

**Grantee: National Housing Trust Community Development  
Fund  
Grant: B-09-CN-DC-0016**

**July 1, 2011 thru September 30, 2011 Performance Report**

**Grant Number:**

B-09-CN-DC-0016

**Obligation Date:****Grantee Name:**

National Housing Trust Community Development Fund

**Award Date:**

02/11/2010

**Grant Amount:**

\$10,632,066.00

**Contract End Date:**

02/11/2013

**Grant Status:**

Active

**Review by HUD:**

Original - In Progress

**QPR Contact:**

Josh Earn

## Disasters:

### Declaration Number

NSP

## Narratives

### Executive Summary:

The National Housing Trust Community Development Fund in a consortium agreement with the Institute for Community Economics and the National Housing Trust Preservation Corporation with Telesis Corporation as a for-profit partner will use \$10.6 million in awarded NSP2 funds to assist in stabilizing census tract 99.06 in Washington, DC. This targeted census tract is in a historic area of Washington that has been negatively affected by foreclosures, vacancies, abandonment, and the withdrawal of public and private capital and credit. The Consortium has been working on stabilizing the targeted area for more than 2 years and the addition of NSP2 funding will allow further implementation of a stabilization investment and green redevelopment plan. The Consortium will acquire and redevelop two multifamily anchor projects in the census tract. All NSP2 housing will serve households below 80% of the area median income. The stabilization of this target area will attract and leverage additional private investment and create more well-paying jobs.

### Target Geography:

The target geography for NHTCDF's NSP2 efforts is census tract 99.06 which is part of a historic neighborhood in Washington, DC called Marshall Heights.

### Program Approach:

NHTCDF in consortia with NHT/E, and in partnership with Telesis will seek to acquire and redevelop two anchor multifamily projects that both developers have been working on for more than 2 years. NHT/E and Telesis are experienced affordable housing developers with a track record of acquiring and redeveloping multifamily units. The consortium has identified a minimum of 100 units to stabilize and bring back on line. NHT/E will address the development of Copeland Manor, 61 units; Telesis will address the development of Bass Circle, 122 units.

### Consortium Members:

The National Housing Trust Community Development Fund (NHTCDF) is the lead member of the consortium. Non-profit members of the consortium are the National Housing Trust Enterprise Preservation Corporation (NHT/E) and the Institute for Community Economics (ICE). The for-profit partner is Telesis Corporation. NHT/E and Telesis will separately acquire and redevelop the two multi-family anchor projects.

### How to Get Additional Information:

Contact:

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<b>Overall</b>	<b>This Report Period</b>	<b>To Date</b>
Total Projected Budget from All Sources	N/A	\$10,632,066.00
Total CDBG Program Funds Budgeted	N/A	\$10,632,066.00
Program Funds Drawdown	\$886,119.20	\$2,864,345.25
Program Funds Obligated	\$0.00	\$10,632,066.00
Program Funds Expended	\$886,119.20	\$2,487,697.21
Match Contributed	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Program Income Drawdown	\$0.00	\$0.00

## Progress Toward Required Numeric Targets

<b>Requirement</b>	<b>Required</b>	<b>To Date</b>
Overall Benefit Percentage (Projected)		0.00%
Overall Benefit Percentage (Actual)		0.00%
Minimum Non-Federal Match	\$0.00	\$0.00
Limit on Public Services	\$0.00	\$0.00
Limit on Admin/Planning	\$1,063,206.60	\$164,406.37
Limit on State Admin	\$0.00	\$0.00

## Progress Toward Activity Type Targets

<b>Activity Type</b>	<b>Target</b>	<b>Actual</b>
Administration	\$1,063,206.60	\$457,066.00

## Progress Toward National Objective Targets

<b>National Objective</b>	<b>Target</b>	<b>Actual</b>
NSP Only - LH - 25% Set-Aside	\$2,658,016.50	\$2,945,901.64

## Overall Progress Narrative:

The NHTCDF NSP2 consortium continues to work towards the rehabilitation of two anchor residential properties in Marshall Heights (Census Tract 99.06). The majority of NHTCDF's NSP funding is being dedicated towards this eligible activity. HUD Environmental Clearance has been received for both properties. Telesis Corporation, a for-profit developer partner to the consortium has acquired and is redeveloping Bass Circle Apartments, a 122-unit property and NHT/Enterprise Preservation Corporation (NHT/E), a non-profit developer, has acquired and is in the process of redeveloping Copeland Manor, a 61-unit property.

The past quarter was very productive for the NHTCDF NSP2 Consortium. The consortium drew down \$886,119.20 in the quarter. Construction began on Copeland Manor after receiving building permits on September 26th and Bass Circle's predevelopment work is ahead of schedule, which will allow the Consortium to meet the February 2012 50% expenditure deadline and continue our work stabilizing Marshall Heights.

## Project Summary

Project #, Project Title	This Report Period	To Date	
	Program Funds Drawdown	Project Funds Budgeted	Program Funds Drawdown
1, Revolving Loan Fund	\$0.00	\$0.00	\$0.00
2, Acquisition & Rehabilitation	\$863,198.23	\$10,175,000.00	\$2,699,938.88
6, Administration	\$22,920.97	\$457,066.00	\$164,406.37
9999, Restricted Balance	\$0.00	\$0.00	\$0.00

## Activities

**Grantee Activity Number:** 2ba

**Activity Title:** Bass Circle Rehab/LH25

**Activity Category:**

Rehabilitation/reconstruction of residential structures

**Project Number:**

2

**Projected Start Date:**

02/11/2010

**Benefit Type:**

Direct Benefit (Households)

**National Objective:**

NSP Only - LH - 25% Set-Aside

**Activity Status:**

Under Way

**Project Title:**

Acquisition & Rehabilitation

**Projected End Date:**

02/11/2013

**Completed Activity Actual End Date:**

**Responsible Organization:**

Telesis Corporation

**Overall**

**Jul 1 thru Sep 30, 2011**

**To Date**

<b>Total Projected Budget from All Sources</b>	N/A	\$1,293,442.62
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$1,293,442.62
<b>Program Funds Drawdown</b>	\$129,293.30	\$410,214.13
<b>Program Funds Obligated</b>	\$0.00	\$1,293,442.62
<b>Program Funds Expended</b>	\$129,293.30	\$386,754.86
Telesis Corporation	\$129,293.30	\$386,754.86
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**Activity Description:**

The Bass Circle project consists of 122 total units to be acquired and redeveloped to provide safe and decent affordable housing. 24 of the apartments will be set aside for households at below 50% AMI.

**Location Description:**

The property is located at 4505 B Street, SE in Washington DC at the corner of Benning Road and B Street SE. The property is comprised of 5 buildings.

**Activity Progress Narrative:**

In the third quarter of 2011, the Bass Circle Apartments project team has made significant progress. Tenant relocation has been completed and the team expects to receive permits by the end of next quarter. The team will be in a position to begin construction by the end of the first quarter of 2012.

During the last quarter, Bass Circle was vacated and all tenants were relocated offsite to decent, safe, and sanitary dwellings by the property management and relocation team. Approximately 50% of these former tenants plan to return to the property after it is renovated. As the site became 100% vacant in September, preconstruction activities intensified. The construction team finalized plans for securing the site during the interim and construction periods. Winterization of the property and the implementation of additional security measures commenced in September with completion expected by mid-October. These measures include fencing around the property that will stand through the construction period and additional lighting that will provide security during the time when the site is empty. In September, the developer also requested and received a report from a housing crime/security consultant on how to increase safety at the site once renovations are completed. In conjunction with property management team and the design team, the developer has been preparing a security scope to bid out based on this report.

The design team has made substantial progress on the development of the construction drawings and specifications for the project. 65% construction documents were completed in mid-July, an intermediate pricing progress set was completed in mid-August, and the permit set of plans were completed in September. During this time, the preconstruction and design teams have been working together to update and refine the project budget and scope. Designs were finalized for the community space and relocated accessible leasing office. Building permit applications were submitted near the end of September and public space

permit applications are expected to be submitted during the first month of the 4th quarter. The team is nearing readiness to bid and expects to have 100% plans ready in November.

In the coming quarter the team expects to continue preparation for construction, anticipating permits to come through by end of 2011 and construction to start by the end of first quarter of 2012. The design team also has important upcoming milestones. Landscape and stormwater interventions will be further elaborated and additional funding sought for these components of the project scope. Additionally, final design decisions will be made in preparation for construction bidding, including decisions about window design, exterior detailing, interior finishes as well as any value engineering that may be needed.

>  
>In the coming quarter the team also expects to continue progress on the project's financing plan and arrangements for debt, equity, and gap financing. As of now, in addition to NSP2, the project's substantial rehabilitation is expected to be supported by additional NSP2 funds from the DC Department of Housing and Community Development, tax exempt bonds issued by DC Housing Financing Agency and 4% LIHTC-based equity investment.

## Accomplishments Performance Measures

	This Report Period		Cumulative Actual Total / Expected	
	Total		Total	
# of Properties	0		0/5	
# ELI Households (0-30% AMI)	0		0/0	

	This Report Period		Cumulative Actual Total / Expected	
	Total		Total	
# of Housing Units	0		0/24	
# of Multifamily Units	0		0/24	

## Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total	Low/Mod%
# of Households	0	0	0	0/24	0/0	0/24	0
# Renter Households	0	0	0	0/24	0/0	0/24	0

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	



## Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total	Low/Mod%
# of Households	0	0	0	0/0	0/98	0/98	0
# Renter Households	0	0	0	0/0	0/98	0/98	0

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

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**Grantee Activity Number:** 2bc

**Activity Title:** Copeland Rehab/LH25

**Activity Category:**

Rehabilitation/reconstruction of residential structures

**Activity Status:**

Under Way

**Project Number:**

2

**Project Title:**

Acquisition & Rehabilitation

**Projected Start Date:**

02/11/2010

**Projected End Date:**

02/11/2013

**Benefit Type:**

Direct Benefit (Households)

**Completed Activity Actual End Date:**

**National Objective:**

NSP Only - LH - 25% Set-Aside

**Responsible Organization:**

NHT/Enterprise Preservation Corporation

**Overall**

**Jul 1 thru Sep 30, 2011**

**To Date**

<b>Total Projected Budget from All Sources</b>	N/A	\$1,652,459.02
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$1,652,459.02
<b>Program Funds Drawdown</b>	\$94,537.78	\$282,149.91
<b>Program Funds Obligated</b>	\$0.00	\$1,652,459.02
<b>Program Funds Expended</b>	\$94,537.78	\$193,747.73
NHT/Enterprise Preservation Corporation	\$94,537.78	\$193,747.73
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**Activity Description:**

The 61-unit project will be acquired and redeveloped to provide safe and decent affordable housing. 28 of the apartments will be set-aside for households at or below 50% AMI.

**Location Description:**

The property is located at 4710, 4730-4740, 4750-4760 C Street SE in Washington, DC. It is comprised of 4 buildings.

**Activity Progress Narrative:**

-NHT/Enterprise published a Request for Proposals (RFP) for a General Contractor on March 11, 2011. NHT/Enterprise and the bidding GCs participated in a site walkthrough, a detailed question and answer session, and a sub site walkthrough. Five sealed bids were received by NHT/Enterprise on April 18, 2011. The final decision was announced on May 23, 2011. Hamel Builders won the GC contract for the Copeland Manor project. NHT/Enterprise, PGN, and Hamel held a "Kick-Off Meeting" on June 8, 2011.

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>-NHT/Enterprise circulated the "Notice of Nondisplacement" to residents on June 1, 2011.

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>-The property successfully transferred to NHTE Copeland Manor LLC on June 29, 2011. Via Forbearance and Consent to Property Transfer Agreement, DHCD restructured the existing debt of Cooperative. The Cooperative will transferred its deed to a Limited Liability Corporation of which the National Housing Trust-Enterprise Preservation Corporation will be the sole member.

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>-PGN contracted with Capitol Services Management, Inc. to provide permit expediting services for the project on July 19, 2011.

>

>-NHTE Copeland Manor LLC Construction Bank Account was opened by NHT/Enterprise's asset management team on July 21, 2011. Construction books have been created.

- >
- >-Facilitated kick-off meeting on July 25, 2011 with Vision Realty Management LLC & NHT/Enterprise's accounting department to discuss the transition process and begin to set-up and create all the required accounting books.
- >
- >-Finalized and executed the General Contractor Contract, Supplementary General Conditions, and all exhibits on July 29, 2011.
- >
- >-NHT/Enterprise issued a Notice to Proceed on August 11, 2011 to the General Contractor.
- >
- >-NHT/Enterprise Copeland Manor LLC received full building permits on September 26, 2011.
- >
- >-NHT/Enterprise staff, the relocation coordinator, and the moving company met with residents September 27, 2011 on-site to discuss their 30 day notice of relocation and guidance on packing. The first relocation move is scheduled for October 25, 2011.

## Accomplishments Performance Measures

	This Report Period		Cumulative Actual Total / Expected	
	Total		Total	
# of Properties	0		0/3	
# ELI Households (0-30% AMI)	0		0/0	

	This Report Period		Cumulative Actual Total / Expected	
	Total		Total	
# of Housing Units	0		0/28	
# of Multifamily Units	0		0/28	

## Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total	Low/Mod%
# of Households	0	0	0	0/28	0/0	0/28	0
# Renter Households	0	0	0	0/28	0/0	0/28	0

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

**Grantee Activity Number:** 2bd

**Activity Title:** Copeland Rehab/LMMI

**Activity Category:**

Rehabilitation/reconstruction of residential structures

**Project Number:**

2

**Projected Start Date:**

02/11/2010

**Benefit Type:**

Direct Benefit (Households)

**National Objective:**

NSP Only - LMMI

**Activity Status:**

Under Way

**Project Title:**

Acquisition & Rehabilitation

**Projected End Date:**

02/11/2010

**Completed Activity Actual End Date:**

**Responsible Organization:**

NHT/Enterprise Preservation Corporation

**Overall**

**Jul 1 thru Sep 30, 2011**

**To Date**

<b>Total Projected Budget from All Sources</b>	N/A	\$1,947,540.98
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$1,947,540.98
<b>Program Funds Drawdown</b>	\$111,419.53	\$332,533.83
<b>Program Funds Obligated</b>	\$0.00	\$1,947,540.98
<b>Program Funds Expended</b>	\$111,419.53	\$228,345.54
NHT/Enterprise Preservation Corporation	\$111,419.53	\$228,345.54
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**Activity Description:**

The 61-unit project will be acquired and redeveloped to provide safe and decent affordable housing.

**Location Description:**

The property is located at 4710, 4730-4740, 4750-4760 C Street SE in Washington, DC. It is comprised of 3 buildings.

**Activity Progress Narrative:**

See 2BC

**Accomplishments Performance Measures**

	<b>This Report Period</b>	<b>Cumulative Actual Total / Expected</b>
	<b>Total</b>	<b>Total</b>
<b># of Properties</b>	0	0/4

	<b>This Report Period</b>	<b>Cumulative Actual Total / Expected</b>
	<b>Total</b>	<b>Total</b>
<b># of Housing Units</b>	0	0/33
<b># of Multifamily Units</b>	0	0/33

## Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total Low/Mod%	
# of Households	0	0	0	0/0	0/33	0/33	0
# Renter Households	0	0	0	0/0	0/33	0/33	0

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

Other Funding Sources	Amount
No Other Funding Sources Found	
Total Other Funding Sources	

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**Grantee Activity Number:** 6

**Activity Title:** NHTCDF-Admin

**Activity Category:**

Administration

**Project Number:**

6

**Projected Start Date:**

02/11/2010

**Benefit Type:**

N/A

**National Objective:**

N/A

**Activity Status:**

Under Way

**Project Title:**

Administration

**Projected End Date:**

02/11/2013

**Completed Activity Actual End Date:**

**Responsible Organization:**

National Housing Trust Community Development Fund

**Overall**

**Jul 1 thru Sep 30, 2011**

**To Date**

<b>Total Projected Budget from All Sources</b>	N/A	\$457,066.00
<b>Total CDBG Program Funds Budgeted</b>	N/A	\$457,066.00
<b>Program Funds Drawdown</b>	\$22,920.97	\$164,406.37
<b>Program Funds Obligated</b>	\$0.00	\$457,066.00
<b>Program Funds Expended</b>	\$22,920.97	\$99,600.09
National Housing Trust Community Development Fund	\$22,920.97	\$99,600.09
<b>Match Contributed</b>	\$0.00	\$0.00
<b>Program Income Received</b>	\$0.00	\$0.00
<b>Program Income Drawdown</b>	\$0.00	\$0.00

**Activity Description:**

NHTCDF is the lead member of the consortium and will administer the grant for the acquisition and rehabilitation of projects in census tract 99.06.

**Location Description:**

The administration of the NSP2 grant will be conducted by NHTCDF headquartered in Washington, DC. The projects to be acquired and redeveloped will be in census tract 99.06 in Washington, DC.

**Activity Progress Narrative:**

The third quarter of 2011 continued to be productive for the NHTCDF NSP2 consortium. Admin activities included:

- >
- >-Participating in NSP Webinars
- >-Attending the NSP sponsored NDC Underwriting training in Philadelphia, PA
- >-Work with ICF, the TA provider assigned to NHTCDF
- >-Meeting regularly with development staff to help overcome obstacles
- >-Successful monitoring/coordinating with HUD DC Field Office
- >
- >
- >Focus continues to be on helping Developers make sure they meet the February 2012 expenditure requirements.

**Accomplishments Performance Measures**

**No Accomplishments Performance Measures found.**

## Beneficiaries Performance Measures

No Beneficiaries Performance Measures found.

## Activity Locations

No Activity Locations found.

## Other Funding Sources Budgeted - Detail

No Other Match Funding Sources Found

### Other Funding Sources

Amount

No Other Funding Sources Found

Total Other Funding Sources

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