

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

May 8, 2018

815 Florida Avenue, NW

Washington, DC 20001

5:30 p.m.

Minutes

I. Call to order and verification of quorum

DCHFAs Board Chair, Mr. Buwa Binitie, called the meeting to order at 5:32 p.m. and asked the Secretary to the Board, Mr. Todd A. Lee to verify a quorum. With three members present, the Board of Directors had a quorum, and the meeting continued. The following members were present at roll call: Buwa Binitie, Stanley Jackson (telephonic), Sheila Miller (telephonic), and Bryan "Scottie" Irving.

II. Approval of the Minutes from the February 13, February 27, March 13, March 27 and April 10, 2018 Board Meetings.

Mr. Irving requested clarification on the April 10th meeting minutes regarding whether he was physically present at the meeting or in attendance via telephone. Mr. Lee stated that Mr. Irving was in fact physically present at the meeting.

Mr. Green called in telephonically to join the meeting and therefore four members were present for the meeting.

Mr. Jackson stated that at the February 13th meeting, there were three members present instead of five and that on April 10th, there were five members present instead of four. Mr. Lee indicated that the Agency would make those corrections.

Mr. Binitie requested that the March 13th meeting accurately reflect his statement related to the use of HFA bonds. Mr. Lee stated that the Agency would remove that paragraph from the minutes.

A motion was made to approve the minutes from the February 13, February 27, March 13, March 27 and April 10, 2018 Board Meetings by Mr. Irving. Properly seconded by Ms. Miller.

The motion based by a chorus of ayes.

III. Vote to close meeting to discuss the approval of a Credit Review for the Milestone Senior transaction, a contract award for the Agency's Single Family Software Solution, and a contract award for the Agency's Continuity of Operations Plan.

Pursuant to the District of Columbia Administrative Procedure Act, Mr. Binitie called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating the price and other material terms of the Milestone Senior transaction, a contract award for the Agency's Single Family Software Solution, and a contract award for the Agency's Continuity of Operations Plan. An open meeting would adversely affect the bargaining position or negotiation strategy of the public body.

A motion to close the meeting was made by Mr. Jackson, seconded by Mr. Irving and was followed by a chorus of ayes.

The meeting was closed by unanimous consent at 5:39 p.m. and resumed at 5:59 p.m.

IV. Credit Review for the Milestone Senior transaction.

DCHFAs Underwriter, Ugonna Ibebuchi Duru presented the following information to the Board:

- The Principal Developer and Sponsor of the project is Milestone Senior 4% Owner, LLC.
- The project is a \$6.5 Million transaction to finance the construction of Milestone Senior Housing. Milestone Senior is the first phase of a redevelopment of Meadow Green Apartments, located at 3605 Minnesota Avenue, SE.
- The new development will be a 60-unit building restricted to seniors 62 years and older.
- The transaction will involve the use of both 9 percent and 4 percent low income housing tax credits.
- The Guarantors will be ENG Group, EquityPlus Manager, and Turnaround, Inc.

- The development team also consists of:
 - Harkins Builders as General Contractor
 - Wiencek & Associates as Architect
 - And ENG Property Services as Property Manager

Financing

- The capital stack will consist of permanent financing in the amount of \$1.8 million from JP and a first mortgage from JP Morgan Chase Bank, \$5.4 million in DHCD Housing production trust funds, \$4.1 million in low income housing tax credits (LIHTC), and \$578,000 in deferred developer fees. The total development cost of the project is \$11.9 million or \$374,000 per unit.

Mr. Binitie clarified that this is an initial inducement and asked if Ms. Duru planned to return for a final bond presentation. Ms. Duru replied in the affirmative.

Mr. Binitie called for a motion to approve the resolution.

A motion to approve the resolution was made by Mr. Irving and seconded by Ms. Miller. Mr. Lee then took a roll call vote. All present members voted in the affirmative. The motion carried.

V. Consideration of DCHFA Resolution No. 2018-09(G) regarding the selection of a Single Family Software Solution.

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

The Agency initiated an RFP to procure a cloud-based software solution for the Single Family division. The proposed technology will improve program operations by streamlining and automating the entire loan process, from application through post-closing. The Agency received 3 responses and an Agency evaluation committee comprised of 5 staff reviewed the proposals against the RFP's evaluation criteria. The evaluation committee determined that Emphasys Software provided the best solution for the Agency.

Mr. Jackson noted that the 3 respondents had a wide range of pricing bids and he asked Ms. Estep's thoughts related to the range. Ms. Estep answered that Greenwood 360 has not developed the required software so they would have to build it from the ground up. Also, Associated Software Power Lender is a new player in the field and their solution did not provide all of the modules that the Agency required.

Mr. Binitie asked if the Emphasys Single Family Software would tie into the Agency's current Emphasys software. Ms. Estep responded in the affirmative.

VI. Consideration of DCHFA Resolution No. 2018-10(G) regarding the selection of a Continuity of Operations Plan.

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

The Agency initiated an RFP to procure a continuity of operations and disaster recovery plan (a "COOP") to ensure Agency can continue essential component functions across a wide range of potential emergencies. The Agency currently does not have an emergency management plan, a disaster recovery plan, or a continuity of operations plan. The Agency received 8 responses and an Agency evaluation committee comprised of 5 staff reviewed the proposals against the RFP's evaluation criteria. The evaluation committee determined that 3 of the 8 firms provided the most comprehensive proposals and invited those 3 firms to submit a best and final offer. The evaluation committee determined that AMI provided the best solution for the Agency for a total amount of \$66,190.

Mr. Lee noted that the COOP will be updated as the Agency's various software implementations are completed.

Mr. Binitie called for a motion to approve resolution 2018-09(G) regarding the selection of a Single Family Software Solution and approve resolution 2018-10(G) regarding the selection of a continued operations plan.

A motion to approve the resolutions was made by Mr. Jackson and seconded by Ms. Miller. Mr. Lee then took a roll call vote. All present members voted in the affirmative for both resolutions. The motion carried.

VII. Executive Director's Report

- Portner Flats transaction ribbon cutting is May 10, 2018 at 3:00 p.m.
- There will be a more substantial Executive Director's report at the next meeting.

A motion to close the meeting was made by Mr. Jackson, seconded by Ms. Miller and was followed by a chorus of ayes.

The meeting was closed by unanimous consent at 6:23 p.m.

Submitted by Todd A. Lee, Secretary to the Board of Directors on June 8, 2018.

Approved by the Board of Directors on June 12, 2018.