September 7, 2001

Board of Zoning Adjustment for the District of Columbia
441 4th Street, NW, Suite 210
Washington, Dc 20001

RE: 2713 Ontario Road, NW
Square: 2581 Lot: 287
Zoning: C2B

RE: Letter of Intent

The following information refers to requirement 4.B. in the application regarding the use of the building at 2713 Ontario Road, NW for which the National Hispanic Council on Aging wishes to receive a Certificate of Occupancy. We are providing the following documentation:

- The National Hispanic Council on Aging was incorporated by virtue of the Nonprofit Corporation Act of the District of Columbia on January 11, 1994. The NHCoA has filed and is in good standing as per Folder (92) PROC 2000 of the Department of Consumer and Regulatory Affairs Business Regulation Administration Corporations Division.

- The National Hispanic Council on Aging has a CERTIFICATE OF EXEMPTION # 8399-0017015-001, issued pursuant to District of Columbia Sales and Use Tax Acts, on 01/09/87 from the Department of Finance and Revenue.

- The National Hispanic Council on Aging received a determination letter in June 1986 granting the organization exemption from federal income tax under section 501 (c)(3) of the Internal Revenue Code. A copy of the letter dated November 9, 1999 confirming the status is attached.

- The National Hispanic Council on Aging had been told that a previous owner had operated a business on the premises, but no records were found at the Department of Consumer and Regulatory Affairs Office for that.

The National Hispanic Council on Aging (NHCoA) will use the premises at 2713 Ontario Road, NW to continue their work in support of Hispanic elders, their families, and those who work to serve them, for an average of 8 employees.

The NHCoA was established in 1973 to improve the well being of Latino elderly, families and communities. NHCoA carries out advocacy through training, education, development of educational materials, leadership development, and culture and language specific demonstration projects. NHCoA sponsors affordable housing for the elderly with *Casa Iris*, located at 12th and W Streets, NW, Washington, D.C., housing 40 senior residents (most of them members of the local chapter) that represent the multicultural profile of the city. NHCoA also sponsors an apartment housing complex for the elderly in Garden City, Kansas.

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NATIONAL HISPANIC COUNCIL ON AGING
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Board of Zoning Adjustment
District of Columbia
CASE NO.16814
EXHIBIT NO.3

- The National Hispanic Council on Aging wishes to use the lowest level, (basement level), as Bazar San Antonio, for our work with families who have children with chronic illnesses and disabilities and to establish a gathering place for our volunteers and for families. We plan to use Bazar San Antonio as a place where people can network and where we can provide and share information that will positively affect people's lives. We plan to provide office space, accept donations of clothing, toys and furniture, and at times, money, in efforts to help this target audience, families that need out help.

    - The first floor will house the NHCoA communications center, which publishes a quarterly newsletter, *Tu, Yo, Nosotros* (Family Friends newsletter), *NOTICIAS*, **Action Alerts,** and Policy Up-dates that reflect the local needs and concerns of its chapters and affiliates. The NHCoA communications center works with the NHCoA Web site to link the organization and its networks to other Latino and non-Latino national and local organizations focusing on activities co-sponsored by local chapters and affiliates. The offices of the Health Promotion and Disease Prevention Project Director, who administers a national diabetes education program as well as a wide range of other issues that focus on health disparities and access will also be on the first floor.

    - The second floor will house the NHCoA's Institute on Hunger and Poverty that focuses on promoting economic security, independence, and prevents victimization of the elderly. Also on the second floor is a conference room and offices for the NHCoA deputy director, whose duties include administering some health education related programs, including a breast and cervical cancer early detection program.

    - The third floor (attic level), while small, is the location for offices for the president and the bookkeeper.

    - Each of the floors contains organization files, books, and other documents related to the organization's work and past accomplishments. There are bathrooms on each floor.

Thank you.

Marta Sotomayor, Ph.D.
President and CEO