

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**Housing Production Trust Fund Advisory Board**

**Meeting Highlights**

*(For more details, see Transcript)*

**Monday, December 1, 2014**

D.C. Department of Housing and Community Development (DHCD), Housing Resource Center.

**Meeting Participants:**

Board Members Present: David Bowers, Chairman; Jim Knight; David Roodberg; Sue Marshall; M. Craig Pascal; Stanley Jackson; Bob Pohlman; Oramenta Newsome (by telephone); and Michael Kelly, DHCD Director, *ex-officio*. Absent: Jacqueline Prior.

Other Participants: DHCD: Nathan Simms, Deputy Director; Beatrix Fields, Senior Legislative Specialist; Chris Dickersin-Prokopp, Strategic Policy Specialist; and Robert Hayden III, Risk Management Coordinator in the Portfolio Management Division. Presenter: David Tweedie, System Administrator, The Community Partnership for the Prevention of Homelessness (The Community Partnership).

See *Attachment (1)* for Copy of Sign-in Sheet.

**Agenda Items and Actions Taken:**

See *Attachment (2)* for copy of Meeting Agenda.

- I. Call to Order & Establish Quorum. The meeting was called to order at 10:03 A.M. and a quorum was established.
  
- II. Consider and Approval of Prior Meeting Summaries.  
The Board unanimously approved the November 3, 2014 Meeting Highlights, with a minor edit.

Meeting Highlights for November 18, 2013, December 16, 2013, and February 3, 2014 were tentatively approved subject to corrections to be provided to Ms. Beatrix Fields, DHCD, prior to the next meeting. The tentatively approved Meeting Highlights will be posted on the website and will be considered for approval at the January 2015 meeting. Once approved, the tentatively approved Meeting Highlights will be replaced by the approved Meeting Highlights.

*Tentatively Approved Meeting Highlights are on the DHCD website.*

- III. Discussion Item: Demand Side Leveraging Options: Follow-Up Review of Data Presentation by The Community Partnership for the Prevention of Homelessness. See *Attachment (3)*. As a follow-up to the November 2013 Demand Side data presentation for individuals, Mr. David Tweedie, The Community Partnership, presented the results of the report "VI-SPDAT/SPDAT Assessments by Income,

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Score and Recommended Housing Intervention” for families; and, as requested by the HPTF Advisory Board, income data for both homeless unaccompanied individuals (those who present without children) and homeless families.

**Individuals:** The Community Partnership assessed a total of 2,740 unaccompanied individuals from the D.C. Metro Region from 10/29/2013 to 11/23/2014. Of the 2,740 unaccompanied individuals assessed: 28% (776) were recommended for permanent supportive housing; 52% (1,413) were recommended for rapid rehousing; and 20% (551) were recommended for minimal intervention supports/affordable housing.

Connecting data to income:

- Overall: 39% of unaccompanied individuals earned \$0 monthly income; the average monthly reported earnings were \$514; and of the individuals with income, the average monthly earnings were \$920.
- 28% of unaccompanied individuals recommended for Permanent Supportive Housing earned an average monthly income of \$466 (\$835 for those who reported income);
- 52% of unaccompanied individuals recommended for Rapid Rehousing earned an average monthly income of \$527 (\$933 for those who reported income); and
- 20% of unaccompanied individuals recommended for Minimal Intervention Supports/affordable housing earned an average monthly income of \$547 (\$1,012 for those who reported income).

**Families:** A total of 897 homeless families were assessed in the D.C. Metro Region between 10/29/2013 to 11/23/2014. Of the 897 families assessed: 3% (24) were recommended for Permanent Supportive Housing; 36% (328) were recommended for Rapid Rehousing; and 61% (545) are recommended for Minimal Intervention Supports/affordable housing.

Regarding income: Overall, 5% of homeless families reported earning \$0 monthly income; and families reporting income most frequently earned TANF (averaging less than \$336 per family) and Food Stamps/SNAP (averaging less than \$367 per family).

- IV. Discussion Item: Advisory Board Identification of Key HPTF Matters for the New Mayoral Administration. Listed below are some of the issues identified by Board Members as matters to bring to the attention of the Bowser Transition Team. Chairman Bowers appointed Board Members Bob Pohlman and Jim Knight to review the recommendations, and any others subsequently provided, and develop a draft

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## Housing Production Trust Fund Advisory Board

response for Board Members to consider by the end of the following week, so that a final request may be submitted to the Housing Transition Committee by December 10, 2014. The Chair noted that there is a short turn-around time for the Transition committees to make recommendations. The Board agreed that it would like to discuss its recommendations with the Housing Transition Committee. Recommendation issues for consideration:

- A. *Fully Fund the HPTF at the Council Approved Annual Appropriation of at least \$100 Million.*
  - B. *Continue to explore Leveraging Options for the HPTF, such as the proposed Acquisition Loan Program (ALP).*
  - C. *Maintain the budget structure for the HPTF, which is an Enterprise Fund.*
  - D. *Continue the practice of Selecting Qualified Developers to meet affordable housing production goals.*
  - E. *Continue DHCD partnerships with the DC Housing Finance Agency pre-screening and bond financing.*
  - F. *Utilize the Consolidated RFP process at DHCD to develop permanent supportive housing (PSH) units with wrap-around supportive services.*
  - G. *Expand the discussion of how to include workforce development with affordable housing.*
  - H. *Ensure that the income targets of the HPTF Act are met to produce extremely low income (0-30% AMI) and very low income (31% to 50% AMI) housing.*
  - I. *Specify targeted goals for the types of low income housing units that are needed using HPTF dollars, in particular annual goals for PSH and Rapid Rehousing units.*
  - J. *Actively recruit more service provider organizations to combine resources in the Consolidated RFP.*
  - K. *Include Local Rent Supplement Program project/sponsor based dollars for the Consolidated RFP process in the District's annual budget..*
  - L. *Better coordination of government resources and ensure the roles of each in successfully serving the populations in need of affordable housing.*
- V. **DHCD: Leveraging Work Group Update.** Deputy Director Nathan Simms advised that the Leveraging Work Group met November 4, 2014, to discuss the treatment of vacant land and the Tenant Opportunity to Purchase Act. Great progress was made on both topics, especially regarding TOPA. There was also discussion regarding the need for an independent asset manager for the HPTF as well as lending to cooperatives. The next meeting of the Working Group is scheduled for December 4, 2014. With

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regard to the proposed Acquisition Loan Program, the agency anticipates issuing a Request for Proposals for participating lenders by June 2015.

VI. DHCD: Update on the Development Finance Project Pipeline. Mr. Chris Dickersin-Prokopp reported that there were 49 projects in the pipeline, with a total of 3,750 units (predevelopment, acquisition loan, rehabilitation, or new construction). Of the 49 projects in the pipeline, 12 projects are scheduled to close at the end of the calendar year and 33 projects are currently under construction. The 49 projects in the pipeline represent a DHCD funding request of \$249 million (50% of which are tentatively awarded, the remaining 50% have either received a firm conditional letter of commitment or are on the verge of closing.) In addition to the \$249 million, there is an additional \$3.6 million in 9% low income housing tax credits (LIHTC). Projected total development costs are \$820 million.

VII. DHCD: Update on the Performance of the HPTF Loan Portfolio and New Agency Asset Management Activities. Mr. Robert Hayden, III, of the Portfolio and Asset Management Division, reported that at the end of FY 2014, HPTF had \$337,677,625.58 in funds outstanding for 206 loans, and an average return on investment of 8%.

In reference to the outstanding percentages reported at the November 2014 HPTF meeting, Mr. Hayden clarified that the initial figure was reported at the full value of the loans, and not the installments, which would reduce the percentage by 40%-50% and is more in line with a reasonable outstanding balance.

Lastly, Mr. Hayden reported that the agency's Asset Management contract is with the Office of Contracts and Procurement and is in its final approval phase. The contract will be prepared for solicitation once it passes legal sufficiency.

VIII. Old Business.

A. *Status of Mayoral Nominations for Reappointment of Board Members.* Ms. Fields reported that on November 25, 2014, the Council Committee on Economic Development marked up the Board reappointments for Oramenta Newsome (PR20-1093), David Roodberg (PR20-1094), and Sue Marshall (PR20-1095). All three nominations were approved. These reappointments will be considered at the December 2, 2014, Committee of the Whole and Legislative Sessions.

The HPTF states that no member of the Board may serve more than two terms. With regard to David Bowers' (PR20-1096) reappointment

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nomination, the Council General Counsel ruled that Mr. Bowers had been approved to serve two terms, even though during one of the terms, Mr. Bowers was nominated for another term and as the Chair. He may holdover in the present position for up to 180 days or until another member is nominated and approved by the Council.

B. *Request for Favorable Tax Status for Newly Acquired Vacant Properties.* Ms. Fields advised that this preliminary item will require additional action by the Agency and/or the Board. The DC statute provides five exemptions to vacant tax designations (see *Attachment (4)* for more details). Through discussions with the General Counsel for the Department of Consumer and Regulatory Affairs (DCRA), it was concluded that the applicable exemption for projects in the proposed ALP or DHCD pipeline would be a special exemption from the Mayor. To impact all projects with vacant land, it was suggested that a Mayor's Order exempting certain DHCD funded vacant parcels, within parameters, may be the best option.

C. *Update on recent DC Council legislative actions related to the HPTF.*

1. Bill 20-708, "Housing Production Trust Fund Baseline Funding Act of 2014", was approved at the November 18, 2004 Legislative meeting.
2. Bill 20-369, "Truth in Affordability Report Act of 2014", was approved at the November 18, 2004 Legislative meeting.
3. Bill 20-540, "The Community Development Amendment Act of 2013", a local CRA type bill, was approved by the Council at the November 18, 2014 Legislative meeting and may impact negotiations with potential participating lenders under ALP.

IX. Public Comments. There were no public comments.

X. Announcements. The next meeting will be held January 5, 2015, at 10:00 A.M.

Director Kelly advised that Milton Bailey, DHCD Chief of Staff, has accepted a position as Chief Operating Officer with Manna, Inc.

XI. Adjournment. 12:03 P.M.

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**Attachments: (Handouts or PowerPoint Slides)**

**Attachment (1):** Copy of Sign-in Sheet, dated 12.1.2014.

**Attachment (2):** Copy of Meeting Agenda, dated 12.1.2014.

**Attachment (3):** The Community Partnership for the Prevention of Homelessness: District of Columbia VI-SPDAT/SPDAT Assessments by Income, Score and Recommended Housing Intervention, dated 12.1.2014.

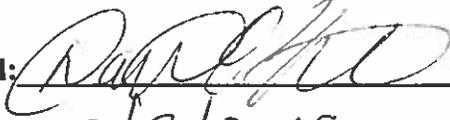
**Attachment (4):** Vacant Property Tax Exemption for DHCD Pipeline and ALP Projects Awaiting Development, dated 12.1.2014.

Submitted By: Beatrix Fields, Senior Legislative Specialist, DHCD  
(Any corrections should be forward to [Beatrix.fields@dc.gov](mailto:Beatrix.fields@dc.gov))

\*\*The audio recording of this meeting may be heard by contacting Pamela Hillsman, Senior Community Resource Specialist, at [Pamela.hillsman@dc.gov](mailto:Pamela.hillsman@dc.gov) or calling (202) 442-7200.

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**Approval of Meeting Highlights.** The Board unanimously approved these Meeting Highlights at its January 5, 2015 meeting, with leave for the staff to make any technical amendments. After review by the Chairman, the final Meeting Highlights will be posted on the DHCD website.

Final Approval:  (David Bowers, Chairman)

2/2/2015 (Date)

## List of Attachments

*Attachment (1):* Copy of Sign-in Sheet, dated 12.1.2014.

*Attachment (2):* Copy of Meeting Agenda, dated 12.1.2014.

*Attachment (3):* The Community Partnership for the Prevention of Homelessness: District of Columbia VI-SPDAT/SPDAT Assessments by Income, Score and Recommended Housing Intervention, dated 12.1.2014.

*Attachment (4):* Vacant Property Tax Exemption for DHCD Pipeline and ALP Projects Awaiting Development, dated 12.1.2014

HPTF Advisory Board Meeting Minutes 12.1.2014

***ATTACHMENT (1)***

Government of the District of Columbia  
**Housing Production Trust Fund Advisory Board**

**Monday, December 1, 2014; 10:00 A.M.**

Location: DHCD, Housing Resource Center  
 1800 Martin Luther King, Jr., Ave., SE, Washington, DC 20020

**BOARD MEMBERS**

NAME	Signature
1. David C. Bowers, Chairman	
2. Stanley Jackson	
3. Jim D. Knight	
4. Sue Ann Marshall	Sue Ann Marshall
5. Oramenta Newsome	on telephone
6. M. Craig Pascal	
7. Robert Pohlman	absent
8. Jacqueline Prior	
9. David J. Roodberg	
10. Michael Kelly, ex-Officio	

# Housing Production Trust Fund Advisory Board

Monday, December 1, 2014, 10:00 A.M.

Location: DHCD, Housing Resource Center  
1800 Martin Luther King, Jr., Ave., SE, Washington, DC 20020

## DHCD

NAME	Signature
1. Milton Bailey	
2. Nathan Simms	
3. Vonda Orders	
4. Oke Anyaegbunam	
5. Bea Fields	<i>Bea Fields</i>
6. Doug Kemp	
7. Chris Dickersin-Prokopp	<i>CDPL</i>
8. Marcus Williams	
9. Pamela Hillsman	
10. Sandy Allen	
11. Marthine Bartee-Williams	
12. Ayesha Traynham	
13. Jose NUNEZ	



Government of the District of Columbia

## Housing Production Trust Fund Advisory Board

Monday, December 1, 2014; 10:00 A.M.

Location: DHCD, Housing Resource Center  
1800 Martin Luther King, Jr., Ave., SE, Washington, DC 20020

### OTHER GUESTS/MEMBERS OF THE PUBLIC

NAME & TITLE	ORGANIZATION
1. Colleen Bonnich Lewis	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

HPTF Advisory Board Meeting Minutes 12.1.2014

***ATTACHMENT (2)***

Government of the District of Columbia  
**Housing Production Trust Fund Advisory Board**

**Monday, December 1, 2014; 10:00 A.M. – 12:30 P.M.**

**Location: DHCD, Housing Resource Center, First Floor  
1800 Martin Luther King, Jr., Ave., SE, Washington, DC 20020**

## **Meeting Agenda**

1. Call to Order & Establish Quorum: David Bowers, Chairman.
2. Consider and Approval of Prior Meeting Summaries.
3. *Discussion Item: Demand Side Leveraging Options: Follow-Up Review of Data Presentation by The Community Partnership for the Prevention of Homelessness.*
4. *Discussion Item: Advisory Board Identification of Key HPTF Matters for the New Mayoral Administration.*
5. DHCD: Leveraging Work Group Update.
6. DHCD: Update on the Development Finance Project Pipeline.
7. DHCD: Update on the Performance of the HPTF Loan Portfolio and New Agency Asset Management Activities.
8. Old Business
  - A. Status of Mayoral Nominations for Reappointment of Board Members.
  - B. Request for Favorable Tax Status for Newly Acquired Vacant Properties.
  - C. Update on recent DC Council legislative actions related to the HPTF.
9. Public Comments.
10. Announcements.

Adjournment

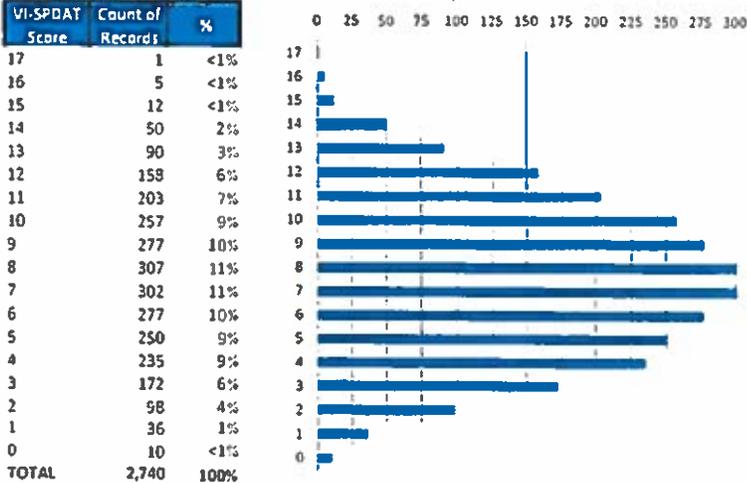
HPTF Advisory Board Meeting Minutes 12.1.2014

***ATTACHMENT (3)***



## District of Columbia VI-SPDAT/SPDAT Assessments by Income, Score and Recommended Housing Intervention

### Assessments by Score from Unaccompanied Individuals



Assessments from D.C. Metro Region from 10/29/2013 to 11/23/2014

Overall, 39% of individuals earned \$0 in monthly income

Individuals reported earning an average of \$514 in monthly income

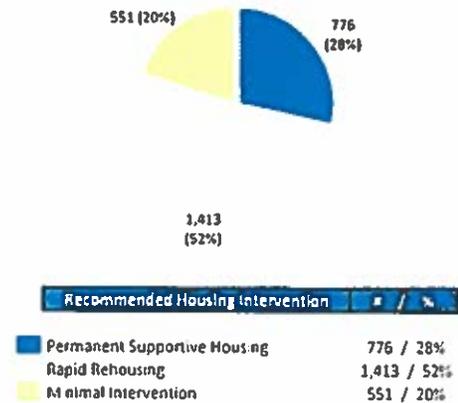
Of those with income, their average monthly earnings are \$920

■ Individuals recommended for permanent supportive housing earned an average of \$466 in monthly income (\$835 of those with income)

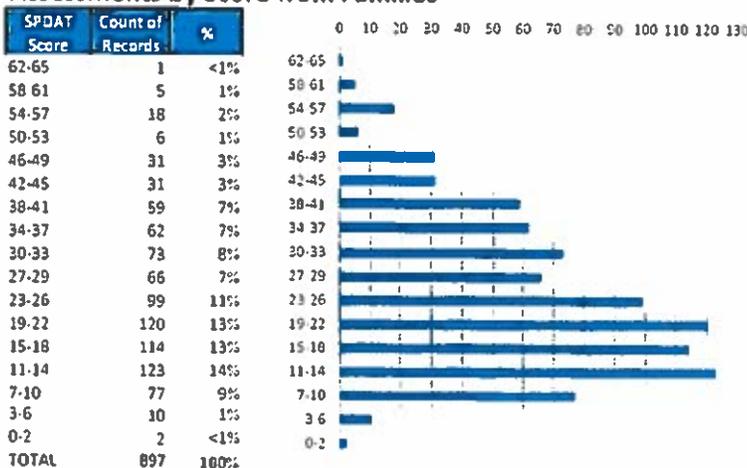
■ Individuals recommended for rapid rehousing earned an average of \$527 in monthly income (\$933 of those with income)

■ Individuals recommended for minimal intervention on supports/affordable housing earned an average of \$547 in monthly income (\$1,012 of those with income)

### Unaccompanied Individual Assessments by Recommended Housing Intervention



### Assessments by Score from Families

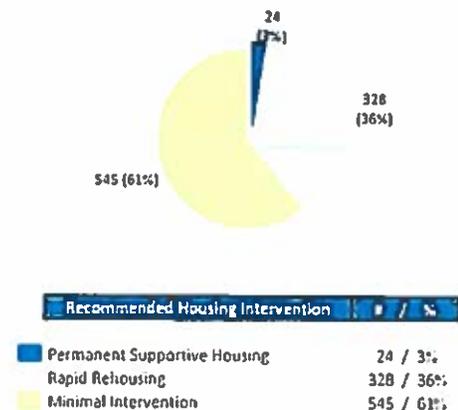


Assessments from D.C. Metro Region from 12/3/2012 to 11/23/2014

Overall, 5% of families reported earning \$0 in monthly income

Families reporting income most frequently earned TANF (averaging less than \$336 per family) and Food Stamps/SNAP (averaging less than \$367 per family)

### Family Assessments by Recommended Housing Intervention



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***ATTACHMENT (4)***

**Vacant Property Tax Exemption for DHCD Pipeline and ALP Projects Awaiting Development**

**Issue:** How can the Vacant tax assessment be waived for vacant properties acquired utilizing DHCD funds for acquisition (under proposed Acquisition Loan Program or SAFI) or for properties that have been approved for funding (in part by DHCD) to develop affordable housing that have not been fully developed where there is an anticipated period of vacancy before development will begin or be completed?

**Present Law:** DC Official Code 42-3131.06(5)(a) provides exemptions to the vacant tax designation. Listed below are the exemptions and the documents required by DCRA to support the exemption<sup>1</sup>:

#	Exemption	Documents Required
1	The building is under active construction.	List of building permit number(s). Permits must have been issued, renewed or extended within 12 months of the required registration date.
2	The owner is actively seeking to sell or rent the building and the owner certifies that it meets the Vacant Building Maintenance Requirements in DC Code sec 42-	Attach listing agreement with realty agent contact information and MRI or MLS electronic listing.
3	The building is the subject of a probate proceeding or the title is the subject of litigation.	Attach current deed showing ownership and copy of Letter of Assignment showing your authority over building and court documents showing case is active.
4	The building is the subject of a pending application before a DC Development Board (Zoning, HPRB, etc).	Attach a copy of your filed application for a hearing with a particular board or commission.
5	Seek a special exemption from the Mayor, in extraordinary circumstances and upon a showing of substantial undue economic hardship.	Attach supporting documentation.

**Proposed Option:** If exemptions 1-4 are not applicable, then, Exemption (5) could be utilized for the properties in question. In order for the entire DHCD pipeline and ALP/SAFI properties to have an automatic exemption, one suggested option would be the enactment of a Mayor’s Order under exemption (5) for certain DHCD related affordable housing projects that meet certain criteria. To prevent abuse or misuse, this criterion could include: a time limit, a percentage of affordability for projects that provide 100% of project units for 50% AMI and below, etc.

**DCRA Follow-Up Contact:** Paul E. Waters, Esq., Deputy Director for Enforcement & Legislative Affairs, DC Department of Consumer and Regulatory Affairs, phone 442-8410; paul.waters@dc.gov.

<sup>1</sup> See DCRA “Vacant Building Response Form”, which would be submitted to Enforcement & Compliance Administration, DCRA, 1100 – 4<sup>th</sup> St., SW, 5<sup>th</sup> Floor, Washington, DC 20024; (202) 442-4332.