



## ZEN DEVELOPMENT CONSULTANTS LLC

222 Redwood Drive | PO Box 1082 | Woodacre, California 94973 | 818/653-3899



### CHRISTINA DURAN

Development Consultant

#### FOCUS

Funding Applications

#### PROFESSIONAL HIGHLIGHTS

- Public Administration of LIHTC
- Administered LIHTC 101 trainings for NYC HPD for new developers
- Writes the QAP and reviews every LIHTC application in NYC
- Funding Applications
- Underwriting
- Resyndication strategy and execution - created HPD's Year 15 program
- Represented HPD at NYSAFAH conferences
- Worked closely with National Housing Trust and other national advocates to create Right of First Refusal policies

#### EDUCATION

John Jay College of Criminal Justice  
Master of Arts,  
Public Administration

Iowa State University  
Bachelor of Arts, Sociology

#### PROFESSIONAL EXPERIENCE

##### Zen Development Consultants LLC

Development Consultant, Present

Christina oversees all of ZDC's application efforts.

##### New York City Department of Housing Preservation ("HPD") New York, New York

Executive Director, 2009-Present

Administers New York City's Low Income Housing Tax Credit Program (LIHTC). Responsible for over \$30M in annual 9% and 4% LIHTC allocations. Oversees application, carryover and 8609 process for 9% and 4% credits. Creates NYC's annual Qualified Allocation Plan for administration of LIHTC program. Coordinates with other departments and other City agencies to close projects. Works closely with developers and investors to structure tax credit developments. Supervises staff of six analysts and administrative staff while creating team goals and facilitating team improvements. Reviews all IRS allocation documents such as Carryover Allocations and 8609s. Advises executives on necessary policy and program requirements and changes. Compiles and presents annual reports on NYC LIHTC to HPD, New York State and IRS. Collaborated with IT to create first-ever online LIHTC application for HPD.

Director, 2006-2009

Created HPD's Year 15 Program to reposition projects prior to tax investor exit. Worked closely with National Housing Trust and other national advocates to create one of the strongest Right of First Refusal policies for LIHTC properties in the nation, with the goal of protecting not-for-profit developers from predatory investors at Year 15. Negotiated exit strategies on a project by project basis with developers / investors. Assisted in development of legal documents pertaining to Year 15 exits for HPD. Supervised a staff of two analysts. Collaborated with for-profit/not-for-profit organizations to develop fair standards. Worked closely with all levels with HPD to ensure consistency between programs.

##### J.P. Morgan Chase New York, New York

Assistant Vice President, 2004-2006

Underwrote LIHTC and other affordable housing projects for financing. Worked directly with developers to meet all bank standards and requirements. Created and presented credit memos to Credit Committee for project approval

#### CERTIFICATIONS, SKILLS, AND AFFILIATIONS

Financial Modeling in Excel

MS Office – Word, Excel, PowerPoint, Access, Adobe

Rental Housing Development Finance Professional Certification

Low income Housing Tax Credit Certification – Quadel

HUD Trainings: HOME, Project-Based Vouchers, Housing Choice and Affordable Housing Preservation

Women's Affordable Housing Network Member

Youth Mentor – Teammates Mentoring Program

Taught NYC HPD's LIHTC 101 course for new developers

Regular panel participant at conferences