers and the District government, specifically HRA.

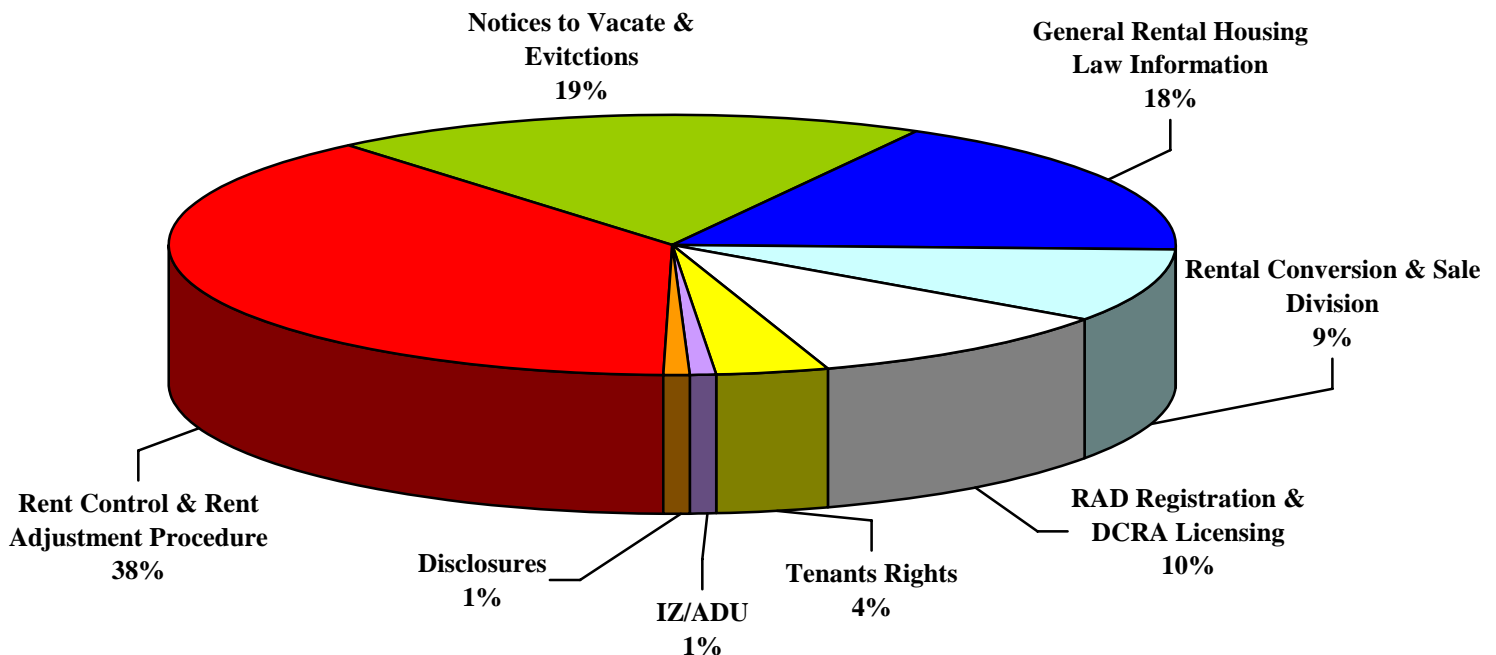
Information regarding the HPO is available on www.dhcd.dc.gov under the Housing Regulations section. The Housing Provider Ombudsman can also be reached via telephone at (202) 442-9505 and within DHCD's Housing Resource Center, which is located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

Direct Technical Assistance

The Housing Provider Ombudsman (HPO) is available from 8:30 am to 3:30 pm every business day in DHCD's Housing Resource Center. The HPO provides direct technical assistance to housing providers on the law, regulations and procedures governing rent control, the licensing and registration of rental units, rent adjustments under rent control, and the conversion and sale of rental housing. The HPO also helps housing providers understand forms, clarifies policies and procedures, and receives recommendations and concerns. The HPO is available for in-person assistance on both a walk in and appointment basis.

In calendar year 2010, the HPO responded to 446 material customer inquiries. This number includes all customer interactions requiring either a sit down meeting, procedure or policy guidance or other significant assistance. Customer service inquiries requiring minor clarifications, Q&A's, or clerical matters are not captured in this metric, but would likely triple the number of stakeholder contacts. Approximately two thirds of all material inquiries were made via telephone, with the majority of the balance conducted via email. Customer inquiries are categorized into eight subject matter classifications.

Distribution of Material Housing Provider Inquiries



Breakout of HPO Material Housing Provider Inquiry Classifications

■ Rent Control and Rent Adjustments & Procedure

- 1) Researched and responded to inquiries dealing with the technical and procedural requirements for setting rents under the rent stabilization program.
- 2) Reviewed the procedures for setting rents under various scenarios including expiring exemptions, vacant properties, new construction, recent rehabilitation and ownership transfers.
- 3) Responded to questions regarding rent adjustments based upon Annual CPI, Vacancy, Substantial Rehabilitation, Capital Improvement, Voluntary Agreement, Changes in Services and Facilities and Hardship.

■ General Rental Housing Law Information

- 1) Recorded and communicated housing provider concerns and recommendations relating to the Reauthorization of the Rental Housing Act of 1985.
- 2) Provided general information on the content of the District's housing laws including lead based paint, fair housing the applicability of lease provisions, the housing choice voucher program and the regulation of security deposits.
- 3) Made inquiries for service and referred cases to outside agencies (eg. DCRA, DDOE, OTA, DCHA, DCHFA, OAH, the Bar of the District of Columbia).

□ RAD Registrations & DCRA Licensing

- 1) Assisted housing providers with the procedural requirements for licensing and registering a housing accommodation with the District of Columbia, including Certificates of Occupancy, BBL applications, Clean Hands Certifications, and the RAD Registration/Claim of Exemption.
- 2) Provided technical assistance on the legal and regulatory requirements necessary to register a housing accommodation or housing provider as exempt or excluded.
- 3) Assisted and followed up with DCRA on behalf of housing providers regarding DCRA inspection schedules and requirements.

■ Tenant Disclosures

- 1) Provided overview of housing provider disclosures to tenants including Applicant Disclosure, New Tenant Disclosure, and Notice of Disclosure forms.
- 2) Researched and responded to technical and procedural housing provider inquiries including requirements for delivery and the validity of electronic notice.

■ Notices to Vacate & Evictions

- 1) Provided technical assistance on the procedural elements of the District's 8 notices to vacate including: Correct or Vacate, Illegal Acts, Personal Use and Occupancy, Use and Occupancy of a Contract Purchaser, Discontinuance of Use, Demolition, Substantial Rehab, and Repair and Alterations.
- 2) Provided a procedural overview of the eviction process, including the role of notices to vacate, writs of eviction, and U.S. Marshals.

■ Rental Conversion & Sale Division

- 1) Responded to inquiries concerning the conversion and sale of rental units, including TOPA time periods, the requirements of notices of offer of sale, and other conversion and sale matters.
- 2) Researched and assisted with legal and procedural requirements for the licensing, registration and lease up of condominiums and cooperative units.

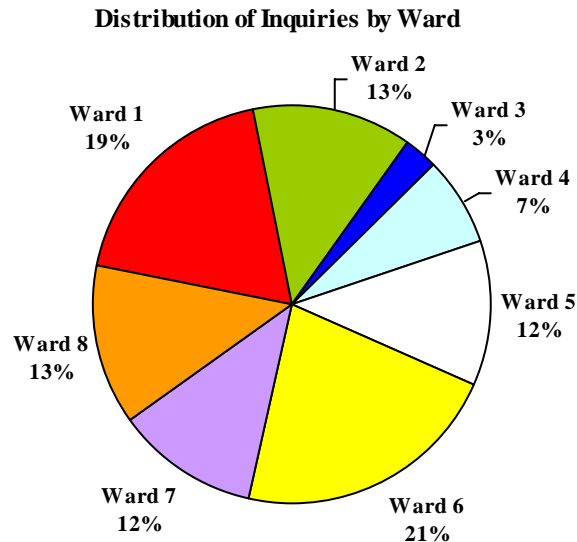
■ Tenant Rights

- 1) Responded to housing provider inquiries regarding tenants' rights to engage in legally protected activity including rights to organize, distribute flyers, post literature, and submit tenant petitions.
- 2) Responded to inquiries relating to the status, legal basis of, and procedural requirements governing tenant petitions.

■ Inclusionary Zoning/Affordable Housing Programs

- 1) Provided overview of the District's Inclusionary Zoning and Affordable Dwelling Unit programs.
- 2) Researched and responded to inquiries on other District of Columbia affordable housing programs including Planned Unit Developments and the District Opportunity to Purchase Act.

Inquiries were distributed fairly evenly among the District's eight wards, as can be observed below. The number of HPO inquiries closely tracked the estimated number of rental units located within each ward. Ward Six appears to have been over represented, accounting for 21% of HPO inquiries, despite estimates that it houses only 13% of the District's rental units. Correspondingly, Ward Three, which is estimated to contain nearly 12.5% of the District's rental units accounted for only 3% of HPO inquiries.



Outreach and Education

To assist small housing providers better understand the District's rental housing laws, the HPO and other HRA staff conduct both public education and outreach events as well as educational sessions for individuals and small groups of housing providers. Public HPO events are held approximately once per month. Though any member of the public may attend, these events are designed to provide information tailored and marketed to small housing providers.

The HPO conducted 13 public education and outreach events attended by 473 customers in 2010. Attendees included housing providers, realtors, agents, property managers, tenants and staff from other District agencies. The HPO events were held at seven different locations, and in four of the District's eight wards. Start times were scheduled both during the business hours and the evening in order to accommodate as broad a spectrum of stakeholders as possible. All educational sessions were conducted via PowerPoint and were followed by question and answer sessions. Print outs of the presentations were made available to all attendees during the event, and afterwards via email. Covered topics included:

- 1) Registration and licensing procedures for rental housing;
- 2) Rent adjustment law and procedure;
- 3) Laws and procedure governing notices to vacate and evictions;
- 4) The Tenant Opportunity to Purchase Act; and
- 5) Guest speaker led sessions discussing recent amendments to The District's lead based paint risk regulations, and the new Housing Conditions Calendar introduced by the Civil Division of the Superior Court of the District of Columbia.

Small group and individual one-off sessions occurred periodically throughout the year and were available upon request. Agendas included in-depth reviews of specific statutes and forms, step by step walk throughs of various RAD or HRA procedures, as well as clarifications of statutory and policy gray areas.

In an effort to keep the HPO informed, the HPO attended 10 other education and outreach events hosted by other members of HRA and DHCD staff in 2010.

Liaison for small housing provider concerns

Finally and perhaps most importantly, the Housing Provider Ombudsman plays the critical role of liaison between small housing providers and the District government, specifically HRA. This role can be divided into four elements.

First, the HPO serves as a point of contact for the education of potentially misinformed or misguided housing providers. The HPO is also available to District departments and agencies to assist in the communication of correct rental housing law, regulations or procedures upon request. As part of this service, DC government agencies and subcontractors can request that the HPO educate and follow up with housing providers who they suspect may not be complying with the District's rental housing laws. Requests for assistance from DHCD, other parts of RAD, and various DHCD community based organizations are common.

Second, the HPO is a vector point for District services. Housing providers seeking assistance or services offered by the District government can contact the HPO for a referral and follow up assistance. Referrals to personnel within DCRA, DDOE, DCHA, DCHFA, OAH, OTA and offices within branches of the Superior Court of the District of Columbia, among others, take place on a regular basis.

Third, the HPO is responsible for expanding small housing provider awareness on changes to relevant HRA policy and District of Columbia statutes and regulations. Updates are provided as part of the HPO's ongoing series of monthly educational events and in responses to housing provider inquiries and comments.

Fourth, the HPO is tasked with communicating the concerns and recommendations of small housing providers on the subject of rental housing policy and procedure to DHCD staff. To support that task, the HPO is included in many HRA departmental level activities. The HPO attends all weekly HRA staff meetings. The HPO also participates in departmental reviews of proposed legislative and regulatory amendments.

Going Forward

In 2011, in addition to maintaining his current service level, the HPO will be expanding its education and outreach series and collaborating with HRA to offer a set of informational guides on select aspects of the District's rental housing law. Further, the HPO's website will be expending to include additional information and educational materials.

**Government of the District of Columbia
Department of Housing and Community Development**



**Housing Provider Ombudsman
Annual Report for Calendar Year 2012**

Introduction

In 2004, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (HPO) as part of its effort to assist small housing providers better navigate and understand the District's affordable housing laws. In its recommendations report for the fiscal year 2005 budget, the Committee on Consumer and Regulatory Affairs (Committee) cited a critical need for direct technical assistance and education on the District's housing laws for small housing providers. Small housing providers were highlighted as most needing assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel or other resources necessary to get quality information on the District's rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance included the District's rent stabilization program, along with several other programs relating to the preservation of affordable housing.

In response to The Committee's directive, the HPO was first staffed in fiscal year 2008 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development (DHCD). The HPO is tasked with 3 primary areas of responsibility:

- 1) Provide technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conduct outreach and education on the District's rental housing laws for the benefit of small housing providers; and
- 3) Serve as a formal conduit for communication between small housing providers and the District government, specifically HRA.

Information regarding the HPO is available on www.dhcd.dc.gov under the Housing Regulations section. The HPO and can also be reached via telephone at (202) 442-7214 and within DHCD's Housing Resource Center, which is located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

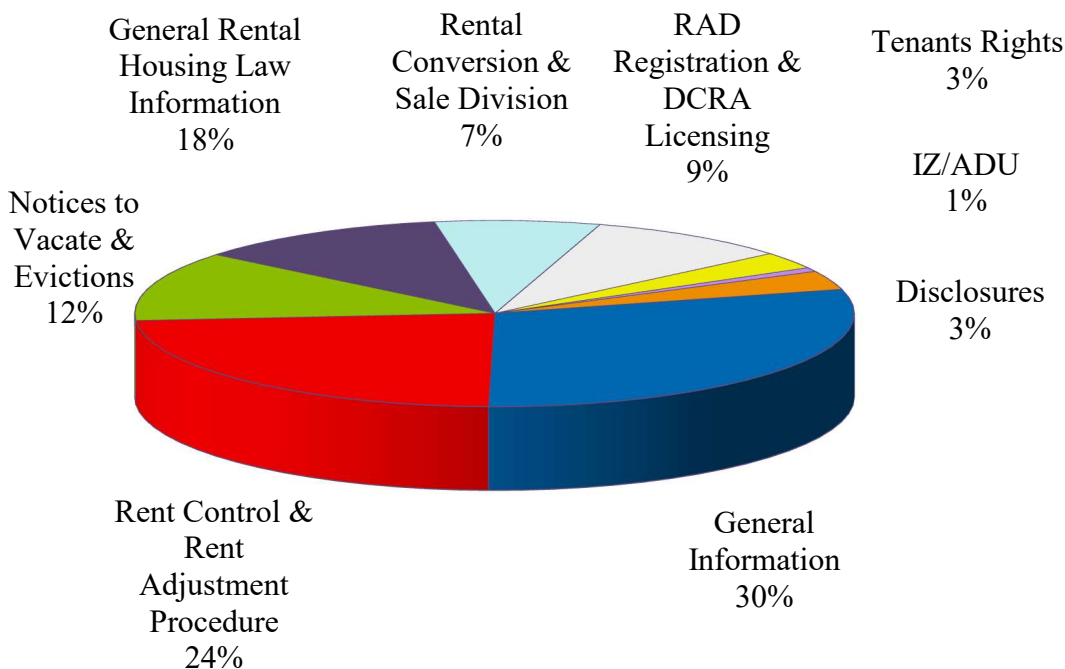
Direct Technical Assistance

The HPO is available from 8:30 am to 3:30 pm every business day in DHCD’s Housing Resource Center. The HPO provides direct technical assistance to housing providers on the law, regulations and procedures governing rent control, the licensing and registration of rental units, rent adjustments under rent control, and the conversion and sale of rental housing. The HPO also helps housing providers understand forms, clarifies policies and procedures, and receives recommendations and concerns. Further, the HPO serves as a critical liaison between small housing providers and the District’s programs and services. The HPO is available for in-person assistance on both a walk in and appointment basis.

In calendar year 2012, the HPO responded to more than four-hundred and fifty (450) service contacts. Education and outreach contacts both in the Housing Resource Center and in the community exceeded two-hundred (200) service contacts in 2012 for a total of well over six-hundred and fifty (650) service contacts. This number includes all customer interactions requiring either a sit down meeting, procedure or policy guidance or other significant assistance. Approximately sixty percent (60%) of all material inquiries were made via telephone and another twenty percent (20%) were via email. The remaining inquiries were addressed by scheduled and unscheduled office visits.

Customer inquiries are categorized into nine subject matter classifications.

Distribution of Material Housing Provider Inquiries



Breakout of HPO Material Housing Provider Inquiry Classifications

Traditional inquiries can be categorized by nine separate subject classifications. These classifications are defined below:

■ Rent Control and Rent Adjustments & Procedure

- 1) Researched and responded to inquiries regarding technical and procedural requirements for setting rents under the rent stabilization program.
- 2) Reviewed the procedures for setting rents under expiring exemptions, vacant properties, new construction, recent rehabilitation and ownership transfers.
- 3) Responded to questions regarding rent adjustments based upon Annual CPI, Vacancy, Substantial Rehabilitation, Capital Improvement, Voluntary Agreement, Changes in Services and Facilities and Hardship.

■ Notices to Vacate & Evictions

- 1) Provided technical assistance on the procedural elements of the District's eight (8) notices to vacate including: Correct or Vacate, Illegal Acts, Personal Use and Occupancy, Personal Use and Occupancy of a Contract Purchaser, Discontinuance of Use, Demolition, Substantial Rehab, and Repair and Alterations.
- 2) Provided a procedural overview of the eviction process, including the role of notices to vacate, writs of eviction, and U.S. Marshals.

■ General Rental Housing Law Information

- 1) Recorded and communicated housing provider concerns and recommendations relating to the Reauthorization of the Rental Housing Act of 1985.
- 2) Provided general information on the content of the District's housing laws, including lead based paint, fair housing, the applicability of lease provisions, the housing choice voucher program, and the regulation of security deposits.
- 3) Made inquiries for service and referred cases to outside agencies (e.g. DCRA, Department of the Environment (DDOE), Office of Tenant Advocate (OTA), D.C. Housing Authority (DCHA), D.C. Housing Finance Agency (DCHFA), Office of Administrative Hearings (OAH), and the Bar of the District of Columbia).

■ Rental Conversion & Sale Division

- 1) Responded to inquiries concerning the conversion and sale of rental units, including Tenant Opportunity to Purchase Act (TOPA) time periods, the requirements of notices of offer of sale, and other conversion and sale matters.
- 2) Assisted with licensing and lease up questions for condominiums and cooperative units.

□ RAD Registrations & DCRA Licensing

- 1) Assisted housing providers with the procedural requirements for licensing and registering a housing accommodation with the District of Columbia, including Certificates of Occupancy, Basic Business License applications, Clean Hands Certifications, and the Rental Accommodations Division (RAD) Registration/Claim of Exemption.

- 2) Provided technical assistance on the legal and regulatory requirements necessary to register a housing accommodation or housing provider as exempt or excluded.
- 3) Assisted and followed up with DCRA on behalf of housing providers regarding DCRA inspection schedules and requirements.

■ Tenant Rights

- 1) Responded to inquiries regarding tenants’ rights to engage in legally protected activity including rights to organize, distribute flyers, post literature, and submit tenant petitions.
- 2) Responded to inquiries relating to the status, legal basis of, and procedural requirements governing tenant petitions.

■ Inclusionary Zoning/Affordable Housing Programs

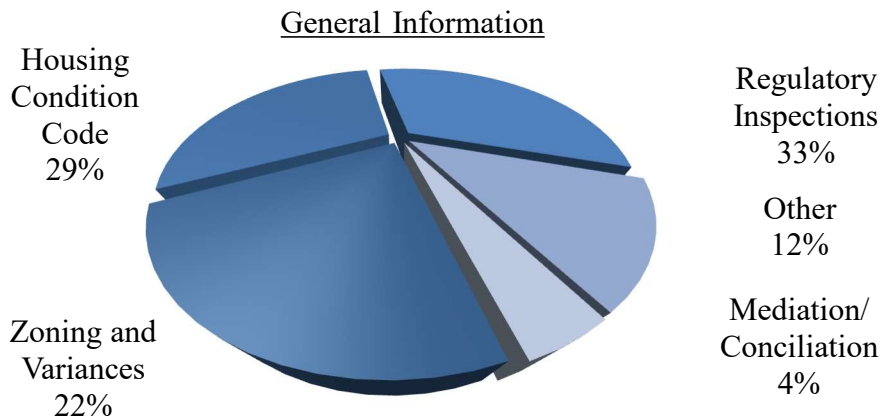
- 1) Provided overviews of the Inclusionary Zoning and Affordable Dwelling Unit programs.
- 2) Researched and responded to inquiries on other District of Columbia affordable housing programs including the District Opportunity to Purchase Act.

■ Tenant Disclosures

- 1) Provided overviews of housing provider disclosures to tenants including Applicant Disclosure, New Tenant Disclosure, and Notice of Disclosure forms.
- 2) Researched and responded to technical and procedural housing provider inquiries including requirements for delivery and the validity of electronic notice.

■ General Information

- 1) Provided clarification regarding the DCHA and DCRA inspection criteria.
- 2) Collaborated regarding housing condition code outreach.
- 3) Facilitated responses regarding zoning and variance processes.
- 4) Fielded general stakeholder suggestions and complaints.
- 5) Discussed mediation and conciliation opportunities.

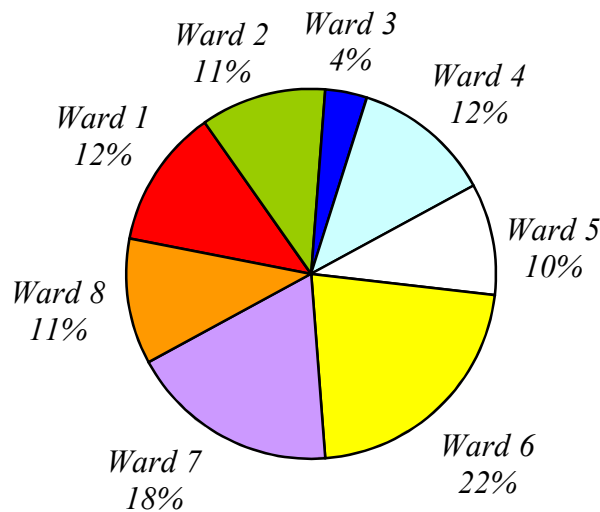


Approximately thirty percent (30%) of all total HPO inquiries are for General Information, which fall outside of the traditionally promoted functions of the HPO. This highlights the success of efforts to provide liaison services and the continued need for formal collaboration with other governmental agencies and resources.

Ward Representation: Inquiries vs. Rental Units

Where inquiries were made by telephone, many callers were reluctant to offer addresses or ward information, especially when questions are related to registration and licensing. However, where addresses were provided, the number of inquiries continued to closely track with the estimated number of rental units located within each Ward in the “Rent Control Report for the District of Columbia”, which was published in June 2011. Ward 6 still appears to have been over represented, accounting for 22% of HPO inquiries, despite estimates that it houses only 13% of the District’s rental units. Ward 3 continued to lag in that only 4% of HPO inquiries were received from this ward, even though nearly 12.5% of the District’s rental units are in this ward.

Distribution of Inquiries by Ward



Outreach and Education

To assist small housing providers better understand the District’s rental housing laws, the HPO and other HRA staff conduct both public education and outreach events as well as educational sessions for individuals and small groups of housing providers. Though any member of the public may attend, these events are designed to provide information tailored and marketed to small housing providers.

The HPO conducted 12 public education and outreach events attended by more than 425 customers in 2012. Attendees included housing providers, realtors, agents, property managers, tenants, Metropolitan Police Officers, Office of Attorney General personnel, and staff from DHCD and other District agencies. The HPO events were held at seven different locations, and in four of the District’s eight wards. Start times were scheduled both during business hours and in the evening to accommodate as broad a spectrum of stakeholders as possible. Print outs of the presentations were made available to all attendees during the event, and afterwards via email. Covered topics included:

- 1) Registration and licensing procedures for rental housing;
- 2) Rent adjustment law and procedure;
- 3) Laws and procedure governing notices to vacate and evictions;
- 4) The Tenant Opportunity to Purchase Act;
- 5) Collaborative Topics with DCRA, DOH, The Office of Emergency Preparedness, Bank on DC and DCHA; and
- 6) DHCD Annual Housing Expo.

Small group and individual one-on-one sessions also occurred periodically throughout the year and were available upon request.

Liaison for Small Housing Provider Concerns

Finally, and perhaps most importantly, the HPO plays the critical role of liaison between small housing providers and the District government, specifically HRA. The current role can be divided into four elements.

First, the HPO serves as a point of contact for the education of potentially misinformed or misguided housing providers. The HPO is also available to District agencies to assist in the communication of correct rental housing laws, regulations or procedures upon request. As part of this service, District agencies can request that the HPO educate and follow up with housing providers who they suspect may not be complying with the District's rental housing laws. Requests for assistance from DHCD, other parts of RAD, and various DHCD community based organizations are common.

Second, the HPO is a vector point for District services. Housing providers seeking assistance or services offered by the District can contact the HPO for referral and follow up assistance. Referrals to personnel within DCRA, DDOE, DCHA, DCHFA, OAH, OTA and offices within branches of the Superior Court of the District of Columbia, among others, take place on a regular basis.

Third, the HPO is responsible for expanding small housing provider awareness regarding changes to relevant HRA policy and District of Columbia statues and regulations. Updates are provided as part of the HPO's ongoing series of monthly educational events and in response to housing provider inquiries and comments.

Fourth, the HPO is tasked with communicating the concerns and recommendations of small housing providers to DHCD staff. To support that task, the HPO is included in many HRA departmental level activities. The HPO attends all weekly HRA staff meetings. The HPO also participates in departmental reviews of proposed legislative and regulatory amendments.

Going Forward

In 2013, in addition to maintaining the current service level, the HPO will:

- Expand its education and outreach series through additional collaborations with DHCD divisions and sister agencies in the economic, housing, safety and health clusters;
- Network with other District of Columbia and municipal ombudsmen to further identify best practices;
- Further explore the merits and challenges to create a certification component for housing providers who complete specific Housing Regulation Administration training sessions;
- Assist agency management in determining appropriate changes to assure that the HPO is utilized to its maximum potential by suggesting appropriate staffing and responsibility expansions necessary to serve the expanding needs of stakeholders;
- Explore training enhancements offered by recording educational outreach session to be linked to the DHCD website and made available for viewing in the Housing Resource Center;
- Additional effective outreach collaborations with non-governmental partners; and
- Increase outreach capacity and services to ensure that stakeholder education about the District's rental housing laws continues to promote understanding and compliance with the laws' policy objectives.

Comments regarding this annual report or have a housing provider related inquiry?

Please contact the Housing Provider Ombudsman via telephone at (202) 442-7214 or email tonya.butler-truesdale@dc.gov. You may also visit DHCD's Housing Resource Center located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

**Government of the District of Columbia
Department of Housing and Community Development**



**Housing Provider Ombudsman
Annual Report for Calendar Year 2018**

Introduction

In 2004, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (HPO) position to assist small housing providers better navigate and understand the District's affordable housing laws. In its recommendations report for the fiscal year 2005 budget, the Committee on Consumer and Regulatory Affairs (Committee) cited a critical need for direct technical assistance and education on the District's housing laws for small housing providers. Small housing providers were highlighted as requiring assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel or other resources necessary to obtain quality information on the District's rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance included the District's rent stabilization program, along with several other programs relating to the preservation of affordable housing.

In response to The Committee's directive, the HPO was first staffed in fiscal year 2008 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development (DHCD). The HPO is tasked with 3 primary areas of responsibility:

- 1) Provide technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conduct outreach and education on the District's rental housing laws for the benefit of small housing providers; and
- 3) Serve as a formal conduit for communication between small housing providers and the District government, specifically HRA.

Information regarding the HPO is available on <https://dhcd.dc.gov/service/housing-provider-ombudsman>. The HPO and can also be reached via telephone at (202) 442-7214

and within DHCD's Housing Resource Center, which is located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

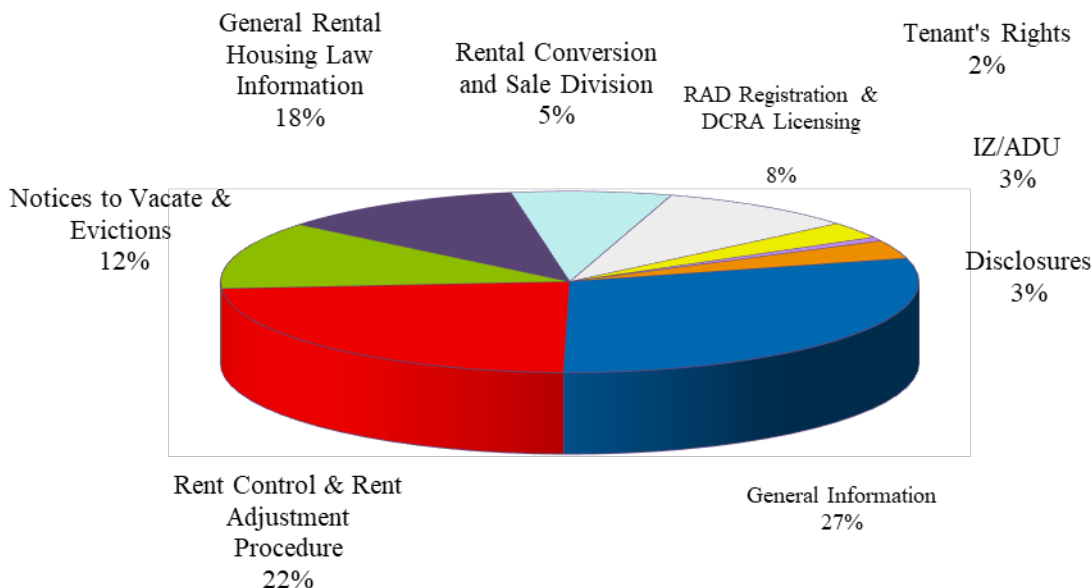
Direct Technical Assistance

Until September 30, 2018 the HPO was available from 8:30 am to 3:30 pm every business day. The position is currently vacant and efforts are underway to recruit a replacement ombudsman. The prescribed duties included providing direct technical assistance to housing providers on the law, regulations and procedures governing rent control, the licensing and registration of rental units, rent adjustments under rent control, and the conversion and sale of rental housing. The HPO also helped housing providers understand forms, clarified policies and procedures, and received recommendations and concerns. Further, the HPO served as a critical liaison between small housing providers and the District's programs and services. As of October 1, 2018 these duties are fulfilled on an *ad hoc* basis by the Rental Accommodation Division's rental property specialists by telephone or appointment.

In calendar year 2018, the HPO responded to two hundred and seventy-two (272) service contacts between the dates of March 7, 2018 and September 2018. The service year was abbreviated due to the HPO's detail to the General Counsel's Office during 2017 and part of 2018. Education and outreach contacts both in the Housing Resource Center and in the community exceeded fifty (50) service contacts in 2018 for a total of well over three-hundred and twenty-two (322) service contacts. This number includes all customer interactions requiring either a sit down meeting, procedure or policy guidance or other significant assistance. Approximately seventy percent (70%) of all material inquiries were made via telephone and another twenty percent (20%) were via email. The remaining ten percent (10%) inquiries were addressed by scheduled and unscheduled office visits.

Customer inquiries are categorized into nine subject matter classifications.

2018 Distribution of Material Housing Provider Inquiries



Breakout of HPO Material Housing Provider Inquiry Classifications

Traditional inquiries can be categorized by nine separate subject classifications. These classifications are defined below:

■ Rent Control and Rent Adjustments & Procedure

- 1) Researched and responded to inquiries regarding technical and procedural requirements for setting rents under the rent stabilization program.
- 2) Reviewed the procedures for setting rents under expiring exemptions, vacant properties, new construction, recent rehabilitation and ownership transfers.
- 3) Responded to questions regarding rent adjustments based upon Annual CPI, Vacancy, Substantial Rehabilitation, Capital Improvement, Voluntary Agreement, Changes in Services and Facilities and Hardship.

■ Notices to Vacate & Evictions

- 1) Provided technical assistance on the procedural elements of the District's eight (8) notices to vacate including: Correct or Vacate, Illegal Acts, Personal Use and Occupancy, Personal Use and Occupancy of a Contract Purchaser, Discontinuance of Use, Demolition, Substantial Rehab, and Repair and Alterations.
- 2) Provided a procedural overview of the eviction process, including the role of notices to vacate, writs of eviction, and U.S. Marshals.

■ General Rental Housing Law Information

- 1) Recorded and communicated housing provider concerns and recommendations relating to the Reauthorization of the Rental Housing Act of 1985.
- 2) Provided general information on the content of the District's housing laws, including lead-based paint, fair housing, the applicability of lease provisions, the housing choice voucher program, and the regulation of security deposits.
- 3) Made inquiries for service and referred cases to outside agencies (e.g., DCRA, Department of the Environment (DDOE), Office of Tenant Advocate (OTA), D.C. Housing Authority (DCHA), D.C. Housing Finance Agency (DCHFA), Office of Administrative Hearings (OAH), and the Bar of the District of Columbia).

■ Rental Conversion & Sale Division

- 1) Responded to inquiries concerning the conversion and sale of rental units, including Tenant Opportunity to Purchase Act (TOPA) time periods, the requirements of notices of offer of sale, and other conversion and sale matters.
- 2) Assisted with licensing and lease up questions for condominiums and cooperative units.

□ RAD Registrations & DCRA Licensing

- 1) Assisted housing providers with the procedural requirements for licensing and registering a housing accommodation with the District of Columbia, including Certificates of Occupancy, Basic Business License applications, Clean Hands Certifications, and the Rental Accommodations Division (RAD) Registration/Claim of Exemption.
- 2) Provided technical assistance on the legal and regulatory requirements necessary to register a housing accommodation or housing provider as exempt or excluded.
- 3) Assisted and followed up with DCRA on behalf of housing providers regarding DCRA inspection schedules and requirements.

■ Tenant Rights

- 1) Responded to inquiries regarding tenants' rights to engage in legally protected activity including rights to organize, distribute flyers, post literature, and submit tenant petitions.
- 2) Responded to inquiries relating to the status, legal basis of, and procedural requirements governing tenant petitions.

■ Inclusionary Zoning/Affordable Housing Programs

- 1) Provided overviews of the Inclusionary Zoning and Affordable Dwelling Unit programs.
- 2) Researched and responded to inquiries on other District of Columbia affordable housing programs including the District Opportunity to Purchase Act.

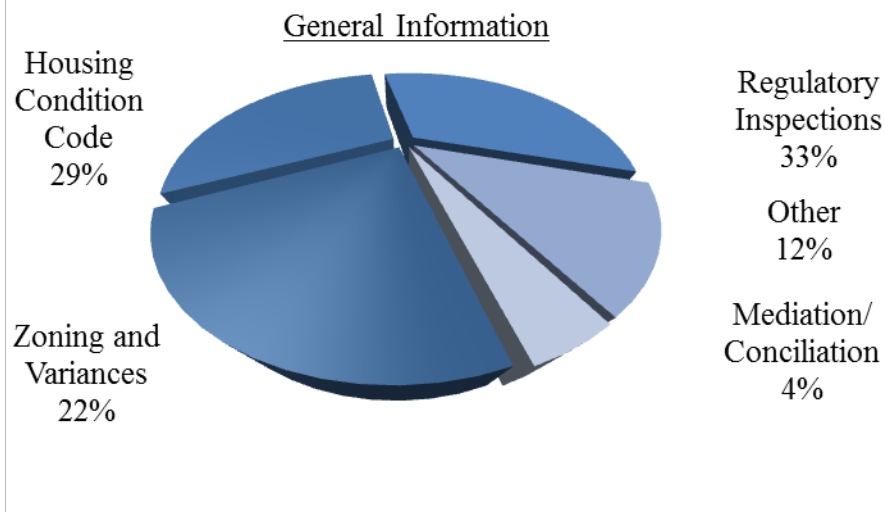
■ Tenant Disclosures

- 1) Provided overviews of housing provider disclosures to tenants including Applicant Disclosure, New Tenant Disclosure, and Notice of Disclosure forms.

- 2) Researched and responded to technical and procedural housing provider inquiries including requirements for delivery and the validity of electronic notice.

■ General Information

- 1) Provided clarification regarding the DCHA and DCRA inspection criteria.
- 2) Collaborated regarding housing condition code outreach.
- 3) Facilitated responses regarding zoning and variance processes.
- 4) Other: Fielded general stakeholder suggestions and complaints and inquiries related to anticipated rulemakings and new legislation
- 5) Discussed mediation and conciliation opportunities.



Consistent with previous report years, approximately thirty percent (30%) of all total HPO inquiries are for General Information, which fall outside of the traditionally promoted functions of the HPO. This highlights the success of efforts to provide liaison services and the continued need for formal collaboration with other governmental agencies and resources. The single deviation from previous years was an increase in communications regarding anticipated legislation and participation in rule making activities with the Rental Housing Commission and the Office of Administrative Hearings.

Ward Representation: Inquiries vs. Rental Units

Where inquiries were made by telephone, many callers continue to be reluctant to offer addresses or ward information, especially when questions are related to registration and licensing. Three Hundred and nine callers were assisted from March 1, 2018 to September 30, 2018. However, where addresses were provided, the number of inquiries continued to closely track with the estimated number of rental units located within each Ward in the “Rent Control Report for the District of Columbia,” which was published in June 2011. Of particular note:

- Ward 6 is no longer over represented at a total of 15%, reflecting a 7% reduction in HPO inquiries, consistent with estimates that Ward 6 houses 13% of the District’s rental units;

- Ward 3 inquiries dramatically increased to 10% of HPO inquiries received seemingly due to organized activities from elderly tenants seeking to participate in rulemaking activities.
- Ward 1 office engagement increased to a total 12.5% reported rental units in the ward, increasing by 6% from 2017.
- Calls decreased in Ward 2 by 6%.
- Ward 5 remained consistent at 10% of calls received.
- Calls decreased by 5% in Ward 7 with no obvious explanation available.

Percentage Calls by Ward in 2018	
Ward 1	18%
Ward 2	5%
Ward 3	10%
Ward 4	15%
Ward 5	10%
Ward 6	15%
Ward 7	13%
Ward 8	14%



Outreach and Education

To assist small housing providers better understand the District's rental housing laws, the HPO and other HRA staff conduct both public education and outreach events as well as educational sessions for individuals and small groups of housing providers. Although

any member of the public may attend, these events are designed to provide information tailored and marketed to small housing providers.

Due being detailed to the Office of the General Counsel in 2017-2018, the HPO conducted 5 public education and outreach events attended by approximately 125 customers in 2018. Attendees included housing providers, realtors, agents, property managers, tenants, Metropolitan Police Officers, Office of Tax and Revenue personnel and staff from DHCD and other District agencies. The HPO events were conducted at DHCD and Condo Nest, a private real estate brokerage open house event. Start times were scheduled both during business hours and on the weekends to accommodate as broad a spectrum of stakeholders as possible. Printouts of the presentations were made available to all attendees during the event, and afterwards via email. Covered topics included:

- 1) Registration and licensing procedures for rental housing;
- 2) Rent adjustment law and procedure;
- 3) Laws and procedure governing notices to vacate and evictions;
- 4) The Tenant Opportunity to Purchase Act; and
- 5) DHCD Annual Housing Expo.

Liaison for Small Housing Provider

Finally, and significantly, the HPO plays the critical role of liaising between small housing providers and the District government, specifically HRA. The current role can be divided into four elements.

First, the HPO serves as a point of contact for the education of potentially misinformed or misguided housing providers. The HPO is also available to District agencies to communicate accurate interpretation rental housing laws, regulations or procedures, and compliance therewith upon request. As part of this service, District agencies can request that the HPO educate and follow up with housing providers whom they suspect may not be complying with the District's rental housing laws. Requests for assistance from DHCD, other parts of RAD, and various DHCD community-based organizations are common.

Second, the HPO is a vector point for District services. Housing providers seeking assistance or services offered by the District can contact the HPO for referral and follow up assistance. Referrals to personnel within DCRA, DDOE, DCHA, DCHFA, OAH, OTA and offices within branches of the Superior Court of the District of Columbia, among others, take place on a regular basis.

Third, the HPO is responsible for expanding small housing provider awareness regarding changes to relevant HRA policy and District of Columbia statutes and regulations. Updates are provided as part of the HPO's ongoing series of monthly educational events and in response to housing provider inquiries and comments.

Finally, the HPO communicates the concerns and recommendations of small housing providers to DHCD staff. To support that task, the HPO is included in many HRA departmental level activities. The HPO attends all weekly HRA staff meetings. The HPO also participates in departmental reviews of proposed legislative and regulatory amendments. [What about participating in revising the proposed regulations?]

Going Forward

In October 2018, the most recent HPO accepted a position within the Housing Regulation Administration, and the recruitment process for a new HPO is underway. DHCD recognizes that value of the HPO position to provide assistance service to the regulated community. The HPO position fosters:

- Education and outreach series through collaborations with DHCD divisions and sister agencies in the economic, housing, safety and health clusters;
- Networking with other District of Columbia and municipal ombudsmen to further identify best practices;
- Exploring training enhancements offered by recording educational outreach session to be linked to the DHCD website and made available for viewing in the Housing Resource Center;
- Resourcing effective outreach collaborations with non-governmental partners; and
- Collecting data and utilizing complaint data to identify stakeholder needs and maximize agency performance;
- Expanding outreach capacity and services to ensure that stakeholder education about the District's rental housing laws promote understanding and compliance with the rental housing law policy objectives.

Comments regarding this annual report or have a housing provider related inquiry?

Please contact Rental Property Specialist Tonya Butler-Truesdale via telephone at (202) 442-7214 or email tonya.butler-truesdale@dc.gov. You may also visit DHCD's Housing Resource Center located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

Rental Accommodations Division
 FY 2019 Performance Oversight Questions
 Response to Question 102 – Attachment 102-1

TENANT PETITIONS

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
1	Omar Williams v. Thomas K. Stephenson	31,035	1525 7th Street NW	2/12/2018	OAH Final Order 5/8/2018
2	Willie Hazzard v. Amy Gellatly Aty, Bread for the City	31,036	719 49th Street NE	2/12/2018	OAH Order Pending
3	Reese Blakeney, III v. Vantage Management c/o Capitol Park Plaza Apartment	31,037	201 I Street SW	2/21/2018	OAH Order Pending
4	Jeneva Mickens v. Urban City Management	31,038	2853 28th Street, SE	2/22/2018	OAH Final Order 5/14/2019
5	Christopher E Lucas v. Deutsche Bank National Trust Co.	31,039	2706 James M. McGee Jr. St SE	3/1/2018	OAH Final Order 5/14/2019
6	Elise Ghattas & Jack Herron v. 19th Street Trust	31,040	2300 19th Street NW	3/1/2018	OAH Final Order 6/25/2018
7	Kritini Davenport v. Elizabeth Asken	31,041	27 O Street NW	3/6/2018	OAH Order Pending
8	Cheryl Stein v. Hafiz LLC	31,042	1201 4th Street NW	3/7/2018	OAH Final Order 5/24/2018 OAH Final Order 3/27/2019
9	Jayprakash Kansora v. Peter Baker	31,043	1821-B Kalorama Road NW	3/7/2018	OAH Order Pending
10	Carolyn Parks v. Lihey LLC	31,044	1416 Eastern Avenue NE	3/8/2018	OAH Final Order 6/7/2018
11	Hananna Rivers v. Stanford Capital LLC	31,045	5220 Fitch Street SE	3/12/2018	OAH Final Order 6/13/2019

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
12	Antoinette McBride v. Howard Hill Limited Partnership	31,046	1341 Howard Road SE	3/13/2018	OAH Final Order 6/21/2019
13	Paul A. Sterman v. George Farrah	31,047	1444 Corcoran Street NW	3/14/2018	Order Resubmitted under TP 31,049
14	Benjamin Russell v. Jose Mararac	31,048	113 Galveston Place SW #1	3/14/2018	OAH Final Order 1/31/2019 OAH Order Denying Tenant's Second Motion for Reconsideration 4/9/2019
15	Paul A. Sterman v. George Farrah	31,049	1444 Corcoran Street NW	3/19/2018	OAH Final Order 12/19/2018
16	Daniel Sutton v. Teri Gentry	31,050	1823½ Channing Street NE	3/20/2018	OAH Order Pending
17	John G. Grimes v. Marius Schwartz	31,051	1545 18th Street NW	3/23/2018	OAH Final Order 3/4/2019
18	Eugenio Flores v. Thomas Barber Jr.	31,052	4021 Kansas Avenue NW	3/28/2018	OAH Final Order 5/8/2019
19	Randall V. Johnston & Thomas Bennett v. John C. Formant, Real Estate Inc.	31,053	1249 1/2 C Street SE	3/28/2018	OAH Order Pending
20	Yusuf Rahman v. Lawrence Dance III	31,054	216 T Street NW	3/29/2018	OAH Order Pending
21	Shirley Woods v. RTMJ Enterprises, LLC	31,055	2934 12th Street NE #1	4/3/2018	OAH Order Denying Respondents' Motion for Relief for Final Order 9/6/2019 OAH Final Order 12/31/2018
22	Thomas Weldy & and Julieanna Weldy v. Rauzia Ally & and Gregory Rubbo	31,056	1432 Swann Street NW	4/5/2018	OAH Final Order 6/8/2018
23	Michelle Howard v. Haiyi Enterprise USA Corp.	31,058	2254 48th Street NW	4/11/2018	OAH Order Pending
24	Doreatha Cook v. Mozell Cruel	31,059	4022 9th Street NE	4/11/2018	OAH Final Order 6/11/2018

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
	Beene				
25	Yarea Debalkie v. Larnaca Company	31,060	725 Jefferson Street NW	4/20/2018	OAH Final Order 2/4/2019
26	John R. Rogers v. Borger Management	31,061	1414 Upshur Street NW #104	4/23/2018	OAH Final Order 11/7/2018
27	Shalonda Eley v. Tribeca Management, Inc.	31,063	4955 G Street SE	4/24/2018	OAH Final Order 6/22/2018
28	Philippe Denis & Hanna Lee v. Alyssa Sams	31,064	1644 L Street NE	4/25/2018	OAH Final Order 8/14/2018
29	Diane Mclean & Joseph Reaves v. Norberta & Rene Gunera	31,065	1445 Parkwood Place NW	4/26/2018	OAH Final Order 7/13/2018
30	Elizabeth Ross & Raina Khisamora v. 1308 Bryant St Holdings, LLC	31,066	1308 Bryant Street NE	4/27/2018	OAH Order Pending
31	Theotis Humphrey v. Bruce Gardens LLC	31,067	3100 Bruce Place SE	5/2/2018	OAH Order Pending
32	Maya Jackson v. Alvin L. Aubinoe	31,068	4540 MacArthur Boulevard NW	5/3/2018	OAH Order Pending
33	Marie Yates v. The NHP Foundation (Richard Burns, CEO)	31,069	2321 Good Hope Court SE	5/9/2018	OAH Final Order 6/26/2018
34	Butlin Alphonse v. Joel Armstrong	31,070	2806 O Street SE	5/11/2018	OAH Final Order 9/19/2018
35	Richard Smith & Tanner Holbrook v. Farah Ahannavard	31,071	217 F Street NE	5/14/2018	OAH Final Order 11/15/2018
36	Julie Kirk v. Rentor's Marehouse DC	31,072	1003 Florida Avenue NE	5/16/2018	OAH Final Order 9/4/2018
37	David Cousar, Jr. v. Vanessa Carpenter Lourie	31,073	101 G St. SW	5/24/2018	OAH Final Order 7/25/2018
38	Lane M. Luskey v. R.B	31,074	1808 Connecticut Avenue NW	5/24/2018	OAH Final Order 7/20/2018

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
	Properties, Inc./Li Cui				
39	Yordanos Mekonen v. Adolphus C. Ukaegbu	31,075	7514 Eastern Avenue NW	5/25/2018	OAH Final Order 8/28/2018
40	Jana Perkins v. Thomas K. Stephenson	31,076	711 49th Street NE	6/1/2018	OAH Order Pending
41	Keith Anderson & Miyeeka Mullins v. John Hanna & Loubna Hanna	31,077	1719 27th Street SE	6/14/2018	OAH Final Order 9/27/2019
42	Martin Eugene Carroll, Jr. v. Edward L. Tiffey	31,078	104 Fort Drive NE	6/18/2018	OAH Final Order 9/18/2018
43	Marcel Emerson v. Elshaz & Jones Holding, LLC	31,079	1213 Raum Street NE	6/20/2018	OAH Order Denying Motion for Reconsideration 5/6/2019
44	Jonathan R. Cook v. Stewart Davis & Leah Wagnes	31,080	3631 New Hampshire Ave NW	6/20/2018	OAH Final Order 8/16/2018
45	Stephanie C. Artis v. Myrl W. Mulligan T/A MWM Properties	31,081	1746 Benning Road NE, Unit C	6/21/2018	OAH Order Pending
46	Anita Patricia Hart v. Edgewood Management	31,082	5809 14th Street NW	4/27/2018	OAH Final Order 4/3/2019
47	Joesph Jarod Gomez v. Lenkin Management/ Debbie Brooks	31,083	1884 Columbia Road NW	4/27/2018	OAH Final Order 9/7/2018
48	Sarah Schaefer v. Carlos Saenz & Claudia M. Mihok	31,084	1217 29th Street NW	6/28/2018	OAH Final Order 10/24/2018
49	Brittany Payne v. Seeno Merobshoer	31,085	1435 4th Street SW	6/27/2018	OAH Final Order 10/29/2018
50	Ryan Carey-Mahoney & Daniel McMahon v. Natasha Basley	31,086	207 R Street NW	6/28/2018	OAH Order Pending
51	Ryan Z. Sarazin v. Smith Property Holdings Van Ness L.P.	31,087	3003 Van Ness Street NW	6/28/2018	OAH Final Order 3/19/2019
52	Maryam Arif v. Cliff Hackett	31,088	503 Constitution Avenue NE	7/2/2018	OAH Final Order 10/31/2018
53	Vanessa Maria Ceruello Ferrando	31,089	3003 Van Ness Street NW	7/3/2018	OAH Final Order 10/9/2018

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
	v. Smith Property Holdings Van Ness L.P.				
54	220 Hamilton Street, LLC v. Park View Hamilton Tenant Association and Tenants of 220 Hamilton Street, NW Amanda P. Reeves v. 220 Hamilton St LLC	31,090	220 Hamilton Street NW	7/16/2018	OAH Final Order Approving Substantial Rehab Petition & Dismissing Tenant Without Prejudice 9/12/2019
55	Tracy McKeever v. Marbury Plaza Apts./ Edgewood Mgmt Corp.	31,091	2300 Good Hope Road SE #803	7/16/2018	OAH Final Order 10/22/2018
56	Keviette Holmes & James Holmes v. Ryan Pullian	31,093	1920 Good Hope Road SE	7/16/2018	OAH Final Order 4/3/2019
57	Michael Williams v. Peter Bonnell - Urban Investment Properties	31,094	301 G Street SW #831	7/16/2018	OAH Final Order 11/15/2018
58	Keisha Whitlock & Georgia Young v. NHP Foundation	31,095	6656 Georgia Avenue NW	7/16/2018	OAH Final Order 2/1/2019
59	August Tenants Assoc. v. BDC August LLC	31,096	2147 O Street NW	7/19/2018	OAH Final Order 9/3/2019
60	Dawn Covin, Michael Covin v. Yolanda Blount	31,097	3955 S Street SE	7/26/2018	OAH Final Order 6/27/2019
61	Marcus Jackson, Shawntis Jackson, Constance Jackson v. Nakia Okoye	31,098	1913 Tremont Street SE	7/27/2018	OAH Final Order 11/9/2018
62	Sharnequa Steed v. Urban Investment Partners	31,099	301 G Street SW #402	7/28/2018	OAH Final Order 9/24/2018
63	Larry Kornegay v. NOVO Properties	31,100	3533 Ames Street NE #201	8/1/2018	OAH Final Order 3/19/2019
64	Diane McLean v. Norberta and Rene Gunera	31,101	1145 Parkwood Place NW #1	8/2/2018	OAH Final Order 9/19/2018

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
65	Carolyn J. Curry v. CIH Uplands Limited Partnership	31,103	1211 Galveston Street SW #303	8/8/2018	OAH Final Order 1/31/2019
66	Elizabeth Palatucci v. Kevin Bowman and Oneal Bowman and Lois Hill	31,104	1304 North Capitol Street NW, Unit A	8/10/2018	OAH Final Order 4/26/2019
67	Haren Seon and Denise Moss v. Hiwot Tekle and Ezana Berhanu	31,105	1341 Clifton Street NW #105	8/10/2018	OAH Final Order 3/12/2019
68	Shirley Conner v. Friendship Crossing Apt	31,106	121 Galveston Street SW #101	8/10/2018	OAH Final Order 11/5/2018
69	Wanda McCall v. Friendship Crossing Apt	31,107	121 Galveston Street SW #104	8/10/2018	OAH Final Order 9/19/2018
70	Delmy Lara Diaz v. Hampstead Kington Partners LP	31,108	614 Longfellow Street NW	8/13/2018	OAH Final Order 3/12/2019
71	Emily M.G. Scott v. Nneka Truss	31,110	614 Elliott Street NE	8/14/2018	OAH Final Order 11/19/2018
72	Lisa Irby v. CIH Uplands Limited Partnership	31,112	4640 Martin Luther King Jr Avenue SW	8/21/2018	OAH Final Order 11/1/2018
73	Mercedes Pepper v. 3410 17th LLC	31,113	3410 17th Street NW #302	8/27/2018	OAH Final Order 1/31/2019
74	Xavier Drake v. Thomas K. Stephenson	31,114	719 49th Street NE	9/4/2018	OAH Order Pending
75	Mark L. Jensen and Marian E. Drake	31,115	118 15th Street NE	8/31/2018	OAH Final Order 12/11/2018
76	John L. Samuel v. CIH Uplands Limited Partnership	31,116	105 Galveston Street SW #201	9/5/2018	OAH Final Order 11/9/2018
77	Alex Hutchinson and Rachel Skalina v. Kateh Zahraie	31,117	1808 Newton Street NW	9/10/2018	OAH Final Order 12/13/2018
78	William Anderson III and Wesley Vaughn v. Lopa Thambi, T.F Properties	31,118	717 Euclid Street NW	9/11/2018	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
79	Debora Galeano v. Barry Douglas	31,119	30 S Street NW	9/11/2018	OAH Final Order 10/7/2019
80	Anke Weber and Walter Rentzsch v. Daniel Crabtree	31,120	3419 Dent Place NW	9/14/2018	OAH Order Pending
81	Sam Goraffa v. Carol Brauninger	31,121	1611 44th Street NW	9/14/2018	OAH Final Order 1/31/2019
82	H. Zara Korutz v. Adam Catherdral, LLC, and Marquee Management, LLC	31,123	3201 Wisconsin Ave NW #808	10/4/2018	OAH Final Order 1/31/2019
83	William C. Bryant v. NMI(New Market Investors) Property Mgmt LLC Huntwood Courts	31,124	5015 Jay Street NE #12	9/20/2018	OAH Final Order 4/5/2019
84	Lydia Krassensky and Paul Mouer v. William A. Holbrook, III	31,125	1313 Orren Street NW #2	9/21/2018	OAH Order Pending
85	Doreene L. Rollins v. Open Arms Housing, Inc.	31,126	57 O Street NW #202	9/26/2018	OAH Final Order 4/24/2019
86	Stephanie R. South v. Collot Guerard	31,127	1402 C Street SE	9/26/2018	OAH Final Order 12/13/2018
87	Bridgit Davis-Young v.Eliza Hugee	31,128	4575 Blaine Street NE	10/4/2018	OAH Final Order 4/2/2019
88	Martha Salas v. Matthew Wade/Springtreet Real Estate LLC	31,129	6420 14th Street NW #301	10/4/2018	OAH Order Pending
89	Ruth Capezzone v. Susan Shultz	31,130	1326 L Street SE	10/9/2018	OAH Final Order 11/29/2018
90	Stephen E. Pearson v. Borger Management Inc	31,131	1515 Ogden Street NW	10/9/2018	OAH Final Order 12/7/2018
91	William S. Johnson v. Aljunior Murphy	31,132	1017 17th Place NE #4	10/11/2018	OAH Final Order 10/29/2019
92	Christopher J. Miller v. Aljunior	31,133	1017 17th Place NE #3	10/11/2018	OAH Final Order 10/29/2019

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
	Murphy				
93	Morgan Gostel and Manuela Dal Formo v. Kay Sundaram Greenfield	31,134	616 E Street NW #1105	10/11/2018	OAH Final Order 2/19/2018
94	Michelle Norris v. Willie Fogle, Jr.	31,135	5 Rhode Island Ave NW #401	10/21/2018	OAH Final Order 10/17/2019
95	Evelyn Hill v. Nataka Wilson	31,136	1814 Benning Road NE # C	10/22/2018	OAH Final Order 12/13/2018
96	Veit Sandfort v. Jeffrey Frank	31,137	1615 Q Street NW #204	10/25/2018	OAH Final Order 7/31/2019
97	Robert Moore v. Biniam Habtom	31,138	2020 Naylor Road SE #4	10/25/2018	OAH Final Order 10/25/2019
98	Alicia Thomas v. Kemit D. Howard	31,139	633 M Street NE, Unit A	10/29/2018	OAH Final Order 6/25/2019
99	Paul Sterman v. George Farrah	31,140	1444 Corcoran Street NW #4	10/29/2018	OAH Order Pending
100	Kenneth White and Elizabeth Breckenridge v. Patrick Lee	31,141	910 M Street NW #412	11/1/2018	OAH Order Pending
101	Arielle Alexander v. Phil Kang	31,142	2911 Newark Street NW #34	11/1/2018	OAH Order Pending
102	Jania Jensen v. 1629 Columbia Rd (DC) LLC/CIM Group	31,143	1629 Columbia Road NW #820	11/2/2018	OAH Order Pending
103	Timothy Savoy v. 755 Fairmont LLC (Jill & Abi Dutta)	31,144	755 Fairmont Street NW #2	11/5/2018	OAH Final Order 5/3/2019
104	Regina York v. Kevin G. Cunningham	31,145	911 Butternut Street NW	11/5/2018	OAH Final Order 6/9/2019
105	Omar Williams v. Thomas K. Stephenson	31,146	719 49th Street NE #1	11/6/2018	OAH Order Pending
106	Phyllis Black v. Thomas K. Stephenson	31,147	711 49th Street NE #12	11/6/2018	OAH Final Order 3/12/2019
107	Katharina & Jens Kuhlen v. Diego Belmonte & Raquel Garcia-Pertusa	31,148	3942 Livingston Street NW	11/7/2018	OAH Amended Final Order 3/15/2019 & Order Denying Reconsideration 3/15/2019
108	Bonita Goode v. Connie H.	31,149	615 Alabama Avenue SE #3	11/8/2018	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
	Saunders				
109	John Wechsler v. Ben Pourbabai	31,150	1077 Papermill Court NW	11/8/2018	OAH Final Order 5/2/2019
110	Simon Semaan v. Skyline Towers Associates, LLC, Gelman Management Co.	31,151	2730 Wisconsin Ave NW #84	11/14/2018	OAH Final Order 12/9/2019
111	Lindsay Smithen and Jeremy Kirsch v. Divid Swetsoff	31,152	3315 P Street NW	11/14/2018	OAH Final Order 7/8/2019
112	Daniell Williams v. Patrick Gray and Delna Gray	31,153	1156 45th Street NE, Unit A	11/14/2018	OAH Order Pending
113	Ann Mari Graham, Joanna Barrett, Rachael Hartford, Logan Phares v. Maryam Mahdavi	31,154	437 10th Street NE #1	11/14/2018	OAH Final Order 4/11/2019
114	Michael Joseph Levy v. Carmel Partners Inc	31,155	2714 Quarry Road NW #B-1	11/16/2018	OAH Final Order 4/26/2019
115	Maishah Asante-English v. Robert D. Kampia	31,156	1000 Park Road NW, Basement Unit	11/19/2018	OAH Final Order 5/8/2019
116	Kimberly Poole v. Linda Briscoe	31,157	1015 Anacostia Road NE #3	11/19/2018	OAH Order Pending
117	Kimberly Cook v. Jessie McClendon and Brittany Calloway	31,158	1509 Buchanan Street NW	11/5/2018	OAH Final Order 9/12/2019
118	Alvin Lindsay & Cynthia Latona Lindsay v. 1723 Capitol Avenue LLC	31,159	1723 Capitol Avenue NE #1	11/20/2018	OAH Final Order 5/28/2019
119	Corey Chambliss v. Gates Hudson & Associates Inc.	31,160	1921 8th Street NW	11/28/2018	OAH Final Order 5/23/2019
120	Martin McMahan v. Waltraut Fornasa, IDI Group COS.	31,161	2939 Van Ness Street NW #718	11/28/2018	OAH Final Order 9/17/2019
121	Adrian Mishek and Tracey Mishek v. Debra Morris	30,162	337 Kentucky Avenue SE	11/29/2018	OAH Final Order 9/17/2019

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
122	Loretta Forrest Gray v. Equity Resources, LLC (c/o Napoleon Ibiezugbe & Kevin Faulkner)	31,163	1917 Benning Road NE #4	11/30/2018	OAH Final Order 7/2/2018
123	Dalores and Clarence Walker v. Herbert Bonnette	31,164	1000 18th Street NE #1	12/3/2018	OAH Final Order 8/1/2019
124	Marie Yates v. The NHP Foundation (Richard Burns, CEO)	31,165	2321 Good Hope Court SE #102	12/4/2018	OAH Order Pending
125	Joshua Smith v. MEPT Anthology, LLC	31,166	625 H Street NE #911	12/5/2018	OAH Final Order 10/23/2019 OAH Final Order 3/19/2019
126	Dazuhn Barnes v. NOVO Development Corp.	31,167	3505 Ames Street NE #101	12/14/2018	OAH Order Pending
127	Rose Sands v. Vernon Hammett	31,168	1105 Holbrook Terrace NE #4	12/21/2018	OAH Final Order 7/19/2019
128	Daniel Ehreiser v. Karla Winters	31,169	400 New Jersey Avenue SE	12/21/2018	OAH Order Pending
129	Eva Shpak, Ruth Tyson, Lyrus Chimento v. Kevin Giesecke	31,170	1657 Newton Street NW, Unit B	12/27/2018	OAH Final Order 5/3/2019
130	Adrian Voicu v. Nicholas De Luca	31,171	2824 Bellevue Terrace NW	1/3/2019	OAH Order Pending
131	Daniel P. Oneill v. Eric Lynch & Suzanne Weldon	31,172	414 Seward Square SW #105	9/9/2019 1/3/2019	OAH Final Order 9/6/2019
132	Roy Hayes v. William C. Smith & Company, Inc.	31,173	2414 Wagner Street SE	1/4/2019	OAH Motion for Disqualification 7/18/2019
133	Terinee Bonds v. Leilani Myles	31,174	1232 Montello Avenue NE	1/4/2019	OAH Final Order 6/18/2019
134	Jordan Murphy v. Ben Pourbabai	31,175	3628 Reservoir Road NW	1/8/2019	OAH Order Pending
135	Karissa Leake v. James Properties II, LLC	31,176	914 Eastern Avenue NE #102	1/11/2019	OAH Final Order 2/25/2019
136	Richard Copeland v. Barbara and David Bailey, Home Realty, Inc.	31,177	1402 T Street SE #1	1/15/2019	OAH Final Order 1/31/2019
137	Maryam Arif v. Cliff Hackett	31,178	503 Constitution Avenue NE #3	1/15/2019	OAH Final Order 9/4/2019 OAH Final Order 5/10/2019

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
138	Treachana Matthews v. R Street Preservation Partners LP	31,179	1428 R Street NW #204	1/16/2019	OAH Order Pending
139	Karissa Leake v. Eastern Avenue Redevelopment LP (Hilltop Apartments)	31,180	914 Eastern Avenue NE *102	1/16/2019	OAH Final Order 7/24/2019
140	Howard Jenkins v. Margaret Wingfield	31,181	511 16th Street SE #3	1/17/2019	OAH Final Order 3/19/2019 and OAH Final Order 1/15/2020
141	Angela Milhouse v. James and Tacey Lagroom Fily Trust	31,182	105 53rd Street SE #4	1/17/2019	OAH Final Order 5/3/2020
142	Paul Haluszczak, Morgan Wooten v. Greg Williams	31,183	1631 6th Street NW #8	1/18/2019	OAH Order Pending
143	Barbara A. Wilkerson v. Tammy Greene	31,184	84 Hawthorne Court NE	1/19/2019	OAH Final Order 6/20/2019
144	Bronya Evans v. Lia Johnson	31,185	702 31st Street SE #1	1/30/2019	OAH Order Pending
145	Kevin Richardson v. Cole garden Cooperative Association and Solid Properties	31,186	2800 Jasper Road SE #104	1/30/2019	OAH Final Order 10/25/2019
146	William E. Hunt v. 8TH STREET NE PARTNERS, LLC (As per PIVS)	31,187	4017 8th Street NE #1	2/5/2019	OAH Final Order 10/29/2019
147	Erin M. Waite & Katie Zdilla v. Patrick Dorton/Paul Igoe	31,188	1954 Calvert Street NW #2	2/5/2019	OAH Order Pending
148	Lauren Adrienne Phillips-Thoryn and Colenso M. Speer v.	31,189	10 Florida Avenue NW #201	2/5/2019	OAH Final Order 4/3/2018
149	Michaud Gray v. Anthony Floyd, d/b/a PAFM and Joanna Alexander	31,190	11 Florida Avenue NW #201	2/8/2019	OAH Final 10/21/2019 OAH Final Order 6/20/2019
150	Rosalinda Harris v. Ernest Banks	31,191	5514 1st Street NW #202	2/25/2019	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
151	Carilyne Vanice v. Barnard S. Nunes	31,192	228 57th Street NE, Units A & B	2/28/2019	OAH Order Granting Respondents Motion for Summary Adjudication 9/20/2019
152	Benetra Hudson v. William Perry	31,193	1273 Simms Place NE #11	2/28/2019	OAH Final Order 7/22/2019
153	Larry E. Gray v. Capital Park Plaza Twin Tower	31,194	103 G Street SW #704	3/4/2019	OAH Order Pending
154	Inga Elizabeth Brown v. Sheriff Alabi	31,195	1114 Penn Street NE #1	3/5/2019	OAH Final Order 10/31/2019
155	Sonya Alekseyev / Alexis Bourne v. EASE Property Services c/o Alice Laidlaw	31,196	303 T Street NW #2	3/6/2019	OAH Order Pending
156	Alana O'Mara v. Smith Property Holdings Van Ness L.P.	31,197	3003 Van Ness Street NW #W1125	3/8/2019	OAH Final Order 5/24/2019
157	Beatrice E. Martin-Scurlock v. J. Guy Bell	31,198	3004 Van Ness Street NW #W1125	3/11/2019	OAH Order Pending
158	Charmayne Kirkland v. Peier Odagbodo	31,199	6149 Kansas Avenue NE #1	3/11/2019	OAH Order Pending
159	Shayla Benns v. Robert Assa	31,200	2141 I Street NW #115	3/18/2019	OAH Final Order 9/9/2019 OAH Final Order 9/4/2019
160	Monielle Jasmine Sante v. Mansour Mansourkia	31,201	1921 19th Street NW #30	3/21/2019	OAH Order Pending
161	Britney Washington v. CCP, LLC	31,202	4228 Benning Road NE # 303	3/27/2019	OAH Order Pending
162	Kalisha Brown v. Antawan Williams	31,203	516 Raleigh Street SE # 3	4/1/2019	OAH Order Pending
163	Gary B. Wade v. UTP Property Mngt	31,204	301 G Street SW # 631	4/2/2019	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
164	Christina Garrard v. Antoinette Valent	31,205	1014 7th Street SE	4/3/2019	OAH Final Order 9/4/2019
165	Winston Miller v. E & G Group	31,206	4710 Martin Luther King Jr Avenue SW #102	4/3/2019	OAH Final Order 10/25/2019
166	Aderonke Ajala v. William C. Smith & Company	31,207	1702 Summit Place NW # 507	4/5/2019	OAH Final Order 9/4/2019, OAH Final Order 9/9/2019
167	James Everett v. 2615 AA, LLC	31,208	4228 Benning Road NE #111	4/8/2019	OAH Order Pending
168	Paul A. Sterman v. George Farrah	31,209	1444 Corcoran Street #4	4/9/2019	OAH Partial Final Order 10/31/2019
169	Carol Cuffee v. Helen Berhe	31,210	1807 41st Place SE	4/10/2019	OAH Final Order 8/5/2019
170	Jenetta Rose Barras v. Greystar Management	31,211	6101 16th Street NW	4/22/2019	OAH Order Pending
171	6320 14th Street, NW Tenant Association v. Fred A. Smith Company	31,212	6320 14th Street NW	4/24/2019	OAH Order Pending
172	Gwendolyn Rathbun v. Roger Quentin Smith/Yarmouth Management	31,213	1306 A Street SE #B	4/26/2019	OAH Final Order 6/20/2019
173	Gabriel Fineman v. Smith Property Holdings Van Ness L.P.	31,214	3003 Van Ness Street NW #W1131	4/30/2019	OAH Final Order 7/22/2019
174	Maria Aguilar v. Adolphe J. Edwards/ A.J. Realty	31,215	5906 13th Street NW #104	4/30/2019	OAH Order Pending
175	Regina Martinez v. John Sporidis	31,216	2201 L Street NW #611	5/1/2019	OAH Order Pending
176	Robert I. Alexander v. William W. Beckett and William W Beckett Sr. Trust	31,217	1715 19th Street NW & 1717 19th Street NW #2	5/2/2019	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
176	Mark Franklin Fields v. Carlos Fernando Lemos	31,218	1706 28th Place SE #1	5/3/2019	OAH Final Order 7/12/2019
177	Sharon M. Murray and Annette Murray v. TIAA	31,219	6101 16th Street NW #918	5/3/2019	OAH Final Order 9/4/2019 OAH Final Order 9/4/2019
178	Ron Nichols v. UIP Property Management	31,220	1620 Fuller Street NW #402	5/4/2019	OAH Final Order 8/6/2019
179	Juanita M. Waters v. Reggie Sealy / RTR investment LLC	31,221	5552 Bass Place SE	5/10/2019	OAH Final Order 10/25/2019
180	Keisha Whitlock v. NHP Foundation	31,222	6656 Georgia Avenue NW #301	5/14/2019	OAH Order Pending
181	Vernon Knight v. Al Murphy	31,223	1017 17th Place NE #2	5/16/2019	OAH Final Order 1/28/2020
182	Catherine A Paige v. bailey's Real Estate Holdings, LLC	31,224	1633 28th Street #3	5/23/2019	OAH Order Pending
183	Elizabeth Hamon and Fatimah Shaikh v. Serge Hyacinthe	31,225	3546 10th Street NW, Basement Unit	5/31/2019	OAH Final Order 10/28/2019
184	Roy Hayes v. William C. Smith & Company, Inc.	31,226	2414 Wagner Street SE #724	6/3/2019	*Motion *Correction 10/31/2019* ** Motion - Recusal ALJ YWANDE ADEROJU** 10/28/2-10 & 10/29/2019 Opposition-Landlord/Wm C Smith &Co, "Stay" Motion 10/21/2019
185	Greg Holodak, Kevin Ross, Andrew DiNardo, Brook Davenport, Brian Rogers, Luke Kern, Blake Gomez, Tim Keville v. Brookland Equity Group, LLC	31,227	3323 7th Street NE	6/5/2019	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
186	Natasha Ashby, Mark Gainey v. Osaze Moore	31,228	1833 I Street NE #4	6/10/2019	OAH Final Order 11/15/2019
187	Damon Effingham and Julia Dempewolf v. Joy Kerin	31,229	903 Kearny Street NE #1	6/12/2019	OAH Final Order 9/4/2019 OAH Final Order 9/9/2019
188	Abiola Haastrup Akintunde, Loriele Haastrup Akintunde v. JBG Residential Management Inc TA Fort Tortten Square	31,230	5661 3rd Street NE #268	6/12/2019	OAH Final Order 10/16/2019 OAH Final Order 9/21/2019
189	Robert Hamrick v. Rettenhouse Apartments LLC	31,231	6101 16th Street NW #905	6/18/2019	OAH Order Pending
190	Ralph McCalip v. Dr. Kofi Agyapong	31,232	2509 22nd Street NE #3	6/18/2019	OAH Final Order 10/25/2019
191	Said Al-Banna v. Rhode Island Gardens LLC	31,233	230 Rhode Island Avenue NE	6/19/2019	OAH Final Order 1/7/2020
192	Sharnell Boyd v. Dunnell Brown	31,234	4612 Hayes Street NE	6/21/2019	OAH Order Pending
193	Joseph Thompson v. Robert Plante	31,235	129 35th Street NE #3	6/27/2019	OAH Order Pending
194	Howard Parks v. Matt Cutler	31,236	1249 South Carolina Ave SE #3	6/27/2019	OAH Final Order 9/20/2019
195	Anthony Booke v. 16 Keys LLC, Marie Smith, Nikita Smith	31,237	1625 21st Place SE #4	6/28/2019	OAH Order Pending
196	Anthony McKinzie v. 16 Keys, LLC	31,238	1625 21st Place SE #3	6/28/2019	OAH Order Pending
197	Paula Gordon v. Rittenhouse Apartments, LLC	31,239	6101 16th Street NW #906	6/28/2019	OAH Order Pending
198	Stephen Johnson v. Peggy Power	31,240	1727 Capital Avenue NE #2	6/28/2019	OAH Final Order 12/6/2019

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
199	Donna Walker v. Stoladi Property Group (Community Housing Coalition)	31,241	202 Elmira Street SW #412	7/1/2019	OAH Final Order 10/10/2019
200	Sara Turley Esq. v. 120 17th Street Landtrust (Shawn M. Casey, Trustee)	31,242	1420 17th Street NW #1-2	7/2/2019	OAH Order Pending
201	Anjna Kirpalani v. Thomas and Theresa Outlaw and EJJ Real Estate Services	31,243	4511 MacArthur Boulevard NW	7/12/2019	OAH Final Order 11/19/2019
202	Richard Pearson & Meghan Mcguinness v. Suzane Pierron & John Gilmore	31,244	603 E Street SE, Upstairs–Main Unit	7/12/2019	OAH Order Pending
203	Meka Owens v. Nest DC	31,245	1220 19th Street NE #1A	7/12/2019	OAH Order Pending
204	Ariel Glickman v. Mass House LLC, Perter N.G. Schwartz Mgmt. Co.	31,246	1234 Massachusetts Ave NW #105	7/16/2019	OAH Final Order 9/27/2019
205	Gabriel Capella; Beth Leech v. Jeff Levin	31,247	1080 Wisconsin Ave NW #1005	8/2/2019	OAH Final Order 10/9/2019
206	Darrion Smith v. Osaze Moore	31,248	1833 I Street NE #2	8/6/2019	OAH Order Pending
207	Mrs. Dale Johnson v. Barbara Schauer	31,249	112 O Street SW #1	8/6/2019	OAH Order Pending
208	Ann P.C. Marlow, Lance Marlow v. Frank D'Amelio	31,250	607 A Street SE, Unit A	8/12/2019	OAH Order Pending
209	Kisha C. Greenwald & Aaron L. Ford v.	31,251	855 20th Street NE #7	8/9/2019	OAH Order Pending
210	Amanda Burnham & Deandre Horton v. Novo Development Company	31,252	325 Franklin Street NE #301	8/20/2019	Amended Final Order 12/6/2019 OAH Final Order 11/26/2019

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
211	6320 14th Street, NW Tenant Association Inc. v. Fred A. Smith Company / Jeta	31,253	6320 14th Street NW #002	8/26/2019	OAH Final Order 1/8/2020
212	James Davidson v. Alissa Jill Saft	31,254	68 Q Street NW	8/28/2019	OAH Final Order 10/23/2019
213	Johnathon Kron v. Richard Roth	31,255	3729 Reservoir Road NW	9/4/2019	OAH Order Pending
214	Reynald Vilmenay v. Sonya P. Estevez	31,256	1385 Nicholson Street NW #202	9/5/2019	OAH Order Pending
215	James E. Anothony v. Sonya P. Estevez	31,257	1385 Nicholson Street NW #101	9/6/2019	OAH Order Pending
216	Paul Holston / Kuntumie Holston v. Ubaid Khan	31,258	4239 Dix Street NE	9/6/2019	OAH Final Order 1/17/2020
217	Richard Copeland v. David and Barbara Bailey	31,259	1402 T Street SE #1	9/9/2019	OAH Order Pending
218	Richard A. Taylor v Tiffany Smith	31,260	1679 Montello Ave NE # 2	9/9/2019	OAH Final Order 12/3/2019
219	Denise Crews v. Beverley D. Jefferies	31,261	1835 G Street SE # 7	9/18/2019	OAH Order Pending
220	Kraemer Lovelace v. Edward Jeep	31,262	608 North Carolina Ave SE #Upper	9/19/2019	OAH Order Pending
221	Antonio Hagans v. Crystal Criggins and Sandra Diggs	31,264	89 Galveston Street SW #102	9/30/2019	OAH Order Pending
222	Amy Lemons v. UIP 1841 Columbia Road, LLC	31,265	1841 Columbia Road NW #710	9/30/2019	OAH Final Order 11/26/2019
223	Dwight Harris v. Ms. Lucy M Price	31,266	418 Oneida Place NW	10/1/2019	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
224	Roland N. Camacho v. 6713 - 14th Street LLC	31,267	6713 14th Street NW #204	10/4/2019	OAH Order Pending
225	Roland Lamberty and Caitlin Moran v. Terri Thrash and Mia Thrash	31,268	1250 4th Street SW #601W	10/7/2019	OAH Order Pending
226	Don Turner v. Sean Brewer	31,269	828 Delafield Place NW #1	10/8/2019	OAH Order Pending
227	Schuyler Jones v. William Calomiris Company, LLC	31,270	2700 Wisconsin Ave NW #806	10/22/2019	OAH Order Pending
228	Timecha Rountree v. Keyanna Carter	31,271	1710 7th Street NW #78	10/8/2019	OAH Order 1/17/2020
229	Michaud Gray v. Joanna Alexander	31,272	4929 9th Street NE #2	10/31/2019	OAH Order Pending
230	Diane C. Wilks v. MM Washington Redevelopment Partners, LLC	31,273	27 O Street NW #6	11/4/2019	OAH Order Pending
231	Sally Hu, Wilfred Hawkins, John Nguyen v. Adam and Jennifer Krischer	31,274	2104 12th Street NW	11/5/2019	OAH Order Pending
232	Jennifer Gary v. Kelly G Griffin c/o Avery-Hess Property Management	31,275	3020 Pineview Court NE	11/14/2019	OAH Order Pending
233	Janice Howard-Palmer v. Victory Housing - Daniel Lukomsky	31,276	116 T Street NE #311	11/15/2019	OAH Order Pending
234	Lilliam Y. Moore v. Marbury Plaza	31,277	2330 Good Hope Road SE #1112	11/18/2019	OAH Order Pending
235	Susie Mills v. Aljunior Murphy	31,278	1017 17th Place NE #1	11/20/2019	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
236	Dixon Oladele v. Talley Holmes, Sr.	31,279	315 57th Street NE	11/26/2019	OAH Order Pending
237	Towanda Watts and Bobby Boney v. John H. Word Trustee	31,280	86 Galveston Place SW, Unit D	11/26/2019	OAH Order Pending
238	Mario J Segreti v. Marguerite L Corsetti Revocable Trust	31,281	5113 Western Avenue NW	12/6/2019	OAH Order Pending
239	Brenda Hollon v. DARO Realty, LLC	31,282	3726 Connecticut Ave NW #405	12/6/2019	OAH Order Pending
240	Trevor DePass v. Braeden Associates, LLC (Attn: Luckland A. Nicholas, Owner)	31,283	1415 Florida Avenue NW #301	12/6/2019	OAH Order Pending
241	Kay Woods v. Gates Hudson Property Mgmt	31,284	315 H Street NE #214	12/6/2019	OAH Order Pending
242	Sean Varnado v. Cynthia Fox	31,285	1614 Good Hope Road SE, Basement Unit	12/10/2019	OAH Order Pending
243	Roy L. Pearson, Jr. v. Gardenia Brown	31,286	3012 Pineview Court NE	12/20/2019	OAH Order Pending
244	Rose Byler, Eli Minter, Ben Evans, Nathalie Karpati v. Karen Faulk	31,287	236 R Street NE	12/20/2019	OAH Order Pending
245	Gerry Dyson v. Anthony Scott	31,288	2904 8th Street NE #3	12/23/2019	OAH Order Pending
246	Kimberly Kugler v. Deanwod 1 LLC	31,289	5503 Nannie Helen Burroughs Avenue NE #102	12/24/2019	OAH Order Pending
247	Leslie Taylor v. Marbury Plaza PHC LLC	31,290	2300 Good Hope Road SE #1102	12/30/2019	OAH Order Pending
248	Mallika Thomas v. Armine Thompson	31,291	1910 Kalorama Road #205	1/7/2020	OAH Order Pending

	Case Caption	Petition No.	Property Address	Filing Date	Date of Final Order from RAD or OAH
249	Julita Brown-Dunn v. Harambee Emanuel Ryan	31,292	1438 V Street SE	1/8/2020	OAH Order Pending
250	Melissa Gomes v. Nwabueze "Kenneth" Okwodu	31,293	3919 9th Street SE #2	1/15/2020	OAH Order Pending
251	Elizabeth Obi-Rapu v. C & O WATTS PROPERTIES LLC	31,294	5512 8th Street NW	12/30/2019	OAH Order Pending
252	LaTarsha N. Small v. Robert Lee Carmon	31,295	5212 C Street SE	1/22/2020	OAH Order Pending
253	Kimberly Kugler v. Deanwod 1 LLC	31,289	5503 Nannie Helen Burroughs Avenue NE #102	12/24/2019	OAH Order Pending
254	Leslie Taylor v. Marbury Plaza PHC LLC	31,290	2300 Good Hope Road SE #1102	12/30/2019	OAH Order Pending
255	Mallika Thomas v. Armine Thompson	31,291	1910 Kalorama Road #205	1/7/2020	OAH Order Pending
256	Julita Brown-Dunn v. Harambee Emanuel Ryan	31,292	1438 V Street SE	1/8/2020	OAH Order Pending
257	Melissa Gomes v. Nwabueze "Kenneth" Okwodu	31,293	3919 9th Street SE #2	1/15/2020	OAH Order Pending
258	Elizabeth Obi-Rapu v. C & O WATTS PROPERTIES LLC	31,294	5512 8th Street NW	12/30/2019	OAH Order Pending
259	LaTarsha N. Small v. Robert Lee Carmon	31,295	5212 C Street SE	1/22/2020	OAH Order Pending
260	Claire Coker & Anne Kyle	31,296	1246 Maryland Ave NE, Unit B	1/24/2020	OAH Order Pending

HOUSING PROVIDER PETITIONS

Key CI Capital Improvement Petition
 HP Hardship Petition
 VA Voluntary Agreement

<u>Petition Type</u>	<u>Petition No.</u>	<u>Property Address</u>	<u>No. of Units</u>	<u>Date Submitted</u>	<u>Date Final Submitted /Status</u>	<u>Approved or Denied</u>
VA	18,000	1800 Newton St. NE LLC	6	2/14/2018	4/9/2018	Approved Order
VA	18,001	400 Seward Square, SE	14	2/22/2018	2/23/2018	Order Vacating Notice of Grounds of Disapproval and Granting Voluntary Agreement
VA	18,002	717 Kenyon Street, NW	11	4/10/2018	5/9/2018	Approved Order
VA	18,003	4238 Edson Place, NW	6	7/16/2018	7/16/2018	Approved Order
VA	18,004	3711 Horner Place, SE	SFD	8/21/2018	8/21/2018	Approved Order
VA	18,005	3126 16th Street, NW	16	11/7/2018	11/7/2018	Order Vacating Notice of Grounds of Disapproval and Granting Voluntary Agreement
VA	18,006	4919 A Street, SE	9	11/20/2018	05/14/2019	Amended Order Vacating Disapproval
VA	18,007	733 Hobart Place, NW	12	12/14/2018	1/23/2019	Approved Order
VA	18,008	1709 19th Street, NW	13	12/17/2018	1/8/2019	Approved Order
VA	19,001	2561 16th Street, NW	90	1/25/2019	1/25/2019	Approved Order

<u>Petition Type</u>	<u>Petition No.</u>	<u>Property Address</u>	<u>No. of Units</u>	<u>Date Submitted</u>	<u>Date Final Submitted /Status</u>	<u>Approved or Denied</u>
VA	19,002	430 Missouri Avenue NW	13	2/21/2019	5/20/2019	Approved Order
VA	19,003	465 Mellon Street SE	10	2/25/2019	2/25/2019	Approved Order
VA	19,004	1700 29th Street, SE	6	3/12/2019	3/12/2019	Disapproved Order
VA	19,005	1924 17th Street, NW	26	4/2/2019	Final Agreement Pending	Final Agreement Pending
VA	19,006	6939 Georgia Ave NW	99	7/15/2019	12/26/2019	Approved Order
VA	19,007	117 19th Street, NE	2	7/26/2019	7/26/2019	Disapproved Order
VA	19,009	714 11th Street, NE	12	10/3/2019	11/12/2019	Conditional Approval
VA	19,010	1650 Harvard Street, NW	247	10/4/2019	12/5/2019	Order Pending
VA	19,011	3624 Connecticut Avenue NW	18	10/7/2019	11/14/2019	Order Pending
VA	19,012	7019 Georgia Ave, NW	105	10/15/2019	11/4/2019	Approved Order
VA	19,013	1600 16th Street, NW	83	11/18/2019	12/12/2019	Order Pending
VA	19,014	1363 Peabody Street, NW	30	12/2/2019	12/17/2019	Order Pending
VA	19,015	1320 Nicholson Street, NW	24	12/9/2019	Final Agreement Pending	Final Agreement Pending
VA	19,016	2929 Connecticut Avenue, NW	96	12/19/2019	Final Agreement Pending	Final Agreement Pending
VA	19,017	3039 Q Street, NW	27	12/19/2019	Final Agreement Pending	Final Agreement Pending
HP	20,906	22 Q Street, NW	2	4/18/2018	Auditor picked up on 04/24/18	Order Granted
HP	20,907	1466 Columbia Road, NW	34	5/10/2018	Auditor picked up on 12/05/18	Order Granted in Part
HP	20,908	1273 Simms Place, NE	4	11/1/2018	Auditor picked up on	Order Granting in Part

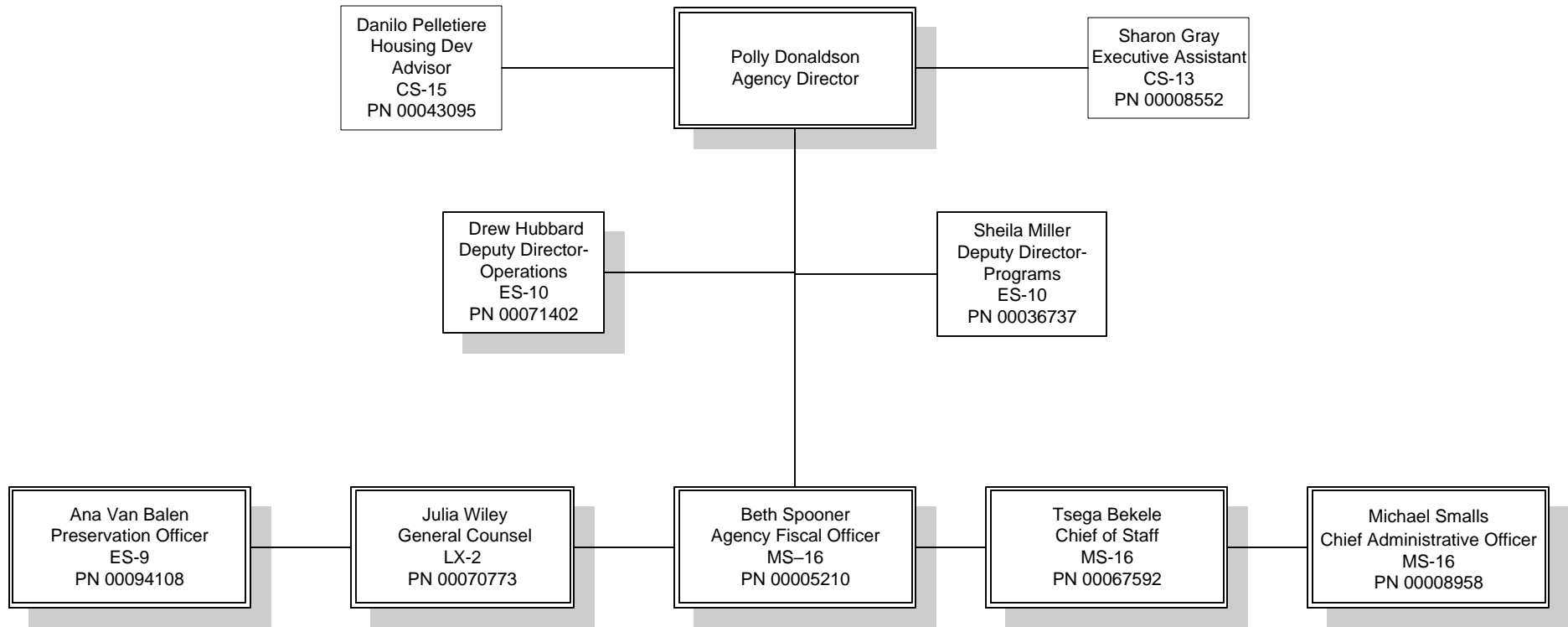
<u>Petition Type</u>	<u>Petition No.</u>	<u>Property Address</u>	<u>No. of Units</u>	<u>Date Submitted</u>	<u>Date Final Submitted /Status</u>	<u>Approved or Denied</u>
					12/05/18 and 01/08-19	
HP	20,909	2803 Q Street, SE	4	11/4/2018	Auditor picked up on 12/05/18 and 01/08-19	Order Granted
HP	20,910	200 P Street, NW	9	1/7/2019	Auditor picked up on 01/08/19	Order Granted
HP	20,911	1544 Marion Street, NW	SFD	10/31/2019	Auditor to pick up on 11/22/19	Order Granted in Part
HP	20,912	715 15th Street, SE	2	12/10/2019	Auditor picked up on 12/15/19	Order Granted
HP	20,913	22 Q Street, NW	2	4/18/2018	Auditor picked up on 04/24/18	Order Granted
CI	20,848	98 Webster Street NE	8	3/29/2019	Transferred to OAH	Order Issued by OAH



Department of Housing and Community Development (DHCD)

Office of the Director
As of August 2019

9



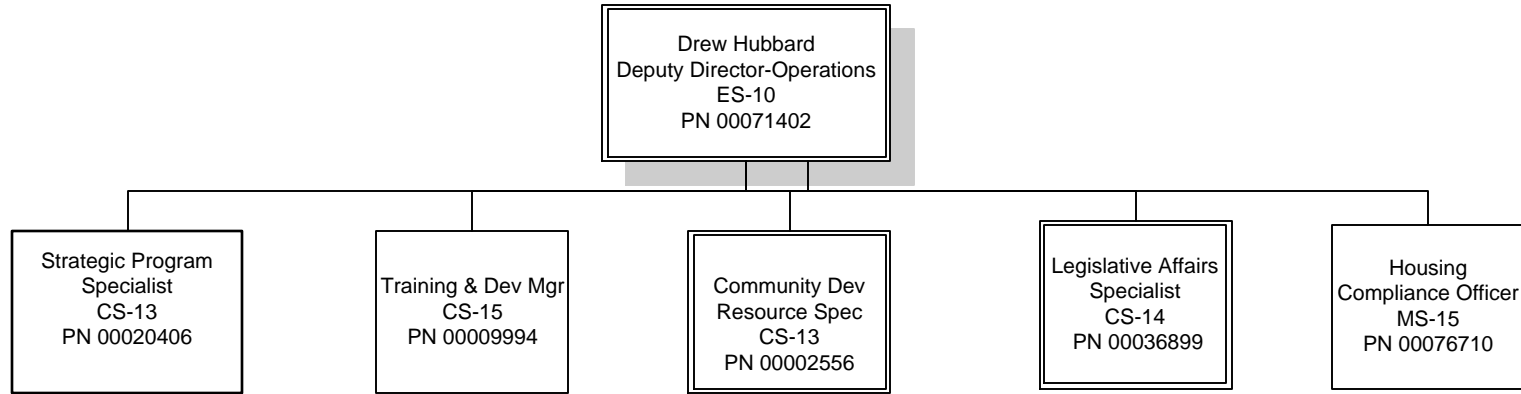
Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Office of the Deputy Director -Operations

5



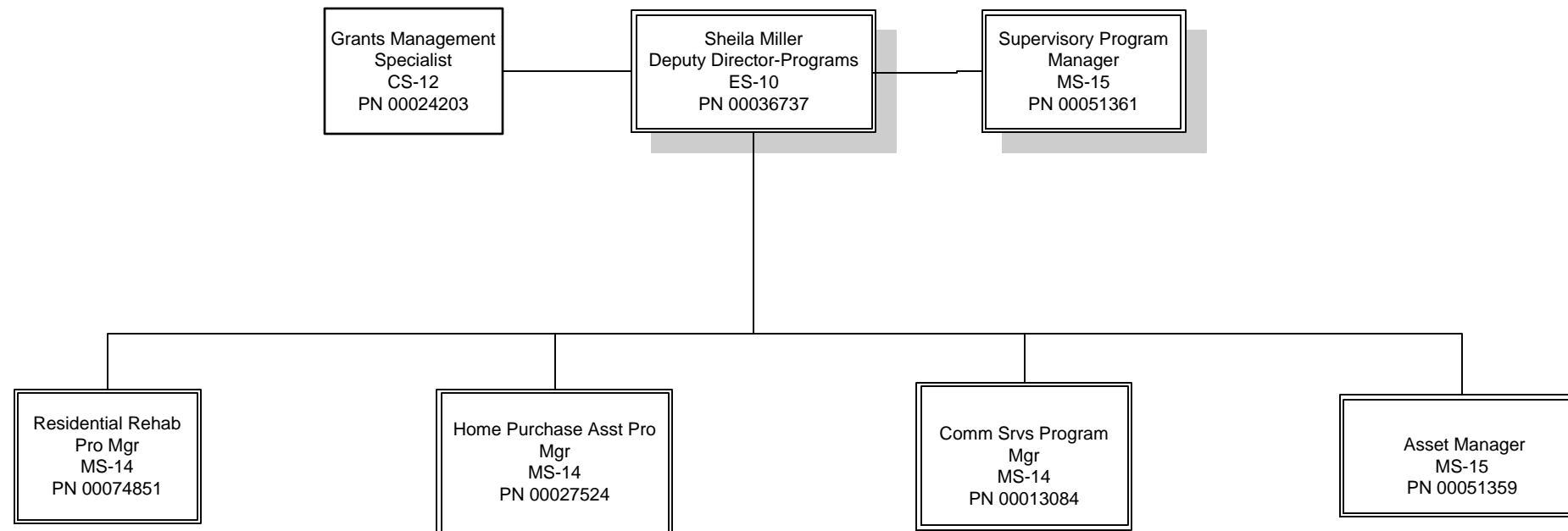
Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Office of the Deputy Director - Programs

6



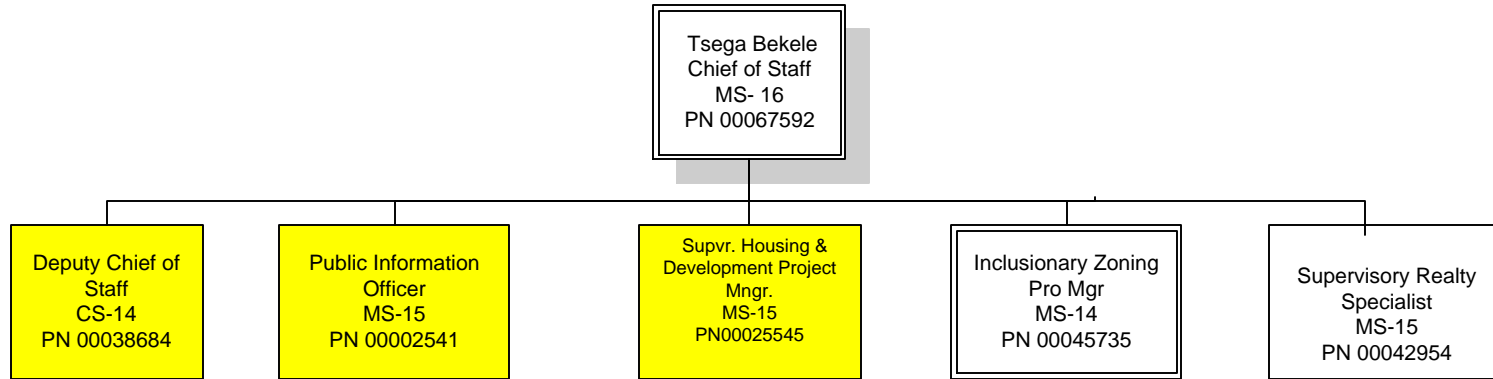
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Green- Term
3 of 19



Department of Housing and Community Development (DHCD)

5

Office of the Chief of Staff



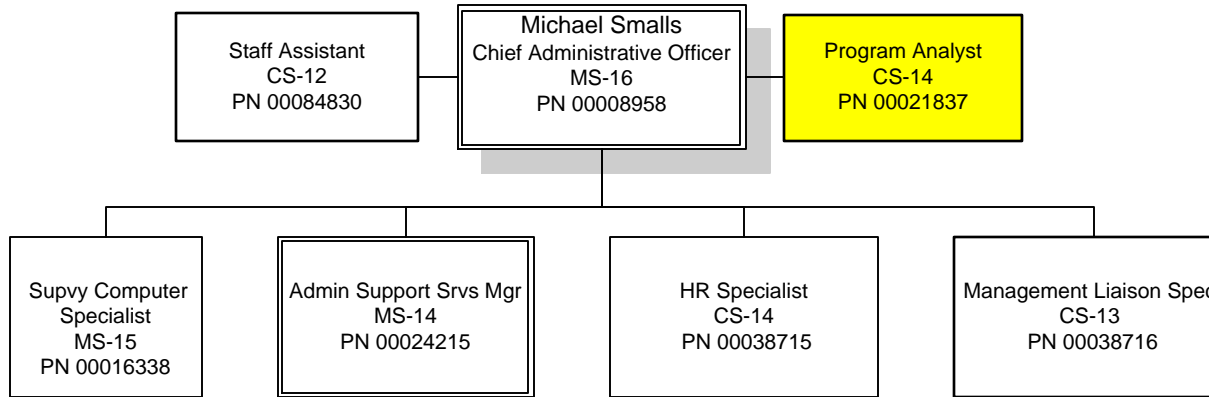
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Green- Term
4 of 19



Department of Housing and Community Development (DHCD)

6

Office of the Chief Administrative Officer

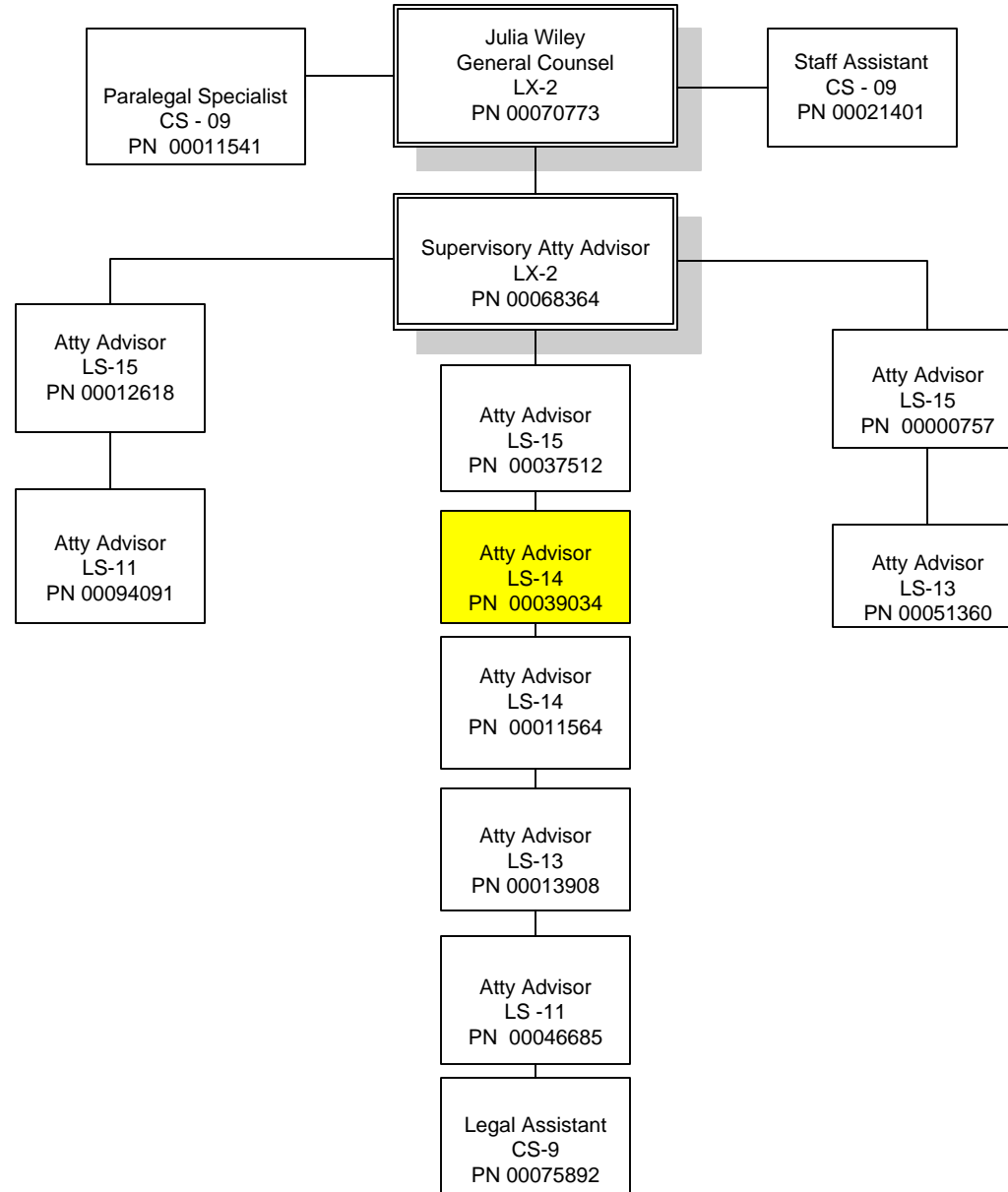


Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Office of the General Counsel

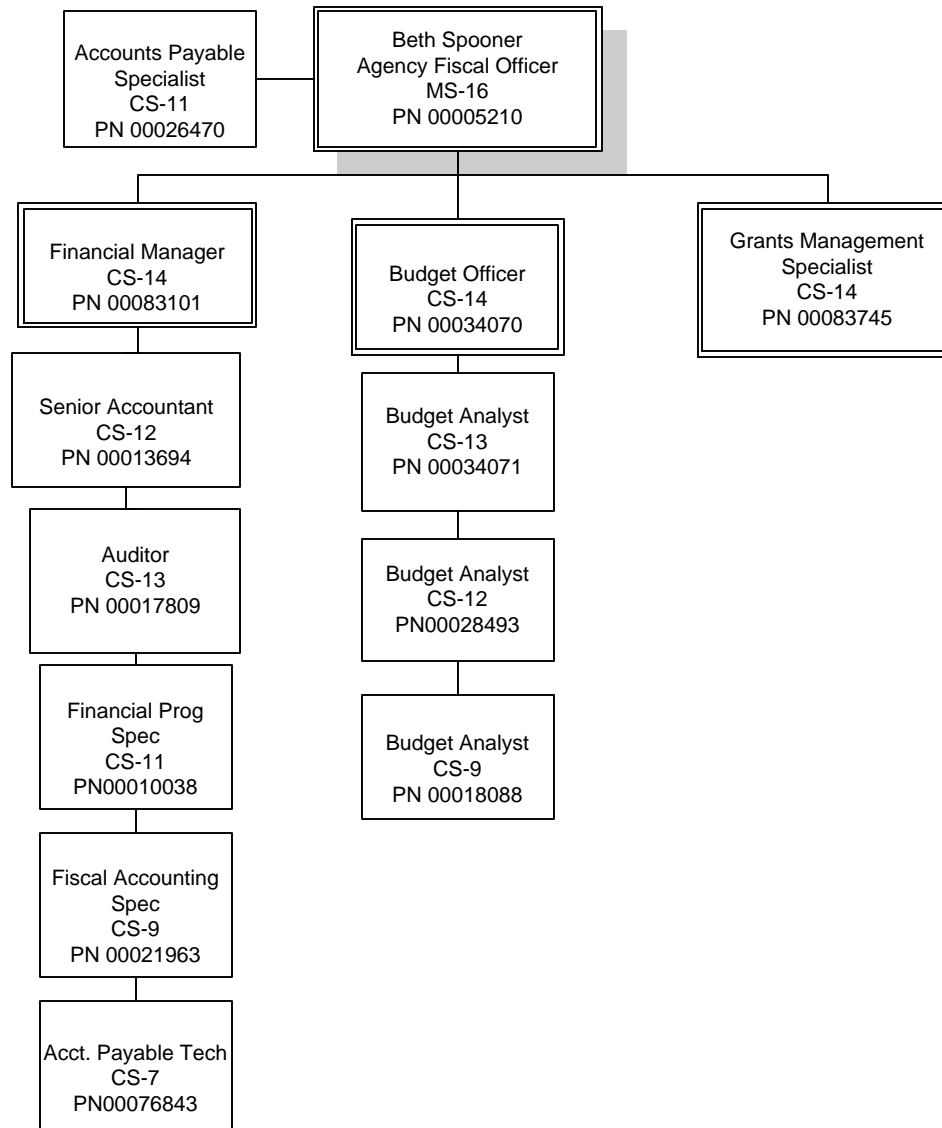


Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Agency Financial Officer



Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Office of Communications & Community Outreach

3

Public Information Officer
(Interim)
MS-15
PN 00036737

Public Affair Spec.
CS-14
PN 00036050

Public Affairs Spec
CS-13
PN 00019986

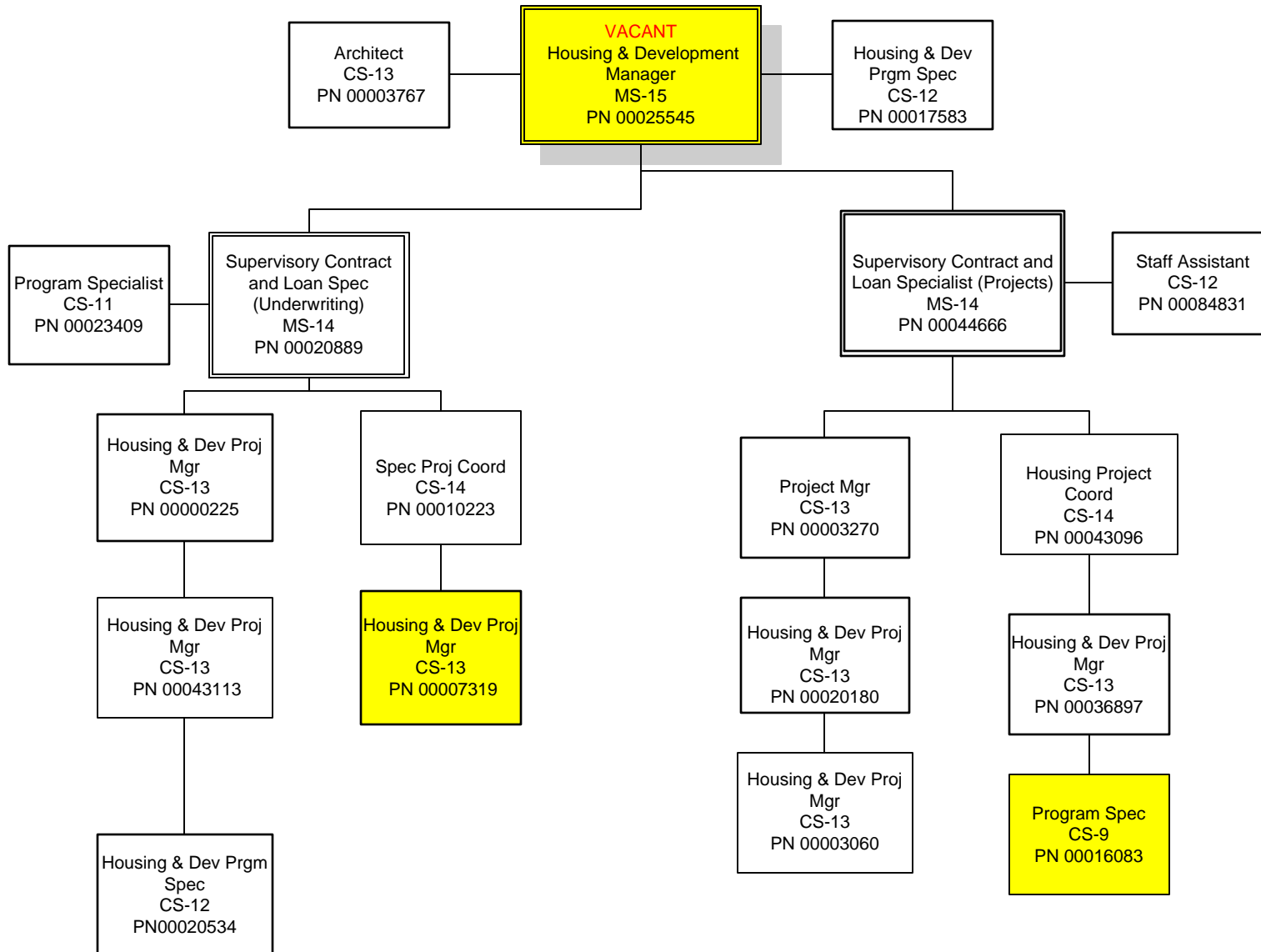
Community Dev
Resource Spec
CS-12
PN 00045736

Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Development Finance Division (DFD)

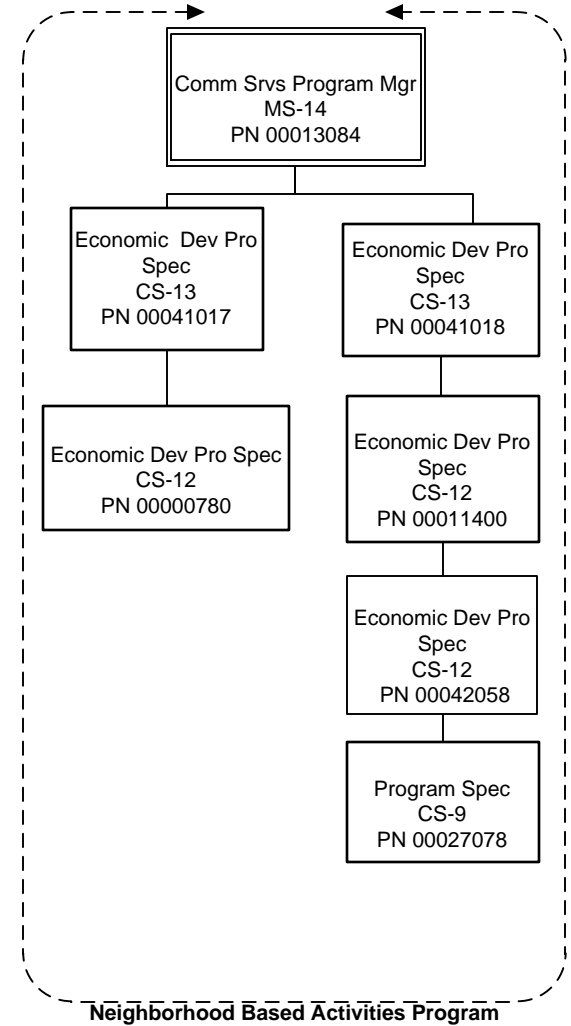
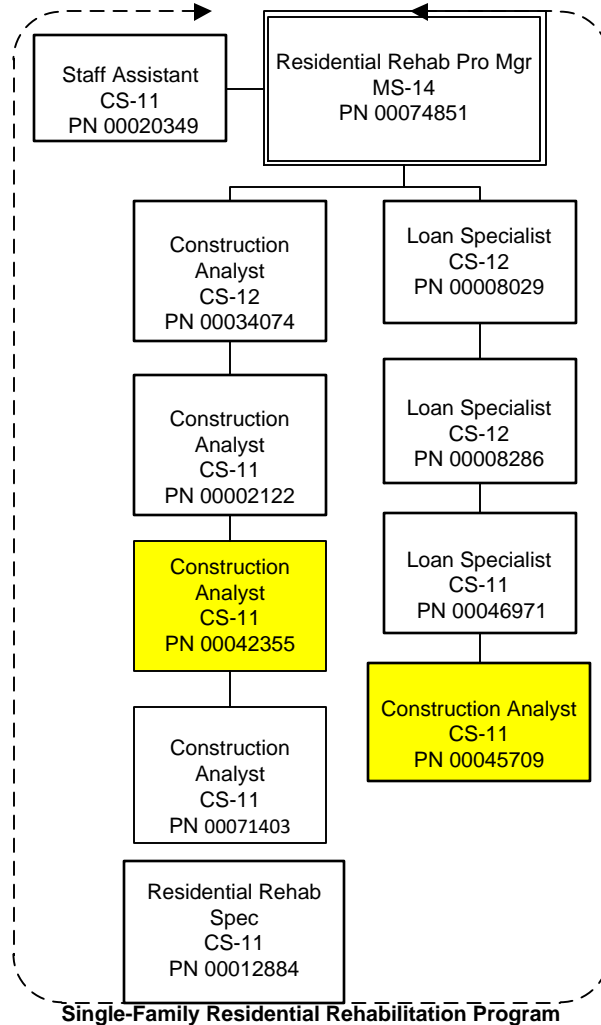
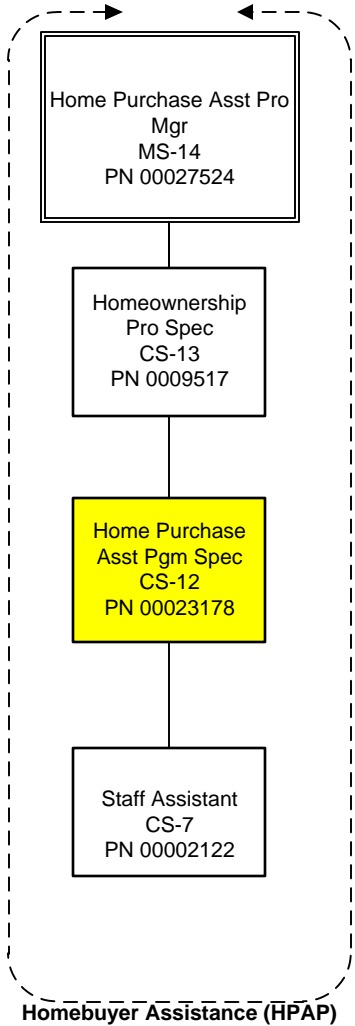


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Green- Term
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Department of Housing and Community Development (DHCD)

Residential and Community Services Division

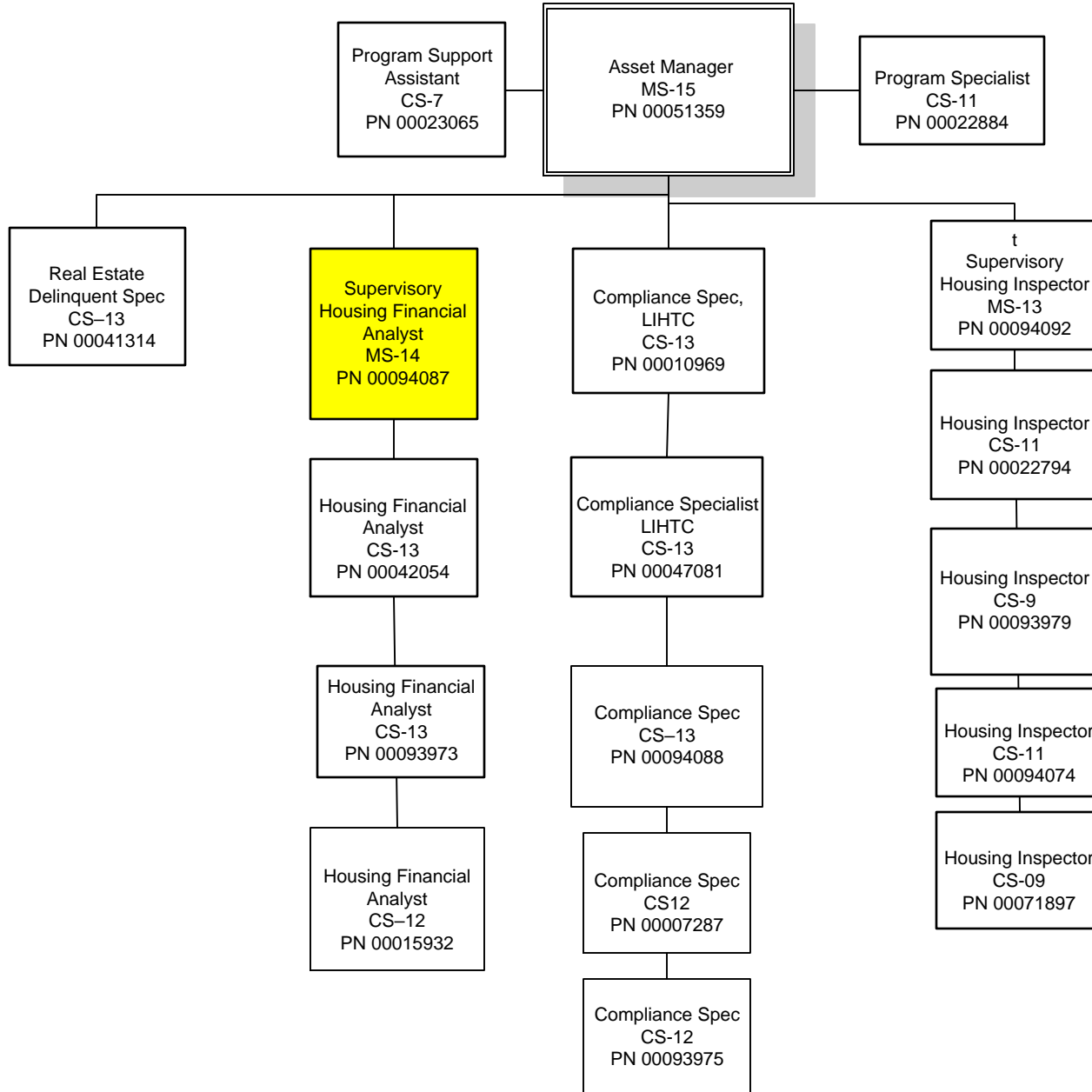


Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Portfolio and Asset Management

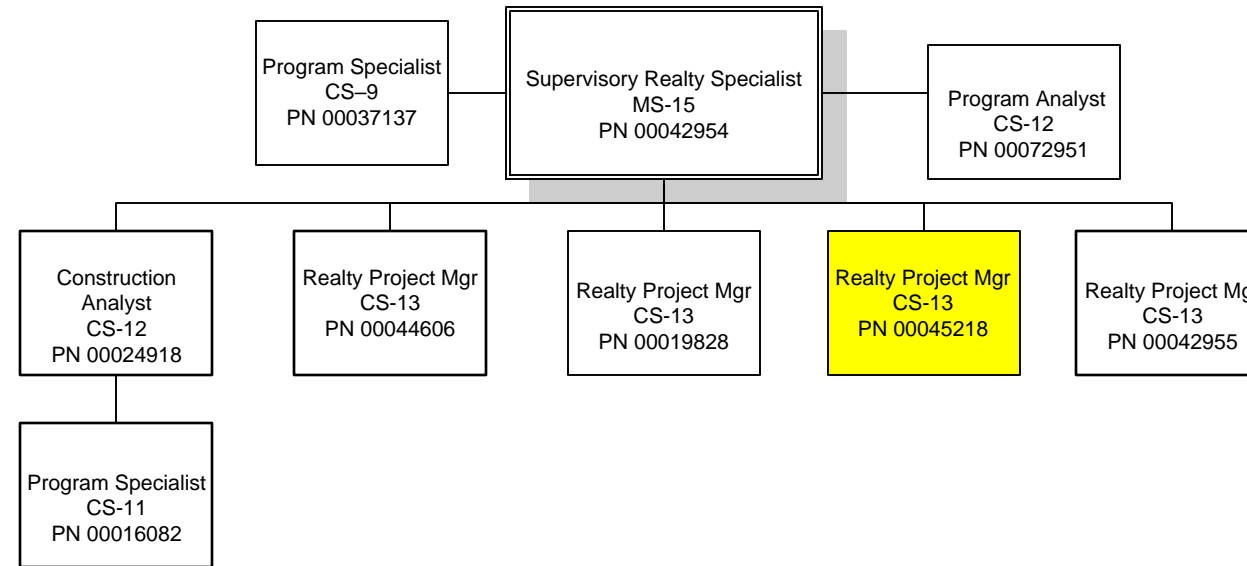


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Green- Term
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Department of Housing and Community Development (DHCD)

Property Acquisition and Disposition Division (PADD)

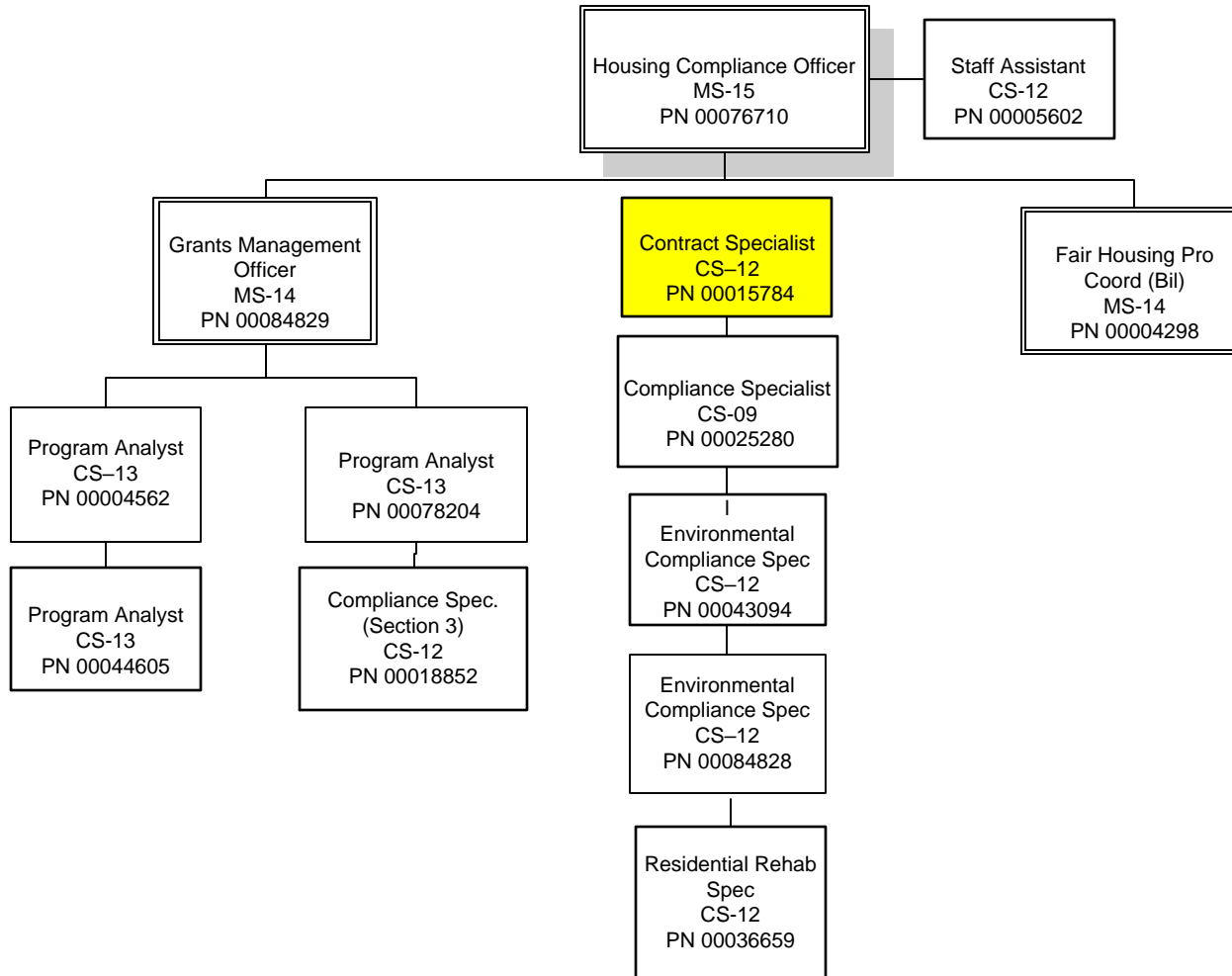




Department of Housing and Community Development (DHCD)

Program Monitoring

12



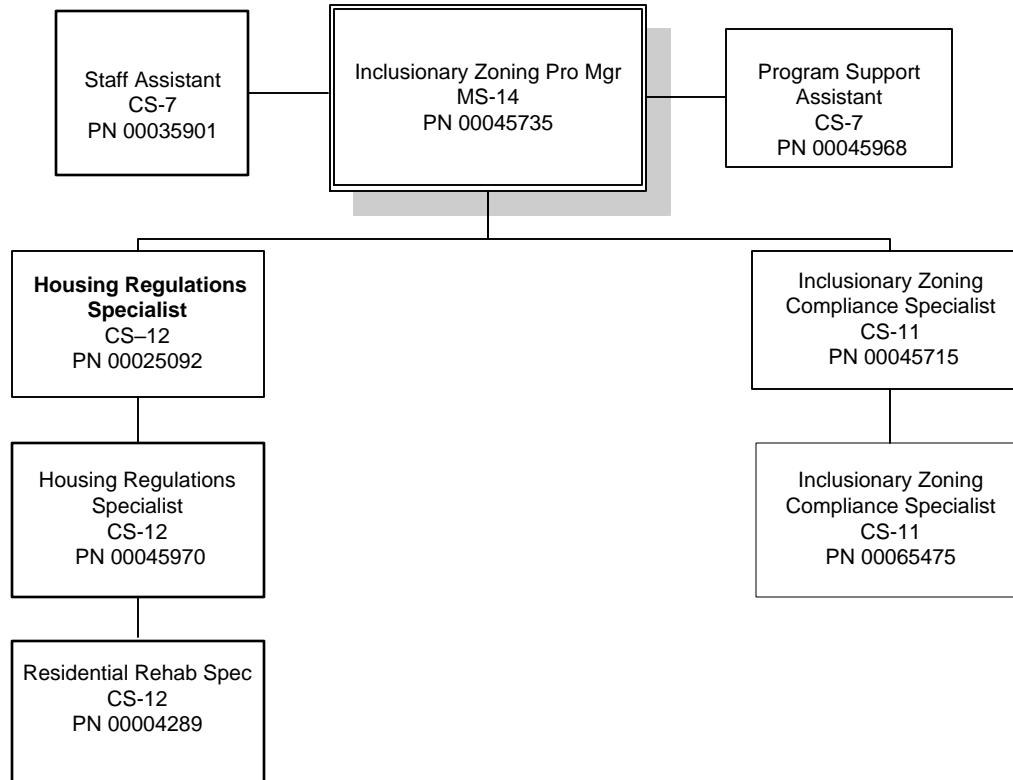
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Green- Term
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Department of Housing and Community Development (DHCD)

Inclusionary Zoning and Affordable Dwelling Units Program

7

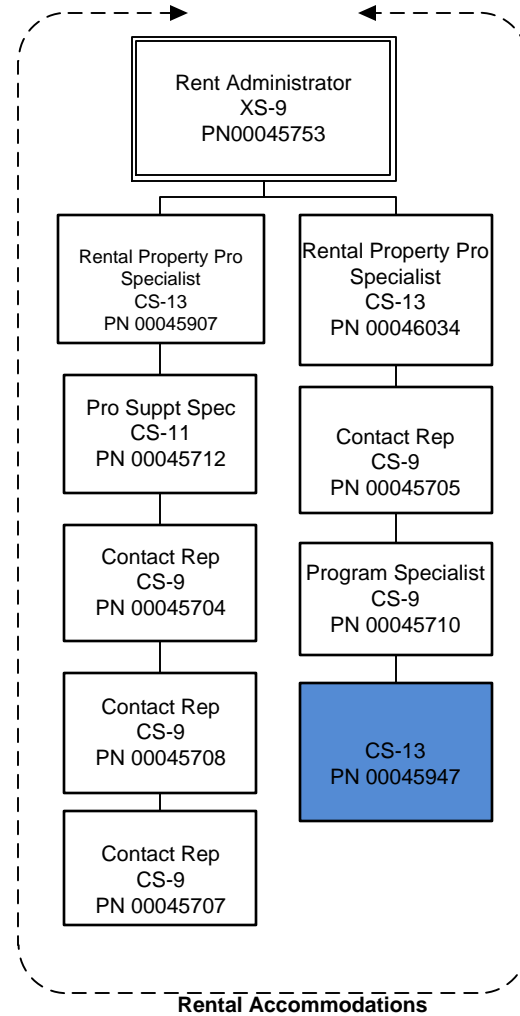
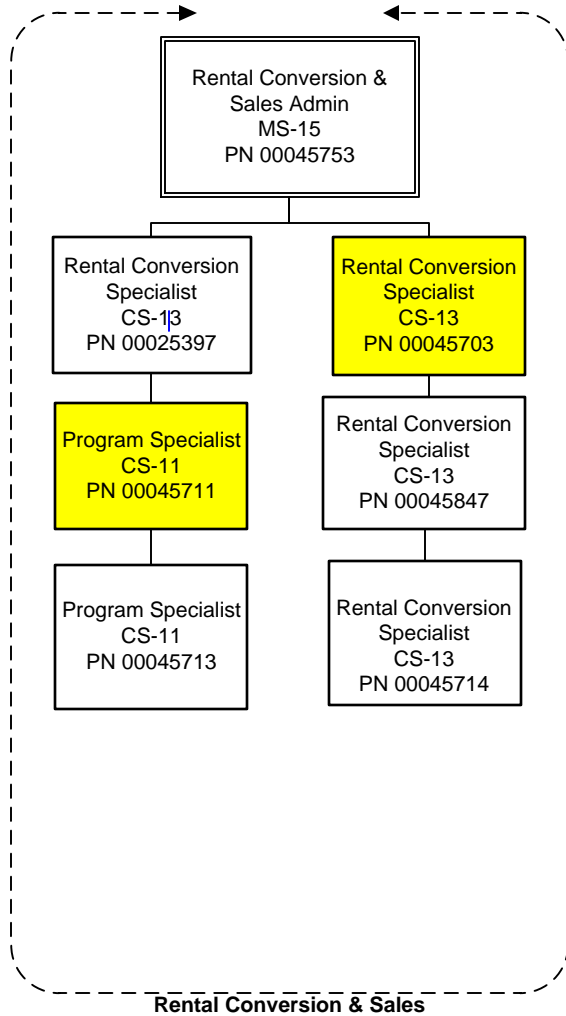


Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Rental Housing Administration



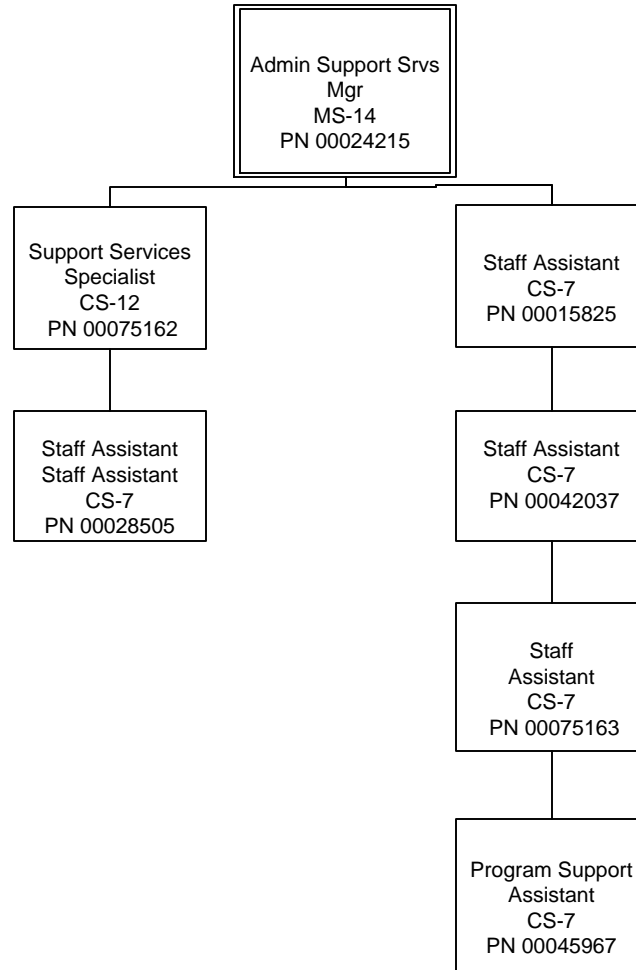
Yellow- Vacant
 Green- Term
 Blue – PN In Use by another Agency
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Department of Housing and Community Development (DHCD)

Administrative Support Service Division

6

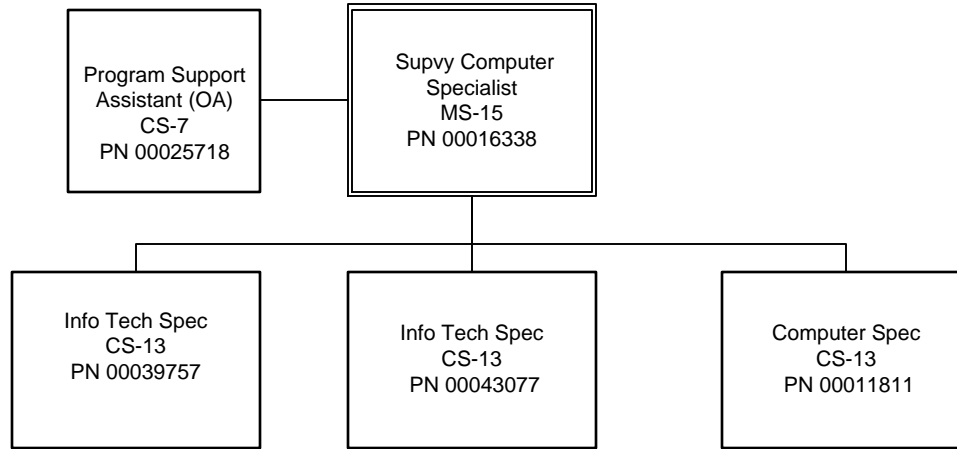


Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD) Information Technology

4



Yellow- Vacant
Green- Term
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Department of Housing and Community Development (DHCD)

Preservation Unit



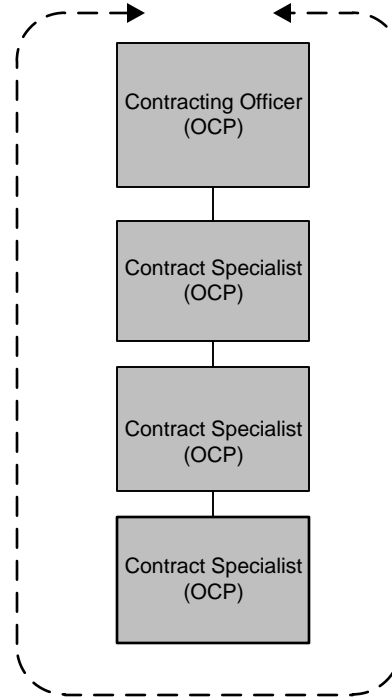
Yellow- Vacant
Green- Term
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Department of Housing and Community Development

(DHCD) Procurement

4



Yellow- Vacant
Green- Term
Gray- Non DHCD Employee
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FUNDING REPORT AS OF JANUARY 10, 2020

	Posn Stat	Posn Nbr	Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Index	Prgm Code	Activity	Department Name
1	A	00024215	ADMIN SU	Law,Laverne E	11/9/2009	F	14	0	126277.76	AGENF	1030	0100	Administrative Support Servs
2	A	00075162	Support Se	Williams,George M	3/16/2015	F	12	6	95111	AGENF	1030	0100	Administrative Support Servs
3	A	00015825	STAFF ASS	Crosby-Trapp,Monique P	10/30/2006	F	7	8	56841	AGENF	1030	0100	Administrative Support Servs
4	A	00028505	STAFF ASS	Izlar,Reginald	11/28/2005	F	7	5	52074	AGENF	1030	0100	Administrative Support Servs
5	A	00045967	Program S	Sutton,Carolitta M	5/23/2012	F	7	8	56841	AGENF	1030	0100	Administrative Support Servs
6	A	00075163	STAFF ASS	Bethel,Aundre	2/9/2015	F	7	5	52074	AGENF	1030	0100	Administrative Support Servs
7	A	00020889	Supervisor	Wilson,Erin	9/21/2015	F	14	0	124459.8	19HOM	2010	0100	Development Finance Div
8	A	00044666	Supervisor	Holla,Reshma	8/6/2018	F	14	0	123280.56	9CDBG	2010	0100	Development Finance Div
9	A	00000225	HOUSING	Scallet,Anna E	10/2/2017	F	13	8	116145	9NHTF	2010	0100	Development Finance Div
10	A	00003270	PROJECT MGR			V	13	1	94858	9NHTF	2010	0100	Development Finance Div
11	A	00016083	Program Support Specialist			V	9	0	55230	19HOM	2010	0100	Development Finance Div
12	A	00020180	HOUSING	Jones,Tiphanie	12/17/2012	F	13	7	113104	9NHTF	2010	0100	Development Finance Div
13	A	00036897	HOUSING	Harvey,Guyton P	2/10/2004	F	13	9	119186	9NHTF	2010	0100	Development Finance Div
14	A	00043096	Housing Pr	Baldwin-Scott,Hope L	3/6/2006	F	14	8	137255	9NHTF	2010	0100	Development Finance Div
15	A	00025545	Supervisory Housing & Developm			V	15	0	143646	19HOM	2010	0100	Development Finance Div
16	A	00042037	STAFF ASS	Pringle,Darshell Gelinda	2/5/2007	F	7	6	53663	AGENF	1030	0100	Development Finance Div
17	A	00003060	HOUSING & DEV PROJECT MGR			V	13	1	94858	9CDBG	2010	0100	Development Finance Div
18	A	00003767	ARCHITECT	Walker,Paul K	4/7/2003	F	13	10	122227	19HOM	2010	0100	Development Finance Div
19	A	00007319	HOUSING & DEV PROJECT MGR			V	13	1	94858	19HOM	2010	0100	Development Finance Div
20	A	00010223	SPECIAL PR	Slade,Ray M	3/24/2003	F	14	10	144439	9NHTF	2010	0100	Development Finance Div
21	A	00017583	HOUSING	Gillis,Miranda Denae	12/16/1985	F	12	10	105339	9NHTF	2010	0100	Development Finance Div
22	A	00020534	Housing &	Wise,Andrea K. N.	5/16/2018	F	12	3	87440	9CDBG	2010	0100	Development Finance Div
23	A	00023409	Program S	Bartee-Williams,Marthine A	4/26/1993	F	11	7	79370	19HOM	2010	0100	Development Finance Div
24	A	00043113	HOUSING	Knackstedt,Joseph	3/20/2017	F	13	7	113104	19HOM	2010	0100	Development Finance Div
25	A	00084831	STAFF ASS	Briscoe,Mikaell O	2/23/2015	F	12	5	92554	20HPT	2010	0100	Development Finance Div
26	A	00011703	Director H	Donaldson,Mary	1/2/2015	F	E5	0	181387	9NHTF	1090	0100	DIR Dep Housing Community Dev
27	A	00028493	BUDGET A	Mehra-Kunjukunju,Deepika	4/18/2017	F	12	10	105330	AGENF	110F	0100	Economic Devel & Reg STAFF
28	A	00034071	BUDGET A	Wilson,Reginald	4/14/2008	F	13	10	122228	9CDBG	110F	0100	Economic Devel & Reg STAFF
29	A	00005210	AGENCY FI	Shiflett,Bethany	9/3/1996	F	16	7	187393	19HOM	130F	0100	Economic Devel & Reg STAFF
30	A	00018088	Grants Fin	Pitsch,Tu	12/12/2016	F	11	1	66538	19HOM	110F	0100	Economic Devel & Reg STAFF
31	A	00034070	BUDGET O	Bryant,Kwame	10/3/2005	F	14	6	130072	19HOM	110F	0100	Economic Devel & Reg STAFF
32	A	00083101	FINANCIAL	Sylvester,Honor C	9/2/2007	F	14	8	137256	AGENF	120F	0100	Economic Devel & Reg STAFF
33	A	00083745	Grants Ma	Hagans,Patricia	1/31/1996	F	14	6	130072	20HPT	120F	0100	Economic Devel & Reg STAFF
34	A	00010038	FINANCIAL	Graham,Katrina C	10/7/1985	F	11	10	85784	AGENF	120F	0100	Economic Devel & Reg STAFF
35	A	00017809	ACCOUNTA	Mengesha,Gebrie W	11/13/2018	F	12	9	102775	9CDBG	120F	0100	Economic Devel & Reg STAFF
36	A	00021963	FISCAL AC	Harris,Theresa B	10/10/1989	F	9	10	71106	AGENF	120F	0100	Economic Devel & Reg STAFF
37	A	00013694	ACCOUNTA	Gordon,Jeanette	11/2/2015	F	12	10	105330	19HOM	120F	0100	Economic Devel & Reg STAFF
38	A	00026470	Accounts R	Lane,Karen Lawanda	4/19/1993	F	11	7	79373	9NHTF	120F	0100	Economic Devel & Reg STAFF
39	A	00076843	Accounts R	Linder,Victoria	3/6/2017	F	8	3	53407	19HOM	120F	0100	Economic Devel & Reg STAFF
40	A	00045735	Inclus. Zon	Bulmash,Gene	9/19/2016	F	14	0	131520.62	AGENF	8130	0100	Housing Regulation Administrat
41	A	00025092	Housing Re	Agara,Makkah	8/24/2015	F	12	4	89997	AGENF	8130	0100	Housing Regulation Administrat
42	A	00045715	Inclusiona	Cooke,Sandra	12/27/2016	F	11	4	72956	AGENF	8130	0100	Housing Regulation Administrat
43	A	00045968	Program S	Parker,Ebony T	1/9/2017	F	7	4	50485	AGENF	8130	0100	Housing Regulation Administrat
44	A	00045970	Housing Re	Cusaac,Marshall Allen	2/25/2013	F	12	6	95111	AGENF	8130	0100	Housing Regulation Administrat
45	A	00065475	Inclusiona	Ferris Haines,Katherine	12/14/2015	F	11	7	79370	AGENF	8130	0100	Housing Regulation Administrat
46	A	00016338	SUPVY CO	Snowden,Rene B	5/16/1983	F	15	0	144913.36	AGENF	1040	0100	Information Technology Unit

47	A	00020406	Strategic P	Luo,Yonghong	9/12/2011	F	13	10	113002	AGENF	1040	0100	Information Technology Unit
48	A	00011811	COMPUTE	Richardson,Bruce W	5/31/1994	F	13	10	113002	AGENF	1040	0100	Information Technology Unit
49	A	00025718	Program S	Ready,Whitley	5/28/2019	F	7	2	47307	AGENF	1040	0100	Information Technology Unit
50	A	00039757	INFO TECH	Pearson,Felicia R	5/20/2002	F	13	2	97899	AGENF	1040	0100	Information Technology Unit
51	A	00043077	INFO TECH	Davis,Lashawn	1/31/2000	F	13	6	110063	AGENF	1040	0100	Information Technology Unit
52	A	00004298	Fair Housin	Gutierrez,Sonia	2/6/2001	F	14	0	121419.68	9NHTF	7010	0100	Office of Program Monitoring
53	A	00005602	STAFF ASS	Hall,Tilla Y	2/23/1999	F	12	10	105339	19HOM	7010	0100	Office of Program Monitoring
54	A	00018852	Complianc	Woodson,Granville McCray	2/5/2018	F	12	5	92554	20HPT	7020	0100	Office of Program Monitoring
55	A	00025280	Complianc	Furr,Fabian D.	12/9/2019	F	9	1	55230	9CDBG	7010	0100	Office of Program Monitoring
56	A	00043094	Environme	Marshall III,Ralph A	8/11/2003	F	12	10	105339	9CDBG	7010	0100	Office of Program Monitoring
57	A	00084828	Environme	DiFazio,John	8/11/2014	F	12	8	100225	19HOM	7010	0100	Office of Program Monitoring
58	A	00084829	Grants Ma	Morrow,Kelly Ann	12/10/2018	F	14	0	113300	9NHTF	7020	0100	Office of Program Monitoring
59	A	00076710	Housing Cd	Edmond,Lesley	2/19/2008	F	15	0	132022.19	19HOM	7020	0100	Office of Program Monitoring
60	A	00004562	Program A	Givens,Sabrina M	7/8/1985	F	13	3	100940	AGENF	7010	0100	Office of Program Monitoring
61	A	00044605	Program A	Powell,Johnette M	8/16/2010	F	13	7	113104	9CDBG	7020	0100	Office of Program Monitoring
62	A	00078204	Program A	Edwards,Clyde D	8/27/2012	F	13	7	113104	AGENF	7020	0100	Office of Program Monitoring
63	A	00002541	Public Information Officer			V	15	0	143646	AGENF	1080	0100	Office of the Director
64	A	00019986	Public Affa	Wilkes,Robyn	8/11/2014	F	13	5	98947	AGENF	1080	0100	Office of the Director
65	A	00036050	Public Affa	Wilson,Timothy J.	5/21/2012	F	14	5	116937	AGENF	1080	0100	Office of the Director
66	A	00037508	Program A	Livingstone,Richard J.	8/22/2016	F	13	0	94474.3	AGENF	1090	0100	Office of the Director
67	A	00038684	Deputy Chief of Staff			V	14	0	103657	AGENF	1090	0100	Office of the Director
68	A	00008552	EXECUTIVE	Gray,Sharon K	3/12/2000	F	13	9	110191	9CDBG	1090	0100	Office of the Director
69	A	00008958	Chief Adm	Smalls,Michael R.	7/7/2008	F	16	0	132830.86	19HOM	1090	0100	Office of the Director
70	A	00036737	Deputy Dir	Miller,Sheila Marie	8/12/2019	F	10	0	175100	19HOM	1090	0100	Office of the Director
71	A	00043095	Housing D	Pelletiere,Danilo	12/28/2015	F	15	0	136536.24	AGENF	1090	0100	Office of the Director
72	A	00070773	SUPERVISC	Wiley,Julia H	3/24/1994	F	2	0	185258.6	AGENF	1060	0100	Office of the Director
73	A	00071402	Deputy Dir	HUBBARD,DREW E	1/14/2013	F	10	0	175100	19HOM	1090	0100	Office of the Director
74	A	00094108	Preservati	Van Balen,Ana Lopez	3/5/2018	F	9	0	129291.46	AGENF	2025	0100	Office of the Director
75	A	00002556	COMMUN	Hillsman,Pamela	1/15/1993	F	13	10	122227	AGENF	1080	0100	Office of the Director
76	A	00009994	Train. and	Nottingham,Angela B	6/22/1998	F	15	0	136121.1	AGENF	1015	0100	Office of the Director
77	V	00028496	Public Information Officer			V		0	0	9CDBG	1090	0100	Office of the Director
78	A	00036899	LEGISLATI	Smalls,Taura L	11/13/2007	F	14	10	133537	9NHTF	1090	0100	Office of the Director
79	A	00038715	Human Re	O'Neal,Antilecia	1/22/2007	F	14	7	123577	AGENF	1010	0100	Office of the Director
80	A	00038716	Managem	McCoy,Marvin E	10/30/2006	F	13	7	104569	AGENF	1010	0100	Office of the Director
81	A	00067592	Chief of St	Bekele,Tsegazeab	1/6/2014	F	16	0	145000	20HPT	1090	0100	Office of the Director
82	A	00084830	Staff Assist	Johnson,Mozella Boyd	4/14/1986	F	12	7	97668	19HOM	1090	0100	Office of the Director
83	A	00045736	Community Development Resource			V	12	0	76126	AGENF	1080	0100	Office of the Director
84	A	00072951	Program A	Henderson,Robin	1/2/2014	F	12	3	80848	AGENF	4120	0100	Office of the Director
85	A	00021837	Program Analyst			V	14	0	103657	9CDBG	1090	0100	Office of the Director
86	A	00015784	Program A	Gall,Anamita	9/18/2017	F	12	5	92554	AGENF	2025	0100	Office of the Director
87	A	00036400	Program A	White,Brian C	8/25/2014	F	12	1	82326	AGENF	2025	0100	Office of the Director
88	A	00000757	ATTORNEY	Cooper,Donnette A	3/3/2018	F	15	7	167014	20HPT	1060	0100	Office of the Director
89	A	00011541	Paralegal S	White Jennings,Mae J	10/1/1998	F	9	10	71106	AGENF	1060	0100	Office of the Director
90	A	00011564	ATTORNEY	Charles-Christian,Kathy K	3/30/2009	F	14	8	145941	20HPT	1060	0100	Office of the Director
91	A	00012618	ATTORNEY	Mcmiller,Michael E	5/11/2009	F	15	8	171651	AGENF	1060	0100	Office of the Director
92	A	00013908	Attorney A	Moore,Antoinette Nichole	3/24/2014	F	13	6	116818	20HPT	1060	0100	Office of the Director
93	A	00021401	STAFF ASS	Howard,Tamika Roshawn	2/20/2007	F	9	7	65814	AGENF	1060	0100	Office of the Director
94	A	00037512	ATTORNEY	Mckenzie,Joan E	7/31/2000	F	15	10	177661	AGENF	1060	0100	Office of the Director
95	A	00039034	ATTORNEY ADVISOR			V	14	2	122265	AGENF	1060	0100	Office of the Director
96	A	00046685	Attorney A	Condell,Tonya Otasha	3/17/2008	F	11	8	86664	20HPT	1060	0100	Office of the Director

97	A	00051360	Attorney A	JOHNSON,DEVIN A	2/5/2007	F	13	9	126829	20HPT	1060	0100	Office of the Director
98	A	00068364	Deputy Ge	Joemah,Dionne M	3/5/2018	F	1	0	153660.76	20HPT	1060	0100	Office of the Director
99	A	00075892	Paralegal S	Giboney,Prentiss	9/21/2015	F	9	2	56994	20HPT	1060	0100	Office of the Director
100	A	00094091	Attorney A	Khalid,Sulma	8/6/2018	F	11	8	86664	20HPT	1060	0100	Office of the Director
101	A	00042954	Supervisor	Owens,Deneira L	6/10/2019	F	15	0	128750	20HPT	4120	0100	Property Acquisition and Dispo
102	A	00019828	Realty Proj	Townley,Dion Terrell	1/2/2015	F	13	2	97897.38	20HPT	4120	0100	Property Acquisition and Dispo
103	A	00024918	CONSTRUC	Fields,Stanley L	7/16/1990	F	12	9	102782	AGENF	4120	0100	Property Acquisition and Dispo
104	A	00037137	Program S	Rogers,Chantese Denise	12/27/2016	F	9	5	62286	20HPT	4120	0100	Property Acquisition and Dispo
105	A	00042955	Realty Proj	Woodson,Michael V	11/15/2004	F	13	10	122227	AGENF	4120	0100	Property Acquisition and Dispo
106	A	00044606	Realty Proj	Keane,Keishon	10/19/2015	F	13	10	122227	20HPT	4120	0100	Property Acquisition and Dispo
107	A	00045218	Realty Project Manager			V	13	0	94858	20HPT	4120	0100	Property Acquisition and Dispo
108	A	00016082	Program S	Carter,Annie Y	7/21/1986	F	11	10	85784	AGENF	8140	0100	Property Acquisition and Dispo
109	A	00045753	Rent Admi	Pair,Lauren J	8/7/2006	F	9	0	142109.15	AGENF	8140	0100	Rental Accommodations Division
110	A	00045704	Contact Re	Cooper,Ronisha	10/1/2016	F	9	5	62286	AGENF	8140	0100	Rental Accommodations Division
111	A	00045705	Contact Re	Walker,Catrina A	5/26/1987	F	9	10	71106	AGENF	8140	0100	Rental Accommodations Division
112	A	00045707	Contact Re	Nichols,Woodrow U	7/22/1985	F	9	10	71106	AGENF	8140	0100	Rental Accommodations Division
113	A	00045708	Contact Re	Mckeever,Christine	8/15/1976	F	9	10	71106	AGENF	8140	0100	Rental Accommodations Division
114	A	00045710	Program S	Bradford,Sonia C	12/30/2002	F	9	6	64050	AGENF	8140	0100	Rental Accommodations Division
115	A	00045712	Program S	Abraham,Odette	11/21/1997	F	11	9	83646	AGENF	8140	0100	Rental Accommodations Division
116	A	00045907	Rental Pro	Butler-Truesdale,Tonya	9/26/2011	F	13	7	113104	AGENF	8140	0100	Rental Accommodations Division
117	A	00046034	Rental Pro	Anderson,Keith A	2/24/2003	F	13	9	119186	AGENF	8140	0100	Rental Accommodations Division
118	A	00025397	Rental Con	McClelland,Shanice A.	5/31/2016	F	13	3	100940	AGENF	8110	0100	Rental Conversions and Sales D
119	A	00045703	Rental Conversion Specialist			V	13	0	94858	AGENF	8110	0100	Rental Conversions and Sales D
120	A	00045711	Program Specialist			V	11	0	66542	AGENF	8110	0100	Rental Conversions and Sales D
121	A	00045713	Program S	Jackson,Cheryl F	6/9/2008	F	11	6	77232	AGENF	8110	0100	Rental Conversions and Sales D
122	A	00045714	Rental Con	Small,Leonard Jason	7/29/2013	F	13	5	107022	AGENF	8110	0100	Rental Conversions and Sales D
123	A	00045847	Rental Con	Sawyer,Karen E	10/29/2007	F	13	5	107022	AGENF	8110	0100	Rental Conversions and Sales D
124	A	00010025	Rental Con	Laney,Terrance L	1/28/2015	F	15	0	119705.57	AGENF	8110	0100	Rental Conversions and Sales D
125	A	00000780	Economic	Bellegarde,Emmanuel A.	4/14/2008	F	12	10	105339	AGENF	3010	0100	Residential & Community Servs
126	A	00011400	ECONOMIC	Newkirk,Tamika	6/1/2015	F	12	10	105339	AGENF	3010	0100	Residential & Community Servs
127	A	00027078	Program S	Brown,Bettina	5/20/2002	F	9	6	64050	9CDBG	3010	0100	Residential & Community Servs
128	A	00041017	Economic	Merchant,Ernest Wilson	2/14/2000	F	13	10	122227	AGENF	3010	0100	Residential & Community Servs
129	A	00041018	Economic	Davis,Stephanie	10/9/2001	F	13	10	122227	9CDBG	3010	0100	Residential & Community Servs
130	A	00042058	Economic Dev Program Spec			V	12	0	82326	AGENF	2025	0100	Residential & Community Servs
131	A	00006012	Program S	Jennings,Sherrell Y	1/30/2012	F	9	3	58758	9CDBG	3030	0100	Residential & Community Servs
132	A	00009517	Homeown	Lee,Andrea T	4/9/2001	F	13	4	103981	19HOM	3030	0100	Residential & Community Servs
133	A	00035901	STAFF ASS	Hawkins,Wendell E	4/14/2008	F	7	5	52074	AGENF	3030	0100	Residential & Community Servs
134	A	00008029	LOAN SPEC	Marshall,Calvin E	5/12/1986	F	12	10	105339	20HPT	3060	0100	Residential & Community Servs
135	A	00020349	STAFF ASS	Washington,Jean O	3/16/1987	F	11	10	85784	20HPT	3060	0100	Residential & Community Servs
136	A	00034074	CONSTRUC	Koleini,Michael	4/14/2008	F	12	9	102782	20HPT	3060	0100	Residential & Community Servs
137	A	00042355	Constructi	Dudley,Kenneth	5/28/2019	F	11	1	66542	20HPT	3060	0100	Residential & Community Servs
138	A	00045709	Construction Analyst			V	11	0	66542	20HPT	3060	0100	Residential & Community Servs
139	A	00046971	Loan Spec	Alexander,Gentry	9/18/2017	F	12	5	92554	20HPT	3060	0100	Residential & Community Servs
140	A	00071403	CONSTRUC	White,Marquial	10/5/2015	F	12	1	82326	20HPT	3060	0100	Residential & Community Servs
141	A	00002122	Constructi	Wilson,Rogelio A	1/9/2006	F	11	8	81508	20HPT	3060	0100	Residential & Community Servs
142	A	00004289	Residential	Ervin,Constance L.	1/23/2006	F	12	10	105339	20HPT	3060	0100	Residential & Community Servs
143	A	00012884	Residential	Blackston,Dante E	8/27/2012	F	12	6	95111	9CDBG	7020	0100	Residential & Community Servs

144	A	00023178	HOME PURCHASE ASST PGM SPEC			V	12	1	82326	19HOM	3030	0100	Residential & Community Servs
145	A	00024203	Grants Ma	Hardy, Vanessa S	4/18/1983	F	12	10	105339	AGENF	3030	0100	Residential & Community Servs
146	A	00036659	Residential	Nunez, Moises DJ	9/19/2005	F	12	10	105339	20HPT	3060	0100	Residential & Community Servs
147	A	00013084	COMM SR	Davis, Edward D.	2/10/2014	F	14	0	113516.11	AGENF	3010	0100	Residential & Community Servs
148	A	00027524	Home Purc	Howard, Kwyna T	8/23/1982	F	14	0	113060.2	19HOM	3030	0100	Residential & Community Servs
149	A	00051361	Supervisor	Lee, Lamont C	4/27/1987	F	15	0	136164.96	9CDBG	3030	0100	Residential & Community Servs
150	A	00074851	Residential	Imhulse, Sara N	5/15/2017	F	14	0	131153.78	20HPT	3060	0100	Residential & Community Servs
151	A	00008286	Loan Speci	Onyekwere, Cindy	8/11/2014	F	12	3	87440	20HPT	3060	0100	Residential & Community Servs
152	A	00007287	COMPLIAN	Ruffin, Denise	6/24/2019	F	12	1	82326	9NHTF	4510	0100	The Portfolio Management Divis
153	A	00010969	COMPLIAN	Culbreth Akinkoye, Mary	8/4/1997	F	13	10	122227	9NHTF	4510	0100	The Portfolio Management Divis
154	A	00015932	Housing Fi	Olukunle, Afolake A	5/28/2019	F	12	1	82326	9CDBG	4510	0100	The Portfolio Management Divis
155	A	00023065	Program S	Brown, Kellie M	9/15/2008	F	7	5	52074	9CDBG	4510	0100	The Portfolio Management Divis
156	A	00041314	Real Estate	Hayden III, Robert A	12/31/2002	F	13	8	116145	19HOM	4510	0100	The Portfolio Management Divis
157	A	00042054	Housing Fi	Rubin, William C	6/10/2019	F	13	9	119186	19HOM	4510	0100	The Portfolio Management Divis
158	A	00047081	Complianc	Godwin, Patricia A	12/12/2005	F	13	6	110063	9CDBG	4510	0100	The Portfolio Management Divis
159	A	00093973	Housing Fi	Ashton, Bridgette	3/19/2018	F	13	2	97899	20HPT	4510	0100	The Portfolio Management Divis
160	A	00093975	COMPLIAN	Brooks, Ashley	6/24/2019	F	12	1	82326	19HOM	4510	0100	The Portfolio Management Divis
161	A	00094087	Supvy Housing	Financial Anal.		V	14	0	129411	9NHTF	4510	0100	The Portfolio Management Divis
162	A	00094088	Complianc	Mccrimmon, Constance	9/6/2016	F	13	6	110063	9NHTF	4510	0100	The Portfolio Management Divis
163	A	00094092	Supervisor	Wright, Kenneth Celester	3/19/2018	F	14	0	107843.06	9CDBG	4510	0100	The Portfolio Management Divis
164	A	00051359	Asset Man	Hayes, Genee M.	2/20/2018	F	15	0	149322.28	9NHTF	4510	0100	The Portfolio Management Divis
165	A	00022794	Housing In	Edwards, Kelvin	6/10/2019	F	11	1	66542	AGENF	4510	0100	The Portfolio Management Divis
166	A	00022884	Program S	Campbell, Sharron C	5/20/2002	F	11	4	72956	20HPT	4510	0100	The Portfolio Management Divis
167	A	00071897	Housing In	Barlow, Suubi	11/13/2018	F	9	9	69342	AGENF	4510	0100	The Portfolio Management Divis
168	A	00093974	Housing In	Green, Curtis J	7/1/2013	F	9	7	65814	20HPT	4510	0100	The Portfolio Management Divis
169	A	00094074	Housing In	Johnson, Antonio	7/27/2015	F	11	3	70818	AGENF	4510	0100	The Portfolio Management Divis

#	DHCD List of Cellphones as of January 23, 2020			
#	NAME	Area Code 202	Vendor	Cellphone Type
1	Donaldson, Polly, Director	C# 412-4180	AT&T	IPHONE 7
2	Allen, Sandy	C# 826-5738	AT&T	IPHONE 7
3	Anderson, Keith, HRA/RAD Manager	C# 215-6146	AT&T	IPHONE 7
4	Ashton, Bridgette	C# 538-2664	AT&T	IPHONE 7
5	Banks, LaShaun	C# 538-3456	AT&T	IPHONE 7
6	Barlow, Suubi	C# 247-6906	AT&T	IPHONE 7
7	Bellegarde, Emmanuel	C# 279-0823	AT&T	IPHONE 7
8	Boyd-Johnson, Mozella	C# 577-2293	AT&T	IPHONE 7
9	Bryant, Kwame	C# 577-2285	AT&T	IPHONE 7
10	Bulmash, Gene, IZ Manager	C# 577-2297	AT&T	IPHONE 7
11	Butler-Truesdale, Tonya	C# 812-5981	AT&T	IPHONE 7
12	Cooper, Donnette	C# 538-3239	AT&T	IPHONE 7
13	Davis, Edward, RCS-NBA Manager	C# 256-8523	AT&T	IPHONE 7
14	DiFazio, John	C# 577-2290	AT&T	IPHONE 7
15	Dudley, Kenneth	C# 247-6089	AT&T	IPHONE 7
16	Edmond, Lesley, OPM Manager	C# 279-0392	AT&T	IPHONE 7
17	Edwards, Clyde	C# 577-2294	AT&T	IPHONE 7
18	Edwards, Kelvin	C# 247-6967	AT&T	IPHONE 7
19	Fields, Stanley	C# 257-6319	AT&T	IPHONE 7
20	Gall, Anamita	C# 577-2301	AT&T	IPHONE 7
21	Gillis, Miranda	C# 538-2731	AT&T	IPHONE 7
22	Givens, Sabrina	C# 316-7476	AT&T	IPHONE 7
23	Graham, Katrina	C# 355-5963	AT&T	IPHONE 7
24	Godwin, Patricia	C# 549-1658	AT&T	IPHONE 7
25	Greene, Curtis	C# 577-2288	AT&T	IPHONE 7
26	Gutierrez, Sonia Patricia	C# 368-6032	AT&T	IPHONE 7
27	Hagans, Paticia	C# 826-5745	AT&T	IPHONE 7
28	Hardy, Vanessa	C# 870-1558	AT&T	IPHONE 7
29	Harvey, Guyton	C# 577-2300	AT&T	IPHONE 7
30	Hayden, Robert	C# 538-2971	AT&T	IPHONE 7
31	Henderson, Robin	C# 577-2287	AT&T	IPHONE 7
32	Hillsman, Pamela	C# 316-7613	AT&T	IPHONE 7
33	Holla, Reshma, Deputy Manager - DFD	C# 577-2295	AT&T	IPHONE 7
34	Howard, Kwyna	C# 316-7583	Verizon	IPHONE 7
35	Hubbard, Drew, Deputy Director for Operations	C# 657-8480	Verizon	IPHONE 7
36	Imhulse, Sara, SFF Manager	C# 258-7421	AT&T	IPHONE 7
37	Joemah, Dionne	C# 538-0152	AT&T	IPHONE 7
38	Johnson, Antonio	C# 826-5748	AT&T	IPHONE 7
39	Johnson, Devin	C# 257-1521	AT&T	IPHONE 7
40	Jones, Tiphonie	C# 538-2736	AT&T	IPHONE 7
41	Keane, Keishon	C# 826-5752	AT&T	IPHONE 7
42	Knackstedt, Joseph	C# 257-6316	AT&T	IPHONE 7
43	Laney, Terrance, Manager CASD	C# 285-4816	AT&T	IPHONE 7
44	Law, LaVerne, DAS Manager	C# 247-6863	AT&T	IPHONE 7

#	DHCD List of Cellphones as of January 23, 2020			
#	NAME	Area Code 202	Vendor	Cellphone Type
45	Livingstone, Richard, Interim Deputy Chief of Staff	C# 538-3370	AT&T	IPHONE 7
46	Luo, Yonghong	C# 445-4684	AT&T	IPHONE 7
47	McCoy, Marvin, Human Resources	C# 230-2748	AT&T	IPHONE 7
48	McCrimmon, Constance	C# 577-2291	AT&T	IPHONE 7
49	McKenzie, Joan	C# 538-3849	AT&T	IPHONE 7
50	Mehra-Kunjukunju, Deepika	C# 256-7876	AT&T	IPHONE 7
51	Menegesha, Gebrie	C# 802-8574	AT&T	IPHONE 7
52	Merchant, Ernest	C# 286-1455	AT&T	IPHONE 7
53	Miles, LaTonya	C# 538-3228	AT&T	IPHONE 7
54	Miller, Sheila, Deputy Director for Programs	C# 657-8489	Verizon	IPHONE 7
55	Moore, Antoinette	C# 826-5739	AT&T	IPHONE 7
56	Morrow, Kelly Ann, OPM Manager	C# 701-3406	AT&T	IPHONE 7
57	Newkirk, Tamika	C# 258-7762	AT&T	IPHONE 7
58	Nottingham, Angela, Training Manager	C# 257-1699	AT&T	IPHONE 7
59	Olukunle, Afolake	C# 531-5448	AT&T	IPHONE 7
60	O'Neal, Antilecia, Human Resources	C# 322-8801	AT&T	IPHONE 7
61	Owens, Deneira, PADD Manager	C# 826-5742	AT&T	IPHONE 7
62	Pair, Lauren, HRA/CASD Manager	C# 230-9492	AT&T	IPHONE 7
63	Pearson, Felicia	C# 374-7701	AT&T	IPHONE 7
64	Pelletiere, Danilo	C# 579-8367	Verizon	IPHONE 7
65	Pitsch, Tu	C# 285-1309	AT&T	IPHONE 7
66	Powell, Johnette	C# 436-6040	AT&T	IPHONE 7
67	Puttagunta, Rupa	C# 255-1786	AT&T	IPHONE 7
68	Reynolds-White, Heather, Contracting Officer	C# 256-3872	AT&T	IPHONE 7
69	Richardson, Bruce	C# 445-9270	AT&T	IPHONE 7
70	Scallet, Anna	C# 279-1258	AT&T	IPHONE 7
71	Scott, LaVerne	C# 577-2299	AT&T	IPHONE 7
72	Slade, Ray	C# 577-2284	AT&T	IPHONE 7
73	Smalls, Michael	C# 826-5740	AT&T	IPHONE 7
74	Smalls, Taura	C# 257-1736	AT&T	IPHONE 7
75	Snowden, Rene, ITU Manager	C# 257-6329	AT&T	IPHONE 7
76	Spencer, Michael T., Rental Housing Chairman	C# 430-4324	AT&T	IPHONE 7
77	Spooner, Beth, Agency CFO	C# 826-5746	AT&T	IPHONE 7
78	Sylvester, Honor	C# 826-5750	AT&T	IPHONE 7
79	Townley, Dion	C# 289-1746	AT&T	IPHONE 7
80	Van Balen, Ana, Preservation Officer	C# 538-3224	AT&T	IPHONE 7
81	Walker, Paul	C# 549-4011	AT&T	IPHONE 7
82	White, Brian	C# 258-8460	AT&T	IPHONE 7
83	White, Marquial	C# 826-5751	AT&T	IPHONE 7
84	Wilkes, Robyn	C# 577-2298	AT&T	IPHONE 7
85	Williams, George	C# 577-2286	AT&T	IPHONE 7
86	Wilson, Erin, DFD Manager	C# 826-5747	AT&T	IPHONE 7
87	Wilson, Reginald	C# 538-3520	AT&T	IPHONE 7
88	Wilson, Rogelio	C# 425-2619	AT&T	IPHONE 7

#	DHCD List of Cellphones as of January 23, 2020			
#	NAME	Area Code 202	Vendor	Cellphone Type
89	Wilson, Tim	C# 657-8481	Verizon	IPHONE 7
90	Wise, Andrea	C# 445-4149	AT&T	IPHONE 7
91	Wiley, Julia, General Counsel DHCD	C# 657-8487	Verizon	IPHONE 7
92	Wright, Kenneth	C# 746-1534	Verizon	IPHONE 7
93	Woodson, Grandville	C# 286-5973	AT&T	IPHONE 7
94	Woodson, Michael	C# 826-5744	AT&T	IPHONE 7

Devices and Users List 2019

Devices	User	Price
Microsoft Surface Go	Edmonds, Lesley	\$ 625.96
Microsoft Surface Go	White, Marquial	\$ 625.96
Microsoft Surface Pro 6	Richardson, Bruce	\$ 1,032.97
Microsoft Surface Pro 6	Donaldson, Polly	\$ 1,032.97
Microsoft Surface Pro 6	Livingston, Richard	\$ 1,032.97
Microsoft Surface Pro 6	Snowden, Rene	\$ 1,032.97
Microsoft Surface Pro 6	Banks, LaShaun	\$ 1,032.97
Apple iPad	Green, Curtis	\$ 530.75
Apple iPad	Wright, Kenneth	\$ 690.68
Apple iPad	Johnson, Antonio	\$ 530.75
Apple iPad	Barlow, Suubi	\$ 530.75
Apple iPad	Livingston, Richard	\$ 690.68
Apple iPad	Gutierrez, Sonia	\$ 530.75
Apple iPad	Owens, Deneira	\$ 530.75
Apple iPad	Edwards, Kelvin	\$ 530.75
Latitude 5290	Snowden, Rene	\$ 1,392.85
Latitude 7490	Gillis, Miranda	\$ 1,359.00
Latitude 7490	White, Brain	\$ 1,359.00
Latitude 7490	Pitsch, Tu	\$ 1,359.00
	Total	\$ 16,452.48

Tag #	Vehicle	Vin Number
55-11197	Ford Transit (15)	1FBZX2YM9GKA01950
55-11058	Toyota Corolla	2T1BURHEXFC458371
55-11059	Toyota Corolla	2T1BURHE3FC460060
55-11060	Toyota Corolla	2T1BURHE6FC467486
55-11061	Toyota Corolla	2T1BURHE4FC445776
55-11062	Toyota Corolla	5YFBURHE5FP337764
55-11063	Toyota Corolla	2T1BURHE9FC455266
55-11180	Dodge Caravan	2C4RDGCG3GR100852
55-11181	Dodge Caravan	2C4RDGCG3GR100851
55-11182	Dodge Caravan	2C4RDGCG1R100850
55-11232	Ford Cargo Van	1FTYE1M2GKA15440

DHCD Travel and Training Report
(Includes internal and external training)

FY 18	The DC Department of Housing and Community Development Training Report									
Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Givena, Sabrina	Program Analyst	OPM	2018 NSP Workshop Series	HUD	10/22/2018	10/30/2018	HUD-No fee	\$177.98	\$335.23	Affordable Housing Professional Development
Powell, Johnette	Program Analyst	OPM	2018 NSP Workshop Series	HUD	10/22/2018	10/30/2018	HUD-No fee	\$285.40	\$804.82	Affordable Housing Professional Development Annual Bar Assoc. Training
Gregory, Lisa	Commissioner	RHC	National Assoc of Women Judges 40th Annual Conference	National Assoc. of Women Judges	10/30/2018	10/27/2018	\$645.00	\$378.00	\$1,145.00	Affordable Housing Professional Development
Hubbard, Drew	Chief Administrative Officer	OD	2018 ULJ Fall Meeting	Urban Land Institute	10/09/2018	11/1/2018	\$1,385.00	\$329.40	\$1,323.04	Affordable Housing Professional Development
Holla, Reahma	Hous. And Dev. Project Manager	DFD	NCSHA 2018 Annual Conference	NCSHA Association	10/12/2018	10/16/2018	\$895.00	\$874.80	\$817.57	Affordable Housing Professional Development
Edmond, Lestey	Housing Compliance Officer	OPM	NCSHA Conference	Natl Council of State Housing Agencies	10/14/2018	10/16/2018	\$315.00	\$432.80	\$641.70	Affordable Housing Professional Development
Edmonds, Lestey	OPM Manager	OPM	NCSHA 2018 Annual Conference	NCSHA Association	10/14/2018	10/16/2018	\$895.00	\$874.80	\$837.10	Affordable Housing Professional Development
Brannum, Steven	Hous. And Dev. Project Manager	DFD	Gen Allen VA NDC Conference	National Development Council	10/15/2018	10/19/2018	\$250.00	\$93.00	\$1,045.00	Affordable Housing Professional Development
Donaldson, Polly	Director	OD	High Cost Cities Housing Forum	High Cost Cities Forum	10/21/2018	10/23/2018	No cost	\$340.85	\$1,357.14	Affordable Housing Professional Development
Pellegrina, Danilo	Housing Development Advisor	OD	High Cost Cities Housing Forum	High Cost Cities Forum	10/21/2018	10/23/2018	N/A	\$305.41	N/A	Affordable Housing Professional Development
Corfield, Gwendolyn	Public Affairs Specialist	OD	Manna Reception	Manna Association	11/7/2018	11/7/2018	\$65.28	N/A	N/A	Affordable Housing Professional Development
Donaldson, Polly	Director	OD	Manna Reception	Manna Association	11/7/2018	11/7/2018	\$65.28	N/A	N/A	CBO Activity
Hubbard, Drew	Chief Administrative Officer	OD	Manna Reception	Manna Association	11/7/2018	11/7/2018	\$65.28	N/A	N/A	CBO Activity
Ladd, Allison	Deputy Director	OD	Manna Reception	Manna Association	11/7/2018	11/7/2018	\$65.28	N/A	N/A	CBO Activity
Owens, Larrena	Chief of Staff	OD	Manna Reception	Manna Association	11/7/2018	11/7/2018	\$65.28	N/A	N/A	CBO Activity
Donaldson, Polly	Director	OD	Los Angeles National League of Cities	National League of Cities	11/8/2018	11/11/2018	\$460.00	\$506.40	\$927.00	Affordable Housing Professional Development
Livingstone, Richard	Special Asst. to the Director	OD	Los Angeles National League of Cities	National League of Cities	11/8/2018	11/11/2018	\$460.00	\$536.40	\$765.47	Affordable Housing Professional Development

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FY 18 Name	The DC Department of Housing and Community Development Training Report Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Bulmash, Gene	IZ Manager	HRA	Emphtsys HFA User Conference	Emphtsys Software, Inc.	11/13/2018	11/16/2018	\$1,019.00	\$278.40	\$944.11	Affordable Housing Professional Development
Cook, Sandra	IZ Compliance Specialist	HRA	Emphtsys Conference	Emphtsys, Inc.	11/13/2018	11/15/2018	\$798.00	\$192.40	\$944.11	Affordable Housing Professional Development
Parker, Ebony	Program Support Assistant	HRA	Emphtsys Conference	Emphtsys, Inc.	11/13/2018	11/15/2018	\$799.00	\$224.40	\$944.11	Software Training
Butler-Truesdale, Tonya	Rental Property Program Specialist	HRA	DC Demand Eviction Proceeding Training	DC Association	11/20/2018	11/20/2018	\$90.00	N/A	N/A	Affordable Housing Professional Development
Guilmerz, Sonia	Fair Housing Prog Coordinator	OPM	ADA Coordinator Certification	ADA Association	11/26/2018	11/30/2018	\$525.00	N/A	N/A	Affordable Housing Professional Development
Pellegrini, Danilo	Housing Development Advisor	OD	Bay Area Land and Housing Convening	Oakland Peoples Land and Housing Convening	11/28/2018	11/30/2018	N/A	\$418.00	N/A	Affordable Housing Professional Development
Wilson, Erin	Supv. Contract and Loan Spec.	DFD	Bay Area Convening	Bay Association	11/28/2018	11/29/2018	\$538.00	N/A	N/A	Affordable Housing Professional Development
O'Neal, Antlecia	Management Liaison	OD	National Seminars Training Leadership	National Association	12/5/2018	12/5/2018	\$199.00	N/A	N/A	General Skill Development
Owens, Latrena	Chief of Staff	OD	National Seminars Training Leadership	National Association	12/5/2018	12/5/2018	\$199.00	N/A	N/A	General Skill Development
Boyd, Mozella	Staff Assistant	OD	BISNOW Major Projects	BISNOW Association	12/8/2018	12/8/2018	\$99.00	N/A	N/A	Affordable Housing Professional Development
Henderson, Robin	Program Analyst	OD	BISNOW Major Projects	BISNOW Association	12/8/2018	12/8/2018	\$99.00	N/A	N/A	Affordable Housing Professional Development
Akinloye, Mary	Compliance Specialist	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Barlow, Stuck	Housing Inspector	PAMD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Brannum, Steven	Hous Dev. Proj. Mgr	DFD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Briscoe, Mikael	Staff Assistant	DFD	Novogradac Webinar (Local)	Novogradac Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development

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Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Brown, Keila	Prog. Support Specialist	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Cordell, Tonya	Attorney Advisor	OGC	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Giboney, Prerita	Paralegal Specialist	OGC	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Godwin, Patricia	Compliance Specialist	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Green, Curtis	Housing Inspector	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Harvey, Guyton	Hous. Dev. Proj. Mgr.	DFD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Hayden, Robert	Real Estate Delinquent Specialist	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Holle, Reshna	Supv. Contract and Loan Spec.	DFD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Johnson, Antonio	Housing Inspector	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Johnson, Ashley	Supv. Housing Financial Analyst	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Jones, Chelsea	Compliance Specialist	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Knafl, Suima	Attorney Advisor	OGC	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
Lee, Lamont	Supv. Program Manager	RCS	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development
McCrinnon, Constance	Compliance Specialist	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development

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Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification			
Murrell, Bridgette	Housing Financial Analyst	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development			
Walker, Cecilia	Asset Manager	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development			
Vine, Andrea	Housing and Dev. Program Specialist	DFD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development			
Wright, Kenneth	Supv. Housing Inspector	PAMD	Novogradec Webinar (Local)	Novogradec Association	12/7/2018	12/7/2018	N/A	N/A	N/A	Affordable Housing Professional Development			
Owens, Latrena	Chief of Staff	OD	Blonov Real Estate Event	Blonov Association	12/10/2018	12/10/2018	\$34.00	N/A	N/A	Affordable Housing Professional Development			
Gail, Anamita	Econ. Dev. Prog. Specialist	RCS	Management Concepts (Fed Grants)	Management Association	12/12/2018	12/12/2018	\$828.00	N/A	N/A	Affordable Housing Professional Development			
Owens, Latrena	Chief of Staff	OD	HAND Holiday Meeting and Mixer	HAND Association	12/13/2018	12/13/2018	N/A	N/A	\$100.00	Member Organization Event			
Holla, Reahma	Supv. Contract and Loan Spec.	DFD	Novogradec Webinar LHTC(Local)	Novogradec Association	12/14/2018	12/14/2018	\$110.00	N/A	N/A	Affordable Housing Professional Development			
Walker, Cecelia	Asset Manager	PAMD	Novogradec Webinar LHTC(Local)	Novogradec Association	12/14/2018	12/14/2018	\$110.00	N/A	N/A	Affordable Housing Professional Development			
Wiley, Julia	General Counsel	OGC	Novogradec Webinar LHTC(Local)	Novogradec Association	12/14/2018	12/14/2018	\$110.00	N/A	N/A	Affordable Housing Professional Development			
Edmonds, Lashay	Housing Compliance Officer	OPM	(OPM)Strategic Session	Novogradec Association	12/20/2018	12/20/2018	N/A	N/A	\$341.00	Affordable Housing Professional Development			
Hall, Tilla	Staff Assistant	OPM	Fair Housing Accessibility Training for Contractors	DHCD (Edmond and Gutierrez)	1/18/2019	1/18/2019	N/A	N/A	N/A	Affordable Housing Professional Development			
Jones, Tiphonie	Hours And Development Prof. Mgr.	DFD	Fair Housing Accessibility Training for Contractors	DHCD (Edmond and Gutierrez)	1/18/2019	1/18/2019	N/A	N/A	N/A	Affordable Housing Professional Development			
Morrow, Kelly Ann	Grants Management Officer	OPM	Fair Housing Accessibility Training for Contractors	DHCD (Edmond and Gutierrez)	1/18/2019	1/18/2019	N/A	N/A	N/A	Affordable Housing Professional Development			

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Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Merchant, Ernest	Econ. Dev. Prog. Specialist	RCS	IEDS Fort. Lauderdale FL	IEDS Association	1/27/2019	1/28/2019	\$970.00	\$340.50	\$923.77	Affordable Housing Professional Development
Densdson, Polly	Director	OD	High Cost Cities Housing Forum	Rosa Fellowship/Enterpris Community Partners-Location: 5006	1/29/2019	1/29/2019	No cost (donation \$5006)	\$573.90	No Cost	Affordable Housing Professional Development
Guilmez, Sonia	Fair Housing Prog. Coordinator	OPM	2018 Winter ADA Coordinator Conference	American Disability Association	1/28/2019	1/28/2019	\$360.00	\$150.00	\$402.78	Affordable Housing Professional Development
Pelleare, Danilo	Housing Development Advisor	OD	High Cost Cities Housing Forum	Rosa Fellowship/Enterpris Community Partners-	1/28/2019	1/28/2019	No cost	\$232,208/172.00	N/A	Affordable Housing Professional Development
Guilmez, Sonia	Fair Housing Prog. Coordinator	OPM	Accessibility Professionals Annual Conference	Accessibility Professional Association	1/30/2019	2/1/2019	\$510.00	\$500.00	\$405.00	Affordable Housing Professional Development
Banka, Leahann	Info. Tech. Spec.	ITU		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Berke-Williams, Marthine	Program Specialist	DFD		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Brannun, Steven	Housing and Development Prog. Mgr	DFD		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Brown, Kallie	Program Support Assistant	PAMD		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Burwash, Gene	Inclusionary Zoning Program Manager	HRA		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Campbell, Sharon	Program Specialist	DFD		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Deyle, Edward	Comm. Services Program Mgr	RCS		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Hardy, Vanessa	Grants Mgmt. Specialist	RCS		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Hawkins, Wendell	Staff Assistant	RCS		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Howard, Tamika	Staff Assistant	OGC		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Moore, Joyce	Staff Assistant	HRA		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Newkirk, Tamika	Econ. Dev. Prog. Specialist	RCS		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Involving Professional Development
Nottingham, Angela	Training Manager	OD		EDRC-Victoria Linder and Kim Fields	2/5/2019	2/7/2019	N/A	N/A	N/A	Involving Professional Development

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Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Paiz, Lauren	Rent Administrator	HRA	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Invoicing Professional Development
Scatell, Anna	Housing and Development Proj. Mgr.	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Invoicing Professional Development
Scott, Lawrence	Housing Projects Coordinator	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Invoicing Professional Development
Slide, Ray	Special Projects Coordinator	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Invoicing Professional Development
Snails, Michael	Program Analyst	OD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Invoicing Professional Development
Trapp, Monique	Staff Assistant	DAS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Invoicing Professional Development
Washington, Jean	Staff Assistant	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Invoicing Professional Development
Wilson, Erin	Supv. Contract and Loan Spec.	DFD	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/5/2019	2/5/2019	N/A	N/A	N/A	Invoicing Professional Development
Allen, James	Contract Specialist	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
D'Frato, John	Environmental Specialist	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Edmond, Lasley	Housing Compliance Officer	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Edwards, Clyde	Program Analyst	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Givens, Sabrina	Program Analyst	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Gulierrez, Sonia	Fair Housing Prog. Coordinator	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Hell, Tilla	Staff Assistant	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Marshall, Ralph	Environmental Specialist	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Morow, Kelly Ann	Grants Management Officer	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Powell, Johnnie	Contract Specialist	OPM	Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions (webinar)	SkillPort (Michael Roberto)	2/6/2019	2/6/2019	N/A	N/A	N/A	General Skill Development
Abraham, Odette	Program Support Specialist	HRA	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Bellegarde, Emmanuel	Econ Dev Prog. Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Brown, Bettina	Program Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Davis, Stephanie	Econ Dev Prog. Specialist	RCS	E-Invoicing	EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development

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Name	Position	Division	Course Name								
Edmond, Lashley	OPM Manager		E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Gail Anaminta	Econ. Dev. Prog. Specialist	RCS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Greens, Sakha	Grants Management Spec	OPM	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Guilmer, Sonia	Fair Housing Prog Coord	RCS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Hall, Tilla	Staff Assistant	OPM	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Harris, Theresa	Fiscal Acctg Spec.	CFO	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Hillman, Pamela	Comm. Dev Resource Specialist	OD	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Inhuse, Sara	Resid. Rehab Prog. Mgr	RCS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Jennings, Sherrell	Staff Assistant	RCS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Knechtel, Joseph	Project Manager	OFD	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Law, Lavonne	DAS Manager	DAS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Lee, Lamont	RCS Manager	RCS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Merchant, Ernest	Econ. Dev. Prog. Specialist	RCS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Morrow, Kelly Ann	Grants Manager	OPM	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Nunez, Melissa	Residential Rehab. Spec	RCS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Powell, Johneta	Program Analyst	OPM	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Pingale, Darshali	Staff Assistant	DAS	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Reynolds, Heather	Manager OCP	OCP	E-Invoicing		EDRC-Victoria Linder and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development

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Name	Position	Division	Course Name							
Rogers, Charisse	Program Specialist	PAOD	E-Invoicing	EDRC-Victoria Under and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Sylvester, Honor	Financial Manager	CFO	E-Invoicing	EDRC-Victoria Under and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Wise, Andrus		DFD	E-Invoicing	EDRC-Victoria Under and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Wright, Kenneth	PAM/D Manager	PAM/D	E-Invoicing	EDRC-Victoria Under and Kim Fields	2/7/2019	2/7/2019	N/A	N/A	N/A	Invoicing Professional Development
Wilson, Rogelio	Rehab Home Inspector	RCS	Removing Barriers to Sustainable Housing Affordability	Neighborhoods	2/18/2019	2/18/2019	\$645.00	\$202.88	\$422.72	Affordable Housing Professional Development
Scallet, Anna	Housing and Development Proj. Mgr.	DFD	The Urban Land Institute Opportunity Zones 2.0 Webinar	The Urban Land Institute	2/28/2019	2/28/2019	\$25.00	N/A	N/A	Affordable Housing Professional Development
Snowden, Rene	IT Manager	ITU	Sexual Harassment for Managers	DHCD/DCHR (Moffingham, Edmonds and Smalls)	3/1/2019	3/1/2019	No cost	N/A	N/A	District Required Training
O'Neil, Antiecia	Management Liaison	OD	Human Capital Institute's 2019 People Analytics and Workforce Planning Conference	Human Capital Institute (HCI)	3/4/2019	3/8/2019	\$1,995.00	\$539.00	\$602.64	Human Resources Training
Livingsstone, Richard	Special Assistant to the Director	OD	2019 National League of Cities Congressional City Conference in Washington, DC	The National League of Cities (NLC)	3/10/2019	3/13/2019	\$470.00	N/A	N/A	Affordable Housing Professional Development
Par, Lauren	Rent Administrator	HRA	HKS Executive Education: Digital Transformation in Government	Harvard Kennedy School	3/10/2019	3/18/2019	\$6,900.00	\$223.40	N/A	Leadership Development
Joeman, Dione	Deputy General Counsel	OGC	NCRC Just Economy Conference, Washington, DC	NCRC	3/11/2019	3/13/2019	\$50.00	N/A	N/A	Affordable Housing Professional Development
Slade, Ray	Project Manager	DFD	PD 515-New Markets Tax Credits	National Development Council	3/20/2019	3/22/2019	\$412.50	N/A	N/A	Affordable Housing Professional Development
Bulmash, Gene	Inclusionary Zoning Program Manager	HRA	Birrow DC Metro Affordable Housing Summit	Birrow, Inc.	3/20/2019	3/20/2019	\$138.00	N/A	N/A	Affordable Housing Professional Development
Scallet, Anne	Housing and Development Proj. Mgr	DFD	The Birrow DC Metro Affordable Housing Summit, Washington, DC	Birrow/Nixon Peabody	3/20/2019	3/20/2019	\$139.00	N/A	N/A	Affordable Housing Professional Development
Brennum, Steven	Housing and Development Proj. Mgr	DFD	The Birrow DC Metro Affordable Housing Summit, Washington, DC	Birrow/Nixon Peabody	3/22/2019	3/22/2019	\$136.00	N/A	N/A	Affordable Housing Professional Development
Holla, Reahna	Supv. Contact and Loan Spec.	DFD	The Birrow DC Metro Affordable Housing Summit, Washington, DC	Birrow/Nixon Peabody	3/22/2019	3/22/2019	\$99.00	N/A	N/A	Affordable Housing Professional Development

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FY 19	Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
	Wilson, Erin	Supv. Contract and Loan Spec.	DFD	The Biscow DC Metro Affordable Housing Summit, Washington, DC	Biscow/Nixon Peabody	3/22/2019	3/22/2019	\$99.00	N/A	N/A	Affordable Housing Professional Development
	Bulmash, Gene	IZ Program Manager	HRM/IZ	Housing Association of Nonprofit Developers (HAND) State of the Region Training, Washington, DC	HAND	4/3/2019	4/3/2019	N/A	N/A	N/A	Affordable Housing Professional Development
	Johnson, Devin	Legislative Specialist	OGC	Principles of LIHTC Eligible Basis Webinar	Novogradac	4/8/2019	4/8/2019	No cost	N/A	N/A	Affordable Housing Professional Development
	Godwin, Patricia	Compliance Specialist	PAMD	Critical Requirements of On-Site Management of LIHTC Properties, Laurel, MD	Mid-Atlantic AHMA	4/11/2019	4/11/2019	\$125.00	N/A	N/A	Affordable Housing Professional Development
	McCrimmon, Constance	Compliance Specialist	PAMD	Critical Requirements of On-Site Management of LIHTC Properties, Laurel, MD	Mid-Atlantic AHMA	4/11/2019	4/11/2019	\$125.00	N/A	N/A	Affordable Housing Professional Development
	Bellegarde, Emmanuel	Econ Dev Prog Specialist	RCS	Ethics Training for CBOs	Management Concepts	4/14/2019	4/14/2019	N/A	N/A	N/A	District Required Training
	Brown, Bettina		RCS	Ethics Training for CBOs	Management Concepts	4/14/2019	4/14/2019	N/A	N/A	N/A	District Required Training
	Devis, Stephanie		RCS	Ethics Training for CBOs	Management Concepts	4/14/2019	4/14/2019	N/A	N/A	N/A	District Required Training
	Kneid, Sulma	Attorney Advisor	OGC	Ethics Training for CBOs	Management Concepts	4/14/2019	4/14/2019	N/A	N/A	N/A	District Required Training
	Lee, Lamont		RCS	Ethics Training for CBOs	Management Concepts	4/14/2019	4/14/2019	N/A	N/A	N/A	District Required Training
	Morrow, Kelly-Ann	Grants Manager	OPM	Ethics Training for CBOs	Management Concepts	4/14/2019	4/14/2019	N/A	N/A	N/A	District Required Training
	Newkirk, Tamika		RCS	Ethics Training for CBOs	Management Concepts	4/14/2019	4/14/2019	N/A	N/A	N/A	District Required Training
	Nottingham, Angelle	Training Manager	OD	Ethics Training for CBOs	Management Concepts	4/14/2019	4/14/2019	N/A	N/A	N/A	District Required Training
	Anderson, Keith	Rental Prop. Prog Specialist	HR4	Web X Training	OCTO-Juliana Galar	4/17/2019	4/18/2019	N/A	N/A	N/A	General Skill Development
	Pearson, Felicia	Info. Tech. Spec.	ITU	Web-X Training	OCTO-Juliana Galar	4/17/2019	4/18/2019	N/A	N/A	N/A	Software Training
	Devis, Edward	Comm. Services Program Mgr.	RCS	E-invoicing	OCTO and CFO	5/4/2019	5/4/2019	No Cost	N/A	N/A	Invoicing Professional Development
	Difazio, John	Environmental Specialist	OPM	HUD Part 58 ER Training, Baltimore, MD	HUD	5/14/2019	5/16/2019	N/A	\$87.00	N/A	Affordable Housing Professional Development
	Marshall, Ralph	Environmental Specialist	OPM	HUD Part 58 ER Training, Baltimore, MD	HUD	5/14/2019	5/16/2019	N/A	\$87.00	N/A	Affordable Housing Professional Development
	Nottingham, Angela	Training Manager	OD	ATD 2019 International Conference and Exposition, Washington, DC	Association for Training and Development	5/19/2019	5/22/2019	\$2,978.00	N/A	N/A	Training and Professional Education

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Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Newkirk, Tamika	Economic Development Program Specialist	RCS	CDDB Subrecipient Management Training, Boise, Idaho (employee withdraw request)	National Community Development Association	5/21/2019	5/23/2019	\$550.00	\$1,074.58	\$617.95	Affordable Housing Professional Development
Burnash, Gene	IZ Program Manager	HRM/Z	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Charles-Christan	Asst. General Counsel	OGC	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Candell, Tonya	Attorney Advisor	OGC	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Cooper, Donnelle	Attorney Advisor	OGC	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Gibbery, Premias	Paralegal Specialist	OGC	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Hathi, Adarsh	Asst. General Counsel	OGC	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Joeman, Dionne	Deputy General Counsel	OGC	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Khalid, Sulma	Asst. General Counsel	OGC	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Moore, Antoinette	Asst. General Counsel	OGC	ABA Forum on Affordable Housing Washington, DC	American Bar Association	5/22/2019	5/24/2019	\$250.00	N/A	N/A	Affordable Housing Professional Development
Cusack, Marshall	Housing Regulations Specialist	HRM/Z-ADU	Nan Mackey Fair Housing and Reasonable Accommodation Training, Columbia, SC	Nan Mackey and Associates	5/28/2019	5/30/2019	\$630.00	\$983.90	\$370.74	Affordable Housing Professional Development
Barlow, Sudhi	Housing Inspector	PAUMD	2019 MAHRA and MARC NAHRO Conference National Harbor, MD	Maryland Assoc. of Housing and Redevelopment Agencies	5/28/2019	5/31/2019	\$325.00	N/A	N/A	Affordable Housing Professional Development
Godwin, Patricia	Compliance Specialist	PAUMD	2019 MAHRA and MARC NAHRO Conference National Harbor, MD	Maryland Assoc. of Housing and Redevelopment Agencies	5/28/2019	5/31/2019	\$325.00	N/A	N/A	Affordable Housing Professional Development
Green, Curtis	Housing Inspector	PAUMD	2019 MAHRA and MARC NAHRO Conference National Harbor, MD	Maryland Assoc. of Housing and Redevelopment Agencies	5/29/2019	5/31/2019	\$325.00	N/A	N/A	Affordable Housing Professional Development

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Employee Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Hayden, Robert	Loan Risk and Portfolio Specialist	PAMD	2019 MAHRA and MARC NAHRO Conference National Harbor, MD	Maryland Assoc. of Housing and Redevelopment Agencies	5/28/2019	5/31/2019	\$325.00	N/A	N/A	Affordable Housing Professional Development
Johnson, Antonio	Housing Inspector	PAMD	2018 MAHRA and MARC NAHRO Conference National Harbor, MD	Maryland Assoc. of Housing and Redevelopment Agencies	5/28/2019	5/31/2019	\$325.00	N/A	N/A	Affordable Housing Professional Development
Johnson-Hare, Ashley	Deputy Manager	PAMD	2019 MAHRA and MARC NAHRO Conference National Harbor, MD	Maryland Assoc. of Housing and Redevelopment Agencies	5/28/2019	5/31/2019	\$325.00	N/A	N/A	Affordable Housing Professional Development
Wright, Kenneth	PAMD Deputy Manager	PAMD	2019 MAHRA and MARC NAHRO Conference National Harbor, MD	Maryland Assoc. of Housing and Redevelopment Agencies	5/28/2019	5/31/2019	\$325.00	N/A	N/A	Affordable Housing Professional Development
Bennett, Ivy	Rental Conversion Specialist	HRV	Annual Real Estate Update, Washington, DC	DC Bar Association	5/30/2019	5/30/2019	\$85.00	N/A	N/A	Affordable Housing Professional Development
Smalls, Jason Leonard	Rental Conversion Specialist	HRV	Annual Real Estate Update, Washington, DC	DC Bar Association	5/30/2019	5/30/2019	\$85.00	N/A	N/A	Affordable Housing Professional Development
Edmond, Lesley	Housing Compliance Officer	OPM	2019 NCSHA Housing Credit Connect San Francisco, CA	National Council of State Housing Agencies	6/4/2019	6/10/2019	\$925.00	\$505.00	\$1,523.24	Affordable Housing Professional Development
Lee, Lamont	Supervisory Program Manager	RCS	2019 NCSHA Housing Credit Connect San Francisco, CA	National Council of State Housing Agencies	6/4/2019	6/10/2019	\$570.00	\$551.42	\$1,523.47	Affordable Housing Professional Development
Wright, Kenneth	Deputy Manager	PAMD	2019 NCSHA Housing Credit Connect San Francisco, CA	National Council of State Housing Agencies	6/4/2019	6/10/2019	\$570.00	\$542.80	\$1,523.48	Affordable Housing Professional Development
Johnson-Hare, Ashley	Deputy Manager	PAMD	2019 NCSHA Housing Credit Connect San Francisco, CA	National Council of State Housing Agencies	6/10/2019	6/14/2019	\$570.00	\$478.80	\$1,523.47	Affordable Housing Professional Development
Lu, Yonghong	Strategic Program Specialist	OD	Quick Base Empower 2019 Annual Conference Miami, FL	Quick Base, Inc.	6/10/2019	6/12/2019	\$888.00	\$311.00	\$956.53	Database Training
Morrow, Kelly-Ann	Grants Management Officer	OPM	2019 NCSHA Housing Credit Connect San Francisco, CA	National Council of State Housing Agencies	6/10/2019	6/14/2019	\$625.00	\$544.00	\$1,523.24	Affordable Housing Professional Development
Givens, Sabrina	Grants Management Specialist	OPM	Federal Grants and Cooperative Agreements Training, Arlington, VA	Management Concepts	6/13/2019	6/14/2019	\$949.00	N/A	N/A	Affordable Housing Professional Development
Powell, Johnnie	Grants Management Specialist	OPM	Federal Grants and Cooperative Agreements Training, Arlington, VA	Management Concepts	6/13/2019	6/14/2019	\$849.00	N/A	N/A	Affordable Housing Professional Development

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Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Mayer, Daniel	Attorney Advisor	RHC	The Comment Process in Rulemaking Workshop, Washington, DC	DC Bar Association	6/17/2019	6/17/2019	\$99.00	N/A	N/A	Affordable Housing Professional Development
Smalls, Jason Leonard	Rental Conversion Specialist	CABD/HRA	Fair Housing	OPWEdmonds/Gutierrez	6/20/2019	6/20/2019	N/A	N/A	N/A	Affordable Housing Professional Development
Harvey, Guyton	Hous. Dev. Proj Mgr	DFD	National Historic Tax Credit Summit Washington, DC	IPED, LLC	6/20/2019	6/21/2019	\$595.00	N/A	N/A	Affordable Housing Professional Development
Mccoy, Marvin	Management Liaison	OD	SHRM19 Conference Las Vegas	SHRM Association	6/22/2019	6/28/2019	\$1,969.00	\$421.99	\$810.99	Human Resources Training
Anderson, Keith	Rental Property Specialist	HRA	Recent Developments in Residential Landlord/Tenant Law 2019, Washington, DC	DC Bar Association	6/28/2019	6/28/2019	\$99.00	N/A	N/A	Affordable Housing Professional Development
Butler-Truesdale, Tonya	Rental Property Specialist	HRA	Recent Developments in Residential Landlord/Tenant Law 2019, Washington, DC	DC Bar Association	6/28/2019	6/28/2019	\$99.00	N/A	N/A	Affordable Housing Professional Development
Pair, Lauren	Rent Administrator	HRA	Recent Developments in Residential Landlord/Tenant Law 2019, Washington, DC	DC Bar Association	6/28/2019	6/28/2019	\$99.00	N/A	N/A	Affordable Housing Professional Development
Pair, Lauren	Rent Administrator	HRA	Designing Effective Responses to the Affordable Housing Crisis: The Potential for Third Generation Rent Regulations, New York, NY	New York University School of Law	6/27/2019	6/28/2019	N/A	\$221.00	N/A (donation \$991) \$299.00	Affordable Housing Professional Development
White, Brian	Program Analyst	OD	HUD Mid-Atlantic Lead and Healthy Homes Summit, Baltimore, MD	U.S. Dept of Housing and Urban Development	6/27/2019	6/28/2019	N/A	N/A	N/A	Affordable Housing Professional Development
Wilson, Rogelio	Construction Analyst	RCS	HUD Mid-Atlantic Lead and Healthy Homes Summit, Baltimore, MD	U.S. Dept of Housing and Urban Development	6/27/2019	6/28/2019	N/A	N/A	N/A	Professional Development
Van Baken, Ana	Housing Preservation Officer	OD	National Housing and Rehabilitation Association's 2019 Symposium on Preservation Strategies, Providence, Rhode Island	National Housing and Rehabilitation Assoc.	7/19/2019	7/17/2019	Donation (panel speaker in lieu of Director)	\$346.61	\$446.00	Affordable Housing Professional Development
White, Brian	Housing Preservation Analyst	OD	National Housing and Rehabilitation Association's 2019 Symposium on Preservation Strategies Providence, Rhode Island	National Housing and Rehabilitation Assoc.	7/19/2019	7/17/2019	\$295.00	\$346.61	\$446.00	Affordable Housing Professional Development
O'Neil, Antleeda	Management Liaison	OD	Federally Employed Women's 50th National Training Program, Philadelphia, PA	Federally Employed Women's Assoc.	7/21/2019	7/27/2019	\$1,500.00	Miscellaneous costs \$92.00	\$1,080.00	Human Resources Development
Spencer, Michael	Chief Administrative Judge	RHC	National Bar Association's National Convention, New York, NY	National Bar Association	7/22/2019	7/28/2019	\$950.00	\$149.00	\$1,161.99	Bar Association Training
McLachlan, Michael	Capital City Fellow	HRA	Workplace Safety and Active Shooter Training	Dept. of General Services-Chief Joseph A. Brown	6/7/2019	6/7/2019	N/A	N/A	N/A	Risk Management Training
Spencer, Michael	Chief Administrative Judge	RHC	American Bar Association 2019 Annual Meeting, San Francisco, CA	American Bar Association	6/7/2019	6/13/2019	\$695.00	\$531.50	\$1,116.00	Bar Association Training
Donaldson, Polly	Director	OD	Housing Leaders' Meeting, New York, NY	New York City Housing Authority	6/8/2019	6/8/2019	N/A	\$269.00	\$269.72	National Panel Participation

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Livingstone, Richard	Deputy Chief of Staff	OD	Housing Leaders' Meeting, New York, NY	New York City Housing Authority	8/8/2019	8/9/2019	N/A	\$289.00	\$289.72	Affordable Housing Professional Development
Palatani, Danilo	Housing Development Advisor	OD	Housing Leaders' Meeting, New York, NY	New York City Housing Authority	8/8/2019	8/9/2019	N/A	\$289.00	\$289.72	Affordable Housing Professional Development
Gregory, Lisa	Administrative Judge	RHC	Administrative Law and Fair Hearings, Reno NV	National Judicial College	8/12/2019	8/23/2019	\$2,378.00	\$758.00	\$1,983.98	Annual Bar Assoc. Training
Blackston, Dante	Program Analyst	OPM	ACCA National Training Institute 2019 San Diego, CA	American Contract Compliance Administration	8/13/2019	8/18/2019	\$800.00	\$363.60	\$1,081.92	Affordable Housing Professional Development
Edmond, Lesley	Housing Compliance Officer	OPM	ACCA National Training Institute 2019 San Diego, CA	American Contract Compliance Administration	8/13/2019	8/18/2019	\$800.00	\$648.00	\$1,081.92	Affordable Housing Professional Development
Nunez, Moses	Residential Rehab Spec.	OPM	DC Prevailing Wage Seminar, Washington, DC	Department of Labor	8/13/2019	8/15/2019	N/A	N/A	N/A	Affordable Housing Professional Development
Green, Sabrina	Program Analyst	OPM	Neighborworks Training Institute New Orleans, LA	Neighborworks, Inc.	8/18/2019	8/23/2019	\$1,540.00	\$271.98	\$871.17	Affordable Housing Professional Development
Merchant, Ernst	Econ. Dev. Prog. Specialist	RCS	Neighborworks Training Institute New Orleans, LA	Neighborworks, Inc.	8/18/2019	8/21/2019	\$945.00	\$282.61	\$429.99	Affordable Housing Professional Development
Powell, Johnette	Program Analyst	OPM	Neighborworks Training Institute New Orleans, LA	Neighborworks, Inc.	8/18/2019	8/23/2019	\$1,550.00	\$340.00	\$687.95	Affordable Housing Professional Development
Edwards, Clyde	Program Analyst	OPM	Neighborworks Training Institute New Orleans, Louisiana	Neighborworks, Inc.	8/19/2019	8/21/2019	\$1,540.00	\$279.80	\$700.58	Affordable Housing Professional Development
Heyden, Robert	Loan Risk and Portfolio Specialist	PAMID	Neighborworks Training Institute New Orleans, Louisiana	Neighborworks, Inc.	8/19/2019	8/21/2019	\$1,590.00	\$416.80	\$895.59	Affordable Housing Professional Development
Lee, Andrea	Homeownership Program Specialist	RCS	Neighborworks Training Institute New Orleans, Louisiana	Neighborworks, Inc.	8/19/2019	8/21/2019	\$1,090.00	\$349.97	\$419.82	Affordable Housing Professional Development
Owens, Denise	Asset Manager	PADD	Neighborworks Training Institute New Orleans, Louisiana	Neighborworks, Inc.	8/19/2019	8/21/2019	\$1,490.00	\$283.00	\$822.59	Affordable Housing Professional Development
Astion, Bridgetta	Housing Financial Analyst	PAMID	Low Income Housing Tax Credit Webinar	Novogradac	8/22/2019	8/22/2019	\$105.00	N/A	N/A	Affordable Housing Professional Development

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Name	Position	Division	Course Name	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Brooks, Ashley	Compliance Specialist	PAMD	Low Income Housing Tax Credit Webinar	Novogradac	8/22/2019	8/22/2019	\$105.00	N/A	N/A	Affordable Housing Professional Development
Oluokunle, Afolake	Housing Financial Analyst	PAMD	Low Income Housing Tax Credit Webinar	Novogradac	8/22/2019	8/22/2019	\$105.00	N/A	N/A	Affordable Housing Professional Development
Rubin, Bill	Housing Financial Analyst	PAMD	Low Income Housing Tax Credit Webinar	Novogradac	8/22/2019	8/22/2019	\$105.00	N/A	N/A	Affordable Housing Professional Development
Ruffin, Denise	Compliance Specialist	PAMD	Low Income Housing Tax Credit Webinar	Novogradac	8/22/2019	8/22/2019	\$105.00	N/A	N/A	Affordable Housing Professional Development
Agens, Malukah	Housing Regulation Specialist	IZ	ULI Washington Leadership Land Use Institute, Washington, DC	Urban Land Institute	9/1/2019	5/30/2020	\$4,000.00	N/A	N/A	Affordable Housing Professional Development
Howard, Karyna	HPAP Specialist	RCS	Management and Leadership Skills for First Time Supervisors and Managers, College Park, MD	National Seminars	8/11/2019	8/12/2019	\$299.00	N/A	N/A	General Skill Development
Joennah, Dionne	Deputy General Counsel	OAG	2019 National Multifamily Housing Council Fall Meeting, Washington, DC	National Multifamily Housing Council	8/11/2019	8/13/2019	N/A	N/A	N/A	Affordable Housing Professional Development
Morrow, Kelly Ann	Grants Management Officer	OPM	Monitoring Federal Grants and Cooperative Agreements for Federal Personnel, Washington, DC	Management Concepts, Inc.	8/18/2019	8/17/2019	\$849.00	N/A	N/A	Affordable Housing Professional Development
Donaldson, Polly	Director	OD	2019 ULI Fall Meeting, Washington, DC	Urban Land Institute	8/18/2019	8/21/2019	\$1,240.00	N/A	N/A	Affordable Housing Professional Development
Hubbert, Drew	Deputy Director of Operations	OD	2019 ULI Fall Meeting, Washington, DC	Urban Land Institute	8/18/2019	8/21/2019	\$1,240.00	N/A	N/A	Affordable Housing Professional Development
Miller, Shaila	Deputy Director of Programs	OD	2019 ULI Fall Meeting, Washington, DC	Urban Land Institute	8/18/2019	8/21/2019	\$1,440.00	N/A	N/A	Affordable Housing Professional Development
Laney, Terrance	Rental Conversion and Sales Administrator	OD	Minneapolis City Council Study Session on TOPA and CDDPA, Minneapolis, MN	Minneapolis City Government	8/18/2019	8/20/2019	Donation 6051-Value \$842.79	N/A	N/A	Affordable Housing Professional Development
Palletiere, Danilo	Housing Development Advisor	OD	Minneapolis City Council Study Session on TOPA and CDDPA, Minneapolis, MN	Minneapolis City Government	8/18/2019	8/20/2019	Donation 6051-Value \$842.79	N/A	N/A	Affordable Housing Professional Development
Paiz, Lauren	Rent Administrator	HRA	Driving Government Performance, Boston, MA	Harvard Kennedy School of Public Affairs	8/22/2019	8/27/2019	\$6,220.00	\$231.00	N/A	Leadership Development

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Miller, Sheila	Deputy Director of Programs	OD	Hispanic Heritage Chamber Event	Greater Washington Hispanic Chamber of Commerce	8/23/2019	8/23/2019	\$50.00	N/A	N/A	Affordable Housing Professional Development
Edwards, Clyde	Program Analyst	OPM	Homebuyer Program Workshop, Washington, DC	HUD	8/24/2019	8/25/2019	N/A	N/A	N/A	Affordable Housing Professional Development
Ghena, Sabrina	Program Analyst	OPM	Homebuyer Program Workshop, Washington, DC	HUD	8/24/2019	8/25/2019	N/A	N/A	N/A	Affordable Housing Professional Development
Morrow, Kelly Ann	Grants Management Officer	OPM	Homebuyer Program Workshop, Washington, DC	HUD	8/24/2019	8/25/2019	N/A	N/A	N/A	Affordable Housing Professional Development
Powell, Johnette	Program Analyst	OPM	Homebuyer Program Workshop, Washington, DC	HUD	8/24/2019	8/25/2019	N/A	N/A	N/A	Affordable Housing Professional Development

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Name	Position	Division	Course Name	Location	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Anderson, Keith	Rental Property Program Specialist	HRA	DC Landlord Tenant Practice 2 Part Series,	Washington, DC	DC Bar	10/23/2019	10/30/2019	\$25.00	N/A	N/A	Affordable Housing Professional
Anderson, Keith	Rental Property Program Specialist	HRA	2019 Administrative Law Conference	Washington, DC	American Bar Association	11/14/2019	11/15/2019	\$429.00	N/A	N/A	Affordable Housing Professional
Bekele, Tsaga	Chief of Staff	OD	Performance Management Training 2019 Mayoral Diplomatic and Trade Mission to Ethiopia	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Bekele, Tsaga	Chief of Staff	OD	The Future of the Capital Riverfront	Washington, DC	Bizrow, Inc.	11/8/2019	11/13/2019	N/A,	\$1,432.65	\$2,371.80	Diplomatic Trade Mission Trip
Boyd-Johnson, Mozella	Correspondence Coordinator/Staff Asst.	OD	Covey-Extraordinary Productivity	Washington, DC	Franklin Covey, Inc.	1/23/2020	1/24/2020	\$1,845.00	N/A	N/A	Affordable Housing Professional
Brooks, Ashley	Compliance Specialist	PAMD	Asset Management for Affordable Multifamily Housing, Boston, MA	Boston, MA	TCAM Inc.	11/6/2019	11/7/2019	N/A Part of vendor contract	\$232.60	\$856.10	Affordable Housing Professional
Brown, Kellee	Program Support Assistant	PAMD	Tax Credit Training	Las Vegas, NV	Novogradac	12/4/2019	12/6/2019	\$1,125.00	\$587.98	\$333.22	Affordable Housing Professional
Bulmash, Gene	IZ Manager	IZ/ADU	Emphasys Software Annual HFA User Conference,	Fl. Lauderdale, FL	Emphasys Software, Inc.	11/4/2019	11/7/2019	\$849.00	\$239.28	\$847.50	Affordable Housing Professional
Bulter-Tuesdale, Tonya	Rental Property Program Specialist	HRA	DC Landlord Tenant Practice 2 Part Series,	Washington, DC	DC Bar	10/23/2019	10/30/2019	\$25.00	N/A	N/A	Affordable Housing Professional
Bulter-Tuesdale, Tonya	Housing Provider Outreachman	HRA	2019 Administrative Law Conference	Washington, DC	American Bar Association	11/14/2019	11/15/2019	\$429.00	N/A	N/A	Affordable Housing Professional
Cooper, Donnette	General Counsel	OGC	Novogradac 2019 Credit and Bond Financing for Affordable Housing Conference, New Orleans, LA	New Orleans	Novogradac	10/3/2019	10/4/2019	\$1,125.00	\$231.95	\$554.66	Affordable Housing Professional
Davis, Edward	NBAP Manager	RCS	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Donaldson, Polly	Director	OD	Citizens Housing and Planning Council Panel Discussion,	New York, NY	Citizens Housing and Planning Council	10/21/2019	10/22/2019	N/A, Donation #6137	\$462.00	\$673.96	Affordable Housing Professional
Donaldson, Polly	Director	OD	SAGE LGBT Elder Housing Symposium,	Washington, DC	SAGE Advocacy and Services for LGBT Elders	10/29/2019	10/29/2019	N/A	N/A	N/A	Affordable Housing Professional
Edmond, Lesley	Housing Compliance Officer	OPM	5th Annual Baltimore DC Building Trades Conference,	Ocean City, MD	Baltimore DC Building Trades	10/8/2019	10/0/2019	N/A	N/A	\$186.00	Affordable Housing Professional
Edmond, Lesley	Housing Compliance Officer	OPM	Home and Housing Trust Fund Module	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional
Edwards, Clyde	Program Analyst	OPM	Home and Housing Trust Fund Module	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional
Edwards, Clyde	Program Analyst	OPM	HUD Training: NSP	Washington, DC	HUD	10/29/2/18	11/2/2018	N/A	\$570.96	\$926.96	Affordable Housing Professional

FY '20	The DC Department of Housing and Community Development Training Report										
Name	Position	Division	Course Name	Location	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Givens, Sabrina	Program Analyst	OPM	Home and Housing Trust Fund Module	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
Gutierrez, Sonia	Fair Housing Program Coordinator	OPM	ADA Coordinator Training Certification, Charlotte, NC	Charlotte, NC	Great Plains ADA Center	10/14/2019	10/15/2019	\$360.00	\$360.00	\$404.54	Affordable Housing Professional Development
Haines, Kathy	IZ Compliance Specialist	IZ/ADU	Emphasys Software Annual HFA User Conference	Ft. Lauderdale, FL	Emphasys Software, Inc.	11/14/2019	11/17/2019	\$949.00	\$239.28	\$847.50	Software Professional Training
Harvey, Guyton	Hous. Dev. Prof. Manager	DFD	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
Hayes, Genee	Asset Manager	PAMD	LIHTC Property Compliance Webinar	Washington, DC	Novogradac	10/6/2019	10/0/2019	\$475.00	N/A	N/A	Affordable Housing Professional Development
Hayes, Genee	Asset Manager	PAMD	LIHTC 101: The Basics Webinar	Washington, DC	Novogradac	10/9/2019	10/9/2019	\$125.00	N/A	N/A	Affordable Housing Professional Development
Hayes, Genee	Asset Manager	PAMD	Novogradac Initial Lease Up and Maximizing First Year Credits Webinar	Washington, DC	Novogradac	10/22/2019	10/22/2019	\$120.00	N/A	N/A	Affordable Housing Professional Development
Hayes, Genee	Asset Manager	PAMD	Novogradac Private Activity Bond and 4 Percent LIHTC Overview Webinar	Washington, DC	Novogradac	10/23/2019	10/23/2019	\$110.00	N/A	N/A	Affordable Housing Professional Development
Hayes, Genee	Asset Manager	PAMD	Principles of LIHTC Eligible Basis Webinar	Washington, DC	Novogradac	10/25/2019	10/25/2019	\$130.00	N/A	N/A	Affordable Housing Professional Development
Hayes, Genee	PAMD Manager	PAMD	Tax Credit Training	Las Vegas, NV	Novogradac	12/4/2019	12/6/2019	\$1,125.00	\$587.98	\$333.22	Affordable Housing Professional Development
Harrison, Robin	Program Specialist	PAMD	The Reclaiming Vacant Properties Conference	Atlanta, GA	Center for Community Progress	10/2/2019	10/4/2019	\$400.00	\$222.61	\$825.96	Affordable Housing Professional Development
Holla, Reshma	Dep. Manager DFD	DFD	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Holla, Reshma	Deputy Manager DFD	DFD	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
Howard, Kyrna	HPAP Manager	RCS	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Hubbard, Drew	Chief Administrative Officer	OD	Urban Land Institute, San Francisco CA	San Francisco, CA	Urban Land Institute	10/29/2018	11/2/2018	\$1,275.00	\$329.40	\$1,198.29	Affordable Housing Professional Development
Joemah, Dionne	Deputy OGC	OGC	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Joemah, Dionne	Dep. Attorney General	OAG	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Leadership Training
Keane, Keishon	Project Manager	PAMD	The Reclaiming Vacant Properties Conference	Atlanta, GA	Center for Community Progress	10/2/2019	10/4/2019	\$400.00	\$222.61	\$825.96	Affordable Housing Professional Development
Krackefeldt, Joseph	Hous. Dev. Proj. Manager	DFD	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Leadership Training
Laney, Terance	CASD Manager	HRA	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Law, Lavonne	Admin. Services Manager	DAS	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Lee, Lamont	RCS Manager	RCS	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training

The DC Department of Housing and Community Development Training Report												
FY 20	Name	Position	Division	Course Name	Location	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
	Livingstone, Richard	Dep. Chief of Staff	OD	Performance Management Training Emphasys Software Annual HFA User Conference.	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
	Livingstone, Richard	Interim, Deputy Chief of Staff	OD		Fl. Lauderdale, FL	Emphasys Software, Inc.	11/4/2019	11/7/2019	\$849.00	\$239.28	\$847.50	Software Professional Training
	McClelland, Sharice	Coverison and Sale Administrator	HRA/CCSD	Forum on Affordable Housing and Community Development Law, 2019 Tax Credit Housing Finance Conference.	Denver, CO	American Bar Association	10/17/2019	10/18/2019	\$200.00	\$332.96	\$1,008.38	Affordable Housing Professional Development
	McCrinnon, Constance	Compliance Specialist	PAMD		Las Vegas, NV	Novogradac	12/5/2019	12/6/2019	\$1,125.00	\$588.96	\$333.22	Affordable Housing Professional Development
	McKenzie, Joan	General Counsel	OGC	Novogradac 2019 Credit and Bond Financing for Affordable Housing Conference, New Orleans, LA	New Orleans	Novogradac	10/3/2019	10/4/2019	\$1,125.00	\$231.95	\$554.66	Affordable Housing Professional Development
	Miller, Sheila	Dep. Dir. Of Programs	OD	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
	Miller, Sheila	Dep. Dir. Of Programs	OD	Affordable Housing Toolkit Conference	Washington, DC	Urban Land Institute	1/15/2020	1/15/2020	\$45.00	N/A	N/A	Affordable Housing Professional Development
	Miller, Sheila	Deputy Director of Programs	OD	Bisnow Greater DC Senior Housing Summit	Washington, DC	Bisnow, Inc.	1/30/2020	1/30/2020	N/A	N/A	N/A	Affordable Housing Professional Development
	Moore, Antonette	Attorney Advisor	OGC	Novogradac 2019 Credit and Bond Financing for Affordable Housing Conference, New Orleans, LA	New Orleans	Novogradac	10/3/2019	10/4/2019	\$1,125.00	\$231.95	\$554.66	Affordable Housing Professional Development
	Morrow, Kelly Ann	Grants Management Officer	OPM	Home and Housing Trust Fund Module	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
	Nottingham, Angela	Training Manager	OD	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
	Olukunle, Afolake	Housing Financial Analyst	PAMD	Fundamentals of Asset Management Webinar	Washington, DC	NeighborWorks America, Inc.	10/30/2019	10/30/2019	\$195.00	N/A	N/A	Affordable Housing Professional Development
	Olukunle, Afolake	Housing Financial Analyst	PAMD	Tax Credit Asset Management Training, Boston, MA	Boston, MA	TCAM Inc.	11/6/2019	11/7/2019	N/A	\$211.96	\$878.98	Affordable Housing Professional Development
	Olukunle, Afolake	Housing Financial Analyst	PAMD	Asset Management for Affordable Multifamily Housing, Boston, MA	Boston, MA	TCAM Inc.	11/6/2019	11/7/2019	N/A Part of vendor contract	\$211.96	\$878.98	Affordable Housing Professional Development
	Owens, Deneira	PADD Manager	PADD	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
	Pair, Lauren	Rent Administrator	HRA	DC Landlord Tenant Practice 2 Part Series.	Washington, DC	DC Bar	10/23/2019	10/30/2019	\$25.00	N/A	N/A	Affordable Housing Professional Development
	Pair, Lauren	Rent Administrator	HRA	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
	Pair, Lauren	Rent Administrator	HRA	2019 Administrative Law Conference	Washington, DC	American Bar Association	11/14/2019	11/15/2019	\$429.00	N/A	N/A	Affordable Housing Professional Development
	Pelletiere, Danilo	Housing Development Advisor	OD	Citizens Housing and Planning Council Panel Discussion.	New York, NY	Citizens Housing and Planning Council	10/21/2019	10/22/2019	N/A, Donation #6137	\$462.00	\$673.96	Affordable Housing Professional Development

FY 20		The DC Department of Housing and Community Development Training Report									
Name	Position	Division	Course Name	Location	Vendor	Start Date	End Date	Registration Fee	Travel Costs	Hotel Costs	Justification
Rogers, Charnese	Program Specialist	PAMD	The Reclaiming Vacant Properties Conference	Atlanta, GA	Center for Community Progress	10/22/2019	10/4/2019	\$400.00	\$222.61	\$825.96	Affordable Housing Professional Development
Scallett, Ana	Hous. Dev. Proj. Manager	DFD	ULI Course- How DC Region Can Increase Hous. Prod. Thru Planning and Policy	Washington, DC	Urban Land Institute	11/19/2019	11/19/2019	\$45.00	N/A	N/A	Affordable Housing Professional Development
Scallett, Ana	Hous. Dev. Proj. Manager	DFD	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
Scott, Lavonne	Hous. Dev. Proj. Manager	DFD	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
Slade, Ray	Hous. Dev. Proj. Manager	DFD	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
Smalls, Michael	Chief Admin. Officer	OD	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Townley, Dion	Project Manager	PAMD	The Reclaiming Vacant Properties Conference	Atlanta, GA	Center for Community Progress	10/22/2019	10/4/2019	\$400.00	\$222.61	\$825.96	Affordable Housing Professional Development
VanBalen, Ana	Preservation Officer	OD	Presidential Leadership Scholars Meeting	Washington, DC	United States Institute of Peace and Chamber of Commerce	10/25/2019	10/25/2019	N/A	N/A	N/A	Professional Development Training
Wiley, Julia	General Counsel	OD	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training
Wilson, Erin	Deputy Manager DFD	DFD	Affordable Pricing and Resale Formulas Course Webinars	Washington, DC	Ground Solutions Network, Inc.	10/15/2019	11/5/2019	\$220.00	N/A	N/A	Affordable Housing Professional Development
Wilson, Erin	Dep. Manager DFD	DFD	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Affordable Housing Professional Development
Wilson, Erin	Manager Dev. Finance	DFD	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
Wilson, Rogelio	Construction Analyst	RCS	American Home Inspection Training Certification	Bal Air, MD	American Home Inspectors' Training Inc.	12/7/2019	12/14/2019	\$1,695.00	Mileage \$115.00	\$694.40	Affordable Housing Professional Development
Wise, Andrea	Housing Development Program Specialist	DFD	HD 435 Rental Housing Development Finance, Indianapolis, Indiana	Indianapolis, IN	National Development Council	10/7/2019	10/11/2019	N/A no charge to retake the class	\$287.95	\$731.24	Affordable Housing Professional Development
Wise, Andrea	Hous. Dev. Prog Specialist	DFD	Housing Credit Module, HFA Institute	Washington, DC	NCSHA, Inc.	1/14/2020	1/16/2020	\$515.00	N/A	N/A	Affordable Housing Professional Development
Woodson, Granville	Section 3 Compliance Specialist	OPM	How to Comply With Section 3 Today, A Community Development Recipient Regulatory Training, Clearwater, FL	Clearwater, FL	Motivation, Inc.	10/16/2019	10/18/2019	\$200.00	\$377.77	\$427.14	Affordable Housing Professional Development
Wright, Kan	Asset Manager	PAMD	Performance Management Training	Washington, DC	DCHR-Philip Mancini	10/23/2019	10/23/2019	N/A	N/A	N/A	Leadership Training

DHCD Travel Reimbursement Report

Appr	Vendor Name	Vendor No	Invoice No	Invoice Date	Primary Doc Key	Ref Doc	Eff Date	Doc Date	Srv Date	T Code	T Code Title	Approp Fund	Distribution Type	Payment Date	Check No	Trms Amt
	MC LAKE OULURILE															
	ANDREA WISE	99001083746328801000	11/6-7/19REIM	12/21/19	D6613365	D6611251	12/21/19	12/21/19	11/21/19 224		TRAVEL VOUCHER PAYABLE	0100	FIRST CLASS MAIL	12/4/19 006309898		74.41
	ANTHINETTE MOORE	990009472646869313000	10/6-11/19REIM	12/21/19	D6616258	D6609544	12/21/19	12/21/19	12/21/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	12/13/19 006311718		58.48
	ASHLEY BROOKS	990008027646677913000	10/2-4/19REIM	11/4/19	D6613511	D6606748	11/4/19	11/4/19	10/29/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	11/6/19 006309208		75.88
	CHARLIE ROGERS	990010882946889455000	11/7-7/19REIM	12/21/19	D6616485	D6611248	12/21/19	12/21/19	12/21/19 224		TRAVEL VOUCHER PAYABLE	0100	FIRST CLASS MAIL	12/18/19 006312607		46.86
	CONSTANCE MCBRINNON	9900010667466084865000	10/2-4/19REIM	10/28/19	D6612927	D6608500	10/28/19	10/28/19	10/21/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	10/20/19 006302281		51.04
	CLINTIS GREEN	990000915469204840000	12/4-6/19REIM	12/19/19	D6617105	D6614789	12/19/19	12/19/19	12/19/19 224		TRAVEL VOUCHER PAYABLE	0100	FIRST CLASS MAIL	12/24/19 006313665		96.95
	DANILO PELLETIERE	99000785469904173000	11/7-20/19REI	12/20/19	D6617625	D6614103	12/20/19	12/20/19	12/20/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	1/3/20 006313307		30.00
	DEBRA OWENS	990008974946855287000	10/21-21/19REI	12/6/19	D6615917	D6608613	12/6/19	12/6/19	12/6/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	12/10/19 006310960		114.00
	DION TONILEY	990010853646869313000	10/2-4/19REIM	12/21/19	D6616203	D6608653	12/21/19	12/21/19	12/21/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	12/13/19 006311722		287.86
	DORNETTE A. COOPER	99000843468693637000	10/7-4/19REIM	11/7/19	D6613832	D6608653	11/7/19	11/7/19	10/20/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	11/6/19 006309485		119.91
	GENE BULHUSH	990000097146677911000	10/2-4/19REIM	11/4/19	D6613512	D6608723	11/4/19	11/4/19	10/21/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	11/6/19 006309421		136.38
	GWYNVILLE M. WOODSON	99000932846761935000	11/4-7/19REIM	11/22/19	D6615038	D6612958	11/22/19	11/22/19	11/21/19 224		TRAVEL VOUCHER PAYABLE	0100	FIRST CLASS MAIL	11/26/19 006308915		99.00
	JAM MCKENZIE	990001244669920711000	12/4-6/19REIM	1/2/20	D6617712	D6614955	1/2/20	1/2/20	12/31/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	1/6/20 006315605		178.32
	KATHY CHARLES-CHRISTIAN	99000656646939439000	10/16-18/19REI	11/7/19	D6613884	D6610791	11/7/19	11/7/19	10/31/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	11/6/19 006304804		212.45
	KATHY HAINES	9900001794449188323000	10/2-4/19REIM	10/1/19	D6611783	D6608724	10/1/19	10/1/19	10/27/19 224		TRAVEL VOUCHER PAYABLE	0100	FIRST CLASS MAIL	10/25/19 006300967		296.51
	KELSON KEANE	9900001596449188327000	10/2-4/19REIM	10/1/19	D6611784	D6608725	10/1/19	10/1/19	10/15/19 224		TRAVEL VOUCHER PAYABLE	0100	FIRST CLASS MAIL	10/25/19 006300968		137.54
	KELLIE BROWN	990008920470047207000	10/2-4/19REIM	1/4/20	D6617947	D6608654	1/4/20	1/4/20	1/4/20 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	1/6/20 006319326		130.53
	LESLEY EDWARD	9900040039479401557000	12/4-6/19REIM	1/9/20	D6618231	D6615759	1/9/20	1/9/20	1/9/20 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	1/15/20 006317894		174.11
	POLLY DONALDSON	990010857646855289000	11/7-20/19REI	12/6/19	D6615982	D6614080	12/6/19	12/6/19	12/21/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	12/10/19 006310961		121.98
	RICHARD LIVINGSTONE	9900007612467074991000	10/6-10/19REIM	11/7/19	D6613926	D6609729	11/7/19	11/7/19	11/7/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	11/21/19 006305588		165.24
	ROBIN HEDGECOCK	990009283467232205000	10/21-22/19REI	12/21/19	D6615345	D6612959	12/21/19	12/21/19	11/19/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	12/4/19 006309897		172.00
	SHARICE MCLELLAND	990007941946869313000	11/4-7/19REIM	11/21/19	D6614144	D6612959	11/21/19	11/21/19	11/19/19 224		TRAVEL VOUCHER PAYABLE	0100	FIRST CLASS MAIL	11/4/19 006306268		26.22
	SONIA P. GUTIERREZ	990004083746677915000	10/2-4/19REIM	12/21/19	D6616204	D6608653	12/21/19	12/21/19	12/21/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	12/13/19 006311721		40.61
	SULLIVAN BARLOW	990000194046869313000	10/13-15/19REI	12/17/19	D6616654	D6609720	12/17/19	12/17/19	10/20/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	11/6/19 006309420		1,188.10
	LISA M. GREGORY	9900106322468693135000	11/7-20/19REI	12/10/19	D6616101	D6614083	12/10/19	12/10/19	12/10/19 224		TRAVEL VOUCHER PAYABLE	0700	FIRST CLASS MAIL	12/20/19 006312909		99.28
		9900037838467709493000	10/15-19/19REI	11/21/19	D6614983	D6614083	11/21/19	11/21/19	11/13/19 224		TRAVEL VOUCHER PAYABLE	0100	FIRST CLASS MAIL	12/13/19 006311719		99.02
														11/25/19 006308501		2,482.55

Workers' Compensation	Payment Type		Grand Total
	Medical	Indemnity	
Payments by Fiscal Year			
FY 2019	\$836.91	\$13,574.90	\$14,411.81
FY 2020	\$17.02	\$4,815.86	\$4,832.88
Grand Total	\$853.93	\$18,390.76	\$19,244.69

**DHCD FY19
INTRA-DISTRICT TRANSFERS**

Agy	Agy Title	Doc Agy	Batch	Intra-District Agency	FISCAL_YEAR	Agy Fund	Agy Fund Title	T Code	T Code Title	Invoice Description	CSG	Comp Source Group Title	Trans Amt
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	BE0	BE0	Department of Human Resources	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RETURN FUNDS - EMAIL DCHD/DCHR	0011	REGULAR PAY - CONT FULL TIME	(74,955.70)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	REC INTRA-DISTR ADVANCE CB0	0011	REGULAR PAY - CONT FULL TIME	167,759.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO MOVE ADVANCES FROM LEGAL	0011	REGULAR PAY - CONT FULL TIME	(160,942.05)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	MOU BETWEEN DHCD AND DCHR	0011	REGULAR PAY - CONT FULL TIME	123,689.28
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	MOU BETWEEN DHCD AND DCHR	0014	FRINGE BENEFITS - CURR PERSONNEL	26,222.12
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD NOVEMBER REALLOCATION	0020	SUPPLIES AND MATERIALS	3,054.83
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD OCTOBER REALLOCATION	0020	SUPPLIES AND MATERIALS	2,519.94
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO REVERSE IDDMK736	0020	SUPPLIES AND MATERIALS	(2,519.94)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0020	SUPPLIES AND MATERIALS	(3,297.42)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD ADVANCE	0020	SUPPLIES AND MATERIALS	19,474.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO REVERSE IDRMMW049	0020	SUPPLIES AND MATERIALS	(3,054.83)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	16.44
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RETURN ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	(618.27)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCE AUTOFUEL	0030	ENERGY, COMM. AND BLDG RENTALS	95.16
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	452.94
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	735.64
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0031	TELECOMMUNICATIONS	(3,203.25)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TOO	TOO	Office of the Chief Technology Officer	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TELECOMMUNICATIONS	0031	TELECOMMUNICATIONS	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TOO	TOO	Office of the Chief Technology Officer	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TELECOMMUNICATIONS	0031	TELECOMMUNICATIONS	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0032	RENTALS - LAND AND STRUCTURES	402,721.79
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0032	RENTALS - LAND AND STRUCTURES	75,686.47
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RETURN FUNDS	0032	RENTALS - LAND AND STRUCTURES	(59,855.70)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0034	SECURITY SERVICES	(3,274.76)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0034	SECURITY SERVICES	6,086.91
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	2,049.54
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	(1,010.11)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0040	OTHER SERVICES AND CHARGES	(52,016.44)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD ADVANCE	0040	OTHER SERVICES AND CHARGES	39,525.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	MOU BTWN DB0-JRO FOR SIGN LANG	0040	OTHER SERVICES AND CHARGES	3,840.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO REVERSE IDDMK736	0040	OTHER SERVICES AND CHARGES	(13,354.05)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	EST INTRA DIST ADV DB0-BE0	0040	OTHER SERVICES AND CHARGES	59,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	REC INTRA-DISTR ADVANCE CB0	0040	OTHER SERVICES AND CHARGES	1,495.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	ADV MOAPIA REVENUE	0040	OTHER SERVICES AND CHARGES	3,085.70
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD OCTOBER REALLOCATION	0040	OTHER SERVICES AND CHARGES	13,354.05
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD NOVEMBER REALLOCATION	0040	OTHER SERVICES AND CHARGES	10,794.86
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TOO	TOO	Office of the Chief Technology Officer	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 OCTO HELPS ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	4,739.94
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	JRO	JRO	Office of Disability Rights	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO RETURN I/D ADVANCE BLANK	0040	OTHER SERVICES AND CHARGES	(1,140.00)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	CLEAR INTRA-DISTR COMP OBJ	0040	OTHER SERVICES AND CHARGES	1,140.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO REVERSE IDRMMW049	0040	OTHER SERVICES AND CHARGES	(10,794.86)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	CR0	CR0	Department of Consumer and Regulatory Affairs	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	REC RETURN INTRA-DISTR ADVANCE	0041	CONTRACTUAL SERVICES - OTHER	(25,000.00)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	CR0	CR0	Department of Consumer and Regulatory Affairs	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	INTRADIS ADV FROM DB0 TO CR0	0041	CONTRACTUAL SERVICES - OTHER	25,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AP0	AP0	Office on Asian & Pacific Islander Affairs	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RETURN ADVANCE	0050	SUBSIDIES AND TRANSFERS	(11,999.32)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	ADV MOAPIA REVENUE	0050	SUBSIDIES AND TRANSFERS	131,726.30
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0050	SUBSIDIES AND TRANSFERS	3,085.70
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD ADVANCE	0070	EQUIPMENT & EQUIPMENT RENTAL	13,853.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD NOVEMBER REALLOCATION	0070	EQUIPMENT & EQUIPMENT RENTAL	919.44
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO REVERSE IDRMMW049	0070	EQUIPMENT & EQUIPMENT RENTAL	(919.44)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0100	LOCAL FUNDS	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0070	EQUIPMENT & EQUIPMENT RENTAL	(4,465.56)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KAO	KAO	Department of Transportation	2019	0350	CAPITAL FEDERAL	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RETURN BUYERS INTRA-DIST ADV	0041	CONTRACTUAL SERVICES - OTHER	(2,701,057.26)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0030	ENERGY, COMM. AND BLDG RENTALS	(752.72)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	21.92
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	603.92
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCE AUTOFUEL	0030	ENERGY, COMM. AND BLDG RENTALS	126.88
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0032	RENTALS - LAND AND STRUCTURES	100,915.30
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0032	RENTALS - LAND AND STRUCTURES	(100,915.30)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0034	SECURITY SERVICES	(8,115.88)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0034	SECURITY SERVICES	8,115.88
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	5,244.72
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0035	OCCUPANCY FIXED COSTS	(5,244.72)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0040	OTHER SERVICES AND CHARGES	(6,319.92)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TOO	TOO	Office of the Chief Technology Officer	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 OCTO HELPS ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	2,811.20
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TOO	TOO	Office of the Chief Technology Officer	2019	0602	HPAP - REPAY	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 WEB MAINT ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	3,508.72
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCE AUTOFUEL	0030	ENERGY, COMM. AND BLDG RENTALS	95.16
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0030	ENERGY, COMM. AND BLDG RENTALS	752.72

**DHCD FY19
INTRA-DISTRICT TRANSFERS**

Agy	Agy Title	Doc Agy	Batch	Intra-District Agency	FISCAL_YEAR	Agy Fund	Agy Fund Title	T Code	T Code Title	Invoice Description	CSG	Comp Source Group Title	Trans Amt
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	452.94
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	(656.56)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	16.44
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TELECOMMUNICATIONS	0031	TELECOMMUNICATIONS	2,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AS0	AS0	Office of Finance & Resource Management (OFRM)	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TELECOMMUNICATIONS	0031	TELECOMMUNICATIONS	3,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0031	TELECOMMUNICATIONS	6,585.21
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0031	TELECOMMUNICATIONS	3,481.97
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AS0	AS0	Office of Finance & Resource Management (OFRM)	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RTRN FY19 IDADV>BUYER AGENCIE	0031	TELECOMMUNICATIONS	(8,481.73)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0032	RENTALS - LAND AND STRUCTURES	(84,484.57)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0032	RENTALS - LAND AND STRUCTURES	100,915.30
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0032	RENTALS - LAND AND STRUCTURES	75,686.47
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0034	SECURITY SERVICES	8,115.88
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0034	SECURITY SERVICES	(11,478.06)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0034	SECURITY SERVICES	6,086.91
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0035	OCCUPANCY FIXED COSTS	5,244.72
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	3,933.54
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	(8,171.15)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KTO	KTO	Department of Public Works	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE		0040	OTHER SERVICES AND CHARGES	1,111.23
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KTO	KTO	Department of Public Works	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE		0040	OTHER SERVICES AND CHARGES	632.90
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 APPL ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	1,037.80
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KTO	KTO	Department of Public Works	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE		0040	OTHER SERVICES AND CHARGES	8,543.11
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 CDW ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	2,500.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KTO	KTO	Department of Public Works	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE		0040	OTHER SERVICES AND CHARGES	1,199.73
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 ID RETURN	0040	OTHER SERVICES AND CHARGES	(120.17)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KTO	KTO	Department of Public Works	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE		0040	OTHER SERVICES AND CHARGES	3,985.04
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KTO	KTO	Department of Public Works	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE		0040	OTHER SERVICES AND CHARGES	335.31
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 OCTO HELPS ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	1,202.14
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RECLS HPAP ADVAN TO UNIFIED FC	0040	OTHER SERVICES AND CHARGES	2,837.95
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0040	OTHER SERVICES AND CHARGES	(17,257.92)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	A10	A10	Office of Financial Operation Systems	2019	0610	DHCD UNIFIED FUND	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	SINGLE AUDIT COLLECTIONS	0041	CONTRACTUAL SERVICES - OTHER	4,446.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO MOVE ADVANCES FROM LEGAL	0011	REGULAR PAY - CONT FULL TIME	160,942.05
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0020	SUPPLIES AND MATERIALS	(19,999.68)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	CLEAR INTRA-DISTR COMP OBJ	0020	SUPPLIES AND MATERIALS	(0.32)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD ADVANCES	0020	SUPPLIES AND MATERIALS	20,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KTO	KTO	Department of Public Works	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE		0020	SUPPLIES AND MATERIALS	25.31
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCE AUTOFUEL	0030	ENERGY, COMM. AND BLDG RENTALS	1,617.72
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	ADVANCES RETURN	0030	ENERGY, COMM. AND BLDG RENTALS	(533.68)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	7,699.98
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	1,905.36
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	279.48
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0031	TELECOMMUNICATIONS	(60,234.27)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RETURN OF UNUSED FUNDS	0031	TELECOMMUNICATIONS	(0.47)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AS0	AS0	Office of Finance & Resource Management (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RTRN FY19 ADV TO BUYER AGENCY	0031	TELECOMMUNICATIONS	(5,970.76)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TELECOMMUNICATIONS	0031	TELECOMMUNICATIONS	72,072.78
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AS0	AS0	Office of Finance & Resource Management (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TELECOMMUNICATIONS	0031	TELECOMMUNICATIONS	103,398.61
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0032	RENTALS - LAND AND STRUCTURES	1,286,670.02
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0032	RENTALS - LAND AND STRUCTURES	242,623.25
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0034	SECURITY SERVICES	103,477.47
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0034	SECURITY SERVICES	71,800.71
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	RM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	SECURITY	0034	SECURITY SERVICES	(130,043.35)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	66,870.18
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	RM0	AM0	Department of General Services	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	ADVANCES RETURN	0035	OCCUPANCY FIXED COSTS	(102,305.89)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	52,155.37
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 PASS ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	30,850.49
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO REVERSE IDRMW049	0040	OTHER SERVICES AND CHARGES	14,769.13
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD SEPTEMBER 2019	0040	OTHER SERVICES AND CHARGES	6,913.72
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD ADVANCE	0040	OTHER SERVICES AND CHARGES	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RETURN ADVANCE	0040	OTHER SERVICES AND CHARGES	(2,318.98)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	CLEAR INTRA-DISTR COMP OBJ	0040	OTHER SERVICES AND CHARGES	(3,488.40)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD ADVANCE	0040	OTHER SERVICES AND CHARGES	82,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0040	OTHER SERVICES AND CHARGES	67,903.21
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD NOVEMBER REALLOCATION	0040	OTHER SERVICES AND CHARGES	(14,769.13)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 IT ASSESSMENT	0040	OTHER SERVICES AND CHARGES	57,248.80
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD ADVANCE	0040	OTHER SERVICES AND CHARGES	2,318.98

**DHCD FY19
INTRA-DISTRICT TRANSFERS**

Agy	Agy Title	Doc Agy	Batch	Intra-District Agency	FISCAL_YEAR	Agy Fund	Agy Fund Title	T Code	T Code Title	Invoice Description	CSG	Comp Source Group Title	Trans Amt
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO REVERSE IDDMK736	0040	OTHER SERVICES AND CHARGES	20,717.19
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD OCTOBER REALLOCATION	0040	OTHER SERVICES AND CHARGES	(20,717.19)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD ADVANCES	0040	OTHER SERVICES AND CHARGES	50,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD ADVANCE	0041	CONTRACTUAL SERVICES - OTHER	20,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0041	CONTRACTUAL SERVICES - OTHER	2,550.68
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD ADVANCE	0070	EQUIPMENT & EQUIPMENT RENTAL	25,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD ADVANCES	0070	EQUIPMENT & EQUIPMENT RENTAL	20,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD ADVANCE	0070	EQUIPMENT & EQUIPMENT RENTAL	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PCARD OCTOBER REALLOCATION	0070	EQUIPMENT & EQUIPMENT RENTAL	4,843.20
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0070	EQUIPMENT & EQUIPMENT RENTAL	18,188.29
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TO REVERSE IDDMK736	0070	EQUIPMENT & EQUIPMENT RENTAL	(4,843.20)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2019	0700	INTRA-DISTRICT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD ADVANCE	0070	EQUIPMENT & EQUIPMENT RENTAL	20,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	4,378.42
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0030	EQUIPMENT & EQUIPMENT RENTAL	(1,749.11)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCE AUTOFUEL	0030	ENERGY, COMM. AND BLDG RENTALS	919.88
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	158.92
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0031	TELECOMMUNICATIONS	36,959.53
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0032	RENTALS - LAND AND STRUCTURES	731,635.89
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0032	RENTALS - LAND AND STRUCTURES	(308,572.23)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0034	SECURITY SERVICES	58,840.13
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0034	SECURITY SERVICES	(43,548.15)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	38,024.22
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	(32,372.01)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 PASS ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	19,149.51
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0040	OTHER SERVICES AND CHARGES	12,215.53
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8201	CDBG GRANT	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	CLEAR INTRA-DISTR COMP OBJ	0040	OTHER SERVICES AND CHARGES	2,348.72
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	54.80
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	1,509.80
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCE AUTOFUEL	0030	ENERGY, COMM. AND BLDG RENTALS	317.20
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	(235.33)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0031	TELECOMMUNICATIONS	16,410.81
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0032	RENTALS - LAND AND STRUCTURES	(252,288.24)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	COLLECT ADVANCES	0032	RENTALS - LAND AND STRUCTURES	252,288.24
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0034	SECURITY SERVICES	(13,499.74)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA-DIST ADVANCES	0034	SECURITY SERVICES	20,289.70
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	(10,602.10)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY2019 INTRA DIST ADVANCES	0035	OCCUPANCY FIXED COSTS	13,111.80
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 WEB MAINT ITA COLLECTION	0040	OTHER SERVICES AND CHARGES	7,342.61
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	FY19 IT ASSESSMENT	0040	OTHER SERVICES AND CHARGES	11,051.89
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	TRANSFER INTRA DIST ADVANCES	0040	OTHER SERVICES AND CHARGES	(3,424.42)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2019	8202	HUD GRANT - HOME	440	INTRA-DISTRCT ADVANCES - BUYER'S SIDE	RETURN OF UNUSED FUNDS	0040	OTHER SERVICES AND CHARGES	(0.48)
									INTRA-DISTRCT ADVANCES - BUYER'S SIDE Total				972,524.85
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	REC RETURN INTRA-DISTR ADVANCE	1070	OTHER CHARGES AND SERVICES	(18,709.82)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	UZ0	UZ0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	TO ADVANCE FROM UZ0 TO DB0	1070	OTHER CHARGES AND SERVICES	8,122,116.43
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	INTRA DIS ADVAN FRM UZ0 TO DB0	1070	OTHER CHARGES AND SERVICES	9,371,196.69
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	INTRA DIST ADVAN FRM UZ0 TO DB0	1070	OTHER CHARGES AND SERVICES	29,415,216.27
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	MOU FOR MAPLE VIEW FLATS CONST	1070	OTHER CHARGES AND SERVICES	1,718,336.08
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	RETURN INTRA-DISTRICT ADVANCE	1070	OTHER CHARGES AND SERVICES	(36.25)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	RETURN INTRA-DISTR ADVANCE	1070	OTHER CHARGES AND SERVICES	(3,488.40)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	CR0	CR0	DMPED	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	REC RETURN INTRA-DISTR ADVANCE	1070	OTHER CHARGES AND SERVICES	(1,646,519.69)
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	UZ0 TO DB0 FOR FY19 EXPENSES	1070	OTHER CHARGES AND SERVICES	100,000,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	HPTF	2019	0700	INTRA-DISTRICT	441	INTRA-DISTRCT ADVANCES - SELLER'S SIDE	MOU MAPLE VIEW FLATS-CAPITAL V	1070	OTHER CHARGES AND SERVICES	1,200,000.00
									INTRA-DISTRCT ADVANCES - SELLER'S SIDE Total				148,158,111.31

**DHCD FY20
INTRA-DISTRICT TRANSFERS**

Agy	Agy Title	Doc Agy	Batch	Intra-District Agency	FISCAL_YE	Agy Fund	Agy Fund Title	T Code	T Code Title	Invoice Description	CSG	Comp Source Group Title	Trans Amt
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0020	SUPPLIES AND MATERIALS	15,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 ELECTRICITY ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	333.46
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 FUEL COLLECTIONS	0030	ENERGY, COMM. AND BLDG RENTALS	78.98
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 WATER ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	42.48
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 RENT COLLECTIONS	0032	RENTALS - LAND AND STRUCTURES	11,819.77
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD ADVANCE	0040	OTHER SERVICES AND CHARGES	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0040	OTHER SERVICES AND CHARGES	15,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0040	OTHER SERVICES AND CHARGES	70,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	DB0	DB0	Dept. of Housing and Comm. Development	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	INTRADIST ADV FRM DHCD TO MAYO	0050	SUBSIDIES AND TRANSFERS	134,812.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0100	LOCAL FUNDS	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0070	EQUIPMENT & EQUIPMENT RENTAL	25,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 WATER ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	87.17
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 FUEL COLLECTIONS	0030	ENERGY, COMM. AND BLDG RENTALS	162.09
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 ELECTRICITY ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	684.33
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	TOO COLCT AGY DCNET ADV FY202	0031	TELECOMMUNICATIONS	7,932.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	TOO COLCT AGY DCNET ADV FY2020	0031	TELECOMMUNICATIONS	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 2020 MOU ADVANCE	0031	TELECOMMUNICATIONS	72,072.78
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 RENT COLLECTIONS	0032	RENTALS - LAND AND STRUCTURES	128,919.28
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 ADVANCES COLLECTIOND	0034	SECURITY SERVICES	10,368.03
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0040	OTHER SERVICES AND CHARGES	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	KT0	KT0	Department of Public Works	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FLEET	0040	OTHER SERVICES AND CHARGES	14,000.01
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0040	OTHER SERVICES AND CHARGES	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD ADVANCE	0040	OTHER SERVICES AND CHARGES	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0610	DHCD UNIFIED FUND	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 WEB ITA SWEEP	0040	OTHER SERVICES AND CHARGES	8,073.66
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 WATER ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	5,912.26
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 FUEL COLLECTIONS	0030	ENERGY, COMM. AND BLDG RENTALS	3,843.49
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 ADVANCES COLLECTIONS	0030	ENERGY, COMM. AND BLDG RENTALS	1,569.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 ELECTRICITY ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	14,683.10
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 GAS ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	8.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AS0	AS0	Office of Finance & Resource Management (OFRM)	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	AS0 C<ADV<BYER>DB0 TEL NDCNET	0031	TELECOMMUNICATIONS	95,691.30
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 RENT COLLECTIONS	0032	RENTALS - LAND AND STRUCTURES	1,983,215.29
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 ADVANCES COLLECTION	0034	SECURITY SERVICES	125,978.75
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 ADVANCES COLLECTIONS	0035	OCCUPANCY FIXED COSTS	80,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0040	OTHER SERVICES AND CHARGES	5,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	OCTO HELPS ITA SWEEP	0040	OTHER SERVICES AND CHARGES	877.21
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0040	OTHER SERVICES AND CHARGES	42,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 ITA PASS SWEEP	0040	OTHER SERVICES AND CHARGES	16,852.04
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 APPL IMPL ITA SWEEP	0040	OTHER SERVICES AND CHARGES	21,326.91
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 IT ASSESSMENT-CLOUD INF S	0040	OTHER SERVICES AND CHARGES	56,304.72
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 WEB ITA SWEEP	0040	OTHER SERVICES AND CHARGES	2,740.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD ADVANCE	0040	OTHER SERVICES AND CHARGES	25,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	PX0	PX0	Procurement Card (OFRM)	2020	0700	INTRA-DISTRICT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	PX0DB0 PCARD	0041	CONTRACTUAL SERVICES - OTHER	20,000.00
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	8201	CDBG GRANT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 FUEL COLLECTIONS	0030	ENERGY, COMM. AND BLDG RENTALS	665.49
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	8201	CDBG GRANT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 ELECTRICITY ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	2,809.64
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	8201	CDBG GRANT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 WATER ADVANCE	0030	ENERGY, COMM. AND BLDG RENTALS	357.92
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	8201	CDBG GRANT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 RENT COLLECTIONS	0032	RENTALS - LAND AND STRUCTURES	529,300.73
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	8201	CDBG GRANT	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 ITA PASS SWEEP	0040	OTHER SERVICES AND CHARGES	33,147.96
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	8202	HUD GRANT - HOME	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 ELECTRICITY ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	1,249.47
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	8202	HUD GRANT - HOME	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 WATER ADVANCES	0030	ENERGY, COMM. AND BLDG RENTALS	159.17
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	8202	HUD GRANT - HOME	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 FUEL COLLECTIONS	0030	ENERGY, COMM. AND BLDG RENTALS	295.95
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	AM0	AM0	Department of General Services	2020	8202	HUD GRANT - HOME	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY 20 RENT COLLECTIONS	0032	RENTALS - LAND AND STRUCTURES	235,384.93
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	8202	HUD GRANT - HOME	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	OCTO HELPS ITA SWEEP	0040	OTHER SERVICES AND CHARGES	2,057.14
DB0	DEPT. OF HOUSING AND COMM. DEVELOPMENT	TO0	TO0	Office of the Chief Technology Officer	2020	8202	HUD GRANT - HOME	440	INTRA-DISTRICT ADVANCES - BUYER'S SIDE	FY20 ITA SWEEP	0040	OTHER SERVICES AND CHARGES	12,684.06
INTRA-DISTRICT ADVANCES - BUYER'S SIDE Total													3,858,500.57

DHCD FUND 0602 (HPAP REPAY) BALANCE FY2018-2020 YTD

	2018	2019	2020 (Q1)
Beginning Fund Balance	588,049	849,194	378,323
Total Revenues	1,881,405	1,833,736	
Total Expenditures	(1,620,259)	(1,455,413)	-
Transfers to General Fund	-	(849,195)	
Ending Fund Balance	849,194	378,323	n/a

DETAIL OF REVENUES FY2018-2020 YTD

Agy Obj	Agy Object Title	Program		2018	2019	2020 (Q1)
5600	INTEREST INCOME	HPAP	Interest on loans	36	35	5
2002	APPR HPAP REPAY	HPAP	Loan repayments	1,795,869		
2800	HPAP LOAN PAYOFF	HPAP	Loan repayments	-	1,191,046	178,878
2810	HPAP LOAN REMITTANCE	HPAP	LAHDO property lease payments	-	642,655	74,168
6118	PRIOR YEAR COST RECOVERY	HPAP	Released accruals	85,500	-	
				1,881,405	1,833,736	253,051

DETAIL OF EXPENDITURES FY2018-2020 YTD

	2018	2019	2020 (Q1)
Administrative Costs			
Personal Services			
Supplies			
Facility Costs			-
Other Services			-
Contractual Services			
Equipment	-	-	-
Administrative Subtotal	-	-	-
Project Delivery Costs			
HPAP			
Loans	1,320,259	763,894	
Grants	300,000	238,332	
	1,620,259	1,002,227	-
EAHP			
Loans	-	453,186	
Grants	-	-	-
	-	453,186	-
Project Delivery Subtotal	1,620,259	1,455,413	-
Total Expenditures	1,620,259	1,455,413	-

DHCD FUND 0610 (UNIFIED) BALANCE FY2018-2020 YTD

	2018	2019	2020 (Q1)
Beginning Fund Balance	(2,922)	(1,984)	4,873,002
Total Revenues	4,580,635	6,589,355	
Total Expenditures	(4,579,697)	(1,714,369)	(36,533)
Transfers to General Fund	-	-	
Ending Fund Balance	(1,984)	4,873,002	n/a

DETAIL OF REVENUES FY2018-2020 YTD

Agy Obj	Agy Object Title	Program		2018	2019	2020 (Q1)
5600	INTEREST INCOME	Multiple	Interest on loans	2	0	1
1573	APPR REHAB LOAN REPAY	Development Finance	Loan repayments	812	406	4,056
2003	APPR LAHDO	Development Finance	LAHDO property lease payments	141,561	128,380	12,118
3227	CERTIFICATION FEE	Housing Regulation	Condominium Conversion certification fee	7,200	4,800	-
3228	REGISTRATION FEE	Housing Regulation	Condominium Registration fee	357,250	300,525	100,300
3229	PADD	Property Disposition	Proceeds from property dispositions	461,472	827,055	166,061
3230	LIHTC - MONITORING FEE	Asset Management	Asset Management fees for LIHTC Compliance	731,785	750,925	-
3231	LIHTC - ALLOCATION FEE	Asset Management	Asset Management fees for LIHTC Compliance	783,934	520,535	669,046
3235	LOW INCOME HOUSING TAX CREDIT UTILITY	Asset Management	Asset Management fees for LIHTC Compliance	3,000	5,550	2,100
3237	PADD AUCTION PROCEEDS	Property Disposition	Proceeds from property dispositions by auction	1,939,670	3,998,953	
3250	UNIFIED MISCELLANEOUS FEES	Development Finance	Miscellaneous	131,812	26,281	
3444	APPL. FOR VACANT HOUSING ACCOMMODATION	Housing Regulation	Condominium Conversion fee	2,500	1,800	600
3445	APPL. FOR NON-HOUSING ACCOMMODATION	Housing Regulation	Condominium Conversion fee	18,900	22,000	5,000
3446	APPL. FOR LTD EQUITY SHARE COOPERATIVE	Housing Regulation	Condominium Conversion fee	-	300	
6118	PRIOR YEAR COST RECOVERY	Multiple	Released accruals	738	1,844	
				4,580,635	6,589,355	959,282

DETAIL OF EXPENDITURES FY2018-2020 YTD

	2018	2019	2020 (Q1)
Administrative Costs			
Personal Services	-		
Supplies	39,686	71,905	
Facility Costs		187,580	22,938
Other Services	60,137	31,110	13,595
Contractual Services	12,888	132,582	
Equipment	-	94,205	-
Administrative Subtotal	112,711	517,381	36,533
Project Delivery Costs			
PADD			
Contractual Services	1,003,456	652,056	
Adjustment	-	-	-
	1,003,456	652,056	-
Agency Management			
Equipment	-	-	-
	-	-	-
Development Finance			
Loans	1,523,859	44,932	
Grants	-	-	-
	1,523,859	44,932	-
RCSD			
Loans	1,939,670		
Grants	-	500,000	-
	1,939,670	500,000	-
Portfolio			
Personal Services	-		
Program Monitoring			
Personal Services	-		
Rental Accomodations			
Personal Services	-	-	-
Personal Services - Other	-	-	-
Project Delivery Subtotal	4,466,986	1,196,988	-
Total Expenditures	4,579,697	1,714,369	36,533

Transaction Date	Post Date	Transaction Amount	Cardholder Last Name	Cardholder First Name	Parent Merchant Name	Merchant Name	Original Merchant Name	MCC Description	Merchant Type	Transaction Notes
09/28/2018	10/01/2018	1,150.00	COFIELD	GWENDOLYN	EVENTS DC	EVENTS DC	EVENTS DC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	
10/05/2018	10/05/2018	344.59	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION RADIO SVCS	Utilities	Cable Services
10/05/2018	10/08/2018	1,198.29	NOTTINGHAM	ANGELA	ORBITZ*7384262425911	ORBITZ*7384262425911	ORBITZ*7384262425911	TRAVEL AGENCIES AND TOUR OPERATORS	Professional Services	
10/05/2018	10/08/2018	1,275.00	NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
10/05/2018	10/08/2018	595.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	
10/05/2018	10/08/2018	674.60	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00672643207880	DELTA	Airline	
10/05/2018	10/08/2018	353.80	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00672030051394	DELTA	Airline	
10/05/2018	10/08/2018	316.80	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00672030051405	DELTA	Airline	
10/05/2018	10/08/2018	93.00	NOTTINGHAM	ANGELA	AMTRAK .CO27	AMTRAK .CO27	AMTRAK .CO2780681066929	PASSENGER RAILWAYS	Transportation - Other	
10/05/2018	10/10/2018	779.40	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies
10/08/2018	10/10/2018	200.00	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies.
10/10/2018	10/11/2018	595.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	
10/05/2018	10/11/2018	866.33	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies
10/10/2018	10/12/2018	700.00	DAVIS	LASHAUN	ALTIMA TECHNOLOGIES (E	ALTIMA TECHNOLOGIES (E	ALTIMA TECHNOLOGIES (E	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
10/16/2018	10/17/2018	637.10	NOTTINGHAM	ANGELA	DOUBLETREE HOTELS	DOUBLETREE HOTELS	DOUBLETREE HOTELS	DOUBLETREE	Lodging	
10/16/2018	10/17/2018	4,843.20	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
10/18/2018	10/18/2018	344.55	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION RADIO SVCS	Utilities	Cable Services for DHCD
10/18/2018	10/19/2018	1,000.00	DAVIS	LASHAUN	INT*IN *THINK LOCAL FI	INT*IN *THINK LOCAL FI	INT*IN *THINK LOCAL FI	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	
10/19/2018	10/22/2018	1,019.00	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
10/19/2018	10/22/2018	1,019.00	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
10/19/2018	10/22/2018	1,019.00	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
10/19/2018	10/22/2018	224.40	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00172662258016	AMERICAN AIRLINES	Airline	
10/19/2018	10/22/2018	192.40	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00172662110305	AMERICAN AIRLINES	Airline	
10/19/2018	10/22/2018	224.40	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00172662258134	AMERICAN AIRLINES	Airline	
10/20/2018	10/22/2018	1,297.30	NOTTINGHAM	ANGELA	MARRIOTT RICHMOND SHOR	RICHMOND MARRIOTT WEST	MARRIOTT RICHMOND SHOR	MARRIOTT	Lodging	
10/22/2018	10/23/2018	4.86	NOTTINGHAM	ANGELA	EXPEDIA 7387319245712	EXPEDIA 7387319245712	EXPEDIA 7387319245712	TRAVEL AGENCIES AND TOUR OPERATORS	Professional Services	
10/22/2018	10/23/2018	(1,019.00)	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Documentation of Cancellation of training reservation. Cost was reimbursed to agency.
10/22/2018	10/23/2018	(1,019.00)	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Registration reimbursement
10/22/2018	10/23/2018	(1,019.00)	NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Registration payment reimbursed
10/22/2018	10/23/2018	2,327.94	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
10/22/2018	10/23/2018	1,448.40	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
10/22/2018	10/23/2018	285.45	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services	Vehicle Tracking System for DHCD.
10/22/2018	10/24/2018	247.30	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00172178599364	AMERICAN AIRLINES	Airline	Airfare for Delta Airlines and American Airlines.
10/22/2018	10/24/2018	318.80	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00672178604786	DELTA	Airline	Airfare for Delta Airlines and American Airlines.
10/24/2018	10/24/2018	105.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Meter Rental.
10/23/2018	10/24/2018	343.00	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Security Services
10/23/2018	10/24/2018	532.86	LAW	LAVERNE	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	SPORTING GOODS STORES	Retail	Maintenance on DHCD Gym Equipment.
10/25/2018	10/26/2018	926.96	NOTTINGHAM	ANGELA	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON	Lodging	
10/24/2018	10/29/2018	169.55	ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	
10/24/2018	10/29/2018	504.66	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies.
10/29/2018	10/31/2018	385.00	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123186379610	AMERICAN AIRLINES	Airline	American Airlines airfare; however this flight was timely cancelled and reimbursement made.
10/29/2018	10/31/2018	84.89	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00106352730816	AMERICAN AIRLINES	Airline	
10/30/2018	10/31/2018	343.00	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Security Services

10/30/2018	11/01/2018	765.45 NOTTINGHAM	ANGELA	IC LOS ANGELES DOWNTOW	INTERCONTINENTAL LOS ANGELES D	IC LOS ANGELES DOWNTOW	INTERCONTINENTAL HOTELS	Lodging	Hotel Stay National League of Cities
10/30/2018	11/01/2018	625.00 NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123187565874	AMERICAN AIRLINES	Airline	American Airlines airfare
10/29/2018	11/01/2018	(84.89) NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00106352730811	AMERICAN AIRLINES	Airline	This flight and accompanying charges were cancelled and reimbursed to the account.
10/30/2018	11/01/2018	79.45 NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00106353165030	AMERICAN AIRLINES	Airline	Miscellaneous charges
10/31/2018	11/01/2018	460.00 NOTTINGHAM	ANGELA	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	
10/31/2018	11/01/2018	460.00 NOTTINGHAM	ANGELA	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	
10/31/2018	11/02/2018	(118.60) NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123187565874	AMERICAN AIRLINES	Airline	American Airline refund
10/30/2018	11/02/2018	536.40 NOTTINGHAM	ANGELA	ALASKA A 02	ALASKA A 02	ALASKA A 0272189324438	ALASKA AIRLINES INC.	Airline	
11/02/2018	11/05/2018	430.74 NOTTINGHAM	ANGELA	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON	Lodging	Erroneous hotel charge that was subsequently reversed
11/02/2018	11/05/2018	(385.00) NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123186379616	AMERICAN AIRLINES	Airline	Cancellation and reimbursement of previously booked flight. See payment receipt (VJBVTS) with same Record Locator ID VJBVTS.
11/05/2018	11/06/2018	326.40 NOTTINGHAM	ANGELA	EB 23RD ANNUAL FRIEND	EB 23RD ANNUAL FRIEND	EB 23RD ANNUAL FRIEND	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	
11/05/2018	11/06/2018	1,030.14 COFIELD	GWENDOLYN	THE WASHINGTON TIMES	THE WASHINGTON TIMES	THE WASHINGTON TIMES	ADVERTISING SERVICES	Media and Advertising Services	Advertising
11/05/2018	11/07/2018	417.60 NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123196565030	AMERICAN AIRLINES	Airline	
11/02/2018	11/07/2018	633.19 LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies.
11/05/2018	11/07/2018	150.00 LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Special Desk Repairs.
11/09/2018	11/12/2018	1,072.94 NOTTINGHAM	ANGELA	MARRIOTTJW L.A.LIVE FD	MARRIOTTJW L.A.LIVE FD	MARRIOTTJW L.A.LIVE FD	MARRIOTT	Lodging	Hotel receipt.
11/09/2018	11/12/2018	588.60 NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123204512760	AMERICAN AIRLINES	Airline	
11/07/2018	11/12/2018	711.10 MILES	LATONYA	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	
11/08/2018	11/12/2018	1,297.60 LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies.
11/12/2018	11/13/2018	0.01 NOTTINGHAM	ANGELA	MARRIOTTJW L.A.LIVE FD	MARRIOTTJW L.A.LIVE FD	MARRIOTTJW L.A.LIVE FD	MARRIOTT	Lodging	Erroneous miscellaneous 0.01 charge which is slated to be cleared and credited back to the agency.
11/13/2018	11/15/2018	206.67 MILES	LATONYA	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	
11/15/2018	11/16/2018	(430.74) NOTTINGHAM	ANGELA	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON FISHERMANS HO	SHERATON	Lodging	Marriot credited Agency for erroneous charge of \$430.75.
11/14/2018	11/19/2018	421.64 ABRAHAM	ODETTE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	
11/16/2018	11/19/2018	844.11 NOTTINGHAM	ANGELA	CONRAD MIAMI	CONRAD MIAMI	CONRAD MIAMI	CONRAD HOTELS	Lodging	
11/16/2018	11/19/2018	844.11 NOTTINGHAM	ANGELA	CONRAD MIAMI	CONRAD MIAMI	CONRAD MIAMI	CONRAD HOTELS	Lodging	
11/16/2018	11/19/2018	844.11 NOTTINGHAM	ANGELA	CONRAD MIAMI	CONRAD MIAMI	CONRAD MIAMI	CONRAD HOTELS	Lodging	
11/16/2018	11/19/2018	919.44 MILES	LATONYA	DEAF ACCESS SOLUTIONS	DEAF ACCESS SOLUTIONS	DEAF ACCESS SOLUTIONS	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	
11/16/2018	11/19/2018	95.00 LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services.
11/20/2018	11/20/2018	159.99 LAW	LAVERNE	REDWINGIRISHSETTER	REDWINGIRISHSETTER	REDWINGIRISHSETTER	SHOE STORES	Retail	Construction Equipment for Sonia Gutierrez - OPM. Approved by Lesley Edmond, Supervisor.
11/14/2018	11/21/2018	252.44 LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies.
11/21/2018	11/23/2018	199.00 NOTTINGHAM	ANGELA	NHC	NHC	NHC	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	
11/16/2018	11/23/2018	44.97 LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies.
11/26/2018	11/27/2018	146.52 COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Professional Services	
11/27/2018	11/28/2018	2,397.00 NOTTINGHAM	ANGELA	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	WPY*EMPHASYS SOFTWARE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
11/27/2018	11/29/2018	225.00 NOTTINGHAM	ANGELA	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	
11/27/2018	11/29/2018	300.00 NOTTINGHAM	ANGELA	ACTCP GREAT PLAINS ADA	ACTCP GREAT PLAINS ADA	ACTCP GREAT PLAINS ADA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
11/27/2018	11/29/2018	100.00 NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
11/28/2018	11/29/2018	398.00 NOTTINGHAM	ANGELA	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Leadership & Management Skills Workshop
11/28/2018	11/29/2018	99.00 NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
11/28/2018	11/30/2018	829.00 NOTTINGHAM	ANGELA	MGTCON7966181128124405	MGTCON7966181128124405	MGTCON7966181128124405	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	
11/29/2018	11/30/2018	1,152.28 DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
11/29/2018	11/30/2018	82.22 DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	

11/30/2018	12/03/2018	1,500.00	COFIELD	GWENDOLYN	ENTERCOM COMMUNICATION	ENTERCOM COMMUNICATION	ENTERCOM COMMUNICATION	DIRECT MARKETING-OTHER DIRECT MARKETERS-NOT ELSEW.	Professional Services	booth and ad fee
12/03/2018	12/04/2018	863.98	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTRD SYS DSGN SRVS	Professional Services	
12/03/2018	12/04/2018	240.00	LAW	LAVERNE	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Locks for doors in DHCD.
12/04/2018	12/05/2018	18.25	LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail	Office Supply for Office.
12/05/2018	12/06/2018	67.63	LAW	LAVERNE	WASHINGTON EXPRES	WASHINGTON EXPRESS - E	WASHINGTON EXPRES	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Delivery for PADD. LaVerne Law
12/06/2018	12/07/2018	2,200.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	
12/05/2018	12/07/2018	198.00	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	BisNow
12/07/2018	12/10/2018	54.00	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	
12/06/2018	12/10/2018	50.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services.
12/07/2018	12/10/2018	47.40	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Documents for DHCD.
12/11/2018	12/12/2018	553.72	COFIELD	GWENDOLYN	4IMPRINT	4IMPRINT	4IMPRINT	DIRECT MARKETING-OTHER DIRECT MARKETERS-NOT ELSEW.	Professional Services	marketing supplies
12/11/2018	12/12/2018	710.00	LAW	LAVERNE	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	HARDWARE EQUIPMENT AND SUPPLIES	Maintenance Repair Operation	
12/14/2018	12/17/2018	(100.00)	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	HAND event refund
12/14/2018	12/17/2018	110.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	
12/14/2018	12/17/2018	110.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Novogradac Webinar
12/14/2018	12/17/2018	110.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Novogradac Webinar
12/14/2018	12/17/2018	338.02	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTRD SYS DSGN SRVS	Professional Services	
12/13/2018	12/17/2018	574.00	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supply
12/20/2018	12/21/2018	3,090.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	
12/20/2018	12/21/2018	145.00	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Security Services for Building.
12/21/2018	12/21/2018	228.56	LAW	LAVERNE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	MISCELLANEOUS AND SPECIALTY RETAIL STORES	Retail	Office Supply.
12/21/2018	12/24/2018	341.00	NOTTINGHAM	ANGELA	CORNER BAKERY 0279	CORNER BAKERY 0279	CORNER BAKERY 0279	EATING PLACES RESTAURANTS	Restaurants	
12/20/2018	12/24/2018	190.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing services.
12/25/2018	12/26/2018	3,000.00	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	HKS Tuition Payment
12/25/2018	12/26/2018	3,000.00	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	HKS Tuition Payment
12/24/2018	12/26/2018	248.00	LAW	LAVERNE	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	SPORTING GOODS STORES	Retail	DHCD GYM Equipment Maintenance.
12/27/2018	12/28/2018	20.00	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services
12/27/2018	12/31/2018	225.40	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123276540914	AMERICAN AIRLINES	Airline	Airfare
01/01/2019	01/03/2019	1,270.00	DAVIS	LASHAUN	KROLL ONTRACK	KROLL ONTRACK	KROLL ONTRACK	INFORMATION RETRIEVAL SERVICES	Professional Services	
01/03/2019	01/04/2019	1.05	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
01/05/2019	01/07/2019	(3,000.00)	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	\$3000.00 Tuition Reimbursement from HKS
01/09/2019	01/11/2019	970.00	NOTTINGHAM	ANGELA	IEDC ONLINE	IEDC ONLINE	IEDC ONLINE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Ernest Merchant training-Miami
01/09/2019	01/11/2019	340.60	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921167688046	JETBLUE AIRWAYS (JETBLUE)	Airline	Ernest Merchant training and travel
01/11/2019	01/14/2019	2,000.00	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	Lauren Pair training travel to Boston
01/10/2019	01/14/2019	421.96	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262426108738	SOUTHWEST AIRLINES	Airline	Marvin McCoy travel out of town for training to Las Vegas, NV/conference
01/11/2019	01/14/2019	823.77	NOTTINGHAM	ANGELA	B OCEAN RESORT HOTEL	B OCEAN RESORT HOTEL	B OCEAN RESORT HOTEL	LODGING-HOTELS MOTELS RESORTS-NOT CLASSIFIED	Lodging	Ernest Merchant training
01/11/2019	01/14/2019	1,689.00	NOTTINGHAM	ANGELA	SHRM*ANNUAL700076467	SHRM*ANNUAL700076467	SHRM*ANNUAL700076467	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Marvin McCoy registration for SHRM Conf.
01/11/2019	01/14/2019	675.76	NOTTINGHAM	ANGELA	SHRM HOUS 888.241.8396	SHRM HOUS 888.241.8396	SHRM HOUS 888.241.8396	MISCELLANEOUS AND SPECIALTY RETAIL STORES	Retail	Marvin McCoy hotel for SHRM
01/11/2019	01/14/2019	120.00	LAW	LAVERNE	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Locksmith Services.
01/11/2019	01/14/2019	824.00	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Printer Repairs.
01/18/2019	01/21/2019	3,800.00	NOTTINGHAM	ANGELA	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	JFK SCHOOL OF GOVT EXE	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	Lauren Pair tuition
01/18/2019	01/21/2019	166.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services

01/21/2019	01/22/2019	73.46	COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Professional Services	subscription
01/23/2019	01/24/2019	390.00	NOTTINGHAM	ANGELA	MU CONFERENCE EVENTS	MU CONFERENCE EVENTS	MU CONFERENCE EVENTS	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	Sonia Gutierrez travel and training
01/22/2019	01/24/2019	510.00	NOTTINGHAM	ANGELA	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Sonia Gutierrez tuition for accessibility training
01/22/2019	01/24/2019	531.99	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123326008094	AMERICAN AIRLINES	Airline	Sonia Gutierrez travel and training
01/22/2019	01/24/2019	78.29	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123325621904	AMERICAN AIRLINES	Airline	Sonia Gutierrez training and travel
01/22/2019	01/24/2019	207.00	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123325676202	AMERICAN AIRLINES	Airline	Charge and refund for cancelled flight for training
01/23/2019	01/24/2019	1,818.00	LAW	LAVERNE	VARIDESK* 1800 207 25	VARIDESK* 1800 207 25	VARIDESK* 1800 207 25	OFFICE AND COMMERCIAL FURNITURE	Office Equipment and Supplies	Varidesk - Standup Desks for four (4) DHCD/OCFO employees.
01/23/2019	01/25/2019	(207.00)	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123325676203	AMERICAN AIRLINES	Airline	Sonia Gutierrez charge and refund for cancelled flight for travel and training
01/24/2019	01/25/2019	2,460.00	COFIELD	GWENDOLYN	TOUCAN	TOUCAN	TOUCAN	MISCELLANEOUS GENERAL MERCHANDISE	Retail	
01/25/2019	01/25/2019	210.05	LAW	LAVERNE	FIREFLY IT ASSET RECOV	FIREFLY IT ASSET RECOV	FIREFLY IT ASSET RECOV	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	Computer, Hardware, Software and Peripherals	Office Supply - T. Cases
01/24/2019	01/28/2019	134.92	NOTTINGHAM	ANGELA	SHRM HOUS 888.241.8396	SHRM HOUS 888.241.8396	SHRM HOUS 888.241.8396	MISCELLANEOUS AND SPECIALTY RETAIL STORES	Retail	Marvin McCoy hotel deposit for travel and training
01/25/2019	01/28/2019	186.99	COFIELD	GWENDOLYN	METROPOLITAN OFFICE PR	METROPOLITAN OFFICE PR	METROPOLITAN OFFICE PR	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	Computer, Hardware, Software and Peripherals	
01/26/2019	01/28/2019	683.15	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION RADIO SVCS	Utilities	Cable Services
01/26/2019	01/28/2019	1,031.23	LAW	LAVERNE	COMCAST	COMCAST	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION RADIO SVCS	Utilities	Cable Services
01/28/2019	01/29/2019	538.00	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00623566259492	DELTA	Airline	Antilecia O'Neal airfare for conference travel
01/28/2019	01/29/2019	402.76	NOTTINGHAM	ANGELA	CARIBE ROYALE RESORT S	CARIBE ROYALE RESORT S	CARIBE ROYALE RESORT S	CARIBE ROYALE RESORT SUITES + VILLAS	Lodging	Sonia Gutierrez travel and training (one of two back to back trainings)
01/28/2019	01/29/2019	786.75	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
01/28/2019	01/29/2019	120.00	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
01/29/2019	01/30/2019	645.00	NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Registration for travel and training for Rogelio Wilson
01/29/2019	01/30/2019	4,678.30	DAVIS	LASHAUN	INT*IN *THE SUPPLY COM	INT*IN *THE SUPPLY COM	INT*IN *THE SUPPLY COM	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	
01/24/2019	01/30/2019	194.23	LAW	LAVERNE	WASHINGTON EXPRES	WASHINGTON EXPRESS - E	WASHINGTON EXPRES	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Delivery of Boxes as requested.
01/29/2019	01/31/2019	262.98	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262433155852	SOUTHWEST AIRLINES	Airline	Rogelio Wilson airfare for travel and training
01/31/2019	02/01/2019	1,995.00	NOTTINGHAM	ANGELA	HCI, HUMAN CAPITAL INS	HCI, HUMAN CAPITAL INS	HCI, HUMAN CAPITAL INS	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Antilecia Oneal registration for travel and training
01/31/2019	02/04/2019	822.64	NOTTINGHAM	ANGELA	INTERCONTINENTAL MIAMI	INTERCONTINENTAL HOTELS GROUP	INTERCONTINENTAL MIAMI	INTERCONTINENTAL HOTELS	Lodging	Hotel for Antilecia O'Neal travel and training
02/03/2019	02/04/2019	1.05	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
02/04/2019	02/06/2019	829.00	NOTTINGHAM	ANGELA	MGTCON7993190204090751	MGTCON7993190204090751	MGTCON7993190204090751	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Johnette Powell registration
02/06/2019	02/08/2019	(20.00)	NOTTINGHAM	ANGELA	MANAGEMENT CONCEPTS IN	MANAGEMENT CONCEPTS IN	MANAGEMENT CONCEPTS IN	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Johnette Powell tuition
02/07/2019	02/08/2019	53.51	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
02/07/2019	02/08/2019	285.45	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services	Assured Telematics charged this purchase by mistake. This vendor has a 2019 PO for these services.
02/07/2019	02/11/2019	138.00	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Bulmash conference fee
02/07/2019	02/11/2019	2,900.00	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	HAND sponsorship per Director Donaldson
02/09/2019	02/11/2019	508.30	NOTTINGHAM	ANGELA	COURTYARD BY MARRIOTT	COURTYARD BY MARRIOTT	COURTYARD BY MARRIOTT	COURTYARD BY MARRIOTT	Lodging	Sonia Gutierrez travel and training
02/08/2019	02/11/2019	285.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services
02/11/2019	02/12/2019	451.00	DAVIS	LASHAUN	SOLARWINDS	SOLARWINDS	SOLARWINDS	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
02/11/2019	02/12/2019	4,464.00	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
02/11/2019	02/12/2019	112.00	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
02/11/2019	02/12/2019	99.00	DAVIS	LASHAUN	DROPBOX*PJ7179W8KGT9	DROPBOX*PJ7179W8KGT9	DROPBOX*PJ7179W8KGT9	COMPUTER NETWORK-INFORMATION SERVICES	Computer, Hardware, Software and Peripherals	
02/11/2019	02/12/2019	594.50	COFIELD	GWENDOLYN	4IMPRINT	4IMPRINT	4IMPRINT	DIRECT MARKETING-OTHER DIRECT MARKETERS-NOT ELSEW.	Professional Services	Promotional projects for events
02/12/2019	02/13/2019	32.24	DAVIS	LASHAUN	FS *TECHSMITH	FS *TECHSMITH	FS *TECHSMITH	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
02/12/2019	02/13/2019	62.44	DAVIS	LASHAUN	FS *TECHSMITH	FS *TECHSMITH	FS *TECHSMITH	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
02/13/2019	02/14/2019	349.00	DAVIS	LASHAUN	PAYPAL	PAYPAL	PAYPAL *BRINGYOUROW	SCHOOLS BUSINESS AND SECRETARIAL	Education	

02/14/2019	02/18/2019	649.00	NOTTINGHAM	ANGELA	MGTCON7993190214094722	MGTCON7993190214094722	MGTCON7993190214094722	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Tuition for Lesley Edmond, local training
02/15/2019	02/18/2019	1,521.10	COFIELD	GWENDOLYN	PR *NEWswire ASSOCIATI	PR *NEWswire ASSOCIATI	PR *NEWswire ASSOCIATI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Press release service payment
02/13/2019	02/18/2019	356.98	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Equipment.
02/14/2019	02/18/2019	177.96	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supply
02/19/2019	02/20/2019	460.00	NOTTINGHAM	ANGELA	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Training for Director Donaldson
02/19/2019	02/20/2019	460.00	NOTTINGHAM	ANGELA	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	NATIONAL LEAGUE OF	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Training for Richard Livingstone
02/19/2019	02/20/2019	450.00	NOTTINGHAM	ANGELA	NATIONAL HOUSING & REH	NATIONAL HOUSING & REH	NATIONAL HOUSING & REH	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Polly Donaldson membership
02/19/2019	02/20/2019	975.00	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services.
02/19/2019	02/21/2019	422.72	NOTTINGHAM	ANGELA	HILTON INTERNATIONALS	HILTON INTERNATIONALS	HILTON INTERNATIONALS	HILTON INTERNATIONAL	Lodging	Rogelio Wilson travel and training
02/22/2019	02/25/2019	349.00	DAVIS	LASHAUN	CBI*MINDJET / COREL	CBI*MINDJET / COREL	CBI*MINDJET / COREL	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
02/26/2019	02/26/2019	(285.45)	LAW	LAVERNE	DISPUTE CREDIT	DISPUTE CREDIT	DISPUTE CREDIT	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services	Vendor mistakenly charged on credit card. Vendor has a current 2019 PO.
02/25/2019	02/26/2019	(285.45)	LAW	LAVERNE	ASSURED TELEMATICS	ASSURED TELEMATICS	ASSURED TELEMATICS	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services	Vendor mistakenly charged \$285.00 - Vendor has current 2019 PO for services.
02/26/2019	02/27/2019	25.00	NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Anna Scallet webinar training
02/26/2019	02/27/2019	462.50	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
02/26/2019	02/27/2019	3,025.65	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
03/03/2019	03/04/2019	1.05	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	iCloud subscription for phone
03/04/2019	03/04/2019	285.45	LAW	LAVERNE	DISPUTE REBILL	DISPUTE REBILL	DISPUTE REBILL	AUTOMOTIVE SERVICE SHOPS	Vehicle Maintenance and Fuel Services	Vendor mistaken charged \$285.00 - Vendor has current 2019 PO for services.
03/07/2019	03/08/2019	58.28	LAW	LAVERNE	FRANKLINCOVEYPRODUCTS	FRANKLINCOVEYPRODUCTS	FRANKLINCOVEYPRODUCTS	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Requested by Kelly Ann Morrow, Manager for PAMD.
03/07/2019	03/08/2019	99.96	LAW	LAVERNE	FRANKLINCOVEYPRODUCTS	FRANKLINCOVEYPRODUCTS	FRANKLINCOVEYPRODUCTS	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Office Supply
03/08/2019	03/08/2019	144.69	LAW	LAVERNE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	READYREFRESH BY NESTLE	MISCELLANEOUS AND SPECIALTY RETAIL STORES	Retail	Office Supply
03/07/2019	03/08/2019	64.31	LAW	LAVERNE	WILLIAM BAUMGARTEN CO	WILLIAM BAUMGARTEN CO	WILLIAM BAUMGARTEN CO	MISCELLANEOUS AND SPECIALTY RETAIL STORES	Retail	Stamps - Ink
03/07/2019	03/11/2019	138.00	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Local training for Anna Scallet
03/07/2019	03/11/2019	99.00	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Local training for Steven Brannum
03/07/2019	03/11/2019	393.80	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123413870440	AMERICAN AIRLINES	Airline	Travel and training for Marshall Cusaac
03/07/2019	03/11/2019	250.60	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123413949842	AMERICAN AIRLINES	Airline	Travel out of city for Director Donaldson, High Cost Cities conference
03/07/2019	03/11/2019	250.60	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123413973885	AMERICAN AIRLINES	Airline	Air travel for Danilo Pelletiere travel and training, High Cost Cities conference
03/08/2019	03/11/2019	89.99	DAVIS	LASHAUN	FREEPIK COMPANY	FREEPIK COMPANY	FREEPIK COMPANY	PHOTOGRAPHIC STUDIOS	Other	
03/14/2019	03/15/2019	899.00	NOTTINGHAM	ANGELA	MOTIVACTION AWARD PROG	MOTIVACTION AWARD PROG	MOTIVACTION AWARD PROG	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Yonghong Luo training registration
03/15/2019	03/15/2019	803.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Machine Issues.
03/15/2019	03/15/2019	968.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Issues.
03/15/2019	03/15/2019	105.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Issues.
03/15/2019	03/15/2019	210.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Issues
03/15/2019	03/15/2019	105.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Issues.
03/15/2019	03/15/2019	210.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Issues.
03/14/2019	03/18/2019	272.60	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123428694944	AMERICAN AIRLINES	Airline	Airfare for Yonghong Luo travel and training
03/15/2019	03/18/2019	400.00	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services
03/15/2019	03/18/2019	378.30	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing.
03/18/2019	03/20/2019	88.88	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services for DHCD.
03/20/2019	03/21/2019	72.72	COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Professional Services	Subscription
03/21/2019	03/22/2019	125.00	NOTTINGHAM	ANGELA	MID-ATLANTICAHMA.ORG	MID-ATLANTICAHMA.ORG	MID-ATLANTICAHMA.ORG	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Patricia Godwin registration for training

03/21/2019	03/22/2019	398.00	NOTTINGHAM	ANGELA	NHC	NHC	NHC	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Training registration for Gwendolyn Cofield and Robyn Wilkes combined. \$199 respectively
03/21/2019	03/22/2019	72.08	MILES	LATONYA	STAPLES 00102186	STAPLES 00102186	STAPLES 00102186	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	
03/26/2019	03/27/2019	2,200.00	DAVIS	LASHAUN	STK*SHUTTERSTOCK	STK*SHUTTERSTOCK	STK*SHUTTERSTOCK	COMMERCIAL ART GRAPHICS PHOTOGRAPHY	Professional Services	
03/26/2019	03/27/2019	2,320.32	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
03/27/2019	03/28/2019	150.00	NOTTINGHAM	ANGELA	MID-ATLANTICAHMA.ORG	MID-ATLANTICAHMA.ORG	MID-ATLANTICAHMA.ORG	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Constance McCrimmon training registration
03/28/2019	03/29/2019	100.00	COFIELD	GWENDOLYN	THE BUSINESS JOURNALS	THE BUSINESS JOURNALS	THE BUSINESS JOURNALS	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Subscription
03/28/2019	04/01/2019	2,881.89	COFIELD	GWENDOLYN	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	
04/02/2019	04/03/2019	595.00	NOTTINGHAM	ANGELA	INT*IN *DISTRICT OF CO	INT*IN *DISTRICT OF CO	INT*IN *DISTRICT OF CO	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Membership renewal for Director Donaldson-DCBIA
04/02/2019	04/03/2019	275.00	COFIELD	GWENDOLYN	VP*ALL SOULS CHURCH UN	VP*ALL SOULS CHURCH UN	VP*ALL SOULS CHURCH UN	ORGANIZATIONS RELIGIOUS	Other	Room fee for hearing
04/03/2019	04/04/2019	1.05	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	RECORD SHOPS	Retail	Subscription
04/05/2019	04/08/2019	99.00	DAVIS	LASHAUN	DROPBOXINC	DROPBOXINC	DROPBOXINC	COMPUTER NETWORK-INFORMATION SERVICES	Computer, Hardware, Software and Peripherals	
04/10/2019	04/11/2019	1,800.00	COFIELD	GWENDOLYN	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	ADVERTISING SERVICES	Media and Advertising Services	Giveaways
04/11/2019	04/12/2019	184.78	LAW	LAVERNE	WASHINGTON EXPRES	WASHINGTON EXPRESS - E	WASHINGTON EXPRES	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Delivery for Special request from Management.
04/12/2019	04/15/2019	600.00	COFIELD	GWENDOLYN	PAYPAL	PAYPAL	PAYPAL *HEARSAYINTE	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	Professional Services	
04/17/2019	04/18/2019	630.00	NOTTINGHAM	ANGELA	NAN MCKAY & ASSOC INC	NAN MCKAY & ASSOC INC	NAN MCKAY & ASSOC INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Registration for Marshall Cusaac travel and training
04/17/2019	04/18/2019	6,650.00	MILES	LATONYA	INT*IN *NETWORK & IT S	INT*IN *NETWORK & IT S	INT*IN *NETWORK & IT S	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Purchase/Installation of Recording Equipment and software for Hearing Room Computer. Attached One-Time Authorization to Increase P-Card Spending Limit
04/17/2019	04/18/2019	440.00	LAW	LAVERNE	FREESTATE ELECTRICAL C	FREESTATE ELECTRICAL C	FREESTATE ELECTRICAL C	HEATING PLUMBING AIR CONDITIONING CONTRACTORS	Maintenance Repair Operation	Electrical needs for building.
04/18/2019	04/19/2019	735.18	NOTTINGHAM	ANGELA	LBL STRATEG	LBL STRATEG	LBL STRATEG	BOOK STORES	Retail	Training for Lesley Edmond OPM division, approved by Mr. Hubbard
04/23/2019	04/24/2019	134.24	NOTTINGHAM	ANGELA	EB MHHRA SPRING CONFE	EB MHHRA SPRING CONFE	EB MHHRA SPRING CONFE	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Ashley Johnson Hare- registration payment error and refund
04/23/2019	04/24/2019	570.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Ashley Johnson Hare conference registration
04/24/2019	04/25/2019	(134.24)	NOTTINGHAM	ANGELA	EB MHHRA SPRING CONFE	EB MHHRA SPRING CONFE	EB MHHRA SPRING CONFE	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Registration error for Ashley Johnson Hare, charge and refund in one file
04/23/2019	04/26/2019	476.60	NOTTINGHAM	ANGELA	ALASKA A 02	ALASKA A 02	ALASKA A 0272126099595	ALASKA AIRLINES INC.	Airline	Ashley Johnson Hare airfare for NCSHA conference
04/25/2019	04/26/2019	299.00	NOTTINGHAM	ANGELA	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Nottingham National Seminars/Skillpath training membership
05/02/2019	05/02/2019	130.00	DAVIS	LASHAUN	STK*SHUTTERSTOCK	STK*SHUTTERSTOCK	STK*SHUTTERSTOCK	COMMERCIAL ART GRAPHICS PHOTOGRAPHY	Professional Services	
05/02/2019	05/03/2019	3,470.28	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
05/02/2019	05/03/2019	173.74	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
05/01/2019	05/03/2019	1,596.00	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Printer Repairs.
05/03/2019	05/06/2019	1.05	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	RECORD SHOPS	Retail	Cloud subscription
05/06/2019	05/07/2019	4,800.00	DAVIS	LASHAUN	WWW.INSPECTCHECK.COM	WWW.INSPECTCHECK.COM	WWW.INSPECTCHECK.COM	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
05/07/2019	05/08/2019	570.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Tuition for Ashley Johnson Hare NCSHA training travel
05/07/2019	05/08/2019	3,470.28	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
05/07/2019	05/09/2019	1,724.00	NOTTINGHAM	ANGELA	ATD	ATD	ATD	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Angela Nottingham ATD training conference registration
05/08/2019	05/09/2019	570.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Kenneth Wright registration for NCSHA travel and training
05/08/2019	05/09/2019	43.00	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00621710214403	DELTA	Airline	Lesley Edmond flight departure change, includes \$699 plus \$43 for the change, total of \$712 for NCSHA travel and training
05/08/2019	05/09/2019	669.00	NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00623708792350	DELTA	Airline	Airfare for Lesley Edmond NCSHA travel receipt includes \$699 plus \$43 change she made for change of flight departure, total \$712
05/08/2019	05/09/2019	4,465.58	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
05/08/2019	05/09/2019	295.62	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
05/07/2019	05/09/2019	1,340.07	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	furniture relocation & setup.

05/08/2019	05/10/2019	588.99	NOTTINGHAM	ANGELA	UNITED AIRLINES	UNITED AIRLINES	UNITED 01624522324191	UNITED AIRLINES	Airline	Ken Wright airfare for NCSHA travel/training
05/09/2019	05/10/2019	1,950.00	NOTTINGHAM	ANGELA	PAYPAL	PAYPAL	PAYPAL *HOUSINGOPPO	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Group registration for PAMD staff: Johnson-Hare; P. Godwin; S. Barlow; R. Hayden; C. Green; A. Johnson; K. Wright MAHRO/NAHRO conference \$325 each
05/09/2019	05/10/2019	23.20	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Keys for DHCD employees.
05/10/2019	05/13/2019	566.25	COFIELD	GWENDOLYN	PAYPAL	PAYPAL	PAYPAL *SANTOBUZZAN	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Services for Housing Rally
05/13/2019	05/14/2019	570.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Lesley Edmond registration NCSHA travel and training
05/13/2019	05/14/2019	74.20	COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Professional Services	Subscription
05/15/2019	05/16/2019	2,899.00	DAVIS	LASHAUN	WWW.WHOVA.COM	WWW.WHOVA.COM	WWW.WHOVA.COM	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
05/16/2019	05/20/2019	1,458.75	COFIELD	GWENDOLYN	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	
05/16/2019	05/21/2019	571.60	NOTTINGHAM	ANGELA	ALASKA A 02	ALASKA A 02	ALASKA A 0272128366497	ALASKA AIRLINES INC.	Airline	Airfare for Lamont Lee to attend NCSHA conference
05/20/2019	05/22/2019	849.00	NOTTINGHAM	ANGELA	MGTCON7993190520104921	MGTCON7993190520104921	MGTCON7993190520104921	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Tuition for Sabrina Givens-local training
05/20/2019	05/22/2019	849.00	NOTTINGHAM	ANGELA	MGTCON7993190520105049	MGTCON7993190520105049	MGTCON7993190520105049	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Tuition for Johnette Powell local training
05/22/2019	05/24/2019	2,250.00	NOTTINGHAM	ANGELA	ABA AFF.HOUSING MTG	ABA AFF.HOUSING MTG	ABA AFF.HOUSING MTG	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Registrations for attorneys OGC and IZ: A. Moore; G. Bulmash; K. Christian, T. Condell; D. Cooper; P. Giboney; A Hathi; D. Joemah; S. Khalid Note Bulmash is T8130 and 9INTD
05/24/2019	05/27/2019	1,450.00	COFIELD	GWENDOLYN	INT*IN *THE BEACON NEW	INT*IN *THE BEACON NEW	INT*IN *THE BEACON NEW	ADVERTISING SERVICES	Media and Advertising Services	Advertising
05/28/2019	05/29/2019	1,326.00	COFIELD	GWENDOLYN	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	ADVERTISING SERVICES	Media and Advertising Services	
05/29/2019	05/30/2019	55.00	NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Ivy Barnett DC Bar training registration
05/29/2019	05/30/2019	55.00	NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Jason Small DC Bar training
05/31/2019	06/03/2019	199.00	DAVIS	LASHAUN	DROPBOX*NW4L2MJ69FJQ	DROPBOX*NW4L2MJ69FJQ	DROPBOX*NW4L2MJ69FJQ	COMPUTER NETWORK-INFORMATION SERVICES	Computer, Hardware, Software and Peripherals	Director's dropbox renewal.
06/01/2019	06/03/2019	75.65	LAW	LAVERNE	AMAZON.COM*MN80J1IW0 A	AMAZON.COM*MN80J1IW0 A	AMAZON.COM*MN80J1IW0 A	BOOK STORES	Retail	Office Supplies
05/31/2019	06/03/2019	2,280.00	COFIELD	GWENDOLYN	WASHINGTON BLADE	WASHINGTON BLADE	WASHINGTON BLADE	NEWS DEALERS AND NEWSSTANDS	Retail	advertising
06/03/2019	06/04/2019	1,835.64	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
06/03/2019	06/04/2019	293.53	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
06/03/2019	06/04/2019	1,409.70	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	Correct receipt is also attached.
06/03/2019	06/04/2019	82.66	LAW	LAVERNE	AMZN MKTP US	AMZN MKTP US	AMZN MKTP US*M60AN1F72	BOOK STORES	Retail	Office Supplies - Timeclock Ribbons
06/03/2019	06/04/2019	1.05	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	RECORD SHOPS	Retail	cloud subscription
06/04/2019	06/05/2019	625.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Julia Wiley travel training registration
06/06/2019	06/07/2019	1,400.00	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing for DHCD.
06/08/2019	06/10/2019	850.00	COFIELD	GWENDOLYN	PAYPAL	PAYPAL	PAYPAL *SMILE LLC	BANDS ORCHESTRAS + MISC ENTRTRNRS-NOT ELSWHR CLAS	Entertainment	
06/10/2019	06/11/2019	548.38	DAVIS	LASHAUN	TRT BANNERS	TRT BANNERS	TRT BANNERS	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	
06/10/2019	06/11/2019	248.00	LAW	LAVERNE	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	SPORTING GOODS STORES	Retail	DHCD's GYM Maintenance/Repairs.
06/12/2019	06/13/2019	12.34	LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail	Name Tags.
06/12/2019	06/13/2019	1,025.00	COFIELD	GWENDOLYN	WAV*ACLOWN4U INC	WAV*ACLOWN4U INC	WAV*ACLOWN4U INC	COMMERCIAL ART GRAPHICS PHOTOGRAPHY	Professional Services	
06/13/2019	06/14/2019	17.74	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Office Supplies - Keys for new employees.
06/13/2019	06/14/2019	174.06	COFIELD	GWENDOLYN	AMAZON.COM*M61BX7PK0	AMAZON.COM*M61BX7PK0	AMAZON.COM*M61BX7PK0	BOOK STORES	Retail	
06/13/2019	06/14/2019	304.73	COFIELD	GWENDOLYN	AMZN MKTP US	AMZN MKTP US	AMZN MKTP US*M69BY7P40	BOOK STORES	Retail	
06/14/2019	06/17/2019	4,000.00	NOTTINGHAM	ANGELA	HARVARD HKS EXEC ED	HARVARD HKS EXEC ED	HARVARD HKS EXEC ED	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	Lauren Pair first half of tuition for Harvard training
06/14/2019	06/17/2019	92.71	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Desk Keys for DHCD Staff
06/16/2019	06/17/2019	148.39	LAW	LAVERNE	AMAZON.COM*M67QK8H62	AMAZON.COM*M67QK8H62	AMAZON.COM*M67QK8H62	BOOK STORES	Retail	Office Supply.
06/14/2019	06/17/2019	2,500.00	COFIELD	GWENDOLYN	SQU*SQ *ROLANDMARIE TU	SQU*SQ *ROLANDMARIE TU	SQU*SQ *ROLANDMARIE TU	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	Professional Services	
06/13/2019	06/17/2019	751.90	COFIELD	GWENDOLYN	EMERGENCY MED CONVENTI	EMERGENCY MED CONVENTI	EMERGENCY MED CONVENTI	HEALTH PRACTITIONERS MEDICAL SRVCS-NOT ELSEWHERE	Healthcare	
06/14/2019	06/17/2019	2,409.76	COFIELD	GWENDOLYN	BEST BUY 00010926	BEST BUY 00010926	BEST BUY 00010926	ELECTRONIC SALES	Retail	
06/17/2019	06/18/2019	89.00	NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Daniel Mayer registration for DC Bar training

06/17/2019	06/18/2019	2,170.38	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD SYS DSGN SRVS	Professional Services	
06/18/2019	06/19/2019	4,220.00	NOTTINGHAM	ANGELA	HARVARD HKS EXEC ED	HARVARD HKS EXEC ED	HARVARD HKS EXEC ED	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	Lauren Pair second and final tuition payment for Harvard
06/18/2019	06/19/2019	1,000.00	NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Director Donaldson membership for the agency
06/18/2019	06/19/2019	595.00	NOTTINGHAM	ANGELA	IPED INC-WEBSITE	IPED INC-WEBSITE	IPED INC-WEBSITE	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Guyton Harvey tuition for training
06/18/2019	06/19/2019	1,250.00	DAVIS	LASHAUN	INT*IN *COMMUNITY DEVE	INT*IN *COMMUNITY DEVE	INT*IN *COMMUNITY DEVE	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	Computer, Hardware, Software and Peripherals	
06/18/2019	06/19/2019	1,325.00	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing for DHCD.
06/18/2019	06/19/2019	700.00	COFIELD	GWENDOLYN	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	ADVERTISING SERVICES	Media and Advertising Services	
06/19/2019	06/20/2019	1,200.00	NOTTINGHAM	ANGELA	SQUARE *SQ *JON WRIGHT	SQUARE *SQ *JON WRIGHT	SQUARE *SQ *JON WRIGHT	CATERERS	Restaurants	CBE Sinfully Wright Catering Food for IZ training of DHCD staff pcard 10207 Approved by Rosalia Rojas . Legal sufficiency obtained and pdf of executed waiver sent to CFO
06/19/2019	06/20/2019	3,255.57	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD SYS DSGN SRVS	Professional Services	
06/19/2019	06/20/2019	17.74	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Office Supply -Keys for DHCD Staff
06/21/2019	06/24/2019	55.00	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Datawatch Keys for DHCD Employees
06/22/2019	06/24/2019	407.04	COFIELD	GWENDOLYN	SMK	SMK	SMK*SURVEYMONKEY.COM	DIRECT MARKETING-CONTINUITY- SUBSCRIPTION MERCHANTS	Professional Services	
06/24/2019	06/25/2019	85.00	NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	DC bar tuition for Lauren Pair training
06/24/2019	06/25/2019	85.00	NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	DC tuition for Keith Anderson training
06/24/2019	06/25/2019	85.00	NOTTINGHAM	ANGELA	DC BAR	DC BAR	DC BAR	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	DC Bar tuition for Tonya Butler Truesdale training
06/25/2019	06/27/2019	192.00	NOTTINGHAM	ANGELA	AMTRAK .CO17	AMTRAK .CO17	AMTRAK .CO1760748558911	PASSENGER RAILWAYS	Transportation - Other	Lauren Pair training and travel to NY
06/27/2019	06/28/2019	1,500.00	NOTTINGHAM	ANGELA	FEDERALLY EMPLOYED WOM	FEDERALLY EMPLOYED WOM	FEDERALLY EMPLOYED WOM	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Antilecia O'Neal registration for training
06/26/2019	06/28/2019	373.60	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123627731076	AMERICAN AIRLINES	Airline	Brian White training and travel to Rhode Island
06/26/2019	06/28/2019	373.60	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123627755602	AMERICAN AIRLINES	Airline	Ana Van Balen travel and training to Rhode Island
06/28/2019	07/01/2019	1,550.00	NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Johnette Powell tuition for NeighborWorks-New Orleans
06/28/2019	07/01/2019	1,540.00	NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Sabrina Givens tuition for NeighborWorks-New Orleans
07/02/2019	07/03/2019	895.00	NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Ernest Merchant tuition for NeighborWorks-New Orleans
07/02/2019	07/03/2019	560.00	NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Polly Donaldson agency membership for ULI
07/03/2019	07/04/2019	1,030.00	NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Andrea Lee tuition for NeighborWorks New Orleans
07/03/2019	07/04/2019	4,618.00	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRDTD SYS DSGN SRVS	Professional Services	
07/03/2019	07/04/2019	1.05	COFIELD	GWENDOLYN	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	APL*ITUNES.COM/BILL	RECORD SHOPS	Retail	cloud storage
07/05/2019	07/08/2019	114.62	LAW	LAVERNE	AMAZON.COM*MHIQE13T0	AMAZON.COM*MHIQE13T0	AMAZON.COM*MHIQE13T0	BOOK STORES	Retail	Requested by PADD Manager - D. Owens
07/05/2019	07/08/2019	95.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Office Supply
07/05/2019	07/08/2019	95.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing
07/05/2019	07/08/2019	265.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing
07/08/2019	07/09/2019	48.74	COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY- SUBSCRIPTION MERCHANTS	Professional Services	subscription
07/08/2019	07/10/2019	370.80	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123649004835	AMERICAN AIRLINES	Airline	Johnette Powell airfare for training
07/08/2019	07/10/2019	283.60	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123649146246	AMERICAN AIRLINES	Airline	Lauren Pair training and travel to Boston
07/09/2019	07/11/2019	432.50	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123651297792	AMERICAN AIRLINES	Airline	Sabrina Givens airfare for training
07/08/2019	07/11/2019	2,499.97	MILES	LATONYA	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	
07/10/2019	07/11/2019	220.37	LAW	LAVERNE	INT*IN *GOTTA GO NOW	INT*IN *GOTTA GO NOW	INT*IN *GOTTA GO NOW	CONTRACTORS SPECIAL TRADE-NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Portable Rental
07/10/2019	07/12/2019	262.61	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123653047755	AMERICAN AIRLINES	Airline	Andrea Lee airfare for NeighborWorks training
07/10/2019	07/12/2019	262.61	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123653115843	AMERICAN AIRLINES	Airline	Ernest Merchant travel and training
07/11/2019	07/12/2019	1,540.00	NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Sabrina Givens tuition for Neighborworks
07/10/2019	07/12/2019	150.00	NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Richard Livingstone HAND meeting
07/11/2019	07/12/2019	228.08	DAVIS	LASHAUN	INT*IN *COMMUNITY DEVE	INT*IN *COMMUNITY DEVE	INT*IN *COMMUNITY DEVE	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	Computer, Hardware, Software and Peripherals	

07/10/2019	07/12/2019	71.45 MILES	LATONYA	METRO STAMP AND SEAL C	METRO STAMP AND SEAL C	METRO STAMP AND SEAL C	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Notary Public Supplies for New Commission L. Miles commence on August 1, 2010 for DC Government Work Business Only. Shipping was added in the amount of \$7.50. Before shipping the cost was \$63.95.
07/12/2019	07/15/2019	295.00 NOTTINGHAM	ANGELA	NATIONAL HOUSING & REH	NATIONAL HOUSING & REH	NATIONAL HOUSING & REH	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Brian White tuition for training
07/12/2019	07/15/2019	211.00 NOTTINGHAM	ANGELA	AMTRAK .CO19	AMTRAK .CO19	AMTRAK .CO1930731567696	PASSENGER RAILWAYS	Transportation - Other	Michael Spencer travel for training
07/14/2019	07/15/2019	650.00 NOTTINGHAM	ANGELA	NATIONALBAR	NATIONALBAR	NATIONALBAR	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Michael Spencer tuition for National Bar Assoc. training
07/11/2019	07/16/2019	300.00 NOTTINGHAM	ANGELA	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	HOUSING ASSOCIATION OF	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Tsega Bekele and Deneira Owens HAND meeting \$150 each Deneira codes are T4120 and 9INTD
07/15/2019	07/17/2019	511.60 NOTTINGHAM	ANGELA	UNITED AIRLINES	UNITED AIRLINES	UNITED 01624629478603	UNITED AIRLINES	Airline	Michael Spencer travel for training. Note: \$25.00 additional service charge is noted at the bottom of the receipt
07/15/2019	07/17/2019	25.00 NOTTINGHAM	ANGELA	UNITED AIRLINES	UNITED AIRLINES	UNITED 01615208538160	UNITED AIRLINES	Airline	Michael Spencer travel and training . Receipt is for \$536.60 \$25.00 service charge is noted near bottom of receipt
07/16/2019	07/17/2019	900.00 NOTTINGHAM	ANGELA	ACCA (ACCAWEB.ORG)	ACCA (ACCAWEB.ORG)	ACCA (ACCAWEB.ORG)	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Registration for Lesley Edmond training
07/16/2019	07/17/2019	900.00 NOTTINGHAM	ANGELA	ACCA (ACCAWEB.ORG)	ACCA (ACCAWEB.ORG)	ACCA (ACCAWEB.ORG)	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Dante Blackston tuition for training
07/15/2019	07/17/2019	695.00 NOTTINGHAM	ANGELA	ABA-ANNUAL MEETING	ABA-ANNUAL MEETING	ABA-ANNUAL MEETING	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Michael Spencer tuition for training
07/16/2019	07/17/2019	335.00 NOTTINGHAM	ANGELA	DELTA	DELTA	DELTA 00623808236575	DELTA	Airline	Travel for Lesley Edmond
07/16/2019	07/17/2019	12.59 LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail	Office Supply - Nameplate
07/16/2019	07/17/2019	47.90 LAW	LAVERNE	USPS PO 1049870271	USPS PO 1049870271	USPS PO 1049870271	POSTAL SERVICES-GOVERNMENT ONLY	Government	Mail Machine was broken, so Postage has to be purchased for DHCD's Mailing.
07/16/2019	07/18/2019	279.60 NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123664449521	AMERICAN AIRLINES	Airline	Clyde Edwards travel Neighborworks
07/16/2019	07/18/2019	454.00 NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123664688910	AMERICAN AIRLINES	Airline	Lesley Edmond travel
07/16/2019	07/18/2019	122.39 DAVIS	LASHAUN	FEDEX	FEDEX	FEDEX OFFIC18200018226	QUICK COPY REPRODUCTION AND BLUEPRINTING SERVICES	Print and Duplicating Services	
07/16/2019	07/19/2019	423.60 NOTTINGHAM	ANGELA	ALASKA A 02	ALASKA A 02	ALASKA A 0272134584933	ALASKA AIRLINES INC.	Airline	Dante Blackston travel and training
07/18/2019	07/19/2019	950.00 LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services.
07/18/2019	07/19/2019	283.50 LAW	LAVERNE	JODEE PROPERTIES LLC	JODEE PROPERTIES LLC	JODEE PROPERTIES LLC	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	Professional Services	Equipment Rentals for Pam Hillsman, DHCD Clean Up Event.
07/19/2019	07/22/2019	2,378.00 NOTTINGHAM	ANGELA	NATIONALJUDICIALCOLLEG	NATIONALJUDICIALCOLLEG	NATIONALJUDICIALCOLLEG	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Lisa Gregory tuition for training
07/22/2019	07/23/2019	260.70 LAW	LAVERNE	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	HEARTLINE FITNESS PROD	SPORTING GOODS STORES	Retail	Repairs to the DHCD GYM Equipment.
07/23/2019	07/24/2019	1,490.00 NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Deneira Owens tuition for NeighborWorks
07/22/2019	07/24/2019	758.00 MILES	LATONYA	UNITED AIRLINES	UNITED AIRLINES	UNITED 01624640419765	UNITED AIRLINES	Airline	eTicket Itinerary and Receipt for Confirmation from L. Miles email. Ms. Gregory has not returned from travel to get copies of airline ticket.
07/25/2019	07/26/2019	1,000.54 DAVIS	LASHAUN	GEM LASER EXPRESS	GEM LASER EXPRESS	GEM LASER EXPRESS	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	
07/25/2019	07/26/2019	19.10 LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail	
07/26/2019	07/29/2019	269.00 ABRAHAM	ODETTE	AMTRAK .CO20	AMTRAK .CO20	AMTRAK .CO2070641573564	PASSENGER RAILWAYS	Transportation - Other	Amtrak train ticket for DHCD Policy Advisor Danilo Pelletiere's travel for NYC housing leaders visit.
07/26/2019	07/29/2019	269.00 ABRAHAM	ODETTE	AMTRAK .CO20	AMTRAK .CO20	AMTRAK .CO2070723566114	PASSENGER RAILWAYS	Transportation - Other	Amtrak train ticket for Interim Deputy Chief of Staff Richard Livingstone's travel for NYC housing leaders visit.
07/26/2019	07/29/2019	269.00 ABRAHAM	ODETTE	AMTRAK .CO20	AMTRAK .CO20	AMTRAK .CO2070671572411	PASSENGER RAILWAYS	Transportation - Other	Amtrak train ticket for Director Donaldson's travel for NYC housing leaders visit.
08/01/2019	08/02/2019	82.50 LAW	LAVERNE	AMZN MKTP US	AMZN MKTP US	AMZN MKTP US*MA4R88P91	BOOK STORES	Retail	Supplies
08/01/2019	08/02/2019	12.59 LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail	Office Supply - Nameplate
08/01/2019	08/05/2019	416.60 NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123695989701	AMERICAN AIRLINES	Airline	Robert Hayden airfare for NeighborWorks
08/03/2019	08/05/2019	(0.06) COFIELD	GWENDOLYN	APL* ITUNES.COM/BILL	APL* ITUNES.COM/BILL	APL* ITUNES.COM/BILL	RECORD SHOPS	Retail	refund of sales tax
08/05/2019	08/06/2019	1,560.00 NOTTINGHAM	ANGELA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	NEIGHBORWORKS AMERICA	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Robert Hayden registration Neighborworks
08/05/2019	08/06/2019	1,195.00 DAVIS	LASHAUN	GEM LASER EXPRESS	GEM LASER EXPRESS	GEM LASER EXPRESS	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	
08/06/2019	08/07/2019	1,200.00 DAVIS	LASHAUN	UDEMY ONLINE COURSES	UDEMY ONLINE COURSES	UDEMY ONLINE COURSES	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	
08/05/2019	08/07/2019	152.00 LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services
08/07/2019	08/08/2019	180.00 DAVIS	LASHAUN	WWW.DOODLE.COM	WWW.DOODLE.COM	WWW.DOODLE.COM	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	

08/07/2019	08/08/2019	398.50	LAW	LAVERNE	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Rental Services for Pam Hillsman for DHCD Clean Up Day Event.
08/07/2019	08/08/2019	930.00	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing for DHCD.
08/07/2019	08/08/2019	725.00	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing for DHCD.
08/09/2019	08/12/2019	231.85	ABRAHAM	ODETTE	FAIRFIELD INN & SUITES	FAIRFIELD INN & SUITES	FAIRFIELD INN & SUITES	FAIRFIELD INN	Lodging	Hotel accommodations for DHCD Policy Advisor Danilo Pelletiere's NYC housing leader visit.
08/10/2019	08/12/2019	231.85	ABRAHAM	ODETTE	FAIRFIELD INN & SUITES	FAIRFIELD INN & SUITES	FAIRFIELD INN & SUITES	FAIRFIELD INN	Lodging	Hotel accommodations for Interim Deputy Chief of Staff Richard Livingstone's visit NYC housing leaders.
08/10/2019	08/12/2019	231.85	ABRAHAM	ODETTE	FAIRFIELD INN & SUITES	FAIRFIELD INN & SUITES	FAIRFIELD INN & SUITES	FAIRFIELD INN	Lodging	Hotel accommodations for Director P. Donaldson visit to NYC housing leaders.
08/09/2019	08/12/2019	99.00	DAVIS	LASHAUN	PRESENTAT	PRESENTAT	PRESENTAT	Applications - Excludes Games	Media and Advertising Services	
08/14/2019	08/15/2019	1,639.57	LAW	LAVERNE	AOP BUSINESS SERVICES	AOP BUSINESS SERVICES	AOP BUSINESS SERVICES	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Special Office Supplies for SFF Division requested by Manager.
08/15/2019	08/16/2019	1,240.00	NOTTINGHAM	ANGELA	ULI	ULI	ULI	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Polly Donaldson ULI fall meeting registration
08/15/2019	08/16/2019	1,240.00	NOTTINGHAM	ANGELA	ULI	ULI	ULI	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Drew Hubbard registration for ULI fall meeting conference
08/15/2019	08/16/2019	4,000.00	NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Makkah Agara ULI leadership institute
08/22/2019	08/23/2019	120.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Bridgette Ashton webinar tuition. Actual cost is \$105. Novogradac adjusted cost on other registrations to balance all five attendees to \$105
08/22/2019	08/23/2019	120.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Bill Rubin tuition for webinar. Novogradac rep adjusted billing to equal \$105 for all attendees
08/22/2019	08/23/2019	105.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Afolake Olukunle tuition for webinar
08/22/2019	08/23/2019	105.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Ashley Brooks tuition for webinar
08/22/2019	08/23/2019	75.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Denise Ruffin tuition for webinar. Charge reflects an adjusted amount to equal \$105 per person attending the webinar.
08/27/2019	08/28/2019	1,440.00	NOTTINGHAM	ANGELA	ULI	ULI	ULI	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Sheila Miller tuition for ULI conference
08/27/2019	08/28/2019	100.00	NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Sheila Miller ULI membership
08/29/2019	08/30/2019	1,955.89	DAVIS	LASHAUN	CUSTOMINK LLC	CUSTOMINK LLC	CUSTOMINK LLC	MENS AND WOMENS CLOTHING STORES	Retail	
08/30/2019	08/30/2019	1,002.12	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	US Postage Machine Rental Repairs
08/31/2019	09/02/2019	1,800.00	NOTTINGHAM	ANGELA	CENTER FOR COMMUNITY P	CENTER FOR COMMUNITY P	CENTER FOR COMMUNITY P	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Registration for PADD staff: Deneira Owens, Robin Henderson, Chantese Rogers, Michael Woodson, Dion Townley, Keishon Keane
08/30/2019	09/02/2019	4,409.98	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
08/29/2019	09/02/2019	2,319.26	MILES	LATONYA	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	General Office Supplies for the Rental Housing Commission located at 441 4th Street, NW, Suite 1140B North.
08/29/2019	09/02/2019	50.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Office Supply
08/30/2019	09/02/2019	12.59	LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail	Office Supply - Nameplate. DC Vendor unable to supply in the time needed and charges twice the cost.
08/30/2019	09/02/2019	1,727.31	LAW	LAVERNE	PR *NEWswire ASSOCIATI	PR *NEWswire ASSOCIATI	PR *NEWswire ASSOCIATI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Request by Richard Livingstone, Acting Chief of Staff for DHCD.
09/02/2019	09/03/2019	69.34	COFIELD	GWENDOLYN	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Professional Services	subscription
09/03/2019	09/04/2019	224.00	NOTTINGHAM	ANGELA	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SKILLPATH / NATIONAL	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Kwyna Howard training registration fee
09/04/2019	09/05/2019	75.00	NOTTINGHAM	ANGELA	PAYPAL	PAYPAL	PAYPAL *SAGE	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Polly Donaldson SAGE registration
09/04/2019	09/05/2019	2,740.10	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
09/05/2019	09/06/2019	4,618.20	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
09/05/2019	09/06/2019	12.49	DAVIS	LASHAUN	FS *TECHSMITH	FS *TECHSMITH	FS *TECHSMITH	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
09/05/2019	09/06/2019	992.00	LAW	LAVERNE	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	HARDWARE EQUIPMENT AND SUPPLIES	Maintenance Repair Operation	Equipment built for leased building, uses contract familiar with equipment because of the warranties on the equipment.
09/05/2019	09/06/2019	243.13	LAW	LAVERNE	WASHINGTON EXPRESS	WASHINGTON EXPRESS	WASHINGTON EXPRESS	DIRECT MARKETING-OTHER DIRECT MARKETERS-NOT ELSEW.	Professional Services	Delivery Services for DHCD (PADD).
09/06/2019	09/09/2019	450.00	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	

09/06/2019	09/09/2019	35.00	LAW	LAVERNE	DC *GOVT PAYMENT	DC *GOVT PAYMENT	DC *GOVT PAYMENT	GOVERNMENT SERVICES-NOT ELSEWHERE CLASSIFIED	Government	Flag order for Steven Brannam, Employee recently died- requested by Kelly Ann Morrow, Manager.
09/06/2019	09/09/2019	19.10	LAW	LAVERNE	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	NAMETAGCOUNTRY.COM	MISCELLANEOUS GENERAL MERCHANDISE	Retail	The supply cost effective and timely. DC Vendor used charges twice as much was needed for
09/09/2019	09/10/2019	2,500.00	NOTTINGHAM	ANGELA	SQUARE *SQ *JON WRIGHT	SQUARE *SQ *JON WRIGHT	SQUARE *SQ *JON WRIGHT	CATERERS	Restaurants	Deposit for food for training and teambuilding event for the agency
09/09/2019	09/11/2019	849.00	NOTTINGHAM	ANGELA	MGTCON7993190909103204	MGTCON7993190909103204	MGTCON7993190909103204	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Kelly Ann Morrow local training registration
09/09/2019	09/11/2019	222.61	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123769402864	AMERICAN AIRLINES	Airline	Airfare for Chantese Rogers training/Atlanta, GA
09/09/2019	09/11/2019	222.61	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123769720465	AMERICAN AIRLINES	Airline	airfare for Robin Henderson, Atlanta, GA
09/09/2019	09/11/2019	222.61	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123769880776	AMERICAN AIRLINES	Airline	Airfare for Keishon Keane, Atlanta, GA
09/09/2019	09/11/2019	222.61	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123769938180	AMERICAN AIRLINES	Airline	Dion Townley airfare for training, Atlanta, GA
09/09/2019	09/11/2019	244.60	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123769953112	AMERICAN AIRLINES	Airline	Airfare for Deneira Owens training, Atlanta, GA
09/10/2019	09/11/2019	4,953.95	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
09/10/2019	09/11/2019	354.50	LAW	LAVERNE	CHAMPION AWARDS	CHAMPION AWARDS	CHAMPION AWARDS	MISCELLANEOUS AND SPECIALTY RETAIL STORES	Retail	Supplies requested Pam Hillsman for Department's Retreat on September 12, 2019.
09/11/2019	09/12/2019	1,508.50	LAW	LAVERNE	AAA PARTY RENTALS	AAA PARTY RENTALS	AAA PARTY RENTALS	MISCELLANEOUS AND SPECIALTY RETAIL STORES	Retail	Requested by Pam Hillsman for Department Retreat on September 12, 2019. Vendor agreed to deliver in 24 hours, no other vendor can do it in requested timeframe needed, which was the next day.
09/13/2019	09/16/2019	4,117.52	ABRAHAM	ODETTE	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
09/13/2019	09/16/2019	2,025.00	NOTTINGHAM	ANGELA	SQUARE *SQ *JON WRIGHT	SQUARE *SQ *JON WRIGHT	SQUARE *SQ *JON WRIGHT	CATERERS	Restaurants	Final payment for catering for agency training and teambuilding event
09/13/2019	09/16/2019	555.00	LAW	LAVERNE	INT*IN *GOTTA GO NOW	INT*IN *GOTTA GO NOW	INT*IN *GOTTA GO NOW	CONTRACTORS SPECIAL TRADE-NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Requested by PADD for property in DHCD Inventory.
09/17/2019	09/18/2019	3,650.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Tuition for OGC staff training registration: Donnette Cooper \$1025; Joan McKenzie \$ 575; Kathy Christian \$1025; Antoinette Moore \$1025--\$3650 total
09/17/2019	09/18/2019	50.00	NOTTINGHAM	ANGELA	GREATER WASHINGTON HIS	GREATER WASHINGTON HIS	GREATER WASHINGTON HIS	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Sheila Miller Hispanic Chamber event
09/17/2019	09/18/2019	2,200.00	DAVIS	LASHAUN	STK*SHUTTERSTOCK	STK*SHUTTERSTOCK	STK*SHUTTERSTOCK	COMMERCIAL ART GRAPHICS PHOTOGRAPHY	Professional Services	
09/18/2019	09/19/2019	(250.00)	NOTTINGHAM	ANGELA	CENTER FOR COMMUNITY P	CENTER FOR COMMUNITY P	CENTER FOR COMMUNITY P	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Refund for Michael Woodson training. Employee cancelled request after payment was made
09/17/2019	09/19/2019	284.96	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262121145691	SOUTHWEST AIRLINES	Airline	Airfare for Donnette Cooper for training
09/17/2019	09/19/2019	284.96	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262121240222	SOUTHWEST AIRLINES	Airline	Airfare for Kathy Charles-Christian for training
09/17/2019	09/19/2019	284.96	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262121151708	SOUTHWEST AIRLINES	Airline	Airfare for Antoinette Moore for training
09/18/2019	09/19/2019	238.80	DAVIS	LASHAUN	CANVA* PRO YEARLY	CANVA* PRO YEARLY	CANVA* PRO YEARLY	PHOTOGRAPHIC STUDIOS	Other	
09/18/2019	09/19/2019	35.00	LAW	LAVERNE	DC *GOVT PAYMENT	DC *GOVT PAYMENT	DC *GOVT PAYMENT	GOVERNMENT SERVICES-NOT ELSEWHERE CLASSIFIED	Government	Special Order Requested by OPM Manager - Kelly Ann Morrow.
09/18/2019	09/19/2019	1,257.00	LAW	LAVERNE	OTSOFTWARE	OTSOFTWARE	OTSOFTWARE	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Software Tracking System for DHCD.
09/19/2019	09/20/2019	200.00	NOTTINGHAM	ANGELA	SQ *SQ *MOTIVATION, IN	SQ *SQ *MOTIVATION, IN	SQ *SQ *MOTIVATION, IN	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	Professional Services	Tuition for Granville Woodson training
09/20/2019	09/20/2019	105.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Meter Rental
09/20/2019	09/20/2019	210.00	LAW	LAVERNE	PITNEY BOWES PI	PITNEY BOWES PI	PITNEY BOWES PI	STATIONERY-OFFICE SUPPLIES-PRINTING + WRITING PAP.	Office Equipment and Supplies	Postage Mail Machine Maintenance
09/20/2019	09/23/2019	199.00	DAVIS	LASHAUN	DROPBOX*V2QPJNG88ZRX	DROPBOX*V2QPJNG88ZRX	DROPBOX*V2QPJNG88ZRX	COMPUTER NETWORK-INFORMATION SERVICES	Computer, Hardware, Software and Peripherals	Disputed, auto renewal
09/20/2019	09/23/2019	873.71	LAW	LAVERNE	CHARNSTROM	CHARNSTROM	CHARNSTROM	OFFICE AND COMMERCIAL FURNITURE	Office Equipment and Supplies	Mailroom Equipment
09/20/2019	09/23/2019	152.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing.
09/20/2019	09/23/2019	475.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing for DHCD
09/20/2019	09/23/2019	95.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing for DHCD.
09/20/2019	09/23/2019	95.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing for DHCD
09/20/2019	09/23/2019	4,280.00	LAW	LAVERNE	SENODA INC	SENODA INC	SENODA INC	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing for EXPO for Pam Hillsman.
09/20/2019	09/23/2019	1,196.00	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Office Supplies - Fusers
09/24/2019	09/24/2019	360.00	NOTTINGHAM	ANGELA	MU CONFERENCE EVENTS	MU CONFERENCE EVENTS	MU CONFERENCE EVENTS	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	Education	Sonia Gutierrez registration for travel and training

09/23/2019	09/25/2019	227.09	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123794998423	AMERICAN AIRLINES	Airline	Airfare for Sonia Gutierrez travel and training
09/24/2019	09/26/2019	461.60	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123797161515	AMERICAN AIRLINES	Airline	Airfare for Andrea Wise for travel and training
09/25/2019	09/26/2019	720.00	NOTTINGHAM	ANGELA	PAYPAL	PAYPAL	PAYPAL *HEARSAYINTE	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	Professional Services	Interpreter services for OPM-Lesley Edmond Approved by Mr. Hubbard and Mr. Smalls
09/25/2019	09/26/2019	1,000.00	NOTTINGHAM	ANGELA	INTUIT PAYME	INTUIT PAYME	INTUIT PAYME*IN *CNHED	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	CNHED membership activity for Polly Donaldson
09/26/2019	09/27/2019	500.00	NOTTINGHAM	ANGELA	INTUIT PAYME	INTUIT PAYME	INTUIT PAYME*IN *CNHED	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Membership for Polly Donaldson CNHED
09/26/2019	09/27/2019	35.48	LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Office Cubicle Keys.
10/02/2019	10/02/2019	(4,953.95)	DAVIS	LASHAUN	DISPUTE CREDIT	DISPUTE CREDIT	DISPUTE CREDIT	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	This purchase was not delivered by September 30, 2019. Charge was denied.
10/02/2019	10/03/2019	1,000.00	NOTTINGHAM	ANGELA	INT*IN *THINK LOCAL FI	INT*IN *THINK LOCAL FI	INT*IN *THINK LOCAL FI	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	For Polly Donaldson-small business
10/03/2019	10/04/2019	125.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Genee Hayes webinar training. No available CBE. Had issue with the system when trying to enter the reason code
10/03/2019	10/04/2019	120.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Genee Hayes webinar. No available CBE. issue with the system
10/03/2019	10/04/2019	110.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Genee Hayes webinar
10/03/2019	10/04/2019	130.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Genee Hayes webinar
10/03/2019	10/04/2019	475.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Genee Hayes webinar
10/02/2019	10/04/2019	232.27	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921360294435	JETBLUE AIRWAYS (JETBLUE)	Airline	Afolake Olukunle travel
10/02/2019	10/04/2019	272.79	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123812953961	AMERICAN AIRLINES	Airline	Granville Woodson travel and training
10/03/2019	10/07/2019	229.58	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921360822471	JETBLUE AIRWAYS (JETBLUE)	Airline	Ashley Brooks travel and training
10/04/2019	10/07/2019	2,000.00	DAVIS	LASHAUN	TABLEAU SOFTWARE, INC.	TABLEAU SOFTWARE, INC.	TABLEAU SOFTWARE, INC.	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
10/04/2019	10/07/2019	119.40	DAVIS	LASHAUN	CANVA* 02464-11495514	CANVA* 02464-11495514	CANVA* 02464-11495514	PHOTOGRAPHIC STUDIOS	Other	
10/07/2019	10/08/2019	220.00	NOTTINGHAM	ANGELA	GROUNDED SOLUTIONS NET	GROUNDED SOLUTIONS NET	GROUNDED SOLUTIONS NET	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Erin Wilson webinar training
10/07/2019	10/08/2019	2,475.00	LAW	LAVERNE	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	BLUE BOY PRINTING CORP	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Printing Services.
10/08/2019	10/10/2019	200.00	NOTTINGHAM	ANGELA	ABA AFF.HOUSING MTG	ABA AFF.HOUSING MTG	ABA AFF.HOUSING MTG	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Granville Woodson tuition
10/10/2019	10/11/2019	505.00	NOTTINGHAM	ANGELA	PAYPAL	PAYPAL	PAYPAL *PROKEYS BIZ	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	Professional Services	Richard Livingstone purchase of materials for OCCO
10/10/2019	10/11/2019	120.00	LAW	LAVERNE	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Emergency Locksmith Duties for Office of the Director.
10/10/2019	10/11/2019	370.00	LAW	LAVERNE	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	SQ *SQ *THE NEW DISTRI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Locksmith services for necessary locking requests. Moms Room.
10/15/2019	10/17/2019	924.00	NOTTINGHAM	ANGELA	AMTRAK .CO28	AMTRAK .CO28	AMTRAK .CO280628535182	PASSENGER RAILWAYS	Transportation - Other	Travel for Director Donaldson and Danilo Pelletiere (\$462.00 each)
10/16/2019	10/17/2019	1,683.20	DAVIS	LASHAUN	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	HARDWARE EQUIPMENT AND SUPPLIES	Maintenance Repair Operation	
10/18/2019	10/21/2019	1,068.00	DAVIS	LASHAUN	PROOFHUB	PROOFHUB	PROOFHUB	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	Computer, Hardware, Software and Peripherals	
10/22/2019	10/22/2019	4,953.95	DAVIS	LASHAUN	DISPUTE REBILL	DISPUTE REBILL	DISPUTE REBILL	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
10/22/2019	10/23/2019	26.17	LAW	LAVERNE	AMZN MKTP US	AMZN MKTP US	AMZN MKTP US*JB7KI8MQ3	BOOK STORES	Retail	Office Supplies Needed,
10/22/2019	10/24/2019	4,600.00	NOTTINGHAM	ANGELA	DC CHAMBER OF COMMERCE	DC CHAMBER OF COMMERCE	DC CHAMBER OF COMMERCE	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Tsega Bekele trade and economic development mission trip with Mayoral Delegation to Ethiopia. This was an all inclusive package and Mr. Bekele paid an additional fee on his own for a change he made. The agency only paid \$4,600. That is why the receipt shows a different amount
10/23/2019	10/24/2019	2,623.41	NOTTINGHAM	ANGELA	EMPHASYS	EMPHASYS	EMPHASYS	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	Registration for G. Bulmash and K. Haines and R. Lvingstone (his PCA and index are T 1090 and AGENF)
10/22/2019	10/24/2019	700.00	DAVIS	LASHAUN	NETZOOM, INC	NETZOOM, INC	NETZOOM, INC	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
10/23/2019	10/24/2019	3,225.88	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
10/23/2019	10/25/2019	272.96	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921373931636	JETBLUE AIRWAYS (JETBLUE)	Airline	Kathy Haines travel and training
10/23/2019	10/25/2019	295.95	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921373942663	JETBLUE AIRWAYS (JETBLUE)	Airline	Gene Bulmash airfare for travel and training
10/23/2019	10/25/2019	295.95	NOTTINGHAM	ANGELA	JETBLUE 27	JETBLUE 27	JETBLUE 27921373957131	JETBLUE AIRWAYS (JETBLUE)	Airline	Airfare for Richard Livingstone for Emphysys conference
10/25/2019	10/25/2019	760.00	LAW	LAVERNE	HUFCOR, INC.	HUFCOR, INC.	HUFCOR, INC.	OFFICE AND COMMERCIAL FURNITURE	Office Equipment and Supplies	This request was to repair the Divider Wall in HRC in this leased building. The Vendor was the original installer to ensure it repaired in a timely manner.

10/26/2019	10/28/2019	845.00	NOTTINGHAM	ANGELA	THE SHERIDAN PRESS	THE SHERIDAN PRESS	THE SHERIDAN PRESS	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	Marketing materials for Richard Livingstone Office of the Director/Communications
10/25/2019	10/28/2019	(4,953.95)	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	MISCELLANEOUS AND SPECIALTY RETAIL STORES	Retail	
10/29/2019	10/30/2019	4,953.95	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
10/30/2019	10/31/2019	3,632.40	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
10/30/2019	10/31/2019	197.00	LAW	LAVERNE	INT*IN *GOTTA GO NOW	INT*IN *GOTTA GO NOW	INT*IN *GOTTA GO NOW	CONTRACTORS SPECIAL TRADE-NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Rental of Equipment for PADD.
11/01/2019	11/04/2019	513.00	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123867406600	AMERICAN AIRLINES	Airline	Airfare for Suubi Barlow travel and training
11/01/2019	11/04/2019	513.00	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123867426056	AMERICAN AIRLINES	Airline	Kelvin Edwards travel and training
11/01/2019	11/04/2019	533.00	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123867449510	AMERICAN AIRLINES	Airline	Curtis Green airfare for travel and training
11/01/2019	11/04/2019	533.00	NOTTINGHAM	ANGELA	AMERICAN AIRLINES	AMERICAN AIRLINES	AMERICAN 00123867454432	AMERICAN AIRLINES	Airline	Antonio Johnson airfare for travel and training
11/01/2019	11/04/2019	4,380.00	NOTTINGHAM	ANGELA	NAHRO	NAHRO	NAHRO	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Tuition for S. Barlow, A. Johnson, C. Green, K. Edwards
11/05/2019	11/06/2019	269.99	DAVIS	LASHAUN	PAYPAL	PAYPAL	PAYPAL *NIX	ELECTRONIC SALES	Retail	
11/06/2019	11/07/2019	55.00	LAW	LAVERNE	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	DATAWATCH SYSTEMS INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Datawatch Building Security Supplies.
11/07/2019	11/08/2019	319.95	DAVIS	LASHAUN	POSTERMYWALL PLUS	POSTERMYWALL PLUS	POSTERMYWALL PLUS	COMPUTER SOFTWARE STORES	Computer, Hardware, Software and Peripherals	
11/08/2019	11/11/2019	1,287.00	NOTTINGHAM	ANGELA	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	AMERICAN BAR ASSOCIATI	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	tuition for L. Pair, K. Anderson and T. Butler Truesdale training
11/12/2019	11/14/2019	587.98	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262140547455	SOUTHWEST AIRLINES	Airline	Constance McCrimmon airfare travel and training
11/12/2019	11/14/2019	587.98	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262140556017	SOUTHWEST AIRLINES	Airline	Kellie Brown airfare for travel and training
11/12/2019	11/14/2019	760.20	NOTTINGHAM	ANGELA	SOUTHWEST	SOUTHWEST	SOUTHWES 5262140626960	SOUTHWEST AIRLINES	Airline	Genee Hayes airfare for training and travel
11/13/2019	11/15/2019	199.00	DAVIS	LASHAUN	2CO.COM*PREZOTRAI	2CO.COM*PREZOTRAI	2CO.COM*PREZOTRAI	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	
11/13/2019	11/15/2019	700.00	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Duplicate Charge, Vendor credited this duplicate charge.
11/13/2019	11/15/2019	700.00	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Office Supplies for DHCD.
11/15/2019	11/18/2019	3,225.00	NOTTINGHAM	ANGELA	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	NOVOGRADAC & COMPANY L	ACCOUNTING AUDITING AND BOOKKEEPING SERVICES	Professional Services	Tuition for Genee Hayes, Constance McCrimmon and Kellie Brown travel and training (\$1075 each)
11/14/2019	11/18/2019	99.00	NOTTINGHAM	ANGELA	BISNOW	BISNOW	BISNOW	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Mozella Boyd registration for local training
11/14/2019	11/18/2019	(700.00)	LAW	LAVERNE	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Credited duplicate charge from Vendor.
11/19/2019	11/20/2019	64.81	LAW	LAVERNE	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Professional Services	Subscription for Newspaper.
11/20/2019	11/21/2019	1,695.00	NOTTINGHAM	ANGELA	ONCOURSE LEARNING	ONCOURSE LEARNING	ONCOURSE LEARNING	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	Education	Rogelio Wilson registration for travel and training
11/19/2019	11/21/2019	(119.40)	DAVIS	LASHAUN	CANVA* 02464-11495514	CANVA* 02464-11495514	CANVA* 02464-11495514	PHOTOGRAPHIC STUDIOS	Other	
11/21/2019	11/22/2019	195.00	NOTTINGHAM	ANGELA	NEIGHBORHOOD REINVEST	NEIGHBORHOOD REINVEST	NEIGHBORHOOD REINVEST	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Afolake Olukunle registration for training webinar
11/21/2019	11/22/2019	1,624.00	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
11/21/2019	11/22/2019	1,099.19	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
11/21/2019	11/22/2019	40.94	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
11/26/2019	11/29/2019	1,039.00	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Printer Maintenance and Parts Installed.
12/02/2019	12/03/2019	280.00	LAW	LAVERNE	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	AUDIO VISUAL INNOVATIO	HARDWARE EQUIPMENT AND SUPPLIES	Maintenance Repair Operation	Audio Visual Equipment installed and maintained by AVL
12/03/2019	12/05/2019	200.00	NOTTINGHAM	ANGELA	DC CHAMBER OF COMMERCE	DC CHAMBER OF COMMERCE	DC CHAMBER OF COMMERCE	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Sheila Miller
12/03/2019	12/05/2019	372.00	NOTTINGHAM	ANGELA	SAHARA LAS VEGAS	SAHARA LAS VEGAS	SAHARA LAS VEGAS	LODGING-HOTELS MOTELS RESORTS-NOT CLASSIFIED	Lodging	Kellie Brown hotel charge for training
12/05/2019	12/05/2019	(700.00)	LAW	LAVERNE	DISPUTE CREDIT	DISPUTE CREDIT	DISPUTE CREDIT	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Credit Dispute - Vendor Duplicated Payment
12/06/2019	12/09/2019	195.00	LIVINGSTONE	RICHARD	PR *NEWSWIRE ASSOCIATI	PR *NEWSWIRE ASSOCIATI	PR *NEWSWIRE ASSOCIATI	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Annual membership dues for the PRNewswire 2019-2020.
12/09/2019	12/09/2019	700.00	LAW	LAVERNE	DISPUTE REBILL	DISPUTE REBILL	DISPUTE REBILL	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	Vendor double charged DHCD.
12/05/2019	12/09/2019	370.00	LAW	LAVERNE	LASER ART INC	LASER ART INC	LASER ART INC	OFFICE SCHOOL SUPPLY AND STATIONERY STORES	Office Equipment and Supplies	Printer/Cartridge Replacement.
12/10/2019	12/11/2019	2,059.10	DAVIS	LASHAUN	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	INT*IN *SUPRETECH, INC	COMP PROGRAMING DATA PRCSNG INTGRTD SYS DSGN SRVS	Professional Services	
12/11/2019	12/12/2019	78.74	LIVINGSTONE	RICHARD	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	WASH POST SUBSCRIPTION	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Professional Services	Daily delivery of Washington Post newspaper in hard copy.
12/16/2019	12/17/2019	35.00	LAW	LAVERNE	DC *GOV'T PAYMENT	DC *GOV'T PAYMENT	DC *GOV'T PAYMENT	GOVERNMENT SERVICES-NOT ELSEWHERE CLASSIFIED	Government	DC Flag for Washi Wali

12/16/2019	12/18/2019	215.88 DAVIS	LASHAUN	NIXPLAY	NIXPLAY	NIXPLAY	QUICK COPY REPRODUCTION AND BLUEPRINTING SERVICES	Print and Duplicating Services	
12/17/2019	12/18/2019	4,745.00 LIVINGSTONE	RICHARD	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	INT*IN *AD BOX PROMO A	ADVERTISING SERVICES	Media and Advertising Services	Purchase of agency advertising materials to pass out at tabling events to promote the agency. Ad Box is a CBE who used to be on the supply schedule but is no longer.
12/18/2019	12/19/2019	429.97 LIVINGSTONE	RICHARD	GELBERG SIGNS	GELBERG SIGNS	GELBERG SIGNS	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	3D printed hashtag sign for Mayoral/Agency housing events. Gelberg Signs is a CBE.
12/19/2019	12/20/2019	45.00 NOTTINGHAM	ANGELA	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	URBAN LAND INSTITUTE	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Sheila Miller training
12/31/2019	01/02/2020	4,635.00 NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	D. Joemah PCA 1060 Index 20HPT; L. Scott, E. Wilson, A. Scallet, A. Wise, G. Harvey, R. Slade, J. Knackstedt, R. Holla PCA T2010 and Index 20HPT C. Edwards, K. Morrow, L. Edmonds, S. Givens PCA T7010 and Index AGENF
12/31/2019	01/02/2020	17.74 LAW	LAVERNE	EASYKEYSCOM INC	EASYKEYSCOM INC	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Cabinet Keys for Trendway Cabinet Keys. Locksmith onsite costs is included with locksmith called, cheaper to order from company who has them in stock.
01/02/2020	01/03/2020	2,060.00 NOTTINGHAM	ANGELA	NCSHA	NCSHA	NCSHA	ASSOCIATIONS-CIVIC SOCIAL AND FRATERNAL	Other	Tuition for G. Harvey, R. Slade, J. Knacksedt, R. Holla
01/02/2020	01/06/2020	(186.05) NOTTINGHAM	ANGELA	SAHARA LAS VEGAS	SAHARA LAS VEGAS	SAHARA LAS VEGAS	LODGING-HOTELS MOTELS RESORTS-NOT CLASSIFIED	Lodging	Hotel refund for Kellie Brown travel and training
01/03/2020	01/06/2020	419.18 LAW	LAVERNE	F A OTOOLE OFFICE SYST	F A OTOOLE OFFICE SYST	F A OTOOLE OFFICE SYST	OFFICE AND COMMERCIAL FURNITURE	Office Equipment and Supplies	Electronic Lektrievers were installed by and repaired by FA Otoole Office Systems.
01/07/2020	01/08/2020	210.00 ABRAHAM	ODETTE	INT*IN *DAILY WASHINGT	INT*IN *DAILY WASHINGT	INT*IN *DAILY WASHINGT	MISCELLANEOUS PUBLISHING AND PRINTING	Print and Duplicating Services	
01/08/2020	01/09/2020	3,495.00 LIVINGSTONE	RICHARD	INT*IN *DISTRICT DESIG	INT*IN *DISTRICT DESIG	INT*IN *DISTRICT DESIG	ADVERTISING SERVICES	Media and Advertising Services	
01/10/2020	01/10/2020	1,609.82 NOTTINGHAM	ANGELA	FCC*FRANKLINCYSEMINAR	FCC*FRANKLINCYSEMINAR	FCC*FRANKLINCYSEMINAR	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	Mikaell Briscoe training registration
01/10/2020	01/13/2020	1,063.92 DAVIS	LASHAUN	GEM LASER EXPRESS	GEM LASER EXPRESS	GEM LASER EXPRESS	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Professional Services	
01/11/2020	01/13/2020	10.74 DAVIS	LASHAUN	TECHSMITH CORPORATION	TECHSMITH CORPORATION	TECHSMITH CORPORATION	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	Computer, Hardware, Software and Peripherals	
01/13/2020	01/14/2020	800.00 NOTTINGHAM	ANGELA	GROUNDED SOLUTIONS NET	GROUNDED SOLUTIONS NET	GROUNDED SOLUTIONS NET	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	Professional Services	Gene Bulmash/DHCD membership fee
01/13/2020	01/14/2020	250.00 NOTTINGHAM	ANGELA	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	CLB*ACCESSIBILITY PROS	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	Other	Accessibility membership dues for Sonia Gutierrez
01/21/2020	01/23/2020	1,503.80 LIVINGSTONE	RICHARD	EMERGENCY MED CONVENTI	EMERGENCY MED CONVENTI	EMERGENCY MED CONVENTI	HEALTH PRACTITIONERS MEDICAL SRVCS-NOT ELSEWHERE	Healthcare	
01/29/2020	01/30/2020	201.93 LAW	LAVERNE	IN *GOTTA GO NOW LLC	IN *GOTTA GO NOW LLC	IN *GOTTA GO NOW LLC	CONTRACTORS SPECIAL TRADE-NOT ELSEWHERE CLASSIFIED	Maintenance Repair Operation	
01/29/2020	01/30/2020	45.84 LAW	LAVERNE	WASHINGTON EXPRESS	WASHINGTON EXPRESS	WASHINGTON EXPRESS	DIRECT MARKETING-OTHER DIRECT MARKETERS-NOT ELSEW.	Professional Services	
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Question #9 –FY19- FY20 MOUs

Colt MOU-Service	Inter-Agency	Effective Date	Expiration Date	Total Amount of MOU	Funds Transmitted	
1	Transfer of Economic Development Special Account funds to create and preserve affordable housing services or other economic development programs, projects or initiatives that are consistent with authorized ESDA uses.	DMPED	February 2020	September 30, 2020	\$1.2 million is this amount accurate	Pending
2	Housing Authority Services to adequately securing and maintaining PADD properties.	DC Housing Authority	February 2020	September 30, 2020	\$500,000.00 not to exceed	Pending
3	The Agency has a number of out-door events promoting homeownership to the Community. The MOU is for payment of permit fees for the uses of Department of Parks and Recreation (DPR) parks, facilities and equipment.	Department of Parks and Recreation (DPR)	October 8, 2019	September 30, 2020	\$3,000.00	Pending
4	The Parties, DCHFA, OP and DHCD agree to understand how development cost impact affordability, and effective land use and housing policies, etc. All parties have agreed to pay a third of the cost.	DC Housing Fin. Agency, Office of Planning and Dept. of Housing and Comm. Dev.	September 24, 2019	September 30, 2020	\$90,087.00 DHCD portion is \$30,029.00	Executed
5	Dept. of General Services (DGS) contract security guard services for the Department	DC Dept. of General Services (DGS)	February 2020	September 30, 2020	\$6,475.48	Pending
6	Mayor's Office on Asian and Pacific Islander Affairs to provide community education and outreach on DHCD's programs and services to limited or non-English proficient District Residents.	Mayor's Office on Asian and Pacific Islander Affairs	October 1, 2019	September 30, 2020	\$134,812.00	Executed
7	Housing Finance Agency has limited authority to underwrite projects eligible to receive Low Income Housing Tax Credits (LIHTCs) at Four Percent Credits (4%)	Housing Finance Agency	May 1, 2020	September 30, 2020	4% Tax Credits	Pending
8	MOU with DC Human Resources (HR) to fund two (2) additional Capitol City Fellows	DC Human Resources	March 2020	September 30, 2020	149,911.40	Pending

Question #9 –FY19- FY20 MOUs

Colt MOU-Services	Inter-Agency	Effective Date	Expiration Date	Total Amount of MOU	Funds Transmitted	
9	Second Amendment Interagency Agreement working together to increase permanent supportive housing options in the District for extremely low income people with disabilities. Proposed to construct and rehab three hundred (300) permanent housing units for Mental Health Clients.	The Inter-Agency Agreement with DHCD, DCHA, DHCF, DHS, DBH, DDS and DCOA/ADRC	June 6, 2014	September 30, 2020	\$5,643,715.74 transferred by Dept. of Behavioral Health	Continuing
10	MOU between DHCD and DC HFA has established the Housing Investment Platform (HIP) to invest equity capital in development that produce for- sale single family housing units affordable to households making workforce incomes 60 - 120% of the AMI. The properties will come from the inventory of Property Acquisition and Disposition Divisions (PADD).	District of Columbia Housing Finance Agency (DCHFA)	April 1, 2018	September 30, 2020	Collaboration Agreement	Pending
11	Multi-Agency MOU for Sign Language Interpretation (SLI)	Office of Disability Rights	January 31, 2020	Sept. 30, 2020	\$2,700.00	Pending
12	2 nd Amendment MOU with Deputy Mayor for Planning and Economic Development (DMPED). DHCD will expend the remaining amount on the Project to authorize the continued use of the transferred funds by DHCD. The project is a mixed-use project know as Maple View Flats that will contain 114 rental housing units for low-income families, in Ward 8.	Deputy Mayor for Planning and Economic Development (DMPED)	October 1, 2019	September 30, 2020	\$1,697,445.00	Executed

Department of Housing Community Development
FY18 Budget vs Actuals

Q 11a. FY18 Budget vs Actuals.xlsx

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 Expenditures
AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	CDBG GRANT	PERSONNEL SERVICES	217,817.20	130,785.51	122,660.86
		HUD GRANT - HOME	PERSONNEL SERVICES	-	24,579.78	28,565.66
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	-	-
		INTRA-DISTRICT	PERSONNEL SERVICES	211,410.81	306,128.43	306,128.43
			NON-PERSONNEL SERVICES	-	1,030.00	1,030.00
		LOCAL FUNDS	PERSONNEL SERVICES	211,410.82	80,922.62	77,225.49
	BUDGET OPERATIONS	CDBG GRANT	PERSONNEL SERVICES	293,808.69	293,638.92	283,462.33
		HUD GRANT - HOME	PERSONNEL SERVICES	-	59,892.15	69,687.98
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	-	-
		INTRA-DISTRICT	PERSONNEL SERVICES	216,307.15	339,394.07	339,394.07
		LOCAL FUNDS	PERSONNEL SERVICES	287,253.92	107,564.69	97,845.17
	FISCAL OFFICER	CDBG GRANT	PERSONNEL SERVICES	69,559.97	42,714.24	42,714.24
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	5,000.00	5,000.00	3,066.71
		HUD GRANT - HOME	PERSONNEL SERVICES	-	7,143.68	7,143.68
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	-	-
		INTRA-DISTRICT	PERSONNEL SERVICES	67,514.08	102,172.29	102,172.29
		LOCAL FUNDS	PERSONNEL SERVICES	67,514.08	38,433.38	38,477.05
AGENCY FINANCIAL OPERATIONS	Total			1,647,596.72	1,539,399.76	1,519,573.96
AGENCY MANAGEMENT	COMMUNICATIONS	CDBG GRANT	NON-PERSONNEL SERVICES	75,000.00	-	-
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	4,125.78	26,525.78	21,925.00
		INTRA-DISTRICT	PERSONNEL SERVICES	447,361.34	12,498.68	12,498.68
			NON-PERSONNEL SERVICES	-	330,491.74	330,491.74
		LOCAL FUNDS	PERSONNEL SERVICES	147,272.35	554,857.38	555,923.77
		NON-PERSONNEL SERVICES	11,502.00	11,502.00	254,729.98	
	CUSTOMER SERVICE	PRIVATE DONATIONS	NON-PERSONNEL SERVICES	-	-	-
		LOCAL FUNDS	PERSONNEL SERVICES	120,267.82	-	-
			NON-PERSONNEL SERVICES	-	-	-
	FINANCIAL MANAGEMENT	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	16,000.00	16,000.00	12,388.10
	FLEET MANAGEMENT	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-
	INFORMATION TECHNOLOGY	CDBG GRANT	NON-PERSONNEL SERVICES	573,017.88	45,798.41	45,798.41
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	23,105.56	23,105.56	22,743.00
		HPAP - REPAY	NON-PERSONNEL SERVICES	-	-	-
		HUD GRANT - HOME	NON-PERSONNEL SERVICES	-	-	-
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	485,755.59	485,755.59
		LOCAL FUNDS	PERSONNEL SERVICES	761,928.10	685,653.60	687,526.44
			NON-PERSONNEL SERVICES	71,535.95	41,364.93	41,364.93
			CDBG GRANT	NON-PERSONNEL SERVICES	823.93	-
	LANGUAGE ACCESS	INTRA-DISTRICT	NON-PERSONNEL SERVICES	4,176.07	4,176.07	-
		LOCAL FUNDS	NON-PERSONNEL SERVICES	-	3,210.00	3,200.00
		INTRA-DISTRICT	PERSONNEL SERVICES	1,202,723.88	68,563.46	3,030.58
	LEGAL		NON-PERSONNEL SERVICES	-	1,270.00	1,270.00
		LOCAL FUNDS	PERSONNEL SERVICES	647,412.72	1,580,279.44	1,585,108.32
			NON-PERSONNEL SERVICES	-	299,699.00	238,018.30
		CDBG GRANT	PERSONNEL SERVICES	45,708.95	409,503.97	399,795.34
	PERFORMANCE MANAGEMENT	HUD GRANT - HOME	PERSONNEL SERVICES	-	56,236.13	55,663.51
HUD GRANT - OTHER		PERSONNEL SERVICES	-	-	-	
INTRA-DISTRICT		PERSONNEL SERVICES	2,043,571.61	1,362,445.11	1,366,084.38	
		NON-PERSONNEL SERVICES	-	20,941.51	20,941.51	
LOCAL FUNDS		PERSONNEL SERVICES	645,111.10	280,635.31	280,786.76	
		NON-PERSONNEL SERVICES	-	-	-	

Department of Housing Community Development
FY18 Budget vs Actuals

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 Expenditures	
AGENCY MANAGEMENT	PERSONNEL	LOCAL FUNDS	PERSONNEL SERVICES	322,771.71	317,279.00	312,874.71	
			NON-PERSONNEL SERVICES	-	55,287.00	55,287.00	
	PROPERTY MANAGEMENT	CDBG GRANT	DHCUB UNIFIED FUND	NON-PERSONNEL SERVICES	404,799.33	102,691.02	100,679.58
				NON-PERSONNEL SERVICES	74,840.50	74,840.50	50,169.14
				NON-PERSONNEL SERVICES	-	-	-
				NON-PERSONNEL SERVICES	6,914.29	-	-
				NON-PERSONNEL SERVICES	2,389,050.36	2,744,191.51	2,695,865.57
				PERSONNEL SERVICES	363,650.81	483,839.49	484,816.97
	TRAINING AND EMPLOYEE DEVELOPMENT	CDBG GRANT	DHCUB UNIFIED FUND	NON-PERSONNEL SERVICES	270,773.10	256,690.61	254,152.40
				NON-PERSONNEL SERVICES	22,500.00	-	-
				NON-PERSONNEL SERVICES	10,308.63	10,308.63	2,419.03
				NON-PERSONNEL SERVICES	-	63,741.59	63,741.59
				PERSONNEL SERVICES	152,710.72	153,143.26	153,564.10
				NON-PERSONNEL SERVICES	43,745.00	25,697.44	34,380.31
AGENCY MANAGEMENT Total				10,902,709.49	10,608,223.72	10,632,994.74	
DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	CDBG GRANT	PERSONNEL SERVICES	336,688.34	142,428.04	132,691.16	
			NON-PERSONNEL SERVICES	3,686,315.45	-	-	
			NON-PERSONNEL SERVICES	-	-	-	
			NON-PERSONNEL SERVICES	-	477,600.00	443,003.74	
			PERSONNEL SERVICES	-	20,365.74	20,365.74	
			NON-PERSONNEL SERVICES	10,202,231.49	3,972,017.00	3,972,017.00	
			PERSONNEL SERVICES	-	-	-	
			NON-PERSONNEL SERVICES	-	-	-	
			PERSONNEL SERVICES	1,815,593.33	1,887,159.99	1,850,222.87	
			NON-PERSONNEL SERVICES	70,833,546.99	120,671,307.45	120,671,307.32	
	COMMUNITY FACILITIES PROJECT FINANCING	CDBG GRANT	DHCUB UNIFIED FUND	PERSONNEL SERVICES	69,814.71	-	(339.06)
				NON-PERSONNEL SERVICES	-	1,400,000.00	1,400,000.00
				NON-PERSONNEL SERVICES	3,514,000.00	-	-
				NON-PERSONNEL SERVICES	45,000.00	45,000.00	534,246.20
	PRESERVATION FINANCING	INTRA-DISTRICT	DHCUB UNIFIED FUND	NON-PERSONNEL SERVICES	-	1,081,663.92	1,081,663.92
				NON-PERSONNEL SERVICES	-	-	-
				PERSONNEL SERVICES	-	-	-
				NON-PERSONNEL SERVICES	-	10,000,000.00	10,000,000.00
	TENANT OPPORTUNITY TO PURCHASE ASSIST	LOCAL FUNDS	DHCUB UNIFIED FUND	PERSONNEL SERVICES	-	80,378.79	80,762.69
				NON-PERSONNEL SERVICES	10,000,000.00	-	-
NON-PERSONNEL SERVICES				546,709.51	546,709.51	546,609.51	
NON-PERSONNEL SERVICES				10,000,000.00	8,840,379.58	8,840,379.58	
DEVELOPMENT FINANCE DIVISION Total				111,049,899.82	149,165,010.02	149,572,930.67	
HOUSING REGULATION ADMINISTRATION	HOUSING RESOURCE CENTER	LOCAL FUNDS	NON-PERSONNEL SERVICES	1,355.78	-	4,098.46	
			PERSONNEL SERVICES	71,626.00	71,626.00	-	
	INCLUSIONARY ZONING PROGRAM	INTRA-DISTRICT	LOCAL FUNDS	NON-PERSONNEL SERVICES	-	3,057.00	3,057.00
				PERSONNEL SERVICES	547,082.02	674,668.75	676,284.46
				NON-PERSONNEL SERVICES	-	-	1,565.61
				NON-PERSONNEL SERVICES	-	821.43	821.43
	RENTAL ACCOMMODATIONS DIVISION	INTRA-DISTRICT	LOCAL FUNDS	PERSONNEL SERVICES	780,966.50	816,644.65	819,005.61
				NON-PERSONNEL SERVICES	51,200.00	26,000.00	2,612.50
	RENTAL CONVERSION AND SALES DIVISION	LOCAL FUNDS	LOCAL FUNDS	PERSONNEL SERVICES	704,692.89	626,015.05	630,158.02
				NON-PERSONNEL SERVICES	96,080.00	76,900.00	49,336.73
HOUSING REGULATION ADMINISTRATION Total				2,253,003.19	2,295,732.88	2,186,939.82	
NO PROGRAM	NO PROGRAM INFORMATION	LOCAL FUNDS	PERSONNEL SERVICES	-	-	-	

Department of Housing Community Development
FY18 Budget vs Actuals

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Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 Expenditures
NO PROGRAM Total				-	-	-
PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	CDBG GRANT	PERSONNEL SERVICES	188,276.12	382,099.56	377,374.37
			NON-PERSONNEL SERVICES	400,000.00	983,551.86	983,551.86
		HUD GRANT - HOME	PERSONNEL SERVICES	-	154,761.97	154,756.73
			NON-PERSONNEL SERVICES	730,357.72	17,688.39	17,688.39
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	-	-
		INTRA-DISTRICT	PERSONNEL SERVICES	1,044,636.50	889,287.14	834,494.92
			NON-PERSONNEL SERVICES	1,993,112.95	2,419,392.57	2,419,392.57
		LOCAL FUNDS	PERSONNEL SERVICES	465,196.31	116,391.24	116,356.35
			NON-PERSONNEL SERVICES	411,696.77	434,754.76	390,970.10
PORTFOLIO AND ASSET MANAGEMENT DIVISION Total				5,233,276.37	5,397,927.49	5,294,585.29
PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	CDBG GRANT	PERSONNEL SERVICES	296,126.77	404,954.85	400,735.05
		HUD GRANT - HOME	PERSONNEL SERVICES	-	189,285.67	189,285.67
			NON-PERSONNEL SERVICES	-	-	-
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	-	-
		INTRA-DISTRICT	PERSONNEL SERVICES	486,889.86	626,347.51	626,160.12
			NON-PERSONNEL SERVICES	-	11,064.52	11,064.52
		LOCAL FUNDS	PERSONNEL SERVICES	72,592.34	130,453.09	130,834.73
	QUALITY ASSURANCE	CDBG GRANT	PERSONNEL SERVICES	399,811.53	21,662.16	19,094.71
			NON-PERSONNEL SERVICES	-	9,965.00	9,965.00
		HUD GRANT - HOME	PERSONNEL SERVICES	49,197.35	2,797.61	17,455.75
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	-	-
		INTRA-DISTRICT	PERSONNEL SERVICES	37,830.66	37,830.66	1,637.68
			NON-PERSONNEL SERVICES	-	-	(689.00)
		LOCAL FUNDS	PERSONNEL SERVICES	312,783.52	19,180.52	-
			NON-PERSONNEL SERVICES	-	-	-
PROGRAM MONITORING DIVISION Total				1,655,232.03	1,453,541.59	1,405,544.23
PROPERTY ACQUISITION AND DISPOSITION DIV	PROPERTY ACQUISITION	CDBG GRANT	PERSONNEL SERVICES	-	188,938.28	188,692.21
			NON-PERSONNEL SERVICES	1,000,000.00	-	-
		INTRA-DISTRICT	PERSONNEL SERVICES	925,408.45	568,485.61	559,985.48
			NON-PERSONNEL SERVICES	-	-	-
		LOCAL FUNDS	PERSONNEL SERVICES	-	246.07	164.23
	PROPERTY ACQUISITION AND DISPOSITION	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-
		INTRA-DISTRICT	PERSONNEL SERVICES	-	-	-
		LOCAL FUNDS	PERSONNEL SERVICES	-	-	-
			NON-PERSONNEL SERVICES	-	-	-
	PROPERTY DISPOSITION	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	820,910.02	820,910.02	736,985.62
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	750,000.00	1,158,429.95	1,158,429.95
	VACANT AND BLIGHTED PROGRAM	CDBG GRANT	NON-PERSONNEL SERVICES	500,000.00	-	-
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	500,000.00	500,000.00	266,470.77
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	500,000.00	404,727.63	396,159.71
		LOCAL FUNDS	NON-PERSONNEL SERVICES	300,000.00	187,867.56	94,245.44
PROPERTY ACQUISITION AND DISPOSITION DIV Total				5,296,318.47	3,829,605.12	3,401,133.41
RENTAL HOUSING COMMISSION	RENTAL HOUSING COMMISSION	INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	896.23	896.23
		LOCAL FUNDS	PERSONNEL SERVICES	998,699.25	944,283.94	946,216.80
			NON-PERSONNEL SERVICES	40,928.44	-	5,886.32
RENTAL HOUSING COMMISSION Total				1,039,627.69	945,180.17	952,999.35
RESIDENTIAL AND COMMUNITY SERVICE DIV	COMMUNITY SERVICES - COMM REVITALIZATION	CDBG GRANT	NON-PERSONNEL SERVICES	2,500,000.00	1,628,253.84	1,628,253.84
	NEIGHBORHOOD-BASED ACTIVITIES	CDBG GRANT	PERSONNEL SERVICES	1,084,130.98	915,714.90	882,709.08

Department of Housing Community Development
FY18 Budget vs Actuals

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 Expenditures	
RESIDENTIAL AND COMMUNITY SERVICE DIV	NEIGHBORHOOD-BASED ACTIVITIES	CDBG GRANT	NON-PERSONNEL SERVICES	8,000,000.00	7,355,980.85	7,355,980.85	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	
		HUD GRANT - HOME	PERSONNEL SERVICES	-	134.63	134.63	
		INTRA-DISTRICT	PERSONNEL SERVICES	76,379.95	18,841.87	423.66	
			LOCAL FUNDS	NON-PERSONNEL SERVICES	-	490.00	490.00
				PERSONNEL SERVICES	-	5,271.65	72,714.12
				NON-PERSONNEL SERVICES	353,129.00	154,483.97	135,530.49
		RESIDENTIAL SERVICES - EAHP	CONTINGENCY RESERVE	NON-PERSONNEL SERVICES	-	-	-
			DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	1,205,000.00	1,200,000.00
			LOCAL FUNDS	NON-PERSONNEL SERVICES	1,800,000.00	1,800,000.00	1,800,000.00
		RESIDENTIAL SERVICES - HPAP	CDBG GRANT	PERSONNEL SERVICES	200,322.03	218,201.14	210,424.78
				NON-PERSONNEL SERVICES	12,024,000.00	7,973,919.01	7,973,919.01
			CONTINGENCY RESERVE	NON-PERSONNEL SERVICES	-	3,052,548.56	3,052,548.56
			DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	829,636.00	739,670.00
			HPAP - REPAY	NON-PERSONNEL SERVICES	1,500,000.00	1,800,000.00	1,620,259.38
			HUD GRANT - HOME	PERSONNEL SERVICES	-	78,039.80	78,039.80
				NON-PERSONNEL SERVICES	-	3,168,995.06	3,004,012.93
			LOCAL FUNDS	PERSONNEL SERVICES	200,322.01	100,613.50	100,920.98
				NON-PERSONNEL SERVICES	1,336,059.93	1,748,190.72	1,583,208.60
		RESIDENTIAL SERVICES - LEAD SAFE WASHING	FEDERAL GRANTS	PERSONNEL SERVICES	-	156,965.75	156,965.75
				NON-PERSONNEL SERVICES	2,505,445.80	2,954,478.10	278,671.20
			INTRA-DISTRICT	PERSONNEL SERVICES	560,112.58	361,271.22	324,084.65
				NON-PERSONNEL SERVICES	1,000,900.00	392,195.74	356,110.74
			LOCAL FUNDS	PERSONNEL SERVICES	-	-	(168.15)
				NON-PERSONNEL SERVICES	160,000.00	-	-
		RESIDENTIAL SERVICES - NEAHP	LOCAL FUNDS	NON-PERSONNEL SERVICES	-	485,000.00	48,000.00
		RESIDENTIAL SERVICES - SINGLE FAM REHAB	CDBG GRANT	NON-PERSONNEL SERVICES	1,390,942.93	-	(1,753,094.08)
			INTRA-DISTRICT	PERSONNEL SERVICES	291,882.15	811,548.00	781,748.89
				NON-PERSONNEL SERVICES	2,185,525.28	2,723,417.10	2,721,706.13
			LOCAL FUNDS	PERSONNEL SERVICES	276,834.32	-	(51.55)
				NON-PERSONNEL SERVICES	-	400,890.58	442,553.29
			MOU WITH OFFICE ON AGING	NON-PERSONNEL SERVICES	1,000,000.00	-	-
		SMALL BUSINESS TECHNICAL ASSISTANCE	CDBG GRANT	NON-PERSONNEL SERVICES	3,868,930.47	2,647,767.58	2,647,767.58
RESIDENTIAL AND COMMUNITY SERVICE DIV	Total			42,314,917.43	42,987,849.57	37,443,535.16	
YR END CLOSE	YR END CLOSE	CDBG GRANT	PERSONNEL SERVICES	-	-	(2,669.44)	
		FEDERAL GRANTS	PERSONNEL SERVICES	-	-	(340.78)	
		HUD GRANT - HOME	PERSONNEL SERVICES	-	-	(681.56)	
YR END CLOSE	Total			-	-	(3,691.78)	
Grand Total				181,392,581.21	218,222,470.32	212,406,544.85	

Department of Housing and Community Development
FY19 Budget and Expenditures

Agency Name DEPT. OF HOUSING AND COMM. DEVELOPMENT

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures	Variance	Comments
AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	CDBG GRANT	PERSONNEL SERVICES	124,541.57	100,232.79	215,023.35	(114,790.56)	Shortfall offset by NPS surplus
		HUD GRANT - HOME	PERSONNEL SERVICES	33,294.93	29,437.93	47,035.29	(17,597.36)	Shortfall offset by NPS surplus
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	19,057.40	19,057.40	-	
		INTRA-DISTRICT	PERSONNEL SERVICES	308,128.37	483,673.01	501,845.97	(18,172.96)	Shortfall offset by PS surplus in other activities
		LOCAL FUNDS	PERSONNEL SERVICES	79,970.98	100,308.00	99,846.39	461.61	Not substantial variance
	ACCOUNTING OPERATIONS	Total		545,935.85	732,709.13	882,808.40		
	BUDGET OPERATIONS	CDBG GRANT	PERSONNEL SERVICES	312,247.30	218,009.57	145,676.95	72,332.62	Surplus offsets PS shortfalls in other activities
		HUD GRANT - HOME	PERSONNEL SERVICES	83,486.60	74,658.04	35,468.05	39,189.99	Surplus offsets PS shortfalls in other activities
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	12,585.50	12,585.50	-	
		INTRA-DISTRICT	PERSONNEL SERVICES	365,202.95	260,604.18	259,900.29	703.89	Not substantial variance
		LOCAL FUNDS	PERSONNEL SERVICES	92,106.84	65,044.73	64,791.94	252.79	Not substantial variance
	BUDGET OPERATIONS	Total		853,043.69	630,902.02	518,422.73		
	FISCAL OFFICER	CDBG GRANT	PERSONNEL SERVICES	48,082.42	48,082.42	49,751.30	(1,668.88)	Shortfall offset by NPS surplus
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	5,000.00	4,248.00	360.00	3,888.00	Underspending in Imprest Fund
		HUD GRANT - HOME	PERSONNEL SERVICES	12,854.33	378.90	378.90	-	
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	-	299.62	(299.62)	Not substantial variance
		INTRA-DISTRICT	PERSONNEL SERVICES	118,960.71	116,036.62	115,732.16	304.46	Not substantial variance
		LOCAL FUNDS	PERSONNEL SERVICES	30,872.79	48,077.05	47,939.81	137.24	Not substantial variance
	FISCAL OFFICER	Total		215,770.25	216,822.99	214,461.79		
	AGENCY FINANCIAL OPERATIONS	Total		1,614,749.79	1,580,434.14	1,615,692.92		
AGENCY MANAGEMENT		HOUSING PRODUCTION TRUST FUND	NON-PERSONNEL SERVICES	-	-	(3,200,000.00)	3,200,000.00	Prior year accounting adjustment
	Total			-	-	(3,200,000.00)		
	COMMUNICATIONS	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	4,125.78	8,999.78	-	8,999.78	Underspending in advertising
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	610,561.81	524,462.21	524,462.21	-	
		LOCAL FUNDS	PERSONNEL SERVICES	684,672.09	453,612.96	452,602.87	1,010.09	Not substantial variance
			NON-PERSONNEL SERVICES	65,573.16	16,294.30	9,923.20	6,371.10	Shortfall offset by PS surplus in other activities
		PRIVATE DONATIONS	NON-PERSONNEL SERVICES	20,000.00	20,000.00	-	20,000.00	Revenues not collected in Private Source
	COMMUNICATIONS	Total		1,384,932.84	1,023,369.25	986,988.28		
	CUSTOMER SERVICE	LOCAL FUNDS	NON-PERSONNEL SERVICES	979.74	979.74	-	979.74	Not substantial variance
	CUSTOMER SERVICE	Total		979.74	979.74	-		
	FINANCIAL MANAGEMENT	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	19,636.05	15,000.05	4,446.00	10,554.05	Lower than anticipated audit costs
	FINANCIAL MANAGEMENT	Total		19,636.05	15,000.05	4,446.00		
	FLEET MANAGEMENT	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	15,000.00	-	15,000.00	Fleet charges absorbed in property management
	FLEET MANAGEMENT	Total		-	15,000.00	-		
	INFORMATION TECHNOLOGY	CDBG GRANT	NON-PERSONNEL SERVICES	45,819.39	30,395.80	30,395.80	-	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	224,739.94	221,805.94	132,654.41	89,151.53	Lower than anticipated IT consulting costs
		HPAP - REPAY	NON-PERSONNEL SERVICES	6,319.92	-	-	-	
		HUD GRANT - HOME	NON-PERSONNEL SERVICES	15,799.77	13,325.26	13,325.26	-	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	372,888.46	209,420.34	209,420.34	-	
		LOCAL FUNDS	PERSONNEL SERVICES	672,999.17	718,954.78	717,287.48	1,667.30	Not substantial variance
INFORMATION TECHNOLOGY	Total		1,435,377.98	1,249,594.12	1,138,633.83			
LANGUAGE ACCESS	INTRA-DISTRICT	NON-PERSONNEL SERVICES	5,000.00	-	-	-		
	LOCAL FUNDS	NON-PERSONNEL SERVICES	-	2,700.00	2,700.00	-		
LANGUAGE ACCESS	Total		5,000.00	2,700.00	2,700.00			
LEGAL	INTRA-DISTRICT	PERSONNEL SERVICES	-	775,748.63	775,748.63	-		
		NON-PERSONNEL SERVICES	-	-	-	-		
	LOCAL FUNDS	PERSONNEL SERVICES	1,959,227.89	1,119,649.21	1,112,641.49	7,007.72	Surplus offsets PS shortfalls in other activities	
LEGAL	Total		37,047.07	33,787.25	14,647.55	19,139.70	Shortfall offset by PS surplus in other activities	
LEGAL	Total		1,996,274.96	1,929,185.09	1,903,037.67			

Department of Housing and Community Development
FY19 Budget and Expenditures

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures	Variance	Comments	
AGENCY MANAGEMENT	PERFORMANCE MANAGEMENT	CDBG GRANT	PERSONNEL SERVICES	165,204.32	149,325.37	222,288.71	(72,963.34)	Shortfall offset by NPS surplus	
		HUD GRANT - HOME	PERSONNEL SERVICES	44,165.67	40,728.12	63,748.61	(23,020.49)	Shortfall offset by NPS surplus	
			NON-PERSONNEL SERVICES	-	-	171.10	(171.10)	Not substantial variance	
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	54,569.85	54,568.92	0.93	Not substantial variance	
		INTRA-DISTRICT	PERSONNEL SERVICES	1,542,758.34	895,774.09	892,878.65	2,895.44	Surplus offsets PS shortfalls in other activities	
		LOCAL FUNDS	PERSONNEL SERVICES	548,093.48	675,958.46	675,848.97	109.49	Not substantial variance	
			NON-PERSONNEL SERVICES	45,000.00	55,541.00	47,700.00	7,841.00	Shortfall offset by PS surplus in other activities	
	PERFORMANCE MANAGEMENT	Total		2,345,221.81	1,871,896.89	1,957,204.96			
	PERSONNEL	INTRA-DISTRICT	PERSONNEL SERVICES	-	-	-	-	-	
			NON-PERSONNEL SERVICES	-	59,000.00	59,000.00	-	-	
		LOCAL FUNDS	PERSONNEL SERVICES	337,340.42	267,363.93	261,787.88	5,576.05	Surplus offsets PS shortfalls in other activities	
	PERSONNEL	Total		337,340.42	326,363.93	320,787.88			
	PROPERTY MANAGEMENT	CDBG GRANT	NON-PERSONNEL SERVICES	887,321.66	487,992.51	448,417.44	39,575.07	Surplus in rent due to admin cap	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	280,491.46	423,660.66	379,920.82	43,739.84	Lower than budgeted costs in fixed costs and equipment	
		HPAP - REPAY	NON-PERSONNEL SERVICES	122,389.20	-	-	-	-	
		HUD GRANT - HOME	NON-PERSONNEL SERVICES	305,973.00	28,830.18	28,830.18	-	-	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	1,635,462.25	2,040,224.34	2,040,224.34	-	-	
		LOCAL FUNDS	PERSONNEL SERVICES	508,826.53	541,760.02	540,503.25	1,256.77	Not substantial variance	
			NON-PERSONNEL SERVICES	181,232.00	413,710.22	668,500.68	(254,790.46)	Deficit in rent, offset by surpluses in other activities	
	PROPERTY MANAGEMENT	Total		3,921,696.10	3,936,177.93	4,106,396.71			
	TRAINING AND EMPLOYEE DEVELOPMENT	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	10,308.63	0.25	-	0.25	Not substantial variance	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	205,000.00	133,116.57	133,143.49	(26.92)	Not substantial variance	
		LOCAL FUNDS	PERSONNEL SERVICES	156,021.56	156,704.67	156,360.71	343.96	Not substantial variance	
			NON-PERSONNEL SERVICES	89,434.76	69,434.76	74,098.47	(4,663.71)	Shortfall offset by NPS surplus in other activities	
	TRAINING AND EMPLOYEE DEVELOPMENT	Total		460,764.95	359,256.25	363,602.67			
	AGENCY MANAGEMENT	Total		11,907,224.85	10,729,523.25	7,583,798.00			
	DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	CDBG GRANT	PERSONNEL SERVICES	114,719.90	-	126,934.49	(126,934.49)	Shortfall offset by NPS surplus
			NON-PERSONNEL SERVICES	10,340,000.00	3,347,248.76	3,166,813.97	180,434.79	Surplus offsets PS shortfalls in other activities	
DHCB UNIFIED FUND			NON-PERSONNEL SERVICES	171,649.12	45,011.12	44,931.72	79.40	Not substantial variance	
HUD GRANT - HOME			PERSONNEL SERVICES	22,096.41	-	3.18	(3.18)	Not substantial variance	
HUD GRANT - OTHER			PERSONNEL SERVICES	3,514,735.27	1,801,663.35	1,350,000.00	451,663.35	Grant carryover surplus	
			NON-PERSONNEL SERVICES	-	12,253.11	11,953.49	299.62	Not substantial variance	
INTRA-DISTRICT			NON-PERSONNEL SERVICES	6,000,000.00	14,051.08	-	14,051.08	Surplus offsets PS shortfalls in other activities	
		PERSONNEL SERVICES	2,160,483.11	1,991,930.33	1,986,704.13	5,226.20	Surplus offsets PS shortfalls in other activities		
		NON-PERSONNEL SERVICES	63,363,386.44	123,826,267.49	123,826,240.57	26.92	Not substantial variance		
AFFORDABLE HOUSING PROJECT FINANCING		Total		85,687,070.25	131,038,425.24	130,513,581.55			
COMMUNITY FACILITIES PROJECT FINANCING		CDBG GRANT	NON-PERSONNEL SERVICES	3,575,558.10	3,600,000.00	3,600,000.00	-	-	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	81,325.18	-	81,325.18	No Community Facilities expenditures in this fund source	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	1,253,106.57	1,253,106.57	-	-	
COMMUNITY FACILITIES PROJECT FINANCING		Total		3,575,558.10	4,934,431.75	4,853,106.57			
PRESERVATION FINANCING		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	-	-	
		HOUSING PRESERVATION FUND	PERSONNEL SERVICES	-	-	0.00	(0.00)		
			NON-PERSONNEL SERVICES	-	10,000,000.00	9,069,481.52	930,518.48	Carry-over funding for Small Building Preservation	
		LOCAL FUNDS	PERSONNEL SERVICES	161,761.29	74,739.14	157,037.93	(82,298.79)	Shortfall offset by NPS surplus	
			NON-PERSONNEL SERVICES	10,000,000.00	40,000.00	1,746.72	38,253.28	Surplus offsets shortfall in rent	
PRESERVATION FINANCING		Total		10,161,761.29	10,114,739.14	9,228,266.17			

Department of Housing and Community Development
FY19 Budget and Expenditures

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures	Variance	Comments	
DEVELOPMENT FINANCE DIVISION	TENANT OPPORTUNITY TO PURCHASE ASSIST	INTRA-DISTRICT	NON-PERSONNEL SERVICES	10,000,000.00	4,747,882.67	4,747,882.67	-		
	TENANT OPPORTUNITY TO PURCHASE ASSIST	Total		10,000,000.00	4,747,882.67	4,747,882.67			
DEVELOPMENT FINANCE DIVISION Total				109,424,389.64	150,835,478.80	149,342,836.96			
HOUSING REGULATION ADMINISTRATION	HOUSING RESOURCE CENTER	LOCAL FUNDS	NON-PERSONNEL SERVICES	5,066.39	5,066.39	591.19	4,475.20	Surplus offsets shortfall in rent	
	HOUSING RESOURCE CENTER	Total		5,066.39	5,066.39	591.19			
	INCLUSIONARY ZONING PROGRAM	INTRA-DISTRICT	PERSONNEL SERVICES		-	-	-	-	
		LOCAL FUNDS	PERSONNEL SERVICES		717,092.29	593,640.54	592,344.99	1,295.55	Not substantial variance
		LOCAL FUNDS	NON-PERSONNEL SERVICES		5,000.00	641.20	641.20	-	
	INCLUSIONARY ZONING PROGRAM	Total		722,092.29	594,281.74	592,986.19			
	RENTAL ACCOMMODATIONS DIVISION	LOCAL FUNDS	PERSONNEL SERVICES		897,406.75	849,831.54	908,294.52	(58,462.98)	Shortfall offset by NPS surplus
		LOCAL FUNDS	NON-PERSONNEL SERVICES		25,406.36	51,200.00	26,638.04	24,561.96	Surplus offsets shortfall in rent
	RENTAL ACCOMMODATIONS DIVISION	Total		922,813.11	901,031.54	934,932.56			
	RENTAL CONVERSION AND SALES DIVISION	LOCAL FUNDS	PERSONNEL SERVICES		606,846.06	789,625.59	788,345.02	1,280.57	Not substantial variance
LOCAL FUNDS		NON-PERSONNEL SERVICES		41,246.26	51,700.26	35,418.07	16,282.19	Surplus offsets shortfall in rent	
RENTAL CONVERSION AND SALES DIVISION	Total		648,092.32	841,325.85	823,763.09				
HOUSING REGULATION ADMINISTRATION Total				2,298,064.11	2,341,705.52	2,352,273.03			
NO PROGRAM	NO PROGRAM INFORMATION	LOCAL FUNDS	PERSONNEL SERVICES	-	-	0.00	(0.00)		
	NO PROGRAM INFORMATION	Total		-	-	0.00			
NO PROGRAM Total				-	-	0.00			
PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	CDBG GRANT	PERSONNEL SERVICES	380,590.53	308,392.62	307,174.19	1,218.43	Not substantial variance	
		CDBG GRANT	NON-PERSONNEL SERVICES	1,000,000.00	834,859.99	834,859.99	-		
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	-		
		HUD GRANT - HOME	PERSONNEL SERVICES	94,263.83	87,884.80	87,400.53	484.27	Not substantial variance	
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	62,898.62	62,898.62	-		
		INTRA-DISTRICT	PERSONNEL SERVICES	1,488,482.07	766,401.85	764,355.92	2,045.93	Surplus offsets PS shortfalls in other activities	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	2,193,154.95	2,607,720.51	2,607,720.51	-		
		LOCAL FUNDS	PERSONNEL SERVICES	76,386.05	254,485.90	253,477.90	1,008.00	Not substantial variance	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	733,451.68	672,884.36	672,884.36	-		
		PORTFOLIO AND ASSET MANAGEMENT	Total		5,966,329.11	5,595,528.65	5,590,772.02		
PORTFOLIO AND ASSET MANAGEMENT DIVISION Total				5,966,329.11	5,595,528.65	5,590,772.02			
PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	CDBG GRANT	PERSONNEL SERVICES	100,086.63	100,086.63	198,756.47	(98,669.84)	Shortfall offset by NPS surplus	
		HUD GRANT - HOME	PERSONNEL SERVICES	15,478.49	15,478.49	86,474.34	(70,995.85)	Shortfall offset by NPS surplus	
		HUD GRANT - HOME	NON-PERSONNEL SERVICES	570,000.00	3,000.00	3,000.00	-		
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	65,000.00	65,728.49	(728.49)	Shortfall offset by NPS surplus	
		INTRA-DISTRICT	PERSONNEL SERVICES	922,816.89	495,370.30	493,801.25	1,569.05	Surplus offsets PS shortfalls in other activities	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	10,000.00	3,000.00	3,000.00	-		
		LOCAL FUNDS	PERSONNEL SERVICES	12,543.68	150,194.74	146,657.77	3,536.97	Surplus offsets PS shortfalls in other activities	
		CONTRACT COMPLIANCE	Total		1,630,925.69	832,130.16	997,418.32		

Department of Housing and Community Development
FY19 Budget and Expenditures

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures	Variance	Comments	
PROGRAM MONITORING DIVISION	QUALITY ASSURANCE	CDBG GRANT	PERSONNEL SERVICES	102,799.76	102,799.76	119,438.88	(16,639.12)	Shortfall offset by NPS surplus	
			NON-PERSONNEL SERVICES	-	98,861.68	82,217.00	16,644.68	Surplus offsets PS shortfalls in other activities	
		HUD GRANT - HOME	PERSONNEL SERVICES	82,854.63	47,102.03	47,100.91	1.12	Not substantial variance	
			NON-PERSONNEL SERVICES	-	-	-	-	-	
		HUD GRANT - OTHER	PERSONNEL SERVICES	-	50,000.00	63,321.66	(13,321.66)	Shortfall offset by NPS surplus	
			NON-PERSONNEL SERVICES	-	-	-	-	-	
		INTRA-DISTRICT	PERSONNEL SERVICES	556,963.19	212,368.10	212,368.10	-		
			NON-PERSONNEL SERVICES	-	-	-	-	-	
		LOCAL FUNDS	PERSONNEL SERVICES	-	70,477.58	70,902.91	(425.33)	Not substantial variance	
	NON-PERSONNEL SERVICES	23,000.00	-	-	-	-			
QUALITY ASSURANCE		Total		765,617.58	581,609.15	595,349.46			
PROGRAM MONITORING DIVISION				2,396,543.27	1,413,739.31	1,592,767.78			
Total									
PROPERTY ACQUISITION AND DISPOSITION DIV	PROPERTY ACQUISITION	CDBG GRANT	PERSONNEL SERVICES	8,203.79	-	1,224.26	(1,224.26)	Shortfall offset by NPS surplus	
			NON-PERSONNEL SERVICES	2,000,000.00	1,009,719.90	-	1,009,719.90	Grant carryover surplus	
		INTRA-DISTRICT	PERSONNEL SERVICES	812,175.06	502,710.57	501,019.30	1,691.27	Surplus offsets PS shortfalls in other activities	
			NON-PERSONNEL SERVICES	990,479.00	-	-	-	-	
		LOCAL FUNDS	PERSONNEL SERVICES	149,086.47	353,573.60	354,039.36	(465.76)	Not substantial variance	
	PROPERTY ACQUISITION		Total		3,959,944.32	1,866,004.07	856,282.92		
	PROPERTY ACQUISITION AND DISPOSITION	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	-	-	
		INTRA-DISTRICT	PERSONNEL SERVICES	-	-	-	-	-	
		LOCAL FUNDS	PERSONNEL SERVICES	-	-	-	-	-	
			NON-PERSONNEL SERVICES	-	-	-	-	-	
	PROPERTY ACQUISITION AND DISPOSITION		Total		-	-	-		
	PROPERTY DISPOSITION	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	520,910.02	521,810.02	521,796.16	13.86	Not substantial variance	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	5,200,000.00	3,114,535.08	3,114,535.08	-		
	PROPERTY DISPOSITION		Total		5,720,910.02	3,636,345.10	3,636,331.24		
	PROPERTY MANAGEMENT	INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	99,999.76	99,999.76	-		
	PROPERTY MANAGEMENT		Total		-	99,999.76	99,999.76		
	VACANT AND BLIGHTED PROGRAM	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	300,000.00	200,000.00	130,259.74	69,740.26	Lower than anticipated spending in this activity	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	1,750,000.00	27,077.24	27,077.24	-		
		LOCAL FUNDS	NON-PERSONNEL SERVICES	174,673.00	109,606.16	69,032.02	40,574.14	Surplus offsets shortfall in rent	
VACANT AND BLIGHTED PROGRAM		Total		2,224,673.00	336,683.40	226,369.00			
PROPERTY ACQUISITION AND DISPOSITION DIV				11,905,527.34	5,939,032.33	4,818,982.92			
RENTAL HOUSING COMMISSION	RENTAL HOUSING COMMISSION	LOCAL FUNDS	PERSONNEL SERVICES	1,031,218.51	868,994.20	879,392.87	(10,398.67)	Shortfall offset by NPS surplus	
			NON-PERSONNEL SERVICES	32,652.71	32,652.71	13,449.97	19,202.74	Surplus offsets shortfall in rent	
RENTAL HOUSING COMMISSION		Total		1,063,871.22	901,646.91	892,842.84			
RENTAL HOUSING COMMISSION				1,063,871.22	901,646.91	892,842.84			
RESIDENTIAL AND COMMUNITY SERVICE DIV	COMMUNITY SERVICES - COMM REVITALIZATION	CDBG GRANT	NON-PERSONNEL SERVICES	2,695,886.58	3,808,334.44	1,766,965.82	2,041,368.62	Grant carryover surplus	
	COMMUNITY SERVICES - COMM REVITALIZATION		Total		2,695,886.58	3,808,334.44	1,766,965.82		
	NEIGHBORHOOD-BASED ACTIVITIES	CDBG GRANT	PERSONNEL SERVICES	908,770.86	164,515.55	878,900.30	(714,384.75)	Shortfall offset by NPS surplus	
			NON-PERSONNEL SERVICES	5,000,000.00	6,673,170.18	6,050,682.32	622,487.86	Grant carryover surplus	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	500,000.00	500,000.00	-		
		HUD GRANT - HOME	PERSONNEL SERVICES	24,545.02	-	-	(124.57)	Not substantial variance	
		INTRA-DISTRICT	PERSONNEL SERVICES	5,596.70	-	(421.36)	421.36	Not substantial variance	
		LOCAL FUNDS	PERSONNEL SERVICES	22,454.12	29,507.43	29,507.43	-		
		NON-PERSONNEL SERVICES	171,726.30	137,898.00	125,595.07	12,302.93	Surplus offsets shortfall in rent		
	NEIGHBORHOOD-BASED ACTIVITIES		Total		6,133,093.00	7,505,091.16	7,584,139.19		

Department of Housing and Community Development
FY19 Budget and Expenditures

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures	Variance	Comments		
RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - EAHP	HPAP - REPAY	NON-PERSONNEL SERVICES	-	453,186.00	453,186.00	-			
		LOCAL FUNDS	NON-PERSONNEL SERVICES	2,138,542.25	3,931,060.25	3,905,874.11	25,186.14	Surplus offsets shortfall in rent		
	RESIDENTIAL SERVICES - EAHP	Total		2,138,542.25	4,384,246.25	4,359,060.11				
	RESIDENTIAL SERVICES - HPAP	CDBG GRANT		PERSONNEL SERVICES	253,830.03	36,037.98	186,502.84	(150,464.86)	Shortfall offset by NPS surplus	
				NON-PERSONNEL SERVICES	9,924,441.90	8,570,070.29	8,570,069.13	1.16	Not substantial variance	
				CONTINGENCY RESERVE	-	-	-	-	-	
				HPAP - REPAY	NON-PERSONNEL SERVICES	1,468,241.80	1,338,950.92	1,002,226.57	336,724.35	Lower than anticipated spending in this activity
				HUD GRANT - HOME	PERSONNEL SERVICES	75,629.63	-	70,699.77	(70,699.77)	Shortfall offset by NPS surplus
					NON-PERSONNEL SERVICES	3,192,600.87	2,158,193.71	2,158,193.71	-	
				LOCAL FUNDS	PERSONNEL SERVICES	99,569.50	228,992.52	228,321.12	671.40	Not substantial variance
			NON-PERSONNEL SERVICES	9,060,887.63	7,303,481.92	6,881,931.33	421,550.59	Surplus offsets shortfall in LEAD		
	RESIDENTIAL SERVICES - HPAP	Total		24,075,201.36	19,635,727.34	19,097,944.47				
	RESIDENTIAL SERVICES - LEAD SAFE WASHING	FEDERAL GRANTS		PERSONNEL SERVICES	-	-	(85,014.59)	85,014.59	Closeout of LEAD grant - adjustment	
				NON-PERSONNEL SERVICES	2,250,000.00	-	(484,728.73)	484,728.73	Closeout of LEAD grant - adjustment	
				INTRA-DISTRICT	PERSONNEL SERVICES	591,263.36	88,773.09	87,621.79	1,151.30	Surplus offsets PS shortfalls in other activities
					NON-PERSONNEL SERVICES	1,350,000.00	994,423.98	994,423.98	-	
	RESIDENTIAL SERVICES - LEAD SAFE WASHING	Total		4,191,263.36	1,083,197.07	770,456.08				
	RESIDENTIAL SERVICES - NEAHP	LOCAL FUNDS	NON-PERSONNEL SERVICES	-	244,000.00	244,000.00	-			
	RESIDENTIAL SERVICES - NEAHP	Total		-	244,000.00	244,000.00				
	RESIDENTIAL SERVICES - SINGLE FAM REHAB	INTRA-DISTRICT		PERSONNEL SERVICES	931,236.34	1,428,057.90	1,425,893.84	2,164.06	Surplus offsets PS shortfalls in other activities	
				NON-PERSONNEL SERVICES	2,510,000.00	500,398.96	500,398.96	-		
	RESIDENTIAL SERVICES - SINGLE FAM REHAB	Total		3,441,236.34	1,928,456.86	1,926,292.80				
	SMALL BUSINESS TECHNICAL ASSISTANCE	CDBG GRANT	NON-PERSONNEL SERVICES	1,504,113.42	4,470,252.99	2,971,947.06	1,498,305.93	Grant carryover surplus		
SMALL BUSINESS TECHNICAL ASSISTANCE	Total		1,504,113.42	4,470,252.99	2,971,947.06					
RESIDENTIAL AND COMMUNITY SERVICE DIV	Total		44,179,336.31	43,059,306.11	38,720,805.53					
Grand Total			190,756,035.64	222,396,395.02	212,510,772.00					

Department of Housing and Community Development
FY20 First Quarter Budget and Expenditures

Agency Name		DEPT. OF HOUSING AND COMM. DEVELOPMENT							
Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 YTD Expenditures	Variance	Comments	
AGENCY FINANCIAL OPERATIONS	ACCOUNTING OPERATIONS	CDBG GRANT	PERSONNEL SERVICES	165,185.90	165,185.90	54,544.07	110,641.83	One-quarter of year elapsed	
		HUD GRANT - HOME	PERSONNEL SERVICES	33,949.48	33,949.48	15,211.90	18,737.58	One-quarter of year elapsed	
		HUD GRANT - OTHER	PERSONNEL SERVICES	18,694.66	18,694.66	6,232.84	12,461.82	One-quarter of year elapsed	
		INTRA-DISTRICT	PERSONNEL SERVICES	532,592.47	532,592.47	138,678.16	393,914.31	One-quarter of year elapsed	
		LOCAL FUNDS	PERSONNEL SERVICES	117,560.93	117,560.93	37,820.29	79,740.64	One-quarter of year elapsed	
	ACCOUNTING OPERATIONS Total				867,983.44	867,983.44	252,487.26		
	BUDGET OPERATIONS	CDBG GRANT	PERSONNEL SERVICES	106,240.27	106,240.27	35,485.03	70,755.24	One-quarter of year elapsed	
		HUD GRANT - HOME	PERSONNEL SERVICES	21,834.79	21,834.79	9,496.29	12,338.50	One-quarter of year elapsed	
		HUD GRANT - OTHER	PERSONNEL SERVICES	12,023.56	12,023.56	3,661.21	8,362.35	One-quarter of year elapsed	
		INTRA-DISTRICT	PERSONNEL SERVICES	264,470.45	264,470.45	77,149.15	187,321.30	One-quarter of year elapsed	
		LOCAL FUNDS	PERSONNEL SERVICES	75,609.99	75,609.99	16,962.25	58,647.74	One-quarter of year elapsed	
	BUDGET OPERATIONS Total				480,179.06	480,179.06	142,753.93		
	FISCAL OFFICER	CDBG GRANT	PERSONNEL SERVICES	47,662.74	47,662.74	12,584.03	35,078.71	One-quarter of year elapsed	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	5,000.00	5,000.00	160.00	4,840.00	One-quarter of year elapsed	
		HUD GRANT - HOME	PERSONNEL SERVICES	9,795.78	9,795.78	-	9,795.78	One-quarter of year elapsed	
		HUD GRANT - OTHER	PERSONNEL SERVICES	4,962.62	4,962.62	-	4,962.62	One-quarter of year elapsed	
		INTRA-DISTRICT	PERSONNEL SERVICES	118,649.79	118,649.79	37,433.55	81,216.24	One-quarter of year elapsed	
	FISCAL OFFICER Total				220,419.17	220,419.17	62,761.38		
	AGENCY FINANCIAL OPERATIONS Total				1,568,581.67	1,568,581.67	458,002.57		
	AGENCY MANAGEMENT	HOUSING PRODUCTION TRUST FUND		NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed
Total				-	-	-			
COMMUNICATIONS		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	29,000.00	29,000.00	-	29,000.00	One-quarter of year elapsed	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	790,000.00	659,000.00	48,231.59	610,768.41	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	25,000.00	25,000.00	4,900.00	20,100.00	One-quarter of year elapsed	
			PERSONNEL SERVICES	541,678.61	541,678.61	133,896.71	407,781.90	One-quarter of year elapsed	
		PRIVATE DONATIONS	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
COMMUNICATIONS Total				1,385,678.61	1,254,678.61	187,028.30			
CUSTOMER SERVICE		LOCAL FUNDS	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		Total				-	-		
FINANCIAL MANAGEMENT		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	25,000.00	25,000.00	-	25,000.00	One-quarter of year elapsed	
FINANCIAL MANAGEMENT Total				25,000.00	25,000.00	-			
FLEET MANAGEMENT		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	5,397.35	(5,397.35)	One-quarter of year elapsed	
FLEET MANAGEMENT Total				-	-	5,397.35			
INFORMATION TECHNOLOGY		CDBG GRANT	NON-PERSONNEL SERVICES	54,090.62	54,090.62	7,474.74	46,615.88	One-quarter of year elapsed	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	13,174.59	13,174.59	3,726.68	9,447.91	One-quarter of year elapsed	
		HPAP - REPAY	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		HUD GRANT - HOME	NON-PERSONNEL SERVICES	24,054.59	24,054.59	941.49	23,113.10	One-quarter of year elapsed	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	2,703,702.76	989,986.48	107,678.66	882,307.82	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	78,344.87	78,344.87	15,862.55	62,482.32	One-quarter of year elapsed	
INFORMATION TECHNOLOGY Total				3,542,155.03	1,828,438.75	341,680.28			
LANGUAGE ACCESS	INTRA-DISTRICT	NON-PERSONNEL SERVICES	5,000.00	5,000.00	-	5,000.00	One-quarter of year elapsed		
	LOCAL FUNDS	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed		
LANGUAGE ACCESS Total				5,000.00	5,000.00	-			
LEGAL	INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	56,500.00	-	56,500.00	One-quarter of year elapsed		
		PERSONNEL SERVICES	1,002,707.87	1,002,707.87	243,640.00	759,067.87	One-quarter of year elapsed		
	LOCAL FUNDS	NON-PERSONNEL SERVICES	40,000.00	40,000.00	2,191.46	37,808.54	One-quarter of year elapsed		
LEGAL Total				1,032,564.05	1,032,564.05	260,322.02			
PERFORMANCE MANAGEMENT	CDBG GRANT	PERSONNEL SERVICES	421,700.70	421,700.70	110,816.35	310,884.35	One-quarter of year elapsed		
	HUD GRANT - HOME	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed		
		PERSONNEL SERVICES	85,132.39	85,132.39	23,977.36	61,155.03	One-quarter of year elapsed		
	HUD GRANT - OTHER	PERSONNEL SERVICES	47,401.13	47,401.13	30,463.08	16,938.05	One-quarter of year elapsed		
	INTRA-DISTRICT	PERSONNEL SERVICES	1,043,562.29	1,043,562.29	193,007.94	850,554.35	One-quarter of year elapsed		
	LOCAL FUNDS	NON-PERSONNEL SERVICES	55,541.00	55,541.00	-	55,541.00	One-quarter of year elapsed		
PERFORMANCE MANAGEMENT Total				2,037,476.79	2,037,476.79	413,049.28			
PERSONNEL	INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed		
	LOCAL FUNDS	PERSONNEL SERVICES	474,486.39	474,486.39	71,248.33	403,238.06	One-quarter of year elapsed		
PERSONNEL Total				474,486.39	474,486.39	71,248.33			

Department of Housing and Community Development
FY20 First Quarter Budget and Expenditures

Q 11a and b. FY19-FY20 Budget vs Actual Program Activity.xlsx

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 YTD Expenditures	Variance	Comments	
AGENCY MANAGEMENT	PROPERTY MANAGEMENT	CDBG GRANT	NON-PERSONNEL SERVICES	642,680.93	642,680.93	-	642,680.93	One-quarter of year elapsed	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	156,534.74	156,534.74	18,706.78	137,827.96	One-quarter of year elapsed	
		HPAP - REPAY	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		HUD GRANT - HOME	NON-PERSONNEL SERVICES	285,806.15	285,806.15	-	285,806.15	One-quarter of year elapsed	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	2,728,506.32	2,704,449.32	41,095.34	2,663,353.98	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	141,453.94	141,453.94	51,918.04	89,535.90	One-quarter of year elapsed	
			PERSONNEL SERVICES	515,352.07	515,352.07	-	104,955.64	410,396.43	One-quarter of year elapsed
		PROPERTY MANAGEMENT Total			4,470,334.15	4,446,277.15		216,675.80	
		TRAINING AND EMPLOYEE DEVELOPMENT	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	10,309.00	10,309.00	-	8,702.20	1,606.80
	INTRA-DISTRICT		NON-PERSONNEL SERVICES	146,287.00	91,000.00	-	16,071.73	74,928.27	One-quarter of year elapsed
	LOCAL FUNDS		NON-PERSONNEL SERVICES	82,691.00	82,691.00	-	20,107.33	62,583.67	One-quarter of year elapsed
		PERSONNEL SERVICES	155,300.97	155,300.97	-	42,374.65	112,926.32	One-quarter of year elapsed	
	TRAINING AND EMPLOYEE DEVELOPMENT Total			394,587.97	339,300.97		87,255.91		
	AGENCY MANAGEMENT Total			14,409,990.86	12,542,430.58		1,828,488.73		
DEVELOPMENT FINANCE DIVISION	AFFORDABLE HOUSING PROJECT FINANCING	CDBG GRANT	NON-PERSONNEL SERVICES	8,490,000.00	8,490,000.00	-	8,490,000.00	One-quarter of year elapsed	
			PERSONNEL SERVICES	398,541.51	398,541.51	26,088.09	372,453.42	One-quarter of year elapsed	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		HUD GRANT - HOME	NON-PERSONNEL SERVICES	8,433,755.98	8,433,755.98	-	8,433,755.98	One-quarter of year elapsed	
			PERSONNEL SERVICES	-	-	20,124.92	(20,124.92)	One-quarter of year elapsed	
		HUD GRANT - OTHER	NON-PERSONNEL SERVICES	2,700,070.93	2,700,070.93	-	2,700,070.93	One-quarter of year elapsed	
			PERSONNEL SERVICES	127,929.07	127,929.07	5,378.50	122,550.57	One-quarter of year elapsed	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	252,000.00	252,000.00	(1,320,545.32)	1,572,545.32	One-quarter of year elapsed	
			PERSONNEL SERVICES	1,939,433.71	1,939,433.71	-	485,203.94	1,454,229.77	One-quarter of year elapsed
		AFFORDABLE HOUSING PROJECT FINANCING Total			22,341,731.20	22,341,731.20		(783,749.87)	
	COMMUNITY FACILITIES PROJECT FINANCING	CDBG GRANT	NON-PERSONNEL SERVICES	3,600,000.00	3,600,000.00	-	3,600,000.00	One-quarter of year elapsed	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	542,512.60	542,512.60	-	542,512.60	One-quarter of year elapsed	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
	COMMUNITY FACILITIES PROJECT FINANCING Total			4,142,512.60	4,142,512.60				
	PRESERVATION FINANCING	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	370,000.00	370,000.00	-	370,000.00	One-quarter of year elapsed	
		HOUSING PRESERVATION FUND	NON-PERSONNEL SERVICES	7,800,000.00	12,730,518.48	-	12,730,518.48	One-quarter of year elapsed	
			PERSONNEL SERVICES	-	-	(258.76)	258.76	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	4,040,000.00	40,000.00	-	40,000.00	One-quarter of year elapsed	
		PERSONNEL SERVICES	260,397.87	260,397.87	-	97,949.80	162,448.07	One-quarter of year elapsed	
PRESERVATION FINANCING Total			12,470,397.87	13,400,916.35		97,691.04			
TENANT OPPORTUNITY TO PURCHASE ASSIST	INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	-	(49,491.32)	49,491.32	One-quarter of year elapsed		
TENANT OPPORTUNITY TO PURCHASE ASSIST Total			-	-		(49,491.32)			
DEVELOPMENT FINANCE DIVISION Total			38,954,641.67	39,885,160.15		(735,550.15)			
HOUSING REGULATION ADMINISTRATION	HOUSING RESOURCE CENTER	LOCAL FUNDS	NON-PERSONNEL SERVICES	5,470.00	5,470.00	-	5,470.00	One-quarter of year elapsed	
		HOUSING RESOURCE CENTER Total		5,470.00	5,470.00				
	INCLUSIONARY ZONING PROGRAM	INTRA-DISTRICT	PERSONNEL SERVICES	222,757.10	222,757.10	-	222,757.10	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		PERSONNEL SERVICES	604,781.79	604,781.79	159,829.73	444,952.06	One-quarter of year elapsed		
	INCLUSIONARY ZONING PROGRAM Total			827,538.89	827,538.89		159,829.73		
	RENTAL ACCOMMODATIONS DIVISION	LOCAL FUNDS	NON-PERSONNEL SERVICES	51,200.00	51,200.00	-	51,200.00	One-quarter of year elapsed	
			PERSONNEL SERVICES	1,026,680.43	1,026,680.43	280,605.76	746,074.67	One-quarter of year elapsed	
	RENTAL ACCOMMODATIONS DIVISION Total			1,077,880.43	1,077,880.43		280,605.76		
	RENTAL CONVERSION AND SALES DIVISION	LOCAL FUNDS	NON-PERSONNEL SERVICES	51,700.00	51,700.00	-	2,108.47	49,591.53	One-quarter of year elapsed
		PERSONNEL SERVICES	749,212.15	749,212.15	152,532.81	596,679.34	One-quarter of year elapsed		
RENTAL CONVERSION AND SALES DIVISION Total			800,912.15	800,912.15		154,641.28			
HOUSING REGULATION ADMINISTRATION Total			2,711,801.47	2,711,801.47		595,076.77			
NO PROGRAM	NO PROGRAM INFORMATION	LOCAL FUNDS	PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
	NO PROGRAM INFORMATION Total			-	-				
NO PROGRAM Total			-	-					
PORTFOLIO AND ASSET MANAGEMENT DIVISION	PORTFOLIO AND ASSET MANAGEMENT	CDBG GRANT	NON-PERSONNEL SERVICES	591,538.00	591,538.00	278,971.80	312,566.20	One-quarter of year elapsed	
			PERSONNEL SERVICES	433,814.30	433,814.30	97,355.56	336,458.74	One-quarter of year elapsed	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		HUD GRANT - HOME	PERSONNEL SERVICES	87,582.12	87,582.12	33,474.70	54,107.42	One-quarter of year elapsed	
		HUD GRANT - OTHER	PERSONNEL SERVICES	48,765.10	48,765.10	15,063.58	33,701.52	One-quarter of year elapsed	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	2,195,615.00	3,811,175.28	1,039,962.36	2,771,212.92	One-quarter of year elapsed	
			PERSONNEL SERVICES	2,048,506.43	2,048,506.43	269,589.01	1,778,917.42	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	400,000.00	400,000.00	119,142.30	280,857.70	One-quarter of year elapsed	
			PERSONNEL SERVICES	303,761.67	303,761.67	75,648.34	228,113.33	One-quarter of year elapsed	
		PORTFOLIO AND ASSET MANAGEMENT Total			6,109,582.62	7,725,142.90		1,929,207.65	
	PORTFOLIO AND ASSET MANAGEMENT DIVISION Total			6,109,582.62	7,725,142.90		1,929,207.65		

Department of Housing and Community Development
FY20 First Quarter Budget and Expenditures

Q 11a and b. FY19-FY20 Budget vs Actual Program Activity.xlsx

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 YTD Expenditures	Variance	Comments	
PROGRAM MONITORING DIVISION	CONTRACT COMPLIANCE	CDBG GRANT	PERSONNEL SERVICES	195,520.68	195,520.68	52,742.91	142,777.77	One-quarter of year elapsed	
		HUD GRANT - HOME	NON-PERSONNEL SERVICES	71,214.00	71,214.00	-	71,214.00	One-quarter of year elapsed	
			PERSONNEL SERVICES	39,473.37	39,473.37	15,246.69	24,226.68	One-quarter of year elapsed	
		HUD GRANT - OTHER	PERSONNEL SERVICES	21,978.50	21,978.50	6,397.83	15,580.67	One-quarter of year elapsed	
			NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			PERSONNEL SERVICES	483,878.59	483,878.59	113,019.98	370,858.61	One-quarter of year elapsed	
		LOCAL FUNDS	PERSONNEL SERVICES	136,905.81	136,905.81	32,631.07	104,274.74	One-quarter of year elapsed	
		CONTRACT COMPLIANCE Total			948,970.95	948,970.95	220,038.48		
		QUALITY ASSURANCE	CDBG GRANT	NON-PERSONNEL SERVICES	152,600.00	152,600.00	(2,128.00)	154,728.00	One-quarter of year elapsed
				PERSONNEL SERVICES	161,679.61	161,679.61	44,418.37	117,261.24	One-quarter of year elapsed
	HUD GRANT - HOME		NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			PERSONNEL SERVICES	32,641.25	32,641.25	14,916.32	17,724.93	One-quarter of year elapsed	
	HUD GRANT - OTHER		NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			PERSONNEL SERVICES	18,174.43	18,174.43	11,341.79	6,832.64	One-quarter of year elapsed	
	INTRA-DISTRICT		NON-PERSONNEL SERVICES	-	252,000.00	-	252,000.00	One-quarter of year elapsed	
			PERSONNEL SERVICES	525,161.76	525,161.76	86,650.83	438,510.93	One-quarter of year elapsed	
	LOCAL FUNDS		NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			PERSONNEL SERVICES	113,209.87	113,209.87	23,054.76	90,155.11	One-quarter of year elapsed	
	QUALITY ASSURANCE Total			1,003,466.92	1,255,466.92	178,254.07			
	PROGRAM MONITORING DIVISION Total			1,952,437.87	2,204,437.87	398,292.55			
PROPERTY ACQUISITION AND DISPOSITION DIV	PROPERTY ACQUISITION	CDBG GRANT	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			PERSONNEL SERVICES	-	-	173,364.10	(173,364.10)	One-quarter of year elapsed	
		LOCAL FUNDS	PERSONNEL SERVICES	-	-	46,573.70	(46,573.70)	One-quarter of year elapsed	
	PROPERTY ACQUISITION Total			-	-	219,937.80			
	PROPERTY ACQUISITION AND DISPOSITION	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	964,256.00	964,256.00	-	964,256.00	One-quarter of year elapsed	
			PERSONNEL SERVICES	837,006.42	837,006.42	-	837,006.42	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	158,904.20	158,904.20	-	158,904.20	One-quarter of year elapsed	
			PERSONNEL SERVICES	174,108.95	174,108.95	-	174,108.95	One-quarter of year elapsed	
	PROPERTY ACQUISITION AND DISPOSITION Total			2,134,275.57	2,134,275.57	-			
	PROPERTY DISPOSITION	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	-	(6,052.01)	6,052.01	One-quarter of year elapsed	
	PROPERTY DISPOSITION Total			-	-	(6,052.01)			
	PROPERTY MANAGEMENT	INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
	PROPERTY MANAGEMENT Total			-	-	-			
	VACANT AND BLIGHTED PROGRAM	DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		VACANT AND BLIGHTED PROGRAM Total			-	-	-		
PROPERTY ACQUISITION AND DISPOSITION DIV Total			2,134,275.57	2,134,275.57	213,885.79				
RENTAL HOUSING COMMISSION	RENTAL HOUSING COMMISSION	LOCAL FUNDS	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			PERSONNEL SERVICES	-	-	(964.50)	964.50	One-quarter of year elapsed	
RENTAL HOUSING COMMISSION Total			-	-	(964.50)				
RESIDENTIAL AND COMMUNITY SERVICE DIV	COMMUNITY SERVICES - COMM REVITALIZATION	CDBG GRANT	NON-PERSONNEL SERVICES	3,000,000.00	3,000,000.00	86,986.17	2,913,013.83	One-quarter of year elapsed	
		COMMUNITY SERVICES - COMM REVITALIZATION Total			3,000,000.00	3,000,000.00	86,986.17		
	NEIGHBORHOOD-BASED ACTIVITIES	CDBG GRANT	NON-PERSONNEL SERVICES	7,000,000.00	7,000,000.00	(0.04)	7,000,000.04	One-quarter of year elapsed	
			PERSONNEL SERVICES	902,454.54	902,454.54	216,578.11	685,876.43	One-quarter of year elapsed	
		DHCB UNIFIED FUND	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
			PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		INTRA-DISTRICT	PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	138,812.00	138,812.00	45,150.63	93,661.37	One-quarter of year elapsed	
		PERSONNEL SERVICES	15,472.86	15,472.86	61.80	15,411.06	One-quarter of year elapsed		
	NEIGHBORHOOD-BASED ACTIVITIES Total			8,056,739.40	8,056,739.40	261,790.50			
	RESIDENTIAL SERVICES - EAHP	HPAP - REPAY	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	4,400,000.00	4,400,000.00	604,497.96	3,795,502.04	One-quarter of year elapsed	
	RESIDENTIAL SERVICES - EAHP Total			4,400,000.00	4,400,000.00	604,497.96			
	RESIDENTIAL SERVICES - HPAP	CDBG GRANT	NON-PERSONNEL SERVICES	12,500,000.00	12,500,000.00	281,354.26	12,218,645.74	One-quarter of year elapsed	
			PERSONNEL SERVICES	256,382.74	256,382.74	70,279.35	186,103.39	One-quarter of year elapsed	
		CONTINGENCY RESERVE	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed	
		HPAP - REPAY	NON-PERSONNEL SERVICES	1,576,000.00	1,576,000.00	-	1,576,000.00	One-quarter of year elapsed	
			NON-PERSONNEL SERVICES	6,200,000.00	6,200,000.00	-	6,200,000.00	One-quarter of year elapsed	
			PERSONNEL SERVICES	82,476.16	82,476.16	41,931.26	40,544.90	One-quarter of year elapsed	
		LOCAL FUNDS	NON-PERSONNEL SERVICES	6,378,136.23	6,378,136.23	532,601.82	5,845,534.41	One-quarter of year elapsed	
		PERSONNEL SERVICES	323,988.23	323,988.23	72,075.25	251,912.98	One-quarter of year elapsed		
RESIDENTIAL SERVICES - HPAP Total			27,316,983.36	27,316,983.36	998,241.94				

Department of Housing and Community Development
 FY20 First Quarter Budget and Expenditures

Program Title	Activity Title	Fund Detail Title	GAAP Category Title	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 YTD Expenditures	Variance	Comments
RESIDENTIAL AND COMMUNITY SERVICE DIV	RESIDENTIAL SERVICES - LEAD SAFE WASHING	FEDERAL GRANTS	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed
			PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed
		INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	-	(4,396.40)	4,396.40	One-quarter of year elapsed
			PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed
		LOCAL FUNDS	NON-PERSONNEL SERVICES	-	-	-	-	One-quarter of year elapsed
		Total			-	-	(4,396.40)	
	RESIDENTIAL SERVICES - NEAHP	LOCAL FUNDS	NON-PERSONNEL SERVICES	-	208,000.00	-	208,000.00	One-quarter of year elapsed
		Total			-	208,000.00	-	
	RESIDENTIAL SERVICES - SINGLE FAM REHAB	INTRA-DISTRICT	NON-PERSONNEL SERVICES	-	-	(4,153.14)	4,153.14	One-quarter of year elapsed
			PERSONNEL SERVICES	1,066,626.74	1,066,626.74	353,417.31	713,209.43	One-quarter of year elapsed
		Total			1,066,626.74	1,066,626.74	349,264.17	
	SMALL BUSINESS TECHNICAL ASSISTANCE	CDBG GRANT	NON-PERSONNEL SERVICES	4,000,000.00	4,000,000.00	(39,969.10)	4,039,969.10	One-quarter of year elapsed
		Total			4,000,000.00	4,000,000.00	(39,969.10)	
	RESIDENTIAL AND COMMUNITY SERVICE DIV	Total			47,840,349.50	48,048,349.50	2,256,415.24	
Grand Total				115,681,661.23	116,820,179.71	6,942,854.65		

**DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF THE AGENCY FISCAL OFFICER**



**INDIRECT COST RATE PROPOSAL
FY 2019**

**US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
FEDERAL FUNDING**

SUBMITTED: 03/29/2019

CERTIFICATION OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate submitted herewith and to the best of my knowledge and belief:

1. I certify that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal Awards, OMB Circular 2CFR 200 "Uniform Administrative Requirement" Subpart E "Cost Principles", and in accordance with the Federal Grantor's Approved Cost Allocation Methodology. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Government of the District of Columbia
Department of Housing and Community Development

Signature: _____


Name of Official: Mary R. (Polly) Donaldson
Title: Director
Department of Housing and Community Development

Date of Execution: _____
3.29.19

Signature: _____


Name of Official: Bethany Spooner Shiflett
Title: Agency Fiscal Officer
Department of Housing and Community Development

Date of Execution: _____
3/28/19

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
COST ALLOCATION PLAN
FISCAL YEAR 2019**

I. Background

The Department of Housing and Community Development (DHCD) administers entitlement and other grants awarded by the U.S. Department of Housing and Urban Development (HUD) to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia. The agency runs multiple programs, awarding a combination of loans and grants for development and rehabilitation projects along with home purchase assistance. It is the responsibility of the Office of the Chief Financial Officer (OCFO) to manage the budgeting, accounting and financial reporting of these grants in accordance with Federal Regulations and HUD technical guidance, and to ensure that costs charged to HUD grants are reasonable, allowable and properly allocated to each funding stream.

DHCD's major funding categories are:

1. Community Development Block Grant (CDBG)
2. HOME Grant
3. National Housing Trust Fund Grant (NHTF)
4. Housing Production Trust Fund (HPTF)
5. Local and Special Purpose Revenues

II. Cost Allocation Methodology

The Indirect Cost Rate Proposal for Fiscal Year 2019 seeks to distribute indirect overhead costs to Federal Grants and other funding sources based on the direct allocation method, using Modified Total Direct Costs as the indirect cost base. The intent of this proposal therefore, is to provide an equitable method for allocating indirect overhead costs to all grant and local government appropriations administered by DHCD, and to provide an indirect cost rate to sub-recipients as required under 2 CFR 200.331 for pass-through entities.

According to OMB Circular 2 CFR 200 "Uniform Administrative Requirements" Subpart E "Cost Principles," time and labor charges must be applied to federal funding streams according to how work is actually performed, not how it is budgeted. DHCD employees use PeopleSoft Time and Labor Management System (TLMS) to charge time, and those that work on one or more federal grants or other dedicated funding streams directly charge time according to how their time is worked. For administrative staff, the distribution of charges to various funding streams is identified at the beginning of the fiscal year, based on the percentage of non-personal services project delivery budget by fund source.

Direct charges for non-personal services (NPS) discretionary procurements pertain to contractual services and others services for which the benefit received can be attributed to one or more funding streams. One example of an NPS direct charge procurement is the agency's contract with the third party loan servicer, for which the charges are allocated based on the loan portfolio distribution (see Table 1, below). Travel and training associated with a specific program are similarly considered to be direct charges.

Table 1 – Average Loan Portfolio Balance, by Fund

	2018	2017	2016	2015	2014	5 Yr Avg (2014-2018)	% of Total Portfolio	3 Yr Avg (2016-2018)	% of Total Portfolio
Local	33,321,266.72	28,059,015.00	25,154,696.11	21,791,998	19,954,206	25,656,236	3%	28,844,993	3%
CDBG	284,586,590.40	285,354,340.00	281,943,798.09	279,668,603	303,050,220	286,920,710	29%	283,961,576	26%
HOME	118,093,901.65	118,145,766.00	110,932,460.29	104,039,860	99,230,992	110,088,596	11%	115,724,043	11%
NSP/TCAP	17,132,606.32	17,553,789.00	18,041,778.12	18,298,203	18,367,526	17,878,780	2%	17,576,058	2%
HPTF	722,295,050.62	605,478,625.00	495,820,483.28	407,882,384	351,964,789	516,688,266	51%	607,864,720	55%
HPAP Repay	35,977,126.36	36,431,564.00	36,389,631.28	38,032,899	39,760,109	37,318,266	4%	36,266,107	3%
Unified	13,623,252.45	11,636,452.00	10,394,746.07	11,075,387	11,118,009	11,569,569	1%	11,884,817	1%
Total	1,225,029,794.52	1,102,659,551.00	978,677,593.24	880,789,334	843,445,851	1,006,120,425	100%	1,102,122,313	100%

Indirect costs are those which cannot be readily linked to a specific program, or from which all programs benefit equally. Office supplies, utilities and other facility costs, and general equipment procurements are considered to be indirect costs. Contractual services and other services may be categorized as direct or indirect depending on their nature. For example, temporary services, equipment maintenance, software licenses and advertising/outreach are all considered to be indirect costs because the benefits are shared by all agency programs. The District's general ledger system allows for analysis of expenditures by object, which facilitates the isolation of these indirect costs. Additionally, the ledger supports coding of charges as administrative or project related, which facilitates management of expenditures by fund type and source against administrative cap rates.

III. FY 2018 Actual Expenditures by Fund Type

DHCD's actual expenditures in FY 2018 were \$212.4 million, spread across multiple fund types (see Table 3). The combined Federal operating expenditures represent 14% of the total and consists of \$30.1 million in HUD funding from CDBG, HOME, NHTF and LEAD grants (see Table 4).

The CDBG, HOME and NHTF grants are entitlement grants, each with specific administrative cap limits (see Table 2).

Table 2 – Administrative Cap Rates

Grant Source	Percentage of Award
CDBG	
Entitlement	20%
Program Income	20%
HOME	
Entitlement	10%
Program Income	10%
NHTF	
Entitlement	10%
Program Income	10%

The budget for these funds is developed during the DHCD budget formulation process approximately 14 months prior to the start of the fiscal year and are estimates that incorporate the projected program income and fiscal year grant awards for the agency's entitlement grants and estimated carryover of prior year's awards. Table 4 reflects the FY 2018 grant expenditures by funding source, expenditure category, and administrative or project delivery classification.

Table 3 – FY 2018 Actual Expenditures by Agency Fund and Expenditure Category

GAAP Category	Comp Source Group	Special Purpose										Grand Total											
		Local	Preservation	Contingency	LEAD	CDBG	HOME	NHTF	HPAP Repay	Unified Fund	Aging MOU		HPTF										
-01	0011	5,506,559			114,627	2,394,189	482,327																
	0012	888,950				77,115	8,027																
	0013	80,232				38,120	17,277																
	0014	1,342,461		(0)	41,822	547,386	112,729																
	0015	28,806			176	875	58																
-02	0020	14,528		0							39,686												
	0030					537																	
	0031			(0)		48,182																	
	0032			(0)																			
	0034																						
	0035					22,065																	
	0040					23,757																	
	0041					61,902																	
	0050					983,552																	
	0070					17,852,827			278,671														
	0080																						
Grand Total		14,686,148	10,000,000	3,052,549	435,296	22,050,507	7,614,136	-	1,620,259	4,579,697	0	148,367,953	212,406,545										

Table 4 – FY 2018 Expenditures by Grant and Category

Agy Func	Comp Source Group	Comp Source Group Title	Administrative	Project Delivery	Audit Adjustments	Grand Total
- LEAD	- 0011	REGULAR PAY - CONT FULL TIME		114,627		114,627
	- 0014	FRINGE BENEFITS - CURR PERSONNEL		42,163	(341)	41,822
	- 0015	OVERTIME PAY		176		176
	- 0050	SUBSIDIES AND TRANSFERS		278,671		278,671
LEAD Total				435,637	(341)	435,296
- CDBG	- 0011	REGULAR PAY - CONT FULL TIME	1,331,575	1,062,615		2,394,189
	- 0012	REGULAR PAY - OTHER	62,509	14,605		77,115
	- 0013	ADDITIONAL GROSS PAY	24,384	13,736		38,120
	- 0014	FRINGE BENEFITS - CURR PERSONNEL	321,859	228,197	(2,669)	547,386
	- 0015	OVERTIME PAY	507	367		875
	- 0030	ENERGY, COMM. AND BLDG RENTALS	537			537
	- 0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	48,182			48,182
	- 0034	SECURITY SERVICES	22,065			22,065
	- 0035	OCCUPANCY FIXED COSTS	23,757			23,757
	- 0040	OTHER SERVICES AND CHARGES	61,902			61,902
	- 0041	CONTRACTUAL SERVICES - OTHER	983,552	-		983,552
	- 0050	SUBSIDIES AND TRANSFERS	(1,753,094)	19,605,921		17,852,827
CDBG Total				1,127,735	20,925,441	(2,669)
- HOME	- 0011	REGULAR PAY - CONT FULL TIME	420,040	62,287		482,327
	- 0012	REGULAR PAY - OTHER	8,027			8,027
	- 0013	ADDITIONAL GROSS PAY	12,624	4,654		17,277
	- 0014	FRINGE BENEFITS - CURR PERSONNEL	101,037	12,373	(682)	112,729
	- 0015	OVERTIME PAY	58			58
	- 0041	CONTRACTUAL SERVICES - OTHER	17,688			17,688
	- 0050	SUBSIDIES AND TRANSFERS		6,976,030		6,976,030
HOME Total				559,473	7,055,344	(682)
Grand Total				1,687,209	28,416,422	(3,692)

IV. Calculation of Indirect Cost Rate

In calculating the Modified Total Direct Costs, \$5.0 million in expenditures are indirect facility or general procurement costs. This leaves total Modified Total Direct Costs (MTDC) of \$207 million (see Table 5, below). Forty-eight percent (48%) of indirect costs are facility related.

Table 5 – Calculation of Modified Total Direct Costs

Object Code	Description	Total Expenditures	Less: Exclusions	Total Indirect Costs	Modified Total Direct Costs
- 0011	REGULAR PAY - CONT FULL TIME	13,885,318			13,885,318
- 0012	REGULAR PAY - OTHER	1,282,239			1,282,239
- 0013	ADDITIONAL GROSS PAY	284,434			284,434
- 0014	FRINGE BENEFITS - CURR PERSONNEL	3,305,192			3,305,192
- 0015	OVERTIME PAY	32,620			32,620
		18,789,802	-	-	18,789,802
- 0020	SUPPLIES AND MATERIALS	68,381		68,381	-
- 0030	ENERGY, COMM. AND BLDG RENTALS	18,285		18,285	-
- 0031	TELEPHONE, TELEGRAPH, TELEGRAM, ETC	166,145		166,145	-
- 0032	RENTALS - LAND AND STRUCTURES	2,064,361		2,064,361	-
- 0034	SECURITY SERVICES	76,085		76,085	-
- 0035	OCCUPANCY FIXED COSTS	81,921		81,921	-
- 0040	OTHER SERVICES AND CHARGES	1,597,709		1,487,790	109,919
- 0041	CONTRACTUAL SERVICES - OTHER	7,278,732		731,501	6,547,230
- 0050	SUBSIDIES AND TRANSFERS	181,949,783			181,949,783
- 0070	EQUIPMENT & EQUIPMENT RENTAL	315,340		315,340	-
- 0080	DEBT SERVICE	-			-
		193,616,743	-	5,009,810	188,606,933
		212,406,545	-	5,009,810	207,396,735

Using Total Direct Salaries and Benefits as the indirect cost base, the calculated indirect cost rate is 26.66%. This is the calculation method historically used by DHCD.

$$\frac{\text{Total Indirect Costs}}{\text{Total Salaries \& Benefits}} = \frac{5,009,810}{18,789,802} = 26.66\%$$

Using the MTDC as the indirect cost base, the calculated indirect cost rate is 2.42%.

$$\frac{\text{Total Indirect Costs}}{\text{Total MTDC}} = \frac{5,009,810}{207,396,735} = 2.42\%$$

Table 6, below, shows the allocation of Modified Total Direct Costs by fund type and source. Table 7 shows the FY 2018 allocation of indirect costs based on the calculated rate using each calculated rate above for comparison.

Table 6 – Allocation of Modified Total Direct Costs by Fund Type

CSG	Description	Federal Programs				Non-Federal Programs				Total Non-Federal Direct Programs				Non-Federal Programs				Total Modified Direct Programs
		8200 - LEAD GRANT	8201 - CDBG	8202 - HOME	0250 - CDBG	0100 - Local Fund	0610 - DHCD Unified Fund	0602 - HPAP Repay	0700 - Local Fund HPFF	1734 - Local Fund	8400 - Private Contributions	0100 - Local Fund	0610 - DHCD Unified Fund	0602 - HPAP Repay	0700 - Local Fund HPFF	1734 - Local Fund	8400 - Private Contributions	
1	0011 Salaries for FTE	\$2,891,142.88	\$114,626.64	\$2,394,189.37	\$432,328.97				\$5,508,559					\$5,387,616	\$2.00		\$13,885,317.55	
2	0012 Salaries for Other (Term)	85,141		77,115	8,027				1,197,088					308,148			1,262,239	
3	0013 Additional Costs Pay	55,397		38,120	17,277				680,950					148,804			264,434	
4	0014 Fringe Benefit	701,937	41,822	547,386	112,729				2,603,255	1,342,461				1,260,784	(6)		3,305,182	
5	0015 Overtime	1,109	178	975	56				31,511	28,806				2,705			32,620	
6	Total Personnel	3,834,727	156,635	3,067,685	620,418				14,855,075	7,847,008				7,188,067	(6)		18,789,862	
7	0020 Supplies and Materials																	
8	0030 Utilities																	
9	0031 Telephones/Communications																	
10	0032 Rent/Land/Structures																	
11	0034 Security																	
12	0035 Occupancy Fixed Costs																	
13	0040 Other Svcs & Charges								109,919	2,419				96,786			109,919	
14	0041 Contractual Services								5,545,890	1,154,895				3,925,907			6,547,230	
15	0050 Grants & Subsidies								156,842,255	15,408,483				133,287,434			161,949,783	
16	0070 Equipment																	
17	0090 Land and Building																	
18	Total Non Personnel	26,108,769	276,071	18,838,378	6,983,718				162,488,164	15,884,375	4,620,844		137,320,137	3,052,649			188,008,933	
19	Total Federal Costs	28,843,496	438,296	21,884,064	7,614,136				177,453,238	23,731,383	4,620,844		144,428,203	3,062,549			207,396,735	
20	Total Federal/Non-Federal Costs (A+B)	267,396,735																

Notes
 (A) - The total Federal/Non-Federal cost has been modified to include all indirect and excluded costs.
 (1) - The costs from these line items are considered indirect costs and are excluded from the this schedule and posted in Table 6
 (2) & (3) - Costs in these categories have been allocated direct and indirect using the definitions in OMB Omni Circular, Subpart E, §200.413

Table 7 – Indirect Cost Allocation by Fund Type and Source

Federal Programs	Distribution of Indirect Cost Ctrs				Total Non-Federal Program	Distribution of Indirect Cost Ctrs				Total Non-Federal Program	Distribution of Indirect Cost Ctrs						
	A	B	C	D		F	G	H	I		J	K	L	M	N		
Total Federal Programs	3,834,727	156,625	3,057,685	620,418	14,955,075	7,847,008				14,955,075	7,847,008						
Allocation Base (Salary and Benefits)	26.66%	26.66%	26.66%	26.66%	26.66%	26.66%				26.66%	26.66%						
Indirect Cost Rate	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%				2.42%	2.42%						
Equal Allocation Share of Costs	\$ 1,022,430	\$ 41,760	\$ 815,252	\$ 165,418	\$ 3,987,380	\$ 2,092,200	\$ -	\$ -	\$ -	\$ 3,895,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	20%	1%	16%	2%	60%	47%	0%	0%	0%	38%	0%	0%	0%	0%	0%	0%	100%
Total Federal Programs	29,943,496	435,296	21,894,064	7,614,136	177,453,239	23,731,383	4,620,844	1,620,259	144,428,203	3,052,549	1,620,259	144,428,203	3,052,549	207,396,735			
Indirect Cost Rate	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%	2.42%			
Equal Allocation Share of Costs	\$ 723,306	\$ 10,515	\$ 528,966	\$ 183,925	\$ 4,286,505	\$ 573,248	\$ 111,620	\$ 39,138	\$ 3,488,762	\$ 73,736	\$ -	\$ -	\$ -	\$ 5,009,810			
	14%	0%	11%	4%	60%	11%	2%	1%	70%	1%	0%	0%	0%	100%			

V. Proposed Indirect Cost Rate

The variance between the indirect cost rate calculations using MTDC and Salaries and Benefits is driven by the relatively higher ratio of personal services costs to MTDC charged to federal versus non-federal programs. This distortion is largely caused by the large project expenditures charged to the Housing Production Trust Fund, and the fact that no staffing is assigned to special purpose revenues. Given this variance, it is appropriate to use MTDC as the base. Because a high proportion of DHCD's indirect costs are not facility related, it is reasonable to allocate costs based on where expenditure activity is occurring rather than based strictly on the staffing assigned to various programs.

Therefore, DHCD requests an indirect cost rate of 2.42% of Modified Total Direct Costs for the new program year.

**DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT
FY19\FY20 FEDERAL FUNDING**

Q 12. FY19-FY20 Program Federal Budget.xlsx

Fund Detail	Fund Detail Title	Program Title	FY 2019 Approved Budget	FY 2020 Approved Budget
8200-LEAD GRANT	FEDERAL GRANTS	RESIDENTIAL AND COMMUNITY SERVICE DIV	2,250,000.00	-
		YR END CLOSE	-	-
	FEDERAL GRANTS Total		2,250,000.00	-
8200-LEAD GRANT Total			2,250,000.00	-
8201-CDBG ENTITLEMENT	CDBG GRANT	AGENCY FINANCIAL OPERATIONS	484,871.29	319,088.91
		AGENCY MANAGEMENT	1,098,345.37	1,118,472.25
		DEVELOPMENT FINANCE DIVISION	14,030,278.00	12,488,541.51
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	1,380,590.53	1,025,352.30
		PROGRAM MONITORING DIVISION	202,886.39	509,800.29
		PROPERTY ACQUISITION AND DISPOSITION DIV	2,008,203.79	-
		RESIDENTIAL AND COMMUNITY SERVICE DIV	20,287,042.79	27,658,837.28
		YR END CLOSE	-	-
	CDBG GRANT Total		39,492,218.16	43,120,092.54
8201-CDBG ENTITLEMENT Total			39,492,218.16	43,120,092.54
8202-HOME GRANT	HUD GRANT - HOME	AGENCY FINANCIAL OPERATIONS	129,635.86	65,580.05
		AGENCY MANAGEMENT	365,938.44	394,993.13
		DEVELOPMENT FINANCE DIVISION	3,536,831.68	8,433,755.98
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	94,263.83	87,582.12
		PROGRAM MONITORING DIVISION	668,333.12	143,328.62
		RESIDENTIAL AND COMMUNITY SERVICE DIV	3,292,775.52	6,282,476.16
		YR END CLOSE	-	-
	HUD GRANT - HOME Total		8,087,778.45	15,407,716.06
8202-HOME GRANT Total			8,087,778.45	15,407,716.06
8204-HOUSING TRUST FUND	HUD GRANT - OTHER	AGENCY FINANCIAL OPERATIONS	-	35,680.84
		AGENCY MANAGEMENT	-	47,401.13
		DEVELOPMENT FINANCE DIVISION	6,000,000.00	2,828,000.00
		PORTFOLIO AND ASSET MANAGEMENT DIVISION	-	48,765.10
		PROGRAM MONITORING DIVISION	-	40,152.93
		YR END CLOSE	-	-
	HUD GRANT - OTHER Total		6,000,000.00	3,000,000.00
8204-HOUSING TRUST FUND Total			6,000,000.00	3,000,000.00
Grand Total			55,829,996.61	61,527,808.60

FY 2019 REPROGRAMMINGS

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
1	10/17/2018	APRMW125	2019	\$ 1,412,224.21	Federal	Funds are needed to align the Agency's Budget with the FY19 HUD Action Plan
2	10/17/2018	APRMW130	2019	\$ 11,799,813.00	Federal	Funds are needed to align the Agency's Budget with the FY19 HUD Action Plan
3	11/7/2018	APDMK455	2019	\$ 2,500,000.00	Federal	Funds are needed to align the Agency's Budget with the FY19 HUD Action Plan
4	11/7/2018	APDMK456	2019	\$ 1,695,812.84	Federal	Funds are needed to align the Agency's Budget with the FY19 HUD Action Plan
5	12/4/2018	APDMK994	2019	\$ 1,190,931.29	Intra-District	The funds are needed to provide funding for: water payments/invoices for the inventoried properties in the Vacant & Blighted program (4150) and Tax Credit Asset Management (TCAM) & Amerinat contracts within the Portfolio & Asset Management Program (4510) for FY 2019
6	12/19/2018	APDMK694	2019	\$ 3,681,788.00	Intra-District	Funds are needed to align the Agency's Budget with the FY19 Spending Plan
7	12/26/2018	BJDB0421	2019	\$ 421,457.70	Local	The local funds are being moved to align various programs and activities with the agency's most recent spending plan for FY 2019. The funds are needed to fund agency-wide temporary services and scope of work and inspection services within the Preservation activity. In the Rental Conversion and Rental Accommodations activities, the funds are needed to provide financial and structural reviews. In the Portfolio and Asset Management activity, funds are needed to fully fund the local share of the third-party loan servicing contract costs.
8	1/8/2019	BJDBCR19	2019	\$ 210,000.00	Local	The budget is needed to fund 3 temporary FTEs (Business Process Analyst) in FY 2019 for six months. The FTEs will continue to review the processes in the Permitting and Housing Inspections divisions within DCRA.

FY 2019 REPROGRAMMINGS

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
9	1/9/2019	BJDB0259	2019	\$ 259,054.38	Special Purpose	The funds are needed to support the Community Facilities Program, and specifically, ongoing loan expenditures associated with the Emory Beacon of Light Community Center project. It was originally estimated that this project would be completed in FY18, but construction delays require additional funding authority in FY19. Additional smaller amounts need to be reprogrammed within object classes to align budget with the FY19 spending plan developed in August.
10	1/25/2019	APRMW088	2019	\$ 3,304,187.16	Federal	Funds are needed to ensure the Home Purchase Assistance Program (HPAP) activities can continue to provide district residents payment assistance to purchase homes for the fiscal year
11	2/14/2019	APRMW0399	2019	\$ 2,668,711.23	Federal	Funds are needed to align the Agency's Budget with the FY19 HUD Action Plan
12	4/1/2019	APDMK445	2019	\$ 815,371.10	Intra-District	Funds are needed to ensure the Affordable Housing Financing Program can fund the Walter Reed HELP project outlined in the HUD Action Plan.
13	5/9/2019	APRMW620	2019	\$ 350,000.00	Intra-District	The funds are needed to align the Agency's budget with the updated cost estimate for the Housing Expo.
14	5/10/2019	BJDB0122	2019	\$ 122,389.20	Unified	The funds are needed to cover the allocated fixed costs for Special Purpose Revenue Funds.
15	5/17/2019	APRMW313	2019	\$ 586,445.13	Federal	The Greater Washington Urban League has a signed grant agreement that the Agency partially funded for the first six months of the year. Now, the agency must fund the remaining protion of the grant agreement.

FY 2019 REPROGRAMMINGS

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
16	5/28/2019	APDMK644	2019	\$ 8,072,745.88	Intra-District	The funds are needed to allow for pre-encumbrance of funding for projects scheduled to close in FY 2019, in order to send them forward for Council approval. DFD has several projects in the pipeline for HPTF funding. While they are not likely to fully expend the full amount of the project prior to FY 2019, the entire amount must be committed in order to gain Council approval for the project.
17	6/7/2019	APDMK934	2019	\$ 1,200,000.00	Intra-District	The funds are needed to align the agency's budget appropriately with the agency spending. These funds will be used/disbursed under comp/source/group 50, for the purposes of funding additional project development work at the Emory Beacon Community Center to provide job training and other critical community services.
18	6/25/2019	APDMK339	2019	\$ 154,846.00	Intra-District	The funds are needed to fund Lead projects through September 30th through the Housing Production Trust Fund
19	8/8/2019	APDMK836	2019	\$ 825,000.00	Intra-District	The funds are needed to fund projects scheduled to close in FY 2019.
20	9/20/2019	BJDB0921	2019	\$ 128,709.12	Special Purpose	The funds are needed due to the unexpected demand for HPAP loans.
21	9/30/2019	APRMW233	2019	\$ 2,048,952.68	Intra-District	The funds are needed to support a change in DHCD's personnel cost allocation methodology. Thus, this reclassification of expenditures has created several deficits in different activity areas and the funds will make certain that all PS and NPS cost/expenditures are properly funded to the expenditure level in order to properly close out the fiscal year of 2019.
22	9/30/2019	BJDB0277	2019	\$ 258,000.00	Special Purpose	The funds are needed to make certain that all NPS cost/expenditures for the EAHP program are properly classified by activity code for fiscal year 2019.

FY 2019 REPROGRAMMINGS

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
23	9/30/2019	BJDB1101	2019	\$ 18,400.00	Special Purpose	The funds are needed to make certain that all NPS cost/expenditures are properly funded to the expenditure level in order to properly close out the fiscal year 2019.
24	9/30/2019	BJDB1108	2019	\$ 1,557,339.20	Local	The funds are needed to support a change in DHCD's personnel cost allocation methodology. Thus, this reclassification of expenditures has created several deficits in different activity areas and the funds will make certain that all PS and NPS cost/expenditures are properly funded to the expenditure level in order to properly close out the fiscal year of 2019.
25	9/30/2019	BJDB1205	2019	\$ 1,492,518.00	Local	Year End Local reprogramming

FY 2020 REPROGRAMMINGS

	Date	Doc#	Fiscal Year	Dollar amount	Funding Source	Rationale
1	11/18/2019	APRMW001	2020	\$ 1,924,060.28	INTRA-DISTRICT	I-D funds are being moved to align to FY2020 budget to stay within the admin cap per the HPTF guidelines
2	12/6/2019	BJDB1206	2020	\$ 4,000,000.00	Local	Correct load of Preservation Fund from Fund 0100 to Fund 0101

**DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT
FY19 FEDERAL GRANTS**

Grantor	Federal Grant Number	FISCAL_YEAR	Approp Fund Title	Agy Fund	Agy Fund Title	Grant Cat	Grant Cat Title	Grant No Title	Grant No	GAAP GL Acct Class Title	Expenditures	FTEs
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	(2,036,125.94)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMM DEVELOPMENT BLOCK GRANT	00CDBG	EXPENSES	(138,086.96)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMM DEVELOPMENT BLOCK GRANT	00CDBG	EXPENSES	639,787.87	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMM DEVELOPMENT BLOCK GRANT	00CDBG	EXPENSES	(297.42)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMM DEVELOPMENT BLOCK GRANT	00CDBG	EXPENSES	(14,071,655.02)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	24,934,563.52	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	5,022,596.11	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	138,086.96	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMM DEVELOPMENT BLOCK GRANT	00CDBG	EXPENSES	318.66	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMM DEVELOPMENT BLOCK GRANT	00CDBG	EXPENSES	(639,787.87)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	2,052,152.47	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B18-MC110001	2019	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	14,071,655.02	
Total Authorized Award	15,223,007.00					14.218 Total					29,973,207.40	20.81
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMES	00HOME	EXPENSES	(1,273,203.93)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMES	00HOME	EXPENSES	1,874,531.03	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMES	00HOME	EXPENSES	(36,638.77)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMES	00HOME	EXPENSES	38,312.73	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	1,163,994.55	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMES	00HOME	EXPENSES	(341,287.49)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	2,124,541.74	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMES	00HOME	EXPENSES	(29,687.76)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	1,273,203.93	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	20,489.37	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	341,287.49	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M18-SG110100	2019	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	(1,163,994.55)	
Total Authorized Award	5,637,890.00					14.239 Total					3,991,548.34	4.01
US DEPT OF HOUSING AND URBAN DEVELOPMENT	F18-SG110100	2019	FEDERAL GRANT FUND	8204	HUD GRANT - OTHER	14.275	HOUSING TRUST FUND	NATIONAL HOUSING TRUST FUND	00NHTF	EXPENSES	278,153.32	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	F18-SG110100	2019	FEDERAL GRANT FUND	8204	HUD GRANT - OTHER	14.275	HOUSING TRUST FUND	NATIONAL HOUSING TRUST FUND	00NHTF	EXPENSES	12,130.12	
Total Authorized Award	3,000,000.00					14.275 Total					290,283.44	
Grand Total Authorized Award	23,860,897.00										34,255,039.18	24.82

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* EXPENDITURES INCLUDE CARRY-OVER AUTHORIZED FEDERAL FUNDING FROM PRIOR AWARDS
* NONE OF THE FEDERAL FUNDS ARE SET TO EXPIRE

**DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT
FY20 FEDERAL GRANTS**

Grantor	Federal Grant Number	FISCAL_YEAR	Approp Fund Title	Agy Fund	Agy Fund Title	Grant Cat	Grant Cat Title	Grant No Title	Grant No	GAAP GL Acct Class Title	Expenditures	FTEs
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B19-MC11001	2020	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	(5,145,856.21)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B19-MC11001	2020	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	(591.82)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B19-MC11001	2020	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	1,426,655.95	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	B19-MC11001	2020	FEDERAL GRANT FUND	8201	CDBG GRANT	14.218	COMMUNITY DEVELOPMENT BLOCK GRANTS/ENTITLEMENT G	COMMUNITY DEVELOPMENT BLOCK GRANTS	CDBGEG	EXPENSES	5,053,373.78	
Total Authorized Award	15,189,166.00					14.218 Total					1,333,581.70	24.79
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M19-SG110100	2020	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	20,576.46	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M19-SG110100	2020	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	(147.97)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M19-SG110100	2020	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	175,233.84	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	M19-SG110100	2020	FEDERAL GRANT FUND	8202	HUD GRANT - HOME	14.239	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOME INVESTMENT PARTNERSHIPS PROGRAM	HOMEIP	EXPENSES	(20,341.40)	
Total Authorized Award	5,244,369.00					14.239 Total					175,320.93	3.17
US DEPT OF HOUSING AND URBAN DEVELOPMENT	F19-SG110100	2020	FEDERAL GRANT FUND	8204	HUD GRANT - OTHER	14.275	HOUSING TRUST FUND	NATIONAL HOUSING TRUST FUND	00NHTF	EXPENSES	(147.95)	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	F19-SG110100	2020	FEDERAL GRANT FUND	8204	HUD GRANT - OTHER	14.275	HOUSING TRUST FUND	NATIONAL HOUSING TRUST FUND	00NHTF	EXPENSES	79,343.55	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	F19-SG110100	2020	FEDERAL GRANT FUND	8204	HUD GRANT - OTHER	14.275	HOUSING TRUST FUND	NATIONAL HOUSING TRUST FUND	00NHTF	EXPENSES	11,325.40	
US DEPT OF HOUSING AND URBAN DEVELOPMENT	F19-SG110100	2020	FEDERAL GRANT FUND	8204	HUD GRANT - OTHER	14.275	HOUSING TRUST FUND	NATIONAL HOUSING TRUST FUND	00NHTF	EXPENSES	(11,982.17)	
Total Authorized Award	3,000,000.00					14.275 Total					78,538.83	2.40
Grand Total Authorized Award	23,433,535.00										1,587,441.46	30.36

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*** NONE OF THE FEDERAL FUNDS ARE SET TO EXPIRE**

FY20 PURCHASE ORDER DETAIL REPORT - PROGRAM ALL

Primary Doc Key	Vendor Name	Contact Administrator	Description	Period of Performance	Competition Y/N	PCA	Index Code	Comp Object	Eff Date	Approp Fund	Any Fund	T Code	Car Doc No	Invoice No	Check No	Payment Date	Original Amount	Adjustment	Liquidation	Remaining Balance
PO614126	HOUSING AND DEVELOPMENT SERVC	Rone Snowden	HDS Software Annual Maintenance	12 months	No- Exempt												81,262.07	0.00	0.00	81,262.07
PO614126																	81,262.07	0.00	(81,262.07)	0.00
PO614444	DOCUMENT SYSTEMS INC	LaVerne Law	Document Scanning Projects	Base + 4 Options	Yes												120,500.00	0.00	0.00	120,500.00
PO614444																	25,000.00	0.00	(12,708.63)	107,791.37
																	25,000.00	0.00	0.00	25,000.00
																	4,136.55	0.00	(4,136.55)	0.00
																	0.00	0.00	(3,501.66)	(3,501.66)
																	0.00	0.00	(3,332.80)	(3,332.80)
																	0.00	0.00	(2,172.80)	(2,172.80)
PO614639	MIDTOWN PERSONNEL, INC.	LaVerne Law	Temporary Services	Base + 4 Options	Yes												25,000.00	0.00	(11,143.81)	13,856.19
PO615795	BPHAYS COMPUTER SOLUTIONS IN	Lauren Fair	Maintenance of the Housing Locator Website	12 months	No- Exempt												4,000.00	0.00	0.00	4,000.00
PO615795																	4,000.00	0.00	0.00	4,000.00
PO615796	ASSURED TELEMATICS, INC.	LaVerne Law	Vehicle Tracking System	12 Months	No- Non Competitive												0.00	0.00	(285.45)	(285.45)
PO615796																	0.00	0.00	(285.45)	(285.45)
PO615824	DATAWATCH SYSTEMS	LaVerne Law	Datawatch Monitoring of DRCD Stairwells and Doors	12 months	No- Exempt												4,116.00	0.00	0.00	4,116.00
PO616154	NORTH ARROW, INC	Odette Abraham	Structural Engineer for Condominium Conversion and Sales	12 months	Yes												26,700.00	0.00	0.00	26,700.00
PO616154																	0.00	0.00	(2,108.47)	(2,108.47)
																	26,700.00	0.00	(2,108.47)	24,591.53
																	23,721.31	0.00	0.00	23,721.31
																	0.00	0.00	(175,773.49)	(175,773.49)
																	0.00	0.00	(48,222.65)	(48,222.65)
																	0.00	0.00	(5,713.31)	(5,713.31)
																	0.00	0.00	(217,497.65)	(217,497.65)
																	0.00	0.00	(29,669.49)	(29,669.49)
PO616547	TAX CREDIT ASSET MANAGEMENT	Genee Hayes	Asset Management and Portfolio Overview	Base + 4 Options	Yes												953,820.00	0.00	(513,946.10)	439,873.90
PO616547																	953,820.00	0.00	(513,946.10)	439,873.90
																	953,820.00	0.00	0.00	953,820.00
																	202,334.42	0.00	0.00	202,334.42
																	16,415.47	0.00	0.00	16,415.47
																	0.00	0.00	(136,263.57)	(136,263.57)
																	0.00	0.00	(7,383.29)	(7,383.29)
																	0.00	0.00	(4,428.11)	(4,428.11)
																	0.00	0.00	(135,904.92)	(135,904.92)
																	0.00	0.00	(7,284.90)	(7,284.90)
																	0.00	0.00	(4,417.44)	(4,417.44)
																	0.00	0.00	(92,041.22)	(92,041.22)
																	0.00	0.00	(25,251.09)	(25,251.09)
PO616622	K CONSULTING GROUP, LLC	Odette Abraham	Auditor to Audit Harship Petitions	12 months	Yes												26,000.00	0.00	(975,967.25)	(949,967.25)
PO616622																	26,000.00	0.00	0.00	26,000.00
PO618300	TAX CREDIT ASSET MANAGEMENT	Genee Hayes	Asset Management and Portfolio Overview/phase 1														71,983.73	0.00	0.00	71,983.73
PO618465	AMAR GROUP LLC	Ara Van Balan	Scope Writer	12 months	Yes												4,000.00	0.00	0.00	4,000.00
PO618465																	4,000.00	0.00	0.00	4,000.00
PO619275	PALMER STAFFING SERVICES	Gene Bulmah	Legal Temporary Services	12 months	Yes												15,887.50	0.00	0.00	15,887.50
PO619275																	15,887.50	0.00	0.00	15,887.50
Summary	<i>The information contained in this report is unaudited and unadjusted.</i>																			
Source: CFOsolve																				
4/30/20																				

18. 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 significant 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. For those identified, please include an explanation about the issues involved in each case.

<u>Case Name/Case Number</u>	<u>Case Description</u>	<u>Status</u>
Maria D. Russell v. DC 16-cv-1497	Wrongful termination claim filed under the Americans with Disabilities Act of 1990, DC Human Rights Act, DC Family and Medical Leave Act	Pending. Currently in Discovery. Fact Discovery deadline is 5/5/2020. Expert Disclosure deadline is 7/6/2020. Dispositive Motion deadline is 9/4/2020
Acosta v. DC et al. 2018 CA 005008 B	Employment discrimination	Pending. On 1/2/2020, District filed for Enlargement of Time to File Dispositive Motions and Continue Mediation Scheduled on 3/11/2020
Pamela Johnson v. The District of Columbia 2018 CA No. 18-399	Age discrimination suit	Pending. DC filed Motion for Summary Judgment September 2019.
Jacqueline Robinson vs DC and Eden Teklebrhane 2017 CA 003593 B	Wrongful Termination under the DCFMLA and the D.C. Human Rights	Pending. Partial Summary Judgment granted 12/11/19. Mediation scheduled on 2/25/2020
Tonya Butler-Trusedale v. DCHR and DHCD 2020 CA 000450	Petition for Review of Agency Decision (Appeal of position classification)	Pending. Case Filed 1/21/20
U.S. Bank, NA v. Miller 2019 CA 152 2750 14 th St., NW	Foreclosure action	Pending. DHCD has an ADU covenant. Lender has joined DC. OAG is assisting with negotiations over sale of property and will litigate to protect covenant if necessary. Status conference 5/22/20.
Avedon v. DC., et al. 2017 CA 5152	Mechanic's lien/fraud/breach of contract case involving the property located at 56 th Place NE	Pending. DHCD has a second deed of trust on the property. Discovery ongoing. Mediation 2/4/20.
ADI Construction v. 1345 K St., LLC	Mechanic's lien case	Pending. DHCD has a deed of trust on the property. Bond

2019 CA 4608		has been approved. Notice parties to be dismissed. Status conference 4/10/20.
2016 CA 1340 3659 Horner Place, NE	Mortgage foreclosure surplus matter	Pending. Lender sending \$17,500 to DHCD's loan servicer.
Homebridge v. Cavanaugh 2017 CA 5943	Foreclosure action	Pending. DHCD has an ADU covenant. OAG has filed motion to intervene. Mediation failed but borrower filing renewed application. Status conference 2/21/20
PNC v. DHCD 2019 CA 8517 4816 Texas Ave., SE	Declaratory Judgment Action	PNC seeking Order requiring DHCD to subordinate its lien. OAG preparing Answer to Complaint.
Christina Trust v. Robel Kiefe 2015 CA 910	Mortgage foreclosure surplus matter	Motion to intervene and claim surplus granted. Lender to send \$28,252 to DHCD loan servicer at conclusion of appeal period.

PAYMENT OVER 30 DAYS REPORT

DB0-DEPT. OF HOUSING AND COMM. DEVELOPMENT

Report Run Date: Jan 23, 2020

Report Prompts

Fiscal Year: 2019
 Beginning Date: Oct 1, 2018
 End Date: Sep 30, 2019

Payment Register

Payment Date	Payment Number	Vendor No	Vendor Name	Trans Amt
11/5/2018	001272730	1530208981103	GREATER WASH. URBAN LEAGUE	257,378.20
11/15/2018	001273429	1264261549103	TAX CREDIT ASSET MANAGEMENT	66,254.42
12/7/2018	001275317	1521530696103	SIMON DEV & CONSTRUCTION CORP	8,460.00
01/8/2019	006225301	1521589700000	DC HABITAT FOR HUMANITY	7,650.24
01/8/2019	006225371	1522063213000	PALMER STAFFING SERVICES, INC	3,075.35
02/11/2019	001281687	1412254617103	VETERANS CONTRACTOR ASSISTANCE	31,635.55
02/14/2019	001282028	1521905017103	ARC ENVIRONMENTAL, INC.	950.00
02/14/2019	001282275	1900584098103	GREATER HEIGHTS REMODELERS	23,360.00
05/7/2019	001291481	1202153727103	SB AND COMPANY LLC	14,459.00
06/5/2019	001294694	1264261549103	TAX CREDIT ASSET MANAGEMENT	219,615.58
06/25/2019	001296834	1412254617103	VETERANS CONTRACTOR ASSISTANCE	42,259.41
07/25/2019	001300599	1814160959103	PETWORTH STATION LP	64,823.91
08/2/2019	006277792	1522063213000	PALMER STAFFING SERVICES, INC	10,944.00
08/9/2019	001302145	1522217360103	PROTIVITI GOVERNMENT SERVICES,	21,038.82
08/16/2019	001303028	1812680206103	ST ELIZABETH 1 LP	4,972,376.95
08/19/2019	006282647	1270000798206	COMCAST CORPORATION	315.85
08/23/2019	001303972	1814429774103	DIVERSITY COOPERATIVE IN	14,718.75
09/27/2019	001308452	1352583462103	1736 RHODE ISLAND AVENUE	15,612.53
Total :	18			5,774,928.56

PAYMENT OVER 30 DAYS REPORT

DB0-DEPT. OF HOUSING AND COMM. DEVELOPMENT

Report Run Date: Jan 23, 2020

Report Prompts

Fiscal Year: 2020
 Beginning Date: Oct 1, 2019
 End Date: Jan 23, 2020

Payment Register

Payment Date	Payment Number	Vendor No	Vendor Name	Trans Amt
10/2/2019	001308821	1411951655103	AMERINATIONAL COMMUNITY SVC.	247,041.52
10/22/2019	006300254	1521587542200	DATAWATCH SYSTEMS	343.00
11/4/2019	006303540	1521152624001	UDC CASHIER'S OFFICE	94,834.44
11/18/2019	001314255	1521934645103	DC HOUSING AUTHORITY	99,999.76
11/29/2019	001315515	1264261549103	TAX CREDIT ASSET MANAGEMENT	219,615.58
12/2/2019	006309655	1952051630000	ARAMARK EDUCATIONAL SERV, LLC	7,727.75
12/6/2019	001316197	1530208981103	GREATER WASH. URBAN LEAGUE	13,501.23
12/6/2019	001316200	1300871816103	GLENN ARMS PRESERVATION	167,290.00
12/6/2019	006310442	1471636167000	BEACON CENTER HOUSING LLC	281,576.31
12/9/2019	001316266	1264261549103	TAX CREDIT ASSET MANAGEMENT	192,758.19
12/16/2019	001316876	1411951655103	AMERINATIONAL COMMUNITY SVC.	146,262.24
01/6/2020	001318842	1134236631103	SUPRETECH, INC.	8,033.63
01/8/2020	001319001	1521645512103	MIDTOWN PERSONNEL, INC.	4,156.55
01/10/2020	006316629	1475163544000	NORTH ARROW INC	2,108.47
01/14/2020	006317578	1371719803000	BLUEBAY OFFICE INC	277.11
01/22/2020	006319208	1473838493000	SB WORKS	12.55
Total :	16			1,485,538.33

Department of Housing and Community Development FY2019

Agency Department of Housing and Community Development

Agency Code DB0

Fiscal Year 2019

Mission The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia.

2019 Strategic Objectives

Objective Number	Strategic Objective
1	Increase New Affordable Housing Opportunities.
2	Preserve Existing Affordable Housing Stock.
3	Promote community development activities.
4	Create and maintain a highly efficient, transparent and responsive District government.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Increase New Affordable Housing Opportunities. (12 Measures)					
Percent of loans at least one year old in good standing	Up is Better	Not Available	87.5%	90%	85%
Percent of development finance projects that close within 12 months of selection	Up is Better	Not Available	15%	19.2%	50%
Percentage of IZ lottery notifications sent to households within 7 days after receipt of confirmation from owner of satisfactory registration on dchousingsearch.org	Up is Better	81.5%	97.3%	89.3%	100%
Number of Homebuyer Purchase Assistance Program loans	Up is Better	212	307	351	325
Average number of days between Rental Housing Commission hearing a new case and final decision	Down is Better	30.8	45.8	210	60
Percent of HPAP loans that close within 15 days after final lender package is received.	Up is Better	Not Available	40.8%	72.8%	80%
Percent of HPAP loans subordinated within 45 calendar days upon receipt of a complete subordination package	Up is Better	Not Available	60.3%	47.3%	80%
Number of total new construction affordable rental housing units funded	Up is Better	895	554	609	500
Met HPTF Statutory Requirements - 30 percent AMI	Up is Better		35.5%	76.8%	40%

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
		Not Available			
Met HPTF Statutory Requirements - 50 percent AMI	Up is Better	Not Available	31%	109.5%	40%
Met HPTF Statutory Requirements - 80 percent AMI	Down is Better	Not Available	15%	13.8%	20%
Number of affordable homeownership units produced or preserved	Up is Better	116	48	64	30
2 - Preserve Existing Affordable Housing Stock. (6 Measures)					
Average number of calendar days for compliance review	Down is Better	37	27	38.25	45
Percent of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6 months after DHCD receives compliance approval.	Up is Better	Not Available	67.5%	5%	65%
Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	Up is Better	85	108	61	135
Number of affordable rental housing units preserved (rehabbed)	Up is Better	293	1417	895	780
Percent of hardship petitions processed within 90 calendar days	Up is Better	Not Available	100%	100%	100%
Number of total affordable housing units preserved through OPA acquisition assistance program	Up is Better	Not Available	Not Available	393	Waiting on Data
3 - Promote community development activities. (7 Measures)					
Percent of Storefront Facade projects that are completed within 10-24 weeks after Notice to Proceed.	Up is Better	Not Available	30%	0%	75%
Number of Section 3 Jobs Created	Up is Better	29	27	28	25
Percent of required Asset Management site visits completed	Up is Better	Not Available	100%	100%	100%
Median Number of Months Property is in DHCD's portfolio	Down is Better	Not Available	39	40	40
Number of storefront facades improved	Up is Better	26	32	58	30
Number of properties developed by DHCD (Turn-Key)	Up is Better	1	2	0	5
Percent of Tenant Opportunity Purchase Assistance (TOPA) notices received listed in a published online report on DHCD's website within two weeks	Up is Better	Not Available	100%	100%	100%
4 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)					

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	No data available	90.7%	Not Available
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	84.8%	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	No data available	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	19.3%	7.9%	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Up is Better	Not Available	8.7	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	98.2%	101.1%	Waiting on Data	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	No data available	No applicable incidents	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	9.3%	14.5%	Waiting on Data	Not Available
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Increase New Affordable Housing Opportunities. (3 Activities)			
INCLUSIONARY ZONING PROGRAM	Inclusionary Zoning	Inclusionary Zoning requires that a certain percentage of units in a new development or a substantial rehabilitation that expands an existing building set aside affordable units in exchange for a bonus density. The Housing Regulation Administration Division at DHCD administers the Inclusionary Zoning program, including developer compliance, holding lotteries for District residents to occupy units, and general program policy development.	Daily Service
NEIGHBORHOOD BASED ACTIVITIES	Down Payment Assistance	The Home Purchase Assistance (HPAP) program, Employer Assisted Housing Program (EAHP) and the Negotiated Employer Assisted Housing Program (NEAHP) provides interest-free loans and closing cost assistance to qualified applicants to purchase single family houses, condominiums, or cooperative units. The loan amount is based on a combination of factors, including; income, household size, and the amount of assets that each applicant must commit towards a property's purchase.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
AFFORDABLE HOUSING PROJECT FINANCING	Affordable Housing Project Financing	DHCD's Development Finance Division (DFD) provides funding for the development of rental, homeownership and community facility projects that serve DC neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the agency achieve its annual affordable housing production and preservation goals.	Daily Service
2 - Preserve Existing Affordable Housing Stock. (2 Activities)			
NEIGHBORHOOD BASED ACTIVITIES	Home Rehab Assistance	Single Family Residential Rehabilitation (SFRRP) administers loans and/or grants for home repairs to alleviate DC building code violations and assists homeowners in repairing physical threats to health and safety, and modify and/or eliminate barriers to accessibility for persons with mobility or other physical impairments. SFRRP helps households finance minor home repairs that will; address building code violations, repair roofs, remove threats to health and safety, and modify and/or eliminate barriers to accessibility for persons with mobility or other physical impairments.	Daily Service
RENTAL CONVERSION AND SALES DIVISION	Rental Conversion and Sales	The Rental Conversion and Sale Division at DHCD administers the Rental Housing Conversion and Sale Act of 1980 and the Condominium Act of 1976. Through the Conversion Act, District tenants have the opportunity to purchase rights, tenant first rights of refusal, receipt of offer of sale notices, notices of transfer and the conversion of property to cooperatives or condominiums. The Condominium Act regulates condominium formation and registration of condominium units before a developer may offer units to interested buyers, including administration of the Structure Defect Warranty Claim Program.	Daily Service
3 - Promote community development activities. (7 Activities)			
PORTFOLIO AND ASSET MANAGEMENT	Portfolio and Asset Management	The Portfolio and Asset Management Division (PMD) manages the allocation of Low Income Housing Tax Credits (LIHTC) and provides portfolio management oversight to outstanding loans in the division. The division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts the reviews of the risks and relationships of potential borrowers to protect the Department's assets.	Daily Service
Housing Regulation Oversight	Housing Regulation Administration and Rental Housing Commission	The Housing Regulation Administration (HRA) administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing and other related matters. It is composed of two divisions, the Rental Accommodation Division (RAD) and the Rental Conversion and Sales Division (CASD), and manages the DHCD Housing Resource Center. The Rental Housing Commission is charged with the responsibility of enforcing the Rental Housing Act of 1985 through statutory functions. Although the Commission is an independent quasi-judicial body, it has direct reporting responsibility to DHCD on administrative, management and budgetary matters.	Daily Service
Program Monitoring	Program Monitoring	The Office of Program Monitoring (OPM) conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include contract compliance, quality assurance to ensure compliance with federal and local regulations, and affordability covenant compliance to ensure project maintains compliance throughout the duration of the projects period of affordability. OPM staff performs project reviews of environmental standards, Davis Bacon, relocation, fair housing and Section 3 as each project relates to these programs. Project compliance takes the form of annual report reviews and on-site visits to properties where file reviews and physical inspections occur. As the monitoring entity for the Internal Revenue Service (IRS) on the Low	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
		Income Housing Tax Credits (LIHTC) Program and HUD on the HOME, Community Development Block Grant (CDBG) and ESG Programs, DHCD reports directly to them on issues of non-compliance.	
COMMUNITY DEVELOPMENT	Foster Small Business Development	Grantee organizations provide technical assistance, support and training to small and retail businesses focusing on neglected commercial corridors in low and moderate income areas in the District of Columbia. The program does not provide grants, loans, or direct subsidies to businesses. The neighborhood areas where grantees currently operate include, but are not limited to: Anacostia, Congress Heights, Columbia Heights, Adams Morgan, Mount Pleasant, Georgia Avenue, Petworth, Rhode Island Avenue NE, and Deanwood/Marshall Heights. Grantee organizations are also involved in business attraction and retention. Assistance provided includes micro-loan packaging, business planning, entrepreneurial training, one-on-one business technical assistance, tax preparation assistance, accounting assistance, or legal assistance. Grantee organizations also provide collective business support activities, such as the formation of business alliances, business corridor promotion, mass marketing, volume discount efforts, and collective space management. Through these organizations, DHCD is also heavily involved in neighborhood revitalization efforts in these areas, including major commercial project planning and interagency business development coordination.	Daily Service
HOUSING RESOURCE CENTER	Housing Resource Center	The DHCD Housing Resource Center is open Monday – Friday from 8:30 am – 3:30 pm for residents to obtain information about affordable housing options, attend events, and use computers to access DCHousingSearch.org, a free listing service that provides easy access to information about housing opportunities within the District of Columbia.	Daily Service
NEIGHBORHOOD BASED ACTIVITIES	Housing Counseling	Residential and Community Services works through Community Based Organizations (CBO) to provide comprehensive housing counseling services and other community economic development activities.	Daily Service
PROPERTY MANAGEMENT	Maintain DHCD's property portfolio	The Property Acquisition and Disposition Division (PADD) stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District and transforming vacant and/or abandoned properties into productive use. PADD acquires vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation or tax sale foreclosure when owners are unwilling or unable to maintain their properties; and it disposes of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/ or multifamily for-sale housing in District neighborhoods.	Daily Service

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Affordable Housing Project Financing (2 Measures)			
Number of loan closings	28	28	28
Number of financial applications submitted	43	48	64
1 - Down Payment Assistance (1 Measure)			

Measure	FY 2016	FY 2017	FY 2018
Number of HPAP applications received	661	767	904
1 - Inclusionary Zoning (1 Measure)			
Number of IZ units available for occupancy	191	149	134
2 - Home Rehab Assistance (2 Measures)			
Number of Single FamilyRehab applications received	51	59	99
Number of Lead Safe Washington applications received	18	26	21
2 - Rental Conversion and Sales (1 Measure)			
Number of TOPA notices processed	1554	1345	1620
3 - Foster Small Business Development (1 Measure)			
Number of small business technical assistance sessions	4077	10,503	11,963
3 - Housing Counseling (1 Measure)			
Number of housing counseling sessions given	32,736	24,281	36,255
3 - Housing Regulation Administration and Rental Housing Commission (2 Measures)			
Number of Rental Housing Commission appeals disposed	17	16	11
Number of hardship petitions received	Not Available	2	2
3 - Housing Resource Center (1 Measure)			
Number of customers who utilize the Housing Resources Center	6589	6338	5475
3 - Maintain DHCD's property portfolio (2 Measures)			
Number of properties acquired	8	4	2
Number of total properties disposed	1	6	18
3 - Portfolio and Asset Management (2 Measures)			
Number of loans serviced by a third-party vendor	7744	31,380	32,067

Measure	FY 2016	FY 2017	FY 2018
Number of submitted financial reviews	145	285	1121
3 - Program Monitoring (2 Measures)			
Number of compliance reviews completed	198	119	106
Number of Davis Bacon inspections	170	115	139

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Affordable Housing Project Financing (5 Strategic initiatives)		
Commitment of local and Federal Resources	<p>In FY19, DHCD will continue to fully commit unprecedented local and federal resources towards affordable housing production and preservation. To ensure adequate flow of funds, the Development Finance Division will take the following measures in FY19:</p> <p>In FY19, DHCD will release two Request for Proposals (RFP) per year, which will increase the number of potential applicants /projects requiring funding.</p> <p>In FY19, DHCD will expend enough funds to reduce its fund balance.</p>	09-30-2019
Public Private Preservation Fund	<p>In FY19, DHCD will launch the Preservation Fund, in partnership with Local Initiatives Support Corp. and Capital Impact Partners.</p> <p>In FY19, DHCD will fund, at least, 8 properties through the Preservation Program.</p> <p>The goal of this fund is to facilitate early investments while leveraging greater amounts of private capital to preserve affordable housing.</p>	09-30-2019
Small Properties Program	<p>In FY19, DHCD will utilize information collected from the FY18 Small Buildings Pilot Program to further redesign the program and identify additional less restrictive funding sources to release an RFP with increased funding availability. This initiative will assist with smaller properties that have 5-50 units.</p> <p>Small Buildings Program Objective: The Department of Housing and Community Development (DHCD) and the Department of Consumer and Regulatory Affairs (DCRA) have joined together to minimize health risks in the home through Small Building Program.</p> <p>The partnership was created to improve housing conditions in the District by eliminating safety hazards and building sustainable housing choices. The program will enhance the existing services offered by the Department of Energy and Environment (DOEE) to reduce environmental hazards.</p>	09-30-2019
Implementation of DOPA	<p>In FY19, the DHCD Preservation Unit beginning to review DOPA notices to determine if the district will exercise its rights. Currently, the district receives between 1-4 notices per month resulting in approximately, 25-50 notices potentially reviewed for DOPA eligibility this upcoming fiscal year.</p> <p>In FY19, DHCD will release an RFP to prequalified developers to determine interest in the properties being</p>	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
	considered for preservation. The Preservation Unit is preparing to conduct approximately 25 RFPs for the fiscal year.	
Improve TOPA	In FY19, DHCD will improve preservation under the Tenant Opportunity to Purchase Act (TOPA) and TOPA exemptions by providing financial incentives for preservation in TOPA transactions, including predevelopment work, legal services, third-party reports and acquisition bridge financing.	09-30-2019
Foster Small Business Development (1 Strategic Initiative)		
PADD ReBoot	<p>In FY19, DHCD will solicit the services of a contractor to devise a strategic plan to acquire and dispose of properties within a specified time frame.</p> <p>In FY19, PADD will monitor construction activities for the over 30 Vacant to Vibrant auction properties.</p> <p>In FY19, PADD will acquire, at least, 25 new properties.</p> <p>In FY19, DHCD intends to hire a PADD Program Manager.</p>	09-30-2019
Home Rehab Assistance (1 Strategic Initiative)		
Program Merger	<p>In FY19, DHCD will collapse the Single Family Residential Rehabilitation Program (SFRRP), Lead Safe, Safe at Home and Healthy Homes programs to report to one manager to create program efficiency and effectiveness.</p> <p>In FY19, DHCD will develop and publish a new streamlined application process for eligible DC residents.</p>	09-30-2019
Housing Resource Center (1 Strategic Initiative)		
Upgrade Housing Resource Center	In FY19, DHCD DCHousingSearch.org to increase functionality and contain more affordable housing information for individuals utilizing the system. In FY19, DHCD will work to automate the HRC system and resources.	12-31-2018
Inclusionary Zoning (1 Strategic Initiative)		
Inclusionary Zoning	<p>DHCD submitted emergency regulations for the Inclusionary Zoning (IZ) Program in FY17.</p> <p>In FY19, DHCD will ensure completion of permanent regulations by first (1st) quarter.</p>	12-31-2018
Rental Conversion and Sales (1 Strategic Initiative)		
Revamp RCS Program	<p>In FY19, DHCD will hire new Rental Conversion and Sales Administrator by 2nd Quarter of FY19.</p> <p>In FY19, DHCD will evaluate current operational procedures and implement technology solutions to enhance program (on-line forms and upgraded systems).</p> <p>In FY19, DHCD will review current legislation and regulations and recommend technical revisions by 4th Quarter of FY19.</p>	09-30-2019

Department of Housing and Community Development FY2019

Agency Department of Housing and Community Development

Agency Code DB0

Fiscal Year 2019

Mission The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia.

Summary of Services Rental Conversion and Sale Division: Administers the Rental Housing Conversion and Sale Act of 1980 and the Condominium Act of 1976. Housing Regulation Administration: Administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing and other related matters. HRA also manages the Housing Resource Center. Development Finance Division: Provides funding for the development of rental, homeownership and community facility developments that serve District of Columbia neighborhoods. Property Acquisition and Disposition Division: Stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District, and transforming vacant and/or abandoned residential properties into homeownership opportunities or District of Columbia residents at all income levels. Residential and Community Services Division: Provides funding for programs focused on housing needs and neighborhood revitalization. Portfolio and Asset Management Division: Manages the allocation of Low Income Housing Tax Credits and provides portfolio management oversight to outstanding loans. Office of Program Monitoring: Conducts oversight and reviews of DHCD projects and funding recipients. Rental Housing Commission: Charged with enforcing the Rental Housing Act of 1985.

2019 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
In FY19 the agency preserved 1,148 units of existing affordable housing through its preservation fund.	The agency was able to successfully deploy \$57 million over the course of the last two fiscal years. Due to the success of the initiative the fund will grow to over \$100 million in the coming fiscal year. As the funds are deployed as short term loans, repayment will begin in the coming year creating resources to reuse these dollars to preserve even more units in the coming years.	The preservation unit and our fund managers coordinated the use of District money, with a three to one match of private funding, to facilitate loans for the acquisition and preservation of naturally affordable rental buildings.
In FY19 the agency disposed of 20 properties from its inventory through auction, conservation easements and adjacent property sale.	For the first time in several years over 80% of the agency's inventory is in active deposition.	The agency is actively addressing vacant and blighted properties in all 8 wards of the city. Over 100 affordable housing units will be produced as a result the active dispositions of our inventory.
In FY19, after years of working to do so DHCD fully committed its outstanding accrued HPTF fund balance.	Doing this has positioned the agency to better forecast resource needs and allocations to achieve Mayor Bowser's bold goal to produce 36,000 units of housing (12,000 affordable units) by 2025.	HPTF is the District's primary tool to produce and preserve affordable housing. Getting inherited funds committed and out the door means that more units will be produced, provide more safe and affordable housing options for residents.

2019 Key Performance Indicators

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
1 - Increase New Affordable Housing Opportunities. (12 Measures)											
Percent of loans at least one year old in good standing	Annually	87.5%	90%	85%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90.5%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Number of total new construction affordable rental housing units funded	Quarterly	554	609	500	224	121	61	276	682	Met	
Met HPTF Statutory Requirements - 30 percent AMI	Quarterly	35.5%	76.8%	40%	18%	11%	10%	9%	12%	Unmet	<p>The 30% AMI category was not achieved because: There were 30% units that were not funded with HPTF, but were funded with other sources in FY19 that are not counted in this measure – these projects added another 75 30% AMI units for FY19. Including all sources, DFD obligated funds for 258 30% AMI units out of a total of 1,067 units funded in FY19.</p> <p>The projects that utilized HPTF for 30% AMI units were mixed –income, which is a best practice in affordable housing, and included only a small proportion of 30% AMI units to avoid concentrating poverty.</p> <p>It is important to note that DHCD far exceeded its goal for units at 50% AMI and below, with 80% of HPTF funding obligated going to these households.</p>
Met HPTF Statutory Requirements - 50 percent AMI	Quarterly	31%	109.5%	40%	82%	89%	51%	84%	76.5%	Met	
Met HPTF Statutory Requirements - 80 percent AMI	Quarterly	15%	13.8%	20%	0%	0%	40%	7%	11.8%	Met	
Number of affordable homeownership units produced or preserved	Quarterly	48	64	30	0	0	10	2	12	Unmet	<p>This goal was not achieved because there are a limited number of homeownership projects currently in the DFD funding pipeline. Only two small homeownership projects closed this year. Another 54 homeownership units are currently in the underwriting pipeline.</p>

2 - Preserve Existing Affordable Housing Stock. (6 Measures)

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Average number of calendar days for compliance review	Annually	27	38.25	45	Annual Measure	Annual Measure	Annual Measure	Annual Measure	25.25	Met	
Percent of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6 months after DHCD receives compliance approval.	Quarterly	67.5%	5%	65%	100%	38%	42%	66%	61.5%	Nearly Met	In FY19, DHCD prioritized older, legacy projects, and therefore compliance review on those projects was not met within 6 months.
Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	Quarterly	108	61	135	3	8	12	3	26	Unmet	This historically sought to measure the rehab activity of both Single Family Residential Rehab and the Lead Safe Washington Program. The Lead Safe Washington grant ended in FY 18. The total number of projects submitted all represent single family rehab projects, which accurately tracks with historical levels for this portion of the measure.
Number of affordable rental housing units preserved (rehabbed)	Quarterly	1417	895	780	202	0	84	246	532	Unmet	In FY19, 532 affordable rental housing units were rehabilitated in four projects. This represents half of the 1,067 units funded with DFD funds, therefore, the number of units rehabilitated was proportionate with the number of projects that resources were able to fund. There are 919 rehabilitation units currently in DFD's pipeline for future closings.
Percent of hardship petitions processed within 90 calendar days	Annually	100%	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
Number of total affordable housing units preserved through OPA acquisition assistance program	Quarterly	Not Available	393	20	0	0	0	22	22	Met	
3 - Promote community development activities. (7 Measures)											

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percent of Storefront Facade projects that are completed within 10-24 weeks after Notice to Proceed.	Annually	30%	0%	75%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	65%	Unmet	The federal shut down delayed the execution of grant agreements then inclement weather further stalled construction on most projects until late Spring. There was also a change in compliance in approving projects from all of the grant projects and to each address listed for the project.
Number of Section 3 Jobs Created	Annually	27	28	25	Annual Measure	Annual Measure	Annual Measure	Annual Measure	35	Met	
Percent of required Asset Management site visits completed	Annually	100%	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
Median Number of Months Property is in DHCD's portfolio	Annually	39	40	40	Annual Measure	Annual Measure	Annual Measure	Annual Measure	40	Met	
Number of storefront facades improved	Quarterly	32	58	30	3	4	2	32	41	Met	DHCD's OPM implemented new/additional vetting steps that prolonged the approval process of projects submitted by the Grantees. That in turned delayed the execution date of grant agreements, thus, the first phases of pre-construction was four (4) months behind schedule and most construction did not begin until the summer months.
Number of properties developed by DHCD (Turn-Key)	Quarterly	2	0	5	0	0	2	3	5	Met	
Percent of Tenant Opportunity Purchase Assistance (TOPA) notices received listed in a published online report on DHCD's website within two weeks	Quarterly	100%	100%	100%	100%	100%	100%	100%	100%	Met	
4 - Create and maintain a highly efficient, transparent and responsive District government. (8 Measures)											
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Annually	New in 2019	New in 2019	61.5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	92.4%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Annually	New in 2019	New in 2019	61.5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data		
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Annually	New in 2019	New in 2019	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	99.8%	Nearly Met	vendors needed additional documentation.
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Annually	New in 2019	New in 2019	0.1%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data		
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Annually	New in 2019	New in 2019	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data		
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Annually	New in 2019	New in 2019	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Not Available		
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Annually	New in 2019	New in 2019	60%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data		
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Annually	New in 2019	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	

*Mayoral agencies include agencies under the Health and Human Services, Education, Public Safety and Justice, Operations and Infrastructure, Economic Development, and Internal Services clusters. It excludes all independent agencies and select EOM agencies.

*The HR management, Financial Management, IT Policy and FOIA Compliance, and Contracts and Procurement measures were collected for all mayoral agencies in FY 2019. OCA calculates these measures based on summary-level data from various agencies, and cannot verify the accuracy of any calculations.

*The 2019 DC Enterprise Data Inventory (EDI) contains datasets published on DC's Open Data Portal, which is current as of March 9, 2019, and any datasets published to the portal after the above date were not included in the measure's calculation.

*Due to data lags, FY 2019 data for the following core business measures will be published in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

2019 Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
1 - Affordable Housing Project Financing (2 Measures)							
Number of loan closings	28	28	6	2	3	7	18
Number of financial applications submitted	48	64	Annual Measure	Annual Measure	Annual Measure	Annual Measure	71

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
1 - Down Payment Assistance (1 Measure)							
Number of HPAP applications received	767	904	34	156	336	779	1305
1 - Inclusionary Zoning (1 Measure)							
Number of IZ units available for occupancy	149	134	19	18	59	156	252
2 - Home Rehab Assistance (2 Measures)							
Number of Single FamilyRehab applications received	59	99	3	62	26	41	132
Number of Lead Safe Washington applications received	26	21	0	0	0	0	0
2 - Rental Conversion and Sales (1 Measure)							
Number of TOPA notices processed	1345	1620	350	325	375	370	1420
3 - Foster Small Business Development (1 Measure)							
Number of small business technical assistance sessions	10,503	11,963	199	2555	2325	1794	6873
3 - Housing Counseling (1 Measure)							
Number of housing counseling sessions given	24,281	36,255	4491	10,780	10,679	8374	34,324
3 - Housing Regulation Administration and Rental Housing Commission (2 Measures)							
Number of Rental Housing Commission appeals disposed	16	11	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9
Number of hardship petitions received	2	2	2	1	0	0	3
3 - Housing Resource Center (1 Measure)							
Number of customers who utilize the Housing Resources Center	6338	5475	1421	1564	1729	1590	6304
3 - Maintain DHCD's property portfolio (2 Measures)							
Number of properties acquired	4	2	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Number of total properties disposed	6	18	Annual Measure	Annual Measure	Annual Measure	Annual Measure	20
3 - Portfolio and Asset Management (2 Measures)							
Number of loans serviced by a third-party vendor	31,380	32,067	8170	8267	8287	8355	33,079
Number of submitted financial reviews	285	1121	84.5	84.5	84.5	84.5	338
3 - Program Monitoring (2 Measures)							
Number of compliance reviews completed	119	106	28	19	26	39	112
Number of Davis Bacon inspections	115	139	19	32	56	33	140

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Increase New Affordable Housing Opportunities. (3 Activities)			
INCLUSIONARY ZONING PROGRAM	Inclusionary Zoning	Inclusionary Zoning requires that a certain percentage of units in a new development or a substantial rehabilitation that expands an existing building set aside affordable units in exchange for a bonus density. The Housing Regulation Administration Division at DHCD administers the Inclusionary Zoning program, including developer compliance, holding lotteries for District residents to occupy units, and general program policy development.	Daily Service
NEIGHBORHOOD BASED ACTIVITIES	Down Payment Assistance	The Home Purchase Assistance (HPAP) program, Employer Assisted Housing Program (EAHP) and the Negotiated Employer Assisted Housing Program (NEAHP) provides interest-free loans and closing cost assistance to qualified applicants to purchase single family houses, condominiums, or cooperative units. The loan amount is based on a combination of factors, including; income, household size, and the amount of assets that each applicant must commit towards a property's purchase.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
AFFORDABLE HOUSING PROJECT FINANCING	Affordable Housing Project Financing	DHCD's Development Finance Division (DFD) provides funding for the development of rental, homeownership and community facility projects that serve DC neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the agency achieve its annual affordable housing production and preservation goals.	Daily Service
2 - Preserve Existing Affordable Housing Stock. (2 Activities)			
NEIGHBORHOOD BASED ACTIVITIES	Home Rehab Assistance	Single Family Residential Rehabilitation (SFRRP) administers loans and/or grants for home repairs to alleviate DC building code violations and assists homeowners in repairing physical threats to health and safety, and modify and/or eliminate barriers to accessibility for persons with mobility or other physical impairments. SFRRP helps households finance minor home repairs that will; address building code violations, repair roofs, remove threats to health and safety, and modify and/or eliminate barriers to accessibility for persons with mobility or other physical impairments.	Daily Service
RENTAL CONVERSION AND SALES DIVISION	Rental Conversion and Sales	The Rental Conversion and Sale Division at DHCD administers the Rental Housing Conversion and Sale Act of 1980 and the Condominium Act of 1976. Through the Conversion Act, District tenants have the opportunity to purchase rights, tenant first rights of refusal, receipt of offer of sale notices, notices of transfer and the conversion of property to cooperatives or condominiums. The Condominium Act regulates condominium formation and registration of condominium units before a developer may offer units to interested buyers, including administration of the Structure Defect Warranty Claim Program.	Daily Service
3 - Promote community development activities. (7 Activities)			
PORTFOLIO AND ASSET MANAGEMENT	Portfolio and Asset Management	The Portfolio and Asset Management Division (PMD) manages the allocation of Low Income Housing Tax Credits (LIHTC) and provides portfolio management oversight to outstanding loans in the division. The division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts the reviews of the risks and relationships of potential borrowers to protect the Department's assets.	Daily Service
Housing Regulation Oversight	Housing Regulation Administration and Rental Housing Commission	The Housing Regulation Administration (HRA) administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing and other related matters. It is composed of two divisions, the Rental Accommodation Division (RAD) and the Rental Conversion and Sales Division (CASD), and manages the DHCD Housing Resource Center. The Rental Housing Commission is charged with the responsibility of enforcing the Rental Housing Act of 1985 through statutory functions. Although the Commission is an independent quasi-judicial body, it has direct reporting responsibility to DHCD on administrative, management and budgetary matters.	Daily Service
Program Monitoring	Program Monitoring	The Office of Program Monitoring (OPM) conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include contract compliance, quality assurance to ensure compliance with federal and local regulations, and affordability covenant compliance to ensure project maintains compliance throughout the duration of the projects period of affordability. OPM staff performs project reviews of environmental standards, Davis Bacon, relocation, fair housing and Section 3 as each project relates to these programs. Project compliance takes the form of annual report reviews and on-site visits to properties where file reviews and physical inspections occur. As the monitoring entity for the Internal Revenue Service (IRS) on the Low Income Housing Tax Credits (LIHTC) Program and HUD on the HOME, Community Development Block Grant (CDBG) and ESG Programs, DHCD reports directly to them on issues of non-compliance.	Daily Service
COMMUNITY DEVELOPMENT	Foster Small Business Development	Grantee organizations provide technical assistance, support and training to small and retail businesses focusing on neglected commercial corridors in low and moderate income areas in the District of Columbia. The program does not provide grants, loans, or direct subsidies to businesses. The neighborhood areas where grantees currently operate include, but are not limited to: Anacostia, Congress Heights, Columbia Heights, Adams Morgan, Mount Pleasant, Georgia Avenue, Petworth, Rhode Island Avenue NE, and Deanwood/Marshall Heights. Grantee organizations are also involved in business attraction and retention. Assistance provided includes micro-loan packaging, business planning, entrepreneurial training, one-on-one business technical assistance, tax preparation assistance, accounting assistance, or legal assistance. Grantee organizations also provide collective business support activities, such as the formation of business alliances, business corridor promotion, mass marketing, volume discount efforts, and collective space management. Through these organizations, DHCD is also heavily involved in neighborhood revitalization efforts in these areas, including major commercial project planning and interagency business development coordination.	Daily Service
HOUSING RESOURCE CENTER	Housing Resource Center	The DHCD Housing Resource Center is open Monday – Friday from 8:30 am – 3:30 pm for residents to obtain information about affordable housing options, attend events, and use computers to access DCHousingSearch.org, a free listing service that provides easy access to information about housing opportunities within the District of Columbia.	Daily Service
NEIGHBORHOOD BASED ACTIVITIES	Housing Counseling	Residential and Community Services works through Community Based Organizations (CBO) to provide comprehensive housing counseling services and other community economic development activities.	Daily Service
PROPERTY MANAGEMENT	Maintain DHCD's property portfolio	The Property Acquisition and Disposition Division (PADD) stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District and transforming vacant and/or abandoned properties into productive use. PADD acquires vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation or tax sale foreclosure when owners are unwilling or unable to maintain their properties; and it disposes of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/ or multifamily for-sale housing in District neighborhoods.	Daily Service

2019 Strategic Initiatives

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Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Affordable Housing Project Financing (5 Strategic initiatives)				
Commitment of local and Federal Resources	<p>In FY19, DHCD will continue to fully commit unprecedented local and federal resources towards affordable housing production and preservation. To ensure adequate flow of funds, the Development Finance Division will take the following measures in FY19:</p> <p>In FY19, DHCD will release two Request for Proposals (RFP) per year, which will increase the number of potential applicants / projects requiring funding.</p> <p>In FY19, DHCD will expend enough funds to reduce its fund balance.</p>	Complete	In FY19 DFD obligated \$130.8 million in combined resources (CDBG, Housing Production Trust Fund, HOME, National Housing Trust Fund), closing on projects with 1,067 affordable housing units.	
Public Private Preservation Fund	<p>In FY19, DHCD will launch the Preservation Fund, in partnership with Local Initiatives Support Corp. and Capital Impact Partners.</p> <p>In FY19, DHCD will fund, at least, 8 properties through the Preservation Program.</p> <p>The goal of this fund is to facilitate early investments while leveraging greater amounts of private capital to preserve affordable housing.</p>	Complete	In FY19, DHCD launched the program in partnership with Local Initiatives Support Corp. and Capital Impact Partners. DHCD funded the closing of 12 properties which preserved 1148 affordable housing units.	
Small Properties Program	<p>In FY19, DHCD will utilize information collected from the FY18 Small Buildings Pilot Program to further redesign the program and identify additional less restrictive funding sources to release an RFP with increased funding availability. This initiative will assist with smaller properties that have 5-50 units.</p> <p>Small Buildings Program Objective: The Department of Housing and Community Development (DHCD) and the Department of Consumer and Regulatory Affairs (DCRA) have joined together to minimize health risks in the home through Small Building Program.</p> <p>The partnership was created to improve housing conditions in the District by eliminating safety hazards and building sustainable housing choices. The program will enhance the existing services offered by the Department of Energy and Environment (DOEE) to reduce environmental hazards.</p>	25-49%	In Q4 of FY19, DHCD relaunched the Small Building Program as of September 9, 2019.	This initiative is continuous. DHCD relaunched the Small Building Program as of September 9, 2019.
Implementation of DOPA	<p>In FY19, the DHCD Preservation Unit beginning to review DOPA notices to determine if the district will exercise its rights. Currently, the district receives between 1-4 notices per month resulting in approximately, 25-50 notices potentially reviewed for DOPA eligibility this upcoming fiscal year.</p> <p>In FY19, DHCD will release an RFP to prequalified developers to determine interest in the properties being considered for preservation. The Preservation Unit is preparing to conduct approximately 25 RFPs for the fiscal year.</p>	50-74%	In FY19, DHCD expressed interest on 14 properties and released 13 RFPs.	DHCD Preservation Unit conducted approximately 13 RFPs out of 25 for the fiscal year 2019.
Improve TOPA	In FY19, DHCD will improve preservation under the Tenant Opportunity to Purchase Act (TOPA) and TOPA exemptions by providing financial incentives for preservation in TOPA transactions, including predevelopment work, legal services, third-party reports and acquisition bridge financing.	0-24%	In FY19, DHCD put forth the TOPA LIHTC Exemption bill to assist with the preservation of affordable housing in LIHTC properties by facilitating the entry and exit LIHTC investment dollars into properties so that they will continue to serve as covenant restricted affordable housing.	In Q4, the Preservation Officer worked with the Senior Policy Advisor to submit legislation that would assist LIHTC properties in year 15 to not have to undergo TOPA. This is a recommendation from the Strike Force report."
Foster Small Business Development (1 Strategic Initiative)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
PADD ReBoot	<p>In FY19, DHCD will solicit the services of a contractor to devise a strategic plan to acquire and dispose of properties within a specified time frame.</p> <p>In FY19, PADD will monitor construction activities for the over 30 Vacant to Vibrant auction properties.</p> <p>In FY19, PADD will acquire, at least, 25 new properties.</p> <p>In FY19, DHCD intends to hire a PADD Program Manager.</p>	75-99%	<p>In Q4, PADD continues to monitor construction activities for the 30 plus Vacant to Vibrant auction properties.</p> <p>In Q4, PADD is continuing to dispose of Vacant to Vibrant properties from FY18 and FY19.</p> <p>In Q4, PADD disposed of 5 properties thru 2019 Vacant to Vibrant.</p>	<p>PADD continues to monitor the construction activity of 30+ properties.</p> <p>PADD continues to dispose of Vacant to Vibrant properties from FY18 and FY19.</p>
Home Rehab Assistance (1 Strategic Initiative)				
Program Merger	<p>In FY19, DHCD will collapse the Single Family Residential Rehabilitation Program (SFRRP), Lead Safe, Safe at Home and Healthy Homes programs to report to one manager to create program efficiency and effectiveness.</p> <p>In FY19, DHCD will develop and publish a new streamlined application process for eligible DC residents.</p>	Complete	Lead Safe Washington no longer exists as a distinct program. All applications from homeowners for lead abatement services are now addressed through the existing Single Family Rehab process.	
Housing Resource Center (1 Strategic Initiative)				
Upgrade Housing Resource Center	In FY19, DHCD DCHousingSearch.org to increase functionality and contain more affordable housing information for individuals utilizing the system. In FY19, DHCD will work to automate the HRC system and resources.	Complete	In FY19, DHCD DCHousingSearch.org rolled out a new home page and improved search features, including ability to search for Inclusionary Zoning (IZ) properties only, search by zip code or neighborhood and an enhanced map.	
Inclusionary Zoning (1 Strategic Initiative)				
Inclusionary Zoning	<p>DHCD submitted emergency regulations for the Inclusionary Zoning (IZ) Program in FY17.</p> <p>In FY19, DHCD will ensure completion of permanent regulations by first (1st) quarter.</p>	Complete	In FY17, Permanent regulations were published in the DC Register on December 29, 2017, Vol. 64/52.	
Rental Conversion and Sales (1 Strategic Initiative)				
Revamp RCS Program	<p>In FY19, DHCD will hire new Rental Conversion and Sales Administrator by 2nd Quarter of FY19.</p> <p>In FY19, DHCD will evaluate current operational procedures and implement technology solutions to enhance program (on-line forms and upgraded systems).</p> <p>In FY19, DHCD will review current legislation and regulations and recommend technical revisions by 4th Quarter of FY19.</p>	Complete	<p>In Q2 FY19, DHCD hired a new Rental Conversion and Sales Administrator.</p> <p>In Q4 FY18, RCS has updated operational procedures related to the processing of condo registrations to reduce processing time. The division is now providing weekly information to Community Based Organizations (CBO)s and the public about Tenant Opportunity to Purchase Act (TOPA) notices .</p> <p>In Q4 FY18, RCS has made some rental conversion and sales forms fillable via the DHCD website which reduces processing times by eliminating delays via mail.</p>	

Department of Housing and Community Development FY2020

Agency Department of Housing and Community Development

Agency Code DBO

Fiscal Year 2020

Mission The mission of the Department of Housing and Community Development (DHCD) is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia.

Strategic Objectives

Objective Number	Strategic Objective
1	Increase New Affordable Housing Opportunities.
2	Preserve Existing Affordable Housing Stock.
3	Promote community development activities.
4	Create and maintain a highly efficient, transparent, and responsive District government.

Key Performance Indicators

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
1 - Increase New Affordable Housing Opportunities. (10 Measures)					
Percent of loans at least one year old in good standing	Up is Better	87.5%	90%	90.5%	85%
Number of total new construction affordable rental housing units funded	Up is Better	554	609	682	500
Number of affordable homeownership units produced or preserved	Up is Better	48	64	12	30
Percent of development finance projects closed within 12 months of selection	Up is Better	15%	19.2%	36%	50%
Number of Homebuyer Purchase Assistance Program (HPAP) loans	Up is Better	307	351	351	325
Met HPTF Statutory Requirements - 30 percent AMI	Up is Better	35.5%	76.8%	12%	40%
Met HPTF Statutory Requirements - 50 percent AMI	Up is Better	31%	109.5%	76.5%	40%
Met HPTF Statutory Requirements - 80 percent AMI	Down is Better	15%	13.8%	11.8%	20%
Percentage of IZ lottery notifications sent to households within 7 days after receipt of confirmation from owner of satisfactory registration on dchousingsearch.org	Up is Better	97.3%	89.3%	100%	100%
Percent of HPAP loans that close within 60 days after final lender package is received.	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
2 - Preserve Existing Affordable Housing Stock. (11 Measures)					
Average number of calendar days for compliance review	Down is Better	27	38.25	25.25	45
Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	Up is Better	108	61	26	135
Number of affordable rental housing units preserved (rehabbed)	Up is Better	1417	895	532	780
Percent of hardship petitions processed within 90 calendar days	Up is Better	100%	100%	100%	100%

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Percent of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6 months after DHCD receives compliance approval.	Up is Better	67.5%	5%	61.5%	65%
Number of small buildings awarded funding to abate code violations	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Number of affordable units preserved and/or rehabilitated through the program	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percent of required audited financial statements collected for multi-family projects	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percent of risk ratings completed for multi-family projects	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Percent of conversion applications reviewed and processed within 30 days to better inform preservation initiatives and policy.	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Residential Rehabilitation Program (SFRRP) projects completed this FY that started construction within 6 months after SFRRP received final compliance approval.	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
3 - Promote community development activities. (8 Measures)					
Number of Section 3 Jobs Created	Up is Better	27	28	35	25
Median Number of Months Property is in DHCD's portfolio	Down is Better	39	40	40	40
Number of storefront facades improved	Up is Better	32	58	41	30
Percent of Tenant Opportunity Purchase Assistance (TOPA) notices received listed in a published online report on DHCD's website within two weeks	Up is Better	100%	100%	100%	100%
Percent of Storefront Facade projects that are completed within 10-24 weeks after Notice to Proceed.	Up is Better	30%	0%	65%	75%
Number of properties developed by DHCD (Turn-Key)	Up is Better	2	0	5	5
Number of properties awarded to pre-qualified developers (DOPA)	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
Number of developers selected for DHCD DOPA pre-qualified developers pool	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020

Core Business Measures

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
4 - Create and maintain a highly efficient, transparent, and responsive District government. (10 Measures)				
Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent	Up is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Percent of local budget de-obligated to the general fund at the end of year	Down is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Quick Payment Act (QPA) Compliance - Percent of QPA eligible invoices paid within 30 days	Up is Better	New in 2019	New in 2019	99.8%
Human Resource Management - Average number of days to fill vacancy from post to offer acceptance	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft	Up is Better	New in 2019	New in 2019	Waiting on Data

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Human Resource Management - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft	Up is Better	New in 2019	New in 2019	81.5%
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal	Up is Better	New in 2019	No Applicable Incidents	Not Available
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management – Percent of new hires that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020
Human Resource Management – Percent of employees that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020

*The above measures were collected for all mayoral agencies in FY2019. The 2019 open data inventory includes data for calendar year 2018. Due to data lags, FY2019 data for the following core business measures will be available in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Increase New Affordable Housing Opportunities. (3 Activities)			
INCLUSIONARY ZONING PROGRAM	Inclusionary Zoning	Inclusionary Zoning requires that a certain percentage of units in a new development or a substantial rehabilitation that expands an existing building set aside affordable units in exchange for a bonus density. The Housing Regulation Administration Division at DHCD administers the Inclusionary Zoning program, including developer compliance, holding lotteries for District residents to occupy units, and general program policy development.	Daily Service
NEIGHBORHOOD BASED ACTIVITIES	Down Payment Assistance	The Home Purchase Assistance (HPAP) program, Employer Assisted Housing Program (EAHP) and the Negotiated Employer Assisted Housing Program (NEAHP) provides interest-free loans and closing cost assistance to qualified applicants to purchase single family houses, condominiums, or cooperative units. The loan amount is based on a combination of factors, including; income, household size, and the amount of assets that each applicant must commit towards a property's purchase.	Daily Service
AFFORDABLE HOUSING PROJECT FINANCING	Affordable Housing Project Financing	DHCD's Development Finance Division (DFD) provides funding for the development of rental, homeownership and community facility projects that serve DC neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the agency achieve its annual affordable housing production and preservation goals.	Daily Service
2 - Preserve Existing Affordable Housing Stock. (3 Activities)			
RENTAL CONVERSION AND SALES DIVISION	Rental Conversion and Sales	The Rental Conversion and Sale Division at DHCD administers the Rental Housing Conversion and Sale Act of 1980 and the Condominium Act of 1976. Through the Conversion Act, District tenants have the opportunity to purchase rights, tenant first rights of refusal, receipt of offer of sale notices, notices of transfer and the conversion of property to cooperatives or condominiums. The Condominium Act regulates condominium formation and registration of condominium units before a developer may offer units to interested buyers, including administration of the Structure Defect Warranty Claim Program.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
NEIGHBORHOOD BASED ACTIVITIES	Home Rehab Assistance	Single Family Residential Rehabilitation (SFRRP) administers loans and/or grants for home repairs to alleviate DC building code violations and assists homeowners in repairing physical threats to health and safety, and modify and/or eliminate barriers to accessibility for persons with mobility or other physical impairments. SFRRP helps households finance minor home repairs that will; address building code violations, repair roofs, remove threats to health and safety, and modify and/or eliminate barriers to accessibility for persons with mobility or other physical impairments.	Daily Service
Small Properties Program	Small Properties Program	Small Properties Program	Daily Service
3 - Promote community development activities. (8 Activities)			
PORTFOLIO AND ASSET MANAGEMENT	Portfolio and Asset Management	The Portfolio and Asset Management Division (PMD) manages the allocation of Low Income Housing Tax Credits (LIHTC) and provides portfolio management oversight to outstanding loans in the division. The division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts the reviews of the risks and relationships of potential borrowers to protect the Department's assets.	Daily Service
COMMUNITY DEVELOPMENT	Foster Small Business Development	Grantee organizations provide technical assistance, support and training to small and retail businesses focusing on neglected commercial corridors in low and moderate income areas in the District of Columbia. The program does not provide grants, loans, or direct subsidies to businesses. The neighborhood areas where grantees currently operate include, but are not limited to: Anacostia, Congress Heights, Columbia Heights, Adams Morgan, Mount Pleasant, Georgia Avenue, Petworth, Rhode Island Avenue NE, and Deanwood/Marshall Heights. Grantee organizations are also involved in business attraction and retention. Assistance provided includes micro-loan packaging, business planning, entrepreneurial training, one-on-one business technical assistance, tax preparation assistance, accounting assistance, or legal assistance. Grantee organizations also provide collective business support activities, such as the formation of business alliances, business corridor promotion, mass marketing, volume discount efforts, and collective space management. Through these organizations, DHCD is also heavily involved in neighborhood revitalization efforts in these areas, including major commercial project planning and interagency business development coordination.	Daily Service
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NEIGHBORHOOD BASED ACTIVITIES	Housing Counseling	Residential and Community Services works through Community Based Organizations (CBO) to provide comprehensive housing counseling services and other community economic development activities.	Daily Service
PROPERTY MANAGEMENT	Maintain DHCD's property portfolio	The Property Acquisition and Disposition Division (PADD) stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District and transforming vacant and/or abandoned properties into productive use. PADD acquires vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation or tax sale foreclosure when owners are unwilling or unable to maintain their properties; and it disposes of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/ or multifamily for-sale housing in District neighborhoods.	Daily Service
Housing Regulation Oversight	Rental Accommodations Division	The Housing Regulation Administration (HRA) administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing and other related matters. It is composed of two divisions, the Rental Accommodation Division (RAD) and the Rental Conversion and Sales Division (CASD), and manages the DHCD Housing Resource Center.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
Program Monitoring	Program Monitoring	<p>The Office of Program Monitoring (OPM) conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include contract compliance, quality assurance to ensure compliance with federal and local regulations, and affordability covenant compliance to ensure project maintains compliance throughout the duration of the projects period of affordability.</p> <p>OPM staff performs project reviews of environmental standards, Davis Bacon, relocation, fair housing and Section 3 as each project relates to these programs. Project compliance takes the form of annual report reviews and on-site visits to properties where file reviews and physical inspections occur. As the monitoring entity for the Internal Revenue Service (IRS) on the Low Income Housing Tax Credits (LIHTC) Program and HUD on the HOME, Community Development Block Grant (CDBG) and ESG Programs, DHCD reports directly to them on issues of non-compliance.</p>	Daily Service
Implementation of DOPA (District Opportunity to Purchase Act)	Implementation of DOPA (District Opportunity to Purchase Act)	Implementation of DOPA (District Opportunity to Purchase Act)	Daily Service

Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
1 - Affordable Housing Project Financing (4 Measures)			
Number of affordable housing projects closed	28	28	18
Number of financial applications submitted	48	64	71
Number of affordable units preserved through the Housing Preservation Fund	New in 2020	New in 2020	New in 2020
Number of total affordable housing units preserved through TOPA acquisition assistance program	Not Available	393	22
1 - Down Payment Assistance (2 Measures)			
Number of Home Purchase Assistance Program (HPAP) completed applications received by Administrators	767	904	1305
Number of Employer Assisted Housing Program (EAHP) completed applications received by Administrators	New in 2020	New in 2020	New in 2020
1 - Inclusionary Zoning (1 Measure)			
Number of IZ units available for occupancy	149	134	252
2 - Home Rehab Assistance (2 Measures)			
Number of Single Family Rehab applications received	59	99	132
Number of Single Family Residential Rehabilitation Program (SFRRP) projects completed	New in 2020	New in 2020	New in 2020
2 - Rental Conversion and Sales (1 Measure)			
Number of TOPA notices processed	1345	1620	1420
2 - Small Properties Program (3 Measures)			
Number of applications received per grant cycle	New in 2020	New in 2020	New in 2020
Number of applications processed for funding	New in 2020	New in 2020	New in 2020
Number of affordable units repaired through the Small Building Program	New in 2020	New in 2020	New in 2020

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
3 - Foster Small Business Development (1 Measure)			
Number of small business technical assistance sessions	10,503	11,963	6873
3 - Housing Counseling (1 Measure)			
Number of housing counseling sessions given	24,281	36,255	34,324
3 - Implementation of DOPA (District Opportunity to Purchase Act) (3 Measures)			
Number of DOPA properties reviewed for DOPA eligibility	New in 2020	New in 2020	New in 2020
Number of properties DHCD expresses interest in pursuing DOPA rights	New in 2020	New in 2020	New in 2020
Number of units pursued through the District Opportunity to Purchase Act	New in 2020	New in 2020	New in 2020
3 - Maintain DHCD's property portfolio (2 Measures)			
Number of properties acquired	4	2	0
Number of total properties disposed	6	18	20
3 - Portfolio and Asset Management (4 Measures)			
Number of loans serviced by a third-party vendor	31,380	32,067	33,079
Number of submitted financial reviews	285	1121	338
Number of multi-family site inspections conducted for physical condition	New in 2020	New in 2020	New in 2020
Number of required Asset Management site visits completed	New in 2020	New in 2020	New in 2020
3 - Program Monitoring (2 Measures)			
Number of compliance reviews completed	119	106	112
Number of Davis Bacon inspections	115	139	140
3 - Rental Accommodations Division (3 Measures)			
Number of customers utilizing the Housing Resources Resource Center	6338	5475	6304
Number of hardship petitions received	2	2	3
Number of outreach sessions conducted	New in 2020	New in 2020	New in 2020

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Affordable Housing Project Financing (7 Strategic initiatives)		
Commitment of Local and Federal Resources	In FY20, DHCD Development Finance Division (DFD) will highlight the use of new available tools, award Notice of Funding Availability (NOFA) funding to one (1) project located in an opportunity zone.	09-30-2020
Commitment of Local and Federal Resources	In FY20, DHCD Development Finance Division (DFD) will complete a cost containment review of DHCD's underwriting and fee standards for affordable housing financing to ensure standards are in line with national best practices/guidelines (National Council of State Housing Agencies and other related guidelines) and other similar high-cost communities to complement work undergoing at the Office of Planning and sister agencies regarding construction costs studies.	09-30-2020

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Housing Preservation Fund	In FY20, DHCD will evaluate applications from the FY19 Request for Applications (RFA) and award FY20 Housing Preservation Fund (HPF) funds to a fund manager(s) who will underwrite and finance preservation activities in the District.	09-30-2020
Housing Preservation Fund	In FY 20, HPF will be able to fund District Opportunity to Purchase Act (DOPA) eligible properties, as well as, properties located in Opportunity Zones.	09-30-2020
Small Properties Program	In FY20, the Small Building Program will implement a new requirement for all applicants to attend a Property Management Course. Required attendees will include property owners and limited-equity cooperatives (LEC) boards.	09-30-2020
Small Properties	In FY20, the Small Building Program will explore in-house preparation of the scope of work rather than through a competitive solicitation in order to increase efficiency, reduce time in the application process, and potentially, save dollars that are currently allocated for this requirement.	09-30-2020
Implementation of DOPA	7) In FY20, DHCD Housing Preserving Unit will evaluate the District Opportunity to Purchase Act (DOPA) transactions for all eligible properties. This includes assessing the effectiveness of the program, tracking interest from Pre-Approved Developers on the properties, and how the affordability restrictions can be implemented.	09-30-2020
Foster Small Business Development (4 Strategic initiatives)		
PADD 2.0	In FY20, DHCD Property Acquisition and Disposition Division (PADD) will use its statutory authority to acquire at least 10 vacant and blighted properties located in Wards 7 and 8.	09-30-2020
PADD 2.0	In FY20, DHCD Property Acquisition and Disposition Division (PADD) will support the delivery of 50 new housing units through its Vacant to Vibrant Initiative, solicitations, and other methods of disposition.	09-30-2020
COMMUNITY DEVELOPMENT	In FY20, DHCD will modify its metrics approach to reflect a real time project pipeline for each phase of storefront façade Improvement projects. DHCD will partner with the Mayor's Office of Community Relations and Services (MOCRS) to identify eligible off the standard commercial corridor enclaves that could be prime for façade improvement and SBTA.	09-30-2020
Community Development	In FY20, DHCD will conduct outreach to at least three non-profits that could achieve or maintain Community Housing Development Organization (CHDO) status in Ward 7 & 8.	09-30-2020
Housing Counseling (2 Strategic initiatives)		
Neighborhood Based Activities Program	In FY20, DHCD will increase housing information and counseling services in Wards 7 and 8. Increased efforts will include: greater outreach and information efforts for Home Purchase Assistance Program (HPAP), Employer Assisted Housing Program (EAHP), Inclusionary Zoning (IZ) and Single Family Residential Rehabilitation Program (SFRRP). In addition, post-purchase counseling will include: seasonal and long-term home maintenance, repair and financial literacy.	09-30-2020
Enhance Small Business Technical Assistance (SBTA)	In FY20, DHCD will enhance its Small Business Technical Assistance (SBTA) Program. DHCD will increase business coaching and entrepreneur boot camp opportunities focused on how to sustain a business. In addition, DHCD will coordinate its communications with Department of Consumer and Regulatory Affairs (DCRA) and Department of Small and Local Business Development (DSLBD) regarding overlapping services and potential collaborative efforts.	09-30-2020
Inclusionary Zoning (1 Strategic Initiative)		
Inclusionary Zoning	In FY20, DHCD Inclusionary Zoning and Affordable Dwelling Unit (IZ/ADU) team will increase the number of IZ orientation opportunities/spaces for residents of the District, focusing on locations convenient for residents of Wards 7 and 8.	09-30-2020
Rental Accommodations Division (3 Strategic initiatives)		
RAD Accommodations	In FY20, DHCD Rental Accommodations Division (RAD) will undertake a comprehensive review and update of its forms and the submission methods of those forms.	09-30-2020
RAD Accommodations	In FY20, DHCD Rental Accommodations Division (RAD) will continue to support the Office of the Tenant Advocate in developing a rent control database along with procedure and process to implement the database when it is ready for launch.	09-30-2020

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
RAD Accommodations	In FY20, DHCD Rental Accommodations Division (RAD) in consultation with the Office for East of the River Services will conduct two outreach sessions, one designated for tenants and a second designated for housing providers, at two locations within Wards 7 and 8.	09-30-2020
Rental Conversion and Sales (1 Strategic Initiative)		
RCS Program	In FY20, DHCD Rental Conversion and Sales Division will track rental units lost due to condominium conversion in Ward 7 and Ward 8 and generate a quarterly report to better inform DHCD funding decisions and housing preservation strategies.	09-30-2020



Homeward Bound

THE ROAD TO AFFORDABLE HOUSING

About the National League of Cities

The National League of Cities (NLC) is the voice of America's cities, towns and villages, representing more than 200 million people. NLC works to strengthen local leadership, influence federal policy and drive innovative solutions.

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FOREWORD FROM MAYOR BOWSER

The United States has a housing crisis. In cities and towns nationwide, access to housing — particularly access to safe and affordable housing — continues to be a major concern and increasingly serves as one of the biggest barriers to economic prosperity for American families.

Because of stagnant wages, rising real estate prices, higher interest rates, and strict lending standards, housing has become an outsized cost for more and more working families. And not just for homeowners. Nearly 40 percent of households in the U.S. are rented homes, and of these households, half are “cost burdened,” meaning they spend more than 30 percent of their income on housing. Too many Americans are forgoing basic necessities just to pay rent or make their mortgage payment.

This crisis is affecting the quality of life for people throughout our nation, and the time to act is now. All levels of government need to face this housing crisis head-on.

We know: When cities come together and focus on an issue, we get the work done. Cities are incubators for innovation and places where rhetoric translates into action.

But cities cannot do this work alone. The federal government must step up, treat our nation’s housing needs seriously, and recognize that housing is infrastructure. Together, we must double-down on solutions that are working. We must think bigger and bolder to address our most persistent challenges. And when we have solutions, we must fund them.

A safe and stable home is the first step to a safe and stable life. Together, we must act with urgency to end our nation’s housing crisis.



MURIEL BOWSER

Mayor, Washington, D.C.,
and Chair, NLC’s Housing Task Force

INTRODUCTION

Housing is the single biggest factor impacting economic mobility for Americans.^{1,2} When residents have stable living conditions, the benefits are apparent — students do better in school and health outcomes improve.³ Communities benefit as a whole from this stability. Opportunities for investment growth and economic prosperity develop when sustainable housing serves the needs of residents across generations and income levels. It's up to local governments to make the right housing decisions to create positive outcomes for residents and communities.

Stable housing is a prerequisite for:

- **Economic mobility.** Federal investment in affordable, stable housing is also an investment in children and their future. Student achievement is maximized when students can go home to stable, affordable housing. Low-income children in affordable housing score better on cognitive development tests than those in unaffordable housing.⁴ Younger low-income children in families using housing vouchers to move to neighborhoods

with better opportunities earn an average of \$302K more in their lifetime. And affordable housing options in high opportunity neighborhoods create economically diverse schools, which are 22 times more likely to be high performing as high-poverty schools.⁵

- **Job security.** The construction of 100 affordable homes generates on average \$11.7 million in local income, 161 local jobs and \$2.2 million in local taxes.⁶ Conversely, involuntary housing loss, like forced moves and evictions, is strongly correlated to involuntary job loss.⁷

- **Health and well-being.** Young children in families who live in unstable housing are 20 percent more likely to be hospitalized than those in stable housing.⁸ In addition, households with poor housing quality had 50 percent higher odds of an asthma-related emergency-room visit during the period of the study.⁹ Other research indicates that “five percent of hospital users who are responsible for half of the health care costs in the U.S. are, for the most part, patients who live below the poverty line and are housing insecure.”¹⁰

¹ [The Links Between Affordable Housing and Economic Mobility](#), Reid, Carolina, The Terner Center, University of California at Berkeley, May 2018.

² [Housing Policy Levers to Promote Economic Mobility](#), Blumenthal, Pamela and McGinty, John, the Urban Institute, October 2015.

³ [The Positive Impacts of Affordable Housing on Health: A Research Summary](#), Lubell, Crain, and Cohen, Enterprise Community Partners, 2007.

⁴ [Housing Affordability and Child Well-Being](#), Newman, Holupka, Bloomberg School of Public Health, Johns Hopkins University, January 2015.

⁵ [High-flying schools, student disadvantage, and the logic of NCLB](#) Harris, American Journal of Education, 113(3), 367-394. (2007).

⁶ [Housing Investments Spark Economic Stimulus and Job Creation](#), Fact Sheet, Opportunity Starts at Home Campaign, 2019.

⁷ Who gets evicted? Assessing individual, neighborhood, and network factors, Desmond, Gershenson, Harvard University, Social Science Research, 1-16, 2016.

⁸ [Housing as a Health Care Investment: Affordable Housing Supports Children's Health](#), Sandel, Cook, Poblacion, Sheward, Coleman, Viveiros, Sturtevant, National Housing Conference, Children's HealthWatch, 2016.

⁹ [Pediatric Asthma Health Disparities: Race, Hardship, Housing, and Asthma in a National Survey](#), Hughes, Matsui, Tschudy, Pollack, Keet, Academic Pediatric Association, November 2016.

¹⁰ [Tailoring Complex Care Management for High-Need, High-Cost Patients](#), Blumenthal, Abrams, JAMA, October 2016.

The task force settled on a set of five national housing policy recommendations:



1. Immediately stabilize and stem the loss of public and affordable housing.



2. Follow emergency intervention with passage of a long-term, stand-alone federal housing bill that authorizes ten years of new funding for pilot programs that advance housing for all.



3. Support innovation and modernization of land-use and planning at the local and regional level.



4. Fix inequities in housing development and the housing finance system.



5. Support scalable innovation and financing for cities, towns and villages.

They also settled on five local recommendations:



1. Establish local programs by combining funding and financing streams to support housing goals.



2. Modernize local land use policies, including zoning and permitting, to rebalance housing supply and demand.



3. Identify and engage broadly with local stakeholders; and coordinate across municipal boundaries, to develop a plan to provide housing opportunities for all.



4. Support the needs of distinct sub-populations including the homeless, seniors and persons with conviction histories.



5. Prioritize equitable outcomes in housing decision as it is an essential component for success.

Our goal is to ensure that safe and quality housing will be viewed as a right, not a choice.

In order to make real progress in narrowing the gap in access to quality, affordable and safe housing, local leaders must take on the status quo and make significant structural alterations. The most obvious route to address historic inequities would be to institute new policies that consider housing affordability, housing stability and the gap in availability of safe, healthy housing in all communities. City governments must provide tenants with legal support, prevent foreclosures, prioritize control over zoning by communities of color and create independent equitable development entities that put decision-making power over public investment in the hands of communities most at risk for displacement.



A NATIONAL AGENDA

Every American deserves the opportunity for housing, because stable housing is a prerequisite for economic mobility, job security, and health and well-being.



President Lyndon Johnson signed The Housing and Urban Development Act into law in 1965. With the stroke of his pen, he transformed the way government approaches housing. The new law established a **national goal** to “make sure that every family in America lives in a home of dignity and a neighborhood of pride, a community of opportunity and a city of promise and hope.”¹¹ The Act would reshape American cities, towns, and villages by vastly expanding housing and homeownership opportunities — for some. Official policies of residential segregation and housing discrimination, including mortgage redlining, made their own mark on cities and tribal lands in ways we still haven’t overcome.

Early Federal Policy

American’s attitudes and biases about housing are changing; local governments are changing in response.

Today’s housing crisis is rooted in the bedrock of America’s founding and the seizure of land for development by new settlers. Fast forward to the 1930s: America was building on existing racist deed restrictions with the introduction of redlining, which was the overt practice of restricting the neighborhoods in which homebuyers could get federally-backed home mortgages

based on race and ethnicity. National policy sanctioned by the Federal Housing Administration included color-coded lines drawn on maps to delineate areas where financial institutions should or should not invest.

The federal government built redlining into its developing federal mortgage system, transforming American cities. Local government was complicit in redlining through its role in using the federal guidelines. In the 1930s, redlining converted clear racist action into structural racism that has resulted in long-lasting negative impacts. The practice shaped the geography of American cities, towns and villages, and embedded drastic racial bias into both institutional policy and implicit associations by setting the precedent that spaces associated with people of color are risky investments.

Historically, decisions made by local government leaders have in many cases exacerbated this crisis. While there is increasingly strong leadership by mayors and councilmembers, the problems with the current-day housing crisis are often the outcomes of past restrictive local policies, such as the movement in the post-World War II era toward suburbanization and housing policies dependent on automobiles.

¹¹HUD at 50: Creating Pathways to Opportunity, Khadduri, U.S. Department of Housing and Urban Development, Office of Policy Development and Research, 2015.

Adding to this history of inequitable outcomes in the housing market are choices made by local government officials to protect incumbent homeowners rather than newcomers through “NIMBY” politics. This trend has grown over the last 70 years. Even though some trends are reversing on sprawl, NIMBYism is still a potent force.

In addition to impacts on housing and geography, the legacy of redlining facilitated the racial wealth gap. Since most Americans build wealth through homeownership, the provision of higher value government-backed loans to white families that were denied to families of color subsidized the intergenerational accumulation of wealth differentially by race. People of color were systematically denied loans and forced into devalued properties. Unfortunately, these patterns of racial discrimination in lending continue as, even today, real estate and financial industries deny low-interest loans to people of color at higher rates than they do to white people.

Racialized zoning has permanently altered America’s cities. It embedded legally recognized segregation into our geography and social relationships. Today’s housing crisis is a descendant of these destructive, 90-year old policies. Addressing today’s housing crisis requires us to examine our past. It also requires city leaders to address those residents most impacted by the housing crisis today. These efforts may help rebuild the trust that communities of color have lost in their local governments due to centuries of policies, practices and procedures that caused differential outcomes by race.

Changing Urban Patterns

Urban decline, characterized by “white flight” (a term coined in the mid-20th century to describe the departure of white people from places largely populated by people of color), and residential segregation, mortgage discrimination, and federal disinvestment in legacy infrastructure, has made its way to the towns, villages and suburbs beyond city limits. Problems once concentrated in large urban areas have sprawled. But there’s another problem. Local leaders in the suburban and rural areas don’t have federal programs tailored to their municipalities. Instead, their only choice is to address these challenges using set federal programs established with large cities in mind.

Suburban sprawl is resulting in problems once relegated to urban spaces. Such problems include those associated with maintenance and replacement of decades-old, federally-funded legacy infrastructure and public housing. And no matter the location or size of a city, village or town, challenges like these are too big to solve alone.

Local elected officials are hearing the message loud and clear that all residents are ready for a new direction on housing. Local governments, having contributed to the present state of housing affordability, are changing their approaches to housing. Many are adopting practices that reduce costs and limit other barriers to housing development. Experimentation and innovation at the local level, free from the threat of federal preemption, is the appropriate response at this time.

Despite abundant research and evidence supporting the importance of housing stability, the growing demand for housing



assistance, and the demonstrable need for greater policy interventions, federal housing assistance is poised to fall to its lowest level in 40 years.^{1,2}

For many reasons, the federal budget and appropriations process has failed to create opportunities for Congress to intervene sufficiently before a housing crisis, past or present. The housing foreclosure crisis precipitated The Great Recession that finally spurred Congress into action with a recovery act, and a new set of quickly-assembled programs to mitigate foreclosure and eviction. In the end, these efforts did not live up to expectations.

The federal budget and appropriations processes are also subject to constant and growing uncertainty, even in years

when the government avoids shutdowns. Uncertainty over program funding and subsidy availability weakens potential for federal intervention in the housing market, where lenders and developers alike crave and reward certainty.

Furthermore, most public housing in the U.S. is at least 40 years old and in need of repair. Despite a clear need, years of funding cuts, uneven management and oversight have jeopardized the longevity of about a million units of permanently affordable public housing. The primary residents of public housing — families with children, the elderly and people with disabilities — will strain public services if their housing becomes distressed to the point where they have to be involuntarily removed.

¹New Budget Deal Needed to Avert Cuts, Invest in National Priorities, Parrott, Kogan, Taylor, Center on Budget and Policy Priorities, 2019

²Chart Book: Cuts in Federal Assistance Have Exacerbated Families’ Struggles to Afford Housing, Rice, Center on Budget and Policy Priorities, 2016

AFFORDABLE HOUSING FOR VULNERABLE POPULATIONS

Housing affordability issues can be particularly harmful for more vulnerable populations like the homeless, senior citizens and residents with incarceration histories. However, improvements over the past decade serve as evidence that positive change will continue.



The Homeless

Housing and other issues, such as homelessness, have been viewed as intractable urban policy issues for decades. But the nation's housing-affordability crisis has only been around since the 1970s, with the modern experience of homelessness emerging in the early 1980s.

As cities grappled with unsheltered homelessness, a variety of responses developed around the idea of emergency shelter. In the ensuing decade, a shelter and transitional housing-based system developed with budding federal resources. At the start of the 1990s, homelessness became less of a priority. Additionally, the homeless were often required to demonstrate medication and sobriety compliance before being considered for permanent housing placement.

Introduction of the U.S. Housing and Urban Development's Housing First strategy, built on the premise that the answer to homelessness

is housing, turned this framework around in the early- to mid-1990s. The strategy placed people into housing, regardless of sobriety and medication compliance. It also provided client-tailored case management services. As efforts built, these services began to include clinically-proven case management techniques based on harm-reduction and trauma-informed care.

In 2010, the federal government's plan, Opening Doors, amended its plan to prioritize specific sub-populations for the first time. By then, many communities had developed plans to end homelessness, and since 2010, veteran homelessness in the U.S. has declined 48.8 percent.



Senior citizens

With an estimated 50.8 million people aged 65 and older in the U.S., addressing the issue of home repairs and modifications so that residents can age in place can seem daunting for local leaders. But these modifications are necessary to reduce emergency responder calls for injuries resulting from homes not having things like ramps and grab bars.

To strategically meet this growing need, city leaders can standardize the assessment of needs, improve resource targeting, enhance service provider coordination, increase client-

level data-sharing and persistently engage local decision makers.

Home repair programs administered by local government (and often funded with resources from the CDBG program) can be targeted to support low-income seniors. Capturing these data and targeting information about these households allows cities to address various housing challenges.



Residents with incarceration histories

Cities and towns of all sizes need to consider their roles in policy, services and support for the nine million Americans who get released from jail each year, as well as the more than 600,000 persons released annually from state and federal prisons. Even a few days spent in jail can cause housing issues. In addition, challenges to finding housing often worsen after prison reentry. In 2013, HUD noted that “Incarceration and homelessness are highly interrelated as the difficulties in reintegrating into the community increase the risk of homelessness for released prisoners, and homelessness in turn increases the risk

for subsequent re-incarceration.” (Notice PIH 2013-15 (HA))¹²

To cut down on the risk of homelessness for these residents and improve their access to housing, city leaders must commit to reviewing, and modifying if necessary, local fair-housing policy related to landlords’ ability to deny rental applicants based solely on conviction history. Prison and pre-arrest diversion also rank high on the list of city policy options.

Some city leaders may also have the ability to influence local public housing authority (PHA) policies. PHA can also contribute to other inequities, as described in 2015 HUD guidance: “Because of widespread racial and ethnic disparities in the U.S. criminal justice system, criminal-history-based restrictions on access to housing are likely disproportionately to burden African-Americans and Hispanics.” (Notice PIH 2015-19)¹³

City leaders who can influence PHA policy should dig further and ask themselves if the local PHA places additional restrictions on access to public housing beyond those restrictions required by Federal regulations (which are limited to one’s name appearing on the lifetime sex offender registry or convictions for manufacturing methamphetamines on government property). If such additional restrictive layers exist, city leadership should look into whether or not the restrictions meet a “reasonable and necessary” test of producing tangible evidence of improved public safety. If they don’t, actions should be taken to remove those additional layers.

¹² [Guidance on housing individuals and families experiencing homelessness through the public housing and housing choice voucher program](#), U.S. Dept. of Housing and Urban Development, Washington, D.C., June 10, 2013

¹³ [Guidance for Public Housing Agencies and Owners of Federally-Assisted Housing on Excluding the Use of Arrest Records in Housing Decisions](#), U.S. Dept. of Housing and Urban Development, Washington, D.C. Nov. 2, 2015

“
City leaders must commit to reviewing, and modifying if necessary, local fair-housing policy related to landlords’ ability to deny rental applicants based solely on conviction history.”

A DIFFERENT SET OF CHALLENGES — SMALLER CITIES, TOWNS, VILLAGES AND LEGACY CITIES

American municipalities represent a huge variety of sizes, places and circumstances, each with their own housing challenges. For many cities, especially those smaller in size or those with a legacy of growth driven by industrial manufacturing or family farms, stagnant economic trends have led to an excess of homes and/or residential lots.

Cities in this situation show a distinct pattern of economic changes that diminish the earning power of workers, often starting with increasing global competition, the loss of major employers or natural disasters such as draught or flood. In the absence of jobs and with reduced opportunities, populations decline, and tax dollars for new municipal investments designed to spur growth decrease.

Efforts to boost economic growth do not directly address vacant and abandoned housing, one of the greatest challenges for cities in this bucket. The 2018 report, *The Empty House Next Door*,¹⁴ suggests that small cities and rural areas have levels of vacancy comparable to, or higher than, even the most distressed central cities.

Other problems can include rental property owners who fail to maintain their property in habitable condition, inadequate building inspection and code enforcement, and limited protections for tenants facing eviction. Problems can extend to the leveraging of public lands through land trusts or land banks, and effectively using the Community Reinvestment Act to advance private sector investment.



¹⁴ [Guidance on housing individuals and families experiencing homelessness through the public housing and housing choice voucher program](#), U. S. Dept. of Housing and Urban Development, Washington, D.C., June 10, 2013

The first step is accruing data on vacant property. Gary, Indiana, through its Gary Counts initiative, has inventoried more than 58,000 parcels, leading to the identification of more than 25,000 empty lots and 6,500 vacant buildings. More than 200 volunteers, plus partners from Indiana University, University of Chicago, The Knight Foundation and the Legacy Foundation, supported the effort. The goal of this exercise, according to Gary Mayor Karen Freeman-Wilson, was to “make smarter, more calculated decisions on how to best address demolition and redevelopment.” The city made this a community-wide priority.

Although demolition of a dilapidated house is often the safest course of action, the cost of demolition and the backlog on such projects remain a challenge. Once a lot is cleared however, an increasing number of policy options emerge, like greening empty lots, side-lot annexations, land banking and land trusts.

Additionally, many cities create opportunities for vacant lot annexations as part of a wider neighborhood stabilization plan. In this case, existing homeowners may annex an adjacent vacant lot, thus increasing the size of their individual lot. This usually comes with an incentive, such as a property tax waiver for some fixed period on the value added to individual's property. This technique keeps land on the tax rolls over the long-term, brings stability to the neighborhood and provides a tangible benefit to the homeowner who acquired the extra land.

Another alternative is to reinvent vacant lots as open space, especially in neighborhoods with few parks and playgrounds. Open space can also be turned into neighborhood gardens. Maintaining open space around a neighborhood has an added environmental



benefit: Open land absorbs rainfall instead of contributing to runoff that clogs sewer pipes. For land that is neither immediately commercially viable for sale nor useful for parks and open space, land banks and land trusts present the most useful options. A land bank acquires and holds land for future investment and development. Often these properties were the subject of foreclosure proceedings and may be tax-delinquent properties. Land banks are separate institutions from local governments but work hand-in hand to establish strategic long-term goals for real estate development.

A land trust (or community land trust), on the other hand, is a form of shared equity ownership to ensure permanently affordable housing. The largest and most well-known in the U.S. is the Champlain Housing Trust in Vermont. The second largest is the Dudley

Neighbors Inc. property in Boston's Roxbury neighborhood. The trust manages real estate pulled from the private marketplace. Home prices are kept at below market rates because the land is kept by the trust and the appreciation of the property is shared from owner to owner over time. Each owner can buy into the trust at a below-market price in exchange for sharing the appreciated value of the property with the trust at the time of sale. This mechanism guarantees long-term affordability in perpetuity.

The best strategy is for cities to use an “upstream approach.” This means preventing vacancy before it happens. This approach requires coordination of several strategies including temporary or emergency mortgage/

rental assistance, vigorous code enforcement including rental inspection ordinances, incentive funds for improvements to homes and apartment buildings (going to owner-occupants or to building owners), and protections for tenants from evictions that aren't just-case. Seniors on fixed incomes, for example, are a perfect target for programs that offer financial assistance for home maintenance and improvement toward the goal of helping residents age in place. For smaller communities that lack capacity for such preemptive measures, a shared regional housing authority (or even shared code inspection and enforcement) may prove to be an appropriate mechanism to manage such tasks.

Finally, because housing is such an important component of community prosperity, investments in nurturing or simplifying the creation of new small businesses is an essential task for city government. The U.S. Small Business Administration indicates that there are more than 30 million small businesses, which account for more than 99 percent of the U.S.' businesses.¹⁵ These businesses are the drivers of economic churn in American communities and hire locally.



¹⁵ 2018 Small Business Profile, U.S. Small Business Administration, Washington, D.C., 2018, <https://www.sba.gov/sites/default/files/advocacy/2018-Small-Business-Profiles-All.pdf>.

LOCAL SOLUTIONS AND PRACTICES

American cities have varying levels of authority and different combinations of housing-related policy tools at their disposal. Even more important to note is that each city faces unique conditions in its local housing market. These varying conditions call for a diverse array of approaches to reach successful outcomes especially for “missing middle” housing for average income Americans. When it comes to cities providing housing for low and very low income residents, the efforts contributed by local governments must be supported by robust federal housing subsidy programs such as HUD’s HOME and CDBG programs.

Local housing market factors include:

1. Fluctuations in job and population growth or loss
2. Labor costs
3. Building material costs

4. Availability and cost of credit for consumers and for investors
5. The presence and capacity of real estate developers
6. The presence and capacity of Community Development Corporations and Community Development Financial Institutions
7. Availability, cost and regulation of land
8. The type, location and quality of existing housing
9. State preemptions
10. Building codes and inspections policies
11. Tenant protections (such as just-cause eviction, rent control, rental inspections)
12. Federal housing supports



13. History of real estate lending practices, including disparities by race, gender, etc.
14. History of restrictive covenants and discriminatory zoning practices like redlining
15. Perceived quality of schools
16. Perceived value of housing stock production compared to other policy goals (such as community character, building height, setback requirements and other aesthetics)

Some of these conditions are beyond local government control. Others, such as use of federal housing supports, land regulation, and how a city manages its permitting and real-estate development processes can be greatly influenced by local governments.

In cities with hotter markets, skyrocketing housing prices are often the result of mismatches between supply and demand. A growing economy paying good wages to an expanding high-skill workforce attracts more residents. Those residents in turn compete for a limited pool of housing. Thus, supply of housing for middle income working families remains insufficient. Meanwhile, older housing stock that might otherwise be affordable remains out of reach for many lower- and middle-income residents because consumer demand keeps rents high overall. This is an example of downward market pressure.

In cooler-market cities where employment numbers are flat or declining and population may also be declining, property values tend to be stagnant. This happens when properties fail to appreciate, which means homeowners don't accumulate wealth even though tax rates often increase. Existing residents — many of whom may be on fixed incomes,

like seniors — experience greater and greater economic strain.

These cities in economic transition often have little capital to make strategic investments to keep decay, blight and abandonment at bay. The spiral continues until land prices drop so low that they entice private sector speculation. This trend has severe consequences, like the potential loss of existing affordable housing due to abandonment, neglect and ultimate demolition, and displacement of existing residents who will not reap the benefits associated with new investments.



Local Case Studies

Different cities have handled these challenges differently. Members of the housing task force have shared their stories to help their peers think through their own housing challenges, and consider what tools might help solve them.

“
In cities with hotter markets, skyrocketing housing prices are often the result of mismatches between supply and demand.

**1. LOCAL GOVERNMENT:
LEVERAGING
FINANCES**



**Case Study:
Washington, D.C.’s Housing
Preservation Fund**

Key strategies learned in Washington, D.C.:

- Make preserving existing affordable housing a priority.
- Partnerships outside local government are essential to secure the necessary capital.

Washington, D.C.’s, population and economy have grown in recent years, causing an increased demand for affordable housing for low and moderate income households. In addition, the current affordable-housing stock is at risk because:

- Between 2006 and 2014, at least 1,000 subsidized housing units became less affordable.
- An additional 13,700 units have subsidies that will expire by 2020 and may also become less affordable.

Following the recommendations of the DC Housing Preservation Strike Force (an 18-member team of housing experts and members of the public created in 2015 by Mayor Muriel Bowser to address the issue of affordable housing), the city created a “Preservation Unit” within the Department of Housing and Community Development. The unit launched in 2017 and focuses on preserving affordable units with and without government subsidies. It also collects and maintains data on all affordable housing opportunities in the city. Its specific duties include:

- Reaching out to property owners, investors and others associated with real estate and housing advocacy in the District to establish relationships and gather information.
- Discussing specific options with owners and other interested parties with the goal of coming to agreement on preservation outcomes, even when the threat to affordability is not in the immediate future.
- Providing financial and technical assistance in real-time so preservation emerges as the most efficient and effective method for the city to provide affordable housing.

Mayor Bowser invested \$10 million in local funds for the unit’s Housing Preservation Fund in fiscal years 2017 and 2018. Along with additional private and philanthropic investments, the fund will grow to about \$40 million. The money will be used to help finance eligible borrowers intending to purchase and maintain occupied multi-family housing with more than five units, half of which must be affordable to households earning up to 80 percent of the median family income. As of this writing, more than 800 units have been

preserved as affordable housing since the start of fiscal year 2018.

Targeted programs that address challenges in the housing market are aligned with the funding. For instance, the Small Buildings Grant Program will provide funds for limited systems replacement and other key repairs to eligible property owners of multi-family rental housing of five to 20 units. Repairs are expected to improve substandard housing conditions, including safety and environmental hazards in D.C. as required by other regulatory agencies. The Tenant Opportunity to Purchase Act gives tenants in buildings for sale the first opportunity to buy the building. The following services are available to support tenant groups seeking to purchase a building and convert the units into cooperatives or condominiums:

1. Financial assistance such as seed money, earnest money deposits and acquisition funding;
2. Technical assistance; and
3. Specialized organizational and development services, to include structuring the tenant association, preparing legal documents, and helping with loan applications.

More than 1,000 units have been preserved as affordable housing since fiscal year 2002.

Other targeted programs, like the Single-Family Rehabilitation program and the Safe at Home program, assist seniors with home repairs to alleviate D.C. building-code violations, remove health and safety hazards, and improve accessibility for residents with mobility or other physical impairments. The city is also instituting a new Housing Assistance Program for Unsubsidized Seniors

that provides modest housing assistance to low-income seniors who do not otherwise receive housing assistance.



**Case Study:
Safeguarding Affordable Homes,
Oakland 17K/17K**

Key strategies learned in Oakland:

- Set realistic targets.
- Back the initiative with local resources.
- Secure community support.

Oakland, California, rode the crest of a great economic wave in 2015. Years of growth in both higher-wage and lower-wage jobs had helped to make the city a haven for tech entrepreneurs and others seeking to share in the growing prosperity and Bay Area lifestyle. But the large numbers of businesses and people pouring into the city strained the local housing market. Limited housing supply and rising prices contributed to the growing number of Oaklanders unable to purchase or rent affordable homes. In addition, local housing dynamics led to the displacement of generations of vulnerable residents, including many residents of color and low-income families who initially established the vibrant and diverse culture of the city.

Mayor Libby Schaaf decided to guard these communities. In September 2015, she convened the Oakland Housing Cabinet, an assembly of city councilmembers, housing experts and community stakeholders. The Housing Cabinet quickly established a set of shared values and criteria for evaluating the feasibility of the city's strategic options on housing affordability, with help from the city's *Roadmap Toward Equity: Housing Solutions for Oakland*.¹⁶ The following year, the Housing Cabinet released its *Oakland at Home*¹⁷ report. The report outlined a new goal: to protect 17,000 households from displacement and building 17,000 new and affordable homes by 2024. Mayor Schaaf called the plan "17K/17K." Strategies included using funds from the city's \$600 million infrastructure and affordable housing bond called "Measure KK" and reforming the city's permitting process.

By 2019, nearly 13,000 Oaklanders now benefited from new tenant protections and the number of evictions had declined by more than 30 percent.¹⁸ In addition, 10,000 new homes have been built, representing a 34 percent increase in the number of affordable homes over the previous three years.



Case Study: A Fight for Housing Affordability in Atlanta

Key strategies learned in Atlanta:

- Partner with the private and nonprofit sectors.
- Set a bold vision.
- Commit local resources.

When it comes to affordable housing, Atlanta is battling a serious crisis. The rising cost of owning or renting a home has become a serious barrier, and eighty percent of city households spend 45 percent or more of their annual income on housing and transportation expenses. About 1,500 homes are lost each year to deterioration.

Mayor Keisha Lance Bottoms recognized the need for funding and a comprehensive policy agenda to address the situation. HouseATL, a taskforce funded by the Arthur

M. Blank Family Foundation in partnership with Urban Land Institute Atlanta and others, developed a set of 23 tactical recommendations to improve housing affordability. The recommendations focused on households earning less than 120 percent of the area's median income (AMI). HouseATL committed to raising \$500 million from local private and philanthropic resources, and another \$500 million from local public resources.¹⁹

HouseATL's strategy for leveraging private and philanthropic resources calls for raising between \$20 and \$50 million annually from local social impact funds and other charitable organizations over a period of eight years. An additional \$50 to \$75 million in private capital will be raised from individual and corporate investors through the use of New Markets Tax Credits. Private sector investments in the production of affordable homes will also be facilitated through regulatory reforms to Atlanta's zoning and building codes. This will allow for greater innovation, cost savings, and increased production within the housing sector.



Case Study: Connecting Health and Housing in Portland

Key strategies learned in Portland:

- Leverage investments by local healthcare organizations to expand affordable housing.
- Prevent displacement to improve residents' health.

Five local healthcare organizations in Portland, Oregon, recognized the connection between housing and health and got together to do something about it. They donated \$21.5 million to a nonprofit organization called Central City Concern (CCC). The organization was created decades ago by the city of Portland and Multnomah County to administer local grant money, since the Oregon Constitution prohibits cities from partnering directly with private organizations.

¹⁶ Policy Link & City of Oakland, "A Roadmap Towards Equity: Housing Solutions for Oakland, California" <https://www.policylink.org/sites/default/files/pl-report-oak-housing-070715.pdf>. (2015).

¹⁷ City of Oakland & Enterprise Community Partners, "Oakland at Home: Recommendations for Implementing A Roadmap Toward Equity..." <http://www2.oaklandnet.com/w/OAK057411>. (2016).

¹⁸ City of Oakland & Enterprise Community Partners, "Oakland at Home Update: A Progress Report..." <http://www2.oaklandnet.com/w/OAK057411>. (2019).

¹⁹ "Investing In an Affordable Atlanta" <https://houseatl.org/recommendations/>, 2019.

Other contributors, including the city, have given a total of \$90.9 million to CCC's Housing is Health project. The money will fund three housing developments that will result in 379 units for residents with high medical needs and other residents who are either homeless or at risk of homelessness.

Creating these affordable housing units is intended to stop further trauma, like displacement, as it would make residents' recoveries and long-term health outcomes more difficult. Each of the three buildings is located in an area of the city identified as at risk of gentrification. The three buildings provide support services, such as recovery support and life skills training, and are designed to serve residents with particular needs. For example, the Eastside Health Center will provide affordable supportive housing units for people in recovery and respite housing, and a small number of units will be for palliative care. One building includes a federally-qualified health center.

2. LEVERAGING LOCAL LAND USE AND REGULATION



Case Study: Weathering Compromise in Seattle

Key strategies learned in Seattle:

- Plan for increasing densities.
- Include developers in the planning.
- Prepare for neighborhood push-back.

Seattle's population growth has been explosive. Estimates from 2009 for the Puget Sound region suggested that the area's total population would top 5 million by 2040, an increase of nearly 40 percent. In 2009, there was already substantial competition for a relatively limited supply of available and affordable homes. The increased competition for homes drove prices upward and exacerbated a persistently limited supply of income- and rent-restricted affordable homes.

Inclusionary zoning had been a priority for affordable housing advocates in Seattle for decades. But the politics around mandatory affordability requirements had stymied

progress on the policy. Seattle's city council identified the need to build more affordable units in late 2014. Affordable housing advocates and community groups, and faith, labor and environmental organizations, agreed. The council began the process of reviewing proposals to impose mandatory linkage fees on every square foot of multifamily residential and commercial development citywide. The proposal excluded the 65 percent of the city zoned exclusively for detached single-family houses. As proposed, the linkage fee policy would require payments ranging from \$5 to \$22 per square foot developed. There was also an option for builders to set aside three to five percent of units built for affordable housing that would be accessible to households that earn up to 80 percent of the area's median income. In contrast to an earlier incentive-zoning effort, this proposed linkage fee did not include a provision for additional up-zoning capacity for developers.

Area developers opposed this plan with such force that Seattle city leaders enlisted the Housing Affordability and Livability Agenda (HALA) committee to help come up with a compromise.

HALA put together its leading recommendation in July 2015. The recommendation was for a policy of Mandatory Housing Affordability (MHA), a "both/and" approach to inclusionary zoning. The policy would, for the first time, require new multifamily and commercial development to contribute to affordable housing and

increase development capacity wherever requirements were imposed. The program was designed to create 6,000 new rent- and income-restricted homes over a decade while allowing for the creation of more housing options to meet the growing need.

The program mandated that all new multifamily housing developments reserve between 5 and 11 percent of planned units as rent restricted housing for low-income families. The alternative was to contribute between \$5 and \$34.75 per square foot of development to the Seattle Office of Housing fund to build affordable housing.²⁰ MHA also changed zoning laws in 27 of Seattle's urban villages to allow for increased height and density of buildings for developers. In many ways, this was the more politically challenging aspect of the policy, given longstanding local pushback on efforts to increase zoning capacity in Seattle neighborhoods. Over the next four years, several rezone packages triggering MHA were passed for some of the fastest-growing urban center neighborhoods. In March 2019, "citywide" MHA implementation was signed into law.

²⁰ City of Seattle, "Implementing Mandatory Housing Affordability (MHA) Citywide" http://www.seattle.gov/Documents/Departments/HALA/Policy/MHA_Overview.pdf.



Case Study: Evolution of Neighborhoods in Charlotte

Key strategies learned in Charlotte:

- Use data in planning and decision making.
- Partner with private sector specialists.
- Anticipate that land use priorities are not static.

The overarching goal of Charlotte, North Carolina's, Housing Locational Policy (HLP) was to distribute affordable housing investments into more affluent communities to limit the concentration of poverty within distressed neighborhoods. In 2011, city leadership took the policy a step further, targeting the city's investments towards subsidized multi-family housing developments. The city started by conducting a comprehensive analysis of Charlotte's neighborhood statistical areas. The analysis identified neighborhoods as "permissible" or "non-permissible" areas for multi-family housing development. Over time, local housing conditions in Charlotte began to

change for the better. The city's ability to locate and maintain affordable housing development also improved.

Within five years, market conditions had noticeably evolved. Under the existing HLP rules, many neighborhoods where affordable housing had occurred naturally became designated as non-permissible areas for new subsidized-housing development. Furthermore, many of the residents of these historically affordable neighborhoods were at risk of displacement. Based on community feedback and input from the city council, city leadership determined that the HLP should change course and focus on three goals:

1. First, the HLP should provide clear guidance for investments that create and preserve affordable and workforce housing in areas near employment, commercial centers, existing and proposed transit hubs, and the center city, and within gentrifying neighborhoods.
2. Second, the policy should support the city's revitalization efforts.
3. Third, the HLP²¹ should promote diverse neighborhoods.

To meet these goals, city staff proposed "site scoring." The city's housing operations manager, along with the data-analytics team, used public data to power an online tool. The tool scored proposed development sites against four criteria:

1. Proximity to current and/or planned transit assets and amenities,
2. Income diversity,
3. Access to jobs within a reasonable distance, and
4. Level of neighborhood change or risk of displacement in historically lower-income neighborhoods.

Development sites were allocated a maximum of ten points in each scoring criteria and scored based on proximity to transit assets and amenities like grocery stores, medical facilities, schools, banks and parks. Full points were awarded to proposed sites within half a mile of transit or other designated amenities. Fractional points were awarded to sites at distances greater than a mile from transit or amenities. City councilmembers assessed site scores independently or in aggregate with higher scores, indicating greater alignment with HLP policy. The scoring methodology returned consistent and useful information, so the city approached its longstanding partner and a local software company, Esri, to automate its manual processes into an online geographic information system application.



Case Study: Rethinking Vacant Land in Peoria

Key strategies learned in Peoria:

- Leverage city-owned land for permanent affordability since it is an unmatched real estate development asset.
- Utilize land banks and land trusts since they contribute to permanent affordability.

Peoria's Southside neighborhoods are a microcosm of the city's housing market crisis. The historic area's commercial and residential buildings have deteriorated so much so that very little market demand exists. A typical single-family home sells for less than \$20,000, making new construction impossible without deep subsidies. In addition, downward pricing pressures make renovation of older housing financially infeasible. With so many Southside homes lost to structural deterioration, and in some cases abandonment, the affordability and availability of the community's remaining housing stock has been negatively affected.

In response, Peoria's Community Development

²¹ "City of Charlotte Affordable Housing Location Guidelines" https://charlottenc.gov/HNS/Housing/Strategy/Documents/Affordable%20Housing%20Location%20Guidelines_CouncilApproved_01.14.19.pdf, (Jan 16, 2019).

Department established a plan for city-owned vacant land. The plan emphasized three main strategies:

1. Land banking (breaking up lots for future sale),
2. Development, and
3. Side-lot transfer to interested adjacent owners.

Peoria leadership leveraged the land-banking program for city-owned parcels in neighborhoods with weak real estate markets and a high density of city property. In other neighborhoods, leadership made city-owned parcels available to developers if they could demonstrate verifiable plans, financing and familiarity with the development process. In most of these cases, subsidies, tax credits or in-kind donations from partners such as Habitat for Humanity facilitated development. Parcels suited for side-lot transfers typically had limited development potential and were offered to adjacent property owners with limited or no history of code violation or delinquency.

Through these and other steps, the city intends to divest itself of ownership of many vacant properties while facilitating a more equitable share of residential development within the capitalized Southside neighborhoods.



Case Study: Bozeman's ADU standardization

Key strategies learned in Bozeman:

- ADUs provide immediate density increases while maintaining the form of traditional single-family neighborhoods.
- ADUs offer greatly decreased cost per unit.

A strong local job market, in part, has driven Bozeman's recent housing challenges. In recent years, the city has boomed with 11,000 new jobs and now has an unemployment rate of 2.5 percent.²² With nearly all of Bozeman's local workforce employed, local employers have been forced to look outside the city for skilled workers to fill the open positions. The influx of new residents and job seekers has strained Bozeman's limited housing supply.

The city recently conducted a Community Housing Needs Assessment. It concluded that the city needed an additional 1,460 housing

units to catch up to current demand, and as many as 6,340 new units by 2023. But Bozeman would need a range of housing units including both rental and for-sale homes for families, employees filling vacant and newly created jobs, and retirees. To help ensure affordability, at least 60 percent of the new housing supply would need to be subsidized.

Early on, city leaders recognized that making a wider and more diverse selection of housing types available could ease Bozeman's tight housing markets. It would also have a positive impact on affordability. Residential developments with a greater density of smaller, less-expensive homes, featuring innovative design rose, to the top of the list.

Bozeman's Unified Development Code (UDC) had recently changed, making accessory dwelling units (ADUs), and duplexes easier for homeowners to utilize. The city's planning division worked with a group of college students from Montana State University's College of Architecture in late 2018 to promote the use of ADUs to property owners. Students worked with city planners to ensure that designs were code compliant. They also addressed issues related to parking requirements and fitting designs into the 600 square-foot ADU size limit.²³ The students presented their final ADU designs to homeowners and the City Commission. Designs received official agency review by the Chief Building Official

for UDC and building code compliance. City officials hope that designs will serve as a model for wider community use.

In a separate effort to address housing affordability, Bozeman partnered with the Trust for Public Land on the Bridger View Redevelopment Project (BVR) to create a dense community of more than 60 modest, well-designed homes on an eight-acre parcel in northeast Bozeman. Homes had one to three bedrooms, ranged in size from 800 to 1500 square feet, and were clustered in layouts that emphasized shared common spaces and outdoor living. More than half of the homes cost between \$175K and \$250K.²⁴ These prices were well below the city's median sale price of approximately \$375K.²⁵ Revenue from the sale of market-rate units subsidized the sale of the below-market value units. To increase the feasibility of the project, the city split the cost of infrastructure and impact fees for the project.

²²Wendy Sullivan & Christine Walker, Bozeman, Montana Community Housing Needs Assessment. City of Bozeman, 2019. <https://www.bozeman.net/home/showdocument?id=8773>.

²³Policy Link & City of Oakland, "A Roadmap Towards Equity: Housing Solutions for Oakland, California" <https://www.policylink.org/sites/default/files/pl-report-oak-housing-070715.pdf>. (2015).

²⁴City of Oakland & Enterprise Community Partners, "Oakland at Home: Recommendations for Implementing A Roadmap Toward Equity..." <http://www2.oaklandnet.com/w/OAK057411>. (2016).

²⁵City of Oakland & Enterprise Community Partners, "Oakland at Home Update: A Progress Report..." <http://www2.oaklandnet.com/w/OAK057411>. (2019).



Case Study: Envisioning a New Future in Minneapolis and single family zoning elimination

Key strategies learned in Minneapolis

- Confronting historic patterns of housing inequity should be a significant local priority.
- Aggressive and creative community engagement is essential to a positive outcome.

Minneapolis has set ambitious goals for improving the city's focus on housing affordability and choice, as well as racial equity and climate change. The plan, called Minneapolis 2040, reflects two years of public feedback which includes voices from historically underrepresented groups.^{26, 27} New provisions for up-zoning (expanding residential zoning to more dense use) will allow duplexes and triplexes to be built in all

residential areas (formerly R-1) and thus allow denser development, particularly connected to transit zones. Other policy innovations include data-focused research to guide and evaluate housing priorities. These policy changes also support different housing types, like prefabricated and manufactured housing, ADUs and tiny houses.²⁸

A variety of local *Yes in My Backyard* (YIMBY) activist groups and city officials have contributed to the success of these fledgling efforts. Conversations about the history of discriminatory housing practices perpetuated by single-family zoning (about 50-60 percent of Minneapolis is zoned for single-family homes), as well as the need for "missing middle" type homes,²⁹ influenced change. Housing advocates and city leaders organized walk-and-talk tours in every ward, inviting residents to explore their communities while envisioning a better future.³⁰ Street fairs and neighborhood events engaged residents rather than traditional neighborhood meetings.³¹

This extensive community outreach effort is intended to minimize the potential disruptions within the city's neighborhoods.

²⁶ <https://minneapolis2040.com/overview/>

²⁷ <https://minneapolis2040.com/planning-process/>

²⁸ <https://minneapolis2040.com/topics/housing/>

²⁹ <https://www.nytimes.com/2018/12/13/us/minneapolis-single-family-zoning.html>

³⁰ <https://www.curbed.com/2019/1/9/18175780/minneapolis-2040-real-estate-rent-development-zoning>

³¹ ^



Case Study: Making Boise Work for All Residents

Key strategies learned in Boise:

- Addressing housing affordability for residents all incomes requires embracing denser, more walkable neighborhoods and housing of all types.
- It's imperative to secure financial commitments from the public and private sector.

Boise is the most populated city in Idaho and, with a three percent growth rate in 2017, is among the fastest growing areas in the U.S. But despite strong job growth, close to half of renters in Boise are considered "cost-burdened," spending more than 30 percent of their income on housing. The city estimates needing 1,000 new housing units annually for the next 20 years.

To meet this challenge, the city's Grow Our Housing initiative embraces dense, walkable neighborhoods, access to housing at all income levels, and financial commitments from both the public and private sectors. The initiative seeks to:

- Create new mixed-use and other urban zones that emphasize higher residential densities,
- Reduce minimum lot size and increase maximum density in most common residential zones,
- Grant density bonuses for small footprint housing developments (with homes of less than 700 square feet),
- Increase allowances for ADUs including two-bedroom units,
- Expand incentives to developers who build housing for residents at 80 percent or below the area's median income, and
- Create a land trust to conserve affordable housing financed by public and private dollars.

Despite the clear direction and commitment of local leadership, Boise faces significant challenges, including anti-growth groups that advocate for slower change. In addition, state government prohibits the city from making use of inclusionary zoning or issuing a voter-approved tax levy for the expansion of local bus services linking residents to jobs in the area.



Case Study: Greensboro's Safe Homes for Kids with Asthma

Key strategies learned in Greensboro:

- Both small and large interventions can improve community health.
- Community partners can bring significant capacity to help cities achieve their health goals.

The Greensboro Housing Coalition has worked with the Kresge Foundation on its Advancing Safe and Healthy Homes for Children and Families Initiative (ASHHI) to improve rental housing conditions in the city since 2012. The coalition's "Removing Asthma Triggers and Improving Children's Health" project involved working with partners at the University of North Carolina at Greensboro, Triad Healthcare Network and Cone Health to improve housing conditions in the homes of 41 pediatric asthma patients between 2013 and 2015.

As a "demonstration project" — one intended to promote innovation and serve as a basis for analysis — the work included home interventions such as repairing leaks and improving ventilation. These interventions led to patients sleeping better, having an easier

time working at school and home, using their asthma medications less, and needing fewer medical visits. Households that received follow-up visits showed a 50 percent reduction in hospital bills.

Since the ASHHI project, the Greensboro Housing Coalition has taken an even broader approach to asthma prevention. Now, leadership looks beyond the physical home environment to neighborhoods most impacted by asthma, like Cottage Grove, which was built on the site of the old city dump. Collaborative Cottage Grove is a grassroots effort that seeks to improve housing and neighborhood conditions by working with the community and local leaders to prioritize initiatives that promote better health.



Case Study: Reshaping More than Milwaukee's Skyline

Key strategies learned in Milwaukee:

- Focusing on people at risk of displacement helps preserve community stability.
- This focus can become the key to further investment, both commercial and residential.

Downtown Milwaukee has undergone a nearly decade-long construction boom that has reshaped its skyline. Some estimate that the boom has enabled Milwaukee's builders to boost the local housing supply with nearly 12,000 new units of market-rate housing. But, the trend in prosperity belied challenges in nearby neighborhoods. These communities suffered from lingering issues of vacancy and abandonment as well as rising foreclosures and evictions. They also faced a severe shortage of affordable housing units for low income families. In fact, Milwaukee has one of the worst shortages of affordable housing in America. Only 25 affordable housing units are

available in the city for every 100 extremely low-income households.³² In a key finding from Milwaukee's 2018 Anti-Displacement Plan (ADP), the Department of City Development noted that the City's ability to preserve and protect housing choices for its low-income families at risk for displacement, would require production of new affordable housing units.³³

In response, Mayor Tom Barrett announced his 10,000 Homes Initiative. The goal is to build or improve 10,000 housing units over ten years in neighborhoods throughout the city. The 10,000 Homes Initiative will rely on funding from developer-financed tax-incremental districts — an economic development tool infrequently used to fund residential development.

In early 2019, city leaders drafted guidelines governing the use of tax increment financing (TIF) assistance for multi-family residential developments. The new TIF-assistance guidelines prioritized residential development projects in three types of neighborhoods: those at risk for displacement, those where robust market-rate housing development has exponentially outpaced affordable housing development, and those that lack current affordable housing options.

In order to be eligible for TIF assistance, a proposed building or improvement project must have at least 20 percent of its proposed units at prices affordable to households earning 60 percent or less of the AMI and 25 percent of units must be affordable to households earning 50 percent of the AMI. All projects were required to yield a minimum of 20 affordable housing units that will remain affordable for at least 15 years.

³² Nusser, Susan. "Can Milwaukee Really Create 10,000 Affordable Homes?" CityLab. <https://www.citylab.com/equity/2018/10/can-milwaukee-really-create-10000-affordable-homes/570742/>.

³³ Department of City Development, A Place in the Neighborhood. City of Milwaukee, 2018. <https://city.milwaukee.gov/ImageLibrary/Groups/cityDCD/planning/plans/AntiDisplacement/Anti-DisplacementPlan.pdf>.

3. COMPREHENSIVE PLANNING



Case Study: Redefining “Affordability” in Rochester

Key strategies learned in Rochester:

- AMI is a straight-forward HUD metric.
- City policy makers and developers must use it effectively to address the needs of residents in specific neighborhoods.

According to HUD, the AMI in the Rochester Metropolitan Statistical Area for a family of four is \$74,000. The area median income in the city of Rochester alone is half as much. Previously, housing that was affordable for a family earning \$88,800 was considered affordable, even though it was not at all affordable to the one-third of Rochester’s cost-burdened families that spend more than half of their income on housing.

City leaders redefined the term “affordability” using the HUD guidelines. The idea was to do a better job creating, preserving and restoring housing to fit the income needs of Rochester residents and safeguard the definition of affordability in the city’s charter. Now, to encourage the development of more affordable housing units, the city awards more support to development proposals that include plans for some units to be 50 percent AMI and below.

Under the new charter provisions, low and moderate income will be categorized as follows:

- Extremely low or less than or equal to 30 percent AMI.
- Very low, or more than 30 percent and less than or equal to 50 percent AMI.
- Low, or more than 50 percent and less than or equal to 80 percent AMI.
- Moderate, or more than 80 percent and less than or equal to 120 percent AMI.



Case Study: Closing the Affordability Gap in Boston

Key strategies learned in Boston:

- Steady, long-term attention to housing affordability and securing buy-in from constituents for targeted housing goals.

Boston is part of Suffolk County, which has one of the most narrow housing affordability gaps in the U.S.³⁴ But, housing affordability is still pressured by the city’s growing population. In the recent past, Boston projected a population growth of 91,806. Now, the city expects 142,133 more residents by 2030.³⁵ Mayor Martin Walsh and his administration are focusing on housing disparity and increasing housing stock by implementing the Housing Boston 2030 Plan (HB30).³⁶ The plan sets goals for housing production, including income-restricted housing designed to be affordable to a range of incomes. It also includes plans for strategic growth that increases homeownership, promotes fair and equitable access to

housing and preserves and enhances existing neighborhoods to prevent displacement.

In 2018, the updated Housing Boston 2030 plan increased the city’s overall housing target from 53,000 to 69,000 new units, including 15,820 income-restricted units by 2030.

Bostonians are supportive of affordable housing creation. Voters passed the Community Preservation Act in 2016 which would create a Community Preservation Fund financed by a one-percent property tax-based surcharge on residential and business property tax.³⁷ The revenue will fund initiatives in affordable housing creation, historic preservation and maintenance of open space for public recreation.



Case Study: Resilience in San Antonio

Key strategies learned in San Antonio:

- Environmental factors frequently create added costs for occupants of low-income housing when it comes to utilities, maintenance and even health costs.

³⁴ The Urban Institute, “The Housing Affordability Gap for Extremely Low-Income Renters in 2013.”

³⁵ “2018 update on Housing Boston 2030”, found on Boston.Gov.

³⁶ “Mayor Walsh releases “Housing a Changing City: Boston 2030,”” <https://www.cityofboston.gov>.

³⁷ “Community Preservation Act,” <https://www.boston.gov/community-preservation-act>.

- Local climate change impacts exacerbate existing problems.
- Efforts to improve sustainability in housing saves residents money and improves quality of life for the whole community.

Housing affordability is about more than the list price of a home. San Antonio, for example, is one of the fastest growing large cities in the United States. The region's rapid economic and population growth has caused local housing costs to increase faster than AMI for nearly two decades.³⁸ For residents, that means homes are increasingly difficult to afford. And there are other associated rising costs, like utilities, maintenance and even healthcare.

San Antonio has always been hot, but climate change has caused temperatures to spike. In recent years, the city's development boom has generated a growing urban heat island.³⁹ At night, the central urban core can be up to 20 degrees warmer than rural areas in the northern part of Bexar County.⁴⁰ These higher temperatures reduce air quality as the sunlight and heat react with pollutants to generate ground level ozone, exacerbating dangerous smog.

The city has taken a holistic approach through San Antonio Green and Healthy Homes programs, which "provide assistance to owners and landlords of residential properties (both single-family and multi-

family) in creating healthy, safe, energy-efficient and sustainable homes for families and children."

One of the flagship initiatives is the Under 1 Roof program. Launched as a pilot in 2016 with just \$200,000, and serving just ten families, the program identified and replaced failing roofs with free, energy-efficient "high-reflectance roofs." These "cool roofs" helped address a range of health, energy and environmental issues.⁴¹

In fiscal year 2018, San Antonio's city council approved a \$2.25 million budget to expand Under 1 Roof to include five other districts. At the time, Councilman Roberto Triveño noted that, "What started out as a District 1 pilot program with a sliver of funding has grown into a multi-million-dollar program that assists folks across the city and helps combat rising urban temperatures while saving residents money." The program, he said, saves participating homeowners an average of \$1,200 per year in energy costs.

In addition, the city's municipal utility (CPS Energy), developed a cool-roof rebate program to incentivize other residents to install new roofs with high-reflectance materials. Programs like this can dramatically extend the lifespan of a city's affordable housing stock, and help reduce the need for demolition.

REFLECTIONS ON THE CASE STUDIES

These examples show us that cities need holistic, integrated housing strategies to improve housing affordability. Strategies must connect opportunities for employment and new business creation with land-use decisions. They must also have focus on two critical factors: making a variety of dwellings available to meet the needs of diverse groups of residents and ensuring access to transportation options so residents can get to work and meet other needs like health care, shopping and recreation.

City leaders must explore key questions, including:

1. What are my city's local housing goals and does the comprehensive plan reflect those goals?
2. What are the economic conditions of my city's local housing market?
3. What are the regulatory conditions of the local housing market for development and redevelopment (zoning, permitting, fees)?
4. What policy tools and options are available to cities in my state to address these conditions to improve quality and affordability?
5. What is the local political environment for decision making on housing?
6. Do residents understand the trade-offs in land use decisions that come from a restricted housing supply on matters like taxes, job growth, investment attraction?
7. How do city leaders confront and push-back against NIMBYism (The "Not in my backyard" phenomenon where residents don't want affordable housing in their neighborhoods) in housing decisions?
8. How can good decisions that increase housing quality across a range of housing choices be accomplished for the benefit of existing residents without the collateral damage of displacement?



³⁸ The City of San Antonio, "Housing Policy Framework." August 2018. <https://www.sanantonio.gov/Portals/0/Files/HousingPolicy/Resources/SA-HousingPolicyFramework.pdf>.

³⁹ Gibbons, Brendan. "Climate Change Will Make Life Hotter, Harder in San Antonio." San Antonio News Express. <https://www.expressnews.com/news/local/article/Climate-change-will-make-life-hotter-harder-in-12221130.php>.

⁴⁰ Huddleston, Scott. "Heat Map of San Antonio Conveys What's at Stake in Climate Plan." San Antonio News Express. <https://www.expressnews.com/news/local/article/Heat-map-of-San-Antonio-conveys-what-s-at-stake-13414579.php>.

⁴¹ Trevino, Robert. "City By Design." <https://citybydesign.org/>.

RECOMMENDATIONS

Federal Policy Agenda

National polls overwhelming support greater federal investment in housing. The vast majority of the public (85 percent) believes that ensuring all residents have safe, decent, affordable homes should be a “top national priority.”⁴² This view is strong across the political spectrum: 95 percent of Democrats agree it should be a top national priority, along with 87 percent of unaffiliated voters and 73 percent of Republicans. Eight in ten voters also say that both the president and Congress should “take major action” to make housing more affordable for low-income households.

Local elected officials overwhelmingly support greater federal investment in housing, and recognize that housing is extremely costly for working families. Those leaders are also making changes to reduce the wealth and housing affordability gap. According to NLC’s 2019 [State of the Cities](#) report, local governments are taking bold action to improve housing stability and affordability through land and housing trusts, eviction assistance resources and fair housing ordinances.

As noted by the task force chair, Washington, D.C., Mayor Muriel Bowser, in D.C., “affordable housing isn’t just a problem for our most vulnerable residents — it affects our entire community.”



NLC Calls on the federal government to enact housing legislation that:

1. Immediately stabilizes and stems the loss of public and affordable housing.

Historic unmet demand for units of affordable and workforce housing has created a national housing crisis. Emergency or supplemental appropriations are an appropriate and necessary federal response to quickly intervene in the immediate crisis of housing supply.

- **Approve emergency funding to address the nation’s highest priority housing needs.** Funding could take the form of a stand-alone emergency bill, or as a piece of any larger infrastructure package.
- **Emergency funding should include \$30 billion to address the immediate crisis.** Of that amount, \$15 billion for the public housing capital program, \$5 billion for the Community Development Block Grant program, \$5 billion for the HOME program and \$5 billion for the National Housing Trust Fund.

⁴² [National Housing Survey](#), HART RESEARCH ASSOCIATES, Study #12590, February/March 2019.

2. Authorizes ten years of new programs and funding to provide housing opportunities for all.

Now is the time to rethink and modernize housing policy at every level of government. Although cities value current HUD programs, it's clear that existing resources are insufficient to stem the growth of the affordable housing crisis.

- **Reauthorize and restore the HOME Investment Partnership Program and the Community Development Block Grant Program.** The HOME program is the only federal grant program aimed at construction of affordable housing in support of local governments. Unfortunately, funding cuts have significantly reduced the impact of the program which, today, serves mostly to cover gaps in financing of tax-credit housing projects. HOME should be reauthorized to support the construction of small and medium multifamily units that create greater housing options for multiple income levels. The CDBG program, the largest single federal grant program available to local governments, is bloated with regulatory and reporting requirements and is ripe for review to increase efficiencies and reduce burdens on grantees.
- **Increase funding for the National Housing Trust Fund and authorize a pilot allocation to regional councils of government.** The pilot would determine if lessons learned from regional allocations from the Highway Trust Fund can be applied to the National Housing Trust Fund. It would also foster the blending of federal funding for construction of affordable housing and transportation infrastructure.

- **Commit to a new vision for public housing and public housing agencies as the nation's stewards of permanently-affordable housing.** Public housing is the nation's largest source of permanently-affordable housing. More than 3,000 large and small public-housing agencies assist families and individuals at the bottom rung of the economic ladder by providing housing stability. A well-maintained stock of permanently-affordable housing would help cities manage swings in the housing market and weather economic downturns.
- **Protect and improve underserved and affordable housing and homeownership requirements on the private market.** The policies adopted by mortgage finance giants Fannie Mae and Freddie Mac shape neighborhoods and economic opportunity. Federal regulatory requirements should recognize and leverage these forces which have the power to improve access to affordable and workforce housing. That includes regular allocations to the National Housing Trust Fund and products that support the market for construction of workforce housing and small-dollar mortgage loans.

3. Support innovation and modernization of land-use and planning practices at the local and regional level.

Cities, towns and villages across the U.S. are already reevaluating local land use and planning practices to make them more equitable and to address past discriminatory practices. These municipalities are also already working to establish codes that reflect a need for resilience in the face of extreme-weather events. Different approaches may make higher-opportunity neighborhoods more — or less — accessible, but the impacts are not always clear.

Moreover, inequities exist regionally between the cities, towns and villages just as they exist between neighborhoods.

- **Provide federal grants for local housing, planning, land use and community engagement.** The cost of developing and administering changes to local land-use policies and practices puts quick action out of reach for many, if not most, of the 19,000 cities, towns and villages in the U.S. Federal funding and technical assistance would speed the development and adoption of best practices among local governments.
- **Offer renter tax credit.** A federal tax credit for renters, which does not currently exist, would expand the availability of federal rental assistance in the form of a refundable tax credit targeted to lower-income, rent-burdened households. A new balance of renter-tax credits and direct subsidies has the potential to improve equity and economic mobility opportunities at the local level.
- **Increase funding, landlord incentives and mobility for HUD's Choice Voucher Program.** Given the fundamental importance of housing stability for nearly every measure of well-being for residents, it is unreasonable to place arbitrary funding limits on the HUD Choice Voucher Program and administer housing assistance as a lottery. Rather, in conjunction with a well-regulated housing market, federal housing assistance should meet the demand for housing for all. Short of that, the federal government should increase funding annually by significant and predictable margins until the lottery aspect of the program is nullified.
- **Fix the market for small-dollar mortgage**

lending and entry level homeownership. Recent research from the Urban Institute has shown that, even for credit-worthy borrowers, financial institutions are generally not approving small-dollar mortgages. As a result, three quarters of homes purchased for \$70,000 or less in 2015 were purchased with cash, indicating risky property speculation. The unavailability of small-dollar mortgages puts housing out of reach for homebuyers at lower-incomes, and revitalization out of reach for communities in distress.

4. Fix inequities in housing development and the housing finance system.

The long history of federally-sanctioned housing discrimination and racial segregation is embedded in the development of America's cities, towns and villages. This legacy continues to have profound impacts on people of color and other vulnerable groups to this day. According to Brookings, on average in metropolitan areas, homes in neighborhoods that are 50 percent black are valued at roughly half the price of homes in neighborhoods without black residents.

It is incumbent upon all elected officials to understand how the present housing inequities came about. It is also their responsibility to make fully-informed policy choices that stop the perpetuation of these inequities, unintentionally or otherwise.

- **Reform of the Community Reinvestment Act (CRA) to increase public accountability of banks to serve every community.** CRA assessment areas need to be updated to include areas with considerable bank lending and deposit gathering outside of bank branch networks. This would result in more

loans and investments reaching low and moderate income (LMI) borrowers and communities. Regulators should also improve public data around community development lending and investments in order to provide greater clarity to lenders about what qualifies for CRA and to help identify areas around the country in need of greater community development lending and investing. Conversely, federal regulators should not adopt a one-ratio or single-metric approach to CRA exams, and should not adjust bank asset thresholds solely for making exams easier for banks to pass, or otherwise dilute attention to LMI borrowers and communities.

- **Eviction prevention and mitigation grants.** In 2016, 2.3 million eviction filings were made in U.S. courthouses — a rate of four every minute. That same year, one in 50 renters was evicted from his or her home. The federal government should partner with local governments and other stakeholders to help residents overcome events that place them at risk of eviction.
- **Expand Fair Housing to include sexual orientation, gender identity, marital status and source of income.** A growing number of local governments are enacting fair housing protections beyond those required by federal statute to ensure housing opportunities for every resident. Unfortunately, various state preemptions of local authority over land use and protected classes has created an uneven and inequitable marketplace for housing across the country. The federal government should level the field by expanding fair-housing protections.
- **Targeted investment and access to credit for neighborhoods and residents impacted by redlining and reverse-**

redlining. As documented by the Economic Policy Institute, the Federal government's general failure to intervene in discriminatory mortgage lending practices is one of the root causes of racially segregated, impoverished neighborhoods. For such communities, to overcome decades of unfair treatment, new targeted federal resources should be enacted to restore housing stability and rates of homeownership. This would also serve to stabilize impacted neighborhoods overall.

- **Fair housing and anti-displacement in federally-designated opportunity zones.** NLC's [2018 City Fiscal Conditions survey](#) indicates that local tax revenue growth is experiencing a year-over-year slowdown, as it is outpaced by growth in service costs and other expenditures. For cities and city leaders, opportunity zones represent a chance to overcome such slowdowns and associated neighborhood decline, in new and innovative ways. Within opportunity zones, private investment supplements public spending to advance public policy goals. It follows that public and private investment within Opportunity Zones should be in alignment according to key performance measures of fair housing and equitable economic development.

5. Supports scalable innovation and financing for cities, towns, and villages.

Every U.S. city, town and village relies on strong regional partnerships with HUD and the United States Department of Agriculture (USDA) for capacity building and access to capital to better serve the housing needs of their residents. The federal government is often the only feasible source of technical assistance and access to capital for the 20



percent of the U.S. population that lives in small and rural communities.

The Housing Assistance Council, in Congressional [testimony](#), put it best: “Rural housing markets are not just smaller versions of urban ones, and [federal housing programs] do not necessarily translate to the benefit of rural places. The few programs and modest federal spending on rural-specific programs are simply not enough to maintain a level playing field with other parts of the country.”

- **Increase funding for USDA rural-rental programs and improve alignment with HUD rental-assistance programs.** For many rural communities, housing instability and unavailability are compounding broader economic crises that have been decades in the making. These situations require a variety of approaches to overcome. At the same time, economic recovery cannot begin without housing stability.

- **Increase coordination between public housing agencies regionally.** The number of affordable housing units administered by Small Public Housing Agencies may be small compared to large PHAs, but there is nothing more important to the community. In addition to housing, small PHAs often serve as a hub for residents to access a far broader range of support services. More capacity building and technical assistance for small PHAs is necessary so that they can coordinate regionally and connect service providers across jurisdictional boundaries.
- **Offer federal assistance to rural homebuyers.** Homebuyers in small and rural communities often face challenges similar to impoverished urban neighborhoods, like inadequate access to mortgage credit, aging and declining housing stock and higher costs for housing construction and rehabilitation. Federal-homebuyer assistance should be available and flexible for use in both urban and rural communities.

SUMMARY OF RECOMMENDATIONS FOR LOCAL ACTIONS

Establish local programs by combining funding and financing streams to support housing goals. Among the means available to most cities are:

- Housing trust funds,
- First-time home buyer supports,
- Housing rehabilitation and preservation grants or loans and
- Tax incentives.



Modernize local land use policies, including zoning and permitting, to rebalance housing supply and demand. Focus on:

- Data management to set development priorities;
- Increased density allowances and ADUs;
- Land trusts, banks; and
- Streamlined development permitting, transparent fees and time-limited review procedures.

Identify and engage broadly with local stakeholders; and coordinate across municipal boundaries, to develop a plan to provide housing opportunities for all. To that end, utilize:

- Data to understand the local housing market conditions,
- Partnerships with private- and non-profit sector actors,
- Development of a comprehensive housing strategy based on a set of community-wide values that also identifies the consequences that may accrue when making choices among competing values.

Support the needs of distinct sub-populations including the homeless, seniors and persons with conviction histories. Cities should:

- Look to the success stories on fighting chronic homelessness,
- Prioritize specific sub-populations,
- Target wrap-around support services and
- Maintain existing affordable housing stock and support rehabilitation efforts, reduce or eliminate restrictions on access to public housing that go beyond federal mandates for those with conviction histories.

Prioritize equitable outcomes in housing decision as it is an essential component for success. This means:

- Ensuring enforcement of Fair Housing laws,
- Putting decision making about public investments in the hands of communities most at risk for displacement and
- Rebuilding trust between local government and communities of color.

SUMMARY OF RECOMMENDATIONS FOR FEDERAL ACTIONS

Immediately stabilize and stem the loss of public and affordable housing.

- Historic unmet demand for units of affordable and workforce housing has created a national housing crisis.
- Emergency or supplemental appropriations are an appropriate and necessary federal response to quickly intervene in the immediate crisis of housing supply.
- Crisis-response funding should include at least \$15 billion for the public housing capital program, \$5 billion for the CDBG program, \$5 billion for the HOME program, and \$5 billion for the National Housing Trust Fund.

Follow emergency intervention with passage of a long-term, stand-alone federal housing bill that authorizes ten years of new funding for pilot programs that advance housing for all.

- The housing crisis, and ongoing housing inequities, have been decades in the making; long-term corrective action is necessary for success.
- Long-term stand-alone housing bills could transform housing in America, just as the highway bill has done for transportation and the farm bill has done for nutrition and health.
- Program objectives should include capacity building for local governments, regional coordination across jurisdictional bounds, support for permanently affordable housing, and achievement bonuses for existing programs like CDBG.



Support innovation and modernization of land-use and planning at the local and regional level.

- Local leaders recognize that change is necessary to create housing opportunities for all, but local budget and capacity constraints put quick action out of reach for many of the 19,000 cities, towns, and villages across the U.S.
- Federal grants to support modernization of local housing, planning, land use, and community and regional engagement would speed adoption of best practices among local governments
- Innovations that could foster additional change include rental voucher mobility, affordable and small-dollar mortgages

for first-time homebuyers, and support for small multi-family units that can fill multiple needs in different housing markets.

Fix inequities in housing development and the housing finance system.

- Government failures to intervene in discriminatory mortgage lending practices, including redlining and predatory lending, is a root cause of racially-segregated, impoverished neighborhoods today.
- Federal resources should be enacted to restore housing stability and rates of homeownership for historically segregated and disadvantaged communities and their residents.
- Federal fair housing protections should be extended to include sexual orientation, gender identity, marital status and source of income.

Support scalable innovation and financing for cities, towns and villages.

- Increase funding for USDA rural rental programs and improve alignment with HUD rental assistance programs.
- Increase coordination between public housing agencies regionally.
- Maintain federal support for first-time homebuyers in cities, towns, and villages of every size and circumstance.



“
Government failures to intervene in discriminatory mortgage lending practices, including redlining and predatory lending, is a root cause of racially-segregated, impoverished neighborhoods today.

CONCLUSION

While a wide variety of housing challenges faces American cities, two stand out. In fast-growing cities, wages lag behind housing costs, leading to a scarcity of affordable housing. In legacy cities with slower growth, a persistent high rate of vacant and blighted housing exists due to the ongoing after-effects of the foreclosure crisis and general economic disruption.

As part of NLC's path forward, we will continue to do research, focus on education, provide technical assistance and capacity building, push for advocacy goals that benefit all communities, and bring stakeholders together.

NLC's research will:

- Continue to share quantitative and qualitative data on housing quality and affordability;
- Dive more deeply into urban-rural, small and legacy city questions including the integration of housing strategies with economic growth initiatives;
- Seek partnerships with the Urban Institute and the New York University Furman Center (among others) to advance mutual research priorities;
- Identify tested as well as promising practices that increase affordable housing and
- Further investigate the emerging intersection between climate resilience and housing affordability.

NLC's focus on education will:

- Lift up the lessons from cities captured by the task force and by countless other cities, towns, and villages that are implementing both tested and innovative

techniques to address community housing needs;

- Make use of NLC's many constituency and member groups and partners to engage local stakeholders and
- Enhance the leadership training and skills building programs available through NLC University.

NLC will continue its technical assistance and capacity building work to coordinate technical assistance efforts across the organization including those targeting:

- Homeless veterans,
- Seniors seeking to age in place,
- Equitable wealth creation,
- Shared equity housing models,
- Sustainable and healthy housing and
- Our Cities of Opportunity: Healthy People, Thriving Communities pilot program.

NLC will continue advocacy work to:

- Advance a strong voice at the federal level to push for implementation of recommendations contained in this report and
- Exercise leadership in coalitions including Opportunity Starts at Home and Mayors & CEO's for U.S. Housing Investment, among others.

City leaders are working to make a difference but all city residents, and all levels of government, have more to do. This report and the subsequent work to come are meant to provide a resource for city leaders, a platform for community conversation, and an action plan for solutions.

**Appendix A:
Summary of the Task Force Work**

NLC’s President Karen Freeman-Wilson, mayor of Gary, Ind., announced the formation of the National Housing Task Force in November 2018, under the leadership of chair Muriel Bowser, mayor of Washington, D.C.

“Every American deserves a place to call home. But in cities across the country, serious shortages of adequate housing means that too many residents don’t have the security of a stable home,” said Freeman-Wilson at the time of the task force’s formation.

Local leaders are on the front lines of ensuring that residents have safe, affordable housing. Through the formation of this task force, NLC sought to leverage its members’ collective experience to help solve this urgent challenge. Comprised of 18 other elected city leaders representing a diversity of city sizes, geography, roles in their respective regions and market types – plus the executive directors of two state municipal leagues (California and Michigan) – the task force was charged to develop a set of best and promising practices at the local level, as well as policy recommendations to federal and state governments.

Reflecting on her own city, Mayor Bowser said, “The affordable housing crisis is one of the most critical issues we are facing in this country, and one on which we are effectively working to tackle in Washington, D.C. From investing hundreds of millions of dollars for affordable units in new developments to building creative livings spaces like grand-family housing for seniors raising their grandchildren, we know that mayors will lead the way in providing innovative solutions.”

The task force kicked off with an introductory

call on December 19, 2018, but the work began in earnest with their first in-person convening January 22-23, 2019 in Washington, DC. At that meeting the members worked with and learned from partners in the non-profit and private sectors. These included:

- Carlton A. Brown, Principal, Direct Investment Development, LLC
- Sarah Brundage, Senior Director of Public Policy, Enterprise Community Partners, Inc.
- Lorraine Collins, Director of Public Policy, Enterprise Community Partners, Inc.
- Chris Herbert, Managing Director, Joint Center for Housing Studies of Harvard University
- Mike Koprowski, National Campaign Director, Opportunity Starts at Home Campaign
- Marion McFadden, Sr. Vice President, Public Policy, Enterprise Community Partners, Inc.
- Christopher Ptomey, Executive Director, Terwilliger Center for Housing, Urban Land Institute
- Adrienne Todman, CEO, National Association of Housing and Redevelopment Officials
- Margery Austin Turner, Senior Vice President, Urban Institute

Common Themes and Priority Topics

A series of common themes emerged from the first convening that the task force members shared, as listed below.

- The regional nature of housing policy issues contrasts with the local controls cities have over land use and funding.
- The need to address housing holistically

because of its intersections with neighborhood economic development, household wealth creation, access to jobs and services, placemaking, public health, race and equity, etc.

- The need to address housing not just from the supply side but also from the demand side via focusing on access to economic opportunity and income growth.
- The levers cities have over housing through local land use policies and regulations including their development review processes and comprehensive plans.
- The need for the federal and state governments to be better partners for cities and have more defined roles (such as the federal role on low-income housing).
- The need for cities to unlock the production potential of the private market and better partner with the private development community.
- The need for a toolkit of practices that cities from a variety of market types can utilize.

Through their deliberations, the task force also settled the following five priorities.

1. Identifying housing funding and financing resources cities have at the local level, (such as housing trust funds and land banks and trusts, etc.).
2. How to address special populations in local housing policy such as (seniors, the homeless, and people with conviction histories).
3. Levers cities can exercise on housing utilizing local land use policies and

regulations as well as their development review processes.

4. Federal housing resources.
5. Role of comprehensive planning in building a shared vision and collective action for housing.

The task force next met via webinar for a staff forum on February 20, 2019 to share local innovations. This discussion and subsequent follow-up with NLC staff identified case studies for sharing in this report based on the four categories of local actions prioritized in the first meeting: local funding, land use policy and regulation, comprehensive and strategic planning and engagement and housing for distinct and vulnerable populations.

The second and final in-person task force meeting took place on March 11, 2019 during NLC’s City Congressional Conference in Washington, D.C. The meeting included reflections by Boston Mayor Martin Walsh on the efforts he has implemented to address housing in one of the highest-cost cities in the U.S. These efforts include:

- Creating a housing plan for 69,000 units by 2030, of which 29,000 units have already been built or are in construction,
- Emphasizing low- and middle-income housing including for seniors and students,
- Streamlining approval processes,
- Pushing back on input from neighborhoods that don’t want to see growth and
- Opening a new Office of Housing Stability, to deal with evictions and displacements

Mayor Walsh also emphasized the need for more federal support for public housing as well as for vouchers for low-income households.

City Leaders' Housing Aspirations

At the March 11 task force meeting, Mayor Bowser also facilitated an aspirational discussion around a question: what would task force members do to solve this problem if they "weren't afraid to fail?" Their answers revealed insights into what cities could and should be doing to address their housing challenges. Responses fell into the four categories of local actions:

Local funding

- Create a fiscally sustainable local housing trust fund.
- Offer more rental subsidies and where permitted some forms of rent control.
- Require every corporation in city to establish a workforce training fund/program.

Land use policy, regulation and development process

- Ask residents in all neighborhoods to agree upon their share of citywide housing, production and preservation goals as a way of combatting resistance to growth and NIMBYism (Not in My Backyard attitudes).
- Ensure that affordable housing is built along new transit lines, especially along routes that connect to employment centers.
- Reduce barriers such as onerous development regulations especially on

distressed property.

- Require that every annexation includes a percentage of affordable housing with community amenities (such as grocery stores and parks).
- Require developers to provide and subsidize more affordable housing.
- Tie economic development incentives for corporations to affordable housing production.
- Spread affordable housing around to deconcentrate poverty.

Planning

- Conduct a comprehensive housing assessment and a timeline to accomplish the city's needs and goals.
- Define displacement and create a strategy to prevent it as part of growth.

Distinct and vulnerable populations

- Create a new equity housing fund to address the legacy effects of redlining.
- Bolster anti-poverty programs like workforce training and only attract employers that pay living wages.
- Increase the minimum wage to help households afford better housing.
- Implement policies to address the related costs that impact housing affordability (like transportation).
- Require building owners to notify tenants when they intend to sell a property, giving tenant coops an opportunity to purchase.

At the City Congressional Conference, NLC staff took advantage of the gathering of more than 2,000 city leaders in Washington, D.C. to engage with them directly about the task force's work and seek their input on the same questions the task force members were addressing. Staff met with the following groups:

- NLC Board of Directors
- Advisory Council
- Community and Economic Development Policy and Advocacy Committee
- Large Cities Council
- Small Cities Council
- Young Municipal Leaders

Valuable feedback from each of these constituencies was incorporated into the report and helped shape its direction.

A Federal Housing Policy Agenda for Cities

After the City Congressional Conference, task force members convened a final time remotely via webinar on April 10, 2019 to discuss a federal policy agenda for NLC to advocate for on behalf of cities. The proposals were organized according to five distinct policy outcomes (although there was some overlap among those outcomes). The five outcomes identified by the task force are:

- **Housing Affordability:** policy proposals addressing the growing gap between rising rents and flat incomes.
- **Housing Availability:** policy proposals to preserve and expand the number of units of affordable housing.
- **Housing Stability:** policy proposals to stabilize those in financial distress related to housing, and preventing eviction.

- **Fair Housing:** policy proposals to address historic injustices and ongoing inequities, and anti-displacement proposals.
- **Housing for Small, Rural and Legacy Communities:** policy proposals aimed at towns and villages below 30,000 in population or in a state of economic transition.

Task force members discussed nearly 30 proposals responding to the following questions:

1. Are there any priorities identified by members of the task force, or that are important to your city, that are missing from this list?
2. Are you able to identify a single top priority within each of the five policy outcomes?
3. Are you able to identify three top priorities overall?
4. If the federal government could enact one single housing policy proposal this year, which proposal would have this most immediate significant impact for your city?

From this process, the task force developed the federal policy agenda section of the report.

Appendix B: The State Regulatory Context

Local Tools to Address Housing Affordability: A State-by-State Analysis, shows the following:

Given the diverse landscape of housing affordability, cities must build and maintain the proper tools and flexibility to meet the needs of their residents. To that end, cities have implemented solutions such as inclusionary housing, rent control, fair housing and housing trust funds. They have also leveraged programs like their states' tax incentive programs to expand housing affordability and access.

NLC conducted an assessment of all 50 states and the District of Columbia to show how states and cities interact in each of these policy areas and provide details about cities' implementation authority. In the pages of *Local Tools to Address Housing Affordability: A State-by-State Analysis*, data for each policy comes from existing research, state legislation and relevant court decisions. Among the highlights are the following:

- Cities in 20 states and the District of Columbia are expressly permitted or face no legal barriers to inclusionary housing.
- Cities in 13 states and the District of Columbia are permitted, have some barriers, or have limited control to implement rent control. Oregon is the only state to mandate rent control.
- Cities in 25 states and the District of Columbia have either state law protections or local protections for those using housing vouchers as a source of income.
- Cities in 35 states and the District of Columbia have established housing trust funds.

The local housing context varies by regional housing market types and by the tools available to cities, towns and villages to address the needs of their communities. Based on our assessment of inclusionary housing, rent control, housing voucher holder protections, housing trust funds and state tax incentive programs, cities in New York, California and the District of Columbia have more tools to address housing affordability than others. Cities in Idaho, Indiana, Kansas, Texas and Virginia have fewer.

In addition to the number of tools available to cities, the way these policies play out locally varies significantly by state. For example, in some states with local inclusionary housing, rent control restrictions limit the authority of cities to implement mandatory programs, whereas in other states, this is not the case.

A new example of rent control can be seen in Oregon. In February 2019, it became the first state in the U.S. to enact mandatory statewide rent control. Cities in Oregon must adhere to the statewide rent control laws and are preempted from passing their own. This has created a new dynamic, the impacts of which will need to be evaluated.

Despite these variations, one thing is clear: The significant housing problem facing our country is compelling cities and states to rethink how they address the issue, and to adapt the relationship they have with each other to meet the scale of the challenge.

Cities can take several steps to achieve the careful balance of local flexibility and mutual housing affordability goals, including the recommendations outlined below.

Review, strengthen and update tools to improve housing affordability. Nearly all cities have control over local planning, zoning and

development regulations and can carefully examine these tools to improve housing options across income levels. For example, cities can relax density requirements in areas designated as single family, modify parking requirements and streamline development processes for projects with an affordability component.

Fill a policy vacuum. Cities in 23 states do not have state or local sources of income protections for housing voucher holders. These states also do not have explicit restrictions on local fair housing, meaning that many cities could create policies to limit discrimination and help extend housing options to those using housing vouchers.

Leverage state programs for local investment. Cities should leverage state tax credits and state housing trust funds to maximize their ability to provide affordable housing at all income levels.

Proactively engage state partners. For example, cities Utah have been working with the state legislature and state Commission on Housing Affordability to craft a bill that not only accelerates affordability in regional housing markets across the state, but also offers cities flexibility to do so in ways that meet their individual needs.

NLC NATIONAL
LEAGUE
OF CITIES



Housing Equity Report: Creating Goals for Areas of Our City

October 2019



District of Columbia
Office of Planning



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

#36000by2025

This Housing Equity Report provides goals for the equitable distribution of affordable housing in Washington, DC, supporting Mayor Muriel Bowser's vision for creating 36,000 new housing units by 2025. The report is the first in a series that will comprise the Housing Framework for Equity and Growth. The framework is a cutting-edge effort that will examine factors across multiple scales, design typologies, and resident experiences to generate recommendations that can increase housing affordability and opportunity for all residents.

A LETTER FROM OUR MAYOR

“A fair shot to live and thrive in DC means that we are big in our thinking about creating and preserving more affordable housing.”
MAYOR BOWSER'S 2ND INAUGURAL ADDRESS



Dear Washingtonians:

Coming into my second term, I set a bold goal to build 36,000 new homes by 2025. Our city's current housing stock is not enough to meet our current and future housing needs. Even as we have accelerated the production of housing and doubled-down on protecting existing affordable units, residents are still paying a greater share of their income on housing, and low-income residents are increasingly feeling the threat of displacement.

But by building more housing, being intentional about how and where we build affordable housing, and working with regional partners to set and meet regional housing goals, we can alleviate these challenges while also building more inclusive and diverse neighborhoods throughout DC.

Washington, DC already has one of the most robust set of affordable housing tools in the nation. Over the past five years, we have invested more than half a billion dollars into our Housing Production Trust Fund – more per capita than any other jurisdiction in the nation. We have also expanded homeownership programs, invested in programs to make it easier for seniors to age in place, and created and funded a Housing Preservation Fund. Still, there is more we can and must do.

To ensure we achieve our goals, in May, I issued the District's first-ever Mayor's Order on Housing, directing DC Government agencies to chart a path forward to 36,000 new homes. This report, which provides an analysis of current affordable housing distribution and proposes specific production goals for the future, is the first step toward executing that Mayor's Order.

The goals laid out in the report recognize that housing is a citywide challenge that requires a citywide solution. By working together to meet these goals, we can advance our collective vision of a diverse and inclusive Washington, DC.

Sincerely,

A handwritten signature in black ink that reads "Muriel Bowser". The signature is fluid and cursive, with a large loop at the end of the last name.

Muriel Bowser
Mayor

OVERVIEW

“We must think and act boldly to ensure the District is a home for all residents whether they have lived here their entire life or recently arrived.”
MAYOR’S ORDER

Housing is a vital component of Washington, DC’s inclusive growth - it is embedded in our neighborhoods and defines who we are as a city. Housing choice and affordability provide residents with stability and opportunity. Safe and stable housing supports physical, financial, and emotional health.

Washington, DC is recognized at regional and national levels for our commitment to equity as a core DC value. From a housing perspective, this value has been expressed through the District’s commitment to inclusive housing policies, programs, and tools backed by funding and implementation. As the city grows, our focus on housing remains critical to ensure all residents can continue to live in the city and benefit from the prosperity and jobs that come with growth.

Despite Mayor Bowser’s investments in affordable housing, production of new affordable housing is not keeping up with our residents’ needs. Growth also puts pressure on the overall housing supply, which can lead to rising costs. On average, residents are paying a greater share of their income for rental housing than before, an effect that disproportionately burdens low-income residents. Recognizing these factors, Mayor Bowser set forth a bold goal at the beginning of her second term to create 36,000 new housing units by 2025. The new housing would expand the competitive supply of housing, moderate increases in housing costs, provide needed relief to a broad range of middle income families, and reduce pressure on the supply of housing serving lower incomes.

On May 10, 2019, Mayor Bowser signed a Mayor’s Order directing District agencies to look at a variety of approaches to accelerate housing production while addressing the housing needs of specific populations, including families, older adults, residents with special needs, and across income levels in Washington, DC. The Mayor’s Order required a review of how existing affordable housing is concentrated in some parts of the city, threatened in others, and is extremely limited in availability in some areas due to a historic legacy of exclusionary and discriminatory land use decisions.

What is Affordable Housing?

There are two types of affordable housing: dedicated and naturally-occurring. **Dedicated affordable housing** is defined as income- and rent-restricted housing supported or subsidized by local and federal programs for households ranging from extremely low-income earning less than 30 percent of the Median Family Income (MFI) up to households earning less than 80 percent of the MFI. To make dedicated affordable housing financially feasible, it is necessary to support or subsidize it, even in areas with very low land costs. Each year, DHCD issues rent and income limits for dedicated affordable housing based on the MFI published annually by the U.S. Department of Housing and Urban Development (HUD). The District’s 2019 MFI limits of 80 percent or below are \$97,050 for a family of four and \$67,950 for a single-person household (see **Appendix 1**). Maximum and minimum income limits, rents, and purchase prices for dedicated affordable housing are all based on the MFI and adjusted for household size. **Naturally-occurring affordable housing**, in contrast, is unsubsidized and not income-restricted but rather is privately-owned housing with market-based rents affordable to low- and moderate-income residents. Naturally-occurring affordable housing is increasingly at risk of disappearing as the cost of housing rises. Even where naturally-occurring affordable housing exists, it does not meet the needs of the lowest income households. **Rent controlled apartments**, which restrict the rent of a unit but can be occupied by residents of any income, are not counted as affordable housing in our analysis.

The Mayor’s Order also proposed increasing the supply of dedicated affordable housing by 12,000 units affordable to low-income residents.

The Office of Planning (OP) and the Department of Housing and Community Development (DHCD)

responded to the Mayor’s Order by launching the *Housing Framework for Equity and Growth*. This framework will examine in the future a wide range of factors and policies that affect housing production and affordability, and will make recommendations for improving the District’s ability to deliver housing and increase housing affordability and equity for residents.

This *Housing Equity Report* is the first in a series that will comprise the *Housing Framework for Equity and Growth*. This report presents goals for the future distribution of affordable housing units to be produced across the District’s ten Planning Areas, ensuring each contributes an equitable share of affordable housing to the District’s overall number of affordable units. It also highlights why housing is critical to advancing inclusive prosperity in Washington, DC. These goals are informed by input from thousands of residents who shared feedback over the summer of 2019, including at a citywide housing conversation in September.

This report is part of an ongoing analysis and conversation citywide about housing and equitable growth. It is

“It’s not fair to place all of the affordable units in one part of the city because the wealthiest neighborhoods don’t want it. To thrive, neighborhoods needs to be mixed-income.”

WARD 8 RESIDENT

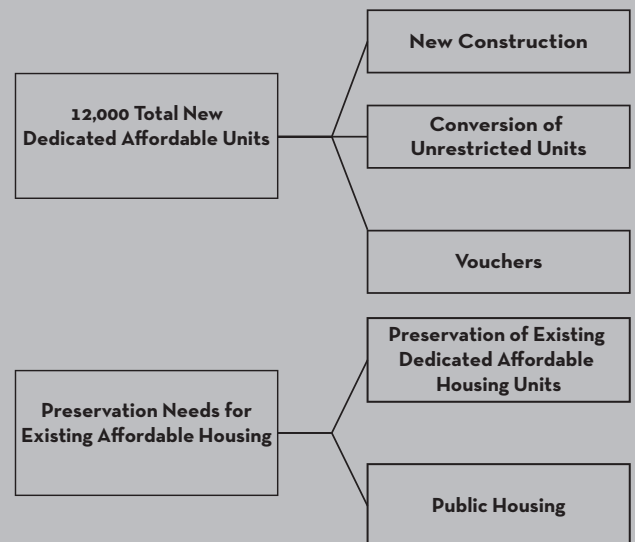
linked to the District’s Comprehensive Plan, DHCD’s *Analysis of Impediments to Fair Housing Choice*, and related housing initiatives. Acknowledging that the housing challenges faced by Washington, DC are not unique, the *Housing Framework for Equity and Growth* will not only examine housing at the citywide and neighborhood levels, but will also track efforts at the regional and national levels, including those led by the Metropolitan Washington Council of Governments (MWCOG) and by Mayor Bowser at the National League of Cities. Recognizing the role of housing opportunity in promoting the value of equity, DHCD and OP are working with multiple stakeholders across the District to ensure that the benefits of a growing economy extend to low-income residents so that they may continue to call the District their home.

How is Affordable Housing Produced in Washington, DC?

Achieving 12,000 new affordable units by 2025 will require a variety of methods including: (1) financial subsidies for new construction and the conversion of threatened naturally-occurring affordable units to dedicated affordable units; (2) expanded land use incentives and requirements through Inclusionary Zoning (IZ) and Planned Unit Developments (PUDs); (3) public land partnerships and dispositions; (4) expanded and enhanced voucher programs; and (5) other recommendations from the analysis.

In addition to the 12,000-unit production goal above, various preservation goals are beyond the scope of this analysis. In 2016, Mayor Bowser’s *DC Housing Preservation Task Force* established a goal of preserving all existing affordable units whose affordability would otherwise be threatened. There are an estimated 4,700 existing dedicated affordable units whose affordability controls will expire by 2025 plus more that may have capital upgrade needs.¹ Separately, the District of Columbia Housing Authority (DCHA) is working to address approximately 2,600 public housing units with immediate

critical needs and on establishing a longer-term plan to address remaining capital needs within their portfolio of public housing units through the August 2019 Working Draft of *Our People, Our Portfolio, Our Plan: DCHA’s 20-Year Transformation Plan*.² Importantly, the *Housing Framework for Equity and Growth* focuses on production and conversion, so it will not include detailed analysis of preservation or public housing. Instead, the Framework will defer to and coordinate with complementary efforts from our agency partners.



The District’s vision includes achieving an equitable distribution of no less than 15 percent affordable housing in each Planning Area by 2050. This will help make Washington, DC an equitable and inclusive city where all residents, regardless of their household type, size, and income, can access housing that is healthy, safe, and affordable in every neighborhood.

Affordable Housing Production Goals

Growing our housing supply helps maintain affordability for all and keeps the District economically competitive. The goal to build more housing requires a citywide approach and a commitment from each Planning Area to produce and preserve an equitable share of affordable housing toward the District’s overall number of affordable housing units.³

Washington, DC’s current supply of dedicated affordable housing is concentrated in some areas of the city and almost non-existent in others, restricting low-income residents’ choice and opportunities of where to live in the District.

Figure 1 shows the current distribution of dedicated affordable units across Planning Areas.^{4, 5} There are fewer than 500 dedicated affordable units in Rock Creek West (which is approximately one percent of the units within that Planning Area). Even when rent controlled units (which can be occupied by households of any income) are included, only seven percent of units in Rock Creek West remain affordable to families earning less than 60 percent of MFI.⁶ On the other hand, there are over 15,000 dedicated affordable units in Far Southeast & Southwest. The distribution of dedicated affordable housing varies significantly across the District.

By developing equitable goals for each Planning Area, this report charts Washington, DC’s path to building a more equitable and inclusive future. Based on analysis by OP and DHCD and community input (discussed further in the Community Engagement section), **Figure 2** shows the recommended affordable housing production goals by Planning Area that can achieve the Mayor’s Goal of 12,000 new affordable units by 2025. These goals are a critical first step toward a long-range goal proposed as a policy in the District’s ongoing Comprehensive Plan Amendment process to achieve a minimum of 15 percent of affordable units

“I strongly believe that growing an inclusive city means adopting a ‘fair share’ principle. Every ward should be responsible for its fair share of the city’s growth.”

WARD 1 RESIDENT

within each Planning Area by 2050 (see **Appendix 2** for more details on the current distribution of dedicated affordable housing and the proposed 2025 goals by Planning Area).

The goals in **Figure 2** were developed through a multi-step process using the Mayor’s 2025 goal and local and regional growth forecasts to estimate the pace of citywide total housing production from 2018 to 2050, and then applying a series of “equitable share” weighting factors and assumptions to allocate total housing production and affordable housing production to Planning Areas.

As a result, Planning Areas that are currently well below the minimum of 15 percent such as Rock Creek West, Rock Creek East, and Capitol Hill have the highest dedicated affordable housing production goals through 2025. By 2025, the goals would increase affordable housing in Rock Creek West from one percent to five percent, and in Capitol Hill from seven percent to ten percent affordable units of the total units within each Planning Area. In addition, the District will continue to make investments to increase opportunity in areas with a high concentration of affordable housing to allow both current and future residents to thrive.

Figure 1. 2018 Estimated Distribution of Dedicated Affordable Units

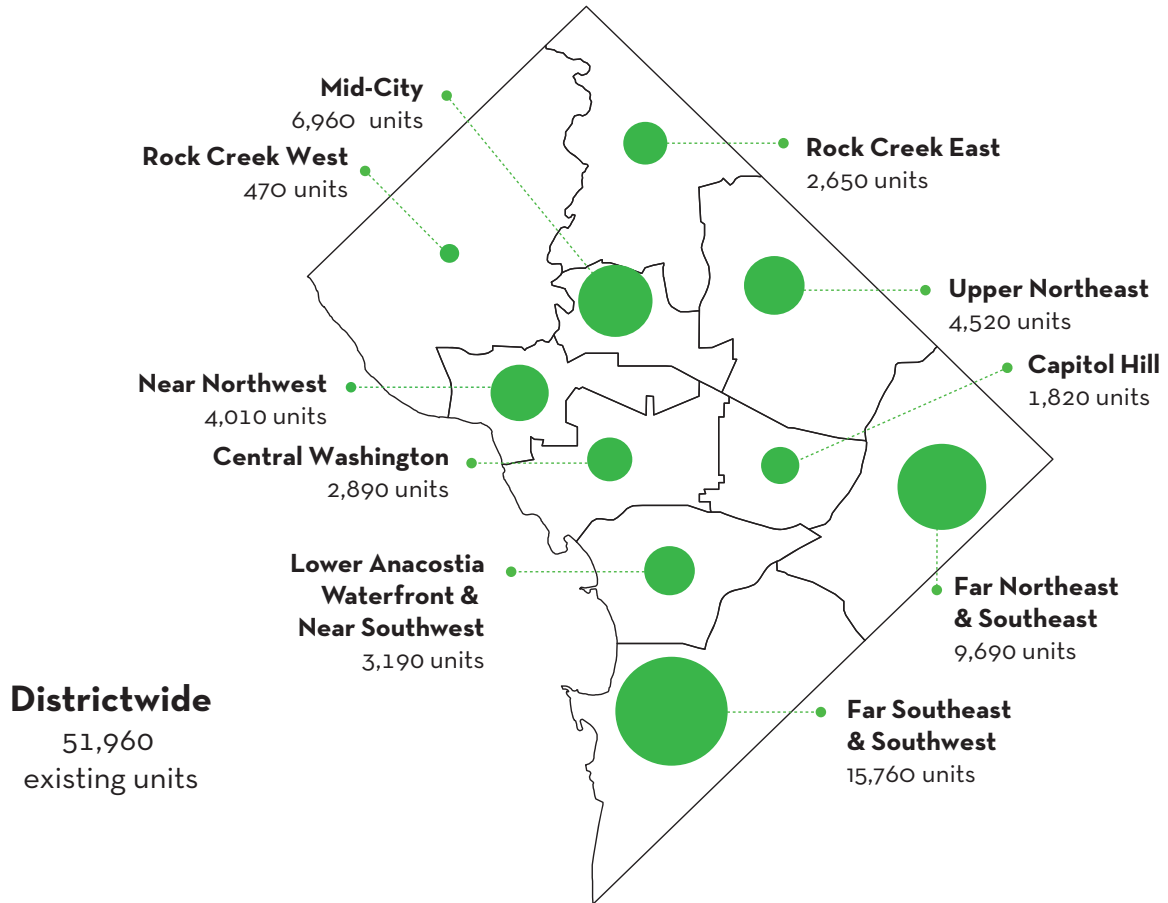
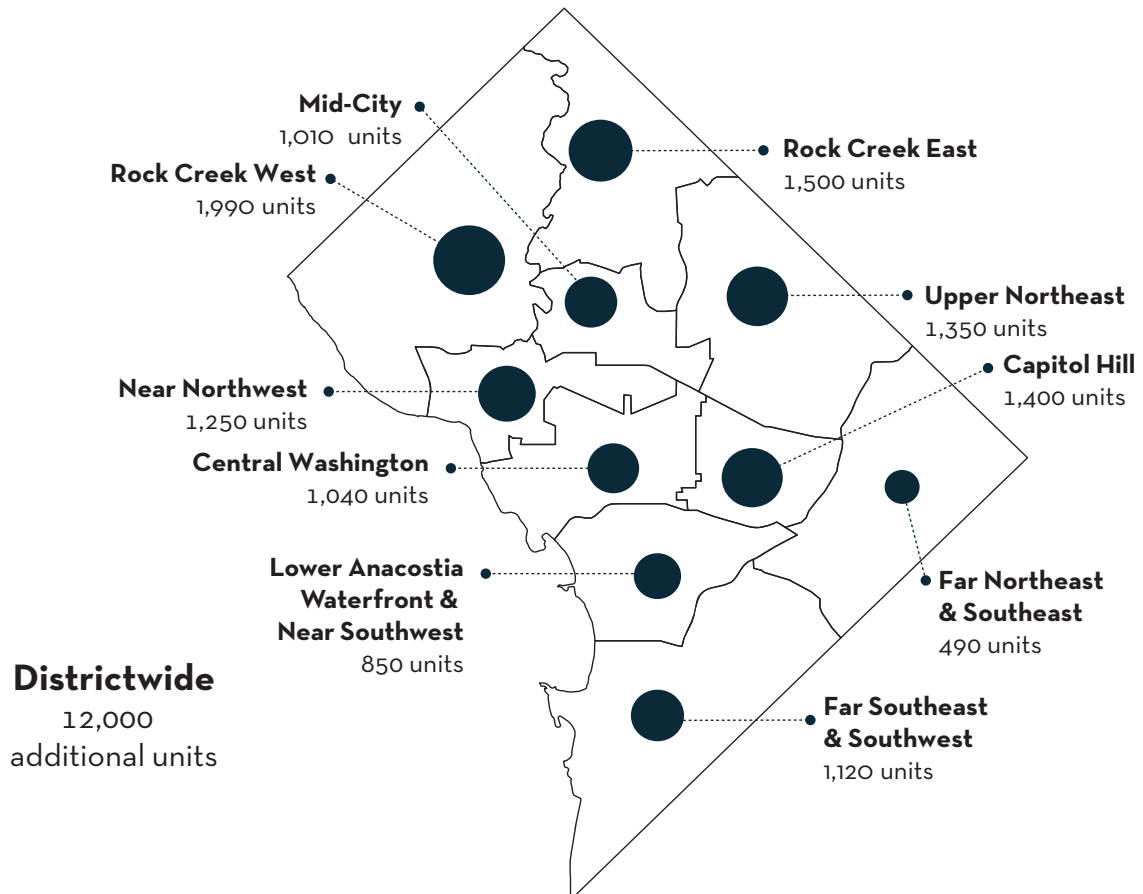


Figure 2. 2025 Dedicated Affordable Housing Production Goals



HOUSING & GROWTH IN WASHINGTON, DC

“It’s vital DC find a way to provide more affordable housing, particularly for lifelong residents who are being pushed out of the city.”
WARD 6 RESIDENT

The Mayor’s Order responds to a number of housing challenges District residents face. Washington, DC, like many American cities, is experiencing an increase in housing costs, a growing population, and a constrained supply of housing. To address these challenges, bold thinking and action are needed to ensure the District is a home for all residents, whether they have lived here their entire lives or recently arrived.

Growth Patterns

Since 2010, the District has grown by over 100,000 new residents, including through births as well as persons moving to the District. Many of these new residents are employed in industries, such as technology, professional services and government, which provide well-paid jobs and pathways to the middle class.⁷ Economic growth, a growing number of families, increased desirability of the city, and improved quality of life have fueled more demand for housing, particularly from higher income households.

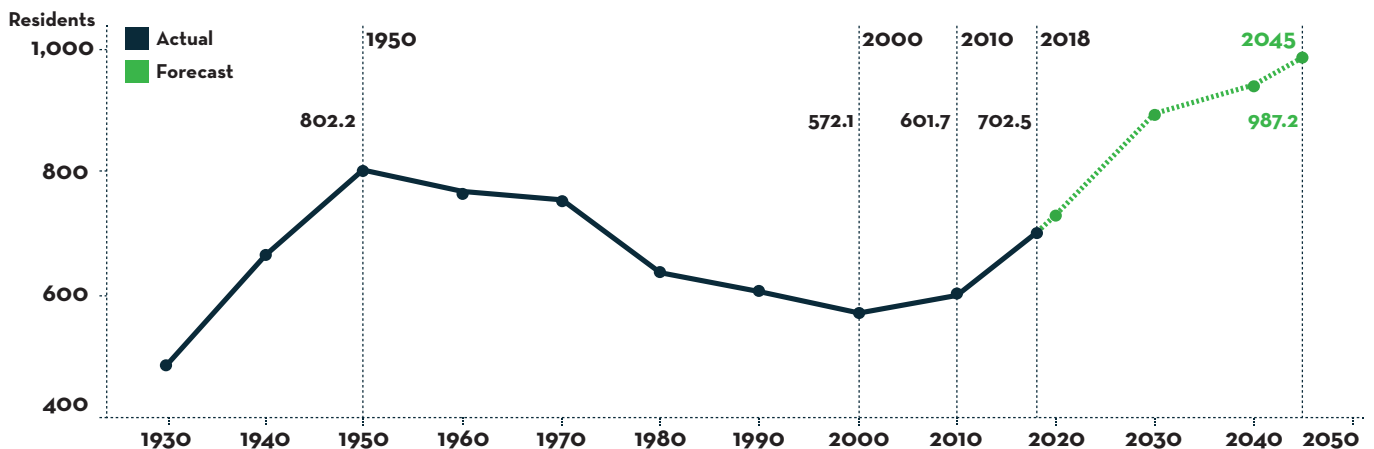
Washington, DC is projected to continue growing through 2045. Housing development has responded to this growth by sustaining one of the fastest periods of production in the city’s recent history, but housing supply has not kept up to meet the needs of our growing population. In addition, housing production has consisted mostly of small rental units targeted to households earning more than 120 percent of the MFI.⁸

What is the District’s Current Housing Picture?

The District currently has a total of approximately 325,000 housing units. More than a third (37 percent) are single-family homes (townhouses and detached houses) and a little over half (54 percent) are condos, co-ops, and rental apartments in large multi-family buildings (buildings with more than four units). The remainder is composed of small, two- to four-unit buildings. Of the total housing stock in the District, about a sixth (16 percent) is dedicated affordable.⁹ Additionally, as of 2011, a quarter (25 percent) of units in the District were rent controlled.¹⁰

Securing affordable, family-sized units is increasingly difficult for low-income families with four or more people. Together, the inadequate rate of production and mismatch in available housing to meet the needs of the District’s various household types have increased competition for a limited supply of housing that is affordable to moderate- and low-income families and increased housing costs. Producing more market-rate and affordable housing for all income levels will decrease housing cost pressures for moderate- and low-income residents.

Figure 3. Washington, DC Population Growth & Forecast (000s)



Affordable Housing Goals for the Washington, DC Metro Region

Although there is much that Washington, DC can and must do to address local housing needs, the city's housing market does not exist in isolation. Located within a metropolitan area that is the sixth largest in the nation by population, the District's forecasted growth now represents a greater share of the overall regional forecast than previously anticipated. Housing production is falling short of demand and affordability is a growing regional issue, mirroring what many other parts of the nation are experiencing.

The Metropolitan Washington Council of Governments (MWCOG), with leadership from the District, has convened jurisdictions across the region and set an ambitious target of adding at least 320,000 housing units between 2020 and 2030. This is an additional 75,000 units beyond the units already predicted to be built in the region for this period. MWCOG also created goals for establishing 75 percent of those units near Activity Centers or high-capacity transit and ensuring 75 percent of new housing should be affordable to low- and moderate-income households.¹⁵

The Urban Institute recently released *Meeting the Washington Region's Future Housing Needs*, an analysis of the current housing supply and predicted population growth forecast in the region. The report states that to ensure the region's future economic growth and prosperity, the region must produce at least 374,000 more housing units by 2030 and create at least 40 percent more housing to meet the needs of moderate-income households. The report highlights that jurisdictions within the region will need to leverage their existing housing tools and learn from each other to implement highly effective policies to accelerate housing production.¹⁶

“The District, like many cities, is facing increasing housing costs, a growing population, and a limited supply of housing.”

MAYOR'S ORDER

Housing Affordability

While it is clear that the District's housing production has not been sufficient to meet the needs of an increasing population, without such growth in housing supply, District residents would face an even more challenging housing situation. On average, rental households of all incomes are now paying a greater share of their income toward housing, as average rents for market-rate units rose to nearly \$2,000 for a one-bedroom and \$2,500 for a two-bedroom by 2018.¹¹ The median sales price of detached homes has reached nearly \$850,000, while the median for condominiums is \$465,000.¹² In this environment, the supply of rental units in the District that are affordable to residents earning less than 60 percent of the MFI is increasingly threatened.

Dedicated affordable housing has expiring affordability controls, and the rents of low-cost, unsubsidized, naturally-occurring affordable housing are rising rapidly. An analysis completed in 2019 estimated there are 18,300 fewer naturally-occurring units affordable to lower income families in 2017 than there were in 2006.¹³ Federal public housing, which serves some of the District's most vulnerable and lowest-income residents, has faced decades of disinvestment from the federal government while the need for major capital investment has grown acute.¹⁴

In parallel with the *Housing Framework for Equity and Growth*, DHCD is addressing the current distribution of affordable housing and the need to advance fair housing opportunities by conducting an *Analysis of Impediments to Fair Housing Choice*. The analysis focuses on housing discrimination, segregation, and limitations to fair housing options that hinder the District's efforts to affirmatively further fair housing. This process encourages active participation from the public to help develop strategies to address fair housing challenges across Washington, DC. Outcomes from the *Analysis of Impediments to Fair Housing Choice* will be integrated into this initiative.

COMMUNITY ENGAGEMENT

“We as a community must make room for more affordable housing across the city. We will become a more vibrant city when we have more inclusivity throughout all wards.”

WARD 3 RESIDENT

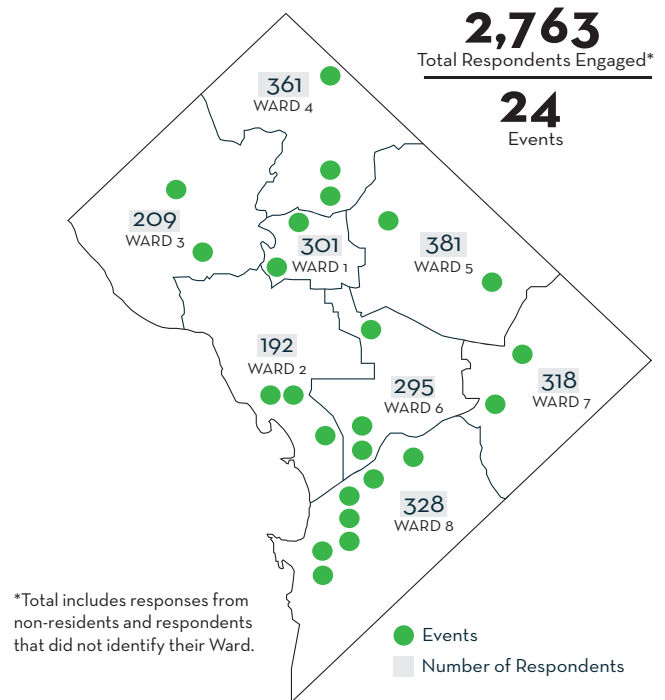
Across Washington DC’s eight Wards, the majority of residents surveyed felt that the current geographic distribution of affordable housing in the city is unfair, and most felt very strongly that this should change.

To understand residents’ perspectives on the District’s housing challenges, OP and DHCD conducted community outreach from June 15 to September 21, 2019, engaging thousands of people at 24 public events that took place across all eight wards. These engagements included citywide events, such as the Mayor’s Eighth Annual Senior Symposium and the Age-Friendly DC Housing Committee, and neighborhood-focused events, such as the Far Southeast Collaborative Ward 8 Faith Leaders Breakfast and Beat the Streets events hosted by the Metropolitan Police Department. Through these events, city staff learned about residents’ housing experiences, including the different challenges faced by various populations and where they would like to see greater affordable housing opportunities.

At these events, residents were invited to fill out a paper-based survey regarding the geography of the current distribution of affordable housing. To ensure broad participation, OP and DHCD made the survey available online and promoted it extensively through agency listservs and social media channels, Advisory Neighborhood Commissions, and community networks.

On September 21, 2019, outcomes from the survey were shared and discussed at a citywide Community Conversation on Housing at the Ron Brown College Preparatory High School in Ward 7. More than 2,700 people participated in the survey, representing all Wards, as well as a variety of gender identities, races and ethnicities, lengths of residence in the District, and a wide range of age groups. The results of the survey and other outcomes from the community engagements enabled the District to better understand how residents feel about the current distribu-

Figure 4. Community Engagement



tion of affordable housing and areas of the city that should be given greater priority to creating more affordable housing opportunities moving forward.

Seventy-six percent of respondents felt the current distribution is unfair compared to nine percent who thought the distribution is fair.

While there was some variation in survey results by Ward, 80 percent of all respondents felt strongly that the existing distribution of affordable housing in Washington, DC should change, with 61 percent of all respondents feeling “very strongly.”

When asked to prioritize the three Planning Areas where new affordable housing should be placed in the District, **Figure 5** illustrates that six out of ten survey responses identified Rock Creek West as a high priority Planning Area. This sentiment was shared by residents across all eight Wards. Survey respondents who prioritized Rock Creek West cited the availability of transit, quality schools, and access to employment

opportunities and neighborhood amenities, such as parks and grocery stores, as important neighborhood attributes that can support and complement affordable housing. Following Rock Creek West, four out of ten survey responses identified both Capitol Hill and Rock Creek East as the next most appropriate Planning Areas for more affordable housing.

Comments submitted through the survey underscored residents' desire for making affordable housing opportunities available throughout the entire city; growing a more inclusive and equitable city; developing affordable housing in high opportunity areas; and providing ample access to transit, schools, jobs, and grocery stores in all neighborhoods. To learn more about the survey's findings, please visit housing.dc.gov and click on "Our Progress."

These themes were echoed by participants at the September 21 Community Conversation on Housing, where over 150 residents and community stakeholders participated in-person and online in small group discussions on housing equity, neighborhood opportunity, and the resident survey results. In addition to

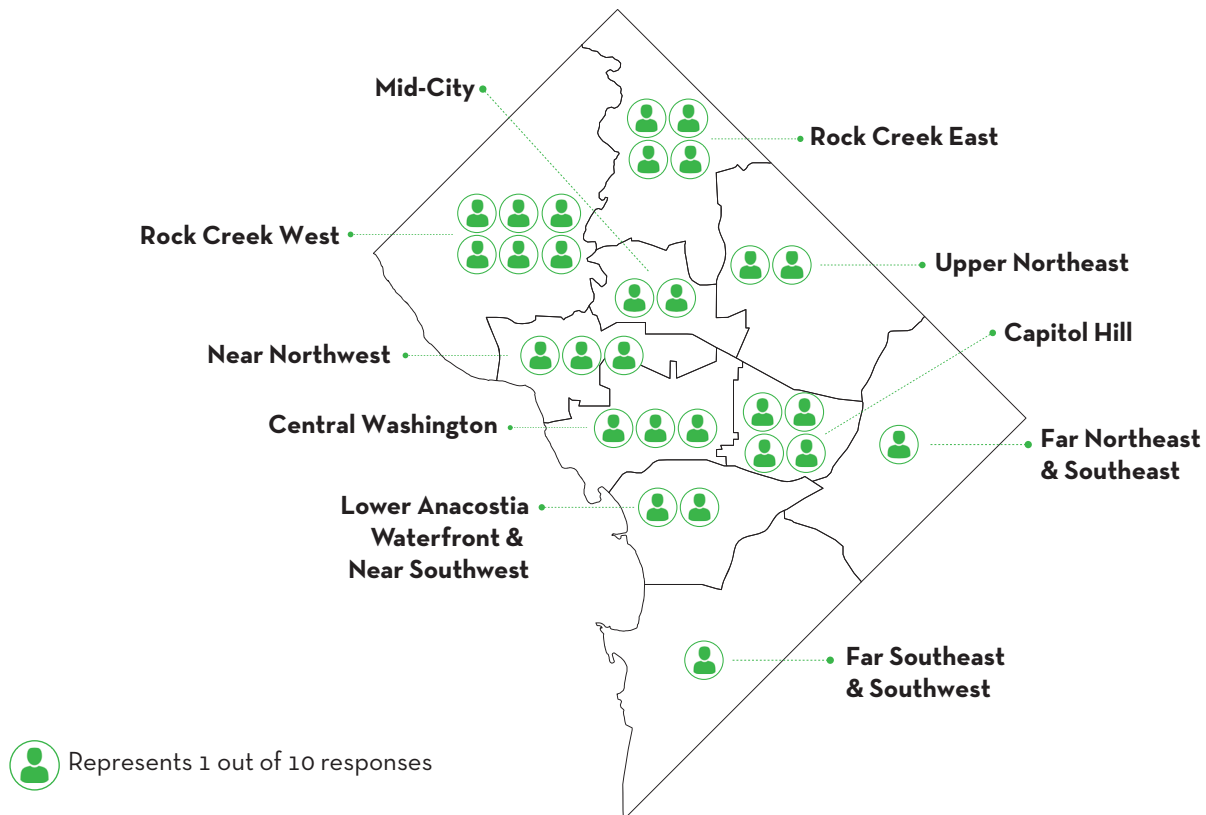
"The distribution of affordable housing currently isn't fair to DC residents and doesn't give or increase the equity among all demographics. #fairshot."

WARD 7 RESIDENT

discussing these topics, participants were asked to reflect on how housing impacts their health and what neighborhood amenities are most critical to providing a high quality of life.

Participants highlighted the importance of neighborhood amenities and wrap-around services for affordable housing; the current lack of affordable housing supply, which exacerbates financial pressure on existing families, especially those earning 30 percent or below the MFI; and the need for enhanced government coordination and financing to effectively address barriers to affordable housing development in high opportunity areas. Participants also highlighted the importance of addressing public housing conditions and ensuring extremely low-income residents and residents experiencing homelessness receive adequate housing support.

Figure 5. Where Survey Respondents Think Affordable Housing Should Be Prioritized



EQUITABLE DISTRIBUTION GOALS

“It is important that each Ward increases their share of affordable housing and provide a variety of housing options for people to choose where they live.”

WARD 4 RESIDENT

The current distribution of affordable housing in Washington, DC reflects a legacy of racially discriminatory and exclusionary policies enacted in the past century, which cannot be corrected overnight. In fact, it will take a focused and sustained effort over the next generation to address. The whole city has a role in providing affordable housing and access to opportunity to address this legacy, particularly along racial and income lines.

Requiring that each Planning Area achieve a minimum of 15 percent affordable by 2050 reflects proposed Comprehensive Plan policy and the idea that each area should contribute its equitable share toward the citywide goal. This citywide goal is informed by the fact that the current share of dedicated affordable housing citywide is approximately 16 percent; as the number of affordable units increases, each area should approach this citywide average.

The affordable housing production goals shown in **Figure 2** were generated through a multi-step analysis that first addresses total citywide housing production and then uses that information to create affordable housing goals citywide and by Planning Area.

Methodology for Total Housing Production

The total housing production goal citywide was calculated from 2018 to 2045 using the current housing development pipeline, the Mayor’s 2025 housing goal, and local and regional growth forecasts for 2045. Total housing production includes both market-rate and dedicated affordable housing units. A forecast was developed and broken into five-year increments, with an adjustment for the seven-year period (2018 - 2025), and extended out to the year 2050. A citywide pace of total housing production over time (2018 - 2050) was then determined. These inputs were then used to develop a total housing goal for each Planning Area and for each five-year increment. For Planning Areas growing at a rate slower

than the citywide pace, upward adjustments were made using weighted averages reflecting differential growth rates and assumed reduction of impediments to housing creation. No adjustments were made for Planning Areas already growing at a rate faster than the citywide pace. The forecast estimates an increase in supply of over 132,000 residential units to a Districtwide total of 456,900 by 2050. The overall effect would be a distribution of total housing growth that is more balanced across the city.

Methodology for Affordable Housing Production

The total citywide housing production number calculated above for each five-year increment was carried into this step and used as the baseline for the affordable housing production calculation. One-third of the baseline number was assumed to be dedicated affordable housing (per proposed Comprehensive Plan policy). This citywide affordable housing number was then allocated to the Planning Areas on the following equitable share basis:

- For Planning Areas with more than 15 percent affordable housing (as a percent of total housing in the Planning Area), a minimum of ten percent of the new production will be dedicated affordable, including through Inclusionary Zoning requirements and other means that can support inclusive growth.
- For Planning Areas with less than 15 percent affordable housing (as a percent of total housing in the Planning Area), a minimum affordable housing production number was calculated as a composite of: (1) one-third of new total housing production for that specific Planning Area; (2) an additional number of units derived by applying an “Equitable Distribution Weighting Factor” that shifts some of the affordable housing forgone in areas that already have more than 15 percent of affordable housing.

As a result of applying the above methodology, Planning Areas that are currently well under the citywide average will experience greater acceleration of affordable housing production than others, especially during the first interval (2018 - 2025). These areas will then level off during subsequent intervals as their percentages get closer to 15 percent. For areas that are already close to or above the 15 percent threshold, the above methodology yields a slower increase in the production of affordable housing.

Approaches for Delivering Equitable Distribution of Affordable Housing

To implement these numeric goals, this report recommends the following set of approaches to achieve an equitable distribution of affordable housing that can provide opportunities for all District residents to live in neighborhoods across the city.

- Identify impediments and develop opportunities to improve housing production, especially in Planning Areas that are growing slower than the rest of the city.
- Treat existing dedicated affordable housing, especially public housing units, as a critical resource and seek to preserve 100 percent of units regardless of location. Not including the capital improvement needs of public housing, more than 4,700 dedicated affordable units will be at risk by 2025.
- Maintain a citywide average pace of affordable housing production equal to one-third of total housing through 2050. This approach is reflected in the methodology and would raise the share of dedicated affordable units from 16 percent in 2020 to 21 percent by 2050.
- Support market-rate residential development and continue investing in important public services, facilities, and amenities in areas with existing high concentrations of affordable housing. Efforts should focus on homeownership opportunities for existing residents as a pathway to long-term stability, asset development, and greater prosperity.

Applying the above methodologies and approaches results in year 2025 production goals found in **Figure 2**. These goals reflect the progress required to achieve the proposed Comprehensive Plan policy

“I want to live in a District that offers everyone opportunities to thrive and succeed.”

WARD 2 RESIDENT

for 2050 while aligning with MWCOG’s 2030 goals regarding the amount, accessibility and affordability of housing. While achieving the 2025 goals by Planning Area is ambitious, many affordable projects are already underway, with 7,970 units under construction, funded, or expected through Inclusionary Zoning and land dispositions. These projects will contribute significantly toward the Mayor’s goal of 12,000 new affordable housing units by 2025.

Maintaining Dedicated Affordable Housing

Dedicated affordable units combined with naturally-occurring affordable housing currently represent approximately 21 percent of all housing in the District. However, the supply of naturally-occurring affordable housing is disappearing. The loss of 18,300 units between 2006 and 2017 suggests that over the next 10 to 20 years, the remaining supply will no longer be affordable to lower income households. By ensuring one-third of new production (including through conversion of non-subsidized units) is dedicated affordable, Washington, DC will be able to make up for the loss of naturally-occurring affordable housing. This goal would raise the citywide share of dedicated affordable units from 16 percent in 2020 to 21 percent by 2050.

Figure 6 compares the 2025 Production Goals by Planning Area to the current development pipeline for each and where there is a shortage of affordable housing and a need for greater focus to achieve the 2025 production goals. **Figure 6** shows that some areas, such as Far Northeast and Southeast, are well ahead of their goals, while others, such as Capitol Hill and Rock Creek West, will require focused resources over the next several years in order to reach the proposed goals.

The 2025 production goals are a first step toward achieving broader equity and access to opportunity and addressing the District’s housing challenges. While certain areas will need to prioritize affordable housing production, others will need to focus on preserving existing dedicated and naturally-occurring affordable housing. Some areas will also need to expand job opportunities, enhance neighborhood amenities, and increase low- and moderate-income homeownership. Put simply, every Planning Area across the District will need to be examined for specific housing and neighborhood needs and the subsequent steps to address them.

“It is imperative that new affordable housing options be built in areas of opportunity.”

WARD 2 RESIDENT

The District can achieve the 2025 goals through a mix of approaches and tools including leveraging District-owned land, blending density bonuses of Inclusionary Zoning with Tax Exempt Bond financing, and creating incentives for owners of accessory apartments to house voucher holders, among others. The tools are not limited to brick-and-mortar solutions. They also include program enhancements such as voucher expansion and conversion of naturally-occurring affordable housing to dedicated affordable housing.

Combined, these recommendations can accelerate production of housing and achieve a more equitable distribution of affordable housing across neighborhoods, helping fulfill the vision of an equitable city.

Figure 6. Current Affordable Housing Pipeline & 2025 Production Goals by Planning Area

Planning Area	Affordable Housing Production Goals	Affordable Housing Pipeline	Shortage of Affordable Housing	2025 Total Housing Production Goals*
Rock Creek West	1,990	80	1,910	1,260
Capitol Hill	1,400	280	1,120	3,270
Near Northwest	1,250	270	980	1,850
Mid-City	1,010	620	390	4,210
Rock Creek East	1,500	1,160	340	1,580
Central Washington	1,040	750	290	3,940
Upper Northeast	1,350	1,160	190	6,900
Lower Anacostia Waterfront & Near Southwest	850	910	on track	7,960
Far Southeast & Southwest	1,120	1,450	on track	2,040
Far Northeast & Southeast	490	1,290	on track	2,990
Total	12,000	7,970	5,220	36,000

*The total housing goals consist of net new market rate and affordable housing production. For Rock Creek West, the new affordable housing goals are greater than the total housing goals because the affordable housing goals include not only net new production, but also conversion of existing housing into subsidized housing and voucher recipients living in non-restricted housing. Reaching our goals will require a mix of these strategies, especially in Rock Creek West, where new housing has been extremely limited to date and where land use changes must be made to the Comprehensive Plan to reach these housing goals.

WHY EQUITABLE HOUSING MATTERS

“Affordable housing should be spread around so all families have the opportunity for upward mobility, better schools, and more access to transportation.”

WARD 5 RESIDENT

Establishing equitable housing goals by Planning Area is critical to advancing the District’s goals of equity and inclusive prosperity and promoting the wellbeing of all residents. As Mayor Bowser’s Department of Health *2018 Health Equity Report* shows, where people can afford and are able to live affects not only their quality of life, but also life expectancy and economic opportunity.¹⁷ A growing body of evidence-based research continues to reveal just how deeply vital neighborhood conditions are to influencing and shaping life outcomes.^{18, 19}

The availability of safe, decent, stable affordable housing across all neighborhoods is fundamental to achieving an inclusive city where all residents can thrive. The equitable affordable housing development and distribution goals presented in this report can help expand opportunities for all residents to access important health and economic opportunities.

The affordability, stability, and location of housing shapes the physical, emotional, and mental wellbeing of District residents. Families struggling to pay high housing costs or who are experiencing housing instability are more likely to have poor self-rated health, hypertension, and arthritis; more likely to forgo paying for other important needs like healthcare, healthy food, and utilities; and more likely to be evicted or become homeless.^{20, 21, 22}

Where people live and can afford to live matters too. Neighborhoods differ by the diversity and quality of the amenities they provide, ranging from safe streets, to vibrant retail, to green space. When neighborhoods have higher economic opportunities, less economic and racial segregation, and improved built environments, they foster improved physical and mental health for both adults and children.^{23, 24, 25}

Often known as “high-opportunity areas,” neighborhoods with high performing schools, amenities like grocery stores and safe parks, and accessible public transit improve access to important economic, educational, and employment opportunities.²⁶ When



Plaza West on K Street

high-opportunity neighborhoods lack affordable housing or when areas with affordable housing lack neighborhood services and amenities, low-income residents are excluded from important social and economic opportunities of those healthy neighborhoods.

Perhaps most importantly, when low-income residents can move or afford to live in high-opportunity neighborhoods, they thrive. Low-income children living in high-opportunity areas are more likely to perform better in the classroom and on academic tests compared to their peers in high-poverty areas.²⁷ The benefits continue to accrue as life progresses, as those children are more likely to attend college and have increased lifetime earnings, averaging \$302,000 higher as adults compared to their low-income peers living in high-poverty areas.²⁸

While the District will continue to expand affordable housing, it will also continue to invest in services, facilities, and amenities in low-income areas with the goal of realizing the benefits of high-opportunity neighborhoods across all areas in the city.

NEXT STEPS

“DC has a great opportunity to build on community support for diverse, equitable housing that is affordable for everyone.”

COMMUNITY STAKEHOLDER

Through our engagements over the last few months, we heard hundreds of individual housing stories. Every resident’s experience is different, from a couple facing concerns about rising rents, to a senior looking for a more suitable home in their neighborhood, to a family worried about their public housing unit. We learned that housing is multifaceted, so addressing housing needs and affordability requires a more detailed look at various neighborhoods and experiences. The work we have done to date, starting at the District level, then looking at the region, then looking at Planning Areas in this report, sets the broad goals and context. To move from goals to actions and outcomes, we must now look more granularly at impediments and opportunities that align with the needs of our various communities.

This report is just the first step in better addressing our housing system and the inequitable distribution of affordable housing. We will work to achieve the Mayor’s 2025 housing goals by conducting a *Housing Experience and Design Analysis* and generating *Opportunities and Recommendations* based on our overall findings, including through continued community engagement.

Housing Experience and Design Analysis

The next step in this initiative will examine factors affecting the District’s housing market and system, including local market factors for supply and demand, land use and zoning capacity for new housing (including analysis of single family zoning and its effect on housing production), and regional and national drivers of housing. Performed on both a citywide and Planning Area basis, analyses will look into the experiences and needs of specific populations, such as older adults, families, and residents experiencing homelessness, as well as a range of household incomes, unit sizes, and design typologies for both rentals and homeownership.

This effort will also examine the vital role that urban design and Washington, DC’s built environment play in expanding housing production and affordability.

The analysis will look at multiple scales, building design, and resident experiences to meet future housing needs. This analysis will allow the District to better understand the experiences that residents have in their neighborhoods and how they interact with the built environment.

Additionally, this initiative will identify and evaluate opportunities, challenges, and barriers to accelerating production, including market supply and demand, public policy, regulations, and community impacts and dynamics.

Opportunities and Recommendations

The final portion of the *Housing Framework for Equity and Growth* initiative will synthesize what we learned about opportunities and impediments and provide a roadmap for strengthening approaches for producing both affordable and market-rate housing in each Planning Area. This roadmap will help us meet both citywide and neighborhood needs, including equitable share commitments. As part of this, we will recommend how the District can focus resources, enhance existing policies, tools, and programs, and develop new ways to support housing production, preservation, and public housing.

Throughout this initiative, residents and other stakeholders will have the opportunity to provide input and stay engaged. The District will share regular updates towards achieving the housing goals to inform policy-making. Resident feedback and continued analysis by OP and DHCD (with the support of partner agencies) will help the District create a more inclusive housing sector, identify ways to produce and preserve housing for a variety of household types across different incomes and needs, and expand housing affordability for all.

You are invited to stay connected by visiting us at: housing.dc.gov.

APPENDICES

Appendix 1. Income Limits by Percent of Median Family Income²⁹

Income Definition	Low				Moderate	
	Extremely	Very		80%	100%	120%
	30%	50%	60%			
Household 1	\$25,450	\$42,450	\$50,950	\$67,950	\$84,900	\$101,900
Size 2	\$29,100	\$48,500	\$58,200	\$77,650	\$97,050	\$116,450
3	\$32,750	\$54,600	\$65,500	\$87,350	\$109,150	\$131,000
4	\$36,400	\$60,650	\$72,800	\$97,050	\$121,300	\$145,550

Appendix 2. 2018 Dedicated Affordable Housing Supply & 2025 Production Goals

Planning Area	2018 Affordable Housing Supply	2025 Affordable Housing Production Goals	2025 Total Affordable Housing Supply
Rock Creek West	470	1,990	2,460
Rock Creek East	2,650	1,500	4,150
Capitol Hill	1,820	1,400	3,220
Upper Northeast	4,520	1,350	5,870
Near Northwest	4,010	1,250	5,260
Far Southeast & Southwest	15,760	1,120	16,880
Central Washington	2,890	1,040	3,930
Mid-City	6,960	1,010	7,970
Lower Anacostia, Waterfront & Near Southwest	3,190	850	4,040
Far Northeast & Southeast	9,690	490	10,180
Total	51,960	12,000	63,960

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The *Housing Framework for Equity and Growth* initiative is an interagency partnership among:

- Executive Office of the Mayor (EOM)
- DC Office Planning (OP)
- DC Department of Housing and Community Development (DHCD)
- Deputy Mayor for Planning and Economic Development (DMPED)
- DC Housing Finance Agency (DCHFA)
- DC Housing Authority (DCHA)
- DC Department of Consumer and Regulatory Affairs (DCRA)

Future agency partnerships will include DC Public Schools (DCPS), Office of the Deputy Mayor for Education (DME), DC Department of Transportation (DDOT), and other agencies.

OP and DHCD have prepared this report in close collaboration with multiple District agencies and with residents through robust community engagement.

We look forward to resident feedback and insight as we conduct the *Housing Experience and Design Analysis* and develop *Opportunities and Recommendations* for the District.

To learn more, please visit: housing.dc.gov

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2019

LOW INCOME HOUSING TAX CREDIT QUALIFIED ALLOCATION PLAN

June 2019

Brian Kenner
Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director

Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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Introduction and Authority

The Tax Reform Act of 1986 established the Federal Low Income Housing Tax Credit (LIHTC) Program. The LIHTC Program was subsequently made permanent by the Revenue Reconciliation Act of 1993 as further amended by The Community Renewal Tax Relief Act of 2000, the Housing and Economic Recovery Act of 2008, the American Taxpayer Relief Act of 2012, and Protecting Americans from Tax Hikes (PATH) Act of 2015, and the Consolidated Appropriations Act of 2018, among others.

The LIHTC Program was created to encourage the private sector to invest in the construction and rehabilitation of housing for low and moderate-income individuals and families. Project owner/investors can claim the LIHTC on their federal income tax return each year for a period of 10 full years. However, projects generally must meet certain requirements for low-income use for at least 30 years.

Pursuant to Internal Revenue Code (IRC) Section 42(h)(8)(A), the Mayor delegated the authority and assigned the responsibility of administering the LIHTC Program to the District of Columbia Department of Housing and Community Development (DHCD or the Department) in Mayor's Order 87-72.

Qualified Allocation Plan

Federal law requires the District of Columbia to adopt a plan to allocate the LIHTC to projects based on federally mandated requirements and priority needs determined by the District. The District's LIHTC Qualified Allocation Plan (QAP) is intended to ensure the selection of only those projects that comply with federal law and address, on a priority basis, the District's housing needs.

These allocation procedures govern the award of the District's LIHTC and apply to residential rental housing financed in conjunction with: (1) private lenders; (2) tax-exempt bonds; and (3) local or federal loan programs. These procedures are automatically renewed annually, unless amended or replaced. In the event that federal law changes after the QAP is adopted, or additional regulatory guidance or clarifications regarding the LIHTC program become available, DHCD reserves the right to modify, to supplement or to make conforming amendments to this QAP and all related documents without undergoing a formal amendment process, including additional public hearings. In addition to notifying affected tax credit program applicants, information about such subsequent changes will be posted on DHCD's website at www.dhcd.dc.gov.

Determining the LIHTC

The tax credits are generally provided to project owners in equal annual installments over a 10-year period. The tax credits may not exceed the applicable percentage of the qualified basis of each low income building in the project as defined in IRC Section 42(d):

- New construction and rehabilitation projects are eligible for a fixed tax credit of not less than 9% if placed in service after July 30, 2008.
- Projects financed with tax exempt bonds under IRC Section 103 or involving the acquisition of existing buildings (when combined with substantial rehabilitation) are eligible for the 30% present value tax credit.
- Projects located in Qualified Census Tracts, or other tracts as defined in this QAP, are eligible for a boost to their eligible basis of up to 30% as needed to guarantee the project's financial feasibility.

A reservation of tax credits is made after DHCD does an initial review of the development budget sources-and-uses statement to determine the project's feasibility and is conditioned upon the development's sponsor meeting certain requirements, described in this QAP. Those applicants satisfying the requirements will be given an allocation of tax credits. If the development is placed in service in the year of allocation, it qualifies for an allocation for that year and IRS Form(s) 8609 will be issued on or before December 31. If the development is not placed in service in the year of allocation, the Sponsor/Developer can request a Carryover Allocation (see Carryover Allocation Application section below). Upon this request, DHCD will review the development budget for continued feasibility to reflect any changes in the development's cost and/or financial structure, before granting a carryover allocation.

After a building has been placed in service (that is the building rehabilitation is substantially complete and/or Certificates of Occupancy are received), the Sponsor/Developer will request IRS Form(s) 8609 to begin claiming the Tax Credit on its federal tax return. A final analysis will be performed at the time of placement in service to determine the final Tax Credit Allocation Amount, which is the lesser of: (1) the tax credits necessary to make the development feasible; or (2) the amount of the earlier carryover allocation.

Tax Credits Available

The amount of 9% Tax Credits available for the District to allocate in each calendar year reflects the sum of the amounts allowed as the per-capita State Ceiling under IRC Section 42(h)(3)(C). This amount may be increased by: (1) returned tax credits from prior years; (2) tax credits allocated to the District from the national tax credit pool; or (3) new legislation increasing the amount of tax credits distributed to each state.

Any unallocated or recovered tax credits or a combination of both may be: (1) awarded as part of the current year cycle(s) of awards for tax credits; or (2) carried over to the next year's cycle(s) of awards at DHCD's discretion.

DHCD Program Overview

Eligibility

Experienced for-profit and non-profit Sponsor/Developers that are in good standing with the District (as defined in the Development Team Thresholds section of the Threshold Eligibility Requirements) are eligible to apply for a reservation of LIHTC to fund residential rental property located in the District that is affordable to households earning 60% of the Area Median Gross Income (AMGI) or less, or 80% AMGI or less if the Average Income minimum set-aside election is used as described further on page 14. Project eligibility requirements—are defined in the Threshold Eligibility Requirements section of the QAP.

Types of Federal Low Income Housing Tax Credits

There are two types of federal LIHTCs: 9% Tax Credits from the District's per-capita State Ceiling; and non-competitive 4% Tax Credits issued to qualifying projects financed with tax-exempt bonds.

- **9% Tax Credit:** The 9% Tax Credit is competitively awarded to eligible projects based on the selection criteria in this QAP, as may be clarified by the most recent Consolidated Request for Proposals for Affordable Housing Projects (Affordable Housing RFP). The 9% Tax Credit is based on a 10 year present value calculation of 70% of the qualified basis of each building in the project. For those non-federally subsidized new buildings placed in service after July 30, 2008, the applicable percentage must be no less than 9%. The maximum LIHTC amount allocated to a Project is determined by a formula that considers the amount of eligible costs and the percentage of qualified tenants. Projects must include either new construction, or substantial rehabilitation totaling the greater of \$7,000 per unit for calendar year 2019 (subject to annual increase) or 20% of the adjusted basis of the building(s).
- **4% Tax Credit:** Projects financed with certain tax-exempt bonds may be eligible to receive a 4% Tax Credit without regard to the District's per capita State Ceiling. The 4% Tax Credit is based on a 10 year present value calculation of 30% of the qualified basis of each building in the project. The applicable percentage for the 4% Tax Credit is a rate published by the Internal Revenue Service (IRS) for:
 - the month in which the building is placed in service; or
 - at the election of the project owner, the month in which the tax-exempt bond obligations are issued.

Although tax-exempt bond financed projects need not compete for an allocation through the competitive process, they must be evaluated against the Threshold Eligibility Requirements. Further, they must comply with the monitoring procedures in DHCD's LIHTC Program Compliance and Monitoring Reference Guide, which is incorporated by reference in this QAP, and available here:

<https://dhcd.dc.gov/service/project-monitoring>.

Projects that meet the substantial rehabilitation requirements under IRC Section 42(e)(3) also may be eligible for a tax credit based on the acquisition of the building. In this case, the Applicable Percentage is the rate applicable to the 4% Tax Credit for:

- the month in which the acquisition occurs; or
- at the election of the project owner, the month in which the project owner and DHCD enter into a binding agreement as to the amount of LIHTC allocated to the building.

Combining the 9% and 4% Credit

While generally a qualified project is awarded only 9% Tax Credits or 4% Tax Credits, it may be possible, under specific facts and circumstances, for a qualified project to receive both types of Tax Credits.

Authorization of the Director

This QAP contains the general dates for application, carryover and monitoring. However, the DHCD Director maintains program discretion.

Fees

The following fees are assessed to a Project: (1) Issuance Cost, which includes application, reservation, and allocation fees; and (2) Compliance Cost, which includes all compliance, monitoring, and inspection fees. Full and timely payment of all fees is a requirement of every allocation. All issuance and compliance costs are non-refundable. See the table for more details on fees.

FEES		
Fee Name	Amount	Applicability
Application Fee (Non-profit)	\$500.00	9%
Application Fee (For Profit)	\$750.00	9%
Reservation Fee: Assessed at the time a reservation is given to a Sponsor/Developer. The amount is due in full when the Sponsor/Developer accepts the reservation. No reservation will be valid if not accompanied by the reservation fee.	50% of 1% of the total 10-year allocation for the project	9%
Allocation Fee on per capita Projects: Assessed when DHCD issues the carryover allocation.	50% of 1 percent of the value of the total 10-year allocation for the project	9%
Allocation Fee for tax exempt bond funded projects.	40% of 1% of the total 10-year allocation (60% of 1% is paid to the DC Housing Finance Agency (DCHFA)) in two installments: 15% of 1% at application and the remaining 25% when DHCD issues the IRS Form(s) 8609.	4%
Compliance Monitoring Fee: All projects that received an IRS Form 8609. The fee will be due each year on February 15.	\$45 per unit per year for the first 15 years of the Compliance Period, or \$55 per unit per year for projects selecting the Average Income minimum set-aside. \$25 per tax credit unit per year (including employee units) starting from the 16th year of compliance or \$30 per tax credit unit per year for projects selecting the Average Income minimum set-aside (not to exceed \$3,500 per project after the initial 15 years of the Compliance Period).	9% and 4%
Re-inspection Fee: Projects failing an inspection that are issued an IRS Form 8823 must have a re-inspection.	\$50 per hour (\$50 minimum) to re-inspect deficiencies as observed. Additional \$50 per hour (\$50 minimum) to review tenant files on site and any document forwarded to DHCD to correct noncompliance.	9% and 4%
Extension Fee: Sponsors/Developers unable to meet the deadline for a carryover allocation application may request an extension and pay a fee at the time the request is submitted.	A late charge of \$500 per day will be assessed for each calendar day past the due date that the Carryover Allocation application is not returned to DHCD.	9% and 4%
Allocation Modification Fee: Sponsor/Developers requesting modifications to the IRS Form 8609 where the modification is not the result of administrative error.	\$1,000	9% and 4%

9% Tax Credits

Reservation applications for the 9% Tax Credit will be accepted and reviewed as part of DHCD's competitive Affordable Housing RFP process. DHCD will notify the public concerning the exact schedule of the competitive round(s) for the reservation of LIHTC, which generally will follow the timeline described below in this QAP. All applications must be submitted through DHCD's Online Application System. Additional information, including access to the online application, is available at DHCD's website: www.dhcd.dc.gov or (202) 442-7200. If the project receives an award of 9% Tax Credits, and is not placed in service by the end of the tax credit allocation year, IRC Section 42 allows the project to receive a carryover allocation. This will allow the project to be placed in service no later than the end of the second year following the carryover allocation year. Treasury Regulation Section 1.42 requires that an owner must document that 10 percent of the reasonably expected basis of the project has been spent within 12 months of the carryover allocation date (the 10% Test).

For these projects, DHCD requires the owner to submit:

1. an allocation application, which includes an itemized list of project expenditures;
2. an owner's certification; and
3. a Certified Public Accountant (CPA)'s opinion documenting that the project has met the 10% Test within 12 months of the date of the allocation of tax credits.

After construction is completed and the project is placed in service, the Sponsor/Developer submits an application to DHCD requesting that IRS Form(s) 8609 be issued to allocate the tax credits to the project. The application for the IRS Form(s) 8609 must consist of:

- a revised development budget and operating pro forma, adjusted to reflect the final development cost reflected on the cost certification prepared by the project's CPA, and including a statement of the computation of the project's development costs that qualify as eligible costs per IRC Section 42;
- a copy of the cost certification
- a draft of the IRS Form 8609 for each building in the project;
- copies of the required DC licenses (for example, a basic business license) for the owner and management agent;
- a copy of the certificate of occupancy for each building;
- a copy of the recorded Land Use Restrictive Covenants (that is the Indenture of Restrictive Covenants (Extended Use Agreement) for LIHTCs); and
- a copy of the executed owner's partnership or operating agreement, including all attachments and exhibits.

The schedule of milestones and deadlines for the 9% Tax Credit application and award process can be found in the current Affordable Housing RFP. Further details can be found in the QAP Underwriting Guidelines section.

Underwriting Process

Underwriting will be performed on a Project at three stages: (1) before a reservation is awarded; (2) at carryover allocation; and (3) before an IRS Form(s) 8609 is issued evidencing the LIHTC allocation.

Before a Reservation Is Awarded

The Reservation is a conditional commitment of LIHTC and, therefore, does not meet the definition of a binding allocation as stated in IRC Section 42. If the project is not placed in service during the same calendar year as the Reservation Letter, then DHCD will issue a binding carryover allocation to the Sponsor/Developer if all of the requirements are met.

Surplus Reservations

In the event that the supply of LIHTC, in a given year, exceeds the demand in the initial round, those surplus tax credits may, at the sole discretion of the DHCD Director, be reserved in the following order of priority, without the need for an additional advertised competitive round:

- To projects that: (1) received a reservation from a prior year LIHTC; (2) have sufficient eligible basis to qualify for additional tax credits; and (3) need additional tax credits in order to complete the project's funding in a manner that creates financial feasibility and economic viability.
- For projects that: (1) are in a high state of readiness; (2) have sufficient eligible basis; and (3) need LIHTC in order to complete the project's funding in a manner that creates financial feasibility and economic viability, provided the projects have been approved through the competitive process.
- For projects that: (1) have sufficient eligible basis; (2) are located in a strategic development zone; and (3) need LIHTCs in order to complete the project's funding in a manner that creates financial feasibility and economic viability.

Forward Reservation

Under certain conditions, a project may be eligible to receive a Reservation of LIHTC from the District's per capita State Ceiling for future years (known as a Forward Reservation). To receive a Forward Reservation, the Sponsor/Developer must agree to comply with all conditions imposed by DHCD and the IRS. The following types of projects may receive Forward Reservations from future years' LIHTCs:

- **Insufficient LIHTC:** A Forward Reservation may be approved for a project that ranked high enough in a round of competition for an award, but for which there is insufficient remaining LIHTCs that can be allocated in the current year.
Multiple Year Reservations: For projects that require more than \$400,000 of annual LIHTC and/or reservations would be more appropriately staged over two or more years, DHCD may agree to reserve, subject to availability, LIHTCs from a future year(s). DHCD will determine if the benefits to the District are sufficient to warrant

the issuance of a Forward Reservation. In most cases this determination will rely most heavily on the following factors:

1. whether the Sponsor's/Developer's LIHTC request is large enough to require being split because an award in a single year would eliminate the availability of LIHTC to other competitive applicants; and
2. if the scope of the rehabilitation or construction is such that it is unlikely that the entire project can be "placed in service" within the time frame required by the IRC.

Projects Unable to Meet Deadlines

Some project(s) that have already received Reservations are not able to meet time schedules of the Reservation for reasons outside of the control of the Developer, but the DHCD Director may deem them to be essential to DHCD's strategic plan or mission. In this event, the previous Reservation may be returned and, at the sole discretion of the DHCD Director, a Reservation from one future calendar year may be substituted for the LIHTC reserved under the voided Reservation.

At the Carryover Allocation

Sponsors/Developers that meet the requirements of the Reservation Letter shall receive a binding allocation agreement that meets all qualifications required under IRC Section 42. The Sponsor/Developer must incur more than 10% of the reasonably anticipated basis within 12 months of tax credit carryover allocation and then place the project in service no later than the end of the second year following the year of the binding allocation. Failure to meet these requirements will result in the loss of the LIHTC for the project.

Reservation Letters will identify a date certain by which Sponsors/Developers must certify that: (1) projects have been placed in service; or (2) at a minimum, that more than 10 percent of the reasonably anticipated basis of the project has been incurred. If the Sponsor/Developer has not met either of these requirements, the Reservation may be cancelled. Any LIHTC available from cancelled Reservations will be awarded to other projects or carried forward in the District's unallocated pool.

Before an IRS Form(s) 8609 Is Issued

When buildings are placed in service, DHCD will complete a final evaluation of the project to determine the LIHTC amount needed to make the development feasible. Only the amount needed for financial feasibility and economic viability will be allocated. Any additional LIHTC previously allocated to projects, above and beyond this amount, will be returned to DHCD.

Before the IRS Form(s) 8609 can be issued, DHCD must receive, review and approve the documentation described above, which includes a revised, updated application that:

- adjusts the development budget to the sources and uses reflected on the cost certification;

- incorporates all changes in the development team and management group; and
- includes all of the additional requirements described above.

4% Tax Credits

If 50% or more of the aggregate basis of any building and its underlying land is financed with the proceeds of tax-exempt bonds (the 50% Test) issued by the DC Housing Finance Agency (DCHFA), Sponsors/Developers qualify to apply for noncompetitive 4% Tax Credits. If the 50% Test is not met, Sponsors/Developers may be eligible to receive LIHTC on the portion of the qualified basis financed with the bonds.

To receive 4% Tax Credits, Sponsors/Developers must first apply to DCHFA. Consistent with an inter-agency agreement between DHCD and DCHFA, before the project closes on the tax-exempt bonds, DCHFA submits the application to DHCD for the allocation of tax credits. DHCD oversees the determination that the project complies with the QAP's Threshold Eligibility Requirements and is awarded tax credits in the minimum amount necessary for the project's financial feasibility, but relies on the DCHFA underwriting of tax-exempt bond projects and accepts DCHFA's determinations. Applications are accepted on a rolling basis and should be submitted directly to DCHFA:

District of Columbia Housing Finance Agency
815 Florida Avenue, NW
Washington, DC 20001
Phone: 202-777-1600

ATTN: Senior Vice President, Multifamily Lending and Neighborhood Investment

After the project is placed in service, the owner submits an application to DCHFA for the IRS Form(s) 8609. DCHFA evaluates the request and transmits the request for IRS Form(s) 8609 to DHCD for final review and issuance. The submission package for an IRS Form(s) 8609 for 4% Tax Credits must include a 50% Test prepared by the project's CPA.

Set Aside

Non-Profit Set-Aside

As required by federal law, a minimum of 10% of the per capita State Ceiling must be set-aside exclusively for projects developed by qualified non-profit Sponsor/Developers. To be eligible to receive a reservation from this set-aside, Sponsor/Developers must show that they will meet the following federal requirements throughout the Compliance Period:

1. must be an organization described under IRC Sections 501(c)(3) or 501(c)(4) and exempt from tax under IRC Section 501(a) or be a wholly owned subsidiary of a qualified non-profit organization;
2. must have as one of its tax-exempt purposes the fostering of low income housing;
3. must own a controlling interest in the project either directly or through a partnership;
4. must materially participate in the project's development and operation through regular, continuous, and substantial actions; and
5. must not be affiliated with or controlled by a for-profit organization.

Reservations from the non-profit set-aside are permitted when a partnership between non-profit and for-profit entities exists, only if each organization is independently controlled and operated, the non-profit materially participates in the project's development and operations, and the non-profit maintains a controlling interest in the project through the partnership structure (e.g. non-profit or an affiliate of the non-profit is the managing member of the general partner of the limited partnership, or the managing member of the limited liability company, as applicable, that owns the project).

Eligible LIHTC projects under non-profit control are eligible for property tax and recordation tax exemption pursuant to the Nonprofit Affordable Housing Developer Tax Relief program under DC Code section 47-1005.02 ("Tax Relief Program") and, specifically subsection (b)(1), as amended by the Tax Clarification Amendment Act of 2013, subject to final determination by the DC Office of Tax and Revenue. Applications for the aforesaid tax exemption should be made to DHCD.

Director's Special Initiatives Program

The DHCD Director may use up to 25% of any annual per capita allocation and 25% of any unallocated carryover of a prior year allocation as a Director's Special Initiatives program for stimulating development in any targeted area including economic opportunity targeting, or other special initiatives in line with Department priorities as outlined in the Affordable Housing RFP, the Consolidated Plan, and the Annual Action Plan.

Threshold Eligibility Requirements

Projects for both the 9% Tax Credit and the 4% Tax Credit must meet all of the Threshold Eligibility Requirements defined in this QAP, and as clarified in the current Affordable Housing RFP. The Threshold Eligibility Requirements are intended to eliminate projects that do not meet basic program guidelines and to ensure that LIHTC are reserved for projects that are viable and in compliance with District and federal requirements.

Projects that do not meet the Threshold Eligibility Requirements, as evidenced by a fully completed application with accompanying attachments, will not be rated and ranked during competitive rounds. Projects applying for non-competitive 4% Tax Credits with no additional DHCD gap financing must also meet Threshold Eligibility Requirements. In addition, all projects must fully comply with all requirements in IRC Section 42, and all 4% Tax Credit projects must comply with DCHFA's Mortgage Revenue Bond Program (MMRB) guidelines. For more information on MMRB guidelines visit www.dchfa.org.

The Threshold Eligibility Requirements are summarized in the following table and detailed below. Eligible project types include Production and Preservation, defined as follows:

- **Production projects** are new construction projects or projects that rehabilitate vacant buildings. Five percent of funded units in a Production project, and no less than one unit, must be reserved and operated as Permanent Supportive Housing (PSH).
- **Preservation projects** include the acquisition and rehabilitation or one-for-one, on-site replacement of existing, occupied housing where affordability will be preserved for existing low-income residents. The property may have an existing and expiring affordability deed restriction or operating subsidy, or it may currently be a market-rate project that provides naturally occurring, unsubsidized affordable housing to low-income tenants.

THRESHOLD ELIGIBILITY REQUIREMENTS	Applicable?	
	Production	Preservation
<i>Project Criteria</i>		
Basic Eligibility	✓	✓
Permanent Supportive Housing	✓	NA
Site Control	✓	✓
Entitlements and Development Review	✓	✓
<i>Financial Criteria</i>		
Development Budget and Operating Proforma	✓	✓
Financing Letters	✓	✓
Financial Information for Operational Projects	NA	✓
<i>Applicant Criteria</i>		
Development Team Thresholds	✓	✓
<i>Reports and Plans</i>		
Appraisal	✓	✓
Market Study and Market Demand Analysis	✓	✓
Environmental and Physical Needs Assessments	✓	✓
Architectural Plans and Cost Estimates	✓	✓
<i>Compliance Criteria</i>		
Green Design and Building	✓	✓
Community Engagement	✓	✓
Relocation and Anti-Displacement Strategy	✓	✓
General Compliance	✓	✓
<i>LIHTC-Specific Requirements</i>		
Year 15 Plan	✓	✓

Project Criteria

Basic Eligibility

Projects must involve new construction, acquisition, or rehabilitation. For projects involving rehabilitation, the rehabilitation costs must be the greater of:

- \$7,000 per unit for calendar year 2019 (subject to annual increase); or
- 20% of the adjusted basis of the building(s).

This minimum rehabilitation requirement must be met within the two years preceding the placement in service date. For projects receiving acquisition tax credits for existing projects, DHCD may, as a condition for a reservation of tax credits, require the Sponsor/Developer to provide a legal or Certified Public Accountant's opinion regarding the project's satisfaction of the requirements of IRC Section 42(d)(2)(B)(ii) (that is, the 10-year rule) or exemption thereunder.

Projects also must meet the following minimum occupancy restrictions, restricted rent levels, and project size limitations.

- a. Minimum Occupancy Restrictions: At a minimum, Sponsor/Developers must elect that either:
- 20% of the units in the project or more must be rented to families with incomes at 50% or less of AMGI;
 - 40% of the units in the project or more must be rented to families with incomes at 60% or less of the AMGI; or
 - 40% of the units in the project or more are rent-and-income-restricted to families with incomes at 80% or less of the AMGI, as long as the average does not exceed 60% of AMGI (known as the “Average Income” minimum set-aside, or “Income Averaging”).

The minimum set-aside election is irrevocable once made on IRS Form(s) 8609. Income Averaging will be considered for projects that have not yet requested issuance of IRS Form 8609(s) on a case-by-case basis by DHCD and/or DCHFA, as applicable. Applicants that elect the Income Averaging minimum set-aside shall comply with the following restrictions and requirements:

- 100% of the units are LIHTC-eligible, except for preservation projects with current tenants with documented income above 80% of AMGI.
- Income and rent levels shall be limited to the four following income bands: 30% of AMGI, 50% of AMGI, 60% of AMGI, and 80% of AMGI
- The average income of the units shall be limited to 59% AMGI.
- At least 10% of the units must be restricted at 30% AMGI.
- Applicants must provide reasonable parity between unit size and buildings, as applicable, at each income band.
- All buildings in the project shall be included as one multiple building project, as referenced on line 8b of IRS Form 8609, except on a case-by-case basis.
- 4% Tax Credit projects that elect the Income Averaging minimum set-aside will still be required to meet either the 20/50 or 40/60 minimum applicable to tax-exempt bond financing.

DHCD reserves the right to allow exceptions to these requirements on a case-by-case basis.

- b. Maximum Rent Levels: Low-Income Units in the project must be rent restricted as defined by IRC Section 42(g)(2) for a period of 30 years (the Compliance Period of 15 years and an extended use period of 15 years, for a total period of 30 years). Before DHCD issues the IRS Form(s) 8609, the Sponsor/Developer must provide evidence that the Land Use Restrictive Covenants has been recorded in the land records.

Permanent Supportive Housing

For new construction rental projects—and rental projects that rehabilitate existing, vacant buildings—at least 5% of the units, and no less than one unit, must provide PSH as defined in this QAP.

For projects that preserve existing housing and also add net new units, the PSH set-aside requirement will apply only to the new units created.

Applicants must certify the number of PSH units proposed and acknowledge the District’s PSH requirements (in a format specified in the Affordable Housing RFP and Online Application System). PSH units that are used to meet the 5% set-aside requirement must follow the Housing First model and fill vacancies through the Coordinated Entry System (as defined in the Affordable Housing RFP).

Site Control

Applicants must have control of the site proposed for development. This may be in the form of:

- a current deed evidencing fee simple ownership;
- a lease option (lease term must be equal or greater than the proposed financing term);
- a land or property disposition agreement (LDA or PDA) executed with the District of Columbia; or
- a contract of sale.

At the time of application, site control **MUST** extend for at least 180 days beyond the date of the application submission or be demonstrably renewable so site control can extend through the 180-day period.

Entitlements and Development Review

The applicant must demonstrate that the proposed development is matter of right, or that applicable zoning approvals have been applied for. For any proposed project that requires a more substantial zoning decision or design review, the Map Amendment application, Stage 2 Planned Unit Development (PUD) application, Design Review application, or consolidated PUD application is required to have been submitted to the Zoning Commission before application submission.

If a project is in a Historic District or requires approval from the Historic Preservation Review Board (HPRB) for any other reason, HPRB approval of the conceptual design is required before application submission.

Financial Criteria

Development Budget and Operating Proforma

The financial component of this application will be submitted using the most recent multi-tab

spreadsheet titled “Form 202 – Application for Financing” (Form 202) that will be provided by DHCD (available within the Online Application System). Applicants will use this workbook to present the details of their proposal, such as the development budget, operating proforma, tax credit calculations and unit information, including an AMGI designation by unit size, which will be recorded in the Land Use Restrictive Covenant(s). Budgets must comply with the current version of DHCD’s Underwriting Guidelines, which are defined in this QAP and in each Affordable Housing RFP.

Projects that use 4% Tax Credits also must meet DCHFA’s underwriting standards. Applications for DCHFA financing only, without DHCD gap funding, must be submitted directly to DCHFA outside of the Online Application System. DCHFA will provide applicants with more detailed guidance on how to submit an application and what documents to include.

Financing Letters

Applicants must submit letters of interest or letters of commitment from all participating lenders and investors. Applicants intending to utilize the third minimum set-aside for Income Averaging must submit written acknowledgment from the LIHTC investor/syndicator of this intention.

Financial Information for Operational Projects

For existing and occupied buildings/properties ONLY, additional information is required to describe the project’s current status, including;

- the current debt structure;
- any operating subsidies currently available to the project;
- any supportive services currently provided;
- the current occupancy, and
- project financials.

The applicant must provide audited financial statements for the prior three fiscal years of project operations. If audited statements are not available, then three fiscal years of unaudited year-end financial statements AND three corresponding years of certified federal income tax returns of the project must be submitted.

Projects applying through the Affordable Housing RFP must provide documentation of all existing loans secured by the property, including DHCD loans, and a proposed flow of funds for the recapitalization of existing properties.

Applicant Criteria

Development Team Thresholds

The applicant must have the development team in place and provide complete information and documentation on its members. At a minimum, the following team members must be identified:

- Owner (including all parties involved in the partnership or limited liability company, as applicable)

- Guarantor(s)
- Developer
- Development or Financing Consultants (if applicable)
- Architect
- General Contractor
- Construction Manager (if applicable)
- Management Agent
- Resident/Supportive Services Provider (if applicable)

Applicants may indicate that they have not yet selected a General Contractor or a Management Agent, though doing so will reduce their score in the Development Team Capacity and Experience section of the Selection Criteria.

At least one of the following key team members - Owner, Developer, or Development or Financing Consultant - must have prior experience completing affordable housing projects of a similar type and scope as the project being proposed.

Forms and Attachments

An extensive series of forms and attachments must be completed and submitted for each member of the development team, including corporate documents, qualifications, resumes, references, organizational charts, workload descriptions, AIA documents, and financial statements.

Clean Hands Certificate

Core development team members will be required to submit a Clean Hands Certificate and a Certificate of Good Standing issued by the District of Columbia.

Legal/Compliance Issues

Within the past five years, no member of the development team acting as sponsor, developer, guarantor, or owner may have been debarred, removed as general partner or managing member, as applicable, had chronic past due accounts, substantial liens or judgments, chronic housing code violations, excessive tenant complaints, failed to receive IRS Form(s) 8609 for a completed project, or consistently failed to provide information to DHCD about other loan applications or existing developments. Their history regarding substantial liens, defaults, judgments, foreclosures, and/or bankruptcies must be disclosed and found acceptable to DHCD.

Development team members must be in compliance with all existing and prior agreements with DHCD and/or the District of Columbia, including major health, safety and building codes. Development team members may not have had a tax credit award terminated by DHCD within the past three years, and the proposed property management company must not have received an unsatisfactory rating from DHCD or the U.S. Department of Housing and Urban Development (HUD).

Contract Affidavit

All development team members must sign and submit a Contract Affidavit certifying that they: (1) are not debarred from participation in any federal program; (2) do not have any unresolved default or noncompliance issues with the District of Columbia; and (3) meet the legal/compliance standards outlined above.

Reports and Plans

Appraisal

Applicants must submit three valuations, which can be submitted together in a single report or as separate reports. A licensed appraiser must provide the following values:

- The “as-is” value
- The “as-built” or “as-complete” value, assuming restricted rents
- The “as-built” or “as-complete” value, assuming unrestricted, market-rate rents

The “as is” appraisal must provide a value of the land and improvements in their current state. The “as built” appraisals must contain post-construction estimates of value (based on the project concept as proposed to DHCD) under two sets of circumstances: (1) assuming rents restricted to the AMGI limits proposed to DHCD; and (2) assuming market-rate rents (in the event of foreclosure). If the property includes existing improvements that will be demolished as part of the development plan, the appraisal must take the cost of demolition into consideration for an “as vacant” land value.

Appraisals must have been completed no more than six months prior to the application deadline. For selected projects, the appraisals must not be more than one year old at the time they are submitted to the Office of Program Monitoring (OPM) for compliance review, so an update may be required at that point. For all projects, appraisals (or the most recent update) must be no more than 120 days old at the time of closing. Any updated reports or studies requested by DHCD post-selection must be procured and returned promptly, and applicants should budget for these costs now.

Market Study and Market Demand Analysis

Applications must include a market study prepared by an independent professional who has experience with tax credit housing in the District of Columbia. Market studies should be performed following the requirements of IRC Section 42(m)(1)(A)(iii) and should be no more than six months old at the date of application submission. The market study must adhere to the current National Council of Housing Market Analysts (NCHMA) Model Content Standards. The Applicant must provide documentation that demonstrates sufficient market demand and need for the project.

Environmental and Physical Needs Assessments

Applicants must include a completed Phase I Environmental Site Assessment, which must have been completed no more than two years prior to the application submission deadline. If the property contains existing improvements, the scope of the Phase I Assessment must include the identification of: (1) of possible asbestos containing materials; and (2) potential mold hazards (destructive testing not required).

If the property includes an existing structure that will not be deemed exempt due to age or usage, applicants also must submit a lead assessment. For selected projects, the Phase I must not be more than one year old when they are submitted to OPM for compliance review, so an update may be required at that point. Any updated reports or studies requested by DHCD post-selection must be procured and returned promptly, and applicants should budget for these costs now.

If the Phase I identifies any potential environmental hazards, applicants must include a narrative plan to address the issues and a budget for remediation. If a Phase II has been completed, that document must also be provided.

For projects that involve the rehabilitation of existing buildings, applicants also must provide a Building Evaluation Report, which is a preliminary engineering assessment of the buildings. In rehabilitating properties, developers may encounter unforeseen issues that can delay, increase the cost of, or even halt rehabilitation. To avoid this, DHCD requires that an engineer or other qualified professional complete an assessment of the property. A Capital/Physical Needs Assessment or a Property Conditions Needs Assessment will satisfy this requirement.

For projects that involve the rehabilitation of existing buildings, applicants must submit the Property Code Compliance report from the Department of Consumer and Regulatory Affairs (DCRA) [Property Information Verification System \(PIVS\) website](#).

Architectural Plans and Cost Estimates

Applications must submit final design schematics documents that reflect the general intent of the project, generally delineate the proposed project scope and contain the following:

- Final Schematic scope of work narrative, architectural plans and materials specifications sufficient to create a detailed cost estimate.
- Complete Form 215 detailed estimates of costs based on “take-offs” from those plans, completed and signed by a qualified professional such as an architect, general contractor, engineer or professional construction cost estimator. “Rule of thumb” square foot costs or other non-detailed cost estimates are not acceptable, and a Form 215 completed and signed by the developer will not be accepted.

Compliance Criteria

Green Design and Building

In accordance with the Green Building Act of 2006, the application must meet certain standards relative to green design and building, which apply to all projects for which public financing constitutes 15 percent or more of Total Project Costs. Public financing includes the private equity raised through the syndication of LIHTCs. Per DHCD requirements, all projects must implement the following green building requirements for new construction, substantial rehabilitation or moderate rehabilitation.

Financed projects must be certified by Enterprise Community Partners using the current edition of the Enterprise Green Communities Criteria. Projects also may pursue a

“substantially similar standard.” Currently, certification with the U.S. Green Building Council using LEED for Homes and LEED for Homes Multifamily Midrise rating systems at the Silver level or above are pre-approved “substantially similar standards.” If a project team would like to use another standard, it must be pre-approved by DCRA’s Green Building Division before submission.

For projects pursuing Green Communities Criteria certification, project teams must hold a Goal Setting and Integrated Design Charrette prior to application to consider the most cost-effective ways to integrate required green design elements. The findings of this charrette must be documented and submitted along with confirmation of Enterprise Green Communities Criteria registration on the online certification portal and an intended methods checklist. As a condition precedent to loan closing, project teams must submit proof of Enterprise Green Communities Step 1 Pre-Build certification. Once construction is complete, projects must demonstrate that they have achieved certification.

All projects must either include solar panels, qualify as a Solar Ready Building as defined by the US Department of Energy, or provide an explanation as to why the project is not pursuing Solar Ready status at this time. Please refer to the Affordable Housing RFP for additional guidance on meeting this requirement.

Community Engagement Plan

The District is committed to the development of affordable housing across all areas of the city in an equitable and transparent manner. DHCD expects applicants to inform the surrounding community about the planned project and develop a community engagement plan (in a format specified in the Affordable Housing RFP and Online Application System). If the planned project includes the preservation of existing housing, the engagement plan should also address communications with current residents. The plan should include the following:

1. A description of the activities and strategies completed to date that demonstrate the applicant's efforts to engage current residents (if applicable).
2. A description of the applicant’s post-selection approach and strategies for engaging residents (if applicable), the local community, and other stakeholders.

Approval or letters of support by the Advisory Neighborhood Commission (ANC) or other community groups will not be considered as part of the application.

Relocation and Anti-Displacement Strategy

For existing and occupied buildings/properties that result in the temporary or permanent displacement of current occupants, including commercial tenants, the applicant must submit a Relocation and Anti-Displacement Strategy. This strategy (due with the application) provides the groundwork for the Relocation and Anti-Displacement Plan (due before the issuance of a Letter of Commitment for financing). All projects financed with LIHTCs in the District of Columbia will be held to the standards of the Uniform Relocation Act and the District’s Rental Housing Act.

Instances where a strategy and plan are required include the following, regardless of funding source:

- tenants will be required to move to facilitate the building’s rehabilitation, even if they are moved to other units within the same building or complex;
- demolition of existing dwelling or commercial units or buildings that are occupied at the time of acquisition or at the time the applicant executes a legal instrument that demonstrates site control; or
- tenants will be displaced because the proposed rents are not affordable.

General Compliance

Each applicant must demonstrate that the project is, and will be, in compliance with all applicable federal and local rules and regulations. A more detailed listing of applicable laws and regulations will be provided in the Affordable Housing RFP.

LIHTC-Specific Requirements

Year 15 Plan

Each applicant must present a clear plan for the project at the end of the initial 15-year Compliance Period. The plan must include support and rationale for the following decision points:

- The exit strategy for the limited partner or investor member, as applicable, and the anticipated ownership changes.
- Any anticipated refinancing, resyndication, or sale to a third party.
- How affordability will be maintained through the 30-year extended affordability period.

Applicants must agree to maintain the 30-year extended affordability period by waiving their right to seek a qualified contract for the project purchase after the 14th year of the Compliance Period.

Selection Criteria

All projects that apply for 9% Tax Credits and meet the Threshold Eligibility Requirements will be competitively evaluated, rated and ranked based on pre-determined selection criteria, established in accordance with federal law and the District’s housing priorities and needs. The Selection Criteria is defined in this QAP, and may be further clarified in the Affordable Housing RFP. Selection Criteria is divided into two portions: Underwriting Scoring and Prioritization Scoring.

Underwriting Scoring

A total of 100 points are available in the Underwriting Scoring portion of the selection criteria. Applications will be evaluated against the criteria in the table below:

SELECTION CRITERIA	
UNDERWRITING SCORING	Potential Points
Financial and Economic Feasibility	35
Development Team Capacity and Experience	30
Site Selection and Design Characteristics	5
Acquisition Cost Reasonableness	5
Compliance with DHCD Cost and Funding Guidelines	15
Leverage	10
Underwriting Scoring Subtotal	100

Financial and Economic Feasibility (Maximum 35 Points)

The Financial and Economic Feasibility score is a composite of several factors listed below. Applications will be scored on the sub-criteria below, and the scores will be summed.

- Form 202 - Application for Financing:** Maximum points will be awarded to proposals that submit Form 202 containing a realistic set of sources and uses, development budget, and pro forma operating budget. Budgets and tax credit requests must be based on solid assumptions (operating expenses, development costs, vacancy rate, debt service coverage ratios, LIHTC raise rates, funding levels for reserves, etc.). Form 202 must demonstrate that all uses and financing sources are appropriate for the proposed project. Projects that have proposed uses that are associated with dedicated third-party funding sources must include those sources in the Form 202. For example, all viable green financing/funding sources. Letters of interest with terms and conditions are submitted from multiple lenders and investors (at least two, but no more than three) for each proposed financing source, to demonstrate competitiveness of private loan and syndication terms. If multiple alternative financing scenarios are presented, letters of interest substantiate each.
- Timeline:** Maximum points will be awarded to projects that have a strong likelihood of proceeding into construction within 180 days of being selected for further underwriting by DHCD, based on the timeline, narrative, and supporting documentation.

- **Architectural Plans:** Maximum points will be awarded to applicants that submit construction plans and documents that are permit-ready and have a construction budget that is aligned with the plans. The plans reflect all design characteristics committed to in this application, such as unit mix, green building and accessibility features. The construction budget has been prepared and signed by the general contractor.
- **Firm Financing Commitments:** Maximum points will be awarded to applicants that submit Final Letters of Commitment from all other participating financial sources. Rates and terms have been locked in and lenders are ready to close as soon as DHCD commits to funding the final gap.

Development Team Capacity and Experience (Maximum 30 Points)

Development teams will be evaluated on their experience with and performance on comparable projects, on past performance, and on their capacity to deliver the proposed project and maintain long term viability and compliance. Applications will be scored on the sub-criteria below, and the scores will be summed.

- **Sponsor/Developer/Owner Capacity and Experience:** Maximum points will be awarded to applicants (owner, borrower, sponsor, developer, guarantor) that have the financial and workload capacity to make this project a top priority and execute it on an accelerated timeline. The lead developer (and co-developer and/or development consultant, if applicable) demonstrates an exemplary track record in projects of similar size, scale, type, and complexity to the proposed project.
- **General Contractor Capacity and Experience:** Maximum points will be awarded to applicants that have selected a general contractor that: (1) demonstrates an exemplary track record in projects of similar size, scale, type, and complexity to the proposed project; and (2) has the capacity and experience to deliver the project on time, on budget, and to the highest quality standards, while maintaining compliance with applicable regulations such as Davis-Bacon and the Green Building Act.
- **Management Agent Capacity and Experience:** Maximum points will be awarded to applicants that have selected a management agent that demonstrates a successful track record in projects of similar size, scale, type, and complexity to the proposed project, including a demonstrated ability to maintain ongoing compliance over the life of a project.
- **Architect/Construction Manager Capacity and Experience:** Maximum points will be awarded to applicants that have selected an architect that: (1) demonstrates a successful track record in projects of similar size, scale, type, and complexity to the proposed project; and (2) has the capacity and experience to ensure that the proposed design is compliant with all applicable regulations, such as the Green Building Act, accessibility standards, zoning, and historic preservation. The architect and/or construction manager have/has the capacity and experience to provide project oversight to guarantee that it is delivered on time, on budget, and to the highest quality standards.

- **Overall Team Past Performance:** The past performance of existing projects in the development team’s portfolio will be critically evaluated with consideration for any legal/noncompliance matters. Development team is defined to include the Sponsor/Developer/Owner, Management Agent, other named team members, and any related parties/affiliates. Maximum points will be awarded to teams based on the number of eligible affordable housing projects developed of similar size, scale, type, and complexity as the proposed project; and affordable housing units managed, with a preference for District of Columbia projects.

Site Selection and Design Characteristics (Maximum 5 Points)

Site selection and project design must meet the needs of the occupants with appropriate unit design and onsite amenities. Maximum points may be awarded to projects that meet the following criteria and others as specified in the Affordable Housing RFP: Site selection is desirable for the proposed project and planned use(s); the project's construction/rehabilitation scope of work is appropriate for the anticipated needs of the target population(s); and the site design, amenities, and unit design are innovative and specifically tailored for the project’s target population(s).

Acquisition Cost Reasonableness (Maximum 5 Points)

Proposed property acquisition costs must be reasonable and may not exceed the property’s fair market value as evidenced by an appraisal. DHCD will determine reasonableness through an analysis of the appraisal, the proposed flow of funds, and by comparison of recent DHCD-funded projects in similar locations and for uses similar to those proposed in the application. DHCD reserves the right to request a second appraisal. For projects where the property has already been acquired, acquisition cost reasonableness will be based on the original purchase price plus reasonable carrying and settlement costs.

Compliance with DHCD Cost and Funding Guidelines (Maximum 15 Points)

Maximum points will be awarded to projects that follow DHCD’s Underwriting Guidelines, including construction cost, soft cost, and operating cost guidelines that are updated periodically and will be specified in the Affordable Housing RFP. The purpose of these requirements is to ensure efficient use of DHCD funds and thus enable DHCD to serve more households with its finite amount of subsidy funds. A number of these guidelines are firm requirements and cannot be waived. In other instances, projects may be outside a certain guideline but their score will be negatively impacted.

Leverage (Maximum 10 Points)

This will measure the extent to which DHCD Tax Credit Allocation Amount and additional loan funds (if requested) are leveraged with other public and private resources by calculating the percentage of the total development cost that is funded by DHCD. To maximize points on this criterion, applicants should pursue alternative financing sources that reduce DHCD’s investment in the project, such as private grants or soft debt, PACE financing, Housing Assistance Payment contracts, property tax abatements/exemptions, etc. In mixed income buildings, applicants may use surplus cash flow from the market rate units to cross subsidize the affordable units and improve their leverage ratio.

Prioritization Scoring

A total of 100 points are available in the Prioritization Scoring portion of the Selection Criteria. Applications will be evaluated against the criteria in the following table:

PRIORITIZATION SCORING	
<i>Demographic Criteria</i>	Potential Points
Permanent Supportive Housing	10
Resident Services Plan	3
Family-Oriented Units	10
Special Populations	5
Income Levels Served	7
Section 8 and Public Housing Waiting Lists	1
<i>Applicant Criteria</i>	
Non-Profit Participation and Right of First Refusal	5
TOPA Preference	5
<i>Location Criteria</i>	
Transit Proximity	3
Opportunity Zones	1
Economic Opportunity Targeting	17
<i>Maximizing Impact of DHCD Resources</i>	
Preservation	5
Mixed-Income	10
Preference for Projects with District Land	8
Green Building	5
Affordability Period Restriction	5
Prioritization Scoring Subtotal	100

Demographic Criteria

Permanent Supportive Housing (Maximum 10 Points) The 5% PSH set-aside is a Threshold Eligibility Requirement for all non-preservation projects, but projects also may earn priority points by creating additional PSH units beyond the minimum number required. These prioritization scoring points are available to both production and preservation projects. Maximum points will be awarded to projects that set aside at least 20% of the funded units as PSH units.

The scoring preference for PSH units is guided by Chapter V of the Interagency Council on Homelessness' (ICH) 2015-2020 strategic plan, titled *Homeward DC*.

Resident Services Plan (Maximum 3 Points)

Up to three prioritization scoring points are available for projects proposing high-quality, property-wide resident services. Such services are in addition to the PSH case management services that serve a limited resident population with more intensive needs. Maximum points will be awarded to projects with a resident services plan that is complete, thorough, and specifically tailored to the needs of the project and resident population.

Family-Oriented Units (Maximum 10 Points)

Points will be awarded to projects in which a higher percentage of units have three or more bedrooms. Partial points may be awarded to projects that set aside a certain percentage of units that have two or more bedrooms.

Special Populations (Maximum 5 Points)

In alignment with the Age-Friendly DC Task Force recommendations, prioritization scoring points will be awarded for projects that include units designed and reserved for seniors (55+), including assisted living and intergenerational housing units. Maximum points will be awarded to projects that reserve at least 80% of the units for seniors (55+), and in which all senior units meet the universal design standards.

Prioritization points will also be awarded to projects with at least 30% of the units meeting Type A accessibility requirements. Type A units are adaptable units that can allow seniors and others with mobility issues to age in place. Type A units must meet the requirements as defined in Chapter 11 of the 2013 District of Columbia Building Code:

<https://codes.iccsafe.org/content/chapter/9182/>.

Prioritization scoring points are also available for projects that include units designed and reserved for visual or musical artists. Projects are eligible to receive no more than five points for Special Populations (that is, if points are maximized in one category, no additional points will be awarded in the other). The required market study must demonstrate sufficient demand for any units that are restricted to a specific population.

Income Levels Served (Maximum 7 Points)

This measure evaluates the weighted average of the income levels served for units proposed to be funded by DHCD, with a preference for projects serving lower incomes. This criterion

applies to both preservation and production projects. Maximum points will be awarded to projects that target a weighted average Area Median Gross Income (AMGI) less than or equal to 40%. For example, a project with an equal mix of 30% AMGI and 50% AMGI units funded by DHCD.

Section 8 and Public Housing Waiting Lists (Maximum 1 Point)

Prioritization scoring points will be given for projects in which leasing preference is given to households on the public housing or Section 8 waiting list maintained by the DC Housing Authority (DCHA).

Applicant Criteria

Non-Profit Participation and Right of First Refusal (Maximum 5 Points)

This score will be determined from the applicant's response to the development team member section of the online application. Points will only be awarded for projects in which a Qualified Non-profit Organization materially participates (that is, has an ownership interest and decision-making role) in the development and operation of the project. Points will be awarded for projects in which a Qualified Non-profit Organization is the managing member of the general partner, the Qualified Non-profit Organization holds an ownership interest of 51 percent or more of the general partner or managing member, as applicable, of the Ownership Entity, and will have a right of first refusal to purchase the project at the end of the Compliance Period based on IRC Section 42(i)(7). All LIHTC projects in which a Qualified Non-profit Organization is managing member of the general partner or managing member, as applicable, of the Ownership Entity, can apply to participate in the Tax Relief Program. The real property tax and recordation exemption offered through this program should be reflected in the Form 202 for LIHTC projects receiving 5 points in this category.

To obtain points under this preference, the applicant must sign or intend to sign before closing an agreement between the owner and qualified non-profit organization. All rights of first refusal granted to qualified non-profit organizations under this preference are subject to the requirements of the Tenant Opportunity to Purchase Act (TOPA) and the District's Opportunity to Purchase Amendment Act of 2008, DC Law 17-286 (DC Code §42-3404.31 *et seq.*), as either the same may be amended from time to time.

TOPA Preference (Maximum 5 Points)

Projects proposed by or in partnership with tenant groups that exercised their TOPA rights to purchase their building will receive preference under this criterion. If the proposed development increases the number of units originally acquired by the tenants or their assignee, partial points may be awarded.

Location Criteria

Transit Proximity (Maximum 3 Points)

This item awards priority scoring points to projects that are located within 1/4 mile of a

Metrorail station or DC Streetcar stops, as evidenced by using the following website: <http://arcg.is/1OChwCA>. Maximum points will be awarded to projects located within 1/4 mile of a Metrorail station or a DC Streetcar stop. No points are awarded based on proximity to a bus line.

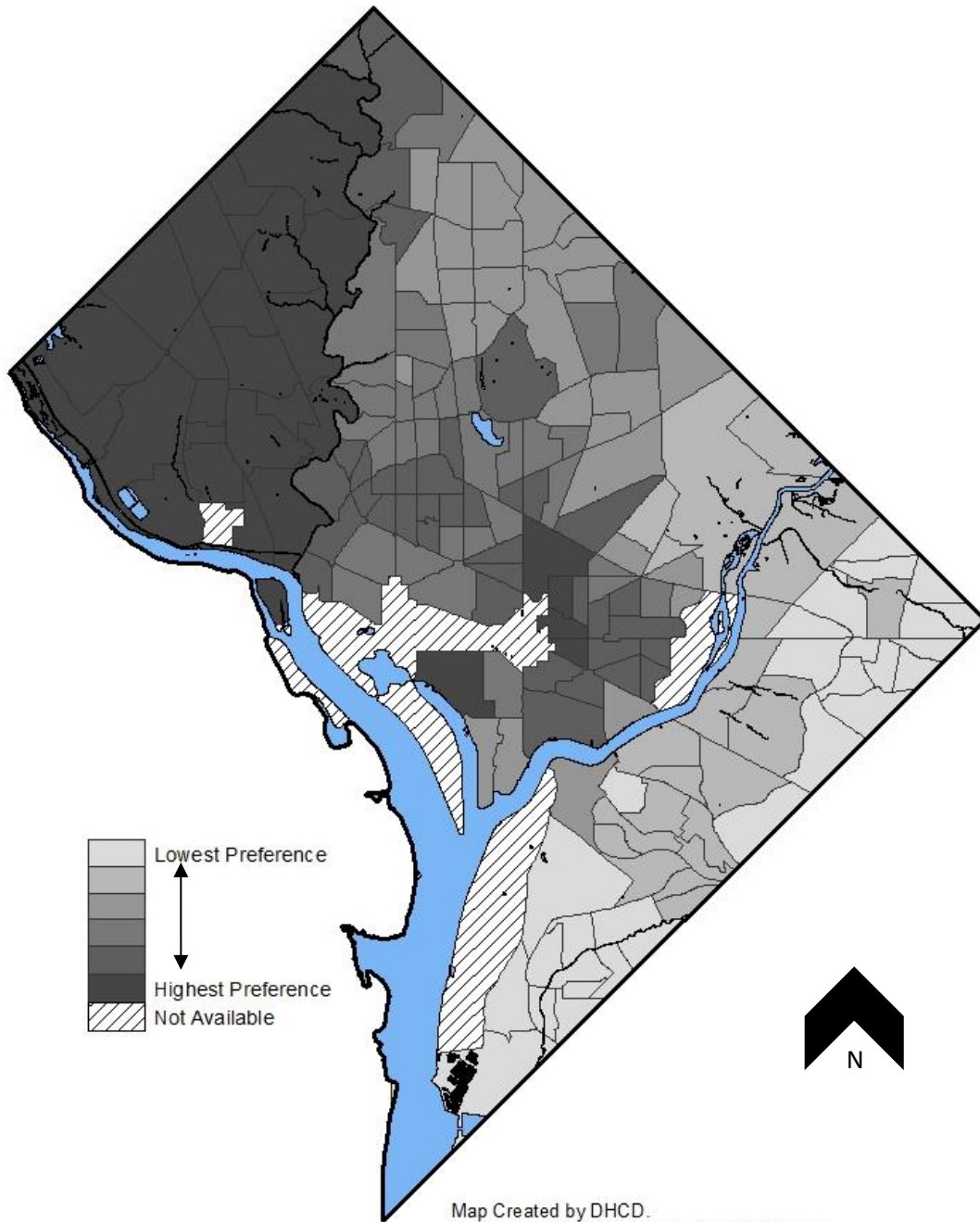
Opportunity Zones (Maximum 1 Point)

A prioritization point will be awarded to projects located in Opportunity Zones as designated by the District and certified by the U.S. Department of Treasury. Refer to the following website for more information on the 25 census tracts that have been certified as Opportunity Zones: <https://dmped.dc.gov/page/opportunity-zones-washington-dc>.

Economic Opportunity Targeting (Maximum 17 Points)

This criteria awards preference points for projects based on location. DHCD seeks to create more affordable housing in high opportunity neighborhoods, those with characteristics such as low-crime, low-poverty, and access to high quality schools and jobs. Another goal of this preference is to disperse the District's affordable housing supply more equitably across neighborhoods and Wards, and to provide a counterbalance to the implicit incentive for developers to build affordable housing in low-cost and high poverty neighborhoods. The map provided in Exhibit A on the subsequent page categorizes D.C. Census Tracts into six zones, based on housing costs and planned development. More points will be awarded to projects located in areas of higher economic opportunity. Applicants should use the interactive map provided in the Online Application System through the Affordable Housing RFP to determine in which zone their project is located.

Exhibit A: Economic Opportunity Targeting Map



Map Created by DHCD.
Based on data from the U.S. Census Bureau
2013-2017 ACS 5-year estimates and
WDCEP 2018 Development Pipeline.

Project Criteria

Preservation (Maximum 5 Points)

Prioritization scoring points will be awarded to preservation projects.

Mixed-Income (Maximum 10 Points)

Maximum points will be awarded for projects that include market-rate units and affordable units serving a variety of household income levels in the same project as defined below. The affordable and market rate units must be equitably distributed within the development in order to comply with federal fair housing regulations and the mix must be achieved within a single building with a shared entrance. Applicants proposing market rate units must be aware that none of DHCD's gap financing sources that might be made available in conjunction with tax credits can be used to subsidize market rate units (directly or indirectly). Therefore, applicants must demonstrate that there is sufficient interest from market-rate lenders and investors to fully finance any market rate units.

1. Inclusion of market-rate units: A maximum of five prioritization scoring points will be awarded to projects that integrate affordable units with market rate units within the same project. For the purposes of this section, market rate units developed in a condominium structure will count as created within the same project. To achieve points, the percent of market rate units must be between 20% to 80% of the total units, and the affordable and market rate units must be equitably distributed within the development in order to comply with federal fair housing rules.

These five points only relate to a mix of affordable and market-rate (unrestricted) units and not a mix of affordable units serving varying AMGI levels. For example, a 100% affordable building that is part of a larger site mixed-income redevelopment would not qualify for this preference.

2. Providing units for a range of AMGI levels: A maximum of five prioritization scoring points will be awarded to projects that propose a mix of affordable units serving varying AMGI levels and market rate units within the same project. To achieve points, a minimum of 10% of units must be proposed in each of the following income categories:
 - 0% to 30% AMGI
 - 31% to 50% AMGI
 - 51% to 80% AMGI
 - Market-rate (unrestricted, unsubsidized)

Preference for Projects with District Land (Maximum 8 Points)

Projects will receive a five point preference if: (1) they are part of the redevelopment of a site formerly owned by the District of Columbia; (2) the site was awarded to the applicant through a competitive disposition process; and (3) the project is being developed on the site that was awarded. This includes dispositions managed by DHCD's Property Acquisition and Disposition Division (PADD), the Deputy Mayor for Planning and Economic Development (DMPED), and the DCHA, among others.

Green Building (Maximum 5 Points)

Preference points will be awarded projects that go beyond the minimum threshold Green Building Act requirements and commit to achieving specific certifications defined below. Any project claiming this preference must demonstrate the capacity and experience to achieve certification. Also, the architectural plans and project budgets (development and operating) submitted in the application must reflect the commitment to certification. Maximum points will be awarded to applicants that design and construct their project to achieve International Living Future Institute's Zero Energy Building certification or Passive House (PHI or PHIUS standards).

A lesser number of points will be awarded to projects that demonstrate that they will meet: (1) DOE Zero Energy Ready Home; (2) LEED certification at the Platinum level; or (3) achieve a HERS index score of 70 or lower, or Energy Star version 3.0 certification. Option 3 is for preservation projects only.

Affordability Period Restriction (Maximum 5 Points)

Applications documenting that the owner will maintain the low-income units in compliance for a designated period beyond the standard 15-year extended use period after the initial 15-year Compliance Period will be awarded prioritization scoring points. Maximum points will be awarded to projects that commit to affordability in perpetuity.

Other Required Selection Criteria

DHCD also will consider aspects of a project that relate to eventual tenant homeownership and the historic nature of the project, but DHCD has not attributed specific points to these categories.

Underwriting Guidelines

Projects that have met the Threshold Eligibility Requirements that have been rated and ranked against the selection criteria also will be evaluated to determine the LIHTC amount that is needed for the project's feasibility and viability. DHCD will calculate the maximum LIHTC for which projects are eligible and the minimum required LIHTC needed for feasibility and viability.

Sponsor/Developers will be required to file an updated development budget, operating pro forma, and tax credit calculation worksheet at each stage of the tax credit process. In addition, the Sponsor/Developer must supply all information and supporting documentation requested by DHCD for the purposes of evaluating: (1) the development team capacity; (2) the project's financial and economic feasibility; and (3) the project's ability to comply with all applicable federal and local regulations.

Projects are subject to the specific underwriting guidelines outlined in this QAP, listed below, and as supplemented by those items identified in the Affordable Housing RFP, which may include, but are not limited to:

- Reserve requirements
- Limitations on costs
- Development/consultant fees
- General contractor fees
- Income/expense/vacancy rates
- Debt service requirements

Applicants must review both documents and comply with specified guidelines for LIHTC projects.

DHCD's underwriting guidelines include the following: (1) subsidy layering review; and (2) basis boost.

Subsidy Layering Review

For projects that combine HUD development and/or operating assistance with tax credits, DHCD or DCHFA will complete a subsidy layering review to ensure that the Ownership Entity does not receive excessive government subsidies. DHCD or DCHFA will:

- Undertake the subsidy layering review for each project after completion of underwriting, if applicable.

- Complete the subsidy layering review for applicable projects after the Sponsor/Developer submits relevant documentation for review at carryover. This information includes the results of DHCD or DCHFA’s underwriting analysis, the Sponsor/Developer’s proposed development costs, and information concerning any project syndication.
- Complete a second subsidy layering review when the IRS Form(s) 8609 is issued for the project.

DHCD and DCHFA reserve the right, without amending this QAP, to amend the subsidy layering procedures as necessary to comply with changes in applicable federal law or regulations, and HUD guidelines.

Basis Boost

Federal law permits jurisdictions to calculate and reserve a greater amount of LIHTC than normally calculated on the eligible basis for projects in certain areas. These areas are known as Qualified Census Tracts (QCT) and Difficult Development Areas (DDA).

- QCTs are areas in which 50% of the population has incomes of less than 60% of the AMGI or that have a poverty rate of a least 25%. A listing of QCTs for the District is available from the HUD website at www.huduser.gov.
- DDAs are those areas designated by HUD because of high construction, land and utility costs relative to the AMGI. The eligible basis for projects in these areas may be increased by up to 30%. A higher LIHTC may be calculated and reserved where federal law permits and where the feasibility analysis indicates the need for the additional LIHTC.

As authorized by and to the extent permitted by IRC Section 42(d)(5)(B)(v), enacted by The Housing and Economic Recovery Act of 2008, DHCD, in its sole discretion, may increase the eligible basis of projects by up to 30% (Department’s Basis Boost), if it determines that the project or a building in the project needs the basis boost to be financially feasible. The Department’s Basis Boost is only available to 9% LIHTC projects.

DHCD has identified the following attributes that could potentially qualify a project for the Department’s Basis Boost:

- high land values, as supported by the Economic Opportunity Targeting Map in this QAP; or
- projects located in a census tract that meets the following demographics according to the most recent FFIEC Census Report (<http://www.ffiec.gov/census/>):
 - Less than 5% below poverty level (see Income)
 - Designated Middle or Upper Income level (see Demographics); or
- projects that achieve maximum points in all three of the following prioritization scoring categories:
 - economic opportunity targeting
 - mixed-income; and
 - family-oriented units.

Projects receiving a 30% Basis Boost because of location in QCT or DDA are not eligible to receive the Department's Basis Boost.

Monitoring for Compliance

DHCD will monitor each low-income housing project to make sure that project owners comply with all federal and District laws, regulations, and provisions applicable to a project receiving LIHTCs.

DHCD has established compliance monitoring procedures consistent with the requirements of §1.42-5 of the Income Tax Regulations, as amended, which include provisions for physical inspections of low-income housing projects, review of low-income certifications, the documentation supporting the certifications, and the rent records for the tenants occupying low-income housing units, record-keeping, record retention, and notification of non-compliance. These compliance monitoring procedures are provided in detail in the DHCD LIHTC Compliance and Monitoring Reference Guide, as may be updated from time to time, and can be found at dhcd.dc.gov.

Project owners electing the third minimum set-aside for Income Averaging must submit an owner-generated plan outlining their proposed policies and procedures for ensuring compliance with Income Averaging requirements. This submission will be required during the underwriting process before a conditional commitment is issued.

The Compliance Period is for 15 years beginning with the first taxable year of the building's credit period, and is extended over an additional 15 year period by the Land Use Restrictive Covenants, for a total of 30 years.

Fair Housing & Accessibility

Section 504 of the Rehabilitation Act of 1973 (Section 504) provides guidelines for the new construction or rehabilitation of housing units that should be accessible to persons with disabilities. Section 504 standards are applied by DHCD to all development projects, including LIHTC projects. All projects will be expected to comply with Affirmative Marketing practices as well as all applicable accessibility standards in addition to Section 504, such as the Americans with Disabilities Act (ADA) and the Fair Housing Amendments Act (FHAA).

Davis Bacon

If a LIHTC project is assisted with other federal or local funding sources or subsidies triggering the Davis-Bacon Act of 1931 (Davis Bacon) and Davis Bacon Related Acts (DBRA), then prevailing wage rates will apply to the LIHTC-assisted project. This may include federal sources such as HOME, CDBG, HUD 542(c) Risk Share, and/or an Annual Contributions Contract (ACC). Additionally, local funding sources such the Housing Production Trust Fund (HPTF) and the Local Rent Supplement Program (LRSP) also trigger prevailing wages.

Section 3

Similar to the application of Davis Bacon stated above, Section 3 of the Housing and Urban Development Act of 1968 (Section 3) will apply to LIHTC-assisted projects with funds that

may trigger its application. HUD and DHCD funds will require the applicability of Section 3 for housing construction, housing rehabilitation, and public construction projects, and will apply to the whole project.

Environmental Reviews

Environmental Reviews (ER) subject to NEPA will be performed by DHCD for projects utilizing both LIHTCs and federal funds, such as Risk Share, ACC, HOME, and/or CDBG. Projects utilizing both LIHTCs and HPTF or the National Housing Trust Fund (HTF) are not subject to the NEPA ER process, but will still undergo an ER. LIHTC-only projects do not require SHPO concurrence.

Additional local compliance requirements may apply to LIHTC projects. Applicants should refer to the Compliance and Monitoring Reference Guide referenced above.

Violence Against Women Act (VAWA)

Title VI of the Violence Against Women Reauthorization Act of 2013 (“Act”), Safe Homes for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking, expanded the applicability of the Act to the LIHTC program. VAWA protects both child and adult victims of domestic violence, dating violence, sexual assault and stalking. All LIHTC owners and managers shall comply with the requirements of this Act and shall use the applicable VAWA forms as amended from time to time including but not limited to the HUD-5380 Notice of Occupancy Rights under the Violence Against Women Act, HUD-5381 Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, HUD-5382 Certification of Domestic Violence, Dating Violence or Stalking, and Alternate Documentation, HUD-5383 Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and HUD-91067 VAWA Lease Addendum.

Recordkeeping and Retention

For each qualified low-income building in the project, project owners must maintain records that provide specific information for each year of the Compliance Period. The failure to maintain these records or otherwise comply with requirements in the DHCD LIHTC Compliance and Monitoring Reference Guide may result in the issuance of IRS Form(s) 8823 and the eventual recapture of tax credits. All applicants are urged to review the LIHTC Compliance and Monitoring Reference Guide and require that project property managers have a thorough knowledge of the requirements under IRC Section 42 and the LIHTC Compliance and Monitoring Reference Guide.

Notification of Noncompliance

DHCD will promptly notify project owners in writing if its monitoring reveals that the project is in noncompliance. This notice will provide a cure period of up to 90 days from the notice date for the owner to bring the project into compliance. Failure to cure a condition of noncompliance may result in recapture of the LIHTC. All incidents of noncompliance must be reported to the IRS on Form(s) 8823 notwithstanding the resolution of compliance issues. For

good cause, DHCD, in its sole discretion, may grant an extension of the cure period for up to an additional six months.

Definitions

The following capitalized terms shall have the meanings below unless context clearly requires a different meaning.

Affiliate: A corporation, partnership, joint venture, limited liability company, trust, estate, association, cooperative or other organization or entity of any nature whatsoever that directly, or indirectly through one or more intermediaries, Controls, is Controlled by, or is under common Control with any other person, and specifically shall include parent companies or subsidiaries.

Applicable Fraction: The fraction used to determine the Qualified Basis of the qualified low-income building, which is the smaller of the unit fraction or the floor space fraction, as defined more fully in IRC Section 42(c)(1).

Applicable Percentage: The percentage multiplied by the project's qualified basis to determine the annual tax credit available to the ownership entity for each year of the Tax Credit period and as more fully described in IRC Section 42(b).

Application or Application Package: Those forms and instructions prepared by DHCD to make a determination to allocate tax credits. Developers are required to use the forms in the application package. The Application must include all information required by the QAP and as may be subsequently required by DHCD.

Area Median Gross Income (AMGI): The most current tenant income requirements published by HUD pursuant to the qualified low-income housing project requirements of IRC Section 42(g). Depending on financing sources, the project may also be required to conform with affordable housing program income limits published for other local and federal programs, with any notable differences described in the Affordable Housing RFP.

Carryover Agreement and Allocation: An allocation of current year Tax Credit Reservations by DHCD pursuant to IRC Section 42(h)(1)(E) and Treasury Regulations Section 1.42-6.

Code or IRC: The Internal Revenue Code of 1986, as amended, together with any applicable regulations, rules, rulings, revenue procedures, information statements or other official pronouncements issued there under by the U.S. Department of the Treasury or the Internal Revenue Service relating to the Low-Income Housing Tax Credit Program authorized by IRC Section 42. These documents are incorporated in the QAP by reference. A copy of the Internal Revenue Code and Treasury regulations and related information relating to this program are found in the District of Columbia Public Library and are available for review by the public.

Compliance Period (as defined in IRC Section 42(i)(1)): Regarding any building, the period of 15 consecutive taxable years beginning with the first taxable year of the Tax Credit Period.

Control (including the terms Controlling, Controlled by, under common Control with, or some variation or combination of all three): The possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of any Person or Affiliate thereof, whether through the ownership of voting securities, by contract or otherwise, including specifically ownership of more than 50 percent of the general partner interest in a limited partnership, or designation as a managing general partner or the managing member of a limited liability company.

Consolidated Request for Proposals for Affordable Housing Projects (Affordable Housing RFP): The competitive procurement vehicle issued by DHCD on a periodic basis that identifies available resources for affordable housing development, including 9% Tax Credits. The Affordable Housing RFP solicits proposals from qualified applicants and provides any desired clarifications on the threshold eligibility requirements and selection criteria. All Affordable Housing RFPs issued by DHCD are catalogued and available on dhcd.dc.gov.

Developer or Sponsor/Developer: The party acting as agent for the eventual owner or taxpayer benefiting from an award of a Tax Credit Reservation.

- That party and any of its successors in interest that will be bound by the representations made in the application or documents executed in applying for or accepting the allocation of LIHTC.
- That party or its successors that shall be obligated to carry out the commitments made to DHCD by the Sponsor on its own behalf or on behalf of other Persons or Affiliates.

Difficult Development Area (DDA): Any area that is so designated by the Secretary of HUD as an area that has high construction, land, and utility costs relative to Area Median Gross Income.

Eligible Basis: Regarding a building within a project, the building's eligible basis at the close of the first taxable year of the Tax Credit Period and as further defined in IRC Section 42(d).

Forward Reservation: has the same meaning as described in IRC Section 42(h)(1)(C).

High Risk: Projects that involve adaptive re-use or require extraordinarily challenging substantial rehabilitation or provide more than 50% of units for tenants with annual income of 50% or less of the Area Median Gross Income.

HUD: The U.S. Department of Housing and Urban Development, or its successor.

IRS: The Internal Revenue Service, or its successor.

Land Use Restrictive Covenants a/k/a District of Columbia Department of Housing and Community Development Indenture of Restrictive Covenants for Low-Income Housing Tax Credits (Restrictive Covenants): An agreement between DHCD and the Ownership Entity and all of its successors in interest where the parties agree that the project will be an

affordable housing project for the length of the Compliance Period plus the extended use period elected by the Ownership Entity and upon which the award of tax credits was in part based. The Restrictive Covenants will contain language that must encumber the land where the project is located for the life of the agreement. The Restrictive Covenants must conform to the requirements of IRC Section 42(h) and this QAP.

Low-Income Unit: Any residential rental unit if such unit is rent-restricted and the occupant's income meets the limitations applicable as required for a qualified low-income housing project.

Management Agent: The property manager for the project.

Online Application System: DHCD's internet-based system through which applicants submit applications for 9 percent Tax Credits.

Ownership Entity: Any Person and any Affiliate of such Person that:

- submits an Application to DHCD requesting a Tax Credit Reservation pursuant to this QAP;
- receives a Tax Credit Reservation, Carryover Agreement or IRS Form(s) 8609 Tax Credit Allocation;
- is the successor in interest to the Sponsor/Developer who owns or intends to own and develop a Project or expects to acquire Control of a Project consistent with control documents provided by the Ownership Entity to DHCD as part of the Application.

Permanent Supportive Housing (PSH): Supportive housing for an unrestricted period of time for individuals and families who were once homeless and continue to be at imminent risk of homelessness, including persons with disabilities as defined in 24 Code of Federal Regulations 582.5 for whom self-sufficient living may be unlikely and whose care can be supported through public funds. (DC Official Code Section 4-751.01-28)

Preservation: A project that meets the requirements of "Preservation" described under the Threshold Eligibility Requirements.

Production: A project that meets the requirements of "Production" described under the Threshold Eligibility Requirements.

Project: A low-income rental housing property the Sponsor/Developer of which represents that it is or will be a qualified low-income housing project within the meaning of IRC Section 42(g). With regard to this definition, the Project is that property that is the basis for the application.

Property: The real estate and all improvements thereon, which are the subject of the Application, including all items of personal property affixed or related thereto, whether currently existing or proposed to be built thereon in connection with the application.

Qualified Allocation Plan (QAP): A plan to select and award tax credits to qualified recipients, as described under IRC Section 42(m)(1)(B).

Qualified Basis: Regarding a building within a project, the building's eligible basis multiplied by the applicable fraction, within the meaning of IRC Section 42(c)(l).

Qualified Census Tract: Any census tract that is so designated by the Secretary of HUD and, for the most recent year for which census data are available on household income in such tract, either in which 50 percent or more of the households have an income which is less than 60 percent of the Area Median Gross Income for such year or which has a poverty rate of at least 25percent.

Qualified Non-profit Organization or Non-profit: An organization that: (1) is described in IRC Section 501(c) (3) or (4); (2) is exempt from federal income taxation under IRC Section 501(a); (3) is not affiliated with or controlled by a for profit organization; (4) includes as one of its exempt purposes the fostering of low-income housing within the meaning of IRC Section 42(h)(5)(C); (5) is allowed by law or otherwise to hold and develop property; and (6) meets any additional requirements as described in the QAP and/or Affordable Housing RFP.

Recovered Tax Credits: Either tax credits previously awarded to a project or projects that cannot use all the tax credits awarded or tax credits from projects that cannot be placed in service by the Sponsor/Developer/Ownership Entity.

Reservation or Reservation Letter: A conditional commitment of LIHTC, which, therefore, does not meet the definition of a binding allocation as stated in IRC Section 42.

Selection Criteria: See the heading "Selection Criteria" in this QAP.

State Ceiling: The limitation imposed by IRC Section 42(h) on the aggregate amount of tax credit allocations that may be made by DHCD during any calendar year, as determined from time to time by DHCD in accordance with IRC Section 42(h)(3).

Tax Credit: The LIHTC issued pursuant to the program, IRC Section 42. Tax credits are determined under IRC Section 42(a) for any taxable year in the Tax Credit Period equal to the amount of the applicable percentage of the qualified basis for each qualified low-income building.

Tax Credit Allocation Amount: Regarding a project or a building within a project, the amount of Tax Credit DHCD allocates to a project and determines to be necessary for the project's financial feasibility and its viability as a qualified low-income housing project throughout the Compliance Period.

Tax Credit Period: Regarding a building within a project, the period of 10 taxable years beginning with the taxable year the building is placed in service or, at the election of the Ownership Entity the succeeding taxable year, as more fully defined in IRC Section 42(f)(l).

Threshold Eligibility Requirements: See the heading “Threshold Eligibility Requirements” in this QAP.

TOPA: The Tenant Opportunity to Purchase Act of 1980, DC Law 3-86 (DC Official Code Section 42-3404.01 *et seq.*)

Total Project Cost: The total costs reflected in the application.

Unallocated or Recovered Tax Credits: Tax Credits that are not awarded by DHCD during its most recent round of allocation or are returned to DHCD during the current year. These Tax Credits are eligible for redistribution in accordance with DHCD rules or may be carried forward to the next year’s allocation cycle.

Response to Public Comments

On June 3, DHCD publicly released its draft 2019 Qualified Allocation Plan for the Low Income Housing Tax Credit Program and published District Register Notice Vol.66 No.23, a Solicitation of Public Comment and Notice of Public Hearing. The Comment period was closed on June 21, 2019. The public hearing was held on June 18 at DHCD's headquarters. In this process, DHCD received a total of 26 responses covering a range of topics. The Department has thoroughly reviewed all comments and a summary of all the comments received and DHCD's responses are provided below.

For all selection criteria, further clarity and guidance related to requirements and allocation of points will be provided in the most recent Consolidated Request for Proposals for Affordable Housing Projects (Affordable Housing RFP or RFP) through which the Tax Credits are awarded. Questions about the QAP in relation to the Affordable Housing RFP can be submitted through the online Q&A portal for the RFP, and will be reviewed and responded to at that time.

1. Green Building

DHCD received numerous comments requesting that the scoring category for Green Building be increased to 10 points or, at minimum, maintained at 5 points, as in 2017 QAP. Several commenters requested clarity on the Solar Ready threshold requirement and the prioritization scoring requirements for preservation projects. One commenter suggested further alignment with the Department of Consumer and Regulatory Affairs (DCRA) and suggested other modifications to the prioritization scoring requirements.

Sustainability in affordable housing is one of the District's policy objectives, embodied in the Sustainable DC Plan. DHCD agrees with several of the commenters, who noted the benefits of energy- and water-efficient projects to both the environment and to resident health, along with the opportunity to substantially reduce resident utility expenses. The Department also believes it is important to help facilitate the industry's acceptance of upcoming changes to DC building codes as outlined in the Clean Energy DC Plan, including the adoption of net-zero energy construction codes for low-rise residential construction by 2022 and for all construction by 2026, as well as the District's goal to achieve carbon neutrality by 2050.

DHCD's draft 2019 QAP lowered the barrier for obtaining Green Building points by offering additional pathways to receive points beyond the Living Building Challenge and Nearing Net Zero certifications. In addition, the draft QAP incorporated a new Solar Ready threshold requirement to help facilitate adoption of the District's clean energy goals. However, DHCD recognizes the importance of offering sufficient points to incentivize pursuing advanced Green Building certifications. The final QAP includes an increase in Green Building scoring from three to five points and includes further modifications to the prioritization scoring requirements. Additional clarification and guidance on meeting updated threshold and scoring requirements will be included in the Affordable Housing RFP.

DHCD consulted extensively with both DCRA and the Department of Energy & Environment (DOEE) in order to update the Green Building requirements in the QAP to include more nuanced criteria allowing projects to more easily obtain partial points in this category. The Department will evaluate any further technical alignment and scoring adjustments with DCRA, DOEE, and other relevant agencies for future QAP and RFP application rounds.

2. Permanent Supportive Housing (PSH)

One commenter asked that large Preservation projects be able to provide a percentage of PSH units lower than 10% in order to achieve points in the Prioritization Scoring criteria. Another commenter requested that the 20% threshold be lowered in order for large Preservation projects to achieve full points in this category. DHCD has opted not to make any change to this category. DHCD and the other agencies in the Interagency Council on Homelessness (ICH) will continue to evaluate the provision and operations of the District's PSH units and consider changes in future RFP rounds.

3. Special Populations and Highly Vulnerable Populations

Three commenters requested that a Prioritization Scoring category be added for Highly Vulnerable Populations, such as residents returning from incarceration; residents living with HIV-AIDS; and residents living with serious disabilities that limit their ability to obtain market-rate employment. One commenter requested that a preference be added to the QAP for youth aging out of foster care. The scoring criteria will not be amended to include these populations at this time, but DHCD will take these comments into consideration for future QAPs and RFPs.

Two commenters requested additional information on whether Memory Care Assisted Living projects are eligible for the LIHTC program and, if so, whether the priority points category for seniors and other Special Populations can be expanded to include these projects. The Special Populations scoring criteria will not be amended at this time, and DHCD does not have the authority to comment on the classification of Memory Care units as Dwelling Units for the LIHTC program. DHCD understands that eligibility for the LIHTC program is contingent upon whether the project design meets the IRS definition of a Dwelling Unit, among other programmatic requirements, and advises commenters to seek guidance from their tax credit legal counsel and advisors.

4. Income Averaging

The draft 2019 QAP introduced the option to utilize the Average Income (or "Income Averaging") set-aside for the first time, as established in the Consolidated Appropriations Act of 2018. Several commenters asked for clarification of DHCD's requirements for this election as established in the draft QAP:

- DHCD expects that the Income Averaging minimum set-aside will more easily allow for mixed-income projects in which units restricted at 30% AMGI can be provided without the need for ongoing rental subsidy, and thus will require at least 10% of projects utilizing this set-aside to be restricted at 30% AMGI. Preservation projects without current tenants at this income level will be expected to restrict 10% of the units at 30% AMGI in the affordable housing covenant and rent these units at the 30% AMGI level upon turnover.
- Market rate units will be allowable in new construction projects utilizing Income Averaging if a separate legal condominium is established, or in preservation projects with current tenants with documented income above 80% AMGI.
- The number of units (by number of bedrooms) required to be maintained at specific AMGI restrictions will be established in the affordable housing covenant.
- DHCD expects that projects utilizing the Average Income minimum set-aside will be able to generate more tax credit equity than they would without this election. Thus, the limitations on utilizing HPTF funds for units in Production projects restricted above 50% of the Median Family Income (MFI) and for units in Preservation projects above 80% MFI will not be changed.

DHCD reserves the right to consider exceptions to these requirements on a case-by-case basis. The Department will monitor the applications received and will adjust this policy as necessary to ensure that the use of the Average Income minimum set-aside is helping the District to achieve its goals and priorities.

5. Opportunity Zones

Numerous commenters suggested that the points for projects located in Opportunity Zones be reduced or eliminated due to the risk of concentrating poverty in these areas and counteracting the intent of the Economic Opportunity Targeting map. Several commenters also noted that, at this time, alignment with the LIHTC program is unproven in the market and it may be premature to provide points at this stage.

DHCD has taken these comments into consideration and reduced the maximum score for this category to one point. DHCD believes it is important to support affordable housing development in both areas of immediate Economic Opportunity and areas of future Economic Opportunity such as is anticipated in several of the Opportunity Zones. It is important to recognize that areas targeted for reinvestment through federal incentives can potentially experience accelerated gentrification and loss of affordable housing in the future. In addition, Opportunity Zones, with their ability attract private investment, offer an opportunity for DHCD to support the development of mixed-income housing in areas that have historically had a concentration of low-income housing. DHCD will monitor the implementation of Opportunity Zones and take the comments received into consideration for future QAPs and RFPs.

6. Extended Use Restrictions

DHCD received several comments recommending that the points available through the Extended Use Restriction category be restored to 5 total points due to the success of this incentive in the prior Consolidated RFP round for creating permanently affordable housing in the District. Commenters noted that reducing scoring by 3 points would result in fewer developers being willing to make a commitment to perpetual affordability. Consequently, the final QAP includes an increase in scoring from two points to five. In addition, the name of the scoring category has been changed to “Affordability Period Restrictions” to provide additional clarity.

7. Community Engagement

Several commenters requested clarity on the requirements for the new Community Engagement Threshold Requirement, specifically the documentation that will be accepted in order to meet this requirement. DHCD will provide additional guidance and clarification, as needed, in the next Affordable Housing RFP and Online Application System.

8. Transit Proximity

Several commenters recommended that the category for Transit Proximity be restored to 5 total points since access to transit reduces transportation costs for low-income households and is an important piece of the District’s commitment to sustainability. DHCD acknowledges the comments provided, as well as the rise in land values and gentrification has been most significant in transit corridors, as documented by recent studies. Three total points will remain the maximum achievable for this category, but DHCD will take these comments into consideration for future QAPs and Affordable Housing RFPs

Two commenters requested specific points of clarification regarding this category:

- Shuttle service from a project to a metro station does not meet the criteria of the Transit Proximity category.
- The Affordable Housing RFP will provide further clarity on eligibility for points for projects near the DC Street Car stations.

9. Cost Reasonableness

DHCD received two comments regarding acquisition cost reasonableness. DHCD acknowledges that there are situations in which developers have a limited ability to control acquisition costs. However, DHCD expects increases in acquisition costs in related or affiliated party transactions to be partially offset by other funding sources. If a previously purchased property by a party affiliated with a sponsor/developer/owner has increased in value and the project budget reflects the current appraised value of the property, DHCD

expects a reasonable proportion of the net proceeds from the increased property value to be offset by a seller's note or other similar instrument.

DHCD received one comment requesting the implementation of a developer fee limit. DHCD currently poses limits on the amount of developer fee that cannot be deferred and seeks to balance cost containment with incentives sufficient to result in high-quality affordable housing projects. DHCD will further evaluate its current developer fee policy and other cost containment measures for future QAPs and RFPs.

DHCD received one comment requesting revised operating cost guidelines that excludes costs out of the developer's direct control. DHCD revises its cost guidelines on a regular basis and will take this comment into consideration for future QAPs and RFPs.

One commenter requested that the additional costs incurred by a project in order to meet Green Building requirements be exempt from the Underwriting Scoring penalty in cases where construction costs are outside of the Maximum Construction Costs per Gross Square Foot. DHCD will take this comment into consideration for future QAPs and RFPs.

10. Economic Opportunity Targeting

Several commenters stated that too much emphasis is placed on Economic Opportunity Targeting in the QAP, and that the possible points for this category should be reduced. A priority of DHCD is to create more affordable housing in high opportunity neighborhoods, and to disperse the District's housing supply more equitably across all neighborhoods and wards. This category has been reduced by 2 points to 17 total available points. DHCD will continue to monitor the pattern of its subsequent investments to encourage balanced affordable housing investments in neighborhoods across the District, and will continue to adjust this policy accordingly in future QAPs and RFPs.

A request was made for DHCD to release the methodology behind the Economic Opportunity Targeting map. The Economic Opportunity Targeting map shows DC Census Tracts grouped based on an index of median rents and median value (for owner-occupied units). Median rents from each tract and all adjacent tracts were averaged to create a larger sample size, and to smooth the data. All housing cost data has been updated, from the U.S. Census Bureau's 2013-2017 American Community Survey (ACS) 5-year estimates. The updated Economic Opportunity Targeting map for the 2019 QAP is now overlaid with "development census" data from the Washington DC Economic Partnership's (WDCEP) 2018 development pipeline. This data allows DHCD to estimate the future percentage increase in new housing units across different tracts of the city due to new private sector investment in market rate development projects. This development pipeline data, combined with the updated housing cost data, provides DHCD a more current assessment of areas of opportunity in the District that include both established neighborhoods and rapidly changing neighborhoods.

11. District Land

DHCD received several comments recommending that the points for projects with District land be reduced or removed entirely in order to ensure that land value is maximized for the provision of affordable units in District land dispositions. Some commenters stated that projects on District land should score favorably in the leverage category by nature.

DHCD's underwriting guidelines account for the value of a land subsidy. The Department only considers applications for financing where the funding gap exceeds what can be financed through a land subsidy or write-down. Prioritization scoring points in this section only apply to projects that have a funding gap in excess of what the land value alone can subsidize.

12. Preservation vs. Production

Five commenters noted several selection criteria under which Preservation projects have a structural scoring disadvantage under the current schematic and requested that the points for Preservation projects be increased, or that other adjustments be made, such as a set-aside for Preservation projects.

In each of the past several competitive Consolidated RFP funding rounds, DHCD has selected a roughly even numbers of Preservation and Production projects. DHCD understands the challenges highlighted by the commenters, and agrees with many of the points raised. DHCD will not make any changes to its selection criteria at this time, but is actively looking at how to best balance the needs for Preservation and Production in the RFP process.

13. Development Team Criteria

Comments were received recommending that DHCD reduce the number of points related to development team capacity in order to place greater emphasis on project quality, and a given project's fulfillment of the Department's policy objectives. DHCD believes the scoring criteria is weighted appropriately between development team capacity and project-related criteria. The Department will continue to monitor outcomes in this area to guide any changes to the scoring criteria in the future.

14. Tenant Opportunity to Purchase Act (TOPA)

One commenter requested that prioritization points be increased for projects that are proposed by or in partnership with tenant groups that exercised their TOPA rights to purchase their building, and another asked that the points in the draft 2019 QAP be maintained. One commenter requested that a preference for District Opportunity to

Purchase Act (DOPA) projects be added to this scoring category. The Department will monitor applications received in the next Consolidated RFP round, and will evaluate alignment between DOPA and this scoring category, as well as any other relevant prioritization scoring categories in order to make any adjustments in future QAP and RFP rounds.

15. Non-profit Participation

DHCD received several comments recommending an increased emphasis on non-profit ownership and additional leverage through the property and recordation tax exemption available to non-profit affordable housing developers. One commenter requested an increased emphasis on local community development organizations. No change will be made to this criterion at this time. The QAP's leverage scoring criteria already enables nonprofit developers/owners an opportunity to improve their score by highlighting the additional private debt supported through tools such as the property tax exemption. DHCD will continue to monitor the results of each funding round to determine if these prioritization points are helping to achieve the Department's goals.

16. Process and Underwriting Guidelines

Two commenters requested clarification on the timing of third party reports. DHCD believes that an appraisal dated within 6 months of application submission is important in order to assess the reasonableness of the acquisition cost of the property. The acceptable age of other third party reports will be detailed in the next Affordable Housing RFP, along with other requirements.

Several commenters asked that additional points be given for conditional letters of commitment rather than firm commitments from other project funders, and that points be awarded for schematic project designs rather than permit-ready plans and documents. DHCD recognizes that the majority of projects are unable to achieve full points for firm financing commitments and permit-ready plans. These requirements thus successfully distinguish between projects that are shovel-ready and those that will take additional time to close. The Department intends to continue to prioritize projects that are closer to being shovel-ready and ready to close.

17. Resident Services

One commenter recommended a new category for the provision of resident services outside of the supportive services requirement for Permanent Supportive Housing (PSH). DHCD recognizes the value of property-wide services that support all of a project's residents, not just PSH clients. Hence the Supportive Services Plan category was updated in the draft 2019 QAP. A maximum of 3 total points can now be achieved for all projects - regardless of tenant population - that provide resident services specifically tailored to the needs of the

project and resident population. To make this change more clear, the final QAP includes a revised category name, “Resident Services Plan.”

18. Project Size

One commenter recommended points be awarded to small properties. Another commenter suggested that large Preservation projects receive points.

A range of project sizes have been selected for further underwriting in recent competitive RFPs. Therefore, DHCD will not change the allocation of points in the final 2019 QAP, but will continue to monitor the results of future funding rounds to determine if adjustments are required in future QAPs and RFPs.

Additional Information

For additional information, please contact:

District of Columbia Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE, 2nd Floor
Washington, DC 20020
Telephone (202) 442-7200

I, Muriel Bowser, the Mayor of the District of Columbia, hereby signify my adoption and approval of this Qualified Allocation Plan as the Mayor's plan for the allocation of Low Income Housing Tax Credits in the District of Columbia, in conformance with Section 42 of the Internal Revenue Code of 1986, as amended.

APPROVED:



Muriel Bowser
Mayor

April 2019

INCLUSIONARY ZONING FISCAL YEAR 2018 ANNUAL REPORT

LEASE
TODAY

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Polly Donaldson, Director
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020



*** WE ARE WASHINGTON ***
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

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Cover: Legacy West End, in Ward 2.

At top is leasing office, to the right is a kitchen.

Letter from Mayor Muriel Bowser



Mayor Muriel Bowser

As I begin my second term, I look back on all that we have accomplished, but more importantly, remain focused on the work that remains to be done. We must increase our efforts to provide affordable housing for all those who wish to call Washington, DC home, whether they have lived here for five generations or they have only just arrived in our great city. So, I have set an ambitious goal to build 36,000 new housing units across the city—with 12,000 designated as affordable housing.

Achieving my Administration’s vision of a growing, inclusive city means that every neighborhood must contribute to the solution, and we must maximize the use of every available tool. Our Inclusionary Zoning Program is a powerful resource guaranteeing that as new market rate development occurs, it includes affordable housing. The Fiscal Year 2018 Inclusionary Zoning (IZ) Annual Report shows how in the past year, this program leveraged the growth of our city to produce nearly 200 units of needed affordable housing in some of our most attractive developments and dynamic neighborhoods. Coupled with its citywide lottery system to select future tenants and owners, the IZ program provides a fair shot to everyone who applies.

Thanks to IZ and our other affordable housing programs, we have committed more resources per capita than any jurisdiction across the country to producing and preserving affordable housing— and we are seeing results. In FY 2018, the District:

- Committed over \$167 million in Housing Production Trust Fund (HPTF) financing for affordable housing production and preservation and produced or preserved over 2,000 units of affordable housing with HPTF funds;
- Established the District’s new \$40 million public-private Housing Preservation Fund, which is on track to preserve over 700 units in its first year;
- Preserved over 400 units of affordable housing by financing purchases through the Tenant Opportunity to Purchase Act; and
- Finalized regulations to implement the District Opportunity to Purchase Act, giving us still another way to help keep affordable buildings in our city.

While I am proud of our accomplishments, we must continue to face challenges in the housing world head on. I look forward to working with each of you to make Washington, DC a place everyone can feel #DCProud to call home.

A handwritten signature in black ink that reads "Muriel Bowser". The signature is written in a cursive, flowing style.

Review of the Inclusionary Zoning Program in Fiscal Year 2018

The Inclusionary Zoning (IZ)¹ program supports the District's and the DC Department of Housing and Community Development (DHCD's) missions to produce and preserve affordable housing opportunities by requiring new developments with 10 or more dwelling units or proposing new gross floor area that would result in 10 or more dwelling units to include a percentage of affordable units (approximately 8 percent to 10 percent of the gross residential floor area) in exchange for a density bonus (up to 20 percent gross floor area) beyond what is allowed under existing zoning regulations.

The goals of the IZ program are to:

- Create mixed income neighborhoods;
- Produce affordable housing for a diverse labor force;
- Seek equitable growth of new residents; and
- Increase homeownership opportunities for moderate income households.

The Fiscal Year (FY) 2018² IZ Annual Report from DHCD marks the conclusion of the ninth complete fiscal year since the program began in August 2009. This report provides an analysis of the IZ program from 2009 to September 30, 2018 and was drafted in coordination with the DC Office of Planning (OP) and DC Department of Consumer and Regulatory Affairs (DCRA).



The Hendrix, in the H Street Corridor of Ward 5

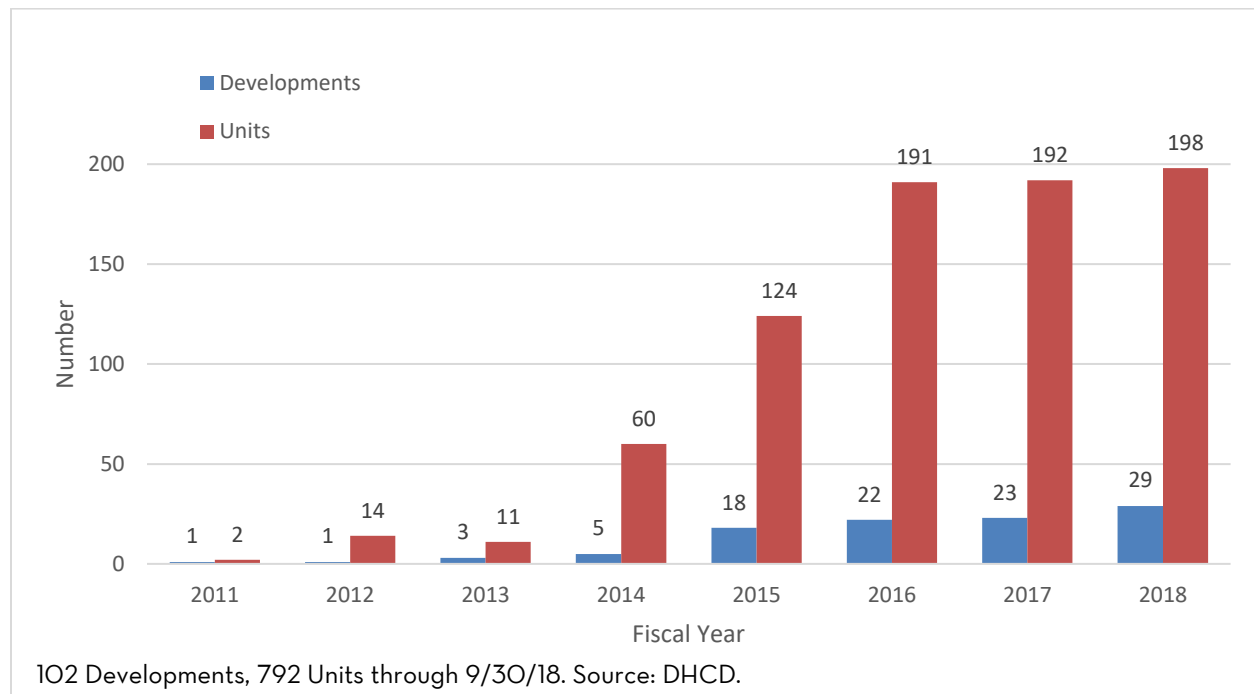
¹ The IZ program was developed based on the Inclusionary Zoning Implementation Amendment Act of 2006 (D.C. Law 16-275 (effective March 14, 2007), D.C. Official Code §6-1041.07) (IZ Act) and Mayor's Order 2008-59, dated April 2, 2008. These documents mandated the adoption of a new Chapter 22 entitled "Inclusionary Zoning Implementation" of Title 14 (Housing) of the District of Columbia Municipal Regulations ("IZ Regulations"). The Final Rulemaking for implementation was published in the *D. C. Register* on December 11, 2009. The current IZ administrative regulations were published as Final Rulemaking in the *D.C. Register* on December 29, 2017 and may be found at <https://www.dcregs.dc.gov/Common/NoticeDetail.aspx?NoticeId=NOO65229>.

² The 2018 fiscal year is October 1, 2017 through September 30, 2018.

Produced Inclusionary Developments and Units by Fiscal Year

The IZ program produced³ 198 IZ units in FY2018, the largest number of units produced in any fiscal year and consistent with the increases seen in the two prior fiscal years (192 units in FY2017 and 191 units in FY2016). This brings the total number of IZ units produced to date to 792. Figure 1 shows the number of IZ units and IZ developments produced each fiscal year, since the inception of the IZ program, clearly showing the number of each steadily increasing.

Figure 1



New zoning regulations that became effective in 2016⁴ allowed the use of habitable penthouse space for the first time in the District. Previously, penthouse space could only be used for mechanical purposes. Habitable penthouse space is subject to IZ regulations, which specify that a percentage of the square footage of habitable penthouse space in residential buildings must be set aside as IZ or payment may be made to the Housing Production Trust Fund (HPTF), while habitable penthouse space in non-residential buildings requires payment

³ The tabulation of IZ units produced annually is based on the Notice of Availability (NOA) issue date submitted by the developer to DHCD. The NOA notifies DHCD when IZ units are ready for occupancy. The production numbers provided in questions 1-7 do not include financially subsidized affordable housing projects that are exempt from IZ administrative and reporting rules. Title 11, Subtitle C, Section 1001.6(a) of the zoning code exempts projects receiving financing through the federal government, DHCD, the District of Columbia Housing Finance Agency (DCHFA), or the District of Columbia Housing Authority (DCHA) from the IZ administrative process, including IZ reporting requirements, provided they still set aside at least the IZ equivalent number of units that would stay affordable after the subsidy controls expire. These projects are eligible to receive bonus density from the IZ program enabling them to build more affordable units. Questions 8 and 9 do include information on the subsidized affordable housing projects as it pertains to IZ.

⁴ Subtitle C, Chapter 15 of the Zoning Regulations of 2016 (ZR16) became effective on September 6, 2016, and supersedes the previous version, 1958 Regulations.



Modera Sedici, in Lanier Heights/Adams Morgan neighborhood of Ward 1

with the balance due before issuance of the certificate of occupancy. During FY2017, \$2,975,229 was collected and during FY2018, \$5,017,037 was collected. In FY2018, two IZ units were created or offered at lower affordability levels due to habitable penthouse space—one for sale and one for rent.

The new zoning regulations also modified the requirements related to opting in to IZ,⁵ allowing projects not otherwise subject to IZ to opt in, to take advantage of the bonus density. Since then, eight projects have opted in to IZ, resulting in an additional eight IZ units.

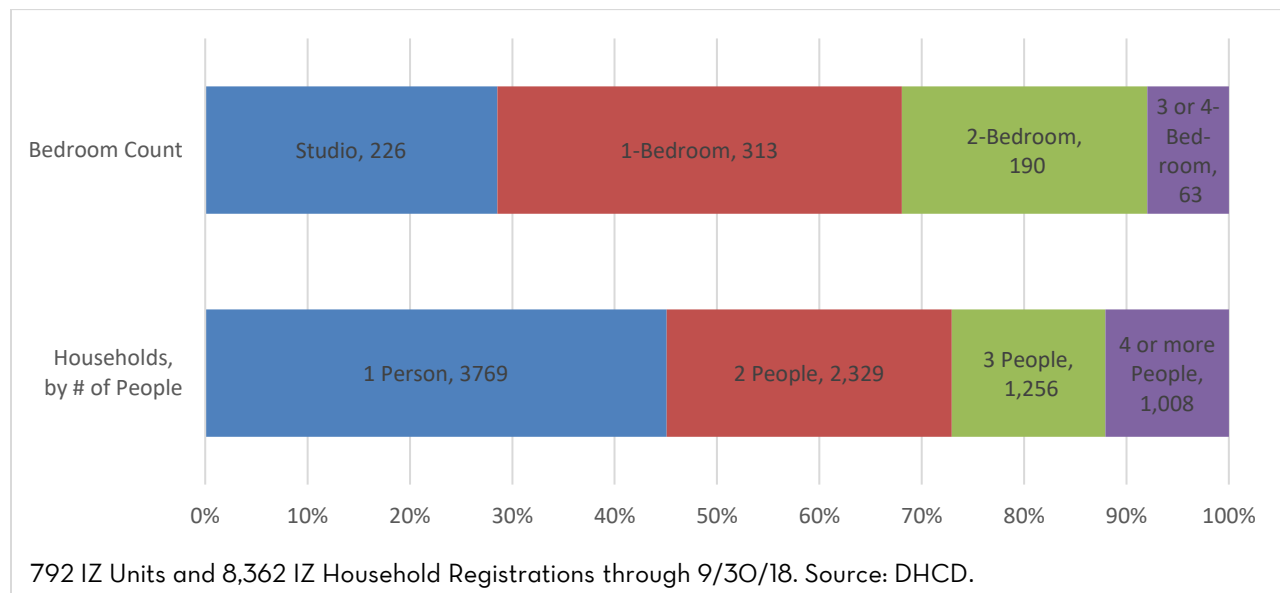
to the HPTF. The payment amount is calculated by DCRA and is based on the square footage of the habitable penthouse space, assessed value of the property, square footage of the property, and permitted floor area ratio. At least one-half of the amount due must be paid before issuance of the building permit,

⁵ Title 11, Subtitle C, Section 1001.8 of the zoning code allows projects in some zoning districts that wouldn't normally be subject to IZ to "opt in" to IZ and take advantage of the associated bonus density.

IZ Unit Types Produced (By Bedroom Count) vs. IZ Household Registrations (by Number of People in Each Household) 2018⁶

Figure 2 shows the total number of IZ units produced broken down by number of bedrooms: 29 percent were studios, 40 percent were one bedrooms and 24 percent were two bedrooms. As also seen in Figure 2, the largest number of households registered for the IZ program consists of one person (45 percent). One- and two-person households combined amount to 73 percent of all registrations.

Figure 2



The IZ Regulations outline the unit size eligibility based on the bedroom count of the unit and the number of people in a household. From the beginning of the program through August 31, 2017, the regulations provided both minimum and maximum household sizes for each unit size. The revised IZ Regulations, made permanent on December 29, 2017, lowered the minimum occupancy for three and four-bedroom units and did not provide maximums, as indicated in Table 1 (on page 8). Maximums after September 1, 2017 are property-specific and determined by local housing code as well as fair housing practices. However, the typical maximum formula used by rental properties is two people per bedroom plus one additional person. For example, in a two-bedroom unit, there could be two people for each bedroom (or four people) plus one additional person, for a total maximum of five people in the two-bedroom rental unit.

⁶ Registered households are those listed in the DHCD IZ database as seeking an IZ unit. The total number of registrations (8,362 as of 9/30/18) includes some expired registrations (roughly 14 percent of registrations). DHCD is in the process of contacting these registrants to either update their registrations or remove them if no longer seeking IZ units. The total of 792 units includes all IZ units produced through FY2018.

Table 1. IZ Unit Size Eligibility (by Household Size)

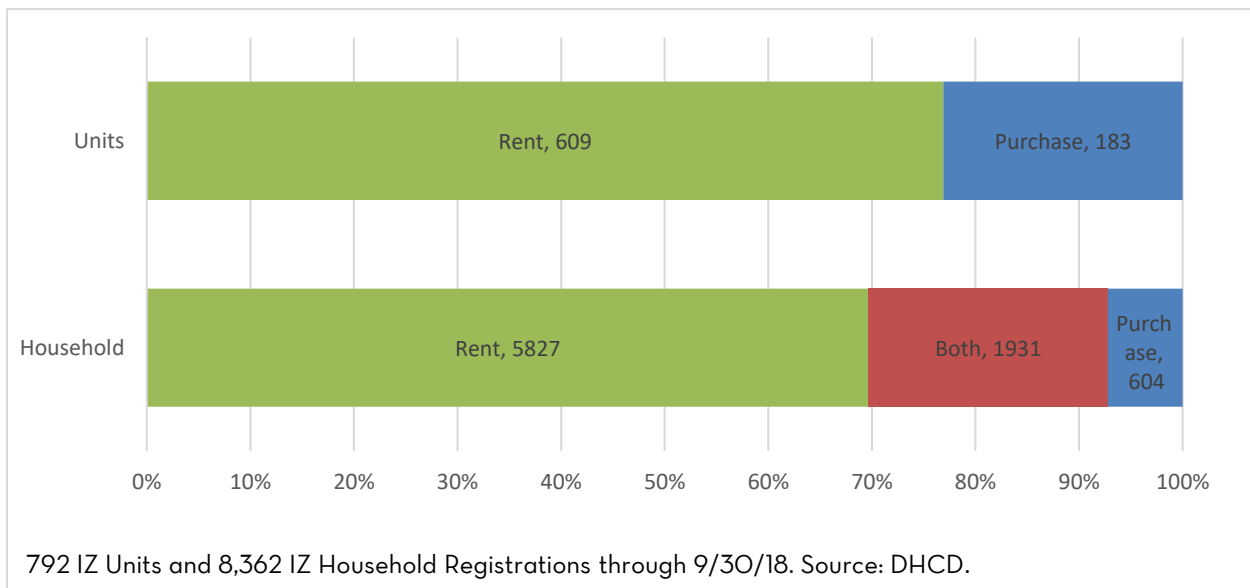
	Occupancy Limits (8/31/17 and prior)	Occupancy Limits (after 9/1/17)
Studio	1 Person Only	Minimum of 1 Person
1-Bedroom	1-2 Persons Only	Minimum of 1 Person
2-Bedroom	2-4 Persons Only	Minimum of 2 Persons
3-Bedroom	4-6 Persons Only	Minimum of 3 Persons
4-Bedroom	6-8 Persons Only	Minimum of 4 Persons

Source: IZ occupancy limits, IZ Regulations (DCMR Title 14, Chapter 22)

IZ Unit Types Produced (Rent or Sale) vs. IZ Household Registration Preferences (Rent or Purchase) 2018⁷

The vast majority of the 198 IZ units produced in FY2018 (154 units or 78 percent) are rental units, while 44 units (or 22 percent) are for-sale. This coincides with the preferences of most households registering for the IZ program to rent, as opposed to only purchase, as shown in Figure 3.

Figure 3



⁷ Registered households are those listed in the DHCD IZ database as seeking an IZ unit. The total number of registrations (8,362 as of 9/30/18) includes some expired registrations (roughly 14 percent of registrations). DHCD is in the process of contacting these registrants to either update their registrations or remove them if no longer seeking IZ units. The total of 792 units includes all IZ units produced through FY2018.

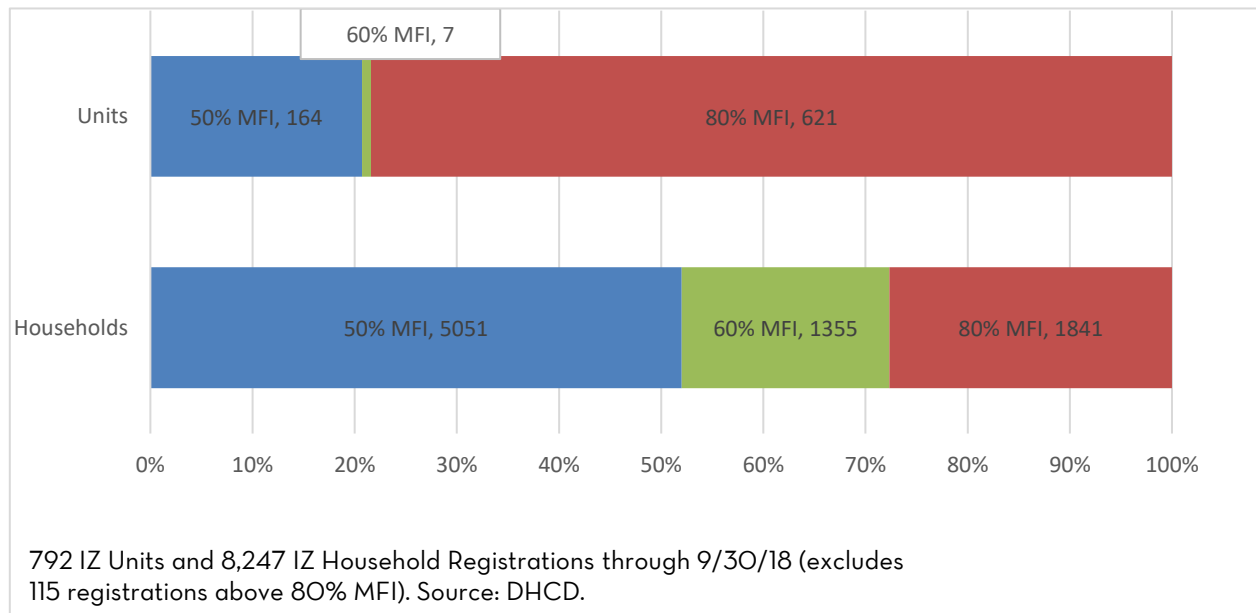
IZ Unit Affordability Levels vs. Household Registration Income Levels 2018⁸

During FY2018, IZ units were produced at three affordability levels—50 percent⁹ of Median Family Income (MFI)¹⁰ (reserved for households earning up to 50 percent MFI), 60 percent MFI (reserved for households earning up to 60 percent MFI), and 80 percent MFI (reserved for households earning between 61 and 80 percent MFI). Of the 198 IZ units produced in FY2018:

- Seventy-eight percent (155 units) were for 80 percent MFI households.
- Eighteen percent (36 units) were for 50 percent MFI households.
- The remaining 4 percent (seven units) were available for 60 percent MFI households.

While demand for affordable units exceeds supply at all income levels, the problem is especially acute at the lowest income levels, as seen in Figure 4. The 60 percent MFI affordability level was established by new regulations (see footnote 8) and more units are expected to become available at that level in the coming years.

Figure 4



⁸ In Figure 4, 60 percent MFI households are those who make between 51 percent -60 percent MFI. Registered households are those listed in the DHCD IZ database as seeking an IZ unit. The total number of registrations (8,362 as of 9/30/18) includes some expired registrations (roughly 14 percent of registrations). DHCD is in the process of contacting these registrants to either update their registrations or remove them if no longer seeking IZ units. The total of 792 units includes all IZ units produced through FY2018.

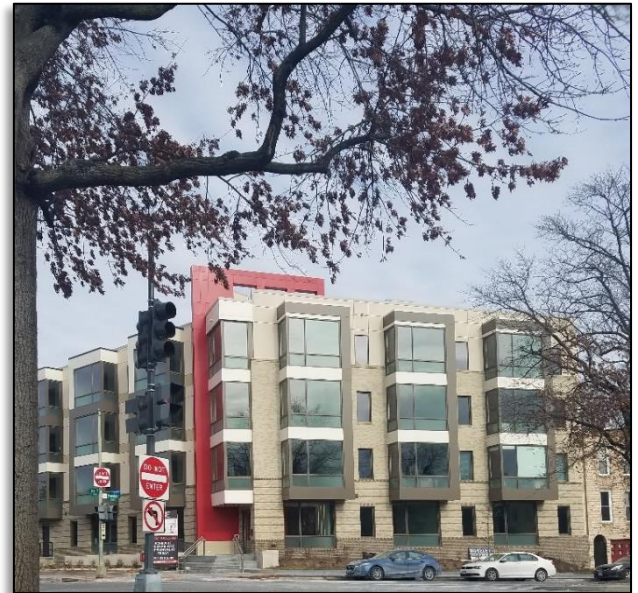
⁹ The 50 percent and 80 percent affordability levels were previously determined by the zoning district in which each development was located. Changes ordered by the Zoning Commission (and effective June 5, 2017) shift the affordability levels of future units produced. Most new rental IZ units will be at 60 percent MFI and most new sale IZ units will be at 80 percent MFI.

¹⁰ In FY2018, Median Family Income (MFI) for the Washington, D.C. metropolitan statistical area, as published annually by the U.S. Department of Housing and Urban Development (HUD), for a family of four was \$117,200, and is adjusted for household size. (<https://www.huduser.gov/portal/datasets/il.html>). In FY2018 the IZ program referred to this as the Median Family Income or MFI (previously referred to as Area Median Income or AMI).

FY2018 Annual Report (Legislative Reporting Requirement)

Each year DHCD is required to report to the Council of the District and the city's Zoning Commission on the impact of the IZ program by responding to 10 specific questions.¹¹ In answering these questions, this report primarily discusses data from FY2018 but draws comparisons to the program's production of units in previous years and projections for the program's future growth.

The report concludes that similar numbers of IZ units were produced in FY2016, FY2017, and FY2018. This production should continue to increase with little indication of any adverse effect on the production of housing in the District.



1500 Pennsylvania Avenue SE, in the Hill East neighborhood of Ward 6

1. Number of IZ Units¹² produced at each targeted income level:

In FY2018, 198 IZ units were produced, of which 36 units (18 percent) were set aside for 50 percent MFI households, seven units (4 percent) were designated for 60 percent MFI households, and 155 units (78 percent) were produced for 80 percent MFI households.

At the close of FY2018, 792 IZ units had been produced since program inception. Of these units, 164 (21 percent) were designated for 50 percent MFI households, seven (1 percent) were set aside for 60 percent MFI households, and 621 (78 percent) were reserved for 80 percent MFI households.

2. Number of IZ Units produced for sale:

In FY2018, 44 IZ units were produced for sale (22 percent of IZ units produced in FY2018). From program inception through the end of FY2018 a total of 183 for-sale units have been produced (23 percent of all IZ units produced).

¹¹ DHCD is required to submit an annual report responding to 10 questions in accordance with §6-1041.09 of the IZ Act.

¹² Unless otherwise specifically provided, the capitalized terms used in this report have the same meaning as defined in the IZ Regulations. Inclusionary Units are also referred to as IZ units in this report.

3. Number of IZ Units produced for rent:

In FY2018, 154 IZ units were produced for rent (78 percent of IZ units produced in FY2018). From program inception through the end of FY2018 a total of 609 rental units have been produced (77 percent of all IZ units produced).

4. The median income of the households that purchased or rented IZ Units:

In FY2018, the median income of households:

- Renting IZ units was \$57,594; and
- Purchasing IZ units was \$50,401.

A higher percentage of households renting IZ units were in the 80 percent MFI category than owners, which is why the median income of households renting IZ units is higher than the median income of households purchasing IZ units in FY2018.

5. The number of IZ Units purchased or rented by DHCD, other District agencies, or third parties for resale to eligible households:

No IZ units were purchased or rented by any District agency or third parties for resale in FY2018.

6. The value of subsidies, if any, contributed toward the rental or purchase of units by DHCD, other District agencies, or third parties for affordability to eligible households.

Subsidy Source	Number of Recipients	Total Subsidy	Average/Typical Subsidy Amount
Home Purchase Assistance Program (HPAP)	26	\$1,347,010	\$51,808
Employer Assisted Housing Program (EAHP)	4	\$70,000	\$10,000 or \$20,000
Negotiated Employee Assistance Home Purchase Program (NEAHP)	1	\$3,000	\$3,000
Closing Costs Assistance Program Grant from Operation Hope	1	\$2,500	\$2,500

Twenty-six out of forty-three (60 percent) of all purchasers closing on an IZ unit in FY2018 received an HPAP subsidy. All five purchasers who received funding from EAHP, NEAHP, or Operation Hope also received HPAP funding. DHCD does not collect information regarding subsidies from other District agencies or third parties.

This response does not include subsidies provided to developers of projects in the form of land grants or Housing Production Trust Fund (HPTF) grants or loans for the entire project, which would result in the projects being IZ Exempt, as described in footnote 3.

7. The average rent and sales prices for IZ Units based on number of bedrooms:

a. Average rent in FY2018:

- Studio: \$1,307
- One bedroom: \$1,355
- Two bedrooms: \$1,569
- Three bedrooms: \$1,695

b. Average for-sale price in FY2018:

- Studio: \$162,138
- One bedroom: \$146,967
- Two bedrooms: \$204,556
- Three bedrooms: \$260,267
- Four bedrooms: \$395,000¹³

In FY2018, 80 percent MFI units accounted for one-half of studio sales (four of eight units), but only one-third of one-bedroom sales (two of six sales), which is why the average studio for-sale price is higher than the average one-bedroom price.

8. The number of waivers or alternative compliance requested and granted in FY2018:

The Zoning Commission did not approve alternative compliance for any Planned Unit Development(s) (PUDs) in FY2018.

9. Analysis of how much bonus density was actually achieved for each development in which IZ Units were required:

Fifty-two projects' Certificates of Inclusionary Zoning Compliance (CIZC) were approved by DCRA in FY2018:

- Forty-five of the 52 projects were multi-family developments that were either matter-of-right (meaning they complied with all zoning requirements) or received some zoning variance from the DC Board of Zoning Adjustment (BZA cases).

¹³ Only one four-bedroom house was sold in FY2018.

- Five of the 52 projects were multi-family PUDs,¹⁴ and
- The two remaining projects (one of which opted into IZ) were in a single-family zone.¹⁵

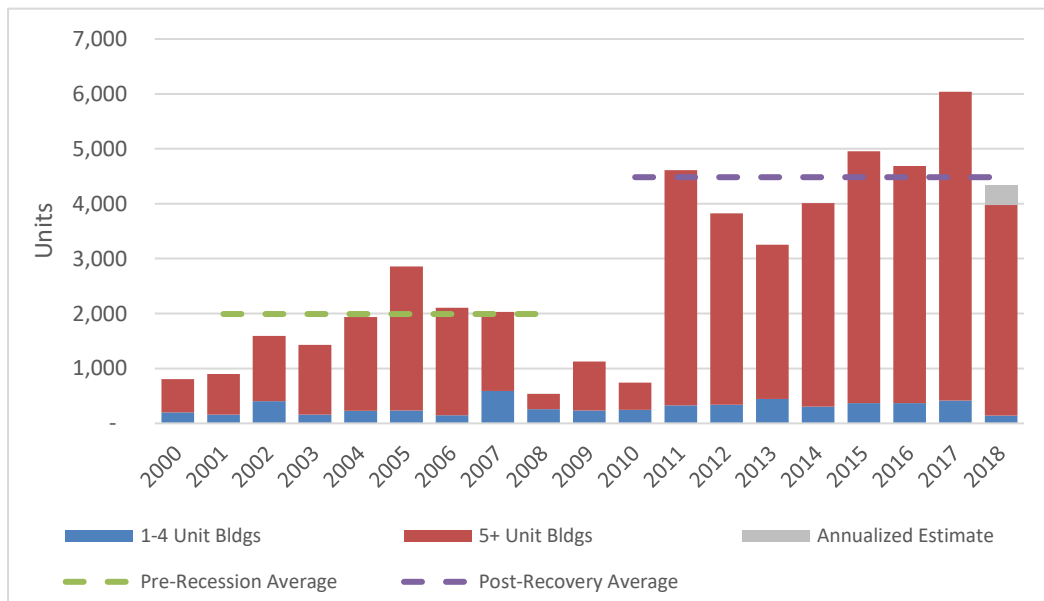
The overall bonus density of the 45 multi-family, non-PUD development projects was 15 percent in FY2018:

- Forty-three projects (96 percent) received an average of 18 percent bonus density.
- Two projects did not receive bonus density.
 - One project was within the Capitol Gateway Overlay, which went through design review by the Zoning Commission; and
 - One project was a historic property.

10. An assessment of whether the IZ Program has had any adverse effect on the production of housing in the District:

Many factors influence the production of housing in Washington, DC and there is little evidence that IZ requirements have had an adverse effect. Since the first IZ units were built in FY2011, the number of new residential units added to the District’s housing stock has steadily increased, according to US Census Building Permits Survey, as shown in Figure 5.

Figure 5: Number of Permitted New Residential Units



Source: US Census Building Permits Survey

¹⁴ The average bonus density for the 5 PUDs was 74.6 percent, but many PUDs also involve a map amendment to change the zoning district, which may result in higher density as a matter of right. Therefore, the PUDs are not included in the calculation of the average bonus density for IZ multi-family projects.

¹⁵ Bonus density in single-family zones is granted through an increase in the number of units permitted, which is highly dependent on the size and type of units. Therefore, access to bonus density cannot be measured to the same degree as in multi-family zones.

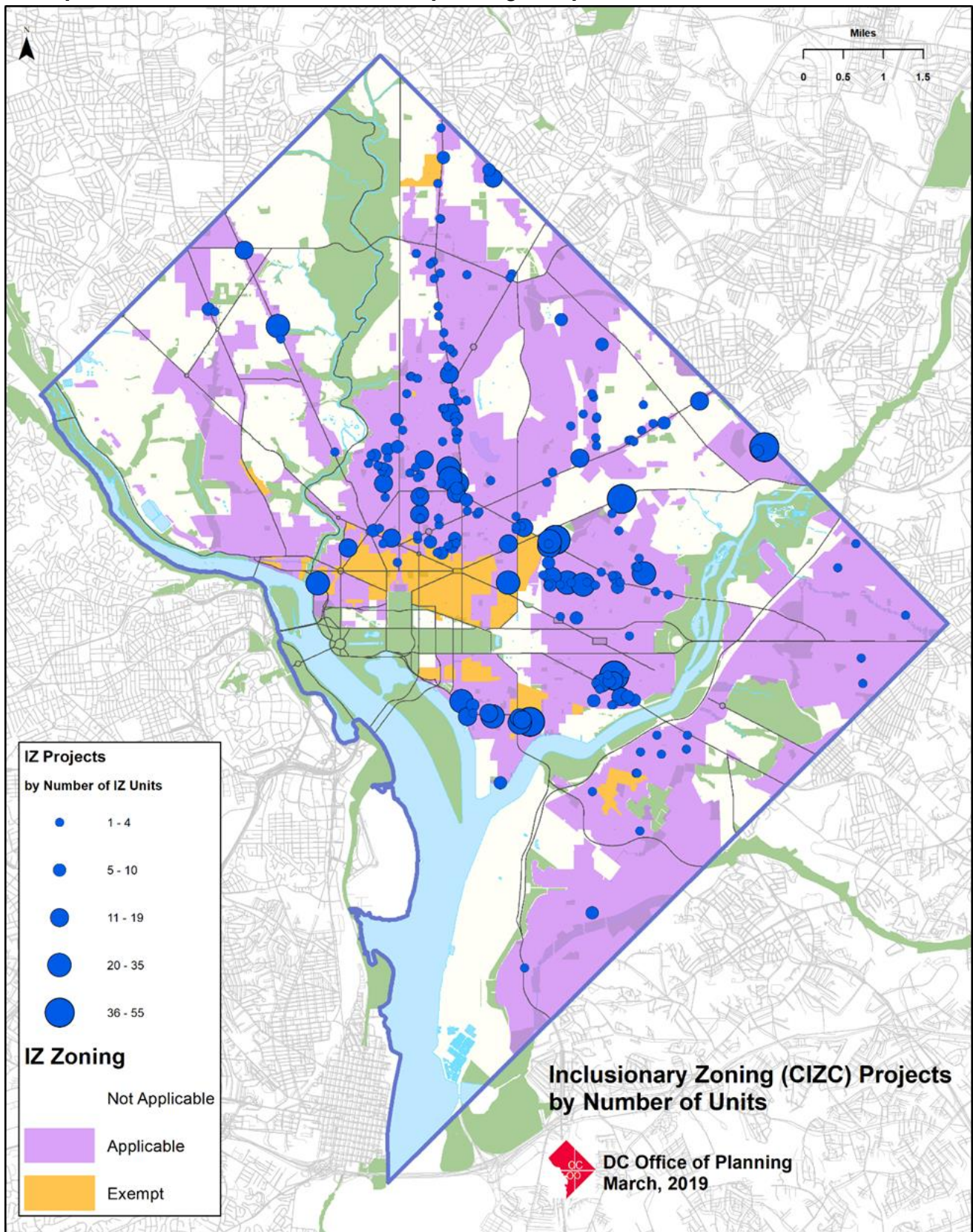
Moreover, the number of IZ projects has steadily increased up to 52 projects filing CIZCs in FY2018, a 63 percent increase over FY2017. New FY2018 IZ projects range in both size and location across the District, from small projects without a mandatory requirement, but that choose to opt in to IZ, to large projects containing 22 IZ units and almost 250 total units. The breadth of sizes and locations, as shown in Map 1 on page 15, indicate that IZ is not adversely affecting housing production in any one area of the city or District-wide. Further the overall pace of the development in the District continues. Delta Associates 2018 4th Quarter report documents that 6,564 units are expected to deliver in 2019.



The Banneker Townhomes, in Woodridge/Fort Lincoln neighborhood of Ward 5. Front entry is above; living room is at right.



Map 1. Filed Certificates of Inclusionary Zoning Compliance



Polly Donaldson, Director
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020



WE ARE WASHINGTON
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

Housing Production Trust Fund

Fiscal Year 2019 First Quarter Report

October 1, 2018-December 31, 2018

John Falcicchio
Interim Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Overview

The Housing Production Trust Fund (HPTF or “the Fund”) is authorized under the Housing Production Trust Fund Act of 1988, D.C. Law 7- 202. Section 4102.9(a) of the D.C. Municipal Regulations requires the DC Department of Housing and Community Development (DHCD) to file with the Chairperson of the Council Committee on Housing and Neighborhood Revitalization¹ quarterly reports on Fund activities and expenditures.

This report on HPTF activities and expenditures covers the First Quarter of FY 2019 from October 1, 2018 to December 31, 2018.

First Quarter FY 2019 HPTF Summary

The HPTF fund balance at the beginning of the First Quarter of FY 2019 was \$167,396,867 (Table 1). Expenditures by the HPTF occur for Multi-Family projects, the Single Family Residential Rehabilitation Program, DHCD administrative support, and other project expenses. Expenditures for all these activities in the First Quarter of FY 2019 totaled \$16,279,995.

Table 1: Summary of Revenue and Disbursements

FY2019 QUARTERLY ACTIVITIES							
Quarter	Starting Balance	Recordation and Transfer Tax	Other Income	Loan Repayments	Transfers from Mayor's Office	Disbursements	Ending Balance
Oct-Dec 2018	167,396,867	16,795,542	2,059,957	2,931,618	-	(16,279,995)	172,903,988
Jan-Mar 2019							
Apr-Jun 2019							
Jul-Sep 2019							
FY19	167,396,867	16,795,542	2,059,957	2,931,618	-	(16,279,995)	172,903,988

Revenue from recordation and transfer taxes, other income (interest income, Inclusionary Zoning contributions), and loan repayments totaled \$21,787,117 for the quarter. Project expenditures for all agency HPTF activities in the First Quarter of FY19 totaled \$16,279,995 (Table 2).

¹ Previously titled the Council Committee on Housing and Economic Development.
FY2019 First Quarter Report, HPTF

Table 2: Statement of Revenues and Expenditures

STATEMENTS OF REVENUES AND EXPENDITURES					
October 1, 2018 - September 30, 2019					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	FY 2019
REVENUE					
Revenue from Recordation and Deed Taxes	16,795,542				16,795,542
Loan Repayment	2,931,585				2,931,585
Other Income	2,059,957				2,059,957
Miscellaneous Interest	33				33
Total Revenues	21,787,117	-	-	-	21,787,117
EXPENDITURES					
Project Expenditures (Multi-family)	(12,369,544)				(12,369,544)
DGS Project	(2,035,701)				(2,035,701)
Administrative Expenses	(1,873,289)				(1,873,289)
Single Family Residential Rehabilitation Program	(8,629)				(8,629)
Other Project Expenses	7,168				7,168
Total Expenditures	(16,279,995)	-	-	-	(16,279,995)
Excess/(Deficiency) Revenue over Expenditure	5,507,123	-	-	-	5,507,123
OTHER FINANCING SOURCES (Uses)					
Transfers in					-
Total Other Financing Sources and (Uses)	-	-	-	-	-
NET REVENUES OVER/(UNDER) EXPENDITURES	5,507,123	-	-	-	5,507,123

Multi-Family HPTF Activities

The HPTF fund balance discussed above represents the funds available for eligible activities at the beginning and end of each quarter. HPTF multi-family affordable housing projects, administered by DHCD's Development Finance Division (DFD), represent the largest use of the fund, and with generally large capital projects that can take years to complete, the funding for these projects falls into one of three funding stages, chronologically:

1. **Active Requests** are projects selected for further underwriting and accepted into DFD's underwriting pipeline. Active requests represent reserved fund balance and are expected to close and begin drawing funds over the next two to three fiscal years.
2. **Obligated Funds** represent contractual obligations on the fund balance and are obligated to specific HPTF affordable housing projects when final legal documents have been executed and the financial closing for the project has occurred. Obligated funds continue to appear in the fund balance and can be expected to be disbursed within the next fiscal year or two as the construction for the project is completed.
3. **Expenditures** are funds disbursed to projects at or after closing, primarily during construction.

In the First Quarter of FY19, \$153,915,261 was obligated to multi-family affordable housing projects and related activities. Project and related expenditures in the First Quarter of FY19 totaled \$12,869,288 (Table 3).

Table 3: Multi-Family Projects - Cash Disbursements/Expenditures and Obligations

FY 2019 CASH DISBURSEMENTS/EXPENDITURES AND OBLIGATIONS (MULTI-FAMILY)					
October 1, 2018 through December 31, 2018					
Multi-Family Project Activities					
Project Name	Developer/Owner	Ward	Expenditure Amount	Remaining Obligation	Total Activity
1035 48th Street	1035 48TH LLC	7	-	86,568	86,568
1164 Bladensburg Rd	1164 BLADENSBURG LLC	5	1,313,906	1,864,329	3,178,235
22 Atlantic Cooperative Association	22 ATLANTIC COOPERATIVE	8	-	2,500,674	2,500,674
Maple View Flats	2228 MLK LLC	8	745,330	2,348,817	3,094,147
301 Delafield Place, NW	301 DELAFIELD PLACE NW LLC	4	-	322,788	322,788
3534 East Capitol St., NE	3534 EAST CAP VENTURE, LLC	7	-	3,078,606	3,078,606
4040 8th Street, NW	4040 8TH STREET NW, LLC	4	-	45,346	45,346
49-53 Missouri Ave, NW	49-53 MISSOURI AVENUE NW, LLC	4	-	203,043	203,043
5400-5408 5th St Acquisition	5400 5TH STREET, NW	4	-	67,532	67,532
555 E Street	555 E STREET SW SENIORS LLC	6	3,026,485	7,920,610	10,947,095
710 Jefferson Street, NW	710 UNIDOS COOPERATIVE	4	-	79,978	79,978
Abrams Hall	ABRAMS HALL SENIOR	4	676,445	187,843	864,287
Ainger Place	AINGER PLACE ASSOCIATES LLC	8	2,451,092	8,240,150	10,691,242
Amber Overlook	AMBER OVERLOOK LLC	7	486,433	4,327,065	4,813,498
NCCLT - 905 R St. NW	ANSWER TITLE AND ESCROW	2	-	19,497	19,497
Atlantic Gardens	ATLANTIC GARDENS REDEVELOPMENT	8	1,064,765	-	1,064,765
Atlantic Terrace	ATLANTIC TERRACE LIMITED	8	1,520,248	-	1,520,248
Barlee Cooperative	BARLEE COOPERATIVE ASSOCIATION	4	-	207,126	207,126
BCC Preservation Fund I	BCC PRESERVATION FUND I, LLC	7	-	35,000	35,000
The Beacon Center	BEACON CENTER HOUSING LLC	4	-	4,962,151	4,962,151
Belmont Crossing Partners	BELMONT CROSSING PARTNERS LLC	8	-	500,000	500,000
Ben-E Group Cooperative	BEN-E GROUP COOPERATIVE ASSOC.	7	-	312,020	312,020
SOME Benning Road (The Conway Center)	BENNING RESIDENTIAL, LLC	7	-	1,266,609	1,266,609
Capitol Vista	CAPITOL VISTA COMMUNITY PART	6	-	18,006,741	18,006,741
City View (DBH)	CITY VIEW REDEVELOPMENT	8	-	252,000	252,000
28th Place SE	DC HABITAT FOR HUMANITY	8	-	186,980	186,980
Delta Towers	DELTA SENIOR HOUSING OWNER LLC	5	-	23,261,307	23,261,307
7440 Georgia Ave NW	DIVERSITY COOPERATIVE, INC	4	-	261,645	261,645
E Street Cooperative	E STREET COOPERATIVE ASSOC.	6	130,044	958,608	1,088,652
The Beacon Center	EMORY BEACON OF LIGHT, INC.	4	138,405	577,019	715,425
Glenn Arms	GLENN ARMS PRESERVATION, LP	1	-	167,290	167,290
The Kingston	HAMPSTEAD KINGSTON PARTNERS, L	4	-	89,885	89,885
Hedin House	HEDIN HOUSE PRESERVATION LP	5	-	113,409	113,409
Hope Cooperative	HOPE COOPERATIVE ASSOCIATION	4	-	48,676	48,676
Maycroft	JUBILEE HOUSING, INC.	1	-	30,000	30,000
Liberty Place	LIBERTY PLACE APARTMENTS LLC	6	46,788	9,018,599	9,065,387
Luzon Cooperative	LUZON COOPERATIVE @6323	4	-	151,086	151,086
8th & T	MANNA INC	1	83,742	40,895	124,637
Hunter Place	MANNA INC	8	-	1,744,021	1,744,021
1847-49 Good Hope Road, SE	MI CASA MY HOUSE INC.	8	-	230,445	230,445
Meadown Green Court/Milestone Senior	MILESTONE SENIOR OWNER LLC	7	-	1,700,862	1,700,862
Liberty Place (DBH)	NATL HOUSING TRUST-ENT PRES CO	6	-	294,000	294,000
Parkway Overlook	PARKWAY OVERLOOK II LP	8	-	1,251,081	1,251,081
505 Jefferson St NW	PHOENIX COOPERATIVE ASSOCIATIO	4	-	70,491	70,491
Sarah's Circle	SARAH'S CIRCLE	1	-	8,400	8,400
South Capitol	SOUTH CAPITOL IMPROVEMENTS, LL	8	608,394	22,486,922	23,095,316
Square 769N	SQUARE 769N AFFORDABLE LP	6	-	185,314	185,314
St Elizabeth's	ST ELIZABETH 1 LP	8	-	28,792,923	28,792,923
Residence at Minnesota Gardens	THE RESIDENCE AT MINNESOTA GAR	7	-	135,358	135,358
Partner Arms II	TRANSITIONAL HOUSING CORP	4	26,581	55,437	82,019
United 2nd Street Cooperative	UNITED 2ND STREET COOPERATIVE, INC	8	74,448	338,254	412,702
Maplewood Courts	VESTA MAPLEWOOD, LLC	8	-	2,912,069	2,912,069
Voices of Madison Cooperative	VOICES OF MADISON COOPERATIVE	4	-	-	-
Brookland Place Apartments	WESLEY BROOKLAND LLC	5	-	1,950,814	-
	Subtotal, Multi-Family Project Disbursements		12,393,108	153,896,281	164,338,575
Other Related Activities					
Legal	BALLARD SPAHR LLP		7,204	18,980	26,183
Other Adjustments			(30,767)		(30,767)
	Subtotal, Other Related Activities		(23,564)	18,980	(4,584)
	Total, Multi-family Project Disbursement Activities		12,369,544	153,915,261	164,333,991
	DEVELOPMENT FINANCE DIVISION PAYROLL		499,744	-	499,744
	Total, Development Finance Project Costs		12,869,288	153,915,261	164,833,735

Three projects closed using HPTF loans in the First Quarter of FY19 totaling \$50,431,260 in Obligated Funds: (Table 4).

Table 4: Projects Closed Using HPTF Funds First Quarter FY19

Project Name	Address	Ward	Project Type	Number of Units	Closing Date	HPTF Loan Amount
Ainger Place	2412 Ainger Place Southeast	8	New Construction	72	10/25/2018	\$10,691,242
St. Elizabeths East Housing	1100 Alabama Avenue Southeast	8	Substantial Rehabilitation	202	10/26/2018	\$28,792,923
555 E Street SW	555 E St SW	6	New Construction	58	12/14/2018	\$10,947,095

Inclusive of the Development Finance Division's (DFD) FY19 HPTF budget authority (\$83,363,386), First Quarter FY19 expenditures and obligations, and the HPTF Fund balance, a total of \$83,975,704 in HPTF was available as of December 31, 2018. At the end of the First Quarter of FY19, there were 26 projects in the multi-family underwriting pipeline with HPTF funding requests, totaling approximately \$143,000,000 in Active Requests. Projects in the underwriting pipeline are expected to close over the next two fiscal years.

Housing Production Trust Fund

Fiscal Year 2019 Second Quarter Report

January 1, 2019-March 31, 2019

John Falcicchio
Interim Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Overview

The Housing Production Trust Fund (HPTF or “the Fund”) is authorized under the Housing Production Trust Fund Act of 1988, D.C. Law 7- 202. Section 4102.9(a) of the D.C. Municipal Regulations requires the DC Department of Housing and Community Development (DHCD) to file with the Chairperson of the Council Committee on Housing and Neighborhood Revitalization¹ quarterly reports on Fund activities and expenditures.

This report on HPTF activities and expenditures covers the Second Quarter of FY 2019 from January 1, 2019 to March 31, 2019.

Second Quarter FY 2019 HPTF Summary

The HPTF fund balance at the beginning of the Second Quarter of FY 2019 was \$172,903,988 (Table 1). Expenditures by the HPTF occur for Multi-Family projects, the Single Family Residential Rehabilitation Program, DHCD administrative support, and other project expenses. Expenditures for all these activities in the Second Quarter of FY 2019 totaled \$30,690,471.

Table 1: Summary of Revenue and Disbursements

FY2019 QUARTERLY ACTIVITIES							
Quarter	Starting Balance	Recordation and Transfer Tax	Other Income	Loan Repayments	Transfers from Mayor's Office	Disbursements	Ending Balance
Oct-Dec 2018	167,396,867	16,795,542	2,059,957	2,931,618	-	(16,279,995)	172,903,988
Jan-Mar 2019	172,903,988	11,190,857	871,175	344,523		(30,690,471)	154,620,072
Apr-Jun 2019							
Jul-Sep 2019							
FY19	167,396,867	27,986,399	2,931,132	3,276,141	-	(46,970,466)	154,620,072

Revenue from recordation and transfer taxes, other income (interest income, Inclusionary Zoning contributions), and loan repayments totaled \$12,406,555 for the quarter. Project expenditures for all agency HPTF activities in the Second Quarter of FY19 totaled \$30,690,471 (Table 2).

¹ Previously titled the Council Committee on Housing and Economic Development.
FY2019 Second Quarter HPTF Report

Table 2: Statement of Revenues and Expenditures

STATEMENTS OF REVENUES AND EXPENDITURES					
October 1, 2018 - September 30, 2019					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	FY 2019
REVENUE					
Revenue from Recordation and Deed Taxes	16,795,542	11,190,857			27,986,399
Loan Repayment	2,870,199	344,515			3,214,714
Other Income	2,121,343	871,175			2,992,518
Miscellaneous Interest	33	8			41
Total Revenues	21,787,117	12,406,555	-	-	34,193,672
EXPENDITURES					
Project Expenditures (Multi-family)	(12,369,544)	(25,679,619)			(38,049,163)
DGS Project	(2,035,701)	(265,026)			(2,300,727)
Administrative Expenses	(1,873,289)	(2,978,187)			(4,851,476)
Single Family Residential Rehabilitation Program	(8,629)	(184,747)			(193,376)
Other Project Expenses	7,168	(1,582,891)			(1,575,724)
Total Expenditures	(16,279,995)	(30,690,471)	-	-	(46,970,466)
Excess/(Deficiency) Revenue over Expenditure	5,507,122	(18,283,916)	-	-	(12,776,794)
OTHER FINANCING SOURCES (Uses)					
Transfers in					-
Total Other Financing Sources and (Uses)	-	-	-	-	-
NET REVENUES OVER/(UNDER) EXPENDITURES	5,507,122	(18,283,916)	-	-	(12,776,794)

Multi-Family HPTF Activities

The HPTF fund balance discussed above represents the funds available for eligible activities at the beginning and end of each quarter. HPTF multi-family affordable housing projects, administered by DHCD's Development Finance Division (DFD), represent the largest use of the fund, and with generally large capital projects that can take years to complete, the funding for these projects falls into one of three funding stages, chronologically:

1. **Active Requests** are projects selected for further underwriting and accepted into DFD's underwriting pipeline. Active requests represent reserved fund balance and are expected to close and begin drawing funds over the next two to three fiscal years.
2. **Obligated Funds** represent contractual obligations on the fund balance and are obligated to specific HPTF affordable housing projects when final legal documents have been executed and the financial closing for the project has occurred. Obligated funds continue to appear in the fund balance and can be expected to be disbursed within the next fiscal year or two as the construction for the project is completed.
3. **Expenditures** are funds disbursed to projects at or after closing, primarily during construction.

At the end of the Second Quarter of FY19, \$166,013,991 was obligated to multi-family affordable housing projects and related activities. Project and related expenditures through the end of the Second Quarter of FY19 totaled \$39,061,961 (Table 3).

Table 3: Multi-Family Projects - Cash Disbursements/Expenditures and Obligations

FY 2019 CASH DISBURSEMENTS/EXPENDITURES AND OBLIGATIONS (MULTI-FAMILY)					
October 1, 2018 through March 31, 2019					
Multi-Family Project Activities					
Project Name	Developer / Owner	Ward	Expenditure Amount	Remaining Obligation	Total Activity
1035 48th Street	1035 48TH LLC	7	-	86,568	86,568
1164 Bladensburg Rd	1164 BLADENSBURG LLC	5	2,639,374	538,861	3,178,235
22 Atlantic Cooperatie Association	22 ATLANTIC COOPERATIVE	8	-	2,500,674	2,500,674
Maple View Flats	2228 MLK LLC	8	1,341,594	1,752,553	3,094,147
301 Delafied Place, NW	301 DELAFIELD PLACE NW LLC	4	-	322,788	322,788
3534 East Capitol St., NE	3534 EAST CAP VENTURE, LLC	7	1,903,862	1,174,744	3,078,606
4040 8th Street, NW	4040 8TH STREET NW,LLC	4	14,736	45,346	60,082
49-53 Missouri Ave, NW	49-53 MISSOURI AVENUE NW, LLC	4	-	203,043	203,043
5400-5408 5th St Acquisition	5400 5TH STREET, NW	4	-	67,532	67,532
555 E Street, SW	555 E STREET SW SENIORS LLC	6	4,025,622	6,921,473	10,947,095
710 Jefferson St., NW	710 UNIDOS COOPERATIVE	4	-	79,978	79,978
Abrams Hall	ABRAMS HALL SENIOR	4	676,445	187,843	864,287
Ainger Place	AINGER PLACE ASSOCIATES LLC	8	3,311,718	7,379,524	10,691,242
Amber Overlook	AMBER OVERLOOK LLC	7	3,036,813	1,778,416	4,815,229
NCCLT - 905 R St. NW	ANSWER TITLE AND ESCROW	2	-	19,497	19,497
Atlantic Gardens	ATLANTIC GARDENS REDEVELOPMENT	8	1,064,765	-	1,064,765
Atlantic Terrace	ATLANTIC TERRACE LIMITED	8	1,520,248	-	1,520,248
Barlee Cooperative	BARLEE COOPERATIVE ASSOCIATION	4	-	207,126	207,126
BCC Preservation Fund I	BCC PRESERVATION FUND I, LLC	7	-	35,000	35,000
The Beacon Center	BEACON CENTER HOUSING LLC	4	-	4,962,151	4,962,151
Belmont Crossing Partners	BELMONT CROSSING PARTNERS LLC	8	-	500,000	500,000
Ben-E Group Cooperative	BEN-E GROUP COOPERATIVE ASSOC.	7	-	312,020	312,020
SOME Benning Road (The Conway Center)	BENNING RESIDENTIAL, LLC	7	-	1,266,609	1,266,609
Capitol Vista	CAPITOL VISTA COMMUNITY PART	6	-	18,006,741	18,006,741
City View (DBH)	CITY VIEW REDEVELOPMENT	8	-	252,000	252,000
28th Place SE	DC HABITAT FOR HUMANITY	8	-	186,980	186,980
Delta Towers	DELTA SENIOR HOUSING OWNER LLC	5	-	23,261,307	23,261,307
7440 Georgia Ave NW	DIVERSITY COOPERATIVE, INC	4	-	261,645	261,645
E Street Cooperative	E STREET COOPERATIVE ASSOC.	6	896,553	192,099	1,088,652
The Beacon Center	EMORY BEACON OF LIGHT, INC.	4	351,175	319,319	670,494
Glenn Arms	GLENN ARMS PRESERVATION, LP	1	-	167,290	167,290
The Kingston	HAMPSTEAD KINGSTON PARTNERS, L	4	-	89,885	89,885
Hedin House	HEDIN HOUSE PRESERVATION LP	5	-	113,409	113,409
Hope Cooperative	HOPE COOPERATIVE ASSOCIATION	4	-	48,676	48,676
Maycroft	JUBILEE HOUSING, INC.	1	-	30,000	30,000
Liberty Place	LIBERTY PLACE APARTMENTS LLC	6	194,623	8,870,764	9,065,387
Luzon Cooperative	LUZON COOPERATIVE @6323	4	-	151,086	151,086
8th & T	MANNA INC	1	83,742	40,895	124,637
Hunter Place	MANNA INC	8	-	1,744,021	1,744,021
1847-49 Good Hope Road, SE	MI CASA MY HOUSE INC.	8	-	230,445	230,445
Meadown Green Court/Milestone Senior	MILESTONE SENIOR OWNER LLC	7	-	1,700,862	1,700,862
Liberty Place (DBH)	NATL HOUSING TRUST-ENT PRES CO	6	-	294,000	294,000
Parkway Overlook	PARKWAY OVERLOOK II LP	8	-	1,251,081	1,251,081
Petworth Station Feb 2018	PETWORTH STATION LP	4	5,276,187	2,696,349	7,972,536
505 Jefferson St NW	PHOENIX COOPERATIVE ASSOCIATIO	4	-	70,491	70,491
Sarah's Circle	SARAH'S CIRCLE	1	-	8,400	8,400
South Capitol	SOUTH CAPITOL IMPROVEMENTS, LL	8	1,213,668	21,881,649	23,095,317
Square 769N	SQUARE 769N AFFORDABLE LP	6	-	185,314	185,314
St Elizabeth's	ST ELIZABETH 1 LP	8	4,168,478	24,624,445	28,792,923
Stanton Square Apartments	STANTON HOUSING LLC	8	3,997,763	13,690,924	17,688,687
Residence at Minnesota Gardens	THE RESIDENCE AT MINNESOTA GAR	7	-	135,358	135,358
1550 First St SW	TM DBT LIMITED PARTNERSHIP	6	-	12,225,827	12,225,827
Partner Arms II	TRANSITIONAL HOUSING CORP	4	26,581	55,437	82,019
United 2nd Street Cooperative	UNITED 2ND STREET COOPERATIVE, INC	8	74,448	253,551	327,999
Maplewood Courts	VESTA MAPLEWOOD, LLC	8	2,242,569	669,500	2,912,069
Voices of Madison Cooperative	VOICES OF MADISON COOPERATIVE	4	-	-	-
Brookland Place Apartments	WESLEY BROOKLAND LLC	5	-	1,950,814	-
	Subtotal, Multi-Family Project Disbursements		38,060,965	166,002,308	202,112,459
Other Related Activities					
Legal	BALLARD SPAHR LLP		14,501	11,683	26,183
Other Adjustments			(26,302)		(26,302)
	Subtotal, Other Related Activities		(11,801)	11,683	(119)
	Total, Multi-family Project Disbursement Activities		38,049,163	166,013,991	202,112,341
	DEVELOPMENT FINANCE DIVISION PAYROLL		1,012,798	-	1,012,798
	Total, Development Finance Project Costs		39,061,961	166,013,991	203,125,138

One project closed using an HPTF loan in the Second Quarter of FY19 totaling \$17,688,687 in Obligated Funds (Table 4).

Table 4: Projects Closed Using HPTF Funds Second Quarter FY19

Project Name	Address	Ward	Project Type	Number of Units	Closing Date	HPTF Loan Amount
Stanton Square Apartments	2395 Pomeroy Rd SE	8	New Construction	121	3/29/2019	\$17,688,687

Inclusive of the Development Finance Division’s (DFD) FY19 HPTF budget authority (\$83,363,386), Second Quarter FY19 expenditures and obligations, and the HPTF Fund balance, a total of \$45,684,301 in HPTF was available as of December 31, 2019. At the end of the Second Quarter of FY19, there were 39 projects in the multi-family underwriting pipeline with HPTF funding requests, totaling approximately \$232,000,000 in Active Requests. Projects in the underwriting pipeline are expected to close over the next two fiscal years.

Housing Production Trust Fund

Fiscal Year 2019 Third Quarter Report

April 1, 2019-June 30, 2019

John Falcicchio
Interim Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Overview

The Housing Production Trust Fund (HPTF or “the Fund”) is authorized under the Housing Production Trust Fund Act of 1988, D.C. Law 7- 202. Section 4102.9(a) of the D.C. Municipal Regulations requires the DC Department of Housing and Community Development (DHCD) to file with the Chairperson of the Council Committee on Housing and Neighborhood Revitalization¹ quarterly reports on Fund activities and expenditures.

This report on HPTF activities and expenditures covers the Third Quarter of FY 2019 from April 1, 2019-June 30, 2019

Third Quarter FY 2019 HPTF Summary

The HPTF fund balance at the beginning of the Third Quarter of FY 2019 was \$154,620,072 (Table 1). Expenditures by the HPTF occur for Multi-Family projects, the Single Family Residential Rehabilitation Program, DHCD administrative support, and other project expenses. Expenditures for all these activities in the Third Quarter of FY 2019 totaled \$26,392,654.

Table 1: Summary of Revenue and Disbursements²

FY2019 QUARTERLY ACTIVITIES							
Quarter	Starting Balance	Recordation and Transfer Tax	Other Income	Loan Repayments	Transfers from Mayor's Office	Disbursements	Ending Balance
Oct-Dec 2018	167,396,867	16,795,542	2,059,957	2,931,618	-	(16,279,995)	172,903,988
Jan-Mar 2019	172,903,988	11,190,857	871,175	344,523		(30,690,471)	154,620,072
Apr-Jun 2019	154,620,072	20,683,161	5,003,518	1,508,713	9,899,000	(26,392,654)	165,321,810
Jul-Sep 2019							
FY19	167,396,867	48,669,560	7,934,650	4,784,854	9,899,000	(73,363,120)	165,321,810

Revenue from recordation and transfer taxes, other income (interest income, Inclusionary Zoning contributions), and loan repayments totaled \$27,195,392 for the quarter. Project expenditures for all agency HPTF activities in the Third Quarter of FY19 totaled \$ 26,392,654 (Table 2).

¹ Previously titled the Council Committee on Housing and Economic Development.

Table 2: Statement of Revenues and Expenditures

STATEMENTS OF REVENUES AND EXPENDITURES					
October 1, 2018 - September 30, 2019					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	FY 2019
REVENUE					
Revenue from Recordation and Deed Taxes	16,795,542	11,190,857	20,683,161		48,669,560
Loan Repayment	2,931,585	344,515	1,461,243		4,737,343
Other Income	2,059,957	871,175	5,003,518		7,934,650
Miscellaneous Interest	33	8	47,470		47,511
Total Revenues	21,787,117	12,406,555	27,195,392	-	61,389,064
EXPENDITURES					
Project Expenditures (Multi-family)	(12,369,544)	(25,679,619)	(22,073,220)		(60,122,383)
DGS Project	(2,035,701)	(265,026)	(657,736)		(2,958,463)
Administrative Expenses	(1,873,289)	(2,978,187)	(3,117,022)		(7,968,497)
Single Family Residential Rehabilitation Program	(8,629)	(184,747)	(135,683)		(329,059)
Other Project Expenses	7,168	(1,582,891)	(408,993)		(1,984,717)
Total Expenditures	(16,279,995)	(30,690,471)	(26,392,654)	-	(73,363,120)
Excess/(Deficiency) Revenue over Expenditure	5,507,122	(18,283,916)	802,738	-	(11,974,056)
OTHER FINANCING SOURCES (Uses)					
Transfers in			9,899,000		9,899,000
Total Other Financing Sources and (Uses)	-	-	9,899,000	-	9,899,000
NET REVENUES OVER/(UNDER) EXPENDITURES	5,507,122	(18,283,916)	10,701,738	-	(2,075,056)

Multi-Family HPTF Activities

The HPTF fund balance discussed above represents the funds available for eligible activities at the beginning and end of each quarter. HPTF multi-family affordable housing projects, administered by DHCD's Development Finance Division (DFD), represent the largest use of the fund, and with generally large capital projects that can take years to complete, the funding for these projects falls into one of three funding stages, chronologically:

1. **Active Requests** are projects selected for further underwriting and accepted into DFD's underwriting pipeline. Active requests represent reserved fund balance and are expected to close and begin drawing funds over the next two to three fiscal years.
2. **Obligated Funds** represent contractual obligations on the fund balance and are obligated to specific HPTF affordable housing projects when final legal documents have been executed and the financial closing for the project has occurred. Obligated funds continue to appear in the fund balance and can be expected to be disbursed within the next fiscal year or two as the construction for the project is completed.
3. **Expenditures** are funds disbursed to projects at or after closing, primarily during construction.

Through the Third Quarter of FY19, \$146,046, 663 was obligated to multi-family affordable housing projects and related activities. Project and related expenditures at the end of the Third Quarter of FY19 totaled \$61,671,902 (Table 3).

Table 3: Multi-Family Projects - Cash Disbursements/Expenditures and Obligations

FY2019 CASH DISBURSEMENTS/EXPENDITURES AND OBLIGATIONS (MULTI-FAMILY)					
October 1, 2018 through June 30, 2019					
Multi-Family Project Activities					
Project Name	Developer / Owner	Ward	Expenditure Amount	Remaining Obligation	Total Activity
1035 48th Street	1035 48TH LLC	7	-	86,568	86,568
1164 Bladensburg Rd	1164 BLADENSBURG LLC	5	2,639,374	538,861	3,178,235
1736 Rhode Island	1736 RHODE ISLAND AVENUE LLC	5	5,660,640	2,287,719	7,948,359
22 Atlantic Cooperatie Association	22 ATLANTIC COOPERATIVE	8	-	2,500,674	2,500,674
Maple View Flats	2228 MLK LLC	8	1,341,594	1,752,553	3,094,147
301 Delafield Place, NW	301 DELAFIELD PLACE NW LLC	4	-	322,788	322,788
3534 East Capitol St., NE	3534 EAST CAP VENTURE, LLC	7	1,903,862	1,174,744	3,078,606
4040 8th Street, NW	4040 8TH STREET NW,LLC	4	14,736	45,346	60,082
49-53 Missouri Ave, NW	49-53 MISSOURI AVENUE NW, LLC	4	-	203,043	203,043
5400-5408 5th St Acquisition	5400 5TH STREET, NW	4	-	67,532	67,532
555 E Street	555 E STREET SW SENIORS LLC	6	4,400,559	6,546,536	10,947,095
5912 14th Street, NW	5912 MISSOURI COOPERATIVE ASSC	4	-	3,459,372	3,459,372
710 Jefferson Street, NW	710 UNIDOS COOPERATIVE	4	-	79,978	79,978
Abrams Hall	ABRAMS HALL SENIOR	4	676,445	187,843	864,287
Ainger Place	AINGER PLACE ASSOCIATES LLC	8	4,325,397	6,367,945	10,693,342
Amber Overlook	AMBER OVERLOOK LLC	7	4,426,567	388,661	4,815,229
NCCLT - 905 R St. NW	ANSWER TITLE AND ESCROW	2	-	19,497	19,497
Atlantic Gardens	ATLANTIC GARDENS REDEVELOPMENT	8	1,064,765	-	1,064,765
Atlantic Terrace	ATLANTIC TERRACE LIMITED	8	1,520,248	-	1,520,248
Barlee Cooperative	BARLEE COOPERATIVE ASSOCIATION	4	-	207,126	207,126
BCC Preservation Fund I	BCC PRESERVATION FUND I, LLC	7	-	35,000	35,000
The Beacon Center	BEACON CENTER HOUSING LLC	4	-	4,962,151	4,962,151
Belmont Crossing Partners	BELMONT CROSSING PARTNERS LLC	8	-	500,000	500,000
Ben-E Group Cooperative	BEN-E GROUP COOPERATIVE ASSOC.	7	-	312,020	312,020
SOME Benning Road (The Conway Center)	BENNING RESIDENTIAL, LLC	7	-	1,266,609	1,266,609
Capitol Vista	CAPITOL VISTA COMMUNITY PART	6	1,101,345	16,905,396	18,006,741
The Grove at Parkside	CIGD PARKSIDE 7 LLC	7	-	655,663	655,663
City View (DBH)	CITY VIEW REDEVELOPMENT	8	-	252,000	252,000
28th Place SE	DC HABITAT FOR HUMANITY	8	122,226	186,980	309,206
Delta Towers	DELTA SENIOR HOUSING OWNER LLC	5	587,116	22,674,191	23,261,307
7440 Georgia Ave NW	DIVERSITY COOPERATIVE, INC	4	-	261,645	261,645
E Street Cooperative	E STREET COOPERATIVE ASSOC.	6	987,551	101,101	1,088,652
The Beacon Center	EMORY BEACON OF LIGHT, INC.	4	351,175	319,319	670,494
Glenn Arms	GLENN ARMS PRESERVATION, LP	1	-	167,290	167,290
The Kingston	HAMPSTEAD KINGSTON PARTNERS, L	4	-	89,885	89,885
Hedin House	HEDIN HOUSE PRESERVATION LP	5	-	113,409	113,409
Hope Cooperative	HOPE COOPERATIVE ASSOCIATION	4	-	48,676	48,676
Jubilee Euclid	JUBILEE EUCLID LLC	1	-	100,000	100,000
Maycroft	JUBILEE HOUSING, INC.	1	-	30,000	30,000
Jubilee Kalorama	JUBILEE KALORAMA LLC	1	-	100,000	100,000
Liberty Place	LIBERTY PLACE APARTMENTS LLC	6	1,190,150	7,875,237	9,065,387
Luzon Cooperative	LUZON COOPERATIVE @6323	4	53,242	97,844	151,086
8th & T	MANNA INC	1	83,742	40,895	124,637
Hunter Place	MANNA INC	8	-	1,918,423	1,918,423
1847-49 Good Hope Road, SE	MI CASA MY HOUSE INC.	8	-	230,445	230,445
Meadown Green Court/Milestone Senior	MILESTONE SENIOR OWNER LLC	7	-	1,700,862	1,700,862
Milestone Senior 4% Owner	MILESTONE SENIOR 4% OWNER LLC	7	95,955	1,604,907	1,700,862
Liberty Place (DBH)	NATL HOUSING TRUST-ENT PRES CO	6	-	294,000	294,000
Parkway Overlook	PARKWAY OVERLOOK II LP	8	-	1,251,081	1,251,081
Petworth Station	PETWORTH STATION LP	4	5,276,187	2,696,349	7,972,536
505 Jefferson St NW	PHOENIX COOPERATIVE ASSOCIATIO	4	-	70,491	70,491
Sarah's Circle	SARAH'S CIRCLE	1	-	8,400	8,400
South Capitol	SOUTH CAPITOL IMPROVEMENTS, LL	8	3,461,223	19,634,093	23,095,316
Square 769N	SQUARE 769N AFFORDABLE LP	6	-	185,314	185,314
St Elizabeth's	ST ELIZABETH 1 LP	8	12,383,260	16,409,663	28,792,923
Stanton Square Apartments	STANTON HOUSING LLC	8	3,997,763	13,690,924	17,688,687
Residence at Minnesota Gardens	THE RESIDENCE AT MINNESOTA GAR	7	80,973	54,385	135,358
1550 First Street SW	TM DBT LIMITED PARTNERSHIP	6	-	1	1
Partner Arms II	TRANSITIONAL HOUSING CORP	4	26,581	101,636	128,218
United 2nd Street Cooperative	UNITED 2ND STREET COOPERATIVE, INC	8	106,402	221,597	327,999
Maplewood Courts	VESTA MAPLEWOOD, LLC	8	2,242,569	669,500	2,912,069
Voices of Madison Cooperative	VOICES OF MADISON COOPERATIVE	4	14	-	14
Brookland Place Apartments	WESLEY BROOKLAND LLC	5	-	1,950,814	1,950,814
	Subtotal, Multi-Family Project Disbursements		60,121,663	146,024,980	204,195,829
Other Related Activities					
Legal	BALLARD SPAHR LLP		14,501	21,683	36,183
Other Adjustments			(13,780)		(13,780)
	Subtotal, Other Related Activities		721	21,683	22,403
	Total, Multi-family Project Disbursement Activities		60,122,383	146,046,663	204,218,233
	DEVELOPMENT FINANCE DIVISION PAYROLL		1,535,060	-	1,535,060
	OTHER		14,459		14,459
	Total, Development Finance Project Costs		61,671,902	146,046,663	205,767,751

Table 4: Projects Closed Using HPTF Funds Third Quarter FY19

Three projects closed using HPTF loans in the Third Quarter of FY19 totaling \$17,664,916 in Obligated Funds: (Table 4).

Project Name	Address	Ward	Project Type	Number of Units	Closing Date	HPTF Loan Amount
1736 Rhode Island Avenue NE	1736 Rhode Island Ave NE	5	New Construction	61	05/30/19	\$7,948,359
Hunter Place, SE	2200-2210 Hunter Place, SE	8	New Construction	10	05/10/19	\$1,744,021
Petworth Station Feb 2018	930 Randolph Street Northwest	4	Substantial Rehabilitation	84	04/04/19	\$7,972,536

Inclusive of the Development Finance Division's (DFD) FY19 HPTF budget authority (\$83,363,386), Third Quarter FY19 expenditures and obligations, and the HPTF Fund balance, a total of \$43,041,688 in HPTF was available as of June 30, 2019. At the end of the Third Quarter of FY19, there were 11 projects in the multi-family underwriting pipeline with HPTF funding requests, totaling approximately \$85,784, 863 in Active Requests. Projects in the underwriting pipeline are expected to close over the next two fiscal years.

Housing Production Trust Fund

Fiscal Year 2019 Fourth Quarter Report

July 1, 2019-September 30, 2019

John Falcicchio
Interim Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

Overview

The Housing Production Trust Fund (HPTF or “the Fund”) is authorized under the Housing Production Trust Fund Act of 1988, D.C. Law 7- 202. Section 4102.9(a) of the D.C. Municipal Regulations requires the DC Department of Housing and Community Development (DHCD) to file with the Chairperson of the Council Committee on Housing and Neighborhood Revitalization¹ quarterly reports on Fund activities and expenditures.

This report on HPTF activities and expenditures covers the Fourth Quarter of FY2019 from July 1, 2019-September 30, 2019

Fourth Quarter FY 2019 HPTF Summary

The HPTF fund balance at the beginning of the Fourth Quarter of FY 2019 was \$165,321,811 (Table 1). Expenditures by the HPTF occur for Multi-Family projects, the Single Family Residential Rehabilitation Program, DHCD administrative support, and other project expenses. Expenditures for all these activities in the Fourth Quarter of FY 2019 totaled \$77,195,441.

Table 1: Summary of Revenue and Disbursements²

FY2019 QUARTERLY ACTIVITIES							
Quarter	Starting Balance	Recordation and Transfer Tax	Other Income	Loan Repayments	Transfers from Mayor's Office	Disbursements	Ending Balance
Oct-Dec 2018	167,396,867	16,795,542	2,059,957	2,931,619	-	(16,279,995)	172,903,989
Jan-Mar 2019	172,903,989	11,190,857	871,175	344,523		(30,690,471)	154,620,073
Apr-Jun 2019	154,620,073	20,683,161	5,003,518	1,508,713	9,899,000	(26,392,654)	165,321,811
Jul-Sep 2019	165,321,811	25,651,979	1,366,505	1,543,302	26,251,839	(77,195,441)	142,939,993
FY19	167,396,867	74,321,539	9,301,155	6,328,156	36,150,839	(150,558,561)	142,939,993

Revenue from recordation and transfer taxes, other income (interest income, Inclusionary Zoning contributions), and loan repayments totaled \$28,561,785 for the quarter. Project expenditures for all agency HPTF activities in the Fourth Quarter of FY19 totaled \$ 77,195,441 (Table 2).

¹ Previously titled the Council Committee on Housing and Economic Development.

² Unaudited totals

Table 2: Statement of Revenues and Expenditures

STATEMENTS OF REVENUES AND EXPENDITURES					
October 1, 2018 - September 30, 2019					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	FY 2019
REVENUE					
Revenue from Recordation and Deed Taxes	16,795,542	11,190,857	20,683,161	25,651,979	74,321,539
Loan Repayment	2,931,585	344,515	1,461,243	1,532,104	6,269,447
Other Income	2,059,957	871,175	5,003,518	1,366,505	9,301,155
Miscellaneous Interest	33	8	47,470	11,198	58,709
Total Revenues	21,787,117	12,406,555	27,195,392	28,561,785	89,950,849
EXPENDITURES					
Project Expenditures (Multi-family)	(12,369,544)	(25,679,619)	(22,073,220)	(68,406,521)	(128,528,904)
DGS Project	(2,035,701)	(265,026)	(657,736)	(777,614)	(3,736,077)
Administrative Expenses	(1,873,289)	(2,978,187)	(3,117,022)	(5,634,459)	(13,602,957)
Single Family Residential Rehabilitation Program	(8,629)	(184,747)	(135,683)	(131,150)	(460,209)
Other Project Expenses	7,168	(1,582,891)	(408,993)	(2,245,698)	(4,230,415)
Total Expenditures	(16,279,995)	(30,690,471)	(26,392,654)	(77,195,441)	(150,558,561)
Excess/(Deficiency) Revenue over Expenditure	5,507,122	(18,283,916)	802,738	(48,633,656)	(60,607,712)
OTHER FINANCING SOURCES (Uses)					
Transfers in			9,899,000	26,251,839	36,150,839
Total Other Financing Sources and (Uses)	-	-	9,899,000	26,251,839	36,150,839
NET REVENUES OVER/(UNDER) EXPENDITURES	5,507,122	(18,283,916)	10,701,738	(22,381,817)	(24,456,873)

Multi-Family HPTF Activities

The HPTF fund balance discussed above represents the funds available for eligible activities at the beginning and end of each quarter. HPTF multi-family affordable housing projects, administered by DHCD's Development Finance Division (DFD), represent the largest use of the fund, and with generally large capital projects that can take years to complete, the funding for these projects falls into one of three funding stages, chronologically:

1. **Active Requests** are projects selected for further underwriting and accepted into DFD's underwriting pipeline. Active requests represent reserved fund balance and are expected to close and begin drawing funds over the next two to three fiscal years.
2. **Obligated Funds** represent contractual obligations on the fund balance and are obligated to specific HPTF affordable housing projects when final legal documents have been executed and the financial closing for the project has occurred. Obligated funds continue to appear in the fund balance and can be expected to be disbursed within the next fiscal year or two as the construction for the project is completed.
3. **Expenditures** are funds disbursed to projects at or after closing, primarily during construction.

At the end of the Fourth Quarter of FY19, \$103,551,882 was obligated to multi-family affordable housing projects and related activities. Project and related expenditures through the Fourth Quarter of FY19 totaled \$130,560,854 (Table 3).

Table 3: Multi-Family Projects - Cash Disbursements/Expenditures and Obligations

FY2019 CASH DISBURSEMENTS/EXPENDITURES AND OBLIGATIONS (MULTI-FAMILY)					
October 1, 2018 through September 30, 2019					
Multi-Family Project Activities					
Project Name	Developer/Owner	Ward	Expenditure Amount	Remaining Obligation	Total Activity
1035 48th Street	1035 48TH LLC	7	37,419	49,149	86,568
1164 Bladensburg Rd	1164 BLADENSBURG LLC	5	2,639,374	538,861	3,178,235
1736 Rhode Island	1736 RHODE ISLAND AVENUE LLC	5	6,429,939	1,518,420	7,948,359
22 Atlantic Cooperatie Association	22 ATLANTIC COOPERATIVE	8	602,187	1,915,340	2,517,527
Maple View Flats	2228 MLK LLC	8	3,094,147	-	3,094,147
301 Delafield Place, NW	301 DELAFIELD PLACE NW LLC	4	92,923	229,865	322,788
3500 East Capitol St, NE	3500 EAST CAPITOL	7	6,963,589	2,172,347	9,135,936
3534 East Capitol St., NE	3534 EAST CAP VENTURE, LLC	7	3,078,606	-	3,078,606
4040 8th Street, NW	4040 8TH STREET NW,LLC	4	43,771	1,575	45,346
49-53 Missouri Ave, NW	49-53 MISSOURI AVENUE NW, LLC	4	17,700	185,343	203,043
5400-5408 5th St Acquisition	5400 5TH STREET, NW	4	67,104	427	67,532
555 E Street	555 E STREET SW SENIORS LLC	6	7,092,904	3,854,191	10,947,095
5912 14th Street, NW	5912 MISSOURI COOPERATIVE ASSC	4	3,263,718	195,654	3,459,372
710 Jefferson Street, NW	710 UNIDOS COOPERATIVE	4	-	79,978	79,978
Abrams Hall	ABRAMS HALL SENIOR	4	676,445	187,843	864,287
Ainger Place	AINGER PLACE ASSOCIATES LLC	8	9,440,036	1,251,206	10,691,242
Amber Overlook	AMBER OVERLOOK LLC	7	4,465,444	349,785	4,815,229
NCCLT - 905 R St. NW	ANSWER TITLE AND ESCROW	2	-	19,497	19,497
Atlantic Gardens	ATLANTIC GARDENS REDEVELOPMENT	8	1,064,765	-	1,064,765
Atlantic Terrace	ATLANTIC TERRACE LIMITED	8	1,520,248	-	1,520,248
Barlee Cooperative	BARLEE COOPERATIVE ASSOCIATION	4	58,676	148,450	207,126
BCC Preservation Fund I	BCC PRESERVATION FUND I, LLC	7	-	35,000	35,000
The Beacon Center	BEACON CENTER HOUSING LLC	4	4,962,151	-	4,962,151
Belmont Crossing Partners	BELMONT CROSSING PARTNERS LLC	8	396,522	103,478	500,000
Ben-E Group Cooperative	BEN-E GROUP COOPERATIVE ASSOC.	7	-	312,020	312,020
SOME Benning Road (The Conway Center)	BENNING RESIDENTIAL, LLC	7	1,419,985	331,791	1,751,776
Brightwood Gardens	BRIGHTWOOD GARDENS	4	-	2,581,255	2,581,255
Capitol Vista	CAPITOL VISTA COMMUNITY PART	6	2,252,652	15,754,089	18,006,741
The Grove at Parkside	CIGD PARKSIDE 7 LLC	7	193,663	655,663	849,326
City View (DBH)	CITY VIEW REDEVELOPMENT	8	-	252,000	252,000
28th Place SE	DC HABITAT FOR HUMANITY	8	146,980	162,226	309,206
Delta Towers	DELTA SENIOR HOUSING OWNER LLC	5	1,928,831	21,332,476	23,261,307
7440 Georgia Ave NW	DIVERSITY COOPERATIVE, INC	4	14,719	246,926	261,645
E Street Cooperative	E STREET COOPERATIVE ASSOC.	6	1,088,652	(0)	1,088,652
Glenn Arms	GLENN ARMS PRESERVATION, LP	1	167,290	-	167,290
The Kingston	HAMPSTEAD KINGSTON PARTNERS, L	4	-	89,885	89,885
Hedin House	HEDIN HOUSE PRESERVATION LP	5	-	113,409	113,409
Hope Cooperative	HOPE COOPERATIVE ASSOCIATION	4	-	48,676	48,676
Jubilee Euclid	JUBILEE EUCLID LLC	1	100,000	-	100,000
Maycroft	JUBILEE HOUSING, INC.	1	-	30,000	30,000
Jubilee Kalorama	JUBILEE KALORAMA LLC	1	100,000	-	100,000
Liberty Place	LIBERTY PLACE APARTMENTS LLC	6	1,626,049	7,439,338	9,065,387
Luzon Cooperative	LUZON COOPERATIVE @6323	4	73,698	77,388	151,086
8th & T	MANNA INC	1	124,637	-	124,637
Hunter Place	MANNA INC	8	474,377	1,444,046	1,918,423
Homes within Reach	MI CASA MY HOUSE INC.	8	104,348	473,071	577,419
1847-49 Good Hope Road, SE	MI CASA MY HOUSE INC.	8	37,903	192,542	230,445
Meadown Green Court/Milestone Senior	MILESTONE SENIOR OWNER LLC	7	-	1,700,862	1,700,862
Milestone Senior 4% Owner	MILESTONE SENIOR 4% OWNER LLC	7	875,828	825,034	1,700,862
Liberty Place (DBH)	NATL HOUSING TRUST-ENT PRES CO	6	-	294,000	294,000
Parkway Overlook	PARKWAY OVERLOOK II LP	8	-	1,251,081	1,251,081
Petworth Station	PETWORTH STATION LP	4	6,280,000	1,692,536	7,972,536
505 Jefferson St NW	PHOENIX COOPERATIVE ASSOCIATIO	4	-	70,491	70,491
Randle Hill	RANDLE HILL	8	12,500,000	500,000	13,000,000
Sarah's Circle	SARAH'S CIRCLE	1	8,400	-	8,400
South Capitol	SOUTH CAPITOL IMPROVEMENTS, LL	8	5,658,185	17,437,131	23,095,316
Square 769N	SQUARE 769N AFFORDABLE LP	6	185,314	-	185,314
St Elizabeth's	ST ELIZABETH 1 LP	8	26,038,406	2,754,517	28,792,923
Stanton Square Apartments	STANTON HOUSING LLC	8	6,229,636	11,459,051	17,688,687
Residence at Minnesota Gardens	THE RESIDENCE AT MINNESOTA GAR	7	135,358	-	135,358
1550 First Street SW	TM DBT LIMITED PARTNERSHIP	6	-	1	1
Partner Arms II	TRANSITIONAL HOUSING CORP	4	82,019	-	82,019
Partner Arms II (DBH)	TRANSITIONAL HOUSING CORP	4	46,199	-	46,199
United 2nd Street Cooperative	UNITED 2ND STREET COOPERATIVE, INC	8	280,053	47,946	327,999
Maplewood Courts	VESTA MAPLEWOOD, LLC	8	2,912,069	630,000	3,542,069
Voices of Madison Cooperative	VOICES OF MADISON COOPERATIVE	4	14	-	14
Brookland Place Apartments	WESLEY BROOKLAND LLC	5	1,435,249	515,565	1,950,814
	Subtotal, Multi-Family Project Disbursements		128,528,184	103,551,422	232,079,606
Other Related Activities					
Legal	BALLARD SPAHR LLP		21,087	-	21,087
Other Adjustments			(20,366)		(20,366)
	Subtotal, Other Related Activities		721	-	721
	Total, Multi-family Project Disbursement Activities		128,528,905	103,551,422	232,080,327
	DEVELOPMENT FINANCE DIVISION PAYROLL		1,998,384		1,998,384
	Other		33,566		33,566
	Total, Development Finance Project Costs		130,560,854	103,551,422	234,112,277

Table 4: Projects Closed Using HPTF Funds Fourth Quarter FY19

Seven projects closed using HPTF loans in the Fourth Quarter of FY19 totaling \$35,953,982 in Obligated Funds: (Table 4).

Project Name	Address	Ward	Project Type	Number of Units	Closing Date	HPTF Loan Amount
Jubilee Kalorama	1724 Kalorama Road Northwest	1	Pre-development Only	N/A	07/10/19	\$100,000
Jubilee- Euclid	1460 Euclid Street Northwest	1	Pre-development Only	N/A	07/19/19	\$100,000
5912 14th Street NW	5912 14th Street NW	4	Acquisition and Critical Repairs	22	07/26/19	\$3,459,372
3500 East Capitol Street NE (Phase II)	3500 East Capitol Street NE	7	New Construction	95	08/29/19	\$16,135,936
Randle Hill Apts.	3300 6th Street Southeast	8	Substantial Rehabilitation	195	09/27/19	\$13,000,000
Homes within Reach, Historic Anacostia	1928 15th Street, SE	8	New Construction	2	09/30/19	\$577,419
Brightwood Gardens	931 Longfellow Street NW	4	Substantial Rehabilitation	51	09/30/19	\$2,581,255

Inclusive of the Development Finance Division’s (DFD) FY19 HPTF budget authority (\$83,363,386), Fourth Quarter FY19 expenditures and obligations, and the HPTF Fund balance, a total of \$16,417,532 in HPTF was available as of September 30, 2019. At the end of the Fourth Quarter of FY19, there were 13 projects in the multi-family underwriting pipeline with HPTF funding requests, totaling approximately \$75,895,358 in Active Requests. Projects in the underwriting pipeline are expected to close over the next two fiscal years.

TOTAL POSITIONS PRINTED = 478

TOTAL POSITIONS PRINTED = 490

DHCD ALL Overtime Earners FY19

Name	Position Num	Position Title	Est Gross
Hillsman,Pamela	00002556	COMMUNITY DEV RESOURCE SPEC	4364.55
Keane,Keishon	00044606	Realty Project Manager	1526.16
Koleini,Michael	00034074	CONSTRUCTION ANALYST	575.69
Keane,Keishon	00044606	Realty Project Manager	456.42
Barlow,Suubi	00071897	Housing Inspector	388.41
Merchant,Ernest Wilson	00041017	Economic Development Program S	228.21
Powell,Johnette M	00044605	Program Analyst	77.06
Bethel,Aundre	00075163	STAFF ASST	54.69
Henderson,Robin	00072951	Program Analyst	36.63
Hawkins,Wendell E	00035901	STAFF ASST	24.31
Tota			7732.13

DHCD ALL Overtime Earners FY20

Name	Position Num	Position Title	Est Gross
Rubin,William C	00042054	Housing Financial Analyst	687.61
Ready,Whitley	00025718	Program Support Assistant (OA)	34.12
		Total	721.73

COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT

BETWEEN

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

AND

THE DISTRICT OF COLUMBIA,

AND

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

EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020

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ARTICLE 1 RECOGNITION

Section 1 – Recognition:

- A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.
- B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.
- C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A “formal meeting” refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

Section 2 – Coverage:

- A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (“OAG”), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor (“Agency Counsel Office” collectively with OAG referred to herein as “Employer”), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. 01-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).
- B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

ARTICLE 2 LABOR-MANAGEMENT RELATIONS

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

- A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.
- B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

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

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

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

Section 2 – Subcommittees:

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

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

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

Section 5 - Labor-Management Meetings:

- A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.
- B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

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

Section 6 - Organizational Changes:

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

Section 7 – Risk Assessment:

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

**ARTICLE 3
ADMINISTRATION OF LEAVE**

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

**ARTICLE 4
ALTERNATIVE WORK SCHEDULES**

Section 1 – Definitions:

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

B. Professional Workweek:

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

Section 2 Fair Labor Standards Act:

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

Section 3 Flexible/Alternative Work Schedules:

Employer shall maintain, to the extent already in effect, or establish at least the following three Alternative Work Schedules (AWS) for covered employees: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Flexiplace/Telecommuting Schedule, including Ad Hoc Telecommuting. AWS may be combined, except that a Compressed Work Schedule may only be combined with Ad Hoc Telecommuting. The existing AWS policies of all agencies are hereby incorporated by reference into this Agreement provided that they include the three AWS described in this Section. In the event that any agency does not currently have an AWS policy that includes the three AWS described in this Section, the OAG Office Order # 2015-03 shall apply until such time as the agency establishes its policy. The normal work hours shall be adjusted, consistent with a supervisor's discretion set forth in the applicable Office Order or other governing policy, rule, regulation or law to allow for AWS schedules, with appropriate adjustments in affected leave. In deciding whether to grant an employee's request to use an alternative work schedule, the employee's supervisor shall consider, but is not limited to the following factors:

- A. The demands of the requesting individual's work;
- B. The need to maintain adequate staffing to handle unanticipated matters or cover

matters that are handled by the Office, Unit, Section, or Division, even if that assignment is not assigned to the requesting employee;

- (1) The needs of the work unit, including the need to ensure sufficient staffing levels during core hours and availability of office staff or government officials;
- (2) Whether granting an AWS request results in the denial of annual or sick leave to other members of the Office, Unit, Section, or Division;
- (3) The past performance of the requesting individual;
- (4) Equitable sharing of Office functions;
 - a. Whether work assignments can be performed effectively and efficiently by an employee on the type of AWS being requested;
 - b. Whether the requested AWS places an undue burden on others covered by this Office Order within a particular Unit, Section, or Division; and
 - c. Any other factor that may affect the quality or quantity of work accomplished by the Office, Unit, Section or Division.

Such schedules maybe appropriate where:

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

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

Section 4 Flexiplace/Telecommuting:

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

Section 5 Supervisor's Authority:

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

Section 6 Impact and Effect Bargaining:

The Attorney General shall not change its existing AWS Office Order # 2015-03 without advance notice to the union and an opportunity to engage in impact and effects bargaining. Agencies shall not implement an alternate work schedule policy without advance notice to the union, an opportunity to engage in impact and effects bargaining and an opportunity to make substantive suggestions to any AWS policy before the policy's effective date.

**ARTICLE 5
EMPLOYEE ASSISTANCE PROGRAM**

Section 1 – General:

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

Section 2 - Use of Sick Leave:

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

**ARTICLE 6
UNION STEWARDS/OFFICAL TIME**

Section 1 - Number of Stewards:

A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.

B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

Section 2 - Designation of Representatives:

A. Union Officers, Stewards and Other Representatives

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

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

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

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

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

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

Section 3 - Performance Appraisals:

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

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

Section 4 - Official Time for Representational Activity:

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

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

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;

- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;
- (15) necessary travel to any of the activities listed above;
- (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
- (17) new employee orientation meetings.

C. Official time shall not include time spent on internal Union business, including, but not limited to:

- (1) Attending Local, Regional, or National Union meetings;
- (2) Soliciting members;
- (3) Collecting dues;

- (4) Posting notices of Union meetings; administering elections;
- (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
- (6) Internal Union strategy sessions, except for representational functions.

Section 5 - Requesting Official Time:

- A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.
- B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.
- C. All advance requests for official time are understood to be estimates.
- D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.
- E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.
- F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.
- G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

Section 6:

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

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

Section 7:

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

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

Section 1:

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

Section 2:

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

Section 3:

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

fifteen (15) business days prior to the time the Union is required to vacate the present office.

Section 4:

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

Section 5:

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

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

Section 6:

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

Section 7:

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

**ARTICLE 8
PERSONNEL FILES**

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

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

Section 2 - Right to Respond:

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

Section 3 - Right to Copy:

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

Section 4 - Access by Union:

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

Section 5 – Employee to Receive Copies:

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

**ARTICLE 9
JOB DESCRIPTIONS**

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

**ARTICLE 10
LATE ARRIVAL/EARLY DISMISSAL**

Section 1 -- Late Arrival:

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

Section 2 -- Early Dismissal:

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

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

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

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

**ARTICLE 11
STRIKES AND LOCKOUTS**

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

ARTICLE 12
CONTRACTING OUT/PRIVATIZATION

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

ARTICLE 13
UNION RIGHTS AND SECURITY

Section 1 – Exclusive Agent:

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

Section 2 – Access to Employees:

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

Section 3 – Dues Check Off:

Pursuant to D.C. Official Code § 1-617.07 (2012 Rcpl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under *Chicago Teachers Union Local No. 1 v. Hudson*, 475 U.S. 292 (1986) and related cases. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

Section 4 – Annual Notification of Annual Dues Amount:

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

Section 5 – Service Fees:

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues to pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such service fee deductions shall be allowed when the Union presents evidence that at least fifty-one percent (51%) of the employees in the unit are members of the Union.

Section 6 – Cost of Processing:

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

Section 7 – Hold Harmless:

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

Section 8:

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

Section 9:

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

Section 10:

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

**ARTICLE 14
TERM EMPLOYEES**

Section 1:

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

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

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.

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

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

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

ARTICLE 15 DISCRIMINATION

Section 1 – General Provisions:

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

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

Section 2 - Equal Employment Practices:

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

Section 3 – Sexual Harassment:

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

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

Section 4 – Union Activity:

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

- A. To form, join and assist in labor organization or to refrain from this activity;
- B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and
- C. To be protected in the exercise of these rights.

Section 5 – Discrimination Charges and Election:

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

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

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

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

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

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

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

Dated:

EMPLOYEE'S NAME

ARTICLE 16
SAFETY AND HEALTH

Section 1 - Working Conditions:

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

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

Section 2 - Corrective Actions:

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

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

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

Section 3 - First Aid Kits and Defibrillators:

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

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

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

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

Section 4 – Excessive Temperatures in Buildings:

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected

by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor, the Attorney General, or their designees.

Section 5 – Maintenance of Health Records:

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

**ARTICLE 17
INFORMATIONAL REPORTS ON EMPLOYEES**

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

**ARTICLE 18
FITNESS FOR DUTY**

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

**ARTICLE 19
REQUESTS FOR INFORMATION**

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

**ARTICLE 20
EMPLOYEE USE OF INFORMATION TECHNOLOGY**

Section 1 – New Technology:

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable

them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

Section 2 – Electronic Mail Use:

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

Section 3 – Internet Access and Use:

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, bandwidth-consuming, or harassing material.

Section 4 – Telephone Use:

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

Section 5 – Privacy:

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

ARTICLE 21 TRAINING

Section 1 - New Employee Orientation:

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

Section 2 - Continued Training Opportunities:

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

Section 3 - Requests for Continued Training:

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

ARTICLE 22 EMPLOYEE RIGHTS

Section 1 – Respect in the Workplace:

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

Section 2 - Employee Rights:

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

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

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

Section 3 - Employee Grievances:

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

Section 4 - Conflicts of Interest:

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

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

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

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against

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

ARTICLE 23 SABBATICAL/EXTENDED LEAVE

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

Section 1 – Process:

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

Section 2 – Supervisor's Authority:

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

Section 3 – Potential Loss of Benefits and Insurance Premiums:

Attorneys understand that an extended leave of absence in a non-pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non-pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to

an extended leave of absence in a non -pay status before submitting the request for sabbatical. Under no circumstances is the management required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

ARTICLE 24 REASSIGNMENTS, PROMOTIONS, DETAILS

Section 1 – Promotions:

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

Section 2 - Promotion Priority Process:

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

Section 3 - The Promotions Ranking Committee:

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

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

Section 4 – Grievance on Failure to Comply with Process:

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

Section 5 – Filling Vacancies:

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

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

Section 6 - Job Qualifications:

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

Section 7 - Additional Duties:

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

ARTICLE 25

TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS

Section 1 - Tardy or Non-Receipt of Pay:

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

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

Section 2 - Pay Errors:

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

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

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

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

Section 4 - Timely Reimbursement of Expenses:

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

Section 5 - Audits:

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

**ARTICLE 26
GENERAL PROVISIONS**

Section 1 - Work Rules:

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

Section 2 – Identification Device:

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

Section 3 - Distribution of Agreement:

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

Section 4 – Office Space:

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

**ARTICLE 27
COMPUTATION OF TIME**

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

**ARTICLE 28
GRIEVANCE AND ARBITRATION PROCEDURES**

Section 1 – Definitions:

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

Section 2 – Performance Ratings:

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General or the Mayor's Office of Legal Counsel. The committee shall be empowered to review the basis for a direct

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

Section 3 – General Provisions:

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

Section 4 – Information Requests:

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

Section 5 – Procedure:

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

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

Step 1: The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly

violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

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

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

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

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

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

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

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

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

Section 6 - Selection of the Arbitrator:

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

Section 7 – Authority of the Arbitrator:

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

Section 8 - Decision of the Arbitrator:

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

Section 9 - Expenses of the Arbitrator:

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

Section 10 - Time Off For Grievance Hearings:

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

Section 11 – Time Limits:

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

Section 12 – Termination of Grievance:

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

Section 13 – Exclusions:

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

**ARTICLE 29
DISCIPLINE AND DISCHARGE**

Section 1 -- Disciplinary Actions:

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

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

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or

3. Is detrimental to public health, safety, or welfare.

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

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

Section 2 -- Appeal Procedures:

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

Section 3 -- Stay of Disciplinary Action:

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

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

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

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

Section 5 -- Time Limits:

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

Section 6 -- Extension of Time Limits:

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time

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

Section 7 -- Substitution of Binding Arbitration Procedures:

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

**ARTICLE 30
SAVINGS CLAUSE**

SECTION 1:

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

SECTION 2:

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

**ARTICLE 31
INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017, through September 30, 2020 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

ARTICLE 32
DURATION AND FINALITY

Section 1 -- Effective Date


This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2020, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

Section 2 – Finality

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

On this 31st day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



**Mark H. Tuohy, III, Director
Mayor's Office of Legal Counsel**

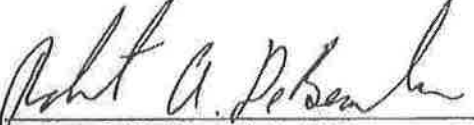


**Karl A. Rague, Attorney General
Office of the Attorney General**

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



**Steve Anderson, President
AFGE, Local 1403**




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

On this 31st day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**


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


Lionel C. Sims Jr., Esq., Director
Office of Labor Relations & Collective
Bargaining



Olga I. Clegg, Vice President
AFGE, Local 1403



Ronald R. Ross, Deputy Director
Mayor's Office of Legal Counsel



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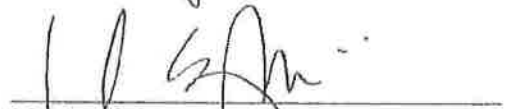

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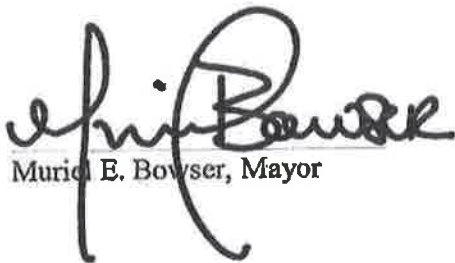

Kevin Stokes, Chief of Staff
Office of Labor Relations & Collective
Bargaining


Marie-Claire Brown
AFGE Local 1403


Asha Bryant, Attorney Advisor
Office of Labor Relations & Collective
Bargaining

APPROVAL

This collective bargaining working conditions agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated 10-31-2017, has been reviewed in accordance with Section 1-617-15(a) of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 16th day of January, 2017.2018


Muriel E. Bowser, Mayor

AFGE LOCAL 2725

**The Collective Bargaining
Agreement**

Between

**The Government of the
District of Columbia**

**Department of Housing and
Community Development**

And

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

Effective through September 30, 1990



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

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PREAMBLE

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

The purpose of this Agreement is:

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

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

ARTICLE 1 RECOGNITION

Section A:

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

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

Section B:

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

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

Section C:

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

ARTICLE 2
GOVERNING LAWS AND REGULATIONS

Section A:

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

Section B:

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

Section C:

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

Section D:

The Department shall communicate, consult and negotiate with

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

Section E:

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

ARTICLE 3
EMPLOYEE RIGHTS

Section A - General:

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

Section B:

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

ARTICLE 4
MANAGEMENT RIGHTS AND RESPONSIBILITIES

Section A:

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

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

Section B:

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

ARTICLE 5
DISTRIBUTION OF AGREEMENT AND ORIENTATION OF EMPLOYEES

Section A:

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

Section B:

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

Section C:

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

Section D:

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

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

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

ARTICLE 6
NON-DISCRIMINATION

Section A:

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

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

Section B:

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

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

Section C:

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

Section D:

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

Section E:

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

Section F:

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

Section G:

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

Section H:

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

Section I:

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

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

Section J:

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

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ARTICLE 7
UNION SECURITY AND UNION DUES DEDUCTIONS

Section A:

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

Section B:

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

Section C:

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

Section D:

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

Section E:

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

Section F:

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

Section G:

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

Section H:

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

Section I:

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

ARTICLE 8
UNION REPRESENTATION

Section A:

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

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

Section H:

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

Section I:

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

Section J:

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

ARTICLE 9
GRIEVANCE PROCEDURE

Section A:

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

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

Section B:

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

Section C:

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

Section D:

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

Section E:

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

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

Section F:

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

Section G:

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

Section B:

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

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

Section C- Presentation of Grievance:

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

2. **Categories of Grievance:**

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

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

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

Section D - Procedure:

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

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

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

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

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

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

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

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

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

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

Section E - Arbitration:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section F - General:

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

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

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

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

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

ARTICLE 10 DISCIPLINE

Section A:

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

Section B:

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

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

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

Section C:

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

Section D:

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

Section E:

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

ARTICLE 11
LABOR-MANAGEMENT COOPERATION

Section A:

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

Section B:

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

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

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

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

Section C:

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

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

Section D:

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

Section E:

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

ARTICLE 12
EMPLOYEE LISTS AND INFORMATION

Section A:

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

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

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

Section B:

The Union shall also be provided the following information:

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

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

Section C:

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

Section D:

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

Section E:

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

ARTICLE 13
FACILITIES AND SERVICES

Section A:

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

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

ARTICLE 14
BULLETIN BOARDS

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

ARTICLE 15
SAFETY, HEALTH AND COMFORT

Section A:

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

Section B:

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

Section C:

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

Section D:

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

Section E:

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

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

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

Section F:

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

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

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

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

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

Section G:

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

Section H:

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

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

Section I:

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

Section J:

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

Section K:

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

Section L:

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

Section M:

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

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

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

Section H:

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

Section O - Safety Committee:

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

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

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

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

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

Section P:

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

Section Q:

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

Section R:

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

Section S:

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

Section T:

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

Section U:

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

ARTICLE 16
ENVIRONMENTAL DIFFERENTIAL

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

ARTICLE 17
REASSIGNMENTS

Section A:

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

Section B:

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

Section C:

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

Section D:

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

ARTICLE 18
UNIFORMS

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

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

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

ARTICLE 19
TOOLS

Section A:

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

Section B:

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

ARTICLE 20
TEMPORARY OR TERM EMPLOYEES

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

ARTICLE 21
HOURS OF WORK/OVERTIME ADMINISTRATION

Section A:

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

Section B:

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

Section C:

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

Section D:

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

Section E:

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

Section F:

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

ARTICLE 22
USE OF PRIVATE VEHICLES

Section A:

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

Section B:

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

Section C:

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

Section D:

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

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

ARTICLE 23
CONSULTATION AND COUNSELING

Section A:

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

Section B:

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

Section C:

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

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

Section D:

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

Section E:

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

Section F:

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

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

Section G:

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

ARTICLE 24
TRAINING, CAREER DEVELOPMENT, AND UPWARD MOBILITY

Section A:

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

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

Section B:

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

Section C:

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

Section D:

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

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

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

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

ARTICLE 25 PERFORMANCE EVALUATIONS

Section A:

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

Section B:

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

Section C:

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

Section D:

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

Section E:

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

ARTICLE 26
PERSONNEL FILES

Section A:

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

Section B:

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

Section C:

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

Section D:

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

Section E:

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

Section F:

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

ARTICLE 27
DETAILS AND TEMPORARY PROMOTIONS

Section A - Details:

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

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

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

Section B - Temporary Promotions:

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

ARTICLE 28 POSITION MANAGEMENT AND CLASSIFICATION

Section A:

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

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

Section B:

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

Section C:

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

Section D:

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

Section E:

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

Section F:

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

Section G:

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

ARTICLE 29
MERIT STAFFING

Section A - Purpose:

1. The Department shall ensure that merit promotion principles

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

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

Section B:

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

Section C:

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

Section D:

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

Section E:

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

ARTICLE 30
CONTRACTING OUT

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

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

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

ARTICLE 31 GENERAL PROVISIONS

Section A. - Distribution of Health Benefit Plan Brochures:

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

Section B. - Receipt of Bi-Weekly Paychecks:

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

ARTICLE 32 REDUCTION-IN-FORCE

Section A:

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

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

Section B:

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

Section C:

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

ARTICLE 33
REORGANIZATION/REALIGNMENT

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

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

ARTICLE 34
LEAVE ADMINISTRATION

Section A - Maternity:

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

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

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

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

Section B - Paternity Leave:

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

Section C - Leave for Adoptive Parents:

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

Section D:

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

Section E:

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

Section F:

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

Section G - Union Business Leave:

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

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

Section H - Education and Training Leave:

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

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

Section I - Military and Reserve Component:

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

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

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

Section J - Call-In-Time:

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

Section K - Leave for Death in the Family:

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

ARTICLE 35
NO STRIKE OR LOCKOUT

Section A:

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

Section B:

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

Section C:

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

ARTICLE 36
SAVINGS CLAUSE

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

ARTICLE 37
DURATION AND FINALITY OF AGREEMENT

Section A:

This Agreement shall remain in full force and effect until September 30, 1990. The Agreement will become effective upon the Mayor's approval subject to the provisions of D.C. Code §1-618.15 (1987 ed.) and ratification by the Union. If disapproved because of certain provisions are asserted to be contrary to applicable law or if not ratified by the Union the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision or the offensive provision shall be deleted.

Section B:

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

Section C:

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

Section D:

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

Section E:

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

MEMORANDUM OF UNDERSTANDING

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

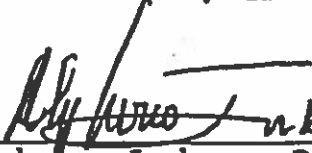
Louise Smothers
Louise Smothers, President
American Federation of
Government Employees, Local
2725


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


Date: 12-13-88

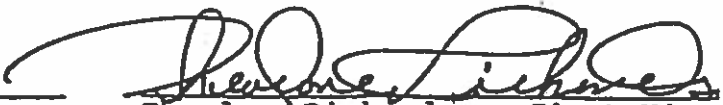
Date: 12-13-88

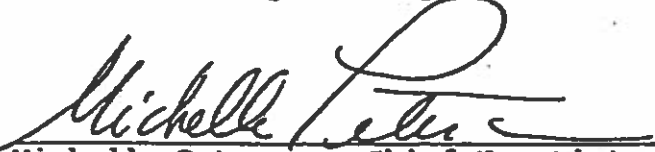
IN WITNESSES THEREOF, the parties have entered into this Agreement on this 13 day of December, 1988.

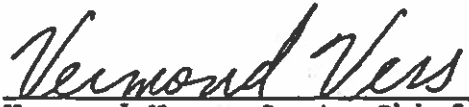

Alphonso Jackson, Director
Department of Public and Assisted
Housing


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


David Dennison
Director, Department of Housing
and Community Development


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


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

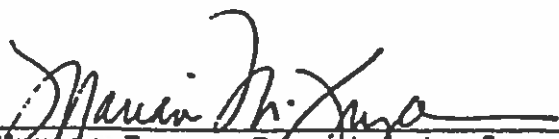

Vermont Vess, Asst. Chief
Steward, Local 2725, American
Federation of Government
Employees, AFL-CIO



Nancy Holt, Department of Public
and Assisted Housing

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

Dayton Watkins, Department of
Housing and Community Development

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


Marian Fryer, Department of
Housing and Community Development


Maggie Maple, Secretary
Local 2725, American Federation
of Government Employees, AFL-CI

Frances Sloan
Frances Sloan, Department of Housing
and Community Development

Arkei A. Shareef
Arkei A. Shareef, Union Steward
Local 2725, American Federation
of Government Employees, AFL-C

Alphonzo W. Johns
Alphonzo Johns, Department of
Housing and Community Development

Terrie Bjorklund
Terrie Bjorklund, Attorney to
Local 2725, American Federation
of Government Employees, AFL-C

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


Lola Black, D.C. Office of
Personnel

APPROVAL

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


Marion Barry, Jr.
Mayor

		Appointment		Terms																
First Name	Last Name	Date	Ward of Residence		Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20
James	Knight	3/28/2013	Ward 3	2 Y																
Stanley	Jackson	7/2/2012	Ward 8	2 N																
Sue Ann	Marshall	8/1/2013	Ward 1	2 Y																
David J.	Roodberg	8/1/2013	Virginia Resident	2 Y																
Susanne	Slater	4/5/2016	Ward 4	1 Y																
Charles	Lowery, Jr.	10/26/2017	Ward 4	1 Y																
LaKeeshia	Fox	10/4/2017	Ward 7	1 Y																
Lynn	French	8/21/2018	Ward 1	1																
Robert	Pohlman	7/23/2013	Ward 1	2																

 No meeting/term expired

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, OCTOBER 25, 2018
12:30 PM
DHCD ROOM #318

- | | |
|--|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 5. PRESERVATION UPDATE | Ana van Balen, Housing
Preservation Officer |
| 6. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 7. WASHINGTON HOUSING
INITIATIVE | AJ Jackson, Executive Vice
President, JBG Smith |
| 8. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, DECEMBER 20, 2018
12:30 PM
DHCD ROOM #318

- | | |
|--|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 5. PRESERVATION UPDATE | Ana van Balen, Housing
Preservation Officer |
| 6. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 7. OFFICE TO AFFORDABLE
HOUSING TASK FORCE UPDATE | Allison Ladd, Deputy Director |
| 8. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, FEBRUARY 28, 2019
2:00 PM
DHCD HOUSING RESOURCE CENTER

- | | |
|--|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Allison Ladd, Deputy Director |
| 4. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 5. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 6. PRESERVATION UPDATE | Ana van Balen, Housing
Preservation Officer |
| 7. COMMUNICATIONS UPDATE | Gwen Cofield,
Communications Director |
| 8. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, MAY 16, 2019
12:30 PM
DHCD Housing Resource Center

- | | |
|--|---|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. NCRC PRESENTATION | Jason Richardson, Director of
Research |
| 5. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 6. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 7. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, June 20, 2019
12:30 PM
DHCD Housing Resource Center

- | | |
|---|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. HOUSING FRAMEWORK
FOR EQUITY AND GROWTH
PRESENTATION | Andrew Trueblood, Director
Office of Planning |
| 5. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 6. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 7. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, July 18, 2019
12:30 PM
DHCD Room #318

- | | |
|--|--------------------------------------|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 5. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 6. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, September 19, 2019

12:30 PM

DHCD Room #318

- | | |
|--|--|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 5. PRESERVATION UPDATE | Ana van Balen, Housing
Preservation Officer |
| 6. LEGISLATIVE UPDATE | Polly Donaldson, Director |
| 7. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, October 17, 2019
12:30 PM
DHCD Housing Resource Center

- | | |
|---|--------------------------------------|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. HOUSING EQUITY REPORT | Polly Donaldson, Director |
| 5. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 6. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 7. DISCUSSION (INNOVATIVE
SOLUTIONS FOR AFFORDABLE
HOUSING FINANCE) | ALL |
| 8. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, November 21, 2019
12:30 PM
DHCD Room 318

- | | |
|--|--------------------------------------|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Polly Donaldson, Director |
| 4. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 5. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 6. ADJOURNMENT | |

HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

AGENDA

THURSDAY, January 16, 2020
12:30 PM
DHCD Room 318

- | | |
|--|--------------------------------------|
| 1. WELCOME | Susanne Slater, Chairperson |
| 2. MINUTES | |
| 3. DHCD UPDATE | Drew Hubbard, Deputy
Director |
| 4. HOUSING PRODUCTION
TRUST FUND UPDATE | Erin Wilson, Deputy
Manager, DFD |
| 5. LEGISLATIVE UPDATE | Danilo Pelletiere, Senior
Advisor |
| 6. ADJOURNMENT | |

**HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, OCTOBER 25, 2018
12:30 pm
DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:36 pm, Susanne V. Slater, Chair, presiding.

Advisory Board Members Present:

Susanne V. Slater, Chair (SS)
Polly Donaldson
Lakeeshia Fox
Jim Knight
Charles Lowery
Sue Marshall
David J. Roodberg

Also present:

Ana Van Balen - DHCD Housing Preservation Officer
Gwen Cofield - DHCD Communications Director
Reshma Holla - DHCD DFD Deputy Manager
Ashley Johnson - DHCD PAMD Manager
Jayla Johnson - DHCD Capitol City Fellow
Richard Livingstone - DHCD Special Assistant
Danilo Pelletiere - DHCD Senior Advisor
Erin Wilson - DHCD DFD Deputy Manager
Kevin Clinton - Federal City Council
AJ Jackson - JBG Smith

* present via telephone

MINUTES

Minutes for the September 27, 2018 HPTF meeting were reviewed. There was a discussion on consolidating future minutes in the passive voice. Sue Marshall made a motion to adopt the minutes. The motion was seconded by David Roodberg. The minutes were approved unanimously by voice vote.

DHCD UPDATE

Polly Donaldson, DHCD

First, remarks on a terrific forum held earlier in the Day by City First on the Future of Affordable Housing Investment where many task force members and others in the field were in attendance. Director Donaldson recognized Jim Knight for his excellent job speaking on a panel and Susanne Slater for receiving an award.

Second, an update on Director Donaldson's trip to Chicago as convened by Enterprise to meet with the Housing Directors of the 8 high cost (high amenity) cities. Not only is it a great professional development experience but also an opportunity to affirm our efforts and acknowledge there is still more to do. Focus was on HPTF investments, homelessness, including our systems change, and preservation strategies and resources. The Director remarked that the next time this group is in town we might try and overlap with HPTF Advisory Board.

Finally, an update on the end of FY 18 including historic outputs from HPTF in excess of \$160 million. She also shared great first quarter closings already under way and noted preparations are already ongoing for FY 20. The Director shared the Mayor has formed what she's calling a Look Ahead Group to plan for a second term should she be elected and to look forward to public engagement on this in November and December.

LEGISLATIVE UPDATE

Danilo Pelletiere, DHCD

Danilo shared that as the Council approaches the end of their two-year legislative session there has been a flurry of bills and hearings. DHCD is tracking a bill on economic development and return on investment scheduled for October 30th. The bill requires the OCFO to list economic development and affordable housing projects and to report back on number of units, CBE requirements, local employment figures and other metrics. This bill covers HPTF and Preservation Funds.

PRESERVATION UPDATE

Ana Van Balen, DHCD

Ana shared that the Preservation Fund has officially been kicked off and the Department is in the process of finalizing three loans with the fund managers in Wards 1 and 4. She encouraged the Board to look for an announcement from Mayor Bowser in the near future.

Ana discussed the small building program, noting the program provides small grants to buildings between 5 and 20 units with affordability requirements to address health hazards. The fund is small at \$200K but the agency has received several applications with a mix of rental and co-ops that we're in the process of reviewing. There is a demonstrated interest and need in this program that helps to preserve naturally occurring affordable housing. She noted that interest increased when the program switched away from funding through HPTF.

Finally, she shared that we hope to be able to update on DOPA in the near future with a stakeholder meeting to be held before the end of the year for which we'll be sure to invite the board.

HOUSING PRODUCTION TRUST FUND UPDATE Erin Wilson, DHCD

Erin announced that we funded 25 projects in FY 18 with \$168 million in HPTF. This was the highest investment we've made in under 30% MFI since we can remember. Just this week alone we have 2 closings for the fiscal year. She provided figures on investments in each MFI group noting our ability to meet investment requirements can mean the difference between closing or not closing on a project in any given fiscal year.

Erin reported the FY 18 summer RFP closed on October 5th and the agency is in the process of reviewing applications and hopes to make announcements in early 2019.

The group discussed the ability for the fund to continue making such historic investments and it was noted that this group should advise on this notion.

WASHINGTON HOUSING INITIATIVE AJ Jackson, JBG Smith

AJ Jackson presented on the Washington Housing Initiative of JBG Smith and the Federal City Council. The Initiative was created to help build a model to bring private equity to affordable housing. The Initiative is made up of two vehicles: a Housing Conservancy, stewarded by FCC, and an impact pool by JBG Smith.

The conservancy would fund neighborhood services, not necessarily on site but near projects funded by the pool. It would also acquire and own real estate and sponsor bond activity.

The pool would provide secondary financing in the form of a junior mortgage. A financial return on a property would be capped and go back into the pool. If possible, the initiative would be replicated across the region but at least half of the investments of the pool would be made in DC proper.

Investments made under this initiative would focus importantly on location including census tracts that are likely to "gentrify" in the near future with the purpose of preserving affordability. A covenant would be placed on properties funded by the initiative.

A discussion ensued on the finer points of the Initiative noting its intent to be complimentary of existing efforts in this space and not to compete with nonprofit housing providers or the District. The Initiative noted their intent to close on the first property by the end of the year or first part of the new year.

The group discussed an interest in hearing at the next meeting about the Mayor's Look Ahead Group, the Mayor's trip to the National League of Cities City Summit, DOPA Stakeholder engagement efforts, and a request for a deeper dive into HPTF data.

Susanne Slater motioned to adjourn the meeting. The motion was seconded by Lakeeshia Fox. All voted in favor. The meeting was adjourned at 2:04pm.

**HOUSING PRODUCTION TRUST FUND ADVISORY BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, DECEMBER 20, 2018

12:30 pm

DHCD ROOM #318

WELCOME

Polly Donaldson, Director

The DHCD Housing Production Trust Fund Advisory Board convened in Room #318, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:35 pm, Polly Donaldson, Director, presiding.

Advisory Board Members Present:

Polly Donaldson

Lakeeshia Fox

Charles Lowery*

David J. Roodberg

Stan Jackson

Lynn French

Also present:

Danilo Pelletiere - DHCD Senior Advisor

Ana van Balen - DHCD Housing Preservation Officer

Jayla Johnson - DHCD Capitol City Fellow

Erin Wilson - DHCD DFD Deputy Manager

Reshma Holla - DHCD DFD Deputy Manager

Steven Brannum – DHCD DFD Project Manager

Andrea Wise – DHCD DFD Program Specialist

Joseph Knackstedt – DHCD DFD Project Manager

Allison Ladd, DHCD Deputy Director

Gwen Cofield - DHCD Communications Director

Richard Livingstone - DHCD Special Assistant

* present via telephone

MINUTES

Minutes for the October 25, 2018 HPTF meeting were reviewed. David Roodberg made a motion to adopt the minutes. The motion was seconded by Lakeeshia Fox. The minutes were approved unanimously by voice vote.

DHCD UPDATE

Polly Donaldson, DHCD

First, the Director acknowledged new board member Lynn French and congratulated her on her appointment by the Mayor and confirmation by the Council. Lynn introduced herself to the board noting she grew up in DC, spent time working for the Council, then on the Homestead Program at DHCD, and for Mayor Williams as the “homeless czar” where she was responsible for drafting the District’s first plan to end homelessness. She currently serves as Executive Director of Hope and a Home where she has been since 2010.

The Director took the opportunity as we come to a close of the Mayor’s first four-year term to reflect on our accomplishments, including the \$100 million HPTF commitment from Day 1. She noted there will be inauguration festivities on January 2nd along with other public events we will share with the Board.

It was announced that following the DC Auditor’s recommendation to complete a 3rd party audit, that we have done so for FY 16 and copies of the report were made available to the board and are posted online.

A discussion occurred in extension of previous meeting conversations about sharing our successes in these areas including investments, progress made since previous audits and reports, as well as deeper investments in the below 50% and below 30% income brackets for HPTF. A request for emphasis on local efforts, not just regional and national was made.

Tying into the success conversation, the Director shared further information on the Mayor’s Chairing of the Housing Task Force of the National League of Cities (NLC). Noting the task force’s work to identify best practices (what NLC calls city solutions of which DC will have many to provide) and develop actions at the state and federal level in support of housing investments. The first in-person meeting of the task force will occur on January 22nd, in conjunction with the US Conference of Mayors. In addition to this national effort, the Director shared updates on work occurring with the Metropolitan Washington Council of Governments (COG), the Greater Washington Partnership, and others.

LEGISLATIVE UPDATE

Danilo Pelletiere, DHCD

Danilo shared Council Period 22 ended on Tuesday. DHCD was tracking Ms. French’s appointment as well as a bill on economic development and return on investment that passed. The bill requires the OCFO to list economic development and affordable housing projects and to report back on number of units, CBE requirements, local employment figures and other metrics. This bill covers HPTF and Preservation Funds. All bills that did not pass during period 22 will have to be introduced a new in Council Period 23 starting in January. Danilo noted that if bill had a hearing in period 22 they can still pass with relative ease.

PRESERVATION UPDATE

Ana van Balen, DHCD

Ana shared that we successfully completed stakeholder engagement and pre-bid meetings with the community on the District Opportunity to Purchase Act (DOPA). She gave a presentation to the board on DOPA reminding the group that implementing DOPA was a recommendation of the Preservation Strike Force and we're pleased to have made good on the commitment this fall.

A discussion occurred on the operationalization of DOPA including funding, project qualifications including what DHCD has seen to date, prioritization of projects, and relationship to other DHCD initiatives.

Ana segued into updates on the Small Buildings Program and the Preservation Fund, both of which are up and operating and have numerous applications.

HOUSING PRODUCTION TRUST FUND UPDATE Erin Wilson, DHCD

Erin shared that we have had one additional closing since our last meeting, 555 E Street SW bringing the total investment in the first quarter of FY 19 to \$55.8 million. She shared information on additional projects we're tracking closing for in FY 19 and 20.

Erin also shared that we have six applications for the Oramenta Newsome Fund, grants for predevelopment financing in the amount of \$100,000 She noted all of these projects are also requesting funding from HPTF and that we intend to announce new projects this winter.

Erin took the opportunity to congratulate members of the Development Finance Division team who work hard day in and day out shepherding projects including project managers Steven Brannum, Andrea Wise, and Joseph Knackstedt who were in attendance at the meeting but also the six additional team members not here today.

The group discussed how to accommodate continued requests for a smaller fund balance. It was noted that with the development of the preservation fund we would expect less Tenant Opportunity to Purchase Act (TOPA) deals to be financed with HPTF.

OFFICE TO AFFORDABLE HOUSING TASK FORCE Allison Ladd, Deputy Director

Deputy Director Ladd shared the work of the agency on the Office to Affordable Housing Task Force on which she represents the agency and Chairs a subcommittee on finance. She shared that the task force was created by Council, Chaired by the office of the Deputy Mayor for Planning and Economic Development (DMPED), with nine members, plus representatives from DMPED, the Office of Planning, the Office of Zoning, and DHCD.

The task force has three statutory goals; 1) to assess the feasibility of office to affordable housing conversion; 2) to recommend policy changes to facilitate such conversions; and 3) to note costs associated with conversions and the furtherance of the goal to create affordable housing. The task force started in October and will end in February having published a report on their findings.

David Roodberg motioned to adjourn the meeting. The motion was seconded by Lakeeshia Fox. All voted in favor. The meeting was adjourned at 1:50pm.

**HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, FEBRUARY 28, 2019
2:00 pm
DHCD HOUSING RESOURCE CENTER

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Board convened in the Housing Resource Center, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 2:07 pm, Susan Slater, Chairperson, presiding.

Board Members Present:

Lakeeshia Fox*
Lynn French
Stan Jackson
Jim Knight
Charles Lowery
David Roodberg
Susanne Slater

Also present:

Tsega Bekele – DHCD Deputy Chief of Staff
Gwen Cofield - DHCD Communications Director
Reshma Holla – DHCD DFD Deputy Manager
Richard Livingstone - DHCD Special Assistant
Danilo Pelletiere - DHCD Senior Advisor
Ana van Balen - DHCD Housing Preservation Officer
Erin Wilson - DHCD DFD Deputy Manager

* present via telephone

MINUTES

Minutes for the December 20, 2018 HPTF meeting were reviewed. Stan Jackson made a motion to adopt the minutes. The motion was seconded by David Roodberg. The minutes were approved unanimously by voice vote, Susanne Slater abstained, Lynn French not present not voting.

HOUSING PRODUCTION TRUST FUND UPDATE Erin Wilson, DHCD

Erin shared that there have been no additional closings since the last time the board met in December 2018. She shared the HPTF FY19 Closings and Pipeline report drawing the boards attention to the \$100,000 Oramenta Newsome loans.

Erin updated the board on DHCD efforts to update the 2019 Qualified Allocation Plan (QAP), noting we're on a schedule to revise the QAP every two years. The last revision was in 2017 and this year's revision is scheduled to be finalized by the end of May. She invited the board to a forum next Thursday from 10:30 to noon where DHCD will conduct structured feedback for stakeholders from the community, development community, advocates and whomever would like to provide feedback on the existing QAP and what from the user's perspective should be changed. Erin shared this is the first step in a formal process which will include a public comment period before May.

There was some discussion amongst the board about whether the group should formally provide recommendations to the QAP. The board agreed to schedule an organizing call where they will brainstorm recommendations and to set aside time at a future meeting to formally discuss those recommendations.

Erin shared the 3rd Quarter Housing Production Trust Fund Report with the board and told them to expect the 4th Quarter report imminently. As we are back on a more regular schedule with these and our annual reports, we will share a rough schedule with the board next month.

DHCD UPDATE Richard Livingstone, DHCD

Richard provided updates on behalf of Director Donaldson and shared that the Director apologizes for not making the meeting after getting called away to meetings in the Wilson Building.

Richard previewed the Director's testimony before Council tomorrow noting some FY 18 accomplishments including:

- \$167 Million in HPTF
- 2,000 affordable homes produced or preserved
- 40th Anniversary of HPAP with 7,7000 loans
- \$40 million Preservation Fund resulting in over 700 units of preserved affordable housing
- 200 Units of IZ & 800 since the program's inception

Richard also shared an update on the National League of Cities Housing Task Force noting a successful in person meeting in January resulting in five priority identifications (which are also written up in a Press Release following the meeting we will share) including:

1. Think Regionally
2. Plan Holistically
3. Consider Local Policy Levers

4. Be Community-Focus
5. Form Alliances
6. Build Partnerships
7. Create a Tool Kit

The next convening of the Task Force will occur at the National League of Cities Congressional Cities Conference here on March 11th and we look forward to updating the board next month.

LEGISLATIVE UPDATE

Danilo Pelletiere, DHCD

Danilo shared copies of legislation that has been introduced on behalf of the agency including the 1) Low Income Housing Tax Credit TOPA Exemption for Transfers of Interest Act of 2019; and 2) District's Opportunity to Purchase Act (DOPA) Clarification Amendment Act of 2019. He asked the board to take a look and provide any feedback to the agency. For TOPA, he noted our intent is to address concerns of the community. As it relates to DOPA, he noted that the legislation clarifies the way the program is structured, including defining an affordable unit among other things. We can discuss further at the next board meeting.

PRESERVATION UPDATE

Ana van Balen, DHCD

Ana announced that we have closed on 2 additional loans for the Preservation Fund. The most recent closing also happened to be the first for fund manager CIP and the largest loan with over 272 units. We've closed five loans in total with another 3 loans pending.

There was a discussion on early feedback for the fund including the economic profile of projects that might not fit the fund requirements. Ana expressed a willingness to collect feedback and see if there's a way to adjust in the future.

Ana also announced that we closed the RFP for pre-qualified developers and we hope to announce the pool soon. She noted that we will conduct another RFP next year to bring on other qualified developers and that the pool can change over time.

COMMUNICATIONS UPDATE

Gwen Cofield, DHCD

Following requests from previous board meetings to communicate the good work of the agency in stewarding the Housing Production Trust Fund, Gwen Cofield came to highlight the agency's communications strategy, including showing videos her office created to showcase DHCD clients and programs around Valentines Day. She encouraged board members to follow DHCD on Twitter, Facebook and Instagram, and sign up for our newsletter.

The board discussed a need to ensure messaging that was understandable to the right audience and focused on how to find housing.

David Roodberg motioned to adjourn the meeting. The motion was seconded by Charles Lowery. All voted in favor, Lakeeshia Fox not present not voting. The meeting was adjourned at 2:05pm.

**HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, MAY 16, 2019
12:30 pm
DHCD HOUSING RESOURCE CENTER

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Board convened in the Housing Resource Center, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:36 pm, Susan Slater, Chairperson, presiding.

Board Members Present:

Lakeeshia Fox*
Charles Lowery
Susanne Slater

Also present:

Polly Donaldson – DHCD Director
Tsega Bekele – DHCD Deputy Chief of Staff
Reshma Holla – DHCD DFD Deputy Manager
Richard Livingstone - DHCD Special Assistant
Danilo Pelletiere - DHCD Senior Advisor
Ana van Balen - DHCD Housing Preservation Officer
Erin Wilson - DHCD DFD Deputy Manager
Anna Scallett – DHCD DFD Project Manager
Joe Knackstedt – DHCD DFD Project Manager
Steven Brannum – DHCD DFD Project Manager
Dr. Prince – Empower DC
Zoe – NCRC
Bruce Mitchell – NCRC
Jason Richardson – NCRC
Ryan Hand – OP
Jamie Chandler – OP

* present via telephone

MINUTES

Minutes for the February 28, 2019 HPTF meeting were reviewed. Charles Lowery made a motion to adopt the minutes. The motion was seconded by Susanne Slater. The minutes were approved unanimously by voice vote.

DHCD UPDATE

Polly Donaldson, Director

Director Donaldson began her update by discussing the Mayor's Proposed FY 20 budget to include: \$30M in HPTF, \$15M in Preservation, and \$20M in a Workforce Housing Fund; all to be covered by increases in deed and recordation taxes for commercial properties. She shared that the Council considered Mayor's budget and cut it in the first vote and that a second vote would occur on the 28th.

Related to the budget, Danilo shared that there's an update to HPTF included in the Budget Support Act (BSA). The buckets would change to 50% below 30 AMI, 40% below 50 AMI and 10% below 90 AMI. The BSA Funds the Economic Return on Investment Accountability Act as well; this includes HPTF but also our land dispositions, etc. DHCD is actively following the budget including the BSA.

Danilo shared that a hearing on the HPTF Amendment Transparency Act has been scheduled for May 30th. He shared concerns the agency has with the bill as written. Director Donaldson described outreach efforts to Council to help them understand our selection process and of course will be testifying on the bill.

Director Donaldson provided an update on the Mayor's Order on Housing, including goals on increasing supply. She noted OP is planning a housing systems analysis that when complete we'll ask OP to present to the board.

Finally, Director Donaldson shared the latest on Mayor Bowser's Chairing of the National League of Cities Housing Task Force. That the Task Force was preparing recommendations on best practices including federal strategy/agenda that would rejuvenate the federal role in housing. The Report is scheduled to be issued by the end of June with an event the second week in July where the Board will of course be invited.

NCRC Presentation

Jason Richardson, Director of Research

The National Community Reinvestment Coalition (NCRC) gave a presentation on their Study: Gentrification And Cultural Displacement Most Intense In America's Largest Cities, And Absent From Many Others. The report was released in early March.

NCRC is a national organization with 600 local and regional members. They were motivated to conduct this study because a number of their membership were coming to NCRC with observations on gentrification.

Notable findings from the study which carefully define gentrification and how it's measured; noted that DC has the highest intensity with 154 neighborhood that were eligible for gentrification and 62 (or 40% of those) neighborhoods gentrifying. 33 of these neighborhoods experienced cultural displacement as defined by the study.

The Board and DHCD staff engaged in active questioning of NCRC staff on the presentation.

HOUSING PRODUCTION TRUST FUND UPDATE Erin Wilson, DHCD

Erin shared that there have been a few closings since the last meeting (Stanton Square, Petworth Station and Hunter Place) with nearly \$78M in HPTF obligated for FY19 to date and that they were working to underwrite the 11 projects selected in the last round.

She also shared that the team is working to finalize the next NOFA (and QAP at the same time) including working with the Office of Planning on economic opportunity points for location of proposed projects. The team is considering looking at where market rate units are coming online and encouraging affordable development in those areas. For example, prioritizing census tracks where a certain number of units were proposed to come online say 1,000 new units or 3,000 new units.

The board engaged in a discussion on what the new AMI target goals would look like with the pipeline and what kind of subsidy would be required to meet the 50% under 30AMI goal in earnest.

LEGISLATIVE UPDATE Danilo Pelletiere, DHCD

Danilo shared that all of his updates were inadvertently provided during the Director's update as they related most to the budget.

Charles Lowery motioned to adjourn the meeting. The motion was seconded by Susanne Slater. All voted in favor, Lakeeshia Fox not present not voting. The meeting was adjourned at 1:59pm.

**HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, JUNE 20, 2019
12:30 pm
DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Board convened in the Housing Resource Center, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:35 pm, Susan Slater, Chairperson, presiding.

Board Members Present:

David Roodberg
Susanne Slater
Jim Knight*
Lynn French
Stan Jackson
Sue Marshall

Also present:

Polly Donaldson – DHCD Director
Tsega Bekele – DHCD Deputy Chief of Staff
Reshma Holla – DHCD DFD Deputy Manager
Danilo Pelletiere - DHCD Senior Advisor
Erin Wilson - DHCD DFD Deputy Manager
Sakina Kahn – OP Deputy Director
Malaika Schriener – OP Chief of Staff
Mekdy Alemayehu – OP Communications Officer
Andrew Trueblood OP Director
Anna Scalett – DHCD DFD Project Manager
Joe Knackstedt – DHCD DFD Project Manager
Andrea Wise – DHCD DFD Project Manager

* present via telephone

MINUTES

Minutes from the May meeting were unavailable for vote.

DHCD UPDATE

Polly Donaldson, Director

Director Donaldson gave update and context to upcoming DC Council hearings on HPTF. She also gave an update on the 2019 Qualified Allocation Plan and Summer 2019 HPTF NOFA. The QAP public hearing took place on June 18th and comments are still being collected. The NOFA will be issued on June 28th.

HOUSING FRAMEWORK FOR EQUITY AND GROWTH PRESENTATION

**Andrew Trueblood, Director
Office of Planning**

Director Trueblood presented on the Housing Framework for Equity and Growth.

The board engaged in a discussion on the framework including how housing is a system and impacts other aspects of life like schools, transportation, and civic infrastructure.

Related, Directors Donaldson and Trueblood connected the Urban Land Institute Advisory Services Panel work as a first step to understanding barriers and moving to create more affordable housing west of Rock Creek Park.

HOUSING PRODUCTION TRUST FUND UPDATE

Erin Wilson, DHCD

Erin provide an update on the pipeline of DFD projects and the Oramenta Newsome Loan Fund. In FY 19, HPTF closings are projected to be about \$162M. The Fund balance has been obligated as we have gotten money out the door, per our mandate from Mayor Bowser.

Regarding the Budget Support Act amendment changing the HPTF statutory “buckets”, it was noted the difficulty in achieving 50% below 30 AMI for a number of factors including the subsidy needed and the population income requirements.

LEGISLATIVE UPDATE

Danilo Pelletiere, DHCD

There was no additional information on legislation to share at this time.

There was a motion to adjourn that was properly seconded. All voted in favor. The meeting was adjourned at 2:00pm.

**HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, JULY 18, 2019
12:30 pm
DHCD ROOM #318

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Board convened in the Housing Resource Center, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:35 pm, Susan Slater, Chairperson, presiding.

Board Members Present:

Charles Lowery
Susanne Slater
Jim Knight*
Lynn French
Stan Jackson

Also present:

Polly Donaldson – DHCD Director
Tsega Bekele – DHCD Deputy Chief of Staff
Reshma Holla – DHCD DFD Deputy Manager
Richard Livingstone - DHCD Special Assistant
Danilo Pelletiere - DHCD Senior Advisor
Erin Wilson - DHCD DFD Deputy Manager

* present via telephone

MINUTES

Minutes from the May and June meetings respectively were unavailable for vote. Board staff agreed to have minutes for all previous meetings at the next monthly meeting.

DHCD UPDATE

Polly Donaldson, Director

Director Donaldson began her update by discussing the HPTF hearing at Council last week. The Board noted their engagement on the issue as well.

The Director shared the final NLC report highlighting a few best practices in the report including DC's case study on preservation. She noted that there are larger IZ requirements in other cities and there's a call for a robust national agenda on housing.

She noted we celebrated the closing of Worthington Woods with 394 units preserved bringing the total number of units preserved through the fund in just its first 8 months to over 1,000 units. With the latest round of preservation fund dollars, we now have twin \$100M funds.

With FY 18 and FY 19 funds allocated to fund managers, they're already largely spoken for. An RFA will go out for a new fund manager shortly and then FY20 funds will be available for preservation.

The Director shared the week-long consultation we did with the Urban Land Institute and their Advisory Services Panel. Draft recommendations were released the previous Friday and a final presentation will be made at the ULI Fall Meeting.

Director Donaldson shared that in continuation of her regional work that her and Director Trueblood will be attending the COG Board Retreat. At the retreat they'll be discussing targets for achieving additional amount of housing across the income spectrum, noting DC already has it's goal for 36,000 new units, 12,000 of which will be affordable.

Finally, she shared that we were planning a NYC Housing Leadership Trip with the Deputy Mayor, HFA, DCHA, and OP. We look forward to learning about how they're financing repair of public housing and other innovative financing and governing mechanisms broadly.

HOUSING PRODUCTION TRUST FUND UPDATE

Erin Wilson, DHCD

Erin shared the 2019 RFP was released on June 28th and will be due on September 18th. An orientation will be held on July 25th at 10am to work through changes and answer questions. Related, the final QAP for LIHTC was also released on June 28th.

She noted that the first closing of the Oramenta Newsome Predevelopment Loan Fund occurred with Jubilee Kalorama.

The board discussed the pipeline in light of essentially obligating the entire fund from previous FY.

LEGISLATIVE UPDATE

Danilo Pelletiere, DHCD

Danilo shared that we've been working with DHS to look at changes in PSH and those changes will be shared at the RFP orientation.

He highlighted three pieces of legislation we're following related to HPTF including HPTF Transparency, DOPA, and TOPA.

Charles Lowery motioned to adjourn the meeting. The motion was seconded by Stan Jackson. All voted in favor. The meeting was adjourned at 1:40pm.

**HOUSING PRODUCTION TRUST FUND BOARD
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

MEETING MINUTES

THURSDAY, SEPTEMBER 19, 2019
12:30 pm
DHCD HOUSING RESOURCE CENTER

WELCOME

Susanne Slater, Chairperson

The DHCD Housing Production Trust Fund Board convened in the Housing Resource Center, 1800 Martin Luther King Jr. Ave. SE, Washington, DC., pursuant to notice at 12:35 pm, Susan Slater, Chairperson, presiding.

Board Members Present:

Charles Lowery
Susanne Slater
Jim Knight
Lynn French
Stan Jackson

Also present:

Polly Donaldson – DHCD Director
Tsega Bekele – DHCD Deputy Chief of Staff
Reshma Holla – DHCD DFD Deputy Manager*
Richard Livingstone - DHCD Special Assistant
Erin Wilson - DHCD DFD Deputy Manager
Anna Scallet – DHCD DFD Project Manager
Andrea Wise – DHCD DFD Project Manager
Sheila Miller – DHCD Deputy Director – Programs
Ana van Balen – DHCD Housing Preservation Officer

* present via telephone

MINUTES

Minutes for the May 2019, June 2019, and July 2019 meeting were reviewed in order. Charles Lowery moved to approve the May 2019 Minutes. The motion was seconded by Susanna Slater. The minutes were approved by voice vote with Stan Jackson abstaining, Lynn French not present not voting. Stan Jackson moved to approve the June 2019 Minutes. The motion was seconded by Jim Knight. The minutes were approved unanimously, Lynn French not present not voting. Charles moved to approve the July 2019 Minutes. The motion was seconded by Stan Jackson. The minutes were approved unanimously, Lynn French, not present not voting.

DHCD UPDATE

Polly Donaldson, Director

Director Donaldson made staff announcements following the departure for former DHCD Deputy Director Allison Ladd. Sheila Miller is joining DHCD from private practice and the Housing Finance Agency Board as Deputy Director for Programs. Chief Administrative Officer Drew Hubbard is now serving as Deputy Director for Operations, Michael Smalls will serve as Interim Chief Administrative Officer. Tsega Bekele is Interim Chief of Staff and Richard Livingstone is Interim Deputy Chief of Staff and Comms Director.

Director Donaldson recapped the Housing Leaders trip to NYC to discuss NYC 2.0 and structure including coordinating on underwriting. She was joined on the trip by Interim Deputy Mayor for Planning and Economic Development John Falcicchio, Housing Finance Agency Executive Director Todd Lee, Housing Authority Executive Director Tyrone Garrett and other district officials.

Director Donaldson shared information on the upcoming Community Conversation on Housing stemming from the Housing Framework for Equity and Growth activities being undertaken by the Office of Planning (OP) and DHCD as a result of the Mayor's Order on Housing. She encouraged board members to attend the event on Saturday, September 21st where they can hear the results of the survey we recently conducted with OP on the equitable distribution of affordable housing, noting we received over 2700 responses.

Director Donaldson shared that the Low Income Housing Tax Credit TOPA Exemption for Transfers of Interest Act of 2019, Bill 23-0074, is scheduled for a hearing on October 2nd and promised to share the hearing announcement.

The board engaged in conversation and inquiries on these updates including inquiring about how the Director's panel with Fannie Mae and the Urban Institute went earlier in the week.

HOUSING PRODUCTION TRUST FUND UPDATE

Erin Wilson, DHCD

Erin shared we're quickly approaching the end of the fiscal year and reported on our efforts this fiscal year to meet the statutory requirements of the fund. She reported that (with a few closings still to come) we've spent \$122M across 15 projects for a total of 973 units of affordable housing produced. Erin noted that while this number is smaller than last fiscal year it's to be expected as we have obligated the entirety of the trust fund balance and beginning in FY 20 will rely only on new allocations by FY which for FY 20 is \$116M.

The board discussed the challenges and realities of operating the fund only on new budget authority by FY including that there's really two forms of success to be celebrated here: one on the

agency's ability to obligate the fund and get money out the door; and two the development communities ability to have strong projects in need of gap financing to create a true pipeline of projects.

PRESERVATION UPDATE

Ana van Balen

Ana shared that \$50M in preservation fund loans have been dispersed to date with 12 loans closed (of which 9 were TOPA transactions). These loans account for 1,185 units with 1,148 affordable at or below 80% MFI (with most below 50%).

With regards to take out financing, we are tracking whether take out is contemplated with HPTF, which it is for 11 out of the 12 loans. Of those, 2 have been awarded so far with others planning to apply in future RFP rounds. Many of these projects are also using tax credits.

She shared that the \$10M in FY 20 appropriations are out in a Request for Applications for a fund manager.

Ana shared the Department is relaunching the Small Buildings Program in the next 2 weeks with \$1M in funding available. She reminded the group that the program was initially a pilot, focused on code violations. The program has changed to no longer require code violations but will still cover critical repairs. This can be a helpful program for LECs and CoOps as owners cannot own more than 3 buildings to qualify.

The board engaged in discussions on market evolution, including the pros and cons of having such amazing tools for both production and preservation. Additionally, they brainstormed take out options aside from HPTF and additional leverage opportunities for rehab, including a state tax credit.

LEGISLATIVE UPDATE

Polly Donaldson, DHCD

The legislative update was provided earlier in the meeting by Director Donaldson in the absence of Danilo Pelletiere who she shared was presenting to the city of Minneapolis at their request on the Tenant Opportunity to Purchase Act (TOPA).

Charles Lowery motioned to adjourn the meeting. The motion was seconded by Lynn Frnech. All voted in favor. The meeting was adjourned at 1:45pm.

Question 36. Please provide a list of any training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the number of agency employees that were trained, the names of the trainers and the total cost of each, if a procurement was made, the name of the contractor and the basis for the non-competitive award, if applicable.

Response:

Subject of the Training Program	Number of Employees Trained	Training Facilitator	Total Cost of the Program
Essentials of Front Desk Safety and Security	12	Angela Nottingham, DHCD	No cost
See Something, Say Something, Active Shooter Training	141	Jaime Yarussi, OIG	No cost
Ethics Training-Expectations for Grantees	137	Officer Joseph Brown, DGS	No cost
Davis Bacon Training	22	Sulma Khalid, OGC	No cost
	11	Benjamin Searles, Department of Labor	No cost
Business Grammar Tips, Tricks and Techniques	9	Angela Nottingham, DHCD	No cost
Handling Confrontational Customers	11	Angela Nottingham, DHCD	No cost
Performance Management	17	Philip Mancini, DCHR	No cost
E-Invoicing	20	Victoria Linder-OCFO	No cost
Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions	10	Lesley Edmond, OPM	No cost
LIHTC Training Webinr	23	Novogradac	\$110.00
Principles of LIHTC of LIHTC Eligible Basis Webinar	19	Novogradac	\$135.00
Fair Housng	18	Sonia Gutierrez, OPM	No cost
Cybersecurity Training	132	Online Mandatory	,No cost
Sexual Harassment Training	128	Edmonds, Nottingham, Smalls	No cost