

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of Mayor Muriel Bowser



Office of the City Administrator

April 11, 2016

The Honorable Phil Mendelson  
Chairman of the Council  
Council of the District of Columbia  
1350 Pennsylvania Avenue, N.W.  
Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

In response to your letters dated March 21, 2016 and March 28, 2016 to Director Zeilinger, Department of Human Services and Director Weaver, Department of General Services, regarding the Council of the District of Columbia's consideration of the proposed Bill 21-620, the Homeward DC Omnibus Approval of Facilities Plan for Short-Term Housing for Persons Experiencing Homelessness Act of 2016, please see below.

***Response to March 21<sup>st</sup> Letter to Director Weaver, Department of General Services***

- 1. Please detail the annual funding sources for each of the seven sites for FY17 through the financial plan;*

**RESPONSE:** The Department of General Services (DGS) Portfolio Division has and continues to forecast lease costs two years in advance. The source of funding for leases presented in Bill 21-620 will be reflected in the FY18 budget's operating dollars. In addition, DGS has received a budget allocation of \$20 million in FY16 and \$20 million in FY17 for capital improvements which will be used for the construction/development cost for the sites in Wards 1, 7 and 8. As it relates to the Ward 1 ground lease, rent payments will begin at the time of execution. As a result, the operating dollars for the ground lease have been identified and budgeted in FY 16 and FY 17. Please, see Attachment 1 - *Annual Funding Sources* for more detailed information on the specifics of the funding sources and associated cost for this project.

- Please refute the economic analysis on pages one through four of Anita Crabtree's testimony;*

**RESPONSE:** Please see Attachment 2 - *Short-Term Family Replacement Sites*; the costs per site are accurately reflected therein.



2. Please explain in detail the zoning relief to be sought for each site; and

**RESPONSE:** We will pursue zoning relief for the sites as needed, ranging from a Planned Unit Development (PUD) process to Special Exception or Special Use, or an Emergency Shelter Exception. The zoning relief necessary for each location will be determined as the design process moves forward. The District is being advised by land use attorneys who will evaluate the zoning strategy as it relates to each respective site. Below is the maximum number of units for each site:

Ward	Site	Units
1	2105 10 <sup>th</sup> St NW	29 apartments
2	810 5 <sup>th</sup> St NW	213 beds
3	2619 Wisconsin Ave NW	38 units
4	5505 Fifth St NW	49 units
5	2266 25 <sup>th</sup> PI NE	50 units
6	700 Delaware Ave SW	50 units
7	5004 D St SE	35 units
8	6 <sup>th</sup> St and Chesapeake St SE	50 units

3. Please provide a detailed schedule for completing each site.

**RESPONSE:** Please see Attachment 3 - *Short-Term Family Housing Project Milestones*

*Response to March 28<sup>th</sup> Letter to Director Zeilinger, Department of Human Services*

1. The per unit annual cost for the operation of the DC General Family Shelter;

**RESPONSE:** Currently, the cost per night at DC General is approximately \$134 per family. The total operational costs for DC General are greater than \$17.0 million per year to operate. This cost does incorporate facilities services and maintenance, and utilities expenses to keep DC General operational. See a breakout of the annualized costs for DHS programming, facilities services and maintenance, and utilities.

DC General Programmatic and Operational Expenses	
DHS Programming	\$ 13,000,000.00
Maintenance	\$ 2,371,714.16
Utilities	\$ 2,021,609.43
<b>Total</b>	<b>\$ 17,393,323.59</b>



2. A description of all costs associated with the Spring Road family shelter that the new site in Ward 1 would replace;

**RESPONSE:** The Spring Road Family Apartments are currently under a subcontract through The Community Partnership (TCP), the current provider is the Coalition for the Homeless. This site houses (twenty-eight) 28 families experiencing homelessness in the District and supports residents with a case management plan and continuous counseling to focus families on career goals, access to permanent housing, and developing independent living skills needed for self-sufficiency.

1433 -1435 Spring Road, NW- Current Shelter Costs			
Annual Property Costs	Services (Coalition for the Homeless)	Administrative Fee (The Community Partnership)	Total
\$376,075.00	\$695,186.00	\$85,700.00	\$1,156,961.00

3. A description of the anticipated bathroom ratios at each proposed shelter site;

**RESPONSE:** Per District Law, the requirements for bathrooms “buildings composed of DC General Family Shelter replacement units shall include, at minimum:

- (A) A private bathroom, including a toilet, sink, and bathtub or shower, in at least 10% of the DC General Family Shelter replacement units;
- (B) For every 5 DC General Family Shelter replacement units, one private, lockable bathroom that includes a toilet, sink, and bathtub and shall be accessible to all residents; and
- (C) At least 2 multi-fixture bathrooms per floor that shall include multiple toilets, sinks, and showers."

Please see the chart below for our proposed ratios which exceed the requirements per District Law.

Ward	Units	10% Legislation requirement # of Rooms	Units with Private Bathrooms	Number of Units w/o ensuite	Number of Family Bathrooms	Families Sharing Family Bathroom, Ratio
1	29	3	29	0	0	1 : 1.0
3	38	4	8	30	23	1 : 1.3
4	49	5	6	43	22	1 : 1.9
5	50	5	5	45	34	1 : 1.3
6	50	5	7	43	23	1 : 1.9
7	35	4	6	29	17	1 : 1.7
8	50	5	10	40	20	1 : 2.0

\*There are no multi-fixture bathrooms in the design for any of the locations.



4. *An explanation as to the anticipated layout (e.g. communal, single, etc.) of bathrooms at each proposed shelter site;*

**RESPONSE:** Please see chart above. The District was able to exceed minimums of private and family bathrooms to eliminate the need for communal bathrooms.

5. *Per site, a detailed explanation of how the anticipated bathroom layouts meet the legal requirements of D.C. Law 21-75;*

**RESPONSE:** The District will comply with the Interim Eligibility and Minimum Shelter Standards Amendment Act of 2015, which states that ten percent of the rooms should have a private bathroom, there should be two family bathrooms per ten rooms, and two multi-fixture bathrooms per floor. The intention of this provision is to amend the Homeless Services Reform Amendment Act (HSRA) and to ensure the District has enough bathroom space and privacy for families. The District has designed facilities with enough private and family bathrooms to meet the needs of families such that the need for congregate “multi-fixture” bathrooms has been eliminated.

6. *An explanation of how the anticipated number of en suite and shared bathrooms will allow the District to meet its obligation to provide reasonable accommodations to those with disabilities and other issues;*

**RESPONSE:** DHS is committed to maintaining a robust process and providing all accommodations necessary for those with disabilities. Currently, DHS is working with the Office of Performance Management, within the Office of the City Administrator, and the Office of Disability Rights (ODR) on a CapStat process to ensure the agency’s process is efficient, complete, and accessible to all who require accommodations.

In FY15, DHS met 100% of substantiated reasonable accommodation requests for private bathrooms.

The number of requests for private bathrooms is very small relative to the total number of individuals in our shelter system and the total number of reasonable accommodation requests. Furthermore, in reviewing the case files for these requests, many requests could have been accommodated with bathroom configurations other than a private, attached bathroom. The current limitation of our shelter-stock is that there is minimal variety available with regard to bathrooms – the options are mostly congregant style bathrooms or motels with private bathrooms. In reviewing the root issues driving private bathroom requests, many can be met with en suite style bathrooms, having a room near a bathroom, or a private locked bathroom on the hall.

To address this, our design team at DHS, along with DGS and ODR, has worked to create a diverse layout that offers en suite bathrooms, some private attached bathrooms, and private bathrooms accessible on the hall. This base variety in our unit-stock in conjunction with a robust ADA accommodation process will ensure DHS will be able to meet the needs of those with disabilities in our care.



Included as Attachment 4 is The Community Partnership’s policy on Reasonable Accommodations Procedures, any selected vendor would be required to have such reasonable accommodations policies and procedures in place.

7. *The cost of each additional room “turnover” per room after four have been completed within a year;*

**RESPONSE:** Each lease will have full service turnkey policies incorporated within its annual rent. District-owned properties’ turnkey procedure is conducted by DGS and does not have a maximum number of turnovers per unit.

8. *Per site, a description of the services to be provided at each site and the projected cost for those services at each site;*

**RESPONSE:** Please see Attachment 2 – *Short-Term Family Replacement Sites*

9. *The estimated cost difference for operation of one 38-unit site versus two 19-family sites;*

**RESPONSE:** The costs of operating two sites of 19 units would be significantly more expensive than one property of 38 units. Operating two sites would require additional capital or lease dollars for acquisition and development, as well as additional operational (systems, security, maintenance, janitorial) and supportive services funding (social work, case management, housing, etc.). Costs vary based on a variety of factors such as location, if the site is a vacant lot or building needing renovation, among other considerations. It is not possible to provide a specific cost differential in the absence of known factors about the sites.

10. *Any information received from the Department of Health related to the proposed Ward 5 site;*

**RESPONSE:** Director Zeilinger consulted with the Department of Health (DOH) regarding the health-related impacts to the potential short-term residents at the proposed Ward 5 site. Current health data shows there are no increased health risks for future residents of this program at this site.

11. *An explanation of any special safety precautions to be incorporated at the Ward 6 site due to the mixed-use nature of the project;*

**RESPONSE:** The Ward 6 proposed location is a mixed-use facility that includes artist housing and incorporates the existing arts use.

1. The Prohibited Uses addresses restrictions on specific activities throughout the Common Areas and/or specifically at the entrance of the Short-Term Housing Facility. The restricted activities that cover security:
  - Alcohol may not be served or provided at permitted events without obtaining any required licenses or permits;



- The sale of food or beverages except at permitted events, are subject to the license requirement;
- Leaving, throwing away, or tossing any lighted match, cigar or cigarette within any applicable areas or within twenty-five (25) feet of the District’s premises;
- Smoking (including vaping) in any condominium common areas or on any sidewalk fronting the District’s leased premises;
- Loitering or solicitations except in connection with permitted events;
- The use of or bringing into any common element, limited common element or Unit, any weapons, explosives, firecrackers and/or illegal substances;
- The sale of any drug-related paraphernalia;
- Queuing in connection with events or activities at the Museum Space Unit or the Events Space Unit on the south side (H Street, S.W.) of the Condominium;
- Disorderly behavior in a manner that causes a danger or a nuisance to the public or contributes to the delinquency of District residents or employees;
- The use of any loudspeakers, phonographs, public address systems, and sound amplifiers which are in any manner audible from the outside of any applicable areas is in violation of the District’s noise regulation;
- Causing or permitting odors other than routine cooking odors and odors of cleaning products and art supplies to emanate or be dispelled from any applicable areas;
- Driving and/or parking vehicles on or adjacent to any applicable areas other than in designated driving areas, any applicable parking lot or any other permitted parking spaces, except for delivery loading purposes; and
- Any activity that is illegal or prohibited by applicable local, state or federal laws.

2. Exterior security cameras and appropriate lighting on the periphery of the development.
3. Physical security assigned on the each floor of residential areas within the Short-Term Housing Facility.
4. Restricted access to administrative offices and storage facilities.
5. District requirements and specifications for electronic surveillance, where appropriate within the Short –Term Family Housing Premises, will be adhered to.
6. The buildings will share adjacent structural walls; however there are no common, elevators, stairwells and/or entrances. Further, the buildings share access to the mechanical room which may only be accessed by Property Management.

*12. Per site, the number of administrative and service-related personnel expected to be located at each proposed site on a full-time and part-time basis;*

**RESPONSE:** All short-term family housing facilities will include on-site wrap-around services such as rapid connection to permanent housing programs, housing search assistance, social work staff, early childhood screenings, school liaisons, financial, and budget management services; as well as linkages to education, training, employment services, and health care.



The programs will also have 24-hour staffing and security. These services will be provided through the service provider contracts that are chosen through a competitive RFP process that DHS will conduct prior to the opening of the facility. It is difficult to give the specific number for each site, until the RFP has been completed for each of the respective sites. Specifics around staffing will be determined through a competitive process, however the new short-term family housing process will have staff ranging from 10-15 staff at any one point in time, from case management, social workers, administrative and security staff for each facility.

*13. Per site, the number of security personnel expected to be deployed daily at each proposed site on a full-time and part-time basis;*

**RESPONSE:**

District-owned facilities are maintained by DGS. All privately-owned sites are maintained by the property owner through the terms of the lease. In addition, maintenance and security will be provided through the service provider contracts that are awarded through the competitive RFP process that will be conducted before the facility opens. All of the sites will have 24/7 on site security, who work in partnership with DGS/PSD and MPD. The number of security staff and security measures at each site will be determined by a security assessment of each facility.

*14. A detailed explanation of how the District intends to accommodate in-boundary schools that may see enrollments rise due to students from the proposed shelter sites;*

**RESPONSE:** Although we know that the vast majority of students at DC General do not attend the in-boundary schools (and therefore there is no data to suggest that in-boundary schools for the new short-term housing facilities would experience a significant increase in enrollment as a result of the this project), the District intends to accommodate any increase in school enrollment as it would for any school experiencing an increase in enrollment. Typically, 9-10 months prior to any given school year, DCPS begins to work on school enrollment projections. This involves working with each school leader and community on determining what the expected student population will be the upcoming school year. During this time, community factors like new housing and school openings/closings will be considered as it relates to the impact on enrollment. At this time and as the school year approaches and enrollment begins, DCPS works closely with DGS and other relevant agencies to ensure the space and programs are ready for students, including making any necessary facility accommodations for an increase in enrollment. In addition, DCPS continuously monitors enrollment increases with respect to staffing needs to ensure we provide additional staff allocations on an ongoing basis should a school experience an unexpected influx of students at any point during the year.

Further, the public educational rights of students experiencing homelessness are dictated by federal law, and the District fully complies with those requirements.

*15. A detailed explanation of how the District intends to accommodate parents and students residing in the proposed shelter sites with traveling to and from work, school, and other obligations; and*



**RESPONSE:** Just like it does for DC General residents, the District will implement numerous means to accommodate parents and students who will reside in the proposed short-term family housing with traveling throughout the District. All proposed sites are located near public transportation, as most families who are experiencing homelessness do not have access to a car. (Please see list below of proposed sites and public transportation)

Ward	Site	Nearby Metro Stops	Nearby Bus Lines
1	2105-2107 10th Street, N.W.	U Street Metro Station; Shaw Metro Station	90; 92; 93; 96; X3; 64; 63
2	810 Fifth Street, N.W.	Gallery Place Chinatown Metro Station; Judiciary Square Metro Station	P6; 80; X2; DC Circulator; X9; 70; 74; 79; D4
3	2619 Wisconsin Avenue, N.W.	Woodley Park Metro Station (1.5 miles away)	30N; 30S; 31; 33; D1; D2; N2; N3; N4; N6; DC Circulator (.5 miles away)
4	5505 Fifth Street, N.W.	Fort Totten Metro Station (1.3 miles away); Takoma Station (1.4 miles away)	62; 63; E4; 70 and 79 (.46 miles away)
5	2266 25th Place, N.E.	Rhode Island Metro Station (1.9 miles away); Stadium Armory (2.5 miles away via the B2 bus)	B2; B8 and B9 (0.6 miles away); H6 (.6 miles away); S41 (.6 miles away)
6	700 Delaware Avenue, S.W.	Waterfront Metro Station; Navy Yard Metro Station (.5 miles away)	P6 (.2 miles away); V1 (.2 miles away); A42; A46; A48; 74 (.4 miles away); W9 (.4 miles away)
7	5004 D Street, S.E.	Benning Road Metro Station (.8 miles away)	U5; U6; E32(.2. miles away); W4 (.2 miles away); U8; V1; 96; 97
8	6 <sup>th</sup> Street and Chesapeake Street, S.E.	Southern Avenue Metro Station (1.6 miles away)	A46; A48; A6; A8; A9; W1; (less than .1 miles away)A2; A42; The Bus 35 to National Harbor; D12; D13; NH1; P12; P18; W14 (.3 miles away)

Students and their parents who are experiencing homelessness are able to receive transportation subsidies to get to and from school daily, and are eligible to receive transportation supports upon their request from their school’s LEA or through OSSE’s Homeless Education Program.

Additionally, families in the homeless continuum may receive Temporary Assistance for Needy Families (TANF) or transportation stipends from their TANF Employment Providers that alleviate transportation costs.





16. *Per site, an explanation of the proposed “Good Neighbor Agreements” for each site, including an explanation of who will be party to each agreement, what enforcement provisions may be included, and whether such provisions can be included in each formal lease agreement.*

**RESPONSE:** As we get closer to opening these facilities, the District’s community outreach staff will be working with the providers and neighbors to develop a Good Neighbor Agreement for each site. We want to understand what is important to the community so that we can hold our short-term family housing providers accountable to ensuring we are good neighbors. Though this may vary by site, we expect the following agencies and organization to be party to the agreements:

- Department of Human Services (DHS);
- Department of General Services (DGS);
- The landlord, which in some cases will be DGS;
- The service provider, which will be selected through a DHS-led RFP process;
- Neighbors including ANCs and civic and neighborhood associations;
- Representatives of neighboring school associations; and
- Other District government agencies as appropriate to meet the needs of the community.

The agreements are negotiable, will be unique to each community and foster the establishment of long-term relationships. Perhaps most importantly, they will provide a structure and process for the resolution of conflicts in a neighborly way. We expect Good Neighbor Agreements at every site to include provisions regarding property maintenance, safety and security, conduct, and communication and mutual respect. They will include contact information for all agencies to ensure the District is able to respond quickly to challenges identified by neighbors. We also hope the process will provide an opportunity for neighbors to identify ways they are able to share their time and talents with the Short-Term Family Housing facility or residents.

DHS and DGS contracts with service providers and landlords will be the major tool for enforcement of the provisions outlined in the Good Neighbor Agreement.

***Response to March 28<sup>th</sup> Letter to Director Weaver, Department of General Services***

1. *Per site, a complete explanation of the elements of the lease cost for each site, similar to, but more detailed than, the breakdown you provided for the Ward 4 site in your February 26, 2016 response to my initial request for information on Bill 21-620*



**RESPONSE:** Please see below *Short-Term Family Housing - Elements of Costs*

Short Term Family Housing - Wards 1 through 8 Elements of Cost							
	1*	3	4	5	6	7	8
<b>Construction Costs</b>							
Hard Costs	\$ 11,072,791	\$ 6,600,000	\$ 5,735,580	\$ 8,059,589	\$ 9,800,000	\$ 8,111,337	\$ 8,383,529
Soft Costs	\$ 1,340,387	\$ 2,354,500	\$ 1,821,529	\$ 1,170,499	\$ 3,626,000	\$ 1,223,367	\$ 1,231,632
Capitalized Interest	\$ -	\$ 470,216	\$ 680,700	\$ 788,062	\$ 690,000	\$ -	\$ -
Contingency	\$ 1,688,509	\$ 755,450	\$ 329,076	\$ 3,419,000	\$ 1,342,600	\$ 1,239,420	\$ 1,279,464
<b>Total Construction Costs</b>	<b>\$ 14,101,687</b>	<b>\$ 10,180,166</b>	<b>\$ 8,566,885</b>	<b>\$ 13,437,150</b>	<b>\$ 15,458,606</b>	<b>\$ 10,574,124</b>	<b>\$ 10,894,625</b>
<b>Property Acquisition Costs (includes Financing Costs)</b>							
	\$ -	\$ 5,130,000.00	\$ 4,533,870.00	\$ -	\$ 8,428,520.00	\$ -	\$ -
<b>Total Development Costs</b>	<b>\$ 14,101,687</b>	<b>\$ 15,310,166</b>	<b>\$ 13,100,755</b>	<b>\$ 13,437,150</b>	<b>\$ 23,887,126</b>	<b>\$ 10,574,124</b>	<b>\$ 10,894,625</b>
<b>Annual Rental LY1</b>	<b>\$ 770,000</b>	<b>\$ 2,006,400</b>	<b>\$ 1,344,000</b>	<b>\$ 2,042,530</b>	<b>\$ 2,250,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Expenses</b>	<b>\$ 756,017</b>	<b>\$ 236,250</b>	<b>\$ 229,500</b>	<b>\$ 565,310</b>	<b>\$ 236,250</b>	<b>\$ 428,220</b>	<b>\$ 602,680</b>
<b>Total Development Costs are based on Project Assumptions</b>				<b>*Ward 1</b> Ground Lease Acquisition = \$770,000 per annum			

2. *Per site, a detailed explanation of and the anticipated value of building operations, maintenance, and management services to be provided by the landlord under each lease;*

**RESPONSE:** Please see Attachment 2 - *Short -Term Family Replacement Sites*

3. *A complete explanation of how DGS determined the reasonableness of each lease and its competitiveness with current market prices;*

**RESPONSE:** Please see Attachment 5 - *Competiveness of Lease Transactions*

4. *Per site, a detailed explanation of any anticipated additional costs to be paid by the District for each site and an estimate of each of those costs;*

**RESPONSE:** Please see Attachment 2 - *Short-Term Family Replacement Sites*

5. *An explanation of any special security precautions and costs to be incorporated at the Ward 6 site due to the mixed-use nature of the project;*

**RESPONSE:**

1. The Prohibited Uses addresses restrictions on specific activities throughout the Common Areas and/or specifically at the entrance of the Short-Term Housing Facility. The restricted activities that cover security:
  - Alcohol may not be served or provided at Permitted Events without obtaining any required licenses or permits;
  - The sale of food or beverages except at permitted events, are subject to the license requirement;



- Leaving, throwing away, or tossing any lighted match, cigar or cigarette within any applicable areas or within twenty-five (25) feet of the District’s premises;
  - Smoking (including vaping) in any condominium common areas or on any sidewalk fronting the District’s leased premises;
  - Loitering or solicitations except in connection with permitted events;
  - The use of or bringing into any common element, limited common element or Unit, any weapons, explosives, firecrackers and/or illegal substances;
  - The sale of any drug-related paraphernalia;
  - Queuing in connection with events or activities at the Museum Space Unit or the Events Space Unit on the south side (H Street, S.W.) of the Condominium;
  - Disorderly behavior in a manner that causes a danger or a nuisance to the public or contributes to the delinquency of District residents or employees;
  - The use of any loudspeakers, phonographs, public address systems, and sound amplifiers which are in any manner audible from the outside of any applicable areas is in violation of the District’s noise regulation;
  - Causing or permitting odors other than routine cooking odors and odors of cleaning products and art supplies to emanate or be dispelled from any applicable areas;
  - Driving and/or parking vehicles on or adjacent to any applicable areas other than in designated driving areas, any applicable parking lot or any other permitted parking spaces, except for delivery loading purposes; and
  - Any activity that is illegal or prohibited by applicable local, state or federal laws.
2. Exterior security cameras and appropriate lighting on the periphery of the development.
  3. Physical security assigned on the each floor of residential areas within the Short-Term Housing Facility.
  4. Restricted access to administrative offices and storage facilities.
  5. District requirements and specifications for electronic surveillance, where appropriate within the Short –Term Family Housing Premises, will be adhered to.
  6. The buildings will share adjacent structural walls; however there are no common, elevators, stairwells and/or entrances. Further, the buildings share access to the mechanical room which may only be accessed by Property Management.

*6. The cost, or anticipated cost, of architectural services for the Ward 1 site to be provided by DLR Group / Sorg;*

**RESPONSE:** The cost associated with the 10th and V site is based on a 54,634 square foot site (per initial test fit) with a historical structure on the premises. The estimated budget for architectural and Design Fees (including CA services) includes 6% to 8% of Hard Costs, 6.5% of total development costs (TDC) or \$907,049.29 for A/E Services.



\*It is the policy of the Department of General Services to procure Architectural and Design Services through a formal, competitive process by DGS Contract and Procurement publicly announcing on the DGS website of all requirements for architect-engineer services and to negotiate contracts for architect-engineer services on the basis of demonstrated competence and qualification for the type of services required, and at fair and reasonable prices. The architectural and design services have not yet been selected for this site. A design build RFP will be released in the near future.

7. *The name of the broker utilized by the District to find additional sites, including the names of any personnel with whom the District worked, the fee paid to the broker for its services, a list of all sites identified by the broker not already identified via a response to the Solicitation for Offers, and the dates on which those sites were identified;*

**RESPONSE:** All of the sites reviewed by the District whether District owned, identified by the broker, Savillis Studley, and were formally received by DGS through the Solicitation for Offers. The addresses below are the sites specifically identified by the broker. The broker is not paid a direct fee, but rather receives a commission based on a completed transaction.

<b>Proposals Received</b>					
<b>Company</b>	<b>Address</b>	<b>Ward</b>	<b>Received</b>	<b>Reason for Selection/Rejection</b>	<b>for</b>
Thomas Jefferson Real Estate LLC	1724 Kalorama Ave NW	1	11/25/2015	Unsuccessful negotiation	
Potomac Holding / Varsity Investment Group	4000 Brandywine Street NW	3	8/4/2015	Developer did not secure site control	
Potomac Holdings/Varsity Investment Group	700 Delaware Ave SW	6	10/7/2015	Good location, size, access, community amenities	

8. *The names of each broker who represented any of the potential landlords;*

**RESPONSE:** In each of the instances of the proposed sites, the landlords were self-represented.

9. *The names, resumes, and detailed history of negotiating experience for each member of the DGS team involved with negotiation of each lease, including those with approval authority for each lease;*

**RESPONSE:** DGS professionals represent 116 years of experience in commercial and residential real estate transactions. The team’s collective efforts are directly responsible for negotiating 3 Million square feet of leased space on behalf of the District of Columbia. Mayor Bowser appointed Admiral Chris Weaver to lead this agency. He was confirmed by Council on December 1, 2015.



10. *The annual lease price for office space utilized by the District's Department of Parks and Recreation on U Street, NW. Please include the annual cost, square foot area, length of the lease, and any escalations built into the contract;*

**RESPONSE:** Currently, this property is used for office space by DGS' Capital Construction Division and by the Department of Parks and Recreation (DPR). The District rents the bottom two floors for DPR, while the top two floors are rented for DGS. The space (34,000 square feet) is currently leased for \$42.10/square foot/year, for a 6-year term (\$1.4M/year).

11. *The name of the current owner of the Ward 3 site and whether the current owner is the proposed landlord; if the proposed landlord is different than the current owner, provide the name of the proposed landlord; if the owner or landlord is a business entity, provide the names of the principal parties of the entity;*

**RESPONSE:** The owner of record as per DC Office of Tax and Revenue (OTR) for SSL 1935 0044 (2619 Wisconsin Avenue) is The Marital Trust U Sheaffer Family Trust, Nicola Tranchitella, Trustee;

The owner of record as per DC Office of Tax and Revenue (OTR) for SSL 1935 0812 (Wisconsin Avenue) is Nicola Tranchitella, Trustee Mary A. Rubino.

The proposed landlord is Glover Park Developers LLC. This entity has a Purchase and Sales Agreement to procure this site at 2619-2623 Wisconsin Avenue, NW. Bruce Finland is a Managing Member of Glover Park Developers LLC.

12. *If the current owner of the Ward 3 site is not the proposed landlord, please specify the date by which the proposed landlord must gain site control;*

**RESPONSE:** The proposed owner of the Ward 3 property has site control, by means of executing a Purchase and Sales contract.

13. *If the current owner of the Ward 3 site is not the proposed landlord, please explain what stage of the purchase process the proposed landlord is currently in;*

**RESPONSE:** The proposed owner of the Ward 3 property has site control, by means of executing a Purchase and Sales contract.

14. *A list of all sites considered in Ward 5 and a detailed analysis as to why each site was not chosen. For instance, if a site was not selected due to its size, please explain why its size was not in line with the District's needs;*

**RESPONSE:** There were two other sites that had been considered in Ward 5. One was 2385 Rhode Island Avenue, submitted by Avanti Real Estate, in January 2015. The site was only 4,480 sf, and was a corner lot, and therefore two major 'front yard' setbacks. As the District was looking to build at least 30,000sf, at full site coverage, this site would have required a seven-story building in a predominantly 2 story community.



With setbacks, it may have needed to go to 10 stories or more. The other was 1913 Gallaudet St, NE, submitted by BDC Housing, also in January of 2015. This site was only 1680sf, and again, with a target of 30,000sf, this site at full site coverage would have required an 18 story building.

*15. An assessment of the feasibility of each site suggested as an alternative to the proposed Ward 5 site in the March 8, 2016 letter to Mayor Bowser from representatives of the Langdon Park Community Association;*

**RESPONSE:**

Site	Property Owner	Reason for Selection/Rejection
Corner of 13 <sup>th</sup> Street NE and Rhode Island Ave NE	ASR Group	Cost prohibitive
St. Frances De Sales School ( Near Mills Ave and Rhode Island Ave NE)	William Baum (Archdiocese)	Archdiocese has been non-responsive to District’s request for information
Former Tourist Home at 2900 Rhode Island Ave NE	Capital Care, Inc ( through Metro Vision)	Site not large enough
Former MPD Youth Division at 1700 Rhode Island Ave NE	District of Columbia	Site not large enough and still being considered for other District uses
2900 South Dakota Avenue NE	Vincent Jones	Site is not large enough
Missionaries of Charity Convent at Eastern Ave and Randolph NE	St. Josephs Home and School (2800 Otis Street, NE	Archdiocese has been non-responsive to District’s request for information
Potomac Prep Charter (4401 8 <sup>th</sup> Street NE)	Charter School Development Fund	Cost prohibitive
Tree of Life Public Charter School ( 2315 18 <sup>th</sup> PI NE)	Tree of Life Public Charter School	Not available
A decommissioned DC public school building such as Spingarn High School or Crummel Elementary School		Not available

*16. The total square foot area at the Ward 5 site to be devoted to the Hoya Clinic;*

**RESPONSE:** Rough estimates are 15,000 square feet to be used for the Hoya clinic and other intake assessment programmatic functions.

*17. For the Ward 6 site, please provide answers to the following:*

- a. Who currently owns the Ward 6 site? Who is the proposed landlord? If either is a business entity, provide the names of the principal parties of the entity.*



**RESPONSE:** The owner of record is Square 643 Associates, LLC. The property will be acquired by 700 Delaware LLC, who will develop, then own, the Short-Term Housing Facility, and manage all the Buildings erected on the Property throughout the District’s Lease Term.

- Square 643 Associates, LLC, Steve Tanner, Principal
- 700 Delaware LLC, is a joint venture between Varsity Investments/Potomac Holdings (Donnie Gross, Principal) and Blue Skye Development (Brian Irving and George Mavrikes)

*b. By what date must the proposed landlord have ownership of the land?*

**RESPONSE:** 700 Delaware LLC (the proposed landlord) must have control and ownership of the site before construction commences. However, before the construction start date the developer must also demonstrate that it has completed and received approval for required Zoning process (PUD) and has completed and received approval from the HPRB

*c. What stage of the purchase process is the proposed landlord currently in?*

**RESPONSE:** Contract terms for the 700 Delaware LLC’s purchase of and control of the site are fully negotiated.

*d. How many units of “artists housing” are proposed to be built at this site?*

**RESPONSE:** The number of units for artists-in-residence housing is two. The total area is 1500 sf.

*e. Please provide a description of any access points and pathways between the proposed shelter and any other buildings at the site, including the Blind Whino and “artists housing” buildings.*

**RESPONSE:** The buildings on the Property will share adjacent walls. The buildings will share a mechanical room that is accessible only by the Landlord’s Property Management staff. However, there are no (private) pathways and access points between the Short-Term Family Housing and the other buildings MoMA and Artists Residence. Families residing at the Short-Term Family Housing Facility may only access the other buildings by way of the respective front/main entrances.

*f. Please explain the types of activities and events expected to be held at the Blind Whino space, including whether alcohol will be served in the space.*

**RESPONSE:** Upon complete development of the Short-Term Family Housing Facility, the church building will be rebranded into a cultural arts and events space that will be complementary to the intended uses of its new use. The working title of the venue is the *Museum of Alternative Art (MOAA)*.



The programming, venue activities, and permitted uses and alcoholic beverage service within MOAA will be governed by District regulations and Prohibited Uses that are defined in the Lease Agreement and the property Condominium Documents.

See attachment 6 – *Ward 6 Site Prohibited Uses*

- g. *Please provide a detailed explanation of the process for review at the Historic Preservation Review Board (HPRB) for the proposed Ward 6 site, a detailed schedule for how you anticipate the historic preservation review at the proposed Ward 6 site will proceed, and a detailed explanation of who will be responsible for seeking HPRB approvals.*

**RESPONSE:** The church portion of the Ward 6 site is not part of the facility that the Short - Term Family Housing will use or to which residents will have non-public access. However, as with any other project, the developer/architect will need to submit documents to the Historic Preservation Review Board (HPRB) by April 29, 2016, to be on the May 26, 2016, HPRB agenda, or by May 27, 2016, to be on the June 23, 2016, HPRB agenda. The architects are anticipated to be far enough in their design by the time they present to the community in early April, to discuss the historic preservation implications as well.

Subsequently, considering input from the community meeting, the architects will prepare any explanatory, illustrative or historic research materials. These supplementary submissions would be required by May 16 or June 13, respectively, to make the relevant HPRB meeting dates above. Public testimony can be submitted at the HPRB meeting.

- h. *Please provide a detailed explanation of what contingencies will be included in each lease to protect the District in the event that any Historic Preservation Review Board approvals cannot be obtained.*

**RESPONSE:** The Lease Agreements require that the Landlord successfully complete the zoning relief; HPRB, all permitting processes and construction are complete prior to the District occupying the building. The District is not financially obligated until its occupancy in respective Short Term Family Housing facilities.

18. *All proposals received in response to the Solicitation for Offers and through the efforts of the District's broker;*

**RESPONSE:** Please see Attachment 7- *Proposals Received*

19. *A detailed explanation for why only six District- or publicly-owned sites were considered for shelter sites;*





**RESPONSE:** Given available properties and programmatic metrics, six District or publicly owned sites were reviewed, and the available sites are in Wards 6, 7 and 8. The Ward 6 site is federally-owned, and has not yet been transferred to District ownership. It was considered as part of the solutions proposed to close DC General, as it will not be available within a time frame that meets the District’s schedule to close DCG.

There are two Ward 7 sites, one of which was selected, and the other was not, in part because it is part of the PUD on the DC General site, where the District did not want to rebuild short-term family housing as a replacement.

There were three Ward 8 sites under consideration, one of which was selected. One site, 1328 W Street, SE, was chosen to be utilized by DHCD to relocate the Big K site historic structures. Although there are other District-owned sites in Ward 8, most of them (outside of St. Elizabeth’s, Blue Plains or South Capitol Street sites) were much smaller than the residential sites in question, and once a site was selected, there was no need for further assessment.

*20. Per site, the current zoning and tax classification for each proposed site;*

**RESPONSE:**

Ward	Site	Units	Zoning	Tax Classification
1	2105 10 <sup>th</sup> St NW	29	R5B-Arts/CR	Class 2 (commercial)
2	810 5 <sup>th</sup> St NW	213 beds	R5E	Class 2 (commercial)
3	2619 Wisconsin Ave NW	38	R1B	Class 1 (residential)
4	5505 Fifth St NW	49	C2A	Class 4 (blighted)
5	2266 25 <sup>th</sup> PI NE	50	CM2	Class 2 (commercial)
6	700 Delaware Ave SW	50	R4	Class 2 (commercial)
7	5004 D St SE	35	R5A	Class 2 (commercial)
8	6 <sup>th</sup> St & Chesapeake St SE	50	R5A	Class 1 (residential)

*21. The specific drawing percentage level to be completed by your stated deadline of “early April” for utilization in the zoning relief process and the date by which those drawings will be completed;*



**RESPONSE:** Progress on the design drawings is represented in the chart below, as of 4/7/16:

Ward	Site	Architect	Percent Complete	Completion Date
1	2105 10 <sup>th</sup> St NW	TBD (Cunningham Quill Architects)*	10 % ( Prelim. Schematic)	TBD
3	2619 Wisconsin Ave NW	Studio 27	25 % ( Schematic Design)	TBD
4	5505 Fifth St NW	PGN Architects	40% (Design Development)	TBD
5	2266 25 <sup>th</sup> PI NE	GTM Architects	40% (Design Development)	TBD
6	700 Delaware Ave SW	Soto Architects	40% (Design Development)	TBD
7	5004 D St SE	Cunningham Quill Architects	40% (Design Development)	TBD
8	6 <sup>th</sup> and Chesapeake St SE	Sorg Architects	25% (Schematic Design)	TBD

\* Initial Test Fit Only

*22. A detailed schedule for how the District anticipates the zoning relief process will proceed, including the date upon which each case will be filed through final order;*

**RESPONSE:** Please see Attachment: 3 Short-Term Family Housing Project Milestones

*23. A detailed explanation of how neighbors and ANCs will be notified once the zoning process commences;*

**RESPONSE:** We will notify affected ANCs, in addition each regulating body has notice requirements.

*24. An explanation of what contingencies will be included in each lease to protect the District in the event that any zoning relief sought cannot be obtained;*

The Lease Agreements require that the Landlord successfully completes the zoning relief, HPRB, all permitting processes and construction are complete prior to the District occupying the building. The District is not financially obligated until its occupancy in respective Short Term Family Housing facilities.

*The maximum number of units to be created at each proposed site; and*



**RESPONSE:**

Ward	Site	Units
1	2105 10 <sup>th</sup> St NW	29 apartments
2	810 5 <sup>th</sup> St NW	213 beds
3	2619 Wisconsin Ave NW	38 units
4	5505 Fifth St NW	49 units
5	2266 25 <sup>th</sup> Pl NE	50 units
6	700 Delaware Ave SW	50 units
7	5004 D St SE	35 units
8	6 <sup>th</sup> and Chesapeake St SE	50 units

*25. A detailed explanation of an anticipated environmental remediation that will be necessary at each site and the estimated cost of any such remediation.*

**RESPONSE:** We have no reason to suspect extraordinary issues.

Thank you for the opportunity to provide a response to your questions. I look forward to the vote on this bill.

Sincerely,



Rashad M. Young  
City Administrator

- Attachment 1: Annual Funding Sources
- Attachment 2: Short -Term Family Housing Replacement Sites
- Attachment 3: Short-Term Family Housing - Project Milestones
- Attachment 4: Reasonable Accommodations Policy
- Attachment 5: Competitiveness of Lease Transactions
- Attachment 6: Ward 6 Site Prohibited Uses
- Attachment 7: Proposals Received
- Attachment 8: PUD Process Overview

