

Department of Housing and Community Development FY2023

Agency Department of Housing and Community Development

Agency Code DBO

Fiscal Year 2023

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 (KPIs)

Measure	Directionality	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY 2023 Target
1 - Increase New Affordable Housing Opportunities. (11 Measures)					
Percent of loans at least one year old in good standing	Up is Better	94%	85%	85%	85%
Number of total new construction affordable rental housing units funded	Up is Better	447	908	525	1700
Met HPTF Statutory Requirements - 30 percent AMI	Up is Better	18.8%	15.5%	50%	50%
Number of Homebuyer Purchase Assistance Program (HPAP) loans	Up is Better	376	342	325	325
Percent of HPAP loans that close within 60 days after final lender package is received.	Up is Better	100%	85%	80%	85%
Percent of development finance projects closed within 12 months of selection	Up is Better	22%	7%	50%	25%
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	100%	81.3%	100%	75%
Number of affordable homeownership units produced or preserved	Up is Better	39	42	30	50
Met HPTF Statutory Requirements - 50 percent AMI	Up is Better	62.7%	55.8%	40%	40%
Met HPTF Statutory Requirements - 80 percent AMI	Down is Better	18.3%	3.8%	10%	10%
Number of properties acquired	Up is Better	New in 2022	New in 2022	New in 2022	3
2 - Preserve Existing Affordable Housing Stock. (13 Measures)					
Number of Residential Rehabilitation Program (SFRRP) projects completed this FY that started construction within 6 months after SFRRP received final compliance approval.	Up is Better	14	20	30	70
Percent of conversion applications reviewed and processed within 30 days to better inform preservation initiatives and policy.	Up is Better	100%	100%	100%	100%
Percent of risk ratings completed for multi-family projects	Up is Better	96%	98%	90%	90%

Measure	Directionality	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY 2023 Target
Percent of required audited financial statements collected for multi-family projects	Up is Better	95%	93.4%	90%	90%
Number of small buildings awarded funding to abate code violations	Up is Better	1	2	5	5
Percent of Single Family Rehabilitation/Lead Safe Washington projects that start construction within 6 months after DHCD receives compliance approval.	Up is Better	32.8%	85.8%	65%	100%
Percent of hardship petitions processed within 90 calendar days	Up is Better	75%	100%	100%	100%
Number of affordable single-family homeownership units rehabbed from Single Family Rehab/Lead Safe Programs	Up is Better	20	23	135	70
Average number of calendar days for compliance review	Down is Better	28	29.5	45	43
Number of affordable rental housing units preserved (rehabbed)	Up is Better	782	360	780	450
Number of affordable units preserved and/or rehabilitated through the program	Up is Better	12	29	75	50
Number of Tenant Opportunity to Purchase Act (TOPA) Study- Grant agreement executed and relevant grant monitoring	Up is Better	No Applicable Incidents	New in 2022	New in 2022	1
Number of net new affordable units created through a Housing Preservation Fund (HPF) Covenant	Up is Better	New in 2022	New in 2022	New in 2022	0
3 - Promote community development activities. (7 Measures)					
Number of storefront facades improved	Up is Better	17	33	30	40
Number of developers selected for DHCD DOPA pre-qualified developers pool	Up is Better	0	0	20	20
Number of properties awarded to pre-qualified developers (DOPA)	Up is Better	0	0	5	5
Number of properties developed by DHCD (Turn-Key)	Up is Better	3	2	10	3
Percent of Storefront Facade projects that are completed within 10-24 weeks after Notice to Proceed.	Up is Better	20%	87%	75%	50%
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%
Number of net new affordable units created by a Small Building Program (SBP) covenant	Up is Better	New in 2022	New in 2022	New in 2022	20

Operations

Operations Title	Operations Description	Type of Operations
1 - Increase New Affordable Housing Opportunities. (3 Activities)		
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

Operations Title	Operations Description	Type of Operations
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	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)		
Small Building Program	Small Building Program	Daily Service
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
Roof and Accessibility 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
3 - Promote community development activities. (8 Activities)		
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)	Daily Service
Rental Accommodations Division	<p>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.</p> <p>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.</p>	Daily Service

Operations Title	Operations Description	Type of Operations
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
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 Resource Center	The DHCD Housing Resource Center is open Monday through 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
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
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

Workload Measures (WMs)

Measure	FY 2020 Actual	FY 2021 Actual
1 - Affordable Housing Project Financing (4 Measures)		
Number of existing housing units converted to covenanted affordable housing units	Not Available	Not Available
Number of affordable units preserved through the Housing Preservation Fund	63	72
Number of financial applications submitted	0	6
Number of affordable housing projects closed	23	25
1 - Down Payment Assistance (2 Measures)		
Number of Home Purchase Assistance Program (HPAP) completed applications received by Administrators	687	758
Number of Employer Assisted Housing Program (EAHP) completed applications received by Administrators	238	135
1 - Inclusionary Zoning (1 Measure)		
Number of IZ units available for occupancy	336	385
2 - Rental Conversion and Sales (1 Measure)		

Measure	FY 2020 Actual	FY 2021 Actual
Number of TOPA notices processed	1788	991
2 - Roof and Accessibility Assistance (2 Measures)		
Number of Single Family Rehab applications received	75	71
Number of Single Family Residential Rehabilitation Program (SFRRP) projects completed	20	23
2 - Small Building Program (2 Measures)		
Number of applications processed for funding	1	5
Number of applications received per grant cycle	5	3
3 - Foster Small Business Development (1 Measure)		
Number of small business technical assistance sessions	5570	7461
3 - Housing Counseling (3 Measures)		
Number of 8 week homebuyer clubs with up to 40 participants in each club quarterly	Not Available	Not Available
Number of homeownership education trainings	Not Available	Not Available
Number of housing counseling sessions given	16,500	53,035
3 - Implementation of DOPA (District Opportunity to Purchase Act) (3 Measures)		
Number of DOPA properties reviewed for DOPA eligibility	52	0
Number of properties DHCD expresses interest in pursuing DOPA rights	0	0
Number of units pursued through the District Opportunity to Purchase Act	0	0
3 - Maintain DHCD's property portfolio (4 Measures)		
Number of properties acquire or rehabilitated within the designated 151 blocks	Not Available	Not Available
Number of properties rehabilitated	Not Available	Not Available
Number of total properties disposed	5	3
Number of properties acquired	0	0
3 - Portfolio and Asset Management (4 Measures)		
Number of required Asset Management site visits completed	8	78
Number of submitted financial reviews	364	376
Number of loans serviced by a third-party vendor	34,103	34,906
Number of multi-family site inspections conducted for physical condition	22	21
3 - Program Monitoring (2 Measures)		
Number of compliance reviews completed	155	90
Number of Davis Bacon inspections	30	16
3 - Rental Accommodations Division (3 Measures)		
Number of hardship petitions received	8	4
Number of customers utilizing the Housing Resources Resource Center	2235	154
Number of outreach sessions conducted	0	0