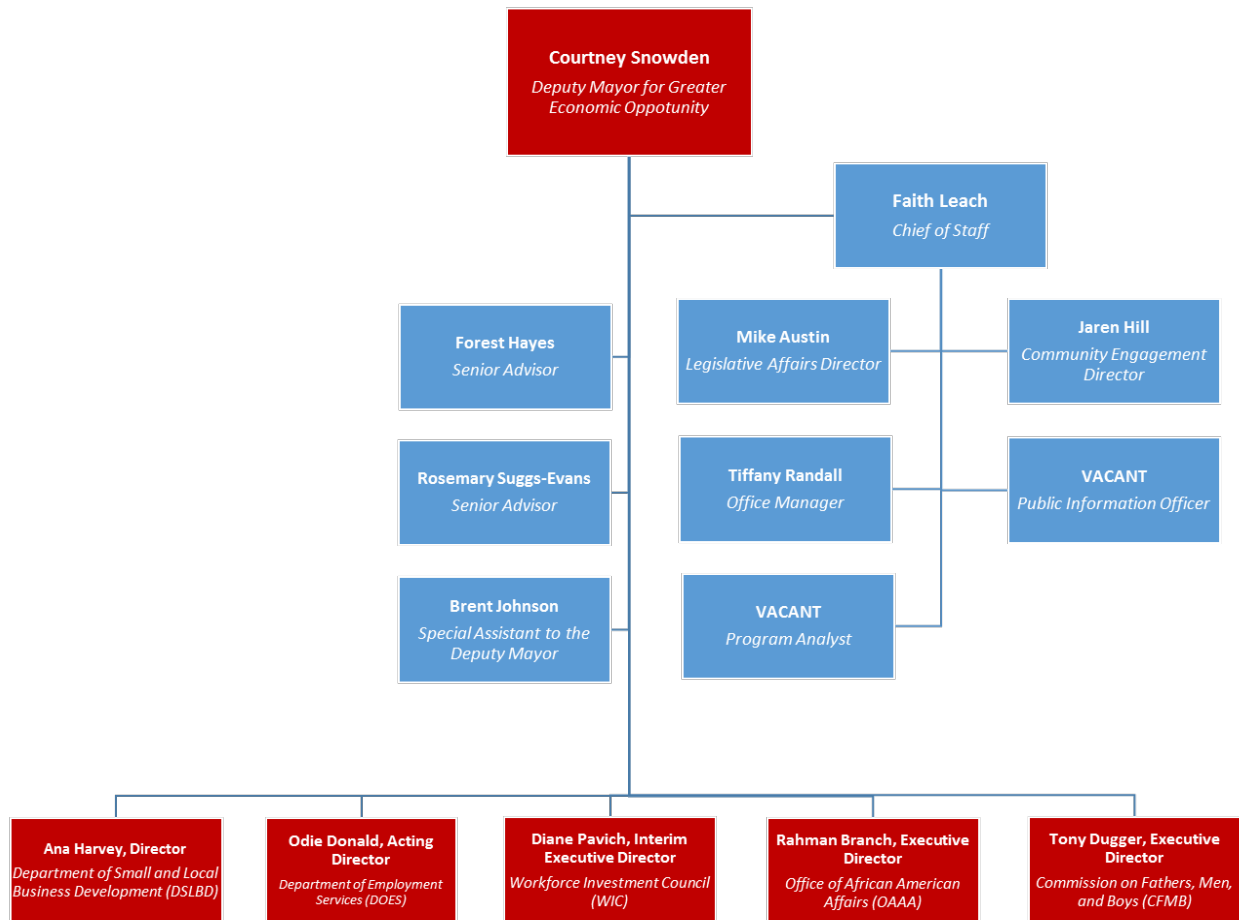


**Deputy Mayor for Greater Economic Opportunity
 FY16-17 Performance Oversight Hearing Questions
 Committee on Labor and Workforce Development
 Councilmember Elissa Silverman (At-Large), Chair**

I. Office Organization

- 1. Have there been any organizational changes within the Department since your inception? Please provide a complete, up-to-date organizational chart for your Office including, either attached or separately, an explanation of the roles and responsibilities for each position.**



Yes. The Workforce Investment Council was transferred to DMGEO in FY16.

II. Budget

- 2. Please provide a chart showing your Office’s approved budget and actual spending, by program, for FY16 and FY17, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures for FY16 and FY17, to date.**

The approved FY17 DMGEO budget was \$3,341,304. The most notable variance from FY16 to FY17 is the increase in the DMGEO budget from \$698,000 in FY16 to \$3,341,304 for FY17. The increase is a result of the Office of African American Affairs, the Commission on Fathers, Men and Boys and the Workforce Investment Council being transferred into the DMGEO budget.

See Attachment A

3. Please list any reprogramming, in or out, which occurred in FY16 and FY17, to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.

FY 2016 Reprogramming				
From	Amount	TO	Amount	DESCRIPTION
0014	25,000.00	PayGO Various	25,000.00	Transfer to Budget Office for PayGo Various Project
Total	25,000.00		25,000.00	
FY 2017 No Reprogramming				
TO	Amount	From	Amount	DESCRIPTION
0040	194,753.00	Budget Office	194,753.00	Transfer from Budget Office from Contingency Cash

4. Please identify any programs for which funding has been reduced or eliminated in FY16 and FY17, to date. *N/A*
5. Please provide a complete accounting for all intra-District transfers received by or transferred from the Office during FY16 and FY17, to date.

Intra District FY 2016 Transferred From Office of the Deputy Mayor for Greater Economic Opportunity (EMO)			
Amount	From	To	Description
\$ 2,000.00	EMO	TOO	FY16 WEB Assess
\$ 6,000.00	EMO	AAO	Advance
\$ 10,000.00	EMO	BXO	
\$ 3,473.25	EMO	TOO	Telephone
\$ 802.35	EMO	ASO	RTS Telephone
Intra District FY 2017 Transferred From Office of the Deputy Mayor for Greater Economic Opportunity (EMO)			
Amount	From	To	Description
\$ 1,186,095.00	EMO	EBO	For Subsidies
Intra District FY 2017 Recieved Office of the Deputy Mayor for Greater Economic Opportunity (EMO)			
Amount	From	To	Description
\$ 2,000,000.00	CFO	EMO	MOU for Pathways
\$ 797,822.28	CFO	EMO	MOU WIC Support

6. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your Office during FY16 and FY17, to date. For each account, please list the following:
 - a. The revenue source name and code;
 - b. The source of funding;
 - c. A description of the program that generates the funds;
 - d. The amount of funds generated by each source or program in FY16 and FY17, to date; and
 - e. Expenditures of funds, including the purpose of each expenditure for FY16 and FY17, to date.

N/A

7. Please provide a complete accounting of all federal funds received for FY16 and FY17, to date. *See Workforce Investment Council Oversight Responses.*
8. Please provide the Office's fixed costs budget and actual spending for FY16 and FY17, to date. Please include a narrative description of any substantial changes in these costs. *N/A*
9. Please identify all legislative requirements that the Office lacks sufficient resources to properly implement.

DMGEO is currently meeting all legislative requirements.

10. For each revenue account outside the General Fund that is available for use by the Department, please provide the following: *N/A*
 - a. Name of the account;
 - b. Statutory authority for the account;
 - c. Purpose of the account;
 - d. Deposits into the account, including the source of such deposits;
 - e. Expenditures from the account;
 - f. Expected revenue to the account; and
 - g. Expected expenditures from the account in FY16 and FY17, to date.
11. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2016, 2017, and 2018 (if available).

We are working with the Mayor's Budget Office on developing our budget. Budget enhancement requests for recent past fiscal years are being reviewed as part of this process. We will be happy to share the Mayor's FY18 budget once it has been submitted to the Council.

III. Property and Other Fixed Costs

- 12. Provide a list of all properties occupied by DMGEO in FY16 and FY17, to date. For each property, what were your total rental costs in FY16 and what have been your total rental costs thus far in FY17?**

DMGEO occupies space at 2235 Shannon Place, SE, Suite 3040. The fixed costs in FY16 and FY17 are \$197,743.40 and \$104,081.03 respectively. This represents the cost of rent paid and is covered in the DGS budget. The FY17 rent costs are through February 2017.

- 13. Provide a list of DMGEO's fixed costs budget and actual spending for FY16 and thus far in FY17.**

DMGEO occupies space at 2235 Shannon Place, SE, Suite 3040. Fixed costs in FY16 and FY17 are covered in the DGS budget and represented below.

Commodity	FY16 Approved	FY16 Actuals	FY17 Approved	FY17 Actuals thru Feb
Rent	\$253,601	\$197,743	\$257,666	\$104,081

- 14. What steps were taken in FY16 and FY17, to date to reduce the following:**

- a. **Energy use**
 - b. **Communication costs**
 - c. **Space utilization**
- a. *DMGEO works with DGS to conserve energy by requesting that all staff shut off all computers, printers etc. at close of business. Additionally, the building's lighting system operates on a timer and motion sensors. These tools turn off lighting in unused areas and shift all lighting to emergency status after 10:30pm unless otherwise requested by the tenant. The building is a Green Building and operates on an Energy Management System (EMS) and is also on a timed schedule. The HVAC system automatically converts to an energy saving mode after 6:30pm, Monday thru Friday. Both HVAC and lighting remain in energy saving mode through the weekend unless otherwise requested, whereby it is then programed to provide service by specific zones as needed.*
- b. *DMGEO contains communication costs by using a data cap and pooling services for all mobile communication equipment.*
- c. *DMGEO has taken steps to use the square footage efficiently by creating flex spaces and "touch down" areas which allow us to accommodate frequent EOM staff in our office*

IV. Personnel

- 15. Please provide a complete, up-to-date position listing for your Office, which includes the following information (list the information by program and activity):**

- a. Title of position;
- b. Name of employee or statement that the position is vacant, unfunded, or proposed;
- c. Date employee began in position;
- d. Salary and fringe, including the specific grade, series, and step of position;
- e. Job status (continuing/term/temporary/contract);
- f. Designation of funding status (local, federal); and
- g. Job requirements and duties.

See attachments A and Attachment D

16. Please provide the number of full-time equivalents (FTEs) for the Office, broken down by program and activity, for FY16 and FY17, to date. Please also note the number of vacancies in FY16 and FY17, to date:

TABLE A		
	FTEs	
	FY16	FY17
(2010), Deputy Mayor for Greater Economic Opportunity	5.0	8.0
(2011), Office of African American Affairs	0.0	1.0
(2012), Commission of Fathers, Men and Boys	0.0	2.0
Vacancies	2.0	4.0
SUBTOTAL	5.0	11.0
(3030), Workforce Investment	0.0	3.0
(3035), Workforce Investment Council	0.0	4.0
SUBTOTAL	0.0	7.0
TOTAL	0.0	18.0

- a. For each vacant position, please note how long the position has been vacant and whether or not the position has since been filled; and

FY17 VACANCIES		
Position Title	Time Vacant	Filled
Associate Director of Legislative Affairs	1 month	Yes
Program Analyst	4 months	No
Public Information Officer	4 months	No
Workforce Intermediary Officer	1 month	No

- b. How many vacancies within the Office were posted during FY16 and FY17, to date?**

In FY16 there were two (2) vacancies within the Office, and in FY17 there were four (4) vacancies. To date, three (3) vacancies remain in the office.

- 17. Please provide a detailed narrative description of the personnel process within the Office. Specifically, please describe how the personnel activity within the Office works in coordination with the DC Department of Human Resources to ensure that human resource needs are met.**

DMGEO works closely with the Mayor's Office of Talent and Appointments (MOTA) and the DC Department of Human Resources on the recruitment, onboarding, and subsequent support of office personnel as all DMGEO positions, with the exception of three (3) detailed FTEs, are excepted service. In addition, DCHR provides support on employee performance management, time and attendance, benefits, etc.

- 18. Does the Office conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all Office employees are meeting individual job requirements?**

Yes, all DMGEO employees go through the annual performance evaluation process. Evaluations are conducted by the Chief of Staff and Deputy Mayor. Employees meet with the Chief of Staff regularly to review assignments and receive feedback on individual job performance.

- 19. Please list all employees detailed to or from your office, if any. Please provide the reason for the detail, the detailed employee's date of detail, from which agency the employee is detailed, and the detailed employee's projected date of return.**

There are currently three (3) employees detailed to DMGEO from DGS: Forest Hayes, Rosemary Suggs-Evans, and Tiffany Randall. Mr. Hayes and Ms. Suggs-Evans provide critical research, planning and evaluation support for key DMGEO programs, and Ms. Randall provides administrative support to DMGEO.

TABLE B		
Employee	Detail Start	Detail End:
Forest Hayes	7/5/16	September 30, 2017
Rosemary Suggs-Evans	4/18/16	September 30, 2017
Tiffany Randall	4/25/16	September 30, 2017

- 20. Please provide the Committee with:**
- A list of all employees who receive cell phones, personal digital assistants, or similar communications devices at Office expense; SEE TABLE C BELOW**
 - A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned; SEE TABLE D BELOW**
 - A list of employee bonuses granted in FY16 and FY17, to date, if any; None**
 - A list of travel expenses, arranged by employee; and (SEE ATTACHMENT E)**

- e. **A list of the total overtime and workers' compensation payments paid in FY16 and FY17, to date.** *None*

TABLE C	
Employee	Device
Courtney Snowden	Cell phone; iPad
Faith Leach	Cell phone; Laptop
Jaren Hill	Cell phone; iPad; Laptop
Michael Austin	Cell phone; Laptop
Brent Johnson	Cell phone
Rosemary Suggs-Evans	Cell phone; Laptop
Tony Duggar	Cell Phone
Rahman Branch	Cell Phone
Ajan Brown	Cell phone; Laptop
Diane Pabich	Cell phone; Laptop
Lauren Scott	Cell phone; Laptop
Anique Hameed	Cell phone; Laptop
Rosalyce Broadous-Brown	Cell phone; Laptop
Anika Holmes	Cell phone; Laptop

TABLE D	
Vehicle	Assigned to
White Toyota Corolla – DC 9309	DMGEO (from DOES)

21. **Please identify additional staffing needs to better equip the office to implement the policies and initiatives for FY17 and FY18.** *N/A*

V. Office Programs and Policies

22. **Please list each policy initiative of your Office during FY16 and FY17, to date. For each initiative please provide:**
- A detailed description of the program;**
 - The name of the employee who is responsible for the program;**
 - The total number of FTE's assigned to the program; and**
 - The amount and source(s) of funding budgeted to the program.**

Deputy Mayor Snowden led the following overarching initiatives for the DMGEO office:

- Leading Mayor Bowser's efforts to create a vibrant economic ecosystem for small business and District workers.** DMGEO served as the face and strategic leader of the successful \$15 minimum wage increase campaign for District workers. Chaired the Mayor's Working Group on Jobs, Wages, and Benefits, which brought District business leaders and labor together to craft recommendations focused developing balanced pro-business and pro-worker

- policies. Oversaw the first increase in the District unemployment insurance program in more than a decade.
- ii. **Developing programs to bolster resident entrepreneurship across the city, particularly in overlooked and underserved communities.** Programs include: *Aspire to Entrepreneurship*, a nationally recognized small business training and capacity building program focused on returning citizens. *Project 500*, a partnership with Georgetown University which provides technical assistance, access to capital, and back office support to existing and new businesses in overlooked and underserved communities.
 - iii. **Leading efforts to build the District's first federally compliant and comprehensive workforce system.** DMGEO worked to drastically improve the District's relationship with the Department of Labor, which included making substantial progress toward ridding the District of *High Risk Status*. Hired the most experienced workforce team in the history of the Department of Employment Services. Developed and implemented improved customer service in the agency. Created key programs focused on developing year-round youth employment programs, oversaw the expansion of the Marion Barry Summer Youth Employment Program utilizing technology to modernize the programs implementation, developed DC Career Connections, a highly successful workforce training and education program targeting justice involved young people ages 20-24.
 - iv. **Ensuring that District government meets the statutory obligation to spend fifty percent of the budget with certified small business enterprises.** DMGEO developed and implemented the District's strategy to better utilize District procurement opportunities to bolster District based small businesses to ensure continued growth and increased hiring. In year one, District agencies met the 50% spending goal, and in year two, District agencies exceeded the CBE spending goal by more than double.

There is no associated budget for DMGEO programs or initiatives. The office is allocated \$98,000 in NPS funds. NPS funds are used to pay for office supplies and supplement the office's programmatic work.

See Attachment C for additional details on DMGEO led programs/initiatives.

23. Please describe any initiatives your office implemented in FY16 and FY17, to date, to improve the internal operation of the Office or the interaction of the Office with outside parties, including the Workforce Investment Council. Please describe the results, or expected results, of each initiative.

DMGEO and the Workforce Investment Council both developed public newsletters during FY17 to effectively communicate key initiatives and programs to members of the public. We expect increased public participation in our key programs and increased responses to our community survey. In addition, DMGEO now has a Senior Advisor and special assistant that oversee office operations including procurement, budgeting and management of staff in the Chief of Staff's absence. The Senior Advisor is on detail from DGS and the Special Assistant is a new hire. The two positions work to ensure DMGEO is operating efficiently, effectively and within our approved budget.

24. Please provide details on the new court diversion program for adults. What is the status of this program? If it is operational, please provide details on activities, number of participants, the agency and office administering it, number of staff assigned, funding source and amount, the performance metrics, and any outcome data available for FY16 and FY17, to date. If it not operational, please provide detail on plans for the above items and a timeline.

DMGEO has partnered with the Office of the Deputy Mayor for Public Safety, Office of the Deputy Mayor for Education, the Office of the State Superintendent of Education, the Office of the US Attorney, and the Courts to create a Diversion program for adults charged with nonviolent misdemeanors. DOES oversee program implementation and offers spaces in DC Career Connections or Project Empowerment for program participants based on eligibility criteria.

The Court Diversion program has had 90 referrals in FY17. Of those 90 referrals, 17 completed the program.

The job duties of the program are shared by current DOES staff under the Transitional Employment Program Division. In addition, the program has no associated funding.

In addition, there is no outcome data available for the program as it is has not been in operation for a full fiscal year.

25. Please provide details on the Project 500 Entrepreneurship program. What is the status of this program? If it is operational, please provide details on activities, number of participants, the agency and office administering it, number of staff assigned, funding source and amount, the performance metrics, and any outcome data available for FY16 and FY17, to date. If it not operational, please provide detail on plans for the above items and a timeline.

a. Project 500, a partnership with Georgetown University which provides technical assistance, access to capital, and back office support to existing and new businesses in overlooked and underserved communities has enrolled over 250 businesses as of March, 2016.

See attachment B (Project 500 dashboard as of January 31, 2016).

26. Please provide details on the Aspire to Entrepreneurship Program. What is the status of this program? If it is operational, please provide details on activities, number of participants, the agency and office administering it, number of staff assigned, funding source and amount, the performance metrics, and any outcome data available for FY16 and FY17, to date. If it not operational, please provide detail on plans for the above items and a timeline.

The ASPIRE to Entrepreneurship program targets returning citizens in the District by providing them with the tools to start their own businesses. The first cohort underwent intensive entrepreneurship readiness training and received access to a network of

resources. We partnered with the Mayor's Office of Returning Citizens Affairs (ORCA), the Court Services and Offender Supervision Agency (CSOSA), the Department of Employment Services (DOES), and Capital Area Asset Builders (CAAB) to create wrap around support. Our ASPIRE program is achieving real results. One program participant received a \$41,000 loan to start their para-transit company and over \$200,000 in contracts.

At full implementation the initial ASPIRE to Entrepreneurship Pilot will have a total of 40 participants over the course of 3 cohorts. DSLBD and the ASPIRE partners are working to procure an evaluation of the program to be completed in FY18. The program operates out of local funds at the Department of Small and Local Business Development.

27. Please provide a list of all studies, research papers, and analyses ("studies") the Office prepared, or contracted for, during FY16 and FY17, to date. Please state the status and purpose of each study. N/A

28. The office has created an online survey for District residents to complete. What are the purpose, goals and objectives of the online survey?

The DMGEO office created the Resident Survey in FY15 as a tool to assist the office in better understanding the needs and desires of everyday residents residing in underserved communities. The survey data is used to inform DMGEO and cluster programming. The objectives of the Resident Surveys are as follows:

- *To collect demographic information of residents in underserved communities who may not ordinarily be informed of city offerings, resources, events, programming, etc.;*
- *Share with residents pertinent DC Government information;*
- *Inform the decision-making process of the DMGEO staff by taking into consideration the feedback provided by residents.*

DMGEO is not actively advertising the survey tool as it was meant to help guide the establishment of DMGEO programming in the office's inaugural year of operation.

Please provide a copy of the survey questions.

1. *First Name*
2. *Last Name*
3. *Email Address*
4. *Phone Number*
5. *Mailing Address*
6. *City*
7. *Zip Code*
8. *Ward: Which ward do you live in?*
9. *What neighborhood?*
10. *What are the three (3) most important issues facing your community? (Select up to three (3).)*
11. *Access to city services*
12. *Economic development*
13. *Education*

14. *Employment/ Jobs*
15. *Health & Wellness*
16. *Public Safety*
17. *What amenities would you like to see in your community (Select three (3) items you would like to see in your community? (Select three (3) items you would like your community to experience?)*
18. *Affordable housing*
19. *Retail*
20. *Movie Theater*
21. *Grocery Store*
22. *Dog Park*
23. *Coffee Shop*
24. *Neighborhood Park*
25. *Restaurants*
26. *Share your vision for you community, if you could transform your community for the better what would you do?*

Please provide the number of surveys completed and results of the survey.

The following is an overview of the Resident Surveys collected as of February 28, 2017: 364 Total surveys collected with a breakdown of:

- Ward 1: 1
- Ward 3: 1
- Ward 4: 2
- Ward 5: 35
- Ward 6: 67
- Ward 7: 129
- Ward 8: 128

29. The office focuses services and resources primarily in Wards 5, 6, 7, and 8. Can you provide a description of the resources provided in each ward and the specific and unique needs of each ward

DMGEO maintains resources on its webpage. See: <https://dmgeo.dc.gov/page/services-dmgeo>

30. Please list all regulations for which the Office is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision. Does the Office plan to issue any regulations or work with an agency within its jurisdiction to issue any regulations in FY17 or FY18? If so, please indicate which regulations and the purpose of the revisions. *N/A*

31. Please list and describe any ongoing investigations, studies, audits, or reports on your office or any employee of your office, or any investigations, studies, audits, or reports on your office or any employee of your office that were completed during FY16 and FY17, to date. *N/A*

- 32. Please identify all electronic databases maintained by your Office, including the following:**
- a. A detailed description of the information tracked within each system;**
 - b. Identification of persons who have access to each system, and whether the public can be granted access to all or part of each system; and**
 - c. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.**

The office maintains a constituent contact list that tracks the name of constituents, their email address, ward affiliation and ANC affiliation.

- 33. What has the Office done in the past year to make the activities of the Office more transparent to the public?**

DMGEO engages the public using the DMGEO website and additional social media platforms. The office has planned to launch a Facebook page and newsletter in the coming months to provide even more updates on cluster activities and major initiatives.

- 34. Please identify ways in which the activities of the Office and information retained by the Office could be made more transparent.**

DMGEO has made several efforts to engage the community in a clear, frequent, and transparent manner through online platforms, Council hearings, community meetings, and several public events. Deputy Mayor Snowden has accepted many invitations to testify before the Council in the past year to provide updates on the work of the DMGEO cluster. The DMGEO website houses contact information for the Deputy Mayor and senior staffers. The website also provides an overview of the office and major initiatives. Also, Deputy Mayor Snowden has an active Twitter profile and utilizes it to share information with the public on a daily basis. In addition, the DMGEO office has had a constant presence in the community, attending more than 50 community meetings or events from October 2016 – February of 2017 as well as engaging with over 1,000 community stakeholders.

DMGEO engages the public using the DMGEO website and additional social media platforms. The office has planned to launch a Facebook page and newsletter in the coming months to provide even more updates on cluster activities and major initiatives. For example, the agency provides frequent updates to a new initiative of the office, the Mayors Working Group on Jobs, Wages and Benefits via the webpage: <https://dmgeo.dc.gov/page/working-group-jobs-wages-and-benefits>. In addition, DMGEO will work to revise and revamp its community survey, release the DMGEO newsletter and continue to engage the public through events and attendance at community meetings.

- 35. Please identify any statutory or regulatory impediments to your Office's operations.**
N/A

36. The BCRA Committee called for a strategic plan economic development in Wards 7 and 8 to be submitted to the Council by September 30, 2016. In DMGEO's responses to performance questions in 2016, it stated it is "working with our sister agencies to procure the data requested in the BSA. DMGEO will be able to provide the Committee with greater data analysis and policy recommendations as the department grows and gains greater expertise."

a. Please provide a copy of the final report.

b. If the report is not complete, please explain why it is not complete. Also, please provide the current status of the report and the timeline for finalization.

DMGEO actively participated in the production of the Office of the Deputy Mayor for Planning and Economic Development's (DMPED) economic development strategy plan. The economic development strategy plan outlines key initiatives led by DMGEO which focused on equitable development and inclusive innovation for wards 7 and 8 and other overlooked an underserved communities. This document also outlines the economic development needs of ward 7 and 8.

Additionally, DMGEO has partnered with the Office of Planning on the comprehensive plan as it relates to wards 7 and 8.

VI. Agency Oversight Portfolio

37. Please provide a list and detailed description of all the various District agencies under your oversight jurisdiction.

Department of Employment Services

The Department of Employment Services (DOES) provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. As the District's local employment and labor agency, DOES is responsible for the delivery of numerous direct services. Those services include:

- *Apprenticeship and First Source Compliance*
- *Employment services for job seekers (American Jobs Centers)*
- *Labor Standards/Worker Protection*
- *Unemployment Compensation*
- *Wage and Hour Compliance*

The agency also administers locally- and federally-funded employment programs for residents. Those programs include:

- *DC Career Connections*
- *Global Kids*
- *L.E.A.P. Academy*
- *Marion Barry Youth Leadership Institute (MBYLI)*
- *Mayor Marion S. Barry Summer Youth Employment Program (SYEP)*
- *Pathways for Youth Adults*
- *Project Empowerment*

- *Senior Community Service Employment Program (SCSEP)*

Workforce Investment Council

The District’s Workforce Investment Council (WIC) is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system. Members of the WIC include representatives from the private sector, local business representatives, government officials, organized labor, youth community groups, and organizations with workforce investment experience.

Department of Small and Local Business Development

The Department of Small and Local Business Development (DSLBD) exists to support the development, economic growth, and retention of District-based businesses, and promotes economic development throughout the District’s commercial districts. DSLBD envisions a business environment in which D.C. businesses are connected in real-time with local, federal, and global business opportunities; businesses navigate government quickly, confidently, and effectively; and, every entrepreneur and business with a great idea and a great plan has the capital to make it happen.

Office of African American Affairs

The Mayor’s Office on African American Affairs (OAAA) seeks to engage the extraordinarily diverse culture of the African American community in the District of Columbia. OAAA works to empower these residents through equipping them with the government resources and services that they need while also providing programmatic support to each facet of the community.

The Commission on Fathers, Men and Boys

The purpose of the Commission on Fathers, Men and Boys is to address fatherlessness and disparities in educational and economic opportunity, health and well-being, and public safety that adversely impact fathers, men, and boys in the District of Columbia. The Commission is a 12- member body that represents multiple generations of DC residents who are community activists, executive directors, entrepreneurs, university professors and judicial scholars.

38. What are DMGEO’s policies, procedures, and plans to ensure comprehensive oversight of all programs, grants, and funding in its oversight jurisdiction? How does DMGEO ensure that all funds are spent correctly and efficiently?

DMGEO meets with the Office of the Chief Financial Officer monthly to review the budget for the WIC, CFMB, OAAA and the DMGEO office. In addition, DMGEO reviews DOES’ budget activity regularly through monthly financial reporting associated with the agency’s Corrective Action Plan. DMGEO hosts a monthly cluster meeting with agency leadership, OCA staff including the cluster’s performance and budget analyst.

All training and travel for agency leadership is reviewed and approved by the Deputy Mayor. Additionally, the Deputy reviews and approves all agency reprogrammings that happen throughout the course of the Fiscal Year.

39. Please describe DMGEO’s major initiatives for each agency, the current status, and the progress made in FY16 and FY17, to date. Please attach copies of any annual reports, strategic plans, outcomes or results, or similar materials released in FY16 and FY17 for each initiative.

- a. If there are multiple initiatives that involve similar services to similar populations (such as workforce development for youth), please clearly explain the following:**
- i. Why each separate initiative is necessary;**
 - ii. How the initiatives relate to each other;**
 - iii. What coordination occurs among the initiatives; and**
 - iv. What steps DMGEO is taking to prevent duplication of programs and services.**

Department of Employment Services

- ***Marion S. Barry Summer Youth Employment Program:*** MBSYEP provides District residents ages 14-24 access to high -quality work experiences during the summer months. Thanks to the support of the Council, an additional 1,000 DC residents ages 22-24 were offered the opportunity to join MBSYEP. For many participants, MBSYEP serves as their very first job, exposing them to work experience and vital skills. By the end of 2015, 247 of the 22-24 year old participants were connected to year-round employment.
- ***L.E.A.P. Academy:*** Mayor Bowser launched the L.E.A.P. Academy in March of 2015 to connect DC residents with good government jobs. L.E.A.P. trains residents for entry-level, fulltime positions within District government using an “earn-and-learn” model. The earn-and-learn approach applies the apprenticeship model to skill development, allowing individuals to earn a wage while participating in an on-the-job training experience and concurrently participating in related technical instruction. This framework allows individuals to earn wages and accumulate work experience thus bolstering their ability to advance along a career pathway and into the middle class. So far, 111 District residents have participated in L.E.A.P.
- ***DC Career Connections:*** Following the uptick in violence during the summer of 2016, Mayor Bowser put forth the Safer, Stronger DC plan that included a budget request for a locally funded employment program to connect at-risk young adults with training and employment opportunities. The FY16 Supplemental Budget awarded \$4.5 Million to the Department of Employment Services to fund participant wages, transportation subsidies, and financial incentives for reaching program milestones. The program was designed to connect participants with part-time paid work experience and incentivize participation in education that results in a degree or certification. To date, more than 450 young adults ages 20-24 are in the DC Career Connections pipeline.
- ***American Jobs Centers / Workforce on Wheels:*** DOES is continuing to focus on service delivery by improving customer service at the American Job Centers. Additionally, DOES is implementing a new program called Workforce on Wheels that brings employment services directly to the communities that need it most. By bringing services directly to residents, DOES eliminates barriers like child care and transportation costs. The Workforce on Wheels team has partnered with community based organizations to set up shop in apartment buildings and community centers, hosting workforce specialists on-site

to enroll residents in VOSS and help them chart the next steps in their pathway to training or employment.

Workforce Investment Council

The WIC staff support the WIC Board and oversee a set of workforce programs including:

- **WIOA Adult and Dislocated Worker Training Services:** *The WIC is responsible for establishing eligibility and performance requirements for organizations who wish to provide WIOA-funded job training services.*
- **WIOA Youth Programs:** *The WIC is responsible for the oversight of employment services for District youth funded by the federal Workforce Innovation and Opportunity Act.*
- **Workforce Intermediary Pilot Program:** *The WIC is administering a pilot program focused on meeting the workforce needs of businesses and job seekers in the hospitality and construction industries.*
- **Career Pathways Task Force:** *The WIC convened this multi-agency and community stakeholder task force to create a strategic plan and then implement a career pathways system in the District, ensuring all residents have access to the education, training, and career services necessary to gain economic independence.*

Office of African American Affairs

- **Financially Fit DC:** *A new financial wellness initiative conceived to encourage all District residents, from Ward 1 to Ward 8 to take control of their financial well-being. The Financially Fit DC model utilizes an interactive web platform that allows residents to assess their financial fitness and develop personalized action plans to achieve their financial goals. Financially Fit focuses on the following five components:*
 - 1. Credit Score Protection and Improvement*
 - 2. Six Months of Liquid Asset Savings*
 - 3. Retirement/Investment Accounts*
 - 4. Homeownership*
 - 5. Child Savings Accounts*
- **A Space to Dream:** *A Space to Dream is a series of discussions, seminars and trainings designed to support the District's very rich African American arts community. During Phase I of, A Space to Dream, MOAAA hosted an arts focused vision tour that provided local artists an opportunity to share their needs with District leadership in the Wellington Park community of Ward 8.*

Commission on Father's, Men, and Boys

- *"Books and Barbershops" is a community based program designed to promote literacy, mentoring, and reading resources to fathers, men and boys across the District of Columbia. Additionally, in FY18 CFMPB will expand this initiative to utilize barbershops as a hosting site for government and non-government supportive services.*

- *Father/Family Empowerment Day (June Father’s Day) – is an annual celebration of father’s and families within overlooked and underserved communities. CFMB uses this event to connect hundreds of families to city and community based services while recognizing and celebrating outstanding fathers and their families.*
- *Inter-agency Groups meets quarterly to address Agency programming and data issues pertaining to fathers, men, and boys for the purpose of determining policy and programming recommendations.*

40. What specific changes have you made or intend to implement in FY16 and FY17, to increase the performance of District government agencies under your oversight?

DMGEO will expand its data operations to ensure agencies are using performance data to drive decision making. In addition, DMGEO will work closely alongside its cluster agencies to strengthen outreach efforts to ensure our program offerings are meeting the needs of the communities with the highest unemployment and substantial barriers to employment.

41. How have you expanded the Office’s online services over the past fiscal year? What new online services are being offered?

Please refer to the responses to questions 29, 33, 34, 39 and 46 for more information on online services provided by DMGEO and our cluster agencies.

42. In your oversight role, what are the biggest challenges your office foresees in FY17 and FY18. Please explain your plans to overcome such challenges.

DMGEO is working closely with our agencies and the Office of the City Administrator to strengthen the use of data. For example, in FY16 DMGEO worked with OCA and DSLBD to develop the CBE Opportunity Guide to provide more transparency to the SBE agency goal setting process. This initiative is one example of how DMGEO is working to ensure agencies are using data in a way that promotes transparency and supports the decision-making process.

VII. Spending Pressures

43. Please answer the following related to spending pressures:

- Please identify and explain any and all spending pressures for the current fiscal year;**
- Please explain your plans to curtail spending to remedy these pressures;**
- Will this plan result in a balanced Office budget;**
- For potential spending pressures please identify how the Office will curb spending; and**
- Please explain how any current or potential spending pressures will affect services to the public.**

DMGEO does not foresee any budget pressures for FY17.

VIII. Contracting

44. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by your office during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including budgeted amount and actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid or not;
 - a. The name of the agency’s contract monitor and the results of any monitoring activity;
- f. The funding source; and
- g. Whether the contractor is a CBE.

FY16							
Vendor Name	Services provided	Budgeted Amount	Actual Spent	Term	Competitively bid	Funding source	CBE
GOTTA GO NOW	Remediation and powerwashing services at Wellington Park	10,000	10,000	n/a	n/a	100	Y
LEFTWICH LLC	Small Business Program Development and Consulting	10,000	10,000	n/a	n/a	100	Y
CAPITAL SERVICES MANAGEMENT		10,000	10,000	n/a	n/a	100	Y

FY17											
Vendor Name	Services Provided	Option Year	Amount Awarded	Budgeted Amount	Actual Spent	Term	Competitively bid	Contract Administrator	CA Results	Funding source	CBE
GROWTH TRANSITIONS, INC.	Career Pathways Community of Practice	N/A	249,500.88	250,000	0	1-23-17 through 1-22-18	Competitive	Jeanna Fortney	Satisfactory	Intra-District	N
KAIROS MANAGEMENT INC	Consultant Services for the District's state Workforce Plan	1	266,000	266,000	39,917.4	10-1-16 through 9-30-17	Competitive	Jeanna Fortney	Satisfactory	Intra-District	Y
KAIROS MANAGEMENT INC	Provide Consultant Services to assist in facilitating work for Adult Career Pathways Task Force (ACPTF)	2	137,800	137,800	63,484	10-1-16 through 9-30-17	Competitive	Jeanna Fortney	Satisfactory	Intra-District	Y
JEFFREY C. MARCELLA	Grant and technical writing	N/A		37,000	0	N/A	N/A			Intra-District	N
XEROX DIRECT	Copier Equipment and services			4,621	0	N/A	N/A			Intra-District	N
GOTHAM URBAN VENTURES	Research	N/A	N/A	9,500	9,500	N/A	N/A			Local	Y
LEFTWICH LLC	Small Business Program Development and Consulting	N/A	N/A	10,000	10,000	N/A	N/A			Local	Y
GREAT AMERICAN CORP	Catering	N/A	N/A	4,000	480	N/A	N/A			Local	Y
INK SYSTEMS LLC	Office Supplies	N/A	N/A	3,000	0	N/A	N/A			Local	Y

IX. Questions in response to letter from U.S. Department of Labor to DMGEO Dec. 31, 2015.

45. Please provide a copy of the plan that was to be negotiated in January 2016 (or its most current version, if it has been updated) containing specific agreed-upon milestones to resolve ongoing issues.

In lieu of the plan that was to be submitted in January 2016, the District developed a Corrective Action Plan (CAP), which was approved in March 2016. In addition, key strategies and milestones were included in the WIOA State Plan, which was submitted to

the Departments of Labor and Education in March 2016 and approved in October 2016. All letters have been shared with the Committee.

46. Please provide a detailed description of the “strategies underway to address low enrollments in the WIOA Youth Programs,” particularly related to serving out-of-school youth.

The following strategies are underway at DOES to address low enrollments in the WIOA Youth Programs:

- *Partnering with local businesses, community based organizations, and other District of Columbia agencies for outreach to prospective participants and work sites for WIOA programs (DOES will partner with five business/organizations for improving enrollment and will partner with five additional business/organizations for improving strategies/S3).*
- *Pilot program testing communications with prospective participants by various electronic modes of communication which include text messages, email, and social media.*
- *Publishing on the DOES website a listing of mobile unit locations and events.*
- *Making referrals from local programs administered by the DOES OYP (such as the Youth Earn and Learn, the Pathways for Young Adults Program, or the DC High School Internship).*
- *The implementation of new Innovation Grants that are based upon a theory of action, supported by solid research and with evidence of prior performance. The applications are anticipated to be innovative and based on three specific pathways which include entrepreneurship, college and career readiness, and emerging career fields.*

47. Please provide a copy of the Annual Report referred to on page 2.

Annual reports are publicly available on the Department of Labor Employment and Training Administration’s website. Here is the District’s PY15 annual report: <https://www.doleta.gov/Performance/Results/AnnualReports/PY2015/DC.pdf>

48. Please provide a final copy of the Youth Transition Plan referred to in the letter.

The District’s Corrective Action Plan (CAP) was created in lieu of the Youth Transition Plan.

49. The letter indicates that the District was “eligible for financial sanctions for a second consecutive year” due to failures of Youth program measures. Were those sanctions applied? What were they?

Yes, the Department of Employment Services received a financial sanction of \$22,000.

50. The letter indicates the District had \$5.3 million unexpended balance across three funding years (PY13-15) to serve youth. How much of that funding remains unspent? Please provide a detailed list and narrative description of any spending. Do any Youth program funds remain unspent from PY16? Do you expect any funds to remain unspent for PY17?

The US Department of Labor allows states three (3) program years to expend the referenced allotments. Administration of the allotments is coordinated under the strategic direction of the Director. As the District works to fully implement WIOA, taking into the account guidance disseminated by the Department of Labor on an ongoing basis, DOES ensures program funds are spent in a manner that provides the greatest benefit to District residents and businesses.

PY13 funding was fully expended by June 30th 2016 as required. DOES currently has open PY14, PY15, and PY16 Youth funds. From a Program Year (PY), July 1st –June 30th, basis DOES carried forward \$3.9 million of WIOA Youth funding into PY16/FY17.

51. The letter indicates that the District had funds unspent in the following programs. Please provide a detailed description of what those funds have been used for. By program year, please provide the amount of any remaining balance, a description and amount of any funds that have been spent, or any spending plans. (Diane)

- a. Dislocated Worker Program**
- b. State Wide Activities (State Set-Aside)**
- c. WIOA transition funding**

The Department of Labor (DOL) give states three years to expend program year funds. Expenditures of grants are the strategic decision of the Director. While we do expect some funds to be unspent within program years, this is done to ensure expenditures provide the greatest return on investment for our residents. Additionally, we must ensure expenditures are in alignment with the District's WIOA Unified State Plan and are in fitting with the Mayor's vision and goals. DOL recognizes that WIOA implementation is an ongoing process, providing states with implementation deadlines over a period of several years since the Act took effect on July 1, 2015. DOL releases WIOA implementation guidance on an ongoing basis and the District makes adjustments to its implementation efforts as new guidance is released. Based on the federal Program Year (PY) allotment, the carry forward for the Dislocated Worker program is as follows, inclusive of Statewide activities.

- *PY14 the carry forward was \$1 million*
- *PY15 the carry forward was \$3.3 million*

Additionally, the agency carried forward \$71,787.60 for the WIOA transition funding provided in PY15.

52. The letter indicates that the District had not spent nearly three-quarters of \$1.5 million in Supplemental Budget Request funds for UI Program Integrity halfway through the obligation period. If the funds expired, they were to be returned to the U.S. Treasury. Were those funds returned to the U.S. Treasury? If not, by program year, please describe what the funds have been used for or any spending plans.

The Supplemental Budget Request referenced is SBR 13-14. The total allocation of \$1,498,800.00 expired September 30, 2016 and was divided into four (4) categories:

- *SIDES Expansion*
- *Lexis Nexis Integration*
- *Merit Staffing*
- *Work Search Verification Unit*

\$100,000.00 dollars was allocated to the SIDES Expansion, and 100% of the available funding was utilized within the referenced timeframe.

\$650,000.00 was allocated to the Lexis Nexis Integration, of which 92.54% (\$601,512.13) was utilized. A balance of \$48,487.87 was returned to the federal government. These funds were unexpended due to a strategic decision to develop the application in house versus the original plan to develop it externally. This option was more cost efficient and allowed DOES to maintain complete control of the code and relevant applications.

The Merit Staffing section was allocated \$249,600.00 dollars and 99.88% (\$249,310.08) was utilized. A balance of \$289.92 remained as a result of personnel cost savings.

The Work Search Verification Unit was allocated \$499,200.00 and 100% of the allocation was utilized within the referenced timeframe.

In conclusion, 96.75% of the total allocated was utilized during the period of availability.

X. Other

53. Please provide any additional information, feedback, or requests to the Committee that DMGEO deems necessary.

Thank you for the opportunity to respond to these questions. We look forward to the Performance Oversight Hearing on March 15, 2017.