



Department of Housing and Community Development (DHCD) – DBO

Michael Kelly, Director
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Washington, DC 20020
(202) 442-7200
<http://dhcd.dc.gov/>

Central Purpose

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.

DHCD is committed to:

- Preserving and increasing the supply of quality affordable housing;
- Increasing homeownership opportunities; and
- Revitalizing neighborhoods, promoting community development, and providing economic opportunities.

Key Facts

Programmatic

- Twelve (12) programs and services (7 additional to include; Office of the Director, Office of the Deputy Director, Office of the General Counsel, Budget Office, Office of Communications and Community Outreach, Administrative Services and Information and Technology).
- Funding sources include federal and local dollars
- Fifty (50) development projects currently in the pipeline consisting of 3,767 units of affordable housing requesting \$ 236,487,428
- Releases the annual Notice of Funding Availability in the spring (April 2015)

Goals/Performance Measures

- DFD funded 1230 units of special needs housing exceeding its goal of 300
- DFD funded 237 units under the tenant opportunity to purchase exceeding its goal of 100 units
- RCSD received 631 applications HPAP applications exceeding its goal of 544
- PADD acquired 10 properties in 2014 exceeding is goal of 3

- IZ Programs conducted 100% of its lotteries within the 17 prescribed calendar days from the date of availability exceeding the goal of 95%

Programs/Services

DHCD's fundamental activities consist of financial operations, program delivery, administration of regulations, and support of the independent Rental Housing Commission. The specific strategic objectives that DHCD focuses on to stimulate economic development and spur the dream of home ownership in underserved communities include: (1) Preserve and increase the supply of quality affordable housing throughout DC, (2) Increase homeownership opportunities to residents of low and moderate income households, and (3) revitalization of D.C. neighborhoods by promoting community development that embraces economic opportunities for local businesses. DHCD creates and preserves affordable housing by providing low-cost gap financing and subsidies for single family residential rehabilitation and multi-family construction projects to garner affordable rental and homeownership opportunities throughout the city. DHCD also leverages appropriated local and federal funding to help finance community facilities, acquire property, and administer disposition activities for vacant and abandoned properties to help stabilize D.C. neighborhoods. DHCD partners with community based organizations city wide to implement residential and community services that include homeownership assistance programs, housing counseling services, storefront façade improvement initiatives, and small business technical assistance services. In addition, DHCD administers the rental housing regulations that govern condominium and cooperative conversions, rent control, inclusionary zoning, and affordable dwelling unit programs. The Affordable Housing Locator is also a service of DHCD and is available online at dchousingsearch.org. All of

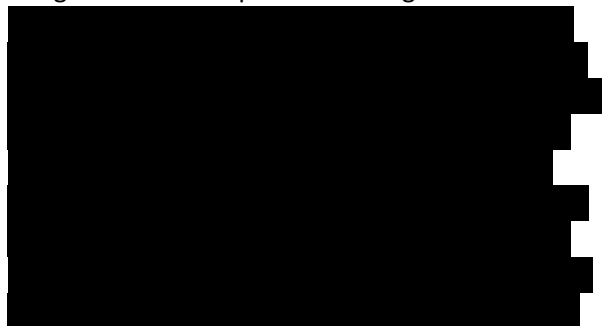
these programs and services can be accessed through DHCD's Housing Resource Center located in the Historic Anacostia neighborhood in Ward 8.

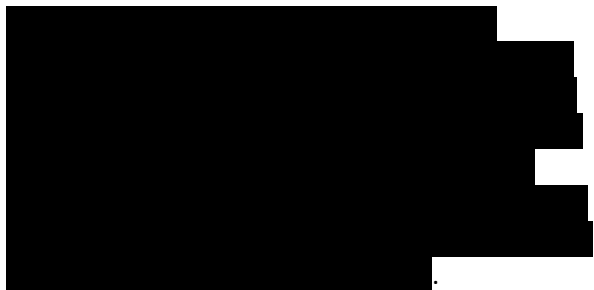
- Residential And Community Service Programs – DHCD works through our community-based organizations to provide the following services:
 - *Facade Improvement*: Develops storefront façade improvements in low/moderate income areas.
 - *Small Business Technical Assistance*: Provides technical assistance and training for small businesses.
 - *Housing Counseling Services*: Trains and counsels residents on pre-purchase, foreclosure prevention or mitigation, credit counseling, home/budget management, homebuyers clubs, relocation, and provide tenant education.
 - *Home Purchase Assistance Program*: Provides an opportunity for low to moderate income District residents to become first-time homebuyers with interest free loans and grants towards acquisition and closing costs. Eligible DC government employees may also receive assistance from the Negotiated Employee Assistance Home Purchase Program or Employer-Assisted Housing Program.
 - *Lead Safe Washington Program*: Funds the identification and control of lead-based paint hazards in eligible single and multi-family properties.
 - *Single Family Residential Rehabilitation Program*: Provides loans and grants for home repairs for DC building code violations, remove threats to health and safety, including lead- based paint hazards and remove barriers to accessibility for persons with mobility or other physical impairments.
- Development Finance Division – Funds the development of rental, homeownership and community facility projects.
- Property Acquisition and Disposition Division – Stabilizes neighborhoods by acquiring abandoned residences and lots to transform them into affordable and market rate rental and homeownership opportunities for DC residents.

- Housing Regulation Administration
 - *Inclusionary Zoning Affordable Housing Program* – Creates mixed income neighborhoods by exchanging affordable housing units for bonus density. Monitors and enforces Affordable Dwelling Units throughout the city.
 - *Rental Accommodation Division* – Administers the rent control program, and processes eviction notices and applications.
 - Rental Conversion and Sale Division – Regulates the formation and registration of condos or cooperatives. Handles the Tenant Opportunity to Purchase Act (TOPA) as well as District Opportunity to Purchase Act (DOPA).
 - Housing Provider Ombudsman – resource for small housing providers to apprise them of the District of Columbia's housing laws.
 - Housing Resource Center – a one-stop information center to stakeholders and conducts meetings and training sessions for residents. Community Based Organizations, the Advisory Neighborhood Commissions, and private groups utilize the HRC to conduct training, information sessions and meetings. University Legal Services maintains an office in the facility and provides free counseling services to homeowners, homebuyers and tenants on various topics.

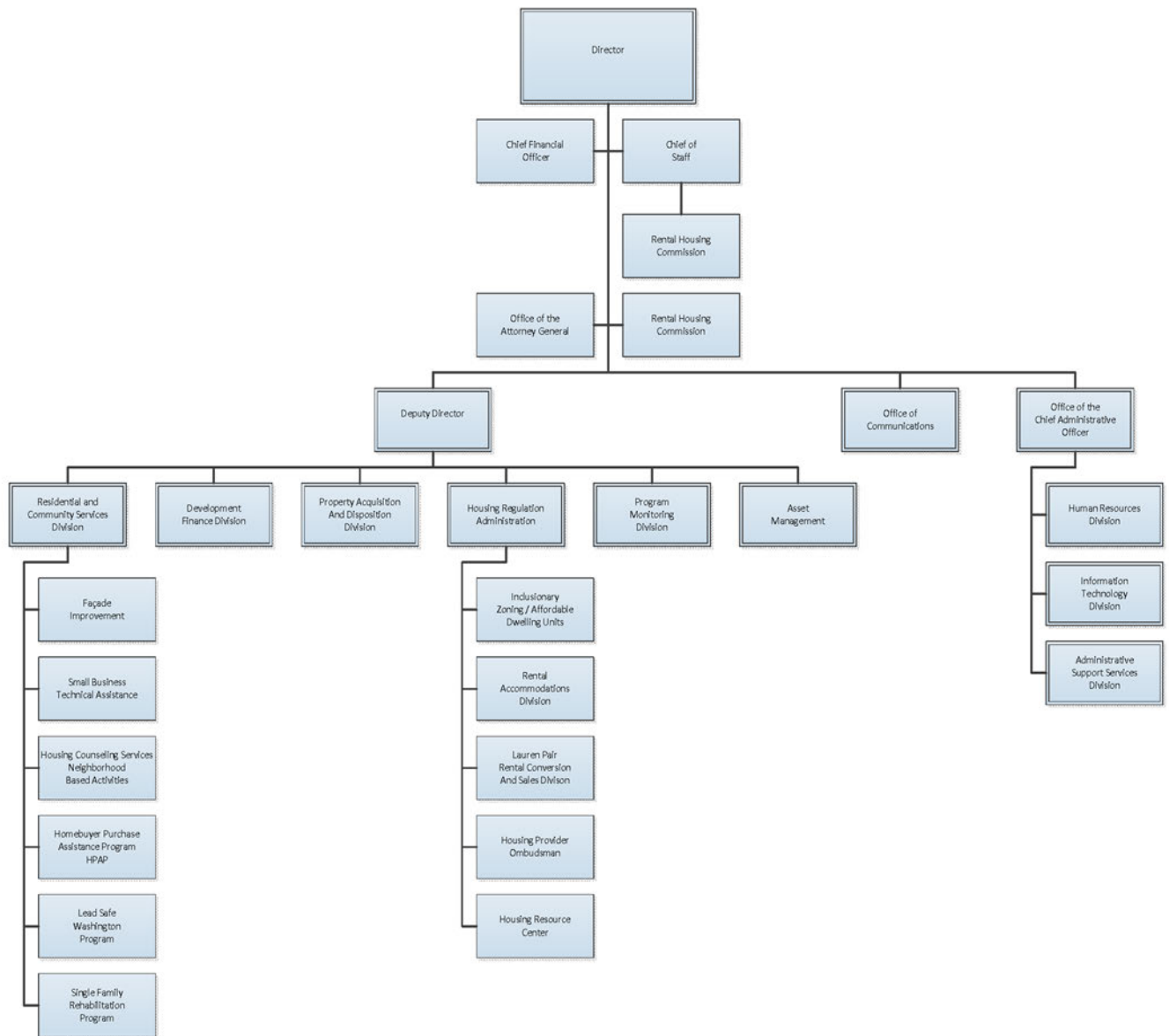
First Quarter CY2015 Hot Button Issue(s)

- Asset Management Solicitation - DHCD is seeking to strengthen its asset management and loan servicing oversight through the procurement of a third-party asset management vendor. The selected vendor is expected to aid the department in the development of loan mitigation and compliance oversight.





Organization Chart



Boards and Commissions relevant to the agency (if any)

Board Name	Name of Chairperson	No. of Members
Housing Production Trust Fund Board of Trustees	David Bowers, Enterprise Foundation	Nine (9), including chairman
Board for the Condemnation of Insanitary Buildings (BCIB)	Jatinder Khokhar, DCRA	Seven (7), including Chairman
Rental Housing Commission (RHC)	Peter Szegedy-Maszak	Three (3), including Chairman

Budget FY2015

Total Budget	\$ 196,865,670
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No. of Employees

Current No. of FTEs	140
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Union Representation

Union(s)	Union Representative	No. of Members
American Federation of Government Employees (AFGE) Local 2725		98
American Federation of Government Employees, Local 1403		8

Facility Location(s)

Facility Name / ID	Address	Zip Code	Ward	Main Phone No.
DHCD Main Office	1800 Martin Luther King, Jr. Ave, SE	20020	8	(202) 442 – 7200

Key Projects/Initiatives

Project/Initiative Name	Brief Description	Delivery Date
Acquisition Loan Program (ALP)	DHCD is seeking to partner with lending institutions through a participation structure. The purpose of the participation structure is to leverage public/private resources to facilitate and support predevelopment and acquisition affordable housing activities. Interested lenders would have an opportunity to apply through a Request for Application (RFA) process.	March 2015
Neighborhood Revitalization Loan Program (NRLP)	DHCD is seeking to partner with lending institutions through a participation structure. The purpose of the participation structure is to leverage public/private resources to facilitate and support small business lending activities in selected corridors. Interested lenders would have an opportunity to apply through a Request for Application (RFA) process.	March 2015

Capital Program(s)

Project Name	Budget ID	Funding Source	Project Budget	Current Balance	Delivery Date
N/A			\$	\$	

Important/Significant Dates

Event	Brief Description	Delivery Date
DC Housing Expo	This is an annual event spearheaded by DHCD and supported by other housing government agencies, non-profit and private partners. The purpose of this event is to provide an opportunity for residents to learn more about housing opportunities that are available to them, seniors to receive special attention and care in the area of housing and “aging-in-place” and small business owners to learn more about small business technical assistance and, façade improvements. Other activities that occur during the all-day event include giveaways, seminars, workshops, light refreshments, entertainment, demonstrations and much more.	June 2015
Tenant Opportunity to Purchase Act Training	These are regular trainings DHCD conduct with tenants all over the city to educate them on the TOPA process. Sometimes tenants request the training and other times the property owner requests the trainings to ensure they are compiling fully with the TOPA rules and regulations.	On-Going
Public Hearings	DHCD is required to conduct public hearings for its solicitations, Annual Action Plans, and other federal funded activity.	On-Going
Public Meetings	In an effort to keep engaged with the community and to fulfill federal requirements, DHCD hold public meetings to give its stakeholders and opportunity to weigh-in on solicitations, broadly express concerns about their community progression and needs, hear and engage on Housing Production Trust Fund budgeting, and the Department’s programs and services.	On-Going
Annual Reports	DHCD releases an annual report each fiscal year (October 1st to September 30th) highlighting the Department’s accomplishments, policy and procedure revisions, financials and overall performance. This publication is produced and published under the guidance of the DHCD Office of Communications and Community Outreach. FY 2012 Annual Report, can be seen here, http://dhcd.dc.gov/node/709422 . FY 2013 Annual Report, can be seen here, http://dhcd.dc.gov/node/927302 .	First Quarter of the Following Fiscal Year
Notice of Funding Availability	DHCD issues an annual consolidated Notice of Funding Availability (NOFA) every spring. DHCD issues the NOFA in partnership with the Department of Health (DOH), Department of Behavioral Health (DBH), Department of Human Services (DHS), DC Housing Finance Agency (DCHFA), and DC Housing Authority (DCHA). The NOFA is an opportunity for developers to submit proposals that outline development opportunities for senior housing, homeownership, mixed-income communities, transit-oriented development and new construction, and preservation of affordable housing units affected by expiring federal subsidies.	Opens in April and closes in June of each year

Event	Brief Description	Delivery Date
Consolidated Annual Action Plan	The Consolidated Annual Performance and Evaluation Report (CAPER) is a summary of the accomplishments. The CAPER consists of narrative statements which explain the progress made in carrying out the activities, and achieving the objectives and priorities set forth in the given fiscal year. It also describes the methods used to comply with federal regulations. The drafting of the CAPER is preceded by a series of public hearings to discuss plan and budgets to be submitted to the U.S. Department of Housing and Urban Development (HUD). We also hold several Community Needs Assessment Hearings to hear from residents, small business owners and community stakeholders about their housing and community development needs in their communities.	On-Going

Key Contracts

Project Name	Vendor Name	Total Contract Value	Contract Term
Asset Management	TBD	\$1,500,000.00 Estimated	TBD
Compliance and Audit Services	Chon Reznick, LLP	\$452,185.00	July 21, 2014 through July 20, 2015
Loan Services	Ameri National	\$1,963,621.72	April 16, 2014 through April 15, 2015
Independent Audit, Accounting, & Compliance Technical Assistance	TBD	\$500,000.00 Estimated	TBD
Property Management Operations Services to the Park Southern Apartments	Vesta Management Corporation	\$102,000.00	August 30, 2014 through August 29, 2015
DHCD Communication and Marketing Support	TBD`	\$300,000.00 Estimated	TBD
Underwriting Support	Urban Ventures, Inc.	\$182,070.00	September 13, 2014 through September 12, 2014
Documents Retrieval System	Document System, Inc.	\$207,209.00	July 22, 2014 through July 21, 2014
DC property Listing and Auctioneering Services	Alex Coopers Auctioneers	\$248,750.00	March 22, 2014 through March 21, 2015
Property Acquisition and Disposition Division Super- vendor	TBD	\$300,000.00 Estimated	TBD
Lease and Maintenance for Copiers	Xerox Corp	\$125,000.00	October 1, 2014 through September 30, 2015
Integrated Systems Furniture	TBD	\$800,000.00	TBD

Key Agreement(s) / Memorandum(s) of Understanding

Project Name	Brief Description	Agreement Term
Office of the Administrative Hearings	Office of Administrative Hearings (OAH) agrees to conduct hearings and make decisions/rulings on cases set forth in accordance with the terms outline with: Condominium Act and Conversion Act.	Sept 2014 to Oct 2015
District of Columbia Housing Authority (DCHA)	District of Columbia Housing Authority (HA) HA will be working with Property Acquisition Disposition Division (PADD) to provide demolition and stabilization services	Sept 2014 to Oct 2015
Department of Human Resources	The Dept. of Human Resources has a MOU with the Agency to provide Employee Relations, Recruiting, Staffing Services, Classification and Compensation Services, etc.; Performance Management Services (ePerformance); Policy Development and Interpretation Services; and Workforce Development Administration	Sept 2014 to Oct 2015
DCHA	The District of Columbia Housing Authority (DCHA) has a MOU with DHCD to inspect, secure, stabilize, maintain, partially demolish, where necessary to stabilize and/or secure, and temporarily manage vacant and abandoned properties placed in DHCD's property inventory.	Sept 2014 to Oct 2015
University of the District of Columbia (UDC) Architectural Research Institute	The University of the District of Columbia (UDC) Architectural Research Institute has a MOU with DHCD with the Property Acquisition and Disposition Division (PADD). PADD needs to insure that the construction work performed by developers/contractors comply with DC Code.	Sept 2014 to Oct 2015
Office of Asian and Pacific Islander Affairs	Office of Asian and Pacific Islander Affairs (OAPIA) will provide community education and outreach on DHCD's programs and services to limited or non-English proficient (LEP/NEP) District residents or person who desire to reside in the District and to provide to OAPIA that will support translation, interpretation, printing, and other related outreach services	Sept 2014 to Oct 2015
UDC	University of the District of Columbia (UDC) working with DHCD's Lead Safe Washington Program (LSWP). UDC will provide certified Lead Based Paint Workers courses to no less than 20 District residents over a 3 year period for DHCD's LSW Program.	Sept 2014 to Oct 2015
UDC	First Amendment concerning Architectural Research Inst. Provides a full set of architectural services to DHCD	Sept 2014 to Oct 2015

Project Name	Brief Description	Agreement Term
DCHA	Complete Construction at 454 N Street, NW to be sold as an affordable or workforce housing	Sept 2014 to Oct 2015
UDC	Provide inspections and monitoring services for all or most of the additional rehabilitation loans as DHCD deems necessary	Sept 2014 to Oct 2015

Grant(s) Awarded (or Pending Award) to Agency

Grant Name	Name of Grantor	Total Grant Amount	Current Grant Balance	Grant Expiration
Community Development Block Grant	U.S. Dept of Housing and Urban Development	\$ 13,970,469	\$ 0.00	Nov 2017
HOME Investment Partnerships	U.S. Dept of Housing and Urban Development	\$ 4,292,799	\$ 0.00	Nov 2017

Note: Grants pending receipt of Grant Award Letters

Active Litigation(s)

Project Name	Brief Description
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Consent Decree(s)

Project Name	Brief Description	Agreement Term
N/A		