

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
BOARD OF DIRECTORS EMERGENCY MEETING**

JANUARY 25, 2019

**815 Florida Avenue, NW
Washington, DC 20001
9:00 a.m.**

Minutes

I. Call to order and verification of quorum.

DCHFA Board Member Mr. Buwa Binitie, called the meeting to order at 9:02 a.m. and asked the Secretary to the Board, Mr. Todd Lee to verify a quorum. With five members present telephonically, the Board of Directors had a quorum, and the meeting continued.

The following members were present telephonically: Buwa Binitie, Bryan “Scottie” Irving, Stanley Jackson, Sheila Miller, and Stephen Green.

II. DCHFA Resolution No. 2019-04(G) Approving the Agency’s Sole Source Selection of Housing Counseling Services, Inc. for DC MAP

Mr. Lee discussed the DC MAP program (previously approved by the Board) and emphasized the anticipated demand for the program. Mr. Lee further underscored the need to hire a vendor to handle calls, manage the intake process and process applications.

DCHFA Procurement Manager, Keami Estep, presented the following applicable information to the Board.

The Agency has an urgent requirement for Housing Counseling Services to assist the Agency with applicant intake, eligibility determination, processing, and customer service for DC MAP. The anticipated volume of applications from DC Residents will far exceed the resources currently available at the Agency. Ms. Estep described the Agency’s procurement guidelines regarding sole source awards and proposed a sole source award to Housing Counseling Services, Inc. at a not-to-exceed price of \$150,000.

A motion to approve the resolution was made by Mr. Green and seconded by Ms. Miller.

Mr. Binitie called for a vote:

The resolution was approved by unanimous consent by a chorus of ayes.

III. Adjournment

Mr. Binitie called for a motion to adjourn.

A motion to adjourn the meeting was made by Mr. Green and seconded by Mr. Jackson.

The motion was approved by a chorus of ayes.

The meeting adjourned at 9:07 a.m.

Submitted by Todd A. Lee, Secretary to the Board of Directors on February 8, 2019.

Approved by the Board of Directors on February 12, 2019.