

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

**March 25, 2025**

**5:30 p.m.**

**Minutes**

Join Zoom Meeting

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Passcode: 021187

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## **I. Call to order and verification of quorum.**

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Acting Board Chairperson, Mrs. Heather Wellington, called the meeting to order at 5:32 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued. The following members were present via Zoom: Mrs. Heather Wellington, Mr. Bryan “Scottie” Irving, Mrs. Carri Robinson and Mr. Yohance Fuller.

Mr. Donald started the meeting by announcing that Board Chairperson, Mr. Steve Green had recently passed away. There was a moment of silence dedicated to Mr. Green’s memory.

Mr. Donald read a short note thanking Mr. Green for his life and legacy. Specifically, he thanked Mr. Green for his relentless commitment to affordable housing. Mr. Donald ended his note stating that Mr. Green will be missed.

Mrs. Wellington stated that it was an honor working for Mr. Green and she enjoyed learning from him.

Mr. Fuller added that while he did not have the pleasure of working with Mr. Green for a long time, he remembers hearing how others spoke of him when he was working with the District of Columbia Office of the Deputy Mayor for Planning and Economic Development. Mr. Fuller stated that Mr. Green left a lasting impression on the affordable housing community.

Ms. Nikol Nabors-Jackson commented that she had the pleasure of meeting Mr. Green twenty-five years ago at the District of Columbia Housing Authority. She stated that he understood the importance of resident services and amenities in affordable housing. She stated she appreciated the opportunity to work with Mr. Green.

Mr. Donald stated that Mrs. Wellington will serve as Acting Board Chairperson and that the board will be coordinating with their counsel to schedule an election.

Mr. Donald also introduced new hires to the DCHFA staff. Mr. Geoffrey Shepard is an underwriter with the Multifamily Lending and Neighborhood Investment team. Ms. Allana Ortega is Senior Vice President of Strategic Planning.

## **II. Vote to approve minutes from the February 25, 2025 board meeting.**

Mrs. Wellington called for a motion to approve the February 25, 2025 board meeting minutes. Mr. Fuller made a motion to accept the minutes. The motion was properly seconded by Mr. Irving. The motion passed by a chorus of ayes.

## **III. Vote to close meeting to discuss the Single-Family Strategic Plan Initiatives, the Agency’s Professional Services Slate, and the Hagan’s Multifamily Fund.**

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call 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 the **Single-Family Strategic Plan Initiatives, the Agency's Professional Services Slate, and the Hagan's Multifamily Fund**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mrs. Wellington called for a motion to close the meeting. Mrs. Robinson made a motion to close the meeting. The motion was properly seconded by Mr. Fuller. The motion passed by a chorus of ayes.

The meeting was closed at 5:44 p.m. and re-opened at 7:10 p.m.

#### **IV. Consideration of DCHFA Resolution No. 2025-02(G) regarding the approval of the Agency's Professional Services Slate.**

Ms. Tara Sigamoni, Vice President, Procurement, presented the slate to the Board.

The Procurement and Administrative Services Unit requests approval to expand the Agency's current Professional Services Slate. The Agency issued a request for proposals to solicit responses from firms interested in providing construction cost evaluation services as a part of the Agency's Pre-qualified Slate for Professional Services.

These consultant services will be utilized as needed to address the evolving landscape of construction cost concerns within the District of Columbia market. This service will provide independent cost verification to support and enhance, not replace, the Agency's underwriting, ensuring market alignment and efficient resource allocation for DCHFA-financed projects.

Upon Board approval, the Agency intends to award and enter into contracts with three (3) contractors. Thereafter these contractors will be selected from the pre-qualified slate to provide services on specific transactions.

Invitations were emailed to identify firms, and the solicitation was posted on the Agency's website. The solicitation was also advertised in the Washington Post and the Washington Informer. The Agency received responses from three firms, PRO Consulting, LLC, JDC Construction Project Management and the Trusted Advisory Group.

An evaluation committee comprised of Agency staff evaluated the proposals based on the following criteria: proposed methodology, proposed project team and past performance. All three firms met the minimum qualifications.

The Agency recommends the approval of the construction cost evaluation slate with the three (3) firms and seeks approval to award the above-referenced slate for a base period of one year, with

three (3) one-year option periods, to be exercised at the discretion of the Agency. Funding for the service is included in the Agency's budget.

Ms. Sigamoni concluded her presentation and opened the floor to the Board for questions.

Mrs. Wellington called for a motion to approve DCHFA Resolution No. 2025-02 (G) regarding the approval of the Professional Services Slate. Mr. Fuller made a motion and the motion was properly seconded by Mrs. Robinson. Mr. Donald took a poll vote. The resolution was unanimously approved.

**V. Other Business.**

There was no other business.

**VI. Executive Director's Report.**

There was no Executive Director's Report.

**VII. Adjournment.**

Mrs. Wellington called for a motion to adjourn the meeting. Mr. Fuller made a motion to adjourn the meeting, which was seconded by Mr. Irving. Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 7:15 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on April 18, 2025.