

1. Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.

**ANSWER: See Attachment #1**

2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 31, 2018. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

**ANSWER: See Attachment #2**

3. Please list all employees detailed to or from your agency, if any, anytime this fiscal year (up to the date of your answer). For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date the detail began, and the employee's actual or projected date of return.

**ANSWER: None.**

4. (a) For fiscal year 2017, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.

**ANSWER: None.**

(b) For fiscal year 2018, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

**ANSWER: None.**

5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2017. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

**ANSWER: None.**

6. For fiscal years 2017 and 2018 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

**ANSWER: None.**

7. For fiscal years 2017 and 2018 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

**ANSWER: None.**

8. For fiscal years 2017 and 2018 (through January 31), please state the total number of employees receiving worker’s compensation payments.

**ANSWER: None.**

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2017 and 2018 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2018).

**ANSWER: None.**

10. For fiscal years 2017 and 2018 (through January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

**ANSWER: None.**

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2017 and 2018 (through January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

\$	-	<b>ARO's Total FY 2018 Reprogramming to date - As of 2/5/2018</b>
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\$233,912.00 Original FY2018 Local Budget

\$23,337.41 Surplus added from FY2017 -Non Lapsing funds

**\$257,249.41 Total Revised FY2018 Local Budget**

12. Please list, in chronological order, every reprogramming *within* your agency during fiscal year 2018 to date. Include known, anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

**Answer: NONE**

13. For fiscal years 2017 and 2018 (through January 31), please identify each fund maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) provide specific data for fiscal years 2016, 2017, and 2018 (as of January 31) and give starting and

ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

**Answer: See Attachment #3**

14. Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2016, 2017, and the first quarter of 2018. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017.

**Answer: See Attachment #4**

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2017 and 2018 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

**ANSWER: None.**

16. 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 and 2017.

**ANSWER: See Attachment #5**

17. Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.

**ANSWER: None.**

18. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2017 or 2018 (through January 31).

**ANSWER: *Audit of the New Columbia Statehood Financial Statements for Fiscal Year Ended September 30, Evan Cash Page 3 3/2/20182017 (OIO Report No. 18-02-03 NCF).***

- (b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

**ANSWER: None**

19. How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2016, 2017, and 2018 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2018. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

**ANSWER:** None.

20. (a) Please describe the agency’s procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees.

**ANSWER:** The Commission follows the same procedures as other independent DC Government agencies, including the recently issued Mayor’s Order 2017-313

- (b) List and describe each allegation received by the agency in FY17 and FY18, to date, and the resolution of each as of the date of your answer.

**ANSWER:** None.

21. In table format, please list the following for fiscal years 2017 and 2018 (through January 31, 2018) regarding the agency’s use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

<i>Name</i>	<i>Title</i>	<i>Fiscal year</i>	<i>Total Spent</i>	<i>Purchase Limit</i>
Rema Wahabzadah	Legislative Counsel	FY2018 to Date	\$ 17,812.27	\$20,000 / Month
<b>Agency total</b>	<b>One Card only</b>	<b>FY2018 to Date</b>	<b>\$ 17,812.27</b>	<b>\$20,000 / Month</b>

<i>Name</i>	<i>Title</i>	<i>Fiscal year</i>	<i>Total Spent</i>	<i>Purchase Limit</i>
Rema Wahabzadah	Legislative Counsel	FY2017 Total	\$ 64,488.03	\$20,000 / Month
<b>Agency total</b>	<b>One Card only</b>	<b>FY2017 Total</b>	<b>\$ 64,488.03</b>	<b>\$20,000 / Month</b>

22. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2017 and 2018 (through January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

**ANSWER:** None.

23. In table format, please provide the following information for fiscal years 2017 and 2018 (through January 31) regarding your agency’s authorization of employee travel: (1) each trip outside the region; (2) individuals (by name and title/position) authorized to travel outside the region; (3) total expense for each trip (per person, per trip, etc.); and (4) justification for the travel (per person and trip).

**1. Trips Taken Outside the Region**

Event	Location	Dates
UNPO General Assembly	Scotland, United Kingdom	June 23- June 29
Dominican Day Parade	New York, N.Y.	August 12- August 13
Emmy Awards and Related Events	Los Angeles, CA	September 15- September 18
Global Committee For the Rule of Law/PRNTT Conference	Rome, Italy	October 25- October 30
Opal Public Funds Summit	Scottsdale, Arizona	January 7- January 10

**2. Individuals Authorized to Travel Outside the Region**

Particulars	Title
A. Mayor Muriel Bowser	Co-Chair New Columbia Statehood Commission
B. Chairman Phil Mendelson	Co-Chair New Columbia Statehood Commission
C. Senator Paul Strauss	Ranking Member, Office of Statehood Delegation
D. Senator Michael D. Brown	Junior Senator, Office of Statehood Delegation
E. Rep. Franklin Garcia	U.S. Representative, Office of Statehood Delegation
F. Angely Sema	Legislative Assistant, Office of Statehood Delegation
G. Rema Wahabzadah	Legislative Counsel, Office of Statehood Delegation
H. Deynisha Richard	Staff Assistant, Office of Statehood Delegation (* FY'17 Only)

**3. Total Expenses for Each Trip**

Event	Expenses
UNPO General Assembly	\$9,975.72
Dominican Day Parade	\$797.62
Emmy Awards and Related Events	\$4,725.70
Global Committee For the Rule of Law (GCRL)	\$2,971.57
Opal Public Funds Summit	\$1,022.85

**4. Justification for the Travel**

Event	Justification	Attendees
13 <sup>th</sup> UNPO General Assembly	The District of Columbia is a Voting Member of the UNPO, which makes it eligible to send a delegation to the UNPO General Assembly. <i>"District of Columbia and Self-Determination" Resolution was passed-</i>	Senator Paul Strauss Senator Michael D. Brown Angely Sema, Leg. Assistant
Dominican Day Parade in New York City	Dominican Day Parade in NYC gives DC exposure to an audience of over 800K people. It has also been used to get key legislators to support DC Statehood from the NY Congressional Delegation, including Freshman Congressman Adriano Espaillat, who we got to co-sponsor the DC Statehood Bill after meeting with him there. Also, while making the trip to NYC around Dominican Day Parade, Rep. Garcia organized a series of other events in NYC to promote DC Statehood in other communities during that weekend.	Rep. Franklin Garcia Deynisha Richard, Staff Assistant
69 <sup>th</sup> Annual Emmy Awards and Related Events	Senator Strauss was invited to attend several Television Awards events, including the 69 <sup>th</sup> Emmy Awards. Additional events included, the Television Academy of Arts and Science's Governor's Ball, and the Television Industry Advocacy Awards hosted by the Creative Coalition. While at the Emmy's, Sen. Strauss met with John Oliver and Dave Chapelle, two of the industry's leading advocates of the District of Columbia, as well as numerous other TV performers in attempts to recruit them for our 51 Stars campaign.	Senator Paul Strauss Rema Wahabzadah, Leg. Counsel
Global Committee For the Rule of Law (GCRL)	Senator Strauss was invited to speak at a prestigious Human Right's conference sponsored by the Global Committee for the Rule of Law/PRNTT in Rome, Italy. Other participants included Senators from Italy, France and other Members of Parliament, as well as speakers from Tibet, and other parts of Asia.	Senator Paul Strauss

	Justification – Contd.	
Public Funds Summit	Senator Strauss was invited to be a Keynote Speaker where he spoke about DC Statehood at the Public Funds Summit, sponsored by the OPAL Group in Scottsdale, AZ. While in Scottsdale, Sen. Strauss met with Mayor Jim Lane (R ) and other regional political figures.	Senator Paul Strauss

23. Please provide and itemize, as of January 31, 2018, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Title	Name	Hire Date	Expire Date
Legislative Assistant	Sema, Angely	12/14/2016	09/30/2018
Staff Assistant	Barnard,Rachel	12/14/2015	09/30/2018
SENIOR LEGISLATIVE ANALYST	Fleming, Myron	5/19/2015	09/30/2018
LEGISLATIVE COUNSEL	Wahabzadah,Rema	6/11/2015	09/30/2018

24. Did your agency receive any FOIA requests in fiscal year 2017? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment.

**ANSWER: None.**

# Attachment #1

New Columbia Statehood  
Commission†

Office of the Statehood  
Delegation



# Attachment #2

**ARO - Schedule A - As of 2/2/2018**

Posn Nbr	Title	Name	Emplid	Hire Date	Vac Stat	Grade	Step	Salary	FTE x Dist %	Appr Year	Combo Cd	Agen cy	Index	PCA	WAE	Hourly Rate	Budget
00086162	Legislative Assistant	Sema,Angely	00095498	12/14/2016	F	4	0	\$ 52,167.00	1.18	1.18	107869 ARO	20100	20100	Y	Y	25.08	10/2/2017
<b>00086154</b>	<b>STAFF ASST</b>	<b>Richard,Deneyscha</b>	<b>00086006</b>	<b>5/18/2015</b>	<b>F</b>	<b>7</b>	<b>5</b>	<b>\$ -</b>	<b>1.18</b>	<b>1.18</b>	<b>107869 ARO</b>	<b>20100</b>	<b>20100</b>	<b>Y</b>	<b>Y</b>	<b>21.39</b>	<b>43009</b>
00086155	SENIOR LEGISLATIVE ANALYST	Fleming,Myron	00086009	5/19/2015	F	12	10	\$ 22,498.00	1.18	1.18	107869 ARO	20100	20100	Y	Y	43.265	10/1/2017
00086156	LEGISLATIVE COUNSEL	Wahabzadah,Rema	00086296	6/11/2015	F	12	10	\$ 22,498.00	1.18	1.18	107869 ARO	20100	20100	Y	Y	43.265	10/1/2017
00086159	Staff Assistant	Tepper,Madison	00087226	7/30/2015	F	5	1	\$ 772.38	1.18	1.18	107869 ARO	20100	20100	N	N	14.853	10/1/2017
00086160	Staff Assistant	Merdach,Tamara A	00087947	8/20/2015	F	5	1	\$ 772.38	1.18	1.18	107869 ARO	20100	20100	N	N	14.853	10/1/2017
00086161	Staff Assistant	Barnard,Rachel	00089680	12/14/2015	F	2	0	\$ 16,068.00	1.18	1.18	107869 ARO	20100	20100	Y	Y	20.6	10/1/2017
00086132	Staff Assistant	Szulgit,Karen	00089682	12/14/2015	F	9	5	\$ 53,217.00	1.18	1.18	107869 ARO	20100	20100	N	N	25.585	10/1/2017
<b>\$ 167,992.76</b>																	

**Vacancies**

Effective 12/20/17 This person is no longer employed by ARO

\$ 33,368.25	Staff Assistant	00086154
\$ 70,345.00	LEGISLATIVE SPECIALIST	00086157
\$ 31,823.00	Staff Assistant	00086158
<b>\$ 135,536.25</b>		

Total Budget \$ **303,529.01**

# Attachment #3

**ARO - Accumulative Tax Donations - Fund 0450 - Private Donation - Non Lapsing**

	FY2018 Donation to Date	FY2018 Expenditures to date	FY2017 Donation	FY2017 Expenditures	FY2016 Donations	FY2016 Expenditures	FY2015 Donations	FY2015 Expenditures	
Q1	\$ -	\$ -	\$ 2,204.95	\$ -	\$ 927.71	\$ -	\$ -	\$ -	
Q2	\$ -	\$ -	\$ 26,886.60	\$ -	\$ 13,876.20	\$ -	\$ -	\$ -	
Q3	\$ -	\$ -	\$ 23,237.17	\$ -	\$ 18,275.54	\$ -	\$ 16,284.38	\$ -	
Q4	\$ -	\$ -	\$ 1,023.33	\$ -	\$ 791.73	\$ -	\$ 17,521.13	\$ -	
<b>Total</b>	\$ -	\$ -	\$ <b>53,352.05</b>	\$ -	\$ <b>33,871.18</b>	\$ -	\$ <b>33,805.51</b>	\$ -	
<b>Interest Earned By Fiscal Year</b>	\$ -	\$ -	\$ 1,358.44	\$ -	\$ 370.64	\$ -	\$ 87.93	\$ -	
<b>Total Revenue (Donation + Interest) to date (From FY2015 - FY2018)</b>								<b>\$122,845.75</b>	
<b>Total expenses to date (From FY2015 - FY2018)</b>								<b>\$ -</b>	

# Attachment #4

ARO - STATEHOOD INITIATIVE AGENCY

0100 LOCAL FUND

Object Category	CSG	Comptroller Source Group Title	FY2017 Approved Budget	FY2017 Revised Budget	FY2017 Expenditures	Variance Approved Vs Revised Budget	FY2016 Approved Budget	FY2016 Revised Budget	FY2016 Expenditures	Variance Approved Vs Revised Budget	FY2018 Approved Budget	FY2018 Revised Budget	FY2018 Expenditures
PERSONNEL SERVICES	001-PERSONNEL SERVICES	REGULAR PAY - CONT FULL TIME	\$113,300	\$113,300	\$24,379		\$110,000	\$118,761	\$43,207	This budget line was revised twice in FY16, \$14,284,60 was added from FY15 (non lapsing surplus) and at the end of fiscal year \$5,523,27 was reduced (non lapsing surplus from FY15) and moved to FY17	\$0	\$0	\$0
		REGULAR PAY - OTHER	\$0	\$40,656	\$132,217	The budget was revised twice in FY17, \$12,000 was reprogrammed from NPS (0201) and \$28,656,12 (surplus from FY16) was added to this line	\$0	\$22,239	\$102,723	This budget line was revised once in FY16, \$22,238,65 was added from FY15 (non lapsing surplus)	\$120,335	\$143,672	\$55,846
		FRINGE BENEFITS - CURR PERSONNEL	\$20,734	\$19,621	\$16,716	This budget line was revised once in the fiscal year, \$11,134 (surplus from FY17) was reduced and transferred to FY2018 at the end of the fiscal year	\$15,070	\$18,546	\$13,615	This budget line was revised once in FY16, \$3,475,81 was added from FY15 (non lapsing surplus)	\$13,237	\$13,237	\$6,127
		OVERTIME PAY	\$0	\$0	\$265		\$0	\$0	\$0	\$0		\$0	\$0
<b>Total PERSONNEL SERVICES</b>			<b>\$174,690</b>	<b>\$173,577</b>	<b>\$173,577</b>		<b>\$125,070</b>	<b>\$159,545</b>	<b>\$159,545</b>		<b>\$133,572</b>	<b>\$156,909</b>	<b>\$61,973</b>
NON-PERSONNEL SERVICES	0020-NON-PERSONNEL SERVICES	SUPPLIES AND MATERIALS	\$45,132	\$10,908	\$6,704	Two revisions to this budget line, \$12,000 was reprogrammed to PS (CSG 0012) and \$22,224,07 (surplus at the end of FY17) was moved to FY18	\$0	\$381	\$381		\$27,017	\$27,017	\$4,173
		OTHER SERVICES AND CHARGES	\$45,132	\$45,132	\$59,336		\$0	\$129,289	\$129,289		\$73,323	\$73,323	\$13,065
		SUBSIDIES AND TRANSFERS	\$10,000	\$10,000	\$0		\$104,631	\$472	\$472	This budget line was revised once in the FY \$104,159 was reprogrammed to CSG 0040 and 0020	\$0	\$0	\$0
<b>Total NON-PERSONNEL SERVICES</b>			<b>\$100,264</b>	<b>\$66,040</b>	<b>\$66,040</b>		<b>\$104,631</b>	<b>\$130,142</b>	<b>\$130,143</b>		<b>\$100,340</b>	<b>\$100,340</b>	<b>\$17,238</b>
<b>Total - 0100 LOCAL FUND</b>			<b>\$274,954</b>	<b>\$239,617</b>	<b>\$239,617</b>	\$0	<b>\$229,701</b>	<b>\$289,688</b>	<b>\$289,688</b>	(\$0)	<b>\$233,912</b>	<b>\$257,249</b>	<b>\$79,211</b>

# Attachment #5

**FY 2017 PROGRAM ENHANCEMENT - FORM B**  
Agency Program Enhancement Request Details

**Agency Code:** ARO

**Agency Title:** Office of Statehood Delegation (formerly Statehood Initiatives Agency)

**Enhancement Title:** Program enhancement request to support an expanded level of effort in the pursuit of statehood and equal rights for the citizens of the District of Columbia

**Date:** December 14, 2015

**Total Amount of Local Funds:** \$247,334.00

**FTEs:** 1

**Is this Enhancement a One-time Cost?:** No

**Agency Point of Contact:** Sen. Paul Strauss, Ranking Member,  
Office of the Statehood Delegation

**Problem Statement**

The Office cannot legally function with only one FTE employee and still comply with OCP and ORFM guidelines for PASS, P-Card regulations and annual audit requirements. Additionally the Office needs additional FTEs to support the program needs of the Statehood Delegation, and New Columbia Statehood Commission. Current staff levels are inadequate to support both three elected Statehood Delegation members, and the five-member New Columbia Statehood Commission.

**Proposed Solution**

This enhancement is needed to fund additional hours Senior WAE agency personnel working for the Office of Statehood Delegation for complete regulatory compliance. The enhancement will permit the current part-time agency staff to meet the non-programmatic requirements of functioning as an agency of the District of Columbia government. Two (2) additional FTEs will support the program needs of the Statehood Delegation, as it relates to its mission of advancing Statehood and equal rights for the people of the District of Columbia.

**Cost-Benefit Analysis**

Enhancing the Office's FY17 budget would better allow for legal compliance and more programmatic initiatives. The present structure of having the Office of Statehood Delegation function as both a traditional government agency, will the costs and accountability requirements associated with the requirements of an independent agency, while simultaneously requiring OSD, to function under the jurisdiction of the New Columbia Statehood Commission, creates a dual structure of oversight which requires additional personnel hours to meet these needs. Failure to comply with these requirements will create potential problems which will tend to adversely impact the Statehood effort. Additionally, the regulatory structure has become so burdensome, that the incumbent



agency staff currently incur a significant amount of personnel time meeting the regulatory and bureaucratic needs of the agency, while some actual program needs for Statehood outreach are not being met.

**Other Benefits**

This enhancement will allow the agency to meet its legal requirements, while also advancing the issue it was designed to promote.

Realizing DC statehood would mean achieving budgetary, judicial and legislative autonomy for the District government – and freeing up countless hours of advanced planning for a fiscal year that is still more than a year and half in the future. Time spent on auditing, budgeting and reporting is time not devoted to outreach and programmatic work that must be done to swell the numbers of local supporters and lawmakers from the 50 states who have the power to make the changes that are necessary to correct our unique political plight. While the Statehood Initiatives supported by the Office of Statehood Delegation benefit from this baseline budget, it requires an inordinate amount of staff time for administrative functions instead of the outreach and statutory advocacy processes.

**Legislative Analysis**

**OBP ASSESSMENT**