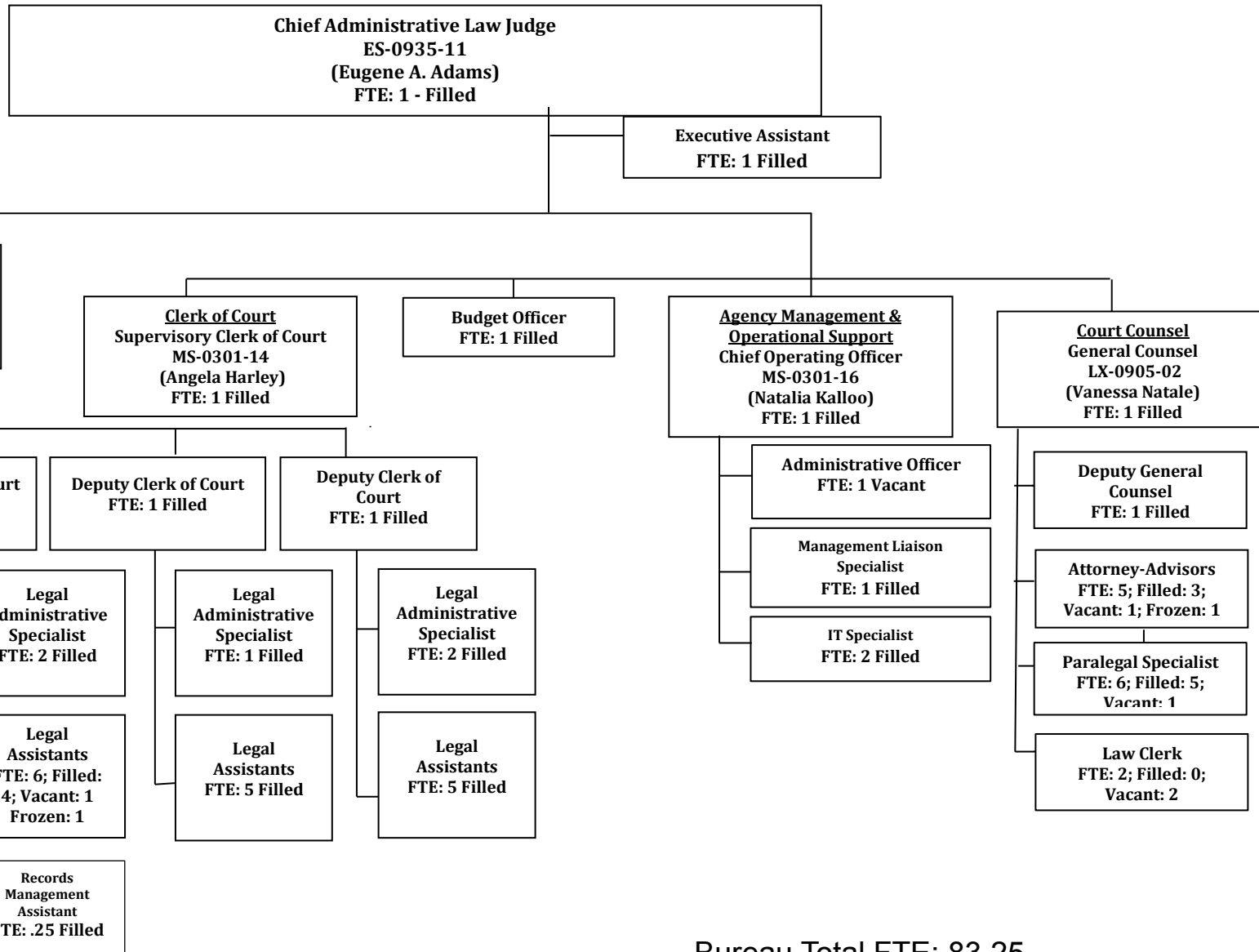




OFFICE OF ADMINISTRATIVE HEARINGS
ORGANIZATION CHART



Bureau Total FTE: 83.25

Date collected January 26, 2018

DC Office of Administrative Hearings
Performance Oversight Hearing Attachment #2
As of 2/1/18

| Name | Program | Activity | Title | Pos # |
|--------------------------|----------------|-----------------|-----------------------------------|--------------|
| Adams,Eugene A | 500A | 050A | Chief Administrative Law Judge | 00000844 |
| Ademisoye,Teju | 400A | 040A | Legal Assistant (Court) | 00032429 |
| Aderoju,Yewande | 200A | 020A | Administrative Law Judge | 00001237 |
| Alper,Jeremy | 200A | 020A | Administrative Law Judge | 00036519 |
| Beatty-Arthur,Sherrri M | 200A | 020A | Administrative Law Judge | 00000164 |
| Beyene,Tamerat | 400A | 040A | Legal Administrative Specialist | 00073635 |
| Black,Ashley D. | 400A | 040A | Legal Assistant (Court) | 00012735 |
| Bruch,Eli B | 200A | 020A | Administrative Law Judge | 00038309 |
| Campbell,Tanya L | 400A | 040A | Deputy Clerk of the Court | 00038202 |
| Campos,Brenda | 400A | 040A | Legal Assistant (Court) | 00077960 |
| Carroll,Deborah | 200A | 020A | Administrative Law Judge | 00013470 |
| Carter,Anita C | 400A | 040A | Customer Service Coordinator | 00018397 |
| Cash,Darrell A | 400A | 040A | Legal Administrative Specialis | 00034302 |
| Cobbs,Nicholas | 200A | 020A | Administrative Law Judge | 00037909 |
| Colbert,Rodney | 100A | 1040 | Information Technology Specialist | 00035289 |
| Crichlow,Claudia A. | 200A | 020A | Administrative Law Judge | 00036518 |
| Currie,Margaret Colleen | 200A | 020A | Administrative Law Judge | 00037494 |
| Ellis,Maia J | 300A | 030A | Attorney Advisor | 00037949 |
| England Jr.,William Luke | 200A | 020A | Administrative Law Judge | 00033120 |
| Figueroa,Elizabeth D | 200A | 020A | Administrative Law Judge | 00042509 |
| Gantt,Starr T | 400A | 040A | Legal Assistant (Court) | 00002582 |
| Garner,April Marie | 100A | 1010 | Management Liaison Specialist | 00006524 |
| Goodie,Sharon E | 200A | 020A | Administrative Law Judge | 00037910 |
| Handy,Paul Brooks | 200A | 020A | Administrative Law Judge | 00004256 |
| Harley,Angela L. | 400A | 040A | Supvy Clerk of Court | 00011339 |
| Harrington,Lolitha F | 400A | 040A | Legal Assistant (Court) | 00038312 |
| Harris,Alicia | 400A | 040A | Legal Assistant (Court) | 00029176 |
| Harris,Arelette E | 400A | 040A | Legal Assistant (Court) | 00073633 |
| Harrison,Joseph P | 300A | 030A | Paralegal Specialist | 00073639 |
| Harvey,Scott A. | 200A | 020A | Administrative Law Judge | 00037907 |
| Hawkins,Alexis | 400A | 040A | Legal Administrative Specialist | 00032818 |
| Hildum,Robert | 200A | 020A | Administrative Law Judge | 00036381 |
| Iwobi,Anthony | 100F | 100F | Budget Officer | 00029143 |
| Jenkins,Audrey | 200A | 020A | Administrative Law Judge | 00037495 |
| Johnson,Charlotte M | 400A | 040A | Deputy Clerk of the Court | 00036545 |
| Johnson,Robert Anthony | 400A | 040A | Records Management Assistant | 00013817 |
| Jones,Ricky L | 400A | 040A | Legal Administrative Specialist | 00032497 |
| Kaloo,Natalia | 500A | 050A | Chief Operating Officer | 00032804 |
| King,Patrice | 400A | 040A | Legal Assistant (Court) | 00036285 |
| Little,Elsie S | 200A | 020A | Administrative Law Judge | 00015529 |
| Mangan,Joseph L | 300A | 030A | Paralegal Specialist | 00033051 |

| | | | | |
|-------------------------|------|------|-----------------------------------|----------|
| Mangan,Margaret A. | 200A | 020A | Administrative Law Judge | 00042508 |
| Marshall,Christin E | 400A | 040A | Legal Assistant (Court) | 00073634 |
| Masulla,Mary | 200A | 020A | Administrative Law Judge | 00037498 |
| McClendon,Samuel | 200A | 020A | Administrative Law Judge | 00042505 |
| Mcdonald,Calonette M | 200A | 020A | Administrative Law Judge | 00009722 |
| Meek,Leslie A | 200A | 020A | Administrative Law Judge | 00029157 |
| Mullen,Henry | 400A | 040A | Legal Assistant (Court) | 00045498 |
| Natale,Vanessa | 300A | 030A | General Counsel | 00012447 |
| Neal Jr.,Louis L | 300A | 030A | Deputy General Counsel | 00029149 |
| Nolen,Shawn M | 300A | 030A | Attorney Advisor | 00037946 |
| Noteware,Rachel | 300A | 030A | Attorney Advisor | 00073637 |
| Okoye,Chinwe P | 400A | 040A | Legal Assistant (Court) | 00073631 |
| Pierson,Erika L | 200A | 020A | Administrative Law Judge | 00042506 |
| Proctor,Sandra | 400A | 040A | Legal Assistant (Court) | 00011946 |
| Ramirez Pineyro,Jessica | 300A | 030A | Paralegal Specialist | 00012480 |
| Rhames,Beneddta A | 400A | 040A | Legal Assistant (Court) | 00046150 |
| Rooney,John T | 200A | 020A | Administrative Law Judge | 00037911 |
| Rushkoff,Bennett C | 200A | 020A | Administrative Law Judge | 00047933 |
| Sharkey,Robert E | 200A | 020A | Administrative Law Judge | 00011806 |
| Sigler,Amber M | 400A | 040A | Deputy Clerk of the Court | 00034306 |
| Sinclair,Letitia D | 400A | 040A | Legal Assistant (Court) | 00073632 |
| Steele,Shauntinique P. | 500A | 050A | Executive Assistant | 00009163 |
| Taylor,Alexis P | 200A | 020A | Administrative Law Judge | 00037499 |
| Teal,Arabella W. | 200A | 020A | Administrative Law Judge | 00037912 |
| Toju,Sandra | 100A | 1040 | Information Technology Specialist | 00038956 |
| Tucker,Wanda R | 200A | 020A | Administrative Law Judge | 00037496 |
| Vergeer,Vytas V | 200A | 020A | Administrative Law Judge | 00077959 |
| Wainwright,Kiyana M | 300A | 030A | Paralegal Specialist | 00073640 |
| Webb,Kimberly | 300A | 030A | Paralegal Specialist | 00073638 |
| Weberman,Bernard H | 200A | 020A | Administrative Law Judge | 00003085 |
| Williams,Tyrone A | 400A | 040A | Legal Administrative Specialist | 00032358 |
| Yahner,Ann Catherine | 200A | 020A | Administrative Law Judge | 00032337 |
| Vacant | 400A | 040A | Customer Service Representative | 00007142 |
| Vacant | 200A | 020A | Administrative Law Judge | 00010722 |
| Vacant | 300A | 030A | Law Clerk | 00033013 |
| Vacant | 300A | 030A | Attorney-Advisor | 00036334 |
| Vacant | 400A | 040A | Legal Assistant (Court) | 00036383 |
| Vacant | 200A | 020A | Administrative Law Judge | 00036958 |
| Vacant | 500A | 050A | Administrative Officer | 00038215 |
| Vacant | 300A | 030A | Law Clerk | 00038311 |
| Vacant | 300A | 030A | Paralegal Specialist | 00073636 |
| Vacant | 300A | 030A | Attorney Advisor | 00032455 |
| Vacant | 400A | 040A | Legal Assistant (Court) | 00035361 |

| Grade | Step | Series | Salary | FY 17' Fringe | FY 18' Fringe | Job Status | Appt. Type | Full/Part Time or WAE |
|-------|------|--------|--------------|---------------|---------------|------------|------------|--------------------------|
| 11 | 0 | 935 | \$187,248.85 | \$32,394.05 | \$35,390.03 | Continuing | Career | Full Time |
| 7 | 1 | 986 | \$42,250.00 | \$7,309.25 | \$7,985.25 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 2 | 901 | \$52,669.00 | \$9,111.74 | \$9,954.44 | Continuing | Career | Full Time |
| 7 | 1 | 986 | \$42,250.00 | \$7,309.25 | \$7,985.25 | Term | Career | N |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 11 | 0 | 301 | \$74,160.00 | \$12,829.68 | \$14,016.24 | Continuing | MSS | Full Time |
| 7 | 2 | 986 | \$43,718.00 | \$7,563.21 | \$8,262.70 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 13 | 8 | 301 | \$107,334.00 | \$18,568.78 | \$20,286.13 | Continuing | Career | Full Time |
| 9 | 5 | 901 | \$57,559.00 | \$9,957.71 | \$10,878.65 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 13 | 2 | 2210 | \$83,647.00 | \$14,470.93 | \$15,809.28 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 13 | 2 | 905 | \$98,078.00 | \$16,967.49 | \$18,536.74 | Continuing | Legal | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 7 | 10 | 986 | \$55,462.00 | \$9,594.93 | \$10,482.32 | Continuing | Career | Full Time |
| 12 | 4 | 301 | \$76,894.00 | \$13,302.66 | \$14,532.97 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 14 | 0 | 301 | \$115,756.55 | \$20,025.88 | \$21,877.99 | Continuing | MSS | Full Time |
| 7 | 7 | 986 | \$51,058.00 | \$8,833.03 | \$9,649.96 | Continuing | Career | Full Time |
| 7 | 2 | 986 | \$43,718.00 | \$7,563.21 | \$8,262.70 | Continuing | Career | Full Time |
| 7 | 7 | 986 | \$51,058.00 | \$8,833.03 | \$9,649.96 | Continuing | Career | Full Time |
| 9 | 7 | 950 | \$60,819.00 | \$10,521.69 | \$11,494.79 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 2 | 901 | \$52,669.00 | \$9,111.74 | \$9,954.44 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 14 | 7 | 360 | \$123,521.00 | \$21,369.13 | \$23,345.47 | Continuing | Legal | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 11 | 0 | 301 | \$70,000.00 | \$12,110.00 | \$13,230.00 | Continuing | MSS | Full Time |
| 6 | 2 | 303 | \$36,477.00 | \$6,310.52 | \$6,894.15 | Term | Career | Part Time |
| 9 | 3 | 901 | \$54,299.00 | \$9,393.73 | \$10,262.51 | Continuing | Career | Full Time |
| 16 | 0 | 301 | \$133,900.00 | \$23,164.70 | \$25,307.10 | Continuing | MSS | Full Time |
| 7 | 4 | 986 | \$46,654.00 | \$8,071.14 | \$8,817.61 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 4 | 950 | \$55,929.00 | \$9,675.72 | \$10,570.58 | Continuing | Career | Full Time |

| | | | | | | | | |
|----|---|------|--------------|-------------|-------------|------------|-----------|-----------|
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 7 | 1 | 986 | \$42,250.00 | \$7,309.25 | \$7,985.25 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 7 | 3 | 986 | \$45,186.00 | \$7,817.18 | \$8,540.15 | Continuing | Career | Full Time |
| 2 | 0 | 905 | \$156,990.00 | \$27,159.27 | \$29,671.11 | Continuing | Legal | Full Time |
| 1 | 0 | 905 | \$131,000.00 | \$22,663.00 | \$24,759.00 | Continuing | Legal | Full Time |
| 14 | 1 | 905 | \$112,155.00 | \$19,402.82 | \$21,197.30 | Continuing | Legal | Full Time |
| 12 | 2 | 905 | \$82,472.00 | \$14,267.66 | \$15,587.21 | Continuing | Legal | Full Time |
| 7 | 5 | 986 | \$48,122.00 | \$8,325.11 | \$9,095.06 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 7 | 4 | 986 | \$46,654.00 | \$8,071.14 | \$8,817.61 | Continuing | Career | Full Time |
| 9 | 1 | 950 | \$51,039.00 | \$8,829.75 | \$9,646.37 | Continuing | Career | Full Time |
| 7 | 6 | 986 | \$49,590.00 | \$8,579.07 | \$9,372.51 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 11 | 0 | 301 | \$69,010.00 | \$11,938.73 | \$13,042.89 | Continuing | MSS | Full Time |
| 7 | 5 | 986 | \$48,122.00 | \$8,325.11 | \$9,095.06 | Continuing | Career | Full Time |
| 12 | 4 | 301 | \$76,894.00 | \$13,302.66 | \$14,532.97 | Continuing | Career | Full Time |
| 9 | 0 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 9 | 2210 | \$59,249.00 | \$10,250.08 | \$11,198.06 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 1 | 950 | \$51,039.00 | \$8,829.75 | \$9,646.37 | Term | Career | Full Time |
| 9 | 3 | 950 | \$54,299.00 | \$9,393.73 | \$10,262.51 | Continuing | Career | Full Time |
| 9 | 1 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 9 | 6 | 901 | \$59,189.00 | \$10,239.70 | \$11,186.72 | Continuing | Career | Full Time |
| 9 | 0 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 7 | 1 | 303 | \$42,250.00 | \$7,309.25 | \$7,985.25 | Continuing | Career | Full Time |
| 9 | 0 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 3 | 0 | 904 | \$57,964.00 | \$10,027.77 | \$10,955.20 | Continuing | Legal | Full Time |
| 13 | 1 | 905 | \$94,915.00 | \$16,420.30 | \$17,938.94 | Continuing | Legal | Full Time |
| 7 | 0 | 986 | \$42,250.00 | \$7,309.25 | \$7,985.25 | Continuing | Career | Full Time |
| 9 | 0 | 935 | \$164,836.00 | \$28,516.63 | \$31,154.00 | Continuing | Executive | Full Time |
| 13 | 0 | 341 | \$81,050.00 | \$14,021.65 | \$15,318.45 | Continuing | Career | Full Time |
| 3 | 1 | 904 | \$57,964.00 | \$10,027.77 | \$10,955.20 | Continuing | Legal | Full Time |
| 9 | 0 | 950 | \$51,039.00 | \$8,829.75 | \$9,646.37 | Continuing | Career | Full Time |
| 13 | 1 | 905 | \$94,915.00 | \$16,420.30 | \$17,938.94 | Continuing | Legal | Full Time |
| 7 | 0 | 986 | \$42,250.00 | \$7,309.25 | \$7,985.25 | Continuing | Career | Full Time |

| Seasonal/Y early | Start date w/agency | Start date in position | Previous Job Title |
|-----------------------------|--------------------------------|-----------------------------------|---------------------------------|
| Yearly | 4/5/2014 | 4/5/2014 | N/A |
| Yearly | 11/12/2017 | 11/12/2017 | N/A |
| Yearly | 7/24/2016 | 7/24/2016 | N/A |
| Yearly | 7/25/2016 | 7/25/2016 | N/A |
| Yearly | 6/7/2010 | 7/14/2014 | Executive Director |
| Yearly | 5/31/2016 | 5/31/2016 | N/A |
| Yearly | 11/27/2017 | 11/27/2017 | N/A |
| Yearly | 6/22/2014 | 6/22/2014 | N/A |
| Yearly | 3/19/2007 | 7/10/2016 | Legal Administrative Specialist |
| Yearly | 5/31/2016 | 5/31/2016 | N/A |
| Yearly | 6/12/2007 | 6/12/2007 | N/A |
| Yearly | 5/27/1997 | 5/27/1997 | N/A |
| Yearly | 9/17/2007 | 7/10/2016 | Deputy Clerk of Court |
| Yearly | 8/29/2005 | 8/29/2005 | N/A |
| Yearly | 9/6/2016 | 9/6/2016 | N/A |
| Yearly | 11/26/2007 | 11/26/2007 | N/A |
| Yearly | 9/6/2016 | 9/6/2016 | N/A |
| Yearly | 3/9/2015 | 3/9/2015 | N/A |
| Yearly | 8/9/2004 | 8/9/2004 | N/A |
| Yearly | 12/11/2006 | 12/11/2006 | N/A |
| Yearly | 7/23/2006 | 7/23/2006 | N/A |
| Yearly | 3/20/2016 | 3/20/2016 | N/A |
| Yearly | 8/29/2005 | 8/29/2005 | N/A |
| Yearly | 7/26/2004 | 7/26/2004 | N/A |
| Yearly | 6/26/2016 | 6/26/2016 | N/A |
| Yearly | 10/16/2006 | 10/16/2006 | N/A |
| Yearly | 10/31/2016 | 10/31/2016 | N/A |
| Yearly | 10/2/2006 | 10/2/2006 | N/A |
| Yearly | 10/3/2011 | 10/3/2011 | N/A |
| Yearly | 8/29/2005 | 8/29/2005 | N/A |
| Yearly | 8/20/2017 | 8/20/2017 | N/A |
| Yearly | 7/24/2016 | 7/24/2016 | N/A |
| Yearly | 4/1/2007 | 4/1/2007 | N/A |
| Yearly | 8/15/2005 | 8/15/2005 | N/A |
| Yearly | 4/2/2007 | 11/12/2017 | Legal Administrative Specialist |
| Yearly | 8/21/2017 | 8/21/2017 | N/A |
| Yearly | 8/6/2012 | 5/1/2016 | Legal Assistant |
| Yearly | 3/7/2016 | 10/15/2017 | Executive Director |
| Yearly | 11/27/2017 | 11/27/2017 | N/A |
| Yearly | 1/17/1984 | 1/17/1984 | N/A |
| Yearly | 10/11/2011 | 4/30/2017 | Legal Administrative Specialist |

| | | | |
|-----------------|---|------------|----|
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| General Counsel | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| Clerk's Office | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| Clerk's Office | A | N/A | No |
| Clerk's Office | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| Clerk's Office | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | 8/24/2017 | No |
| N/A | A | 11/22/2016 | No |
| N/A | A | N/A | No |
| N/A | A | N/A | No |
| N/A | A | 9/30/2017 | No |
| N/A | A | 10/27/2017 | No |
| N/A | A | 10/2/2017 | No |
| N/A | A | 11/12/2017 | No |
| N/A | F | 10/17/2017 | No |
| N/A | F | 10/17/2017 | No |

Office of Admi
FY 2017 TRAVEL EX

| Agency Code | Fiscal Year | Employee Name | Position Title |
|-------------|-------------|--------------------|--------------------------------|
| FS0 | 17 | Elizabeth Figueroa | Administrative Law Judge (ALJ) |
| FS0 | 17 | Maia Ellis | Attorney Advisor |
| FS0 | 17 | Novella Lopes | Deputy Clerk of Court |
| FS0 | 17 | Jeremy Alper | Administrative Law Judge (ALJ) |

| | | | |
|-----|----|---|--------------------------------|
| FS0 | 17 | Bennett Rushkoff | Administrative Law Judge (ALJ) |
| FS0 | 17 | Yewande Aderoju | Administrative Law Judge (ALJ) |
| FS0 | 17 | Robert Hildum | Administrative Law Judge (ALJ) |
| FS0 | 17 | Yewande Aderoju Jeremy Alper Bennett Rushkoff | Administrative Law Judge (ALJ) |

| | | | |
|---------------------------|----|--------------------|--------------------------------|
| FS0 | 17 | Alexis Taylor | Administrative Law Judge (ALJ) |
| FS0 | 17 | Deborah Carroll | Administrative Law Judge (ALJ) |
| FS0 | 17 | Margaret Currie | Administrative Law Judge (ALJ) |
| FS0 | 17 | Savannah Little | Administrative Law Judge (ALJ) |
| FS0 | 17 | Elizabeth Figueroa | Administrative Law Judge (ALJ) |
| AGENCY GRAND TOTAL | | | |

Administrative Hearings
EXPENSES BY EMPLOYEE

| Description | Justification | Expense Amount |
|---|--|----------------|
| National Judicial College Designing & Presenting Programs Effectively: A Faculty Development Workshop | Many judges feel comfortable on the bench, but engaging a room full of learners or delivering a PowerPoint in front of 200 people? That can take some practice. Since 2009, Designing & Presenting Programs Effectively has trained judges in presenting, adult-education principles and teaching skills. Registration, lodging, transportation and meals | 2,207.81 |
| 2017 Self Represented Litigation Network Springboard Conference | Many judges feel comfortable on the bench, but engaging a room full of learners or delivering a PowerPoint in front of 200 people? That can take some practice. Since 2009, Designing & Presenting Programs Effectively has trained judges in presenting, adult-education principles and teaching skills. Registration, lodging, transportation and meals | 1,718.31 |
| Equal Justice Conference, Travel, Conference Fee | The Equal Justice Conference joins all components of the civil legal aid community to discuss and address issues related to the delivery of legal services to low-income individuals in need of legal assistance. Conference Fee | 1,948.76 |
| Administrative Law: Fair Hearing | This intensive two-week course provides newer state and federal administrative law adjudicators a solid foundation in the tools and techniques to create and maintain a "fair hearing," complete record, and clear order. Separate tracks are offered which recognize the differences between the conduct of low volume and high volume proceedings. Registration, lodging, transportation and meals | 681.33 |

| | | |
|----------------------------------|---|----------|
| Administrative Law: Fair Hearing | This intensive two-week course provides newer state and federal administrative law adjudicators a solid foundation in the tools and techniques to create and maintain a "fair hearing," complete record, and clear order. Separate tracks are offered which recognize the differences between the conduct of low volume and high volume proceedings.Registration, lodging, transportation and meals | 640.00 |
| Administrative Law: Fair Hearing | This intensive two-week course provides newer state and federal administrative law adjudicators a solid foundation in the tools and techniques to create and maintain a "fair hearing," complete record, and clear order. Separate tracks are offered which recognize the differences between the conduct of low volume and high volume proceedings.Registration, lodging, transportation and meals | 532.45 |
| Administrative Law: Fair Hearing | This intensive two-week course provides newer state and federal administrative law adjudicators a solid foundation in the tools and techniques to create and maintain a "fair hearing," complete record, and clear order. Separate tracks are offered which recognize the differences between the conduct of low volume and high volume proceedings.Registration, lodging, transportation and meals | 859.00 |
| Administrative Law: Fair Hearing | This intensive two-week course provides newer state and federal administrative law adjudicators a solid foundation in the tools and techniques to create and maintain a "fair hearing," complete record, and clear order. Separate tracks are offered which recognize the differences between the conduct of low volume and high volume proceedings.Conference Fees. | 2,388.00 |

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|---|--|--------------------|
| Balance of Scholarship, Conference Fee, Travel reimbursement | This intensive two-week course provides newer state and federal administrative law adjudicators a solid foundation in the tools and techniques to create and maintain a "fair hearing," complete record, and clear order. Separate tracks are offered which recognize the differences between the conduct of low volume and high volume proceedings.Conference Fees. | 3,126.91 |
| Balance of Scholarship, Conference Fee, Travel reimbursement | This intensive two-week course provides newer state and federal administrative law adjudicators a solid foundation in the tools and techniques to create and maintain a "fair hearing," complete record, and clear order. Separate tracks are offered which recognize the differences between the conduct of low volume and high volume proceedings.Conference Fees. | 4,544.13 |
| Balance of Scholarship, Conference Fee, Travel reimbursement | This intensive two-week course provides newer state and federal administrative law adjudicators a solid foundation in the tools and techniques to create and maintain a "fair hearing," complete record, and clear order. Separate tracks are offered which recognize the differences between the conduct of low volume and high volume proceedings.Conference Fees. | 3,680.75 |
| NAMPI 2017 33rd Annual Conference | Registration, lodging and transportation | 2,586.98 |
| NAMPI 2017 33rd Annual Conference | Registration, lodging and transportation | 2,241.88 |
| | | \$27,156.31 |

**Office of Admini:
FY 2018 TRAVEL EXP**

| Agency Code | Fiscal Year | Dates | Employee Name | Position Title |
|---------------------------|-------------|-------|---|--|
| FS0 | 18 | 10/17 | Nicholas Cobbs | Administrative Law Judge (ALJ) |
| FS0 | 18 | 10/17 | Elizabeth Figueroa | Administrative Law Judge (ALJ) |
| FS0 | 18 | 10/17 | Yewande Aderoju Jeremy Alper Eli Bruch Margaret Currie Bennett Rushkoff Vytas Vergeer Rachel Noteware | Administrative Law Judge (ALJ) and Attorney |
| FS0 | 18 | 1/18 | Maia Ellis | Attorney |
| AGENCY GRAND TOTAL | | | | |

strative Hearings
ENSES BY EMPLOYEE

| Description | Justification | Expense Amount |
|--|--|---------------------|
| National Association of Administrative Law Judiciary (NAALJ) | The Administrative Law Judiciary and the Pursuit of Fairness, Due Process and the Protection of Fundamental Rights. Reimbursement for conference registration, lodging, transportation | \$ 2,142.00 |
| National Association of Administrative Law Judiciary (NAALJ) | The Administrative Law Judiciary and the Pursuit of Fairness, Due Process and the Protection of Fundamental Rights. Reimbursement for conference registration, lodging, transportation | \$ 1,854.00 |
| Mediation Training | For staff to be abreast in laws and changes in legislation as it relates to mediations-Conference Fee | \$ 8,000.00 |
| 2nd Annual Self-Represented Litigation Network Conference | A two-day in-person national conference offered by the Self-Represented Litigation Network and the Judicial Council of California for lawyers, judges, clerks of court and court administrators, self-help services professionals, librarians, technologists, funders and other allied professionals to explore and develop successful strategies and new thinking for providing 100% access to justice. | \$ 500.00 |
| | | \$ 12,496.00 |

Attachmnt #3 (Admin Leave Data)

| Employee Name | Position |
|--------------------------|--------------------------------|
| Adams, Eugene | Chief Administrative Law Judge |
| Aderoju, Yewande | Administrative Law Judge |
| Alper, Jeremy | Administrative Law Judge |
| Alper, Jeremy | Administrative Law Judge |
| Alper, Jeremy | Administrative Law Judge |
| Alper, Jeremy | Administrative Law Judge |
| Beatty-Arthur, Sherri M | Administrative Law Judge |
| Beatty-Arthur, Sherri M | Administrative Law Judge |
| Beatty-Arthur, Sherri M | Administrative Law Judge |
| Campbell, Tanya L | Deputy Clerk of Court |
| Campbell, Tanya L | Deputy Clerk of Court |
| Carroll, Deborah | Administrative Law Judge |
| Cobbs, Nicholas | Administrative Law Judge |
| Cohen, Micaela B | Law Clerk |
| Colbert, Rodney | IT Specialist |
| Crichlow, Claudia A. | Administrative Law Judge |
| Crichlow, Claudia A. | Administrative Law Judge |
| Currie, Margaret Colleen | Administrative Law Judge |
| Currie, Margaret Colleen | Administrative Law Judge |
| Currie, Margaret Colleen | Administrative Law Judge |
| Currie, Margaret Colleen | Administrative Law Judge |
| Davenport, Joan | Administrative Law Judge |
| Doby, Caryl | Management Analyst |
| Figueroa, Elizabeth | Administrative Law Judge |
| Figueroa, Elizabeth | Administrative Law Judge |
| Figueroa, Elizabeth | Administrative Law Judge |
| Garner, April | Management Liaison Specialist |
| Garner, April | Management Liaison Specialist |
| Goode, Jesse Paul | Administrative Law Judge |
| Gurkin, Danielle M | Attorney Advisor |
| Gurkin, Danielle M | Attorney Advisor |
| Handy, Paul Brooks | Administrative Law Judge |
| Handy, Paul Brooks | Administrative Law Judge |
| Harley, Angela L. | Supervisory Clerk of Court |
| Harvey, Scott A. | Administrative Law Judge |
| Hildum, Robert | Administrative Law Judge |
| Hildum, Robert | Administrative Law Judge |
| Jenkins, Audrey | Administrative Law Judge |
| Kaloo, Natalia | Chief Operating Officer |
| Kaloo, Natalia | Chief Operating Officer |
| Kaloo, Natalia | Chief Operating Officer |
| Kaloo, Natalia | Chief Operating Officer |

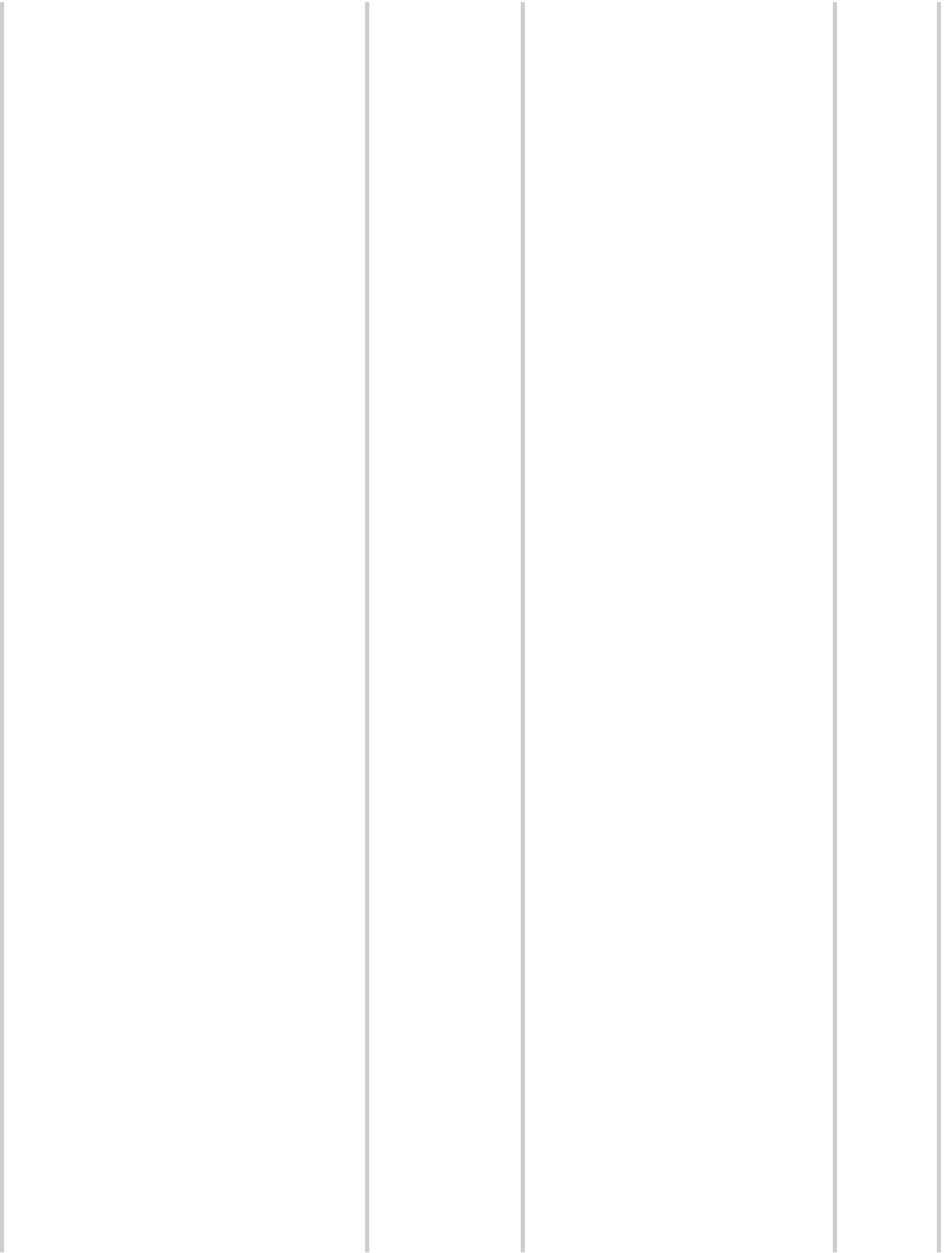
| | |
|------------------------|---------------------------------|
| Kaloo,Natalia | Chief Operating Officer |
| Little,Elsie S | Administrative Law Judge |
| Little,Elsie S | Administrative Law Judge |
| Mangan,Margaret A. | Administrative Law Judge |
| Mangan,Margaret A. | Administrative Law Judge |
| Masulla,Mary | Administrative Law Judge |
| McClendon,Samuel | Administrative Law Judge |
| Mullen, Henry | Legal Assistant |
| Mullen, Henry | Legal Assistant |
| Pierson,Erika L | Administrative Law Judge |
| Proctor, Sandra | Legal Assistant |
| Ramirez,Kenneth E | Legal Administrative Specialist |
| Rhames, Beneddta | Legal Assistant |
| Rhames, Beneddta | Legal Assistant |
| Steele,Shauntinique P. | Executive Assistant |
| Taylor,Alexis P | Administrative Law Judge |
| Teal,Arabella W. | Administrative Law Judge |
| Teal,Arabella W. | Administrative Law Judge |
| Tucker,Wanda R | Administrative Law Judge |
| Vergeer,Vytas V | Administrative Law Judge |

| | | | Unpaid/ Paid |
|--|------------------------|--------------------|-------------------------|
| Description | Dates | Return Date | Leave |
| Training | 12/13/2017 | 12/14/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/14/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 6/5/2017-6/7/2017 | 6/8/2017 | Paid |
| Training | 9/11/2017 | 9/12/2017 | Paid |
| Training | 12/4/2017-12/8/2017 | 12/9/2017 | Paid |
| Training | 1/9/2017-1/13/2017 | 1/14/2017 | Paid |
| Training | 4/7/2017 | 4/8/2017 | Paid |
| Training | 1/8/2018-1/12/2018 | 1/13/2018 | Paid |
| Training | 11/25/2016 | 11/26/2018 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 8/14/2017-8/25/2017 | 8/26/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 1/17/2017-1/19/2017 | 1/20/2017 | Paid |
| Training | 1/2/2018-1/5/2018 | 1/6/2018 | Paid |
| Training | 12/27/2016 | 12/28/2016 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 7/24/2016-7/27/2017 | 7/27/2017 | Paid |
| Training | 10/11/2017-10/13/2017 | 10/14/2017 | Paid |
| Pending Final Employment Determination | 10/3/2016- 10/25/2016 | n/a | Paid |
| Pending Final Employment Determination | 10/3/2016- 10/14/2016 | n/a | Paid |
| Training | 11/7/2016- 11/10/2016 | 11/11/2016 | Paid |
| Training | 8/7/2017- 8/10/2017 | 8/11/2017 | Paid |
| Training | 10/10/2017- 10/11/2017 | 10/12/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 9/13/2017- 9/15/2017 | 9/16/2017 | Paid |
| Pending Final Employment Determination | 6/20/2017- 9/29/2017 | n/a | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Pending Final Employment Determination | 5/16/2017- 6/30/2017 | n/a | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 4/7/2017 | 4/8/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 8/30/2017- 9/27/2017 | 9/28/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 6/21/2017- 6/23/2017 | 6/24/2017 | Paid |
| Pending Final Employment Determination | 8/15/2017- current | n/a | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 10/11/2017- 10/13/2017 | 10/14/2017 | Paid |
| Training | 11/16/2017-11/17/2017 | 11/18/2017 | Paid |
| Training | 12/7/2017- 12/8/2017 | 12/9/2017 | Paid |

| | | | |
|--|------------------------|------------|------|
| Training | 1/11/2018-1/12/2018 | 1/13/2018 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 8/7/2017- 8/10/2017 | 8/11/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 10/11/2017- 10/13/2017 | 10/14/2017 | Paid |
| Training | 10/10/2017- 10/11/2017 | 10/12/2017 | Paid |
| Training | 11/25/2016 | 11/26/2016 | Paid |
| Internal Investigation | 3/6/2017 | 3/7/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 9/11/2017- 9/13/2017 | 9/14/2017 | Paid |
| Internal Investigation | 3/6/2017 | 3/7/2017 | Paid |
| Training | 2/3/2017 | 2/4/2017 | Paid |
| Internal Investigation | 11/8/2016 | 11/9/2016 | Paid |
| Pending Final Employment Determination | 12/18/2017- current | n/a | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Training | 8/14/2017- 8/25/2017 | 8/26/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |
| Pending Final Employment Determination | 8/29/2017- 12/8/2017 | 12/9/2017 | Paid |
| Pending Final Employment Determination | 8/15/2017- 9/29/2017 | 9/30/2017 | Paid |
| Inclement Weather | 3/14/2017 | 3/15/2017 | Paid |

FSO-OFFICE OF ADMINISTRATIVE HEARINGS

| Agency | Appropriated Fund | Appropriated Fund Title | Fund Detail |
|---------------------------------------|-------------------|--------------------------------|-------------|
| FSO-OFFICE OF ADMINISTRATIVE HEARINGS | 0700 | OPERATING INTRA-DISTRICT FUNDS | 0701 |





| Fund Detail Title | Program | Program Title | Activity |
|-------------------|---------|---------------|----------|
| DOH MEDICAID | 200A | JUDICIAL | 020A |
| | 300A | COURT COUNSEL | 030A |

400A

CLERK OF COURT

040A



| Activity Title | Program Code4 | Program Code4 Title |
|---------------------------------------|---------------|---------------------|
| TRIALS/APPEALS & JUSTICE MANAGEMENT | | |
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| TRIALS/APPEALS AND JUSTICE MANAGEMENT | | |
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| JUDICIAL ASSISTANCE AND LEGAL COUNSEL | | |

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| GAAP Category Title | Comp Source Group | Comp Object |
|---------------------|---------------------------------------|-------------|
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| | | 0142 |
| | | 0147 |
| | | 0148 |
| | | 0152 |
| | | 0154 |
| | | 0155 |
| | | 0158 |
| | | 0159 |
| | | 0161 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| | 0013-ADDITIONAL GROSS PAY | 0134 |
| | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| | | 0142 |
| | | 0147 |
| | | 0148 |
| | | 0152 |
| | | 0154 |
| | | 0155 |
| | | 0158 |
| | | 0159 |
| | | 0160 |
| | | 0161 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| | | 0142 |
| | | 0148 |
| | | 0154 |
| | | 0155 |
| | | 0158 |
| | | 0159 |
| 0161 | | |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |

| | | |
|--------------------|---------------------------------------|------|
| | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| | | 0142 |
| | | 0147 |
| | | 0148 |
| | | 0154 |
| | | 0155 |
| | | 0158 |
| | | 0159 |
| | | 0161 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| | 0012-REGULAR PAY - OTHER | 0125 |
| | 0013-ADDITIONAL GROSS PAY | 0134 |
| | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| | | 0142 |
| | | 0147 |
| | | 0148 |
| | | 0154 |
| | | 0155 |
| | | 0158 |
| | | 0159 |
| | | 0161 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| | | 0142 |
| | | 0147 |
| | | 0148 |
| | | 0154 |
| | | 0155 |
| | | 0158 |
| | | 0159 |

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| 0160 |
| 0161 |

| Comp Object Title | Project No | Project Ph | Grant No | Grant Phase |
|---|------------|------------|----------|-------------|
| CONTINUING FULL TIME | DOES00 | 16 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 16 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 16 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | DOES00 | 16 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 16 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 16 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT | DOES00 | 16 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 16 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| | DOES00 | 19 | NOGRNT | NA |
| TERMINAL LEAVE | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| | DOES00 | 19 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| RETIREMENT | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| DC METRO BENEFITS | DOES00 | 17 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 16 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 16 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 16 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 16 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 16 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT | DOES00 | 16 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 16 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |

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|--------------------------------|--------|----|--------|----|
| | DOES00 | 19 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| | DOES00 | 19 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| RETIREMENT | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 16 | NOGRNT | NA |
| TERM FULL-TIME | DOES00 | 16 | NOGRNT | NA |
| TERMINAL LEAVE | DOES00 | 16 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 16 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 16 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 16 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 16 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 16 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT | DOES00 | 16 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 16 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| | DOES00 | 19 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| | DOES00 | 19 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |
| RETIREMENT | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |

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|------------------------|--------|----|--------|----|
| DC METRO BENEFITS | DOES00 | 17 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 17 | NOGRNT | NA |
| | DOES00 | 18 | NOGRNT | NA |

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|---|---|---|---|
| 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 |

| FY 2018 Expenditures | FY 2017 Expenditures | | |
|----------------------|----------------------|---------|---------|
| 0 | 0 | 894,452 | 980,622 |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | 167,262 | 173,319 |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 954,288 | | |
| 208,581 | 0 | | |
| 0 | 0 | | |
| 0 | 18,817 | | |
| 15,225 | 0 | | |
| 0 | 608 | | |
| 156 | 0 | | |
| 0 | 45,821 | | |
| 9,926 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 35,637 | | |
| 3,049 | 0 | | |
| 0 | 12,201 | | |
| 3,107 | 0 | | |
| 0 | 395 | | |
| 107 | 0 | | |
| 0 | 1,314 | | |
| 365 | 0 | | |
| 0 | 13,630 | | |
| 3,121 | 0 | | |
| 0 | 39,005 | | |
| 8,210 | 0 | | |
| 0 | 296 | | |
| 0 | 1,675 | | |
| 341 | 0 | | |
| 0 | 0 | 64,154 | 64,154 |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 87,562 | | |
| 26,406 | 0 | | |

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|--------|---------|--------|---------|
| 0 | 0 | | |
| 0 | 46 | | |
| 14 | 0 | | |
| 0 | 6,358 | | |
| 1,704 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 5,097 | | |
| 1,544 | 0 | | |
| 0 | 53 | | |
| 14 | 0 | | |
| 0 | 181 | | |
| 49 | 0 | | |
| 0 | 1,192 | | |
| 361 | 0 | | |
| 0 | 4,378 | | |
| 1,320 | 0 | | |
| 0 | 334 | | |
| 91 | 0 | | |
| 0 | 0 | 49,318 | 107,318 |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | 9,222 | 18,502 |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 180,961 | | |
| 46,967 | 0 | | |
| 0 | 0 | | |
| 0 | 65 | | |
| 17 | 0 | | |
| 0 | 27,408 | | |
| 8,456 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 0 | | |
| 0 | 10,472 | | |
| 2,685 | 0 | | |
| 0 | 224 | | |
| 60 | 0 | | |
| 0 | 770 | | |
| 207 | 0 | | |
| 0 | 2,449 | | |
| 628 | 0 | | |
| 0 | 9,048 | | |
| 2,348 | 0 | | |

| | | | |
|-----|-------|--|--|
| 0 | 247 | | |
| 0 | 1,428 | | |
| 451 | 0 | | |

| | | | |
|---|---|-----|---|
| 0 | 0 | 0.0 | 0 |
| 0 | 0 | 0.0 | 0 |
| 0 | 0 | 0.0 | 0 |

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|--|---|
| | 0 |
| | 0 |
| | 0 |

| GAAP Category Title | Comp Source Group | Comp Object |
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| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0160 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 0308 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0402 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0416 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0070-EQUIPMENT & EQUIPMENT RENTAL | 0706 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0404 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0123 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0160 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |

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| NON-PERSONNEL SERVICES | 0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 0308 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0416 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0494 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0070-EQUIPMENT & EQUIPMENT RENTAL | 0702 |
| NON-PERSONNEL SERVICES | 0070-EQUIPMENT & EQUIPMENT RENTAL | 0706 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| NON-PERSONNEL SERVICES | 0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 0308 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| NON-PERSONNEL SERVICES | 0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC | 0308 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0402 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0424 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |

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| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0160 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| PERSONNEL SERVICES | 0015-OVERTIME PAY | 0133 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0401 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0402 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0404 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0410 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0424 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0125 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0401 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0402 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0404 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0410 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0424 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0125 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |

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| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0160 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| PERSONNEL SERVICES | 0015-OVERTIME PAY | 0133 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| NON-PERSONNEL SERVICES | 0070-EQUIPMENT & EQUIPMENT RENTAL | 0706 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0122 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0123 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0124 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0125 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0126 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0174 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| NON-PERSONNEL SERVICES | 0070-EQUIPMENT & EQUIPMENT RENTAL | 0706 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0125 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0126 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0157 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |

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| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0160 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0020-SUPPLIES AND MATERIALS | 0201 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0121 |
| PERSONNEL SERVICES | 0012-REGULAR PAY - OTHER | 0125 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |

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| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| NON-PERSONNEL SERVICES | 0041-CONTRACTUAL SERVICES - OTHER | 0409 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0152 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0160 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| NON-PERSONNEL SERVICES | 0040-OTHER SERVICES AND CHARGES | 0408 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0134 |
| PERSONNEL SERVICES | 0013-ADDITIONAL GROSS PAY | 0174 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |

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|--------------------|---------------------------------------|------|
| PERSONNEL SERVICES | 0011-REGULAR PAY - CONT FULL TIME | 0111 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0141 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0142 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0147 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0148 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0154 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0155 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0158 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0159 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0160 |
| PERSONNEL SERVICES | 0014-FRINGE BENEFITS - CURR PERSONNEL | 0161 |

| Comp Object Title | Project No | Project Ph | Grant No | Grant Phase |
|---|-------------------|-------------------|-----------------|--------------------|
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC METRO BENEFITS | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| TELEPHONE, TELETYPE, TELEGRAM, ETC | NOPROJ | NA | NOGRNT | NA |
| TRAVEL - OUT OF CITY | NOPROJ | NA | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | NOPROJ | NA | NOGRNT | NA |
| POSTAGE | NOPROJ | NA | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | NOGRNT | NA |
| RENTALS - MACHINERY AND EQUIPMENT | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| MAINTENANCE AND REPAIRS - AUTO | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TEMPORARY PART-TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC METRO BENEFITS | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |

| | | | | |
|---|--------|----|--------|----|
| TELEPHONE, TELETYPE, TELEGRAM, ETC | NOPROJ | NA | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | NOPROJ | NA | NOGRNT | NA |
| POSTAGE | NOPROJ | NA | NOGRNT | NA |
| OCTO IT ASSESSMENT | NOPROJ | NA | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | NOGRNT | NA |
| PURCHASES - EQUIPMENT AND MACHINERY | NOPROJ | NA | NOGRNT | NA |
| RENTALS - MACHINERY AND EQUIPMENT | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| TELEPHONE, TELETYPE, TELEGRAM, ETC | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| TELEPHONE, TELETYPE, TELEGRAM, ETC | NOPROJ | NA | NOGRNT | NA |
| TRAVEL - OUT OF CITY | NOPROJ | NA | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | NOPROJ | NA | NOGRNT | NA |
| CONFERENCE FEES LOC OUT OF CITY | NOPROJ | NA | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |

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|---|--------|----|--------|----|
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC METRO BENEFITS | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OVERTIME PAY | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| TRAVEL - LOCAL | NOPROJ | NA | NOGRNT | NA |
| TRAVEL - OUT OF CITY | NOPROJ | NA | NOGRNT | NA |
| MAINTENANCE AND REPAIRS - AUTO | NOPROJ | NA | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPORT | NOPROJ | NA | NOGRNT | NA |
| CONFERENCE FEES LOC OUT OF CITY | NOPROJ | NA | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TERM FULL-TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| TRAVEL - LOCAL | NOPROJ | NA | NOGRNT | NA |
| TRAVEL - OUT OF CITY | NOPROJ | NA | NOGRNT | NA |
| MAINTENANCE AND REPAIRS - AUTO | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPORT | NOPROJ | NA | NOGRNT | NA |
| CONFERENCE FEES LOC OUT OF CITY | NOPROJ | NA | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TERM FULL-TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |

| | | | | |
|---|--------|----|--------|----|
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC METRO BENEFITS | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OVERTIME PAY | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| RENTALS - MACHINERY AND EQUIPMENT | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| CONTINUING PART-TIME | NOPROJ | NA | NOGRNT | NA |
| TEMPORARY PART-TIME | NOPROJ | NA | NOGRNT | NA |
| WHEN ACTUALLY EMPLOYED - WAE | NOPROJ | NA | NOGRNT | NA |
| TERM FULL-TIME | NOPROJ | NA | NOGRNT | NA |
| TERM PART-TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| SEVERANCE PAY | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| RENTALS - MACHINERY AND EQUIPMENT | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TERM FULL-TIME | NOPROJ | NA | NOGRNT | NA |
| TERM PART-TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| PREPAID LEGAL | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |

| | | | | |
|---|--------|----|--------|----|
| DC METRO BENEFITS | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| OFFICE SUPPLIES | NOPROJ | NA | NOGRNT | NA |
| CONTINUING FULL TIME | NOPROJ | NA | NOGRNT | NA |
| TEMPORARY FULL-TIME | NOPROJ | NA | NOGRNT | NA |
| TERM FULL-TIME | NOPROJ | NA | NOGRNT | NA |
| TERMINAL LEAVE | NOPROJ | NA | NOGRNT | NA |
| GROUP LIFE INSURANCE | NOPROJ | NA | NOGRNT | NA |
| HEALTH BENEFITS | NOPROJ | NA | NOGRNT | NA |
| MISC FRINGE BENEFITS | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | NOPROJ | NA | NOGRNT | NA |
| OPTICAL PLAN | NOPROJ | NA | NOGRNT | NA |
| DENTAL PLAN | NOPROJ | NA | NOGRNT | NA |
| MEDICARE CONTRIBUTION | NOPROJ | NA | NOGRNT | NA |
| RETIREMENT | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | NOPROJ | NA | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | MEDICD | 16 |
| CONTINUING FULL TIME | NOPROJ | NA | MEDICD | 15 |
| CONTINUING FULL TIME | NOPROJ | NA | MEDICD | 16 |
| MISC FRINGE BENEFITS | NOPROJ | NA | MEDICD | 15 |
| MISC FRINGE BENEFITS | NOPROJ | NA | MEDICD | 16 |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | MEDICD | 17 |
| CONTRACTUAL SERVICES - OTHER | NOPROJ | NA | MEDICD | 18 |
| CONTINUING FULL TIME | NOPROJ | NA | MEDICD | 17 |
| MISC FRINGE BENEFITS | NOPROJ | NA | MEDICD | 17 |
| CONTRACTUAL SERVICES - OTHER | CSSD00 | 16 | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | DDOE00 | 15 | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | DDOE00 | 16 | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | OSSE00 | 16 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 15 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 16 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 15 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 16 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 15 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 16 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 15 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 15 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | DOES00 | 15 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | DOES00 | 16 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 15 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 16 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 15 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 16 | NOGRNT | NA |

| | | | | |
|---|--------|----|--------|----|
| MEDICARE CONTRIBUTION | DOES00 | 15 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT | DOES00 | 15 | NOGRNT | NA |
| RETIREMENT | DOES00 | 16 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 15 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 16 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | DDOE00 | 17 | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | CSSD00 | 17 | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | CSSD00 | 18 | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | DDOE00 | 17 | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | DDOE00 | 18 | NOGRNT | NA |
| CONTRACTUAL SERVICES - OTHER | OSSE00 | 17 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 17 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 18 | NOGRNT | NA |
| TERMINAL LEAVE | DOES00 | 17 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 17 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 17 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 17 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 18 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 17 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - CIVIL SERVICE | DOES00 | 17 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 17 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 17 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 17 | NOGRNT | NA |
| RETIREMENT | DOES00 | 17 | NOGRNT | NA |
| DC METRO BENEFITS | DOES00 | 17 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 17 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | DCPS00 | 15 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | DCPS00 | 16 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | DHCD00 | 16 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | DISB00 | 15 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | DISB00 | 16 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | HBEA00 | 16 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 15 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 16 | NOGRNT | NA |
| TERMINAL LEAVE | DOES00 | 15 | NOGRNT | NA |
| SEVERANCE PAY | DOES00 | 15 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 15 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 16 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 15 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 16 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 15 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 16 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 15 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 16 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 15 | NOGRNT | NA |

| | | | | |
|--------------------------------|--------|----|--------|----|
| DENTAL PLAN | DOES00 | 16 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 15 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT | DOES00 | 15 | NOGRNT | NA |
| RETIREMENT | DOES00 | 16 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 15 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 16 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | DCPS00 | 17 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | DCPS00 | 18 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | HBEA00 | 17 | NOGRNT | NA |
| PROF SERVICE FEES AND CONTR | HBEA00 | 18 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 17 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 18 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 17 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 17 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 17 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 18 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 17 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 17 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 17 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 17 | NOGRNT | NA |
| RETIREMENT | DOES00 | 17 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 17 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 15 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 16 | NOGRNT | NA |
| TERM FULL-TIME | DOES00 | 16 | NOGRNT | NA |
| TERMINAL LEAVE | DOES00 | 15 | NOGRNT | NA |
| TERMINAL LEAVE | DOES00 | 16 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 15 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 16 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 15 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 16 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 15 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 15 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 16 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 15 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 16 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 15 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 16 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 15 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 16 | NOGRNT | NA |
| RETIREMENT | DOES00 | 15 | NOGRNT | NA |
| RETIREMENT | DOES00 | 16 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 15 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 16 | NOGRNT | NA |
| CONTINUING FULL TIME | DOES00 | 17 | NOGRNT | NA |

| | | | | |
|--------------------------------|--------|----|--------|----|
| CONTINUING FULL TIME | DOES00 | 18 | NOGRNT | NA |
| GROUP LIFE INSURANCE | DOES00 | 17 | NOGRNT | NA |
| HEALTH BENEFITS | DOES00 | 17 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 17 | NOGRNT | NA |
| MISC FRINGE BENEFITS | DOES00 | 18 | NOGRNT | NA |
| RETIREMENT CONTRIBUTION - FICA | DOES00 | 17 | NOGRNT | NA |
| OPTICAL PLAN | DOES00 | 17 | NOGRNT | NA |
| DENTAL PLAN | DOES00 | 17 | NOGRNT | NA |
| MEDICARE CONTRIBUTION | DOES00 | 17 | NOGRNT | NA |
| RETIREMENT | DOES00 | 17 | NOGRNT | NA |
| DC METRO BENEFITS | DOES00 | 17 | NOGRNT | NA |
| DC HEALTH BENEFIT FEES | DOES00 | 17 | NOGRNT | NA |

| FY 2016 Approved Budget | FY 2016 Revised Budget | FY 2016 Expenditures |
|-------------------------|------------------------|----------------------|
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
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| 0 | 0 | 0 |
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| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 2,500 | 2,500 | 2,500 |
| 0 | 0 | 483 |
| 78,689 | 78,689 | 95,421 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 50 |
| 0 | 0 | 10,098 |
| 14,715 | 14,715 | -7,303 |
| 0 | 0 | 5,712 |
| 0 | 0 | 0 |
| 0 | 0 | 104 |
| 0 | 0 | 319 |
| 0 | 0 | 1,336 |
| 0 | 0 | 2,842 |
| 0 | 0 | 0 |
| 0 | 0 | 503 |
| 18,000 | 18,000 | 12,811 |

| | | |
|-----------|-----------|-----------|
| 0 | 0 | 1,500 |
| 9,000 | 9,000 | 9,000 |
| 11,460 | 11,460 | 11,460 |
| 86,064 | 86,064 | 0 |
| 30,574 | 30,574 | 29,250 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 89,137 | 89,137 | 77,968 |
| 0 | 0 | 2,390 |
| 0 | 0 | 41 |
| 0 | 0 | 12,235 |
| 16,669 | 16,669 | -5,176 |
| 0 | 0 | 4,729 |
| 0 | 0 | 67 |
| 0 | 0 | 275 |
| 0 | 0 | 1,106 |
| 0 | 0 | 0 |
| 0 | 0 | 615 |
| 1,000 | 1,000 | 0 |
| 0 | 0 | 0 |
| 117,664 | 117,664 | 118,048 |
| 0 | 0 | 61 |
| 0 | 0 | 16,543 |
| 22,003 | 22,003 | -9,917 |
| 0 | 0 | 6,977 |
| 0 | 0 | 81 |
| 0 | 0 | 329 |
| 0 | 0 | 1,632 |
| 0 | 0 | 5,902 |
| 0 | 0 | 833 |
| 5,000 | 5,000 | 5,000 |
| 0 | 0 | 4,300 |
| 0 | 0 | 1,162 |
| 0 | 329,455 | 304,133 |
| 0 | 0 | 0 |
| 85,000 | 150,025 | 147,521 |
| 4,161,467 | 3,853,420 | 3,777,716 |
| 0 | 0 | 27,060 |
| 0 | 0 | 1,772 |
| 0 | 0 | 137,237 |
| 771,382 | 695,155 | 23,771 |
| 0 | 0 | 170,992 |
| 0 | 0 | 31,309 |
| 0 | 0 | 1,665 |
| 0 | 0 | 5,506 |
| 0 | 0 | 49,413 |
| 0 | 0 | 163,625 |

| | | |
|---------|---------|---------|
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 10,014 | 10,014 | 767 |
| 460,239 | 410,239 | 356,720 |
| 0 | 0 | 0 |
| 0 | 0 | 36,120 |
| 0 | 0 | 0 |
| 0 | 0 | 484 |
| 0 | 0 | 27,895 |
| 86,065 | 86,065 | 0 |
| 0 | 0 | 13,991 |
| 0 | 0 | 12,793 |
| 0 | 0 | 212 |
| 0 | 0 | 708 |
| 0 | 0 | 5,828 |
| 0 | 0 | 9,111 |
| 0 | 0 | 807 |
| 0 | 0 | 0 |
| 60,000 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 58,500 | 58,500 |
| 0 | 0 | 0 |
| 0 | 11,500 | 11,500 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 9,220 | 8,229 | 8,229 |
| 0 | 0 | 0 |
| 45,000 | 45,000 | 45,000 |
| 10,437 | 0 | 0 |
| 0 | 0 | 0 |
| 894,452 | 980,622 | 925,810 |
| 0 | 0 | 0 |
| 0 | 0 | 624 |
| 0 | 0 | 0 |
| 0 | 0 | 46,323 |
| 0 | 0 | 0 |
| 167,262 | 173,319 | 628 |
| 0 | 0 | 0 |
| 0 | 0 | 38,941 |
| 0 | 0 | 0 |
| 0 | 0 | 10,450 |
| 0 | 0 | 0 |
| 0 | 0 | 416 |
| 0 | 0 | 0 |
| 0 | 0 | 1,449 |

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|--------|---------|---------|
| 0 | 0 | 179 |
| 0 | 0 | 0 |
| 0 | 0 | 1,128 |
| 0 | 0 | 0 |
| 0 | 0 | 2,236 |
| 0 | 0 | 0 |
| 0 | 0 | 317 |
| 0 | 0 | 0 |
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| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 49,318 | 107,318 | 141,705 |
| 0 | 0 | 2,769 |
| 0 | 0 | 0 |
| 0 | 0 | 88 |
| 0 | 0 | 0 |
| 0 | 0 | 43 |
| 0 | 0 | 0 |
| 0 | 0 | 14,983 |
| 0 | 0 | 0 |
| 9,222 | 18,502 | 5,122 |
| 0 | 0 | 0 |
| 0 | 0 | 6,818 |
| 0 | 0 | 0 |
| 0 | 0 | 141 |
| 0 | 0 | 0 |
| 0 | 0 | 464 |
| 0 | 0 | 0 |
| 0 | 0 | 1,595 |
| 0 | 0 | 0 |
| 0 | 0 | 5,797 |
| 0 | 0 | 0 |
| 0 | 0 | 765 |
| 0 | 0 | 0 |

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Office of Administrative Hearings (FS0)

| Agency | Fund | Appropriated Fund Title | Fund Detail | Program | Program Title | Activity | Activity Title | GAAP Category Title | COBJ | FY 2016 Approved Budget | FY 2016 Revised Budget | FY 2016 Approved FTEs | FY 2017 Budget Request | FY 2017 FTE Request | FY 2017 Bud Req FY 2016 Approve Bud Compared | FY 2017 FTE Req FY 2016 Approve FTE Compared | Comments | | | | | |
|---|----------------|-------------------------|---|-------------------------|----------------------------|----------|---|------------------------|---------------------|-------------------------------------|------------------------|--|--|---------------------|--|--|--|---|--|------------|------|---------------------------------------|
| FS0 - Office of Administrative Hearings | 0100 | LOCAL FUND | 0100 | 100A | AGENCY MANAGEMENT PROGRAM | 1010 | PERSONNEL-MASTER | NON-PERSONNEL SERVICES | 0201 | 2,500 | 2,500 | 0.0 | 2,500.00 | 0.00 | 0.00 | 0.00 | | | | | | |
| | | | | | | | | PERSONNEL SERVICES | 0111 | 78,689 | 78,689 | 1.0 | 61,525.87 | 1.00 | (17,163.04) | 0.00 | 1 FTE backfill at a lower than budgeted amount | | | | | |
| | | | | | | | 1040 | INFORMATION TECHNOLOGY | | NON-PERSONNEL SERVICES | 0147 | 14,715 | 14,715 | 0.0 | 11,936.02 | 0.00 | (2,778.81) | 0.00 | Decrease fringe benefits due to lower salary | | | |
| | | | | | | | | | | | 0201 | 18,000 | 18,000 | 0.0 | 0.00 | 0.00 | (18,000.00) | 0.00 | Reallocated to other non-personal service budget | | | |
| | | | | | | | | | | 0408 | 9,000 | 9,000 | 0.0 | 22,276.68 | 0.00 | 13,276.68 | 0.00 | Reallocated from office supplies | | | | |
| | | | | | | | | | | 0416 | 11,460 | 11,460 | 0.0 | 11,460.00 | 0.00 | 0.00 | 0.00 | | | | | |
| | | | | | | | | | | 0494 | 86,064 | 86,064 | 0.0 | 0.00 | 0.00 | (86,064.00) | 0.00 | OCTO assessment eliminated and centrally budgeted | | | | |
| | | | | | | | | | | 0409 | 30,574 | 30,574 | 0.0 | 7,300.00 | 0.00 | (23,274.00) | 0.00 | Reduced to fund other non-personal service | | | | |
| | | | | | | | | | | 0706 | 0 | 0 | 0.0 | 18,000.00 | 0.00 | 18,000.00 | 0.00 | Reallocated from other non-personal service | | | | |
| | | | | | | | | | | PERSONNEL SERVICES | 0111 | 89,137 | 89,137 | 1.0 | 91,535.09 | 1.00 | 2,398.36 | 0.00 | Increase due to 3% salary increase | | | |
| | | | | 0147 | 16,669 | 16,669 | 0.0 | 17,757.81 | 0.00 | 1,089.24 | 0.00 | Increase due to fringe benefit rate increase | | | | | | | | | | |
| | | | | 100F | AGENCY FINANCIAL OPERATION | 110F | BUDGET OPERATIONS | NON-PERSONNEL SERVICES | 0201 | 1,000 | 1,000 | 0.0 | 1,000.00 | 0.00 | 0.00 | 0.00 | | | | | | |
| | | | | | | | | PERSONNEL SERVICES | 0111 | 117,664 | 117,664 | 1.0 | 123,520.69 | 1.00 | 5,856.73 | 0.00 | Increase due to 3% salary increase | | | | | |
| | | | | 200A | JUDICIAL | 020A | TRIALS/APPEALS & JUSTICE MANAGEMENT | NON-PERSONNEL SERVICES | 0147 | 22,003 | 22,003 | 0.0 | 23,963.01 | 0.00 | 1,959.85 | 0.00 | Increase due to fringe benefit rate increase | | | | | |
| | | | | | | | | PERSONNEL SERVICES | 0201 | 5,000 | 5,000 | 0.0 | 0.00 | 0.00 | (5,000.00) | 0.00 | Reduce and reallocated to other non-personal service | | | | | |
| | | | | 300A | COURT COUNSEL | 030A | JUDICIAL ASSISTANCE & LEGAL COUNSEL | NON-PERSONNEL SERVICES | 0409 | 85,000 | 85,000 | 0.0 | 92,200.00 | 0.00 | 7,200.00 | 0.00 | Reallocated from other non-personal service | | | | | |
| | | | | | | | | PERSONNEL SERVICES | 0111 | 4,161,467 | 4,161,467 | 33.0 | 4,262,941.07 | 32.00 | 101,473.60 | (1.00) | One ALJ moved to intra-Dist funds UI cases (020A) | | | | | |
| | | | | | | | | 0147 | 771,382 | 771,382 | 0.0 | 827,010.56 | 0.00 | 55,628.95 | 0.00 | Increase due to fringe benefit rate increase | | | | | | |
| | | | | | | | | 0201 | 10,000 | 10,000 | 0.0 | 10,000.00 | 0.00 | 0.00 | 0.00 | | | | | | | |
| | | | | | | | | 0401 | 1,500 | 1,500 | 0.0 | 1,500.00 | 0.00 | 0.00 | 0.00 | | | | | | | |
| | | | | | | | | 0402 | 5,159 | 5,159 | 0.0 | 5,160.00 | 0.00 | 1.02 | 0.00 | No significant increase | | | | | | |
| | | | | | | | | 0404 | 1,079 | 1,079 | 0.0 | 1,800.00 | 0.00 | 720.80 | 0.00 | No significant increase | | | | | | |
| | | | | | | | | 0410 | 25,000 | 25,000 | 0.0 | 25,000.00 | 0.00 | 0.00 | 0.00 | | | | | | | |
| | | | | | | | | 0424 | 4,500 | 4,500 | 0.0 | 4,000.00 | 0.00 | (500.00) | 0.00 | Reduce and reallocated to other non-personal service | | | | | | |
| | | | | | | | | 0409 | 97,887 | 97,887 | 0.0 | 112,000.00 | 0.00 | 14,113.00 | 0.00 | Reallocated from other non-personal service | | | | | | |
| | | | | PERSONNEL SERVICES | 0111 | 865,960 | 865,960 | 11.0 | 855,300.83 | 11.00 | (10,658.97) | 0.00 | Agency backfill at a lower salary | | | | | | | | | |
| | | | | 0125 | 0 | 0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | |
| | | | | 0134 | 54,038 | 54,038 | 0.0 | 54,037.50 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | |
| | | | | 0147 | 161,934 | 161,934 | 0.0 | 165,928.34 | 0.00 | 3,993.88 | 0.00 | Increase due to fringe benefit rate increase | | | | | | | | | | |
| | | | | 400A | CLERK OF COURT | 040A | CASE MANAGEMENT & JUDICIAL SUPPORT SERVICES | NON-PERSONNEL SERVICES | 0201 | 10,000 | 10,000 | 0.0 | 10,000.00 | 0.00 | 0.00 | 0.00 | | | | | | |
| | | | | | | | | 0706 | 43,648 | 43,648 | 0.0 | 0.00 | 0.00 | (43,648.00) | 0.00 | Reallocate to other non-personal service | | | | | | |
| | | | | | | | | PERSONNEL SERVICES | 0111 | 1,210,181 | 1,210,181 | 24.0 | 1,257,855.41 | 23.00 | 47,674.63 | (1.00) | One Legal Assistant moved to ID UI cases (040A) | | | | | |
| | | | | | | | | 0123 | 9,451 | 9,451 | 0.3 | 9,766.20 | 0.25 | 315.44 | 0.00 | No significant increase | | | | | | |
| | | | | 0126 | 0 | 0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | |
| | | | | 500A | EXECUTIVE | 050A | PROGRAM DIRECTION AND OVERSIGHT | NON-PERSONNEL SERVICES | 0147 | 228,071 | 228,071 | 0.0 | 245,918.57 | 0.00 | 17,847.44 | 0.00 | Increase due to fringe benefit rate increase | | | | | |
| | | | | | | | | PERSONNEL SERVICES | 0201 | 10,014 | 10,014 | 0.0 | 10,015.00 | 0.00 | 1.00 | 0.00 | No significant increase | | | | | |
| | | | | | | | | 0111 | 460,239 | 460,239 | 4.0 | 488,468.47 | 4.00 | 28,229.33 | 0.00 | Increase due to 3% salary increase | | | | | | |
| | | | | | | | | 0121 | 0 | 0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | |
| | | | | 0125 | 0 | 0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | |
| | | | | 0147 | 86,065 | 86,065 | 0.0 | 94,762.88 | 0.00 | 8,698.16 | 0.00 | Increase due to fringe benefit rate increase | | | | | | | | | | |
| | | | | Total Local Fund | | | | | | | | | 8,805,048.71 | 8,805,048.71 | 75.25 | 8,926,440.00 | 73.25 | 121,391.29 | (2.00) | | | |
| | | | | 0250 | FEDERAL MEDICAID PAYMENTS | 8250 | 300A | COURT COUNSEL | 030A | JUDICIAL ASSISTANCE & LEGAL COUNSEL | NON-PERSONNEL SERVICES | 0409 | 60,000 | 0 | 0.0 | 60,000.00 | 0.00 | 0.00 | 0.00 | | | |
| | | | | | | | | | | | PERSONNEL SERVICES | 0111 | 0 | 50,400 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | | | | | | | | | | | | 0147 | 0 | 9,600 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | | | | Total Grants | | | | | | | | | 60,000 | 60,000 | 0.00 | 60,000 | 0.00 | 0.00 | 0.00 | | | |
| | | | | 0700 | INTRA-DISTRICT FUNDS | 0701 | 200A | JUDICIAL | 020A | TRIALS/APPEALS & JUSTICE MANAGEMENT | PERSONNEL SERVICES | 0111 | 0 | 0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | | | | | | | | | | | PERSONNEL SERVICES | 0111 | 0 | 0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | | | | | | | | | | | PERSONNEL SERVICES | 0111 | 0 | 0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | | | | | | | OPERATING INTRA-DISTRICT FUNDS | 0701 | 200A | JUDICIAL | 020A | TRIALS/APPEALS & JUSTICE MANAGEMENT | NON-PERSONNEL SERVICES | 0409 | 64,657 | 64,657 | 0.0 | 89,703.00 | 0.00 | 25,046.00 | 0.00 | Increase due to ID MOU agreement |
| | | | | | | | | | | | | | PERSONNEL SERVICES | 0111 | 894,452 | 991,652 | 6.0 | 1,070,696.55 | 7.00 | 176,244.86 | 1.00 | 1 ALJ added in ID UI cases from local |
| 0147 | 167,262 | 191,720 | 0.0 | | | | | | 207,715.13 | 0.00 | 40,452.66 | 0.00 | Increase due to fringe benefit rate increase | | | | | | | | | |
| 0408 | 94,000 | 94,000 | 0.0 | | | | | | 121,500.00 | 0.00 | 27,500.00 | 0.00 | Increase due to new MOUs added | | | | | | | | | |
| 300A | COURT COUNSEL | 030A | JUDICIAL ASSISTANCE & LEGAL COUNSEL | | | | NON-PERSONNEL SERVICES | 0111 | 64,154 | 64,154 | 1.0 | 81,149.30 | 1.00 | 16,995.30 | 0.00 | Increase due to 3% salary increase | | | | | | |
| | | | | | | | PERSONNEL SERVICES | 0147 | 11,997 | 11,997 | 0.0 | 15,742.96 | 0.00 | 3,746.16 | 0.00 | Increase due to fringe benefit rate increase | | | | | | |
| 400A | CLERK OF COURT | 040A | CASE MANAGEMENT & JUDICIAL SUPPORT SERVICES | | | | PERSONNEL SERVICES | 0111 | 49,318 | 107,318 | 1.0 | 86,250.14 | 2.00 | 36,932.46 | 1.00 | 1 Legal Assistant added in ID UI cases | | | | | | |
| | | | | 0147 | 9,222 | 18,502 | 0.0 | 16,732.52 | 0.00 | 7,510.11 | 0.00 | Increase due to fringe benefit rate increase | | | | | | | | | | |
| Total Intra-District Funds | | | | | | | | | 1,355,062.05 | 1,544,000.13 | 8.00 | 1,689,489.60 | 10.00 | 334,427.55 | 2.00 | | | | | | | |
| Agency FY 2017 Budget Request | | | | | | | | | | 10,675,929.60 | 83.25 | | | | | | | | | | | |

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

BUYING AGENCY

Department of Employment Services (DOES) - CF0
DC Public Schools (DCPS) - GA0
Dept. of the Environment (DDOE) - KG0
Health Benefit Exchange Authority - HI0

Office of the State Superintendent of Education (OSSE) - GD0

Office of the Attorney General (OAG) - CB0

Department of Employment Services (DOES OWH)

Department of Employment Services (DOES OHA)

Dept of Insurance, Securities, and Banking (DISB)

TOTAL

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

SELLING AGENCY

Office of Labor Relations and Collective Bargaining (OLRCB) - AE0

Office of Contracting and Procurement (OCP) - PO0

Office of the Chief Technology Officer (OCTO) - TO0

Dept of Public Works (DPW) - KT0

Office of Disability Rights - JR0

TOTAL



DESCRIPTION OF SERVICES PROVIDED

UI appeal cases referred by DOES.

Student Disciplinary cases.

Environmental enforcement.

Affordable Healthcare (OBAMA Care) cases.

(1) Civil infractions and licensing matters; (2) OSSE vendor appeals related to education expenses; and (3) appeals by DHS/OSSE to terminate low-income child care benefits to individuals.

Child Support Division; cases on child support and appeals of child support financial seizure cases.

To share responsibilities between the Parties for the administration and enforcement of the Wage Theft Prevention Amendment Act of 2014. The Act permits DC employees, who are in private sector but not contractots, to file a copmlaing alleging a violation of th Act with DOES.

To define the responsibilities of the Parties in regards to the transfer of the public sector workers' compensation formal hearing functions.

Payment for adjudication of insurance, securities and banking cases referred to OAH.



DESCRIPTION OF SERVICES PROVIDED

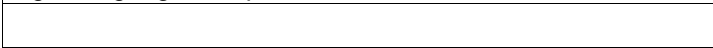
Represent OAH - IFPTE and AFSCME

Pcard Payments

RTS Payments

Archive - documentation

Sign Language Interpretation Services





Program/Activity

Various

300AA/030A

200AA/020A

300AA/030A

200AA/020A

200AA/020A

Various

Various

Various



Program/Activity

Various

Various

Various

Various

Various

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Funding Source

Intra District
Intra District
Intra District
Intra District

Intra District

Intra District

Intra District

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Intra District



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FY 2017 Intra-District Sum

MOU Amount

| | |
|----|--------------|
| \$ | 1,461,959.86 |
| \$ | 52,500.00 |
| \$ | 45,000.00 |
| \$ | 25,000.00 |
| \$ | 10,437.00 |
| \$ | 34,266.00 |
| \$ | 200,000.00 |
| \$ | 250,000.00 |
| \$ | 24,000.00 |

FY 2017 Intra-District Sum

MOU Amount

| | |
|----|-----------|
| \$ | 50,000.00 |
| \$ | 25,000.00 |
| \$ | 1,500.00 |
| \$ | 1,800.00 |
| \$ | 8,000.00 |

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Summary - SELLER

MOU-Date Signed

4/17/2012

11/25/2015 - Autorenew

1/8/2015

9/20/2016

6/2/2016

10/6/2017

7/20/2016

7/20/2016

12/1/2014



Summary - BUYER

MOU-Date Signed

3/28/2017

N/A

N/A

N/A

12/1/2014

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Executed LOI-Date

None

12/21/2015

None

None

None

None

None

None

None



Executed LOI-Date

N/A

N/A

N/A

N/A

N/A

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Funding Request Date

9/30/2016
9/30/2016
Various
9/30/2016

11/18/2016

9/30/2016

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| | |
| | Various |
| | Various |

Various



Funding Request Date

N/A
N/A
N/A
N/A
N/A

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| Funding Received Date | FUNDING RECEIVED | FUNDING DUE |
|------------------------------|-------------------------|--------------------|
| Various | \$ 1,461,959.86 | \$ - |
| Various | \$ 46,911.00 | \$ - |
| Various | \$ 44,894.70 | \$ - |
| Various | \$ 6,500.00 | \$ - |
| | | |
| Various | \$ 10,542.00 | \$ - |
| | | |
| Various | \$ 34,266.00 | \$ - |
| | | |
| Various | \$ 200,000.00 | \$ - |
| | | |
| Various | \$ 250,000.00 | \$ - |
| | | |
| Various | \$ 24,000.00 | |
| | | |
| | \$ 2,079,073.56 | \$ - |



| Funding Sent Date | FUNDING SENT | FUNDING OWED |
|--------------------------|----------------------|---------------------|
| Various | \$ 50,000.00 | \$ - |
| Various | \$ 48,023.64 | \$ - |
| Various | \$ 1,352.98 | \$ - |
| Various | \$ 3,307.00 | \$ - |
| Various | \$ 6,105.50 | \$ - |
| | | |
| | | |
| | | |
| | \$ 108,789.12 | \$ - |

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

| BUYING AGENCY | DESCRIPTION OF SERVICES PROVIDED |
|--|---|
| Department of Employment Services (DOES) - CF0 | UI appeal cases referred by DOES. |
| DC Public Schools (DCPS) - GA0 | Student Disciplinary cases. |
| Dept. of the Environment (DDOE) - KG0 | Environmental enforcement. |
| Health Benefit Exchange Authority - H10 | Affordable Healthcare (OBAMA Care) cases. (1) Civil infractions and licensing matters; (2) OSSE vendor appeals related to education expenses; and (3) appeals by |
| Office of the State Superintendent of Education (OSSE) - GD0 | DHS/OSSE to terminate low-income child care benefits to individuals. |
| Office of the Attorney General (OAG) - CB0 | Child Support Division; cases on child support and appeals of child support financial seizure cases. |
| Department of Employment Services (DOES OWH) | To share responsibilities between the Parties for the administration and enforcement of the Wage Theft Prevention Amendment Act of 2014. The Act permits DC employees, who are in private sector but not contractots, to file a copmlaing alleging a violation of th Act with DOES. |
| Department of Employment Services (DOES OHA) | To define the responsibilities of the Parties in regards to the transfer of the public sector workers' compensation formal hearing functions. |
| | |
| TOTAL | |

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

| SELLING AGENCY | DESCRIPTION OF SERVICES PROVIDED |
|---|----------------------------------|
| Office of Labor Relations and Collective Bargaining (OLRCB) | Represent OAH - IFPTE and AFSCME |
| Office of Contracting and Procurement (OCP) - PO0 | Pcard Payments |
| Office of the Chief Technology Officer (OCTO) - TO0 | RTS Payments |
| Dept of Public Works (DPW) - KT0 | Archive - documentation |
| | |
| | |
| | |

TOTAL



| Program/Activity |
|------------------|
|------------------|

Various
300AA/030A

200AA/020A

300AA/030A

200AA/020A

200AA/020A

| |
|---------|
| |
| Various |
| Various |
| |
| |
| |



| Program/Activity |
|------------------|
|------------------|

Various

Various

Various

Various

| |
|--|
| |
| |
| |





Funding Source

Intra District
Intra District

Intra District

Intra District

Intra District

Intra District

Intra District

Intra District

| |
|--|
| |
| |



Funding Source

Intra District

Intra District

Intra District

Intra District

| |
|--|
| |
| |
| |



FY 2018 Intra-District

MOU Amount

| | |
|----|--------------|
| \$ | 1,493,039.00 |
| \$ | 52,500.00 |
| \$ | 45,000.00 |
| \$ | 25,000.00 |
| \$ | 10,437.00 |
| \$ | 34,266.00 |

| | |
|----|------------|
| \$ | 250,000.00 |
| \$ | 200,000.00 |
| | |
| | |

FY 2018 Intra-District

MOU Amount

| | |
|----|-----------|
| \$ | 50,000.00 |
| \$ | 35,000.00 |
| \$ | 5,000.00 |
| \$ | 1,800.00 |

| | |
|--|--|
| | |
| | |
| | |



Summary - SELLER

MOU-Date Signed

4/17/2012
11/25/2015 - Autorenew

1/11/2018

9/27/2017

6/7/2016

7/20/2016

7/20/2016

7/20/2016

| |
|--|
| |
| |

Summary - BUYER

MOU-Date Signed

3/28/2017

N/A

N/A

41974

| |
|--|
| |
| |
| |





Executed LOI-Date

11/9/2016

11/10/2016

10/13/2016

10/26/2016

11/26/2016

None

None

None

| |
|--|
| |
| |



Executed LOI-Date

N/A

N/A

N/A

N/A

| |
|--|
| |
| |
| |





Funding Request Date

Various
Various

Various

Various

Various

Various

Various

Various

| |
|--|
| |
| |



Funding Request Date

NA

NA

NA

NA

| |
|--|
| |
| |
| |





| Funding Received Date | FUNDING RECEIVED | FUNDING DUE |
|------------------------------|-------------------------|--------------------|
| None | 0 | 1,493,039 |
| 1/26/2018 | 0 | 52,500 |
| 1/23/2018 | 45,000 | 0 |
| None | 0 | 25,000 |
| None | 0 | 10,437 |
| 1/26/2018 | 0 | 34,266 |
| None | 0 | 100,000 |
| None | 0 | 250,000 |
| | | |
| | 45,000 | 1,965,242 |



| Funding Sent Date | FUNDING SENT | FUNDING OWED |
|--------------------------|---------------------|---------------------|
| Various | 0 | 50,000 |
| 11/1/2017 | 35,000 | 0 |
| Various | 5,000 | 0 |
| Various | 0 | 1,800 |
| | | |
| | | |
| | | |

| | | |
|--|---------------|---------------|
| | 40,000 | 51,800 |
|--|---------------|---------------|

| OFFICE OF ADMINISTRATIVE HEARINGS | | | | | |
|-----------------------------------|------|-----------|------------|-------------------------------------|--------------------|
| FY 2017 REPROGRAMMING LIST | | | | | |
| LOCAL | | | | Starting Budget | \$8,926,440 |
| FISCAL YEAR | FUND | DATE | SOAR DOC # | DESCRIPTION | AMOUNT |
| 2017 | 0100 | 9/30/2017 | BJUCFFSO | REPROGRAM TO PS (ALJs Union Salary) | 100,000 |
| 2017 | 0100 | 9/30/2017 | BJUPOFSO | REPROGRAM TO PS (ALJs Union Salary) | 107,109 |
| 2017 | 0100 | 11/8/2016 | APFS050A | FROM PS TO NPS | (200,000) |
| 2017 | 0100 | 11/8/2016 | APFS050A | REPROGRAM TO NPS | 200,000 |
| 2017 | 0100 | 12/1/2016 | BJFS0130 | FROM PS TO NPS | (67,238) |
| 2017 | 0100 | 12/1/2016 | BJFS0130 | REPROGRAM TO NPS | 67,238 |
| 2017 | 0100 | 7/18/2017 | BJFS0718 | REPROGRAM TO NPS | 50,000 |
| 2017 | 0100 | 7/18/2017 | BJFS0718 | FROM PS TO NPS | (50,000) |
| 2017 | 0100 | 5/17/2017 | BJFS0517 | REPROGRAM TO NPS | 1,500 |
| 2017 | 0100 | 5/17/2017 | BJFS0517 | REPROGRAM TO NPS | (1,500) |
| 2017 | 0100 | 1/27/2017 | BJFS0126 | REPROGRAM TO NPS | 30,000 |
| 2017 | 0100 | 1/27/2014 | BJFS0126 | REPROGRAM TO NPS | (30,000) |
| | | | | | |
| Final Budget | | | | | \$9,133,549 |

| FEDERAL GRANT | | | | Starting Budget | \$60,000 |
|---------------|------|-----------|------------|--------------------------------------|----------|
| FISCAL YEAR | FUND | DATE | SOAR DOC # | DESCRIPTION | AMOUNT |
| 2017 | 8250 | 10/5/2016 | PAFS0MED | ALIGN BUDGET | 50,400 |
| 2017 | 8250 | 10/5/2016 | PAFS0MED | ALIGN BUDGET | 9,600 |
| 2017 | 8250 | 6/15/2017 | BHFS0AIO | BUDGET ADJUSTMENT - DUE TO NUMBER OF | 90,000 |
| | | | | | |

| | |
|---------------------|----------------|
| Final Budget | 150,000 |
|---------------------|----------------|

| INTRA-DISTRICT | | | | Starting Budget | \$1,645,490 |
|---------------------|------|------------|------------|--|--------------------|
| FISCAL YEAR | FUND | DATE | SOAR DOC # | DESCRIPTION | AMOUNT |
| 2017 | 0701 | VARIOUS | BHFSDOE6 | ESTABLISH BUDGET FOR VARIOUS MOUs | 450,000 |
| 2017 | 0701 | VARIOUS | BJFS0A10 | DOES BUDGET ADJUST - EXPENDITURE LEVEL | (16,327) |
| 2017 | 0701 | 9/30/2017 | BHFS)A18 | DCPS BUDGET ADJUST - EXPENDITURE LEVEL | (5,589) |
| 2017 | 0701 | 9/30/2017 | BJ0FS0IN | REDUCE BUDGET AUTHORITY FOR CSSD | (34,266) |
| 2017 | 0701 | 9/30/2017 | BHFS0A13 | REDUCE BUDGET AUTHORITY FOR HBX | (25,000) |
| 2017 | 0701 | VARIOUS | BHFSDOE6 | ESTABLISH BUDGET FOR VARIOUS MOUs | (450,000) |
| 2017 | 0701 | 11/18/2016 | BJ0FS0I4 | REDUCE BUDGET AUTHORITY FOR OSSE | (10,542) |
| | | | | | |
| | | | | | |
| Final Budget | | | | | \$1,553,766 |

| OFFICE OF ADMINISTRATIVE HEARINGS | | | | | |
|-----------------------------------|------|------------|------------|------------------------------|--------------|
| FY 2018 REPROGRAMMING LIST | | | | | |
| LOCAL | | | | Starting Budget \$10,009,253 | |
| FISCAL YEAR | FUND | DATE | SOAR DOC # | DESCRIPTION | AMOUNT |
| 2018 | 0100 | 10/31/2017 | BJFS0131 | ALIGN BUDGET TO EXPENDITURES | (55,440) |
| 2018 | 0100 | 10/31/2017 | BJFS0131 | | 55,440 |
| | | | | | |
| | | | | Final Budget | \$10,009,253 |

| FEDERAL GRANT | | | | Starting Budget \$80,000 | |
|---------------|------|------------|------------|--------------------------|------------|
| FISCAL YEAR | FUND | DATE | SOAR DOC # | DESCRIPTION | AMOUNT |
| 2017 | 8250 | 10/23/2017 | PAFSMED8 | BUDGET ADJUSTMENT | (\$80,000) |
| 2017 | 8250 | 10/23/2017 | PAFSMED8 | REALIGN BUDGET | \$64,800 |
| 2017 | 8250 | 10/23/2017 | PAFSMED8 | REALIGN BUDGET | \$15,200 |
| | | | | Final Budget | \$80,000 |

| INTRA-DISTRICT | | | | Starting Budget \$1,649,805 | |
|----------------|------|------|------------|-----------------------------|-------------|
| FISCAL YEAR | FUND | DATE | SOAR DOC # | DESCRIPTION | AMOUNT |
| 2017 | 0701 | | | | 0.00 |
| 2017 | 0701 | | | | 0.00 |
| | | | | Final Budget | \$1,649,805 |

| Contractor/Vendor Name | Contract Number | Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.); |
|------------------------------|------------------|---|
| PITNEY BOWES, POSTAGE | N/A | Exempt from Competition |
| VIDEO COMMUNICATIONS LLC | N/A | Firm Fixed Price |
| JOURNAL TECHNOLOGIES | CW51089 | Sole Source |
| NEAL R GROSS & CO INC | N/A | Firm Fixed Price |
| LEXISNEXIS RISK SOLUTIONS FL | CW29191 | Exempt from Competition |
| DIGI DOCS INC DOCUMENT MGERS | CW22761-C1872-V5 | Firm Fixed Price |

| | | |
|----------------------|-------------|-------------------------|
| WEST PUBLISHING CORP | CW33526 | Exempt from Competition |
| AL S OFFICE PRODUCTS | N/A | Firm Fixed Price |
| AL S OFFICE PRODUCTS | BPA 16-0022 | Firm Fixed Price |
| Matilde J Farren | BPA-17-0010 | Firm Fixed Price |
| Aimee R. Sullivan | BPA-17-0009 | Firm Fixed Price |

| | | |
|--------------------------------|-----------------|-------------------------|
| RENE COSTALES | BPA No. CW29104 | Firm Fixed Price |
| WESLEY, CARLOS J. | CW29102 | Firm Fixed Price |
| MULTICULTURAL COMMUNITY SERVIC | CW32817 | Exempt from Competition |
| BridgeGap Technologies LLC | N/A | Firm Fixed Price |
| GARDINER KAMYA & ASSOCIATES | N/A | Firm Fixed Price |

| | | |
|---------------------|-----|-------------------------|
| Dell Marketing L.P. | N/A | Exempt from Competition |
|---------------------|-----|-------------------------|

| Description of contractual goods and/or services | Contract's outputs and deliverables | Status of deliverables | Copies of deliverables | Contract Administrator name and title assigned to each contract and/or procurement |
|--|-------------------------------------|-------------------------|---------------------------|--|
| OAH seeks Pitney Bowes by Phone Reserve Account. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| Audio Visual Support Services, Warranty, Maintenance, and Repair for all OAH equipment located in hearing rooms/conference rooms. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH is seeking a vendor to provide license, maintenance, and upgrade support for its eCourt case management system. | See enclosed for contract | LTS1 upgrade finalized. | See enclosed for contract | Natalia Kalloo, Chief Operations |
| OAH seeks a contractor to provide transcription and stenographic services to the agency on an as needed basis with payments on a fixed cost basis for an estimated 8,500 pages. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks online legal research and database services consistent with the city-wide contract CW29191 | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| <p>The Office of Administrative Hearings (OAH) is seeking to continue its lease and maintenance for seven (7) Canon copiers for 9 months in FY17 on a 36 month lease.</p> <p>Canon Photocopier Lease, Maintenance, Support, and Uniflow License.</p> <p>(2) iRA 6575 (1) iRA 6575 w/folding unit (3) iRA 4235 (1) iRA C5560</p> | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |

| | | | | |
|--|-----|-----|-----|----------------------------------|
| Office of Administrative Hearings (OAH) seeks a contractor to provide WestlawNext online legal research services to 18 users, consisting of administrative law judges, attorney advisors, and law clerks to conduct legal research in the issuance of orders by OAH administrative law judges. Exercises Mod 2 of CW33526. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH is seeking an experienced contractor to sell and timely deliver office supplies to OAH on an as needed basis. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH is seeking an experienced contractor to sell and timely deliver office supplies to OAH on an as needed basis. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. References BPA-17-0010. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks Spanish court certified interpreter and translation (verbal and written) services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |

| | | | | |
|--|-----|-----|-----|----------------------------------|
| OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. OAH seeks to exercise option year 2. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. OAH seeks to exercise Option Year 2. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks federal and/or state court certified interpreter services necessary for many self-represented litigants that have limited English proficiency. These services will allow OAH to comply with the Language Access Act. References city-wide contract CW32817 (DCPO-2012-B-067) Option Year 4 | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH is seeking a part-time IT consultant to provide computer support services for 6 months, 4 hours per day (December 2016 to May 2017). | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH is seeking expert cost determinations and advisory services to assist in the recovery of indirect costs from the federal government (CBE Only). | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |

| | | | | |
|--|------------|------------|------------|--------------------------------------|
| <p>OAH seeks to purchase the following items: OAH seeks to purchase the following items:</p> <ul style="list-style-type: none">*10 Laptops*10 Dell Monitors*10 Port Replicators*10 Logitech Keyboard and Mice <p>Quote #: 3000012465779.1</p> | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> | <p>atalia Kalloo, Chief Operatio</p> |
|--|------------|------------|------------|--------------------------------------|

| Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans | Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.); | Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor |
|---|---|---|
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | Onbase Hyland-Document Management |
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |

| | | |
|------|-----|-----|
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |

| | | |
|------|-----|-----|
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |

| | | |
|------|-----|-----|
| None | N/A | N/A |
|------|-----|-----|

| Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency's contract) | CBE status | Division and activity within DOES utilizing the goods and/or services | Requisitions and purchase order numbers established under each contract |
|---|------------|---|---|
| Exempt from Competition | N | N/A | PO555102-V2 |
| Competitive | N | N/A | PO574538 |
| Sole Source | N | N/A | PO562671 |
| Competitive | Y | N/A | PO555241 |
| Citwide Contract | N | N/A | PO555244-V3 |
| Competitive | Y | N/A | PO556283 |

| | | | |
|-------------------------|---|-----|-------------|
| Exempt from Competition | N | N/A | PO571851 |
| Competitive | Y | N/A | PO568095 |
| Competitive | Y | N/A | PO553680-V5 |
| Competitive | N | N/A | PO553920-V6 |
| Competitive | N | N/A | PO553876-V5 |

| | | | |
|-------------------------|---|-----|-------------|
| Competitive | N | N/A | PO553516-V4 |
| Competitive | N | N/A | PO553517-V4 |
| Exempt from Competition | N | N/A | PO551213-V3 |
| Competitive | N | N/A | PO556988-V3 |
| Competitive | Y | N/A | PO568082 |

| | | | |
|-------------------------|---|-----|----------|
| Exempt from Competition | N | N/A | PO561711 |
|-------------------------|---|-----|----------|

| Corresponding, obligated amounts for each purchase order | Corresponding, expended amounts (actuals) for each purchase order | Funding source for each requisition and purchase order | Index and PCA codes used each requisition and purchase order |
|--|---|--|--|
| \$ 30,000.00 | \$ 15,878.04 | Local | 10400 and 1040A |
| \$ 20,000.00 | \$ 20,000.00 | Local | 2000A and 200AA |
| \$ 115,220.00 | \$ 115,220.00 | Local | 3000A and 300AA and 10400 and 1040A |
| \$ 46,325.00 | \$ 46,325.00 | Local | 2000A and 200AA |
| \$ 21,120.00 | \$ 21,120.00 | Local and Intra-District | 3000A and 300AA and DCPS3 and 300PS |
| \$ 48,821.67 | \$ 48,821.67 | Local | 10400 and 1040A |

| | | | |
|--------------|--------------|--------------------------|---|
| \$ 10,192.50 | \$ 2,793.41 | Intra-District | 2000E and 200DE |
| \$ 18,793.63 | \$ 15,019.29 | Local | 4000A and 400AA and 5000A and 500AA |
| \$ 74,151.58 | \$ 71,211.07 | Local | 3000A and 300AA and 4000A and 400AA and 5000A and 500AA |
| \$ 26,400.00 | \$ 25,680.00 | Local and Intra-District | 10400 and 1040A and 2000A and 200AA and DCPS3 and 300PS |
| \$ 18,400.00 | \$ 16,640.00 | Local and Intra-District | 10400 and 1040A and 2000A and 200AA and DCPS3 and 300PS |

| | | | |
|--------------|--------------|--------------------------|-------------------------------------|
| \$ 15,200.00 | \$ 12,280.00 | Local and Intra-District | 10400 and 1040A and DCPS3 and 300PS |
| \$ 18,400.00 | \$ 15,440.00 | Local and Intra-District | 10400 and 1040A and DCPS3 and 300PS |
| \$ 18,370.00 | \$ 18,370.00 | Local | 2000A and 200AA |
| \$ 26,560.00 | \$ 26,301.70 | Local | 10400 and 1040A and 2000A and 200AA |
| \$ 45,009.99 | \$ 45,009.99 | Local | 2000A and 200AA |

| | | | | | |
|----|-----------|----|-----------|-------|-----------------|
| \$ | 16,673.70 | \$ | 16,673.70 | Local | 10400 and 1040A |
|----|-----------|----|-----------|-------|-----------------|

| Activity code and name for each index and PCA used under requisitions and purchase orders; | Total contract or procurement value in FY16 | Total contract or procurement value in FY17 (YTD) | Period of performance (e.g. May 31 to April 30) | Current year of contract (e.g. Base Year, Option Year 1, etc.) |
|---|---|---|---|--|
| 1040-Agency Management | \$ 51,960.00 | \$ 14,121.96 | October 1 2016 to September 30, 2017 | N/A |
| 020A-The Trials, Appeals, and Judicial Management | \$ 20,000.00 | \$ 20,000.00 | October 1 2016 to September 30, 2017 | N/A |
| 030A-The Judicial Assistance and Legal Counsel program (\$111,238.24) and 1040-Agency Management (\$3,981.76) | \$ 103,229.00 | \$ 115,220.00 | January 1 to December 31, 2017 | Base Year |
| 020A-The Trials, Appeals, and Judicial Management | \$ 38,520.60 | \$ 46,325.00 | October 1 2016 to September 30, 2017 | N/A |
| 030A-The Judicial Assistance and Legal Counsel program (\$14,080 and \$7,040) | \$ 19,968.00 | \$ 21,120.00 | October 1 2016 to September 30, 2017 | N/A |
| 1040-Agency Management | \$ 36,824.04 | \$ 48,821.67 | October 1 2016 to September 30, 2017 | N/A |

| | | | | |
|--|--------------|--------------|--------------------------------------|----------------|
| 020A-The Trials, Appeals, and Judicial Management | \$ 8,803.48 | \$ 10,192.50 | October 1 2016 to September 30, 2017 | Modification 2 |
| 040A-Case Management and Judicial Services (\$8,782.74) and 050A-Program Direction and Oversight (\$10,010.86). | N/A | \$ 18,793.63 | October 1 2016 to September 30, 2017 | N/A |
| 030A- The Judicial Assistance and Legal Counsel Program (\$40,000) and 040A-Case Management and Judicial Services (\$9,136.58) and 050A-Program Direction and Oversight (\$25,015.00). | \$ 65,070.04 | \$ 71,211.07 | October 1 2016 to September 30, 2017 | N/A |
| 1040-Agency Management (\$5,000) and 020A-The Trials, Appeals, and Judicial Management (\$11,200) and 030A-The Judicial Assistance and Legal Counsel program (\$10,200) | \$ 14,288.00 | \$ 25,680.00 | October 1 2016 to September 30, 2017 | N/A |
| 1040-Agency Management (\$2,570) and 020A-The Trials, Appeals, and Judicial Management (\$7,200) and 030A-The Judicial Assistance and Legal Counsel program (\$8,630.00) | \$ 7,520.00 | \$ 16,640.00 | October 1 2016 to September 30, 2017 | N/A |

| | | | | |
|--|--------------|--------------|--------------------------------------|---------------|
| 1040-Agency Management (\$7,200) and 030A-The Judicial Assistance and Legal Counsel program (\$8,000) | \$ 8,272.00 | \$ 12,280.00 | October 1 2016 to September 30, 2017 | Option Year 2 |
| 1040-Agency Management (\$7,200) and 030A-The Judicial Assistance and Legal Counsel program (\$11,200) | \$ 7,526.00 | \$ 15,440.00 | October 1 2016 to September 30, 2017 | Option Year 2 |
| 020A-The Trials, Appeals, and Judicial Management | \$ 50,905.00 | \$ 18,370.00 | October 1 2016 to September 30, 2017 | Option Year 4 |
| 1040-Agency Management (\$17,760) and 020A-The Trials, Appeals, and Judicial Management (\$8,800) | N/A | \$ 26,301.70 | October 1 2016 to September 30, 2017 | N/A |
| 020A-The Trials, Appeals, and Judicial Management | \$ 48,720.00 | 45009.99 | October 1 2016 to September 30, 2017 | N/A |

| | | | | |
|------------------------|-----|--------------|--------------------------------------|-----|
| 1040-Agency Management | N/A | \$ 16,673.70 | October 1 2016 to September 30, 2017 | N/A |
|------------------------|-----|--------------|--------------------------------------|-----|

| Contractor/Vendor Name | Contract Number | Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.); |
|------------------------------|-----------------|---|
| PITNEY BOWES, POSTAGE | N/A | Exempt from Competition |
| VIDEO COMMUNICATIONS LLC | N/A | Firm Fixed Price |
| JOURNAL TECHNOLOGIES | CW51089 | Sole Source |
| OLENDER REPORTING INC. | N/A | Firm Fixed Price |
| LEXISNEXIS RISK SOLUTIONS FL | CW29191 | CityWide Contract |

| | | |
|--------------------------------|------------------|-------------------|
| DIGI DOCS INC DOCUMENT MGERS | CW22761-C1872-V5 | Firm Fixed Price |
| WEST PUBLISHING CORP | CW33526 | CityWide Contract |
| SKY,LLC DBA/US OFFICE SOLUTION | N/A | Firm Fixed Price |

| | | |
|-------------------------------|-----------------|-------------------------|
| Matilde J Farren | BPA-17-0010 | Firm Fixed Price |
| Aimee R. Sullivan | BPA-17-0009 | Firm Fixed Price |
| RENE COSTALES | BPA No. CW29104 | Exempt from Competition |
| WESLEY, CARLOS J. | CW29102 | Exempt from Competition |
| COMPREHENSIVE LANGUAGE CENTER | CW18118 | Firm Fixed Price |

| Description of contractual goods and/or services | Contract's outputs and deliverables | Status of deliverables | Copies of deliverables | Contract Administrator name and title assigned to each contract and/or procurement |
|---|-------------------------------------|-------------------------|---------------------------|--|
| OAH seeks Pitney Bowes by Phone Reserve Account. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| Audio Visual Support Services, Warranty, Maintenance, and Repair for all OAH equipment located in hearing rooms/conference rooms. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH is seeking a vendor to provide license, maintenance, and upgrade support for its eCourt case management system for Option Year 1. | See enclosed for contract | LTS1 upgrade finalized. | See enclosed for contract | Natalia Kalloo, Chief Operations |
| OAH seeks a contractor to provide transcription and stenographic services to the agency on an as needed basis with payments on a fixed cost basis for an estimated 8,500 pages. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| Office of Administrative Hearings (OAH) seeks a contractor to provide WestlawNext online legal research services to 18 users, consisting of administrative law judges, attorney advisors, and law clerks to conduct legal research in the issuance of orders by OAH administrative law judges. This exercises Mod 5 and 6 of CW29191. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |

| | | | | |
|---|-----|-----|-----|----------------------------------|
| <p>OAH is seeking to continue its lease and maintenance of seven (7) Canon copiers for 9 months in FY18 on a 36 month lease. Canon Photocopier Lease, Maintenance and Support License.</p> <p>(2) iRA 6575 (1) iRA 6575 w/folding unit (3) iRA 4235 (1) iRA C5560</p> <p>Copier Maintenance Pricing:</p> <p>Pooled Monthly black and white copy allowance: 95,000 copies</p> <p>Overage Cost per copy for copies over the monthly allowance of 95,000 B&W and 2,000 Color</p> <p>*All overages are calculated and billed on a monthly basis</p> <p>BW Overages CPC = \$0.00864 Color Overages CPC = \$0.06996</p> | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| <p>Office of Administrative Hearings (OAH) seeks a contractor to provide WestlawNext online legal research services to 18 users, consisting of administrative law judges, attorney advisors, and law clerks to conduct legal research in the issuance of orders by OAH administrative law judges. Exercises Mod 2 of CW33526.</p> | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| <p>OAH is seeking an experienced contractor to sell and timely deliver office supplies to OAH on an as needed basis.</p> | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |

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|--|-----|-----|-----|----------------------------------|
| OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. References BPA-17-0010. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. References BPA-17-0009. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. OAH seeks to exercise option year 3. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. OAH seeks to exercise Option Year 3. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |
| OAH seeks federal and/or state court certified interpreter services necessary for many self-represented litigants that have limited English proficiency. These services will allow OAH to comply with the Language Access Act. | N/A | N/A | N/A | Natalia Kalloo, Chief Operations |

| Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans | Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.); | Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor |
|---|---|---|
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | Onbase Hyland-Document Management |
| None | N/A | N/A |
| None | N/A | N/A |

| | | |
|------|-----|-----|
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |

| | | |
|------|-----|-----|
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |
| None | N/A | N/A |

| Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency's contract) | CBE status | Division and activity within DOES utilizing the goods and/or services | Requisitions and purchase order numbers established under each contract | Corresponding, obligated amounts for each purchase order |
|--|---------------|---|--|--|
| Exempt from Competition | N | N/A | PO572328 | \$ 27,000.00 |
| Competitive | N | N/A | PO574538 | \$ 20,000.00 |
| Sole Source | N | N/A | PO not secured as of yet, however option year was exercised. Pending PO final approval. | \$ 120,731.00 |
| Competitive | Y | N/A | PO572821 | \$ 50,140.00 |
| Citwide Contract | N | N/A | PO571849 | \$ 14,250.00 |

| | | | | | |
|------------------|---|-----|----------|----|-----------|
| Competitive | Y | N/A | PO572330 | \$ | 48,821.67 |
| Citwide Contract | N | N/A | PO571851 | \$ | 10,192.50 |
| Competitive | Y | N/A | PO572250 | \$ | 53,368.49 |

| | | | | | |
|-------------------------|---|-----|----------|----|-----------|
| Competitive | N | N/A | PO571184 | \$ | 19,600.00 |
| Competitive | N | N/A | PO571185 | \$ | 20,000.00 |
| Exempt from Competition | N | N/A | PO571218 | \$ | 20,000.00 |
| Exempt from Competition | N | N/A | PO571852 | \$ | 20,000.00 |
| Competitive | N | N/A | PO571856 | \$ | 24,810.00 |

| Corresponding, expended amounts (actuals) for each purchase order | Funding source for each requisition and purchase order | Index and PCA codes used each requisition and purchase order | Activity code and name for each index and PCA used under requisitions and purchase orders; |
|---|--|--|--|
| None yet | Local | 10400 and 1040A | 1040-Agency Management |
| \$ 20,000.00 | Local | 2000A and 200AA | 020A-The Trials, Appeals, and Judicial Management |
| Not as of yet | Local | 3000A and 300AA,2000A and 200AA | 030A-The Judicial Assistance and Legal Counsel program \$116,143.75 020A-The Trials, Appeals, and Judicial Management program-\$4,587.256 |
| \$ 3,146.00 | Local | 3000A and 300AA | 030A-The Judicial Assistance and Legal Counsel program |
| \$ 3,630.00 | Intra-District | 2000E and 200DE | 020A-The Trials, Appeals, and Judicial Management |

| | | | | |
|----|-----------|----------------|-----------------|---|
| \$ | 16,273.89 | Local | 10400 and 1040A | 1040-Agency Management |
| \$ | 2,793.41 | Intra-District | 2000E and 200DE | 020A-The Trials, Appeals, and Judicial Management |
| \$ | 3,697.53 | Local | 2000A and 200AA | 020A-The Trials, Appeals, and Judicial Management |

| | | | |
|-------------|-------|-----------------|--|
| \$ 7,200.00 | Local | 3000A and 300AA | 030A-The Judicial Assistance and Legal Counsel program |
| \$ 4,216.00 | Local | 3000A and 300AA | 030A-The Judicial Assistance and Legal Counsel program |
| \$ 5,200.00 | Local | 3000A and 300AA | 030A-The Judicial Assistance and Legal Counsel program |
| \$ 3,200.00 | Local | 3000A and 300AA | 030A-The Judicial Assistance and Legal Counsel program |
| \$ 3,100.43 | Local | 3000A and 300AA | 030A-The Judicial Assistance and Legal Counsel program |

| Total contract or procurement value in FY17 | Total contract or procurement value in FY18 (YTD) | Period of performance (e.g. May 31 to April 30) | Current year of contract (e.g. Base Year, Option Year 1, etc.) |
|---|---|---|--|
| \$ 14,121.96 | \$ 27,000.00 | October 1 2017 to September 30, 2018 | N/A |
| \$ 20,000.00 | \$ 20,000.00 | October 1 2017 to September 30, 2018 | N/A |
| \$ 115,220.00 | \$ 120,731.00 | January 1 to December 31, 2018 | Option Year 1 |
| \$ 46,325.00 | \$ 50,140.00 | October 1 2017 to September 30, 2018 | N/A |
| \$ 21,120.00 | \$ 14,250.00 | October 1 2017 to September 30, 2018 | Modification 6 |

| | | | |
|--------------|--------------|--------------------------------------|----------------|
| \$ 48,821.67 | \$ 48,821.67 | October 1 2017 to September 30, 2018 | N/A |
| \$ 10,192.50 | \$ 10,192.50 | October 1 2017 to September 30, 2018 | Modification 2 |
| \$ 71,211.07 | \$ 53,368.49 | October 1 2017 to September 30, 2018 | N/A |


| | | | |
|--------------|--------------|---|------------------|
| \$ 25,680.00 | \$ 19,600.00 | October 1 2017 to September 30, 2018 | N/A |
| \$ 16,640.00 | \$ 20,000.00 | October 1 2017 to September 30, 2018 | N/A |
| \$ 12,280.00 | \$ 20,000.00 | October 1 2017 to September 30, 2018 | Option Year 3 |
| \$ 15,440.00 | \$ 20,000.00 | October 1 2017 to September 30, 2018 | Option Year 3 |
| \$ 18,370.00 | \$ 24,810.00 | October 1 2017 to September 30, 2018 | N/A |



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ASSOCIATE CHIEF FINANCIAL OFFICER
PUBLIC SAFETY & JUSTICE CLUSTER**

MEMORANDUM

**TO: Administrators
Office Chiefs
Financial Operations Staff**

FROM: Angelique R. Hayes 
Associate Chief Financial Officer
for Public Safety & Justice Cluster

DATE: March 24, 2015

SUBJECT: Procedures for Travel and Related Expenses

The purpose of this correspondence is to provide a recap of the Office of the Chief Financial Officer's (OCFO) policies and procedures governing business travel and related expenses for employees of the District of Columbia. This policy pertains to all funding sources being disbursed through the OCFO.

In order to qualify for a travel advance, the traveler must submit a budget certified approved Request and Authorization for Official Travel form and a Request for Travel Authorization memorandum to the Office of the Controller, Public Safety and Justice Cluster (PSJC), at least 15 days before the planned travel date to be eligible for a travel advance.

Local Travel – travel within fifty miles of the District of Columbia:

1. The current mileage allowance for authorized use of an employee's personal vehicle for official government business is \$0.575. For additional information, please visit www.gsa.gov.
2. The use of metro rail and taxicab for authorized, official government business is reimbursable at the actual rate of the fare, including tip. The tip should not exceed 15% of the total fare. A receipt must accompany all requests for reimbursement.
3. Requests for parking reimbursement must be accompanied with a receipt.
4. Meals are not reimbursable for local travel, unless they are served at conferences, meetings, or training seminars sponsored by non-District of Columbia Government organizations where no separate charge is provided for meals; and

participation in the meal is necessary to the employee's training requirements for the official business conference, seminar, or training.

Out-of-Town Travel:

1. The travel must reflect appropriate stewardship of taxpayer dollars and conform to the GSA per diem rates for lodging and incidentals. Travel requests should be reviewed for overall reasonableness and be justified for a clear business purpose. Travel advance checks and related reimbursement checks will be mailed by the Accounts Payable (AP) Division, PSJC, to the employee's home address.
2. Travelers may request an advance of funds to cover their expected travel expenses, provided the request is received submitted 15 days prior to the date of departure. When an advance is requested, the employee is advanced 80% of the per diem allowance for meals/incidentals, estimated ground transportation costs, and lodging. The travel request must include supporting documents for the air/ground transportation costs. Please see the GSA website for the applicable travel per diem rates. No receipts are required for meals and incidentals. No per diem is allowed for out-of-town travel less than 12 hours. Travel for more than 12 hours, but less than 24 hours shall be eligible for 75 percent of the per diem for the day.
3. Meals are reimbursed at the rate of 75 percent for the day of departure and return from out-of-town travel and 100 percent for all other days of travel. If meals are paid with a District travel card, the tip must be limited to 15 percent or the employee must reimburse the District for the excess tip charged to the credit card.
4. Business phone calls are reimbursable and should be identified on the hotel bill. One (1) personal phone call, reimbursed up to \$5.00 per night, is allowed for each night an employee is on travel.
5. Hotel costs must conform to the GSA per diem; exceptions to the Federal per diem must be requested in a separate memorandum justifying the need and approved by the Agency Head or his/her designee. Requests for waiver must be approved prior to travel and be supported with two (2) rate quotes from other hotels that either had no rooms at lower rates or were too far from the conference site (provide the distance). The waiver request will be considered if the following circumstances occur:
 - a. Unavailability of lodging at the Federal rate;
 - b. Remote location of available lodging with respect to conference location;
 - c. Evening meetings that require the employee to be at the conference site late at night, etc.
6. Tips will not be reimbursed in excess of 15 percent of the costs of the meal or transportation fare.

7. An advance is not provided for tolls, gasoline, or mileage. The official toll booth receipt, regardless of the amount, must accompany the reimbursement request. The maximum reimbursable amount for ground transportation, including parking, without a receipt is \$10.00.
8. The use of a personal vehicle for business-related travel will be reimbursed at the prevailing Federal mileage rate. The current rate is \$0.575, as of January 1, 2015. Travel that originates from a location other than the workplace shall be computed on the lesser of the distance from home to the destination or from work to the destination.
9. In the event that hotel and transportation costs are paid with a District travel card, the JPMorgan reconciliation package must include a copy of the Training Form 1 or the appropriate equivalent form.
10. When an employee does not take a trip for any reason, the advance must be returned to AP, within three (3) business days of the date of cancellation, postponement, or the securing of other travel arrangements.

The traveling employee must submit an approved travel expense report to the AP within 15 days of return from travel. All travel related supporting documentation must be provided to support each expense category to be considered for reimbursement. The AP agrees to process the traveler's expense report and any additional reimbursement required within 20 days of receipt of a valid travel expense report. Disallowed expenses claimed will be identified and explained. All reimbursement checks will be mailed to the traveler's home address.

The AP will contact each traveler with a travel advance outstanding more than 30 days following his/her return to the office to obtain the status of the expense report. When the expense report is 60 days past due, a written notification will be submitted to the employee and his/her supervisor to rectify the reporting requirement. The final attempt to recoup the travel advance will take place when the expense report is 90 days past due. Future travel requests are prohibited until all prior travel is fully resolved.

If you have any questions, please contact Loretta Walker on (202) 727-4317 or Rosanne Etinoff on (202) 727-5298.

cc: Loretta A. Walker, Cluster Controller, PSJC
Rosanne Etinoff, Cluster Manager, Accounts Payable, PSJC

DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS



| OAH Policy No. | Subject | Date |
|----------------|---|--------------------|
| 16-006 | <i>Equal Employment Opportunity & Sexual Harassment</i> | October ____, 2016 |

I. POLICIES

These policies apply agency-wide to all employees, contractors, interns, and other persons engaged by OAH to provide permanent or temporary employment services and to applicants for employment where appropriate.

A. EQUAL EMPLOYMENT OPPORTUNITY: All recruitment, hiring, compensation (including salary, and benefits to the maximum extent of the law), training, work assignments, working conditions, promotions, transfers, retention decisions, awards, discipline, customer service, and any adverse action as defined by applicable law, shall be administered without regard to actual or perceived race; color; religion (including religious beliefs or lack of them); national origin (including ancestry, country of birth and nationality); sex (including gender and conditions associated with gender, such as pregnancy, childbirth, breastfeeding, and reproductive health decisions); sexual orientation; gender identity or expression; age; mental or physical disability; genetic information; marital status; personal appearance; family responsibility (including being a contributor to the support of one or more persons in a dependent relationship; matriculation (including part-time student status if such status does not interfere with OAH employment); and political affiliation (including past or present political affiliation or lack of a political affiliation).

OAH is committed to prohibiting discrimination on the basis of the factors listed above, as they are more fully defined in section 102 of the D.C. Human Rights Act, as amended, and to taking action to ensure equal employment opportunity for all its employees and applicants for employment. OAH is also committed to training all OAH employees regarding their EEO rights and responsibilities on an annual basis.

B. SEXUAL HARASSMENT: OAH is committed to providing a work environment free from sexual harassment in accordance with the D.C. Human Rights Act of 1977, as amended (D.C. Official Code § 2-1401.01 *et seq.*), Title VII Civil Rights Act of 1964, as amended (42 U.S.C. § 2000e *et seq.*), and Mayor’s Order 2004-171 (effective October 20, 2004).

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when any of the following criteria is present: (1) submission to such conduct is made implicitly or explicitly as a term or

condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Harassment may include offensive remarks about a person's gender. For example, it may be illegal to harass a woman by making offensive comments about women in general. Furthermore, sexual harassment can be committed by persons of either gender, against persons of the same or different gender.

Consensual relationships: Sexual or intimate relationships between employees and supervisors in an employee's chain of command are strongly discouraged. Existence of such a relationship will be a factor in any proceeding where the relationship is alleged to have contributed to a hostile work environment and/or adversely affected the terms and conditions of employment.

- C. RETALIATION:** OAH is committed to taking all necessary steps to ensure that no OAH employee retaliates against, harasses, or coerces any other person because that person has filed a complaint of discrimination, furnished information in connection with such complaint, assisted anyone in filing or asserting a claim of discrimination, opposed alleged discriminatory conduct, or participated in any manner in an investigation, compliance review, or other activity related to enforcement of OAH's equal employment opportunity and diversity policy. Any employee found to have engaged in discrimination or harassment in violation of this policy, and any employee in a position of authority who fosters an environment that allows such discrimination or harassment to exist, will be subject to appropriate disciplinary action.
- D. DIVERSITY:** OAH intends to create and maintain a workforce that reflects, at all job levels, the richness and diversity of the Washington, D.C. metropolitan area and to achieve this goal by attracting highly qualified applicants.
- E. RELIGIOUS ACCOMMODATIONS:** It is OAH's policy to fully cooperate with a request for a reasonable accommodation by an employee or applicant based on his or her religious needs when that accommodation can be made without undue hardship to agency operations. OAH further adopts and incorporates by reference the guidelines on religious discrimination promulgated by the EEOC and published at 29 CFR § 1605.

II. ROLES AND RESPONSIBILITIES:

A. Identification of EEO Personnel

1. EEO Manager: The EEO Manager is the General Counsel.
2. EEO Officer: The EEO Officer is selected by the General Counsel. The EEO Officer may delegate duties to the EEO Counselor.
3. EEO Counselor: The EEO Counselor is the Human Resources Specialist. The EEO Counselor is subordinate to the EEO Manager and EEO Officer. Any OAH employee has the right to consult an EEO Counselor at any D.C. government agency in connection with any complaint of discrimination or harassment, instead of consulting OAH's EEO Counselor.

B. EEO Manager Responsibilities. The EEO Manager oversees the entirety of the EEO program and EEO personnel. The EEO Manager may serve as EEO Officer or perform responsibilities delegated to the EEO Officer. The EEO Manager is also responsible for receiving and responding to all requests for religious accommodations.

C. EEO Officer Responsibilities. The EEO Manager may delegate to the EEO Officer, the authority and responsibility of:

1. Conducting appropriate technical studies to achieve the purpose of this policy and to promote and ensure equal opportunity within OAH.
2. Investigating, drafting responses, and coordinating the settlement of discrimination complaints filed with the D.C. Office of Human Rights (OHR), the U.S. Equal Employment Opportunity Commission (EEOC), and other federal agencies.
3. Providing information and advice on OAH procedures to OAH employees and customers. This includes information required to be publicized on OAH bulletin boards under 4 DCMR § 104.
4. Providing training and technical assistance regarding discrimination and civil rights laws in compliance with this policy and other relevant laws, which may include mandatory annual training for all staff.
5. Conducting compliance reviews of program operations, including entrance and exit meetings, responses, corrective actions, and implementation of other mandates of federal and District law.
6. Conducting all EEO related matters in a manner that ensures confidentiality, demonstrates respect for all parties, represents all parties fairly and impartially, seeks a fair and just resolution during settlement negotiations, and avoids conflict of interest.
7. Providing the Chief Administrative Law Judge, D.C. Office of Human Rights (OHR), and other entities as required with statistical information regarding charges of discrimination received, such as the number of complaints received, categories, and recommendations for corrective action.
8. Administering corrective or adverse action in response to conduct contrary to this policy.

9. Identifying, recruiting, training, supervising, and managing EEO personnel, including coordinating annual training on employee EEO rights and responsibilities.
10. Maintaining EEO records in a locked file cabinet for a minimum period of two (2) years; however, if litigation related to the case is pending, the entire file shall be maintained indefinitely, regardless of whether a litigation hold letter has been issued.

D. EEO Counselor Responsibilities. In addition to any other duties delegated by the EEO Officer, the EEO Counselor is responsible for the following:

1. Ensuring that the proper procedure as outlined in 4 DCMR § 105 is followed upon receipt of an EEO Complaint by any D.C. government agency employee.
2. Treating all information gathered during the EEO process as confidential and safeguarding any sensitive information.
3. Assigning each EEO Complaint received a number in the following format: “2015 [or appropriate year]-EEO-[chronological number]-OAH.”
4. Acting as a neutral party within the entire EEO process. If a conflict of interest arises, the EEO Counselor must refer the complaint to the EEO Officer immediately.

E. Management Responsibilities. OAH Management, including the Chief Administrative Law Judge, Executive Director, General Counsel, and Clerk of Court are responsible for the following:

1. Ensuring that the identity of the Complainant and OAH staff assigned to investigate the complaint remains confidential unless subject to the conditions described in Section III(A)(6) of this policy.
2. Ensuring Complainants and witnesses are not victims of retaliation.
3. Recommending corrective action of an employee for conduct contrary to this policy, as appropriate.
4. Reporting all alleged EEO violations to the EEO Officer and the Chief Administrative Law Judge.

F. Employee Responsibilities. All OAH employees are responsible for the following:

1. Referring employees and customers who want to file a complaint to EEO Personnel.
2. Immediately sending a complaint of discrimination that is received by OAH to the EEO Officer.
3. Maintaining the confidentiality of all discussions with EEO Personnel unless subject to the conditions described in Section III(A)(6) of this policy.
4. Refraining from coercing, encouraging, soliciting, or requesting other employees to reveal the substance of their discussions with EEO Personnel.
5. Reviewing and acknowledging this policy within thirty (30) days of its having been provided to the employee.

III. PROCEDURES

A. COMPLAINTS:

1. **Bringing a Complaint:**

- a. **EEO Complaints:** Any employee or qualified applicant may consult the OAH EEO counselor or an EEO Counselor at any D.C. government agency within 180 calendar days after the date that the alleged discrimination occurred. In the alternative, the employee or qualified applicant may file a complaint directly with a court of competent jurisdiction within one year of the alleged incident and forego the administrative process for alleged violations of the D.C. Human Rights Act. Depending on the type of discrimination alleged, a claim can also be filed with the U.S. EEOC within 180 or 300 days of the alleged incident.
- b. **Bringing a Sexual Harassment Complaint:** Any employee who knows of allegations of sexual harassment at the workplace or who is a victim of or witness to sexual harassment may report the incident to OAH EEO Personnel or any other OAH manager or supervisor with whom the employee feels comfortable, or may consult an EEO Counselor at any D.C. government agency, within 180 days from the time of the alleged incident. Alternatively, the employee has the right to file a complaint directly with OHR or a court of competent jurisdiction within one year of the alleged incident in lieu of filing an internal complaint with OAH.
- c. The complaint procedures described below apply to complaints filed directly with OAH EEO Personnel, and do not affect any individual's right bring a complaint to an EEO Counselor at any other D.C. government agency, or to file a complaint directly with OHR or a court of competent jurisdiction.

2. **Complainant's Rights and Responsibilities:**

- a. The Complainant may choose to attain legal representation at any step of the complaint process, including the counseling stage. It is the Complainant's duty to inform the EEO Counselor or OHR if the Complainant, at any time, retains counsel or a representative.
 - b. The Complainant may supplement the EEO counseling session with a written complaint.
 - c. The Complainant may be asked to provide documentation or evidence to support the claim.
 - d. The Complainant must keep the EEO Counselor and OHR informed of his or her current mailing address and telephone number.
3. **Entrance Counseling:** For any complaint filed with OAH, the EEO Counselor shall offer to meet with the Complainant within three (3) working days of receipt of the complaint. During this initial meeting, the EEO Counselor shall discuss the details and basis of the complaint, advise of the applicable rights pursuant to EEO laws, regulations, and OAH policy, and complete an EEO Complaint Intake Form.

4. **Investigation:** The EEO Counselor must conduct a fair and impartial inquiry into the allegations of discrimination. This may involve review of pertinent records and interviews of the accused and/or individuals involved in the allegation.

Upon notice of allegations of discrimination, regardless of whether the Complainant approaches an EEO Counselor, the EEO Officer or EEO Manager shall conduct an internal investigation reviewing the allegations of discrimination. If the EEO Officer or EEO Manager determines that due to a conflict, they cannot conduct the investigation, the matter will be referred to OHR.

Investigations or complaints of sexual harassment by former OAH employees must be conducted by OHR.

5. **Resolution of Complaint:**

- a. Every reasonable effort shall be made to resolve the complaint in a manner that is fair to the Complainant.
- b. The EEO Counselor shall offer to conduct a Final Interview with the complainant within thirty (30) days after the date the EEO Counselor was first consulted by the Complainant. During the Final Interview, the EEO Counselor will discuss the results of the resolution process and provide a written opinion concerning the complaint.
- c. The EEO Counselor will also provide the Complainant with an Exit Letter detailing the applicable rights and deadlines for filing a formal complaint with OHR. The Exit Letter will be placed in the OAH file and a copy will be provided to the Complainant.
- d. The Complainant is entitled to file a complaint with OHR at the expiration of the thirty (30) day period regardless of whether an Exit Letter has been issued.
- e. The EEO Counselor may extend the thirty (30) day period for an additional thirty (30) day period. During the extension period, the Complainant must be provided with an Exit Letter upon request and may file a complaint with OHR. The Complainant must file the complaint with OHR during the extension period or within fifteen (15) days of the final interview, whichever occurs earlier.
- f. When the complaint of discrimination is resolved to the satisfaction of the Complainant, the Exit Letter must be signed by the Complainant, the agency representative, and the EEO Counselor. A copy of the signed Exit Letter must be placed in the OAH file and provided to the Complainant.
- g. If a resolution to a sexual harassment complaint cannot be reached within the OAH EEO process within sixty (60) days of its filing, the EEO Manager will refer the complaint to OHR.

6. **Confidentiality:** All complaints filed with OAH are confidential and may only be disclosed to authorized individuals in the following limited circumstances: OAH is responding to interrogatories propounded by the EEOC; the Complainant has requested in writing that the OAH file be released after the conclusion of the investigation; during an internal investigation for the limited purpose of responding to allegations, a complaint of discrimination may be disclosed among the members of

OAH management and/or Principal Administrative Law Judges; a court of competent jurisdiction has issued an order for the release of OAH's file; or the Complainant has filed a complaint before OHR, EEOC or a civil complaint seeking damages or other relief and the file is requested by an attorney in the Office of the Attorney General for the District of Columbia in connection with the litigation.

This confidentiality provision does not preclude OAH from reporting suspected illegal acts to an appropriate enforcement agency and cooperating in any investigation of the allegations.

B. RELIGIOUS ACCOMMODATIONS:

1. Subject to the conditions set out below, an OAH employee whose personal religious beliefs require that he or she abstain from working at certain times during his or her regular work schedule shall be entitled to a reasonable schedule accommodation for this religious belief.
2. An employee shall notify the EEO Manager of the need for a schedule accommodation at least 10 days prior to the day(s) for which the accommodation is needed, unless the need for the accommodation cannot reasonably be foreseen. The EEO Manager will provide a response granting, modifying or denying the request within 10 days of the request. An employee may request an expedited response by providing a written explanation to support the request.
3. To the extent that doing so would not cause a substantial disruption of District government business, OAH may provide religious accommodations permitting the employee to work during the employee's scheduled lunch time or other work breaks; before or after the employee's usual working hours; outside of OAH's normal business hours; during the employee's paid vacation days; during another employee's working hours as part of a voluntary exchange with the other employee; or in any other manner that is mutually agreeable to OAH and employee.
4. If the employee's request for a religious schedule accommodation would cause a substantial disruption of District government business, OAH may offer an alternative accommodation. If there is no agreement upon the alternative accommodation, the employee may take annual leave or leave without pay, provided that granting this leave would not clearly interfere with the efficient conduct of the activities of the employing agency.

C. ADA ACCOMMODATIONS:

1. Consistent with OAH's Policy on Accommodating Individuals with Disabilities and the Americans with Disabilities Act, OAH shall make reasonable accommodations for physical, intellectual, and mental health impairments resulting from a disability of which OAH is aware, provided that:
 - a. The accommodation does not cause undue hardship; and
 - b. The accommodation will not pose a direct threat to health or safety.
2. Reasonable accommodations may include but are not limited to:
 - a. Modified work schedules and flexible leave policies;
 - b. Modification or purchase of equipment and devices;

- c. Training;
 - d. Modification of policies;
 - e. Modification of physical premises; and/or
 - f. Provision of auxiliary aids and services, including readers, communication access providers, or personal assistants.
3. OAH may deny the request for an accommodation if providing the accommodation would be an undue burden.
 4. If OAH denies a request for accommodation because it is unduly burdensome, but is able to identify another accommodation that is not unduly burdensome, OAH shall offer that accommodation to the requestor.

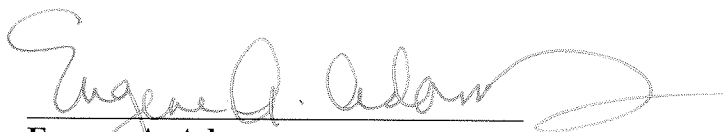
IV. AUTHORITIES:

- A. Title II of the Civil Rights Act of 1964 (42 U.S.C. § 2000a *et seq.*);
- B. Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*);
- C. Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 *et seq.*);
- D. Equal Pay Act of 1963 (29 U.S.C. § 209);
- E. Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 *et seq.*);
- F. Section 501 of the Rehabilitation Act of 1973 (29 U.S.C. § 791);
- G. D.C. Human Rights Act of 1977 as amended (D.C. Official Code § 2-1401.01 *et seq.*);
- H. D.C. Municipal Regulations (DCMR), Title 4 - Human Rights and Relations
- I. DCMR Title 6B – Personnel
- J. DCMR Title 7 - Employment Benefits; and
- K. Mayor’s Order 2004-171 (issued October 20, 2004).

These policies and procedures are written in accordance with D.C. Official Code § 1-617.08, which provides that OAH retains the right and authority to maintain the order and efficiency of the public service entrusted to it.

- V. EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL



Eugene A. Adams
Chief Administrative Law Judge

10/18/16
Date

Effective Date: Signature
 Review Date: Two-Year Anniversary of Signature
 Distribution: All OAH Employees

**DISTRICT OF COLUMBIA COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES OF
THE OFFICE OF ADMINISTRATIVE HEARINGS**

PUBLIC NOTICE OF MEETING

In accordance with D.C. Code § 2-576(1), the District of Columbia Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings (Commission) hereby gives notice that it will meet. The members may vote to close a portion of the meeting pursuant to D.C. Code § 2-575(b)(10), which permits closed meetings in order to “discuss the appointment, employment, assignment, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.”

The hearing will be held on Wednesday, October 26, 2016 at 2pm at the following location:

DC Rental Housing Commission
441 Fourth Street NW, Suite 1140B North
Washington, DC 20001

For further information, please contact Shauntinique Steele at nikki.steele@dc.gov or 202-741-5303.

AGENDA

- I. Call to Order (Board Chair)**
- II. Roll Call**
- III. Possible Vote to Close Remainder of Meeting Pursuant D.C. Code § 2-575(c)(1).**
- IV. Hearing on ALJ Personnel Matter**
- V. Adjournment (Board Chair)**

OFFICE OF ADMINISTRATIVE HEARINGS

**DISTRICT OF COLUMBIA COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES**

PUBLIC NOTICE OF MEETING

In accordance with D.C. Code § 2-576(1), the District of Columbia Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings (Commission) hereby gives notice that it will meet in order to discuss applications for the vacant administrative law judge position. The meeting will be closed the public pursuant to D.C. Code § 2-575(10) because applications for the appointment of a new administrative law judge will be discussed.

The meeting will be held on Thursday, April 20, 2017 at 4:00pm at the following location:

Office of Administrative Hearings
441 Fourth Street NW, Suite 450 North
Washington, DC 20001

For further information, please contact Shauntinique Steele at nikki.steele@dc.gov or 202-741-5303.

AGENDA

- I. Call to Order (Board Chair)**
- II. Roll Call**
- III. Discussion of the candidate applications for the vacant administrative law judge position**
- IV. Discussion of candidate interview dates and locations**
- V. Adjournment (Board Chair)**

OFFICE OF ADMINISTRATIVE HEARINGS

**DISTRICT OF COLUMBIA COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES**

PUBLIC NOTICE OF MEETING

In accordance with D.C. Code § 2-576(1), the District of Columbia Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings (Commission) hereby gives notice that it will meet to interview candidates for the vacant administrative law judge position. These interviews will be closed the public pursuant to D.C. Code § 2-575(10) as they involve confidential personnel matters.

The interviews will be conducted on Tuesday, April 25, 2017 beginning at 10:00 a.m. The alternate date for interviews will be Friday, April 28, 2016 beginning at 11:30 a.m., for applicants who are not available on the original date. The interviews will be conducted at the following location:

Office of Administrative Hearings
441 Fourth Street NW, Suite 450 North
Washington, DC 20001

For further information, please contact Shauntinique Steele at nikki.steele@dc.gov or 202-741-5303.

AGENDA

I. Interview of administrative law judge candidates

OFFICE OF ADMINISTRATIVE HEARINGS

**DISTRICT OF COLUMBIA COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES**

NOTICE OF PUBLIC MEETING

In accordance with D.C. Code § 2-576(1), the District of Columbia Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings (Commission) hereby gives notice that it will meet in order to consider the reappointment of five Administrative Law Judges. The members will vote to close a portion of the meeting pursuant to D.C. Code § 2-575(b)(10), which permits closed meetings in order to “discuss the appointment, employment, assignment, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.”

The meeting will be held on Thursday, June 29, 2017 at 11:00 a.m. at the following location:

Office of Administrative Hearings
441 Fourth Street NW, Suite 450 North
Washington, DC 20001

For further information, please contact Shauntinique Steele at nikki.steele@dc.gov or 202-741-5303.

AGENDA

- I. Call to Order (Board Chair)**
- II. Roll Call**
- III. Consideration of the Reappointment of Administrative Law Judges**
 - a. Nicholas Cobbs**
 - b. Sharon Goodie**
 - c. Scott Harvey**
 - d. Mary Masulla**
 - e. Arabella Teal**
- IV. Vote to Close Remainder of Meeting Pursuant D.C. Code § 2-575(c)(1).**
- V. Discussion of Pending Personnel Issues and Scheduling for Next Meeting**
- VI. Adjournment (Board Chair)**

OFFICE OF ADMINISTRATIVE HEARINGS
DISTRICT OF COLUMBIA COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES

PUBLIC NOTICE OF MEETING

In accordance with D.C. Code § 2-576(1), the District of Columbia Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings (Commission) hereby gives notice that it will meet in order to consider the reappointment of five Administrative Law Judges. The members will vote to close a portion of the meeting pursuant to D.C. Code § 2-575(b)(10), which permits closed meetings in order to “discuss the appointment, employment, assignment, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.”

The meeting will be held on Thursday, July 19, 2017 at 11:00 a.m. at the following location:

Hearing Room
Board of Ethics and Government Accountability
441 Fourth Street NW, Suite 540 South
Washington, DC 20001

For further information, please contact Shauntinique Steele at nikki.steele@dc.gov or 202-741-5303.

AGENDA

- I. Call to Order (Board Chair)**
- II. Roll Call**
- III. Consideration of the Reappointment of Administrative Law Judges**
 - a. Arabella Teal**
 - b. Jesse Goode**
- IV. Vote to Close Remainder of Meeting Pursuant D.C. Code § 2-575(c)(1).**
- V. Discussion of Pending Personnel Issues and Scheduling for Next Meeting**
- VI. Adjournment (Board Chair)**

OFFICE OF ADMINISTRATIVE HEARINGS

**DISTRICT OF COLUMBIA COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES**

NOTICE OF PUBLIC MEETING

In accordance with D.C. Code § 2-576(1), the District of Columbia Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings (Commission) hereby gives notice that it will meet on September 29, 2017, at 11:00 a.m. at the D.C. Rental Housing Commission, 441 4th Street, NW Suite 1140B North, Washington, DC in order to consider the reappointments of seven Administrative Law Judges. The members will vote to close a portion of the meeting pursuant to D.C. Code § 2-575(b)(10), which permits closed meetings in order to “discuss the appointment, employment, assignment, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.” The agenda below will be posted on the OAH website at www.oah.dc.gov and the Office of Open Government/BEGA website at www.open-dc.gov.

For further information, please contact Louis Neal at Louis.Neal@dc.gov or 202-724-3672.

AGENDA

- I. Call to Order (Board Chair)**
- II. Ascertainment of Quorum**
- III. Adoption of Agenda**
- IV. Appearance/Comments by Chairman Phil Mendelson at his request**
- V. Executive Session (non-public). Vote to enter closed session to discuss personnel matters pursuant to D.C. Official Code § 2-575(b)(10).**
 - a) Re-Vote on Administrative Law Judges Due to Technical Issue on 6/29/2017 Meeting**
 - a. Nicholas Cobbs**
 - b. Sharon Goodie**
 - c. Scott Harvey**
 - b) Vote on Reappointments of Remaining Eligible Administrative Law Judges**
 - a. Arabella Teal**
 - b. Audrey Jenkins**
 - c. Wanda Tucker**
 - d. Jesse Goode**

VI. Resumption of Public Meeting

VII. Discussion of Next Meeting

VIII. Adjournment (Board Chair)

OFFICE OF ADMINISTRATIVE HEARINGS
DISTRICT OF COLUMBIA ADVISORY COMMITTEE
PUBLIC NOTICE OF MEETING

In accordance with D.C. Code § 2-576(1), the Advisory Committee to the Office of Administrative Hearings hereby gives notice that it will meet on Monday, March 20, 2017 at 4:00pm. The meeting will be held at the following location:

Hearing Room
Board of Ethics and Government Accountability
441 Fourth Street NW, Suite 540 South
Washington, DC 20001

For further information, please contact Shauntinique Steele at nikki.steele@dc.gov or 202-741-5303.

AGENDA

- I. Welcome and Call to Order**
- II. Introductions, Including new member**
- III. Approval of the Minutes**
- IV. Discussion of Draft OAH Advisory Board Response to Center for Court Excellent Report**
- V. Vote to Approve Transmission**
- VI. Report from the Chief ALJ**
- VII. Legislative Agenda for OAH**
- VIII. Old Business**
- IX. New Business**
- X. Adjournment**

OFFICE OF ADMINISTRATIVE HEARINGS
DISTRICT OF COLUMBIA ADVISORY COMMITTEE

PUBLIC NOTICE OF MEETING

In accordance with D.C. Code § 2-576(1), the Advisory Committee to the Office of Administrative Hearings hereby gives notice that it will meet on Wednesday, July 19, 2017 at 4:00pm. The meeting will be held at the following location:

Office of Administrative Hearings
441 Fourth Street NW, Suite 450 North
Washington, DC 20001

For further information, please contact Shauntinique Steele at nikki.steele@dc.gov or 202-741-5303.

AGENDA

- I. **Welcome and Call to Order**
- II. **Introductions**
- III. **Approval of the Minutes**
- IV. **Notice from the Chair: Feedback to the Mayor about Systematic Problems ALJs are Seeing with Program Administration**
- V. **Report from the Chief ALJ**
 - 1. **OAH Budget for FY 2018**
 - 2. **Update on Transparency of Opinions/On-line Filings**
 - 3. **New Judges, Retirements**
- VI. **Legislative Agenda for OAH**
- VII. **Old Business**
- VIII. **New Business**
- IX. **Adjournment**



D I S T R I C T O F C O L U M B I A

OFFICE OF ADMINISTRATIVE HEARINGS (OAH)



Indirect Cost Rate Proposal FYE September 30, 2015

**BASED ON ACTUAL EXPENDITURES FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2015 AND PREPARED IN ACCORDANCE WITH 2 CFR 225
(OMB CIRCULAR A-87, "COST PRINCIPLES FOR STATE, LOCAL, AND INDIAN
TRIBAL GOVERNMENTS")**

Effective Date: October 1, 2014

**The District Of Columbia
Office of Administrative Hearings**

Table of Contents

Chapter 1: Certification

Chapter 2: Executive Summary

Chapter 3: Organizational Charts

**Chapter 4: Indirect Cost Rate Proposal and Summary of Cost
Allocation for Office of Administrative Hearings**

Chapter 5: Nature and Extent of Services

Indirect Functions:

Office of the Executive Director
Agency Management Personnel
 Human Resources/Personnel
 Information Technology
 Agency Financial Operations

District-wide Cost Allocation Plan

Public Safety and Justice Cluster Level Central Service
Costs

Direct Functions:

Judicial
Court Counsel
Clerk of Court
OAH/DHCF Medicaid Hearing

APPENDICES

Appendix One: Office of Administrative Hearings - SOARS
Accounting System Summary

Chapter 1

Certification

CERTIFICATION

Title 2 of the CFR, Part 200 **CERTIFICATE OF INDIRECT COSTS**

DISTRICT OF COLUMBIA **OFFICE OF ADMINISTRATIVE HEARINGS**

This is to certify that I have reviewed the Indirect Cost Rate Proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated _____ to establish billing and final indirect costs rates for the fiscal year ended **September 30, 2015** are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are property allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Office of Administrative Hearings

Signature: _____

Name of Official: _____

Title: _____

Date of Execution: _____

Chapter 2

Executive Summary

**The District Of Columbia – Office of Administrative Hearings
Indirect Cost Rate Proposal**

Executive Summary

In accordance with the guidelines outlined in 45 Code of Federal Regulations (CFR) Part 74, and 2 CFR 225 (Office of Management and Budget Circular A-87, “Cost Principles for State, Local and Indian Tribal Governments”), we have developed an indirect cost rate for the Office of Administrative Hearings (OAH) based on FYE September 30, 2015 cost data. The cost allocation plan describes the methodology utilized by the OAH to identify, measure, and assign indirect costs for reimbursement purposes to each of the District of Columbia agencies for whom the OAH provide a service.

The Agency – Office of Administrative Hearings

The Office of Administrative Hearings provides citizens and government agencies with a fair, efficient, and effective system to manage and resolve administration litigation arising under District of Columbia law. By developing innovative reforms for the District of Columbia’s system of administrative justice, OAH fosters public confidence in that system and promotes higher levels of voluntary compliance that ensure greater health, safety and well-being in the community.

Cost Allocation Methodology

The Simplified Method as described in 2 CFR 225 (OMB Circular A-87) is used to calculate the indirect cost rate for OAH. This method first identifies all costs and reconciles them to the published financial statements; screens the costs for allowability as defined in Circular A-87; identifies which units of the organization provide an indirect function and which provide a direct function and then computes an indirect cost rate based on the direct salaries and wages and related fringe benefits. The proposal also incorporates the fixed rate with a carry-process as provided for in 2 CFR 225 (OMB Circular A-87). This process allows for the over/under recovery based on the actual costs associated with one year being included in a subsequent year’s computation.

Additional Cost Allocation Plans/Central Service Costs

As described above, this document develops the indirect cost rate for OAH. The indirect cost rate will address costs incurred within the OAH. However, in order to determine the

**The District Of Columbia – Office of Administrative Hearings
Indirect Cost Rate Proposal**

Executive Summary

total cost associated with a program, one must also consider the costs determined through additional plans.

District Wide Cost Allocation Plan (DWCAP): The costs of services provided by the District Government such as the Office of the Inspector General, Office of the City Administrator, Office of the Chief Financial Officer, personnel, contracts and procurement, etc. to the District agencies are allocated in a separate, District of Columbia Central Services Cost Allocation Plan (DWCAP), which is submitted annually to the Federal Department of Health and Human Services (DHHS), Cost Allocation Services for approval.

Public Safety and Justice Cluster Paid Central Services Costs: These costs relate to those services performed and provided on a centralized basis to OAH by the Public Safety and Justice Cluster. For FY 2015, the only Cluster related costs included in the OAH indirect cost rate are those related to telephone services. The rate does not include any Property Management, Procurement/Contracting or Financial Services at the Cluster level that directly relate to the operations of the OAH.

Organization of Plan

This submission is comprised of one Volume with a number of sections all related to OAH. This volume contains the Indirect Cost Rate Proposal, which provides for an overview of the Plan and the development of the indirect cost rate.

Services Provided

OAH is an impartial, independent agency that adjudicates cases for over 40 District of Columbia agencies, boards, and commissions. OAH holds hearings, conducts mediations, and provides other adjudication services to resolve disputes arising under the District's laws and regulations. The OAH has developed Memorandums of Understanding with the

**The District Of Columbia – Office of Administrative Hearings
Indirect Cost Rate Proposal**

Executive Summary

following agencies within which the reimbursement for these services may be claimed for Federal reimbursement.

- Child and Family Services Agency
- Department on Disability Services
- Department of Health
- Department of Health Care Finance
- Department of Human Services
- Department of Behavioral Health
- D.C. Health Exchange

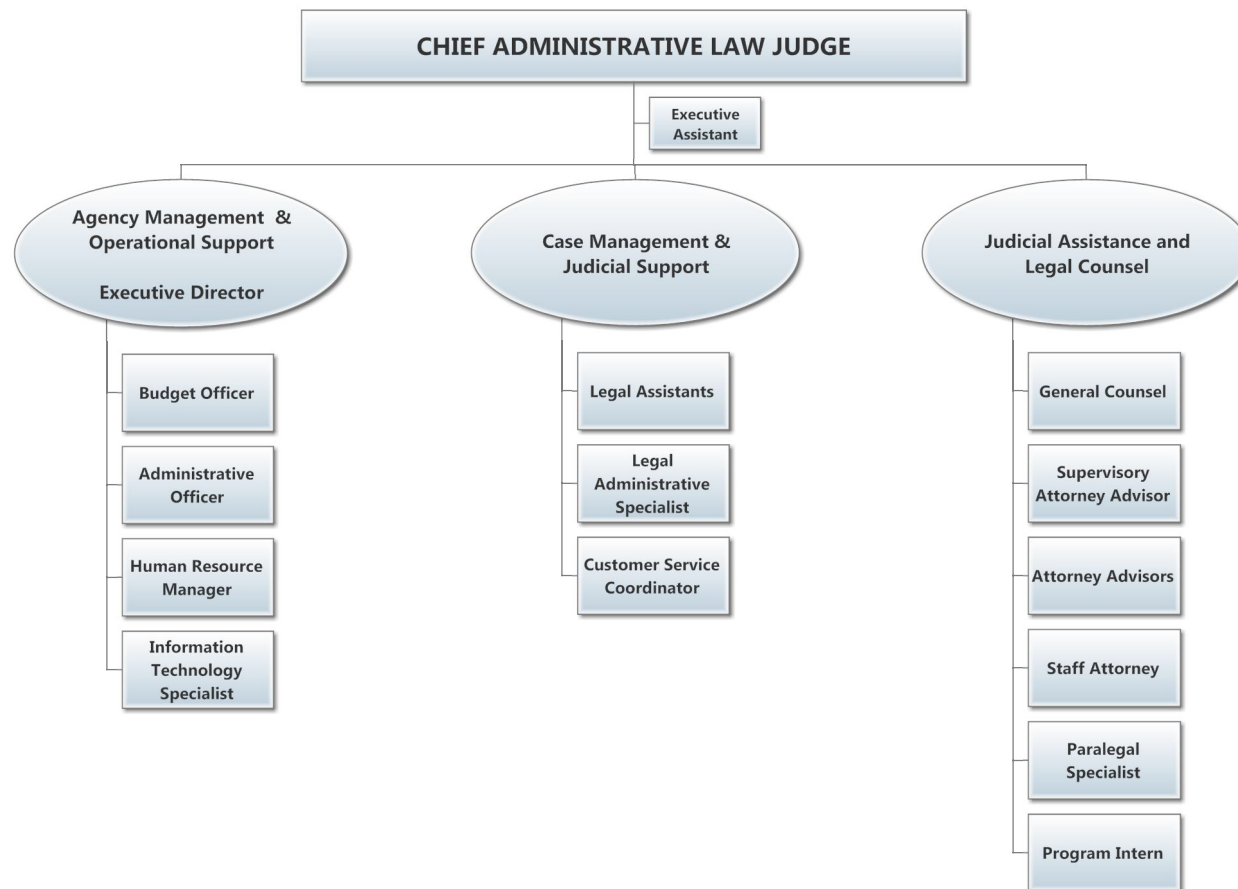
Chapter 3

Organizational Charts



OFFICE OF ADMINISTRATIVE HEARINGS

FY2015 ORGANIZATIONAL CHART



Chapter 4

Indirect Cost Rate Proposal & Summary of Cost Allocation

Office of Administrative Hearings

Indirect Cost Rate Proposal

FYE September 30, 2015

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Administrative Hearings

DEPARTMENTAL INDIRECT COST RATE PROPOSAL

Overview of the Proposal

The Office of Administrative Hearings (OAH) of the District of Columbia has developed an Indirect Cost Rate Proposal (the Proposal) in order to identify and recover indirect costs incurred in support of Federal grant programs and other sponsored cooperative agreements. The Proposal, which follows, is based on actual financial data for the fiscal year ended September 30, 2015.

Based upon the understanding that the major functions of OAH benefit from the indirect costs in varying degrees, OAH has elected to develop its indirect cost rate proposal using the Simplified Method as set forth in 2 CFR 225 (Office of Management and Budget (OMB) Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments."

The Proposal is divided into a number of separate schedules. Each schedule is explained in detail in this portion of the proposal.

Schedule 1 & 1A - Summary of Indirect Cost Rate and Fixed Rate with Carry Forward

This section provides a summary schedule identifying the indirect cost rate of the OAH. The indirect cost rate has been calculated using direct cost base of direct salaries and wages, including all fringe benefits.

Schedule 2 – Identification of Total Expenditures

This Schedule identifies the costs by organizational unit and object expenditure code (Controller Source Code) associated with OAH for the fiscal year ending September 30, 2015.

Schedule 3 - Reconciliation of Total Expenditures to the Financial Statements

This Schedule provides a reconciliation of the expenditure detail (Schedule II) with the total expenditures for OAH as shown in the financial statements.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Administrative Hearings

**Schedules 4 & 4A - Summary of the Central Service Expenditures
District-Wide Cost Allocation Plan Expenditures**

These schedules identify the costs assigned to OAH by the:

- *District Wide Cost Allocation Plan* as approved by the Federal Department of Health and Human Services as the Federal Government's cognizant agency.
- *Public Safety and Justice Cluster Level Central Service Expenditures* are costs are paid for by the centralized accounting function within the Public Safety and Justice Cluster on behalf of the OAH. Since the accounting function is performed by the Office of the Chief Financial Officer located within the Public Safety and Justice Cluster and these overhead costs directly benefit the OAH, but paid at the cluster level, these costs have been included in the indirect cost rate.

Schedule 5 - Summary of the Indirect Pool

This Schedule identifies all of the components of the indirect cost pool and their related expenditures. Unallowable costs (if any) have been identified by unit and removed.

Schedule 6 – Summary of the Direct Cost Base

This Schedule identifies all of the components of the direct cost base and their related expenditures.

**Schedule 7 – Calculation of Fixed Rate with Carry-Forward amount
from FY 2015 to the FY 2017.**

This Schedule computes the amount of over/under recovery associated with the indirect cost rate used to claim indirect costs during FY 2015 and includes this adjustment in the computation of the FY 2017 indirect cost rate. This eliminates the need to retroactively adjust each of the billings made during FY 2015.

Schedule 8 – FY 2015 Budget Structure

This Schedule identifies the Budget Structure of the OAH for FY 2015.

Schedules 1 & 1A

Summary of Indirect Cost Rate and Fixed Rates with Carry Forward

Office of Administrative Hearings
Summary of Indirect Cost Rate
 FYE September 30, 2015

| | Indirect Cost Rate for FY2015 | Fixed Rate with Carry Forward for FY 2017 |
|--|----------------------------------|---|
| Office of Administrative Hearings | 35.3% | 26.7% |

*Base:

Direct salaries and wages including fringe benefits. Fringe benefits include retirement, life insurance and health insurance. Disability insurance and unemployment compensation are included in the indirect costs and are NOT charged as DIRECT costs.

Office of Administrative Hearings
Summary of Indirect Cost Rate Computation
 FYE September 30, 2015

| Program Name | Program Code | Total Allowable Personnel Costs | Total Allowable Non-Personnel Costs | GRAND TOTAL | Allowable Indirect Costs | Allowable Salaries and Wages Including Fringe Benefits |
|--|--------------|---------------------------------|-------------------------------------|----------------|--------------------------|--|
| <u>District-Wide Cost Allocation Plan</u> | | | | | | |
| Approved costs in base year FY 2010 to be used in FY 2014 - this was approved by the CAS March 19, 2015. | | | | | 1,289,034 | |
| <u>Public Safety and Justice Cluster Level Expenditures</u> | | | | | | |
| Expenditures that benefit the OAH, but are paid at the cluster level. | | | | | 76,063 | |
| <u>Indirect Costs</u> | | | | | | |
| Executive | | | | | | |
| Executive | 5000A | 431,847 | 3,143 | 434,990 | 434,990 | |
| Agency Management Program | | | | | | |
| Personnel (Human Relations) | 1010A | 67,046 | 898 | 67,944 | 67,944 | |
| Information Technology | 1040A | 92,352 | 228,832 | 321,184 | 321,184 | |
| Agency Financial Operations *1 | 1100F | 121,639 | - | 121,639 | 121,639 | |
| <u>Direct Costs</u> | | | | | | |
| Judicial | 2000A | 4,400,438 | 334,154 | | | 4,400,438 |
| Court Counsel | 3000A | 666,390 | 287,803 | | | 666,390 |
| Clerk of Court | 4000A | 1,381,355 | 108,421 | | | 1,381,355 |
| OAH/DHCF MEDICAID HEARING | MEDID | 100,000 | - | | | 100,000 |
| Total | | 7,261,067 | 963,250 | 945,757 | 2,310,854 | 6,548,183 |

Computation of Indirect Cost Rate

35.3%

*1 In FY 2013 Financial Services and Budget were combined into one account.

Schedule 2

Identification of Total Expenditures

Office of Administrative Hearings
 Total Expenditures
 FYE September 30, 2015

Schedule 2

| Program Name | Program Code | Fund (Local/Federal/private/other) | Indirect/Direct | 0011-Regular Pay | 0012-Regular Pay Other | 0013-Additional Gross Pay | 0014-Fringe Benefits - Curr Personnel | 0015-Over Time Pay | TOTAL PERSONNEL COSTS |
|----------------------------------|--------------|------------------------------------|-----------------|------------------|------------------------|---------------------------|---------------------------------------|--------------------|-----------------------|
| All Funds | | | | | | | | | |
| Agency Management Program | | | | | | | | | |
| Human Resources/Personnel | 1010A | Local | Indirect | \$ 46,411.30 | | \$ 10,203.27 | \$ 10,431.48 | | \$ 67,046.05 |
| Contracts and Procurement | 1020A | Local | Indirect | | | | | | \$ - |
| Property Management | 1030A | Local | Indirect | | | | | | \$ - |
| Information Technology | 1040A | Local | Indirect | \$ 73,046.53 | | \$ 4,558.07 | \$ 14,747.27 | | \$ 92,351.87 |
| Agency Financial Operations | 110F | Local | Indirect | \$ 100,456.28 | \$ - | \$ - | \$ 21,183.07 | \$ - | \$ 121,639.35 |
| | | | | \$ 219,914.11 | \$ - | \$ 14,761.34 | \$ 46,361.82 | \$ - | \$ 281,037.27 |
| Judicial | 2000A | Local Intra-Dist | Direct | \$ 3,827,159.07 | \$ - | \$ - | \$ 573,279.14 | \$ - | \$ 4,400,438.21 |
| | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 3,827,159.07 | \$ - | \$ - | \$ 573,279.14 | \$ - | \$ 4,400,438.21 |
| Court Counsel | 3000A | Local Intra-Dist | Direct | \$ 520,639.08 | \$ 32,566.48 | \$ 11,047.79 | \$ 102,136.23 | \$ - | \$ 666,389.58 |
| | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 520,639.08 | \$ 32,566.48 | \$ 11,047.79 | \$ 102,136.23 | \$ - | \$ 666,389.58 |
| Clerk of Court | 4000A | Local Intra-Dist | Direct | \$ 1,108,506.98 | \$ 1,845.77 | \$ 15,213.50 | \$ 255,788.75 | \$ - | \$ 1,381,355.00 |
| | | Intra-Dist | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 1,108,506.98 | \$ 1,845.77 | \$ 15,213.50 | \$ 255,788.75 | \$ - | \$ 1,381,355.00 |
| Executive | 5000A | Local Intra-Dist | Indirect | \$ 352,615.18 | \$ 12,122.15 | \$ 2,664.86 | \$ 64,445.15 | \$ - | \$ 431,847.34 |
| | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 352,615.18 | \$ 12,122.15 | \$ 2,664.86 | \$ 64,445.15 | \$ - | \$ 431,847.34 |
| OAH/DHCF MEDICAID HEARING | MEDID | Federal Intra-Dist | Direct | \$ 84,000.00 | | | \$ 16,000.03 | \$ - | \$ 100,000.03 |
| | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 84,000.00 | \$ - | \$ - | \$ 16,000.03 | \$ - | \$ 100,000.03 |
| Totals | | | | \$ 6,112,834.42 | \$ 46,534.40 | \$ 43,687.49 | \$ 1,058,011.12 | \$ - | \$ 7,261,067.43 |

Office of Administrative Hearings

Schedule 2

Total Expenditures

FYE September 30, 2015

| Program Name | Program Code | Fund (Local/Federal/private/other) | Indirect/Direct | 0020-Supplies and Materials | 0031-Telephone, Telegraph, Etc | 0040-Other Services and Charges | 0041-Contractual Services-Other | 0070-Equipment and Equipment Rental | TOTAL NON-PERSONNEL COSTS (NPS) | GRAND TOTAL |
|----------------------------------|--------------|------------------------------------|-----------------|-----------------------------|--------------------------------|---------------------------------|---------------------------------|-------------------------------------|---------------------------------|-----------------|
| All Funds | | | | | | | | | | |
| Agency Management Program | | | | | | | | | | |
| Human Resources/Personnel | 1010A | Local | Indirect | \$ - | \$ - | \$ 897.80 | \$ - | \$ - | \$ 897.80 | \$ 67,943.85 |
| Contracts and Procurement | 1020A | Local | Indirect | | | | | | | \$ - |
| Property Management | 1030A | Local | Indirect | | | | | | | \$ - |
| Information Technology | 1040A | Local | Indirect | \$ 5,000.00 | \$ 5,019.99 | \$ 30,000.00 | \$ 23,500.00 | \$ 165,311.85 | \$ 228,831.84 | \$ 321,183.71 |
| Agency Financial Operations | 110F | Local | Indirect | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 121,639.35 |
| | | | | \$ 5,000.00 | \$ 5,019.99 | \$ 30,897.80 | \$ 23,500.00 | \$ 165,311.85 | \$ 229,729.64 | \$ 510,766.91 |
| Judicial | 2000A | Local Intra-Dist | Direct | \$ 10,000.00 | \$ - | \$ 151,441.40 | \$ 172,712.34 | \$ - | \$ 334,153.74 | \$ 4,734,591.95 |
| | | | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 10,000.00 | \$ - | \$ 151,441.40 | \$ 172,712.34 | \$ - | \$ 334,153.74 | \$ 4,734,591.95 |
| Court Counsel | 3000A | Local Intra-Dist | Direct | \$ 38,421.36 | | \$ 205,622.20 | \$ 43,759.16 | | \$ 287,802.72 | \$ 954,192.30 |
| | | | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 38,421.36 | \$ - | \$ 205,622.20 | \$ 43,759.16 | \$ - | \$ 287,802.72 | \$ 954,192.30 |
| Clerk of Court | 4000A | Local Intra-Dist | Direct | \$ 38,421.09 | | | | \$ 70,000.00 | \$ 108,421.09 | \$ 1,489,776.09 |
| | | Intra-Dist | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 38,421.09 | \$ - | \$ - | \$ - | \$ 70,000.00 | \$ 108,421.09 | \$ 1,489,776.09 |
| Executive | 5000A | Local Intra-Dist | Indirect | \$ 3,142.62 | | | | | \$ 3,142.62 | \$ 434,989.96 |
| | | | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 3,142.62 | \$ - | \$ - | \$ - | \$ - | \$ 3,142.62 | \$ 434,989.96 |
| OAH/DHCF MEDICAID HEARING | MEDID | Federal Intra-Dist | Direct | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100,000.03 |
| | | | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100,000.03 |
| Totals | | | | \$ 94,985.07 | \$ 5,019.99 | \$ 387,961.40 | \$ 239,971.50 | \$ 235,311.85 | \$ 963,249.81 | \$ 8,224,317.24 |

Office of Administrative Hearings
 Summary Data - Pivot Table
 FYE September 30, 2015

Approp Fund (All)

| Index Code | Index Code Title | Program Code 3 | Program Code 3 Title | Agy Fund | Comp Source Group | | 0013 | 0014 | 0020 | 0031 | 0040 | 0041 | 0070 | Grand Total |
|--------------------|---------------------------------------|----------------|--|----------|------------------------------|---------------------|----------------------|----------------------------------|------------------------|-------------------------------------|----------------------------|------------------------------|------------------------------|-----------------------|
| | | | | | 0011 | 0012 | | | | | | | | |
| | | | | | REGULAR PAY - CONT FULL TIME | REGULAR PAY - OTHER | ADDITIONAL GROSS PAY | FRINGE BENEFITS - CURR PERSONNEL | SUPPLIES AND MATERIALS | TELEPHONE, TELEGRAPH, TELEGRAM, ETC | OTHER SERVICES AND CHARGES | CONTRACTUAL SERVICES - OTHER | EQUIPMENT & EQUIPMENT RENTAL | |
| 1010A | OFFICE OF ADMINISTRATIVE HEARINGS | | | | | | | | | | | | | |
| | | 1010 | PERSONNEL-MASTER | | | | | | | | | | | |
| | | | | 0100 | \$46,411.30 | | \$10,203.27 | \$10,431.48 | \$0.00 | | \$897.80 | | | \$67,943.85 |
| 1040A | OFFICE OF ADMINISTRATIVE HEARINGS | | | | | | | | | | | | | |
| | | 1040 | INFORMATION TECHNOLOGY | | | | | | | | | | | |
| | | | | 0100 | \$73,046.53 | | \$4,558.07 | \$14,747.27 | \$5,000.00 | \$5,019.99 | \$30,000.00 | \$23,500.00 | \$165,311.85 | \$321,183.71 |
| 1100F | OAH - AGENCY FINANCIAL OPERATIONS | | | | | | | | | | | | | |
| | | 110F | BUDGET OPERATIONS | | | | | | | | | | | |
| | | | | 0100 | \$100,456.28 | | | \$21,183.07 | | | | | | \$121,639.35 |
| 2000A | TRAILS APPEALS AND JUSTICE MANAGEMENT | | | | | | | | | | | | | |
| | | 020A | TRIALS/APPEALS & JUSTICE MANAGEMENT | | | | | | | | | | | |
| | | | | 0100 | \$3,827,159.07 | | | \$573,279.14 | \$10,000.00 | | \$151,441.40 | \$172,712.34 | | \$4,734,591.95 |
| 3000A | JUDICIAL ASSISTANCE AND LEGAL COUNSEL | | | | | | | | | | | | | |
| | | 030A | JUDICIAL ASSISTANCE & LEGAL COUNSEL | | | | | | | | | | | |
| | | | | 0100 | \$520,639.08 | \$32,566.48 | \$11,047.79 | \$102,136.23 | \$38,421.36 | | \$205,622.20 | \$43,759.16 | | \$954,192.30 |
| 4000A | JUDICIAL ASSISTANCE AND LEGAL COUNSEL | | | | | | | | | | | | | |
| | | 040A | CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | | | | | | | | | | | |
| | | | | 0100 | \$1,108,506.98 | \$1,845.77 | \$15,213.50 | \$255,788.75 | \$38,421.09 | | | | \$70,000.00 | \$1,489,776.09 |
| 5000A | PROGRAM DIRECTION AND OVERSIGHT | | | | | | | | | | | | | |
| | | 050A | PROGRAM DIRECTION AND OVERSIGHT | | | | | | | | | | | |
| | | | | 0100 | \$352,615.18 | \$12,122.15 | \$2,664.86 | \$64,445.15 | \$3,142.62 | | | | | \$434,989.96 |
| MED13 | OAH/DHCF MEDICAID HEARING | | | | | | | | | | | | | |
| | | 030A | JUDICIAL ASSISTANCE & LEGAL COUNSEL | | | | | | | | | | | |
| | | | | 8250 | | | | | | | | \$0.00 | | \$0.00 |
| MEDCD | OAH/DHCF MEDICAID HEARING | | | | | | | | | | | | | |
| | | 030A | JUDICIAL ASSISTANCE & LEGAL COUNSEL | | | | | | | | | | | |
| | | | | 8250 | | | | | | | | \$0.00 | | \$0.00 |
| MEDID | OAH/DHCF MEDICAID HEARING | | | | | | | | | | | | | |
| | | 030A | JUDICIAL ASSISTANCE & LEGAL COUNSEL | | | | | | | | | | | |
| | | | | 8250 | \$84,000.00 | | | \$16,000.03 | | | | | | \$100,000.03 |
| Grand Total | | | | | \$6,112,834.42 | \$46,534.40 | \$43,687.49 | \$1,058,011.12 | \$94,985.07 | \$5,019.99 | \$387,961.40 | \$239,971.50 | \$235,311.85 | \$8,224,317.24 |

Schedule 3

Reconciliation of Total Expenditures to the Certified Audited Financial Statements

Office of Administrative Hearings

FYE September 30, 2015

Reconciliation of OAH Total Expenditures to the Audited Financial Statements

CAFR - Audited Financial Statements - FY 2014

| | | |
|--------------------------------------|-----------|---------------------|
| Local Funds | Fund 0100 | \$ 8,124,000 |
| Federal Funds | Fund 0250 | 100,000 |
| Private Funds | Fund 0300 | - |
| Other Funds | Fund 0400 | - |
| Total Audited Financial Expenditures | | <u>\$ 8,224,000</u> |

Expenditure Detail (EIS Report generated by OAH)

| | |
|---|-------------------|
| Total OAH Expenditures | \$ 8,224,317 |
| Amounts removed for the District-Wide CAFR Audit | <u>-</u> |
| Total OAH Expenditures | \$ 8,224,317 ** |
| Difference resulting from the inclusion of intra-district funds that are not a part of the CAFR total | <u><u>317</u></u> |

* The District of Columbia website containing the CAFR for FY2015 is as follows (see Supporting Schedules Section Page 164): <http://cfo.dc.gov/node/1137697>

** This number ties to the total expenditure detail contained in the proposal.

Schedules 4 & 4A

**Summary of the District-wide Cost
Allocation Plan Expenditures**

&

**Public Safety and Justice Cluster
Level Central Service Expenditures**

Office of Administrative Hearings
Summary of District-Wide Cost Allocation Plan
FYE September 30, 2015

District Wide Cost Allocation Plan (DWCAP)

| | |
|--------------|------------------------|
| Total | <u>\$ 1,289,034</u> ** |
|--------------|------------------------|

*** Source document: District wide cost allocation plan - based on expenditures for the fiscal year ended 9/30/2010 applied to FY2012. This is the most current federally approved District Wide Central Service Plan.*

Office of Administrative Hearings
Summary of Public Safety and Justice Cluster Level Indirect Costs for OAH
FYE September 30, 2015

The accounting function is performed by the Office of the Chief Financial Officer located within the Public Safety and Justice Cluster and many of the overhead costs that benefit OAH are paid at the cluster level. Since these costs benefit the OAH, they have been included in the indirect cost rate.

Public Safety and Justice Cluster Level Costs That Benefit the Office of Administrative Hearir

| | | |
|---|-----------|-------------------------|
| Telecom/Telephone Expenditures | \$ | 76,063 |
| Total Cluster level Expenditures for the OAH | \$ | <u>76,063</u> ** |

** Source documents: Public Safety and Justice Cluster Accounting Department expenditures for FY2015.

Schedule 5

Summary of the Indirect Cost Pool

Office of Administrative Hearings
 Summary of Indirect Costs
 FYE September 30, 2015

| Program Name | Program Code | Fund (Local/Federal/private/other) | Indirect/Direct | 0011-Regular Pay | 0012-Regular Pay Other | 0013-Additional Gross Pay | 0014-Fringe Benefits - Curr Personnel | 0015-Over Time Pay | TOTAL PERSONNEL COSTS |
|-----------------------------|--------------|------------------------------------|-----------------|-------------------|------------------------|---------------------------|---------------------------------------|--------------------|-----------------------|
| Executive | | | | | | | | | |
| Executive | 5000A | All | Indirect | 352,615.18 | 12,122.15 | 2,664.86 | 64,445.15 | - | 431,847.34 |
| Agency Management Program | | | | | | | | | |
| Human Resources | 1010A | All | Indirect | 46,411.30 | - | 10,203.27 | 10,431.48 | - | 67,046.05 |
| Information Technology | 1040A | All | Indirect | 73,046.53 | - | 4,558.07 | 14,747.27 | - | 92,351.87 |
| Agency Financial Operations | 1100F | All | Indirect | 100,456.28 | - | - | 21,183.07 | - | 121,639.35 |
| Total | | | | 572,529.29 | 12,122.15 | 17,426.20 | 110,806.97 | - | 712,884.61 |

Office of Administrative Hearings
Summary of Indirect Costs
 FYE September 30, 2015

| Program Name | Program Code | Fund (Local/ Federal/pr ivate/oth er) | Indirect/ Direct | 0020-Supplies and Materials | 0040-Other Services and Charges | 0041- Contractual Services-Other | 0070-Equipment and Equipment Rental | TOTAL NON- PERSONNEL COSTS (NPS) | GRAND TOTAL | Unallowable Expenditures | Allowable Indirect Expenditures |
|-----------------------------|--------------|---|---------------------|--------------------------------|---------------------------------------|--|---|--|-------------------|-----------------------------|------------------------------------|
| Executive | | | | | | | | | | | |
| Executive | 5000A | All | Indirect | 3,142.62 | - | - | - | 3,142.62 | 434,989.96 | - | 434,989.96 |
| Agency Management Program | | | | | | | | | | | |
| Human Resources | 1010A | All | Indirect | - | 897.80 | - | - | 897.80 | 67,943.85 | - | 67,943.85 |
| Information Technology | 1040A | All | Indirect | 5,000.00 | 30,000.00 | 23,500.00 | 165,311.85 | 228,831.84 | 321,183.71 | - | 321,183.71 |
| Agency Financial Operations | 1100F | All | Indirect | - | - | - | - | - | 121,639.35 | - | 121,639.35 |
| Total | | | | 8,142.62 | 30,897.80 | 23,500.00 | 165,311.85 | 232,872.26 | 945,756.87 | - | 945,756.87 |

Schedule 6

Summary of the Direct Cost Base

Office of Administrative Hearings
Summary of Direct Cost Base
 FYE September 30, 2015

| | Program Code | Fund (Local/Federal/private/other) | Indirect/Direct | 0011-Regular Pay | 0012-Regular Pay Other | 0013-Additional Gross Pay | 0014-Fringe Benefits - Curr Personnel | 0015-Over Time Pay | TOTAL PERSONNEL COSTS (PS) |
|-------------------------|--------------|------------------------------------|-----------------|---------------------|------------------------|---------------------------|---------------------------------------|--------------------|----------------------------|
| Judicial | 2000A | All | Direct | 3,827,159.07 | - | - | 573,279.14 | - | 4,400,438.21 |
| Court Counsel | 3000A | All | Direct | 520,639.08 | 32,566.48 | 11,047.79 | 102,136.23 | - | 666,389.58 |
| Clerk of Court OAH/DHCF | 4000A | All | Direct | 1,108,506.98 | 1,845.77 | 15,213.50 | 255,788.75 | - | 1,381,355.00 |
| MEDICAID HEARING | MEDID | All | Direct | 84,000.00 | - | - | 16,000.03 | - | 100,000.03 |
| - | - | All | Direct | - | - | - | - | - | - |
| Total | | | | 5,540,305.13 | 34,412.25 | 26,261.29 | 947,204.15 | - | 6,548,182.82 |

Office of Administrative Hearings
Summary of Direct Cost Base
 FYE September 30, 2015

| | Program Code | Fund (Local/Federal/private/other) | Indirect/Direct | 0020-Supplies and Materials | 0040-Other Services and Charges | 0041-Contractual Services-Other | 0070-Equipment and Equipment Rental | TOTAL NON-PERSONNEL COSTS (NPS) | GRAND TOTAL | Unallowable Expenditures | Allowable Direct Expenditures (Salary and wage base only) |
|-------------------------|--------------|------------------------------------|-----------------|-----------------------------|---------------------------------|---------------------------------|-------------------------------------|---------------------------------|---------------------|--------------------------|---|
| Judicial | 2000A | All | Direct | 10,000.00 | 151,441.40 | 172,712.34 | - | 334,153.74 | 4,734,591.95 | - | 4,400,438.21 |
| Court Counsel | 3000A | All | Direct | 38,421.36 | 205,622.20 | 43,759.16 | - | 287,802.72 | 954,192.30 | - | 666,389.58 |
| Clerk of Court OAH/DHCF | 4000A | All | Direct | 38,421.09 | - | - | 70,000.00 | 108,421.09 | 1,489,776.09 | - | 1,381,355.00 |
| MEDICAID HEARING | MEDID | All | Direct | - | - | - | - | - | 100,000.03 | - | 100,000.03 |
| | - | All | Direct | - | - | - | - | - | - | - | - |
| Total | | | | 86,842.45 | 357,063.60 | 216,471.50 | 70,000.00 | 730,377.55 | 7,278,560.37 | - | 6,548,182.82 |

Schedule 7

Calculation of Fixed Rate with Carry-Forward

**Fixed Rate with Carry-forward Computation
Office of Administrative Hearings**

| <u>Line #</u> | <u>2010</u> <u>(Final)</u> | <u>2011</u> <u>(Fixed)</u> | <u>2012</u> <u>(Fixed)</u> | <u>2013</u> <u>(Fixed)</u> | <u>2014</u> <u>(Fixed)</u> | <u>2015</u> <u>(Fixed)</u> | <u>2016</u> <u>(Fixed)</u> | <u>2017</u> <u>(Fixed)</u> | |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------|
| Provisional Rate/Fixed Funding rate | | | | | | | | | |
| | | | | 1,534,446 | 2,205,226 | 2,459,502 | 2,242,236 | 2,310,854 | |
| 3 | | | | (899,075) | (177,069) | 952,234 | 95,632 | (563,574) | |
| | | | | 635,371 | 2,028,157 | 3,411,736 | 2,337,868 | 1,747,280 | |
| | | | | 6,099,050 | 5,970,663 | 5,838,162 | 5,798,087 | 6,548,183 | |
| 1 | 39.9% | 39.9% | 39.9% | 10.4% | 34.0% | 58.4% | 40.3% | 26.7% | |
| Actual current year costs: | | | | | | | | | |
| 2 | 2,464,996 | 1,534,446 | 2,205,226 | 2,459,502 | 2,242,236 | 2,310,854 | | | |
| 4 | 6,180,226 | 6,099,050 | 5,970,663 | 5,838,162 | 5,798,087 | 6,548,183 | | | |
| | 39.9% | 25.2% | 36.9% | 42.1% | 38.7% | 35.3% | #DIV/0! | #DIV/0! | |
| Carry-forward Calculation: | | | | | | | | | |
| | | (a) | 39.9% | 39.9% | 10.4% | 34.0% | 58.4% | 40.3% | 26.7% |
| | | (b) | 6,099,050 | 5,970,663 | 5,838,162 | 5,798,087 | 6,548,183 | - | - |
| | | (a) * (b) | 2,433,521 | 2,382,295 | 608,193 | 1,969,536 | 3,826,662 | - | - |
| LESS: | | | | | | | | | |
| | | (c) | - | - | (899,075) | (177,069) | 952,234 | 95,632 | (563,574) |
| | | (d) | 1,534,446 | 2,205,226 | 2,459,502 | 2,242,236 | 2,310,854 | - | - |
| | | (a*b)-c-d | 899,075 | 177,069 | (952,234) | (95,632) | 563,574 | (95,632) | 563,574 |

Schedule 8

OAH FY2015 Budget Structure

Office of Administrative Hearings
Budget Structure
 FYE September 30, 2015

| Program Name/Code | Activity Name/Code | LOCAL Approp Fund | | FEDERAL Approp Fund | | No Special Purpose Funds in FY | |
|--------------------------------|--|---------------------------------|-------|---------------------|-------|--------------------------------|-----|
| | | Index | PCA | Index | PCA | Index | PCA |
| Agency Management Program 100A | Personnel Master/1010 | 1010A | 10110 | | | | |
| | Information Technology/1040 | 1040A | 10400 | | | | |
| | Agency Financial Operations/110F | 1100F | 11000 | | | | |
| | Executive/050A | Program Direct & Oversight/050A | 5000A | 500AA | | | |
| Judicial/020A | Trials/Appeals and Justice Mgnt/020A | 2000A | 200AA | | | | |
| Court Counsel/030A | Judicial Assist & Legal Counsel/030A | 3000A | 300AA | | | | |
| Clerk of Court/040A | Case Mgnt & Judicial Support Services/040A | 4000A | 400AA | | | | |
| OAH/DHCF Medicaid Hearings | | | | MED13 | 300CF | | |
| | | | | MEDCD | 30DHF | | |
| | | | | MEDID | 30HCF | | |

NATURE AND EXTENT OF SERVICES

Chapter 5

Nature and Extent of Services

INDIRECT FUNCTIONS

Executive (5000A)

OFFICE OF THE EXECUTIVE DIRECTOR (5000A)

Nature and Extent of Services:

Provides agency direction and performance oversight, including administering the agency's infrastructure and related support services and functions.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of the Office of the Executive Director are considered to be indirect in nature and therefore are included in the indirect cost rate.

Agency Management Personnel (1000 Series)

Agency Management Support provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all District of Columbia agencies. The administrative and leadership activities as well as support services include:

- Personnel/Human Resources
- Information Technology
- Agency Financial Operations

Activities throughout the Office of Administrative Hearings to ensure the highest and most effective management service operations for the Agency.

HUMAN RESOURCES/PERSONNEL (1010A)

Nature and Extent of Services:

The Office of Personnel is responsible for all personnel activities within OAH including maintaining the appropriate personnel records, position classification, position management staffing, policy, EEO and other related personnel functions.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

**The District of Columbia – Office of Administrative Hearings
Nature and Extent of Services – Activities and Allocations Detail**

Allocation Methodology:

The costs of the Office of the Personnel are considered to be indirect in nature and therefore are included in the indirect cost rate.

INFORMATION TECHNOLOGY (1040A)

Nature and Extent of Services:

The Office of Information Technology is charged with the management and administration of all computer related activities, both hardware and software, within OAH.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of the Office of the Information Technology are considered to be indirect in nature and therefore are included in the indirect cost rate.

**The District of Columbia – Office of Administrative Hearings
Nature and Extent of Services – Activities and Allocations Detail**

AGENCY FINANCIAL OPERATIONS (110F)

Nature and Extent of Services:

The activities of this Office relate mainly to the oversight of the budget process including developing reports for the agency so it can ensure the appropriate allocation, utilization and control of OAH resources and stay within budget allotments. At this time, the accounting function is performed by the Office of the Chief Financial Officer located within the Public Safety and Justice Cluster and many of the overhead costs that benefit OAH are paid at the cluster level. Since these costs benefit the OAH, they have been included in the indirect cost rate.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of the Office of the Financial Services are considered to be indirect in nature and therefore are included in the indirect cost rate.

DISTRICT-WIDE COST ALLOCATION PLAN

Nature and Extent of Services:

These costs relate to those services performed and provided on a centralized basis to OAH. These include the Office of the City Administrator, the Office of the Chief Financial Officer, the Office of the Inspector General, the Office of Budget and Planning, Office of Personnel, etc. Annually, the District prepares this plan and submits it to the Federal cognizant agency for review and approval.

Cost Structure:

The costs included in the indirect cost rate computation are those that are associated with the OAH and have been submitted for approval based on FY 2010.

Allocation Methodology:

The costs of the District-Wide Cost Allocation Plan are considered to be indirect in nature and therefore are included in the indirect cost rate.

PUBLIC SAFETY AND JUSTICE CLUSTER LEVEL CENTRAL SERVICE COSTS

Nature and Extent of Services:

These costs are paid for by the centralized accounting function within the Public Safety and Justice Cluster on behalf of the OAH. For FY 2015, the only Cluster related costs included in the OAH indirect cost rate are those related to telephone services. The rate does not include any Property Management, Procurement/

**The District of Columbia – Office of Administrative Hearings
Nature and Extent of Services – Activities and Allocations Detail**

Contracting or Financial Services at the Cluster level that directly relate to the operations of the OAH.

Cost Structure:

The costs included in the indirect cost rate computation are those that are associated with the OAH.

Allocation Methodology:

The costs of Public Safety and Justice Cluster on behalf of the OAH are considered to be indirect in nature and therefore are included in the indirect cost rate.

DIRECT FUNCTIONS

Judicial (2000A)

Nature and Extent of Services:

The Judicial program ensures due process while working to improve the quality, efficiency, and efficacy of justice management. This program provides pretrial management, hearings, appeals, and mediations.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of this Office are considered to be direct in nature and therefore are included in the indirect cost base.

Court Counsel (3000A)

Nature and Extent of Services:

The Court Counsel Program supports the administrative court's judicial function by assisting judges in legal analysis, research, and drafting orders and notices; ensures agency compliance with applicable laws; assists with the tracking of legislative and regulatory initiatives; and maintains the law library.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of this Office are considered to be direct in nature and therefore are included in the indirect cost base.

Clerk of Court (4000A)

Nature and Extent of Services:

The Clerk of Court Program provides day-to-day management of the court's caseload, provides an efficient intake of cases, supports the agency's case management system and caseload reporting, maintains forms and documentation, and serves as the primary customer service interface.

**The District of Columbia – Office of Administrative Hearings
Nature and Extent of Services – Activities and Allocations Detail**

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of this Office are considered to be direct in nature and therefore are included in the indirect cost base.

OAH/DHCF Medicaid Hearing (MEDID)

Nature and Extent of Services:

The OAH/DHCF Medicaid Hearing program performs the hearings within the OAH on behalf of the DC Department of Health Care Finance. The costs in this index code represent the federally reimbursed portion of the employee's salary and fringe benefits that are performing these services. The local/matching funds related to these services are accounted for under local funding index codes within the OAH.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of this Office are considered to be direct in nature and therefore are included in the indirect cost base.

Appendix One (1)

Office of Administrative Hearings
SOARS Accounting System Summary

**The District Of Columbia
Office of Administrative Hearings**

R*STARS Accounting System

Presently, the agencies within the District Government must utilize the R*STARS for budgeting, planning, accounting, procurement, reporting and financial control activities. Since the Office of Administrative Hearings accounting is performed by R*STARS, calculation of the costs for this plan, in most instances, will be based on the R*STARS reports.

The Relational Standard Accounting and Reporting System (R*STARS) is a comprehensive financial management information system designed to meet the sophisticated accounting and reporting needs of large and small state agencies. The system was designed to comply with the accounting requirements imposed on local governments by the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA).

This appendix presents a summary of the R*STARS system in the following areas:

- Fund Structure
- General Ledger Account Structure
- Revenue Object Structure
- Expenditure Object Structure
- Appropriation Structure
- Program Structure
- Function Structure
- Organizational Structure
- Project Structure
- Grant Structure
- Other Elements

4-1 DATA CLASSIFICATION STRUCTURE

What is a Data Classification Structure?

A data classification structure is a reporting-oriented vehicle in an accounting system which defines and groups accounting information for data-capturing and reporting purposes. After these elements are input into the accounting system, they can be summarized to provide financial management information, such as total tax revenue collected by the state, payments made on a particular bond issue, the amount of appropriations expended and/or encumbered by a given agency and so on.

How is the R★STARS Data Classification Structure Organized?

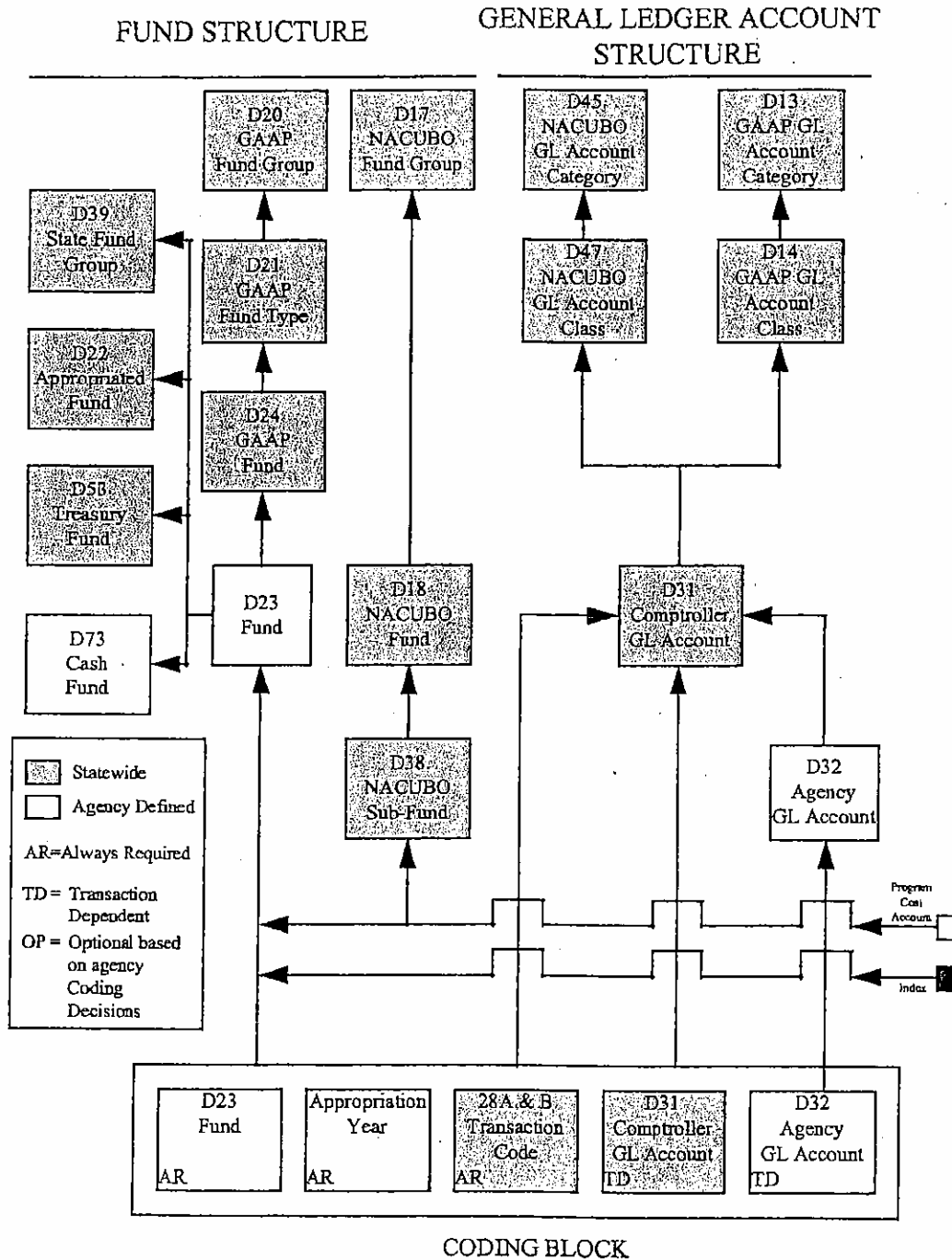
The proposed R★STARS data classification structure is organized into ten major areas. These major areas include:

- Fund Structure
- General Ledger Account Structure
- Revenue Object Structure
- Expenditure Object Structure
- Appropriation Structure
- Program Structure
- Function Structure
- Organization Structure
- Project Structure
- Grant Structure

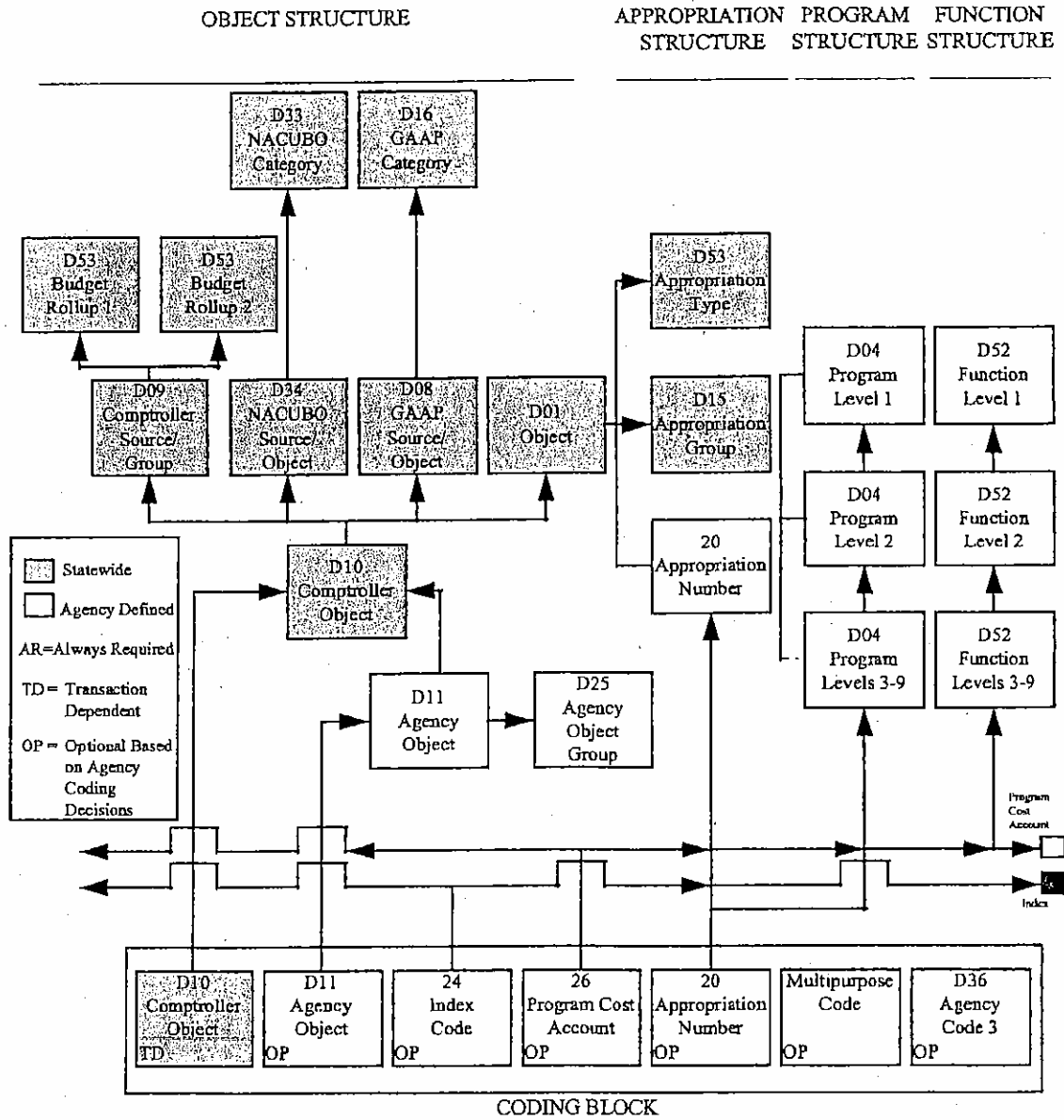
These structures are necessary to meet functional, legislative, Generally Accepted Accounting Principles (GAAP) and National Association of Colleges and Universities Business Officers (NACUBO) accounting and reporting requirements.

The following pages describe each major area in the classification structure and the data elements that form the structures. These elements represent the kinds of information that will be reported by R★STARS. Keep in mind that not all of these classification elements will be entered. The elements that are entered will reference (or infer) the other elements in the classification structure through various profiles. A summary of the classification structure and coding block is illustrated on the next few pages.

DATA CLASSIFICATION STRUCTURE

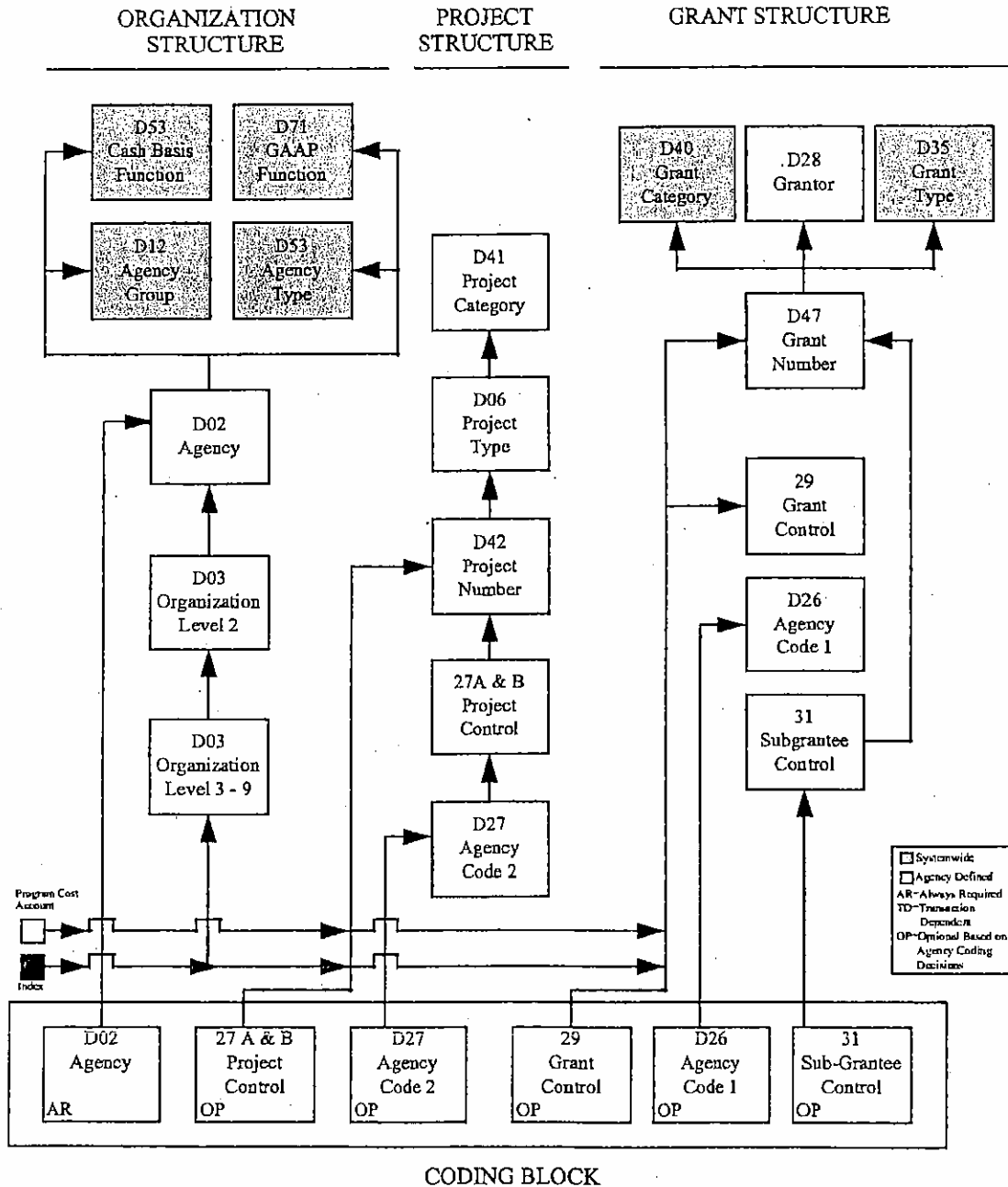


DATA CLASSIFICATION STRUCTURE



Reference Manual
Classification Structure

DATA CLASSIFICATION STRUCTURE



Fund Structure

The fund structure incorporates two distinct components into its framework. The first is the state fund structure which allows R★STARS to capture appropriated fund activity for the legislature. The second component is the GAAP fund structure which allows R★STARS to report funds in accordance with GAAP. To achieve this dual structure, R★STARS makes use of an agency-defined fund number which references the appropriated fund and the GAAP fund.

Institutions of higher education will use this structure for the appropriated funds, but not the GAAP component. Instead, institutions will use the NACUBO fund structure to track their GAAP activity. See the NACUBO fund structure for more information on this subject.

The fund number may be inferred by the index, by program cost account (PCA) or it may be entered. All other data elements in the fund structure are referenced by profiles.

Definitions

Fund - the lowest level in the fund structure. This number may be assigned by the individual agencies and institutions of higher education to serve their internal accounting needs. The D23 Fund Profile will then infer (or reference) the appropriated fund, cash fund and the GAAP fund.

Treasury Fund - establish to track an entity's banking activity if the treasury functions as a banking entity within the state.

Appropriated Fund - established for the purpose of accounting for specific activities or the attainment of certain objectives in accordance with legislative acts, special regulations, restrictions or limitations. Examples are general fund capital construction, other funds non-limited and federal funds capital improvement.

Cash Fund - used to establish a cash control level which is lower than an appropriated fund but higher than the agency fund.

Agency Fund Group - established for the purpose of meeting cash control requirements which are above the agency fund level but below the statewide appropriated fund level.

State Fund Group - established for purpose of grouping funds so they may be summarized in a manner other than appropriated fund or GAAP fund. State fund groups facilitate accumulating fund information across agency lines for purposes other than budgetary or GAAP.

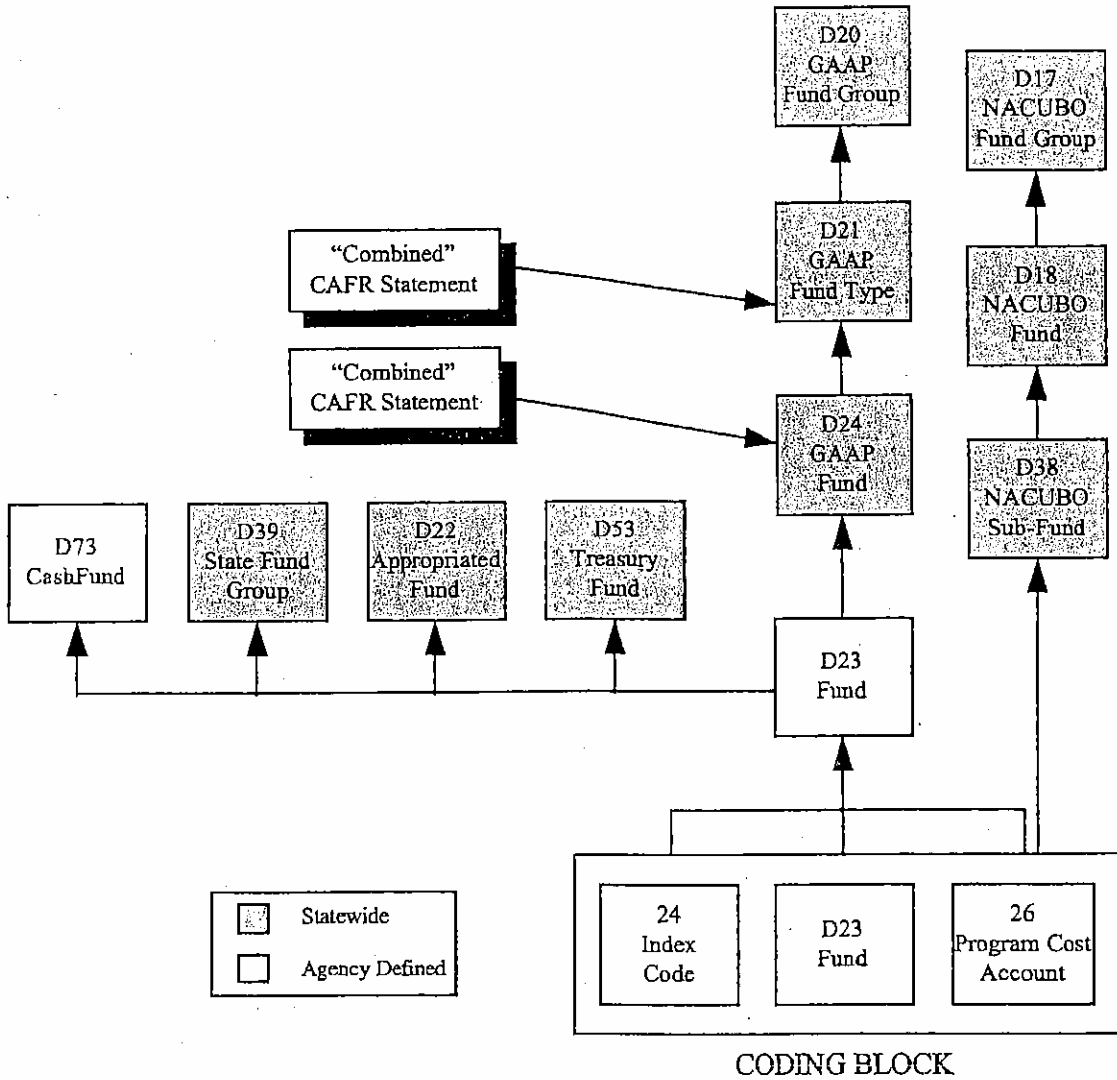
GAAP Fund - represents the fund that is used in the annual GAAP basis Comprehensive Annual Financial Report (CAFR). These designations provide the capability to consolidate funds for reporting purposes (for the combining statements). Examples are highway fund, workers comp insurance fund and human services fund.

GAAP Fund Type - refers to the major fund types and account groups set forth in the Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification), Section 1300.104. Examples are general, special revenue and general fixed assets account group.

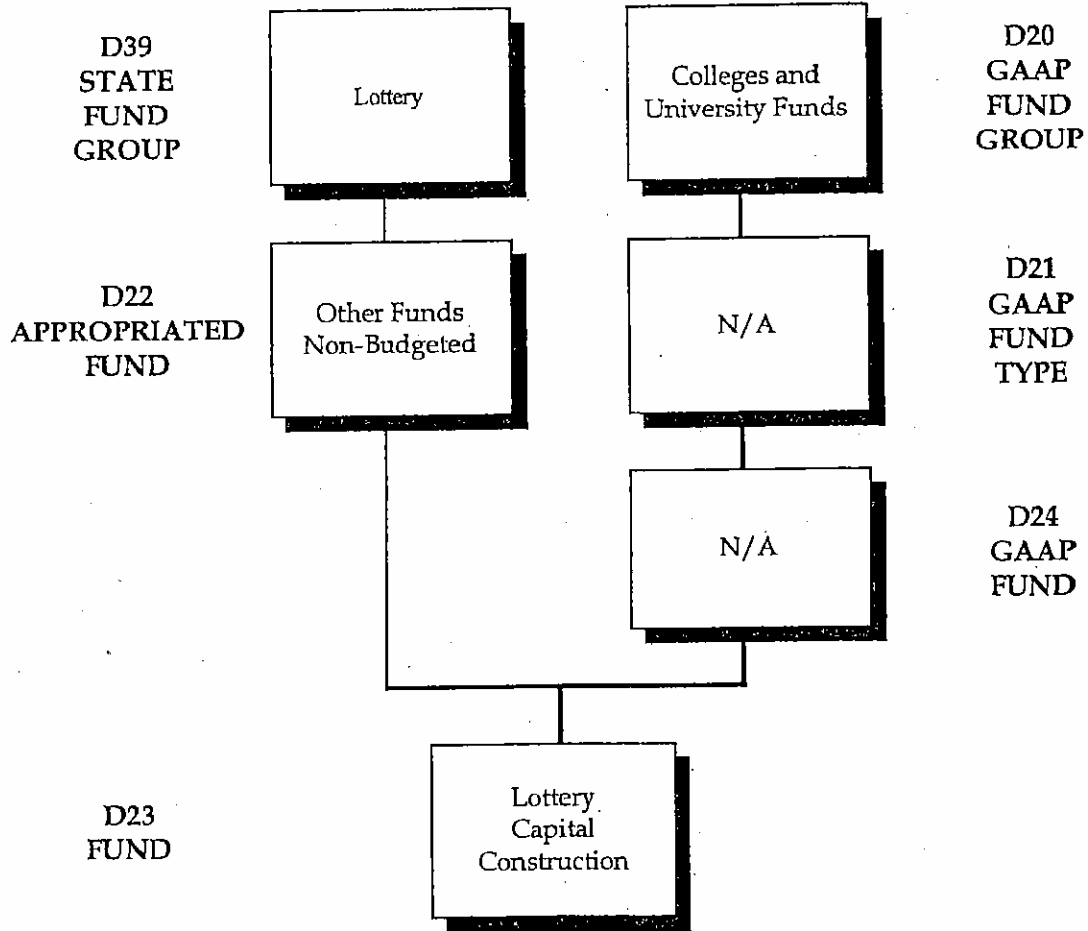
GAAP Fund Group - represents the fund categories shown in the GASB Codification (e.g., governmental funds, proprietary funds, fiduciary funds and account groups). Each GAAP fund type will be assigned to a GAAP fund group. For the purpose of compiling the GAAP basis Comprehensive Annual Financial Report (CAFR), GAAP fund types of colleges and universities will be consolidated into an additional GAAP fund group called colleges and universities.

The R★STARS fund structure is illustrated in the following exhibits.

FUND STRUCTURE



FUND STRUCTURE HIGHER EDUCATION EXAMPLE



NACUBO Fund Structure

The NACUBO fund structure is used by institutions of higher education to track fund activity and balances according to NACUBO standards.

The NACUBO fund and subfund must be inferred by the PCA. The NACUBO fund group is referenced (or inferred) by the D18 NACUBO Fund Profile.

Definitions

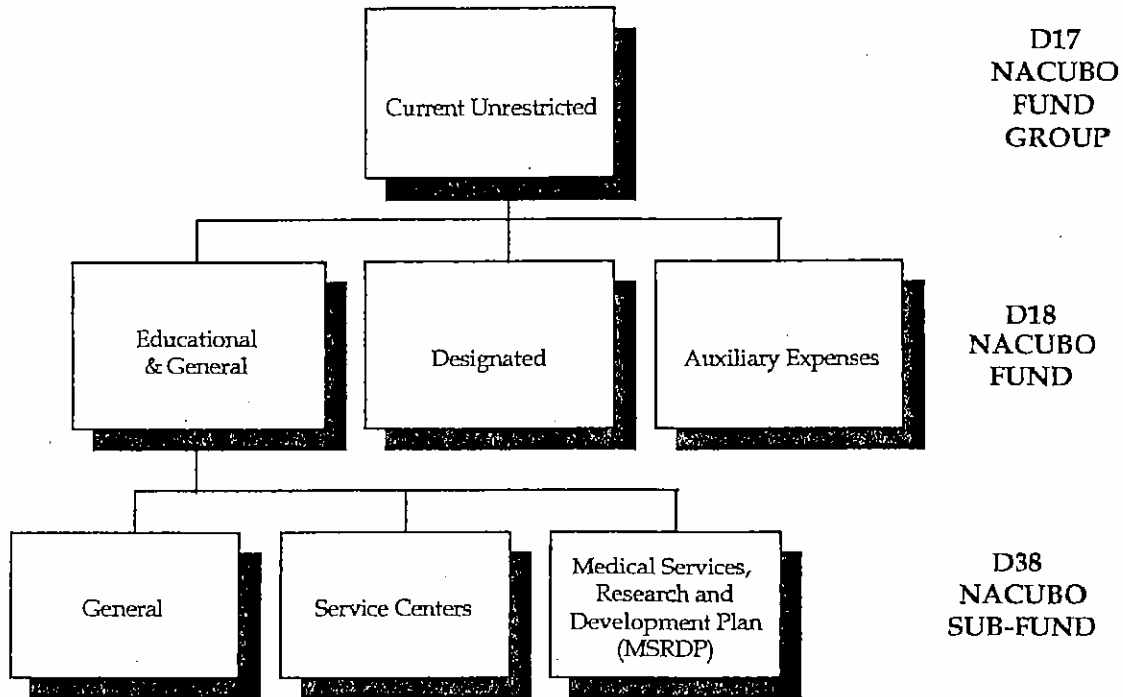
NACUBO Subfund - refers to the lowest level of fund classifications required by institutions of higher education and may be independently defined by each institution. For example, sub-funds within education and general could be general, service centers and medical services, research and development plan (MSRDP) or within auxiliary enterprises could be pledged and non-pledged.

NACUBO Fund - refers to fund classifications delineated in the state comptroller of public accounts Annual Financial Reporting Requirements for Colleges and Universities. These standards are in conformance with NACUBO as set forth in College and University Business Administration (CUBA). Examples include investment in plant, renewals and replacements, educational and general, designated and auxiliary enterprises. This classification is required to produce financial reports in conformance with NACUBO.

NACUBO Fund Group - refers to the fund groups defined in the state comptroller of public accounts Annual Financial Reporting Requirements for Colleges and Universities. As the name implies, this is a grouping of NACUBO Funds. For example, the NACUBO fund group, plant funds, is comprised of the NACUBO funds - unexpended plant funds, retirement of indebtedness, investment in plant, renewals and replacements.

These standards are in conformance with NACUBO as set forth in CUBA. An example of a NACUBO fund structure is illustrated on page 4-11.

NACUBO FUND STRUCTURE



General Ledger Account Structure

Like the fund structure, the general ledger account structure is split into two components. However, instead of requiring separate components for GAAP and state, the general ledger account structure draws a dividing line between GAAP reporting requirements and NACUBO reporting requirements. GAAP applies to state agencies, while NACUBO applies to institutions of higher education.

The focus of these two components is in reporting and not accounting. Data can be entered for both agencies and institutions of higher education using the same general ledger accounts because their accounting events are not substantially different. When they are, it is a simple matter to add accounts for transactions specific to colleges and universities or agencies. The real difference between GAAP and NACUBO is in the reporting requirements of each. These differences are reflected at the account class and account category levels within the general ledger account structure.

In addition to supporting generally accepted accounting principles, the GAAP component is used to facilitate the general ledger account groupings on the systemwide cash basis reports.

Groupings for general ledger accounts are fundamentally the same for GAAP and cash basis reports with the primary difference being the accruals used in GAAP.

Usually, the comptroller general ledger account is inferred by the transaction code (T-Code). However, if the T-Code provides only one side of the general ledger entry (e.g., debit or credit), the account for the other side must be entered. In some cases, an agency general ledger account will infer the comptroller general ledger account. All other elements in the general ledger account structure are referenced by profiles.

Definitions

Agency General Ledger Account - usually an *optional* level of detail below the systemwide General Ledger Account. An agency may require this lower level of detail if the agency is using R★STARS for internal accounting and reporting. Also, agencies with their own internal accounting system might want to use such a data element to make the coding of vouchers and reconciliation of their system to R★STARS easier.

In most cases T-Codes infer the general ledger account. Only where the general ledger account is required on input does an agency general ledger account infer the general ledger account. Additionally, there are certain situations where agency general ledger account is not an optional level of detail but is required and defined at the systemwide level. An example would be transactions affecting the Fixed Asset Subsystem or due to/due from accounts.

Comptroller General Ledger Account - the lowest level of the general ledger account structure for *systemwide accounting purposes*. Examples are cash on hand, investments - designated, accounts receivable - federal-billed.

GAAP General Ledger Account Class - a grouping of general ledger accounts. General ledger account classes will appear as line items on the GAAP basis financial statements produced by R★STARS. Examples include cash, investments, accounts.

GAAP General Ledger Account Category - a grouping of GAAP general ledger account classes. This data element is the highest level of the general ledger account structure required for GAAP reporting. Examples are current assets and long-term assets.

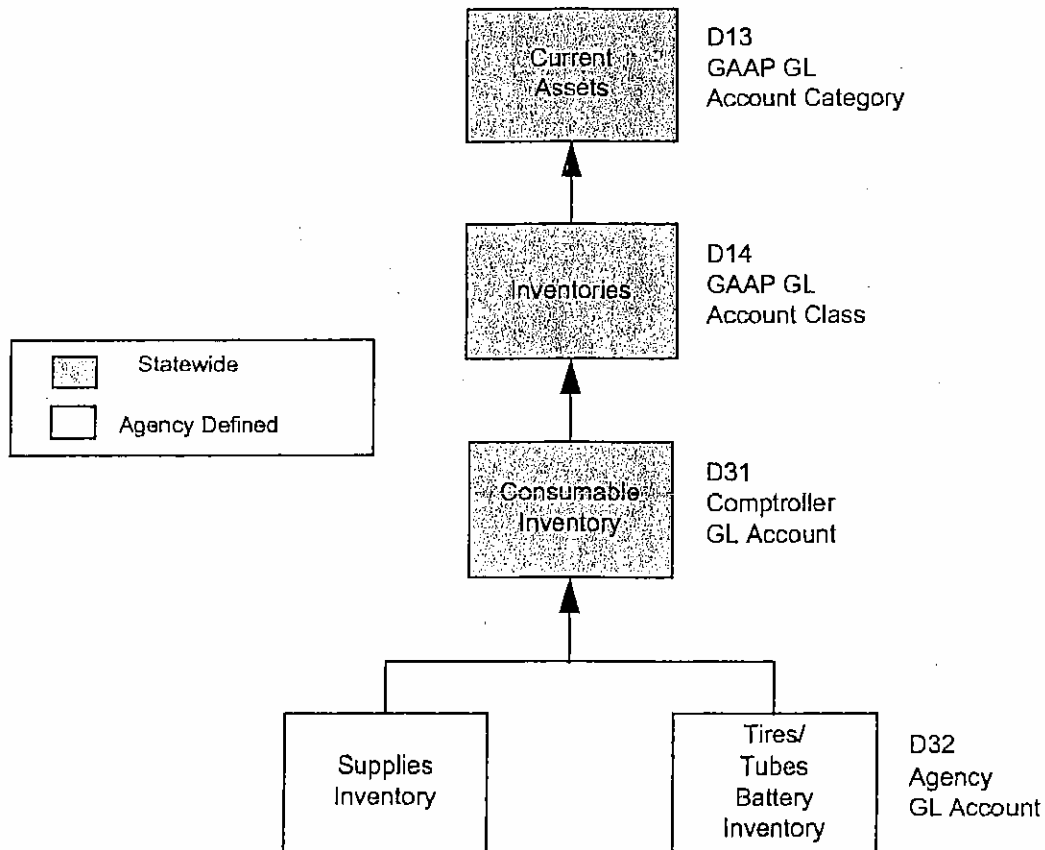
NACUBO General Ledger Account Class - a grouping of general ledger accounts. NACUBO general ledger account classes will appear as line items on the college and university financial statements produced by R★STARS. Examples include cash, investments, plant and equipment and net investment in plant.

NACUBO General Ledger Account Category - a grouping of NACUBO general ledger account classes. This data element is the highest level of the general ledger account structure required for college and university reporting. Examples are assets, plant and equipment, liabilities and fund balance.

General ledger transactions for colleges and universities must flow through both the GAAP and NACUBO general ledger account structures.

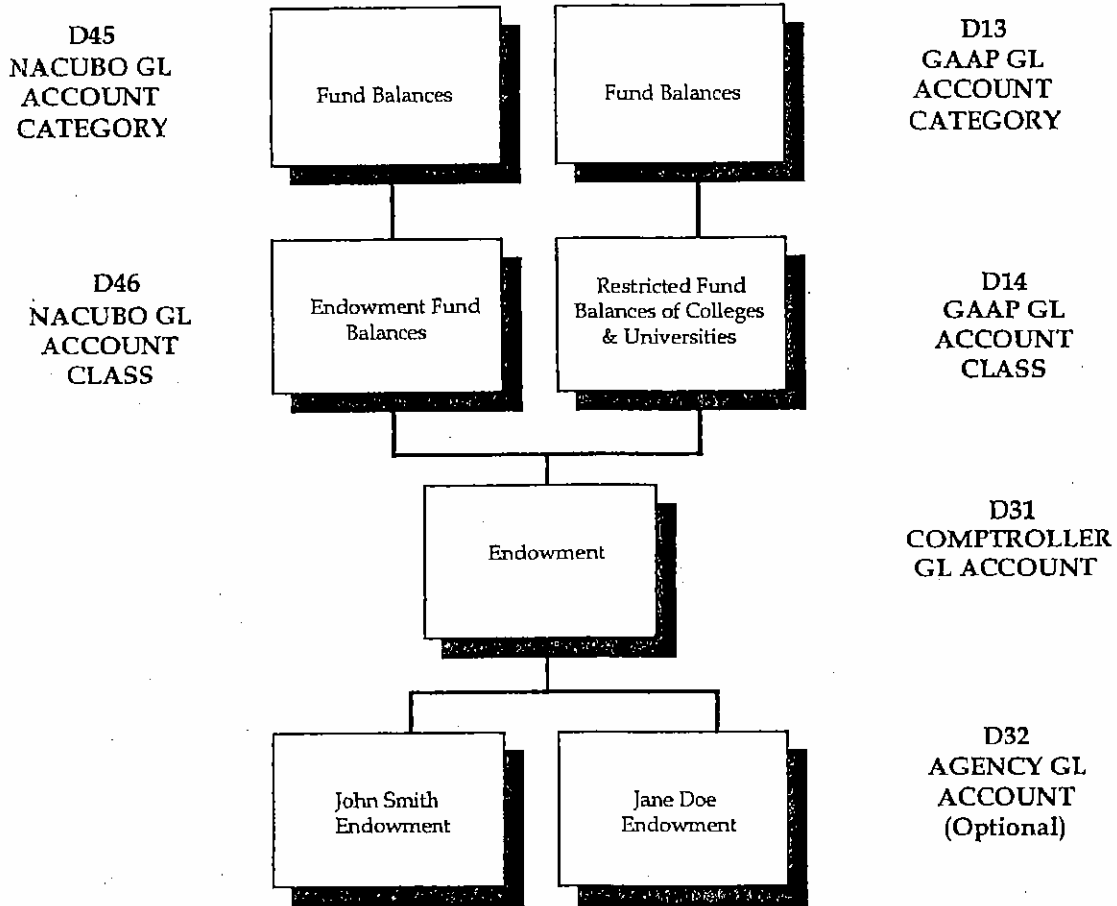
The proposed R★STARS General Ledger Account structure is illustrated on the next two pages. The GL account structure-Agency Exhibit demonstrates the flow of information for agencies (excluding institutions of higher education). Non-higher education agencies are not affected by NACUBO reporting requirements so their data flows only through GAAP groupings. The GL Account Structure-Higher Education Exhibit demonstrates the flow of higher education data through both the GAAP and NACUBO structures.

General Ledger Account Structure Example



GENERAL LEDGER ACCOUNT STRUCTURE

HIGHER EDUCATION EXAMPLE



Object Structure (Revenue)

The revenue object structure is similar to the general ledger account structure in that there is a GAAP component and a NACUBO component. Comptroller revenue objects are grouped into comptroller, GAAP and NACUBO revenue sources.

A major difference between the general ledger account structure and the revenue object structure lies in the flexibility of the agency revenue object. Recall that in the general ledger account structure, the agency account is more detailed than the systemwide account. The agency revenue object, however, may be more detailed, the same or less detailed than the comptroller revenue object used systemwide.

Let us assume that an agency records its accounting events in more detail than the comptroller object. For example, the agency objects, Building Use/General Fees and Student Service Fees, might be used by a university for its internal accounting needs, but at the systemwide level, only one object code is required, College and University Student Fees (see Page 4-17). In this example, the agency could enter its agency object only and the D11 Agency Object Profile would reference the comptroller object.

Another example is an agency needs less detail for its internal accounting and reporting than is required at the systemwide level. To illustrate, an agency object called "Recovery of Indirect Costs" may apply to two comptroller objects, "Federal Receipts - Earned Credits" and "Earned Federal Funds - Food Stamp Recoupment".

In this example, the agency *must* enter the comptroller object (to provide consistent data at the systemwide level). Additionally, the agency *may* enter its own agency object, if desired. Although this situation increases the key strokes for data entry, it adds flexibility to the system both for on-line users, as well as agencies with their own internal accounting systems who might want to use the agency object to make the coding of vouchers and reconciliation of their system to R★STARS easier.

An additional data element, agency object group, is available to agencies who wish to group their agency objects differently than the comptroller, GAAP or NACUBO revenue source.

Depending on the account structure of the agency or institution, the agency has two options for recording transactions against *both* the comptroller and agency object:

If the agency object level is more detailed than or the same as the comptroller object:

1. Enter the *agency object only*. The D11 Agency Object Profile will reference the agency object group and the comptroller object. The comptroller object will then reference all other elements in the object structure.

or

If the agency object is less detailed than the comptroller object:

2. Enter the *comptroller object* (to provide consistent data at the systemwide level) *and* enter the *agency object*. (The comptroller object field is blank on the D11 Agency Object Profile).

Note that the input coding block on data entry forms and screens contain generic fields for comptroller object and agency object. Either revenue or expenditure object codes may be entered in these fields.

Definitions

Agency Object (Revenue) - code available for agencies to use for accumulating and reporting revenue financial information. The agency object may be more detailed, the same or less detailed than the comptroller object as defined by the agency. *Agency revenue object is an optional data element at the statewide level. An agency determines if the agency object for revenues will be required for revenue transactions.*

Agency Object Group (Revenue) - code available to group similar agency objects. *Agency object group is an optional data element.*

Comptroller Object (Revenue) - the lowest level in the revenue object structure for systemwide accounting purposes. Examples include personal income taxes, park user fees and vehicle licenses.

Comptroller Source/Group (Revenue) - a grouping of comptroller objects. Comptroller source groups are used as the first level of reporting for budgetary information.

Budget Object 2 - a grouping of comptroller source objects that will provide a higher level of reporting for budgetary information.

Budget Object 3 - a grouping of comptroller source objects that will provide the highest level of reporting for budgetary information.

Object - a grouping of comptroller objects used for management purposes. An example is revenues.

GAAP Source (Revenue) - a grouping of comptroller objects. GAAP revenue sources will appear as line items on the GAAP basis reports. Examples are taxes, licenses and fines and forfeits.

GAAP Category (Revenue) - a grouping of GAAP Revenue Sources. GAAP revenue category is the highest level of the object structure required for GAAP reporting. Examples are revenues, operating revenues and non-operating revenues.

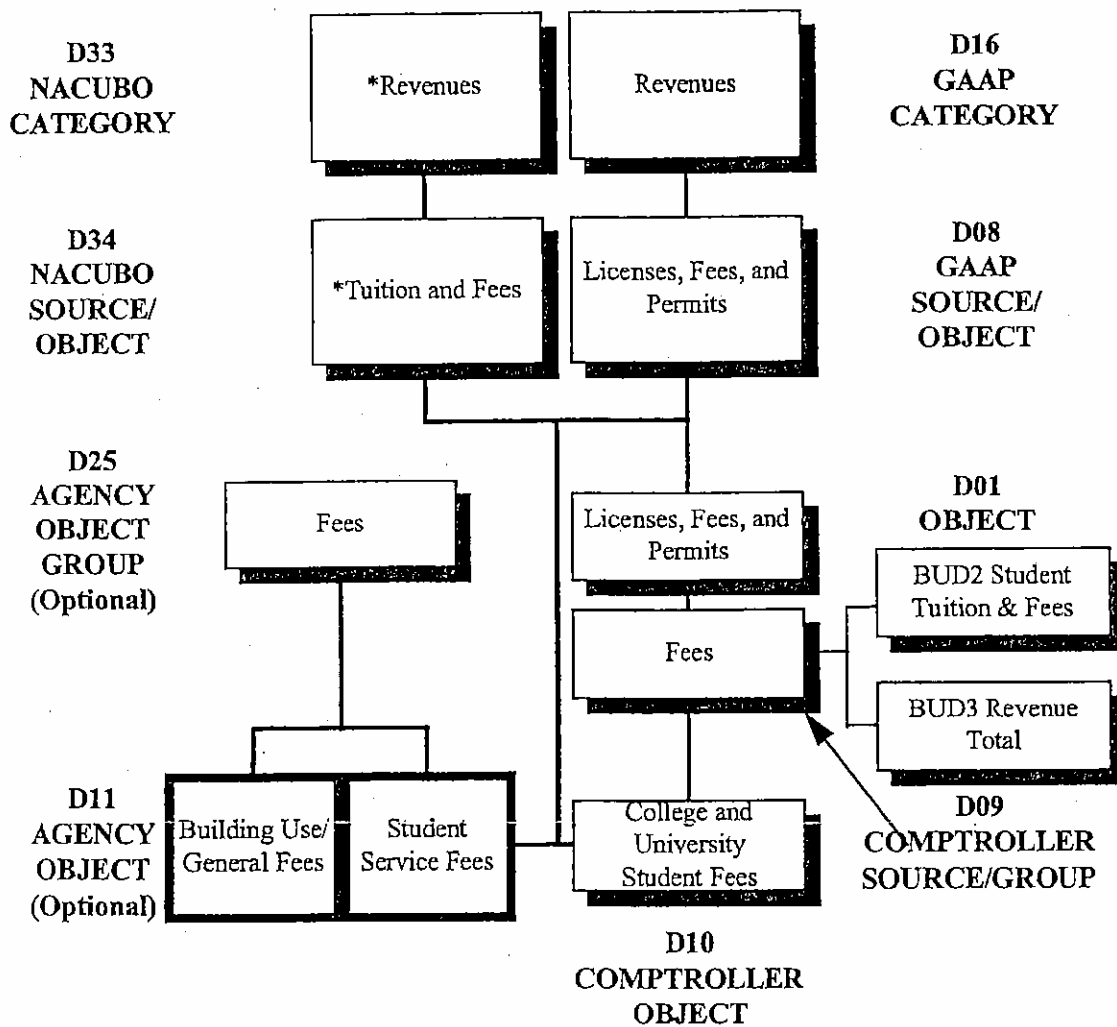
A systemwide object structure is also required for colleges and universities to meet NACUBO requirements.

NACUBO Source (Revenue) - a grouping of comptroller revenue object in NACUBO revenue sources will appear as line items on the Statement of Changes in Fund Balances and the Statement of Current Funds Revenues and Expenditures. Examples include tuition and fees, federal Grants and contracts and endowment income.

NACUBO Category (Revenue) - a grouping of NACUBO Sources. Category is the highest level of the object structure required for college and university reporting. The primary category used for college and university revenue activity is Revenues.

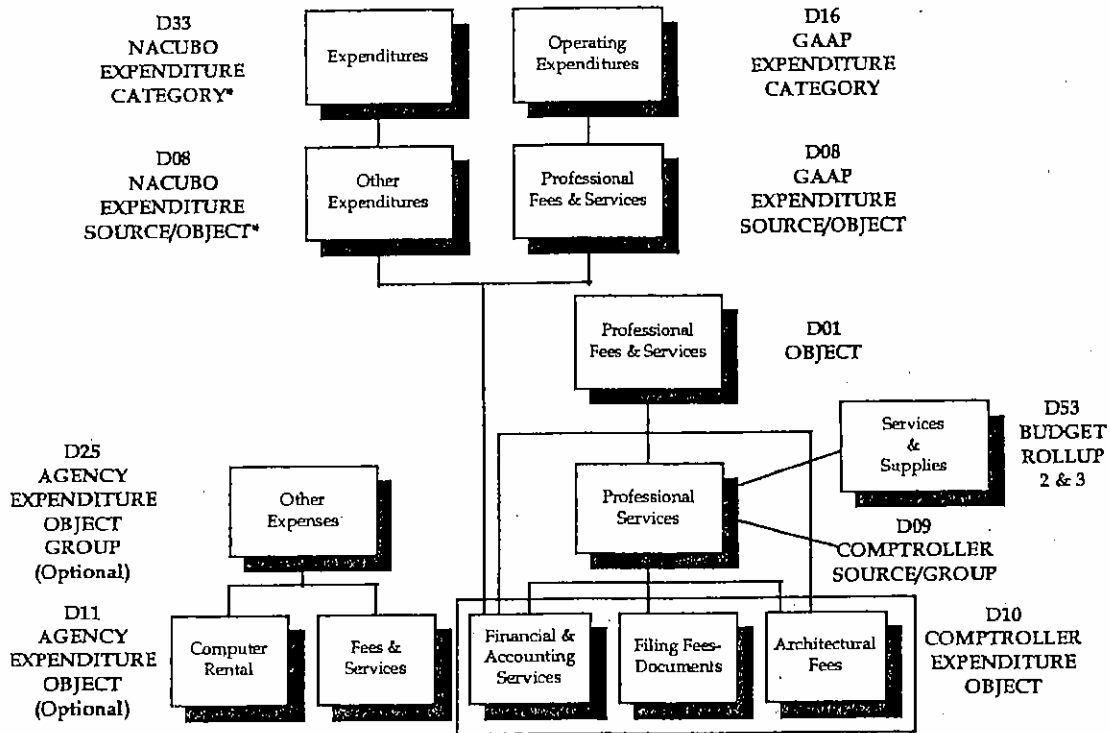
Revenue transactions for colleges and universities must flow through both the GAAP and NACUBO object structures.

AGENCY OBJECT AT LOWER LEVEL OF DETAIL THAN COMPTROLLER OBJECT



* Only applies to Institutions of Higher Education.

AGENCY OBJECT AT HIGHER LEVEL OF DETAIL THAN COMPTROLLER OBJECT



* Only applies to Institutions of Higher Education.

In order to accomplish this, you would enter a D11 Agency Object with a blank D10 Comptroller Object.

Object Structure (Expenditures)

The expenditure object structure is very similar to the revenue object structure. There is a GAAP component and a NACUBO component. Comptroller object is the lowest level for systemwide reporting purposes.

The comptroller object group, which is a grouping of comptroller objects, is at the same level as the comptroller source/group. Object is used to group similar comptroller objects for management purposes. The comptroller object is grouped into the GAAP and NACUBO object structures.

The object structure for expenditures has the same flexibility as the object structure for revenues in that the agency object may be more detailed, the same or less detailed than the comptroller object.

To illustrate, assume that an agency records its accounting transactions in more detail than the comptroller object. For example, the agency objects, financial advisory services and bookkeeping services might be used by an agency for its internal accounting needs, but at the systemwide level, only one object code is required, financial and accounting services.

In this example, the agency could enter its agency object only and the D11 Agency Object Profile would reference the comptroller object.

On the other hand, let us assume that an agency needs less detail for its internal accounting and reporting than is required at the systemwide level. To illustrate, an agency object called fees and services may apply to three comptroller objects, financial and accounting services, filing fees - documents and architectural fees.

In this example, the agency *must* enter the comptroller object to provide consistent data at the systemwide level. Additionally, however, an agency *may* enter its own agency object, if desired. Although this situation increases the key strokes for data entry, it also adds flexibility to the system both for on-line users of R★STARS, as well as agencies with their own internal accounting systems who might want to use the Agency Object to make the coding of vouchers and reconciliation of their system to the R★STARS easier.

An additional data element, agency object group, is available to agencies who wish to group their agency objects differently than the systemwide groupings identified above.

Depending on the account structure of the agency or institution, the agency has two options for recording transactions against *both* the comptroller object and the agency object:

If the agency object level is more detailed than or the same as the comptroller object:

1. Enter the *agency object* only. The D11 Agency Object Profile will reference the agency object group and the comptroller object. The comptroller object will then reference all other elements in the object structure.

or

If the agency object is less detailed than the comptroller object:

2. Enter the comptroller object to provide consistent data at the systemwide level *and* enter the *agency object*. (*The comptroller object field is blank on the D11 Agency Object Profile*).

Note that the input coding block on data entry forms and screens will contain generic fields for the comptroller's object and the agency object. Either revenue or expenditure object codes may be entered in these fields.

Definitions

Agency Object Expenditures - an additional code available for agencies to use for accumulating and reporting expenditure financial information at a level determined by the agencies. The agency object may be more detailed, the same or less detailed than the comptroller object as defined by the agency. *Agency object is an optional data element at the statewide level. An agency determines if the agency object element for expenditures will be required for expenditure transactions.*

Agency Object Group (Expenditures) - code available for grouping similar agency objects as defined by the agency. *Agency object group is an optional data element.*

Comptroller Object (Expenditures) - the lowest level in the object structure for systemwide accounting purposes. Examples include regular employee salaries, temporary employee salaries, academic salaries, overtime payments.

Comptroller Object Group (Expenditures) - code available for grouping similar comptroller objects. Examples include classified/unclassified salary/per-diem, temporary appointments or social security taxes.

Budget Object 2 - a grouping of comptroller object groups that will provide a higher level of reporting for budgetary information. Examples are salaries and wages and other payroll expense.

Budget Object 3 - a grouping of comptroller object groups that will provide the highest level of reporting for budgetary information. An example is personal services.

Object (Expenditures) - a grouping of comptroller objects used for management purposes. Examples include personal services, services and supplies, capital outlay and special payments.

GAAP Object (Expenditures) - a grouping of comptroller objects. GAAP Objects will appear as line items on the GAAP basis reports produced by R★STARS. Examples are salaries and wages, services and supplies, cost of goods sold and special payments.

GAAP Category (Expenditures) - a grouping of GAAP Objects. GAAP Category is the highest level of the R★STARS expenditure object structure required for systemwide GAAP reporting. Examples are expenditures, operating and non-operating expenditures.

NACUBO Object (Expenditures) - a grouping of comptroller objects for universities and colleges. NACUBO objects will appear as line items on the Statement of Changes in Fund Balances and the Statement of Current Fund Revenues and Expenditures. Examples include salaries and wages, other expenses and capital outlay.

NACUBO Category (Expenditures) - a grouping of NACUBO Objects. NACUBO Category is the highest level of the R★STARS object structure required for college and university reporting. The primary category used for college and university expenditure activity is expenditures. Expenditure transactions for colleges and universities must flow through both the GAAP and NACUBO Expenditure Object Structures.

Non-higher education agencies are not affected by NACUBO reporting requirements, so their data flows only through GAAP groupings.

Appropriation Structure

The following appropriation pattern is used to illustrate the appropriation structure:

AGENCY 123

| | |
|----------------------------------|-----------|
| I. Administration and Support: | |
| A. Executive Administration | \$100,000 |
| B. Planning and Research | 22,000 |
| C. Support Operations | 10,000 |
| II. Examinations and Supervision | 30,000 |

Appropriation number identifies each budgeted line item in the General Appropriations Act and is the lowest level in the structure. Appropriations can then be grouped by the appropriation group level or by type (e.g., construction or operating) at the appropriation type level.

The appropriation number may be inferred by the index, PCA or it may be entered. Appropriation group and appropriation type are referenced by the 20 Appropriation Number Profile.

Definitions

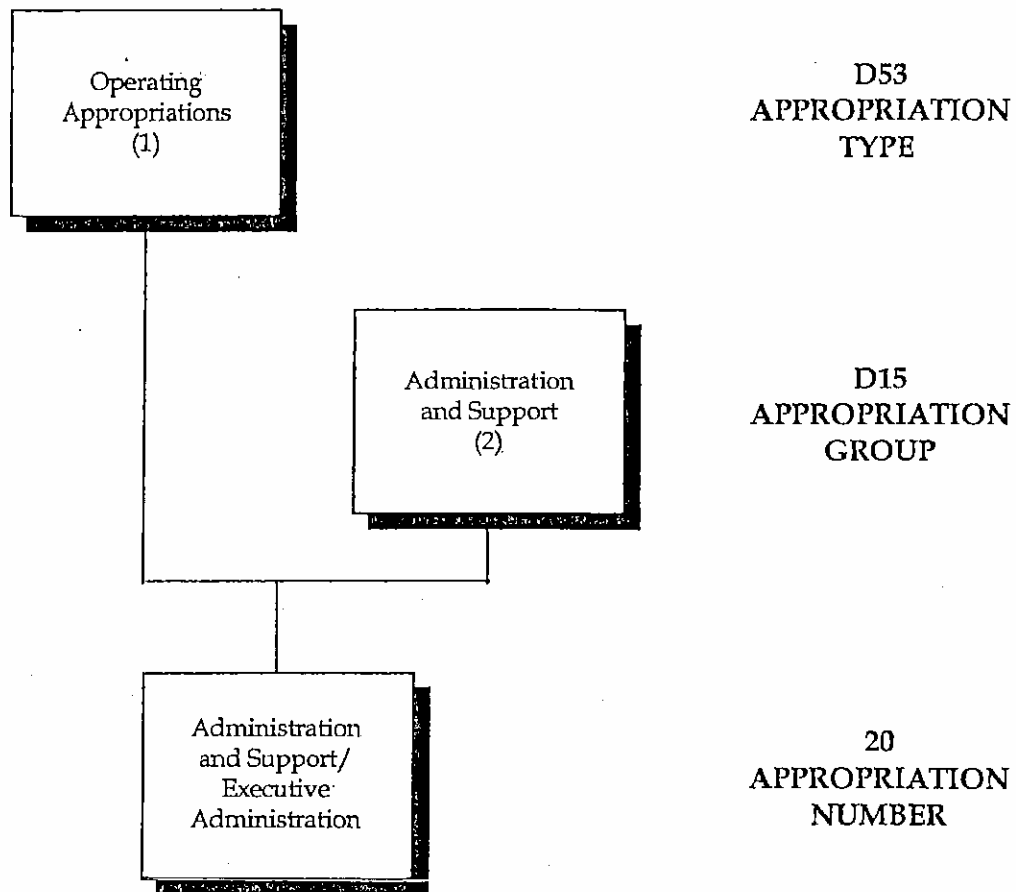
Appropriation Number - identifies each budgeted line item in the General Appropriations Act and is the lowest level of the appropriation structure. Examples include executive administration, planning and research, support operations and examinations and supervision.

Appropriation Group - maintained at the systemwide level. This element may be used for fiscal policy analysis reporting. Examples include general funds, federal funds, other funds, federal funds non-budgeted and other funds non-budgeted.

Appropriation Type - may cross agencies. The appropriation type grouping is used for systemwide reporting. This element is currently not being used.

Both appropriation group and appropriation type are defined centrally. The R★STARS appropriation structure is illustrated below.

APPROPRIATION STRUCTURE



- 1 Appropriation type may cross agencies.
- 2 Appropriation group is maintained at the statewide level.

Program Structure

The first two levels of the program structure will be reserved for systemwide use. These levels will be defined and maintained by the Fiscal Policy Analysis Division since the state will be budgeting by program and the first two levels will be set-up to conform to the state's appropriation pattern. Program level 1 and 2 are generally the highest level of the program structure for systemwide accounting purposes. For institutions of higher education, these levels correspond to their elements of institutional cost.

Seven optional lower levels are provided for agencies or institutions who wish to record detailed program activity. These remaining levels are program level 3 through program level 9.

Program levels are never entered on input transactions; they are inferred from program cost account (PCA) or appropriation number. Therefore, no extra coding is required at data entry in order to report program information.

The optional lower levels, if desired, must be set up as program codes and referenced by PCA's. PCA's may be inferred by the Index or entered on input transactions at the option of the agencies.

Definitions

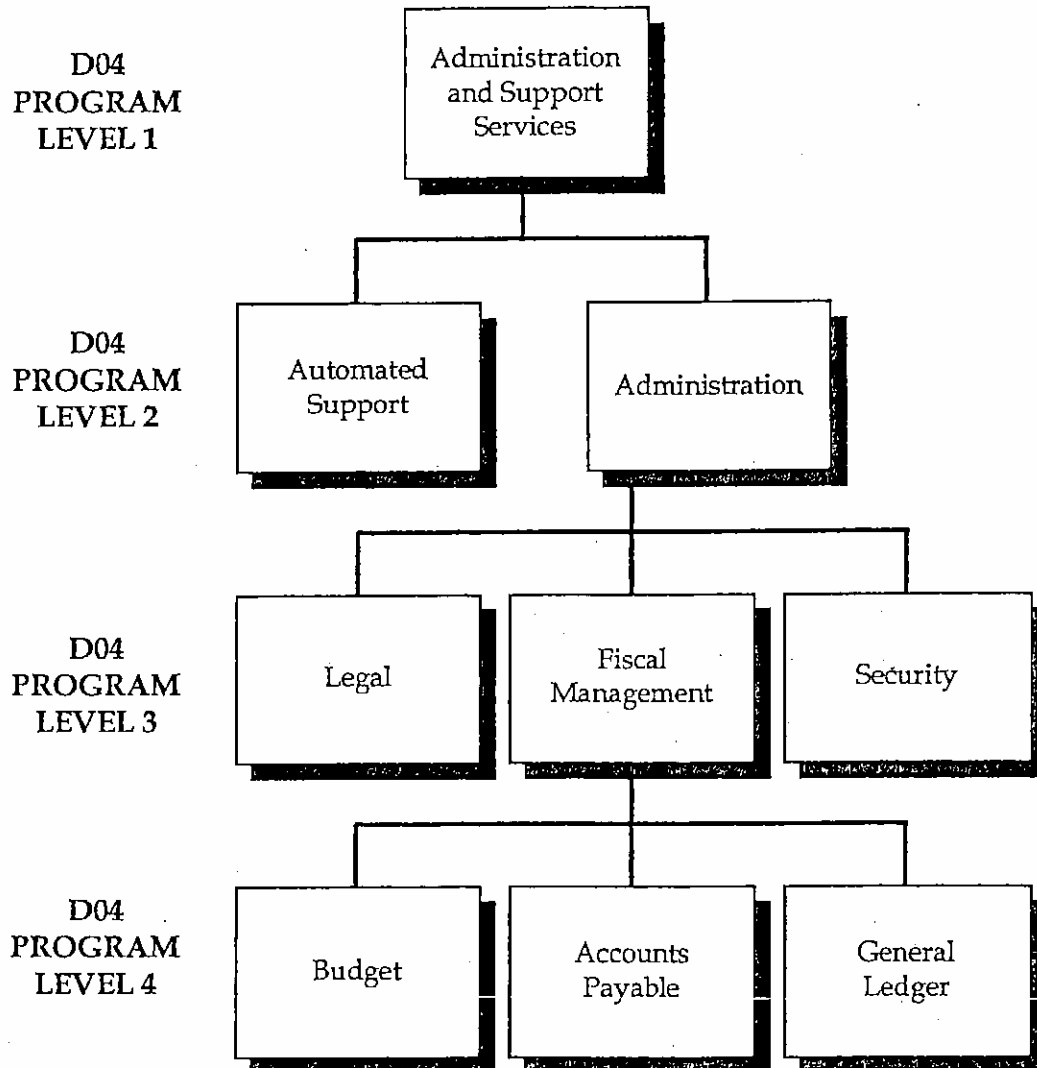
Program Level 1 - a line item in the General Appropriations Act. Examples are administration and support and examinations and supervision.

Program Level 2 - a sub-item in the General Appropriations Act. Examples include executive administration, planning and research and support operations.

Program Levels 3-9 - remaining levels of program. These optional levels may be defined in any manner deemed appropriate by agency administrators.

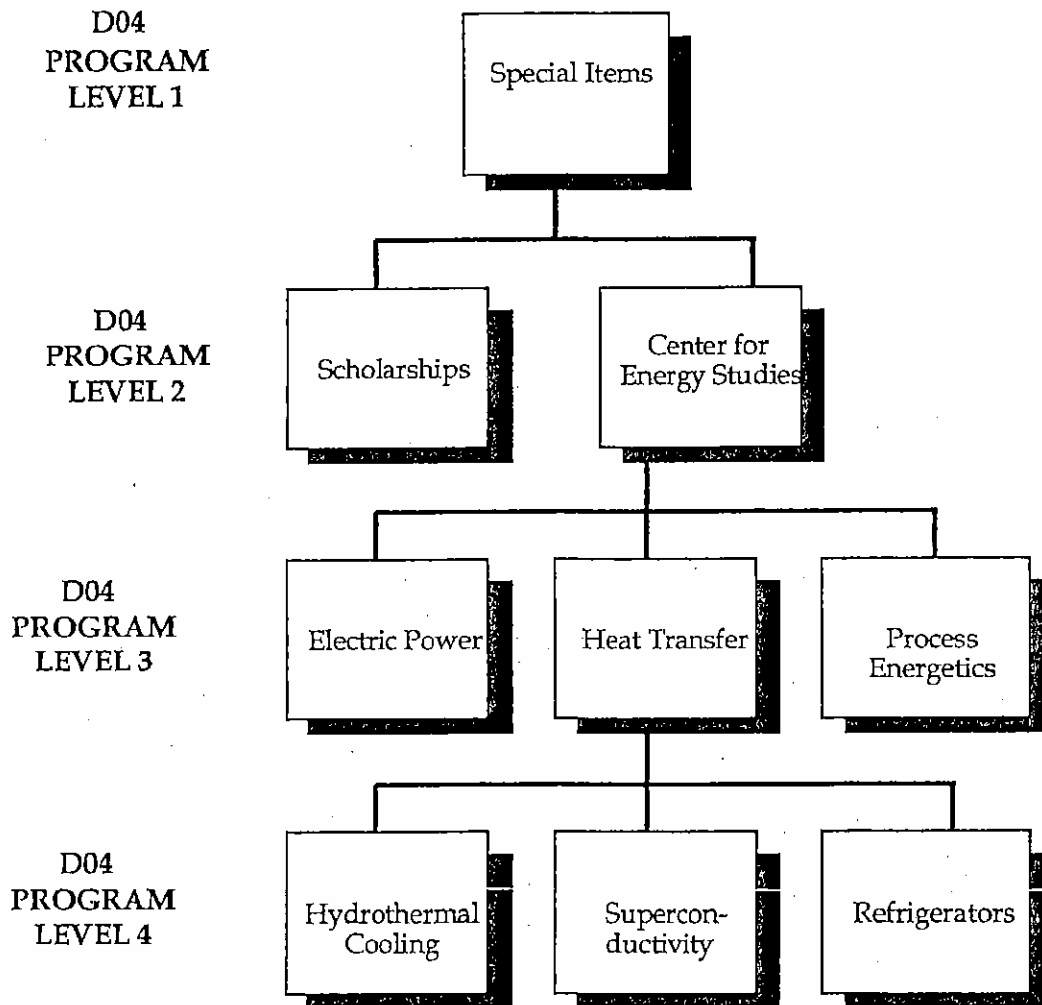
The R★STARS program structure is illustrated on pages 4-24 and 4-25.

PROGRAM STRUCTURE AGENCY EXAMPLE



Note: Five additional levels are available.

PROGRAM STRUCTURE HIGHER EDUCATION EXAMPLE



Note: Five additional levels are available.

Function Structure

This structure may be used by both state agencies and institutions of higher education. Up to nine levels of the function structure may be used and one or more of the higher function levels may be defined systemwide to track a state's benchmarks. Below these levels, the structure may be agency defined.

Institutions of higher education may use the function structure to categorize current fund expenditures in order to produce the Annual Financial Report as set forth by the NACUBO functional classification requirements in the CUBA. Examples include education and general, auxiliary enterprises and hospitals.

The function structure is never entered on input transactions; it is always inferred from the PCA entered on the transaction.

Definitions

Function (Level 1-9) - groups related activities that are aimed at accomplishing a major service or regulatory responsibility. Up to nine levels of function are available and the number of levels used is at the agencies' or institutions' discretion.

Organization Structure

This structure is used to store and report financial information based on how state agencies are organized.

Agency is the only data element in the organization structure which must be entered. In most cases, the agency defaults to a value contained in the user's security record. The D02 Agency Profile references the agency type.

Level 1 in the organization structure has a value of '0000' for all agencies. Levels 2 - 10 in the organization structure are inferred by the index.

Definitions

Agency - equates to the existing agency number in the state's accounting manual. Agency is the first level of the organization structure.

Organization Levels 2-10 - The organization structure accommodates up to nine additional levels of organization under each agency. The number of levels used is at the agency's discretion.

Reference Manual
Classification Structure

Agency Type - a classification of agencies. The main purpose of agency type is to distinguish between agencies and institutions of higher education so the system knows whether or not data should flow through the NACUBO classification structure.

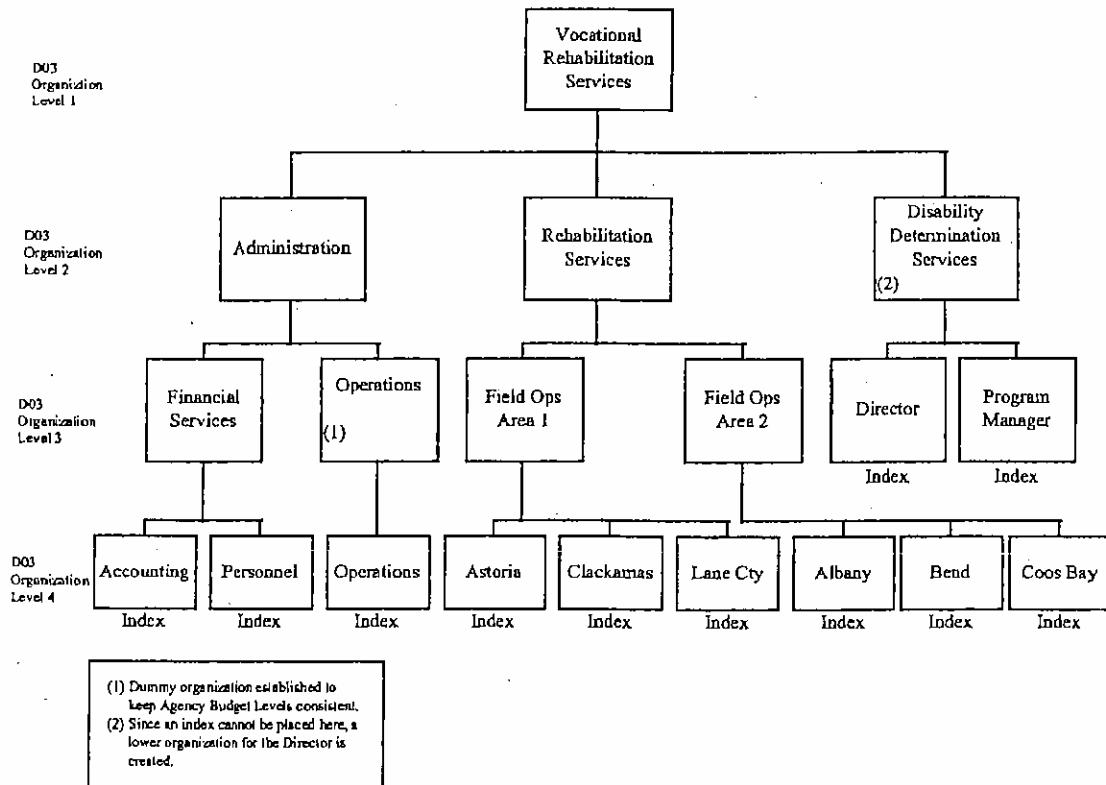
Agency Group - a grouping of agencies. The purpose of agency group is to classify similar agencies into a single group for reporting. This element is also used for security purposes.

GAAP Function - a grouping of state agencies, for example, economic and community development, education and human resources. GAAP function is used for the GAAP basis reports.

Cash Basis Function - an alternate grouping of agencies, for example, executive departments, legislative, judicial and corrections. State function is used in cash basis reports.

The R★STARS organization structure is illustrated on the following pages.

ORGANIZATION / INDEX EXAMPLE



Project Structure

Project number, project phase and agency code 2 are used to classify financial activity associated with a project. GAAP requires project accounting for the acquisition or construction of major capital facilities.

The project number, project phase and agency code 2 may be inferred by the index, PCA or grant number/phase. Or the agency may enter project number, project phase and agency code 2 independently during data entry.

Definitions

Project Number - identifies the basic project to be accounted for.

Project Phase - provides a further breakdown of a project for accounting and reporting purposes.

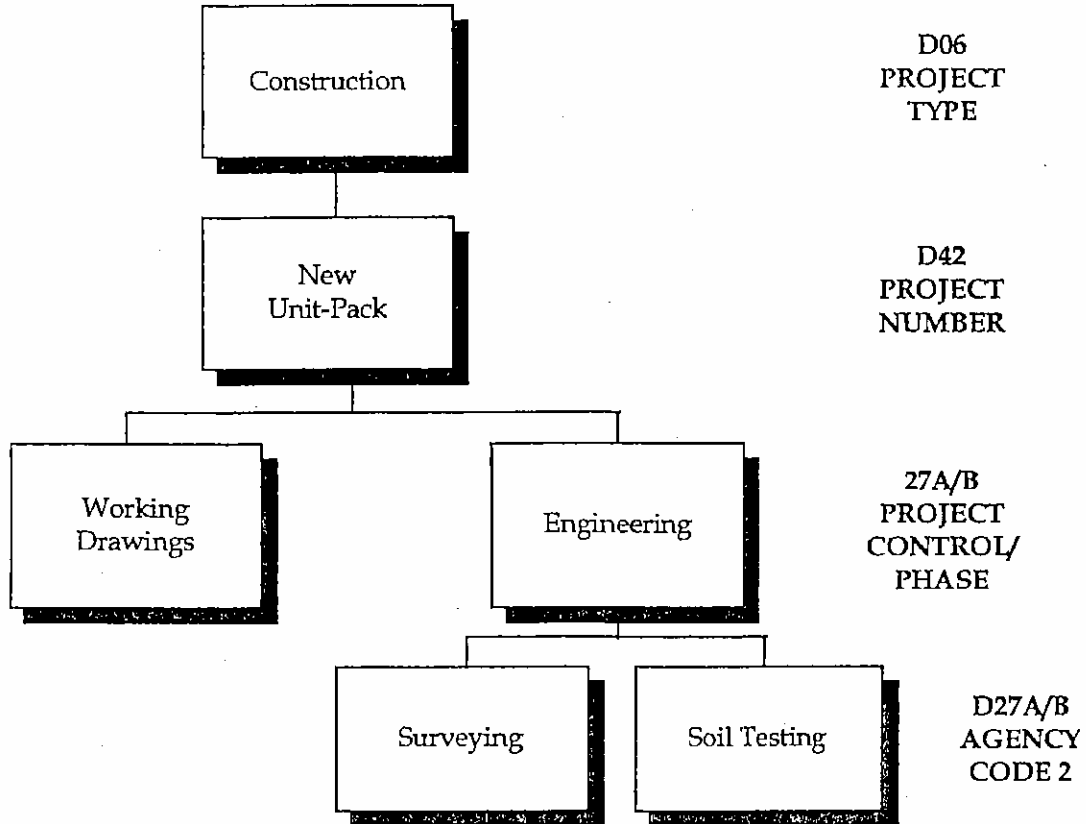
Agency Code 2 - provides a further breakdown of a project for accounting purposes. It can be used to identify different tasks or activities.

Project Category - is a grouping of projects that cross agencies for systemwide reporting. It is an optional data element.

Project Type - is a grouping of projects. Projects with similar characteristics may be grouped together by type. For example, all projects relating to construction can be grouped together under a project type - construction.

The R★STARS project structure is illustrated on 4-29.

PROJECT STRUCTURE



Grant Structure

The grant structure is necessary for R★STARS to compile the Schedule of Federal Financial Assistance required by the Single Audit Act of 1984 and Office of Management and Budget Circular A-128. In addition, this structure allows agencies using R★STARS for their internal accounting to track grant activity at an appropriate level of detail to ensure control over these funds.

For data entry purposes, R★STARS allows the grant number, phase, agency code 1 and subgrantee to be entered on the input transaction. In addition, the grant number, phase and agency code 1 can be inferred by the index, PCA, project number/phase or subgrantee.

Definitions

Grant Number - records and reports individual grant information. This data element identifies individual grants within a particular grant program (see grant category below).

Reference Manual
Classification Structure

Grant Phase - provides a further breakdown of a grant for accounting and reporting purposes or to identify the grant year for multi-year grants (e.g., 91, 92 or 93).

Agency Code 1 - provides a further breakdown of a grant for accounting and reporting purposes. It can be used to identify different tasks or activities.

Subgrantee - identifies the subcontractor or subrecipient of 'pass-thru' grants. The subgrantee may be another state agency or institution of higher education or it may be other entities that are not within the state entity.

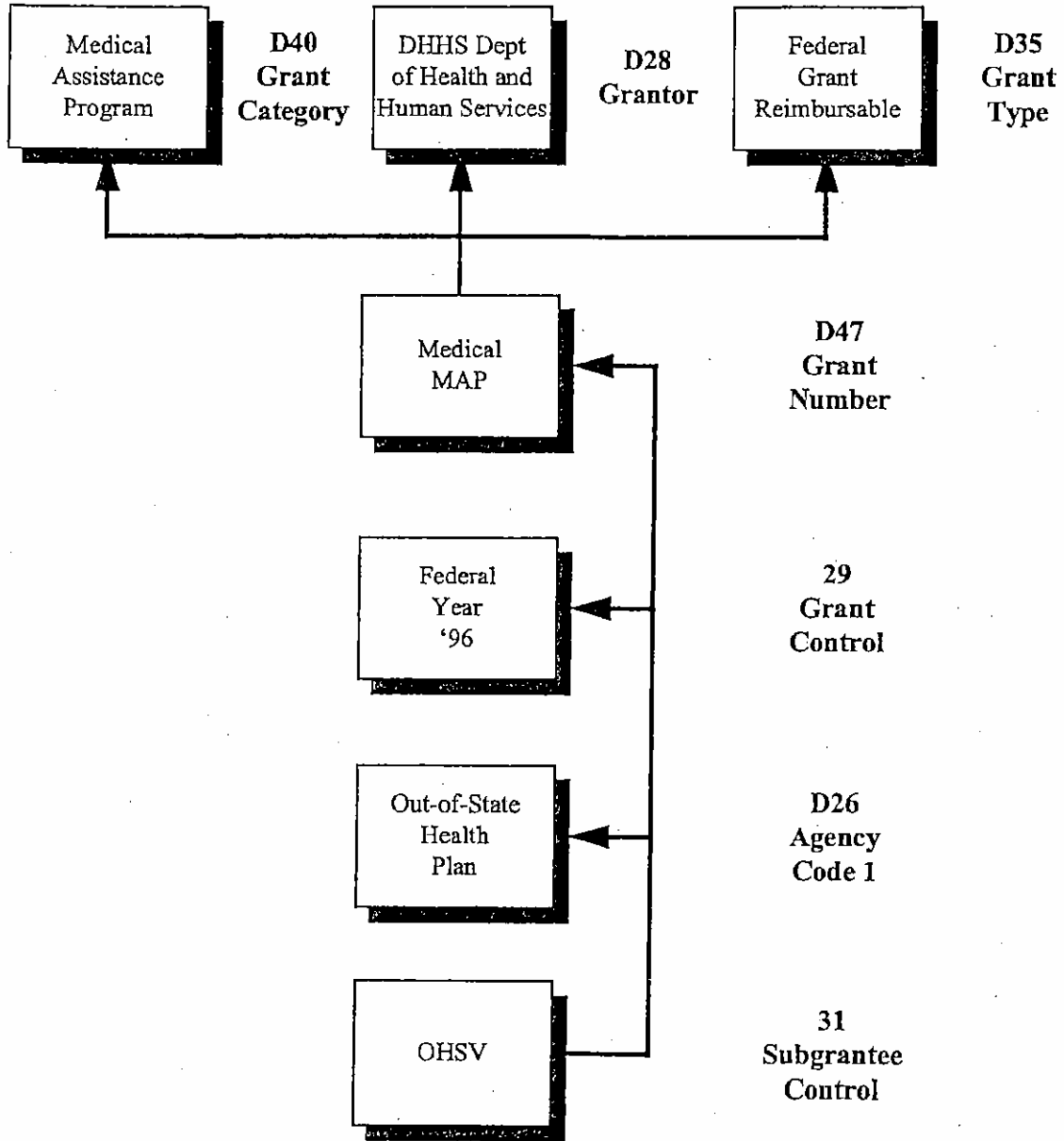
Grant Category - identifies the program for each grant. For federal grant programs, this data element corresponds to the CFDA number. Two examples would be 10.028: animal damage control and 83.516: disaster assistance.

Grantor - identifies the organization or individual from whom the grant was received. Examples of federal grantors include the U.S. Department of Agriculture, the U.S. Department of Commerce and the National Science Foundation.

Grant Type - identifies the grant as federal grant-reimbursable, federal grant-advanced, state grant or other grant. Grant type is referenced by the D47 Grant Number Profile.

The R★STARS grant structure is illustrated on 4-31.

GRANT STRUCTURE



MAP = Medical Assistance Program

Other Elements

Other elements are available in the R★STARS classification structure for internal agency reporting. These elements are generically named: agency code 1, agency code 2 and agency code 3. These three elements provide an internal agency code for cost reporting purposes. The titles for each of these codes is defined on a separate profile - D26 Agency Code 1 Profile, D27 Agency Code 2 Profile and D36 Agency Code 3 Profile.

Another element, multipurpose code, is also available for agency use for transaction entry. Unlike agency codes 1, 2 and 3, the multipurpose code is not established in a profile.

These elements are optional at the agency's discretion.

The agency code 1, agency code 2, agency code 3 and multipurpose code are entered on input accounting transactions or may be optionally referenced by the 24 Index Code (IC) or Program Cost Account (PCA) Profiles.

Definitions

Agency Codes 1, 2 or 3 - are used to identify any category of internal cost reporting needs of an agency. For example, a cost category that crosses internal organization, program, project and grant boundaries may be accumulated with the agency code. Agency code 1 and 2 can be used in the grant and project structures respectively as discussed in the grant and project classification structure. Agency code 3 is also used for recording the treasury account number on deposit transactions for use with deposit reconciliation.

Multipurpose Code - a code available in R★STARS for agency use. *It is used for generating allotments for appropriations on a monthly, quarterly or annual basis. Otherwise this element may be used for various agency specific needs.* This code does not have a profile in R★STARS.

OFFICE OF ADMINISTRATIVE HEARINGS (OAH)



Indirect Cost Rate Proposal FYE September 30, 2016

**BASED ON ACTUAL EXPENDITURES FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2016 AND PREPARED IN ACCORDANCE WITH 2 CFR 200 (OMNI
Circular) and 2 CFR 225 (OMB CIRCULAR A-87, "COST PRINCIPLES FOR STATE,
LOCAL, AND INDIAN TRIBAL GOVERNMENTS")**

Effective Date: October 1, 2015

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Section I

OAH Certification

CERTIFICATION

Title 2 of the CFR, Part 200 **CERTIFICATE OF INDIRECT COSTS**

DISTRICT OF COLUMBIA OFFICE OF ADMINISTRATIVE HEARINGS

This is to certify that I have reviewed the Indirect Cost Rate Proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated _____ to establish billing and final indirect costs rates for the fiscal year ended **September 30, 2016** are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are property allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Office of Administrative Hearings

Signature: _____

Name of Official: _____

Title: _____

Date of Execution: _____

Section II

Executive Summary

Executive Summary

The Agency – Office of Administrative Hearings

The Office of Administrative Hearings (OAH) provides citizens and government agencies with a fair, efficient, and effective system to manage and resolve administration litigation arising under District of Columbia law. By developing innovative reforms for the District of Columbia's system of administrative justice, OAH fosters public confidence in that system and promotes higher levels of voluntary compliance that ensure greater health, safety and well-being in the community.

Services Provided

OAH is an impartial, independent agency that adjudicates cases for over 40 District of Columbia agencies, boards, and commissions. OAH holds hearings, conducts mediations, and provides other adjudication services to resolve disputes arising under the District's laws and regulations. The OAH has developed Memorandums of Understanding with the following agencies within which the reimbursement for these services may be claimed for Federal reimbursement.

- Child and Family Services Agency
- Department on Disability Services
- Department of Health
- Department of Health Care Finance
- Department of Human Services
- Department of Behavioral Health
- D.C. Health Exchange

Indirect Cost Requirements

In accordance with the guidelines outlined in 45 Code of Federal Regulations (CFR) Part 74, 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards) and 2 CFR 225 (Office of Management and Budget Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments"), we have developed an indirect cost rate for OAH based on FYE September 30, 2016 cost data. The cost allocation plan describes the methodology utilized by the OAH to identify, measure, and assign indirect costs for reimbursement purposes to each of the District of Columbia agencies for whom the OAH provide a service.

Cost Allocation Methodology

The Simplified Method as described in 2 CFR 200 (OMNI Circular) and 2 CFR 225 (OMB Circular A-87) is used to calculate the indirect cost rate for OAH. This method first:

- A. Identifies all costs and reconciles them to the published financial statements;
- B. Screens the costs for allowability as defined in Circular A-87;
- C. Identifies which units of the organization provide an indirect function and which provide a direct function; and
- D. Computes an indirect cost rate based on the direct salaries and wages and related fringe benefits.

The proposal also incorporates the fixed rate with a carry-process as provided for in 2 CFR 225 (OMB Circular A-87). This process allows for the over/under recovery based on the actual costs associated with one year being included in a subsequent year's computation.

Additional Cost Allocation Plans/Central Service Costs

As described above, this document develops the indirect cost rate for OAH. The indirect cost rate will address costs incurred within the OAH. However, in order to determine the total cost associated with a program, one must also consider the costs determined through additional plans, namely:

- ***District Wide Cost Allocation Plan (DWCAP):*** The costs of services provided by the District Government such as the Office of the Inspector General, Office of the City Administrator, Office of the Chief Financial Officer, personnel, contracts and procurement, etc. to the District agencies are allocated in a separate, District of Columbia Central Services Cost Allocation Plan (DWCAP), which is submitted annually to the Federal Department of Health and Human Services (DHHS), Cost Allocation Services for approval.
- ***Public Safety and Justice Cluster Paid Central Services Costs:*** These costs relate to those services performed and provided on a centralized basis to OAH by the Public Safety and Justice Cluster. For FY 2016, the only Cluster related costs included in the OAH indirect cost rate are those related to electricity and water services. The rate does not include any Property Management, Procurement/Contracting or Financial Services at the Cluster level that directly relate to the operations of the OAH.

Organization of Plan

This submission is comprised of one Volume with a number of sections, all related to OAH. This volume contains the Indirect Cost Rate Proposal, which provides for an overview of the Plan and the development of the indirect cost rate.

Section III

Overview of the Proposal

Overview of the Proposal

The Office of Administrative Hearings (OAH) of the District of Columbia has developed an Indirect Cost Rate Proposal (the Proposal) in order to identify and recover indirect costs incurred in support of Federal grant programs and other sponsored cooperative agreements. The Proposal, which follows, is based on actual financial data for the fiscal year ended September 30, 2016.

Based upon the understanding that the major functions of OAH benefit from the indirect costs in varying degrees, OAH has elected to develop its indirect cost rate proposal using the Simplified Method as set forth in CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards) and 2 CFR 225 (Office of Management and Budget (OMB) Circular A-87), “Cost Principles for State, Local and Indian Tribal Governments.”

The Proposal is divided into various sections. These sections contain information used to calculate the indirect cost rate, as explained below:

Section IV:

- **Schedule 4A** - This schedule provides summary of the indirect cost rate for FY 2016 and the FY 2018 carry forward fixed rate. The rates were calculated using the direct salaries and wages including all fringe benefits, as the direct cost base.
- **Schedule 4B** – This schedule provides the details of the calculation of the FY 2018 carry forward fixed rate and the calculation of the amount of over/under recovery associated with the indirect cost rate used to claim indirect costs during FY 2016. This is included as an adjustment in the computation of the FY 2018 indirect cost rate. This eliminates the need to retroactively adjust each of the billings made during FY 2016.

Section V:

Schedule 5 - This schedule provides the details of the calculation of the FY 2016 indirect cost rate.

Section VI:

- **Schedule 6A** - This schedule provides a summary of the indirect, non-personnel cost included in the calculation of the FY 2016 indirect cost rate.
- **Schedule 6B** – This schedule provides the summary of the indirect, personnel cost included in the calculation of the FY 2016 indirect cost rate.

Section VII

- **Schedule 7A** - This schedule summarizes the direct non-personnel cost for FY 2016. These costs are not included in the calculation of the indirect cost rate.

- **Schedule 7B** – This schedule summaries direct personnel cost which is included in the wage base for calculation of the indirect cost rate.

Section VIII:

- **Schedule 8A** -This Schedule provides detail of all personnel expenditure by program, including allowable, indirect personnel cost (\$808, 488).The allowable personnel cost is included in the indirect cost pool with respect to the calculation of the indirect cost rate.
- **Schedule 8B** – This schedule details non-personnel costs by program, both allowable indirect non-personnel cost (\$67,770) and allowable and allowable direct non-personnel costs (\$650,552). The indirect non-personnel cost is included in the calculation of the indirect cost rate. The direct non-personnel cost is not.
- **Schedule 8C** – This is the FSO detail actual expenditures report used as the source data to calculate the indirect cost rate (pivot table).

Section IX:

These schedules identify costs assigned to OAH as follows:

- **Schedules 9A** - District Wide Cost Allocation Plan as approved by the Federal Department of Health and Human Services as the Federal Government’s cognizant Agency.
- **Schedules 9B** - Public Safety and Justice Cluster Level Central Service Expenditures are costs paid by the centralized accounting function within the Public Safety and Justice Cluster on behalf of OAH. Since the accounting function is performed by the Office of the Chief Financial Officer located within the Public Safety and Justice Cluster and directly benefit the OAH, (but paid at the cluster level) they have been included in the indirect cost rate.

Section X:

Schedule 10 - This schedule provides a reconciliation of the expenditure detail with the total expenditures for OAH as shown in the District of Columbia Comprehensive Annual Financial Report (CAFR) for FY 2016.

Section IV

**Summary of FY 2016 Indirect Cost Rate
with FY 2018 Carry Forward Fixed Rate**

And

**Calculation of FY 2018 Carry Forward
Fixed Rate**

Schedule 4A - Summary of FY 2016 Indirect cost Rate with FY 2018 Carry Forward Fixed Rate

| | Indirect Cost Rate for FY 2016 | FY 2018 Carry Forward Fixed Rate |
|---|---------------------------------------|---|
| Office of Administrative Hearing | 27.7% | 16.4% |

*Base:

Direct salaries and wages including fringe benefits; Fringe benefits include retirement, life insurance and health insurance. Disability insurance and unemployment compensation are included in the indirect costs and are NOT charged as DIRECT costs.

Schedule 4B - Calculation of FY 2018 Carry Forward Fixed Rate

| Line # | <u>2010</u> (Final) | <u>2011</u> (Fixed) | <u>2012</u> (Fixed) | <u>2013</u> (Fixed) | <u>2014</u> (Fixed) | <u>2015</u> (Fixed) | <u>2016</u> (Fixed) | <u>2017</u> (Fixed) | <u>2018</u> (Fixed) |
|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Provisional Rate/Fixed Funding Rate: | | | | | | | | | |
| 3 Indirect cost included in rate | | | | \$ 1,534,446 | 2,205,226 | 2,459,502 | 2,242,236 | 2,310,854 | 1,896,810 |
| Carryforward amount included | | | | (899,075) | (177,069) | 953,258 | 93,818 | (566,575) | (772,098) |
| Total | | | | <u>635,371</u> | <u>2,028,157</u> | <u>3,412,760</u> | <u>2,336,054</u> | <u>1,744,279</u> | <u>1,124,712</u> |
| Direct cost included in the computation rate | | | | 6,099,050 | 5,970,663 | 5,838,162 | 5,798,087 | 6,548,183 | 6,855,401 |
| Rate used by client in billings to other agencies | 39.9% | 39.9% | 39.9% | 10.4% | 34.0% | 58.5% | 40.3% | 26.6% | 16.41% |
| Actual current year costs: | | | | | | | | | |
| 2 Pool - Indirect Costs | <u>\$2,464,996</u> | <u>1,534,446</u> | <u>2,205,226</u> | <u>2,459,502</u> | <u>2,242,236</u> | <u>2,310,854</u> | <u>1,896,810</u> | | |
| 4 Base - Direct Costs | <u>\$6,180,226</u> | <u>6,099,050</u> | <u>5,970,663</u> | <u>5,838,162</u> | <u>5,798,087</u> | <u>6,548,183</u> | <u>6,855,401</u> | | |
| Actual Indirect cost rate | 39.9% | 25.2% | 36.9% | 42.1% | 38.7% | 35.3% | 27.7% | #DIV/0! | #DIV/0! |
| Carryforward Calculation: | | | | | | | | | |
| Rate used on the monthly invoices (line 1) | (a) | 39.9% | 39.9% | 10.4% | 34.0% | 58.5% | 40.3% | 26.6% | 16.4% |
| Actual Direct Cost Base (Line 4) | (b) | <u>6,099,050</u> | <u>5,970,663</u> | <u>5,838,162</u> | <u>5,798,087</u> | <u>6,548,183</u> | <u>6,855,401</u> | - | - |
| Calculated amount of indirect cost based on the invoice rate | (a) * (b) | 2,433,521 | 2,382,295 | 607,169 | 1,971,349 | 3,830,687 | 2,762,726 | - | - |
| LESS: | | | | | | | | | |
| Amount of Carryforward Adjustment from two prior periods | (c) | - | - | 899,075 | 177,069 | (953,258) | (93,818) | 566,575 | 772,098 |
| Actual indirect cost (line 2) | (d) | <u>(1,534,446)</u> | <u>(2,205,226)</u> | <u>(2,459,502)</u> | <u>(2,242,236)</u> | <u>(2,310,854)</u> | <u>(1,896,810)</u> | - | - |
| Over (under) recovery | (a*b)-c-d | <u>\$ 899,075</u> | <u>177,069</u> | <u>(953,258)</u> | <u>(93,818)</u> | <u>566,575</u> | <u>772,098</u> | <u>566,575</u> | <u>772,098</u> |

Section V

Calculation of Indirect Cost Rate

Schedules 5: Calculation of Indirect Cost Rate

| Program Name | Program Code | Total Allowable Personnel Cost | Total Allowable Non Personnel Cost | Grand Total | Allo Ind C |
|--|--------------|--------------------------------|------------------------------------|-------------------|--------------|
| <u>District-wide Cost Allocation Plan</u> | | | | | |
| Approved costs in base year FY 2013 to be used in FY 2016 | | \$ - | \$ - | \$ - | \$ 8 |
| <u>Public Safety and Justice Cluster Level Expenditures</u> | | | | | |
| Expenditures that benefit OAH, but are paid at the cluster level | | - | - | - | 1 |
| <u>Indirect Costs</u> | | | | | |
| Executive | | | | | |
| Executive | 5000A | 464,669 | 767 | 465,436 | 4 |
| Agency Management Program | | | | | |
| Personnel (Human Relations) | 1010A | 109,080 | 2,983 | 112,063 | 1 |
| Information Technology | 1040A | 94,250 | 64,020 | 158,270 | 1 |
| Agency Financial Operations*1 | 1100F | 140,489 | - | 140,489 | 1 |
| Total Indirect Cost | | 808,488 | 67,770 | 876,258 | 1,8 |
| <u>Direct Costs</u> | | | | | |
| Judicial | 2000A | 4,396,897 | 462,115 | - | - |
| Court Counsel | 3000A | 980,386 | 143,917 | - | - |
| Clerk of Court | 4000A | 1,408,118 | 44,520 | - | - |
| OAH/DHCF MEDICAID HEARING | MED16 | 70,000 | - | - | - |
| Total Direct Cost | | 6,855,401 | 650,552 | - | - |
| Total Indirect and Direct Cost | | \$ 7,663,889 | \$ 718,322 | \$ 876,258 | \$1,8 |
| <u>Calculation of Indirect Cost Rate</u> | | | | | |
| Allowable Indirect Cost | | 1,896,810 | = | 27.7% | |
| Allowable Salaries and Wages Including Fringe Benefits | | 6,855,401 | | | |

Section VI

Summary of Indirect Cost Pool - Non Personnel

And

Summary of Indirect Cost Pool - Personnel

Schedule 6A – Summary of Indirect Cost Pool – Non Personnel

| Program Code | Fund (Local/Federal/Private/Other) | Indirect / Direct | 0020- Supplies and Materials | 0031- Telephone, Telegraph, etc. | 0040- Other Services and Charges | 0041- Contractual Services - Other | 0070- Equipment and Equipment Rental | TOTAL NON PERSONNEL COST | |
|----------------|------------------------------------|-------------------|------------------------------|----------------------------------|----------------------------------|------------------------------------|--------------------------------------|--------------------------|---------------|
| 5000A | All | | \$ 767 | \$ - | \$ - | \$ - | \$ - | \$ 767 | |
| Program | | | | | | | | | |
| Personnel | 1010A | All | Indirect | 2,500 | - | 483 | - | - | 2,983 |
| Technology | 1040A | All | Indirect | 12,810 | 1,500 | 20,460 | 29,250 | - | 64,020 |
| Operations | 1100F | All | Indirect | - | - | - | - | - | - |
| | | | \$ 16,077 | \$ 1,500 | \$ 20,943 | \$ 29,250 | \$ - | \$ 67,770 | |

Schedule 6B – Summary of Indirect Cost Pool – Personnel

| Program Name | Program Code | Fund (Local/ Federal/ Private/ Other | Indirect / Direct | 0011- Regular Pay | 0012- Regular Pay Other | 0013- Additional gross Pay | 0014- Fringe Benefit - Current | 0015- Overtime Pay | TOTAL PERSONNEL COST |
|----------------------------------|--------------|--|----------------------|-------------------------|----------------------------------|----------------------------------|---|--------------------------|----------------------------|
| Executive | | | | | | | | | |
| Executive | 5000A | All | Indirect | \$ 356,720 | \$ 36,120 | - | \$ 71,829 | - | \$ 464,669 |
| Agency Management Program | | | | | | | | | |
| Human Relations / Personnel | 1010A | All | Indirect | 95,421 | - | - | 13,659 | - | 109,080 |
| Information Technology | 1040A | All | Indirect | 77,968 | - | 2,390 | 13,892 | - | 94,250 |
| Agency Financial Operations | 1100F | All | Indirect | 118,048 | - | - | 22,441 | - | 140,489 |
| Total | | | | \$ 648,157 | \$36,120 | \$ 2,390 | \$ 121,821 | \$ - | \$ 808,488 |

Section VII

Summary of Direct Cost Base - Non Personnel

And

Summary of Direct Cost Base - Personnel

Schedule 7A – Summary of Direct Cost – Non Personnel

| Program Name | Program Code | Fund (Local/ Federal/ Private/ Other | Indirect / Direct | 0020- Supplies and Materials | 0031- Telephone, Telegraph, Telegram, etc | 0040-Other Services and Charges | 0041- Contractual Services - Other | 0070- Equipment and Equipment Rental | TOTAL NON PERSONNEL COST |
|---------------------------|--------------|--|----------------------|---------------------------------------|---|---------------------------------------|---|--|--------------------------------|
| Judicial | 2000A | All | Direct | \$ 5,000 | \$ 4,300 | 305,294 | \$ 147,521 | \$ - | \$ 462,115 |
| Court Counsel | 3000A | All | Direct | 623 | - | 26,208 | 117,086 | - | 143,917 |
| Clerk of Court | 4000A | All | Direct | 872 | - | - | - | 43,648 | 44,520 |
| OAH/DHCF MEDICAID HEARING | MED16 | All | Direct | - | - | - | - | - | - |
| Totals | | | | \$ 6,495 | \$ 4,300 | \$ 331,502 | \$ 264,607 | \$ 43,648 | \$ 650,552 |

Schedule 7B – Summary of Direct Cost Base – Personnel

| Program Name | Program Code | Fund (Local/ Federal/ Private/ Other | Indirect / Direct | 0011- Regular Pay | 0012- Regular Pay Other | 0013- Additional gross Pay | 0014- Fringe Benefit - Current | 0015- Overtime Pay | TOTAL PERSONNEL COST (PS) |
|---------------------------|--------------|--|----------------------|----------------------|-------------------------------|----------------------------------|---|--------------------------|---------------------------------|
| Judicial | 2000A | All | Direct | \$ 3,777,716 | \$ - | \$ 27,060 | \$ 592,121 | \$ - | \$ 4,396,897 |
| Court Counsel | 3000A | All | Direct | 752,732 | 30,888 | 33,818 | 162,948 | - | 980,386 |
| Clerk of Court | 4000A | All | Direct | 1,119,644 | 2,402 | 619 | 285,453 | - | 1,408,118 |
| OAH/DHCF MEDICAID HEARING | MED16 | All | Direct | 58,500 | - | - | 11,500 | - | 70,000 |
| Totals | | | | \$5,708,592 | \$ 33,290 | \$ 61,497 | \$1,052,022 | \$ - | \$ 6,855,401 |

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Section VIII

Detail Personnel Expenditure by Program;

**Detail Non Personnel Expenditure by
Program;**

And

**FSO Detail Actual Expenditure by Program
(Pivot Table)**

Schedule A – Detail Personnel Expenditure by Program

| Program Name | Program Code | Fund (Local/Federal/ Private/Other) | Indirect / Direct | 0011-Regular Pay | 0012-Regular Pay Other | 0013- Additional gross Pay | 0014- Fringe Benefit - Current | 0015- Overtime Pay | TOTAL PERSONNEL COST |
|----------------------------------|--------------|---|----------------------|---------------------|---------------------------|----------------------------------|--------------------------------------|--------------------------|----------------------------|
| All Funds | | | | | | | | | |
| Agency Management Program | | | | | | | | | |
| Human Relations / Personnel | 1010A | Local | Indirect | \$ 95,421 | \$ - | \$ - | \$ 13,659 | \$ - | \$ 109,080 |
| Contracts and Procurement | 1020A | Local | Indirect | - | - | - | - | - | - |
| Property Management | 1030A | Local | Indirect | - | - | - | - | - | - |
| Information Technology | 1040A | Local | Indirect | 77,968 | - | 2,390 | 13,892 | - | 94,250 |
| Agency Financial Operations | 1100F | Local | Indirect | 118,048 | - | - | 22,441 | - | 140,489 |
| | | | | 291,437 | - | 2,390 | 49,992 | - | 343,819 |
| Judicial | 2000A | Local Intra-District | Direct | 3,777,716 | - | 27,060 | 592,121 | - | 4,396,897 |
| | | | | - | - | - | - | - | - |
| | | | | 3,777,716 | - | 27,060 | 592,121 | - | 4,396,897 |
| Court Counsel | 3000A | Local Intra-District | Direct | 752,732 | 30,888 | 33,818 | 162,948 | - | 980,386 |
| | | | | - | - | - | - | - | - |
| | | | | 752,732 | 30,888 | 33,818 | 162,948 | - | 980,386 |
| Clerk of Court | 4000A | Local Intra-District | Direct | 1,119,644 | 2,402 | 619 | 285,453 | - | 1,408,118 |
| | | | | - | - | - | - | - | - |
| | | | | 1,119,644 | 2,402 | 619 | 285,453 | - | 1,408,118 |
| Executive | 5000A | Local Intra-District | Indirect | 356,720 | 36,120 | - | 71,829 | - | 464,669 |
| | | | | - | - | - | - | - | - |
| | | | | 356,720 | 36,120 | - | 71,829 | - | 464,669 |
| OAH/DHCF MEDICAID HEARING | MED16 | Federal Intra-District | Direct | 58,500 | - | - | 11,500 | - | 70,000 |
| | | | | - | - | - | - | - | - |
| | | | | 58,500 | - | - | 11,500 | - | 70,000 |
| Totals | | | | \$ 6,356,749 | \$ 69,410 | \$ 63,887 | \$ 1,173,843 | \$ - | \$ 7,663,889 |

Scheduel B – Detail Non Personnel Expenditures by Program

| Program Name | Program Code | Fund (Local/Federal/ Private/Other) | Indirect / Direct | 0020- Supplies and Materials | Telephone, Telegraph, Telegram, etc | Other Services and Charges | 0041- Contractual Services - Other | Equipment and Equipment Rental | TOTAL NON PERSONNEL COST |
|----------------------------------|--------------|---|----------------------|---------------------------------------|--|-------------------------------------|---|---|--------------------------------|
| All Funds | | | | | | | | | |
| Agency Management Program | | | | | | | | | |
| Human Relations / Personnel | 1010A | Local | Indirect | \$ 2,500 | \$ - | \$ 483 | \$ - | \$ - | \$ 2,983 |
| Contracts and Procurement | 1020A | Local | Indirect | - | - | - | - | - | - |
| Property Management | 1030A | Local | Indirect | - | - | - | - | - | - |
| Information Technology | 1040A | Local | Indirect | 12,810 | 1,500 | 20,460 | 29,250 | - | 64,020 |
| Agency Financial Operations | 1100F | Local | Indirect | - | - | - | - | - | - |
| | | | | 15,310 | 1,500 | 20,943 | 29,250 | - | 67,003 |
| Judicial | 2000A | Local | Direct | 5,000 | 4,300 | 305,295 | 147,520 | - | 462,115 |
| | | Intra-District | | - | - | - | - | - | - |
| | | | | 5,000 | 4,300 | 305,295 | 147,520 | - | 462,116 |
| Court Counsel | 3000A | Local | Direct | 623 | - | 26,208 | 117,087 | - | 143,917 |
| | | Intra-District | | - | - | - | - | - | - |
| | | | | 623 | - | 26,208 | 117,087 | - | 143,917 |
| Clerk of Court | 4000A | Local | Direct | 872 | - | - | - | 43,648 | 44,520 |
| | | Intra-District | | - | - | - | - | - | - |
| | | | | 872 | - | - | - | 43,648 | 44,520 |
| Executive | 5000A | Local | Indirect | 767 | - | - | - | - | 767 |
| | | Intra-District | | - | - | - | - | - | - |
| | | | | 767 | - | - | - | - | 767 |
| OAH/DHCF MEDICAID HEARING | MED16 | Federal | Direct | - | - | - | - | - | - |
| | | Intra-District | | - | - | - | - | - | - |
| | | | | - | - | - | - | - | - |
| Totals | | | | \$ 22,572 | \$ 5,800 | \$ 352,446 | \$ 293,856 | \$ 43,648 | \$ 718,322 |

#

Schedule 8C – FSO Detail Actual Expenditure Report (Pivot Table)

| Approp Fund | | (Multiple Items) | | | | | | | | |
|-------------------------------------|------------|---------------------|-------------------|-------------------|---------------------|---------------------|---------------------|-------------------|------------------|---------------------|
| | | Agency | | | | | | | OAH/DHCF | |
| | | Human | Information | Financial | | | | | MEDICAD | |
| | | Resources/Personnel | Technology | Operations | Judicial | Court Counsel | Clerk of Court | Executive | HEARING | |
| CSG Title | Index Code | | | | | | | | | |
| Row Labels | | 1010A | 1040A | 1100F | 2000A | 3000A | 4000A | 5000A | MED16 | Grand Total |
| 0011 | \$ | 95,421 | \$ 77,968 | \$ 118,048 | \$ 3,777,716 | \$ 752,732 | \$ 1,119,644 | \$ 356,720 | \$ 58,500 | \$6,356,749 |
| REGULAR PAY - CONT FULL TIME | | 95,421 | 77,968 | 118,048 | 3,777,716 | 752,732 | 1,119,644 | 356,720 | 58,500 | 6,356,749 |
| 0012 | | | | | | 30,888 | 2,402 | 36,120 | | 69,410 |
| REGULAR PAY - OTHER | | | | | | 30,888 | 2,402 | 36,120 | | 69,410 |
| 0013 | | | 2,390 | | 27,060 | 33,818 | 619 | | | 63,887 |
| ADDITIONAL GROSS PAY | | | 2,390 | | 27,060 | 33,818 | 619 | | | 63,887 |
| 0014 | | 13,659 | 13,892 | 22,441 | 592,121 | 162,948 | 285,453 | 71,829 | 11,500 | 1,173,843 |
| FRINGE BENEFITS - CURR PERSONNEL | | 13,659 | 13,892 | 22,441 | 592,121 | 162,948 | 285,453 | 71,829 | 11,500 | 1,173,843 |
| 0020 | | 2,500 | 12,811 | | 5,000 | 623 | 872 | 767 | | 22,572 |
| SUPPLIES AND MATERIALS | | 2,500 | 12,811 | | 5,000 | 623 | 872 | 767 | | 22,572 |
| 0031 | | | 1,500 | | 4,300 | | | | | 5,800 |
| TELEPHONE, TELEGRAPH, TELEGRAM, ETC | | | 1,500 | | 4,300 | | | | | 5,800 |
| 0040 | | 483 | 20,460 | | 305,295 | 26,208 | | | | 352,445 |
| OTHER SERVICES AND CHARGES | | 483 | 20,460 | | 305,295 | 26,208 | | | | 352,445 |
| 0041 | | | 29,250 | | 147,521 | 117,087 | | | | 293,857 |
| CONTRACTUAL SERVICES - OTHER | | | 29,250 | | 147,521 | 117,087 | | | | 293,857 |
| 0070 | | | 0 | | | | 43,648 | | | 43,648 |
| EQUIPMENT & EQUIPMENT RENTAL | | | 0 | | | | 43,648 | | | 43,648 |
| Grand Total | \$ | 112,063 | \$ 158,270 | \$ 140,489 | \$ 4,859,013 | \$ 1,124,303 | \$ 1,452,638 | \$ 465,436 | \$ 70,000 | \$ 8,382,211 |

Section IX

Districtwide Cost Allocation Plan

And

Public Safety and Justice Cluster level Central Service Expenditures

Schedule 9A – Summary District-wide Cost Allocation Plan

District Wide Cost Allocation Plan (DWCAP)

| | | |
|--------------|-----------|-------------------|
| Total | \$ | 837,627 ** |
|--------------|-----------|-------------------|

*** Source document: District wide cost allocation plan - based on expenditures for the fiscal year ended 9/30/2013 applied to FY2016. This is the most current federally approved District Wide Central Service Plan.*

Schedule 9B – Public Safety and Justice Cluster Level Indirect for OAH

The accounting function is performed by the Office of the Chief Financial Officer located within the Public Safety and Justice Cluster and many of the overhead costs that benefit OAH are paid at the cluster level. Since these costs benefit the OAH, they have been included in the indirect cost rate.

Public Safety and Justice Cluster Level Costs That Benefit the Office of Administrative Hearing

| | |
|--|-----------------------------|
| Electricity | \$170,451 |
| Water | <u>12,475</u> |
| Total Cluster Level Expenditure for the OAH | <u>\$ 182,925</u> ** |

** Source documents: Public Safety and Justice Cluster Accounting Department expenditures for FY2016.

Section X

Reconciliation of Total Expenditure to the DC CAFR for FY2016

Schedule 10 – Reconciliation of FSO Detail Actual Expenditure to Audited
Financial Statement

CAFR - Audited Financial Statements - FY 2016

| | | |
|--------------------------------------|-----------|-----------------------|
| Local Fund | Fund 0100 | \$8,312,000 |
| Federal Fund | Fund 0250 | 70,000 |
| Private Fund | Fund 0300 | |
| Other Fund | Fund 0400 | |
| Total Audited Financial Expenditures | | <u>\$8,382,000</u> ** |

FSO FY 2016 Actual Expenditure Detail

| | | |
|---------------------------|-----------|------------------|
| Local Fund | Fund 0100 | \$8,312,211 |
| Federal Fund | Fund 0250 | 70,000 |
| Private Fund | Fund 0300 | |
| Other Fund | Fund 0400 | |
| Intra District Fund | Fund 0700 | 1,444,375 |
| Total Expenditures | | <u>9,826,586</u> |

| | | |
|--|-----------|------------|
| Amount removed for the District-wide CAFR Audit | Fund 0700 | -1,444,375 |
|--|-----------|------------|

| | | |
|-------------------------------|--|-------------------------|
| Net Total Expenditures | | <u>8,382,211</u> |
|-------------------------------|--|-------------------------|

| | | |
|--|--|--------------|
| Difference between the Audited Financial Statements CAFR and FSO FY2016 Actual Expenditure Detail | | <u>\$211</u> |
|--|--|--------------|

Expenditure by Classification

| | |
|---------------------------|---------------------------|
| Direct Personnel Cost | 6,855,401 |
| Direct Non Personnel Cost | 650,552 |
| Indirect Cost Pool | 876,258 |
| | <u>\$8,382,211</u> |

* Note the difference between the Audited Financial Statements CAFR and FSO FY2016 Actual Expenditure Detail is rounding difference.

**The District of Columbia Government website containing the CAFR fo FY 2016 is as follows

Exhibits

A - OAH FY2016 Budget Structure

OAH FY 2016 Budget Structure

| Program Name/Code | Activity Name/Code | LOCAL Appropriation Fund | | FEDERAL Appropriation Fund | | No Special Purpose Funds in FY | |
|--------------------------------|--|-----------------------------|-------|-------------------------------|-------|--------------------------------------|-----|
| | | Index | PCA | Index | PCA | Index | PCA |
| Agency Management Program 100A | Personnel Master/1010 | 1010A | 10110 | | | | |
| | Information Technology/1040 | 1040A | 10400 | | | | |
| | Agency Financial Operations/110F | 1100F | 11000 | | | | |
| Executive - 500A | Program Direct & Oversight/050A | 5000A | 500AA | | | | |
| Judicial/020A | Trials/Appeals and Justice Management/020A | 2000A | 200AA | | | | |
| Court Counsel/030A | Judicial Assistance & Legal Counsel/030A | 3000A | 300AA | | | | |
| Clerk of Court/040A | Case Management & Judicial Support Services/040A | 4000A | 400AA | | | | |
| OAH/DHCF Medicaid Hearings | | | | MED13 | 300CF | | |
| | | | | MEDCD | 30DHF | | |
| | | | | MED16 | 30HCF | | |

B – Nature and Extent of Services

Nature and Extent of Services – Activities and Allocation Detail

INDIRECT FUNCTIONS

Executive (5000A)

OFFICE OF THE EXECUTIVE DIRECTOR (5000A)

Nature and Extent of Services:

Provides agency direction and performance oversight, including administering the agency's infrastructure and related support services and functions.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of the Office of the Executive Director are considered to be indirect in nature and therefore are included in the indirect cost rate.

Agency Management Personnel (1000 Series)

Agency Management Support provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all District of Columbia agencies. The administrative and leadership activities as well as support services include:

- Human Resources/Personnel
- Information Technology
- Agency Financial Operations

Activities throughout the Office of Administrative Hearings to ensure the highest and most effective management service operations for the Agency.

HUMAN RESOURCES/PERSONNEL (1010A)

Nature and Extent of Services:

The Office of Personnel is responsible for all personnel activities within OAH including maintaining the appropriate personnel records, position classification, position management staffing, policy, EEO and other related personnel functions.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of the Office of the Personnel are considered to be indirect in nature and therefore are included in the indirect cost rate.

INFORMATION TECHNOLOGY (1040A)

Nature and Extent of Services:

The Office of Information Technology is charged with the management and administration of all computer related activities, both hardware and software, within OAH.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of the Office of the Information Technology are considered to be indirect in nature and therefore are included in the indirect cost rate.

AGENCY FINANCIAL OPERATIONS (110F)

Nature and Extent of Services:

The activities of this Office relate mainly to the oversight of the budget process including developing reports for the agency so it can ensure the appropriate allocation, utilization and control of OAH resources and stay within budget allotments. At this time, the accounting function is performed by the Office of the Chief Financial Officer located within the Public Safety and Justice Cluster and many of the overhead costs that benefit OAH are paid at the cluster level. Since these costs benefit the OAH, they have been included in the indirect cost rate.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of the Office of the Financial Services are considered to be indirect in nature and therefore are included in the indirect cost rate.

DISTRICT-WIDE COST ALLOCATION PLAN

Nature and Extent of Services:

These costs relate to those services performed and provided on a centralized basis to OAH. These include the Office of the City Administrator, the Office of the Chief Financial Officer, the Office of the Inspector General, the Office of Budget and Planning, Office of Personnel, etc. Annually, the District prepares this plan and submits it to the Federal cognizant agency for review and approval.

Cost Structure:

The costs included in the indirect cost rate computation are those that are associated with the OAH and have been submitted for approval based on FY 2013.

Allocation Methodology:

The costs of the District-Wide Cost Allocation Plan are considered to be indirect in nature and therefore are included in the indirect cost rate.

PUBLIC SAFETY AND JUSTICE CLUSTER LEVEL CENTRAL SERVICE COSTS

Nature and Extent of Services:

These costs are paid for by the centralized accounting function within the Public Safety and Justice Cluster on behalf of the OAH. For FY 2016, the only Cluster related costs included in the OAH indirect cost rate are those related to electricity and water services. The rate does not include any Property Management, Procurement/Contracting or Financial Services at the Cluster level that directly relate to the operations of the OAH

Cost Structure:

The costs included in the indirect cost rate computation are those that are associated with the OAH.

Allocation Methodology:

The costs of Public Safety and Justice Cluster on behalf of the OAH are considered to be indirect in nature and therefore are included in the indirect cost rate.

DIRECT FUNCTIONS

Judicial (2000A)

Nature and Extent of Services:

The Judicial program ensures due process while working to improve the quality, efficiency, and efficacy of justice management. This program provides pretrial management, hearings, appeals, and mediations.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of this Office are considered to be direct in nature and therefore are included in the indirect cost base.

Court Counsel (3000A)

Nature and Extent of Services:

The Court Counsel Program supports the administrative court's judicial function by assisting judges in legal analysis, research, and drafting orders and notices; ensures agency compliance

with applicable laws; assists with the tracking of legislative and regulatory initiatives; and maintains the law library.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of this Office are considered to be direct in nature and therefore are included in the indirect cost base.

Clerk of Court (4000A)

Nature and Extent of Services:

The Clerk of Court Program provides day-to-day management of the court's caseload provides an efficient intake of cases, supports the agency's case management system and caseload reporting, maintains forms and documentation, and serves as the primary customer service interface.

Cost Structure:

Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of this Office are considered to be direct in nature and therefore are included in the indirect cost base.

OAH/DHCF Medicaid Hearing (MED16)

Nature and Extent of Services:

The OAH/DHCF Medicaid Hearing program performs the hearings within the OAH on behalf of the DC Department of Health Care Finance. The costs in this index code represent the federally reimbursed portion of the employee's salary and fringe benefits that are performing these services. The local/matching funds related to these services are accounted for under local funding index codes within the OAH.

Cost Structure:

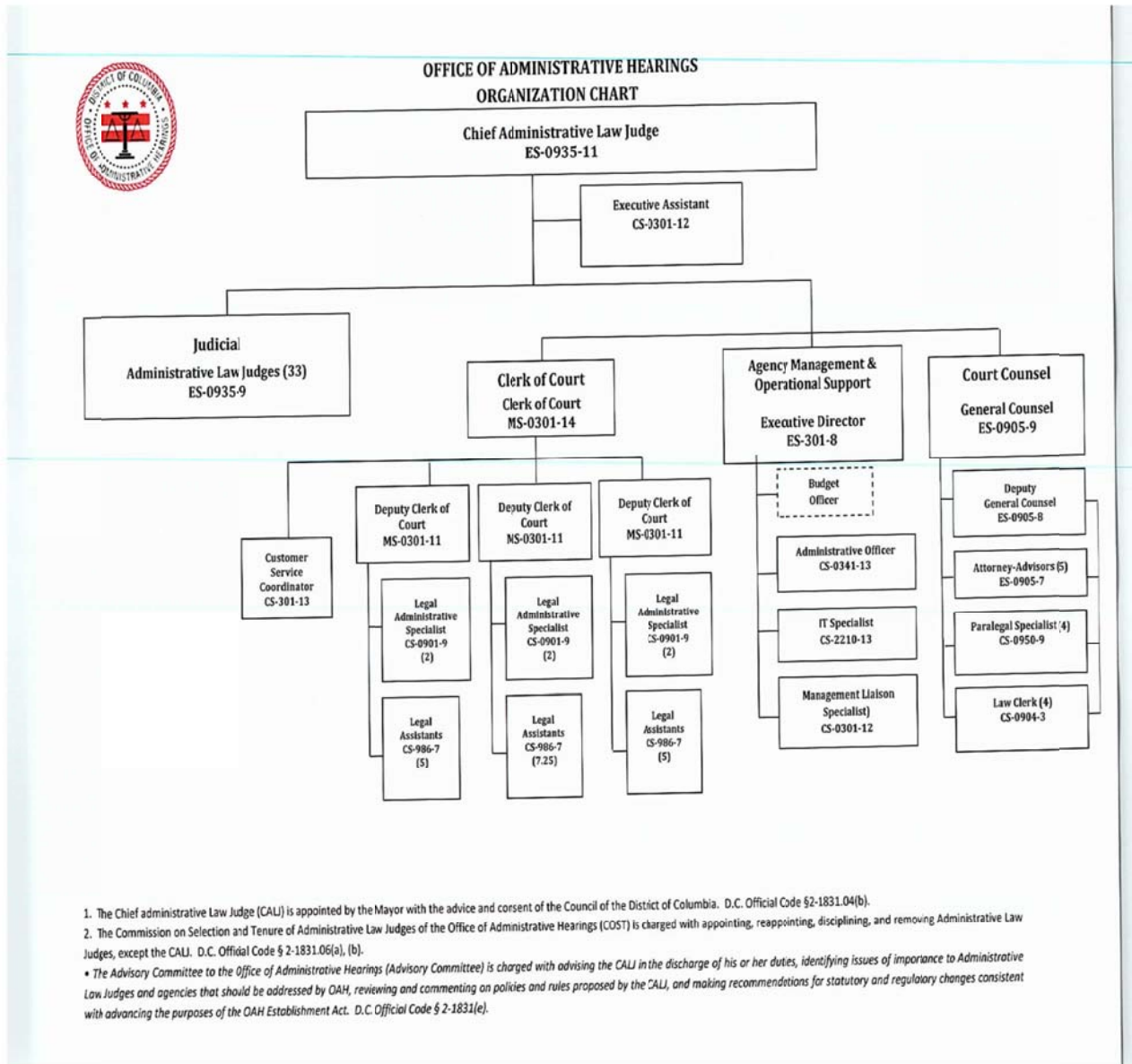
Costs include the allowable costs assigned to this cost center.

Allocation Methodology:

The costs of this Office are considered to be direct in nature and therefore are included in the indirect cost base.

C - FY 2016 Organization Chart

FY 16 OAH Organizational Chart – Functional Areas Applicable to Determination of Indirect Cost Rate



1. The Chief administrative Law Judge (CALJ) is appointed by the Mayor with the advice and consent of the Council of the District of Columbia. D.C. Official Code §2-1831.04(b).

2. The Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings (COST) is charged with appointing, reappointing, disciplining, and removing Administrative Law Judges, except the CALJ. D.C. Official Code § 2-1831.06(a), (b).

• The Advisory Committee to the Office of Administrative Hearings (Advisory Committee) is charged with advising the CALJ in the discharge of his or her duties, identifying issues of importance to Administrative Law Judges and agencies that should be addressed by OAH, reviewing and commenting on policies and rules proposed by the CALJ, and making recommendations for statutory and regulatory changes consistent with advancing the purposes of the OAH Establishment Act. D.C. Official Code § 2-1831(e).

D – Summary of SOARS Accounting System

Summary of SOARS Accounting System

R*STARS Accounting System

Presently, the agencies within the District Government must utilize the R*STARS for budgeting, planning, accounting, procurement, reporting and financial control activities. Since the Office of Administrative Hearings accounting is performed by R*STARS, calculation of the costs for this plan, in most instances, will be based on the R*STARS reports.

The Relational Standard Accounting and Reporting System (R*STARS) is a comprehensive financial management information system designed to meet the sophisticated accounting and reporting needs of large and small state agencies. The system was designed to comply with the accounting requirements imposed on local governments by the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA).

This appendix presents a summary of the R*STARS system in the following areas:

- Fund Structure
- General Ledger Account Structure
- Revenue Object Structure
- Expenditure Object Structure
- Appropriation Structure
- Program Structure
- Function Structure
- Organizational Structure
- Project Structure
- Grant Structure
- Other Elements

4-1 DATA CLASSIFICATION STRUCTURE

What is a Data Classification Structure?

A data classification structure is a reporting-oriented vehicle in an accounting system which defines and groups accounting information for data-capturing and reporting purposes. After these elements are input into the accounting system, they can be summarized to provide financial management information, such as total tax revenue collected by the state, payments made on a particular bond issue, the amount of appropriations expended and/or encumbered by a given agency and so on.

How is the R★STARS Data Classification Structure Organized?

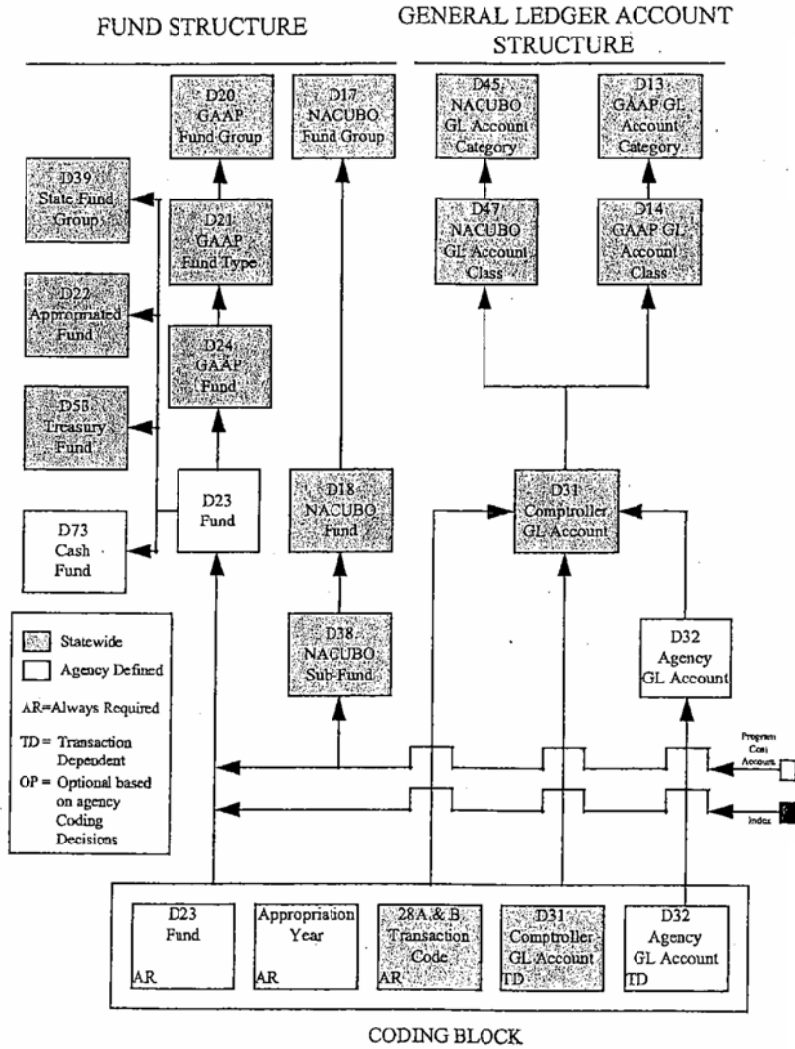
The proposed R★STARS data classification structure is organized into ten major areas. These major areas include:

- Fund Structure
- General Ledger Account Structure
- Revenue Object Structure
- Expenditure Object Structure
- Appropriation Structure
- Program Structure
- Function Structure
- Organization Structure
- Project Structure
- Grant Structure

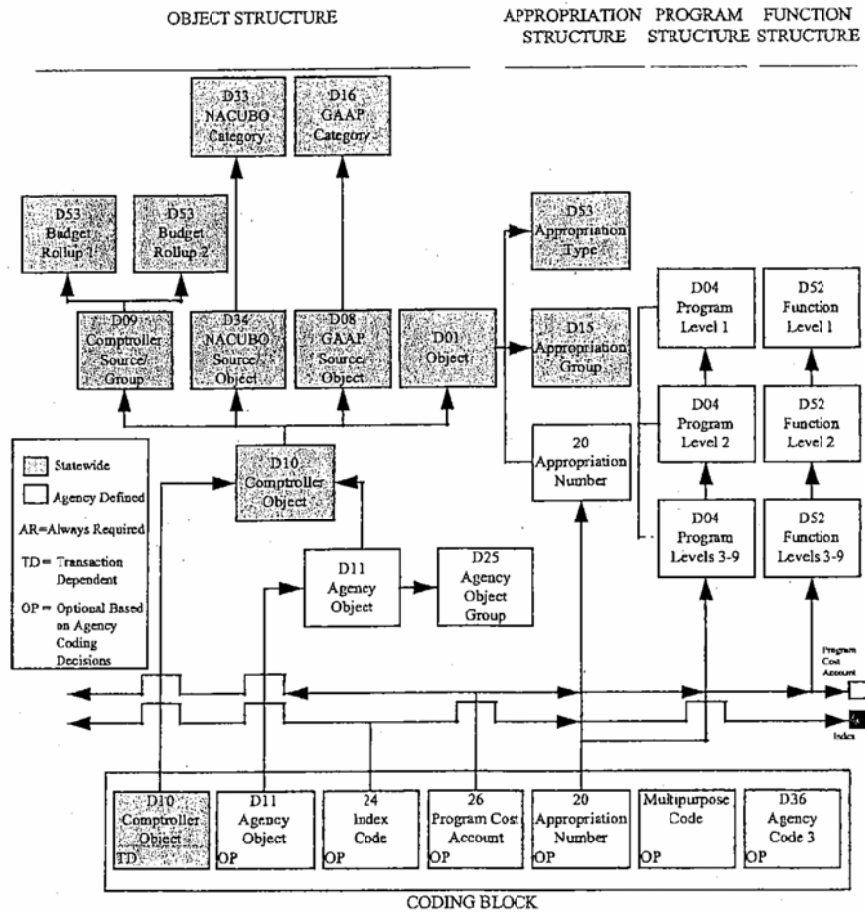
These structures are necessary to meet functional, legislative, Generally Accepted Accounting Principles (GAAP) and National Association of Colleges and Universities Business Officers (NACUBO) accounting and reporting requirements.

The following pages describe each major area in the classification structure and the data elements that form the structures. These elements represent the kinds of information that will be reported by R★STARS. Keep in mind that not all of these classification elements will be entered. The elements that are entered will reference (or infer) the other elements in the classification structure through various profiles. A summary of the classification structure and coding block is illustrated on the next few pages.

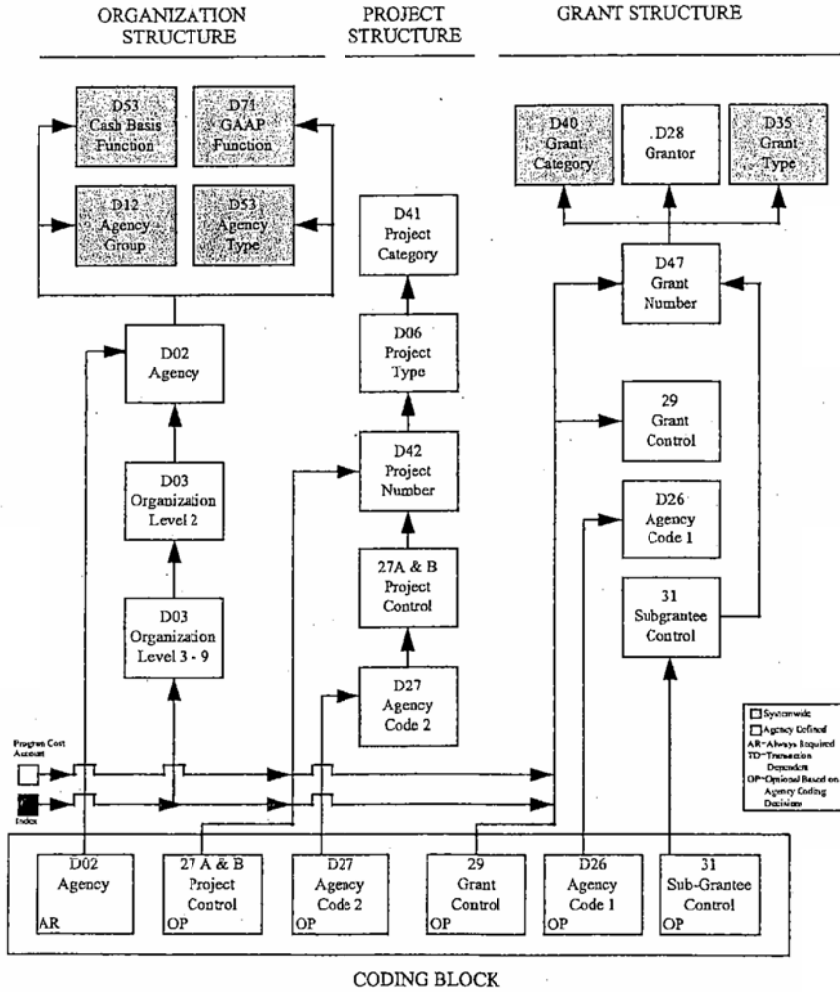
DATA CLASSIFICATION STRUCTURE



DATA CLASSIFICATION STRUCTURE



DATA CLASSIFICATION STRUCTURE



Fund Structure

The fund structure incorporates two distinct components into its framework. The first is the state fund structure which allows R★STARS to capture appropriated fund activity for the legislature. The second component is the GAAP fund structure which allows R★STARS to report funds in accordance with GAAP. To achieve this dual structure, R★STARS makes use of an agency-defined fund number which references the appropriated fund and the GAAP fund.

Institutions of higher education will use this structure for the appropriated funds, but not the GAAP component. Instead, institutions will use the NACUBO fund structure to track their GAAP activity. See the NACUBO fund structure for more information on this subject.

The fund number may be inferred by the index, by program cost account (PCA) or it may be entered. All other data elements in the fund structure are referenced by profiles.

Definitions

Fund - the lowest level in the fund structure. This number may be assigned by the individual agencies and institutions of higher education to serve their internal accounting needs. The D23 Fund Profile will then infer (or reference) the appropriated fund, cash fund and the GAAP fund.

Treasury Fund - establish to track an entity's banking activity if the treasury functions as a banking entity within the state.

Appropriated Fund - established for the purpose of accounting for specific activities or the attainment of certain objectives in accordance with legislative acts, special regulations, restrictions or limitations. Examples are general fund capital construction, other funds non-limited and federal funds capital improvement.

Cash Fund - used to establish a cash control level which is lower than an appropriated fund but higher than the agency fund.

Agency Fund Group - established for the purpose of meeting cash control requirements which are above the agency fund level but below the statewide appropriated fund level.

State Fund Group - established for purpose of grouping funds so they may be summarized in a manner other than appropriated fund or GAAP fund. State fund groups facilitate accumulating fund information across agency lines for purposes other than budgetary or GAAP.

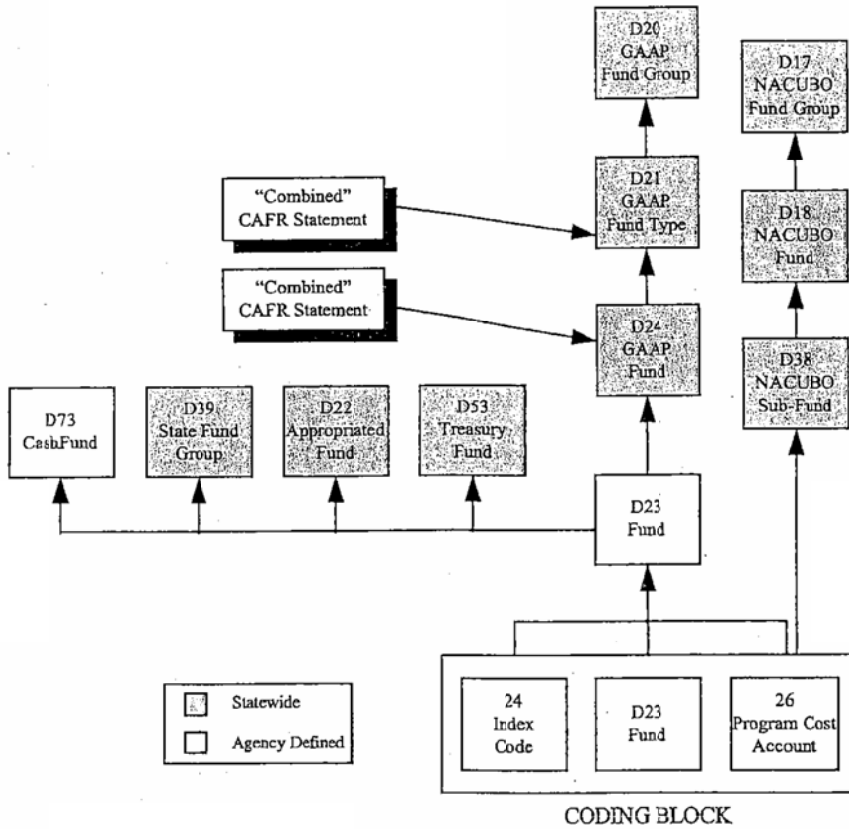
GAAP Fund - represents the fund that is used in the annual GAAP basis Comprehensive Annual Financial Report (CAFR). These designations provide the capability to consolidate funds for reporting purposes (for the combining statements). Examples are highway fund, workers comp insurance fund and human services fund.

GAAP Fund Type - refers to the major fund types and account groups set forth in the Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification), Section 1300.104. Examples are general, special revenue and general fixed assets account group.

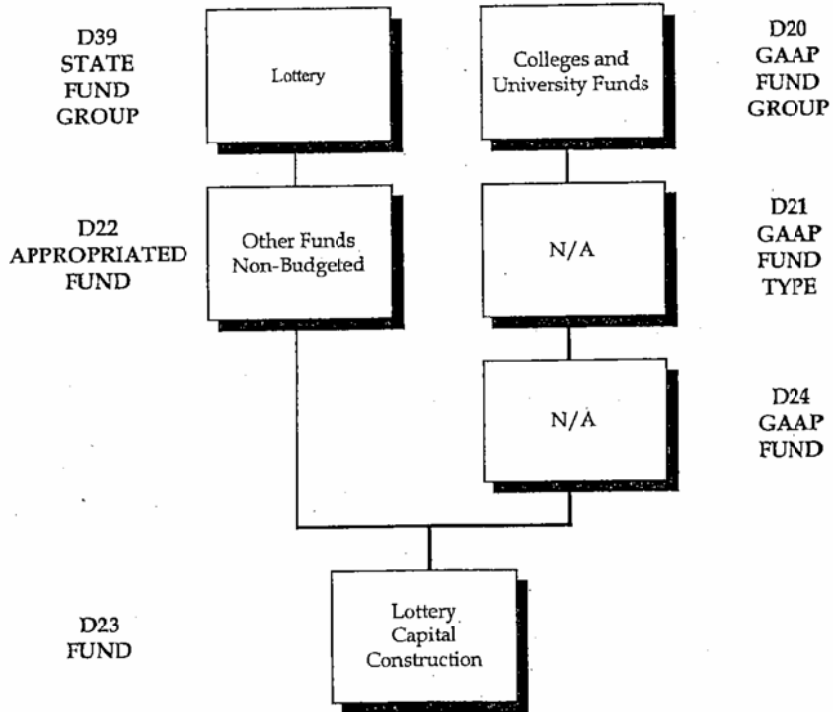
GAAP Fund Group - represents the fund categories shown in the GASB Codification (e.g., governmental funds, proprietary funds, fiduciary funds and account groups). Each GAAP fund type will be assigned to a GAAP fund group. For the purpose of compiling the GAAP basis Comprehensive Annual Financial Report (CAFR), GAAP fund types of colleges and universities will be consolidated into an additional GAAP fund group called colleges and universities.

The R★STARS fund structure is illustrated in the following exhibits.

FUND STRUCTURE



FUND STRUCTURE HIGHER EDUCATION EXAMPLE



NACUBO Fund Structure

The NACUBO fund structure is used by institutions of higher education to track fund activity and balances according to NACUBO standards.

The NACUBO fund and subfund must be inferred by the PCA. The NACUBO fund group is referenced (or inferred) by the D18 NACUBO Fund Profile.

Definitions

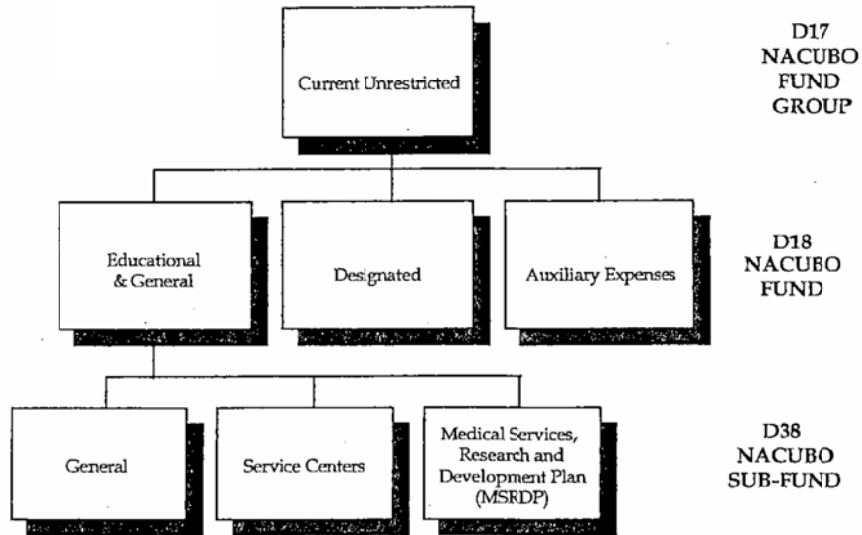
NACUBO Subfund - refers to the lowest level of fund classifications required by institutions of higher education and may be independently defined by each institution. For example, sub-funds within education and general could be general, service centers and medical services, research and development plan (MSRDP) or within auxiliary enterprises could be pledged and non-pledged.

NACUBO Fund - refers to fund classifications delineated in the state comptroller of public accounts Annual Financial Reporting Requirements for Colleges and Universities. These standards are in conformance with NACUBO as set forth in College and University Business Administration (CUBA). Examples include investment in plant, renewals and replacements, educational and general, designated and auxiliary enterprises. This classification is required to produce financial reports in conformance with NACUBO.

NACUBO Fund Group - refers to the fund groups defined in the state comptroller of public accounts Annual Financial Reporting Requirements for Colleges and Universities. As the name implies, this is a grouping of NACUBO Funds. For example, the NACUBO fund group, plant funds, is comprised of the NACUBO funds - unexpended plant funds, retirement of indebtedness, investment in plant, renewals and replacements.

These standards are in conformance with NACUBO as set forth in CUBA. An example of a NACUBO fund structure is illustrated on page 4-11.

**NACUBO FUND
STRUCTURE**



General Ledger Account Structure

Like the fund structure, the general ledger account structure is split into two components. However, instead of requiring separate components for GAAP and state, the general ledger account structure draws a dividing line between GAAP reporting requirements and NACUBO reporting requirements. GAAP applies to state agencies, while NACUBO applies to institutions of higher education.

The focus of these two components is in reporting and not accounting. Data can be entered for both agencies and institutions of higher education using the same general ledger accounts because their accounting events are not substantially different. When they are, it is a simple matter to add accounts for transactions specific to colleges and universities or agencies. The real difference between GAAP and NACUBO is in the reporting requirements of each. These differences are reflected at the account class and account category levels within the general ledger account structure.

In addition to supporting generally accepted accounting principles, the GAAP component is used to facilitate the general ledger account groupings on the systemwide cash basis reports. Groupings for general ledger accounts are fundamentally the same for GAAP and cash basis reports with the primary difference being the accruals used in GAAP.

Usually, the comptroller general ledger account is inferred by the transaction code (T-Code). However, if the T-Code provides only one side of the general ledger entry (e.g., debit or credit), the account for the other side must be entered. In some cases, an agency general ledger account will infer the comptroller general ledger account. All other elements in the general ledger account structure are referenced by profiles.

Definitions

Agency General Ledger Account - usually an *optional* level of detail below the systemwide General Ledger Account. An agency may require this lower level of detail if the agency is using R★STARS for internal accounting and reporting. Also, agencies with their own internal accounting system might want to use such a data element to make the coding of vouchers and reconciliation of their system to R★STARS easier.

In most cases T-Codes infer the general ledger account. Only where the general ledger account is required on input does an agency general ledger account infer the general ledger account. Additionally, there are certain situations where agency general ledger account is not an optional level of detail but is required and defined at the systemwide level. An example would be transactions affecting the Fixed Asset Subsystem or due to/due from accounts.

Comptroller General Ledger Account - the lowest level of the general ledger account structure for *systemwide accounting purposes*. Examples are cash on hand, investments - designated, accounts receivable - federal-billed.

GAAP General Ledger Account Class - a grouping of general ledger accounts. General ledger account classes will appear as line items on the GAAP basis financial statements produced by R★STARS. Examples include cash, investments, accounts.

GAAP General Ledger Account Category - a grouping of GAAP general ledger account classes. This data element is the highest level of the general ledger account structure required for GAAP reporting. Examples are current assets and long-term assets.

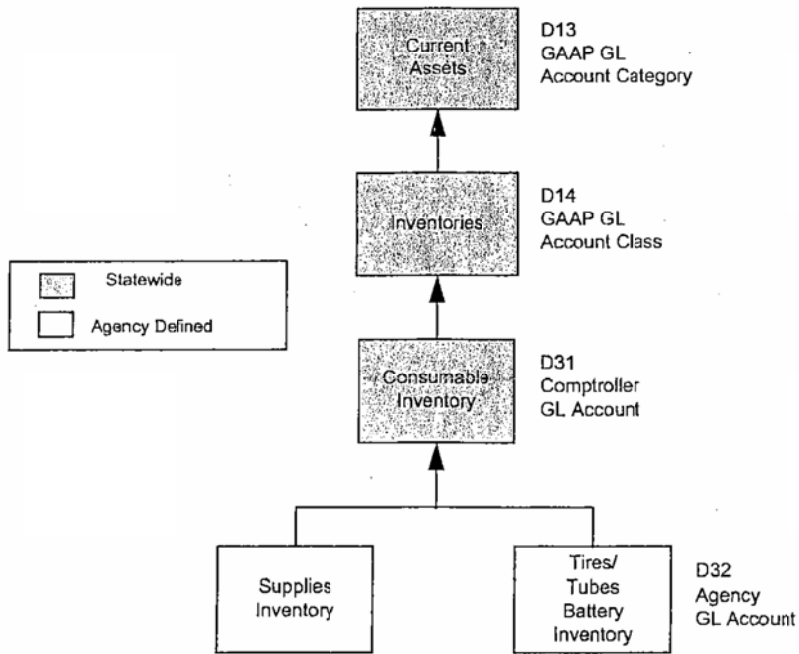
NACUBO General Ledger Account Class - a grouping of general ledger accounts. NACUBO general ledger account classes will appear as line items on the college and university financial statements produced by R★STARS. Examples include cash, investments, plant and equipment and net investment in plant.

NACUBO General Ledger Account Category - a grouping of NACUBO general ledger account classes. This data element is the highest level of the general ledger account structure required for college and university reporting. Examples are assets, plant and equipment, liabilities and fund balance.

General ledger transactions for colleges and universities must flow through both the GAAP and NACUBO general ledger account structures.

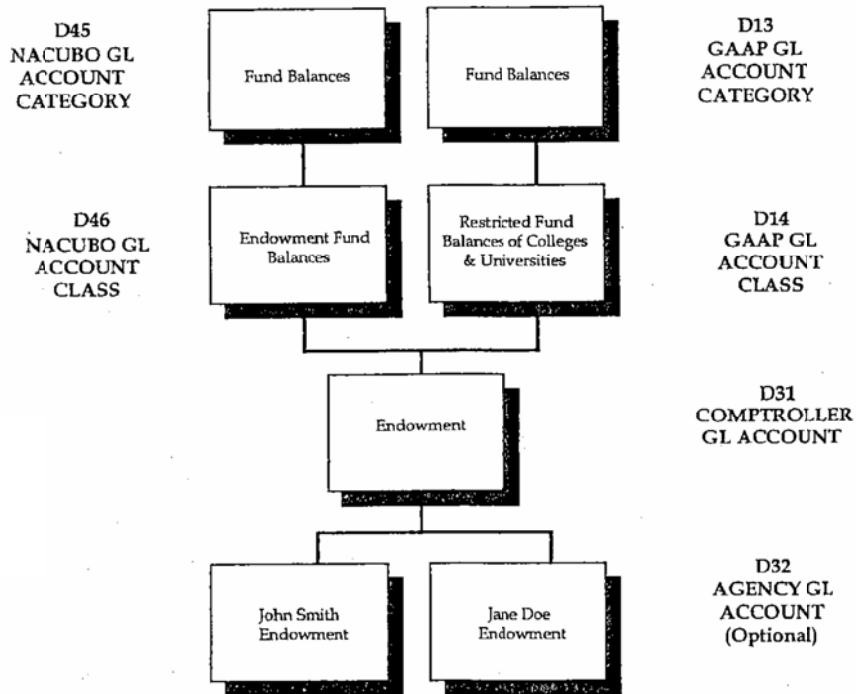
The proposed R★STARS General Ledger Account structure is illustrated on the next two pages. The GL account structure-Agency Exhibit demonstrates the flow of information for agencies (excluding institutions of higher education). Non-higher education agencies are not affected by NACUBO reporting requirements so their data flows only through GAAP groupings. The GL Account Structure-Higher Education Exhibit demonstrates the flow of higher education data through both the GAAP and NACUBO structures.

General Ledger Account Structure Example



GENERAL LEDGER ACCOUNT STRUCTURE

HIGHER EDUCATION EXAMPLE



Object Structure (Revenue)

The revenue object structure is similar to the general ledger account structure in that there is a GAAP component and a NACUBO component. Comptroller revenue objects are grouped into comptroller, GAAP and NACUBO revenue sources.

A major difference between the general ledger account structure and the revenue object structure lies in the flexibility of the agency revenue object. Recall that in the general ledger account structure, the agency account is more detailed than the systemwide account. The agency revenue object, however, may be more detailed, the same or less detailed than the comptroller revenue object used systemwide.

Let us assume that an agency records its accounting events in more detail than the comptroller object. For example, the agency objects, Building Use/General Fees and Student Service Fees, might be used by a university for its internal accounting needs, but at the systemwide level, only one object code is required, College and University Student Fees (see Page 4-17). In this example, the agency could enter its agency object only and the D11 Agency Object Profile would reference the comptroller object.

Another example is an agency needs less detail for its internal accounting and reporting than is required at the systemwide level. To illustrate, an agency object called "Recovery of Indirect Costs" may apply to two comptroller objects, "Federal Receipts - Earned Credits" and "Earned Federal Funds - Food Stamp Recoupment".

In this example, the agency *must* enter the comptroller object (to provide consistent data at the systemwide level). Additionally, the agency *may* enter its own agency object, if desired. Although this situation increases the key strokes for data entry, it adds flexibility to the system both for on-line users, as well as agencies with their own internal accounting systems who might want to use the agency object to make the coding of vouchers and reconciliation of their system to R★STARS easier.

An additional data element, agency object group, is available to agencies who wish to group their agency objects differently than the comptroller, GAAP or NACUBO revenue source.

Depending on the account structure of the agency or institution, the agency has two options for recording transactions against *both* the comptroller and agency object:

If the agency object level is more detailed than or the same as the comptroller object:

1. Enter the *agency object only*. The D11 Agency Object Profile will reference the agency object group and the comptroller object. The comptroller object will then reference all other elements in the object structure.

or

If the agency object is less detailed than the comptroller object:

2. Enter the *comptroller object* (to provide consistent data at the systemwide level) *and* enter the *agency object*. (The comptroller object field is blank on the D11 Agency Object Profile).

Note that the input coding block on data entry forms and screens contain generic fields for comptroller object and agency object. Either revenue or expenditure object codes may be entered in these fields.

Definitions

Agency Object (Revenue) - code available for agencies to use for accumulating and reporting revenue financial information. The agency object may be more detailed, the same or less detailed than the comptroller object as defined by the agency. *Agency revenue object is an optional data element at the statewide level. An agency determines if the agency object for revenues will be required for revenue transactions.*

Agency Object Group (Revenue) - code available to group similar agency objects. *Agency object group is an optional data element.*

Comptroller Object (Revenue) - the lowest level in the revenue object structure for systemwide accounting purposes. Examples include personal income taxes, park user fees and vehicle licenses.

Comptroller Source/Group (Revenue) - a grouping of comptroller objects. Comptroller source groups are used as the first level of reporting for budgetary information.

Budget Object 2 - a grouping of comptroller source objects that will provide a higher level of reporting for budgetary information.

Budget Object 3 - a grouping of comptroller source objects that will provide the highest level of reporting for budgetary information.

Object - a grouping of comptroller objects used for management purposes. An example is revenues.

GAAP Source (Revenue) - a grouping of comptroller objects. GAAP revenue sources will appear as line items on the GAAP basis reports. Examples are taxes, licenses and fines and forfeits.

GAAP Category (Revenue) - a grouping of GAAP Revenue Sources. GAAP revenue category is the highest level of the object structure required for GAAP reporting. Examples are revenues, operating revenues and non-operating revenues.

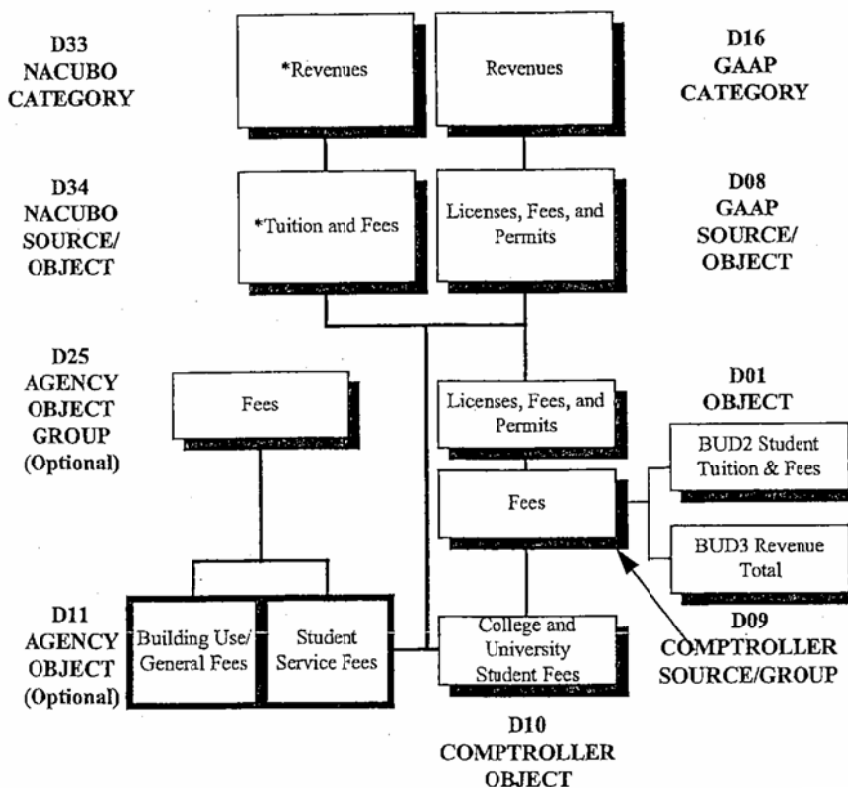
A systemwide object structure is also required for colleges and universities to meet NACUBO requirements.

NACUBO Source (Revenue) - a grouping of comptroller revenue object in NACUBO revenue sources will appear as line items on the Statement of Changes in Fund Balances and the Statement of Current Funds Revenues and Expenditures. Examples include tuition and fees, federal Grants and contracts and endowment income.

NACUBO Category (Revenue) - a grouping of NACUBO Sources. Category is the highest level of the object structure required for college and university reporting. The primary category used for college and university revenue activity is Revenues.

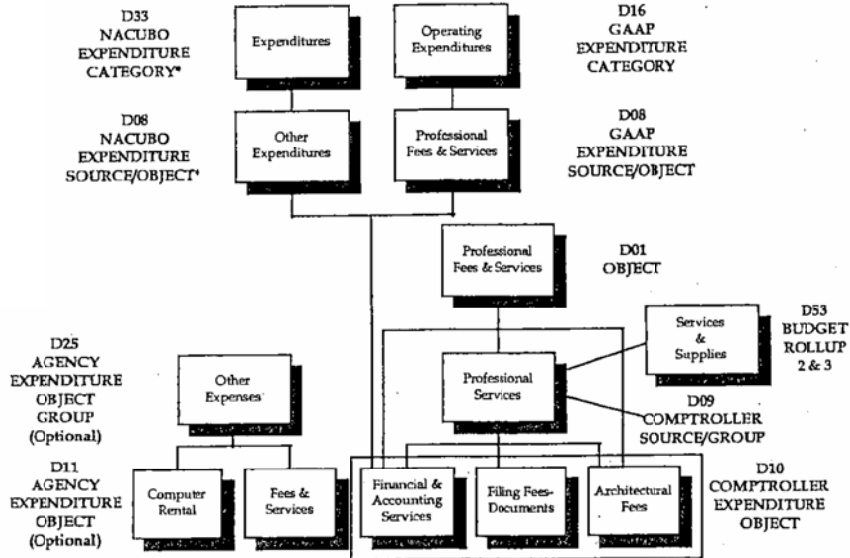
Revenue transactions for colleges and universities must flow through both the GAAP and NACUBO object structures.

AGENCY OBJECT AT LOWER LEVEL OF DETAIL THAN COMPTROLLER OBJECT



* Only applies to Institutions of Higher Education.

**AGENCY OBJECT AT HIGHER LEVEL OF DETAIL
THAN COMPTROLLER OBJECT**



* Only applies to Institutions of Higher Education.

In order to accomplish this, you would enter a D11 Agency Object with a blank D10 Comptroller Object.

Object Structure (Expenditures)

The expenditure object structure is very similar to the revenue object structure. There is a GAAP component and a NACUBO component. Comptroller object is the lowest level for systemwide reporting purposes.

The comptroller object group, which is a grouping of comptroller objects, is at the same level as the comptroller source/group. Object is used to group similar comptroller objects for management purposes. The comptroller object is grouped into the GAAP and NACUBO object structures.

The object structure for expenditures has the same flexibility as the object structure for revenues in that the agency object may be more detailed, the same or less detailed than the comptroller object.

To illustrate, assume that an agency records its accounting transactions in more detail than the comptroller object. For example, the agency objects, financial advisory services and bookkeeping services might be used by an agency for its internal accounting needs, but at the systemwide level, only one object code is required, financial and accounting services.

In this example, the agency could enter its agency object only and the D11 Agency Object Profile would reference the comptroller object.

On the other hand, let us assume that an agency needs less detail for its internal accounting and reporting than is required at the systemwide level. To illustrate, an agency object called fees and services may apply to three comptroller objects, financial and accounting services, filing fees - documents and architectural fees.

In this example, the agency *must* enter the comptroller object to provide consistent data at the systemwide level. Additionally, however, an agency *may* enter its own agency object, if desired. Although this situation increases the key strokes for data entry, it also adds flexibility to the system both for on-line users of R★STARS, as well as agencies with their own internal accounting systems who might want to use the Agency Object to make the coding of vouchers and reconciliation of their system to the R★STARS easier.

An additional data element, agency object group, is available to agencies who wish to group their agency objects differently than the systemwide groupings identified above.

Depending on the account structure of the agency or institution, the agency has two options for recording transactions against *both* the comptroller object and the agency object:

If the agency object level is more detailed than or the same as the comptroller object:

1. Enter the *agency object* only. The D11 Agency Object Profile will reference the agency object group and the comptroller object. The comptroller object will then reference all other elements in the object structure.

or

If the agency object is less detailed than the comptroller object:

2. Enter the comptroller object to provide consistent data at the systemwide level *and* enter the *agency object*. (*The comptroller object field is blank on the D11 Agency Object Profile*).

Note that the input coding block on data entry forms and screens will contain generic fields for the comptroller's object and the agency object. Either revenue or expenditure object codes may be entered in these fields.

Definitions

Agency Object Expenditures - an additional code available for agencies to use for accumulating and reporting expenditure financial information at a level determined by the agencies. The agency object may be more detailed, the same or less detailed than the comptroller object as defined by the agency. *Agency object is an optional data element at the statewide level. An agency determines if the agency object element for expenditures will be required for expenditure transactions.*

Agency Object Group (Expenditures) - code available for grouping similar agency objects as defined by the agency. *Agency object group is an optional data element.*

Comptroller Object (Expenditures) - the lowest level in the object structure for systemwide accounting purposes. Examples include regular employee salaries, temporary employee salaries, academic salaries, overtime payments.

Comptroller Object Group (Expenditures) - code available for grouping similar comptroller objects. Examples include classified/unclassified salary/per-diem, temporary appointments or social security taxes.

Budget Object 2 - a grouping of comptroller object groups that will provide a higher level of reporting for budgetary information. Examples are salaries and wages and other payroll expense.

Budget Object 3 - a grouping of comptroller object groups that will provide the highest level of reporting for budgetary information. An example is personal services.

Object (Expenditures) - a grouping of comptroller objects used for management purposes. Examples include personal services, services and supplies, capital outlay and special payments.

GAAP Object (Expenditures) - a grouping of comptroller objects. GAAP Objects will appear as line items on the GAAP basis reports produced by R★STARS. Examples are salaries and wages, services and supplies, cost of goods sold and special payments.

GAAP Category (Expenditures) - a grouping of GAAP Objects. GAAP Category is the highest level of the R★STARS expenditure object structure required for systemwide GAAP reporting. Examples are expenditures, operating and non-operating expenditures.

NACUBO Object (Expenditures) - a grouping of comptroller objects for universities and colleges. NACUBO objects will appear as line items on the Statement of Changes in Fund Balances and the Statement of Current Fund Revenues and Expenditures. Examples include salaries and wages, other expenses and capital outlay.

NACUBO Category (Expenditures) - a grouping of NACUBO Objects. NACUBO Category is the highest level of the R★STARS object structure required for college and university reporting. The primary category used for college and university expenditure activity is expenditures. Expenditure transactions for colleges and universities must flow through both the GAAP and NACUBO Expenditure Object Structures.

Non-higher education agencies are not affected by NACUBO reporting requirements, so their data flows only through GAAP groupings.

Appropriation Structure

The following appropriation pattern is used to illustrate the appropriation structure:

AGENCY 123

| | |
|----------------------------------|-----------|
| I. Administration and Support: | |
| A. Executive Administration | \$100,000 |
| B. Planning and Research | 22,000 |
| C. Support Operations | 10,000 |
| II. Examinations and Supervision | 30,000 |

Appropriation number identifies each budgeted line item in the General Appropriations Act and is the lowest level in the structure. Appropriations can then be grouped by the appropriation group level or by type (e.g., construction or operating) at the appropriation type level.

The appropriation number may be inferred by the index, PCA or it may be entered. Appropriation group and appropriation type are referenced by the 20 Appropriation Number Profile.

Definitions

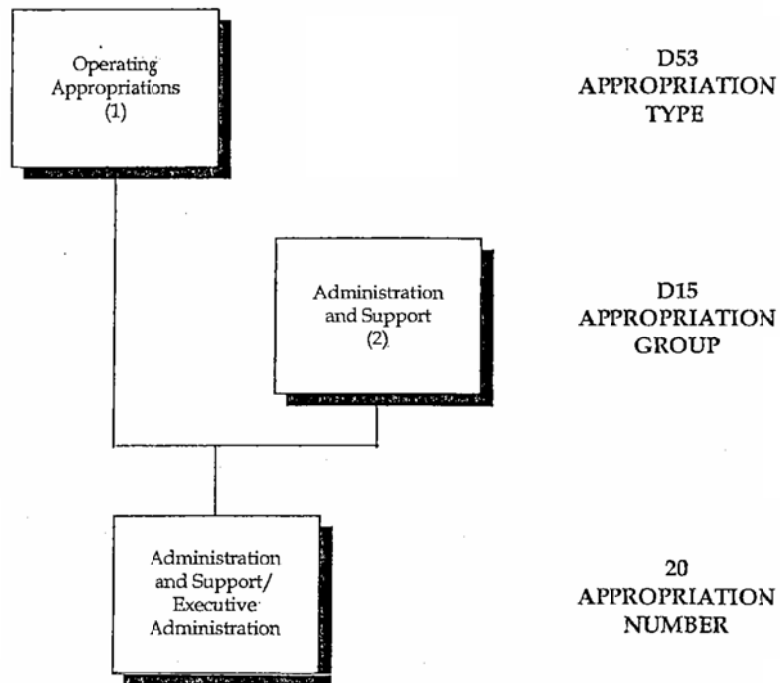
Appropriation Number - identifies each budgeted line item in the General Appropriations Act and is the lowest level of the appropriation structure. Examples include executive administration, planning and research, support operations and examinations and supervision.

Appropriation Group - maintained at the systemwide level. This element may be used for fiscal policy analysis reporting. Examples include general funds, federal funds, other funds, federal funds non-budgeted and other funds non-budgeted.

Appropriation Type - may cross agencies. The appropriation type grouping is used for systemwide reporting. This element is currently not being used.

Both appropriation group and appropriation type are defined centrally. The R★STARS appropriation structure is illustrated below.

APPROPRIATION STRUCTURE



- 1 Appropriation type may cross agencies.
- 2 Appropriation group is maintained at the statewide level.

Program Structure

The first two levels of the program structure will be reserved for systemwide use. These levels will be defined and maintained by the Fiscal Policy Analysis Division since the state will be budgeting by program and the first two levels will be set-up to conform to the state's appropriation pattern. Program level 1 and 2 are generally the highest level of the program structure for systemwide accounting purposes. For institutions of higher education, these levels correspond to their elements of institutional cost.

Seven optional lower levels are provided for agencies or institutions who wish to record detailed program activity. These remaining levels are program level 3 through program level 9.

Program levels are never entered on input transactions; they are inferred from program cost account (PCA) or appropriation number. Therefore, no extra coding is required at data entry in order to report program information.

The optional lower levels, if desired, must be set up as program codes and referenced by PCA's. PCA's may be inferred by the Index or entered on input transactions at the option of the agencies.

Definitions

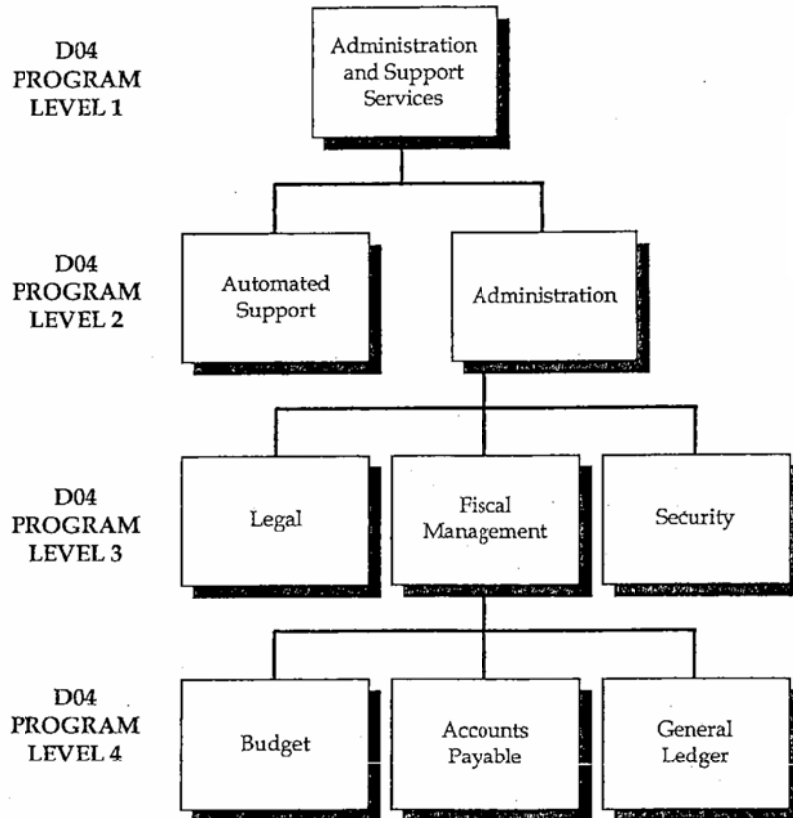
Program Level 1 - a line item in the General Appropriations Act. Examples are administration and support and examinations and supervision.

Program Level 2 - a sub-item in the General Appropriations Act. Examples include executive administration, planning and research and support operations.

Program Levels 3-9 - remaining levels of program. These optional levels may be defined in any manner deemed appropriate by agency administrators.

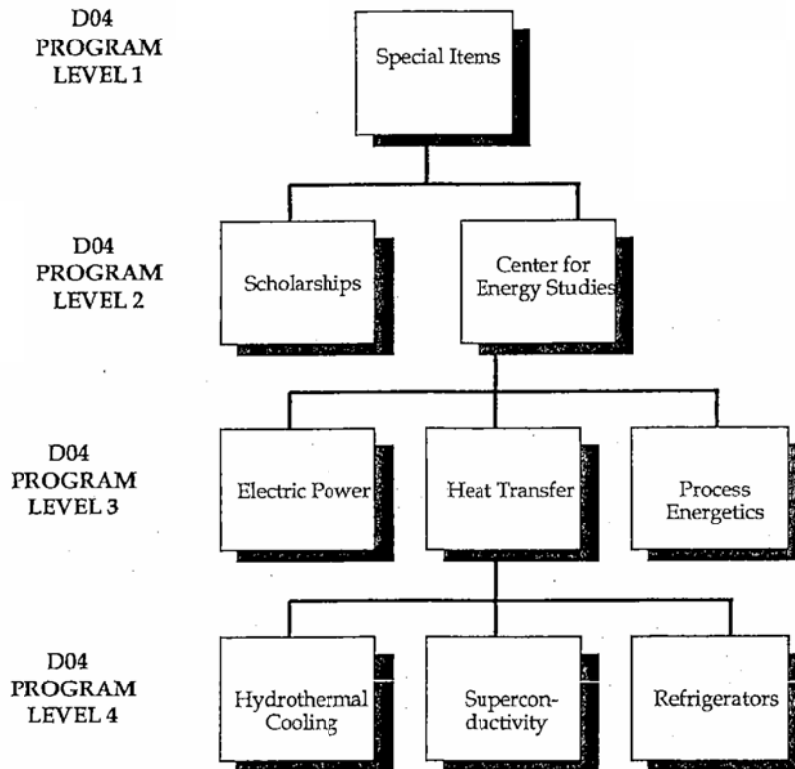
The R★STARS program structure is illustrated on pages 4-24 and 4-25.

PROGRAM STRUCTURE AGENCY EXAMPLE



Note: Five additional levels are available.

PROGRAM STRUCTURE HIGHER EDUCATION EXAMPLE



Note: Five additional levels are available.

Function Structure

This structure may be used by both state agencies and institutions of higher education. Up to nine levels of the function structure may be used and one or more of the higher function levels may be defined systemwide to track a state's benchmarks. Below these levels, the structure may be agency defined.

Institutions of higher education may use the function structure to categorize current fund expenditures in order to produce the Annual Financial Report as set forth by the NACUBO functional classification requirements in the CUBA. Examples include education and general, auxiliary enterprises and hospitals.

The function structure is never entered on input transactions; it is always inferred from the PCA entered on the transaction.

Definitions

Function (Level 1-9) - groups related activities that are aimed at accomplishing a major service or regulatory responsibility. Up to nine levels of function are available and the number of levels used is at the agencies' or institutions' discretion.

Organization Structure

This structure is used to store and report financial information based on how state agencies are organized.

Agency is the only data element in the organization structure which must be entered. In most cases, the agency defaults to a value contained in the user's security record. The D02 Agency Profile references the agency type.

Level 1 in the organization structure has a value of '0000' for all agencies. Levels 2 - 10 in the organization structure are inferred by the index.

Definitions

Agency - equates to the existing agency number in the state's accounting manual. Agency is the first level of the organization structure.

Organization Levels 2-10 - The organization structure accommodates up to nine additional levels of organization under each agency. The number of levels used is at the agency's discretion.

Reference Manual
Classification Structure

Agency Type - a classification of agencies. The main purpose of agency type is to distinguish between agencies and institutions of higher education so the system knows whether or not data should flow through the NACUBO classification structure.

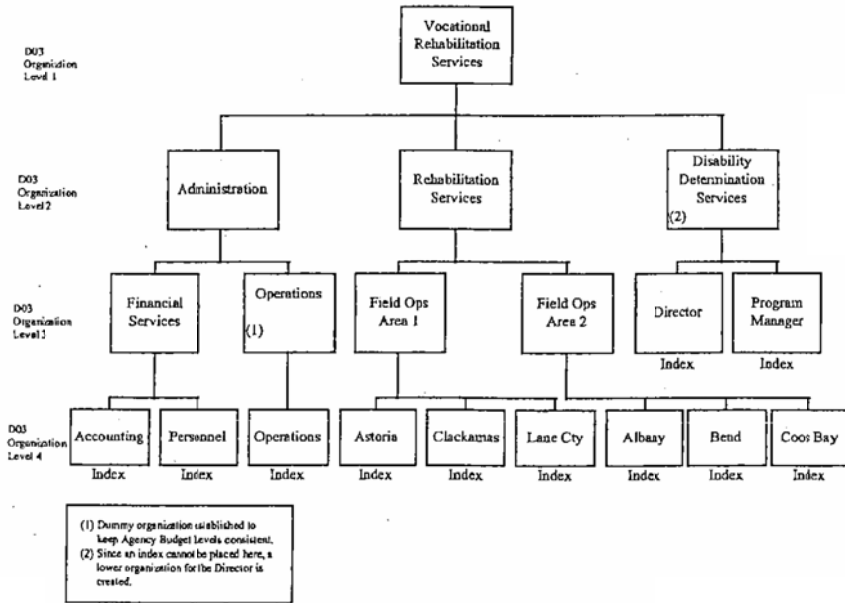
Agency Group - a grouping of agencies. The purpose of agency group is to classify similar agencies into a single group for reporting. This element is also used for security purposes.

GAAP Function - a grouping of state agencies, for example, economic and community development, education and human resources. GAAP function is used for the GAAP basis reports.

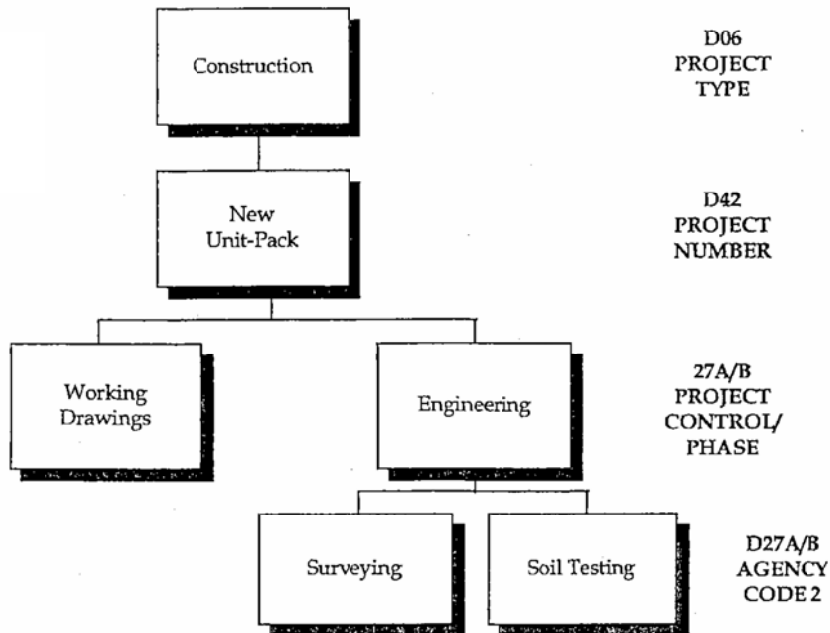
Cash Basis Function - an alternate grouping of agencies, for example, executive departments, legislative, judicial and corrections. State function is used in cash basis reports.

The R★STARS organization structure is illustrated on the following pages.

ORGANIZATION / INDEX EXAMPLE



PROJECT STRUCTURE



Grant Structure

The grant structure is necessary for R★STARS to compile the Schedule of Federal Financial Assistance required by the Single Audit Act of 1984 and Office of Management and Budget Circular A-128. In addition, this structure allows agencies using R★STARS for their internal accounting to track grant activity at an appropriate level of detail to ensure control over these funds.

For data entry purposes, R★STARS allows the grant number, phase, agency code 1 and subgrantee to be entered on the input transaction. In addition, the grant number, phase and agency code 1 can be inferred by the index, PCA, project number/phase or subgrantee.

Definitions

Grant Number - records and reports individual grant information. This data element identifies individual grants within a particular grant program (see grant category below).

Grant Phase - provides a further breakdown of a grant for accounting and reporting purposes or to identify the grant year for multi-year grants (e.g., 91, 92 or 93).

Agency Code 1 - provides a further breakdown of a grant for accounting and reporting purposes. It can be used to identify different tasks or activities.

Subgrantee - identifies the subcontractor or subrecipient of 'pass-thru' grants. The subgrantee may be another state agency or institution of higher education or it may be other entities that are not within the state entity.

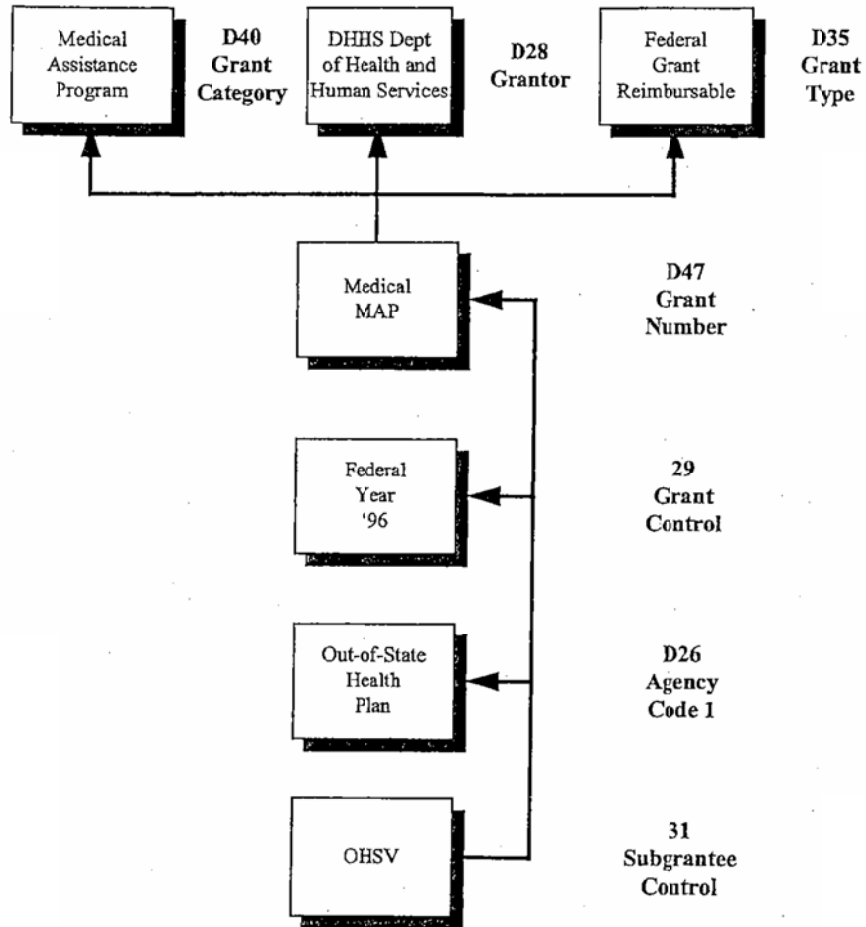
Grant Category - identifies the program for each grant. For federal grant programs, this data element corresponds to the CFDA number. Two examples would be 10.028: animal damage control and 83.516: disaster assistance.

Grantor - identifies the organization or individual from whom the grant was received. Examples of federal grantors include the U.S. Department of Agriculture, the U.S. Department of Commerce and the National Science Foundation.

Grant Type - identifies the grant as federal grant-reimbursable, federal grant-advanced, state grant or other grant. Grant type is referenced by the D47 Grant Number Profile.

The R★STARS grant structure is illustrated on 4-31.

GRANT STRUCTURE



MAP = Medical Assistance Program

Other Elements

Other elements are available in the R★STARS classification structure for internal agency reporting. These elements are generically named: agency code 1, agency code 2 and agency code 3. These three elements provide an internal agency code for cost reporting purposes. The titles for each of these codes is defined on a separate profile - D26 Agency Code 1 Profile, D27 Agency Code 2 Profile and D36 Agency Code 3 Profile.

Another element, multipurpose code, is also available for agency use for transaction entry. Unlike agency codes 1, 2 and 3, the multipurpose code is not established in a profile.

These elements are optional at the agency's discretion.

The agency code 1, agency code 2, agency code 3 and multipurpose code are entered on input accounting transactions or may be optionally referenced by the 24 Index Code (IC) or Program Cost Account (PCA) Profiles.

Definitions

Agency Codes 1, 2 or 3 - are used to identify any category of internal cost reporting needs of an agency. For example, a cost category that crosses internal organization, program, project and grant boundaries may be accumulated with the agency code. Agency code 1 and 2 can be used in the grant and project structures respectively as discussed in the grant and project classification structure. Agency code 3 is also used for recording the treasury account number on deposit transactions for use with deposit reconciliation.

Multipurpose Code - a code available in R★STARS for agency use. *It is used for generating allotments for appropriations on a monthly, quarterly or annual basis. Otherwise this element may be used for various agency specific needs.* This code does not have a profile in R★STARS.

Project Structure

Project number, project phase and agency code 2 are used to classify financial activity associated with a project. GAAP requires project accounting for the acquisition or construction of major capital facilities.

The project number, project phase and agency code 2 may be inferred by the index, PCA or grant number/phase. Or the agency may enter project number, project phase and agency code 2 independently during data entry.

Definitions

Project Number - identifies the basic project to be accounted for.

Project Phase - provides a further breakdown of a project for accounting and reporting purposes.

Agency Code 2 - provides a further breakdown of a project for accounting purposes. It can be used to identify different tasks or activities.

Project Category - is a grouping of projects that cross agencies for systemwide reporting. It is an optional data element.

Project Type - is a grouping of projects. Projects with similar characteristics may be grouped together by type. For example, all projects relating to construction can be grouped together under a project type - construction.

The R★STARS project structure is illustrated on 4-29.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
OFFICE OF ADMINISTRATIVE HEARINGS
AND THE
DISTRICT OF COLUMBIA PUBLIC SCHOOLS

This Memorandum of Understanding (MOU or Agreement) is entered into by and between the District of Columbia Office of Administrative Hearings (OAH) and the District of Columbia Public Schools (DCPS), (individually referred to as a Party or collectively as the Parties), by their duly authorized representatives in accordance with the terms and conditions set forth herein.

RECITALS

WHEREAS, DCPS is responsible for providing a hearing before an impartial hearing officer for certain matters including, but not limited to, matters concerning student discipline and residency verification;

WHEREAS, DCPS seeks to engage OAH to provide Administrative Law Judges to act as hearing officers for student discipline, residency verification, and involuntary transfer hearings as set forth below;

WHEREAS, pursuant to § 2-1831.03(c)(1) of the D.C. Official Code, the Chief Administrative Law Judge of OAH has the authority to accept for adjudication the proceedings referred to above as well as other matters DCPS may refer to OAH for an adjudicatory hearing; and

WHEREAS, OAH has the personnel and skill to adjudicate the proceedings referred to above.

NOW THEREFORE, the Parties agree to the following obligations, terms and conditions:

A. OAH DUTIES AND OBLIGATIONS

1. OAH shall provide Administrative Law Judges to adjudicate student discipline, contested residency appeals, and involuntary transfers which require a hearing. DCPS anticipates that

- approximately twenty-five (25) of such hearings will be conducted per month.
2. OAH shall ensure that all parties are afforded due process under the law.
 3. OAH and DCPS shall jointly develop forms for use in relation to these cases.
 4. All hearings shall be conducted in accordance with OAH policies and procedures, as well as any applicable law or regulation.
 5. OAH will not conduct hearings on days that D.C. Public Schools are closed and students are not attending.
 6. OAH shall schedule contested residency appeals within ten (10) school days of receiving the appeal request from DCPS.
 7. In contested residency appeals, OAH shall be responsible for notifying parents of the scheduled hearing date.
 8. In student discipline cases, the presiding Administrative Law Judge shall provide DCPS with "Findings of Fact and Conclusions of Law" within one school day of the hearing. For the purposes of issuing Findings of Fact and Conclusions of Law, a "school day" shall be defined as any day that D.C. Public Schools are open, whether or not students are attending; however, it shall not include days that OAH is closed.
 9. In contested residency cases, the presiding Administrative Law Judge shall issue a Final Order within fifteen (15) school days of the hearing. The Final Order shall be served on both DCPS and the parent.
 10. The following table details some applicable laws and regulations related to the DCPS Hearings:

| Matter | Applicable law or regulation |
|----------------------------------|--|
| Student Admission | DCMR Title 5 Chapter E20 |
| Student Residency | DCMR Title 5 Chapter A50; DC Official Code § 38-301, et seq. |
| Student Attendance and Transfers | DCMR Title 5 Chapter E21; DC Official Code § 38-201, |

| | |
|-------------------------------------|---|
| | et seq.; DC Official Code § 38-231, et seq. |
| Student Rights and Responsibilities | DCMR Title 5 Chapter B24 |
| Student Discipline | DCMR Title 5 Chapter B25 |

11. OAH may hear cases other than student discipline and residency verification cases referred by DCPS, subject to the mutual agreement of the parties as to the terms of OAH hearing such cases.

B. DCPS DUTIES AND OBLIGATIONS

1. DCPS shall adhere to OAH adjudication procedures, orders, and practices, and utilize OAH procedural forms where appropriate.
2. DCPS may appoint attorneys or other DCPS representatives to represent its position in a case being adjudicated before the OAH.
3. In student discipline and involuntary transfer cases, DCPS shall be provide OAH with all documents to prepare for and conduct such hearings.
4. DCPS shall grant access to DCPS' Student Behavior Tracker (SBT) and provide SBT training for designated OAH personnel in order to print out the student disciplinary record to be used as evidence at the hearing.
5. DCPS shall provide timely written submissions to OAH including without limitation, all appropriate documentation.
6. DCPS shall be bound by the Findings of Fact and Conclusions of Law issued by the Administrative Law Judge in student discipline cases and may not change them. Based on those Findings of Fact and Conclusions of Law, DCPS shall issue a Final Notice of Disciplinary Action which will impose the appropriate level of discipline.
7. DCPS shall serve the parent with a copy of the OAH Findings of Fact and Conclusions of Law along with the Final Notice of Disciplinary Action.
8. DCPS shall compensate OAH for its services in accordance with the financial arrangements specified in Section C of this Agreement.

C. FINANCIAL ARRANGEMENTS

1. For all DCPS Hearings, OAH shall charge a flat fee of \$175 per hearing. Such fee shall cover the cost of all time required to administer any DCPS Hearings, including hearing preparation and post-hearing matters such as preparation of Findings of Fact and Conclusions of Law. DCPS shall provide OAH with all deliverables and requirements related to such hearings prior to the beginning of services under this MOU.
2. DCPS shall remit payment to OAH for the services rendered hereunder as follows:
 - a) Upon execution of this MOU, DCPS shall remit to OAH \$13,125 via intra-District advance for services to be rendered during the first quarter of the current fiscal year. DCPS will also remit \$13,125 to OAH on January 1, April 1, and July 1 during the term of this MOA; provided however, if the prior quarter's payment has not been exhausted, as confirmed by OAH to DCPS in writing at the end of each quarter, DCPS shall only remit the amount necessary to bring the total funding to OAH each quarter to \$13,125.
 - b) Each Fiscal Year thereafter shall follow the same distribution, beginning on October 1 or as soon thereafter as such funds are available to the DCPS.
3. Should the total advance specified above be exhausted during the applicable Fiscal Year (i.e. the \$52,500 total), OAH shall notify DCPS. DCPS and OAH may agree in writing to modify this MOU to increase the intra-District transfer to the amount necessary to cover the costs of any additional hearings required by DCPS under this MOU and DCPS shall provide to OAH an intra-District advance as agreed to by the Parties according to such modification of the MOU.
4. OAH shall notify the DCPS General Counsel and the Office of Youth Engagement Deputy Chief in writing when OAH has rendered services equaling approximately fifty percent (50%) of the last advance to OAH. OAH shall not commence work on a new matter when it reasonably appears that the costs associated with adjudicating the matter will require funding in excess of the quarterly amount advanced by DCPS, unless DCPS consents in writing and agrees to obligate additional funding, when necessary, to cover added costs.
5. Within thirty (30) calendar days following the end of each quarter of the fiscal year, OAH shall submit an expenditure report to DCPS detailing the number cases heard by OAH for

- DCPS proceedings subject to payment under this Agreement, for that quarter.
6. For cases subject to payment under this Agreement, OAH shall provide suitable documentation to support the numbers reflected on the expenditure report at DCPS's request.
 7. Following DCPS's approval of each expenditure report, which shall not unreasonably be withheld, OAH shall draw down the advance funds approved for payment. In the event the approved expenditures for a quarter exceed the funds advanced to OAH by DCPS, DCPS shall advance an amount equal to the additional expenditures for that quarter; provided, however, in no circumstance may the total amount transferred to OAH during the current fiscal year exceed \$52,500 unless the Parties increase this amount by modifying the MOU in writing.
 8. The Parties shall first attempt to resolve any disputes over amounts owed under this Agreement before referring such matters to the D.C. Office of Financial Operations and Systems for resolution.
 9. In the event that funding for this Agreement from federal, District, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement, DCPS or OAH may terminate this Agreement after providing thirty (30) calendar days prior written notice to the other Party, or the Parties may renegotiate this Agreement in accordance with the new funding limitations and conditions. In the event of termination by OAH for the funding reasons set forth above, OAH's only obligation shall be for the completion of hearings already scheduled as of the date of notice from DCPS.
 10. Upon termination of this Agreement or September 30 of the current fiscal year, whichever comes first, OAH shall promptly return to DCPS the balance of any obligated, but unearned funds transferred to OAH under this MOU.
 11. The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this Agreement, or any subsequent agreement entered into by the Parties pursuant to this Agreement, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time,

regardless of whether a particular obligation has been expressly so conditioned.

D. DURATION OF AGREEMENT AND EARLY TERMINATION

1. This Agreement shall take effect as of October 1, 2015, and shall continue in effect through September 30, 2016. Thereafter, this Agreement shall be automatically renewed on a fiscal year-to-fiscal year basis, subject to the availability of funding and an appropriation or certification of funding being made pursuant to District and federal laws at the time of the renewal, unless either Party objects in writing at least thirty (30) calendar days prior to the start of the next fiscal year.
2. This Agreement may be terminated by either Party upon thirty (30) calendar days prior written notice to the other Party, and may be terminated immediately as specified in this Agreement. To be effective, notice of termination under this Agreement shall be in writing and shall be delivered either by mail, by hand-delivery, or by overnight courier to the address of the relevant Party or to any other address later designated in writing by a Party. The current addresses of the Parties are identified under their representatives' signatures in this Agreement.
3. If this Agreement is terminated or not renewed, OAH shall cease to accept for adjudication DCPS matters, as described herein, and shall promptly transfer all pending cases and case files to the DCPS General Counsel or a designee.

E. AUDITING AND DOCUMENTATION

1. The books, records, and documents of OAH, insofar as they relate to work performed or money received under this Agreement, shall be maintained in conformity with generally accepted accounting principles and shall be subject to inspection by DCPS upon request.
2. OAH shall retain all records and any other documents relevant to this Agreement, for a period of no less than three (3) years after the latest relevant action or event, including the date of final payment, the disposition of non-expendable property, the issuance or satisfaction of any administrative, trial or appellate order, or the performance or non-

performance of any action required by this Agreement. If an audit, litigation, or other action involving the records is started before the end of the three (3) year period, the records shall be maintained until all issues arising out of the action are resolved or until the end of the three (3) year period, whichever is later.

3. Upon receipt of reasonable notice, OAH shall afford full access and the right to examine and copy any materials relating to this Agreement to DCPS staff and any other person authorized by DCPS, including, but not limited to, federal and local auditors who have substantiated in writing a need for such access in the performance of their official duties.
4. OAH shall assume financial liability for audit exceptions ruled as final. OAH shall receive notice of audit findings prior to final disposition and be offered the opportunity to participate in a review of the audit exceptions with DCPS, regarding OAH processes and procedures under this Agreement. Claims made by OAH for payment which are paid by DCPS and which are finally determined to be improper as a result of a federal or independent District audit shall be reimbursed to DCPS by OAH within sixty (60) calendar days of receipt of the final audit disposition.
5. The approval of any expenditure report by DCPS shall not prejudice DCPS's right to object to or question the expenditures reflected in the report or matters related thereto. Such approval by DCPS shall neither be construed as acceptance of any part of the work nor as an approval of any of the costs reflected therein. Payments to OAH shall be subject to reduction for amounts included in a prior approved expenditure report that are determined by DCPS, on the basis of audits conducted in accordance with the terms of this Agreement, not to constitute allowable costs.
6. OAH shall cooperate fully with any data collection and evaluation activities carried on by DCPS in connection with services performed under this Agreement.
7. Pursuant to this Agreement, the Parties shall comply with all applicable federal and local laws, regulations, policies, and State Plan requirements. DCPS shall monitor OAH's compliance with these requirements and the requirements set forth in this Agreement and any noncompliance shall be grounds for DCPS to terminate this Agreement immediately.

F. GENERAL PROVISIONS

1. This Agreement shall not relieve either DCPS or OAH of its duty to fulfill any of its existing statutory obligations.
2. This Agreement is entered into pursuant to D.C. Official Code § 1-301.01(k) and any other applicable District and federal laws. The provisions of this Agreement shall be construed to conform to those laws.
3. This instrument constitutes the entire agreement between the Parties, and all oral or written agreements between the Parties relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein.
4. The Parties agree that the sole intended beneficiary of this Agreement is the District of Columbia Government, including its agencies and other organizational sub-units. No entity or individual is intended as a third-party beneficiary, and this Agreement creates no rights for such entities or individuals.
5. This Agreement may be executed in multiple counterparts.
6. Both Parties to this Agreement shall use, restrict, safeguard and dispose of information received pursuant to this Agreement, including any information developed through the investigation or prosecution of a case, in accordance with all relevant federal and local statutes, regulations, and policies.
7. OAH's ability to provide services under this Agreement requires DCPS to share personally identifiable information from education records with OAH. Such records must be safeguarded in accordance with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) (FERPA). In accordance with 34 CFR § 99.31(a)(1)(i)(B), OAH therefore acknowledges that (i) it is considered a "school official" for purposes of sharing education records under this Agreement; (ii) it is under the direct control of DCPS with respect to the use and maintenance of the education records it will have access to under this Agreement; and (iii) it is subject to the requirements of 34 CFR § 99.33(a) with respect to the use and disclosure of personally identifiable information from such education records. According to 34 CFR § 99.33(a), OAH must (a) not disclose any personally identifiable information from education records it may have access to under this Agreement to another

party without first obtaining prior consent from the affected parent (or student if the student has reached the age of 18); and (b) ensure that its officers, employees and agents receiving education records under this Agreement only use such records for purposes of providing the services covered by this Agreement.

8. The Parties shall mutually agree upon all changes to this Agreement and reduce them to writing in an amendment executed by the signatories of this Agreement, or their successors. Unless otherwise agreed to by the Parties in writing or stipulated by applicable laws or regulations, no change to this Agreement shall take effect until the amendment has been fully executed.
9. The following individuals are the contact points for each Party under this Agreement:

Arthur Fields
Office of Youth Engagement
District of Columbia Public Schools
1200 First Street, NE, 8th Floor
Washington DC 20002
(202) 306-8679
Arthur.fields@dc.gov

Eric Rice
Acting Executive Director
Office of Administrative Hearings
441 Fourth Street, NW, Suite 450N
Washington, DC 20001-2714
(202) 442-9094
Eric.rice@dc.gov

The individuals above are responsible for the management and coordination of the duties and obligations for each respective party under this MOU. Copies of correspondence related to the modification, amendment, extension or termination of this MOU, or any other legal matter pertaining to this MOU, shall be furnished to these individuals with additional copies to

Rachel Lukens
Supervisory Attorney-Advisor
Office of Administrative Hearings
441 Fourth Street, NW, Suite 450N,
Washington, DC 20001-2714

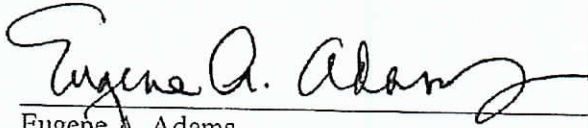
(202) 442-9094
Rachel.lukens@dc.gov

Scott Barash
General Counsel
D.C. Public Schools
1200 First Street, N.E., 10th Floor Washington, D.C. 20002
(202) 442-5000
scott.barash@dc.gov

[Signature Page Follows]


IN WITNESS WHEREOF, the signatories to this Agreement represent that they have the authority to bind their respective agencies to this Agreement and hereby execute this Agreement on the dates indicated.

OFFICE OF ADMINISTRATIVE HEARINGS

BY: 
Eugene A. Adams
CHIEF ADMINISTRATIVE LAW JUDGE
Office of Administrative Hearings
441 Fourth Street, NW, Suite 450N
Washington, DC 20001-2714

DATE: 11/10/15

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

BY: 
Kaya Henderson
CHANCELLOR
District of Columbia Public Schools
1200 First Street, NE, 12th Floor
Washington, DC 20002

DATE: 11/25/15

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE DEPARTMENT OF EMPLOYMENT SERVICES
AND THE OFFICE OF ADMINISTRATIVE HEARINGS TO SUPPORT THE
UNEMPLOYMENT COMPENSATION LOWER LEVEL ADMINISTRATIVE
APPEAL FUNCTION UNDER THE DISTRICT OF COLUMBIA UNEMPLOYMENT
COMPENSATION ACT**

I. INTRODUCTION

This Memorandum of Understanding (hereinafter, MOU) is entered into by and between the District of Columbia Department of Employment Services (DOES) and the District of Columbia Office of Administrative Hearings (OAH), and sets forth the agreement of the parties with respect to the adjudication of lower level unemployment compensation appeals.

II. PROGRAM GOALS AND OBJECTIVES

WHEREAS, DOES is the District of Columbia agency charged with the administration of unemployment compensation laws pursuant to the District of Columbia Unemployment Compensation Act, D. C. Code, as amended, §§ 51-101 *et seq.* (hereinafter, the Act);

WHEREAS, the United States Department of Labor (hereinafter, DOL), pursuant to 42 USC § 1101(c)(1)(A), in assisting the District of Columbia in its administration of the Unemployment Compensation Act, has certified a grant of funds for the administration thereof by DOES pursuant to 42 USC § 502(a);

WHEREAS, pursuant to D.C. Code, as amended, §§ 47-105, -355.02(2); 31 USC §§ 1341, 1342, and 1349 to 1351; and subchapter II of Chap. 15 of Title 31 United States Code, as amended, the provision herein authorizing DOES to expend or obligate federal monies to fund the adjudication of lower level unemployment compensation appeals takes effect solely upon the appropriation or certification of unemployment compensation grant funds to the District of Columbia by DOL;

WHEREAS, pursuant to D.C. Code, as amended, §§ 51-111(c), (d) and (e), the administration of the Act encompasses the responsibility to conduct formal administrative hearings, as necessary, for the proper and efficient functioning of said administration, the federal administrative grant includes funds allocated for this purpose; and,

WHEREAS, the Office of Administrative Hearings Establishment Act of 2001, D.C. Code, as amended, §§ 2-1831 *et seq.*, established OAH as an independent agency, and as of October 1, 2004 transferred thereto jurisdiction to adjudicate contested cases formerly handled by DOES, other than those involving private workers compensation, and including lower level unemployment compensation administrative appeals on behalf of DOES;

WHEREAS, pursuant to Title III of the "Fiscal Year 2012 Budget Request Act of 2011", paragraph (7), Economic Development and Regulation, DOES is required to transfer to OAH \$1,024,437.00 for hearing appeals related to unemployment insurance benefits; and

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the parties do hereby agree:

A. RESPONSIBILITIES OF OAH

1. Pursuant to D.C. Code, as amended, § 2-1831.03(b)(1) and D.C. Code § 51-111(b), upon application, OAH shall provide lower level administrative appeals in unemployment insurance cases arising under the Act.
2. OAH shall utilize any and all funds provided it pursuant to this MOU solely to adjudicate unemployment compensation lower level appeals during the fiscal year within which the funds were either appropriated or certified for the named expenditure or obligation.
3. On a quarterly basis, and in the format as directed, OAH shall provide DOES the financial documentation pertaining in whole, or in part, to the expenditure of local and/or federal unemployment compensation administrative grant funds – including, accounting statements, budget plans, cost formulas, staffing and expenditure plans – to allow DOES to monitor compliance with District of Columbia and DOL, regulations, requirements and directives.
4. OAH shall provide DOES, upon DOES's reasonable request or at regular intervals agreed on by the parties, copies of such documentation - including, accounting statements, budget plans, corrective action plans, narratives and quality appraisal case selections - as may be required by the DOES and/or DOL pursuant to the unemployment compensation administrative grant and applicable federal and local laws, regulations, and directives.
5. OAH shall timely implement all pertinent current and future DOL directives, policy statements, and requirements that pertain, in whole or in part, to the efficient functioning of the lower level unemployment compensation appeals process; provided, however, that this obligation shall not apply to federal or state directives, statements or requirements notice of which is not given to OAH promptly upon receipt by DOES
6. OAH shall use its best efforts to issue all decisions on lower level unemployment compensation appeals on a sufficiently regular and proportionate basis to achieve and maintain a level of decision issuance equal to or greater than sixty percent (60%) of all appeals within thirty (30) calendar days of the filing of the subject appeal, and a level of

issuance equal to or greater than eighty percent (80%) of all appeals within forty-five (45) calendar days of the filing of the subject appeal.

7. In the achievement of its timely issuance goals, OAH shall use its best efforts to maintain an average age of pending appeals of less than or equal to thirty (30) days. The average age of appeals shall be calculated by determining the sum of the ages, in days from filing, of all pending lower authority appeals divided by the number of lower authority appeals.

8. OAH shall use its best efforts to ensure that eighty percent (80%) or more of the appeals issued by OAH shall achieve a quality score equal to or greater than eighty-five percent (85%) of potential points, this rating shall be based upon an evaluation of results of quarterly samples selected from the universe of appeal hearings.

9. OAH and DOES shall cooperate in the design and, if mutually agreeable, implementation, of a pilot project to allow DOES representatives to appear for hearings via videoconferencing technology rather than in person, in appeals where DOES is a named party. OAH and DOES shall further cooperate to evaluate the pilot project and to consider regular use of videoconferencing technology for certain hearings where DOES is a named party. In evaluating the use of videoconferencing technology, OAH and DOES shall consider, among other factors, cost, fairness and efficiency.

10. OAH shall direct all communication with DOL concerning its adjudication of lower level unemployment compensation appeals through DOES. Any inquiry of, or response to, DOL, its directives, policy statements, standards, measures or requirements that pertain to the lower level appellate function shall be transmitted to, and from, DOL through DOES. Notwithstanding the foregoing, if DOL directly queries OAH concerning the lower level appeal function, OAH shall respond and promptly inform DOES of the communication. If the communication with DOL is in writing, OAH will simultaneously provide DOES with the DOL request and OAH response.

11. OAH shall transmit to DOES, each week, a list of all unemployment compensation appeal requests filed at OAH without a Claims Examiner's Determination. Said list shall contain the date of filing, and to the extent known by OAH, the names of the employer and the claimant, with the pertinent Social Security number. Upon receipt thereof, DOES shall transmit to OAH within three (3) business days, copies of the initial determination issued in each of the listed appeals, or a statement that no such determination has been issued.

12. OAH shall submit to DOES, on the 15th of each month, or the next working day, the following reports: (1) ETA 5130 (monthly information on the appeals case workload); (2) ETA 9054 (monthly information on the time lapse of appeals from date of filing to decision); and, (3) ETA 9055 (monthly information on the inventory of appeals filed but undecided). Each monthly report shall be submitted to DOES electronically in PDF format on its respective Unemployment Insurance Required Reports (UIRR) form as reproduced in the UI Reports Handbook No. 401 promulgated by DOL or any amendment thereto.

13. OAH shall submit to DOES, on the 15th day of the second month following the end of the quarter to which the data relates, ETA 9057 (a quarterly report which provides information on the quality of lower authority appeals hearings and decisions). Each quarterly report shall be submitted to DOES electronically in PDF format on the UIRR form reproduced in the UI Reports Handbook No. 401 promulgated by DOL or any amendment thereto.

14. OAH shall make available to DOES an electronic portal providing access to certain reports and information about UI cases in OAH's case management system (eCourt). OAH and DOES shall cooperate in determining the information that will be accessible by DOES. Nothing in this paragraph shall be construed as obligating OAH to collect or to make available through eCourt information not currently collected in eCourt, or to provide reports not currently generated by eCourt. Notwithstanding the foregoing, OAH shall make reasonable efforts to accommodate DOES's requests for additional information and reports, and shall keep DOES apprised of its efforts to respond to any such requests.

15. OAH shall submit to DOES the data extract files required to administer the DOL data validation protocols for the previously submitted ETA-5130, -9054 and -9055 reports. OAH shall submit the data extract files using the data formats required by DOL and provided by DOES. The specific request for, and the parameters of, said data files shall be timely transmitted to OAH by DOES upon their receipt from DOL. The completed data extract files shall be returned to DOES by or before forty-five (45) days from the initial transmission.

16. If the actual proportionate funds required are less than anticipated, OAH shall grant a refund to DOES.

B. RESPONSIBILITIES OF DOES

1. After the execution of the MOU and receipt of the first and second quarter FY2012 detailed invoices, DOES will transfer \$512,218.50 to OAH via Intra-District advance, in accordance with Section IV.B. of this MOU. Such transfer of funding to occur no later than April 30, 2012, if the MOU is executed and the detailed invoices are provided.

Upon receipt of the third and fourth quarter FY2012 detailed invoices, DOES will transfer the amount of the quarterly invoice to OAH through an Intra-District advance, in accordance with Section IV.B. of this MOU. Such transfer of funding to occur within 30 days of the receipt of the detailed invoice for that quarter.

2. DOES shall provide OAH, promptly upon receipt, all DOL directives, policy statements, requirements or communications that pertain, in whole or in part, to lower level unemployment compensation appeals process or protocols. Such materials shall include, but shall not be limited to, information about base workload established by DOL for 2012 and information required for submission in the SQSP. In addition, DOL and

DOES shall meet within 30 days of the execution of this MOU to determine whether DOES is in possession of existing DOL directives, policy statements, requirements or communications that have not been provided to OAH. DOES shall promptly provide copies of any such information to OAH.

3. Upon their receipt from DOL, DOES shall timely transmit to OAH the parameters of the data extract files required to administer the DOL data validation protocols for the previously submitted ETA-5130, -9054 and -9055 reports.

4. In a case where the employer is an agency of the District of Columbia government, DOES Claims Examiners' Determinations shall identify the correct employing agency and its proper mailing address.

5. DOES shall cooperate with OAH and DOL to ensure the proper expenditure of local and federal administrative grant funds consistent with all applicable District of Columbia and federal laws, regulations, and DOL directives, policy statements and requirements as required by D.C. Code, § 51-113(e).

IV. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed \$1,024,453 for Fiscal Year (FY) 2012. Funding for the services shall not exceed the actual cost of the services, based on the actual number of cases adjudicated at the following rates, provided, all costs and expenditures shall not exceed \$1,024,453.

2. DOES shall provide OAH, pursuant to the qualifications and timetables contained herein, with the local and federal unemployment compensation administration funds to provide lower level administrative appeals as delineated within this MOU.

3. Also on a quarterly basis, DOES shall transfer to OAH any and all contingency earnings received by DOES from DOL for the issuance of appeal decisions in excess of the base workload as previously established. Said quarterly payments are contingent upon the timely and accurate submission by OAH to DOES of all reports, audits, and/or information required by statute, the instant MOU, the Oversight Committee, or DOES in its capacity as the federally recognized employment security administration in the District of Columbia. Failure to timely and accurately submit said reports, audits or information shall result in the suspension of said quarterly payment until all submissions have been accomplished to the satisfaction of DOES. Further, the payment of said contingency earnings shall not increase the total amount of yearly funding of the lower level unemployment appeals function beyond that as contained in the 2012 Budget Request Act of 2011.

4. Where OAH has failed to achieve the DOL Secretary Standards or Core Measures for the adjudication of lower level unemployment compensation appeals, and as a result

thereof, DOL reduces the federal administrative grant monies payable to the District of Columbia through DOES, an identical amount will be deducted from the total of the administrative payment due OAH from DOES pursuant to the instant MOU.

B. PAYMENT

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to OAH based on the total amount of this MOU.
2. On a quarterly basis, OAH shall submit a detailed invoice which shall explain the amounts billed for that period. The detailed invoice shall include staffing expenditures and the number of cases resolved for the quarter addressed by the invoice to allow DOES to monitor the expenditure of local and/or federal unemployment compensation administrative grant funds are in compliance with District of Columbia and DOL, regulations, requirements and directives.
3. OAH will relieve the advance and bill DOES through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. OAH will return any excess advance to DOES by September 30 of the current fiscal year.
4. The Chief Administrative Law Judge of OAH (hereinafter, CALJ) and the Director of DOES (hereinafter, Director) or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

V. GENERAL PROVISIONS

A. DOES-OAH Program Meetings

1. OAH and DOES program staff, as designated below, shall meet quarterly to discuss issues of mutual concern and interest, including but not limited to MOU activity, performance trends, OAH-DOES communications and improvements in partnership activities. OAH and DOES shall cooperate in setting the agendas for these meetings. The meetings shall be chaired alternately by representatives of each agency. OAH and DOES shall work cooperatively and in good faith to address promptly issues of concern raised during the meetings. These meetings are in addition to, and do not replace, the quarterly stakeholder meetings already being held for interested parties.
2. The CALJ and the Director shall each designate three staff members who shall together comprise the committee.
3. The names, telephone numbers and addresses of these OAH and DOES employees will be attached to this MOU as an addendum within thirty (30) days of

execution of this agreement. This list may be updated as needed by the CALJ and by the Director. Amendments or substitutions to the list may be made at any time by written notification from the CALJ or Director. .

B. ADMINISTRATIVE AND MANAGEMENT SYSTEMS

The parties hereto shall develop and implement administrative and management systems adequate to collect, monitor and report on all aspects of this MOU in an accurate and timely manner to DOES and DOL. OAH shall maintain complete and accurate records justifying and supporting all accrued expenditures, as may be required by law.

C. MODIFICATION

This MOU shall be modified or amended only by the written agreement of the Director and the CALJ. If either party wishes to modify or amend the terms herein, a written notice of the term of the proposed amendment or modification must be delivered to the other party at least thirty (30) days prior to its proposed start date.

D. LIMITATIONS

1. The terms of this MOU are not intended to alter, amend, or rescind any provision of District of Columbia or Federal law or regulation. Any provision of this MOU which conflicts with said statutory or regulatory authority shall be null and void.
2. Titles and headings used in this MOU are for the convenience of the parties and of no other effect.

EFFECTIVE DATE

This MOU shall be effective as of October 1, 2011 and the terms thereof will remain in force until September 30, 2012 or until modified by written agreement of the parties.

In WITNESS WHEREOF, the parties hereto have signed this MOU as of the day and year first written above.


Lisa Maria Mallory, Director
Department of Employment Services


Mary Oates Walker, Chief ALJ
Office of Administrative Hearings

Date: April 13, 2012

Date: April 17, 2012

**Memorandum of Understanding Between
The District of Columbia Department of Employment Services
And
The District of Columbia Office of Administrative Hearings**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into by the District of Columbia Department of Employment Services (DOES) and the Office of Administrative Hearings (OAH), individually referred to herein as the "Party" and collectively referred to herein as the "Parties".

DOES is the agency whose mission is to plan, develop, and administer various employment-related services to all segments of the Washington, DC metropolitan population. DOES achieves its mission through empowering and sustaining a diverse workforce, which enables all sectors of the community to achieve economic and social stability. Further, DOES administers and enforces the District of Columbia workers' compensation laws and regulations inclusive of those governing the conduct of formal administrative hearings through its Labor Standards Bureau, Office of Hearings and Adjudication (OHA).

OHA conducts formal administrative hearings to determine disability compensation benefits for private sector workers and District government employees (public sector) injured on the job. Administrative Law Judges hear and decide cases based on applicable law, and issue written decisions based upon testimonial and documentary evidence submitted. The formal hearings are conducted to ensure that rights and responsibilities are determined fairly, promptly and according to due process.

The *DC Office of Administrative Hearings* is an independent agency and is a neutral, impartial tribunal that holds hearings and decides appeals from government decisions. The OAH decides cases involving unemployment compensation, Medicaid and other public benefits, public space, rent control, professional, and business licensure, as well as building, health and fire code violations, among others.

II. GOALS AND OBJECTIVE

The goal of this MOU is to define the responsibilities of the Parties in regards to the transfer of the public sector workers' compensation formal hearing functions.

The objectives of this MOU are to:

1. Establish the procedures for DOES to transfer all public sector initial applications for formal hearings from DOES to OAH; and
2. Transfer via Intra-District funding, monies to support personnel to conduct the public sector workers' compensation formal hearings.

MOU Between
DOES and OAH
Transfer of Public Sector Workers' Compensation Functions

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties to carry out the purpose of this MOU expeditiously and economically, the Parties agree:

A. DOES shall:

1. Transmit to OAH all public sector Applications for Formal Hearings (AFH) received effective October 31, 2016 and going forward through the date of transfer.
2. As requested by OAH, provide training/information to the Administrative Law Judges prior to the transfer of the public sector formal hearing functions.
3. As requested by OAH, provide training to the support staff prior to the transfer of the public sector formal hearing functions.
4. Provide to OAH all relevant public sector forms used in the OHA.

B. OAH shall:

1. Accept all public sector Applications for Formal Hearings subsequent to October 31, 2016.
2. Manage all aspects of the public sector workers' compensation formal hearing process.

IV. DURATION OF THE MOU

This MOU shall become effective on the date of the final signature of all Parties. The duration of the MOU shall be from date of execution through September 30, 2017 or the date of transfer of the public sector workers' compensation functions, unless terminated in writing by the Parties prior to the expiration.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k) and any other authority under the Parties' programs

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed \$250,000.00; and funding will be based on a pro rata basis determined by the date of the transfer of the public sector workers' compensation functions to OAH.

MOU Between
DOES and OAH
Transfer of Public Sector Workers' Compensation Functions

Funding and payment for the services shall not exceed the actual cost of the goods or services, including labor, materials and overhead.

2. The cost of this MOU is based on funding for two full time equivalent public sector administrative law judge positions in OHA.

B. PAYMENT

1. Payment for all of the goods and services shall be made through Intra-District transfer from DOES to OAH based on the total amount of this MOU or the actual cost of services, whichever is less.
2. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

VII. ANTI-DEFICIENCY ACT

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 , (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. PROTECTION OF SENSITIVE INFORMATION

The Parties to this MOU shall use, restrict, safeguard and dispose of all information related to the services provided pursuant to this MOU, in accordance with all relevant federal and local statutes, regulations and policies, including all statutory and regulatory requirements protecting the confidentiality of individuals.

IX. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written modification by the Parties.

X. TERMINATION

Either Party may terminate this MOU any time by giving 90 days written notice to the other Party and a written report on the status of all open complaints being resolved pursuant to this MOU. This MOU may also be terminated immediately by either Party for the following reasons:

MOU Between
DOES and OAH
Transfer of Public Sector Workers' Compensation Functions

1. Lack of funding;
2. Changes in applicable law.

XI. NOTICE

The following individuals are the contact points for each Party under this MOU:

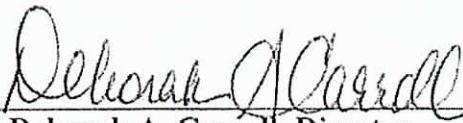
DOES: Mohammad R. Sheikh, Deputy Director
Labor Standards Bureau
Department of Employment Services
4058 Minnesota Ave., NE
Washington, D.C 20019
(202) 671-0588 (office)
Mohammad.sheikh@dc.gov

OAH: Eugene Adams, Chief Administrative Law Judge
Office of Administrative Hearings
One Judiciary Square
441 4th Street, N.W., Suite 450
Washington, D.C. 20001
(202) 442-9094
Eugene.adams@dc.gov

XII. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

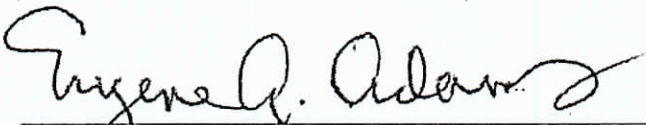
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:



Deborah A. Carroll, Director
Department of Employment Services

7-15-16

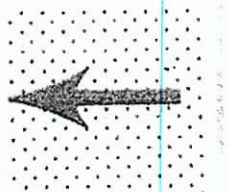
Date



Eugene Adams, Chief Administrative Law Judge
D.C. Office of Administrative Hearings

7/20/16

Date



**MEMORANDUM OF UNDERSTANDING BETWEEN
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES
OFFICE OF WAGE-HOUR
AND
THE DISTRICT OF COLUMBIA OFFICE OF ADMINISTRATIVE HEARINGS**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into by the District of Columbia Department of Employment Services (DOES) and the Office of Administrative Hearings (OAH), individually referred to herein as the "Party" and collectively referred to herein as the "Parties".

DOES is the agency whose mission is to plan, develop, and administer workforce development services to District of Columbia residents. Further, DOES administers and enforces the District of Columbia wage and hour laws. The DOES Office of Wage-Hour investigates and resolves complaints from private-sector employees with regard to violations of the wage and hour laws.

(OAH) is an independent agency and is a neutral, impartial tribunal that holds hearings and decides appeals from government decisions. The OAH decides cases involving unemployment compensation, Medicaid and other public benefits, public space, rent control, professional and business licenses, and building, health and fire code violations, among others. The Office of Administrative Hearings also receives payments of fines imposed by various agencies.

II. PROGRAM GOALS AND OBJECTIVE

The goal of this MOU is to share responsibilities between the Parties for the administration and enforcement of the "Wage Theft Prevention Amendment Act of 2014" (Act). The Act permits District of Columbia employees, who are in the private sector but not contractors, to file a complaint alleging violation of the Act with DOES.

The objectives of this MOU are to:

- A. Establish the procedures for DOES to transfer case files to OAH for the conduct of formal hearings; and
- B. Establish the procedures for OAH to provide dates and dispositions of formal hearing to DOES.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purpose of this MOU expeditiously and economically, the Parties agree:

- A. DOES OWH shall:

1. Receive request for formal hearing from employer and employees.
2. Notify OAH of all requests for formal hearings within 5 business days of the filing of the request.
3. Transfer the entire Office of Wage-Hour (OWH) case file to OAH within 5 business days of the filing of the request.

B. OAH shall:

1. Receive all OWH case files.
2. Verify receipt of all OWH case files within 3 business days of receipt in writing or by email.
3. Schedule formal hearings within 30 days of the request for a formal hearing.
4. Conduct formal hearings.
5. Issue an order in each case within 30 days of the formal hearing.
6. Provide DOES with dates of the formal hearings within 14 calendar days of the date of the formal hearing.
7. Provide DOES with the order issued in each case upon issuance of the order.

IV. ~~DURATION OF THE MOU~~

This MOU shall become effective on the date of the final signature of all Parties. The duration of the MOU shall be from the last date of execution until September 30, 2017, unless terminated in writing by the Parties prior to the expiration.

V. AUTHORITY FOR MOU

D.C. Official Code §1-301.01(k) and any other authority under the Parties' programs.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall be \$200,000.00 for FY 2017. Funding and payment for the services shall not exceed the actual cost of the goods or services, including labor, materials and overhead.

2. The estimated cost of this MOU is based on the services provided by OHA as outlined in Attachment "A" during the term of this MOU.
3. In the event of termination of the MOU, payment to OAH shall be held in abeyance until all required fiscal reconciliations are complete but not longer than September 30th of the current fiscal year.

B. PAYMENT

1. Payment for all of the goods and services shall be made through Intra-District transfer from DOES to OAH based on the total amount of this MOU.
2. Advances to OAH for the services to be performed/goods to be provided shall not exceed the amount of this MOU or the actual cost of the goods or services, whichever is less.
3. OAH will return any excess advance to DOES by September 30th of the current fiscal year.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

VII. ANTI-DEFICIENCY ACT

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the Federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 , (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. PROTECTION OF SENSITIVE INFORMATION

The Parties shall comply with all applicable laws and regulations whether now in force or hereafter enacted or promulgated, including the federal and District of Columbia laws governing the disclosure of information or records.

IX. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

X. TERMINATION

Either Party may terminate this MOU at any time by giving 90 days written notice to the other Party and a written report on the status of all open cases being resolved pursuant to this MOU. This MOU may also be terminated immediately by either Party for the following reasons:

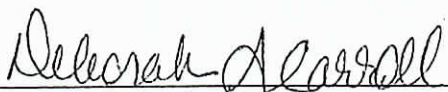
1. Lack of funding;
2. Changes in applicable law.

XI. NOTICE


The following individuals are the contact points for each Party under this MOU:

DOES: Mohammad R. Sheikh, Deputy Director
Labor Standards Bureau
Department of Employment Services
4058 Minnesota Ave., NE
Washington, D.C 20019
(202) 671-0588 (office)
mohammad.sheikh@dc.gov

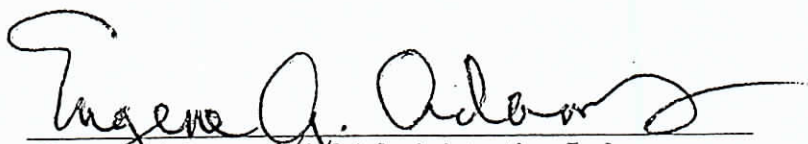
OAH: Vanessa Natale, General Counsel
Office of Administrative Hearings
441 4th Street, NW
Suite 450 North
Washington, D.C. 20001
(202) 724-7024
Vanessa.Natale@dc.gov



Deborah A. Carroll, Director
Department of Employment Services



Date



Eugene Adams, Chief Administrative Judge
Office of Administrative Hearings



Date

Attachment A

The DC Department of Employment Services will provide funding for the Memorandum of Understanding between DOES and Office of Administrative Hearing pursuant to the following schedule through intra district transfers in two payments:

- For the Period of October 1, 2016 to March 30, 2017: \$100,000.00
- For the Period of April 1, 2017 to September 30, 2017: \$100,000.00

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
OFFICE OF THE CITY ADMINISTRATOR/OFFICE OF LABOR RELATIONS AND
COLLECTIVE BARGAINING
AND THE
OFFICE OF ADMINISTRATIVE HEARINGS**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into by the District of Columbia Office of the City Administrator, Office of Labor Relations and Collective Bargaining (“OCA/OLRCB”) and the District of Columbia Office of Administrative Hearings (“OAH”), collectively referred to in this MOU as the “Parties”.

II. BACKGROUND; PROGRAM GOALS AND OBJECTIVES

- A. OAH employs unionized employees who are represented by two (2) labor organizations inclusive of three (3) local unions.
- B. OLRCB in fiscal year 2016 has provided labor relations and collective bargaining negotiations on behalf of OAH managers and supervisors.
- C. OAH has requested that OLRCB continue to provide its expertise and assistance to handle these matters in fiscal year 2017, and OLRCB has agreed to provide the requested services.
- D. Pursuant to D.C. Code Section 1-531.01, “any agency that is represented by [OLRCB] in third-party cases, grievances, arbitrations, and dispute resolution shall pay the cost of representation established through an intra-district agreement with the OLRCB.”
- E. This MOU establishes the terms and conditions under which OLRCB will provide labor relations and collective bargaining services to OAH and the responsibilities of each Party, including the obligation of OAH to compensate OLRCB for the provision of these services.

III. SCOPE OF SERVICES

In furtherance of the shared goals of the Parties and in consideration of the mutual premises contained herein, OAH and OCA/OLRCB agree as follows:

A. OBLIGATIONS OF OAH

OAH shall:

1. Ensure that payment for the services to be provided is made to OLRCB no later than ten (10) workdays after the execution of this MOU;
2. Provide OLRCB with all information that is relevant and necessary to allow OLRCB to effectively perform the services outlined in this MOU;
3. Designate a Labor Liaison and other appropriate management representatives to ensure effective performance by OLRCB under this MOU;
4. Ensure timely responses to requests for information from OLRCB;
5. Ensure effective administration of the collective bargaining agreements and implementation of advice and counsel, at the agency level;
6. Provide training to managers, supervisors and employees on the collective bargaining agreements, grievances, and arbitration and effective processing of disciplinary actions;
7. Provide accurate information promptly to allow OLRCB to effectively provide the services required by this MOU; and
8. For all arbitration hearings that may arise as a result of the subject Collective Bargaining Agreements, be responsible for costs including all costs for court reporters and transcripts, arbitrators, and expert witnesses as specified in the applicable collective bargaining agreement.

B. OBLIGATIONS OF OLRCB

OLRCB shall:

1. Ensure that all third-party cases and matters for dispute resolution are timely prepared and submitted for approval;
2. Provide training to OAH managers and supervisors on all current and new collective bargaining agreements applicable to OAH;
3. Provide relevant information to the Department of Human Resources and the Office of Pay and Retirement Services on new wages and benefits required by collective bargaining agreements or as a result of the resolution of labor disputes. to help ensure that such wages and benefits are implemented in a timely manner;
4. Coordinate other training as may be necessary based on OLRCB's interaction with OAH as a result of this MOU; and
5. Establish an agency internal service fund with a corresponding index that ties to the fund and agency organization structure.

IV. FUNDING PROVISIONS

A. COST OF SERVICES/PAYMENT

1. The total costs for services under this MOU shall not exceed Fifty thousand dollars and no cents (\$50,000.00) for Fiscal Year (FY) 2017. The Parties understand that depending on the number of arbitrations, trainings, and dispute resolutions needed, this MOU may be modified by mutual agreement of the Parties to reflect an increased cost associated with providing services under this MOU. OLRCB shall not be required to perform any services under this MOU if the costs of providing those services would increase the total costs chargeable to OAH under this MOU to more than Fifty thousand dollars and no cents (\$50,000.00). Costs billed for services shall not exceed actual costs.
2. The estimated cost of this MOU is based upon the personnel, number of current (and estimated for FY 2017) grievances, arbitrations, and related labor relations matters that OLRCB will be required to handle on behalf of OAH.

B. PAYMENT

1. Payment for all of the goods and services provided pursuant to this MOU shall be made through an Intra-District transfer of funds by OAH to OLRCB for the total amount of this MOU, as set forth in section IV.A.1 of this MOU.
2. OLRCB will ensure that the revenues for the services required under this MOU are reflected in the budget entry/budget line item detail screen and the appropriate accumulators.
3. Advances to OLRCB for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
4. The Chief Judge of OAH and Director of OLRCB or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. If the Chief Judge of OAH and the Director of OLRCB or their designees are unable to resolve a financial issue, the matter shall be referred to the City Administrator for mediation.

V. EFFECTIVE DATE

This MOU shall be effective upon receipt of payment, as outlined above, and the signature of the Parties, whichever is later.

VI. MODIFICATIONS

The terms and conditions of this Agreement may be modified as mutually agreed by the Parties. All of the parties to this MOU agree to work together as appropriate in good faith to make any conforming changes to this MOU, as may be necessary.

VII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. DURATION OF MOU

The period of this MOU shall be from October 1, 2016, to September 30, 2017, unless terminated in writing by the Parties prior to the expiration.

IX. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k); and D.C. Official Code § 1-531.01.

X. COMPLIANCE AND MONITORING

As this MOU is funded by District of Columbia funds, OLRCB will be subject to scheduled monitoring reviews to ensure compliance with all applicable requirements.

XI. RECORDS AND REPORTS

OLRCB shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years after the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of OAH and other officials as may be specified by the District of Columbia at its sole discretion.

XII. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in performance of responsibilities associated with the performance of this MOU shall remain the property of the buyer agency.

XIII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For OAH: Eugene Adams
Chief Judge, Office of Administrative Hearings
441 4th Street, NW Suite 450N
Washington, DC 20001
Phone: 202-442-5823

Vanessa Natale
OAH General Counsel, Office of Administrative Hearings
Phone: 202-727-7024

For OLRCB: Lionel C. Sims, Jr.
Director, Office of Labor Relations and Collective Bargaining
441 4th Street, NW
Suite 820 North
Washington, DC 20001
Phone: 202-724-4953
Fax: 202-727-6887

Rashad Young
City Administrator, Office of the City Administrator
1350 Pennsylvania Avenue, NW, Suite 513
Washington, D.C. 20004
Phone: 202-727-1303

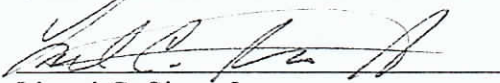
Paul Blake
OCA Agency Fiscal Officer, Office of the Chief Financial Officer
Phone: 202-727-9833

XIV. TERMINATION

Either Party may terminate this MOU in whole or in part by giving ninety (90) calendar days advance notice to the other Party.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

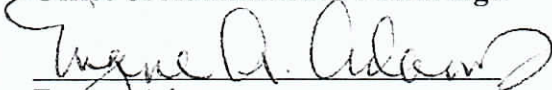
Office of Labor Relations and Collective Bargaining:



Lionel C. Sims, Jr.
Director

Date: 3/28/2017

Office of Administrative Hearings:



Eugene Adams
Chief Judge

Date: 3/28/17

Office of the City Administrator:

Rashad Young
City Administrator

Date: _____

DISTRICT OF COLUMBIA
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF ENERGY AND ENVIRONMENT (DOEE)
AND
OFFICE OF ADMINISTRATION HEARINGS (OAH)

Case Adjudication – FY 2018

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I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into by the Department of Energy and Environment (DOEE) and the Office of Administrative Hearings (OAH), referred to individually as a “Party” and collectively the “Parties.”

This MOU terminates and replaces the DOEE-OAH MOU signed by the Parties in January 2015 and all amendments to that MOU.

II. PROGRAM GOALS AND OBJECTIVES

DOEE seeks to ensure fair, impartial, efficient, and effective resolution of its final orders that are subject to appeal. DOEE enforces multiple District energy and environmental laws and regulations that provide for issuance of fines and administrative orders, such as cease and desist orders, compliance orders, stop sales orders, and directives. DOEE also has the authority to issue, deny, modify, or suspend various types of permits, licenses, and registrations. In addition,

DOEE is responsible for making certain non-enforcement decisions, such as eligibility for the Low Income Home Energy Assistance Program.

DOEE wishes to refer such cases to OAH for adjudication pursuant to D.C. Official Code § 2-1831.03(c)(1), and OAH seeks compensation for its adjudication services.

III. SCOPE OF SERVICES

A. RESPONSIBILITIES OF OAH

OAH shall:

1. Accept and adjudicate (1) matters prosecuted by DOEE pursuant to the Civil Infractions Act and other applicable laws, as those laws may be amended from time to time; and (2) administrative complaints brought by others against DOEE for its actions or inactions.
2. Provide DOEE with administrative hearings, case management, and associated services for all cases as necessary, including those arising from Notices of Infraction (NOIs), requests for hearings, and default matters.
3. Provide DOEE access to its E-COURT system so that DOEE can check the status of its cases.
4. Provide timely review of any forms submitted by DOEE to OAH for approval.
5. Transfer to DOEE each week all payments received in DOEE matters and a list of the payments being transferred, including the NOI Number and the amount of payment.
6. Return funds if required under Section VI.C (Return of Unspent Funds).

B. RESPONSIBILITIES OF DOEE

DOEE shall:

1. Make payment as specified in Section VI.B.1.
2. Adhere to OAH adjudication procedures, orders, and practices, and use OAH procedural forms where appropriate.
3. Appear through its attorneys or other designated representatives.

4. Secure the approval of OAH for any changes in DOEE's forms for actions arising under the Civil Infractions Acts, particularly NOIs and certificates of service.
5. Be responsible for proper service of NOIs and service of copies of DOEE case documents that DOEE generates for filing with OAH, consistent with the Civil Infractions Act and the OAH Rules of Practice and Procedure.
6. Commence actions arising under the Civil Infractions Act by filing an NOI with OAH.

IV. DURATION OF MOU

- A. This MOU shall be effective from the date of the last signature through September 30, 2018.
- B. The Parties may extend this MOU for up to four years through one or more MOU amendments.
- C. An extension is subject to the availability of funds at the time of the amendment.

V. AUTHORITY FOR MOU

- A. D.C. Official Code § 1-301.01(k) (placement of orders with District Departments, offices, or agencies).
- B. D.C. Official Code § 2-1831.03(c) (referral of cases to OAH).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. The cost of services shall not exceed \$45,000.
2. Funding shall not exceed the actual costs of the goods or services. "Actual costs" includes labor, fringe benefits, materials, supplies, equipment, or services.
3. The estimated cost of this MOU is based on 12 months of adjudication services, calculated at \$3,750 per month.
4. Funding shall be applied only to costs covered by this MOU.

B. PAYMENT

DOEE shall advance the amount specified in Paragraph A (Cost of Services) to OAH for adjudication services this fiscal year.

C. RETURN OF FUNDS

1. If OAH provides adjudication services for fewer than 12 months under an MOU with DOEE, OAH shall return funds for any month in which adjudication services under a DOEE MOU are not provided.
2. OAH shall return funds to DOEE no later than October 1.

D. ANTI-DEFICIENCY

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, are and shall remain subject to the provisions of (1) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (2) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-.08; (3) D.C. Official Code § 47-105; and (4) D.C. Official Code § 1-204.46.

VII. COMPLIANCE AND MONITORING

As this MOU is funded by government funds, performance by the Parties will be subject to scheduled and unscheduled monitoring reviews by the funder(s) or other authorized officials.

VIII. RECORDS

- A. The Parties shall maintain receipts and other records for the expenditures of all funds provided for at least three years from the end of this MOU.
- B. A Party receiving funds shall make these receipts and records available for inspection by the funder(s) or other authorized officials upon request.
- C. If a grant or contract is used to provide goods or services under this MOU, the funded Party shall arrange to make grantee or contractor receipts and records available to the funders or other authorized officials upon request.

IX. CONFIDENTIAL INFORMATION

The Parties will use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU in accordance with all relevant federal and District of Columbia statutes, regulations, and policies.

X. TERMINATION

- A. A Party may terminate this MOU in whole or in part by giving at least one month written notice to the other Party.
- B. A Party receiving notice must immediately cease performance under this MOU, or, if that is not feasible, begin to wind down performance immediately.
- C. After receiving notice of termination, a funded Party shall not be obligated to perform or provide further goods or services, other than winding down performance, supporting payment of invoices or fiscal reconciliation, complying with applicable laws, and honoring commitments to recordkeeping, reporting, monitoring, and confidentiality.

XI. CONTACTS

The following individuals or their designees are the contact points under this MOU:

FOR DOEE

Beth Mullin
Deputy General Counsel
Department of Energy and Environment
1200 1st Street NE, 5th Floor
Washington, DC 20002
Phone: 202-535-2608
Email: beth.mullin@dc.gov

FOR OAH

Natalia Kalloo
Chief Operating Officer
Office of Administrative Hearings
441 4th Street NW, Suite 450N
Washington, DC 20001
Phone: 202-442-8173
Email: Natalia.Kaloo@dc.gov

XII. MODIFICATION

This MOU, including any attachment to this MOU, may be modified only through a written amendment signed by all Parties.

XIII. DISPUTE RESOLUTION

- A. The Parties will make every effort to resolve any disputes concerning this MOU at the staff level.

- B. If the dispute cannot be resolved at the staff level, a Party may raise the dispute to the Director level.
- C. If the Directors are unable to resolve the dispute, a Party may refer the dispute to Office of the Chief Financial Officer for financial matters or to the Office of the City Administrator for other matters.

XIV. APPLICABLE LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or later enacted or promulgated.

XV. COUNTERPARTS

This document may be executed in counterparts, each separately and together constituting one and the same document.

XVI. SIGNATURES

The Parties agree to this MOU.

Department of Energy and Environment



Tommy Wells
Director

Date: 1/11/18

Office of Administrative Hearings



Eugene A. Adams
Chief Administrative Law Judge

Date: 1/4/18

AMENDMENT

**TO THE MEMORANDUM OF AGREEMENT
BETWEEN
THE HEALTH BENEFIT EXCHANGE AUTHORITY
AND
THE OFFICE OF ADMINISTRATIVE HEARINGS**

The Memorandum of Agreement (MOA), dated February 3, 2016, was entered into between the Health Benefit Exchange Authority and the Office of Administrative Hearings (OAH). An amendment was made on September 20, 2016 to Section VIII, extending the period that OAH must retain records, and to Section X, renewing the MOA for fiscal year 2017 (from October 1, 2016 through September 30, 2017).

The parties now desire to modify the MOA, in part, as follows. Deleted text is indicated as ~~stricken~~ and added text is indicated as underlined.

Section X. DURATION OF THIS MOA; the first sentence is amended as follows:

The period of this MOA shall be from October 1, ~~2016~~ 2017 through September 30, ~~2016~~ 2018.

All other terms and conditions of the MOA shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOA as follows:

FOR THE HEALTH BENEFIT EXCHANGE AUTHORITY:

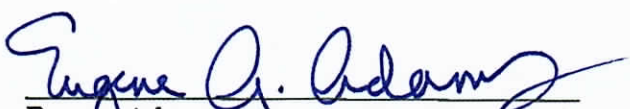


Milla Kofman
Executive Director

9/27/2017

Date

FOR THE OFFICE OF ADMINISTRATIVE HEARINGS:



Eugene Adams
Chief Administrative Law Judge

9/27/17

Date

MEMORANDUM OF UNDERSTANDING BETWEEN THE
OFFICE OF ADMINISTRATIVE HEARINGS
AND THE
OFFICE OF THE ATTORNEY GENERAL
CHILD SUPPORT SERVICES DIVISION

This Memorandum of Understanding (this “Agreement”) is entered into by and between the District of Columbia Office of Administrative Hearings (“OAH”) and the Office of the Attorney General for the District of Columbia (“OAG”) (individually, each a “Party” and collectively, “the Parties”), by their duly authorized representatives in accordance with the terms and conditions set forth herein.

RECITALS

WHEREAS, the OAG is the District’s child support agency pursuant to title IV, part D of the Social Security Act, approved January 4, 1975 (88 Stat. 2351; 42 U.S.C. § 651 *et seq.*) (“IV-D agency”), and has assigned the responsibility of operating the District’s child support IV-D program (the “Program”) to its Child Support Services Division (“CSSD”), thereby making CSSD responsible for providing child support services on behalf of the District with respect to cases included in the Program;

WHEREAS, pursuant to § 46-225.01 of the D.C. Official Code, the Mayor is charged with responsibility for, *inter alia*, conducting administrative hearings pertaining to the denial, refusal to renew, or revocation of driver’s licenses and car registrations for failure to comply with a subpoena or warrant relating to paternity or child support proceedings, or failure to pay child support;

WHEREAS, pursuant to § 46-226.03 of the D.C. Official Code, the IV-D agency is charged with responsibility for, *inter alia*, conducting administrative hearings pertaining to attaching and seizing assets owned by a child support obligor and held in a financial institution, or held in a financial institution by another on behalf of the support obligor, to satisfy child support arrearages

WHEREAS, pursuant to § 46-224 of the D.C. Official Code, the IV-D agency is charged with responsibility for, *inter alia*, conducting administrative hearings pertaining to the attachment and levy of personal injury and workers' compensation settlement funds from insurers participating in the Child Support Lien Network (CSLN) for obligors who owe overdue child support; and

WHEREAS, it is necessary and desirable that child support obligors have the opportunity to demonstrate why a sanction imposed under D.C. Official Code §§ 46-225.01, 46-226.03, or 46-224 should not be enforced; and

WHEREAS, pursuant to § 2-1831.03(c)(1) of the D.C. Official Code, the Chief Administrative Law Judge of OAH has the authority to accept for adjudication cases referred by CSSD to OAH;

NOW THEREFORE, the Parties agree to the following obligations, terms, and conditions:

A. OAH DUTIES AND OBLIGATIONS TO OAG AND CSSD

1. OAH shall accept and adjudicate up to seventy-five (75) cases relating to paternity or child support matters per fiscal year, including cases involving driver's license and car registration denial, refusal to renew, and revocation, financial institution asset seizure, and the seizure of other assets pursuant to §§ 46-225.01, 46-226.03, and 46-224, of the D.C. Official Code, and other applicable laws as those laws may be amended from time to time. OAH shall hold administrative hearings for these cases upon the written request of a party.

2. At least twenty-one (21) days prior to a scheduled hearing falling under the purview of this Agreement, OAH shall provide written notice to all parties, which states the time, place and issues involved pursuant to § 2-509(a) of the D.C. Official Code. The notice shall be accompanied by a copy of the request for hearing and shall include the IV-D case number, when provided by the hearing requester, to assist CSSD in readily identifying the matter being

contested:

3. OAH shall make reasonable efforts to hold hearings within sixty (60) days of receiving the request for a hearing, unless the parties to a case stipulate otherwise. OAH shall use its best efforts to hold such hearings as soon as reasonably possible. OAH shall, to the extent possible, make sufficient resources available to ensure the prompt resolution of IV-D matters.

4. OAH shall provide quarterly status reports, detailing actions taken and timeframes in which such actions were taken in each case on which it worked during the preceding quarter. OAH shall submit these reports to the Chief of CSSD's Policy and Training Unit within thirty (30) days following the end of each quarter.

5. OAH has estimated, in good faith, that the provision of services related to each hearing shall, on average, take four (4) hours. This estimate includes: (i) conducting research and otherwise preparing for the hearing; (ii) conducting the hearing; and (iii) drafting and serving the final order following the hearing. However, OAH cannot guarantee that this estimate will be met in a particular case.

6. OAH shall notify CSSD's Director in writing when nearing the hearing capacity of seventy-five (75) hearings or when OAH has rendered services equaling 90% of the funds advanced for the fiscal year. OAH shall neither exceed this capacity nor commence work on a new matter when it reasonably appears that the costs associated with adjudicating the matter will require funding in excess of the amount advanced by OAG, unless OAG consents in writing and obligates additional funding, when necessary, to cover added costs.

B. OAG AND CSSD DUTIES AND OBLIGATIONS TO OAH

1. CSSD shall adhere to OAH's adjudication procedures, orders, and practices, and utilize OAH procedural forms where appropriate. CSSD shall provide attorneys or other representatives to advocate its position in the prosecution of license denial, refusal to renew, and revocation, financial institution asset seizure, and other asset seizure cases relating to paternity or

child support matters.

2. OAG shall compensate OAH for its services in accordance with Section C.

C. FINANCIAL ARRANGEMENTS

1. For Fiscal Year 2018, OAG shall pay OAH the following amounts for each hearing: (i) \$79.25/hour for the judge's services, (ii) \$22.83/hour for the legal assistant's services, (iii) \$42.98/hour for any necessary research conducted by a staff attorney, and (iv) \$10.00 for a digital CD recording of the hearing. Upon execution of this Agreement, at the beginning of Fiscal Year 2018, OAG shall provide to OAH an intra-District advance estimated to cover four (4) hours for the judge's services, four (4) hours for the legal assistant's services, two (2) hours for the staff attorney's services, and one (1) CD, for a total of seventy-five (75) hearings which equals \$37,821 for Fiscal Year 2018.

2. Within fifteen (15) days following the end of each quarter, OAH shall submit an expenditure report to CSSD detailing its actual costs for that quarter. The report shall include a detailed breakdown supporting the amount reflected on the expenditure report, including (i) the number of hearings held; (ii) the amount of time and costs associated with preparing for each hearing, holding each hearing, and rendering services following each hearing; and (iii) the number of CDs generated. OAH shall provide suitable documentation to support the numbers reflected on the expenditure report at CSSD's request. Following CSSD's approval, which shall not unreasonably be withheld, of each quarterly expenditure report, OAH shall draw down the funds approved for payment.

3. Within thirty (30) days after the end of the third quarter of the fiscal year, OAH shall return that portion of advanced funds that it is unlikely to draw down during that fiscal year, based on the average amount of its expenses during the first three (3) quarters. OAH shall return the balance of any advanced funds unearned during the fourth quarter within fifteen (15) days after the end of that quarter.

4. In the event that all advanced funds are expended, OAH shall immediately terminate

services under this Agreement and provide OAG with written notice of its intent to provide no additional services until OAG advances additional funds to OAH.

5. OAH shall not receive payment for any costs not specified in Section C.1 above unless otherwise agreed to in a written amendment to this Agreement.

6. The Parties shall first attempt to resolve any disputes over amounts owed under this Agreement before referring such matters to the D.C. Office of Financial Operations and Systems for resolution.

7. In the event that funding for this Agreement from federal, District, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement, OAG or OAH may terminate this Agreement after providing thirty (30) days prior written notice to the other Party, or the Parties may renegotiate this Agreement in accordance with the new funding limitations and conditions.

8. If this Agreement is terminated, OAH shall promptly return to OAG the balance of any obligated, but unearned funds.

9. The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this Agreement, or any subsequent agreement entered into by the Parties pursuant to this Agreement, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349 to 1351 and Subchapter II of Chapter 15 of Title 31 of the United States Code, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

D. DURATION OF AGREEMENT AND EARLY TERMINATION

1. This Agreement shall take effect when fully executed, and shall continue in effect through September 30, 2018. Thereafter, the parties may renew this Agreement on a fiscal year-

to-fiscal year basis, subject to the availability of funding and an appropriation or certification of funding being made pursuant to District and federal laws at the time of the renewal, unless either Party objects in writing at least thirty (30) days prior to the start of the next fiscal year.

2. This Agreement may be terminated by either Party upon thirty (30) days prior written notice to the other Party, and may be terminated immediately as specified in Section E.8 of this Agreement. To be effective, notice of termination under this Agreement shall be in writing and shall be delivered either by mail, by hand-delivery, or by overnight courier to the address of the relevant Party or to any other address later designated in writing by a Party. The current addresses of the Parties are identified under their representatives' signatures in this Agreement.

3. If this Agreement is terminated or not renewed, OAH shall cease to accept for adjudication CSSD matters, and shall promptly transfer all pending cases and case files to the Director of CSSD or her designee.

E. AUDITING AND DOCUMENTATION

1. OAH shall maintain documentation, including timesheets and/or attendance records, for all staff performing child support related functions, to verify all charges assessed against OAG under this Agreement. The books, records, and documents of OAH, insofar as they relate to work performed or money received under this Agreement, shall be maintained in conformity with generally accepted accounting principles and shall be subject to inspection by CSSD upon request.

2. OAH shall retain all records and any other documents relevant to this Agreement, in accordance with IV-D Program requirements, for a period of no less than three (3) years after the latest relevant action or event, including the date of final payment, the disposition of non-expendable property, the issuance or satisfaction of any administrative, trial, or appellate order, or the performance or non-performance of any action required by this Agreement. If an audit, litigation, or other action involving the records is started before the end of the three (3) year period, the records shall be maintained until all issues arising out of the action are resolved or until the end of the three (3) year period, whichever is later.

3. Upon receipt of reasonable notice, OAH shall afford full access and the right to examine and copy any materials relating to this Agreement to CSSD staff and any other person authorized by CSSD, including, but not limited to, federal and local auditors who have substantiated in writing a need for such access in the performance of their official duties.

4. OAH shall assume financial liability for audit exceptions ruled as final. OAH shall receive notice of audit findings prior to final disposition and be offered the opportunity to participate in a review of the audit exceptions with CSSD, regarding OAH processes and procedures under this Agreement. Claims made by OAH for payment which are paid by OAG and which are finally determined to be improper as a result of a federal or independent District audit shall be reimbursed to OAG by OAH within sixty (60) days of receipt of the final audit disposition.

5. The approval of any expenditure report by CSSD shall not prejudice OAG's right to object to or question the expenditures reflected in the report or matters related thereto. Such approval by CSSD shall neither be construed as acceptance of any part of the work nor as an approval of any of the costs reflected therein. Payments to OAH shall be subject to reduction for amounts included in a prior approved expenditure report that are determined by CSSD, on the basis of audits conducted in accordance with the terms of this Agreement, not to constitute allowable costs.

6. If payment is not made by OAH within sixty (60) days of notice of amounts which are due and payable to OAG, OAG may deduct these amounts from any other amounts which are or shall become due and payable to OAH under this or any other agreement between the Parties.

7. OAH shall cooperate fully with any data collection and evaluation activities carried on by CSSD in connection with services performed under this Agreement.

8. Pursuant to this Agreement, the Parties shall comply with all applicable federal and local laws, regulations, policies, and State Plan requirements. CSSD shall monitor OAH's compliance with these requirements and the requirements set forth in this Agreement and any

noncompliance shall be grounds for CSSD to terminate this Agreement immediately. A copy of the District of Columbia IV-D State Plan is on file, and access to the State Plan shall be provided to OAH upon request.

F. GENERAL PROVISIONS

1 This Agreement shall not relieve either Party of its duty to fulfill any of its existing statutory obligations.

2. This Agreement is entered into pursuant to D.C. Official Code § 1-301.01(k) and any other applicable District and federal laws. The provisions of this Agreement shall be construed to conform to those laws.

3. This instrument constitutes the entire agreement between the Parties, and all oral or written agreements between the Parties relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein. This Agreement supersedes and replaces all prior agreements between the Parties relating to this subject matter. The Memorandum of Understanding between the Office of Administrative Hearings and the Office of the Attorney General, Child Support Services Division, finally executed by the parties on January 13, 2016, is terminated.

4. The Parties agree that the sole intended beneficiary of this Agreement is the District of Columbia Government, including its agencies and other organizational sub-units. No entity or individual is intended as a third-party beneficiary, and this Agreement creates no rights for such entities or individuals.

5. This Agreement may be executed in multiple counterparts.

6. Both Parties to this Agreement shall use, restrict, safeguard and dispose of information related to paternity and child support services, including any information developed through the investigation or prosecution of a case, in accordance with all relevant federal and local statutes, regulations, policies, and State Plan requirements, including, but not limited to, Title IV-D of the Social Security Act, 45 CFR § 303.70, D.C. Official Code §16-925, and the relevant provisions

of the Internal Revenue Code. Information received by either Party in the execution of responsibilities associated with the Program shall be used exclusively for the purposes of the Program.

7. The Parties shall mutually agree upon all changes to this Agreement and reduce them to writing in an amendment executed by the signatories of this Agreement, or their successors. Unless otherwise agreed to by the Parties in writing or stipulated by applicable laws or regulations, no change to this Agreement shall take effect until the amendment has been fully executed.

8. The following individuals are the contact points for each Party under this Agreement:

Nicole M. Reece
Assistant Section Chief of Policy and Training Unit
Legal Services Section
Office of the Attorney General for the District of Columbia.
Child Support Services Division
441 4th Street, NW
Suite 550N
(t) 202-741-5892
nicole.reece@dc.gov

Vanessa Natale
General Counsel
DC Office of Administrative Hearings
One Judiciary Square
441 4th Street, NW, Suite 450 North
Washington, DC 20001
(t) (202) 724-7024
vanessa.natale@dc.gov

IN WITNESS WHEREOF, the signatories to this Agreement represent that they have the authority to bind their respective agencies to this Agreement and hereby execute this Agreement on the dates indicated.

OFFICE OF ADMINISTRATIVE HEARINGS

BY: Eugene A. Adams
EUGENE ADAMS

DATE: 10/4/17

CHIEF ADMINISTRATIVE LAW JUDGE
Office of Administrative Hearings
441 4th Street, NW, Suite 450
Washington, DC 20001

OFFICE OF THE ATTORNEY GENERAL FOR THE DISTRICT OF COLUMBIA

BY: Karl A. Racine / by NOL
KARL A. RACINE

DATE: 10/06/17.

ATTORNEY GENERAL
Office of the Attorney General for the District of Columbia
441 4th Street, NW, Suite 1100 South
Washington, D.C. 20001

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

**FY 2019 Cooperative Letter Agreement
Child Support Related Hearings**

The Office of Administrative Hearings (OAH) and the Office of Attorney General/Child Support Services Division (CSSD) enter into this Cooperative Letter Agreement in connection with administrative hearing services to be provided to CSSD by OAH for Fiscal Year 2019.

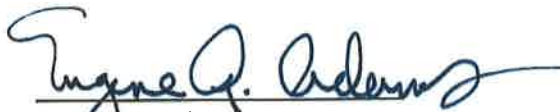
CSSD agrees that it shall reimburse OAH for the allowable costs incurred in performance of the child support enforcement hearings conducted by OAH on behalf of CSSD for Fiscal Year 2019. OAH shall provide such services pursuant to its existing Memorandum of Understanding (MOU) with CSSD.

CSSD shall remit payment to OAH via intra-district advance in the amount set forth below, which amount may be modified at a future date. The parties agree to the budget authority set forth below in order to prevent a break in service.

Date From: October 1, 2018

Date To: September 30, 2019

TOTAL FY 2019 Amount: Up to \$37,821.00


Eugene A. Adams
Chief Administrative Law Judge
Office of Administrative Hearings


Karl A. Racine
Attorney General
Office of the Attorney General

10/4/17
Date

10/06/17.
Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
AND THE
DEPARTMENT OF INSURANCE, SECURITIES AND BANKING**

This Memorandum of Understanding ("Agreement") is entered into by and between the District of Columbia ("District") Office of Administrative Hearings ("OAH") and the Department of Insurance, Securities and Banking ("DISB"), (also referred to "Party" or collectively as the "Parties"), by their duly authorized representatives in accordance with the terms and conditions set forth herein.

RECITALS

WHEREAS, DISB regulates financial-service businesses in the District of Columbia by administering the District's insurance, securities and banking laws, rules and regulations;

WHEREAS, DISB is responsible for overseeing the functions and activities of insurance companies, insurance producers (agents), health maintenance organizations (HMOs), captive insurance companies, risk retention groups, investment advisers, investment adviser representatives, broker-dealers, broker-dealer agents, securities issuers, agents of issuers, banks, mortgage lenders and brokers, check cashers, money transmitters, consumer-sales-finance companies, money lenders and consumer-credit-service organizations;

WHEREAS, DISB's primary goals are to ensure that residents of the District of Columbia have access to a wide choice of insurance, securities and banking products and services; and that they are treated fairly by the companies and individuals that provide these services;

WHEREAS, DISB is tasked with protecting the interests of District of Columbia consumers from unfair and abusive practices, while providing an equitable business arena for the regulated entities operating in the District of Columbia;

WHEREAS, the Commissioner of DISB ("Commissioner") has the responsibility for conducting administrative hearings ("proceedings"), where appropriate, pursuant to the laws and rules that DISB administers under Section 6b of the Producer Licensing Act of 2008, effective May 13, 2008 (D.C. Law 17-155, § 2(f); as codified at D.C. Official Code § 31-1131.06a); the Securities Act of 2000, effective October 26, 2000 (D.C. Law 13-203; D.C. Official Code §§ 31-5601.01 *et seq.*); and the District of Columbia Regional Interstate Banking Act of 1985, effective November 23, 1985 (D.C. Law 6-63; D.C. Official Code §§ 26-701 *et seq.*);

WHEREAS, the Commissioner has the authority to delegate to OAH its authority to conduct proceedings pursuant to 26 DCMR § A3801.2, 26 DCMR § B301.2, and 26 DCMR § C400;

DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
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WHEREAS, OAH has the organizational structure, personnel and the administrative proceedings experience to provide an appropriate forum for DISB administrative proceedings;

WHEREAS, DISB desires to refer cases to OAH with the approval of the Chief Administrative Law Judge for adjudication, pursuant to D.C. Official Code § 2-1831.03 (c)(1);

WHEREAS, pursuant to § 2-1831.03(c)(1) of the D.C. Official Code, the Chief Administrative Law Judge of OAH has the authority to accept for adjudication the proceedings referred to above, as well as other matters DISB may refer to OAH for an adjudicatory hearing;

NOW THEREFORE, the Parties agree to the following obligations, terms, and conditions:

A. OAH DUTIES AND OBLIGATIONS

1. During the duration of this Agreement, OAH shall accept and adjudicate up to six (6) insurance, securities or banking cases referred to it by DISB, under the terms of this MOU and in accordance with OAH intake procedures.

2. Except as agreed upon in this Agreement, all hearings shall be conducted in accordance with OAH regulations, policies and procedures.

3. At least fifteen (15) calendar days prior to a scheduled hearing falling under the purview of this Agreement, OAH shall provide written notice to all litigants, which states the time, place and issues involved pursuant to D.C. Official Code § 2-509(a). The notice shall be accompanied by a copy of the request for hearing and shall include an identifying caption to assist DISB in readily identifying the matter being contested.

4. OAH shall make reasonable efforts to hold hearings within forty-five (45) calendar days of receiving the request for a hearing, unless the law requires otherwise, or parties to a case stipulate otherwise. OAH shall use its best efforts to hold such hearings as soon as reasonably possible. OAH shall, to the extent possible, make sufficient resources available to ensure the prompt resolution of all matters.

5. OAH shall provide to DISB written status reports each quarter detailing the number of pending and closed cases to date with notification of a need for additional funds anticipated based upon pending cases involving DISB.

6. OAH shall notify DISB General Counsel in writing when OAH has reached a capacity of four (4) of the six (6) cases referred to in paragraph A.1 above, or when OAH has rendered services equaling fifty percent (50%) of the last advance to OAH. OAH shall neither exceed this capacity nor commence work on a new matter when it reasonably appears that the costs associated with adjudicating the matter will require funding in excess of the amount advanced by DISB, unless DISB consents in writing and agrees to obligate additional funding, when necessary, to cover added costs.

B. DISB DUTIES AND OBLIGATIONS

1. Matters referred by DISB shall be adjudicated in accordance with OAH adjudication procedures, orders, and practices, and utilize OAH procedural forms where appropriate.
2. DISB shall designate DISB representatives (either attorneys or administrative staff) to serve as its representative in adjudications before the OAH.
3. DISB shall provide timely written submissions to OAH including, without limitation, all appropriate documentation.
4. DISB shall compensate OAH for its services in accordance with the financial arrangements specified in Section C of this Agreement.

C. FINANCIAL ARRANGEMENTS

1. The cost associated with this Agreement is approximately \$4,000.00 per case. Based on the case projection provided by DISB, the Parties have agreed that OAH shall adjudicate no more than six (6) of the case types delineated in Section A above during the period of this MOU. Total cost for goods and/or services under this MOU shall not exceed \$24,000 for Fiscal Year 2015. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided.
2. Upon execution of this Agreement, or as soon thereafter as such funds are available, DISB shall provide to OAH an intra-District advance equal to \$24,000.00, which is estimated to cover the cost of up to six (6) OAH hearings. This amount shall be provided at the beginning of each fiscal year if this Agreement is renewed.
3. Within thirty (30) calendar days after the end of the third quarter of the fiscal year, OAH shall return to DISB that portion of any advanced funds that it is unlikely to draw down during that fiscal year. OAH shall return the balance of any advanced funds unearned during the fourth quarter within fifteen (15) calendar days after the end of that quarter.
4. The Parties shall first attempt to resolve any disputes over amounts owed under this Agreement before referring such matters to the D.C. Office of Financial Operations and Systems for resolution.
5. In the event that funding for this Agreement from federal, District, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement, DISB or OAH may terminate this Agreement after providing thirty (30) calendar days prior written notice to the other Party, or the Parties may renegotiate this Agreement in accordance with the new funding limitations and conditions.
6. Upon termination of this Agreement, OAH shall promptly return to DISB the balance of any obligated, but unearned funds.

7. The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this Agreement, or any subsequent agreement entered into by the Parties pursuant to this Agreement, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.02 (2001); (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.); as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

D. DURATION OF AGREEMENT AND EARLY TERMINATION

1. This Agreement shall take effect once it has been signed by both Parties, and shall continue in effect through September 30, 2015. Thereafter, this Agreement may be renewed on a fiscal year-to-fiscal year basis, subject to the availability of funding and an appropriation or certification of funding being made pursuant to District and federal laws at the time of the renewal, unless either Party objects in writing at least thirty (30) calendar days prior to the start of the next fiscal year.

2. This Agreement may be terminated by either Party upon thirty (30) calendar days prior written notice to the other Party, and may be terminated immediately as specified in this Agreement. To be effective, notice of termination under this Agreement shall be in writing and shall be delivered either by mail, by hand-delivery, or by overnight courier to the address of the relevant Party or to any other address later designated in writing by a Party. The current addresses of the Parties are identified under their representatives' signatures in this Agreement.

3. If this Agreement is terminated or not renewed, OAH shall cease to accept for adjudication DISB matters, but shall adjudicate any outstanding cases to completion.

E. AUDITING AND DOCUMENTATION

1. OAH shall retain all records and any other documents relevant to this Agreement, for a period of no less than three (3) years after the latest relevant action or event, including the date of final payment, the disposition of non-expendable property, the issuance or satisfaction of any administrative, trial or appellate order, or the performance or non-performance of any action required by this Agreement. If an audit, litigation, or other action involving the records is started before the end of the three (3) year period, the records shall be maintained until all issues arising out of the action are resolved or until the end of the three (3) year period, whichever is later.

2. Upon receipt of reasonable notice, OAH shall afford full access and the right to examine and copy any materials relating to this Agreement to DISB staff and any other person authorized by DISB, including, but not limited to, federal and local auditors who have substantiated in writing a need for such access in the performance of their official duties.

3. The approval of any expenditure report by DISB shall not prejudice DISB's right to object to or question the expenditures reflected in the report or matters related thereto. Such

approval by DISB shall neither be construed as acceptance of any part of the work nor as an approval of any of the costs reflected therein. Payments to OAH shall be subject to reduction for amounts included in a prior approved expenditure report that are determined by DISB, on the basis of audits conducted in accordance with the terms of this Agreement, not to constitute allowable costs.

4. OAH shall cooperate fully with any data collection and evaluation activities carried on by DISB in connection with services performed under this Agreement.

5. Pursuant to this Agreement, the Parties shall comply with all applicable federal and local laws, regulations, policies, and State Plan requirements. DISB shall monitor OAH's compliance with these requirements and the requirements set forth in this Agreement and any noncompliance shall be grounds for DISB to terminate this Agreement immediately.

F. GENERAL PROVISIONS

1. The decisions rendered by OAH shall be the final agency decision.

2. This Agreement shall not relieve either DISB or OAH of its duty to fulfill any of its existing statutory obligations.

3. This Agreement is entered into pursuant to D.C. Official Code § 1-301.01(k) and any other applicable District and federal laws. The provisions of this Agreement shall be construed to conform to those laws.

4. This instrument constitutes the entire agreement between the Parties, and all oral and written agreements between the Parties relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein.

5. The Parties agree that the sole intended beneficiary of this Agreement is the District of Columbia Government, including its agencies and other organizational sub-units. No entity or individual is intended as a third-party beneficiary, and this Agreement creates no rights for such entities or individuals.

6. This Agreement may be executed in multiple counterparts.

7. Both Parties to this Agreement shall use, restrict, safeguard and dispose of information received pursuant to this Agreement, including any information developed through the investigation or prosecution of a case, in accordance with all relevant federal and local statutes, regulations, and policies.

8. The Parties shall mutually agree upon all changes to this Agreement and reduce them to writing in an amendment executed by the signatories of this Agreement, or their successors. Unless otherwise agreed to by the Parties in writing or stipulated by applicable laws or

DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL
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AGENCY CONTRACTS

regulations, no change to this Agreement shall take effect until the amendment has been fully executed.

The following individuals are the contact persons for each Party under this Agreement:

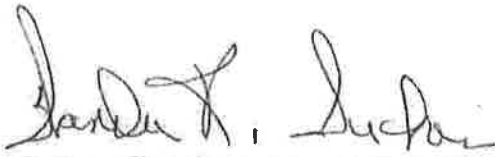
Rachel Lukers, Supervisory Attorney
Office of Administrative Hearings
441 4th Street NW
Suite 450 N
Washington, D.C. 20001
(202) 478-9268

Dena C. Reed, General Counsel
Department of Insurance, Securities and
Banking
810 First Street, NE, Suite 701
Washington, DC 20002
(202) 442-7772

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DISTRICT OF COLUMBIA
DEPARTMENT OF
INSURANCE, SECURITIES
AND BANKING

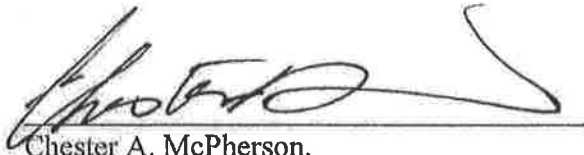
IN WITNESS WHEREOF, the signatories to this Agreement represent that they have the authority to bind their respective agencies to this Agreement and hereby execute this Agreement on the dates indicated.



Wanda R. Tucker,
Acting Chief Administrative Law Judge
Office of Administrative Hearings
441 4th Street NW, Suite 450
Washington, DC 20001
(202) 442-9094



Date



Chester A. McPherson,
Acting Commissioner
Department of Insurance, Securities
and Banking
810 First Street, NE, Suite 701
Washington, DC 20002
(202) 442-7760



Date

DISTRICT OF COLUMBIA
OFFICE OF THE CLERK
APPELLATE DIVISION
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AMENDMENT

TO THE MEMORANDUM OF AGREEMENT
BETWEEN
THE HEALTH BENEFIT EXCHANGE AUTHORITY
AND
THE OFFICE OF ADMINISTRATIVE HEARINGS

The Memorandum of Agreement (MOA), dated July 14, 2014, was entered into between the Health Benefit Exchange Authority and the Office of Administrative Hearings (OAH).

The parties now desire to modify the MOA as follows. Deleted text is indicated as ~~stricken~~ and added text is indicated as underlined.

Section VI. FINANCIAL ARRANGEMENTS, Paragraph 2 is amended as follows:

- 2) In no event shall the Authority's financial obligation under this MOA exceed ~~\$350,000~~ \$50,000 in any fiscal year.

Section XII. NOTICES, is amended as follows:

Alexander O. Alonso
Associate General Counsel and Policy Advisor
D.C. Health Benefit Exchange Authority
~~1100 15th Street NW, Suite 800~~
1225 Eye Street NW, Suite 400
Washington DC 20005
Alexander.Alonso@dc.gov
(202) 741-0827

~~Elizabeth Figueroa~~
Kathy Haggerty
~~Principal Administrative Law Judge, Health and Human Services Cluster~~
Executive Director
D.C. Office of Administrative Hearings
441 Fourth Street, NW, Suite 450N
Washington, DC 20001
~~Elizabeth.Figueroa@dc.gov~~
Kathy.Haggerty@dc.gov
(202) 724-5476
(202) 442-9093

Section X. DURATION OF THIS MOA; the first sentence is amended as follows:

The period of this MOA shall be from October 1, ~~2013~~ 2014 through September 30, ~~2014~~ 2015.

All other terms and conditions of the MOA shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOA as follows:

FOR THE HEALTH BENEFIT EXCHANGE AUTHORITY:

Mila Kofman
Executive Director

Date

FOR THE OFFICE OF ADMINISTRATIVE HEARINGS:

Wanda R. Tucker
Wanda R. Tucker
Acting Chief Administrative Law Judge

29 Oct 14
Date

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

**MEMORANDUM OF AGREEMENT
BETWEEN
THE DISTRICT OF COLUMBIA HEALTH BENEFIT EXCHANGE AUTHORITY
AND
THE DISTRICT OF COLUMBIA OFFICE OF ADMINISTRATIVE HEARINGS**

I. INTRODUCTION

This Memorandum of Agreement ("MOA") by and between the District of Columbia ("District") Health Benefit Exchange Authority ("Authority") and the District Office of Administrative Hearings ("OAH"), collectively referred to herein as the "Parties", establishes in part the conditions upon which the District, in accordance with the requirements of the Patient Protection and Affordable Care Act of 2010 (ACA), Pub. L. No. 114-148, 124 Stat. 119 (2010), and the implementing regulations issued by the Center for Consumer Information and Insurance Oversight (CCIIO), will conduct eligibility and enrollment appeals related to Qualified Health Plans (QHPs), the Small Business Health Options Program (SHOP), Advanced Payments of Premium Tax Credits (APTCs), and Cost-Sharing Reductions (CSRs) (collectively referred to herein as "Exchange Programs").

II. LEGAL AUTHORITY FOR MOA

The legal authority for this MOA is set forth in 45 C.F.R. §§155.110(a)(2) & 155.505(d); §§7(d)(1) and 9(c) of the Health Benefit Exchange Authority Establishment Act of 2011, effective March 2, 2012 (D.C. Law 19-0094; D.C. Official Code §§ 31-3171.06(d)(1) and 31-3171.08(c)); D.C. Official Code § 2-1831.03(c); and D.C. Official Code §1-301.01(k) (2010 Supp.).

III. OVERVIEW OF THE PARTIES

The Authority is an independent authority of the District of Columbia Government that offers residents and employers the means to evaluate information on available qualified health benefit plans, enroll in such plans, and, if eligible, receive tax credits or cost-sharing assistance. Pursuant to 45 C.F.R. § 155.110(a), the Authority may enter into agreements with state agencies to perform one or more of its responsibilities, including eligibility appeals. However, pursuant to 45 C.F.R. § 155.110(b), the Authority remains responsible for ensuring that all federal requirements related to contracted functions are met. The Authority has entered into an MOA with the Department of Human Services (DHS) Economic Security Administration (ESA) to conduct eligibility determinations for participation in the individual health insurance exchange market as well as for Advance Premium Tax Credits (APTCs) and Cost Sharing Reductions (CSRs). In addition, the Authority will operate a Small Business Health Options Program (SHOP) to assist small employers that wish to give their employees access to subsidized coverage, and may enter into agreements as necessary to operate the SHOP.

OAH is an independent agency of the District of Columbia Government that hears and decides administrative cases as specified in the laws of the District of Columbia. OAH maintains personnel standards on a merit basis and the Administrative Law Judges (ALJs) employed at

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

OAH may only be removed for cause. D.C. Official Code § 2-1831.10(d). Pursuant to D.C. Official Code § 2-1831.03(a)(2), OAH has jurisdiction to hear and decide cases within the jurisdiction of the Department of Human Services, including Medicaid eligibility decisions. Additionally, pursuant to a memorandum of understanding authorized by D.C. Official Code § 2-1831.03(c), OAH has jurisdiction to hear and decide cases involving Medicaid decisions by the Department of Health Care Finance. Through these grants of jurisdiction, OAH hears all administrative adjudications related to Medicaid in the District of Columbia.

IV. STATEMENT OF PURPOSE

The purpose of this MOA is to establish the terms and conditions which will govern the Parties' ongoing relationship with respect to the conduct and coordination of appeals related to Exchange Programs arising under 45 C.F.R. Part 155, Subparts F and H. The District has elected to have all Exchange Program and Medicaid eligibility determinations occur within the D.C. Health Link System. DC Health Link is a health care and human services benefits system that includes, among other functions, an integrated eligibility function and facilitates enrollment in the health benefit exchange marketplace. DC Health Link allows District residents, independent of income, to apply for public benefits, including Exchange Programs, either online, via telephone, by mail, or in person. DC Health Link includes appeals initiation and tracking functionality.

In accordance with 45 C.F.R. § 155.345 and 42 C.F.R. § 435.1200, both the Authority and the District of Columbia State Medicaid agency have a mutual obligation to promote a coordinated and streamlined eligibility and enrollment process for individuals applying for Insurance Affordability Programs (IAPs) (defined at 42 C.F.R. 435.4 as APTCs, CSRs, the Basic Health Plan, CHIP, and Medicaid). Although the federal regulations do not require a joint appeals process between Medicaid and Exchange Programs, 45 C.F.R. § 155.510(a) requires agreements that ensure coordination of the appeals process in a way that "minimize[s] burden on appellants" and "ensure[s] prompt issuance of appeal decisions." Therefore, for ease of operations, and to enhance the appeals experience for appellants, the Authority chooses to delegate Exchange Program appeals functions to OAH, and OAH agrees to accept those functions.

V. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOA, expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF THE AUTHORITY

The Authority is responsible for:

1. Maintaining business rules within DC Health Link for Exchange Program appeals.
2. Providing Exchange Program appellants with notice of appeals procedures, as required by 45 C.F.R. §§155.515 and 155.740(e).

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

3. Maintaining business rules in DC Health Link to accept Exchange Program appeal requests by e-mail, online, in-person, and by mail, either directly or through separate agreements with third parties.
4. Acknowledging receipt of an appeal request in the manner prescribed by 45 C.F.R. §§155.520(d)(1) and 155.740(g)(1).
5. Maintain business rules in DC Health Link to ensure eligibility continues pending appeal, to the degree it is required by 45 C.F.R. §155.525.
6. Adhering to OAH adjudication procedures, orders, and practices, and utilizing OAH procedural forms where appropriate.
7. Providing attorneys or other representatives to represent its position in eligibility or enrollment appeal cases being adjudicated before OAH.
8. Providing all necessary documentation (excluding regulations and statutes) to OAH in a timely manner.
9. Transmitting an appellant's eligibility record to the U.S. Department of Health and Human Services (HHS) when an appeal is requested under 45 C.F.R. §155.520(c).
10. Implementing appeal decisions as required by 45 C.F.R. §§155.545(c) and 155.740(n).
11. Ensuring OAH personnel have access to DC Health Link so that OAH can perform its responsibilities as set forth in this MOA.
12. Compensating OAH for its services in accordance with the financial arrangements specified in Section VI of this MOA.

B. RESPONSIBILITIES OF OAH

OAH is responsible for:

1. Accepting Exchange Program appeal requests received by mail, in-person, by e-mail, or by phone and logging such requests in DC Health Link. The District of Columbia Department of Human Services, and the Authority itself, will also be accepting such appeal requests and logging them in DC Health Link.
2. Treating re-filed appeals, under 45 C.F.R. §§155.520(d)(2)(ii) and 155.740(g)(3)(ii), as valid.
3. Notifying an appellant, within ten (10) calendar days of receipt of an appeal request and in the manner prescribed by 45 C.F.R. §155.520(d)(2) and 155.740(g)(3), that an appeal request has been denied, as well as logging that denial in DC Health Link.

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

4. Notifying an appellant, the Authority, the Economic Security Administration, and other required parties, within twenty (20) calendar days of an APTC, CSR, or QHP enrollment eligibility appeal request, that a hearing has been scheduled, in the manner required by 45 C.F.R. §155.535(b).
5. Notifying appellants (employee and/or employer), the Authority, and other required parties, within ten (10) calendar days of a SHOP eligibility appeal request, a hearing has been scheduled, or that the appeal request is deficient, in the manner required by 45 C.F.R. §155.740(g)(3).
6. Ensuring that, except in the case of SHOP appeals, the scheduling of the initial hearing date provides sufficient time for an Informal Resolution, as permitted by 45 C.F.R. §155.535(a), to be conducted.
7. Retrieving the Administrative Review decision and other documents electronically added to the DC Health Link appeals file.
8. Conducting hearings in accordance with 45 C.F.R. §155.535(c) – (f) and 155.740(j) – (k) as well as, to the degree they do not conflict with federal regulations regarding Exchange Program appeals, OAH Practice and Procedures at 1 D.C.M.R. Chapters 28 and 29, and recognized principles of Due Process.
 - a. *Exception* – OAH shall not have jurisdiction to re-calculate the amount of an APTC. Decisions in cases where the customer has appealed the amount of an APTC shall make findings of fact as to the amount of countable income, household composition, and other APTC eligibility factors, but shall remand to the Authority for a recalculation of APTC in accordance with the findings.
9. Dismissing appeals and issuing required notices per 45 C.F.R. §§155.530 and 155.740(i).
10. Issuing appeals decisions and associated notices within 90 calendar days of the filing of an appeal request; all decisions must conform to 45 C.F.R. §§155.545 and 155.740(l) - (m).
 - a. *Exception* – This period may be extended due to circumstances beyond the control of OAH or where continuances have been granted with the consent of the appellant. This extension shall be for the minimum period reasonably necessary but shall not exceed 30 calendar days unless the Authority agrees to a greater period.
11. Processing appeals in an expedited manner, including shortening the timeframes under paragraphs 2, 4, 5, 9, and 11 of this section in those cases described in 45 C.F.R. §155.540.

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

12. Notifying the appellant of the right to escalate an appeal to HHS pursuant to 45 C.F.R. §155.520(c) and forwarding such requests, if received, to the Authority via DC Health Link.
13. Permitting appellants and the public access to appeals records per 45 C.F.R. §§155.550 and 155.740(o).
14. Otherwise complying with federal statutes and regulations in connection with the performance of the above duties and functions, particularly amendments to 45 C.F.R. Part 155, Subparts F and H.
15. Informing the Authority of all changes to OAH procedures relevant to performance of the responsibilities under this MOA.
16. Ensuring adequate staffing and resources are assigned to Exchange Program appeals as required to fulfill the obligations under this MOA.

C. COLLABORATION

The Parties agree to:

1. Promote a coordinated and streamlined eligibility appeals process with other eligibility appeals under the jurisdiction of OAH.
2. Ensure the implementation of a streamlined system for eligibility appeals that minimizes the burden on individuals, provides prompt determination of eligibility and enrollment into Exchange Programs and provides timely notifications of eligibility decisions to appellants;
3. Monitor District and federal laws and regulations related to their respective roles and responsibility and provide timely notification of changes impacting performance of the responsibilities delineated in this MOA; and
4. Ensure confidentiality and security of information and data exchanges necessary to fulfill the responsibilities delineated in this MOA.

VI. FINANCIAL ARRANGEMENTS

1. For all Exchange Program appeals, OAH shall charge a flat fee of \$125 per appeal. Such fee shall not exceed the actual cost of all activities performed under this MOA, including hearing preparation and post-hearing matters such as preparation of Findings of Fact and Conclusions of Law.
2. In no event shall the Authority's financial obligation under this MOA exceed \$350,000 in any fiscal year.

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

3. The Authority shall remit payment to OAH for the services rendered hereunder as follows:
 - a. Payment for the goods and services shall be one hundred percent (100%) cost-reimbursable, disbursed on a quarterly basis after approval of financial and programmatic reports.
 - b. Within thirty (30) calendar days following the end of each quarter of the fiscal year, OAH shall submit an expenditure report to the Authority detailing the number of cases disposed of by OAH for that quarter. The financial reports shall contain the following information: billing period, documentation of services provided during the billing period, and authorized signature(s).
 - c. The Authority Contact Person shall certify the invoices submitted by OAH.
 - d. Payments to OAH for the services to be performed/goods to be provided shall not exceed the amount of this MOA.
 - e. OAH shall maintain payment reconciliation records for all costs expended under this MOA. The Authority is not obligated to reimburse OAH for costs incurred in excess of the cost ceiling specified in this MOA budget.
 - f. The Authority will disburse funds to OAH, subject to a determination by the Authority that OAH has met its obligations under this MOA.
4. The approval of any expenditure report by the Authority shall not prejudice the Authority's right to object to or question the expenditures reflected in the report or matters related thereto. Such approval by the Authority shall neither be construed as acceptance of any part of the work nor as an approval of any of the costs reflected therein. The Authority reserves the right to deny payment to OAH for services not provided pursuant to the terms of this Agreement. Payments to OAH shall be subject to reduction for amounts included in a prior approved expenditure report that are determined by the Authority, on the basis of audits conducted in accordance with the terms of this MOA, not to constitute allowable costs.
5. OAH shall assume financial liability for audit exceptions ruled as final. OAH shall receive notice of audit findings prior to final disposition and be offered the opportunity to participate in a review of the audit exceptions with the Authority, regarding OAH processes and procedures under this MOA. Claims made by OAH for payment which are paid by the Authority and which are finally determined to be improper as a result of a federal or independent District audit shall be subject to repayment to the Authority within sixty (60) calendar days of receipt of the final audit disposition.
6. The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this Agreement, or any

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

subsequent agreement entered into by the Parties pursuant to this Agreement, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

1. OAH shall cooperate fully with any data collection and evaluation activities carried on by the Authority in connection with services performed under this MOA.
2. Upon receipt of reasonable notice, at least three (3) working days, OAH shall afford full access and the right to examine and copy any case files or other materials relating to this MOA to Authority staff and any other person authorized by the Authority, including, but not limited to, federal and local auditors who have substantiated in writing a need for such access in the performance of their official duties.
3. The Parties shall meet as may be reasonably necessary, but no less than monthly, to monitor and evaluate performance under this MOA as well as resolve disputes and conflicts, with the primary intent of ensuring decisions are issued in accordance with Section V.B.10.

VIII. RECORDS AND REPORTS

1. The books, records, and documents of OAH, insofar as they relate to work performed or money received under this MOA, shall be maintained in conformity with generally accepted accounting principles and shall be subject to inspection by the Authority upon request.
2. OAH shall retain all records and any other documents relevant to this MOA, for a period of no less than three (3) years after the latest relevant action or event, including the date of final payment, the disposition of non-expendable property, the issuance or satisfaction of any administrative, trial or appellate order, or the performance or nonperformance of any action required by this MOA. If an audit, litigation, or other action involving the records is started before the end of the three (3) year period, the records shall be maintained until all issues arising out of the action are resolved or until the end of the three (3) year period, whichever is later.
3. OAH shall provide separate reports to the Authority of all pending cases, all new cases, and all cases that have been decided since the last report. Each report shall state the number of days that each case has been open or, for decided cases, the number of days that it was open. During periods of Open Enrollment, as defined by 45 C.F.R. §155.410, OAH shall provide weekly reports by 5 p.m. on Mondays. Weekly reports shall contain information through the preceding Friday. During other times, OAH shall provide semi-

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

monthly reports by 5 p.m. on the first and 16th day of each month. The report on the first of each month shall contain information through the last day of the preceding month; the report on the 16th day of the month shall contain information through the 15th day of that month. If a reporting day falls on a day when District of Columbia Government offices are closed, the report shall be provided by 5 p.m. on the next business day.

IX. CONFIDENTIAL INFORMATION

The Parties to this MOA agree to protect the confidentiality of personal and/or protected health information provided by individuals applying for or benefitting from Exchange Programs and any other program impacted by this MOA in accordance with federal and District laws and regulations.

The Parties to this MOA will use, restrict, safeguard, and dispose of all information related to services provided by this MOA in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOA shall remain the property of the agency of origin.

X. AMENDMENTS AND MODIFICATIONS

This MOA may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by OAH's Chief Administrative Law Judge and the Authority's Executive Director. Both parties shall retain original, written, counter-signed copies of the amendment or modification. Unless otherwise agreed to by the Parties in writing or required by applicable laws or regulations, no change to this MOA shall take effect until the amendment has been fully executed.

XI. TERMINATION

Either party may terminate this MOA in whole or in part by giving sixty (60) days written notice that is dated and signed by OAH's Chief Administrative Law Judge or the Authority's Executive Director. To be effective, notice of termination under this MOA and shall be delivered either by mail, by hand-delivery, or by overnight courier to the General Counsels of the Parties at the addresses indicated in Section XII of this MOA. Upon termination, OAH shall cease to accept for adjudication Exchange Program appeals, as described herein, and shall promptly transfer all pending cases and case files to the Authority's General Counsel or a designee.

XII. NOTICES

The following individuals, or their successors, are the Contact Persons for each Party under this MOA:

Alexander O. Alonso
Associate General Counsel and Policy Advisor
D.C. Health Benefit Exchange Authority

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

1100 15th Street NW, Suite 800
Washington DC 20005
Alexander.Alonso@dc.gov
(202) 741-0827

Elizabeth Figueroa
Principal Administrative Law Judge, Health and Human Services Cluster
D.C. Office of Administrative Hearings
441 Fourth Street, NW, Suite 450N
Washington, DC 20001
Elizabeth.Figueroa@dc.gov
(202)724-5476

The individuals above are responsible for the management and coordination of the duties and obligations for each respective party under this MOA. Copies of correspondence related to the modification, amendment, extension or termination of this MOA, or any other legal matter pertaining to this MOA, shall be furnished to these individuals with additional copies to:

General Counsel
D.C. Health Benefits Exchange Authority
1100 15th Street NW, Suite 800
Washington, DC 20005

General Counsel
D.C. Office of Administrative Hearings
441 Fourth Street, NW, Suite 450N,
Washington, DC 20001

XIII. RESOLUTION OF DISPUTES

The Contact Persons or their designees shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOA. In the event the Contact Persons are unable to resolve a dispute, the matter shall be referred to the Office of the Deputy Mayor for Health and Human Services. The Deputy Mayor's resolution of the dispute shall be binding on the Parties.

XIV. GENERAL PROVISIONS

- I. This MOA constitutes the entire agreement between the Parties, and all oral or written agreements between the Parties relating to the subject matter of this MOA that were made prior to the execution of this MOA have been reduced to writing and are contained herein.

This document amends, in its entirety, the Memorandum of Agreement between the Parties entered into on October 22, 2013.

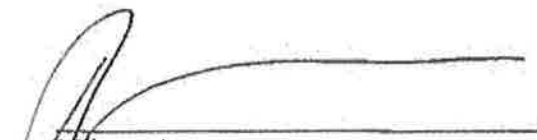
2. This MOA shall not relieve either OAH or the Authority of its duty to fulfill any of its existing or future statutory or regulatory obligations. In addition to those statutes and regulations referenced in this MOA, the Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted, promulgated, or amended.
3. The Parties agree that the sole intended beneficiary of this Agreement is the District of Columbia Government, including its agencies, independent authorities, and other organizational sub-units. No entity or individual is intended as a third-party beneficiary, and this Agreement creates no rights for such entities or individuals.
4. This Agreement may be executed in multiple counterparts.

XV. DURATION OF THIS MOA

The period of this MOA shall be from October 1, 2013 through September 30, 2014. The Parties may extend the period of this MOA by exercising a maximum of five (5) option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. The Authority shall provide OAH with written notice of its intent to exercise an option period sixty (60) days prior to the expiration of the initial or extension year of this MOA. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

IN WITNESS WHEREOF, the Parties hereto have executed this MOA as follows:


For the Health Benefit Exchange Authority:



Mila Kofman,
Executive Director

7/14/2014
Date

For the Office of Administrative Hearings:



Wanda R. Tucker,
Interim Chief Administrative Law Judge

9 Jul 14
Date

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

OFFICE OF ADMINISTRATIVE HEARINGS

AND THE

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

This Memorandum of Understanding ("MOU" or "Agreement") is entered into by and between the District of Columbia Office of Administrative Hearings ("OAH") and the Office of the State Superintendent of Education ("OSSE"), (individually referred to as a "Party" and collectively referred to as the "Parties"), by their duly authorized representatives in accordance with the terms and conditions set forth herein.

RECITALS

WHEREAS, OSSE is responsible for providing administrative review of contested residency cases involving students receiving education funded by the District of Columbia;

WHEREAS, OSSE seeks to engage OAH to provide Administrative Law Judges to adjudicate contested residency cases as set forth below;

WHEREAS, pursuant to D.C. Official Code § 2-1831.03(c)(1), the Chief Administrative Law Judge of OAH has the authority to accept for adjudication the proceedings referred to above as well as other matters OSSE may refer to OAH for an administrative hearing; and

WHEREAS, pursuant to D.C. Official Code § 1-301.01(k), OSSE is authorized to enter into agreements with other District agencies for the rendering of such services that the agency may be equipped and capable to provide; pursuant to D.C. Official Code §§ 38-303(a) and 38-308(a), OSSE must establish procedures for confirming residency; and pursuant to DCMR 5-E §2009.6, the Superintendent may designate the review of contested residency cases.

WHEREAS, OAH has the personnel and skill to adjudicate the proceedings referred to above.

NOW THEREFORE, the Parties agree to the following obligations, terms and conditions:

A. OAH DUTIES AND OBLIGATIONS

1. OAH shall provide Administrative Law Judges to adjudicate contested residency findings which require a hearing.
2. OAH shall ensure that all individuals referred to OAH for a residency hearing are afforded due process under the law.
3. OAH and OSSE shall jointly develop forms for use in relation to these cases.

4. All hearings shall be conducted in accordance with OAH policies and procedures, as well as all applicable laws or regulations.
5. OAH shall schedule contested residency hearing dates within thirty (30) school days of receiving the hearing request from OSSE.
6. OAH shall be responsible for notifying OSSE and the individual requesting the hearing of the scheduled hearing date as soon as a hearing date is scheduled.
7. The presiding Administrative Law Judge shall issue a Final Order within fifteen (15) school days of the hearing.
8. OAH shall serve the Final Order on both OSSE and the individual who requested the hearing.
9. OAH shall be responsible for providing OSSE and the individual who requested the hearing with written notice of their appeal rights, as appropriate.
10. OAH shall safeguard personally identifiable information and student records obtained from contested residency cases in accordance with the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR Part 99) (FERPA).

B. OSSE DUTIES AND OBLIGATIONS

1. OSSE shall adhere to OAH adjudication procedures, orders, and practices, and utilize OAH procedural forms where appropriate.
2. OSSE may appoint attorneys or other representatives to represent its position in a case being adjudicated before the OAH.
3. OSSE shall file a copy of the exclusion letter given to the parent or guardian, the request for administrative review that it received, and a copy of its investigation report.
4. OSSE shall be responsible for providing the individual requesting the hearing with written notice that his/her contested residency case has been referred to OAH for a hearing.
5. OSSE shall treat the Final Order of the Administrative Law Judge as the final administrative decision of OSSE regarding the contested residency case.
6. OSSE shall compensate OAH for its services in accordance with the financial arrangements specified in Section C of this Agreement.

C. FINANCIAL OBLIGATIONS

1. For all OSSE contested residency hearings, OAH shall charge a flat fee of \$175 per hearing. Such fee shall cover the cost of all time required to administer any OSSE contested residency hearings, including but not limited to scheduling and preparing for hearings, presiding over hearings, and drafting and issuing Final Orders. OSSE shall provide OAH with all deliverables and requirements related to such hearings prior to the beginning of services under this MOU.
2. OSSE shall remit payment to OAH for the services rendered hereunder as follows:
 - a. Upon execution of this MOU, OSSE shall remit to OAH \$10,437 for services to be rendered for Fiscal Year 2016 via intra-District advance.
 - b. For each Fiscal Year thereafter, on October 1st or as soon thereafter as such funds are available to OSSE, or when the advance specified above has been exhausted during the

applicable Fiscal Year, OSSE shall provide to OAH an intra-District advance as agreed to by the Parties in writing to cover the cost of any additional hearings required by OSSE under this MOU.

3. OAH shall notify OSSE General Counsel in writing when OAH has rendered services equaling approximately fifty percent (50%) of the last advance to OAH. OAH shall not commence work on a new matter when it reasonably appears that the costs associated with adjudicating the matter will require funding in excess of the amount advanced by OSSE, unless OSSE consents in writing and agrees to obligate additional funding, when necessary, to cover added costs.
4. Within thirty (30) calendar days following the end of each quarter of the fiscal year, OAH shall submit an expenditure report to OSSE detailing the number of cases heard by OAH for OSSE proceedings subject to payment under this Agreement, for that quarter.
5. For cases subject to payment under this Agreement, OAH shall provide suitable documentation to support the numbers reflected on the expenditure report at OSSE's request.
6. Following OSSE's approval of each expenditure report, which shall not be unreasonably withheld, OAH shall draw down the advance funds approved for payment. In the event the approved expenditures for a quarter exceed the funds advanced to OAH by OSSE, OSSE shall advance an amount equal to the additional expenditures for that quarter.
7. The parties shall first attempt to resolve any disputes over amounts owed under this Agreement before referring such matters to the D.C. Office of Financial Operations and Systems for resolution.
8. In the event that funding for this Agreement from federal, District, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement, OSSE or OAH may terminate this Agreement after providing thirty (30) calendar days prior written notice to the other Party, or the Parties may renegotiate this Agreement in accordance with the new funding limitations and conditions. In the event of termination by OAH for the funding reasons set forth above, OAH's only obligation shall be for the completion of hearings already scheduled as of the date of notice to OSSE.
9. Upon termination of this Agreement, OAH shall promptly return to OSSE the balance of any unearned funds.
10. The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this Agreement, or any subsequent agreement entered into by the Parties pursuant to this Agreement, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. Official Code §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

D. DURATION OF AGREEMENT AND EARLY TERMINATION

1. This Agreement shall take effect as of March 29, 2016, and shall continue in effect through September 30, 2016. Thereafter, this Agreement shall be automatically renewed on a fiscal year-to-fiscal year basis, subject to the availability of funding and an appropriation or certification of funding being made pursuant to District and federal laws at the time of the renewal, unless either Party objects in writing at least thirty (30) calendar days prior to the start of the next fiscal year.
2. This agreement may be terminated by either Party upon thirty (30) calendar days prior written notice to the other Party, or in accordance with Section C (8) of this Agreement. To be effective, notice of termination under this Agreement shall be in writing and shall be delivered either by mail, by hand-delivery, or by overnight courier to the address of the relevant Party or to any other address later designated in writing by a Party. The current addresses of the Parties are identified under their representative's signatures in this Agreement.
3. If this Agreement is terminated or not renewed, OAH shall cease to accept for adjudication OSSE contested residency cases, as described herein, and shall promptly transfer all pending cases and case files to the OSSE General Counsel or its designee except those cases that have already been scheduled by OAH.

E. AUDITING AND DOCUMENTATION

1. The books, records, and documents of OAH, insofar as they relate to work performed or money received under this Agreement, shall be maintained in conformity with generally accepted accounting principles and shall be subject to inspection by OSSE upon request.
2. OAH shall retain all books, records, and documents insofar as they relate to work performed or money received under this Agreement, for a period of no less than three (3) years after the latest relevant action or event, including the date of final payment, the disposition of non-expendable property, the issuance or satisfaction of any administrative, trial, or appellate order, or the performance of any action required by this Agreement. Upon receipt of reasonable notice, OAH shall afford full access and the right to examine and copy any materials relating to work performed or money received under this Agreement to OSSE staff and any other person authorized by OSSE, including, but not limited to, federal and local auditors who have substantiated in writing a need for such access in the performance of their official duties.
3. OAH shall cooperate fully with any data collection, audit, and/or evaluation activities conducted by OSSE in connection with services performed under this Agreement.
4. Pursuant to this Agreement, the Parties shall comply with all applicable federal and local laws, regulations, policies, and State Plan requirements.

F. GENERAL PROVISIONS

1. This Agreement shall not relieve either OSSE or OAH of its duty to fulfill any of its existing legal obligations.
2. This instrument constitutes the entire agreement between the Parties, and all oral or written agreements between the Parties relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein.
3. The Parties agree that the sole intended beneficiary of this Agreement is the District of Columbia Government, including its agencies and other organizational sub-units. No entity or individual is intended as a third-party beneficiary, and this Agreement creates no rights for such entities or individuals.
4. Both Parties to this Agreement shall use, restrict, safeguard and dispose of information received pursuant to this Agreement, including any information developed through the investigation or litigation of a case, in accordance with all relevant federal and local statutes, regulations, and policies.
5. OAH's ability to provide services under this Agreement requires OSSE to share personally identifiable information from education records with OAH. Such records must be safeguarded in accordance with the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR Part 99) (FERPA). In compliance with FERPA, OAH shall serve as OSSE's authorized representative under 34 CFR §99.35 to obtain student records in order to hear and decide contested residency cases.
6. The Parties shall mutually agree upon all changes to this Agreement and reduce them to writing in an amendment executed by the signatories of this Agreement, or their successors. Unless otherwise agreed to by the Parties in writing or stipulated by applicable laws or regulations, no change to this Agreement shall take effect until the amendment has been fully executed by both Parties.
7. The following individuals are the contact points for each Party under this Agreement:

For OSSE:

Rochelle Wilson
State Director, Enrollment and Residency
Office of the State Superintendent of Education
810 First St. NE, 9th Floor
Washington, DC 20002
Rochelle.Wilson@dc.gov

For OAH:

Eric Rice
Executive Director
D.C. Office of Administrative Hearings

One Judiciary Square
441 4th Street NW, Suite 450N
Washington, DC 20001
(202) 731-5093
eric.rice2@dc.gov

The individuals above are responsible for the management and coordination of the duties and obligations for each respective Party under this MOU. Copies of correspondence related to the modification, amendment, extension, or termination of this MOU, or any other legal matter pertaining to this MOU, shall be furnished to these individuals with additional copies to:

For OSSE:
Sarah Jane Forman
Interim General Counsel
Office of the State Superintendent of Education
810 First St. NE, 9th Floor
Washington, DC 20002
Sarahjane.Forman@dc.gov

For OAH:
Vanessa Natale
General Counsel
D.C. Office of Administrative Hearings
One Judiciary Square
441 4th Street NW, Suite 450N
Washington, DC 20001
(202) 724-7024 office
vanessa.natale@dc.gov

IN WITNESS WHEREOF, the signatories to this Agreement represent that they have the authority to bind their respective agencies to this Agreement and hereby execute this Agreement on the dates indicated.

OFFICE OF ADMINISTRATIVE HEARINGS

By:  DATE: 6/7/16

Eugene A. Adams
Chief Administrative Law Judge
D.C. Office of Administrative Hearings
One Judiciary Square
441 4th Street NW, Suite 450N
Washington, DC 20001

OFFICE OF THE STATE SUPERINTENDENT

By:  DATE: 6/2/16

Hanseul Kang
State Superintendent of Education
Office of the state Superintendent of Education
810 First Street NE, 9th Floor
Washington, DC 20002


GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
Office of Budget and Planning



Gordon M. McDonald
Deputy Chief Financial Officer

MEMORANDUM

TO: Eric Rice
Executive Director
Office of Administrative Hearings

FROM: Gordon McDonald 
Deputy Chief Financial Officer
Office of Budget and Planning

DATE: November 30, 2016

SUBJECT: FY 2017 Reprogramming Request for \$67,238 of Local Funds Budget Authority within the Office of Administrative Hearings

The Office of Budget and Planning has reviewed the Office of Administrative Hearings' (OAH) request to reprogram \$67,238 of Fiscal Year 2017 Local funds budget authority within the agency. Funds are needed to procure information technology support and court transcription services.

Funds will be reprogrammed from the Court Counsel program, Comptroller Source Groups (CSGs) 11 (Regular Pay - Continuing Full Time) and 14 (Fringe Benefits - Current Personnel), to the Court Counsel and Agency Management programs, CSGs 20 (Supplies and Materials), 40 (Other Services and Charges), and 41 (Contractual Services - Other). Funds are available because of projected salary lapse savings.

We have determined that this reprogramming will not have an adverse impact on OAH's programs or services. **Your request is hereby approved.**

If you have any questions, please contact Cynthia Holman at (202) 724-3745.

cc: Matthew Brown, Director, Office of Budget and Finance, Office of the City Administrator
Jennifer Budoff, Budget Director, Council of the District of Columbia
Angelique Hayes Rice, Associate Chief Financial Officer, Public Safety and Justice Cluster
Shelly R. Graham, Budget Director, Public Safety and Justice Cluster
Anthony Iwobi, Agency Fiscal Officer, Office of Administrative Hearings
Eric M. Cannady, Director, Budget Administration, Office of Budget and Planning
Stacy-Ann White, Deputy Director, Budget Administration, Office of Budget and Planning
Cynthia Holman, Budget Administration Analyst, Office of Budget and Planning
Maia Estes, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER
MAYOR

NOV 22 200

Mr. Jeff DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Suite 209
Washington, D.C. 20004

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram \$67,238.24 in local funds with the Office of Administrative Hearings. This reprogramming is needed to procure IT Support Services and Court Transcription Services. The funds will be reprogrammed as outlined on the attached attribute sheet.

Details of the request are contained in the agency's submission. Thank you for your consideration of this request. I look forward to the Chief Financial Officer's favorable review of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".

Muriel Bowser

Enclosure

cc: Gordon McDonald, Deputy CFO for Budget and Planning
John Falcicchio, Chief of Staff

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Lolita Alston, Director
Office of Legislative Support, EOM

THRU: Angelique Hayes Rice
Associate Chief Financial Officer
Public Safety and Justice Cluster

Shelley R. Rice
for

FROM: Eugene A. Adams *EAA*
Chief Administrative Law Judge

DATE: November 8, 2016

SUBJECT: FY 2017 Request for Reprogramming of Local Funds within the
Office of Administrative Hearings (OAH)

The Office of Administrative Hearings is requesting a budget reprogramming of \$67,238.24 within Appropriated Fund 0100.

Why are the funds needed?

The reprogramming is necessary to procure (1) IT Support Services, (2) Court Transcription Services

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No

How will the funds be reprogrammed?

Local funds will be reallocated from:

| Program | Activity | Obj Class | Reallocated Amount |
|--------------|-------------------------------------|-----------|--------------------|
| 300A | Judicial Assistance & Legal Counsel | 0111 | (57,964.00) |
| 300A | Judicial Assistance & Legal Counsel | 0147 | (9,274.24) |
| TOTAL | | | (67,238.24) |

Local funds will be reallocated to:

| Program | Activity | Obj Class | Reallocated Amount |
|--------------|---------------------------------|-----------|--------------------|
| 300A | Judicial Assist & Legal Counsel | 0409 | 22,238.24 |
| 100A 1040 | Information Technology | 0408 | 45,000.00 |
| TOTAL | | | 67,238.24 |

Why are the funds available?

The funds are available due to vacancy savings.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the agency will not have the capacity to operate with desktop and laptop support and hardware configuration. Additionally, the agency will not be able to utilize transcription services and serve the public pursuant to the Language Access Act.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

The transcription services will diminish impacting the services we provide to litigants requesting said services pursuant to the Language Access Act. The agency will not receive desktop/laptop support, which could impact adjudication.

Should you have any questions, please contact Anthony Iwobi on (202) 673-3339.

Attachment

cc: Eric Cannady, Director for Budget Administration, OBP
Shelly R. Graham, Budget Director, PSJC

| REQUEST | | Government of the District of Columbia | | Originating Agency Name and Code: Office of Administrative Hearings (FS0) | | Fund and Code: Local funds (0100) | | Budget Fiscal Year: 2017 | | |
|--|-------------------|--|-------|---|-------------|--|-----------------------|-----------------------------|------------------------|-----------------------|
| APPROVAL REQUIRED FOR THE FOLLOWING: | | APPROVAL LEVEL: | | Agency Director: OAH <i>Eugene A. Adams</i> | | Agency Fiscal Officer: <i>Trish</i> | | | | |
| <input type="checkbox"/> Shift Between Agencies <input checked="" type="checkbox"/> Shift Between Control Centers / Activities <input type="checkbox"/> Shift Between Responsibility Centers / Programs <input type="checkbox"/> Shift Within Responsibility Centers / Programs | | Agency <input checked="" type="checkbox"/> Ofc of Budget <input type="checkbox"/> DC Council <input type="checkbox"/> US Congress | | Associate CFO: <i>Shelly Robinson Graham</i> | | Budget Reprogramming Amount Requested: 67,238.24 | | DATE: 11/9/2016 | | |
| | | | | Prepared By: Shelly Robinson Graham | | | | Total # of Pages: 1 | | |
| CC/ Program Code | RC/ Activity Code | Control Center / Responsibility Center/Program Name | PCA | Index | Object Code | Original Budget Amount | Current Budget Amount | Amount of Decrease (-) | Amount of Increase (+) | Revised Budget Amount |
| 300A | 030A | Judicial Assistance/Legal Counsel | 300AA | 3000A | 0111 | 855,300.83 | 855,300.83 | (57,964.00) | | 797,336.83 |
| 300A | 030A | Judicial Assistance/Legal Counsel | 300AA | 3000A | 0147 | 165,928.34 | 165,928.34 | (9,274.24) | | 156,654.10 |
| 300A | 030A | Judicial Assistance/Legal Counsel | 300AA | 3000A | 0409 | 112,000.00 | 112,000.00 | | 22,238.24 | 134,238.24 |
| 100A | 1040 | Information Technology | 10400 | 1040A | 0408 | 22,276.68 | 22,276.68 | | 45,000.00 | 67,276.68 |
| TOTAL | | | | | | \$1,155,505.85 | \$1,155,505.85 | (67,238.24) | 67,238.24 | 1,155,505.85 |

Justification of Reprogramming Proposal:

To reprogram salary and fringe benefits for Law Clerk (00033051) provide funding for IT contract.

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Deborah George Johnson, Associate Director
Office of Legislative Support, EOM

THRU: Angelique Hayes Rice
Associate Chief Financial Officer
Public Safety and Justice Cluster *Angelique H. Rice*

FROM: Eugene A. Adams *EAA*
Chief Administrative Law Judge

DATE: October 2, 2017

SUBJECT: FY 2018 Request for Reprogramming of Medicaid Reimbursement Fund within the Office of Administrative Hearings (OAH)

The Office of Administrative Hearing is requesting a budget reprogramming of \$80,000 within Medicaid Reimbursement Fund 8250.

Why are the funds needed?

The reprogramming is necessary to align budget with the fiscal year 2018 signed Memorandum of Understanding (MOU) between Office of Administrative Hearings and Department of HealthCare Finance. Currently, the budget was established under the agency contracts, CSG "41".

Please load the budget as follows:

| Agency | Fund | Index | PCA | AOBJ | Grant#/Ph. | Amount |
|--------|------|-------|-------|------|------------|-------------|
| FS0 | 8250 | MED18 | 300HC | 0409 | MEDICD/18 | (80,000.00) |
| FS0 | 8250 | MED18 | 300HC | 0111 | MEDICD/18 | 64,800.00 |
| FS0 | 8250 | MED18 | 300HC | 0147 | MEDICD/18 | 15,200.00 |

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No

How will the funds be reprogrammed?

Medicaid Reimbursement grant: as stated above.

Why are the funds available?

The funds were originally loaded in contracts (non-personal service).

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the agency will not be able to recoup some of the Medicaid assistance related cases heard by the Office of Administrative Hearings. As well, the agency may face some budget pressure in personal service budget.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

The agency may face personal service budget pressure in program "Judicial Assistance and Legal Counsel".

Should you have any questions, please contact Anthony Iwobi on (202) 673-3339.

Attachment

cc: Eric Cannady, Director for Budget Administration, OBP
Shelly R. Graham, Budget Director, PSJC

10:16:27 Monday, October 02, 2017

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/02/17 10:17 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: FSO AY: 18 ORG CODE: 030A PGM CODE: 030A FUNC CODE: _____
AP FUND: _____ FUND: 8250 GRANT/PH: MEDICD 18 PROJECT/PH: _____
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 03 JUDICIAL ASSISTANCE AND LEGAL COUNSEL
PGM LEVEL: 02 JUDICIAL ASSISTANCE AND LEGAL COUNSEL
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: 80,000.00
BUDGET AVAIL: 80,000.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 80,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
Office of Budget and Planning



Gordon M. McDonald
Deputy Chief Financial Officer

MEMORANDUM

TO: Eugene A. Adams
Chief Administrative Law Judge
Office of Administrative Hearings

FROM: Gordon McDonald *Gordon McDonald*
Deputy Chief Financial Officer
Office of Budget and Planning

DATE: October 30, 2017

SUBJECT: FY 2018 Reprogramming Request for \$55,440 of Local Funds Budget Authority within the Office of Administrative Hearings

The Office of Budget and Planning has reviewed the Office of Administrative Hearings' (OAH) request to reprogram \$55,440 of Fiscal Year 2018 Local funds budget authority within the agency. Funds are needed to cover costs associated with photocopier rentals, Case Record Archiving Courier Services, and Purchase Cards.

Funds will be reprogrammed from the Judicial, Court Counsel, and Clerk of Court programs, Comptroller Source Groups (CSGs) 11 (Regular Pay – Continuing Full Time), 14 (Fringe Benefits – Current Personnel), 20 (Supplies and Materials), and 41 (Contractual Services – Other), to the Agency Management program, CSG 70 (Equipment and Equipment Rental), and the Judicial program, CSG 40 (Other Services and Charges). Funds are available because of projected salary lapse and nonpersonal services savings.

We have determined that this reprogramming will not have an adverse impact on OAH's programs or services. **Your request is hereby approved.**

If you have any questions, please contact Cynthia Holman at (202) 724-3745.

cc: Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator
Jennifer Budoff, Budget Director, Council of the District of Columbia
Angelique Hayes Rice, Associate Chief Financial Officer, Public Safety and Justice Cluster
Shelly R. Graham, Budget Director, Public Safety and Justice Cluster
Anthony Iwobi, Agency Fiscal Officer, Office of Administrative Hearings
Eric M. Cannady, director, Operating Budget, Office of Budget and Planning
S. Chuks Okparaocha, Manager, Operating Budget, Office of Budget and Planning
Cynthia Holman, Operating Budget Analyst, Office of Budget and Planning
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER
MAYOR

Jeffrey S. DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Suite 209
Washington, D.C. 20004

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am requesting to reprogram FY2018 local funds within the Office of Administrative Hearings in the amount of \$55,440. The funds are needed to fund (1) Photocopiers (3 months remaining); (2) Case Records Archiving Courier Services and (3) PCard. The funds will be reprogrammed as outlined on the attached attribute sheet.

Details of the request are contained in the agency's submission. Thank you for your consideration of this request. I look forward to the Chief Financial Officer's favorable review of this request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Muriel Bowser".

Muriel Bowser

Enclosure

cc: Gordon McDonald, Deputy CFO for Budget and Planning
John J. Falcicchio, Chief of Staff

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Deborah George Johnson, Associate Director
Office of Legislative Support, EOM

THRU: Angelique Hayes Rice *Angelique Hayes Rice*
Associate Chief Financial Officer
Public Safety and Justice Cluster

FROM: Eugene A Adams *E. Adams*
Chief Administrative Law Judge

DATE: October 1, 2017

SUBJECT: FY 2018 Request for Reprogramming of Local Funds within the
Office of Administrative Hearings (OAH)

The Office of Administrative Hearings is requesting a budget reprogramming of \$55,440 within Appropriated Fund 0100.

Why are the funds needed?

The reprogramming is necessary to fund (1) Photocopiers (3 months remaining), (2) Case Record Archiving Courier Services, and (3) PCard.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No

How will the funds be reprogrammed?

Local funds will be reallocated from:

| Activity | Description | Obj Class | Reallocated Amount |
|--------------|---|-----------|--------------------|
| 020A | Trials/Appeals & Justice Management | 0409 | (12,500.00) |
| 030A | Judicial Assistance & Legal Counsel | 0111 | (4,160.00) |
| 030A | Judicial Assistance & Legal Counsel | 0147 | (780.00) |
| 030A | Judicial Assistance & Legal Counsel | 0409 | (12,500.00) |
| 040A | Case Management & Judicial Support Services | 0111 | (21,500.00) |
| 040A | Case Management & Judicial Support Services | 0147 | (4,000.00) |
| TOTAL | | | (55,440.00) |

Local funds will be reallocated to:

| Activity | Description | Obj Class | Reallocated Amount |
|--------------|-------------------------------------|-----------|--------------------|
| 020A | Trials/Appeals & Justice Management | 0410 | 39,140.00 |
| 1040 | Information Technology | 0706 | 16,300.00 |
| TOTAL | | | 55,440.00 |

Why are the funds available?

The funds are available due to vacancy savings.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If the action is postponed, case records to be archived will accumulate and the agency will not be in compliance with the DC Records Retention Schedule 03-01. The agency currently has a backlog of case records to be archived. The agency will be unable make purchases via PCard. Finally, OAH will not be able to use scanning, printing, or copying features for the final 3 months of the fiscal year if the action is postponed.

What programs, services or other purchases will be delayed as a result of the action and the impact on the program or agency?

The agency will be unable to make emergency via PCard without funding. The agency will also not have the ability to properly serve litigants without adequate multifunction photocopiers. Finally, if archiving courier services are not approved, the agency will be unable to meet logistical demands as it pertains to public case records to be archived.

Should you have any questions, please contact Anthony Iwobi on (202) 673-3339.

Attachment

cc: Eric Cannady, Director for Budget Administration, OBP
Shelly R. Graham, Budget Director, PSJC

| | | | | | |
|--|---|---|--|---|-----------------------------|
| REQUEST | | Originating Agency Name and Code: Office of Administrative Hearings (FS0) | | Fund and Code: Local funds (0100) | Budget Fiscal Year: 2018 |
| Government of the District of Columbia | | | | | |
| APPROVAL REQUIRED FOR THE FOLLOWING: | | APPROVAL LEVEL: | | Agency Director: OAH <i>Eugene G. Williams</i> | |
| | | | | Agency Fiscal Officer: <i>[Signature]</i> | |
| | | | | Associate CFO: <i>[Signature]</i> | |
| <input checked="" type="checkbox"/> | Shift Between Agencies | Agency | | | |
| <input type="checkbox"/> | Shift Between Control Centers / Activities | Ofc. of Budget | | | |
| <input type="checkbox"/> | Shift Between Responsibility Centers / Programs | DC Council | | | |
| <input type="checkbox"/> | Shift Within Responsibility Centers/ Programs | US Congress | | | |
| | | | | Budget Reprogramming Amount Requested: \$5,440.00 | DATE: 10/2/2017 |
| | | | | Prepared By: Shelby Robinson Graham | Total # of Pages: 1 |

| CC/ Program Code | RC/ Activity Code | Control Center / Responsibility Center/Program Name | PCA | Index | Object Code | Original Budget Amount | Current Budget Amount | Amount of Decrease (-) | Amount of Increase (+) | Revised Budget Amount |
|------------------|-------------------|---|-------|-------|-------------|------------------------|-----------------------|------------------------|------------------------|-----------------------|
| 200A | 020A | Judicial / Trials-Appeals and Justice Management | 200AA | 2000A | 0409 | 175,669.00 | 175,669.00 | (12,500.00) | | 163,169.00 |
| 300A | 030A | Judicial Assistance and Legal Counsel | 300AA | 3000A | 0111 | 918,935.14 | 918,935.14 | (8,160.00) | | 914,775.14 |
| 300A | 030A | Judicial Assistance and Legal Counsel | 300AA | 3000A | 0147 | 205,215.19 | 205,215.19 | (780.00) | | 204,435.19 |
| 300A | 030A | Judicial Assistance and Legal Counsel | 300AA | 3000A | 0409 | 306,037.00 | 306,037.00 | (12,500.00) | | 293,537.00 |
| 400A | 040A | Case Mgmt & Judicial Support | 400AA | 4000A | 0111 | 1,271,013.21 | 1,271,013.21 | (21,500.00) | | 1,249,513.21 |
| 400A | 040A | Case Mgmt & Judicial Support | 400AA | 4000A | 0147 | 233,598.75 | 233,598.75 | (4,000.00) | | 229,598.75 |
| 200A | 020A | Judicial / Trials-Appeals and Justice Management | 200AA | 2000A | 0410 | \$0.00 | 0.00 | | 39,140.00 | 39,140.00 |
| 100A | 1040 | Information Technology | 10400 | 1040A | 0706 | \$5,300.00 | 5,300.00 | | 16,300.00 | 21,600.00 |
| TOTAL | | | | | | \$3,115,768.29 | \$3,115,768.29 | (55,440.00) | \$5,440.00 | 3,115,768.29 |

Justification of Reprogramming Proposal:

Being to align/provide expenditure with the agency planned spending


GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
Office of Budget and Planning



Gordon M. McDonald
Deputy Chief Financial Officer

MEMORANDUM

TO: Eric Rice
Executive Director
Office of Administrative Hearings

FROM: Gordon McDonald 
Deputy Chief Financial Officer
Office of Budget and Planning

DATE: NOV 01 2016

SUBJECT: FY 2017 Reprogramming Request for \$200,000 of Local Funds Budget Authority within the Office of Administrative Hearings

The Office of Budget and Planning has reviewed the Office of Administrative Hearings' (OAH) request to reprogram \$200,000 of Fiscal Year 2017 Local funds budget authority within the agency. Funds are needed to: (1) procure office supplies; (2) increase the budget for postage; (3) pay for court certified interpreters and translators; (4) support online legal and research database services; and (5) pay for photocopier machine lease and maintenance.

Funds will be reprogrammed from the Judicial and Executive programs, Comptroller Source Groups (CSGs) 11 (Regular Pay - Continuing Full Time) and 14 (Fringe Benefits - Current Personnel), to the Agency Management, Judicial, and Executive programs, CSGs 20 (Supplies and Materials), 40 (Other Services and Charges), 41 (Contractual Services - Other), and 70 (Equipment and Equipment Rental). Funds are available because of projected salary lapse savings.

We have determined that this reprogramming will not have an adverse impact on OAH's programs or services. **Your request is hereby approved.**

If you have any questions, please contact Cynthia Holman at (202) 724-3745.

cc: Matthew Brown, Director, Office of Budget and Finance, Office of the City Administrator
Jennifer Budoff, Budget Director, Council of the District of Columbia
Angelique Hayes Rice, Associate Chief Financial Officer, Public Safety and Justice Cluster
Shelly R. Graham, Budget Director, Public Safety and Justice Cluster
Anthony Iwobi, Agency Fiscal Officer, Office of Administrative Hearings
Eric M. Cannady, Director, Budget Administration, Office of Budget and Planning
Stacy-Ann White, Deputy Director, Budget Administration, Office of Budget and Planning
Cynthia Holman, Budget Administration Analyst, Office of Budget and Planning
Maia Estes, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER
MAYOR

OCT 19 2016

Mr. Jeff DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Suite 209
Washington, D.C. 20004

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram \$200,000 in local funds within the Office of Administrative Hearings. This reprogramming is needed to procure the following:

- (1) Office supplies
- (2) Increase level of postage;
- (3) Court certified interpreters and translators;
- (4) Online legal and research database services; and
- (5) Photocopier machine lease and maintenance.

The funds will be reprogrammed as outlined on the attached attribute sheet.

Details of the request are contained in the agency's submission. Thank you for your consideration of this request. I look forward to the Chief Financial Officer's favorable review of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".

Muriel Bowser

Enclosure

cc: Gordon McDonald, Deputy CFO for Budget and Planning
John Falcicchio, Chief of Staff

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Lolita Alston, Director
Office of Legislative Support, EOM

THRU: Angelique Hayes Rice *Angelique Hayes Rice*
Associate Chief Financial Officer
Public Safety and Justice Cluster

FROM: Eugene A. Adams *Eugene A. Adams*
Chief Administrative Law Judge

DATE: October 7, 2016

SUBJECT: FY 2017 Request for Reprogramming of Local Funds within the
Office of Administrative Hearings (OAH)

The Office of Administrative Hearings is requesting a budget reprogramming of \$200,000.00 within Appropriated Fund 0100.

Why are the funds needed?

The reprogramming is necessary to procure (1) office supplies (2) increase level of postage, (3) court certified interpreters and translators, (4) online legal and research database services, and (5) photocopier machine lease and maintenance

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No

How will the funds be reprogrammed?

Local funds will be reallocated from:

*Executive
Judicial*

| Program | Activity | Obj Class | Reallocated Amount |
|--------------|-------------------------------------|-----------|---------------------|
| 500A | Program Direction and Oversight | 0111 | (133,900.00) |
| 500A | Program Direction and Oversight | 0147 | (25,977.00) |
| 020A | Trials/Appeals & Justice Management | 0111 | (40,123.00) |
| TOTAL | | | (200,000.00) |

Local funds will be reallocated to:

*Executive
Judicial
Agency Mgt*

| Program | Activity | Obj Class | Reallocated Amount |
|--------------|-------------------------------------|-----------|--------------------|
| 500A | Program Direction and Oversight | 0201 | 20,000.00 |
| 200A | Trials/Appeals & Justice Management | 0409 | 78,000.00 |
| 10400 | Information Technology | 0409 | 43,000.00 |
| 10400 | Information Technology | 0416 | 22,000.00 |
| 10400 | Information Technology | 0706 | 37,000.00 |
| TOTAL | | | 200,000.00 |

Why are the funds available?

The funds are available due to vacancy savings.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the agency will not have the capacity to operate without office supplies. The agency will not be able to utilize postage upon mailing court orders for litigants. Also, the agency will not be able to serve the public who requests translation services pursuant to the Language Access Act. Additionally, the agency will be unable to perform online legal research database services. Finally, the agency will not be able to maintain the equipment lease on its current hardware equipment.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

Increasing the level of postage procured will assure the agency can effectively provide litigants with notices relevant to hearing schedules and final orders. The translation services will diminish impacting the services we provide to litigants who request translation services, should these services also not be procured. The agency will be impacted should the research and database services cease. Finally, the agency will be impacted should hardware deteriorate, if it is not maintained.

Should you have any questions, please contact Anthony Iwobi on (202) 673-3339.

Attachment

cc: Eric Cannady, Director for Budget Administration, OBP
Shelly R. Graham, Budget Director, PSJC

| REQUEST | | Government of the District of Columbia | | Originating Agency Name and Code: Office of Administrative Hearings (FS0) | | | Fund and Code: Local funds (0100) | | Budget Fiscal Year: 2017 | |
|--|-------------------|---|-------|---|-------------|------------------------|---|------------------------|-----------------------------|-----------------------|
| APPROVAL REQUIRED FOR THE FOLLOWING: | | | | APPROVAL LEVEL: | | | Agency Director: OAH <i>[Signature]</i> | | | |
| | | | | | | | Agency Fiscal Officer: <i>[Signature]</i> | | | |
| | | | | | | | Associate CFO: <i>[Signature]</i> | | | |
| <input checked="" type="checkbox"/> Shift Between Agencies <input type="checkbox"/> Shift Between Control Centers / Activities <input type="checkbox"/> Shift Between Responsibility Centers / Programs <input type="checkbox"/> Shift Within Responsibility Centers / Programs | | | | Agency Ofc of Budget DC Council US Congress | | | Budget Reprogramming Amount Requested: 200,000.00 | | DATE: 10/7/2016 | |
| | | | | | | | Prepared By: Shelly Robinson Graham | | Total # of Pages: 1 | |
| CC/ Program Code | RC/ Activity Code | Control Center / Responsibility Center/Program Name | PCA | Index | Object Code | Original Budget Amount | Current Budget Amount | Amount of Decrease (-) | Amount of Increase (+) | Revised Budget Amount |
| 500A | 050A | Program Direction and Oversight | 500AA | 5000A | 0111 | 488,468.47 | 488,468.47 | (133,900.00) | | 354,568.47 |
| 500A | 050A | Program Direction and Oversight | 500AA | 5000A | 0147 | 94,762.88 | 94,762.88 | (25,977.00) | | 68,785.88 |
| 200A | 020A | Judicial / Trials-Appeals and Justice Management | 200AA | 2000A | 0111 | 4,262,941.01 | 4,262,941.01 | (40,123.00) | | 4,222,818.01 |
| 500A | 050A | Program Direction and Oversight | 500AA | 5000A | 0201 | 10,015.00 | 10,015.00 | | 20,000.00 | 30,015.00 |
| 200A | 020A | Judicial / Trials-Appeals and Justice Management | 200AA | 2000A | 0409 | 92,200.00 | 92,200.00 | | 78,000.00 | 170,200.00 |
| 100A | 1040 | Information Technology | 10400 | 1040A | 0409 | 7,300.00 | 7,300.00 | | 43,000.00 | 50,300.00 |
| 100A | 1040 | Information Technology | 10400 | 1040A | 0416 | \$11,460.00 | 11,460.00 | | 22,000.00 | 33,460.00 |
| 100A | 1040 | Information Technology | 10400 | 1040A | 0706 | \$18,000.00 | 18,000.00 | | 37,000.00 | 55,000.00 |
| TOTAL | | | | | | \$4,985,147.36 | \$4,985,147.36 | (200,000.00) | 200,000.00 | 4,985,147.36 |

Justification of Reprogramming Proposal:

To provide funding to agency core contracts and services.


GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
Office of Budget and Planning



Gordon M. McDonald
Deputy Chief Financial Officer

MEMORANDUM

TO: Eugene A. Adams
Chief Administrative Law Judge
Office of Administrative Hearings

FROM: Gordon McDonald 
Deputy Chief Financial Officer
Office of Budget and Planning

DATE: JUL 18 2017

SUBJECT: FY 2017 Reprogramming Request for \$50,000 of Local Funds Budget Authority
within the Office of Administrative Hearings

The Office of Budget and Planning has reviewed the Office of Administrative Hearings' (OAH) request to reprogram \$50,000 of Fiscal Year 2017 Local funds budget authority within the agency. Funds are needed to procure an Indirect Cost Rate Analysis and Plan.

Funds will be reprogrammed within the Judicial program, from Comptroller Source Group (CSG) 11 (Regular Pay - Continuing Full Time) to CSG 41 (Contractual Services - Other). Funds are available due to vacancy savings.

We have determined that this reprogramming will not have an adverse impact on OAH's programs or services. **Your request is hereby approved.**

If you have any questions, please contact Cynthia Holman at (202) 724-3745.

cc: Matthew Brown, Director, Office of Budget and Finance, Office of the City Administrator
Jennifer Budoff, Budget Director, Council of the District of Columbia
Angelique Hayes Rice, Associate Chief Financial Officer, Public Safety and Justice Cluster
Shelly R. Graham, Budget Director, Public Safety and Justice Cluster
Anthony Iwobi, Agency Fiscal Officer, Office of Administrative Hearings
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning
S. Chuks Okparaocha, Manager, Operating Budget, Office of Budget and Planning
Cynthia Holman, Operating Budget Analyst, Office of Budget and Planning
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER
MAYOR

JUL - 7 2017

Mr. Jeff DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Suite 209
Washington, D.C. 20004

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram \$50,000 in local funds within the Office of Administrative Hearings. This reprogramming is needed to procure Indirect Cost Rate Analysis and Plan. The funds will be reprogrammed as outlined on the attached attribute sheet.

Details of the request are contained in the agency's submission. Thank you for your consideration of this request. I look forward to the Chief Financial Officer's favorable review of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser", written over a vertical line that extends from the word "Sincerely," above.

Muriel Bowser

Enclosure

cc: Gordon McDonald, Deputy CFO for Budget and Planning
John Falcicchio, Chief of Staff

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Lolita Alston, Director
Office of Legislative Support, EOM

THRU: Angelique Hayes Rice
Associate Chief Financial Officer
Public Safety and Justice Cluster

FROM: Eugene A Adams *EWA*
Chief Administrative Law Judge

DATE: July 5, 2017

SUBJECT: FY 2017 Request for Reprogramming of Local Funds within the
Office of Administrative Hearings (OAH)

The Office of Administrative Hearings is requesting a budget reprogramming of \$50,000 within Appropriated Fund 0100.

Why are the funds needed?

The reprogramming is necessary to procure Indirect Cost Rate Analysis and Plan.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No

How will the funds be reprogrammed?

Local funds will be reallocated from:

| Activity | Activity | Obj Class | Reallocated Amount |
|----------|-------------------------------------|-----------|--------------------|
| 020A | Trials/Appeals & Justice Management | 0111 | (50,000.00) |
| TOTAL | | | (50,000.00) |

Local funds will be reallocated to:

| Activity | Activity | Obj Class | Reallocated Amount |
|----------|-------------------------------------|-----------|--------------------|
| 020A | Trials/Appeals & Justice Management | 0409 | 50,000.00 |
| TOTAL | | | 50,000.00 |

Why are the funds available?

The funds are available due to vacancy savings.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the agency will be unable to procure services for analysis of the Medicaid indirect cost rate for FY18.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

If the reprogramming is not approved, the agency will have insufficient funds to establish its FY18 IDCRC rate for Medicaid cases.

Should you have any questions, please contact Anthony Iwobi on (202) 673-3339.

Attachment

cc: Eric Cannady, Director for Budget Administration, OBP
Shelly R. Graham, Budget Director, PSJC

| REQUEST | | Government of the District of Columbia | | Originating Agency Name and Code: Office of Administrative Hearings (FS0) | | Fund and Code: Local funds (0100) | | Budget Fiscal Year: 2017 | | |
|---|-------------------|---|--|---|-------------|---|-----------------------|--------------------------|------------------------|-----------------------|
| APPROVAL REQUIRED FOR THE FOLLOWING: | | | APPROVAL LEVEL: | | | Agency Director: OAH (signature) <i>[Signature]</i> | | | | |
| | | | | | | Agency Fiscal Officer: (signature) <i>[Signature]</i> | | | | |
| | | | | | | Associate CFO: (signature) | | | | |
| <input type="checkbox"/> Shift Between Agencies <input checked="" type="checkbox"/> Shift Between Control Centers / Activities <input type="checkbox"/> Shift Between Responsibility Centers / Programs <input type="checkbox"/> Shift Within Responsibility Centers/ Programs | | | Agency <input checked="" type="checkbox"/> Ofc of Budget <input type="checkbox"/> DC Council <input type="checkbox"/> US Congress | | | Budget Reprogramming Amount Requested: 50,000.00 | | DATE: 7/5/2017 | | |
| Prepared By: Shelly Robinson Graham | | | | | | Total # of Pages: 1 | | | | |
| CC/ Program Code | RC/ Activity Code | Control Center / Responsibility Center/Program Name | PCA | Index | Object Code | Original Budget Amount | Current Budget Amount | Amount of Decrease (-) | Amount of Increase (+) | Revised Budget Amount |
| 200A | 020A | Trials/Appeals & Justice Management | 200AA | 2000A | 0111 | 4,262,941.07 | 4,307,818.07 | (50,000.00) | | 4,257,818.07 |
| 200A | 020A | Trials/Appeals & Justice Management | 200AA | 2000A | 0409 | 92,200.00 | 170,200.00 | | 50,000.00 | 220,200.00 |
| TOTAL | | | | | | \$4,355,141.07 | \$4,478,018.07 | (50,000.00) | 50,000.00 | 4,478,018.07 |

Justification of Reprogramming Proposal:

To reprogram salary from program "020A" to contracts to fund the IDCR (Medicaid) analysis and plan contract.

GOVERNMENT OF THE DISTRICT OF COLUMBIA




OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Lolita Alston, Director
Office of Legislative Support, EOM

THRU: Angelique Hayes Rice
Associate Chief Financial Officer
Public Safety and Justice Cluster

FROM: Eugene. A Adams 
Chief Administrative Law Judge

DATE: January 6, 2017

SUBJECT: FY 2017 Request for Reprogramming of Local Funds within the
Office of Administrative Hearings (OAH)

The Office of Administrative Hearings is requesting a budget reprogramming of \$30,000.00 within Appropriated Fund 0100.

Why are the funds needed?

The reprogramming is necessary to budget for supplies for the remainder of the fiscal year.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No

How will the funds be reprogrammed?

Local funds will be reallocated from:

| Program | Activity | Obj Class | Reallocated Amount |
|---------|-------------------------------------|-----------|--------------------|
| 300A | Judicial Assistance & Legal Counsel | 0409 | (23,018.24) |
| 300A | Judicial Assistance & Legal Counsel | 0408 | (6,981.76) |
| TOTAL | | | (30,000.00) |

Local funds will be reallocated to:

| Program | Activity | Obj Class | Reallocated Amount |
|---------|-------------------------------------|-----------|--------------------|
| 300A | Judicial Assistance & Legal Counsel | 0201 | 30,000.00 |
| TOTAL | | | 30,000.00 |

Why are the funds available?

The funds are available in the agency's NPS budget.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the agency will not be able to procure the necessary agency requests for supplies.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

The agency will be affected by lack of supplies to support the mission critical objectives. Staff will be unable to use the appropriate tools to perform the actions necessary to the completion of their duties.

Should you have any questions, please contact Anthony Iwobi on (202) 673-3339.

Attachment

cc: Eric Cannady, Director for Budget Administration, OBP
Shelly R. Graham, Budget Director, PSJC


GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Office of Budget and Planning

MEMORANDUM

TO: Eugene A. Adams
Chief Administrative Law Judge
Office of Administrative Hearings

FROM: Eric M. Cannady 
Director, Operating Budget
Office of Budget and Planning

DATE: May 17, 2017

SUBJECT: FY 2017 Reprogramming Request for \$1,500 of Local Funds Budget Authority
within the Office of Administrative Hearings

The Office of Budget and Planning has reviewed the Office of Administrative Hearings' (OAH) request to reprogram \$1,500 of Fiscal Year 2017 Local funds budget authority within the agency. Funds are needed for a Request for Telecommunications Services (RTS).

Funds will be reprogrammed within the Agency Management and Agency Fiscal Operations programs, from Comptroller Source Groups (CSGs) 20 (Supplies and Materials) and 41 (Contractual Services – Other), to CSG 31 (Telephone, Telegraph, Telegram, Etc.). Funds are available because it was included in the FY 2017 funding appropriation, however, the budget requires realignment to meet the agency's programmatic needs.

We have determined that this reprogramming will not have an adverse impact on OAH's programs or services. **Your request is hereby approved.**

If you have any questions, please contact Cynthia Holman at (202) 724-3745.

cc: Angelique Hayes Rice, Associate Chief Financial Officer, Public Safety and Justice Cluster
Shelly R. Graham, Budget Director, Public Safety and Justice Cluster
Anthony Iwobi, Agency Fiscal Officer, Office of Administrative Hearings
S. Chuks Okparaocha, Manager, Operating Budget, Office of Budget and Planning
Cynthia Holman, Operating Budget Analyst, Office of Budget and Planning
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Lolita Alston, Director
Office of Legislative Support, EOM

THRU: Angelique Hayes Rice *Angelique H Rice*
Associate Chief Financial Officer
Public Safety and Justice Cluster

FROM: Eugene A Adams *EAA*
Chief Administrative Law Judge

DATE: December 9, 2016

SUBJECT: FY 2017 Request for Reprogramming of Local Funds within the
Office of Administrative Hearings (OAH)

The Office of Administrative Hearings is requesting a budget reprogramming of \$1,500.00 within Appropriated Fund 0100.

Why are the funds needed?

The reprogramming is necessary to budget for request for telecommunications services (RTS).

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No

How will the funds be reprogrammed?

Local funds will be reallocated from:

| Program | Activity | Obj Class | Reallocated Amount |
|--------------|--|-----------|--------------------|
| 100A | Agency Management/Information Technology | 0409 | (500.00) |
| 100F | Agency Financial Operations | 0201 | (1,000.00) |
| TOTAL | | | (1,500.00) |

Local funds will be reallocated to:

| Program | Activity | Obj Class | Reallocated Amount |
|--------------|--|-----------|--------------------|
| 100A | Agency Management/Information Technology | 0308 | 500.00 |
| 100F | Agency Financial Operations | 0308 | 1,000.00 |
| TOTAL | | | 1,500.00 |

Why are the funds available?

The funds are available in the agency's NPS budget.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the agency will not be able to provide the necessary telecommunications services or fulfill any telecommunications service requests.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

Staff will be affected by office move delays. Staff will be unable to move phone lines, install lines, and have access to VPN.

Should you have any questions, please contact Anthony Iwobi on (202) 673-3339.

Attachment

Attachment A -- Local (0100) REQUEST

Government of the District of Columbia
 Office of Administrative Hearings (FSH)
 Local Funds (0100)
 Budget Fiscal Year: 2017

APPROVAL REQUIRED FOR THE FOLLOWING:
 APPROVAL LEVEL:
 Agency Director: OAH (Signature) *[Signature]*
 Agency Fiscal Officer: (Signature) *[Signature]*
 Associate CFO: (Signature) *[Signature]*

Original Agency Name and Code: Office of Administrative Hearings (FSH)
 Fund and Code: Local Funds (0100)
 Budget Reprogramming Amount Requested: 1,500.00
 Prepared By: Shelly Robinson Graham
 DATE: 12/12/2016
 Total # of Pages: 1

| CCI Program Code | RC/Activity Code | Control Center / Responsibility Center/Program Name | PCA | Index | Object Code | Original Budget Amount | Current Budget Amount | Amount of Decrease (-) | Amount of Increase (+) | Revised Budget Amount |
|------------------|------------------|---|-------|-------|-------------|------------------------|-----------------------|------------------------|------------------------|-----------------------|
| X 100A | 1040 | Information Technology | 10400 | 1040A | 0409 | 7,300.00 | 50,300.00 | (500.00) | | 49,800.00 |
| 100A | 100F | Agency Budget Operation | 1110F | 1100F | 0201 | 1,000.00 | 1,000.00 | (1,000.00) | | 0.00 |
| 100A | 1040 | Information Technology | 10400 | 1040A | 0308 | 0.00 | 0.00 | | 500.00 | 500.00 |
| 100A | 100F | Agency Budget Operation | 1110F | 1100F | 0308 | 0.00 | 0.00 | | 1,000.00 | 1,000.00 |
| TOTAL | | | | | | \$8,300.00 | \$51,300.00 | (1,500.00) | 1,500.00 | \$1,500.00 |

Justification of Reprogramming Proposal:
 To provide funding to agency core contracts and services.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/12/16 03:43 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: FSO AY: 17 ORG CODE: 1040 PGM CODE: 1040 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 03 PROPERTY MANAGEMENT
PGM LEVEL: 02 INFORMATION TECHNOLOGY
FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 03 ADJUSTED BUDG: 50,300.00
BUDGET AVAIL: 35,313.71 BUDG % AVAIL: 70.21
EXPEND/BUDG %: 0.84 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 7,300.00- UNEXPND ALLOT: 422.87-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 7,300.00
10 EXP BUD REV 43,000.00
13 PENDING AME .00
17 ACCRUED EXP 422.87
18 ENCUMB OUTS 6,877.13
19 PRE-ENCUM O 7,686.29

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD
LINK TO: _____

DISTRICT OF COLUMBIA R*STARS 2.1
AGENCY BUDGET FINANCIAL INQUIRY

12/12/16 03:42 PM
DSNF

AGENCY: FS0 AY: 17 ORG CODE: 100F PGM CODE: 110F FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 03 OFF OF ADMIN HEARINGS - AGY FINANCIAL OP
PGM LEVEL: 02 BUDGET OPERATIONS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 03 ADJUSTED BUDG: 1,000.00
BUDGET AVAIL: 1,000.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 1,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

**OFFICE OF ADMINISTRATIVE HEARINGS
FY 2016 SCHEDULE A - Vacancies**

| Agency Code | Fiscal Year | Program Code | Activity Code | Filled, Vacant or Frozen | Position Title | Grade | Step | Salary | Fringe | FTE | Reg/Temp/ Term | Filled by Law Y/N | Hiring Status |
|--------------|-------------|--------------|---------------|--------------------------|-------------------------------|-------|------|------------------|------------------|--------------|----------------|-------------------|--|
| FS0 | 16 | 100A | 1010 | V | Management Liaison Specialist | 12 | 1 | 68,294 | 12,771 | 1.00 | Reg | N | Posting closed. Interviews will be scheduled in February 2016 |
| FS0 | 16 | 100A | 1010 | V | Management Analyst | 12 | 1 | 68,294 | 12,771 | 1.00 | Reg | N | Candidate selected for Offer. |
| FS0 | 16 | 030A | 030A | V | Law Clerk | 3 | 1 | 56,276 | 10,524 | 1.00 | Reg | N | Position will be posted February 2016. |
| FS0 | 16 | 030A | 030A | V | Law Clerk | 3 | 1 | 56,276 | 10,524 | 1.00 | Reg | N | Position will be posted February 2016. |
| FS0 | 16 | 030A | 030A | V | Supervisory Attorney Advisor | 8 | 0 | 104,574 | 19,555 | 1.00 | Reg | N | Position has not been posted yet. |
| FS0 | 16 | 200A | 020A | V | Administrative Law Judge | 9 | 0 | 148,502 | 27,770 | 1.00 | Reg | N | Position will be posted February 2016. |
| FS0 | 16 | 400A | 040A | V | Deputy Clerk of the Court | 11 | 1 | 74,402 | 13,913 | 1.00 | Reg | N | Posting closed. Interviews will be scheduled in February 2016. |
| FS0 | 16 | 400A | 040A | V | Deputy Clerk of the Court | 11 | 1 | 74,402 | 13,913 | 1.00 | Reg | N | Posting closed. Interviews will be scheduled in February 2016. |
| FS0 | 16 | 400A | 040A | V | Deputy Clerk of the Court | 11 | 1 | 74,402 | 13,913 | 1.00 | Reg | N | Posting closed. Interviews will be scheduled in February 2016. |
| FS0 | 16 | 400A | 040A | V | Legal Assistant (Court) | 7 | 1 | 9,482 | 1,773 | 0.25 | Temp | N | Position has not been posted yet. |
| FS0 | 16 | 400A | 040A | V | Supvy Clerk of Court | 14 | 0 | 116,107 | 21,712 | 1.00 | Reg | N | Position will be posted week of 2/15/16. |
| FS0 | 16 | 500A | 050A | V | Administrative Officer | 13 | 1 | 78,687 | 14,714 | 1.00 | Reg | N | Candidate selected for Offer. |
| Total | | | | | | | | \$929,698 | \$173,853 | 11.25 | | | |

FY 2015 Intra-District Summary - SELLER

Agency Name: Office of Administrative Hearings: OAH

| BUYING AGENCY | DESCRIPTION OF SERVICES PROVIDED | FUNDING RECEIVED | FTE |
|--|---|---------------------|-----------|
| Dept. of Employment Services (DOES) - CF0 | UI appeal cases referred by DOES. | 1,385,343.13 | 10 |
| DC Public Schools (DCPS) - GA0 | Student Disciplinary cases. | 35,000.00 | 0 |
| Dept. of the Environment (DDOE) - KG0 | Environmental enforcement. | 45,000.00 | 0 |
| Health Benefit Exchange Authority - H10 | Affordable Healthcare (OBAMA Care) cases. | 50,000.00 | 0 |
| Dept. of Housing and Comm Develop. (DHCD) - DB0 | Residents condominium conversion appeals. | 20,000.00 | 0 |
| Office of the State Superintendent of Education (OSSE) - G00 | (1) Civil infractions and licensing matters; (2) OSSE vendor appeals related to education expenses; and (3) appeals by DHS/OSSE to terminate low-income child care benefits to individuals. | 10,437.00 | 0 |
| Office of the Attorney General (OAG) - CB0 | Child Support Division; cases on child support and appeals of child support financial seizure cases. | 9,220.00 | 0 |
| Dept. of Insurance, Securities, and Banking (DISB) - SR0 | Insurance, securities and banking cases. | 24,000.00 | 0 |
| TOTAL | | 1,579,000.13 | 10 |

FY 2015 Intra-District Summary - BUYER

Agency Name: Office of Administrative Hearings: OAH

| SELLING AGENCY | DESCRIPTION OF SERVICES PROVIDED | FUNDING SENT | FTE |
|----------------|----------------------------------|--------------|-----|
| | | (76.20) | 0 |
| | | 974.00 | 0 |

| | | | |
|--|--------------------------------|-------------|---|
| Office of the Chief Technology Officer (OCTO) - TO0 | RTS COLLECTION | 3,500.00 | 0 |
| | | 3,500.00 | 0 |
| | FY15 ADVANCE RETURNS TO BUYER | (480.01) | 0 |
| Office of the Chief Technology Officer (OCTO) - TO0 | RTS COLLECTION | 500.00 | 0 |
| Office of the Chief Technology Officer (OCTO) - TO0 | REALIGN RTS COLLECTION PHS 10 | (3,500.00) | 0 |
| Office of Contracting and Procurement (OCP) - PO0 | PCARD COLLECTONS | 5,000.00 | 0 |
| Office of the Chief Technology Officer (OCTO) - TO0 | RETURN OF UNUSED INTRA-DISTRIC | (3,500.00) | 0 |
| Office of the Chief Technology Officer (OCTO) - TO0 | RTS COLLECTION | 5,000.00 | 0 |
| Office of Disability Rights - JR0 | FY15 ID ADV TO JR0 - SLI MOU | 1,690.00 | 0 |
| Office of Disability Rights - JR0 | FY15 ID ADV TO JR0 - SLI MOU | 3,000.00 | 0 |
| Office of the City Administrator - AEO | AEO - AEO0AH15 | 34,540.00 | 0 |
| Office of the City Administrator - AEO | RETURN ID ADVANCE OAHAE0/15 | (7,837.37) | 0 |
| DC Office of Human Resources (DCHR) - BE0 | RECUIT. & STAFF SERV. - DCHR | 25,000.00 | 0 |
| Dept. of Motor Vehicles (DMV) - KVO | DC Taxi Cab violations | 28,224.00 | 0 |
| Office of Contracting and Procurement (OCP) - PO0 | PCARD COLLECTION | 10,000.00 | 0 |
| Office of Contracting and Procurement (OCP) - PO0 | PCARD COLLECTION | 15,000.00 | 0 |
| Office of Disability Rights - JR0 | FY15 ID ADV TO JR0 - SLI MOU | 2,020.00 | 0 |
| Office of the City Administrator - AEO | AEO - AEO0AH/15 | 15,460.00 | 0 |
| | | 19,271.00 | 0 |
| Office of Contracting and Procurement (OCP) - PO0 | PCARD REDUCTION | 15,000.00 | 0 |
| Office of Contracting and Procurement (OCP) - PO0 | FY15 PCARD COLLECTIONS | 35,000.00 | 0 |
| Office of Contracting and Procurement (OCP) - PO0 | RETURN ADVANCE | (13,897.00) | 0 |
| | RETURN OF INTRA-DISTRICT FUNDS | (13,930.09) | 0 |

| | | | |
|--|----------------------------|-------------------|----------|
| | MOU- SQL AND VM RESOURCES | 13,930.09 | 0 |
| Office of the Chief Technology Officer (OCTO) - TOO | TIER 1 IT SUPPORT SERVICES | 30,658.00 | 0 |
| TOTAL | | 224,046.42 | 0 |

FY 2016 Intra-District Summary - SELLER

Agency Name: Office of Administrative Hearings: OAH

| BUYING AGENCY | DESCRIPTION OF SERVICES PROVIDED | FUNDING RECEIVED | FTE |
|--|---|---------------------|-----------|
| Department of Employment Services (DOES) - CF0 | UI appeal cases referred by DOES. | 1,385,343.00 | 10 |
| DC Public Schools (DCPS) - GA0 | Student Disciplinary cases. | 52,500.00 | 0 |
| Dept. of the Environment (DDOE) - KG0 | Environmental enforcement. | 45,000.00 | 0 |
| Health Benefit Exchange Authority - HI0 | Affordable Healthcare (OBAMA Care) cases. | 50,000.00 | 0 |
| Dept. of Housing and Comm Develop. (DHCD) - DB0 | Residents condominium conversion appeals. | 20,000.00 | 0 |
| Office of the State Superintendent of Education (OSSE) - GD0 | (1) Civil infractions and licensing matters; (2) OSSE vendor appeals related to education expenses; and (3) appeals by DHS/OSSE to terminate low-income child care benefits to individuals. | 10,437.00 | 0 |
| Office of the Attorney General (OAG) - CB0 | Child Support Division; cases on child support and appeals of child support financial seizure cases. | 9,220.00 | 0 |
| Dept. of Insurance, Securities, and Banking (DISB) - SR0 | Insurance, securities and banking cases | 24,000.00 | 0 |
| TOTAL | | 1,596,500.00 | 10 |

FY 2016 Intra-District Summary - BUYER

Agency Name: Office of Administrative Hearings: OAH

| SELLING AGENCY | DESCRIPTION OF SERVICES PROVIDED | FUNDING SENT | FTE |
|---|----------------------------------|-------------------|----------|
| | | 79.00 | 0 |
| | | (79.00) | 0 |
| | | 79.00 | 0 |
| Office of the Chief Technology Officer (OCTO) - T00 | | 77.00 | 0 |
| Dept of Public Works (DPW) - KT0 | | 1,500.00 | 0 |
| DC Office of Human Resources (DCHR) - BE0 | RECUIT. & STAFF SERV. - DCHR | 25,000.00 | 0 |
| Office of Labor Relations and Collective Bargaining Board (OLRCB) - AE0 | REPRESENT EMPLOYEE LABOR ISSUES | 50,000.00 | 0 |
| | | 20,000.00 | 0 |
| | | 5,000.00 | 0 |
| TOTAL | | 101,656.00 | 0 |

OFFICE OF ADMINISTRATIVE HEARINGS (FSO)

FY 2017 Vacancy List and Recruitment Plan

| FUND | ORG | PROG | POSN NBR | POSITION TITLE | FTE | FY 2017 SALARY AMOUNT | FY 2017 PLANNED HIRING DATES | | | | NBR OF PAY PERIODS | PAY PERIOD % [3.846%] | FY 2017 ESTIMATED PS COST |
|---------------------------|------|------|----------|----------------------------|-------------|-----------------------|------------------------------|-------------|-------------|-------------|--------------------|-----------------------|---------------------------|
| | | | | | | | 1/22/2017 | 3/19/2017 | | | | | |
| 0100 | 1010 | 1010 | 00038956 | Management Analyst | 1.00 | 70,345.00 | 1.00 | | | | 17.00 | 0.03846 | 45,992.97 |
| 0100 | 020A | 020A | 00037499 | Administrative Law Judge | 1.00 | 162,400.00 | 1.00 | | | | 17.00 | 0.03846 | 106,180.37 |
| 0100 | 030A | 030A | 00032455 | Attorney-Advisor (General) | 1.00 | 86,000.00 | 1.00 | | | | 17.00 | 0.03846 | 56,228.52 |
| 0100 | 030A | 030A | 00033013 | Law Clerk | 0.00 | - | 0.00 | | | | 17.00 | 0.03846 | 0.00 |
| 0100 | 030A | 030A | 00033051 | Law Clerk | 1.00 | 57,964.00 | 1.00 | | | | 17.00 | 0.03846 | 37,898.02 |
| 0100 | 030A | 030A | 00073637 | Attorney-Advisor (General) | 1.00 | 86,000.00 | 1.00 | | | | 17.00 | 0.03846 | 56,228.52 |
| 0100 | 040A | 040A | 00013817 | Legal Assistant (Court) | 0.25 | 10,562.50 | 0.25 | | | | 17.00 | 0.03846 | 6,905.97 |
| 0100 | 050A | 050A | 00038215 | Executive Director | 0.00 | - | 0.00 | | | | 17.00 | 0.03846 | 0.00 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 0100 - Grand Total | | | | | 5.25 | 473,271.50 | 5.25 | 0.00 | 0.00 | 0.00 | 136.00 | 0.31 | 309,434.37 |

ESTIMATED PS COST FROM LOCAL VACANCIES

(309,434.37)

ESTIMATED LOCAL VACANCY SAVINGS

163,837.13

FY2017 Budget Request

Form 2

| | |
|--------------------------|-----------------------|
| Agency Code: | FS0 |
| Agency Name: | Off of Admin Hearings |
| Agency Point of Contact: | Eric Rice |

Note: Please add additional lines as necessary.

| Intra-Districts where your agency is the BUYER: | | | |
|---|------------------|---|-----------------------------------|
| Seller Agency | Annual Amount | Source of Funding, Including Program and Activity | Description of Service |
| Dept. of Motor Vehicles (DMV) - KV0 | 28,224.00 | Program 200A, Activity 020A | DC Taxi Cab violations |
| Office of the Chief Technology Officer (OCTO) - TO0 | 28,566.00 | Program 100A, Activity 1040 | IT Professional services |
| Office of the Chief Technology Officer (OCTO) - TO0 | 30,658.00 | Program 100A, Activity 1040 | Tier 1 IT support services |
| Office of Contracting and Procurement (OCP) - PO0 | 35,000.00 | Program 300A, Activity 030A | Pcard Payments |
| Office of Finance and Resource Management (OFRM) - AS0 | | | |
| | 2,500.00 | Program 100F, Activity 110F | Various services |
| Office of Disability Rights | 2,000.00 | Program 300A, Activity 030A | District-wide Language Access |
| Office of the Chief Technology Officer (OCTO) - TO0 | 4,087.68 | Program 100A, Activity 1040 | RTS Payments |
| Office of the Chief Technology Officer (OCTO) - TO0 | 24,185.44 | Program 100A, Activity 1040 | Various services |
| Office of Labor Relations and Collective Bargaining (OLRCB) | | | |
| | \$50,000 | Program 200A, Activity 020A | Represent OAH - IFPTE and AFSCME |
| DC Office of Human Resources (DCHR) - BE0 | \$25,000 | Program 100A, Activity 1010 | Recruitment and staffing services |
| | | | |
| | | | |
| | | | |
| Total | \$230,221 | | |

| Intra-Districts where your agency is the SELLER: | | |
|--|--------------------|---|
| Buyer Agency | Annual Amount | Description of Service |
| Department of Employment Services (DOES) | 1,478,287 | Adjudicate UI appeal cases referred by DOES |
| | | Adjudication of environmental enforcement hearings and matters prosecuted by DDOE pursuant to the Civil Infractions Act (Notices of Infraction) |
| District of Columbia Dept of the Environment (DDOE) | \$45,000 | |
| District of Columbia Public Schools (DCPS) | \$52,500 | OAH to hear cases on Student Disciplinary issues. |
| Department of Housing & Community Develop (DHCD) | \$20,000 | Hears cases on residents condominium registration application and rejection and public offering statements. |
| Department of Insurance, Securities and Banking (DISB) | \$24,000 | Adjudication of insurance, securities and banking cases referred to OAH. |
| | | Adjudicate civil infraction and licensing matters from OSSE, as well as OSSE vendor appeals related to education expenses and challenges to decisions by DHS/OSSE to terminate low-income child care benefits to individuals. Adjudicate other matters as referred by OSSE. |
| Office of State Superintendent of Education (OSSE) | \$10,437 | |
| | | Child support Division - cases on child support division of OAG. Adjudicate administrative appeals of child support financial seizure cases. |
| Office of the Attorney General (OAG) | \$34,266 | |
| DC Health Benefit Exchange Authority Agency (HBX) | \$25,000 | OAH to hear cases on Affordable Healthcare (OBAMA Care). |
| | | |
| | | |
| | | |
| | | |
| Total | \$1,689,490 | |



FY 2016 PROGRAM ENHANCEMENT - FORM B
Agency Program Enhancement Request Details

Agency Code: FS0

Agency Title: Office of Administrative Hearings

Enhancement Title: Case Management System

Date: November 7, 2014

Total Amount of Local Funds: \$113,000

FTEs: 0

Is this Enhancement a one-time cost? One-time cost for upgrades and OCTO system requirements; then ongoing support from OCTO and Sustain.

Agency point of contact: Kathy Haggerty, Executive Director.

Problem Statement

The Office of Administrative Hearings (OAH) court case management system is *E-Court*, which is a product of Sustain Technologies, Inc., a Daily Journal Company. OAH entered into a five year contract in 2012 with Sustain and Hyland's OnBase document management system to implement a case management system.

In order to keep pace with technology and caseload, provide greater service to the public, reduce paper, better analyze and improve caseload and create efficiencies in an ever growing agency, and allow for compliance with the Open Government initiative, OAH seeks to enhance E-Court, as the current version of these applications cannot accommodate these needs.

Proposed Solution

Sustain Technologies can assist by installing the portal (**\$20,000**) for set-up and to provide eSearching capabilities, plus **\$50,000** to configure eFiling capabilities, for which we will have to first gather requirements and then back into the cost. The document management conversion from OnBase to the eCourt document management is **\$30,000**, and this will include the services to upgrade the system from v5 to v7. The quarterly trainings are \$1,000 each, or **\$4,000** for the year. OCTO additional costs for CPUs or RAM, and additional cost for the eCourtPublic test and production servers upgrading our current version of E-Court, version 5, to version 7 may likely run **\$9000**. This brings the total cost of this enhancement to **\$113,000**.

Cost-Benefit Analysis

- Anticipated ROI is 3 years (Cost savings – both direct and indirect costs – will be realized through streamlining of Clerk's staff tasks, reduction of judicial time spent re-creating orders, case files will be viewable by public, reduction in staff time on FOIA requests or copying requests, and increased case flow/decreased backlog.)
- Ensuring full redundancy of the official case file
- 24 hour availability of case file
- Enhanced and updated docket management and immediate access to case file
- Filing documents: Pleadings, motions, petitions via internet

- Public portal allows parties ease of access and transparency and local document printing
- Publishing final orders to the web will meet compliance with the Open Government Initiative
- Reduces costs for litigants (courier fees, filing in person)

Other Benefits

Legislative Analysis

OAH Establishment Act.

Mayor's Order 2014-170 "Open Government Initiative."

OBP ASSESSMENT

FY 2016 PROGRAM ENHANCEMENT - FORM B
Agency Program Enhancement Request Details

Agency Code: FS0
Agency Title: Office of Administrative Hearings
Enhancement Title: OAH Professional Development
Date: November 7, 2014

Total Amount of Local Funds: \$85,900

FTEs: 0

Is this Enhancement a one-time cost? Ongoing.

Agency point of contact: Kathy Haggerty, Executive Director

Problem Statement

The OAH has a limited line item (\$17,500) for staff training and professional development for Judges, attorneys, Clerk's staff and Administrative staff. Consequently, training has been haphazard, piecemeal and has met the bare minimum, according to generally what remains in the budget during the second half of each fiscal year. This inability to have thoughtful, deliberative planning for engagement in Mission-centric conferences, trainings, and development courses, contributes to stagnation and poor morale, turnover, and decreased proficiency, competency and service to the public.

Proposed Solution

\$85,900 would be the requested baseline for training/education/professional development, which would be for agency-specific trainings and relevant courses and conferences. Such trainings could include: **\$47,500** for National Judicial College (Fair Hearing & Case Management) five new judges to the former, all judges and attorneys to the latter (43 total); **\$17,500** National Association of Administrative Judiciary Conference (3 days, registration only, for 35 ALJs); **\$19,000** for D.C. BAR Continuing Legal Education (CLE) courses (2 courses @ up to \$200 for 35 ALJs and 7 Staff Attorneys); **\$16,000** for National Center for State Courts (NCSC) trainings (typically these are 3 day trainings at \$645 per course, plus travel/lodging for up to 4 Management level staff); and National Association of State Judicial Educators conference – registration only (\$600 per person) and **\$3400** NCSC's Court Technology Conference (2 staff at \$1700 for registration/transportation/lodging). With the pre-existing \$17,500 on this line, we would be able to provide the professional development we envision for the OAH community.

Cost-Benefit Analysis

Costs: Besides the expense of the trainings and conferences, there is downtime and lost productivity (which results primarily from travel).

Benefits: Agency staff and Judges stay current on the latest developments in administrative law, case management and technology; all who participate receive the opportunity for renewal and growth; the Agency's human capital is increased, thereby enhancing quality of services to the public whom we serve; productivity increases, which increases the public value; job satisfaction, motivation and morale increase, which will reduce turnover.

Other Benefits

Increasing our Agency's professional skills supports the District's strategic goal of "recruiting, managing and retaining a well-qualified and diverse workforce," and to "promote the continuous professional development and growth of its employees."

Legislative Analysis

There are no required amendments to the D.C. Code or any other regulatory requirement as a result of this proposal. The D.C. Code does not require funding for this proposal (no legislative mandate exists).

OBP ASSESSMENT

FY 2016 PROGRAM ENHANCEMENT - FORM B
Agency Program Enhancement Request Details

Agency Code: FS0
Agency Title: Office of Administrative Hearings
Enhancement Title: Mediator-Attorney
Date: November 7, 2014

Total Amount of Local Funds: \$75,000

FTEs: 1.0

Is this Enhancement a one-time cost? Ongoing.

Agency point of contact: Kathy Haggerty, Executive Director

Problem Statement

One of OAH's key performance indicators is to reduce the number of hearings through increasing mediations, as mutually agreeable solutions are shown to have more successful outcomes for the parties. In FY14 Administrative Law Judges mediated on 166 cases. It is difficult to exactly quantify at this time how many hours were spent on these cases, as each mediation is different in terms of the number of parties and complexity of the case. Therefore, cases can take as little as two hours (equating to 332 hours) or as much as several days (equating to 3984 hours). Roughly, then, a fair estimate is 2148 hours (average between low and high) which can be attributed to time that Judges were not allocating their time on the adjudication of cases, or concentrating on case disposition and backlogs. Secondly, there are parties who arrive for their hearings and decide they are willing to attempt mediation, however, finding the Judicial resource at the last minute has proven very challenging, if not generally impossible. The lack of resources in this area contributes to delayed disposition of cases.

Proposed Solution

OAH proposes 1 FTE Mediator-Attorney. This mediator-attorney would be available for both scheduled and walk-in mediations, and could also support the Legal Counsel unit by conducting legal research projects when not in mediation. This liberates the Judges to spend their time on adjudicating cases and working on those cases which do not lend themselves to mediation.

Cost-Benefit Analysis

Cost: Salary and benefits for one Attorney-Advisor position is \$75,000. ALJ time spent in mediation = \$144,538, that is, \$67.29/hour * 2148 hours. That is a **cost savings up to \$69,538** per year.

Benefits: Having a full-time mediator on staff, who is not an ALJ, would allow for greater service to the public, more efficient disposal of cases, provide additional support to the Office of General Counsel and a more efficient use of Judicial time. As stated above, nearly \$70,000 in personnel savings.

Other Benefits

Legislative Analysis

OAH Establishment Act.

No required amendments to the D.C. Code or any other regulatory requirement as a result of this proposal. The D.C. Code does not require funding this proposal (no legislative mandate exists).

OBP ASSESSMENT

FY 2016 PROGRAM ENHANCEMENT - FORM B
Agency Program Enhancement Request Details

Agency Code: FS0

Agency Title: Office of Administrative Hearings

Enhancement Title: Performance Measurement Project Consultant

Date: November 7, 2014

Total Amount of Local Funds: \$50,000

FTEs: 0

Is this Enhancement a one-time cost? One Time.

Agency point of contact: Kathy Haggerty, Executive Director

Problem Statement

Under the OAH Establishment Act, Section 8. "Powers and duties of the Chief Administrative Law Judge," the Chief Administrative Law Judge shall (10) "*Develop and implement annual performance standards for the management and disposition of cases assigned to Administrative Law Judges, which shall take account of subject matter and case complexity.*" The challenge OAH faces regarding this mandate, is that the current process and evaluation form are deficient in substantive and objective criteria. The current evaluation rates Administrative Law Judges (ALJs) on: Judicial Temperament, Teamwork, Job Knowledge, Communications (oral and written), Managing People, Leadership, Strategic Planning, Operations Planning and Evaluating, and Conflict Management. While these components are important, they do not specifically address the duties and responsibilities and the intent under this specific area of the Establishment Act: How caseloads are managed, timely disposition of cases, quality of writing and decisions rendered, and the mix and complexity of cases. The current system does not have objective measurements and criteria by which to evaluate ALJs, and consequently, they lack meaningful information by which Judges can receive important feedback as well as accountability.

Proposed Solution

Such a tool is needed and should be developed under a vetted consultant to ensure credibility. OAH would issue a RFQ to secure the most qualified consulting services that possess expertise in the area of performance measurement, specifically as it relates to Administrative Law Judges. OAH proposes this one-time project to: Assess the current performance measurement system; determine objective criteria in collaboration and consultation with the ALJ Corps; and then develop, train, and implement the measurement tool. It is estimated that these services would cost approximately \$50,000.

Cost-Benefit Analysis

Cost: Contracted services.

Benefits: A meaningful performance measurement tool and process that will translate into greater opportunities for ALJ Corps to improve services and be accountable to the District.

Other Benefits

Legislative Analysis

As stated, the OAH Establishment Act calls for such a performance measurement tool. Otherwise, there are no required amendments to the D.C. Code or any other regulatory requirement as a result of this proposal.

OBP ASSESSMENT

Form 1

| | |
|-------------------------|-----------------------|
| Agency Code | FS0 |
| Agency Name | Off of Admin Hearings |
| Agency Point of Contact | Eric Rice |

Note: Please add additional lines as necessary.

Section One: Impact of Budget Submission Reductions Included in Budget Submission

| Program | Activity | CSG | Amount | FTE | Description of Budget Reduction | Specific Impact on KPI, Performance, or other Measure |
|-------------------------------------|----------|-----|------------|------------|---------------------------------|---|
| N/A: Program enhancements requested | | | | | | |
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| Total | | | \$0 | 0.0 | | |

Section Two: Impact of Additional 2% Budget Reductions, Beyond Reductions Included in Submission

| Program | Activity | CSG | Amount | FTE | Description of Budget Reduction | Specific Impact on KPI, Performance, or other Measure |
|--------------------------|----------|-----|------------------|------------|---|---|
| 300A - Court Counsel | 030A | 41 | \$86,000 | 0.0 | Elimination of translation and interpretation services. | Non-compliance with Language Access Act |
| 200A - Judicial | 020A | 41 | \$40,000 | 0.0 | Elimination of transcription Services | Non-compliance with DC Court of Appeals transcription requirements. |
| 200A - Judicial | 020A | 41 | \$35,000 | 0.0 | Elimination of postage | Inability to mail appropriate notices and final orders to litigants. |
| 100A - Agency Management | 1040 | 20 | \$17,529 | 0.0 | Elimination of essential office supplies | Inability to deliver effective services; to print final orders and notices for litigants. |
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| Total | | | \$178,529 | 0.0 | | |

FY2017 Budget Request

Form 2

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|--------------------------|-----------------------|
| Agency Code: | FS0 |
| Agency Name: | Off of Admin Hearings |
| Agency Point of Contact: | Eric Rice |

Note: Please add additional lines as necessary.

| Intra-Districts where your agency is the BUYER: | | | |
|---|------------------|---|-----------------------------------|
| Seller Agency | Annual Amount | Source of Funding, Including Program and Activity | Description of Service |
| Dept. of Motor Vehicles (DMV) - KV0 | 28,224.00 | | DC Taxi Cab violations |
| Office of the Chief Technology Officer (OCTO) - TO0 | 28,566.00 | | IT Professional services |
| Office of the Chief Technology Officer (OCTO) - TO0 | 30,658.00 | | Tier 1 IT support services |
| Office of Contracting and Procurement (OCP) - PO0 | 35,000.00 | | Pcard Payments |
| Office of Finance and Resource Management (OFRM) - AS0 | | | |
| | 2,500.00 | | Various services |
| Office of Disability Rights | 2,000.00 | | District-wide Language Access |
| Office of the Chief Technology Officer (OCTO) - TO0 | 4,087.68 | | RTS Payments |
| Office of the Chief Technology Officer (OCTO) - TO0 | 24,185.44 | | Various services |
| Office of Labor Relations and Collective Bargaining (OLRCB) | | | |
| | \$50,000 | | Represent OAH - IFPTE and AFSCME |
| DC Office of Human Resources (DCHR) - BE0 | \$25,000 | | Recruitment and staffing services |
| | | | |
| | | | |
| | | | |
| Total | \$230,221 | | |

| Intra-Districts where your agency is the SELLER: | | |
|--|--------------------|---|
| Buyer Agency | Annual Amount | Description of Service |
| Department of Employment Services (DOES) | 1,478,287 | Adjudicate UI appeal cases referred by DOES |
| | | Adjudication of environmental enforcement hearings and matters prosecuted by DDOE pursuant to the Civil Infractions Act (Notices of Infraction) |
| District of Columbia Dept of the Environment (DDOE) | \$45,000 | |
| District of Columbia Public Schools (DCPS) | \$52,500 | OAH to hear cases on Student Disciplinary issues. |
| Department of Housing & Community Develop (DHCD) | \$20,000 | Hears cases on residents condominium registration application and rejection and public offering statements. |
| Department of Insurance, Securities and Banking (DISB) | \$24,000 | Adjudication of insurance, securities and banking cases referred to OAH. |
| | | Adjudicate civil infraction and licensing matters from OSSE, as well as OSSE vendor appeals related to education expenses and challenges to decisions by DHS/OSSE to terminate low-income child care benefits to individuals. Adjudicate other matters as referred by OSSE. |
| Office of State Superintendent of Education (OSSE) | \$10,437 | |
| | | Child support Division - cases on child support division of OAG. Adjudicate administrative appeals of child support financial seizure cases. |
| Office of the Attorney General (OAG) | \$34,266 | |
| DC Health Benefit Exchange Authority Agency (HBX) | \$25,000 | OAH to hear cases on Affordable Healthcare (OBAMA Care). |
| | | |
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| | | |
| | | |
| Total | \$1,689,490 | |



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

Agency Code: FS0
Agency Title: Office of Administrative Hearings
Program Enhancement Title: OAH FY17 Budget Enhancements
Date: December 15, 2015
Total Amount of Local Funds: \$323,229.00
FTEs: 0
Is this Enhancement a One-time Cost? No
Agency Point of Contact: Eric Rice, 202-671-0055

Problem Statement

OAH requires a budget that will support essential services necessary for it to provide a fair and effective forum to manage and resolve administrative disputes for over 40 District of Columbia agencies, boards, and commissions. The current FY17 local budget for OAH does not permit the agency to procure the following critical services for successful operation:

- 1) Case Management System (eCourt)
This system is essential for OAH to manage and track OAH cases.
OAH is currently in Option Year 4 of its contract with Journal Technologies. Our annual maintenance, upgrade and support fee has been \$103,229. OAH is also looking for its case management system to provide enhancements, such as a public portal, e-filing, and online payment of fines. These additional enhancements will cost approximately \$50,000.
- 2) Copier Lease & Maintenance Agreement
OAH has 7 copiers under a 3 year lease agreement which ends after the first quarter of FY17. The annual lease and maintenance fee for this equipment is \$73,648. OAH will enter a new lease agreement with a vendor in FY17 and plan to lease new copiers as the current copiers require constant repair and servicing. We anticipate that that annual cost for a new lease agreement will be approximately \$85,000.
- 3) Online Legal Research Database Services.
OAH procures online legal research services with LexisNexis and Westlaw. These services are essential to supporting the efficient and effective issuance of final orders by Administrative Law Judges. These services combined will cost approximately \$35,000 in FY17.
- 4) OLRCB – OAH MOU
80% of OAH staff has recently been unionized. We have an annual MOU with OLRCB to provide labor negotiations support. The cost of this MOU is \$50,000 and we anticipate that the cost will remain the same for FY17.

Proposed Solution

The agency requests an FY17 budget enhancement of \$323,229 for the 4 items described in the problem statement above.

Cost-Benefit Analysis

The cost of this FY17 budget enhancement is \$323,229. The benefits of having the funds to procure the above-mentioned enhancements include the following: 1) OAH will have a functional case management system that will allow it to track and manage the life cycle of cases as well as create reports that illustrate the status of operations and the performance of OAH staff. 2) Properly functioning copiers will allow OAH to print out final orders and notifications to mail out to OAH litigants. 3) Access to online legal research databases will provide essential resources for OAH judges and attorneys to perform legal research relevant to the issuance of final orders by Administrative Law Judges. 4) OLRCB provides essential assistance to OAH in protecting the agency's interests and management rights during negotiations and provides assistance to the agency in resolving labor related issues.

Other Benefits

Legislative Analysis

OBP ASSESSMENT

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Jenny Reed, Interim Director, Office of Budget and Performance Management

FROM: Natalia Kalloo, Chief Operating Officer, Office of Administrative Hearings

SUBJECT: Fiscal Year 2019 Operating Budget Submission

DATE: December 8, 2017

The Office of Administrative Hearings (OAH) is responsible for providing the District of Columbia's citizens and government agencies with a fair, efficient, and effective forum to manage and resolve administrative disputes. The agency respectfully provides the following information as part of its FY2019 Operating Budget submission.

- i. The Agency currently has 10 vacant positions to date, 9 supported by local funds and 1 supported by Intra-District funds (**Posn Nbr** 00036958). These 10 positions are in the process of being advertised so that they all can be filled in the near future.

| Posn Nbr | Title | Vac Stat | Grade | Step | Salary |
|----------|---------------------------------|----------|-------|------|---------------|
| 00007142 | Customer Service Representative | V | 7 | 0 | \$ 42,250.00 |
| 00010722 | Administrative Law Judge | V | 9 | 0 | \$ 164,836.00 |
| 00032429 | Legal Assistant (Court) | V | 7 | 0 | \$ 42,250.00 |
| 00033013 | Law Clerk | V | 3 | 0 | \$ 57,964.00 |
| 00036334 | Attorney-Advisor | V | 7 | 0 | \$ 101,437.00 |
| 00036383 | Legal Assistant (Court) | V | 7 | 0 | \$ 42,250.00 |
| 00036958 | Administrative Law Judge | V | 9 | 0 | \$ 164,836.00 |
| 00038215 | Administrative Officer | V | 13 | 0 | \$ 81,050.00 |
| 00038311 | Law Clerk | V | 3 | 1 | \$ 57,964.00 |
| 00073636 | Paralegal Specialist | V | 9 | 0 | \$ 51,039.00 |

- ii. 12%
- iii. In FY18, the agency received \$80,000 in federal funding for hearing Medicaid-related cases. We expect the current amount of funding to increase to \$150,000 in FY2019. The increase is due to the amount of Administrative Law Judge (ALJ) hours allocated to hearing Medicaid-related cases and is consistent with the amount of claim for reimbursement in FY2018.

- iv. The agency has not received Special Purpose Revenue and does not anticipate any Special Purpose Revenue in FY2019.
- v. Intra-District Table for **Buyer** and **Seller** indicated below. With the exception of Office of Attorney General (OAG), Health Benefits Exchange (HBX), and DOES Unemployment Insurance, DOES Office of Wage Hour, and DOES Office of Hearings and Adjudication identified below, no other agency has signed the requested FY2019 LOI to date.

Buyer

| FY 2019 MEMORANDA OF UNDERSTANDING (MOU) - BUYER SUMMARY | | | | |
|--|--|---------------|------------|-----------|
| OFFICE OF ADMINISTRATIVE HEARINGS (FS0) | | | | |
| SELLING AGENCY | DESCRIPTION OF SERVICES PROVIDED | AMOUNT | Start Date | End Date |
| Off of Lab Relat & Collect Barg (OLRCB) | OCRCB to provide labor-related services such as collective bargaining and representation in grievance arbitrations to OAH. | 50,000 | 10/1/2018 | 9/30/2019 |
| Office of Disability Rights (ODR) | District-wide Language Access | 8,000 | 10/1/2018 | 9/30/2019 |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | 58,000 | | |

Seller

| FY 2019 MEMORANDA OF UNDERSTANDING (MOU) - SELLER SUMMARY | | | | |
|---|---|------------------|------------|-----------|
| OFFICE OF ADMINISTRATIVE HEARINGS (FS0) | | | | |
| BUYING AGENCY | DESCRIPTION OF SERVICES PROVIDED | AMOUNT | Start Date | End Date |
| Dept of Employ Serv (DOES - UI) | Adjudicate UI appeal cases referred by DOES | 1,538,936 | 10/1/2018 | 9/30/2019 |
| Dept of Employ Serv (DOES - OHA) | Disability compensation benefits (private and public sectors) | 250,000 | 10/1/2018 | 9/30/2019 |
| Dept of Employ Serv (DOES - OWH) | Wage and hourly pay violation (private sector) | 200,000 | 10/1/2018 | 9/30/2019 |
| DC Public Schools (DCPS) | OAH to hear cases on student disciplinary issues | 52,500 | 10/1/2018 | 9/30/2019 |
| Dept of the Environment (DDOE) | Adjudication of environmental enforcement hearings and matters prosecuted by DDOE pursuant to the Civil Infractions Act (Notices of Infraction) | 45,000 | 10/1/2018 | 9/30/2019 |
| Office of the Attorney General (OAG) | Child support Division - cases on child support division of OAG. Adjudicate administrative appeals of child support financial seizure | 37,821 | 10/1/2018 | 9/30/2019 |
| Dept of Health Benefits Exchange (HBX) | OAH to hear cases on Affordable Healthcare (OBAMA Care). | 15,000 | 10/1/2018 | 9/30/2019 |
| Off of the State Superintendent of Education (OSSE) | Adjudicate civil infraction and licensing matters from OSSE, as well as OSSE vendor appeals related to education expenses and challenges to decisions by DHS/OSSE to terminate low-income child care benefits to individuals. Adjudicate other matters as referred by OSSE. | 10,437 | 10/1/2018 | 9/30/2019 |
| Dept of Insurance, Securities, and Banking (DISB) | Payment for adjudication of insurance, securities and banking cases referred to OAH. | 24,000 | 10/1/2018 | 9/30/2019 |
| TOTAL | | 2,173,694 | | |

- vi. The agency does not have any anticipated FY2018 spending pressures;
- vii. The agency does not have any FY2018 nor any FY2019 Special Purpose Revenue budget authority issues; and
- viii. None

CC: Eugene Adams, Chief Administrative Law Judge
 Vanessa Natale, General Counsel
 Anthony Iwobi, Agency Fiscal Officer

| Program | Activity | CSG | Amount | % this activity's budget is reduced compared to FY18 | FTE | Description of Budget Reduction | What is the expected operational impact of this cut, including any notable impact on District residents? | If relevant, how would this cut be expected to affect a formal element of your agency's performance plan (e.g. a strategic initiative, KPI, workload measure)? How much do you estimate the measure will increase/decrease as a result? |
|---|----------|-----|------------------|--|------------|---|--|--|
| Judicial Assistance & Legal Counsel | 030A | 11 | \$60,819 | N/A | 1 | This is a salary reduction for a Paralegal Specialist position. | OAH would be unable to provide administrative and legal support to the Administrative Law Judges via performing legal research and drafting opinions, orders, and replies to motions. OAH will be lacking adequate staffing to include searches of statutes, regulations, legislative history, case law and other legal authorities on points of law. | Workload measures, such as "Reduce the number of open cases that are more than four months old" will go unmet due to the lack of Paralegal support to Administrative Law Judges and Attorney Advisors. |
| Judicial Assistance & Legal Counsel | 030A | 14 | \$11,495 | N/A | 0 | This is a salary reduction of fringe benefits for the associated Paralegal Specialist position in line 3. | Same as in line 3. | Same as in line 3. |
| Judicial Assistance & Legal Counsel | 030A | 41 | \$5,216 | N/A | 0 | This is a reduction in non-personal. Other Contractual Services. | OAH would be unable to procure delivery services for required same day mail postings of final orders including payments for public Defenders, jury duties, court witness fees, deposition witness fee (excluding expert witness), subpoena fees, and payment for legal services pursuant to the Criminal Justice Act (CJA)18 U.S.C.§3006A for FY18. | N/A |
| Case Management & Judicial Support Services | 040A | 11 | \$48,122 | N/A | 1 | This is a salary reduction for a Legal Assistant position. | OAH would be unable to adequately examine case files to determine sufficiency of documents as well as assemble and scan documents for case files. Further, OAH would be unable to provide answers to written, telephonic, electronic, and personal inquiries regarding filing procedures; prepare procedural documents using computer software; notify appropriate parties concerning the scheduling of hearings, postponements, cancellations, and rescheduling of OAH activities; and collect and maintain accurate records of payments. | The reduction in FTE (Legal Assistant) would likely affect KPI #1 Measure: "Percent of cases entered into eCourt in two or fewer business days of receipt at OAH". Without adequate staffing to enter cases into eCourt, this KPI target will be misrepresented in how quickly cases are entered into OAH's court case management system. The goal is 80%. The goal could likely decrease roughly 10%. |
| Case Management & Judicial Support Services | 040A | 14 | \$9,095 | N/A | 0 | This is a reduction of fringe benefits for the associated Legal Assistant position in line 6. | Same as in line 6. | Same as in line 6. |
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| Total | | | \$200,185 | | 3.0 | | | |

Note: The total dollar amount listed to the left should equal 2% of the agency's FY18 approved recurring local budget.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator



Office of Budget and Finance

I. Request Snapshot

| |
|---|
| <p>Agency Name: Office of Administrative Hearings Agency Code: FS0 Agency Point of Contact: Natalia Kalloo Date: 11/27/17 Enhancement title: Non-Personal Budget Enhancements This request is priority # 1 out of 4 enhancement requests submitted for this agency. What is the total amount of Local funds requested? Personal Services (PS) Funds: Non-Personal Services (NPS) Funds: \$418,628 FTEs: 0 What type of cost will this enhancement be? (select one) <u>One-time</u> / Partially recurring / Recurring If it is a recurring, or partially recurring cost, what do you estimate to be the costs in FY 2020, 2021, and 2022?</p> |
| |

II. Rationale



What problem for the District are you aiming to address?

The agency is requesting \$418,628 which provides for level funding with the FY18 appropriated budget to fully fund OAH's mission critical non-personal services for FY19. The following items are requested: (1) Audio Visual Support, (2) Online Legal Research Database Services, (3) Postage Machine Maintenance, (4) Postage, (5) Court Translation Services, (6) Court Transcription Services, (7) Cost Allocation Rate Analysis and Plan, (8) Court Case Management System, (9) PCard, and (10) Software for Customer Service Surveys and Customer Self-Registration.

What are the reasons why this problem exists?

OAH is underfunded in the FY19 local recurring budget.

How does this enhancement address this problem and its underlying reasons?

This enhancement will address the deficit in non-personal service. The requested enhancement amount is essential to fund OAH operations and the essential contracts that are mission critical to our agency.

Will legislative support be required? (If relevant, briefly describe any enabling legislation that would be required in the Budget Support Act)

N/A

| | | |
|-----------------------------------|----------------------------------|------------------|
| <u>Funding Attributes:</u> | FS0-0100-1040A-10400-0408 | \$68,000 |
| | FS0-0100-1040A-10400-0416 | \$52,000 |
| | FS0-0100-1040A-10400-0442 | \$10,000 |
| | FS0-0100-3000A-300AA-0409 | \$280,628 |
| | FS0-0100-1040A-10400-0706 | \$8,000 |

FY 2019 LOCAL PROGRAM ENHANCEMENT - FORM A

Agency Local Program Enhancement Package Summary

Agency Title (Code): FS0

Date: 11/27/17

| Ser.No | Title of Program Enhancement Request | Amount of Request (\$) | FTE Request | COBJ |
|---------------|---|-------------------------------|--------------------|-------------|
| 1 | Audio Visual Support | \$ 20,000 | 0.0 | 0408 |
| 2 | Online Legal Research Database Services | \$ 43,000 | 0.0 | 0409 |
| 3 | Postage Machine Maintenance | \$ 8,000 | 0.0 | 0706 |
| 4 | Postage | \$ 52,000 | 0.0 | 0416 |
| 5 | Court Translation Services | \$ 106,000 | 0.0 | 0409 |
| 6 | Court Transcription Services | \$ 50,000 | 0.0 | 0409 |
| 7 | Cost Allocation Rate Analysis and Plan | \$ 48,000 | 0.0 | 0409 |
| 8 | Court Case Management System | \$ 33,628 | 0.0 | 0409 |
| 9 | PCard | \$ 48,000 | 0.0 | 0410 |
| 10 | Software for Customer Service Surveys/Customer Registration | \$ 10,000 | 0.0 | 0442 |
| TOTAL | | \$418,628 | 0.0 | |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator



Office of Budget and Finance

I. Request Snapshot

Agency Name: Office of Administrative Hearings
Agency Code: FS0
Agency Point of Contact: Natalia Kalloo
Date: 10/18/17
Enhancement title: Funding Supplement for Court Case Management System
This request is priority # 2 out of 4 enhancement requests submitted for this agency.
What is the total amount of Local funds requested?
Personal Services (PS) Funds:
Non-Personal Services (NPS) Funds: \$14,518
FTEs: 0
What type of cost will this enhancement be? (select one)
One-time / Partially recurring / Recurring
If it is a recurring, or partially recurring cost, what do you estimate to be the costs in FY 2020, 2021, and 2022?
FY2020: \$20,593.00
FY2021: \$26,973.00
FY2022: \$35,065.00



II. Rationale

What problem for the District are you aiming to address?

OAH is seeking to address the insufficient funding for its current case management system. In FY 2018, the appropriated budget for its eCourt case management system was \$112,000. Based on the Citywide contract CW51089 Option Period One (January 2018 to December 31, 2018), the cost for this period is \$120,731. There exists a deficit of \$8,731 not provided for in the FY 2018 agency budget non-personal service for this contract. However, OAH accounted for it from its current budget. OAH is required to pay for services that cover Option Period Two in FY 2019 (January 1, 2019 to December 31, 2019) at \$126,518, therefore, OAH will require an additional \$14,518. There are subsequent Option Periods that increase in contract value beyond FY 2019 (see recurring costs breakdown under **I. Request Snapshot**).

What are the reasons why this problem exists?

OAH is in a 5 year contract with Journal Technologies. Based on CW51089, these figures are listed in the total pricing.

How does this enhancement address this problem and its underlying reasons?

This enhancement addresses the funding need for a supplement of the appropriated budget for OAH's court case management system. OAH has had to fund the deficit out of its non-personnel budget which impacts OAH's other funding priorities/needs. The supplement will align OAH's budget with CW51089 total price in FY 2019.

Will legislative support be required? (If relevant, briefly describe any enabling legislation that would be required in the Budget Support Act)

N/A

Funding Attribute: FS0-0100-3000A-300AA-0409 \$14,518

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator



Office of Budget and Finance

I. Request Snapshot

Agency Name: Office of Administrative Hearings
Agency Code: FS0
Agency Point of Contact: Natalia Kalloo
Date: 11/13/17
Enhancement title: Retention of MS Office 2016 E1 Licensing and Upgrade to E3 Licensing
This request is priority # 3 out of 4 enhancement requests submitted for this agency.
What is the total amount of Local funds requested?
Personal Services (PS) Funds:
Non-Personal Services (NPS) Funds: \$19,021
FTEs: 0
What type of cost will this enhancement be? (select one)
One-time / Partially recurring / Recurring
If it is a recurring, or partially recurring cost, what do you estimate to be the costs in FY 2020, 2021, and 2022?
FY2020: \$19,020.96
FY2021: \$19,020.96
FY2022: \$19,020.96

II. Rationale



What problem for the District are you aiming to address?

Currently, OAH is utilizing MS Office 2010 Service Pack 2 (SP2) on an E1 platform. OAH is seeking to retain its E1 licensing (MS Office 365) under MOU # TO0FS0-2018-0999 in the amount of \$9,866.88 which was not previously budgeted in the FY18 local recurring budget. Per OCTO, the current rate is \$68.52 per user per year for 144 OAH users or \$9,866.88. In addition to 84 FTE accounts, OAH utilizes email accounts for eFiling, eFax, OAH sign in, agency filings, translator requests, reception inquiries, and document management, to name a few.

Beyond the current problem we are seeking to address, which is to maintain the current MS Office Service Pack 2 E1 license agreement, OAH is seeking to upgrade to the E3 license (Exchange Online Plan 2, SharePoint Online Plan 2, Skype for Business Plan 2, OneDrive for Business Plan 2, Office 365 Pro Plus, Office Mobile Apps, Office Online, Archiving/Legal Hold, Data Loss Prevention, and Encryption). The new E3 License fee is \$132.09 at 144 users or \$9,154.08.

The full amount of the request is \$19,020.96.

What are the reasons why this problem exists?

OAH is required by the citywide agreement to utilize at least MS Office 2010 E1 licensing. However, OAH has used MS Office 2010 since 2013 and has since missed opportunities to upgrade to a more compatible office suite package due to agency budgetary constraints. The reason for the request to upgrade to the E3 platform is based on E1 licensing being outdated. The E1 platform cripples the functionality of the required citywide product, MS Office 365. The main issue is that many of the new features in Office 365 are not compatible with Office 2010. From a risk (security) standpoint, Azure Multi-factor Authentication (MFA) is not compatible with Office 2010. MFA is likely to be a requirement in FY 2018 that may indirectly make Office 2010 problematic (i.e. it may not be supported by OCTO).

How does this enhancement address this problem and its underlying reasons?

The enhancement request will ensure that OAH retains basic level MS Office 2010 E1 licensing as well as address the problem of OAH currently utilizing an outdated service pack that will eventually no longer be supported through OCTO. The enhancement request for E3 licensing will allow users to fully utilize MS Office 2016 features and capabilities. It will also be better supported by OCTO and work with the new MS Office 365 migration, a requirement of all DC Government agencies.

Will legislative support be required? (If relevant, briefly describe any enabling legislation that would be required in the Budget Support Act)

N/A

Funding Attributes: FS0-0100-1040A-10400-0442 \$19,021

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator



Office of Budget and Finance

I. Request Snapshot

Agency Name: Office of Administrative Hearings

Agency Code: FS0

Agency Point of Contact: Natalia Kalloo

Date: 11/13/17

Enhancement title: Training and Travel for Administrative Law Judges

This request is priority # 4 out of 4 enhancement requests submitted for this agency.

What is the total amount of Local funds requested?

Personal Services (PS) Funds:

Non-Personal Services (NPS) Funds: \$60,000

FTEs: 0

What type of cost will this enhancement be? (select one)

One-time / Partially recurring / Recurring

If it is a recurring, or partially recurring cost, what do you estimate to be the costs in FY 2020, 2021, and 2022?

FY2020: \$60,000

FY2021: \$60,000

FY2022: \$60,000



II. Rationale

What problem for the District are you aiming to address?

The District is required to provide fair hearings for residents and others within deadlines set by law. OAH handles a significant number of hearings, for a variety of case types. To efficiently and effectively process cases, OAH's administrative law judges require continuous professional development to remain current in the law and to efficiently and effectively hear and decide cases.

- \$20,500 - Fair Hearing Training at National Judicial College, incl. travel and lodging, for new ALJs
- \$17,000 - for attendance at continuing legal education conferences (such as National Association of Administrative Law Judiciary, National Association of Women Judges, National Association of Workers' Compensation Judges, American Bar Association) (up to \$1,500 per administrative law judge)
- \$7,500 - District of Columbia Bar or other continuing legal education courts (approx.. \$250 per course)
- \$15,000 - In house training-sessions on legal writing and inherent bias.

What are the reasons why this problem exists?

OAH's jurisdiction has expanded; OAH will hear new case types.
OAH has experienced significant upticks in certain case types.
OAH ALJs are required to learn new areas of law, as well as to keep current in areas of law for which they hear cases.

How does this enhancement address this problem and its underlying reasons?

The professional development for which this enhancement is sought will enhance the skills and abilities of OAH's administrative law judges and better enable the administrative law judges to hear new case types and also to handle existing caseload more efficiently.

Will legislative support be required? (If relevant, briefly describe any enabling legislation that would be required in the Budget Support Act)

N/A

Funding Attributes: FS0-0100-3000A-300AA-0402 \$20,500
FS0-0100-3000A-300AA-0424 \$39,500

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

MEMORANDUM

TO: Matthew Brown, Director, Office of Budget and Finance

FROM: Eric Rice, Acting Executive Director *Eric Rice*

SUBJECT: Fiscal Year 2017 Operating Budget Submission

DATE: December 15 2015

The Office of Administrative Hearings (OAH) is responsible for providing the District of Columbia's citizens and government agencies with a fair, efficient, and effective forum to manage and resolve administrative disputes. The agency respectfully provides the following information as part of its FY2017 Operating Budget submission.

1. The Agency currently has 7 vacant positions supported by local funds. These 7 positions are in the process of being advertised so that they all can be filled in the near future.
2. The agency currently has a 9.6% vacancy rate which we expect to reduce to 0% in the near future.
3. The agency receives \$60,000 in federal funding for hearing Medicaid-related cases. We expect the current amount of funding to remain the same in FY2017.
4. The agency does not have any FY2016 budget spending issues at this time and anticipates that current funding will be sufficient to address agency operational cost for the remainder of FY2016.
5. The agency has not identified any FY2016 or FY2017 budget authority issues at this time.

CC: Eugene A. Adams, Chief Administrative Law Judge

COUNCIL OF THE DISTRICT OF COLUMBIA
Office of the Budget Director



Jennifer Budoff
Budget Director

Fiscal Year 2016 Budget Submission Attachment Instructions

1. In **Attachment I** list all contracts and agreements to be entered into in FY 2016 and any contracts and agreements that began in a prior fiscal year and will continue into FY16.
 - a. **Workbook 1 (CSG41)** must include all contract services budgeted under CSG 41-Contractual Services. If the total of this workbook does not match the total of your FY16 budget for CSG 41 in the FY 2016 Proposed Budget and Financial Plan for your Agency, please explain any differences.
 - b. If the contract has multiple option years, indicate what option year is FY16.
 - c. **Workbook 2 (CSG50)** must include all human care agreements, grants, or other vendor service agreements budgeted under CSG 50 – Subsidies and Transfers. If the total of the workbook does not match the total of your FY16 budget for CSG 50 in the FY16 Proposed Budget and Financial Plan for your agency, please explain any differences.
 - d. If the service category includes multiple vendors, please indicate the name of each vendor. If the agreements have not yet been awarded, please include the expected number of vendors the agency expects to contract with.
 - e. If the agreement has multiple option years, indicate what option year is FY16.
 - f. Your submission must be in Excel. **Do not submit a PDF document.**
 - g. Please include your Agency Code in the filename (e.g., AB0_FY16_Attachment I.xls)
 - h. You may add additional lines to the sheet but **do not** change any other formatting including fonts, font size and formulas.

2. In **Attachment II** list all Intra-Districts for your Agency for FY 16. The list must include the sending and receiving agencies and the service to be provided with the funds.
 - a. In section A, list all intra-districts (FTEs and dollars) you are receiving from other agencies.
 - b. In section B, list all funds your agency is sending to other agencies. Also, please identify where those funds are in your agency budget.
 - c. If this attachment does not match the proposed FY15 Budget and Financial Plan for Intra-District transfers within your Agency, please explain any differences.
 - d. Your submission must be in Excel. **Do not submit a PDF document.**

FY 2016 Budget Submission Questions

- e. Please include your Agency Code in the filename (e.g., AB0_FY16_Attachment II.xls)
 - f. You may add additional lines to the sheet but **do not** change any other formatting including fonts, font size and formulas.
3. In **Attachment III** list all Federal grants and Federal payments for FY 2016 and the service provided by each grant/payment.
- a. If the total of this list does not match the FY 2016 Proposed Budget and Financial Plan for your Agency, please explain any discrepancies.
 - b. Your submission must be in Excel. **Do not submit a PDF document.**
 - c. Please include your Agency Code in the filename (e.g., AB0_FY16_Attachment III.xls)
 - d. You may add additional lines to the sheet but **do not** change any other formatting including fonts, font size and formulas.
4. Please submit an Excel version of the Agency's Schedule A. **Do not submit a PDF document.** If the agency does not have a Schedule A, provide a position listing for your agency by program, which includes the following information:
- a. Position title
 - b. Position status (vacant, filled, proposed/to be eliminated)
 - c. Salary and fringe (actual salary for filled positions)
 - d. Status (continuing, term, temporary, contract)
 - e. Funding source (i.e., local, SPR, Federal grant, etc.)
 - f. The total FTEs must match the FTEs for your Agency in the FY 2016 Proposed Budget and Financial Plan
 - g. Please include your Agency Code in the filename (e.g., AB0_FY16_Schedule A.xls)
5. **For agencies with a hearing on or prior to April 24th, please send your responses no later than April 8, 2015. For agencies with a hearing after April 24, please send your responses no later than April 22, 2015.** All submissions must be sent electronically to: Office of the Budget Director, Attention: Angela Joyner (ajoyner@dccouncil.us). You may send via e-mail or deliver a flash drive. **CDs and hard copies will not be accepted.** Also, **you must** send a copy to the Council Committee that has oversight of your Agency (see the committee assignments spreadsheet for names and email addresses).

Make sure you confirm your agency's committee assignment as the agency assignments have changed in the new Council period. The list of agency committee assignments is attached.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS**



February 16, 2016

Chairman Kenyan McDuffie
Committee on the Judiciary
Council of the District of Columbia
1350 Pennsylvania Avenue, NW
Washington, DC 20004

Dear Chairman McDuffie:

Please find below responses to questions from the Judiciary Committee for the performance oversight hearing on the Office of Administrative Hearings (OAH). Please let me know if you have any questions or concerns about the responses.

General Questions

1. Please provide, as an attachment to your answers, a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel. Also provide the date that the information was collected on the chart.

Please see Attachment 1.

- a. Please provide an explanation of the roles and responsibilities for each division and subdivision.

The agency is comprised of four programs/divisions – Trials, Appeals, and Judicial Management; Agency Management and Operational Support; Case Management and Judicial Support; and Judicial Assistance and Legal Counsel.

The Trials, Appeals, and Judicial Management program implements the agency’s pre-trial, adjudication, and mediation functions. The program is comprised of the agency’s Administrative Law Judges, who are charged with ensuring and improving the quality, efficiency, and efficacy of justice management.

The Agency Management and Operational Support program provides the administrative and operational support tools required to achieve programmatic results. The budget, human resources, contracting and procurement, and information

technology support functions comprise this program, which is staffed with the Executive Director, Management Liaison Specialist for human resources, the Administrative Officer, and the IT Specialist.

The Case Management and Judicial Support program is charged with the efficient intake and distribution of cases; data entry; caseload reporting; maintenance of forms and documentation; and serves as the primary customer service interface. Program staff includes the Clerk of Court and staff that support the Clerk of Court function.

The Judicial Assistance and Legal Counsel program supports the Chief Administrative Law Judge's responsibility to ensure agency compliance with applicable case law, statutes, and rules by tracking relevant court cases and legislative and regulatory initiatives. This program supports the judicial function by assisting Administrative Law Judges with legal research, legal analysis, and drafting orders.

- b. Please provide a narrative explanation of any changes made during the previous year.

No organizational changes were made during the previous year. However, there was a significant reorganization in OAH as it pertained to how the ALJs are assigned and how the work is distributed to them. This was implemented in the second quarter of FY16.

2. Please provide, as an attachment, a current Schedule A for the agency, which identifies all employees by title/position, current salaries, fringe benefits, and program. This Schedule A should also indicate if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.

Please see Attachment 2.

- a. For each vacant position, please provide the status of the agency's efforts to fill the position, as well as the position number, the title, the program number, the activity number, the grade, the salary, and the fringe associated with each position. Please also indicate whether the position must be filled to comply with Federal or local law.

Please see Attachment 3.

- b. For each filled position, please provide the employee's length of service with the agency.

Please see Attachment 2.

3. Please list all employees detailed to or from your agency, if any. 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 of the detail, and the employee's projected date of return.

None.

4. Please provide the Committee with:

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY15 and FY16, to date.

| Agency Issued Cell Phones | |
|---------------------------|----------------------|
| FY15 | FY16 |
| Fontanez, Kevier | Arrendell, Martin |
| Haggerty, Kathleen | Lukens, Rachel* |
| Mapp, Lucius | Mapp, Lucius* |
| Pierson, Erika | Pierson, Erika |
| Steele, Shauntinique | Steele, Shauntinique |

*Please note that Ms. Lukens and Mr. Mapp are no longer working at the agency and their phones were returned to the IT Specialist. The phones used in FY15 by Mr. Fontanez and Ms. Haggerty were also returned to the IT Specialist before they left the agency.

The agency purchased 5 iPads in FY15. These iPads are not assigned to any particular employee and will be used for agency-wide purposes such as customer survey kiosks. The IT Specialist will manage the use of these devices.

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY15 and FY16, to date.

None.

- c. A list of employee bonuses or special award pay granted in FY15 and FY16, to date.

None.

- d. A list of travel expenses, arranged by employee for FY15 and FY16, to date, including the justification for travel.

Please see Attachment 4.

- e. A list of the total overtime and workers' compensation payments paid in FY15 and FY16, to date, including the number of employees who received overtime and workers' compensation payments.

None.

5. With regard to the use of communication devices:

- a. What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.

All mobile devices are pulled from or placed back into inventory by the IT Specialist or OCTO contractor.

- b. How does your agency limit the costs associated with its mobile devices?

Cost controls have been implemented by tracking cell phones costs via the fixed cost management system. In addition, the Acting Executive Director monitors that only appropriate personnel have possession of cell phones. All employees with government owned cell phones are specifically instructed about their use, i.e., government business only, when they are issued and signed for.

- c. For FY15 and FY16, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?

| Mobile Communications Costs | |
|-----------------------------|------------|
| FY15 | FY16 |
| \$16,755.99 | \$4,297.70 |

6. Please provide a chart showing your agency’s approved budget and actual spending, by division, for FY15 and FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Please see Attachment 5.

7. For FY15 and FY16, to date, please list all intra-District transfers to or from the agency.

Please see Attachment 6.

8. For FY15 and FY16, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the 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 by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

Please see Attachment 7.

9. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended, and option years exercised, by your agency during FY15 and FY16, to date. For each contract, please provide the following information, where applicable:

Please see Attachment 8.

- 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;
 - f. The name of the agency's contract monitor and the results of any monitoring activity; and
 - g. Funding source.
10. For FY15 and FY16, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Please see Attachment 9.

11. Please list all memoranda of understanding (MOU) entered into by your agency during FY15 and FY16, to date, as well as any memoranda of understanding currently in force. For each, indicate the date entered and the termination date.

Please see Attachment 10.

12. Please list the ways, other than memoranda of understanding, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY15 and FY16, to date.

OAH engages in regular meetings with stakeholders that have cases before OAH. These meetings include discussions on how to improve case-flow issues, how to improve and develop order templates that are most informative and useful to litigants. OAH also provides feedback to other DC agencies on proposed regulations and how the regulations are likely to affect those impacted. The Principal Administrative Law Judge for each jurisdiction coordinates with stakeholders for that issue area. For example,

- OAH co-hosts, with the Department of Employment Services, meetings for members of the public interested in unemployment insurance matters. Stakeholders have an opportunity to hear from agency representatives about key performance indicators, workload trends, regulatory developments and personnel changes. Stakeholders can also raise concerns and ask questions about their own experiences dealing with unemployment matters involving OAH and DOES.
- OAH holds quarterly meetings with the OAH Advisory Committee chaired by the Mayor's General Counsel, Betsy Cavendish. Additionally, OAH meets regularly with the Council for Court Excellence to discuss the retrospective study they are

conducting for the agency at the request of the City Auditor. This study is currently ongoing.

- OAH schedules periodic meetings with the General Counsel for the Department of Consumer and Regulatory Affairs and the Associate Director for the Office of Planning-Historic Preservation Office, and their assistants, to review process and procedural issues relating to the cases with these agencies.
- OAH holds quarterly meeting with the DC Public Schools Office of Youth Engagement and Office of General Counsel to review policies and procedures. OAH also collaborates with law school clinics and Advocates for Justice in Education on ways to increase free representation for students facing discipline.
- OAH meets periodically with the Department of Housing and Community Development, Rental Accommodations Division, and Office of the Tenant Advocate to discuss trends in cases and ways to expedite resolution of rental housing cases.
- OAH schedules regular meetings with the Department of Health Care Finance, Department of Human Services, the DC Health Benefit Exchange, and the Department of Health to review trends in cases, upcoming regulation changes, and OAH templates. OAH collaborated with DHCF and stakeholder advocates in holding a training session attended by OAH judges, agency representatives, and advocates on a new assessment tool used by DHCF to evaluate home health care needs for Medicaid recipients. Additionally, OAH is scheduling meetings with agency and community representatives committed to providing services to homeless individuals and families.

13. Please describe any anticipated spending pressures for FY16. Include a description of the pressure, the estimated amount, and any proposed solutions.

OAH will have to pay approximately \$100,000 to cover approximately 30 FTEs converting to union pay schedule as of 11/29/2015. OAH will use vacancy savings as its proposed solution.

14. Please list all currently open capital projects, including an update on all capital projects under the agency's purview in FY15 and FY16, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

There are no capital projects for the relevant fiscal years.

- a. An update on all capital projects begun, in progress, or concluded in FY14, FY15, and FY16, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
- b. An update on all capital projects planned for FY16, FY17, FY18, FY19, FY20, and FY21.
- c. Do the capital projects begun, in progress, or concluded in FY14, FY15, or

FY16 to date have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.

15. Please provide, as an attachment, a list of all budget enhancement requests (including, but not limited to, capital improvement needs), for FY15 and FY16, to date. For each, include a description of the need and the amount of funding requested.

Please see Attachment 11.

16. Please list, in chronological order, every reprogramming in FY15 and FY16, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY15 and FY16. For each reprogramming, list the date, the amount, the rationale, and the reprogramming number.

Please see Attachment 12.

17. Please list each grant or sub-grant received by your agency in FY15 and FY16, to date. List the date, amount, and purpose of the grant or sub-grant received.

Please see Attachment 13.

18. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans (if any) are in place to continue funding?

None.

19. Please list all pending lawsuits that name the agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

None.

20. Please provide the total number of administrative complaints or grievances that the agency received in FY15 and FY16, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.

OAH is unaware of any grievances or administrative complaints received in FY15 of FY16. There were three EEO complaints filed in FY14, and two of those have been voluntarily dismissed. The third one remains pending and the agency and the claimant have availed themselves of the city government's EEO process.

21. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY15 and FY16, to date, along with the agency's compliance or non-compliance with any recommendations.

In FY15, A former OAH employee is the subject of a Board of Ethics and Government Accountability (BEGA) investigation into alleged improper acceptance of gifts in violation of ethics rules codified at 6B DCMR 1803 and 1804. BEGA has informed OAH that a decision is forthcoming. The subject of the investigation has not been employed by OAH since January 2015. The employee's separation was unrelated to the BEGA investigation.

In FY15, December 4, 2014, the former Deputy Chief Administrative Law Judge of OAH entered a Negotiated Disposition with BEGA in Case No. 1213-001. The Negotiated Disposition acknowledge two violations of the District Code of Conduct: (1) DPM 1803.1(a)(1) (appearance of using public office or position for private gain); and, DPM 1804.1(b) (using government resources for other than official business). The former Deputy CALJ agreed to pay a \$1,000 fine.

22. Please provide, as an attachment, a copy of the agency's FY15 performance plan. Please explain which performance plan objectives were completed in FY15 and whether or not they were completed on time and within budget. If they were not, please provide an explanation.

Please see Attachment 14.

The agency achieved a vast majority of its FY15 performance goals as reflected in its FY15 Performance Accountability Report. OAH partially achieved its FY15 initiative to re-engineer its case management system. OAH is presently in the testing phase of the current version of its case management software and will convert from v5 to v7 by March 2016, after which the agency can prioritize and implement improvements for the system.

23. Please provide, as an attachment, a copy of your agency's FY16 performance plan as submitted to the Office of the City Administrator.

Please see Attachment 15.

24. Please provide the number of FOIA requests for FY15 and FY16, to date. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, and the estimated number of hours spent responding to these requests.

| | FOIA Requests | FOIA Requests Granted | FOIA Requests Partially Granted | FOIA Requests Denied | FOIA Requests Pending |
|------|---------------|-----------------------|---------------------------------|----------------------|-----------------------|
| FY15 | 16 | 7 | 3 | 0 | 2 |
| FY16 | 4 | 3 | 0 | 0 | 1 |

Please note that the FOIA requests pending at the end of FY15 have been accommodated.

| Questions | FY15 | FY16 |
|---|--------|--------|
| Average Response Time | 5 days | 5 days |
| Estimated Number of FTEs | 1 | 1 |
| Estimated Number of Hours Spent Responding to FOIA Requests | 45 | 30 |

25. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared, or contracted for, during FY15 and FY16, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.

None.

26. How does the agency solicit feedback from customers? Please describe.

OAH uses survey forms to encourage persons accessing OAH services to rate their experiences. The forms are located on the OAH website, at the reception desk, at the desk where cases and pleadings are filed, and in the cashier's office where parties may pay fines imposed in OAH cases. Identifying information is not required - to ensure that input is provided freely. A secured deposit box for survey forms is located in the lobby outside the office suite to further ensure privacy and encourage honest feedback.

In addition, Clerk's Office staff, the General Counsel's Office, the Executive Director, and the CALJ meet with litigants and members of the public when it is appropriate to do so and when it does not compromise pending litigation before OAH.

- a. What has the agency learned from this feedback?

The surveys have informed OAH that overall we are providing a very high level of customer service. We have also learned that there is always room to improve customer satisfaction as well as our communications. In fact, one of the agency's priorities for FY16 is to further improve customer service consistent with the other parts of the reorganization.

- b. How has the agency changed its practices as a result of such feedback?

OAH takes very serious any concerns and feedback that our customers provide. We follow up with relevant staff to share the feedback and remedy any issues accordingly to sustain a high level of customer service.

Personnel

1. Please separately list each employee whose salary was \$100,000 or more in FY15 and FY16, to date. Provide the name, position number, position title, program number, activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Please see Attachment 16.

2. Please list in descending order the top 25 overtime earners in your agency in FY15 and FY16, to date. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

None.

3. For FY15 and FY16, to date, 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.

None.

4. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.

None.

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

Performance evaluations have not been conducted agency-wide for the last 3 years. In FY15, OAH conducted performance evaluations for Attorney Advisors. In FY16, OAH developed performance evaluations for Clerk's Office staff and is rolling out a performance evaluation system for its administrative law judges. It is OAH's goal to provide performance evaluations for all staff in the current fiscal year.

Agency Operations

1. Please list each new program implemented by the agency during FY15 and FY16, to date. For each initiative please provide:

- a. A description of the initiative;
- b. The funding required to implement to the initiative; and
- c. Any documented results of the initiative.

OAH did not undertake any new programs in FY15, but sought to improve existing ones. For the second quarter of FY16, OAH implemented a reorganization which created new jurisdictions and new assignments for judges. The important aspects of this are memorialized in an email from the CALJ to the ALJs, dated January 22, 2016. A copy of this email is attached to the CALJ's testimony, copies of which are provided to the Committee.

OAH has a number of performance goals that are designed to increase the efficiency of the court and customer satisfaction, and aid in the timely disposition of cases. None of these goals have direct costs attached to them. Please see attachment 15 (OAH Performance Plan).

2. Please explain the impact on your agency of any legislation passed at the federal level during FY15 and FY16, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.

OAH is not aware of any federal legislation passed in FY15 or FY16 that significantly affects OAH operations.

3. Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.

OAH has issued the following regulations:

1 DCMR Chapter 28 – Office of Administrative Hearings Rules of Practice and Procedure (last revised October 13, 2015 and February 5, 2016)

1 DCMR Chapter 29 – Office of Administrative Hearings: Rules for DCPS, Rental Housing, Public Benefits, and Unemployment Insurance Cases (last revised October 13, 2015 and February 5, 2016)

4. Please identify all electronic databases maintained by your agency, including the following:
 - a. A detailed description of the information tracked within each system.

SUSTAIN Database: Houses our eCourt case management data base, which includes all case data from intake through issuance of dispositive orders.

OAH ON BASE Database: Houses our document management system.

These two databases are linked together and accessed through the “eCourt” case management system which OAH purchased in 2009.

- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.

PROLAW DATABASE: Was the prior case management system. It houses data from the pilot project through late 2009. It is maintained to respond to inquiries on older cases.

ETIMS DATABASE: Is maintained by DMV through a contract with XEROX. OAH uses the system for its taxicab infractions and inputs data into it on a daily basis.

- c. Whether the public can be granted access to all or part of each system.

The e-court data base is not publicly available at present. The new upgrade will permit OAH to phase in public access to many parts of the system. Any District agency that has requested access to certain data about its cases has access.

5. Please identify any statutory or regulatory impediments to your agency’s operations, including any outstanding legislative requirements of the agency (e.g. implementation of rulemakings).

OAH is not aware of any statutory or regulatory impediments to its operations.

6. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY16.

See Answer to Question 8.

7. Please detail the agency’s progress on following FY15 priorities:

- a. Operations

- OAH transitioned new staff into key management and operations roles: Chief Administrative Law Judge, Acting Executive Director, Clerk of Court, and IT Specialist.
- OAH began initial planning to reorganize Administrative Law Judges into specific jurisdiction clusters toward the goal of establishing more relevant and accurate performance measures.
- OAH continued from FY14 significantly reducing the number of aged and unresolved and/or unassigned cases in the system.

- b. Access to Justice

In FY15 and FY16, OAH has expanded its ongoing Access to Justice efforts in several areas.

- For the first time since OAH’s inception, an OAH ALJ is a member of the D.C. Access to Justice Commission (appointed November 18, 2015).
- Researching software that will improve Resource Center operations and data tracking.
- Recruiting pro bono attorneys from law firms, to handle:
 - In-court representation;
 - Alternative Dispute Resolution;
 - Drafting plain English pamphlets which describe the various OAH subject matters;
 - Improving on-line OAH forms.
- Working with the DC Affordable Law Firm to draft a plain English pamphlet about DCPS discipline matters.

c. Case Management and Processing

OAH is implementing a substantial upgrade to its case management system.

d. Mediation

By the end of April 2016, all six attorney advisors will be trained mediators, thereby increasing the number of mediators available at any given time. In addition, the PALJs of the newly-formed jurisdictions will collaborate to make the mediation process more effective and responsive to litigants’ wishes.

8. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY16.

OAH’s top five priorities for FY16: (1) Timely adjudication of cases through a reorganization of jurisdictions and assignments to ALJs and improvements to the case management system; (2) Implementation of performance measurement tools for ALJs; (3) Continue focused efforts on access to justice for all litigants; (4) Robust personnel training (including cross-training) and development program for personnel; and (5) Excellent customer service.

We expect to achieve our results through collaborative leadership, sharing information, increasing engagement and investment of the entire OAH community towards fulfillment of the mission of OAH, and keeping abreast of all solutions, technological and otherwise, to keep us moving forward.

9. Did the agency report any administrative law judges to the Commission on the Selection and Tenure of Administrative Law Judges in FY15 or FY16, to date?

In FY15, OAH did not report any ALJs to the Commission on the Selection and Tenure (COST).

In FY16, OAH did report an ALJs to the COST.

10. How many cases did the Chief Judge hear, and how many opinions did the Chief Judge author during FY15 and FY16, to date?

Chief Judge Adams was appointed in April 2015. He has been trained in the eCourt system and the eTIMS system. He has observed hearings and spoken to his colleagues about his imminent availability to hear cases. He expects to start hearing cases next month.

11. How many pro se litigants used resources available at the resource center?

| Question | FY 2015 (Sept. 2015) | FY 2016 (Oct. 2015 to Jan. 2016) |
|---|----------------------|----------------------------------|
| Total Resource Center Litigants (approximation) | 652 | 2,927 |
| Total Resource Center Litigants + Phone Calls (approximation) | 2,392 | 9,836 |

- a. Has the agency expanded the online resource center to include all documents that a litigant can obtain in person at the resource center?

Litigants can obtain a majority of the forms online. There are a small number of forms that are currently available only in the physical resource center. All of the informative booklets, in English and Spanish, are available online. Although, OAH is working to make the Amharic informative booklet available online, basic information is available for Amharic speakers.

- b. Specifically, has the agency included the links to other organizations that provide supplemental information?

Yes. The web page entitled “OAH Resource Center” includes links to such groups as the Legal Aid Society of the District of Columbia and websites such as www.lawhelp.org.

12. How many cases were resolved by mediation in FY15 and FY16, to date?

| | Total Number of Mediations | Total Number of Cases Resolved by Mediation |
|------|----------------------------|---|
| FY15 | 172 | 55 * |
| FY16 | 23 | 9 |

*The sum of successful mediations and cases dismissed during mediation.

13. How many bench orders were issued during FY15 and FY16, to date? Please list all jurisdictions where a bench order may be issued.

Assuming the question seeks information on the number of final orders issued, OAH issued 16,155 final orders in FY15 and 5,705 final orders in FY16 as of February 16, 2016 (These totals exclude all final orders issued through eTIMS [DCTC]).

14. How does the agency currently evaluate the performance of administrative law judges? How can system be improved?

The agency is finishing negotiations with the ALJs' union and have agreed, in principal, on an evaluation process that will begin this year. Under this model, ALJs will be evaluated on: 1) productivity/timeliness (52%); judicial temperament (16%); legal analysis/writing (16%); and 4) clarity/accuracy of final orders (16%). Moreover, the parties have agreed to review and revisit this new process as necessary to achieve its goals.

- a. How many administrative law judges were terminated during FY14, FY15, and FY16, to date, as a result of poor evaluations?

None. Only the COST has the authority to terminate an administrative law judge.

15. The agency's process is translated (in detail) in three languages on its website. Please indicate whether the agency is considering translating the process in detail in all languages referenced on the "Language and Access" page of the agency's website.

The three languages in which the OAH process is described are the languages that OAH encounters the most. OAH is currently reviewing its ability to expand the number of languages into which its information is translated. An agency lawyer and ALJ are assigned to this responsibility.

16. Please list all jurisdictions eligible to use the e-filing/eservice system. Does the agency have plans to expand this program?

All OAH jurisdictions are eligible to use the e-mail/eservice system, including the following:

- Department of Public Works
- Child and Family Services Agency
- Department of Behavioral Health f/k/a Department of Mental Health
- District of Columbia Public Schools
- Department of Consumer and Regulatory Affairs
- District Department of Energy and Environment
- District Department of Transportation
- Department of Disability Services
- Department of Housing and Community Development

- Department of Health Care Finance
- Department of Human Services
- Department of Insurance, Banking and Securities
- Department of Employment Services
- Department of Health
- Department of Small and Local Business Development
- Fire and Emergency Medical Services
- Health Benefit Exchange
- Metropolitan Police Department
- Office of Attorney General
- Office of Human Rights
- Office of Planning
- Office of State Superintendent of Education
- Office of Tax Revenue
- Rental Housing Commission
- Shelter
- Taxi Cab Commission

17. The agency was testing the intranet system during FY14 and FY15. Has the agency implemented the employee intranet system? If so, please briefly discuss the advantages of the intranet system.

No. There were significant personnel changes at OAH during FY15, including the departures of the Executive Director, the Clerk of the Court, and the IT Specialist. OAH is assessing the intention and goals for this project.

18. Please list all cases that are eligible for the video hearing program. Does the agency have plans to expand this program?

Technically, any OAH case can be scheduled for a videoconference. In FY15, the system was tested with DOES personnel appearing by video link. In FY16, 1 video conferenced UI hearing has occurred to date. OAH looks to broaden this practice as it becomes feasible to do so for this agency and the others who might benefit.

19. The agency has entered into several MOUs with other agencies. The purpose of the MOUs is to establish jurisdiction for the agency and adjudicate cases when a hearing is required by statute. Please explain whether amending the Office of Administrative Hearings Establishment Act of 2001 to enumerate and expand the agency's jurisdiction is more advantageous instead of entering into MOUs with other agencies.

Generally, amending the Establishment Act is preferable to entering into MOUs with other agencies. Amending the Establishment Act is a more transparent way of conducting court business than accepting jurisdiction and processing cases by MOU.

The notice and comment period that is a part of the amendment process allows the public, including any stakeholders, to consider and comment on any proposed amendment(s) and also allows OAH the benefit of considering any comments. The legislative process also allows the Council to consider any fiscal impact of adding jurisdictions to OAH's case complement.

Conversely, accepting cases by MOU does not put the public on notice of OAH's authority to hear cases or to any terms of the MOU that might impact processing of cases. The Establishment Act appears to contemplate the limited use of MOUs to confer OAH's jurisdiction over cases. D.C. Official Code § 2-1831.03(c).

20. Please list all staff training programs during FY15 and FY16, to date.

| FY | DATE | TRAINING | AUDIENCE |
|-----------|------------------|---|--------------------|
| FY15 | 10/22/2014 | e-Court Training | PALJs, Clerk |
| FY15 | 11/20/2014 | Evidence in Administrative Proceedings (DC Bar Webinar) | ALJs, OGC |
| FY15 | 1/29/2015 | Appeals from OAH | ALJs, OGC |
| FY15 | 3/12/2015 | Ethics | Clerk's Office |
| FY15 | 3/16/2015 | Westlaw | ALJs, OGC |
| FY15 | 3/26/2015 | Ethics | ALJs, OGC |
| FY15 | 4/2/2015 | Legislative Tracking | OGC |
| FY15 | 4/13/2015 | New Staff Orientation | All new staff |
| FY15 | 5/14/2015 | EEO Training | All OAH |
| FY15 | 5/27/2015 | Intern Orientation | Summer Interns |
| FY15 | 5/28/2015 | Due Process | ALJs, OGC |
| FY15 | 15-Jun | Advanced Administrative Law @ Nat'l Judicial College | 1 new ALJ |
| FY15 | 6/17/2015 | LEXIS | ALJs, OGC |
| FY15 | 6/17/2015 | eCourt Template Training | Clerk Staff, ALJs |
| FY15 | 7/8/2015 | Managing the Gov Hotel and Teleworker Workshop VI | ALJ & ED |
| FY15 | 7/30/2015 | Language Access | All OAH |
| FY15 | 8/3-8/5/15 | Judicial Writing | ALJs, OGC |
| FY15 | 8/17-27/15 | Fair Hearings @ Nat'l Judicial College | 3 new ALJs |
| FY15 | 9/17/2015 | Deescalating Emergency Situations | Clerk's Office |
| FY15 | 9/25/2015 | Effective Caseflow Management | All OAH |
| FY15 | 9/28-29/15 | Neuroscience of Decision-Making | All OAH |
| FY16 | 1/22 & 1/25/2016 | Statute and Regulation Drafting course | 1 Attorney Advisor |

21. Please list all types of cases (by jurisdiction) that come before the agency.

Department of Public Works
Child and Family Services Agency
Department of Behavioral Health
District of Columbia Public Schools
Department of Consumer and Regulatory Affairs
District Department of the Environment
District Department of Transportation
Department of Disability Services
Department of Housing and Community Development
Department of Health Care Finance
Department of Human Services
Department of Insurance, Banking and Securities
Department of Employment Services
Department of Health
Department of Small and Local Business Development
Fire and Emergency Medical Services
Health Benefit Exchange
Metropolitan Police Department
Office of Attorney General
Office of Human Rights
Office of Planning
Office of State Superintendent of Education
Office of Tax Revenue
Rental Housing Commission
* OAH also hears appeals referred to it from about 30 Boards and Commissions

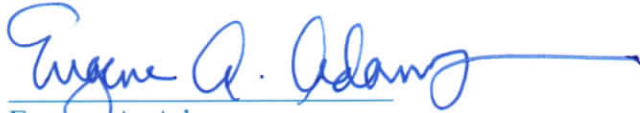
22. Please describe the current state of the agency's backlog.

There are about 1200 cases that are older than 120 days and 104 cases more than a year old; however this does not automatically mean that they are untimely. There are a number of factors that affect whether or not a case is completed within 120 days. Some of the older cases are more complicated cases that usually take more time.


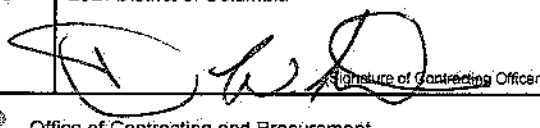
However, OAH does follow federally-mandated time guidelines for cases involving unemployment insurance and certain public benefits cases. Orders in discipline cases from the D.C. Public Schools are issued within one business day of the hearing.

OAH notes that new timelines for completing most cases have been established through the collective bargaining process and will become part of standard operations in the new configurations (of judges, jurisdictions and case assignments) that were recently implemented.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Eugene A. Adams". The signature is fluid and cursive, with a long horizontal line extending to the right from the end of the name.

Eugene A. Adams
Chief Administrative Law Judge
Office of Administrative Hearings

| AWARD/CONTRACT | | 1. Reserved for later use | | Page of Pages | | |
|---|---------|--|---|--|---|--|
| | | | | 1 | 29 | |
| 2. Contract Number CW51089 | | 3. Effective Date See Box 20C | | 4. Requisition/Purchase Request/Project No. | | |
| 5. Issued By: Office of Contracting and Procurement Information Technology Group 441 4 th Street, N.W., Suite 700 South Washington, D.C. 20001 | | Code | | 6. Administered by (If other than line 5) Office of Administrative Hearings 300 Indiana Ave N.W., Room 4106 Washington, DC 20001 | | |
| 7. Name and Address of Contractor (No. street, city, county, state and Zip Code): Journal Technologies, Inc. 843 S 100 W Logan, UT 84321 | | 8. Delivery <input type="checkbox"/> FOB Origin <input checked="" type="checkbox"/> Other (See Section F.3) | | 9. Discount for prompt payment | | |
| Code | | Facility | | 10. Submit invoices to the Address shown in (2 copies unless otherwise specified) | | |
| 11. Ship to/Mark For Office of Administrative Hearings - Attn: PSJC (MPD) - Accounts Payable Division 300 Indiana Ave N.W., Room 4106 Washington, DC 20001 Phone: 1(202) 727-5298 Fax: 1(202) 727-4845 | | Code | | 12. Payment will be made by Office of Administrative Hearings - Attn: PSJC (MPD) - Accounts Payable Division 300 Indiana Ave N.W., Room 4106 Washington, DC 20001 Phone: 1(202) 727-5298 Fax: 1(202) 727-4845 | | |
| 13. Reserved for future use | | 14. Accounting and Appropriation Data | | | | |
| 15A. Item | | 15B. Supplies/Services | | 15C. Qty. | 15D. Unit | |
| 001 | | Annual eCourt License, Maintenance and Support | | 1 | Lot | |
| | | | | | 15E. Unit Price | |
| | | | | | \$115,220.00 | |
| | | | | | 15F. Amount | |
| | | | | | \$115,220.00 | |
| | | | | Total Amount of Contract \$115,220.00 | | |
| 16. Table of Contents | | | | | | |
| (X) | Section | Description | Page | (X) | Section | |
| | | PART I - THE SCHEDULE | | | PART II - CONTRACT CLAUSES | |
| X | A | Solicitation/Contract Form | 1 | X | I | Contract Clauses 20 |
| X | B | Supplies or Services and Price/Cost | 2 | | PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS | |
| X | C | Description/Specifications/Work Statement | 4 | X | J | List of Attachments 29 |
| X | D | Packaging and Marking | 6 | | PART IV - REPRESENTATIONS AND INSTRUCTIONS | |
| X | E | Inspection and Acceptance | 6 | | K | Representations, Certifications and Other Statements of Offerors |
| X | F | Deliveries or Performance | 7 | | L | Instructions, conditions & notices to offerors |
| X | G | Contract Administration data | 8 | | M | Evaluation factors for award |
| X | H | Special Contract Requirements | 13 | | | |
| Contracting Officer will complete Item 17 or 18 as applicable | | | | | | |
| 17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>1</u> copies to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.) | | | 18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary. | | | |
| 19A. Name and Title of Signer (Type or print) | | | 20A. Name of Contracting Officer Chris Yi | | | |
| 19B. Name of Contractor  John Peek, Chief Operating Officer, Journal Technologies Inc. email: jpeek@journaltech.com, c-US 2017.04.04 16:49:11 -05'00' (Signature of person authorized to sign) | | 19C. Date Signed | | 20B. District of Columbia  (Signature of Contracting Officer) | | |
| | | | | 20C. Date Signed 4/24/17 | | |
| *** Government of the District of Columbia | | | Office of Contracting and Procurement | | | |

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

B.1 The District of Columbia’s Office of Contracting and Procurement (OCP), on behalf of the Office of Administrative Hearings (OAH) “the District” is seeking a Contractor to provide license, maintenance, and upgrade support for its eCourt case management system.

B.2 The District contemplates the award of a firm fixed price contract.

B.3 PRICE SCHEDULE

B.3.1 BASE PERIOD (Date of award through December 31, 2017)

| Contract Line Item No. (CLIN) | Item Description | Total Price |
|--------------------------------------|---|----------------------|
| 0001 | eCourt License | \$ 95,200.00 |
| 0002 | Maintenance, Support and Upgrade | \$ 5,000.00 |
| 0003 | OnBase License, Maintenance and Support | \$ 15,020.00 |
| Grand Total for B.3.1 | | \$ 115,220.00 |

B.3.2 OPTION PERIOD ONE (1) January 1, 2018 through December 31, 2018

| Contract Line Item No. (CLIN) | Item Description | Total Price |
|--------------------------------------|---|----------------------|
| 1001 | eCourt License | \$ 99,960.00 |
| 1002 | Maintenance, Support and Upgrade | \$ 5,000.00 |
| 1003 | OnBase License, Maintenance and Support | \$ 15,771.00 |
| Grand Total for B.3.2 | | \$ 120,731.00 |

B.3.3 OPTION PERIOD TWO (2) January 1, 2019 through December 31, 2019

| Contract Line Item No. (CLIN) | Item Description | Total Price |
|--------------------------------------|---|----------------------|
| 2001 | eCourt License | \$ 104,958.00 |
| 2002 | Maintenance, Support and Upgrade | \$ 5,000.00 |
| 2003 | OnBase License, Maintenance and Support | \$ 16,560.00 |
| Grand Total for B.3.3 | | \$ 126,518.00 |

B.3.4 OPTION PERIOD THREE (3) January 1, 2020 through December 31, 2020

| Contract Line Item No. (CLIN) | Item Description | Total Price |
|--------------------------------------|---|----------------------|
| 3001 | eCourt License | \$ 110,206.00 |
| 3002 | Maintenance, Support and Upgrade | \$ 5,000.00 |
| 3003 | OnBase License, Maintenance and Support | \$ 17,388.00 |
| Grand Total for B.3.4 | | \$ 132,593.00 |

B.3.5 OPTION PERIOD FOUR (4) January 1, 2021 through December 31, 2021

| Contract Line Item No. (CLIN) | Item Description | Total Price |
|--------------------------------------|---|----------------------|
| 4001 | eCourt License | \$ 115,716.00 |
| | Maintenance, Support and Upgrade | \$ 5,000.00 |
| | OnBase License, Maintenance and Support | \$ 18,257.00 |
| Grand Total for B.3.5 | | \$ 138,973.00 |

B.3.6 PRICE SUMMARY FOR FIVE (5) YEAR CONTRACT TERM

Please insert the “Total” proposed price from Tables B.3.1, B.3.2, B.3.3, B.3.4 and B.3.5 in the designated fields under the heading “Total” below.

| Contract Period | Total |
|---------------------------------|----------------------|
| Base Period | \$ <u>115,220.00</u> |
| Option Year 1 | \$ <u>120,731.00</u> |
| Option Year 2 | \$ <u>126,518.00</u> |
| Option Year 3 | \$ <u>132,593.00</u> |
| Option Year 4 | \$ <u>138,973.00</u> |
| Five-Year Contract Total | \$ <u>634,035.00</u> |

B.4 For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.

A Subcontracting Plan form is available at <http://ocp.dc.gov>, click on “Required Solicitation Documents”.

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Office of Administrative Hearings (OAH) "the District" is seeking a Contractor to provide license, maintenance, and upgrade support for its eCourt case management system.

C.2 APPLICABLE DOCUMENTS

N/A

C.3 DEFINITIONS

N/A

C.4 BACKGROUND

C.4.1 The Office of Administrative Hearings (OAH) is an independent agency autonomous within the District of Columbia Government under the supervision of the Chief Administrative Law Judge. OAH strives to enhance the quality of life within the District of Columbia by providing residents with a fair, efficient and effective system to manage and resolve administrative litigation arising under District of Columbia law.

C.4.2 OAH has jurisdiction over administrative adjudicative matters arising from actions of more than 30 District agencies. To manage the processing of all actions taken by district agencies, OAH must continue to operate a Court Case Management System that will allow the office to perform adequate case management.

C.4.3 The Court Case Management System currently used by OAH is called eCourt and is in the middle of an upgrade from version 5.3 to LTS1. This system is a critical component of the technology used to provide services to individuals, businesses, and District agencies that appear before OAH. Records of all cases opened since late 2009 are maintained in eCourt.

C.4.4 In the future, OAH seeks to expand its preservation of documents in electronic form, establish electronic data exchange with certain District of Columbia agencies, and conform to new standards of technology. OAH has a recurring need to update its eCourt case management to deal with OAH's expanding caseloads.

C.5 REQUIREMENTS

C.5.1 The Contractor shall provide Annual eCourt Licenses, Maintenance and Upgrades.

CW51089 – OAH Annual eCourt License, Maintenance and Support

C.5.2 The Contractor shall provide OnBase licenses, maintenance and support for more than 60 users.

C.5.3 The Contractor shall provide new versions of the eCourt system as they are developed. Any newer versions of eCourt shall maintain the functionality and capabilities of the prior versions. New versions that are covered under maintenance as contemplated by Sections 1.7 and 4.1 of the eCourt Software License Agreement.

C.5.4 The Contractor shall provide system documentation, training material, user manuals, and all required material for training and implementation.

C.5.5 The Contractor shall deliver and install the upgraded version of eCourt (LTS1) to OAH.

C.5.6 The Contractor shall ensure that any upgrades to the eCourt system are compatible with OAH systems and integrate data previously stored in eCourt.

C.5.7 The eCourt system is web based and shall have the following architecture compatibility:

1. Compatible with Internet Explorer 11X and above
2. Compatible with:
 - a) Windows 7--64 bit (all service packs) and above
 - b) Office 2010 and above
 - c) Windows 2012 Server; and
 - d) Exchange 2013 and above
3. OnBase 16 until replaced
4. Portal Use: Logon credentials authentication
5. Minimum 128 bit encryption

C.5.8 The Contractor shall provide support services to OAH pursuant to the Sustain Software License Agreement, section 4.3.

SECTION D: PACKAGING AND MARKING

- D.1** The packaging and marking requirements for this contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

SECTION E: INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for this contract shall be governed by clause number five (5), Inspection of Supplies and number six (6), Inspection of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be from date of award through December 31, 2017.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the Section B of the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in section G.8.

The Contractor shall be responsible for the delivery in accordance with the following:

| Item No. | Deliverable | QTY | Format/Method of Delivery | Due Date |
|-----------------|---|------------|----------------------------------|----------------------------|
| 0001 | Annual eCourt Licenses, Maintenance, and Upgrades Renewal | 1 | Electronic | Within 30 days after award |
| 0002 | Training Manual | 1 | Electronic | 60 days after award |
| 0003 | Onbase license | 1 | Electronic | Within 30 days after award |

F.2.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.

SECTION G: CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

- G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

- G.2.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer with concurrent copies to the CA specified in Section G.9 below. The address of the CFO is:

Office of Administrative Hearings –
Attn: PSJC (MPD) - Accounts Payable Division
300 Indiana Ave N.W., Room 4106
Washington, DC 20001
United States
Phone: 1(202) 727-5298

- G.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
 - G.2.2.1** Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
 - G.2.2.2** Contract number and invoice number;
 - G.2.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
 - G.2.2.4** Other supporting documentation or information, as required by the Contracting Officer;
 - G.2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
 - G.2.2.6** Name, title, phone number of person preparing the invoice;
 - G.2.2.7** Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and
 - G.2.2.8** Authorized signature.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment shall be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 No final payment shall be made to the Contractor until the agency CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements

G.4 PAYMENT

G.4.1 PARTIAL PAYMENTS

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:

- a) The amount due on the deliveries warrants it; or
- b) The Contractor requests it and the amount due on the deliveries is in accordance with the following:
 - "Payment will be made on completion and acceptance of each item for which the price is stated in the Schedule in Section B".
- c) Presentation of a properly executed invoice.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice shall refer to the assignment and shall show that payment of the invoice is to be made directly to the assignee as follows:

"Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee)."

G.6 THE QUICK PAYMENT CLAUSE

G.6.1 Interest Penalties to Contractors

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be

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calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to SubContractors

G.6.2.1 The Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subContractor under this contract:

- a) Pay the subContractor for the proportionate share of the total payment received from the District that is attributable to the subContractor for work performed under the contract; or
- b) Notify the District and the subContractor, in writing, of the Contractor's intention to withhold all or part of the subContractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor shall pay any subContractor or supplier interest penalties on amounts due to the subContractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subContractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subContractor relating to the amounts or entitlement of a subContractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.6.3 Subcontract requirements

G.6.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subContractor to include in its contract with any lower-tier subContractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Chris Yi
Office of Contracting and Procurement
200 I Street, SE Fifth Floor
Washington, DC 20003
E-mail: chris.yi@dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.8.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.

G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACT ADMINISTRATOR (CA)

G.9.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

G.9.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;

G.9.1.2 Coordinating site entry for Contractor personnel, if applicable;

G.9.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;

G.9.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

G.9.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.9.2 The address and telephone number of the CA is:

Natalia Kalloo
Administrative Officer
441 4th St. NW, Suite 450N
Washington, DC. 20001
(202) 442-8173
Natalia.Kaloo@dc.gov

G.9.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.9.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2015-4281Revision 4, dated 12/30/2016, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PREGNANT WORKERS FAIRNESS

H.3.1 The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

H.3.2 The Contractor shall not:

(a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor can demonstrate that the accommodation would impose an undue hardship;

(b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable accommodations ceases to the employee's original job or to an equivalent position with equivalent:

(1) Pay;

(2) Accumulated seniority and retirement;

(3) Benefits; and

(4) Other applicable service credits;

(c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

H.3.3 The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to this chapter to:

(a) New employees at the commencement of employment;

(b) Existing employees; and

(c) An employee who notifies the employer of her pregnancy, or other condition covered by this chapter, within 10 days of the notification.

H.3.4 The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

H.3.5 Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

H.4 UNEMPLOYED ANTI-DISCRIMINATION

H.4.1 The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

H.4.2 The Contractor shall not:

(a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or

(b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:

(1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual for the job; or

(2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

H.4.3 Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

Delete Article 35, 51% District Residents New Hires Requirements and First Source Employment Agreement, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Section **H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT** in its place:

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).

H.5.2 The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

H.5.4 The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

H.5.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

H.5.6 The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.

H.5.7 If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.

H.5.8 Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting

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requirements of the First Source Act shall be referred for debarment for not more than five (5) years.

H.5.9 The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in **clause 14, Disputes**.

H.5.10 The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

H.6 RESERVED

H.7 RESERVED

H.8 RESERVED

H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

H.9.1.1 Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

H.9.1.2 If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

H.9.1.3 A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.

H.9.1.4 Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

H.9.1.5 A prime contractor that is a certified joint venture and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

H.9.1.6 Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

H.9.1.7 A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

H.9.2 Subcontracting Plan

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section H.9.1 of this clause. The plan shall be submitted as part of the proposal and may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

H.9.3 Copies of Subcontracts

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor and the Director of DSLBD.

H.9.4 Subcontracting Plan Compliance Reporting

H.9.4.1 If the Contractor has a subcontracting plan required by law for this contract, the Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor will pay each subcontractor under the subcontract;
- (B) A description of the goods procured or the services subcontracted for;
- (C) The amount paid by the prime contractor under the subcontract; and
- (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

H.9.4.2 If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

H.9.5 Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

H.9.6 Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

H.9.7 Enforcement and Penalties for Breach of Subcontracting Plan

- H.9.7.1** A contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.
- H.9.7.2** A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
- H.9.7.3** If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in **clause 8 of the SCP, Default**.

H.10 FAIR CRIMINAL RECORD SCREENING

- H.10.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (the "Act" as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- H.10.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.
- H.10.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- H.10.4** The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.
- H.10.5** This section and the provisions of the Act shall not apply:
- (a) Where a federal or District law or regulation requires the consideration of an applicant's criminal history for the purposes of employment;
 - (b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
 - (c) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
 - (d) To employers that employ less than 11 employees.

H.10.6 A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

H.11. PURCHASES OF IT HARDWARE AND EQUIPMENT

The Contractor shall provide only the most current models, components and accessories in new, fully operational, factory sealed condition, with all applicable licenses. The Contractor warrants and represents that the equipment is eligible for the manufacturer's normal and extended warranty and support within the United States to Authorized Users. Previously owned, damaged, refurbished, remanufactured, counterfeit, "gray market" or substitute third party items will not be accepted. The offeror shall provide evidence of its authorized reseller agreement or certification with its proposal.

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (“SCP”) are incorporated as part of the contract. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

Delete Article 42, Rights in Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 42, Rights in Data) in its place:

A. Definitions

1. “Products” - A deliverable under any contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.

2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the

commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.

3. “Custom Products” - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.

4. “District” – The District of Columbia and its agencies.

B. Title to Project Deliverables

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall: (1) remain with Contractor or third party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District is granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s proposal that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District’s satisfaction) and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose(s) of the project or work plan or contract; and (2) be licensed in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, Contractor hereby conveys, assigns, and transfers to the District the sole and exclusive rights, title and interest in Custom Product(s), whether preliminary, final or otherwise, including all patent, trademark and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor’s business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District’s or the Contractor’s rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

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1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/ developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above, and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.
1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
 2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.
 4. Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
 5. Professional Liability Insurance (Errors & Omissions). The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$1,000,000 annual aggregate.

The Contractor shall maintain this insurance for five (5) years following the District's final

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acceptance of the work performed under this contract.

- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:
- Chris Yi
Office of Contracting and Procurement
200 I Street, SE Fifth Floor
Washington, DC 20003
Telephone: 202-724-5069
E-mail: chris.yi@dc.gov
- H. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for

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any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

The contract awarded as a result of this RFP will contain the following clause:

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) IFB, as amended
- (6) Bid

I.11 DISPUTES

Delete Article 14, Disputes, of the Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 14, Disputes) in its place:

14. Disputes

All disputes arising under or relating to the contract shall be resolved as provided herein.

(a) **Claims by the Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant

- (1) All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The Contractor's claim shall contain at least the following:
 - (i) A description of the claim and the amount in dispute;
 - (ii) Data or other information in support of the claim;
 - (iii) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
 - (iii) The Contractor's request for relief or other action by the CO.

- (2) The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.
 - (3) The CO shall issue a decision on any claim within 120 calendar days after receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
 - (4) The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
 - (5) Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim, and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2-360.04.
 - (6) If a contractor is unable to support any part of its claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability under this paragraph (a)(6) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.
 - (7) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.
- (b) **Claims by the District against the Contractor:** Claim as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.
- (1) The CO shall decide all claims by the District against a contractor arising under or relating to a contract.
 - (2) The CO shall send written notice of the claim to the contractor. The CO's written decision shall do the following:

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- (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (3) The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
 - (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
 - (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle or determine.
 - (6) This paragraph shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision, by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
 - (d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.

I.12 COST AND PRICING DATA

Delete Article 25, Cost and Pricing Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts.

I.13 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the CO.

I.14 GOVERNING LAW

This contract, and any disputes arising out of or related to this contract, shall be governed by, and construed in accordance with, the laws of the District of Columbia.

I.15 CONTINUITY OF SERVICES

I.15.1 The Contractor recognizes that the services provided under this contract are vital to the District and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District or another contractor, at the District's option, may continue to provide these services. To that end, the Contractor agrees to:

I.15.1.1 Furnish phase-out, phase-in (transition) training; and

I.15.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

I.15.2 The Contractor shall, upon the CO's written notice:

I.15.2.1 Furnish phase-in, phase-out services for up to 90 days after this contract expires and

I.15.2.2 Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the CO's approval.

I.15.3 The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

I.15.4 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

I.15.5 Only in accordance with a modification issued by the Contracting Officer, the Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the contract award by reference.

| Attachment Number | Document |
|--------------------------|--|
| J.1 | Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) |
| J.2 | U.S. Department of Labor Wage Determination No. 2015-4281 Revision 4, dated 12/30/2016 |
| J.3 | Way to Work Amendment Act of 2006 - Living Wage Notice |
| J.4 | Way to Work Amendment Act of 2006 - Living Wage Fact Sheet |
| J.5 | OCTO Hardware/Software Standards |

| | Case Name, Court or Agency Action Brought/Nature of Action | Lawsuit that may expose city to signif. financial liability? | Will this Suit result in a change in Agency practices? | Current Status of Litigation |
|----|---|---|--|---|
| 1 | <ul style="list-style-type: none"> • Claudia Barber v. D.C. Commission on Selection and Tenure of Administrative Judges • No.: 16-OA-0037 • D.C. Court of Appeals <ul style="list-style-type: none"> ○ Petition for Review of Agency Decision <ul style="list-style-type: none"> ▪ Challenging the COST’s Dismissal Notice of former ALJ Barber <p>CONSOLIDATED WITH:</p> <ul style="list-style-type: none"> • Caryn Hines v. D.C. Commission on Selection and Tenure of Administrative Law Judges • No.: 16-AA-0867 | Yes. | The interpretation of the underlying claims by the Court may impact OAH’s revision of the regulations governing the Appointment, Discipline and Removal of ALJs by the COST. | Most recently, Petitioner was granted an extension of time to file a reply brief until March 5, 2018. |
| 2 | <ul style="list-style-type: none"> • Claudia Barber v. D.C. Government; The Office of Administrative Hearings • Docket No.: 17-cv-00620-KBJ • U.S. District Court for the District of Columbia <ul style="list-style-type: none"> ○ Violations of Due Process <ul style="list-style-type: none"> ▪ Alleges procedural due process violation due to COST attempting to schedule a hearing without 30-days’ notice, denying witness request at COST hearing, allowing publication of administrative leave status ▪ Alleges substantive due process violation because she was removed from ALJ position due to an unconstitutional ethics provision in the OAH Code of Ethics ○ Violation of D.C. Whistleblower Protection Act <ul style="list-style-type: none"> ▪ Alleges violation of Whistleblower protection act stemming from report of discrimination and subsequent retaliation - removal from ALJ position <p>CONSOLIDATED WITH:</p> <ul style="list-style-type: none"> • Claudia Barber v. D.C. Government, et al. • Case No.: 17-cv-1860 | Yes. | No. | Pending motion to dismiss filed on November 7, 2017. |
| 3. | <ul style="list-style-type: none"> • Claudia Barber v. Commission on Selection | Yes. | No. | Status Conference scheduled |

| | | | | |
|----|--|------|-----|--|
| | <ul style="list-style-type: none"> and Tenure of Administrative Law Judges • 2016 CA 6576 • Superior Court of the District of Columbia <ul style="list-style-type: none"> ○ Merit Personnel Act <ul style="list-style-type: none"> ▪ Appealing COST decision to dismiss former ALJ Barber | | | for March 23, 2018. |
| 4. | <ul style="list-style-type: none"> • Linda Bussey v. District of Columbia Government, et al. • Case No. 2016 CA 008353 B • Superior Court of the District of Columbia <ul style="list-style-type: none"> ○ Complaint for Employment Discrimination <ul style="list-style-type: none"> ▪ Alleging violations of D.C. Human Rights Act stemming from her disability and denial of D.C. FMLA and of the ○ D.C. Whistleblower Protection Act Violation <ul style="list-style-type: none"> ▪ Alleges retaliation for an OIG complaint she allegedly made | Yes. | No. | Mediation Session scheduled for March 14, 2018 |
| 5. | <ul style="list-style-type: none"> • Linda Bussey v. District of Columbia Office of Administrative Hearings, et al. • Case No. 2015 CA 004056 P(MPA) • Superior Court of the District of Columbia <ul style="list-style-type: none"> ○ Appeal of OHR Decision that Petitioner was not prejudiced by denial of DCFMLA <ul style="list-style-type: none"> ▪ Alleges that OHR used incorrect evidence standard in determining Petitioner's discrimination complaints and failed to view the facts in their totality <p>CONSOLIDATED WITH:</p> <ul style="list-style-type: none"> • Linda Bussey v. District of Columbia Office of Administrative Hearings, et al. • Case No. 2017 CA 004037 P(MPA) | Yes. | No. | Most recently, OAH filed its initial brief January 5, 2018. |
| 6. | <ul style="list-style-type: none"> • Jesse Goode v. D.C. Commission on Selection and Tenure of Administrative Law Judges • Case No. 2017 CA 007291 P(MPA) | Yes. | No. | Stayed on January 25, 2018 pending resolution of appeal cases 16-AA-735 and 16-AA- |

| | | | | |
|----|--|------|--|---|
| | <ul style="list-style-type: none"> • Superior Court of the District of Columbia <ul style="list-style-type: none"> ○ Merit Personnel Act <ul style="list-style-type: none"> ▪ Appealing COST decision not to reappoint former ALJ Goode | | | 867 currently before the District of Columbia Court of Appeals. |
| 7. | <ul style="list-style-type: none"> • Jesse Goode v. D.C. Commission on Selection and Tenure of Administrative Law Judges • Case No. 17-AA-1208 • D.C. Court of Appeals <ul style="list-style-type: none"> ○ Petition for Review of Agency Decision <ul style="list-style-type: none"> ▪ Appealing COST decision not to reappoint former ALJ Goode | Yes. | The interpretation of the underlying claims by the Court may impact OAH's revision of the regulations governing the Appointment, Discipline and Removal of ALJs by the COST. | Order Sua Sponte on December 12, 2017 Staying Appeal pending resolution of appeal cases 16-AA-735 & 16-AA-867 before the District of Columbia Court of Appeals. |
| 8. | <ul style="list-style-type: none"> • Caryn Hines v. D.C. Commission on Selection and Tenure of Administrative • Case No. 2016 CA 005382 P(MPA) • Superior Court of the District of Columbia <ul style="list-style-type: none"> ○ Merit Personnel Act <ul style="list-style-type: none"> ▪ Appealing COST decision not to reappoint former ALJ Hines | Yes. | No. | Status hearing scheduled for March 16, 2018. |

District of Columbia Planning Documents

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Agency [Office of Administrative Hearings](#) **Agency Acronym** OAH **Agency Code** FS0

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs [Louis Neal](#) [Natalia Kalloo](#) **Agency Budget POCs** [Natalia Kalloo](#) **Fiscal Year** 2017

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2017 Strategic Objectives

FY17 Objectives

| Full Report | Grid Edit | Email | More | 4 Objectives |
|------------------|--|-------|------|--------------|
| Objective Number | Strategic Objective | | | |
| 1 | Increase operational efficiency and the public confidence in OAH's resolution of administrative disputes | | | |
| 2 | Increase use of mediation to settle cases in certain jurisdictions | | | |
| 3 | Facilitate the flow of information to and from agencies whose cases are heard at OAH | | | |
| 4 | Create and maintain a highly efficient, transparent and responsive District government.** | | | |

[Add Strategic Objective](#)

2017 Key Performance Indicators

| Full Report | Grid Edit | Email | More | 10 Measures | | | | | | | | | | | | |
|-------------|----------------------------|------------------------|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------------|---|
| Measure | New Measure/Benchmark Year | Frequency of Reporting | Add Data Fields (if applicable) | FY 2014 Actual | FY 2015 Target | FY 2015 Actual | FY 2016 Target | FY 2016 Actual | FY 2017 Target | FY 2017 Quarter 1 | FY 2017 Quarter 2 | FY 2017 Quarter 3 | FY 2017 Quarter 4 | FY 2017 Actual | Was 2017 KPI Met? | Are Explanations of Barriers to Meeting KPIs Complete |

1 - Increase operational efficiency and the public confidence in OAH's resolution of administrative disputes (6 Measures)

| | | | | | | | | | | | | | | | |
|--------------------------------|--------------------------|-----------|---------------|---------------|-----|-----|-------|-----|------|-------|-------|-------|-------|-----|--|
| Percentage of all unemployment | <input type="checkbox"/> | Quarterly | Not available | Not available | 99% | 95% | 98.9% | 95% | 100% | 98.8% | 99.8% | 99.2% | 99.4% | Met | |
|--------------------------------|--------------------------|-----------|---------------|---------------|-----|-----|-------|-----|------|-------|-------|-------|-------|-----|--|



| Measure | New Measure/ Benchmark Year | Frequency of Reporting | Add Data Fields (if applicable) | FY 2014 Actual | FY 2015 Target | FY 2015 Actual | FY 2016 Target | FY 2016 Actual | FY 2017 Target | FY 2017 Quarter 1 | FY 2017 Quarter 2 | FY 2017 Quarter 3 | FY 2017 Quarter 4 | FY 2017 Actual | Was 2017 KPI Met? | Are Explanations of Barriers to Meeting KPIs Complete |
|---|-------------------------------------|------------------------|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------------|---|
| insurance cases closed within the fiscal year that were closed within 90 days of filing | | | | | | | | | | | | | | | | |
| Percentage of all non-unemployment insurance cases closed within the fiscal year that were closed within 120 days | <input type="checkbox"/> | Quarterly | | Not available | Not available | 46% | 81% | 77.2% | 70% | 84.4% | 89.8% | 84.6% | 87.9% | 86.7% | Met | |
| Percentage of all cases filed within the fiscal year entered into the database within 3 days of filing | <input checked="" type="checkbox"/> | Quarterly | | Not available | Not available | Not available | Not available | New Measure | 70% | 70.5% | 82.2% | 60.3% | 65.6% | 69.4% | Nearly Met | |
| Percentage of all cases open without approval more than 120 days at the end of the fiscal year | <input checked="" type="checkbox"/> | Annually | | Not available | Not available | Not available | Not available | New Measure | 15% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 18.1% | Unmet | |
| Case closure rate at or over 100% at the end of the fiscal year | <input checked="" type="checkbox"/> | Annually | | Not available | Not available | Not available | Not available | New Measure | 90% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 98% | Met | |
| Average number days between the end of a hearing and the issuance of a final order | <input checked="" type="checkbox"/> | Quarterly | | Not available | Not available | Not available | Not available | New Measure | 140 | 161 | 72 | 74 | 106 | 103 | Met | |

2 - Increase use of mediation to settle cases in certain jurisdictions (3 Measures)

| | | | | | | | | | | | | | | | | |
|---|-------------------------------------|----------|--|---------------|---------------|---------------|---------------|-------------|-----|----------------|----------------|----------------|----------------|-------|-----|--|
| Percentage of jurisdictions reviewed for increased focus on mediation | <input checked="" type="checkbox"/> | Annually | | Not available | Not available | Not available | Not available | New Measure | 75% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 75% | Met | |
| Percentage of cases in target jurisdictions in | <input checked="" type="checkbox"/> | Annually | | Not available | Not available | Not available | Not available | New Measure | 20% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 27.9% | Met | |



| Measure | New Measure/Benchmark Year | Frequency of Reporting | Add Data Fields (if applicable) | FY 2014 Actual | FY 2015 Target | FY 2015 Actual | FY 2016 Target | FY 2016 Actual | FY 2017 Target | FY 2017 Quarter 1 | FY 2017 Quarter 2 | FY 2017 Quarter 3 | FY 2017 Quarter 4 | FY 2017 Actual | Was 2017 KPI Met? | Are Explanations of Barriers to Meeting KPIs Complete |
|---|----------------------------|------------------------|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|----------------|-------------------|---|
| which mediations occurred | | | | | | | | | | | | | | | | |
| Percentage of cases in target jurisdiction which are totally resolved through mediation | ✓ | Annually | | Not available | Not available | Not available | Not available | New Measure | 10% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 8.8% | Unmet | |

3 - Facilitate the flow of information to and from agencies whose cases are heard at OAH (1 Measure)

| | | | | | | | | | | | | | | | | |
|---|---|----------|--|---------------|---------------|---------------|---------------|-------------|----|----------------|----------------|----------------|----------------|-------------------|--|--|
| Number of contacts with agencies appearing before OAH through meetings with OGC | ✓ | Annually | | Not available | Not available | Not available | Not available | New Measure | 15 | Annual Measure | Annual Measure | Annual Measure | Annual Measure | No data available | | |
|---|---|----------|--|---------------|---------------|---------------|---------------|-------------|----|----------------|----------------|----------------|----------------|-------------------|--|--|

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2017 Operations

| Full Report Grid Edit Email More | | 3 Activities | | | Type of Operations | # of Measures | # of Strategic Initiatives |
|--|--|---|--|--|--------------------|---------------|----------------------------|
| Operations Header | Operations Title | Operations Description | | | | | |
| 1 - Increase operational efficiency and the public confidence in OAH's resolution of administrative disputes (1 Activity) | | | | | | | |
| PROGRAM DIRECTION AND OVERSIGHT | Reduce the number of open cases that are more than four months old | Reduce the number of cases greater than four months old | | | Daily Service | 5 | 0 |
| TOT | | | | | | 5 | 0 |
| 2 - Increase use of mediation to settle cases in certain jurisdictions (1 Activity) | | | | | | | |
| TRIALS/APPEALS & JUSTICE MANAGEMENT | Increase use of mediation in resolving cases in target jurisdictions | Identify a mediation committee to select target jurisdictions, methods of increasing mediation use (e.g., revised standard language in Scheduling Orders) and a plan to implement | | | Key Project | 3 | 1 |
| TOT | | | | | | 3 | 1 |
| 3 - Facilitate the flow of information to and from agencies whose cases are heard at OAH (1 Activity) | | | | | | | |
| JUDICIAL ASSISTANCE & LEGAL COUNSEL | Exchange information with agencies | Identify PALJs and OGC members responsible for contacts with each agency within their jurisdictions; assess timing and nature of regular contacts | | | Daily Service | 5 | 0 |
| TOT | | | | | | 5 | 0 |
| TOT | | | | | | 13 | 1 |

2017 Workload Measures



All Workload Measures must be linked to a specific Operation. If Workload Measures are already in the system but not yet linked, email the Office of Performance Management with a spreadsheet that identifies to which Operation each Workload Measure belongs.

Workload Measures - Operations

| 12 Measures | | | | | | | | | | | | | | | | | |
|--|-----------|-------|------|--|-------------------------------------|---------------------------------------|---|-------------|------------------------|---------------|---------------|----------------|-------------------|-------------------|-------------------|-------------------|---------|
| Full Report | Grid Edit | Email | More | Measure | New Measure/Benchmark Year | Add Historical and Target Data (FY17) | Numerator Title | Units | Frequency of Reporting | FY 2014 | FY 2015 | FY 2016 Actual | FY 2017 Quarter 1 | FY 2017 Quarter 2 | FY 2017 Quarter 3 | FY 2017 Quarter 4 | FY 2017 |
| 1 - Reduce the number of open cases that are more than four months old (5 Measures) | | | | | | | | | | | | | | | | | |
| | | | | Number of cases filed | <input type="checkbox"/> | | Cases filed | Cases | Quarterly | Not available | Not available | 18184 | 4361 | 4541 | 5447 | 5342 | 19691 |
| | | | | Number of cases closed | <input type="checkbox"/> | | Cases closed | Cases | Quarterly | Not available | Not available | 19223 | 5274 | 4847 | 4796 | 5049 | 19966 |
| | | | | Open cases in jurisdictions without deadlines, older than 120 days | <input checked="" type="checkbox"/> | | Open Cases | Cases | Quarterly | Not available | Not available | New Measure | 743 | 483 | 801 | 635 | 2662 |
| | | | | Cases with AWE and no pleas open after 120 days of assignment to an ALJ | <input checked="" type="checkbox"/> | | Cases with AWE and no pleas open | Cases | Quarterly | Not available | Not available | New Measure | 0 | 0 | 0 | 0 | 0 |
| | | | | Length of time to adjudication | <input checked="" type="checkbox"/> | | Length of time | Time | Quarterly | Not available | Not available | New Measure | 91 | 68 | 71 | 101 | 86 |
| 2 - Increase use of mediation in resolving cases in target jurisdictions (3 Measures) | | | | | | | | | | | | | | | | | |
| | | | | Number of cases in which mediation was used in target jurisdiction | <input checked="" type="checkbox"/> | | Mediations used | Cases | Quarterly | Not available | Not available | New Measure | 50 | 51 | 36 | 31 | 168 |
| | | | | Number of cases settled through mediation in target jurisdictions. | <input checked="" type="checkbox"/> | | Settled Mediations | Cases | Quarterly | Not available | Not available | New Measure | 7 | 3 | 5 | 6 | 21 |
| | | | | Number of cases filed in target jurisdictions | <input type="checkbox"/> | | Number of cases filed in target jurisdictions | cases filed | Quarterly | Not available | Not available | 212 | 52 | 13 | 111 | 158 | 334 |
| 3 - Exchange information with agencies (4 Measures) | | | | | | | | | | | | | | | | | |
| | | | | Number of jurisdictions in which PALJs meet quarterly with agency counterparts | <input checked="" type="checkbox"/> | | Jurisdiction meetings | Meetings | Quarterly | Not available | Not available | New Measure | 6 | 15 | 6 | 10 | 37 |
| | | | | Number of jurisdictions in which OGC meet quarterly with agency counterparts | <input checked="" type="checkbox"/> | | Jurisdiction meetings | Meetings | Quarterly | Not available | Not available | New Measure | 8 | 7 | 6 | 10 | 31 |



| Measure | New Measure/ Benchmark Year | Add Historical and Target Data (FY17) | Numerator Title | Units | Frequency of Reporting | FY 2014 | FY 2015 | FY 2016 Actual | FY 2017 Quarter 1 | FY 2017 Quarter 2 | FY 2017 Quarter 3 | FY 2017 Quarter 4 | FY 2017 |
|---|-----------------------------------|---|-----------------------|----------|------------------------------|---------------|---------------|-------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------|
| Number of jurisdictions in which PALJs meet annually with agency counterparts | ✓ | | Jurisdiction meetings | Meetings | Annually | Not available | Not available | New Measure | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 0 |
| Number of jurisdictions in which OGC meet annually with agency counterparts | ✓ | | Jurisdiction meetings | Meetings | Annually | Not available | Not available | New Measure | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 2 |

2017 Strategic Initiatives

| Full Report Grid Edit Email More 1 Strategic Initiative | | | | | | |
|---|--|--------------------------|-----------------------|-------------------------|--------------------------------------|--|
| Strategic Initiative Title | Strategic Initiative Description | Proposed Completion Date | Add Initiative Update | # of Initiative Updates | Needs Initiative Update Notification | |
| TRIALS/APPEALS & JUSTICE MANAGEMENT (1 Strategic Initiative) | | | | | | |
| Focus and increase mediation capabilities. | Focus and increase mediation capabilities. | 09-29-2017 | | 2 | | |
| TOT | | | | 2 | | |

2017 Initiative Updates

| Full Report Grid Edit Email More 2 Initiative Updates | | | | | | | |
|--|---|--------------------|--|------------------|--|-----------------|-----------------|
| Strategic Initiative-Operation Link - Strategic Initiative Title | Initiative Status Update | % Complete to date | Confidence in completion by end of fiscal year (9/30)? | Status of Impact | Explanation of Impact | Supporting Data | FY2017 Quarters |
| Focus and increase mediation capabilities. (2 Initiative Updates) | | | | | | | |
| Focus and increase mediation capabilities. | OAH has provided formal training for all of the attorneys in order to increase the number of certified mediators. The attorneys now join all of OAH judges as trained mediators and they enjoy a very robust regimen of mediation cases. This is especially obvious in the in the Department of For-Hire Vehicles consumer complaint cases, where there was a shortage of mediators. | 75-99% | High | Demonstrable | The increase in trained mediators has afforded the agency the ability to perform more mediations in other jurisdictions such as rental housing, Department of Health Services, Department of Health Care Finance and D.C. Public Schools, thereby decreasing the number of hearings. | | FY17Q1 |
| Focus and increase mediation capabilities. | OAH is establishing its Mediation Program to include 3-4 individuals (a combination of Attorney Advisors, Judges, and Deputy General Counsel). OAH is looking to shift this responsibility from the Administrative Law Judge to a team/panel that can better facilitate the mediation process and allow for better mediation practices. OAH is looking to roll out this project beginning with 2 days per week on a rotational basis. This project has not been fully implemented and will be better established in the next fiscal year. | 0-24% | | Transformative | OAH is looking to offer mediation as a best practice based on the higher rate of successful resolution, confidentiality, cost factors, and public satisfaction with mediated cases overall. | | FY17Q4 |



| Strategic Initiative-Operation Link - Strategic Initiative Title | Initiative Status Update | % Complete to date | Confidence in completion by end of fiscal year (9/30)? | Status of Impact | Explanation of Impact | Supporting Data | FY2017 Quarters |
|--|--------------------------|--------------------|--|------------------|-----------------------|-----------------|-----------------|
|--|--------------------------|--------------------|--|------------------|-----------------------|-----------------|-----------------|

Agency Accomplishment

Add Accomplishment [Add Accomplishment](#)

Accomplishments [Full Report](#) | [Grid Edit](#) | [Email](#) | [More](#) 1 Accomplishment

| What is the accomplishment that your agency wants to highlight? | How did this accomplishment impact residents of DC? | How did this accomplishment impact your agency? |
|--|--|--|
| Beginning in September 2017, OAH has posted the full text of final orders on the agency webpage for public viewing. The jurisdictions have been carefully selected based on the need for confidentiality in various jurisdictions. OAH has been quoted six figure implementation costs to set up a more flexible, searchable interface with the current court case management system. Due to cost constraints, OAH decided to work with OCTO to utilize the cloud based service, "Box", which, at a significantly lower cost, allowed OAH to begin posting final orders to the agency website for public access. Currently, the final orders are grouped by agency and can be sorted by case number and date. The majority of final orders issued by OAH are now being posted. | To date, there have been 179 hits under the webpage, "Find a final order", since we began utilizing the cloud based software in September 2017. As more residents become aware of the service, we believe usage will increase. | OAH can refer those seeking copies of final orders to the website for easier access to them. The parties to a case as well as the general public can view the full text of final orders online as of September 2017. Over time, OAH will increase the jurisdictions for which final orders are posted. |

2017 Special Mayoral Plans

| Strategic Initiative Header | Strategic Initiative Title | Special Mayoral Plan | Mayoral Plan Domain | Mayoral Plan Goal | Mayoral Plan Action |
|-----------------------------|----------------------------|----------------------|---------------------|-------------------|---------------------|
|-----------------------------|----------------------------|----------------------|---------------------|-------------------|---------------------|

No links to special mayoral plans found

Administrative Information

FY Performance Plan Office of Administrative Hearings FY2017 **Record ID#** 336

Performance Plan ID 210

Created on Dec. 15, 2015 at 4:14 PM (EST). Last updated by [Fowler-Finn, MeghanMarie \(OSSE\)](#) on Dec. 18, 2015 2:29 PM at 2:29 PM (EST). Owned by [Fowler-Finn, MeghanMarie \(OSSE\)](#).



Office of Administrative Hearings FY2018

Agency Office of Administrative Hearings

Agency Acronym OAH

Agency Code FS0

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Louis Neal; Natalia Kalloo

Agency Budget POCs Natalia Kalloo

Fiscal Year 2018

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2018 Objectives

Strategic Objectives

| Objective Number | Strategic Objective | # of Measures | # of Operations |
|------------------|--|---------------|-----------------|
| 1 | Increase operational efficiency and the public confidence in OAH's resolution of administrative disputes | 8 | 3 |
| 2 | Increase use of mediation to settle cases in certain jurisdictions | 3 | 0 |
| 3 | Facilitate the flow of information to and from agencies whose cases are heard at OAH | 0 | 1 |
| 4 | Improve the OAH data management system to support a highly-efficient, transparent and responsive OAH | 3 | 1 |
| 5 | Create and maintain a highly efficient, transparent and responsive District government.** | 9 | 0 |
| 6 | Reduce Fraud, Waste, and Abuse in Supply/Asset Management | 0 | 1 |
| TOT | | 23 | 6 |

Add Strategic Objective

2018 Key Performance Indicators

Key Performance Indicators

| Measure | New Measure/Benchmark Year | Directionality | FY 2014 Actual | FY 2015 Target | FY 2015 Actual | FY 2016 Target | FY 2016 Actual | FY 2017 Target | FY 2017 Actual | FY 2018 Target | FY 2018 Quarter 1 |
|--|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|-------------------|
| 1 - Increase operational efficiency and the public confidence in OAH's resolution of administrative disputes (8 Measures) | | | | | | | | | | | |
| Percent of all non-unemployment insurance cases closed within the fiscal year that were closed within 120 days | <input type="checkbox"/> | Up is Better | Not available | Not available | 46% | 81% | 77.2% | 70% | 86.7% | 75% | Annual Measure |
| Percent of all cases filed within the fiscal year entered into the database within 3 days of filing | <input type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | Not Available | 70% | 69.4% | 75% | Annual Measure |
| Average number days between the end of a hearing and the issuance of a final order | <input type="checkbox"/> | Down is Better | Not available | Not available | Not available | Not available | Not Available | 140 | 103 | 130 | 54.8 |
| Percent of all records requested that were timely certified to the D.C. Court of Appeals and to the Rental Housing Commission within the calendar year | <input type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | Not Available | 70% | No data available | 70% | Annual Measure |

| Measure | New Measure/ Benchmark Year | Directionality | FY 2014 Actual | FY 2015 Target | FY 2015 Actual | FY 2016 Target | FY 2016 Actual | FY 2017 Target | FY 2017 Actual | FY 2018 Target | FY 2018 Quarter 1 |
|---|-------------------------------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|
| Percent of all unemployment insurance cases closed within the fiscal year that were closed within 90 days of filing | <input type="checkbox"/> | Up is Better | Not available | Not available | 99% | 95% | 98.9% | 95% | 99.4% | 95% | Annual Measure |
| Percent of all cases open without approval more than 120 days at the end of the fiscal year | <input type="checkbox"/> | Down is Better | Not available | Not available | Not available | Not available | Not Available | 15% | 18.1% | 15% | Annual Measure |
| Case closure rate at or over 100% at the end of the fiscal year | <input type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | Not Available | 90% | 98% | 90% | Annual Measure |
| Percent of cases entered into eCourt in two or fewer business days of receipt at OAH | <input checked="" type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | New Measure | New Measure | New Measure | 80% | 53.8% |

2 - Increase use of mediation to settle cases in certain jurisdictions (3 Measures)

| | | | | | | | | | | | |
|--|--------------------------|--------------|---------------|---------------|---------------|---------------|---------------|-----|-------|-----|----------------|
| Percent of jurisdictions reviewed for increased focus on mediation | <input type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | Not Available | 75% | 75% | 80% | Annual Measure |
| Percent of cases in target jurisdictions in which mediations occurred | <input type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | Not Available | 40% | 27.9% | 40% | Annual Measure |
| Percent of cases in target jurisdiction which are totally resolved through mediation | <input type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | Not Available | 20% | 8.8% | 20% | Annual Measure |

4 - Improve the OAH data management system to support a highly-efficient, transparent and responsive OAH (2 Measures)

| | | | | | | | | | | | |
|---|-------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|-----|-------------|-----|----------------|
| Percent of jurisdictions in which cases are available for remote access | <input checked="" type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | Not Available | 50% | New Measure | 50% | Annual Measure |
| Average number of unique hits through the public portal | <input checked="" type="checkbox"/> | Up is Better | Not available | Not available | Not available | Not available | Not Available | 10 | New Measure | 15 | 13220 |

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations

| Operations | Operations Header | Operations Title | Operations Description | Type of Operations | # of Measures | # of Strategic Initiatives |
|------------|-------------------|------------------|------------------------|--------------------|---------------|----------------------------|
| | | | | | | |

| Operations Header | Operations Title | Operations Description | Type of Operations | # of Measures | # of Strategic Initiatives |
|--|--|--|--------------------|---------------|----------------------------|
| 1 - Increase operational efficiency and the public confidence in OAH's resolution of administrative disputes (3 Activities) | | | | | |
| PROGRAM DIRECTION AND OVERSIGHT | Reduce the number of open cases that are more than four months old | Reduce the number of cases greater than four months old | Daily Service | 5 | 0 |
| PROGRAM DIRECTION AND OVERSIGHT | Customer Service Survey | Track litigant feedback and commentary on level of service received by the agency | Daily Service | 0 | 1 |
| PROGRAM DIRECTION AND OVERSIGHT | Establish Intake/Check-in Registration System | Procure kiosks and check-in registration software system for customers to check in for hearings. | Key Project | 0 | 1 |
| TOT | | | | 5 | 2 |
| 3 - Facilitate the flow of information to and from agencies whose cases are heard at OAH (1 Activity) | | | | | |
| PROGRAM DIRECTION AND OVERSIGHT | Exchange information with agencies | Reassess MOU/MOAs to better reflect the program goals and objectives, scope of services, compensation, and claiming between agencies. | Key Project | 6 | 0 |
| TOT | | | | 6 | 0 |
| 4 - Improve the OAH data management system to support a highly-efficient, transparent and responsive OAH (1 Activity) | | | | | |
| CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | Allowing remote public access | Identifying elements in each jurisdiction to be available to litigants and elements in each jurisdiction to be available for searching by the general public | Key Project | 2 | 1 |
| TOT | | | | 2 | 1 |
| 6 - Reduce Fraud, Waste, and Abuse in Supply/Asset Management (1 Activity) | | | | | |
| PROGRAM DIRECTION AND OVERSIGHT | Supply & Asset Management | Establish a supply/asset management system. | Key Project | 0 | 2 |
| TOT | | | | 0 | 2 |
| TOT | | | | 13 | 5 |

2018 Workload Measures

Workload Measures - Operations

| Measure | New Measure/ Benchmark Year | Numerator Title | Units | FY 2014 | FY 2015 | FY 2016 | FY 2017 Actual | FY 2018 Quarter 1 |
|--|-----------------------------------|----------------------------------|----------|---------|---------|---------------|-------------------|----------------------|
| 1 - Reduce the number of open cases that are more than four months old (5 Measures) | | | | | | | | |
| Number of cases filed | <input type="checkbox"/> | Cases filed | Cases | | | 18184 | 19691 | 6144 |
| Number of cases closed | <input type="checkbox"/> | Cases closed | Cases | | | 19223 | 19966 | 5148 |
| Open cases in jurisdictions without deadlines, older than 120 days | <input type="checkbox"/> | Open Cases | Cases | | | Not Available | 2662 | 686 |
| Cases with AWE and no pleas open after 120 days of assignment to an ALJ | <input type="checkbox"/> | Cases with AWE and no pleas open | Cases | | | Not Available | 0 | 1 |
| Length of time to adjudication | <input type="checkbox"/> | Length of time | Time | | | Not Available | 86 | 74.7 |
| 3 - Exchange information with agencies (6 Measures) | | | | | | | | |
| Number of jurisdictions in which PALJs meet quarterly with agency counterparts | <input type="checkbox"/> | Jurisdiction meetings | Meetings | | | Not Available | 37 | 4 |
| | | | Meetings | | | | 31 | 3 |

| Measure | New Measure/ Benchmark Year | Numerator Title | Units | FY 2014 | FY 2015 | FY 2016 | FY 2017 Actual | FY 2018 Quarter 1 |
|---|-------------------------------------|--|---------------|---------|---------|---------------|-------------------|----------------------|
| Number of jurisdictions in which OGC meet quarterly with agency counterparts | <input type="checkbox"/> | Jurisdiction meetings | | | | Not Available | | |
| Number of jurisdictions in which PALJs meet annually with agency counterparts | <input type="checkbox"/> | Jurisdiction meetings | Meetings | | | Not Available | 0 | Annual Measure |
| Number of jurisdictions in which OGC meet annually with agency counterparts | <input type="checkbox"/> | Jurisdiction meetings | Meetings | | | Not Available | 2 | Annual Measure |
| Number of cases newly filed in each jurisdiction | <input type="checkbox"/> | Number of cases newly filed in each jurisdiction | cases | | | Not Available | 415.4 | 236 |
| Number of filings in each jurisdiction | <input checked="" type="checkbox"/> | Number of filings in each jurisdiction | filings | | | New Measure | New Measure | 236 |
| 4 - Allowing remote public access (2 Measures) | | | | | | | | |
| Number of jurisdictions in which individual access to portal is available | <input checked="" type="checkbox"/> | Jurisdictions with Individual Access | Jurisdictions | | | Not Available | New Measure | 11 |
| Number of jurisdictions in which general access to portal is available | <input checked="" type="checkbox"/> | Jurisdictions with General Access | Jurisdictions | | | Not Available | New Measure | 11 |

2018 Initiatives

Strategic Initiatives

| Strategic Initiative Title | Strategic Initiative Description | Proposed Completion Date | Add Initiative Update | # of Initiative Updates | Needs Initiative Update Notification |
|---|---|--------------------------|-----------------------|-------------------------|--------------------------------------|
| Allowing remote public access (1 Strategic Initiative) | | | | | |
| Web Site/Web Portal Access | OAH is working with OCTO to provide litigants and stakeholder's electronic access to their final orders. OAH will be utilizing cloud based services that feed directly from OAH's servers/folders. OAH will begin the pilot project with jurisdictions that do not breach confidentiality. OAH is looking to assign individuals to maintain the cloud based account. Staff will be responsible for adding, modifying, maintaining, or removing files as needed to the database. Links will be placed on the webpage for stakeholder access. OAH is looking to prevent the litigant and stakeholder from physically appearing onsite to verify case status or status updates. This is an ongoing effort and will eventually evolve into the framework of a searchable web portal for litigants and stakeholders. | 09-30-2018 | Add Initiative Update | 0 | Needs Update |
| TOT | | | | 0 | |
| Customer Service Survey (1 Strategic Initiative) | | | | | |
| Customer Service Surveys | OAH will be re-evaluating and improving its customer survey questionnaire to align more closely with OAH's programmatic areas. The surveys are available on 2 kiosks located in the Resource Center and in the Reception area. Current questions are general and vague and do not necessarily cover the entire universe of services and activities offered by OAH. The current survey provides 11 questions ranging from whether the respondent participated in a | 09-30-2018 | Add Initiative Update | 0 | Needs Update |

| Strategic Initiative Title | Strategic Initiative Description | Proposed Completion Date | Add Initiative Update | # of Initiative Updates | Needs Initiative Update Notification |
|---|--|--------------------------|-----------------------|-------------------------|--------------------------------------|
| | hearing to if the respondent paid a fine. OAH will be modifying its surveys to cover activities that affect the public to include translation services, wait time, video hearings, etc.. To ensure that OAH receives feedback from all stakeholders, we will be posting links to the surveys on OAH's website so that it is readily accessible, for the customer's convenience | | | | |
| TOT | | | | 0 | |
| Establish Intake/Check-in Registration System (1 Strategic Initiative) | | | | | |
| Establish Intake/Check-in Self-Registration System | Track the effectiveness of self-registration system by analyzing customer usage as well as length of time from arrival to departure. | 12-31-2017 | Add Initiative Update | 0 | Needs Update |
| TOT | | | | 0 | |
| Supply & Asset Management (2 Strategic initiatives) | | | | | |
| Inventory Tracking System | Develop/procure supply/asset inventory tracking system to recognize usage and shelf life of assets and supplies | 09-30-2018 | Add Initiative Update | 0 | Needs Update |
| Track Supply/Asset Usage | Perform physical count at the inception of inventory/asset management software acquisition and quarterly thereafter to determine viability of new inventory/asset tracking system. | 09-30-2018 | Add Initiative Update | 0 | Needs Update |
| TOT | | | | 0 | |
| TOT | | | | 0 | |

2018 Initiative Updates

| Initiative Updates | Strategic Initiative Title | Initiative Status Update | % Complete to date | Confidence in completion by end of fiscal year (9/30)? | Status of Impact | Explanation of Impact | Supporting Data | Quarters |
|-----------------------------|----------------------------|--------------------------|--------------------|--|------------------|-----------------------|-----------------|----------|
| No initiative updates found | | | | | | | | |

Administrative Information

FY Performance Plan Office of Administrative Hearings FY2018 **Record ID#** 439
Performance Plan ID 313

Created on Dec. 15, 2016 at 3:17 PM (EST). Last updated by [Katz, Lia \(EOM\)](#) on June 6, 2017 5:49 PM at 5:49 PM (EDT). Owned by [Katz, Lia \(EOM\)](#).



Administrative Justice in the District of Columbia: Recommendations to Improve DC's Office of Administrative Hearings

September 7, 2016

Report Team:

The Council for Court Excellence
Jason Juffras, Director of Program Evaluation, ODCA

A Report of the Office of the District of Columbia Auditor
Kathleen Patterson, District of Columbia Auditor

About the Office of the District of Columbia Auditor

The Office of the District of Columbia Auditor's ("ODCA") mission is to support the Council of the District of Columbia by making sound recommendations that improve the economy, efficiency, and accountability of the District government.

To fulfill that mission, ODCA conducts performance audits, non-audit reviews, and revenue certifications. The residents of the District of Columbia are primary customers and ODCA strives to keep the residents of the District of Columbia informed on how their government is operating and how their tax money is being spent.

About the Council for Court Excellence

Formed in Washington, DC in January 1982, the Council for Court Excellence is a nonprofit, nonpartisan civic organization. The Council is governed by a volunteer Board of Directors comprised of members of the legal, business, civic, and judicial communities, and works to improve the administration of justice in the Washington metropolitan area. The Council accomplishes this goal by:

- Identifying and promoting justice system reforms,
- Improving public access to justice, and
- Increasing public understanding and support of our justice system.

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September 7, 2016

The Honorable Phil Mendelson
Chairman, Council of the District of Columbia
The Honorable Kenyan McDuffie
Chairman, Committee on the Judiciary
The John A. Wilson Building
1350 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

Dear Chairman Mendelson and Councilmember McDuffie:

I am pleased to share this report, *District of Columbia Office of Administrative Hearings: Review and Proposed Recommendations*, which examines the statutory duties, management, operations, supervision, and performance of the Office of Administrative Hearings (OAH), and offers detailed recommendations to make OAH more effective.

The review was performed for my office by the Council for Court Excellence (CCE), a non-profit, non-partisan civic organization that focuses on justice issues in the Washington metropolitan area. CCE played an instrumental role in the establishment of OAH, issuing a 1999 report, *Creating a Unified Administrative Hearings Agency in the District of Columbia*, that served as a blueprint for OAH. Since OAH began operating in 2004, CCE has been involved in monitoring and advising the agency (as well as D.C. policymakers who oversee OAH), and was therefore well-suited to undertake this review.

The Council and then-Mayor Anthony Williams worked together to establish OAH as way to increase the quality and fairness of administrative adjudications in the District of Columbia. Before OAH was created, administrative appeals were often handled by the same agencies that had issued the decisions that were being contested, undermining the real or perceived impartiality of the system. OAH was intended to improve the District's administrative hearing system by consolidating administrative review under an independent body staffed by well-trained administrative law judges subject to performance standards and effective supervision.

CCE finds that OAH has not yet fulfilled its mission of creating a fair, efficient, and effective system of administrative hearings, but this report also highlights reforms that are underway as well as a recent improvement in morale. Even more importantly, the report offers a wide range of recommendations on topics as diverse as organizational structure and the litigant experience in an effort to support OAH's internal efforts at reform.

I would like to thank the CCE board members, staff, and volunteers for their hard and dedicated work, as well as OAH's Chief Administrative Law Judge Eugene Adams, the OAH judges, staff, litigants, community members, and outside experts who shared their views and experiences to inform this report. A special thanks goes to Jason Juffras, ODCA's Director of Program Evaluation, for managing this project. We hope that this report will contribute to the ongoing efforts to establish and sustain a fair, effective system of administrative justice in the District of Columbia.

Sincerely yours,

A handwritten signature in blue ink that reads "Kathleen Patterson". The signature is written in a cursive, flowing style.

Kathleen Patterson
District of Columbia Auditor

II. NOTE FROM CO-CHAIRS

September 7, 2016

The Council for Court Excellence (“CCE”) is pleased to provide this report regarding the functioning of the District of Columbia’s Office of Administrative Hearings (“OAH”). OAH was created to meet important objectives – assuring appropriate independent hearings as part of due process for the parties to such hearings; centralizing administrative hearings to take the best advantage of the experience and training of administrative law judges; and assuring appropriate oversight, evaluation and training of administrative law judges. The use of centralized hearing offices is a “best practice” among the other states.

Our report is based on interviews and surveys of the OAH administrative law judges and staff, litigants, and counsel who have appeared before the OAH; a review of practices in other jurisdictions with similar centralized panels; and consideration of the original DC Council legislation and goals. As explained in detail in this report, we believe that OAH has not yet achieved the level of efficiency and effectiveness that the original statute expected. That shortcoming has several bases – leadership issues that have previously hindered organizational development; inconsistent and unclear funding support from the underlying agencies; and a failure to establish the underlying management standards and tools necessary for the organization. While OAH has not yet achieved its expected goals, its staff is dedicated to improving its operations, and we hope that this report will provide impetus toward further improvement.

As co-chairs, we wish to express our sincere appreciation to Chief Judge Eugene Adams, the other Administrative Law Judges, and the staff at OAH, who are all committed to the fair and impartial administration of justice and invested in improving the effectiveness of the agency.

Finally, we thank the task force participants and the CCE staff, identified in Appendix A. Their extensive combined efforts in conducting interviews and research, analyzing the data obtained, and their thoughtful drafting and editing of the material have made our work easier and assured the quality of this report.

Sincerely,



Michael Hays
Of Counsel, Cooley LLP



Charles A. Patrizia
Partner, Paul Hastings LLP

III. EXECUTIVE SUMMARY

The District of Columbia Office of Administrative Hearings (“OAH”) was established in 2001¹ to “provide a fair, efficient and effective forum to manage and resolve administrative disputes.”² Over the past 12 years since its implementation, OAH has provided tens of thousands of District of Columbia residents and businesses with a neutral setting in which to appeal DC agency decisions or hold evidentiary or administrative hearings on enforcement or other issues.

After more than a decade of experience with this central hearings panel, the DC Auditor determined that a comprehensive analysis was needed of whether OAH had met its reform objectives and whether additional improvements could be made. The DC Auditor engaged CCE to conduct this analysis.

Based on our review of available information, including participant and counsel surveys, consideration of DC Court of Appeals opinions regarding OAH decisions, and interviews with the OAH Administrative Law Judges (“ALJs”), we have concluded that OAH takes particular care to provide a fair hearing for litigants appearing before the agency. The ALJs and the OAH leadership have also sought to implement other aspects of the agency’s mission – efficiency and effectiveness – but OAH continues to struggle to deliver efficient and effective justice for the parties that appear before it. ALJ performance evaluations have not for the most part been conducted for five years, and inconsistent or unclear case assignment has undermined staff and professional morale. Jurisdiction over agency actions is inconsistent, and to some degree ad hoc. Management structures and oversight are spread among different bodies, whose roles and authority are unclear. Particularly because the disputes heard by OAH ALJs may be relatively small in financial terms, and many District residents lack the resources to have counsel, many residents appear before OAH without counsel. Lack of resources hinders efficiency and degrades the hearing process for pro se litigants and agencies, and imposes burdens on the ALJs.

CCE recommends that OAH make various changes to its organizational and management structure to more closely resemble other central hearing panels and model legislation. We believe that these changes will enable OAH to operate more efficiently and effectively, while improving the delivery of hearing services and resolving management and morale issues. Many of the recommended changes below can be made by changing OAH’s internal policies. Other changes would require amending OAH’s enabling act.

Jurisdiction: OAH’s jurisdiction over cases is currently conferred both by statute and by a wide range of Memoranda of Understanding (“MOUs”), essentially contracts, with a variety of DC executive

¹ DC OAH. *About OAH*. Retrieved from dc.gov: <http://oah.dc.gov/page/about-oah>

² The Office of Administrative Hearings. Biennial Report for Fiscal Years 2013-14. Retrieved from http://oah.dc.gov/sites/default/files/dc/sites/oah/publication/attachments/OAH%20FY13_FY14%20Annual%20Report.pdf

agencies. The reliance on MOUs creates the impression, if not the absolute risk, that a contracting agency that disagrees with OAH's rulings or findings will terminate OAH's jurisdiction, and a perception that OAH's determinations may be influenced by that risk. We recommend that the existing jurisdiction under MOUs be converted to statutory authorization. While OAH should retain the power to enter into MOUs initially, any expanded jurisdiction should be codified within two years.

Organizational Structure: OAH's current management structure does not support efficient and effective operations and supervision of staff. The Chief ALJ is responsible for directly supervising 33 ALJs and other senior staff, while also carrying out myriad other duties. In part because performance standards have not been prepared until 2016, and employee evaluations have not been conducted since 2011, OAH staff lack clarity about their job roles and those of their colleagues. OAH's management structure should be revised by reinstating a Deputy Chief ALJ, who should manage the five Principal ALJs, who in turn would manage groups of other ALJs. These changes would allow more individualized and effective management of employees and work groups, and also allow the Chief ALJ to focus on overseeing the agency as a whole. OAH also should continue to clarify the responsibilities of each OAH staff member by ensuring job descriptions are clear and accurate and that employees are aware of the responsibilities of individual staff and departments as a whole.

ALJ Selection, Evaluation, and Tenure: ALJs currently do not have the security of career positions, but rather serve for an initial two-year term, followed by a six-year term with the possibility of reappointment. ALJ should have a longer term, or their positions should be converted by statute to career positions, subject to termination for "good cause" only. ALJs also have not been evaluated on any regular basis. All ALJs should be evaluated annually, including the Chief ALJ, using meaningful and measurable criteria.

Improving Agency Culture: Although improving agency culture has been a focus of OAH's new administration, ALJ morale remains a significant challenge that impairs OAH operations. Given that a positive agency culture is essential for the agency to perform at its best, OAH should consult with an expert in organizational culture development to improve in this area. The Chief ALJ should continue efforts to establish policies and procedures that are fair to all, while striving to be transparent about proposed and adopted changes. The Chief ALJ should be evaluated annually by the Committee on Selection and Tenure of Administrative Law Judges ("COST"), with COST interviewing ALJs as part of this process. OAH leadership should regularly consult with ALJs and staff regarding the agency's performance and seek ideas for improving OAH.

COST and Advisory Committee: OAH does not follow best practices recommended for central hearing panels in the management and support of its ALJs. While the Chief ALJ directly supervises the ALJs, the Chief cannot appoint, reappoint, or terminate ALJs, and has limited rights to discipline them. These

decisions instead are made by COST, whose members lack first-hand knowledge about OAH. While ALJs value COST for preserving judicial independence, it is questionable whether COST actually serves that function, and its role is out of step other central hearing panels across the country. OAH also has a separate Advisory Committee tasked with advising OAH and the Chief ALJ about larger policy concerns, but that Committee meets very infrequently and no longer is an effective support.

To operate more efficiently and effectively, the Advisory Committee should be eliminated and the role of COST changed to more closely resemble the other 31 central hearing panel jurisdictions and model legislation. Over the course of the next two years, many of COST's responsibilities over selection, evaluation, and retention of ALJs should be transferred to the Chief ALJ. COST should retain jurisdiction to hear ALJ discipline and removal issues, and conduct an annual evaluation of the Chief ALJ. All of the Advisory Committee's current functions also should be transferred to COST and the Advisory Committee should be dissolved. Implementing many of these changes will require amending OAH's enabling act, a process that may take as long as one or two years. In the interim, COST should amend its procedures to ensure that its members actively engage in the Commission's work.

Case Assignment System: Through January 2016, OAH's process for assigning cases resulted in uneven workloads for ALJs. Chief Judge Eugene Adams implemented a new system effective February 1, 2016, which groups all ALJs into assigned jurisdictional clusters and is aimed at improving fairness and transparency in the case assignment process. To ensure the integrity of the case assignment system, procedures for Principal Administrative Law Judge ("PALJ") case assignment should include random assignment within categories of cases. OAH should analyze the effectiveness of its new case assignment system over the coming months. OAH also should regularly evaluate the ALJs' workloads, particularly new jurisdictional assignments, to ensure cases are distributed fairly.

Case Processing: Litigants have been negatively affected by delays in the resolution of their cases due in part to inefficiencies in OAH's case processing system. Moreover, OAH's technology systems are not optimally supporting the agency's case management needs. To improve its case processing, OAH should ensure that caseloads are assigned equitably and reevaluate caseloads on a regular basis; meet recommended case processing deadlines by case type; and return to scheduling cases on an individual basis. Finally, OAH should utilize technology to improve case management by: (1) implementing a uniform case filing system; (2) making OAH records publicly accessible, and case files available online to litigants and agencies; (3) educating all OAH staff about technology systems; (4) increasing the use of telephone video conferencing; and (5) allowing fines to be paid by credit card online.

Improving Litigant Experience: Litigants using OAH's adjudicatory services face various challenges. Pro se litigants are unable to participate effectively and meaningfully in the hearing process. Litigants with limited English proficiency also struggle to use OAH's language access resources. Mediation, which can

be particularly meaningful for unrepresented litigants, is underutilized. Gaps remain in the guidance and materials available through OAH's Resource Center for unrepresented litigants. Finally, OAH does not provide clear guidance on how to submit feedback to the agency. Litigants, agencies, and counsel are confused about this process.

To improve litigants' experience, OAH should partner with the DC legal community to increase the availability of advice and representation for unrepresented litigants at least as to more complex matters, and should focus on making the Resource Center, its website, and its materials more user-friendly and accessible. OAH should improve the process for scheduling interpreters and ensure compliance with the DC Language Access Act of 2004 with respect to written materials. ALJs can improve the experience for litigants by consistently notifying parties of the option to mediate their cases and using judicial "engaged neutrality" through more active ALJ participation in developing the facts and legal theories to ensure a more complete and fair record in all cases. Mediation can be encouraged further by developing a roster of volunteer mediators and ensuring that ALJs who opt to mediate are credited in the case management system for this important work. Finally, OAH should update its website to allow stakeholders to submit comments online, better advertise other ways to provide feedback, and adopt systems to review and respond to this feedback.

Appeals: OAH and the DC Court of Appeals do not have written procedures in place for the transmission of the Court's appellate opinions, both published and unpublished, and OAH does not consistently track data related to appeals. The Clerk of Court for OAH should work with the Clerk of the DC Court of Appeals to establish such procedures. OAH should track OAH cases on appeal, particularly whether they are affirmed or overturned, by case type and ALJ, and report this data internally and in its annual report.

IV. RESEARCH METHODOLOGY

Upon receipt of the DC Auditor’s contract, CCE established a task force to conduct the study, and allocated staff resources to support the Task Force. Task Force members were drawn from members of the CCE Board of Directors, including law firms, public interest groups, and corporate representatives, along with community stakeholders, such as legal service providers that represent litigants in OAH hearings. The Task Force was organized into five working groups each focused on a different research area: Litigant Input, OAH Input, Legislative Review, Jurisdictional Comparison, and OAH Operations. The Working Groups collected information and data from surveys, interviews, and focus groups with various internal and external stakeholders and subject matter experts, along with published reports, academic and law journal articles, news reports, local and federal laws, and regulations.

The methodologies employed by these Working Groups, beyond literature review, are described below. The Litigant and OAH Input Groups conducted surveys and interviews of OAH ALJs, OAH management/staff, hearing participants, and counsel. All of these surveys were designed to capture both qualitative and quantitative data. Participants were not required to respond to each question, so some of the report’s data is representative of a smaller sample size than all of the survey’s respondents.³ The table below details the number of responses to these surveys.

| Respondent | ALJs | OAH Staff | Individuals and Businesses | DC Agencies | Counsel |
|------------|------|-----------|----------------------------|-------------|---------|
| n = | 26 | 21 | 56 | 36 | 97 |

Furthermore, responses and commentary collected in interviews and focus groups for this report were analyzed through word recognition software to determine discussion topic frequencies.

Litigant Input. In Fall 2015, CCE developed online surveys for three groups of litigant parties at OAH – parties to a case (“litigants”), attorney and non-attorney representatives for parties (“counsel”), and DC government agencies (“agencies”). Thousands of cards requesting participation in an online survey were sent to litigants whose cases had a final decision issued between October 1, 2015 and February 28, 2016. This survey method yielded insufficient responses. Accordingly, CCE staff then administered surveys to litigants in the OAH lobby over three days in March 2016. In total, 56 business and individual litigants, 97 counsel, and 36 agency representatives participated in these surveys.

³ Herein, the data that is presented from the surveys developed and administered by CCE represents the opinions of *only* the respondents, and not necessarily those of the entire surveyed target populations.

In early 2016, the Litigant Input Working Group conducted interviews with representatives from the DC Office of the Attorney General (the “OAG”) and the DC Office of the Solicitor General, a division of the OAG. CCE also interviewed lawyers who represent DC government agencies in OAH hearings, and conducted a focus group with eleven attorneys who frequently practice at OAH.

OAH Input. CCE developed and administered online surveys to the OAH staff and ALJs. Twenty-six of 33 ALJs and 21 of approximately 41 staff members participated in these surveys. Additionally, members of the OAH Input Working Group conducted in-depth interviews with 27 ALJs, all currently appointed members of OAH’s Advisory Committee, and the three members of COST.

Legislative Review. CCE’s Legislative Review Working Group reviewed all relevant DC statutes and regulations, along with Memoranda of Understanding (MOUs) between OAH and DC agencies, and compared these statutes, regulations and MOU materials to the American Bar Association’s “Model Act Creating a State Central Hearing Agency” and the Model Act created by the National Conference of Commissioners on Uniform State Laws.

Jurisdictional Comparison. Members of CCE’s Jurisdictional Comparison Working Group compared OAH’s structure, functions, and operations to those of central hearing panels in other states. The Working Group conducted interviews with nine Chief Administrative Law Judges and Executive Directors overseeing central hearing panels throughout the country, including Florida, Georgia, Louisiana, Maryland, North Carolina, Oregon, Washington, Cook County (Chicago, Illinois), and the Federal Energy Regulatory Commission. Qualitative and quantitative data including policies, procedures, and statutes were collected from these interviews and compared to similar data collected from DC OAH.

OAH Operations. In early 2016, CCE’s OAH Operations Working Group members conducted interviews with the then-Clerk of the Court of OAH and three of his staff; the General Counsel and one of her staff; and two Resource Center staff members. Working Group members also reviewed case files and observed operations (*e.g.*, Resource Center use, hearings, processing fine payments, etc.) at OAH on various days. Through these interviews and observations, Working Group members developed a deeper understanding of OAH’s organizational structure, case management and assignment system, and information technology. This working group also conducted an in-depth analysis of OAH cases appealed to the DC Court of Appeals.

V. OVERVIEW OF CENTRAL HEARING PANELS ACROSS THE UNITED STATES

In 1946, the United States Congress enacted the Administrative Procedure Act (“APA”), codifying a set of uniform procedures to govern the way in which federal agencies conduct rulemakings and adjudications. One year earlier, the State of California had passed its own APA, which created the nation’s first central hearing panel. Before 1945, in California and elsewhere, state hearing officers (later known as administrative law judges or “ALJs”) were employees of the individual state executive branch agencies for which they conducted hearings. California’s 1945 legislative changes were relatively modest, establishing a central panel of hearing officers whose jurisdiction was limited to assisting agencies that had no hearing officers of their own or whose hearing officers were temporarily overloaded with work.⁴ In 1961, California expanded the central hearing panel concept by enabling legislation requiring that all hearings subject to the state’s APA be conducted by central panel hearing officers.⁵

At first, other jurisdictions did not follow California’s lead. Over time other states and local jurisdictions created central panels. In 1965, Missouri established a central hearing panel, and in the 1970s several more states did the same (Colorado, Florida, Massachusetts, New Jersey, Tennessee, and Wisconsin). Several more followed in the 1980s (Iowa, North Carolina, Washington State, and Wyoming). By the 1990s, the movement gained momentum, with 13 more states creating central hearing panels (Arizona, Georgia, Kansas, Louisiana, Maine, Maryland, Michigan, Minnesota, North Dakota, Oregon, South Carolina, South Dakota, and Texas). Currently, approximately 30 states plus cities and municipalities have instituted central hearing panel systems.⁶

A few jurisdictions established central hearing panels in response to instances of due process violations or patterns of improper influence on agency adjudications. More often, the impetus was not a specific event but rather a growing awareness that the existing system was subject to a real or perceived structural fairness flaw—namely, whether an agency employee charged with reviewing an earlier agency decision adverse to a citizen or business could be trusted to render a fair and impartial decision.

This fairness concern has its roots in fundamental constitutional due process principles. As the US Supreme Court has emphasized, “[a] fair trial in a fair tribunal is a basic requirement of due process,”⁷ and “an impartial decision maker is [an] essential” element of the fairness equation.”⁸ Thus, the “Due Process Clause entitles a person to an impartial and disinterested tribunal in both civil and criminal

⁴ Abrams, N. (1977). Administrative Law Judge Systems: The California View. *Administrative Law Review*, 29(4).

⁵ *Ibid.*, p. 490.

⁶ See Appendix C for the list of states that have adopted some form of central hearing panel.

⁷ *In re Murchison*, 349 U.S. 133, 136 (1955).

⁸ *Goldberg v. Kelly*, 397 U.S. 254, 271 (1970).

cases.”⁹ Moreover, the right to an impartial decision-maker extends to quasi-judicial administrative hearings. The Supreme Court “repeatedly has recognized [that] due process demands impartiality on the part of those who function in judicial or quasi-judicial capacities.”¹⁰

These due process principles can be undermined when a hearing officer or ALJ is adjudicating a proceeding in which one of the parties is his or her employer. Combining regulatory, enforcement, prosecutorial, and adjudicatory functions within a single executive branch commission or agency creates a potential conflict of interest that could improperly influence the outcome of administrative decisions. At a minimum, when the hearing officer or ALJ is hired, evaluated, and potentially rewarded or disciplined by the agency for which he or she is adjudicating cases, there is a perception of unfairness that may undermine the public’s trust. As one commentator has noted, the public typically views such an ALJ as a “captive” of the agency and thus “asks ‘how can I expect to win this case when the [agency] is my accuser, prosecutor, and judge?’”¹¹

Conceptually, a central hearing panel would cultivate public confidence in the administrative process by eliminating the above-noted structural conflict of interest and bias concerns. By design, central hearing panel ALJs do not work for, and thus are not subject to, the control of the agencies whose decisions they are reviewing. As a result, they should be insulated from the pressures to which they might otherwise be subject as agency employees.¹²

The American Bar Association has endorsed the central hearing panel concept and has developed legislation entitled “Model Act Creating a State Central Hearing Agency (Office of Administrative Hearings)” (“Model Act”) to promote the concept’s widespread and effective implementation.¹³ The Model Act contemplates the creation of an Office of Administrative Hearings “as an independent

⁹ *Marshall v. Jerrico, Inc.*, 446 U.S. 238, 242 (1980).

¹⁰ *Schweiker v. McClure*, 456 U.S. 188, 195 (1982).

¹¹ See generally McNeil, C. B. (1998). Similarities and Differences Between Judges in the Judicial Branch and the Executive Branch: The Further Evolution of Executive Adjudications under the Administrative Central Panel. *Journal of the National Association of Administrative Law Judiciary*, 16-17. See also, Schoenbaum, E. J. (2001). Improving Public Trust & Confidence in Administrative Adjudication: What an Administrative Law Judge Can Do. *Journal of the National Association of Administrative Law Judiciary*, 575,579; Hardwicke, J. W. (1994). The Central Hearing Agency: Theory and implementation in Maryland. *Journal of the National Association of Administrative Law Judiciary*, 14(1).

¹² McNeil, C. B. (1998). Similarities and Differences between Judges in the Judicial Branch and the Executive Branch: The Further Evolution of Executive Adjudications under the Administrative Central Panel. *Journal of the National Association of Administrative Law Judiciary*, p. 18-19.

¹³ See generally, House of Delegates of the American Bar Association. (1997). Model Act Creating a State Central Hearing Panel. *Journal of the National Association of Administrative Law Judges*, 17(2). In February 1997, the House of Delegates of the ABA unanimously adopted a resolution recommending that state and territorial legislatures enact the Model Act. In February 2011, the House of Delegates adopted a resolution expressing (a) continued support for the judicial independence and authority granted to the central panel ALJs in the Model Act and (b) opposition to proposals to weaken that independence and authority by empowering Executive Branch agency heads to decide when and whether to use the central panel ALJs, if at all, and to dictate the terms under which the ALJ may exercise any final decision making authority.

agency in the Executive Branch of State Government for the purpose of separating the adjudicatory function from the investigatory, prosecutorial and policy-making functions of agencies in the Executive Branch.”¹⁴

The ABA Model Act charges the independent central hearing agency with employing ALJs, establishing training and performance standards for them, and hearing and deciding appeals from agency actions. In particular, the Model Act directs the Chief ALJ, among other duties, to establish ethical and performance standards; provide and coordinate continuing legal education and other training programs; and monitor the quality of administrative hearings through the provision of training, observation, feedback, and, when necessary, discipline of ALJs who fail to meet appropriate conduct and competence standards.¹⁵ Under the Model Act, ALJs are career employees, who may “be removed, suspended, demoted, or subject to disciplinary or adverse actions only for good cause.”¹⁶

In addition to addressing the bias, due process, and public perception concerns discussed above, central hearing panels are designed to achieve other important benefits, including (a) greater efficiency and cost effectiveness through the consolidation and centralization of ALJs and support staff; (b) attraction and retention of higher caliber hearing officers and ALJs by placing ALJs in a dedicated agency and enhancing their independence and stature; and (c) higher quality and speedier decisions and an overall increase in professionalism through improved and systematic training, more coherent performance standards, and expanded and better coordinated support resources.¹⁷

Whether the above noted benefits have actually been realized in every central hearing panel jurisdiction is beyond the scope of this DC-focused OAH review. There does seem to be a consensus, however, that jurisdictions that have adopted the central hearing panel model have experienced an appreciable improvement over their prior decentralized systems. Indeed, after studying the experience of central hearing panel jurisdictions, a working group of governmental officials, private practitioners, and administrative law experts convened by the Pennsylvania General Assembly to propose a comprehensive updating of the state’s administrative procedures act declared that their “most important substantive proposal...is to establish an independent central hearing panel that would conduct the hearings and render decisions in administrative cases, thereby taking the place of the

¹⁴ *Ibid.*, p. 314.

¹⁵ *Ibid.*, p. 316.

¹⁶ *Ibid.*, p. 317-18. Moreover, the Chief ALJ—whether appointed by the Executive with the advice and consent of the Legislature, or through “competitive examination”—is also removable only for “good cause.” ABA Model Act § 1-4. That provision, which “protect[s] tenure of the chief administrative law judge by limiting the [Executive’s] power of removal to instances of ‘good cause,’” is a key tool for furthering “judicial independence in the executive judiciary.”

¹⁷ House of Delegates of the American Bar Association. (1997). Model Act Creating a State Central Hearing Panel. *Journal of the National Association of Administrative Law Judges*, 17(2).

adjudicative bodies within the respective agencies.”¹⁸ The working group noted: “The published commentators on administrative law are unanimously in favor of a central panel system,” as “opposed to a system...where each agency has its own adjudicatory staff.”¹⁹ Perhaps most telling, “[n]one of the states that has adopted a central hearing panel has reverted to an agency-by-agency structure.”²⁰

¹⁸ Joint State Government Commission: General Assembly of the Commonwealth of Pennsylvania. (2014). Reforming the Administrative Law of Pennsylvania: Staff report 2014. *Journal of the National Association of Administrative Law Judiciary*, 34(2), p. 317, 323

¹⁹ *Ibid.*, p. 347.

²⁰ *Ibid.*, p. 348.

VI. HISTORY OF THE DC OFFICE OF ADMINISTRATIVE HEARINGS

The DC Council legislatively established the District of Columbia Office of Administrative Hearings (“OAH”) in 2001,²¹ and OAH began operating in March 2004.²² The DC Council created OAH to “modernize and improve administrative adjudication,” and to remedy the “perception” that administrative hearing officers did not “fairly and properly” adjudicate cases.²³ OAH currently hears cases from over 24 different agencies, some pursuant to statutory authority and others pursuant to written agreements called Memoranda of Understanding (“MOUs”).²⁴

OAH’s creation can be traced, in part, to a 1999 Council for Court Excellence report entitled “Creating a Unified Administrative Hearings Agency in the District of Columbia.”²⁵ The CCE report was completed at the initiative of then DC Corporation Counsel, the Honorable John Ferren. The 1999 CCE report identified best practices with respect to the use of a unified hearing panel.²⁶ After publication of this report, CCE board members provided testimony at several DC Council hearings on the Office of Administrative Hearings Establishment Act of 2001.²⁷

Evolution of the Office of Administrative Hearings. OAH began operating in 2004 under the leadership of then Chief ALJ Tyrone Butler, who was confirmed on May 28, 2003 by the DC Council.²⁸ As reported by the DC Office of the Inspector General in a 2009 examination of OAH, the agency struggled in its first years of operation. The 2009 DC Office of Inspector General Report (the “IG Report”) identified a number of operational deficiencies, including:

- A growing backlog of cases awaiting a final order;
- Employee abuse of purchase and travel policies;
- Inadequate office and technology equipment;

²¹ D.C. Code § 2-1831 *et seq.*

²² Leftwich and Ludaway, LLC on behalf of the District of Columbia Executive Office of the Mayor and the Office of Administrative Hearings. (2013). *Confidential Report of Investigation: Redacted version*. Washington, D.C.: Leftwich & Ludaway, p. 8.

²³ Office of Administrative Hearings Establishment Act of 2001, § 3(1), (2).

²⁴ See Appendix D.

²⁵ Council for Court Excellence, (1999). *Creating a Unified Administrative Hearings Agency in the District of Columbia*. Washington, D.C.

²⁶ Office of Administrative Hearings Establishment Act of 2001: Hearings before the Committee on the Judiciary, D.C. Council, (2001), (Testimony of James Mercurio and Ronald Jessamy).

²⁷ *Ibid.*

²⁸ Gandhi, N. M., Office of the Chief Financial Officer. (2003). *Fiscal impact statement: “Chief Administrative Law Judge Tyrone T. Butler Confirmation Approval Resolution of 2003”*. Memorandum. Retrieved from: http://app.cfo.dc.gov/services/fiscal_impact/pdf/spring03/Chief%20Admin%20Law%20Judge%20Tyrone%20T.%20Butler.pdf.

- A lack of standardized training for legal assistants; and
- Inadequate Equal Employment Opportunity training.²⁹

The IG Report provided 14 recommendations to improve OAH operations, including the adoption of formal ALJ evaluation procedures and the creation of a training program for legal assistants.³⁰

In 2010, Chief ALJ Mary Oates Walker was appointed by Mayor Adrian Fenty and confirmed by the DC Council.³¹ The DC Council's Committee on Public Safety and Justice provided Chief ALJ Walker with a list of 20 challenges facing OAH, including the need for appointment of an OAH rules revision committee, implementation of a case tracking system, and adoption of the IG Report recommendations.³²

In 2012, in response to ALJ concerns, OAH (at the direction of Chief ALJ Walker) and the DC Executive Office of the Mayor retained Leftwich & Ludaway, LLC ("L&L") to investigate some actions of Chief ALJ Walker.³³ As part of its review of OAH, L&L commissioned the National Center for State Courts ("NCSC") to analyze the agency's operations and performance, focusing on its organizational structure; staff performance metrics and evaluation processes; caseload management; case assignment; and information technology performance.³⁴ NCSC highlighted a number of areas for improvement, including:

- The lack of organizational cohesiveness and goal alignment throughout OAH;³⁵
- The absence of clearly defined internal communication channels between the Chief ALJ and ALJs;³⁶
- Ongoing issues regarding case assignments and case processing;³⁷
- Insufficient judicial performance evaluation standards;³⁸ and

²⁹ Office of the Inspector General (2009). *Office of Administrative Hearings report of inspection*. p. 3-5. http://app.oig.dc.gov/news/PDF/release09/OAH_Final_ROI_09-08.pdf

³⁰ *Ibid.*, p. 93-96.

³¹ Leftwich and Ludaway, LLC on behalf of the District of Columbia Executive Office of the Mayor and the Office of Administrative Hearings. (2013). *Confidential report of investigation: Redacted version*. Washington, D.C.: Leftwich & Ludaway, p. 8.

³² Mendelson, P., Council of the District of Columbia. (2009). *Report on PR 18-629, "Chief Administrative Law Judge of the Office of Administrative Hearings Mary Oates Walker Confirmation Resolution of 2010"*. Washington, D.C. Retrieved from <http://lims.dccouncil.us/Download/2381/PR18-0629-COMMITTEEREPORT.pdf>

³³ Leftwich and Ludaway, LLC on behalf of the District of Columbia Executive Office of the Mayor and the Office of Administrative Hearings. (2013). *Confidential report of investigation: Redacted version*. Washington, D.C.: Leftwich & Ludaway, p. 1.

³⁴ National Center for State Courts (2013). *Organizational study of Office of Administrative Hearings District of Columbia* (final report), p. 8.

³⁵ *Ibid.*, p. 10.

³⁶ *Ibid.*, p. 16.

³⁷ *Ibid.*, p. 17-18.

³⁸ *Ibid.*, p. 20-21.

- Inadequate security for judges and staff.³⁹

Chief ALJ Walker was later removed from office by Mayor Vincent Gray in 2014 for ethics violations, after the DC Board of Ethics and Government Accountability (“BEGA”) issued a notice of violation against Chief ALJ Walker and OAH’s General Counsel.⁴⁰ The current Chief ALJ is Eugene Adams, who was appointed by Mayor Muriel Bowser in April 2015 and confirmed by the DC Council.⁴¹

Office of Administrative Hearings Staff and Caseload. OAH is comprised of 33 ALJs, a Chief ALJ, an Executive Director, a Clerk of Court and roughly 40 other support staff.⁴² The Commission on Selection and Tenure (“COST”) appoints ALJs to an initial term of two years, and has discretion to reappoint them to additional six-year terms.⁴³ Only COST has the statutory authority to remove ALJs, and they may be removed only for cause during the term.⁴⁴ COST consists of three voting members, with one member appointed by the Mayor, one member appointed by the Chairman of the DC Council, one member appointed by the Chief Judge of the Superior Court of the District of Columbia, and two non-voting members – the Chief ALJ and a representative appointed by the Attorney General.⁴⁵ Among the 33 ALJs, the Chief ALJ selects 5 to serve as Principal ALJs.⁴⁶ Each PALJ manages the case flow in a jurisdiction area, and ensures that the cases are decided in a timely manner. The Chief ALJ is separately appointed to a six-year term by the Mayor, and confirmed by the DC Council, and is not selected from among the sitting ALJs. The Chief ALJ may serve a maximum of two terms,⁴⁷ and can only be removed from office for good cause based on a written finding by the Mayor.⁴⁸ The Chief ALJ is required by the agency’s enabling act to establish appropriate ALJ training programs, supervise the entirety of OAH, hire OAH staff, monitor the quality of adjudications, and develop annual case management performance standards for ALJs.⁴⁹ In addition, the Chief ALJ may, but is not required to, hear cases.⁵⁰

³⁹ *Ibid.*, p. 34.

⁴⁰ Government of the District of Columbia Board of Ethics and Government Accountability. (2014). *Amended Notice of Violation*. Washington, DC. Retrieved from http://www.bega-dc.gov/sites/default/files/documents/1060-001%20-%20Amended%20NOV%20-%205.29.14_0.p

⁴¹ District of Columbia Executive Office of the Mayor (2013) *Mayor Bowser appoints Eugene Adams as Chief Administrative Law Judge*. (Press Release). Retrieved from <http://mayor.dc.gov/release/mayor-bowser-appoints-eugene-adams-chief-administrative-law-judge>

⁴² Government of the District of Columbia Office of Administrative Hearings. (2016). *OAHY F16 Performance Oversight Hearing Response*. Washington, D.C., p. 5. Retrieved from http://dccouncil.us/files/user_uploads/budget_responses/OAHFY16PerformanceOversightHearingResponses.pdf.

⁴³ D.C. Code § 2-1831.08(c).

⁴⁴ *Ibid.*, § 2-1831.10(d).

⁴⁵ *Ibid.*, § 2-1831.07(a).

⁴⁶ OAH FY 2015 Budget Response, p. 1. http://dccouncil.us/files/user_uploads/budget_responses/Allattachments_1.pdf

⁴⁷ D.C. Code § 2-1831.04(b)(2).

⁴⁸ *Ibid.*, § 2-1831.04(b)(7).

⁴⁹ *Ibid.*, § 2-1831.05(a).

OAH maintains a robust caseload: 21,838 cases were opened in 2014, and 20,809 were opened in 2015. Of these cases, approximately 65% involve appeals of solid waste and recycling infractions issued by the Department of Public Works (“DPW”). In 2015, 11,071 hearings were held, with over 60% of the hearings related to taxi and DPW matters.

OAH’s cases range widely in legal and procedural complexity, with ALJs adjudicating disputes over waste disposal tickets, suspensions from DC Public Schools, and denials of Medicaid eligibility, among many other issues. There is also a range of statutory or regulatory deadlines for different case types. For example, DC law requires OAH to issue a final decision in DC Public Schools suspension cases within 5 school days, but OAH has up to 150 days to decide Family Medical Leave Act and parental leave cases. Some case types have no statutory or regulatory deadline.

Internal Organization of OAH. Chief ALJ Adams has reorganized OAH into four divisions: (a) Trials, Appeals, and Judicial Management; (b) Agency Management and Operational Support; (c) Case Management and Judicial Support; and (d) Judicial Assistance and Legal Counsel.⁵¹ The ALJs are part of the Trials, Appeals, and Judicial Management Division, which is responsible for OAH’s adjudicatory functions. The Agency Management Division, headed by the Executive Director, provides the ALJs and other agency personnel with administrative, information technology, and operational support. The Case Management Division, headed by the Clerk of the Court, manages OAH’s intake and distribution of cases, preparation of forms and documentation, and interfaces with litigants. The Judicial Assistance Division, headed by OAH’s General Counsel, tracks and evaluates relevant developments in laws, regulations, statutes, and court cases.⁵²

The organizational chart on the following page illustrates OAH’s current structure:

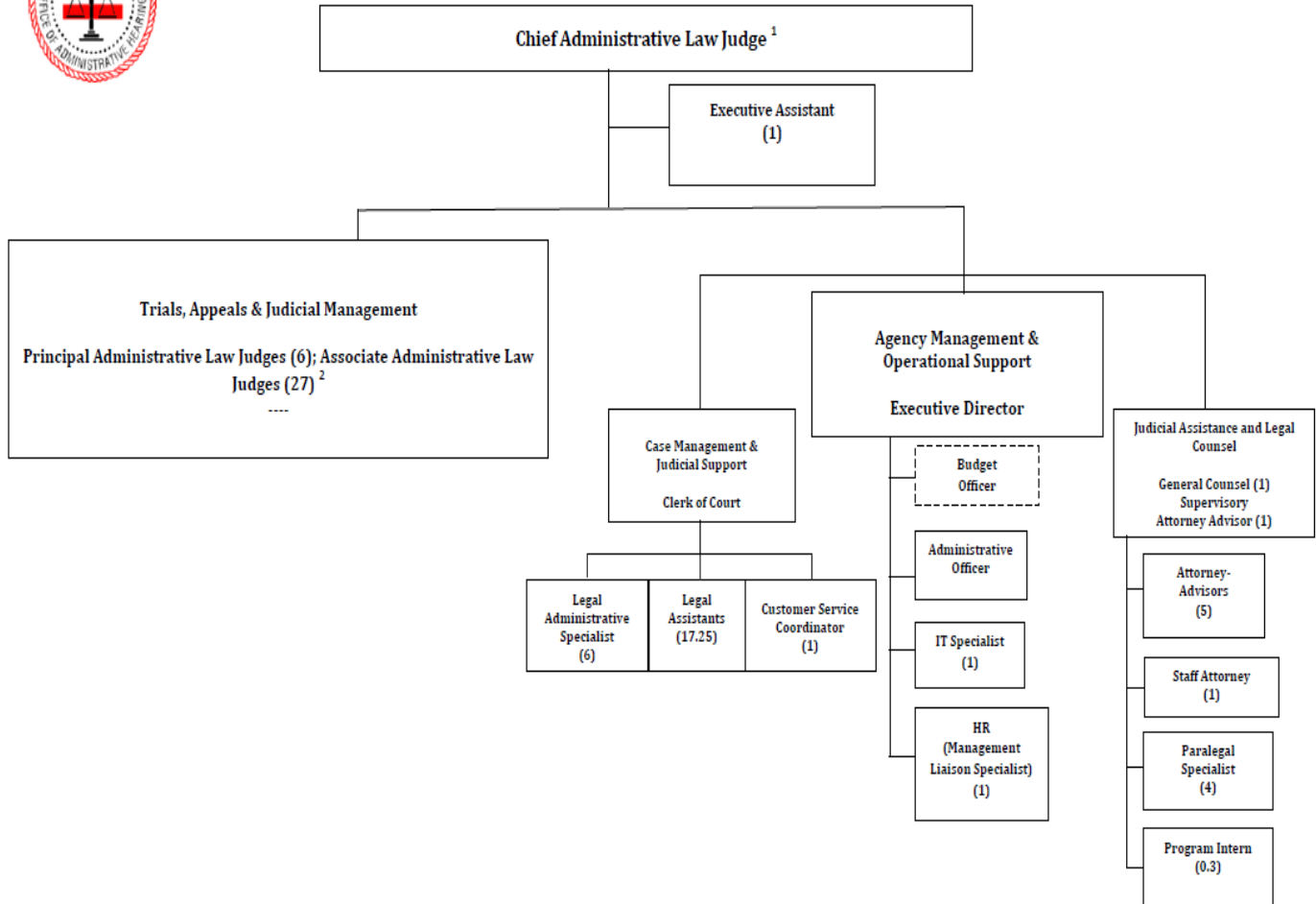
⁵⁰ *Ibid.*, § (b)(1).

⁵¹ Government of the District of Columbia Office of Administrative Hearings. (2016). *OAHY F16 Performance Oversight Hearing Response*. Washington, D.C., p. 1-2. Retrieved from http://dccouncil.us/files/user_uploads/budget_responses/OAHFY16PerformanceOversightHearingResponses.pdf.FY2016

⁵² *Ibid.*



**OFFICE OF ADMINISTRATIVE HEARINGS
ORGANIZATION CHART**



Since 2014, ALJs are represented by the International Federation of Professional and Technical Engineers. As of July 2016, the relationship between OAH and the ALJs will soon be subject to a collective bargaining agreement (the “CBA”), which has been negotiated and is undergoing review and approval by the District. The draft CBA provides the ALJs with a number of workplace rights, including the establishment of formal evaluation standards, the right to respond to the Chief ALJ if he or she recommends to COST that an ALJ not be reappointed, and the right to respond to any material placed in the ALJ’s personnel file.

Case Intake and Assignment. At present there is no uniform or consistent procedure through which appeals from DC Agencies and Boards are submitted to OAH. Some cases are mailed to a post office box, some cases are hand delivered in hard copies, and others are received via email. The Clerk’s Office

assembles case files and tracks all incoming cases. Several staff are responsible for entering the cases into e-Court, OAH's case tracking software.

Once the cases are processed, the Clerk's office batches new cases by issue area and sends them to the Principal ALJs. Prior to 2016, there was not a clear delineation of case types among PALJs – different PALJs could be assigned the same types of cases. In February of 2016, Chief ALJ Adams instituted a new case assignment system with four different case categories: (1) Enforcement and Licensing; (2) Public Assistance and Benefits; (3) Rental Housing and DC Public Schools; and (4) Employment.⁵³ Under this new system, the number of PALJs was reduced from six to five (the Enforcement and Licensing group has a subjurisdiction for taxi cases that is managed by the fifth PALJ).

PALJs assign cases to a group of ALJs, who hear cases in that category, along with DPW cases, for a set period of time, and are then rotated to a different category. The Chief ALJ's new case assignment system requires all ALJs adjudicating a certain case category to have the same number of cases. However, there is no further documented procedures for PALJs distributing cases to ALJs.

⁵³ E. Adams, personal communication (Email from Eugene Adams to OAH ALJs), January 22, 2016.

VII. FINDINGS AND RECOMMENDATIONS

Based on the Working Groups’ input and review, the Steering Committee identified the following findings and recommendations to improve OAH operations, which are further explained below in the body of the report.

| JURISDICTION | |
|------------------------------|---|
| Finding 1 | Entering into a Memorandum of Understanding (“MOU”) with an agency to establish OAH’s jurisdiction is not a transparent process, and makes it possible for a contracting agency that disagrees with OAH’s findings to terminate OAH’s jurisdiction over the agency’s cases. |
| Recommendation | Any OAH jurisdiction presently authorized by an MOU should be converted to statutory authorization. ⁵⁴ OAH should retain the power to enter into MOUs initially, but any expanded jurisdiction should be codified within two years. |
| OAH ORGANIZATIONAL STRUCTURE | |
| Finding 2 | OAH’s current ALJ management structure does not support efficient and effective operations. |
| Recommendation | Revise OAH’s management structure to provide more individualized management of employees and work groups, and to allow the Chief ALJ to focus on overseeing the agency as a whole by: (i) reinstating the position of Deputy Chief ALJ; (ii) enhancing the role of the Principal ALJs; and (iii) reconfiguring the direct reports to the Chief ALJ. |
| Finding 3 | There remains a lack of clarity among some OAH staff about the roles and responsibilities of the agency’s departments and staff. |
| Recommendation | Continue to clarify responsibilities of each OAH staff member by ensuring job descriptions are clear and accurate and that employees are knowledgeable regarding the responsibilities of individual staff and departments as a whole. |

⁵⁴ See Appendix E for a proposed amendment to the Office of Administrative Hearings Establishment Act that would implement these jurisdictional changes.

| ALJ SELECTION, EVALUATION and TENURE | |
|---|---|
| Finding 4 | ALJs do not have the security of career positions but rather serve for an initial two-year term, followed by a six-year term with the possibility of reappointment. |
| Recommendation | Revise the employment system so that judges have at least a longer term, and be eligible for removal or non-reappointment based only on specific causes. |
| Finding 5 | The great majority of ALJs advised CCE that they had not been evaluated annually over the past several years, which damages ALJ morale and impedes improvement in ALJ performance. OAH management and ALJs recently negotiated standards for evaluation, and ALJs will be provisionally evaluated in October 2016. |
| Recommendation | Annually evaluate all ALJs, including the Chief ALJ, according to meaningful and measurable criteria. |
| IMPROVING AGENCY CULTURE | |
| Finding 6 | OAH morale has improved somewhat since NCSC's 2013 analysis of the agency, but remains a significant challenge that impairs OAH operations. |
| Recommendations | a. OAH should engage an expert in organizational culture development to help it develop a tailored approach to improving in this area. |
| | b. The Chief ALJ should continue the effort to establish policies and procedures that are fair to all, and to be transparent about proposed and adopted changes. |
| | c. OAH leadership should regularly consult with ALJs and staff regarding the agency's performance and seek ideas for improving OAH. |
| COST AND ADVISORY COMMITTEE | |
| Finding 7 | COST blurs the lines of authority within OAH, making it more difficult for the Chief ALJ to supervise the agency efficiently and implement improved procedures or practices. Nevertheless, COST is also highly valued by most ALJs because they believe it protects their judicial independence. |
| Recommendation | In the short term, amend COST's procedures to better support efficient and effective management of OAH by establishing timelines for COST to make decisions regarding its statutory functions. In the longer term, transfer to the Chief ALJ many of COST's responsibilities and duties, such as the final ALJ hiring decision (from a slate of candidates picked by COST). |
| Finding 8 | OAH's Advisory Committee is no longer an effective support to the agency. |
| Recommendation | Dissolve OAH's Advisory Committee, and transfer its responsibilities to COST. |

| CASE ASSIGNMENT SYSTEM | |
|-------------------------------|--|
| Finding 9 | The process for assignment of cases in place at OAH through January 2016 sometimes resulted in uneven workloads for ALJs. In February 2016, a new system was implemented by which ALJs are divided into four groups that each hear cases from a different set of sending agencies. |
| Recommendation | OAH should analyze the effectiveness of its new case assignment system over the coming months, and the agency should regularly evaluate the ALJs' workload, particularly new jurisdictional assignments, to ensure cases are distributed fairly. To ensure the integrity of the case assignment system, procedures for PALJ case assignment should include random assignment within categories of cases. |
| CASE PROCESSING | |
| Finding 10 | Litigants are negatively affected by delays in the resolution of their cases in part due to the inefficiencies of OAH's case processing system. |
| Recommendations | a. Conduct an in-depth study on the current case processing system to identify areas in need of improvement, and redesign the case processing system based on these findings. |
| | b. Adhere to the case deadlines established in the CBA. |
| | c. Return to individually scheduled cases (end combined dockets/master calendar) for those types of cases in which wait times disproportionately burden litigants (e.g., health care finance). |
| Finding 11 | OAH's technology systems are not optimally supporting the agency in achieving its mission. |
| Recommendations | a. Set a deadline for implementing a uniform electronic process for filing cases, along with a deadline for the public to access OAH records on the OAH website. |
| | b. Make OAH case dockets and decisions publicly accessible on the OAH website. |
| | c. Identify case types that are most appropriate for hearings via telephone or video conference. Train ALJs in these types of cases in conducting telephone or video conference hearings. |
| | d. Update the OAH website so that fines may be paid by debit or credit card online. |

| IMPROVING LITIGANT EXPERIENCE | |
|--------------------------------------|---|
| Finding 12 | OAH has made efforts to enable pro se litigants to participate effectively and meaningfully in the OAH hearing process. However, this issue remains a continuing challenge. |
| Recommendations | <p>a. Partner with the DC legal community to increase the number of legal services and volunteer attorneys available to litigants who are unable to afford an attorney.</p> <p>b. Implement judicial “engaged neutrality” through more active ALJ participation in developing the facts and legal theories of pro se litigants to ensure a more complete and fair record in pro se cases.</p> |
| Finding 13 | OAH has improved its language access system over the past year, and should continue to focus on strengthening it. |
| Recommendations | a. Improve the process for scheduling interpreters. |
| Finding 14 | OAH does not provide clear guidance on how to submit feedback to the court, and litigants, agencies, and counsel are confused about the process. |
| Recommendation | Update OAH’s website to allow litigants to submit online their feedback regarding the agency’s performance and customer service, and advise litigants that OAH also solicits feedback from litigants through in-person events. OAH should also review and enhance its internal process for analyzing and responding to litigant feedback, so that it can implement changes that will result in a more effective and efficient agency. |
| Finding 15 | OAH has improved its approach to mediation over the past year, but mediation is still underutilized. |
| Recommendations | <p>a. Consistently notify parties of the option to mediate their case.</p> <p>b. Build a roster of volunteer mediators available to appear on short notice to assist in resolving cases where the parties have appeared for trial.</p> <p>c. Ensure that ALJs who opt to mediate are credited for this contribution.</p> |
| Finding 16 | There are gaps in the guidance and materials available through OAH’s Resource Center. |
| Recommendations | <p>a. Continue to make the Resource Center more user-friendly and improve available material.</p> <p>b. Continue to develop the roster of volunteers and legal service providers who can wait on standby at the Resource Center throughout the week to assist litigants seeking assistance.</p> <p>c. Update the Resource Center website to make it easier to navigate.</p> |

| APPEALS | |
|------------------------|---|
| Finding 17 | OAH and DC Court of Appeals (“DCCA”) do not have written procedures in place regarding transmission of DCCA appellate opinions, and OAH does not consistently track data related to appeals. |
| Recommendations | a. The Clerk of Court for OAH should work with the DCCA to establish a written procedure for ensuring that OAH receives copies of all DCCA decisions, including both published and unpublished decisions. |
| | b. OAH attorneys should prepare and circulate monthly memos with summaries of relevant DCCA published opinions and unpublished Memoranda of Judgment (“MOJs”) to all ALJs and attorney-advisors. |
| | c. OAH should track OAH cases on appeal, particularly whether they are affirmed or overturned, by jurisdiction and ALJ, and report this data in its annual report. |

A more detailed explanation of each of the findings and recommendations and procedure for implementation is set forth below.

A. Jurisdiction

| | |
|-----------------------|---|
| Finding 1 | Entering into a Memorandum of Understanding (“MOU”) with an agency to establish OAH’s jurisdiction is not a transparent process, and makes it possible for a contracting agency that disagrees with OAH’s findings to terminate OAH’s jurisdiction over the agency’s cases. |
| Recommendation | Any OAH jurisdiction presently authorized by an MOU should be converted to statutory authorization. ⁵⁵ OAH should retain the power to enter into MOUs initially, but any expanded jurisdiction should be codified within two years. |
| Implementation | This recommendation may be implemented by amending §2-1831.03(b) of the DC Code. |

Comment: OAH has statutory jurisdiction over appeals from more than ten agencies.⁵⁶ OAH has over its history also added additional jurisdiction or been ceded jurisdiction by District agencies, through the use of MOU (essentially contracts). As part of the MOUs, the transferring agency and OAH agree on a financial contribution or transfer, which is intended to fund the OAH activities for the range of cases transferred.

OAH currently has jurisdictional MOUs with varying terms in place with ten District of Columbia agencies.⁵⁷ Some agencies, like the Department of Energy and Environment, have transferred adjudication of all administrative matters to OAH. Others have contracted with OAH on a more limited basis – for instance, DC Public Schools have contracted with OAH to hear appeals related to student discipline, residency, and involuntary transfers. Some MOUs set a cap on the number of cases OAH can hear in a year – for instance, the Department of Insurance, Securities and Banking stipulated that it will transfer a maximum of 6 cases per year to OAH.

There is a very wide range of adjudicatory complexities within the many types of cases that DC agencies refer to OAH. This may explain why under the MOUs, the funding provided by the transferring agency for the adjudication of their administrative matters varies drastically. Under some MOUs, OAH is paid

⁵⁵ See Appendix E for a proposed amendment to the Office of Administrative Hearings Establishment Act that would implement these jurisdictional changes.

⁵⁶ For a full list of these agencies, see Appendix D on page 64.

⁵⁷ These agencies include: (1) Child Support Services Division; (2) Department of Employment Services; (3) Department of Energy and Environment; (4) Department of Health Care Finance; (5) Department of Housing and Community Development; (6) Department of Insurance, Securities, and Banking; (7) DC Public Schools; (8) Health Benefit Exchange Authority; (9) Office of the Chief Financial Officer; (10) Office of the State Superintendent of Education; and (11) and Office of the Attorney General.

only \$125 per case. Other MOUs provide OAH with up to \$4000 per case. Some MOUs, like the one with the Department of Housing and Community Development, cap the amount of fees payable to OAH in a given year regardless of the number or complexity of the cases processed.

While other state and local central hearing panels have the power to enter in to contractual arrangements with agencies to adjudicate cases – similar to the District’s MOU process – a number of judges from other central hearing panels interviewed by CCE indicated that the use of such agreements in their jurisdictions is rare.⁵⁸ Former Oregon Supreme Court Justice Michael Gillette indicated that contractual arrangements can result in the central hearing panel rendering decisions “to keep their agency clients.”⁵⁹ Justice Gillette further noted that “any system that makes OAH’s future dependent on agencies’ satisfaction with the rulings can create the appearance...of [OAH] acting to please those agencies.”⁶⁰

CCE recommends that OAH’s current jurisdiction over agencies pursuant to MOUs should be converted to statute. This change to statutory jurisdiction should further ensure OAH’s independence from agency pressure and create confidence that each case is being decided on its merits.

To implement this change, OAH should submit an amendment to its statute, extending its jurisdiction over cases sent by agencies that currently have jurisdiction established by MOUs. Going forward, the DC Council could place in one Council Committee lead responsibility for periodically converting OAH MOUs to statute.

CCE considered how OAH should be compensated as MOUs are converted to statute. While the DC Council could fund OAH with a single budget allocation, CCE does not recommend that approach for several reasons. First, such a funding arrangement would not have a clear evidentiary basis, because OAH has not historically collected accurate data regarding the time and costs associated with different case types. Second, such a funding arrangement would require reducing the budgets of agencies sending cases to OAH. Third, it might eliminate the incentive for agencies to get it right the first time to avoid the per case charge.

Instead, when MOUs are converted, OAH should continue to charge “per case” fees to individual agencies, as opposed to having the additional charges embedded in a larger budget allocated to it. This will encourage government agencies to come to the most appropriate decision initially, and avoid costs related to defending their decisions before OAH. This payment system has been implemented in many

⁵⁸ See, e.g., Jim Tuite (Interviewer) & Ann Wise (Interviewee). (2016). Interviews with Director of the Division of Administrative Law for the State of Louisiana. Interview transcript. Unpublished transcripts on file with CCE.

⁵⁹ Emily Tatro and Tracy Velazquez (Interviewers) & Justice Michael Gillette (Interviewee). (2015). Interview with retired Oregon Justice Michael Gillette Interview transcript. Unpublished transcripts on file with CCE.

⁶⁰ *Ibid.*

other states. In Colorado, agencies make annual payments to the state's central hearing panel based on last year's usage.⁶¹ Oregon also charges agencies a per-case fee. In Florida, agencies pay a proportional share of the central hearing panel's budget based on the amount of time the central hearing panel spends on that agency's cases.

The District's Office of the Chief Financial Officer should work with OAH's Chief ALJ and the respective DC agencies that are a party to MOUs to arrive at appropriate per case compensation. Any compensation agreements already in place may need to be amended once OAH analyzes the costs associated with each case type (as discussed further on p. 46).

⁶¹ CCE (Interviewer) & Judge Edward Felter (Interviewee). (2016). Interview with Judge Edward Felter. Interview transcript. Unpublished transcripts on file with CCE.

B. OAH Organizational Structure

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|----------------|---|
| Finding 2 | OAH’s current management structure does not support efficient and effective operations. |
| Recommendation | Revise OAH’s management structure to provide more individualized management of employees and work groups, and to allow the Chief ALJ to focus on overseeing the agency as a whole by: (i) reinstating the position of Deputy Chief ALJ; (ii) enhancing the role of the Principal ALJs; and (iii) reconfiguring the direct reports to the Chief ALJ. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: Currently, the Chief ALJ is responsible for directly supervising all 33 ALJs, along with the Clerk of Court, Executive Director, and General Counsel, while also overseeing OAH’s “budgetary, personnel, policy, and planning functions.”⁶² Carrying out all these duties is an untenable workload for one person. CCE recommends a revised organizational structure as detailed below.

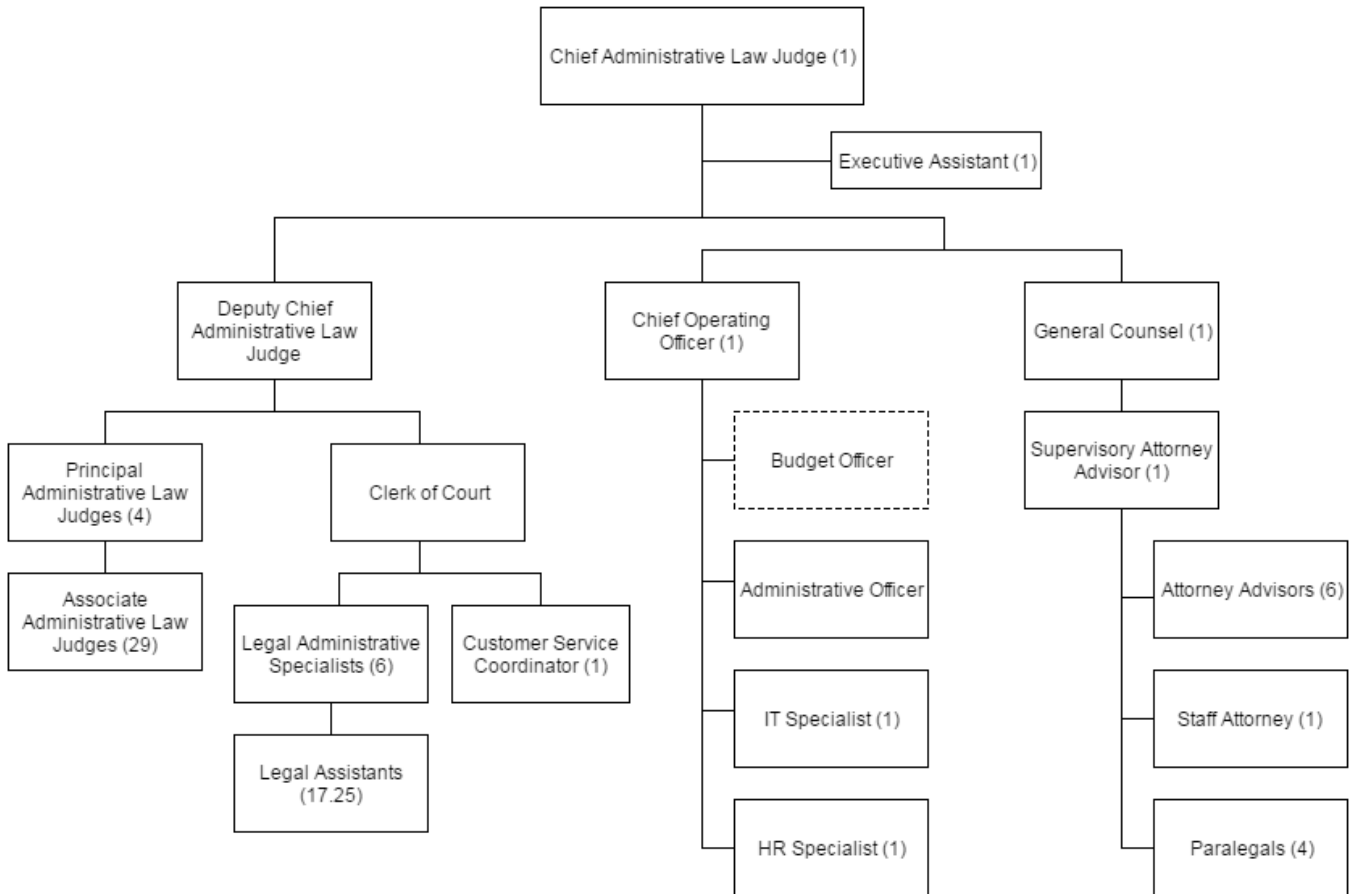
First, OAH should reinstate the Deputy Chief ALJ position, which existed until 2014. The Deputy Chief ALJ would supervise the Clerk of Court, and would also manage the Principal ALJs (“PALJ”), who in turn would be responsible for supervising and evaluating ALJs. PALJs should be selected based on merit, and their caseload should be decreased given the increased management responsibilities. The Deputy Chief ALJ would also supervise the Clerk’s office and serve as a connection between the ALJs and Clerk’s office. Second, the Executive Director should be recognized as Chief Operating Officer, (“COO”), which more accurately represents the duties in the position description.⁶³ The COO would continue to supervise OAH’s Budget Officer, Administrative Officer, IT Specialist, and Human Resources Specialist.

This reorganization would leave the Chief ALJ directly supervising four employees – the Deputy Chief ALJ, the COO, the General Counsel, and his Executive Assistant – and significantly increase the time available to spend on issues such as agency planning and policy development.

⁶² See DC OAH (2015). Acting Chief ALJ position description. Unpublished job description on file with CCE and DC OAH. Available upon request.

⁶³ See DC OAH (2015). Executive Director position description. Unpublished job description on file with CCE and DC OAH. Available upon request.

**PROPOSED OFFICE OF
ADMINISTRATIVE HEARINGS
ORGANIZATION CHART**



| | |
|-----------------------|---|
| Finding 3 | There remains a lack of clarity among some OAH staff about the roles and responsibilities of the agency’s departments and staff. |
| Recommendation | Continue to clarify responsibilities of each OAH staff member by ensuring job descriptions are clear and accurate and that employees are knowledgeable regarding the responsibilities of individual staff and departments as a whole. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: A continuing issue at OAH has been employees lacking clarity about staff roles and responsibilities, which in turn impairs OAH’s operational effectiveness. In the Inspector General’s 2009 assessment of the agency, only half of OAH staff survey respondents stated that “lines of authority and

responsibility are clearly defined.”⁶⁴ In 2013, the National Center for State Courts noted in its assessment of the agency that “there appears to be some system-wide frustrations regarding clearly defined job roles and responsibilities in certain areas.”⁶⁵ In CCE’s October 2015 survey, about 60% of ALJs responded that the responsibilities of the Executive Director, Attorney-Advisors, and Paralegal Specialists were unclear.⁶⁶

| OAH Staff’s Clarity of Agency Roles | | | | ALJ’s Clarity of Agency Roles | | | |
|-------------------------------------|-----------|----------------|-------|----------------------------------|-----------|----------------|-------|
| | Not clear | Somewhat clear | Clear | | Not clear | Somewhat clear | Clear |
| Chief ALJ | 0% | 41% | 59% | Chief ALJ | 16% | 36% | 48% |
| Executive Director | 35% | 29% | 35% | Executive Director | 58% | 33% | 8% |
| Principal ALJ | 6% | 47% | 47% | Principal ALJ | 40% | 40% | 20% |
| ALJ | 0% | 18% | 82% | ALJ | 0% | 28% | 72% |
| Attorney-Advisors | 25% | 44% | 31% | Attorney-Advisors | 60% | 28% | 12% |
| Clerk of Court | 18% | 29% | 53% | Clerk of Court | 40% | 40% | 20% |
| Legal Assistants | 12% | 47% | 41% | Legal Assistants | 24% | 60% | 16% |
| Legal Administrative Specialists | 29% | 47% | 24% | Legal Administrative Specialists | 40% | 52% | 8% |
| Paralegal Specialists | 18% | 47% | 35% | Paralegal Specialists | 56% | 28% | 16% |

Over the past year, OAH leadership has focused on clarifying staff responsibilities. For instance, at least one Attorney Advisor and one Paralegal staff are assigned to each of the four new jurisdictional clusters and assist only the ALJs in that area. Clerks have been assigned to each jurisdiction as well, who supervise Legal Assistants in properly filing case files and distributing them in a timely manner. The General Counsel and her staff no longer draft or prepare decisions and orders, but instead focus on personnel matters, compliance issues, agency policies, among other items. However, the role of the PALJ remains unclear and without a formal job description, although the CBA describes qualifications

⁶⁴ Office of the Inspector General (2009). *Office of Administrative Hearings report of inspection*. p. 16. http://app.oig.dc.gov/news/PDF/release09/OAH_Final_ROI_09-08.pdf

⁶⁵ National Center for State Courts (2013). *Organizational study of Office of Administrative Hearings District of Columbia* (final report), p. 13.

⁶⁶ Council for Court Excellence. (2016). Survey of ALJs. Unpublished raw data.

PALJs should have, along with a system for selecting PALJs. As discussed above on page 28, CCE recommends that PALJs should have supervisory responsibilities.

C. ALJ Selection, Evaluation, and Tenure

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|-----------------------|--|
| Finding 4 | ALJs do not have the security of career positions but rather serve for a two-year term, followed by a six-year term with the possibility of reappointment. |
| Recommendation | Revise the employment system so that judges have at least a longer term, and be eligible for removal or non-reappointment based only on specific causes. |
| Implementation | This recommendation may be implemented by amending §2–1831.12(e) of the D.C. Code, and amending or rescinding §2–1831.08(b) and §2–1831.08(c)(1)-(4) of the D.C. Code. |

Comment: Currently ALJs have an initial two-year term, followed by six-year terms.⁶⁷ ALJs can only be removed for cause by COST.⁶⁸ Per OAH regulations, COST is to give deference to the recommendations of the Chief ALJ, although COST is supposed to reappoint an ALJ if it finds that the ALJ has satisfactorily performed his or her responsibilities and “is likely to continue to do so.”⁶⁹ Because the current ALJs remain concerned about the potential for arbitrary action, and there is at least a perception that COST, in deference to the Chief ALJ, might determine not to reappoint an ALJ for unclear reasons, the current system is damaging to morale and may undermine the recruiting of qualified candidates.

Also, CCE could identify only one other state where ALJs have term appointments – New Jersey. In most states with central hearing panels – including Arizona, California, Florida, Louisiana, Maryland, Texas, and Washington (among others) – ALJs are classified as civil servants without term limits.

CCE recommends that the employment system be revised so that judges have at least a longer term, and be eligible for removal or non-reappointment based on specific causes. The revised system could be implemented by conversion to the existing civil service system (which would effectively grant tenure, subject to removal for cause).

Alternatively, a specific “schedule” could be created for ALJs that defined specific employment conditions, and that would include a longer term (e.g., 15 years with two subsequent five-year renewed terms), as well as potentially other matters, such as specific compensation and benefits (e.g., time for continuing education and similar matters) and ALJ qualifications. CCE believes the DC Council should determine the precise terms for ALJ’s revised tenure and related conditions as part of any

⁶⁷ *Ibid.*

⁶⁸ *Ibid.* Non-reappointment of an ALJ is not considered removal, and COST can elect not to reappoint ALJs for any reason.

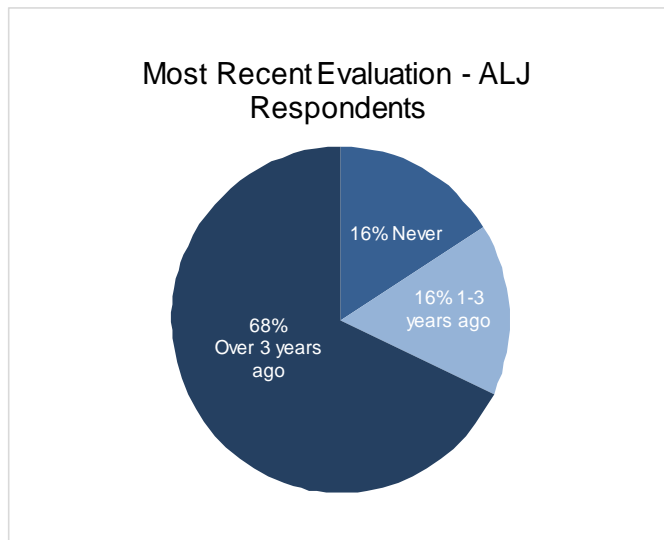
⁶⁹ DCMR Title 6, Section 3705.21.

revised legislation. However, the current system is damaging to morale and creates a risk of arbitrary action, and it is those factors which need to be addressed.

| | |
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| Finding 5 | The great majority of ALJs advised CCE that they had not been evaluated annually over the past several years, which damages ALJ morale and impedes improvement in ALJ performance. OAH management and ALJs recently negotiated standards for evaluation, and ALJs will be provisionally evaluated in October 2016. |
| Recommendation | Annually evaluate all ALJs, including the Chief ALJ, according to meaningful and measurable criteria. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies, and by amending the ALJ Collective Bargaining Agreement. |

Comment: In recent years, OAH performance evaluations have not been given consistently.⁷⁰ Only 16% of ALJ survey respondents reported that they had been reviewed within the past three years, 68% were last reviewed over three years ago, and 16% of ALJs stated they had never been reviewed. Other OAH staff respondents similarly reported they were not evaluated consistently.⁷¹ This is a violation of OAH’s enabling act, which requires the Chief ALJ to “develop and implement annual performance standards” and to annually submit to the DC Mayor and DC Council a report including “performance evaluations and case statistics for each [ALJ] from the filing of a case to disposition.”⁷²

In addition, failure to conduct annual performance evaluations can have unfortunate repercussions. The lack of evaluations may damage ALJ morale, leave ALJs without any official feedback on the execution of their duties, and make it more difficult to encourage and develop improved performance.



⁷⁰ Council for Court Excellence. (2016). Survey of ALJs. Unpublished raw data.

⁷¹ Council for Court Excellence. (2016). Survey of OAH Staff. Unpublished raw data.

⁷² D.C. Code § 2-1831.05(a)(12).

COST should annually evaluate the Chief ALJ. The Chief ALJ's evaluation should reflect input from litigants, OAH staff, and ALJs, either through surveys or interviews. The Chief ALJ's annual evaluation should be shared with the Mayor and DC Council.

Further, the ALJs should be evaluated annually. In the recently negotiated CBA, the Chief ALJ has committed to annually evaluating all ALJs based on the following performance metrics:

The Parties agree that the ALJs will be evaluated on four criteria: a) timeliness, b) judicial temperament, c) the accuracy and clarity of written orders, and d) legal analysis. The timeliness criteria shall constitute 52% of the evaluation and the remaining criteria shall constitute 16% each. The CALJ shall only review and rate the subjective criteria based on input from litigants, their representatives, members of the public, and other observers who have had the opportunity to consider these matters and who have brought their comments to the attention of OAH. An ALJ who satisfies the timeliness standards and has not been rated on the other three criteria, shall be rated "Meets Expectations." An ALJ who does not satisfy the timeliness standards and has not been rated on the other three criteria, shall be rated "Does Not Meet Expectations."⁷³

Evaluating ALJs annually is in line with the practice of the majority of central hearing panels. The four criteria are similar to those assessed in other central hearing panels – other states review criteria including competence, productivity, demeanor in hearings, case management skills, diligence, fairness, and impartiality. Yet, OAH's new evaluation system still has several weaknesses.

First, the Chief ALJ does not have the capacity to conduct and prepare 33 in-depth evaluations a year along with his other responsibilities. OAH's ALJ evaluations would be more meaningful if its management structure were amended as described above in this report, where PALJs would be responsible for drafting evaluations, which would then be reviewed and approved by the Chief ALJ. Even if the PALJ's role as a quasi-manager remains unchanged, they should qualify as "observers" per the CBA who can provide input regarding ALJs' temperament, and their writing and analysis skills.

Second, under the CBA, the Chief ALJ is limited in the evidence he can consider when evaluating ALJs' demeanor, writing skills, and legal analysis. He cannot rely on his own observations, and instead can only rely on input from litigants, the public and "other observers." Input from outside stakeholders is not a sufficient basis for assessing these criteria. The evaluation system would be strengthened if PALJs observed and evaluated ALJs because PALJs are most familiar with individual ALJs' work. An alternative

⁷³ Draft Collective Bargaining Working Conditions Agreement between Federation of Administrative Law Judges – D.C. and the District of Columbia and The Office of Administrative Hearings, p. 26 (February 16, 2016) (on file with CCE).

to PALJs evaluating ALJs would be for an evaluation team, comprised of experienced or retired judges to evaluate ALJs' performance in these areas.

Finally, timeliness carries too much weight in this evaluation system. Even if an ALJ's demeanor, writing skills, and legal analysis are not evaluated at all, the ALJ can still be found to Meet Expectations if they meet the timeliness requirement. Evaluating an ALJ's demeanor, writing skills, and legal analysis is an important part of the evaluation process, and OAH should ensure that these evaluations are conducted in a fair and meaningful way.

D. IMPROVING AGENCY CULTURE

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| Finding 6 | OAH morale has improved somewhat since NCSC’s 2013 analysis of the agency, but remains a significant challenge that impairs OAH operations. |
| Recommendation | a. OAH should engage an expert in organizational culture development to help it develop a tailored approach to improving in this area. |
| | b. The Chief ALJ should continue the effort to establish policies and procedures that are fair to all, and to be transparent about proposed and adopted changes. |
| | c. OAH leadership should regularly consult with ALJs and staff regarding the agency’s performance and seek their ideas for improving OAH. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: Improving OAH’s culture is particularly important given its impact on the effectiveness of the office. Even if the agency implements the recommendations in the report, it will not reach full potential unless the staff work together and collectively implement a culture of improvement and reflection.

During the last two years there has been some improvement in morale among OAH’s ALJs. 67% (18) of interviewed ALJs responded that OAH was on the right track, with 22% (6) responding it was not.⁷⁴ Several ALJs noted the progress made by the agency over the last year, and that morale had improved.

However, there is still much progress to be made in this area. 75% of interviewed ALJs specifically mentioned that their performance was negatively impacted by a lack of collegiality, teamwork, a positive environment, and/or good morale.⁷⁵

75% of interviewed ALJs specifically mentioned that their performance was negatively impacted by a lack of collegiality, teamwork, a positive environment, and/or good morale.

As several ALJs noted in interviews, a significant contributor to low morale among ALJs was their negative experience with the prior Chief ALJ. Others mentioned lack of trust and personality differences among ALJs as being a contributing factor. Below are some recommendations

⁷⁴ CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

⁷⁵ Council for Court Excellence. (2016). Survey of ALJs. Unpublished raw data.

regarding improving agency culture.

a. *Engage an organizational culture development expert.* OAH should engage an expert in organizational culture development to help it develop a tailored approach to improving in this area. OAH's culture has great influence on its effectiveness, and improving morale at the office should be carefully considered by someone with expertise in this area.

b. *The Chief ALJ should continue the effort to establish policies and procedures that are fair to all, and to be transparent about proposed and adopted changes.* Discontent among ALJs appears to be based in part on their perception that certain OAH policies and procedures are not fair – particularly those related to case distribution. Before the assignment system was implemented in early 2016, several ALJs perceived that they were treated unequally because of their race – for example, given less complex cases and less support from paralegals and other support staff.⁷⁶ Many judges expressed support of the new system, noting it was more equitable.

Implementation of Recommendation No. 5 above, providing for a fair evaluation of all ALJs, including the Chief ALJ, should likewise improve agency morale. Failure to provide meaningful, regular evaluations damages morale and inhibits improvement in critical skills. Therefore, it is imperative that regular, meaningful evaluations be conducted.

c. *OAH leadership should regularly consult with ALJs and staff regarding the agency's performance and seek their ideas for improving OAH.* The Chief ALJ should seek input of ALJs as OAH's policies and procedures are developed. Regular meetings among all ALJs may be a useful forum to discuss potential agency changes and to seek input from ALJs. The Chief ALJ should also regularly solicit written feedback from ALJs regarding their views on agency developments and his effectiveness in his position.

⁷⁶ CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

E. COST and Advisory Committee

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| <p>Finding 7</p> | <p>COST blurs the lines of authority within OAH, making it more difficult for the Chief ALJ to supervise the agency efficiently and implement improved procedures or practices. Nevertheless, COST is also highly valued by most ALJs because they believe it protects their judicial independence.</p> |
| <p>Recommendation</p> | <p>In the short term, amend COST’s procedures to better support efficient and effective management of OAH by establishing timelines for COST to make decisions regarding its statutory functions. In the longer term, transfer to the Chief ALJ many of COST’s responsibilities and duties, such as the final ALJ hiring decision (from a slate of candidates picked by COST).</p> |
| <p>Implementation</p> | <p>This may be implemented by amending or rescinding §2-§1831.01(5); §2-1831.06(a)-(d); and §2-1831.07(a)-(g) of the D.C. Code.</p> |

Comment: By statute, COST has “final authority to appoint, reappoint, discipline, and remove [ALJs].”⁷⁷ Over time, this system has not functioned as originally envisioned. COST is making high-level managerial decisions for OAH even though COST members are not closely familiar with the agency, its procedures, and employees.

No other central hearing panel across the country has a COST-like entity making employment decisions for ALJs. COST is inconsistent with the practices of the other jurisdictions and the recommendations of experts in the field. Also, a COST-like entity is not included in the model acts of either the ABA or the National Association of Law Judiciary. Chief ALJs from other jurisdictions who were interviewed by CCE believed that placing these responsibilities with the Chief ALJ is critical because it strengthens his or her authority and ability to supervise and manage the office.⁷⁸

Nonetheless, District of Columbia ALJs value COST. Seventy-four percent of ALJs interviewed thought that COST should not be eliminated, and many noted that COST protects ALJ judicial independence by preventing the Chief ALJ from retaliating or showing favoritism based on an ALJ’s substantive decisions.⁷⁹ (It should be noted that ALJs were not asked whether they would favor being part of a career civil service system as opposed to continuing under a COST type reappointment system.)

⁷⁷ D.C. Code § 2-1831.06(b).

⁷⁸ CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with OAH ALJs from non-D.C. Jurisdictions*. Interview transcript. Unpublished transcripts on file with CCE.

⁷⁹ CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

Interviews with COST members revealed that it may not function as the independent safeguard that many ALJs believe it to be. COST members noted that COST historically has always followed the recommendation of the Chief ALJ when deciding whether to appoint, reappoint, discipline, or remove an ALJ. Further, several COST members said that, when making these decisions, they do not independently investigate or seek more documentation than that which the Chief ALJ provides.

In light of the above, CCE recommends that one of two alternatives be adopted with respect to COST's powers to appoint, reappoint, discipline, and remove ALJs. The first alternative, which CCE does not recommend, but that is in line with the common practice of other central hearing panels, is to abolish COST, and transfer its functions to the Chief ALJ.

The second alternative, and the one favored by CCE, is to continue COST, but to enhance its function as a check on favoritism and bias in the hiring, evaluation, and removal of ALJs. To hire new ALJs, COST should select three to five candidates from submitted applications and present them to the Chief ALJ, who should be authorized to make the final hiring selection from the slate of candidates presented. Similarly, the Chief ALJ would be responsible for conducting periodic evaluations of ALJs (along with the PALJs) and initiating other employment actions, with COST reviewing any adverse employment action affecting an ALJ. And, as noted above, COST should have the principal role in evaluating the Chief ALJ annually, and should collect input regarding the agency's performance from all relevant stakeholders – agencies, litigants, and attorneys. To perform these roles, OAH should be authorized to hire an additional full-time staff member who would assist COST in preparing for and holding meetings, and in generating information independently of the Chief ALJ by soliciting feedback from stakeholders. COST's chair should supervise and evaluate this employee. To hold it accountable, COST should be required to publish an overview of its work in OAH's annual report submitted to the DC Council, which should include any suggestions it has for amending OAH's governing statute. COST members should also testify in front of the DC Council as part of OAH's annual performance review.

Transferring some authority from COST to the Chief ALJ would allow OAH to operate more efficiently and effectively. However, amending OAH's enabling statute to reflect this change (or alternatively to abolish COST) could take several years. Also over the next two years, virtually all of OAH's current ALJs will have concluded their terms and be eligible for reappointment. Given that COST will likely be operating in its current form for at least the next several years, CCE recommends that it establish timelines for making decisions regarding its statutory functions. It is detrimental to ALJ morale and office productivity when it takes many months to make decisions regarding discipline, termination, and reappointment. CCE also recommends that COST members should receive a stipend to incentivize them to fulfill their duties to the extent described in OAH's enabling statute.

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| Finding 8 | OAH’s Advisory Committee is no longer an effective support to the agency. |
| Recommendation | Dissolve OAH’s Advisory Committee, and transfer its responsibilities to COST. |
| Implementation | This recommendation may be implemented by amending or rescinding §2-§1831.01(5); §2-1831.06(a)-(d); and §2-1831.07(a)-(g) of the D.C. Code. |

Comment: Per its enabling statute, OAH has an Advisory Committee in place that is composed of eight people: (1) the Mayor or his or her designee; (2) the DC Council Chair or his or her designee; (3) the Attorney General or his or her designee; (4) two agency heads appointed by the Mayor (or their designee) from agencies with cases coming before OAH; and (5) two DC Bar members, appointed by the Mayor, who are not employed by the DC government; and a member of the public, appointed by the Mayor, who is not a DC Bar member. The Advisory Committee has the following duties:

- Advise the Chief ALJ in carrying out his/her duties;
- Identify issues of importance that should be addressed by OAH;
- Review issues and problems relating to administrative adjudication;
- Review and comment upon the policies and regulations proposed by the Chief ALJ; and
- Make recommendations for statutory and regulatory changes.⁸⁰

The ABA Model Legislation includes a nine-member uncompensated Advisory Committee that has several duties, including advising the chief administrative law judge in carrying out the duties of the office, reviewing and commenting upon rules of procedure and other regulations and policies proposed by the chief administrative law judge, and reviewing whether agencies exempt from central hearing panel jurisdiction should continue to be exempt.⁸¹ However, the ABA Model Legislation also does not envision an entity similar to COST. While the Advisory Committee may have been a useful vehicle in initially developing OAH, it now meets infrequently. It is difficult for the Chief ALJ and OAH management to coordinate with both COST and the Advisory Committee, and it would be more efficient if the functions of these two committees are re-aligned. In this case, OAH’s Advisory Committee should be dissolved and its responsibilities transferred to COST.

⁸⁰ D.C. Code § 2-1831.17(e).

⁸¹ National Association of Administrative Law Judiciary. (1993). *Moral Code of Judicial Conduct for State Administrative Law Judges*. Retrieved from http://www.naalj.org/assets/documents/publications/naalj_%20model_code_of_judicial_conduct_for_state_aljs.pdf

F. Case Assignment System

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| <p>Finding 9</p> | <p>The process for assignment of cases in place at OAH through January 2016 sometimes resulted in uneven workloads for ALJs. In February 2016, a new system was implemented by which ALJs are divided into four groups that each hear cases from a different set of sending agencies.</p> |
| <p>Recommendation</p> | <p>OAH should analyze the effectiveness of its new case assignment system over the coming months, and the agency should regularly evaluate the ALJs' workload, particularly new jurisdictional assignments, to ensure cases are distributed fairly. To ensure the integrity of the case assignment system, procedures for PALJ case assignment should include random assignment within categories of cases.</p> |
| <p>Implementation</p> | <p>This recommendation may be implemented by OAH amending its internal policies.</p> |

Comment: Until December 2015, OAH's case assignment system distributed the workload unevenly among ALJs, and some ALJs noted in CCE interviews that they had exceptionally heavy caseloads.⁸² For example, some ALJs were assigned hundreds of DPW cases, while other ALJs received a handful of these high volume summary cases.⁸³ ALJs for the most part did not focus on a limited set of case types, and instead would receive many different types of cases of varying complexity. When asked in an October 2015 survey about the biggest operational challenge facing OAH, a third of ALJs cited the current case assignment system and uneven distribution of cases.⁸⁴

The table on the following page details how many cases were assigned to each ALJ in FY14.

⁸² Council for Court Excellence. (2016). Survey of ALJs. Unpublished raw data.

CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

⁸³ The Office of Administrative Hearings. (2014). *Biennial Report for Fiscal Years 2013-2014*. p. 11. Retrieved from http://oah.dc.gov/sites/default/files/dc/sites/oah/publication/attachments/OAH%20FY13_FY14%20Annual%20Report.pdf

⁸⁴ Council for Court Excellence. (2016). Survey of ALJs. Unpublished raw data.

Number of Cases Assigned to each ALJ in 2014⁸⁵

| JUDGE | DCPS | DCRA | DDOE | DDOT | DDS | DHCD | DHCF | DHS | DMH | DOES | DOH | DPW | FEMS | MPD | OAG | OHR | OP | OSSE | OTR | SHEL | TAXI | TOTAL | |
|---------------|------------|------------|-----------|------------|----------|------------|------------|------------|----------|--------------|------------|---------------|----------|-----------|----------|----------|-----------|-----------|-----------|------------|-----------|---------------|------|
| Barber | | 76 | 3 | 6 | | 5 | 52 | | 1 | | 13 | 237 | | | | | 5 | 1 | 6 | | 8 | 413 | |
| Burnett | 6 | 28 | | | | | | | 1 | | 8 | 106 | | | | | | | | 3 | | 152 | |
| Cobbs | 27 | | | | | 15 | | | | 92 | | 93 | | | | | | | | | | 227 | |
| Crichlow | 28 | 8 | 5 | 4 | | | 49 | 90 | | | | 211 | | 9 | 3 | | | | | | 56 | 7 | 470 |
| Davenport | | | | | | | | 142 | | | | 249 | | | | | | | | | 41 | | 432 |
| Dean* | | | 2 | | 3 | | 67 | 154 | 4 | | 49 | 100 | | | | | | | | | 61 | | 440 |
| England | 25 | | | | | 6 | | | | 135 | | 47 | | | | | | | | | | | 213 |
| Figueroa | | | 8 | 19 | 2 | | 49 | 10 | | | 16 | 225 | | 1 | 2 | | | | | | | 10 | 342 |
| Goode | | | | | | | | | | 280 | 6 | 32 | | 1 | | | | | | | | | 319 |
| Goodie | 19 | | | 9 | | 5 | 1 | 62 | | 12 | | 122 | | | | | | | | | 31 | | 261 |
| Handy | 25 | | 4 | | 4 | | 44 | 85 | 1 | 42 | 11 | 198 | 4 | 4 | | | | | 3 | 3 | 57 | | 485 |
| Harmon | | | | | | | | | | 232 | | 62 | | | | | | | | | | | 294 |
| Harvey | | 74 | | | | | | | | 125 | | 71 | | | | | | | | | | | 270 |
| Hines | 27 | | | | | 11 | | | | 117 | | 89 | | | | | | | | | | | 244 |
| Jenkins | 24 | 40 | 5 | 1 | | 5 | | | | | 14 | 233 | | | | | | | 4 | 2 | | | 328 |
| Little | | | | | | | | 98 | | 19 | | 111 | | | | | | | | | 27 | | 255 |
| Mangan | 34 | 18 | | | | 18 | | | 1 | | 1 | 105 | | | | | | | | | | | 177 |
| Masulla | | 28 | | 5 | | | 53 | | | | | 97 | | | | | | 3 | 2 | 3 | | | 191 |
| McClendon* | | | 16 | 58 | | | | | | | | 7,267 | 1 | 64 | | | | | | | | 1 | 7407 |
| McDonald* | | | | | | | 46 | | | 39 | | 108 | | | | | | | | | | 1 | 194 |
| Nash | 23 | 2 | | | | 18 | | | | 187 | | 59 | | | | | | | 2 | 7 | | 1 | 299 |
| Pierson* | 40 | | | | | 23 | | | | 7 | | 51 | | | | | | | | | | | 121 |
| Poindexter* | | 29 | | | | | | | | | 10 | 52 | | | | | | | | | | | 91 |
| Rooney | | | | | | | | | | 304 | | 55 | | | | | | | | | | | 359 |
| Sharkey* | 1 | 343 | | | | | | | | | | 72 | | | | 1 | 18 | 3 | 6 | | 1 | | 445 |
| Teal | 31 | | | | | 2 | | | | 316 | | 53 | | | | | | | | | | | 402 |
| Tucker | 34 | 19 | | | | 12 | | | | | | 92 | | | | | 1 | | | | | | 158 |
| Wellner* | 10 | | | | | 1 | | | | 309 | | 57 | | | | | | | | | | | 377 |
| Wilson-Taylor | | | | 27 | | 1 | | | | | | 211 | | | | | | | | | | | 268 |
| Yahner* | | | | | | | | | | 2 | 11 | 751 | | | | | | | | | | 20 | 784 |
| Total | 383 | 665 | 43 | 129 | 9 | 122 | 315 | 687 | 8 | 2,218 | 139 | 11,216 | 5 | 79 | 5 | 1 | 31 | 13 | 28 | 273 | 49 | 16,418 | |

⁸⁵ The Office of Administrative Hearings. (2014). *Biennial Report for Fiscal Years 2013-2014*. Retrieved from http://oah.dc.gov/sites/default/files/dc/sites/oah/publication/attachments/OAH%20FY13_FY14%20Annual%20Report.pdf
 Note: In the above chart, one asterisk denotes ALJs who also served in administrative functions, p. 10.

As described above on page 19, in February 2016 Chief Judge Adams implemented a new case assignment system dividing ALJs into four jurisdictional clusters. In interviews conducted by CCE, a majority of ALJs were cautiously optimistic about the new jurisdictional cluster system and its potential to provide a fairer allocation of workload, a mix of complex and more straightforward cases in each cluster, and ultimately more efficient and effective processing of cases.⁸⁶ Some noted that it made “good management sense.”⁸⁷ However, the majority of central hearing panels in other states do not use a rotation system, with instead ALJs acting as generalists and taking on all types of cases.

In an effort to achieve a balanced workload, DPW cases are now distributed evenly among ALJs, and cases are assigned within each rotation so that each ALJ has the same number of cases. Yet, the new assignment system does not specify how PALJs should assign individual cases to ALJs. This is problematic given that several ALJs expressed concern regarding this issue, with some noting that an ALJ’s race had played a role in the cases assigned to them.⁸⁸ At a minimum, to ensure the integrity of the case assignment system, procedures for PALJ case assignment should include random assignment within categories of cases. For example, in North Carolina, PALJs do not assign cases. Instead, judges are electronically assigned to cases based on their availability and caseload. This automated system ensures a fair and balanced division of cases among ALJs.⁸⁹

Some ALJs suggested that OAH should consider longer rotations, at least for some jurisdictions, noting that certain case types (including rental housing, unemployment, and Medicaid cases) have a steeper learning curve and may benefit from greater specialization by the ALJs.⁹⁰ Several ALJs also noted that in any rotation system it is important to ensure that ALJs entering new areas are properly trained.⁹¹ Other ALJs were in favor of a more generalist approach with relatively frequent rotations.⁹² Several ALJs thought cases should be randomly assigned within the jurisdictions,⁹³ and one ALJ supported the Clerk’s office assigning cases instead of the PALJs.

We recommend that the Chief ALJ seeking regular feedback from ALJs as to how well the new case assignment system is working. Based on this feedback, the Chief ALJ should continually work to improve the case assignment system, and consider the above suggestions from ALJs.

⁸⁶ CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

⁸⁷ *Ibid.*

⁸⁸ Council for Court Excellence. (2016). Survey of ALJs. Unpublished raw data. p. 4.

⁸⁹ Erica Litovitz and David Cox (Interviewers) & Chief Judge Julian Mann, III (Interviewee). (2015). *Interview with North Carolina’s Chief Administrative Law Judge*. Interview transcript. Unpublished transcripts on file with CCE.

⁹⁰ *Ibid.*

⁹¹ *Ibid.*

⁹² *Ibid.*

⁹³ *Ibid.*

G. Case Processing

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| Finding 10 | Litigants are negatively affected by delays in the resolution of their cases in part due to the inefficiencies of OAH’s case processing system. |
| Recommendation | a. Conduct an in-depth study of the current case processing system to identify areas in need of improvement, and redesign the case processing system based on these findings. |
| | b. Adhere to the case deadlines established in the CBA. |
| | c. Return to individually scheduled cases (end combined dockets/master calendar) for those types of cases in which wait times disproportionately burden litigants (e.g., health care finance). |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

“[We] need some mechanism to keep cases from sitting too long without resolution.”

– ALJ Survey Response

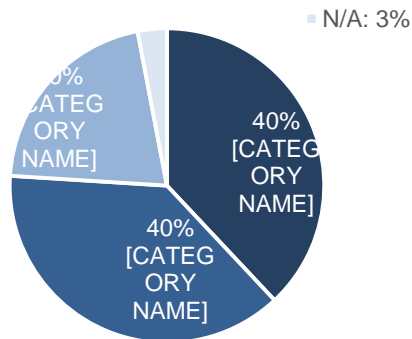
Comment: Delays in case processing and disposition have been a perennial challenge for OAH. Former Chief ALJ Walker initiated *Operation Clean Slate* in FY2010 to adjudicate a backlog of 18,000 open cases. By the end of 2012 only 400 of those cases remained open.⁹⁴ OAH is to be commended for reducing the case backlog so dramatically in this time period. While OAH’s case processing has improved in the opinion of CCE survey respondents, the issue remains an ongoing challenge for the agency. OAH recently reported to the DC Council that

in FY 2016, 1,200 cases were older than 120 days and 104 cases were more than a year old.⁹⁵

⁹⁴ Leftwich and Ludaway, LLC on behalf of the District of Columbia Executive Office of the Mayor and the Office of Administrative Hearings. (2013). *Confidential report of investigation: Redacted version*. Washington, D.C.: Leftwich & Ludaway, p. 28.

⁹⁵ Government of the District of Columbia Office of Administrative Hearings. (2016). *OAHY F16 Performance Oversight Hearing Response*. Washington, D.C., p. 18. Retrieved from http://dccouncil.us/files/user_uploads/budget_responses/OAHFY16PerformanceOversightHearingResponses.pdf.

Timeliness of Decision - Agency Respondents



Litigants and agencies with cases before OAH, as well as attorneys who represent private litigants, are concerned about delays in case processing. A significant percentage of surveyed litigants (38%) believe it takes too long to receive a decision from OAH.⁹⁶ About two-thirds of counsel and agencies reported that OAH decisions generally are only “somewhat timely” or “not timely at all.”⁹⁷ A significant percentage of counsel (23%) and agencies (17%) reported that it can take more than a year to receive decisions in at least some of their cases.⁹⁸ Attorneys reported that these delays can put their clients’ health, housing, or businesses at risk, and agencies noted that delays can deter enforcement.⁹⁹ About a quarter of litigants, counsel, and agencies identified issues with

delays as one of the top three problems facing OAH.¹⁰⁰

Twenty percent of ALJs who responded to the survey cited delays in case processing as the top operational challenge facing OAH.¹⁰¹ Given these findings, we recommend the following steps to improve case processing.

Top concerns of attorneys litigating at OAH:

1. Technological accessibility
2. Decision timeliness
3. Case scheduling

a. *Conduct an in-depth study of the current case processing system to identify areas in need of improvement, and redesign the case processing system based on these findings.* As originally recommended in the 2013 report by the National Center for State Courts, OAH should establish a Case Flow Management Task Force, supported by an outside consultant, to analyze the current case processing system and design improvements to make this system more effective.

⁹⁶ Council for Court Excellence. (2016). Survey of Litigants. Unpublished raw data.

⁹⁷ Council for Court Excellence. (2016). Survey of Agencies & Counsel. Unpublished raw data.

Somewhat timely decisions were reported by 41 percent of counsel and 39 percent of agencies, while 23 percent of counsel and 21 percent of agencies believed that decisions generally are not timely at all.

⁹⁸ Council for Court Excellence. (2016). Survey of Agencies & Counsel. Unpublished raw data. Counsel also expressed concerns that they did not receive timely responses to motions, at times rendering the issues moot or requiring the parties to proceed through unnecessary hearings.

⁹⁹ Council for Court Excellence. (2016). Survey of Counsel. Unpublished raw data.

¹⁰⁰ Council for Court Excellence. (2016). Survey of Agencies, Counsel, and Litigants. Unpublished raw data.

¹⁰¹ Council for Court Excellence. (2016). Survey of ALJs. Unpublished raw data.

Top concerns of agencies litigating at OAH:

1. Decision timeliness
2. Legal training and procedures
3. Decision clarity and quality

First, the Task Force should study the case processing system currently in place at OAH, focusing on processing times, bottlenecks, staffing, and coordination with other executive branch agencies. The Task Force should calculate how much time on average it takes each employee, including ALJs, to process a case from start to finish. The Task Force should then estimate how much it costs to process each case by

multiplying time spent by staff on a case by a percentage of their salaries.

Part of this analysis is already statutorily required, although in the past Chief ALJs have not met this requirement. OAH's enabling act requires it to annually publish a report that includes "case statistics for each Administrative Law Judge from filing of a case to disposition."¹⁰²

After analyzing the case processing system currently in place, the Task Force should propose an updated case processing system and forward it to the Chief ALJ for approval and implementation. The case processing system should include methods for how a case should be filed and assigned to a judge, how hearings should be scheduled, and how and when correspondence regarding the case should be transmitted to litigants. All OAH staff must understand the case processing system and their role in it.

b. *Adhere to deadlines.* In CCE's Fall 2015 survey, nearly two-thirds of the responding ALJs agreed that it would be helpful for OAH to establish recommended case processing deadlines by case type.¹⁰³ Proposed deadlines were established during the CBA negotiations, including a new requirement that any case without a deadline in place would be required to be resolved within 120 days (with an allowance for ALJs to petition for a time extension in particularly lengthy or complicated cases).¹⁰⁴ Legal service providers urged that cases that address a "human need", such as housing, should be prioritized.¹⁰⁵ It is important that ALJs adhere to whatever case processing deadlines OAH adopts. OAH should also consider decreasing the 120-day requirement for time-sensitive cases, including rental housing appeals.

c. *Schedule cases individually.* CCE recommends that OAH return to scheduling cases on an individual basis, instead of using the shared docket system, where litigants are not scheduled individually, but instead appear before a judge in groups at the same time and then wait until they are called. Especially for litigants who are seniors, have disabilities, or are missing hourly wages, the shared docket system

¹⁰² D.C. Code § 2-1831.17(e).

¹⁰³ Council for Court Excellence. (2016). Survey of ALJs. Unpublished raw data.

¹⁰⁴ Draft Collective Bargaining Working Conditions Agreement, *supra*.

¹⁰⁵ CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

can be burdensome – individuals may have to wait up to an hour at OAH to be called from a shared docket of 10 or more people.¹⁰⁶

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| Finding 11 | OAH’s technology systems are not optimally supporting the agency in achieving its mission. |
| Recommendation | a. Set a deadline for implementing a uniform electronic process for filing cases, along with a deadline for the public to access OAH records on the OAH website. |
| | b. Make OAH case dockets and decisions publicly accessible on the OAH website. |
| | c. Identify case types that are most appropriate for hearings via telephone or video conference. Train ALJs in these types of cases in conducting telephone or video conference hearings. |
| | d. Update the OAH website so that fines may be paid by debit or credit card online. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: In its 2013 report, NCSC noted that OAH did not effectively use technology. NCSC recommended adding a second IT position to support the organization in moving toward a paper-free office with “technology-supported business process management.” However, as of June, 2016, records are still not organized electronically, only select staff can fully navigate the eCourt data system, few cases are submitted through e-filing, and the public has no electronic access to court dockets, calendars, pleadings, and decisions. In the CCE survey of agencies litigating at OAH, only 17% percent of respondents reported that they use eCourt.¹⁰⁷ 48% responding agencies still submit paper documents to OAH to initiate a new case, rather than electronic ones.¹⁰⁸ Also, private litigants have no access to eCourt. 68% of ALJs and 100% of OAH staff surveyed agreed that “OAH should move to having the official record be electronic rather than paper.”¹⁰⁹

Top concerns of OAH litigants:

1. Decision timeliness
2. Technological accessibility
3. Case scheduling

¹⁰⁶ *Ibid.* See also, CCE (Interviewer) & attorneys (Interviewee). (2016). *Focus Group of Attorneys*. Focus group transcript. Unpublished transcripts on file with CCE., p. 4.

¹⁰⁷ Council for Court Excellence. (2016). Survey of Agencies Litigating at OAH. Unpublished raw data.

¹⁰⁸ Council for Court Excellence. (2016). Survey of Agencies Litigating at OAH. Unpublished raw data, Q. 21.

¹⁰⁹ Council for Court Excellence. (2016). Survey of ALJs and OAH staff. Unpublished raw data.

a. *Implement a uniform electronic system for filing cases.* Filing cases on OAH’s website will be more convenient for litigants and will also assist OAH in processing cases more efficiently. For example, see the online portal of Florida’s Division of Administrative Hearings, where all documents are required to be submitted.¹¹⁰

b. *Make OAH information publicly available on the OAH website.* Litigants and their counsel, as well as the public at large, should be able to search for the status of OAH cases and decisions by keywords, subject matter, and case number. Litigants and counsel should be able to log into the website and to review any documents submitted in support of their case, along with other key information such as the time and date of their next hearing. Implementing this recommendation will most likely lead to other efficiencies, including reducing the number of email and phone calls received in the clerk’s office. New Jersey’s Office of Administrative Law¹¹¹ and South Carolina’s Administrative Law Court¹¹² have well-designed public access portals on their websites that can be reviewed as OAH updates its own website.¹¹³

“...efficient tracking and operations of OAH requires an electronic court system.”

– Agency Survey Response

c. *Implement telephone and video conferencing where appropriate.* OAH should use the telephone and video conferencing system it has in place. Currently, telephone conferencing is utilized unevenly. Since it was implemented, the videoconferencing system was tested once in FY15, and used once in FY16. Use of telephone and video conferencing should be made a genuine and viable option for litigants where appropriate, especially for those litigants who live outside of the District of Columbia, or otherwise may find it difficult to travel to OAH.¹¹⁴

OAH may want to focus on increasing telephone hearings more than videoconference hearings. For low-income litigants, it may be difficult to access a computer to conduct a videoconference. Even if

¹¹⁰ Division of Administrative Hearings. (2011). *eALJ*. Retrieved from doah.state.fl.us: <https://www.doah.state.fl.us/eALJ/Login.aspx?ReturnUrl=%2feALJ%2f>

¹¹¹ New Jersey Office of Administrative Law (n.d.). *Homepage*. Retrieved from State of New Jersey Office of Administrative Law: <http://nj.gov/oal/>

¹¹² South Carolina Administrative Law Court. (n.d.). *Search Decisions of the Administrative Law Court*. Retrieved from scalc.net: <http://www.scalc.net/search.asp>

¹¹³ D.C. OAH. (n.d.). *Office of Administrative Hearings*. Retrieved from dc.gov: <http://oah.dc.gov/>

¹¹⁴ Council for Court Excellence. (2016). Survey of Litigants at OAH. Unpublished raw data. In a survey of litigants at OAH, 31% of respondents reported living outside of the District of Columbia, 14% lived in Maryland and 17% lived in Virginia.

videoconferences can be conducted using cell phone cameras, it would still increase costs for the litigants through potentially higher phone bills.

“eCourt is not set up currently to capture all the pieces of history of a case. This makes it hard for OAH employees, attorneys, and non-attorneys to figure out what happened in a case.”

-ALJ Survey Response

Holding hearings by telephone or videoconferencing no doubt will make OAH proceedings more convenient for litigants in some circumstances. However, accessibility for litigants needs to be balanced against some concerns raised by several ALJs during CCE interviews. In contested hearings, not having the litigants appear before the ALJ makes it more difficult to assess credibility, and sometimes the hearing can be harder to conduct – for example cross-examination is

more difficult.

OAH should determine which types of cases and hearings are especially appropriate for telephone or video conferencing and make the option available to litigants, along with training ALJs and OAH staff on how to properly use the existing equipment. Telephone hearings should not be required of litigants but available as an option if they both prefer it.

d. *Allow online payments.* Many fines can currently only be paid with money order or cash by visiting OAH in person, which results in inefficient use of staff time to process payments. Technology for charging such fines to a debit or credit card is easily available and used in other DC Government websites.¹¹⁵

¹¹⁵ See District of Columbia Department of Motor Vehicles. (n.d.). Online Ticket Payment. Retrieved from DC.gov: https://prodpci.etimspayments.com/pbw/include/dc_parking/input.jsp?ticketType=P; and District of Columbia Public Library. (n.d.). dclibrary.org.

H. Improving Litigant Experience

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| Finding 12 | OAH has made efforts to enable pro se litigants to participate effectively and meaningfully in the OAH hearing process. However, this issue remains a continuing challenge. |
| Recommendation | <p>a. Partner with the DC legal community to increase the number of legal services and volunteer attorneys available to litigants who are unable to afford an attorney.</p> <p>b. Implement judicial “engaged neutrality” through more active ALJ participation in developing the facts and legal theories of pro se litigants to ensure a more complete and fair record in pro se cases.</p> |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: In CCE’s interviews, several ALJs commented on the challenge of ensuring pro se litigants understand the law and OAH procedure.¹¹⁶ OAH should track the number of pro se litigants and develop a process to identify the types of cases with large numbers of pro se parties that could most benefit from representation by counsel.

a. *Collaborate with legal community to increase legal representation.* Programs need to be developed to better connect unrepresented litigants to the DC legal community. It is important for the entire community to collaborate to address this access to justice issue. A robust and prompt referral system to an increased number of legal service providers and volunteer attorneys would reduce the number of self-represented litigants. By focusing attention on case types in order of priority, incremental progress may be made.

b. *Implement engaged neutrality.* A more difficult issue is the extent to which ALJs should develop the record by intervening and asking self-represented litigants questions designed to evoke their claims and defenses. CCE recommends that ALJs should receive further training in asking non-leading questions to elicit all relevant facts while refocusing rather than interrupting pro se litigants when they narrate those facts.¹¹⁷ ALJs would adopt a “more active, inquisitorial-based role” without

¹¹⁶ CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

¹¹⁷ Baldacci, A. (2005). The role of the ALJ in assisting the pro se litigant. *J. Nat’l Ass’n L. Jud.* 27(447), 478-495.

compromising judicial impartiality in order to “assure that self-represented litigants in the courtroom have the opportunity to meaningfully present their case.”¹¹⁸

OAH should create written guidelines setting forth best practices for conducting administrative hearings that involve self-represented parties.¹¹⁹ Depending on the nature and complexity of the case, these practices may include framing the substantive issue to be decided, explaining the hearing process, explaining the burden of proof and consequences of failing to satisfy it and what types of evidence are admissible or inadmissible.¹²⁰

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| Finding 13 | OAH has improved its language access system over the past year, and should continue to focus on strengthening it. |
| Recommendation | Improve the process for scheduling interpreters. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: Over the past year, OAH has hired a full-time language access coordinator, as well as a new staff member in the Resource Center who can speak several languages. These steps will expand OAH’s ability to serve all litigants, and allow the agency to improve its interpreter services.

Improve the process for scheduling interpreters. Attorneys who participated in CCE’s April 2016 focus group noted that sometimes hearings must be rescheduled because interpreters are not available, and that interpreters sometimes appear for cancelled hearings because they were not advised of the cancellation.¹²¹ Improving the scheduling process for interpreters should result in increased efficiency.

¹¹⁸ *Ibid.*, p. 492, 460.

¹¹⁹ See Zorza, R. (2009). Self-Represented Litigants and the Access to Justice Revolution in the State Courts: Cross-Pollinating Perspectives Toward a Dialogue for Innovation in the Courts and the Administrative System. *Journal of the National Association of Administrative Law Judiciary*, 29(1), 82-84. Retrieved from <http://digitalcommons.pepperdine.edu/cgi/viewcontent.cgi?article=1043&context=naalj>

¹²⁰ Baldacci, A. (2005). The role of the ALJ in assisting the pro se litigant. *J. Nat’l Ass’n L. Jud.* 27(447), 459-60.

¹²¹ CCE (Interviewer) & attorneys (Interviewee). (2016). *Focus Group of Attorneys*. Focus group transcript. Unpublished transcripts on file with CCE.

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| Finding 14 | OAH does not provide clear guidance on how to submit feedback to the court, and litigants, agencies, and counsel are confused about the process. |
| Recommendation | Update OAH’s website to allow litigants to submit online their feedback regarding the agency’s performance and customer service, and advise litigants that OAH also solicits feedback from litigants through in-person events. OAH should also review and enhance its internal process for analyzing and responding to litigant feedback, so that it can implement changes that will result in a more effective and efficient agency. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: Customer service feedback forms are available in OAH’s lobby, and historically the agency has received positive feedback through these forms.¹²² However, OAH has not published guidance on its website regarding its customer feedback system, and as of June 2016 OAH’s online customer survey was not functioning.¹²³ This lack of input leads to a lack of clarity among OAH’s litigants as to how to submit a complaint, compliment, or other feedback. As illustrated in the chart below, government agencies, counsel, and litigants responding to CCE’s survey regarding OAH had varying responses of who they would contact with a complaint about OAH.

| Who would you contact if you have a complaint about OAH? <i>Respondents could select more than one response</i> | | | | | | |
|--|------|------|------|--------------------|---------------------|----------------|
| | PALJ | CALJ | COST | Advisory Committee | Submit comment card | Mayor’s office |
| Agency Officials n=17 ¹²⁴ | 65% | 47% | 12% | 0% | 0% | 0% |
| Private Attorneys n=33 | 39% | 61% | 0% | 21% | 0% | 0% |
| Complainants n=10 | 0% | 0% | 0% | 30% | 50% | 40% |

¹²² “In FY13, OAH achieved a 94.75% satisfaction rating on the customer service feedback form, and in FY14, OAH achieved a 92.05% satisfaction rating. Customers overwhelmingly comment on the helpfulness and professionalism of the OAH Resource Center and Reception staff.” The Office of Administrative Hearings. (2014). Biennial Report for Fiscal Years 2013-14. Washington, D.C. Retrieved from http://oah.dc.gov/sites/default/files/dc/sites/oah/publication/attachments/OAH%20FY13_FY14%20Annual%20Report.pdf

¹²³ *About OAH*. Retrieved from DC.gov: <http://oah.dc.gov/page/about-oah>

¹²⁴ The number following the notation “n=” reflects the number of respondents.

We recommend the following procedures, as informed by the experience of central hearing panels in other jurisdictions:

First, OAH should facilitate litigant customer feedback through several different channels, and should also memorialize its approach to customer feedback in a written policy. Colorado Senior ALJ Edwin L. Felter Jr. recommends that this policy should require all complaints to be entered into an agency-wide log, and should make clear to agency employees which types of complaints they can resolve and which they should raise with agency management.¹²⁵

Second, OAH litigant feedback forms should also be available on the agency’s website. For example, Louisiana’s Division of Administrative Law has a customer survey posted on its website.¹²⁶

Third, OAH should solicit in-person feedback from its customers. For example, Colorado’s Division of Administrative hearings “conducts ‘town meetings’ with key agency personnel and representatives of the public [to] give these sectors a forum to air, and...resolve[] their concerns about the delivery of adjudication services.”¹²⁷

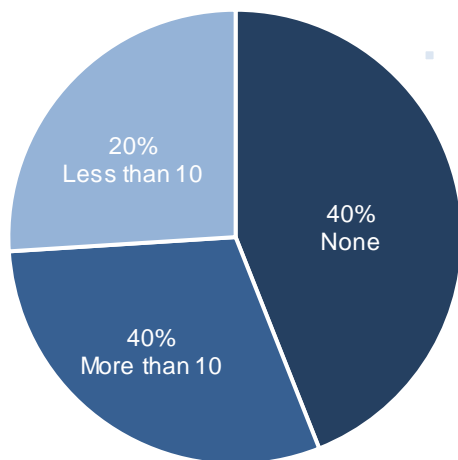
| | |
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| Finding 15 | OAH has improved its approach to mediation over the past year, but mediation is still underutilized. |
| Recommendation | <ul style="list-style-type: none"> a. Consistently notify parties of the option to mediate their case. b. Build a roster of volunteer mediators available to appear on short notice to assist in resolving cases. c. Ensure that ALJs who opt to mediate are credited for this contribution. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

¹²⁵ Felter, E.L., Jr. (1995). Administrative adjudication total quality management: The only way to reduce costs and delays without sacrificing due process. *Journal of the National Association of Administrative Law Judiciary*, 15(1), p. 23.

¹²⁶ Customer Satisfaction Survey. (2016, May 5). Retrieved from the Louisiana Division of Administrative Law: http://www.adminlaw.state.la.us/customer_survey.htm

¹²⁷ Felter, E.L., Jr. (1995). Administrative adjudication total quality management: The only way to reduce costs and delays without sacrificing due process. *Journal of the National Association of Administrative Law Judiciary*, 15(1), p. 16.

Number of Cases Mediated in Past Year
- ALJ Respondents



Comment: Although all judges and staff attorneys were certified as mediators in 2007, mediation was infrequently used and not required.¹²⁸ More recently, each ALJ has been trained to conduct mediations. Further, over the past year, four Attorney Advisors have been trained in mediation techniques appropriate for administrative adjudications. These Attorney Advisors currently conduct mediations under the supervision of an ALJ, and will

conduct mediations on their own starting on October 1, 2016, the beginning of OAH's new fiscal year. ALJs can request through the General Counsel that these Attorney Advisors be scheduled to mediate their cases. OAH has prioritized tax consumer cases for mediation, so that it can incrementally build up its use of this alternative dispute technique.

Mediation is increasingly important, especially for pro se litigants. ALJs noted that it enables these litigants to air issues that may not be relevant in a judicial setting, thereby promoting settlement.¹²⁹ More fundamentally, settlement of cases through mediation reduces ALJ caseloads, thereby allowing OAH to make more efficient use of scarce resources.

a. *Consistently notify parties about the option to mediate their case.* OAH should notify parties in hearing notices and at their initial hearings of the opportunity for voluntary mediation.¹³⁰ The notice should briefly describe the purpose and process of mediation. Parties wishing to engage in mediation should be given a deadline to schedule a mediation date before the date of the case's initial hearing. OAH staff should inquire whether litigants wish to mediate pre-hearing in an effort to resolve the dispute, and should provide them a location to talk if they wish to do so.

¹²⁸ CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

¹²⁹ *Ibid.*

¹³⁰ See Cummins, H.W. (2010). From conflict to conflict resolution: Establishing ALJ driven mediation programs in workers' compensation cases. *Journal of the National Association of Administrative Law Judges*, 30(2), p. 409, note 2. (recommending voluntary rather than mandatory mediation in worker's compensation cases).

b. *Build a roster of volunteer mediators.* OAH should partner with the DC Bar and other organizations that have trained mediators or which operate mediation services. The DC Superior Court’s Multi-Door Dispute Resolution Division and the Center for Dispute Resolution have each trained large numbers of local mediators and have ongoing relationships with many of them.¹³¹ Volunteer mediators could be scheduled for individual mediations or could be designated as “on call” on certain days – available on short notice to conduct mediations.

c. *Give ALJs credit for mediating.* How a mediating ALJ manages his or her workload will depend on the categories of cases the ALJ has been assigned as a trial judge and the number and expected length of mediations to which the ALJ is assigned. Currently, ALJs do not receive any formal credit for mediating cases, thereby providing a disincentive for ALJs to undertake this extra work.¹³² CCE recommends that mediating ALJs should receive appropriate recognition and credit for the number of cases they mediate and the amount of time they devote to mediation. ALJs noted that a more formal structure may be effective in achieving this goal.

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| Finding 16 | There are gaps in the guidance and materials available through OAH’s Resource Center. |
| Recommendation | a. Continue to make the Resource Center more user-friendly and improve available material. |
| | b. Continue to develop the roster of volunteers and legal service providers at the Resource Center throughout the week to help litigants seeking assistance. |
| | c. Update the Resource Center website to make it easier to navigate. |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: In CCE interviews, many ALJs noted that the Resource Center was helpful to litigants, and the results of CCE’s 2015 survey suggest that this perception is generally correct: litigants who are aware and use the Resource Center generally find it helpful. Though just over half of litigant respondents reported using the OAH Resource Center, of that group, 30% said it was “very helpful,” 48% said it was “somewhat helpful.” Moreover, 63% of litigant respondents that conducted research at the Resource Center found the information provided to be very helpful.¹³³ However, there is room for

¹³¹ *Ibid.*, note 2, p. 416 (noting that the Center for Dispute Resolution, University of Maryland Law School, had provided training for OAH ALJs in 2006).

¹³² CCE (Interviewer) & ALJ Participant (Interviewee). (2016). *Interviews with D.C. OAH ALJs*. Interview transcript. Unpublished transcripts on file with CCE.

¹³³ Council for Court Excellence. (2016). Survey of Litigants. Unpublished raw data.

improvement in the utilization of this resource, with many litigants reporting they did not find it helpful or did not know it existed.

Additionally, attorneys participating in the April 2016 focus group noted that visiting OAH or the Resource Center can be intimidating for a first-time litigant.¹³⁴ In light of the above, we recommend the following to increase the use and value of the Resource Center:

a. *Continue to make the Resource Center more user-friendly.* OAH and the Resource Center should continually focus on creating a user-friendly, welcoming environment, particularly given that most OAH litigants are pro se, and many are low-income. Attorneys participating in a focus group noted that front-facing staff have a very rigid system in place as to where litigants must sit while waiting to use the Resource Center.¹³⁵ However, the procedures for using the Resource Center are not explained or posted, and staff should make litigants aware of how the system works before enforcing it. One way to make the system more user-friendly is by simplifying the Resource Center's waiting system to a "first come, first serve" number system, which should be easier for litigants to navigate. Also, to aid litigants in accessing information, the literature in the Resource Center should be reorganized and labeled so that each topic is clearly identifiable. Staff should identify gaps in the Resource Center's written guidance, and partner with volunteer attorneys, law school clinics, and other legal service providers to develop these materials.

b. *Increase attorneys available for consultation.* Since about half of the litigants surveyed by CCE did not use the OAH Resource Center, and of those that did, a significant percentage (22%) did not find it helpful, additional volunteer law students and attorneys at the Resource Center could significantly improve the user experience for many litigants, particularly those proceeding pro se. There are currently some volunteer attorneys available for a portion of the week, but optimally they should be available there during all hours that OAH is open.

c. *Update the Resource Center website.* The OAH Resource Center website should be updated to make it easier for litigants to access information online. OAH rules and laws posted on the website are difficult to read and understand for litigants with no legal background – these rules should be translated into plain English so that they are accessible to a layperson.¹³⁶ The online OAH Resource website includes links to two online videos – one about what to expect at a hearing, and another about how to prepare for a hearing. However, as of June 2016 neither of those links was functioning. OAH

¹³⁴ See notes from CCE (Interviewer) & attorneys (Interviewee). (2016). *Focus Group of Attorneys*. Focus group transcript. Unpublished transcripts on file with CCE.

¹³⁵ *Ibid.*

¹³⁶ *About OAH*. Retrieved from DC.gov: <http://oah.dc.gov/page/about-oah>

should partner with area law schools, volunteer attorneys, and/or legal service providers to develop more videos to help litigants navigate OAH and the hearing process. A Frequently Asked Questions page, like the one included on the California Office of Administrative Hearings website, would also be a useful resource on the OAH Resource Center website.¹³⁷ Oregon, Tennessee, and California have clear online resource guides that can be used as models when developing the OAH Resource Center's online presence.

¹³⁷ CA OAH (2016). *Representing Yourself Before the Office of Administrative Hearings*. See <http://www.dgs.ca.gov/oah/GeneralJurisdiction/RepresentingYourself.aspx>

I. Appeals

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| Finding 17 | OAH and the DC Court of Appeals (“DCCA”) do not have written procedures in place regarding transmission of DCCA appellate opinions, and OAH does not consistently track data related to appeals. |
| Recommendation | <p>a. The Clerk of Court for OAH should work with the DCCA to establish a written procedure for ensuring that OAH receives copies of all DCCA decisions, including both published and unpublished decisions.</p> <p>b. OAH attorneys should prepare and circulate monthly memos with summaries of relevant DCCA published opinions and unpublished Memoranda of Judgment (“MOJs”) to all ALJs and attorney-advisors.</p> <p>c. OAH should track OAH cases on appeal, particularly whether they are affirmed or overturned, by jurisdiction and ALJ, and report this data in its annual report.</p> |
| Implementation | This recommendation may be implemented by OAH amending its internal policies. |

Comment: While a relatively low number of OAH decisions are appealed – only about 120 each year - the DC Court of Appeals’ (“DCCA”) holdings regarding OAH decisions are quite significant to OAH as they can influence the case law in its different areas of adjudication. OAH staff estimates that of the approximately 120 cases appealed each year, most are DPW, unemployment, and taxi cases. Very few cases (approximately one per month) are remanded by DCCA to OAH, and they are mostly unemployment insurance cases. As described below, there are several shortcomings in OAH’s collection and dissemination to ALJs of information regarding appeals.

a. *Establish a process for transmitting decisions from DCCA to OAH.* There is currently no regular system where DCCA notifies OAH that an appeal has been decided, or for the DCCA to send opinions to OAH. The OAH General Counsel and Clerk of Court need to establish a consistent schedule for collecting DCCA decisions, and designate a specific staff member to be responsible for collecting DCCA decisions and confirming that all decisions have been received by OAH. This staff member would be responsible for working with DCCA to establish specific procedures for getting all decisions as quickly as possible.

b. *Circulate a monthly memorandum about relevant DCCA decisions.* There is currently no regular procedure for the dissemination to the ALJs of DCCA opinions. The ALJs need to be aware of these binding decisions on a timely basis so that the ALJs can conform their rulings. To assure that OAH ALJs and staff attorneys are current with the development of case law related to the issues OAH adjudicates, memoranda summarizing published DCCA opinions and unpublished MOJs should be circulated among

staff on a monthly basis. While MOJs do not carry the same force of law, they may provide important guidance to OAH regarding how the DCCA is thinking about a particular area of the law.

c. *Track all appealed cases.* OAH lacks documented procedures for collecting appeals data, which is currently not consistently tracked. As a result, OAH has varying amounts of information regarding only a subset of OAH appealed cases. Further, this data mostly relates to OAH internal processing of appeals (i.e., noting when records are requested by an appellate body and delivered) and is collected on only an ad hoc basis. OAH collects virtually no data on the outcome of appeals. OAH should establish a more effective written procedure for collecting and tracking appeals data, including but not limited to information related to: number of cases being appealed, appeal outcomes, remand outcomes, jurisdiction, ALJ, pro se litigants.

APPENDIX A

OAH Project Committees

Working Group #1: Litigant Input

- **Representative to Steering Committee: Beth Mellen Harrison, Legal Aid DC**
- Alexander W. Sierck, Cameron LLP
- Tina Nelson, Legal Counsel for the Elderly – AARP
- Mary Ann Parker, Legal Counsel for the Elderly – AARP
- James M. Sullivan, Hollingsworth LLP
- Brian A. Hill, Miller & Chevalier

Working Group #2: OAH Input

- **Representative to Steering Committee: Samuel F. Harahan**
- Barbara K. Kagan, Steptoe & Johnson
- Chris Miller, State Farm Insurance, Inc.
- Dwight D. Murray, Stein Mitchell
- Margaret L. Hines

Working Group #3: Legislative Review

- **Representative to Steering Committee: Michael London, Paul Hastings**
- Thomas B. Martin, Goldblatt Martin Pozen LLP
- Jennifer Lav, University Legal Services
- Brian Wilmot, Paul Hastings
- Rochanda Hiligh-Thomas, Advocates for Justice and Education, Inc.

Working Group #4: Jurisdictional Comparison

- **Representative to Steering Committee: James P. Tuite, Akin Gump**
- David H. Cox, Jackson & Campbell
- Jeffrey Gutman, Public Justice Advocacy Clinic – The George Washington University School of Law
- Erica Litovitz, Jackson & Campbell
- John L. Longstreth, K & L Gates

Working Group #5: OAH Operations

- **Representative to Steering Committee: Fritz Mulhauser, DC Open Government Coalition**
- Beth Harrison, Legal Aid DC
- Mary Ann Parker, Legal Counsel for the Elderly – AARP
- Richard Hoffman
- Tami Weerasingha-Cote, Sidley Austin LLP
- Peter Anthony, Sidley Austin LLP

Steering Committee

- OAH Project Co-Chairs
 - Michael Hays, Cooley LLP
 - Charles A. Patrizia, Paul Hastings LLP
- Ex-Officio Representative
 - James H. Hulme, CCE Court Improvements Committee Chair

CCE Staff

- June B. Kress, Executive Director
- Emily Tatro, Policy Analyst
- Sarah Medway, Policy Analyst
- Ben Moser, Research and Policy Analyst

APPENDIX B

**MODEL ACT CREATING A
STATE CENTRAL HEARING AGENCY
(OFFICE OF ADMINISTRATIVE HEARINGS)
AN ACT concerning**

Office of Administrative Hearings

FOR the purpose of establishing an Office of Administrative Hearings as an independent agency in the Executive Branch in order to provide a source of independent administrative law judges to preside in contested cases; providing for the appointment of a chief administrative law judge; establishing the chief administrative law judge's qualifications, compensation, powers, and duties . . . [other purposes]

Section 1. BE IT ENACTED BY THE [NAME OF LEGISLATIVE BODY], That the Laws of [STATE] read as follows:

Article - State Government

Subtitle []. Office of Administrative Hearings

Part I. Office of Administrative Hearings

Section 1-1 Scope of Subtitle.

(a) Exceptions - - This subtitle does not apply to:

- (1) an agency of the Legislative Branch of the State government;
- (2) an agency of the Judicial Branch of the State government; or
- (3) the following agencies of the Executive Branch of the State government:

- (i) the Governor;
- (ii) [exception]; and
- (iii) [exception]

(b) except as provided in paragraphs (1), (2), and (3) of subsection (a) of this section, this subtitle shall apply to each agency that employs or engages one or more hearing officers or administrative law judges, either full or part-time, to adjudicate contested cases unless the agency has been exempted by the Governor under subsection (c) of this section.

(c) until one year from the effective date of this statute the Governor temporarily may exempt an agency from this subtitle.

Section 1-2 Establishment and Appointment of Administrative Law Judges.

(a) The Office of Administrative Hearings is created as an independent agency in the Executive Branch of State Government for the purpose of separating the adjudicatory function from the investigatory, prosecutory and policy-making functions of agencies in the Executive Branch. Administrative law judges shall be selected and appointed [by the Governor upon screening and recommendation of a judicial nominating commission] [through competitive examination in the classified service of state employment] [by the chief administrative law judge].

(b) The hearing officers and administrative law judges of the agencies to which this subtitle applies shall become employees of the Office of Administrative Hearings. [The grandfathered hearing officers and administrative law judges are exempt from the qualifications contained in Section 1-6(a)(2).]

Section 1-3 Responsibility.

(a) Except as provided herein, the Office shall administer the resolution of all contested cases [unless the agency head or

governing body of any agency hears the case without delegation or assignment to a hearing officer or administrative law judge].

(b) Upon referral by an agency, one or more administrative law judges shall administer the resolution of the matters referred.

Section 1-4 Chief Administrative Law Judge - In general.

(a) The Office is headed by a chief administrative law judge [appointed by the Governor with advice and consent of the Senate for a term of () years], [through competitive examination in the classified service of state employment] who may be removed only for good cause following notice, and an opportunity for an adjudicative hearing and shall continue in office until a successor is appointed.

(b) The chief administrative law judge shall:

- (1) take an oath of office as required by law prior to the commencement of duties;
- (2) devote full time to the duties of the Office and shall not engage in the practice of law;
- (3) be eligible for reappointment;
- (4) receive the salary provided in the state budget [receive a salary in the same amount as that provided by law for a { } court judge];
- (5) be licensed to practice law in the State and admitted to practice for a minimum of five years;
- (6) have the powers and duties specified in this subtitle; and
- (7) be subject to the code of conduct for administrative law judges.

(c) The chief administrative law judge may employ a staff in accordance with the State budget.

Section 1-5 Chief Administrative Law Judge - Powers and Duties.

- (a) The chief administrative law judge shall:
- (1) supervise the Office of Administrative Hearings;
 - (2) [appoint and remove administrative law judges in accordance with this subtitle (the other option is for the Governor to appoint through a judicial nominating commission as provided by Section 1-2)];
 - (3) assign administrative law judges in any case referred to the Office;
 - (4) protect and ensure the decisional independence of each administrative law judge;
 - (5) establish and implement standards and specialized training programs and provide materials for administrative law judges;
 - (6) provide and coordinate continuing education programs and services for administrative law judges, including research, technical assistance, technical and professional publications, compile and disseminate information, and advise of changes in the law relative to their duties; and
 - (7) adopt rules to implement this subtitle through rulemaking proceedings in accordance with the Administrative Procedure Act or other law.
 - (8) adopt a code of conduct for administrative law judges;
 - (9) monitor the quality of state administrative hearings through the provision of training, observation, feedback and, when necessary, discipline of A.L.J.s who do not meet appropriate standards of conduct and competence, subject to the provisions of Section 1-6(a)(4) below;

- (10) submit an annual report on the activities of the Office to the Governor and to the [Legislature] and;
 - (11) [cooperate and assist the State Advisory Council in the discharge of its duties pursuant to Sections 1-12 through 1-14 of this Act.]
- (b) The chief administrative law judge may:
- (1) serve as an administrative law judge in a contested case;
 - (2) [establish qualifications for the selection of administrative law judges];
 - (3) furnish administrative law judges on a contractual basis to governmental entities other than those required to use their services;
 - (4) accept and expend funds, grants, bequests and services, which are related to the purpose of the Office, from any public or private source;
 - (5) enter into agreements and contracts with any public or private agencies or educational institutions; and
 - (6) [create specialized subject matter divisions within the Office.]

Section 1-6 Administrative Law Judges.

- (a) An administrative law judge shall:
- (1) take an oath of office as required by law prior to the commencement of duties;
 - (2) be admitted to practice law [in the State] [for a minimum of five years];
 - (3) be subject to the requirements and protections of [e.g., classified service of State employment and the State ethics code];

- (4) be removed, suspended, demoted, or subject to disciplinary or adverse actions including any action that might later influence a reduction in force, only for good cause, after notice and an opportunity to be heard in an Administrative Procedure Act or other statutory-type hearing and a finding of good cause by an impartial hearing officer;
- (5) be subject to a reduction in force only in accordance with established, objective civil service or merit system procedures;
- (6) receive compensation provided in the State budget [receive a salary in the same amount as that provided by law for a () court judge];
- (7) not perform duties inconsistent with the duties and responsibilities of an administrative law judge;
- (8) devote full time to the duties of the position and [shall not engage in the practice of law unless serving as a part-time administrative law judge];
- (9) be subject to administrative supervision by the chief administrative law judge; and
- (10) be subject to the code of conduct for administrative law judges.

(b) An administrative law judge shall not be responsible to or subject to the supervision, direction or direct or indirect influence of an officer, employee, or agent engaged in the performance of investigatory, prosecutory, or advisory functions for an agency.

Section 1-7 Cooperation of State Government Agencies; Audits; Selection of Judges.

(a) All agencies of State government shall cooperate with the chief administrative law judge in the discharge of the duties of the Office.

(b) The Office shall be subject to audit by [the legislative audit office under the same rules and rotation by which other State agencies are audited].

(c) Except in arbitration or similar proceedings as provided by law or in this subtitle or in regulations adopted under this subtitle, an agency may not select or reject a particular administrative law judge for a particular proceeding.

Section 1-8 Designation of Administrative Law Judges.

If the Office is unable to assign an administrative law judge in response to an agency referral, the chief administrative law judge shall designate in writing an individual to serve as an administrative law judge in a particular proceeding before the agency [if the individual meets the qualifications for an administrative law judge established by the Office and is subject to the Code of Judicial Conduct].

Section 1-9 Powers of Administrative Law Judges.

An administrative law judge shall have the power to: (1) issue subpoenas; (2) administer oaths; (3) control the course of the proceedings; (4) engage in or encourage the use of alternative dispute resolution methodologies as appropriate; (5) order a party, a party's attorney, or other authorized representative, to pay reasonable expenses, including attorney's fees, incurred by another party as a result of bad faith actions or tactics that are frivolous or solely intended to cause unnecessary delay; and (6) perform other necessary and appropriate acts in the performance of duties.

Section 1-10 Decision-making Authority.

(a) The assigned administrative law judge shall render the final decision of the agency not subject to agency review, in all hearings for the following agencies:

- (1) [Name of Agency];
- (2) [Name of Agency]; and
- (3) [Name of Agency].

(b) Except as provided by law, the administrative law judge shall issue a proposed [initial, recommended] decision unless the agency authorizes the issuance of a final decision, as provided in the Administrative Procedure Act.

(c) Where a matter is referred to the Office by an agency, the referring agency shall take no further adjudicatory action with respect to the proceeding, except as a party litigant, as long as the Office has jurisdiction over the proceeding. [Nothing in this subsection shall be construed to prevent an appropriate interlocutory review by the agency nor an appropriate termination or modification of the proceeding by the agency.]

Section 1-11 Proposed Decisions and Orders.

In reviewing a proposed (initial, recommended) decision or order received from the administrative law judge, the agency head or governing body of the agency shall not modify, reverse or remand the proposed decision of the administrative law judge except for specified reasons in accordance with law. Judicial review of agency decisions shall occur in accordance with the Administrative Procedure Act [or other specific statutory provision].

OPTIONAL

Section 1-12 State Advisory Council on Administrative Hearings - Establishment; Composition; Appointment.

- (a) There is a State advisory council on administrative hearings.
- (b) The council consists of nine members.

(c) Of the nine council members:

- (1) One shall be a member of the Senate of [];
- (2) One shall be a member of the House of [];
- (3) One shall be the Attorney General or the Attorney General's designee;
- (4) Two shall be directors, secretaries, chief executives, or their designees from agencies involved in the adjudication of contested cases before the Office;
- (5) Two shall be from the general public; and
- (6) Two shall represent the state bar association.

(d) The Governor shall appoint the members specified in subsection (c)(4) through (6) of this section.

Section 1-13 Terms; Compensation; Chair.

- (a)
- (1) The term of a member of the council is four years.
 - (2) The terms of the members are staggered as required by the terms provided for members of the council on [DATE].
 - (3) A member is eligible to serve more than one term.
 - (4) A member shall not be disqualified by virtue of being engaged in the practice of law or appearing regularly as an attorney before the Office.

(b) A member of the council may not receive compensation, but is entitled to reimbursement for expenses under the standard state travel regulations.

(c) The council shall designate a chair from among its members.

Section 1-14 Powers and Duties; Meetings.

- (a) The council shall:
- (1) advise the chief administrative law judge in carrying out the duties of the Office;
 - (2) identify issues of importance to administrative law judges that should be addressed by the chief administrative law judge;
 - (3) review issues and procedures relating to administrative hearings and the administrative process;
 - (4) review and comment upon rules of procedure and other regulations and policies proposed by the chief administrative law judge;
 - (5) review and comment on the annual report submitted by the chief administrative law judge; and
 - (6) conduct a study of agencies which employ hearing officers to adjudicate contested case hearings which have been exempted by the Governor pursuant to Section 1-1(3) and recommend to the Governor those agencies for which such exemption should be continued by [DATE].

(b) The council shall meet at a regular time and place to be determined by the council.

Section 1-15 Effective Date.

That Sections 1-1 through 1-14 shall take effect on [DATE].

APPENDIX C

Centralized Administrative Hearings Offices by State

| | |
|----------------------|---|
| Alaska | Office of Administrative Hearings http://doa.alaska.gov/oah/ |
| Arizona | Office of Administrative Hearings http://www.azoah.com/ |
| California | Office of Administrative Hearings http://www.dgs.ca.gov/oah/Home.aspx |
| Colorado | Office of Administrative Courts https://www.colorado.gov/oac/ |
| District of Columbia | Office of Administrative Hearings http://oah.dc.gov/ |
| Florida | Division of Administrative Hearings http://www.doah.state.fl.us |
| Georgia | Office of State Administrative Hearings http://www.osah.ga.gov |
| Hawaii | Office of Administrative Hearings Department of Commerce and Consumer Affairs http://cca.hawaii.gov/oah/ |
| Illinois | Administrative Hearings Department http://www.cyberdriveillinois.com/departments/administrative_hearings/home.html |
| Iowa | Division of Administrative Hearings Department of Inspections and Appeals http://www.dia.iowa.gov/ahd |
| Kansas | Office of Administrative Hearings http://www.oah.ks.gov/ |
| Kentucky | Division of Administrative Hearings http://www.ag.ky.gov/civil/civil-enviro/admin/Pages/default.aspx/ |
| Louisiana | Division of Administrative Law http://www.adminlaw.state.la.us |
| Maine | Administrative Hearings http://www.oah.state.md.us/ |
| Maryland | Office of Administrative Hearings http://www.oah.state.md.us/ |
| Massachusetts | Division of Administrative Law Appeals http://www.mass.gov/anf/hearings-and-appeals/oversight-agencies/dala/ |
| Michigan | Administrative Hearing System Department of Licensing and Regulatory Affairs http://www.michigan.gov/lara/0,4601,7-154-10576---00.html |

| | |
|----------------|---|
| Minnesota | Office of Administrative Hearings http://mn.gov/oah/ |
| Missouri | Administrative Hearing Commission http://www.ahc.mo.gov/ |
| Montana | Office of Administrative Hearings http://dli.mt.gov/hearings |
| Nevada | Department of Administration: Hearings Division http://hearings.nv.gov/ |
| New Jersey | Office of Administrative Law: Hearings http://www.state.nj.us/oal/ |
| North Carolina | Office of Administrative Hearings http://www.ncoah.com/ |
| North Dakota | Office of Administrative Hearings http://www.nd.gov/oah/ |
| Oregon | Office of Administrative Hearings http://www.oregon.gov/oah/ |
| South Carolina | Administrative Law Court http://www.scalc.net/ |
| South Dakota | Bureau of Administration: Office of Hearing Examiners http://boa.sd.gov/divisions/hearing/ |
| Tennessee | Administrative Procedures Division Secretary of State http://sos.tn.gov/apd/ |
| Texas | State Office of Administrative Hearings http://www.soah.state.tx.us/ |
| Washington | Office of Administrative Hearings http://www.oah.wa.gov/ |
| Wisconsin | Division of Hearings and Appeals http://doa.state.wi.us/divisions/Hearings-and-Appeals |
| Wyoming | Office of Administrative Hearings http://oah.wyo.gov/ |

APPENDIX D

OAH Subject Matter Jurisdiction and Relevant Standards

| Agency | Source of Jurisdiction | Expiration | Funding Structure | Max. Payment | Max. # of Cases | Actual Cases in FY '14 |
|--|------------------------|--|---|--|--|--|
| Child and Family Services Agency (CFSA) | Statute | N/A | N/A | N/A | N/A | 0 |
| District of Columbia Public Schools (DCPS) – Student Discipline and Residency Verification | MOU | Auto-renewal, with option to terminate w/30 days written notice. | \$125/case, made annually for FY via intra-District advance. | \$125,000 in 2012— unless DCPS consents in writing to more. (Unclear if there has been change since 2012. MOU states: “For each Fiscal Year thereafter, . . . DCPS shall provide to OAH an . . . advance as agreed to by the Parties in writing . . .” | No max: “anticipates approximately 90” | 284 (unknown what kind of DCPS case— student discipline, residency, or vendor) |
| District of Columbia Public Schools (DCPS) – Vendor Disputes | MOU | Auto-renewal, with option to terminate w/30 days written notice. | \$625 per case (based on \$125 per case for up to 5 hours per case). If case goes to hearing, additional charge of \$125 per hour above base rate). | Yearly advance of \$15625, with return of excess. | “Up to 25 or more on as case by case basis.” | 284 (unknown what kind of DCPS case— student discipline, residency, or vendor) |
| Dept. of Consumer and Regulatory Affairs (DCRA) | Statute | N/A | N/A | N/A | N/A | 808 |
| Dept. of Disability Services (DDS) | Statute | N/A | N/A | N/A | N/A | 14 |
| Dept. of Employment Services (DOES) | Statute | N/A | N/A | N/A | N/A | 2545 |
| Dept. of Health (DOH) | Est. Act | N/A | None | None | None | 386 |
| Dept. of Health | MOU | 9/30/2011 | Based on hourly | N/A | N/A | 498 |

| | | | | | | |
|---|------------|---|--|----------|--------------------------|--------|
| Care Finance (DHCF) | | | rate/cost + indirect cost rate | | | |
| Dept. of Housing & Community Development (DHCD) | MOU | 9/30/2016 | \$4,000/case | \$20,000 | No max (5 case estimate) | 171 |
| Dept. of Human Serv. (DHS) | Est. Act | N/A | None | None | None | 798 |
| Dept. of Ins., Bank., and Sec. (DIBS) | MOU | 9/30/2015 | \$4,000/case | \$24,000 | 6 | 1 |
| Dept. of Behavioral Health (DBH) | MOU | None | No payment | none | none | 8 |
| Dept. of Public Works (DPW) | Statute | N/A | None | None | None | 15,314 |
| Dept. of the Environment (DOE) | MOU | 9/30/15 (automatic renewal) | \$300/case – \$45,000 paid at the beginning of each term, with amounts not used returned | \$45,000 | (150) | 79 |
| Dept. of Transportation (DOT) | Statute | N/A | No payment | None | None | 178 |
| Fire & Emergency Medical Services (FEMS) | Regulation | N/A | No payment | None | None | 9 |
| Health Benefit Exchange (HBX) | MOU | 9/30/15 | \$125/case Payments made quarterly | \$50,000 | (400) | 162 |
| Metropolitan Police Dept. (MPD) | Est. Act | | | | | 179 |
| Office of Human Rights (OHR) | N/A | N/A | | | | 0 |
| Office of Planning (OP) | Est. Act | | | | | 44 |
| Office of Tax and Revenue (OTR) | Est. Act | | | | | 34 |
| OAG-Child Support | MOU | -09/30/2008 -After that automaticall | - (\$369/case.) -Payments made yearly. | \$9,220 | 25 | 6 |

| | | | | | | |
|--|-----------|---|---|---|---|------------------------------------|
| | | y renewed each year unless one of the parties objects. | The remaining amount should be returned to OAG after each year. | | | |
| Office of the State Superintendent of Education (OSSE) | MOU | 09/30/2010 After that automatically renewed each year unless one of the parties objects. | -\$417/case -Payments are made at the beginning of each year. The remaining amount should be returned to OSSE after each year. | Can't charge OSSE for child care providers and facilities cases -\$10,437 for 25 "other" cases | All the child care providers and facilities cases +25 "other" cases | 12 |
| Shelter | Est. Act. | | | | | 285 |
| Taxicab Commission | Est. Act | | | | | 2,500 (recorded in eTims database) |
| DCRA B21-261 - Sale of Synthetic Drugs Amendment Act of 2015 (note that the Temporary Amendment Act, identical in substance, has been enacted) | Est. Act | Legislation Pending. Introduced June 18, 2015 Currently under review. Emergency legislation expires 120 days from July 10, 2015 | To be determined by fiscal impact statement. | unknown | unknown | n/a |
| DHS B21-352 - Advancing Year Round Access to Shelter Policy and Prevention of Homelessness Amendment Act of 2015 | Est. Act | Legislation pending. Introduced September 18, 2015. Hearing held on October 13, 2015 Currently under review | To be determined by fiscal impact statement. | Unknown | Unknown | n/a |
| DOES | MOU | None | Unknown | Possibly 130k-140k | Unknown | n/a |

| | | | | | | |
|---|--|--|---|---------|---------|-----|
| B21-671/A20-426 - The Wage Theft Prevention Act of 2014 | pending | Law went into effect on Feb. 26, 2015 | however, anticipate budget increase of salary of at least one ALJ (approximately 130k-140k) | | | |
| OHR & Possibly DOES B21-0415 Universal Paid Leave Act of 2015 | Would require amendment to Establishment Act | Legislation pending. Introduced October 6, 2015 Currently under review | To be determined by fiscal impact statement. | Unknown | Unknown | n/a |
| DDOT B21-0313 The Transportation Reorganization Amendment Act of 2015 | MOU pending | Legislation pending Introduced July 14, 2015 Hearing scheduled for Dec. 4, 2015 Currently under review | To be determined by fiscal impact statement. | Unknown | Unknown | n/a |

APPENDIX E

Proposed Amendment to Establishment Act

AN ACT

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To amend the Office of Administrative Hearings Establishment Act of 2001.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this act may be cited as the “Office of Administrative Hearings Amendment Act of 2016”.

Sec. 102. The Office of Administrative Hearings Establishment Act of 2001, effective March 6, 2002 (D.C. Law 14-76; D.C. Official Code § 2-1831.01 *et seq.*), is amended as follows:

(a) Sec. 6 (D.C. Official Code § 2-1831.03) is amended as follows:

(1) A new subsection (b-10) is added to read as follows:

“(b-10) In addition to those cases described in subsections (a), (b), (b-1), (b-2), (b-3), (b-4), (b-5), (b-6), (b-7), (b-8), and (b-9), this chapter shall apply to all adjudicated cases involving:

(1) Student suspension and expulsion appeals pursuant to Title 38 of the DC Official Code, 5 DCMR B25 § 2507.9, and applicable DC Municipal Regulations.

(2) Student residency appeals pursuant to Title 38 of the DC Official Code and applicable DC Municipal Regulations.

(3) Payment disputes between DCPS and nonpublic special education schools (as defined in 38-2561.01) pursuant to DC Official Code § 38-2561.04.

(4) Medicaid eligibility appeals pursuant to DC Official Code § 7-771.07(1) and (7);

(5) Department of Housing and Community Development cases brought under DC Official Code § 42-1903.16 § 42-1904.06(c), § 42-1904.14, and § 42-1904.15, and cases arising under Chapter 34 of Title 42;

(6) Department of Insurance, Securities and Banking cases brought under DC Official Code § 31-1131.12 and cases arising under Chapter 7 of Title 26 and Chapter 56 of Title 31.

(7) Department of Behavioral Health cases involving the imposition of civil fines pursuant to 16 DCMR § 3501 and § 3502, licensing and certification cases pursuant to DC Official Code § 7-1131.14(2), (4), and (5), and other infractions pursuant to Chapters 11 and 11A of Title 7;

(8) Department of the Environment cases brought under Title 8;

(9) Health Benefit Exchange Authority appeals pursuant to DC Official Code § 31-3171.04(a)(13);

(10) Office of Human Rights cases pursuant to DC Official Code §2-1935; and

(11) Child support brought by the Office of the Attorney General pursuant to DC Official Code § 46-225.01 and § 46-226.03.”

(2) Subsection (c) is amended to read as follows:

“(c) Those agencies, boards, and commissions that are not included in subsections (a), (b), (b-1), (b-2), or (b-3) of this section may:

(1) Refer individual cases to the Office, with the approval of the Chief Administrative Law Judge; or

(2) Elect to be covered by this chapter, subject to the requirements that:

(A) An election must be approved by the Chief Administrative Law Judge and the Mayor,

(B) The electing party and the Office shall be subject to such terms as the Mayor may set, provided that such terms are irrevocable during the length of the coverage, and

(C) The coverage shall last for no more than two years, and shall not be subject to renewal.

(D) **After the conclusion of said two-year period, at the option of and upon subsequent amendment of this statute by the Council, any such coverage shall be statutorily authorized.”**

(b) Sec. 8 (D.C. Official Code § 2-1831.05) is amended as follows:

(1) Subsection (a) is amended as follows:

(A) A new subsection (13) is added to read as follows:

“(13) Appoint Administrative Law Judges in accordance with §2-1831.11.”

(B) A new subsection (14) is added to read as follows:

“(14) To the extent he or she deems appropriate, discipline and remove Administrative Law Judges, **subject to the review by the Commission in accordance with §2-1831.10, and**”

(C) A new subsection (15) is added to read as follows:

“(15) Reappoint Administrative Law Judges in accordance with §2-1831.10.”

(2) Subsection (b)(9) is amended to read as follows:

“Collect and retain revenues paid in connection with any adjudicated case, which revenues, in the Chief Administrative Law Judge’s sole discretion, may be deposited into either (A) unrestricted funds of the Office or (B) the unrestricted fund balance of the General Fund of the District of Columbia;”

(c) Sec. 9 (D.C. Official Code § 2-1831.06) is amended to read as follows:

(1) Subsection (a) is amended to read as follows:

“There is established the Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings. The Commission's mission shall include the recruitment and retention of a well-qualified, efficient, and effective corps of Administrative Law Judges in the Office.”

(2) Subsection (b) is amended as follows:

“The Commission shall:

(1) Advise the Chief Administrative Law Judge in carrying out his or her duties;

(2) Identify issues of importance to Administrative Law Judges and agencies that should be addressed by the Office;

(3) Review issues and problems relating to administrative adjudication;

(4) Review and comment upon the policies and regulations proposed by the Chief Administrative Law Judge; and

(5) Make recommendations for statutory and regulatory changes that are consistent with advancing the purposes of this chapter.

(6) Assist in the appointment of Administrative Law Judges in accordance with §2.1831.11; and

(7) Review, and approve, reject, or modify significant adverse personnel decisions or removal of Administrative Law Judges by the Chief Administrative Law Judge.”

(3) Subsection (c) is repealed.

(d) Sec. 10 (D.C. Official Code § 2-1831.07) is amended as follows:

(1) Subsection (e) is amended to read as follows:

“Members of the Commission shall receive a stipend in the amount of [to be inserted by the Council] and reimbursement of reasonable expenses incurred in connection with their service on the Commission in accordance with applicable law.”

(e) Sec. 9 (D.C. Official Code § 2-1831.08) is amended as follows:

(1) Subsection (b) is amended to read as follows:

“An Administrative Law Judge shall be appointed to the Excepted Service as a statutory officeholder pursuant to § 1 609.08, upon the affirmative vote of a majority of the voting members of the Commission by the Chief Administrative Law Judge after a selection process in accordance with rules promulgated pursuant to § 2 1831.11(a), and any rules promulgated pursuant thereto.”

(2) Subsection (c)(1) is amended to read as follows:

“The initial term of office of an Administrative Law Judge appointed prior to December 6, 2005, shall be 2 years, at the end of which the Administrative Law Judge shall be eligible for reappointment by the Chief Administrative Law Judge to a term of 10 years. After serving an initial reappointment term of 10 years, the Administrative Law Judge shall be eligible for reappointment by the Chief Administrative Law Judge to a new term of 6 years.”

(3) Subsection (c)(2) is amended to read as follows:

“The initial term of office of an Administrative Law Judge hired after December 5, 2005, shall be 2 years, at the end of which the Administrative Law Judge shall be eligible for reappointment by the Chief Administrative Law Judge to a term of 6 years.”

(4) Subsection (c)(3) is amended to read as follows:

“The initial term of office for an Administrative Law Judge appointed after [the date this amendment is enacted], shall be [10 or 15 years], at the end of which the Administrative Law Judge shall be eligible for reappointment by the Chief Administrative Law Judge to a term of [e.g., 5 or 6 years].”

(5) Subsection (c)(4) is amended to read as follows:

“At the expiration of any 6-year term of office, an Administrative Law Judge shall be eligible for reappointment by the Chief Administrative Law Judge to a new term of 6 years.”

(6) A new subsection (c)(5) is added to read as follows:

“Non-reappointment of an Administrative Law Judge shall not be deemed to be discipline or removal of the Administrative Law Judge.”

(f) Sec. 13 (D.C. Official Code § 2-1831.10) is amended to read as follows:

“Sec. 13 Reappointment and discipline of Administrative Law Judges.

(a) At least 6 months before the expiration of any term, an Administrative Law Judge seeking reappointment to a new term shall file a statement with the Chief Administrative Law Judge specifying that he or she requests reappointment to a new term. For any Administrative Law Judge who timely files such a statement, the Chief Administrative Law Judge shall prepare a record of the Administrative Law Judge’s

performance with regard to that judge's efficiency, efficacy, and quality of performance over the period of his or her appointment. At a minimum, the record shall contain at least one year of decisions authored by the Administrative Law Judge and data on how the Administrative Law Judge has met applicable objective performance standards.

(b) The voting members of the Commission shall vote Chief Administrative Law Judge shall approve or reject a request for reappointment prior to the expiration of the requesting Administrative Law Judge's term, but no earlier than 60 days prior to such expiration. A reappointment approved by the Commission Chief Administrative Law Judge is effective upon expiration of the previous appointment.

(c) During a term of office, an Administrative Law Judge shall be subject to discipline and removal, only for cause, with a right to notice and a hearing before the Commission pursuant to this act and rules issued pursuant to § 2-1831.11(a) and (b) by the Chief Administrative Law Judge, subject to review by the Commission of any of the following actions taken by the Chief Administrative Law Judge: (i) the removal of an Administrative Law Judge, (ii) the rejection of an Administrative Law Judge's request for reappointment, and (iii) the imposition of a disciplinary action on an Administrative Law Judge that results in a suspension that exceeds 11 days. significant adverse personnel decision or removal by the Chief Administrative Law Judge, provided that a rejection of an Administrative Law Judge's request for reappointment shall not be deemed to constitute a significant adverse personnel decision or removal by the Chief Administrative Law Judge. An Administrative Law Judge's unexcused failure to meet annual performance standards in any 2 years within a 3-year period shall be among the grounds constituting cause for removal."

(g) Sec. 14 (D.C. Official Code § 2-1831.11) is amended to read as follows:

"Sec. 14 Rules governing the appointment of Administrative Law Judges.

(a) Process for Appointment of Administrative Law Judges. The selection process for the appointment of an Administrative Law Judge shall be as follows

(1) The Chief Administrative Law Judge and the Commission shall publish a public notice of a vacancy in the Office of Administrative Hearings. Such public notice shall be advertised in a portion of a daily or weekly periodical that is likely to be seen by highly qualified public and private sector attorneys in the District of Columbia who are seeking or considering positions as attorneys or administrative law judges in the government. Such notice shall also include:

(A) A description of the Administrative Law Judge eligibility requirements as set forth in §2-1831.08(d);

(B) A description of the required application materials as set forth in subsection (d) below; and

(C) The date and time by which applications materials must be submitted to the Commission, and the method by which materials must be submitted;

(2) Upon the close of the application period, the Commission shall review all submitted applications, and submit to the Chief Administrative Law Judge three (3) candidates for an Administrative Law Judge. The Commission must approve the candidates by a majority vote.

(3) Upon the Commission's submission of the three candidates to the Chief Administrative Law Judge, the Chief Administrative Law Judge shall appoint the Administrative Law Judge from the list of three (3) candidates.

(b) *Initial Rulemaking Authority* In accordance with § 2-505, the Mayor shall promulgate initial rules governing the appointment, reappointment, discipline, removal, and qualifications of Administrative Law Judges within 180 days of March 6, 2002. The proposed rules shall be submitted to the Council for a 45-day period of review, excluding Saturdays, Sundays, legal holidays, and days of Council recess. If the Council does not disapprove the proposed rules, in whole or in part, by resolution within this 45-day review period, the proposed rules shall be deemed approved.

(c) *Rulemaking Authority* Upon convening, or at anytime thereafter, the Commission may amend or repeal, in whole or in part, or may add to, the initial rules promulgated under the authority of subsection (a) of this section, in accordance with § 2-505. Any proposed rule changes shall be submitted to the Council for a 45-day period of review, excluding Saturdays, Sundays, legal holidays, and days of Council recess. If the Council does not disapprove the proposed rules, in whole or in part, by resolution within this 45-day review period, the proposed rules shall be deemed approved. The Chief Administrative Law Judge may at any time request that the Commission review and consider proposed rule changes authorized by this subsection. The Commission also, on its own initiative, or upon recommendation of the Chief Administrative Law Judge, may promulgate emergency rules, valid for not more than 120 days, in the limited circumstances permitted by § 2-505(c).

(d) *Rulemaking Requirements*. Any rules promulgated pursuant to subsections (b) and (c) of this section shall be designed to competitively recruit and retain highly qualified, effective, and efficient Administrative Law Judges from the public and private sectors. Any such rules:

(1) Shall require that Administrative Law Judges meet the qualifications established in § 2-1831.08(d)(1) through (5);

(2) May prescribe the passing of a qualifying examination as a minimum, but not exclusive, requirement for appointment;

(3) May prescribe additional qualifications for the purpose of ensuring the appointment of well-qualified, efficient, and effective Administrative Law Judges;

(4) Shall require that all Administrative Law Judge positions (except positions subject to § 2-1831.08(e)) be timely advertised in a portion of a daily or weekly periodical that is likely to be seen by highly qualified public and private sector attorneys in the District of Columbia who are seeking or considering positions as attorneys or administrative law judges in the government. The requirements of this subsection (d)(4) shall not apply to any vacancy that occurs upon the expiration of an Administrative Law Judge's term where the Chief Administrative Law Judge has approved a request for reappointment in accordance with § 2-1831.10.

(e) Rules promulgated pursuant to subsections (b) and (c) of this section shall govern the process of selecting Administrative Law Judges.”

(h) Sec. 15 (D.C. Official Code § 2-1831.12) is amended as follows:

(1) A new subsection (g) is added to read as follows:

“There shall be an Administrator of the Commission, selected by the Chairman of the Commission. The Administrator shall be a [full or part-time OAH employee] responsible for the administration of the Commission, subject to the supervision of the Chairman of the Commission. The Administrator shall perform such duties as the Chairman of the Commission directs, such as assisting COST in preparing for and holding meetings and in generating information independently of the Chief Administrative Law Judge by soliciting feedback from stakeholders. The Chair of the Commission shall supervise and evaluate the Administrator.”

(i) Sec. 20 (D.C. Official Code § 2-1831.17) is repealed.

APPENDIX F

Proposed Amendment to Establishment Act (Red Line Version)

§2-1831.01. Definitions.

For the purposes of this chapter, the term:

(1) "Adjudicated case" means a contested case or other administrative adjudicative proceeding before the Mayor or any agency that results in a final disposition by order and in which the legal rights, duties, or privileges of specific parties are required by any law or constitutional provision to be determined after an adjudicative hearing of any type. The term "adjudicated case" includes, without limitation, any required administrative adjudicative proceeding arising from a charge by an agency that a person committed an offense or infraction that is civil in nature.

(2) "Administrative Law Judge," unless otherwise specified, means an Administrative Law Judge of the Office of Administrative Hearings.

(3) "Administrative Procedure Act" means the District of Columbia Administrative Procedure Act ([§ 2-501](#) et seq.).

(4) "Agency" shall have the meaning provided that term in [§ 2-502\(3\)](#).

(5) "Commission" means the Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings.

(6) "Contested case" shall have the meaning provided that term in [§ 2-502\(8\)](#).

(7) "Fiscal year" means the period from October 1 through September 30 of the following year.

(8) "Hearing officer" means an individual, other than an agency director, whose permanent duties as an employee of the District of Columbia on the day prior to this chapter becoming applicable to his or her agency consisted in whole or in substantial part of regularly adjudicating administrative matters as required by law. The term "hearing officer" includes, without limitation, any person with a position bearing the title "Hearing Officer," "Hearing Examiner," "Attorney Examiner," "Administrative Law Judge," "Administrative Judge," or "Adjudication Specialist". Notwithstanding anything to the contrary in this paragraph, the term "hearing officer" does not include any employee holding an intermittent service, a temporary appointment of less than one year, or a term appointment of less than one year. The Mayor or the Commission may issue rules in accordance with [§ 2-1831.11](#) to adjust the period of employee tenure required to qualify as a hearing officer, except that such rules may not require a period longer than one year prior to this act becoming applicable to an employee's agency.

(9) "Independent agency" shall have the meaning provided that term in [§ 2-502\(5\)](#).

(10) "Interlocutory order" means any decision of an Administrative Law Judge in a matter other than an order as defined in this chapter.

(11) "Office" means the Office of Administrative Hearings as established by this chapter, and, unless otherwise stated, includes its Chief Administrative Law Judge and its Administrative Law Judges.

(12) "Order" shall have the meaning provided that term in [§ 2-502\(11\)](#).

(13) "Party" shall have the meaning provided that term in [§ 2-502\(10\)](#).

(14) "Person" includes individuals, partnerships, corporations, associations, and public or private organizations and entities of any character other than the Mayor, the Council, the courts, or an agency.

§2-1831.03. Jurisdiction of the Office and agency authority to review cases.

(a) As of the day that begins the first pay period after 180 days following Council confirmation of the individual who will serve as the first Chief Administrative Law Judge of the Office, this chapter shall apply to adjudicated cases under the jurisdiction of the following agencies:

(1) Department of Health;

(2) Department of Human Services;

(3) Board of Appeals and Review;

(4) Repealed;

(5) All adjudicated cases in which a hearing is required to be held pursuant to [§ 7-2108\(a\)](#) and 7-2108(b), including licensing and enforcement matters arising under rules issued by the Child and Family Services Agency;

(6) All adjudicated cases required to be heard pursuant to §§ [8-802](#) and [8-902](#);

(7) Repealed;

(8) Department of Banking and Financial Institutions;

(9) All adjudications involving infractions of rules established pursuant to subchapter II of Chapter 9A of Title 50 and Chapter 15 of Title 18 of the District of Columbia Municipal Regulations;

(10) All adjudications involving infractions of subchapter II-A of Chapter 10 of Title 6 [[§§6-1041.01](#) through [6-1041.09](#)] and the rules promulgated under its authority; and

(11) Adjudications involving infractions of rules established pursuant to subchapter IV of Chapter 9A of title 50 [[§ 50-921.71](#) et seq.].

(b) In addition to those agencies listed in subsection (a) of this section, as of October 1, 2004, this chapter shall apply to adjudicated cases under the jurisdiction of the following agencies:

(1) Department of Employment Services, other than the private workers' compensation function;

(2) Department of Consumer and Regulatory Affairs, except for those cases under the jurisdiction of the Rent Administrator and those cases under the jurisdiction of the Real Property Tax Appeals Commission for the District of Columbia;

(3) Taxicab Commission;

(4) All adjudicated cases of the Office of Tax and Revenue arising from tax protests filed pursuant to [§ 47-4312](#); and

(5) All adjudicated enforcement cases brought by the Historic Preservation Office within the Office of Planning.

(b-1) (1) In addition to those agencies listed in subsections (a) and (b) of this section, as of October 1, 2006, this chapter shall apply to adjudicated cases under the jurisdiction of the Rent Administrator in the Department of Consumer Regulatory Affairs.

(2) In preparation for the transfer of jurisdiction of the Rent Administrator's adjudicatory function to the Office, the Rent Administrator of the Department of Consumer and Regulatory Affairs shall submit a plan to the Mayor and Council by December 31, 2004 describing how the Rent Administrator's office will function after its adjudicatory responsibilities are transferred to the Office, the legislative changes needed to prepare the Rent Administrator for its new role, and the resources needed to maintain its non-adjudicatory functions. The plan shall be developed in consultation with the Office.

(b-2) In addition to those adjudicated cases listed in subsections (a), (b), and (b-1) of this section, as of January 1, 2009, this chapter shall apply to all adjudicated cases involving:

(1) The imposition of a civil fine for violation of firearm registrant requirements pursuant to [§ 7-2502.09\(b\)](#) [(b) repealed];

(2) The denial or revocation of a firearm registration certificate pursuant to [§ 7-2502.10](#);

(3) The denial or revocation of a dealer license pursuant to [§ 7-2504.06](#); and

(4) The imposition of a civil fine for violations of Chapter 10 of Title 7 [[§ 7-1001](#) et seq.], pursuant to [§ 7-1007](#).

(b-3) In addition to those cases described in subsections (a), (b), (b-1), and (b-2) of this section, as of May 5, 2010, this chapter shall apply to adjudicated cases required to be heard pursuant to [§ 42-3141.06](#).

(b-4) In addition to those adjudicated cases listed in subsections (a), (b), (b-1), (b-2), and (b-3) of this section, this chapter shall apply to all adjudicated cases involving the impoundment of a vehicle pursuant to [§ 22-2724\(a\)](#).

(b-5) This chapter shall apply to appeals pursuant to §§ [47-857.09a](#) and [47-859.04a](#).

(b-6) In addition to those adjudicated cases listed in subsections (a), (b), (b-1), (b-2), (b-3), (b-4), and (b-5) of this section, this chapter shall apply to all adjudicated cases involving the failure to report known or reasonably believed child sexual abuse pursuant to subchapter II-A of Chapter 30 of Title 22 [[§ 22-3020.51](#) et seq.].

(b-7) In addition to those adjudicated cases listed in subsections (a), (b), (b-1), (b-2), (b-3), (b-4), (b-5), and (b-6) of this section, this chapter shall apply to all adjudications involving the imposition of a civil fine for violations of § 48-1201.

(b-8) In addition to those cases described in subsections (a), (b), (b-1), (b-2), (b-3), (b-4), (b-5), (b-6), and (b-7), this chapter shall apply to adjudicated cases under the jurisdiction of the District Department of Transportation.

(b-9) In addition to those cases described in subsections (a), (b), (b-1), (b-2), (b-3), (b-4), (b-5), (b-6), (b-7), and (b-8), this chapter shall apply to adjudicated cases involving a civil fine or penalty imposed by the Higher Education Licensure Commission under § 38-1312(a-1).

(b-10) In addition to those cases described in subsections (a), (b), (b-1), (b-2), (b-3), (b-4), (b-5), (b-6), (b-7), (b-8), and (b-9), this chapter shall apply to all adjudicated cases involving:

- (1) Student suspension and expulsion appeals pursuant to Title 38 of the DC Official Code, 5 DCMR B25 § 2507.9, and applicable DC Municipal Regulations.
- (2) Student residency appeals pursuant to Title 38 of the DC Official Code and applicable DC Municipal Regulations.
- (3) Payment disputes between DCPS and nonpublic special education schools (as defined in 38-2561.01) pursuant to DC Official Code § 38-2561.04.
- (4) Medicaid eligibility appeals pursuant to DC Official Code § 7-771.07(1) and (7);
- (5) Department of Housing and Community Development cases brought under DC Official Code § 42-1903.16 § 42-1904.06(c), § 42-1904.14, and § 42-1904.15, and cases arising under Chapter 34 of Title 42;
- (6) Department of Insurance, Securities and Banking cases brought under DC Official Code § 31-1131.12 and cases arising under Chapter 7 of Title 26 and Chapter 56 of Title 31.

- (7) Department of Behavioral Health cases involving the imposition of civil fines pursuant to 16 DCMR § 3501 and § 3502, licensing and certification cases pursuant to DC Official Code § 7-1131.14(2), (4), and (5), and other infractions pursuant to Chapters 11 and 11A of Title 7;
- (8) Department of the Environment cases brought under Title 8;
- (9) Health Benefit Exchange Authority appeals pursuant to DC Official Code § 31-3171.04(a)(13);
- (10) Office of Human Rights cases pursuant to DC Official Code § 2-1935; and
- (11) Child support brought by the Office of the Attorney General pursuant to DC Official Code § 46-225.01 and § 46-226.03.”

(c) Those agencies, boards, and commissions that are not included in subsections (a), (b), (b-1), (b-2), or (b-3) of this section may:

(1) Refer individual cases to the Office, with the approval of the Chief Administrative Law Judge;

or

~~**(2)** Elect to be covered by this chapter, subject to the approval of the Chief Administrative Law Judge and the Mayor, and upon such terms as the Mayor may set.~~

(2) Elect to be covered by this chapter, subject to the requirements that:

(A) An election must be approved by the Chief Administrative Law Judge and the Mayor;

(B) The electing party and the Office shall be subject to such terms as the Mayor may set, provided that such terms are irrevocable during the length of the coverage;

(C) The coverage shall last for no more than two years, and shall not be subject to renewal; and

(D) After the conclusion of said two-year period, at the option of and upon subsequent amendment of this statute by the Council, any such coverage shall be statutorily authorized.

(d) Repealed.

(e) Nothing in this chapter shall be construed to grant a right to a hearing not created independently by a constitutional provision or a provision of law other than this chapter, except with

regard to the discipline or removal of an Administrative Law Judge or the Chief Administrative Law Judge.

(f) Except as provided in subsection (h) of this section, no agency of the District of Columbia to which this chapter applies shall adjudicate adjudicated cases under the jurisdiction of the Office of Administrative Hearings or employ hearing officers, either full- or part-time, for the purpose of adjudicating cases under the jurisdiction of the Office.

(g) Any case initiated by, or arising from a decision or action of, an agency or a portion of an agency in receivership shall not be heard by the Office unless the receiver has entered a binding agreement that any order issued by the Office in the matter would have the same force, effect, and finality as it would if the receivership did not exist.

(h) Nothing in this chapter shall be construed to limit the authority of an agency covered in subsections (a), (b), (b-1), (b-2), or (b-3) of this section, if the authority exists pursuant to other provisions of the law, to have an agency head or one or more members of the governing board, commission, or body of the agency adjudicate cases falling within its jurisdiction in lieu of the Office. This authority may not be delegated in whole or in part to any subordinate employees of the agency.

(i) (1) A board or commission with authority to issue professional or occupational licenses may delegate to the Office its authority to conduct a hearing and issue an order on the proposed denial, suspension, or revocation of a license or on any proposed disciplinary action against a licensee or applicant for a license. The Office's order shall be appealable to the board or commission pursuant to § 2-1831.16(b).

(2) A case that was delegated by a board or commission to an administrative law judge or hearing examiner employed by an agency subject to this chapter shall be deemed to have been delegated to the Office pursuant to this section as of the date that the agency's adjudicated cases became subject to this chapter.

(j) A person who has filed a protest of a proposed assessment under § 47-4312 and requested a hearing with the Office shall be deemed to have elected adjudication by the Office as the exclusive means of adjudication of all challenges to the proposed assessment, and to have waived any right to adjudication of a challenge to the proposed assessment in any other forum. Nothing in this subsection limits the right of any person to judicial review of an order of the Office pursuant to § 2-1831.16.

§2-1831.05. Powers and Duties of the Chief Administrative Law Judge.

(a) The Chief Administrative Law Judge shall:

(1) Supervise the Office of Administrative Hearings;

(2) Oversee and administer assignment of Administrative Law Judges to preside over adjudicated cases heard by the Office;

(3) To the extent he or she deems appropriate, establish internal classifications for case assignment and management on the basis of subject matter, expertise, case complexity, and other appropriate criteria;

(4) Establish standard and specialized training programs for Administrative Law Judges;

(5) Appoint, in accordance with applicable law and available funding, promote, discipline, and remove staff employed by the Office, other than Administrative Law Judges;

(6) Provide for, or require completion of, continuing education programs for Administrative Law Judges and other employees of the Office deemed to be necessary or desirable;

(7) Develop and implement rules of procedure and practice for cases before the Office (including rental housing cases within the jurisdiction of the Office) and approve the use of forms and documents that will assist in managing cases coming before the Office;

(8) Monitor and supervise the quality of administrative adjudication;

(9) Develop and implement a code of professional responsibility for Administrative Law Judges;

(10) Develop and implement annual performance standards for the management and disposition of cases assigned to Administrative Law Judges, which shall take account of subject matter and case complexity;

(11) Apply a pay scale and retention allowances equivalent to those that are available to Legal Service and Senior Executive Attorney Service attorneys in a manner designed to attract highly capable public and private sector attorneys to become Administrative Law Judges in the Office; provided, that Administrative Law Judges shall receive a minimum annual compensation at that point on the ES-10 pay scale that is equivalent to the mid-point of the LX-2 pay scale;

(12) Issue and transmit to the Mayor and the Council, not later than 90 days after the close of the first complete fiscal year of the Office's operation and each fiscal year thereafter, an annual report on the operations of the Office. The annual report shall include performance evaluations and case statistics for each Administrative Law Judge from the filing of a case to disposition.

(13) Appoint Administrative Law Judges in accordance with §2-1831.11.

- (14) To the extent he or she deems appropriate, discipline and remove Administrative Law Judges, subject to the review by the Commission in accordance with §2-1831.10; and
- (15) Reappoint Administrative Law Judges in accordance with §2-1831.10.¹³⁸

(b) The Chief Administrative Law Judge may:

- (1) Serve as an Administrative Law Judge in any case;
- (2) Furnish Administrative Law Judges on a reimbursable basis to District of Columbia or other government entities not covered by this unit;
- (3) Accept and expend funds, grants, bequests, and gifts on behalf of the Office, and accept the donation of services that are related to the purpose of the Office unless such a donation would create a conflict of interest in violation of applicable law;
- (4) Enter into agreements and contracts under law with any public or private entities or educational institutions;
- (5) Develop and maintain a program for student interns and law clerks to work in the Office;
- (6) Recommend to the Commission the proposal and promulgation of rules regulating the appointment, [reappointment,]¹³⁹ discipline, and removal of Administrative Law Judges;
- (7) Adopt, in accordance with [§ 2-505](#), rules that are necessary or desirable to facilitate implementation of this unit, other than rules regulating the appointment, [reappointment,]¹⁴⁰ discipline, and removal of Administrative Law Judges promulgated pursuant to [§ 2-1831.11](#);
- (8) Assess reasonable filing, copying, and other fees, and adopt rules for waiving or reducing fees for parties who, after careful review, are determined by the Office to be incapable of paying full fees; provided, that filing fees permitted under this subsection shall not be charged to the District of Columbia government or the United States;
- (9) Collect and retain revenues paid in connection with any adjudicated case, **which revenues, in the Chief Administrative Law Judge's sole discretion, may be deposited into either (A) unrestricted funds of the Office or (B) the unrestricted fund balance of the General Fund of the District of Columbia;**
- (10) Retain outside counsel, other than the Corporation Counsel, to represent the Office or any employee of the Office in his or her official capacity in actual or anticipated litigation;

¹³⁸ This provision should be included if the Council elects for a reappointment option, as opposed to providing ALJ's with civil service status or something akin to civil service status.

¹³⁹ This provision should be included if the Council elects for a reappointment option, as opposed to providing ALJ's with civil service status or something akin to civil service status.

¹⁴⁰ This provision should be included if the Council elects for a reappointment option, as opposed to providing ALJ's with civil service status or something akin to civil service status.

(11) Implement a program for ongoing quality assurance and performance review; provided, that no such review shall require that an outcome in any case be altered;

(12) Issue and implement procedures, practices, and guidelines relating to the operations or responsibilities of the Office; and

(13) Exercise any other lawful authority to effectuate the purposes of this chapter.

§2-1831.06 Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings

(a) There is established the Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings. The Commission's mission shall include the recruitment and retention of a well-qualified, efficient, and effective corps of Administrative Law Judges in the Office.

~~(b) The Commission shall have final authority to appoint, reappoint, discipline, and remove Administrative Law Judges.~~

(b) The Commission shall:

(1) Advise the Chief Administrative Law Judge in carrying out his or her duties;

(2) Identify issues of importance to Administrative Law Judges and agencies that should be addressed by the Office;

(3) Review issues and problems relating to administrative adjudication;

(4) Review and comment upon the policies and regulations proposed by the Chief Administrative Law Judge;

(5) Make recommendations for statutory and regulatory changes that are consistent with advancing the purposes of this chapter;

(6) Assist in the appointment of Administrative Law Judges in accordance with §2.1831.11; and

(7) Review, and approve, reject, or modify certain adverse personnel decisions or removal of Administrative Law Judges by the Chief Administrative Law Judge as set forth in §2-1831.10(c).

(c) Commission members shall have protection from liability as provided in § 2-415(b-1).

§2-1831.07. Commission Members.

(a) The Commission shall consist of 3 voting members. The voting members of the Commission shall serve staggered terms, as provided in subsections (c) and (d) of this section. One voting member shall be appointed by the Mayor, one voting member shall be appointed by the Chairman of the Council of the District of Columbia, with the approval of a majority of the Council, and one voting member shall be appointed by the Chief Judge of the Superior Court of the District of Columbia. The Corporation Counsel, or his or her designee from within the ranks of the Senior Executive Attorney Service, and the Chief Administrative Law Judge shall serve as non-voting *ex officio* members of the Commission.

(b) A majority of the voting members of the Commission shall select its chairperson at the start of each fiscal year. In the absence of such a selection, the Commission member appointed by the Chief Judge of the Superior Court of the District of Columbia shall chair the Commission. The Chairperson may designate another member to act for him or her in case of absence or other exigency. A majority of the Commission's voting members shall constitute a quorum.

(c) Except as provided in subsection (d) of this section, each member of the Commission shall serve a 3-year term and shall be eligible for reappointment. The terms of the first members of the Commission shall commence on May 1, 2003, and shall expire as provided in subsection (d) of this section. All subsequent terms for members of the Commission shall commence immediately upon the expiration of the previous term. If a vacancy exists after the start of any 3-year term of office, the person appointed to fill that vacancy shall be appointed to serve the unexpired portion of the term. If a member of the Commission leaves office before the expiration of his or her term, a new member may be appointed to serve out the remainder of the term.

(d) The initial term of the voting member of the Commission appointed by the Mayor shall expire on April 30, 2004. The initial term of the voting member of the Commission appointed by the Chairman of the Council shall expire on April 30, 2005. The initial term of the voting member of the Commission appointed by the Chief Judge of the Superior Court of the District of Columbia shall expire on April 30, 2006.

~~**(e)** Members of the Commission shall not receive any salary or remuneration, but may receive reimbursement of reasonable expenses incurred in connection with their service on the Commission in accordance with applicable law.~~

(e) Members of the Commission shall receive a stipend in the amount of [to be inserted by the Council] and reimbursement of reasonable expenses incurred in connection with their service on the Commission in accordance with applicable law.

(f) No voting member of the Commission shall be eligible for appointment as an Administrative Law Judge or Chief Administrative Law Judge while serving on the Commission and until the passage of at least 3 years from the termination of his or her service on the Commission. No voting member of the Commission shall appear as an attorney or otherwise participate in any professional or representative capacity in any case pending before the Office while serving on the Commission and until the passage of at least 3 years from the termination of his or her service on the Commission. This section does not disqualify any firm or person, other than the member or former member of the Commission, from representing a party in any adjudicated case.

(g) No member of the Commission shall exercise his or her authority, or shall act in any other manner, to direct the outcome of any case pending before the Office.

§2-1831.08. Administrative Law Judges.

(a) Administrative Law Judges shall be accountable and responsible for the fair, impartial, effective, and efficient disposition of cases to which they are assigned by the Chief Administrative Law Judge.

[Suggested clause if the DC Council elects for Administrative Law Judges to serve as civil service employees without terms]

(b) An Administrative Law Judge shall be appointed to the Excepted Service as a statutory officeholder pursuant to § 1-609.08, ~~upon the affirmative vote of a majority of the voting members of the Commission~~ by the Chief Administrative Law Judge after a selection process in accordance with § 2-1831.11(a), and any rules promulgated pursuant thereto.

[Alternative clause if the DC Council elects for Administrative Law Judges to continue having set terms]¹⁴¹

¹⁴¹ A specific “schedule” could be created for ALJs that defines specific employment conditions, and that would include a longer term (e.g., 15 years with two subsequent five-year renewed terms), as well as potentially other matters, such as specific compensation and benefits (e.g., time for continuing education and similar matters) and ALJ qualifications. CCE believes the DC Council should determine the precise terms for ALJ’s revised tenure and related conditions as part of any revised legislation. However, the current system is damaging to morale and creates a risk of arbitrary action, and it is those factors which need to be addressed.

(b) An Administrative Law Judge shall be appointed, with an initial term length as set forth in subsection (c)(3) below, by the Chief Administrative Law Judge after a selection process in accordance with § 2-1831.11, and any rules promulgated pursuant thereto.

(c) (1) The initial term of office of an Administrative Law Judge appointed prior to December 6, 2005, shall be 2 years, at the end of which the Administrative Law Judge shall be eligible for reappointment by the ~~Commission~~ Chief Administrative Law Judge to a term of 10 years. After serving an initial reappointment term of 10 years, the Administrative Law Judge shall be eligible for reappointment by the ~~Commission~~ Chief Administrative Law Judge to a new term of [e.g., 5 or 6 years].

(2) The initial term of office of an Administrative Law Judge hired after December 5, 2005 but before [the date this amendment is enacted], shall be 2 years, at the end of which the Administrative Law Judge shall be eligible for reappointment by the ~~Commission~~ Chief Administrative Law Judge to a term of [e.g., 5 or 6 years].

(3) The initial term of office for an Administrative Law Judge appointed after [the date this amendment is enacted], shall be [10 or 15 years], at the end of which the Administrative Law Judge shall be eligible for reappointment by the Chief Administrative Law Judge to a term of [e.g., 5 or 6 years].

(4) At the expiration of any [e.g., 5 or 6-year] term of office, an Administrative Law Judge shall be eligible for reappointment by the ~~Commission~~ Chief Administrative Law Judge to a new term of [e.g., 5 or 6 years].

(5) Non-reappointment of an Administrative Law Judge shall not be deemed to be discipline or removal of the Administrative Law Judge.

(d) To be eligible for appointment, an Administrative Law Judge shall:

(1) At the time of appointment, be a member in good standing of the District of Columbia Bar and remain in good standing throughout his or her tenure as an Administrative Law Judge;

[(2) If appointed to a position at grade 15 or below, be subject to the residency requirements applicable to attorneys pursuant to § 1-609.06(c),¹⁴²]

¹⁴² CCE expresses no opinion about whether the residency requirement should remain in the statute. While the policy rationale for having Administrative Law Judges reside in the District is fairly straightforward, there were also concerns expressed regarding the effect of such a residency requirement limiting the pool of qualified applicants if a residency requirement is in place (for example, due to the high cost of living in the District or the possible personal situations of applicants, such as applicants having children attending school in Maryland or Virginia). A possible additional provision would be one similar to §2-1831.12, which provides: "(c) The Executive Director shall be a resident of the District of Columbia or become a resident not more than 180 days after the date of appointment, and shall remain a resident, unless temporarily or permanently exempted from these requirements by the Mayor for good cause."

(3) If appointed to a position at a level higher than grade 15, be subject to the residency requirements placed on members of the Senior Executive Attorney Service pursuant to § 1-608.59,¹⁴³

(4) Have at least 5 years experience in the practice of law, including experience with court, administrative, or arbitration litigation;

(5) Possess judicial temperament, expertise, experience, and analytical and other skills necessary and desirable for an Administrative Law Judge; and

(6) Satisfy all other requirements specified in rules promulgated pursuant to § 2-1831.11(a) and (b);

(e) An individual occupying a position as a hearing officer in an agency at the time the agency becomes subject to this chapter is eligible to be appointed as an Administrative Law Judge in the Office; provided, that he or she satisfies all the requirements for appointment as an Administrative Law Judge specified in this chapter and in the rules promulgated pursuant to this chapter.

(f) No hearing officer shall be required to accept an appointment as an Administrative Law Judge pursuant to subsection (e) of this section. Any hearing officer who is not appointed or is ineligible to be appointed as an Administrative Law Judge shall be reassigned, without reduction in grade or step, to another position within the agency employing that individual, or by the Mayor to a position in another agency.

(g) Any Administrative Law Judge appointed pursuant to the authority of subsection (e) of this section who is not reappointed after expiration of his or her initial 2-year term may be appointed to the Legal Service, and be placed in a position in the agency that employed the individual immediately before he or she accepted the appointment as an Administrative Law Judge or in any other position designated by the Corporation Counsel.

(h) The compensation of an Administrative Law Judge shall not exceed the compensation level available to attorneys of the Senior Executive Attorney Service created by § 1-608.53.

§2-1831.09. Powers, duties, and liability of Administrative Law Judges.

(a) An Administrative Law Judge shall:

(1) Participate in the program of orientation and in programs of continuing legal education for Administrative Law Judges required by the Chief Administrative Law Judge;

(2) Meet annual performance standards applicable to his or her duties;

¹⁴³ See *supra* note 142.

(3) Engage in no conduct inconsistent with the duties, responsibilities, and ethical obligations of an Administrative Law Judge;

(4) Not be responsible to, or subject to the supervision or direction of, an officer, employee, attorney, or agent engaged in the performance of investigative, prosecutorial, or advisory functions for another agency;

(5) Fully participate in Office management committees and management activities to set and steer policies relating to Office operations, including, without limitation, personnel matters;

(6) Supervise, direct, and evaluate the work of employees assigned to him or her;

(7) Conform to all legally applicable standards of conduct;

(8) Decide all cases in an impartial manner;

(9) Devote full-time to the duties of the position and shall not:

(A) Engage in the practice of law; or

(B) Perform any duties that are inconsistent with the duties and responsibilities of an Administrative Law Judge;

(10) Cooperate with the Executive Director of the Office to achieve efficient and effective administration of the Office; and

(11) Take an oath of office, as required by law, prior to the commencement of duties.

(b) In any case in which he or she presides, an Administrative Law Judge may:

(1) Issue subpoenas and may order compliance therewith;

(2) Administer oaths;

(3) Accept documents for filing;

(4) Examine an individual under oath;

(5) Issue interlocutory orders and orders;

(6) Issue protective orders;

(7) Control the conduct of proceedings as deemed necessary or desirable for the sound administration of justice;

(8) Impose monetary sanctions for failure to comply with a lawful order or lawful interlocutory order, other than an order that solely requires payment of a sum certain as a result of an admission or finding of liability for any infraction or violation that is civil in nature;

(9) Suspend, revoke, or deny a license or permit;

(10) Perform other necessary and appropriate acts in the performance of his or her duties and properly exercise any other powers authorized by law;

(11) Engage in or encourage the use of alternative dispute resolution;

(12) When authorized by rules promulgated pursuant to § 2-505, issue administrative inspection authorizations that authorize the administrative inspection and administrative search of a business property or premises, whether private or public, and excluding any area of a premises that is used exclusively as a private residential dwelling. Subject to the exclusions of this paragraph, property (including any premises) is subject to administrative inspection and administrative search under this paragraph only if there is probable cause to believe that:

(A) The property is subject to one or more statutes relating to the public health, safety, or welfare;

(B) Entry to said property has been denied to officials authorized by civil authority to inspect or otherwise to enforce such statutes or regulations; and

(C) Reasonable grounds exist for such administrative inspection and search; and

(13) Exercise any other lawful authority.

(c) Any rule promulgated pursuant to subsection (b) (12) of this section shall include all protections provided by Rule 204 of the Superior Court of the District of Columbia Rules of Civil Procedure.

(d) A person may not refuse or decline to comply with a lawful interlocutory order or lawful order issued by an Administrative Law Judge.

(e) In addition to any other sanctions that an Administrative Law Judge may lawfully impose for the violation of any order or interlocutory order, an Administrative Law Judge, or a party in interest in an adjudicated case, may apply to any judge of the Superior Court of the District of Columbia for an order issued on an expedited basis to show cause why a person should not be held in civil contempt for refusal to comply with an order or an interlocutory order issued by an Administrative Law Judge. On the return of an order to show cause, if the judge hearing the case determines that the person is guilty of refusal to comply with a lawful order or interlocutory order of the Administrative Law Judge without good cause, the judge may commit the offender to jail or may provide any other sanction authorized in cases of civil contempt. A party in interest may also bring an action for any other equitable or legal

remedy authorized by law to compel compliance with the requirements of an order or interlocutory order of an Administrative Law Judge.

(f) An Administrative Law Judge has no authority to commit any person to jail.

(g) An Administrative Law Judge shall be subject to suit, liability, discovery, and subpoena in a civil action relating to actions taken and decisions made in the performance of duties while in office on the same basis as a judge of the Superior Court of the District of Columbia.

[Alternative should the DC Council Elect to retain the Administrative Law Judge reappointment process]

§2-1831.10. Reappointment and Discipline of Administrative Law Judges.

(a) At least 6 months before the expiration of any term, an Administrative Law Judge seeking reappointment to a new term shall file a statement with the ~~Commission~~ Chief Administrative Law Judge specifying that he or she requests reappointment to a new term. For any Administrative Law Judge who timely files such a statement, the Chief Administrative Law Judge shall prepare a record of the Administrative Law Judge's performance with regard to that judge's efficiency, efficacy, and quality of performance over the period of his or her appointment. ~~The record shall be prepared and transmitted to the Commission within 120 days of the filing of the statement.~~ At a minimum, the record shall contain at least one year of decisions authored by the Administrative Law Judge, and data on how the Administrative Law Judge has met applicable objective performance standards, ~~the Chief Administrative Law Judge's recommendation as to whether the reappointment should be made, and any other information requested by one or more members of the Commission. The members of the Commission shall consider all information received with regard to reappointment, and the voting members shall give significant weight to the recommendation of the Chief Administrative Law Judge, unless it is determined that the recommendation is not founded on substantial evidence.~~

(b) The ~~voting members of the Commission shall vote~~ Chief Administrative Law Judge shall approve or reject a request for reappointment prior to the expiration of the requesting Administrative Law Judge's term, but no earlier than 60 days prior to such expiration. A reappointment approved by the ~~Commission~~ Chief Administrative Law Judge is effective upon expiration of the previous appointment.

(c) During a term of office, an Administrative Law Judge shall be subject to discipline and removal, only for cause, ~~with a right to notice and a hearing before the Commission pursuant to this act and rules issued pursuant to § 2-1831.11(a) and (b)~~ by the Chief Administrative Law Judge, subject to review by the Commission of any of the following actions taken by the Chief Administrative Law Judge: (i) the removal of an Administrative Law Judge, (ii) the rejection of an Administrative Law Judge's request for reappointment, and (iii) the imposition of a disciplinary action on an Administrative Law Judge that results in a suspension that exceeds 11 days. An Administrative Law Judge's unexcused failure to meet annual performance standards in any 2 years within a 3-year period shall be among the grounds constituting cause for removal.

§2-1831.11. Rules governing appointment, reappointment, and discipline of Administrative Law Judges.

(a) Process for Appointment of Administrative Law Judges. The selection process for the appointment of an Administrative Law Judge shall be as follows

(1) The Chief Administrative Law Judge and the Commission shall publish a public notice of a vacancy in the Office of Administrative Hearings. Such public notice shall be advertised in a portion of a daily or weekly periodical that is likely to be seen by highly qualified public and private sector attorneys in the District of Columbia who are seeking or considering positions as attorneys or administrative law judges in the government. Such notice shall also include:

(A) A description of the Administrative Law Judge eligibility requirements as set forth in §2-1831.08(d);

(B) A description of the required application materials as set forth in subsection (d) below; and

(C) The date and time by which applications materials must be submitted to the Commission, and the method by which materials must be submitted;

(2) Upon the close of the application period, the Commission shall review all submitted applications, and submit to the Chief Administrative Law Judge three (3) candidates for an Administrative Law Judge. The Commission must approve the candidates by a majority vote.

(3) Upon the Commission's submission of the three candidates to the Chief Administrative Law Judge, the Chief Administrative Law Judge shall appoint the Administrative Law Judge from the list of three (3) candidates.

~~(a)~~ (b) In accordance with § 2-505, the Mayor shall promulgate initial rules governing the appointment, reappointment, discipline, removal, and qualifications of Administrative Law Judges within 180 days of March 6, 2002. The proposed rules shall be submitted to the Council for a 45-day period of review, excluding Saturdays, Sundays, legal holidays, and days of Council recess. If the Council does not disapprove the proposed rules, in whole or in part, by resolution within this 45-day review period, the proposed rules shall be deemed approved.

~~(b)~~ (c) Upon convening, or at anytime thereafter, the Commission may amend or repeal, in whole or in part, or may add to, the initial rules promulgated under the authority of subsection (a) of this section, in accordance with § 2-505. Any proposed rule changes shall be submitted to the Council for a 45-day period of review, excluding Saturdays, Sundays, legal holidays, and days of Council recess. If the Council does not disapprove the proposed rules, in whole or in part, by resolution within this 45-day review period, the proposed rules shall be deemed approved. The Chief Administrative Law Judge may at any time request that the Commission review and consider proposed rule changes authorized by this subsection. The Commission also, on its own initiative, or upon recommendation of the Chief Administrative Law Judge, may promulgate emergency rules, valid for not more than 120 days, in the limited circumstances permitted by § 2-505(c).

~~(c)~~ (d) Any rules promulgated pursuant to subsections (b) and (c) of this section shall be designed to competitively recruit and retain highly qualified, effective, and efficient Administrative Law Judges from the public and private sectors. Any such rules:

(1) Shall require that Administrative Law Judges meet the qualifications established in § 2-1831.08(d)(1) through (5);

(2) May prescribe the passing of a qualifying examination as a minimum, but not exclusive, requirement for appointment;

(3) May prescribe additional qualifications for the purpose of ensuring the appointment of well-qualified, efficient, and effective Administrative Law Judges;

(4) Shall require that all Administrative Law Judge positions (except positions subject to § 2-1831.08(e)) be timely advertised in a portion of a daily or weekly periodical that is likely to be seen by highly qualified public and private sector attorneys in the District of Columbia who are seeking or considering positions as attorneys or administrative law judges in the government. **The requirements of this subsection (d)(4) shall not apply to any vacancy that occurs upon the expiration of an Administrative Law Judge's term where the Chief Administrative Law Judge has approved a request for reappointment in accordance with § 2-1831.10.**

~~(d)~~ **(e)** Rules promulgated pursuant to subsections (b) and (c) of this section shall govern the process of selecting Administrative Law Judges.

§2-1831.12 Executive Director and Other Personnel.

(a) There shall be an Executive Director of the Office. The Executive Director shall be responsible for the administration of the Office, subject to the supervision of the Chief Administrative Law Judge.

(b) The Executive Director shall be appointed by the Chief Administrative Law Judge as a statutory employee in the Excepted Service pursuant to § 1-609.08, and shall serve at the pleasure of the Chief Administrative Law Judge. In making the appointment, the Chief Administrative Law Judge shall consider experience and special training in administrative, operational, and managerial positions and familiarity with court and administrative hearing procedures and operations. The Executive Director need not be an attorney and may not concurrently hold an appointment as an Administrative Law Judge appointed under the authority of § 2-1831.08(b).

(c) The Executive Director shall be a resident of the District of Columbia or become a resident not more than 180 days after the date of appointment, and shall remain a resident, unless temporarily or permanently exempted from these requirements by the Mayor for good cause.

(d) The Office shall have a Clerk and may have deputy clerks who shall perform such duties as may be assigned to them. The Clerk and deputy clerks may be authorized to administer oaths, issue subpoenas, and perform other appropriate duties.

(e) With the approval of the Chief Administrative Law Judge, the Executive Director may appoint and fix the salary of any attorney and non-attorney personnel appointed pursuant to the authority of this chapter, other than Administrative Law Judges, except that no individual appointed by the Executive Director may be paid at a rate greater than the rate of pay for the Executive Director. Law

clerks and attorneys employed by the office in a capacity other than as an Administrative Law Judge shall be appointed as follows:

(f) The Executive Director shall not have supervisory authority over any person appointed as an Administrative Law Judge.

(g) There shall be an Administrator of the Commission, selected by the Chairman of the Commission. The Administrator shall be a [full or part-time OAH employee] responsible for the administration of the Commission, subject to the supervision of the Chairman of the Commission. The Administrator shall perform such duties as the Chairman of the Commission directs, such as assisting COST in preparing for and holding meetings and in generating information independently of the Chief Administrative Law Judge by soliciting feedback from stakeholders. The Chair of the Commission shall supervise and evaluate the Administrator.

§2-1831.13. Interaction of the Office with other agencies; other procedural matters.

(a) All components of the District of Columbia government shall cooperate with the Chief Administrative Law Judge, the Executive Director, and Administrative Law Judges in the discharge of their duties.

(b) The Office shall be subject to audit and examination on the same basis as other District of Columbia government agencies.

(c) When a case is brought before the Office, any agency that is a party shall take no further decisional action with respect to the subject matter in issue, except in the role of a party litigant or with the consent of all parties, for so long as the Office has jurisdiction over the proceeding.

(d) All documents filed in any case before the Office shall be available to the public for review unless a statute, protective order, or other legal requirement prohibits disclosure.

(e) Beginning November 15, 2004, and by November 15 of each year thereafter, the Chief Administrative Law Judge shall transmit to the Mayor, the Council, and each agency to which this chapter applies, a written summary of the Office's caseload during the previous fiscal year that is attributable to any provision of law administered by or under the jurisdiction of each agency. The summary shall also include comparative data on caseload from prior fiscal years. Each agency to which this chapter applies shall provide a written response to the summary to the Mayor, the Council, and the Office within 30 calendar days of issuance of the summary. The response shall state whether the

agency knows or believes there is a reasonable possibility that such caseload will increase or decrease by more than 10% in the current or following fiscal year based on any planned or ongoing agency actions, or any other reason, and specifying the anticipated amount of the increase or decrease and the reasons therefor. For purposes of this subsection, the existence of a 10% or greater increase or decrease shall be measured pursuant to rules promulgated under this chapter.

(f) Prior to any agency promulgating a rule (other than an emergency rule) that will materially affect the number or types of cases heard by the Office, the agency director shall consult with the Chief Administrative Law Judge regarding fiscal and operational impact of the proposed rule, and shall submit to the Chief Administrative Law Judge a statement containing the agency's projections regarding increases in case volume and case complexity likely to follow promulgation of the rule.

(g) The director of any agency that becomes subject to this chapter shall direct that all employees of the agency provide the Office with any financial and programmatic information requested by the Office relating to any operational or personnel responsibilities of the Office, including, without limitation, any information the Chief Administrative Law Judge deems necessary in order to absorb the transfer of an agency's adjudication function into the Office. The information shall be provided promptly and in no event later than the 15th day after the request is received. The Chief Financial Officer shall also issue the directive called for in this subsection with respect to the employees under his or her control.

(h) (1) Whenever any applicable law or regulation requires or permits the filing in the Office of an affidavit or other writing subscribed to under oath, the subscriber, in lieu of a sworn or notarized statement, may submit a written declaration subscribed as true under penalty of perjury in substantially the following form: "I declare (or certify, verify, or state), under penalty of perjury, that the foregoing is true and correct. Executed on (date). "(Signature)".

"I declare (or certify, verify, or state), under penalty of perjury, that the foregoing is true and correct. Executed on (date). "(Signature)".

(2) Signing such a statement shall be considered the taking of an oath or affirmation for purposes of §§ 22-2402 and 22-2404.

(i) No person outside the Office shall participate in or in any way influence or attempt to influence, except through the ordinary litigation process, the fair and independent decisionmaking process in an adjudicated case before the Office.

§2-1831.14. Representation of parties in adjudicated cases before the Office.

(a) An individual may represent himself or herself before the Office.

(b) An individual or other party may be represented before the Office by an attorney authorized to practice law in the District of Columbia, or may be assisted by others in such a manner and under such circumstances as are permitted by law, or as may be permitted under the rules of the Office.

(c) A corporation, partnership, limited partnership, or other private legal entity may be represented before the Office by a duly authorized officer, director, general partner, or employee.

(d) An agency may be represented before the Office by the Corporation Counsel, an attorney assigned to the agency, or by a duly authorized agency employee when consistent with applicable law and rules.

(e) The Office shall promulgate rules regulating attorneys practicing before the Office.

§2-1831.15. Conflicts of regulations.

Unless a federal law or regulation or District of Columbia statute requires that a particular federal or District of Columbia procedure be observed, this chapter and the rules promulgated pursuant to this chapter shall take precedence in the event of a conflict with other authority with regard to any issue involving or relating to procedures of the Office.

§2-1831.16. Judicial review and administrative appeals.

(a) An order of the Office shall be effective upon its issuance, unless stayed by an Administrative Law Judge sua sponte or upon motion of any party. Any party may file a motion for reconsideration of an order or a motion for a new trial within 10 calendar days of service of an order. Unless otherwise ordered by an Administrative Law Judge, the filing of such a motion shall not stay the effectiveness of an order. If such a motion is timely filed, the order shall not be final for purposes of judicial review until the motion is ruled upon by the Administrative Law Judge or is denied by operation of law.

(b) Any agency, board, commission, or body of an agency identified in subchapter III of Chapter 18 of this title [§ 2-1803.01 et seq.], other than the Board of Appeals and Review, shall retain jurisdiction to entertain and determine appeals from orders of Administrative Law Judges, as granted in that chapter. The Rental Housing Commission shall have jurisdiction to review orders of the Office in all adjudicated cases brought pursuant to Chapter 35 of Title 42 [§ 42-501.01 et seq.]. A board or commission that delegates a matter pursuant to § 2-1831.03(i) shall have jurisdiction of any appeal by any party from an order of an Administrative Law Judge issued in that matter.

(c) Except as provided in subsection (b) of this section, any person suffering a legal wrong or adversely affected or aggrieved by any order of the Office in any adjudicated case may obtain judicial review of that order.

(d) Notwithstanding any other provision of law, any agency suffering a legal wrong or adversely affected or aggrieved by any order of the Office in any adjudicated case may obtain judicial review of that order.

(e) Judicial review of all orders of the Office in contested cases shall be in the District of Columbia Court of Appeals in accordance with the procedures and rules of that court.

(f) Judicial review of any order of the Office in a matter that is not a contested case shall be in accordance with other applicable law.

(g) In all proceedings for judicial review authorized by this section, the reviewing court shall apply the standards of review prescribed in § 2-510. A reviewing court may not modify a monetary sanction imposed by an Administrative Law Judge if that sanction is within the limits established by law or regulation.

(h) Notwithstanding any other provision of law, neither the Office nor an Administrative Law Judge shall be a party in any proceeding brought by a party in any court seeking judicial review of any order of the Office, or of any order of an agency head or governing board, commission, or body of an agency that decides any appeal from any order of the Office. Only the parties before the Office or any other party permitted to participate by the reviewing court shall be parties in any such proceeding for judicial review.

§2-1831.17. Advisory Committee. [Repealed]

~~(a) There is established an Advisory Committee to the Office of Administrative Hearings.~~

~~(b) The Advisory Committee shall consist of the following 8 persons:~~

~~(1) The Mayor or his or her designee;~~

~~(2) The Chairman of the Council or his or her designee;~~

~~(3) The Corporation Counsel or his or her designee;~~

~~(4) Two agency heads appointed by the Mayor, or their designees, from agencies with cases coming before the Office of Administrative Hearings;~~

~~(5) Two members of the District of Columbia Bar, appointed by the Mayor, neither of whom shall be employed by the District of Columbia government; and~~

~~(6) A member of the public, appointed by the Mayor, who is not a member of the District of Columbia Bar.~~

~~(c) The Mayor shall chair the Advisory Committee, or may designate an Advisory Committee Chair from among its members.~~

~~(d) A member of the Advisory Committee may not receive compensation for service on the Advisory Committee, but is entitled to reimbursement for travel expenses in accordance with applicable law and regulations.~~

~~(e) The Advisory Committee shall:~~

~~(1) Advise the Chief Administrative Law Judge in carrying out his or her duties;~~

~~(2) Identify issues of importance to Administrative Law Judges and agencies that should be addressed by the Office;~~

~~(3) Review issues and problems relating to administrative adjudication;~~

~~(4) Review and comment upon the policies and regulations proposed by the Chief Administrative Law Judge; and~~

~~(5) Make recommendations for statutory and regulatory changes that are consistent with advancing the purposes of this chapter.~~

~~(f) The Advisory Committee shall meet at a regular time and place to be determined by the committee.~~

~~(g) The Chief Administrative Law Judge shall confer with the Advisory Committee at its meetings and shall provide such information as the Advisory Committee lawfully may request.~~

§2-1831.18. Study of and report on Bureau of Traffic Adjudication.

The Mayor shall conduct a study to consider methods to improve the quality of adjudications within the Bureau of Traffic Adjudication at the Department of Motor Vehicles. This study shall review best practices in other jurisdictions and examine issues such as staffing levels, timeliness of decisions, caseloads, and qualifications of hearing examiners. The Mayor shall provide a report to the Council, including recommendations for legislative and operational changes, by October 1, 2002.

APPENDIX G

Model Legislation and Codes of Ethics Comparison

| TOPIC | NATIONAL CONFERENCE OF COMMISSIONERS ON UNIFORM STATE LAWS - MODEL LEGISLATION | ABA MODEL LEGISLATION | DC OAH LEGISLATION |
|---|---|--|--|
| Appointment of Administrative Law Judges | The model legislation does not contemplate a shorter initial term, followed by a longer reappointment term. | Either by the Governor through the recommendation of a judicial nominating commission, through competitive examination in the classified service of state employment, or by the chief administrative law judge. Hearings officers and ALJs of agencies over which the OAH has jurisdiction shall become employees of the OAH. No term or service time mentioned. | The DC Office of Administrative Hearing (“ OAH ”) legislation provides that an Administrative Law Judge (“ ALJ ”) shall be appointed to an initial term of 2 years. An ALJ may be reappointed to a full 10-year term, but such reappointment requires the approval of the Committee on Selection and Tenure. |
| Cooperation from D.C. Agencies | The model legislation provides that an agency shall not select or reject a particular ALJ for a particular proceeding. | All agencies shall cooperate with the Chief ALJ. An agency may not select or reject an ALJ for a particular proceeding, except in arbitration. | No such prohibition exists in the DC OAH legislation. |
| Advisory Committee: Exempt Agencies | The model legislation envisioned that the advisory committee would have the power to conduct a study of the agencies exempted from OAH jurisdiction to recommend why such an exemption should continue. | Will conduct studies of exempt agencies and recommend to the governor which agencies should continue to be exempt and for how long. | No such advisory committee power exists in the DC OAH legislation. |
| Advisory Committee: Appointment of Chair | The model legislation provided that an advisory committee would select a Chair from amongst its members. | The council shall designate a chair from among its members. | The DC OAH legislation provides that the Mayor (or the Mayor’s designee) shall be the Chair of the advisory committee. |
| Advisory Committee: Assistance from Chief ALJ | The model legislation provided that the Chief ALJ had the duty to cooperate and assist the advisory committee. | The council advises and reviews work done by the Chief ALJ | No such cooperation provision exists in the DC OAH legislation. |

| | | | |
|--|--|--|--|
| Advisory Committee: Composition | The model legislation provided that the advisory committee would consist of nine members, including two from the general public. | Nine members, including two members of the general public, one of the state Senate, one of the state House, one designated by the Attorney General or the Attorney General, two from adjudicated agencies, and two from the state bar association. | The DC OAH legislation provides that the advisory committee shall only consist of eight people, with only one member selected from the general public. |
|--|--|--|--|

COMPARISON OF THE NATIONAL ASSOCIATION OF LAW JUDICIARY’S MODEL CODE OF ETHICS WITH THE DISTRICT OF COLUMBIA OFFICE OF ADMINISTRATIVE HEARING’S CODE OF ETHICS

| TOPIC | MODEL CODE OF ETHICS | DC OAH CODE OF ETHICS |
|--|--|--|
| Ex Parte Communications: Consultation with Expert | <ul style="list-style-type: none"> The model code of ethics permits an ALJ to obtain the advice of a “disinterested expert” on the law applicable to a proceeding, <i>provided</i> that the judge gives both parties to the proceeding notice, and the opportunity to respond | <ul style="list-style-type: none"> No such provision exists in the DC OAH code of ethics. |
| Prohibition on Broadcasting the Proceedings | <ul style="list-style-type: none"> The model code of ethics recommends that ALJs prohibit broadcasting or televising any hearings. | <ul style="list-style-type: none"> No such provision exists in the DC OAH code of ethics. |

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

**AGENCY RESPONSE TO ODCA REPORT ENTITLED
*ADMINISTRATIVE JUSTICE IN THE DISTRICT OF
COLUMBIA: RECOMMENDATIONS TO IMPROVE DC'S
OFFICE OF ADMINISTRATIVE HEARINGS.***



GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS
ONE JUDICIARY SQUARE
441 FOURTH STREET, NW
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WASHINGTON, DC 20001-2714

December 1, 2017

Ms. Kathleen Patterson
District of Columbia Auditor
717.14th Street, NW
Suite 900
Washington, DC 20005

Dear Ms. Patterson:

On behalf of the Office of the Administrative Hearings (OAH), I would like to thank both you and the Council for Court Excellence (CCE) for examining OAH's performance and for preparing the report distributed in September. As a preliminary matter, OAH acknowledges its debt to CCE due arising from its 1999 study, *Creating a Unified Administrative Hearings Agency in the District of Columbia*, which provided the Council of the District of Columbia (the Council) with a template for the agency's Establishment Act.

Although we appreciate CCE's efforts of on its most recent report, the *District of Columbia Office of Administrative Hearings: Review and Proposed Recommendations*, we have some significant concerns about it that we were unable share prior to its publication. That said, we hope that you and CCE will consider our attached comments and publish them for consideration by any individuals and

entities that reviewed the original report. OAH's response represents the shared views of agency management, staff and its two unions.

We also look forward to continuing, productive dialogues on these important matters and hope that together we can make OAH the national model for central administrative panels. Thank you for your attention to this and please feel free to let us know if you (and/or CCE) have any questions or concerns not previously articulated.

Sincerely,



Eugene A. Adams

Chief Administrative Judge

Office of Administrative Hearings

CC: Betsy Cavendish, Chair, Advisory Board to the Office of Administrative Hearings

The Honorable Brandon Todd, District of Columbia Councilmember Ward 4

GOVERNMENT OF THE DISTRICT OF COLUMBIA



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Introduction

CCE's September 2016 Report, *Administrative Justice in the District of Columbia: Recommendations to Improve DC's Office of Administrative Hearings* (the Report), does not describe OAH currently or reflect the state of the agency during the study itself. Its seventeen findings (and related recommendations) are well-intentioned but flow from an undefined purpose, a less-than-ideal methodology and a misperception of the agency, leaving OAH to prove itself, *and* defend itself before a public now predisposed to a harsher assessment occasioned by the Report itself. Moreover, the Report strikes many here as a "snapshot" of a moving, evolving organization, further adding to its inaccuracy, unevenness and intermittent unfairness.

OAH gains little at this date by extolling its transformation or by belaboring the Report's defects—perceived or actual; such an exercise distracts from the agency's fundamental purpose and leaves the conflicting perceptions unresolved. But, a record should be made.

The more useful course is to assume good faith and a collective desire to present OAH fairly and constructively in the long-term. To that end, we respectfully urge that OAH's response be taken in that same spirit and perceived the same way.

With this approach, OAH's concerns can be sufficiently addressed in this response to the Report's findings and recommendations without unnecessarily antagonizing CCE, our collaborator and supporter. So, our focus here will be to discuss the findings and recommendations from the Report that are significant to the agency's structure and function and comment on others. Readers can and should infer OAH's disagreement with those that go largely unaddressed, either for policy, practical or methodological reasons. Hopefully, OAH and CCE can, if necessary, discuss the substance of these at a later time with an eye to reconciling these views.

As a threshold matter, OAH remains unsure about the Report's purpose. During the information-gathering phases, it was described as a "retrospective" on the agency operations for the last decade. However, the final report had many of the characteristics of an audit report, including findings and recommendations ostensibly derived from the research conducted—even though audit methodologies and other standards seem not to have been followed.

CCE's stated purpose was to provide "a comprehensive analysis...of whether OAH had met its reform objectives and whether additional improvement could be made."¹ The D.C. Auditor, however, said the report was designed to "examine... the statutory duties, management, operations, supervision, and performance of [OAH], and offer detailed recommendations to make OAH more effective."²

While the Report detailed deficiencies identified in past reports and studies, CCE never explicitly defined OAH's "reform objectives," except perhaps in the context of its recommendations, and used an imprecise and "blended"

¹ Council for Court Excellence, *Administrative Justice in the District of Columbia: Recommendations to Improve D.C.'s Office of Administrative Hearings*, (Sept. 7, 2016), 4, <http://www.dcauditor.org/sites/default/files/OAH%20Final%20Report.pdf>.

² *Ibid.*, 1.

methodology to gather information about the agency. The Report did not adhere to accepted audit standards and used informal and/or incomplete data gathering methods and tools. And the result was uneven, inaccurate and unfair—but not deliberately so—because the Report did not, ultimately, capture a balanced, current picture of the agency, its staff, or its work.

As an example, CCE's 1999 report was a template for the establishment of OAH several years later. But CCE's 2016 Report challenges its structure: 1) by noting its uniqueness as a central panel; 2) by then comparing OAH to nine "similar" entities; and 3) then, inexplicably, by recommending that it become more like the comparatives—with no discussion of why the other central panel structures were chosen as comparisons, how successful they were or why their organizations are different in ways OAH should emulate.

Likewise, CCE's misdirected focus on the conversion of Administrative Law Judges (ALJs) to Career Service employees—despite a clearly stated preference by the ALJs to maintain their current employee status—misses a critical reason for OAH's present structure: the judicial independence of the ALJs as they hear appeals from agency decisions they are to fairly decide. Attempts to change their status to Career Service employees are misguided, unwanted by most ALJs and, potentially, make them more vulnerable to the political, operational, and policy pressures of the government whose agency decisions they adjudicate.

We believe that CCE's largest substantive oversight was to undervalue, under-report, or misinterpret the significant impact OAH's restructuring—mentioned briefly in one short paragraph in the Report's Executive Summary—had on many of the issues that the report ultimately flagged. OAH was organized—for the first time in its history—into four clusters, or jurisdictions, where cases were consolidated into these groupings based on their similarities, how they are generally handled within OAH, and how the agencies they emanate from interact.

Then a specific group of judges were assigned to handle only those matters for fixed periods of time with staggered rotations to other clusters coming later. This change was initiated in early February 2016.

In addition to providing more needed structure and consistency, this reorganization also addressed a chronic complaint among the ALJs—namely, an uneven or inequitable distribution of the work. It also enabled the agency, again for the first time, to compare the work of the judges in each cluster, both in terms of number and kind, thereby increasing accountability and simplifying the evaluation process for them. While this model may not be perfect, it is a far cry from what it was, and it has been working. It remains a flexible structure that allows changes and corrections without having to start over.

Similarly, the Clerk's Office was restructured to reflect the new clusters. The Clerk of the Court hired three deputy clerks who have direct responsibility for each of the clusters and the administrative staff that work in each one. Together, these supervisors ensure that the case files are timely and accurately prepared and that they are assigned promptly. They also troubleshoot and monitor the work of the Legal Assistants in each cluster. This, too, has enhanced operations and increased accountability.

As anticipated, this new structure mandated other changes to OAH operations. The administrative professionals now have responsibility only for the work of the particular cluster to which they are assigned; and, with the new model, they develop better working relationships with the judges assigned to those clusters and a special expertise in the specific subject areas of the cluster—this has, in most cases, reduced errors, encouraged teamwork, and improved efficiency.

Where necessary, the bench books and procedural manuals and checklists for the individual clusters were—and are being—updated, clarified and

standardized. As these tasks are being completed, OAH is securing or providing the training that normally accompanies these kinds of changes.

Similarly, OAH is reviewing the templates used by the judges and the Clerk's Office with an eye toward standardizing and streamlining their use. Obsolete templates were—or are being—eliminated, and useful ones were—or are being—updated and made more user-friendly for both the staff and litigants.

As importantly, OAH implemented an office policy in May of 2016 regarding the timely completion of its work. With a few exceptions, there is a standing requirement that ALJs must complete Final Orders within 120 days of the close of the record. Essentially this means that once all the evidence in a case has been heard, the ALJ will issue the written decision in no more than 120 days unless the applicable law requires a sooner completion.

This policy is part of the collective bargaining agreement (CBA) between the District and the ALJ union, the Federation of Administrative Law Judges- D.C., and reflects a productive, morale-improving collaboration between management and the judges that characterized the entire negotiating process that began in the summer of 2015. When the CBA was ratified by the Mayor and the Council last October, OAH acquired a useful roadmap for interactions between the agency and the judges that will eliminate some of the uncertainties and challenges of the past.

One major result of the restructuring of OAH and the issuance of the timeliness policy for completing cases is that it has largely addressed backlogs. As the judges transitioned to their new responsibilities under the reorganization last year, they were required to complete their pending work not later than the end of fiscal year 2016, a policy made clear some five months earlier.

However, staffing shortages among the judges and some of their unexpected, extended illnesses pushed the deadline to the end of the current fiscal year. This

transition to the clusters, and additional, earlier efforts to address older cases, leave OAH in a situation where it no longer has large unexplained or unattended backlogs.

Virtually all of these policies, practices and changes were in place or being implemented by OAH during the pendency of CCE's reporting timeframe; yet, they get remarkably short shrift in the Report itself, either for informational purposes or in CCE's analytics. More to the point, much of the foregoing was communicated to CCE during the regular contacts it had with OAH during and after the information-gathering process.

Again, as noted above, CCE's methodology and research was flawed: CCE described it as the reliance upon surveys and interviews with OAH ALJs, OAH staff members, hearing participants, and attorney and non-attorney representatives for parties. But as a practical matter, the Report's survey data is based on a small number of responses to an online survey and CCE staff-administered surveys of litigants conducted in OAH's lobby over three days in March 2016.

Initially, CCE mailed 5,000 cards to potential respondents that sought to incentivize responses by offering the chance to win a \$50 gift card and erroneously implied that OAH was offering the survey.

When OAH initially objected to the use of its name and to the financial incentive on this survey card, CCE simply tweaked it to clarify that CCE—not OAH-- was conducting the survey and offering the chance to win the gift card.

When the survey cards failed to yield a sufficient number of responses, CCE subsequently conducted an in-person survey in OAH's lobby over parts of three

days in March of 2016.⁴ From these combined efforts, only fifty-six business and individual litigants, ninety-seven attorney and non-attorney representatives for parties, and thirty-six agency representatives responded.⁵

Some of the Report's data gathered from the methods described above represents an even smaller sample size than these participant numbers would reflect, because each participant was not required to respond to every question.⁶ Despite CCE's best efforts to solicit feedback from OAH hearing participants, the fact remains that the data gathered and relied upon from the survey cards and the face-to-face interviews is a remarkably small sampling with questionable reliability and from which CCE's observations, findings and recommendations were made.⁷

The survey and interviews also did not distinguish between survey participants who prevailed in their cases before OAH and those who did not. It is not unreasonable to infer that the outcomes of their matters could very well affect the subjective opinions about OAH recorded in the surveys. CCE's decision not to at least note that important distinction is problematic for OAH and, arguably, undercuts the reliability of this data as well, particularly given that the litigants who appear before it are overwhelmingly unrepresented and less familiar with court processes.

CCE's heavy reliance on surveying participant opinions may have tainted other findings. For example, CCE's findings about the timeliness of OAH decisions was based in part on a sample of thirty-six agency representatives who expressed opinions about whether OAH decisions were "timely", "somewhat

⁴ Ibid., 8.

⁵ For context, OAH opened 18,500 cases in 2016.

⁶ Ibid.

⁷ The surveys only generated a collection of individual opinions that, by CCE's own admission, were insufficient to discern the opinions of the "surveyed target populations." Ibid., 8n.

timely,” “somewhat untimely,” or “not timely.”⁸ In addition to gathering information this way, timeliness could have been analyzed by cross-matching electronic case management system data against the statutory deadlines or comparable benchmarks, particularly given OAH’s docket of 18,000 new cases per year from more than forty agencies.⁹ As far as we can tell, this was not done but, again, calls methodology—however well-intentioned—into question, particularly where significant findings and recommendations are drawn from the data.

CCE also relied on secondary sources to comment on OAH operations that were irreconcilable with available, primary sources of data. For example, CCE cites a law firm report from Leftwitch & Ludaway (the Ludaway Report), to note that "Former Chief ALJ Walker initiated "Operation Clean Slate" in FY 2010 to adjudicate a backlog of 18,000 open cases. By the end of 2012 only 400 of those cases were open." Report at 44.¹⁰

Moreover, many at OAH, particularly ALJs including a number who participated in the CCE Report and who responded to questions for the Ludaway Report, insist that the Ludaway Report is inherently unreliable for a host of other reasons. Specifically, it was prepared at the request of the former Chief Administrative Law Judge (CALJ) Walker, ostensibly as a management report when, in fact, one of its primary purposes was to obtain information about some ALJs who had challenged some of the former CALJ’s practices during her tenure. Both the employment status of the former CALJ and the Ludaway Report have been the subject of Council and mayoral intervention and litigation in several forums, including the Office of Employee Appeals and the Board of /Ethics and

⁸ Ibid., 45.

⁹ It is also worth noting that CCE's only broad representation about timeliness attributed to the "Agency Respondents" appears on page 45 of the Report, in a pie chart that purports to represent over 120% of "Category Name [sic]."

¹⁰ The notion that close to 18,000 backlogged cases were adjudicated is simply not true. The vast majority were erased from the OAH docket through one-page orders dismissing thousands of old cases.

Government Accountability. Most of the present OAH staff was not privy to the methodologies used to gather information for the Ludaway Report and we assume that is also the case for CCE’s representatives who participated in this exercise.

There are simply too many circumstantial concerns about the Ludaway Report—apart from its doubtful substance--for it to be fairly relied upon as a useful source of information about current operations at OAH. Moreover, the stated and actual reasons for the Ludaway Report had little to do with the objectives of the CCE Report, further undermining its value.

Finally, the CCE Report makes references to transcripts of interviews with ALJs, OAH staff, and other stakeholder representatives. But OAH does not recall that stenographers or transcriptionists were present at the interviews. So, we assume CCE researchers were referring to “notes” they may have taken. Apart from the inherently subjective nature of notetaking—as contrasted with actual recordings or transcriptions—the apparent mischaracterization is less important than the reliability of the information gathered. But these distinctions are important to individuals and organizations whose primary responsibilities are to hear and decide cases based on the relevant facts and the applicable law. And, there is always a need to base finds and recommendations made in any situation upon reliable data gathered through reliable methodologies.

With that as context, OAH, nonetheless, assumes good faith and respectfully offers its comments on the findings and recommendations from the CCE Report, focusing on those most important to our organization.¹¹

Finding 1

¹¹ CALJ extended the ALJ union an opportunity to comment on this response, but the union opted to submit their own response due to time constraints. See Attachment A.

OAH agrees that the most effective way to acquire new jurisdictions and the related responsibilities is through legislation rather than by Memoranda of Understanding (MOUs). Despite CCE's characterization of the MOU process as "not...transparent..." the MOUs actually do not compromise the agency's independence as an adjudicatory body.

As a practical matter, ALJs are not involved in the negotiation or drafting of the MOUs and do not consider MOUs when deciding cases. These matters are normally overseen by the CALJ and the agency's General Counsel. More to the point, the MOUs tend to be technical in nature and normally address the volume and type of cases to be handled by OAH and the resources and staffing needed to perform the tasks negotiated in the MOU.

OAH welcomes the opportunity to work with the Mayor's Office, the Council, affected agencies, and the Office of the Chief Financial Officer (OCFO) to develop a legal construct—not based on MOUs (except in limited circumstances)—by which new responsibilities for OAH can be reasonably and fairly absorbed within an acceptable timeframe and with the appropriate allocation of resources.

In fact, this issue is being addressed presently by the Council. CALJ Adams testified in October 2017 before the Government Operations Committee on the feasibility of this change recommended by CCE. OAH is fully supportive of the Council's efforts.

Finding 2

While OAH disagrees with CCE's broad generalization that the current management structure "does not support efficient and effective observations..." it does agree that some adjustments should be considered. OAH is a very small agency with a very clear, singular responsibility: to adjudicate the appeals from

District agency decisions brought by the litigants that appear before it. The efficiency of its operations is more dependent on the smooth coordination between: 1) the work of the ALJ and the functions of the Clerk's Office; 2) adequate technological resources and support; and 3) the effectiveness of its procedural rules as balanced by the important needs of the litigants. Tremendous progress is being made—and has been made—in each of these areas as noted above, beginning well before CCE's study began.

CCE also recommended that: 1) OAH restore a Deputy Chief ALJ position, separate and apart from the thirty-three existing ALJ positions it presently has; and 2) it formalize the Principal Administrative Law Judge (PALJ) positions and increase the responsibilities attached to them. The stated rationale for these recommendations was that the PALJs would help the CALJ address the legal, operational and personnel matters that arise on a day-to-day basis by having some of these responsibilities delegated to them when necessary. Clearly, not every matter requires the CALJ's direct involvement and more infrastructure, depending on its nature, would likely achieve this result.

For a number of reasons, OAH is of two minds about the Deputy CALJ position and needs to further discuss the strengths and weaknesses of this proposal internally and with stakeholders before there can be any thoughtful consideration of the viability of such a position. Specifically, the duties, qualifications, tenure and selection process for a Deputy CALJ would have to be clarified in a way that the position remains useful for any CALJ, not just the incumbent.

Based on actual past experience, there is a fair and spirited debate at OAH about:

- whether the Deputy CALJ should be the alter ego of the CALJ or have statutory responsibilities much like the Principal Deputy at the District’s Attorney General’s Office—or some combination of both;
- whether the Deputy CALJ should hear and decide cases in addition to his/her other responsibilities;
- how the Deputy CALJ should be identified and selected, including whether the Deputy CALJ should be selected from among the existing ALJs;
- what the Deputy CALJ’s tenure and holdover authority should be, particularly if the then CALJ does not complete his/her appointment; and
- whether the Deputy CALJ should have a scope of responsibility that mirrors that of the CALJ, i.e., operational oversight over the entire agency instead of just for the ALJs as CCE has proposed.

While these considerations are not exhaustive, they do identify important issues that require additional discussion before OAH can or should embrace CCE’s recommendation.¹² OAH looks forward to having this dialogue.

With respect to CCE’s recommendation that the PALJ position be made official and correspondingly enhanced, OAH notes that, during the information-gathering process undertaken by CCE for its Report, it advised CCE that the unionized status of the ALJs (and the existing CBA) was a legal and practical limitation. All of the ALJs are legally part of a collective bargaining unit fully recognized by the District government.

Because of this and because of other policy agreements between the judges’ union and OAH, PALJs cannot be viewed as “managers” or “supervisors” of the ALJs that comprise the collective bargaining unit. Significantly, those who are –

¹² OAH notes that despite representations that it would have the opportunity to review and comment upon the Report before it was finalized, it was ultimately not given this chance.

and have been—PALJs do not want to be supervisors. Requiring them to evaluate, supervise or discipline any of their colleagues impermissibly divides the union and would, arguably, constitute an unfair labor practice.

OAH agrees with CCE's finding and recommendation that it should change the title of the Executive Director to the Chief Operating Officer since it more aptly describes the duties of the position. OAH is pleased to report that the Executive Director position has, in fact, been changed to the Chief Operating Officer. That change was made in the Fiscal Year 2018 Budget Support Act of 2017 (D.C. Act 22-130). Along with the title change, that position has been reclassified as Management Supervisory Service.

However there is a significantly more important statutory change that OAH would also urge as part of its ongoing efforts to modernize and improve operations: that its Cashier's Office be eliminated, in large part because it does not have the authority to accept either cash or credit cards.

In order for it to be fully functional and useful to litigants, the Cashier's Office must have this ability or it should be closed or placed under the auspices of the OCFO. The potential convenience to OAH's litigants is, arguably, outweighed by its partial ability to accept payments.

Finding 3

Generally, OAH does not dispute CCE's conclusion that the agency must better define staff duties and responsibilities for some of its positions. But it does note that most fully-engaged staff have a clear notion of their responsibilities and duties—and those of their colleagues with different positions—because they correspond with existing position descriptions and with their roles in OAH's restructuring that took place in early 2016.

As a result of this reorganization, staff in the Clerk's Office has been asked to perform additional duties (that may be new to some, or require training, or "refreshers"). But these "new" duties are still part of their current position descriptions and have been clearly explained by their supervisors. The opinions reported by CCE in its survey related to this finding are, arguably, a direct result of some morale issues and personnel irregularities that arose in a previous administration. While duties have been changed and clarified, improving morale remains an ongoing concern, although that, too, is improving. There are certain personnel matters and challenges that are characteristic of many organizations—they must be addressed fairly, reasonably and in a manner consistent with government laws, regulations and policies. Even then some unhappiness will always linger, but none of OAH's issues in this area are atypical or disproportionate. Stated confusion about the roles of the Executive Director, now the Chief Operating Officer, and other positions is largely driven by the degree of involvement staff has with the positions identified, the length of time an employee has been in the office, their satisfaction with their own work experience, and their feelings about the individuals who actually encumber these positions. In any organization, the factors listed above and the personalities of the employees play a significant role in their views of the health of the workplace —OAH is no different and we assume that CCE's mention of these concerns does not indicate otherwise.

More broadly, as position descriptions have evolved and become more standardized through the District government's reforms in the areas of classification and compensation, information about these has been slowly or unevenly distributed. To address this reality, OAH will remain an agency where discussion is encouraged and co-workers are fully accessible to one another to address any areas of concern.

Finally, as both CCE and OAH have noted, the CALJ outlined and implemented a number of structural and policy changes in early 2016 that should also positively inform this Finding and its related recommendations. The addition of Deputy Clerks for the Clerk's Office and clarifications of attorney and paralegal roles, combined with a strong, capable Clerk of the Court ensure the progress interested parties contemplate. CCE's survey results were collected before or during the implementation of the previously mentioned structural changes, noted by CCE, but not discussed meaningfully enough to affect CCE's muted perception of the agency.

Finding 4

CCE found that OAH's ALJs lacked job security due to the brevity of the initial two and subsequent six year terms, with only a possibility of reappointment.¹³ CCE noted that OAH is among two central panels that appoint its ALJs for terms, while most other state central panels classify ALJs as ordinary civil servants with the accompanying protections.¹⁴

In other words, CCE seems to suggest that OAH fails to offer its ALJs job security and tenure (when compared with ALJs in a majority of the other central panels across the country) and reported that the ALJs are concerned about arbitrary actions by the Committee on Selection and Tenure (COST), and/or the CALJ as they relate to discipline or reappointment. CCE recommended that OAH's ALJs be reclassified as civil servants (presumably the Career Service in District government parlance) who are subject to removal or non-reappointment only for specific, enumerated causes.¹⁵

¹³ Ibid., 32.

¹⁴ Ibid.

¹⁵ Ibid.

Although the CCE Report does not suggest a specific new term length, it does, generally, urge longer terms. OAH ALJs originally had statutory two-year probationary periods, followed by ten-year renewable terms. Approximately nine years ago through the Office of Administrative Hearings Term Amendment Act of 2005, D.C. Law 16-83, 16th Council (2006), the Council shortened the ten-year terms for the ALJs to six years in order to: “ensure a higher quality administrative bench [;] [e]nable[] the Chief ALJ an additional recourse in removal of an ALJ who is underperforming, but whose poor performance had not risen to level of cause...[; and] offer[] a slight job performance incentive for ALJs.”¹⁶. Seemingly, CCE failed to consider the Council’s legislative intent when offering its recommendation. To the extent additional discussions should be had on this subject before reaching a definitive resolution, OAH—including all of those affected by this recommendation, individually or as union members—fully supports such efforts to reach a consensus.

However, OAH and the ALJs do agree that the COST should, where appropriate, review their regulations to ensure that they are clear, accurate and consistent with its practices and policies; such a review may include developing shorter timelines for making hiring and re-appointment decisions, and considering the idea that COST voting members should receive a stipend.¹⁷ The COST’s sole duties are to hire, reappoint and discipline the ALJs, in part, based on the recommendations of the CALJ. The overwhelming amount of that work is related to hires and reappointments, and only a remarkably small number of COST decisions during its entire existence have raised any controversy, with most arising

¹⁶ Council of the District of Columbia, Report on Bill 16-279, “Office of Administrative Hearings Term Amendment Act of 2005,” at 3 (Nov. 8, 2005).

¹⁷ *Ibid.*, 39.

in the last two years. COST members carry out these responsibilities conscientiously and according to their regulations.

It is unclear why CCE recommended that the ALJs be converted to career civil servants, except to note that “the current system is damaging to morale and creates a risk of arbitrary action....” As a practical matter, no employee classification system guarantees total job security to any employee and nor should it. For many, there is a status attached to being in the city’s Excepted Service, as those positions generally have more responsibility, require more training, specialized experience and a desirable ability to work independently. And as previously noted, even the ALJs—whose status would be affected by the proposed change-- do not support this recommendation.

By urging that OAH’s ALJs be converted to career civil servants, CCE has created unintended consequences which are alluded to earlier: specifically, that such a reclassification would be more likely to impact the highly-valued judicial independence the ALJs presently enjoy and curtail the roles of the COST and the CALJ as they are currently described.

Although in its 1999 report analyzing the feasibility of the establishment and efficiency of a central panel in the District, CCE recommended that ALJs be classified as “government career employees not in the Excepted Service” and that the CALJ have the final hiring authority, this view was specifically rejected by the Council. Instead, it decided to vest the COST with the authority to appoint, reappoint, and discipline OAH’s ALJs in order to prevent the CALJ from having too much power within the agency.

Although there is no additional discussion within the Office of Administrative Hearings Establishment Act of 2001’s (OAH Establishment Act) legislative history about how or why OAH’s ALJs are classified in the Excepted

Service, the Council also ultimately decided that the ALJs should be classified as Excepted Service employees and OAH is unaware of any meaningful unhappiness about this status from any part of the government as it applies to the ALJs here.

By persisting with its view some fifteen years later, CCE appears to have overlooked the express wishes of the city government, which, in its wisdom (and even after receiving CCE's recommendations), opted to do what it did. If the appropriate safeguards and processes are in place to maintain the correct balance between ALJs' rights and the government's ability to address concerns about them, a discussion about conversion to career civil servant status is a needless distraction.

As an aside, OAH believes that CCE's findings and recommendations may have been more useful (and persuasive) if their analysis had compared OAH—for classification and tenure purposes—to other central panels where ALJs have term appointments.

Instead, CCE suggests that OAH is not as effective as central panels where ALJs are civil servants without a term although it does not explain how or why that is so in its Report. Likewise, CCE does not provide any examples or assessments of how effectively the central panels with civil servant ALJs work as compared to those whose ALJs are NOT conventional civil servants. These comparisons, however, do exist in the administrative law structures throughout the United States. Nor do they discuss how such a system could be implemented here. Presumably, such a transition could become a time-consuming public debate that finally led to legislation that did not strike the needed balance between the competing interests—or did so inadequately.

OAH's ALJs are a small and highly skilled and trained group of professionals who were selected through a process that, while not perfect, is certainly a fair and reasonable way to staff OAH. Their educations, responsibilities, salaries, the expectations placed on them and the scope of their

duties are much more akin to the classifications given to the highest ranking employees in the city government, particularly because their judicial independence in decision-making is paramount. In the absence of substantial and valid comparative data, CCE could have examined the pros and cons of term appointments and civil servant classifications before recommending a national standard.

Finally, beyond the anecdotal assertions that OAH's ALJs felt that "the current reappointment system is damaging to morale", CCE simply offers this statement without any type of qualitative or quantitative support. Interestingly, when interviewed, many ALJs (presumably the significant number who had reservations about the stated purpose of the Report AND their actual interview process) thought "the COST protect[ed] the ALJ judicial independence by preventing the Chief ALJ from retaliating or showing favoritism based on an ALJ's substantive decision."¹⁸

Finding 5

CCE also commented on the lack of recent employee evaluations for the ALJs and other staff. It is true that many employees were not evaluated for several years. Anecdotally, it appears that ALJ evaluations had not been done since 2011 in some cases and not at all for others (hired in 2014). However, during the information-gathering process, CCE was specifically informed about the office's recent history—some of it very public and problematic for many employees—and its impact on operations. This circumstance, with its many consequences, and the formation of a union by the ALJs despite a rigorous challenge by OAH's

¹⁸ Ibid., 38.

leadership at the time, delayed and distracted from the growth of office infrastructure, including attention to employee evaluations.

More to the point, CCE was also advised, during fiscal year 2016, that OAH would, at a minimum, provide “provisional evaluations” at the end of that fiscal year for all of the ALJs. CCE was also told that, because of the pending collective bargaining negotiation with the ALJ union, OAH could not fairly provide “official” evaluations because they were, appropriately, one of the issues that was being negotiated.

Although CCE did not report this information originally and has publicly discussed the lack of ALJ evaluations even to the present, OAH did in fact provide these “provisional evaluations” to all of the current judges, using the agreed-upon standards from the negotiations and ultimately, the CBA ratified by the Mayor and the Council. It is anticipated that every employee in OAH who has been in the office long enough to be evaluated will be in the current fiscal year and in successive years. That process is underway now.

Finding 7

CCE’s findings and recommendations with respect to the COST appeared ambivalent about its purpose(s) and its processes. Ultimately, CCE supported its continued existence while noting that the COST is the only such entity for ALJs throughout the country. OAH fully supports the continued use of the COST, but recognizes that its responsibilities and methodologies—largely constrained by statute and outdated regulations—need to be reviewed.

Despite the COST’s unique status and the apparent lack of comparatives with other central panel structures, it appears that CCE did not review the Council’s legislative purpose for establishing the COST (as a check on the

authority of the CALJ)¹⁹ or look at the District of Columbia Judicial Nomination Commission or the District of Columbia Commission of Judicial Disabilities and Tenure for possible guidance to support its recommendations. Although these entities address issues related to the District's local judges, there are significant parallels between the matters they must confront and those that affect the ALJs. Given the analogous structure and duties, it is clear that the Council used these Commissions as a template for the COST.

Additionally, CCE recommended that the CALJ assume a number of the responsibilities that presently belong to the COST. Although the stated duties to be transferred primarily related to selection and hiring, this recommendation implicates the previously-discussed classification status change to career civil servants. OAH remains supportive of the COST's continued existence and is opposed to any classification change.

Finding 8

OAH disagrees with CCE's finding that the Advisory Committee is obsolete and its recommendation that the Committee's responsibilities be transferred to the COST. Combining the functions of both in the Advisory Committee is not a good idea, in part, because their purposes are as different as their memberships. Specifically, the Advisory Committee is designed to allow the members of the executive and legislative branch, as well as members of the public to interact with and offer guidance to OAH on a wide range of issues related to its function.²⁰ The

¹⁹On November 6, 2001, the Council passed the OAH Establishment Act, D.C. Law 14-76, 14th Council (2002). In response to many Council member concerns, then Mayor Anthony Williams recommended the establishment of the COST and authorizing the COST to appoint, reappoint, and remove ALJs. The Committee, led by current District of Columbia Auditor Kathleen Patterson (and then Committee Chair), adopted these amendments. In other words, the Council's legislative intent for the creation of the COST was to ensure that the Chief ALJ did not have too much authority in these areas.

²⁰ D.C. Official Code § 2-1831.17(b).

COST, on the other hand, was structured—and populated—to address ALJ appointments, reappointment, and discipline.

Additionally, CCE appears not to have compared OAH's Advisory Board with those for other central panels, even though there is a corresponding entity right next door in Maryland. Maryland's Office of Administrative Hearings still has an operating State Advisory Council on Administrative Hearings.

OAH's Advisory Board and the State Advisory Council on Administrative Hearings (for Maryland) share similar compositions, powers and duties, drawn from the Model Act Creating a State Central Hearing Agency.²¹ Suggestions from CCE drawn from an analysis of these two entities may have provided more useful information on ways to increase the Advisory Committee's efficiency and usefulness.

As importantly, the COST and the Advisory Committee are comprised of individuals who provide their service gratis and on a part-time basis. All members have outside, full time occupations and responsibilities; and it would be unfair and impractical to burden one entity with the responsibilities of both, particularly if the members are conscientious or if OAH activities and priorities require more attention than members can reasonably be expected to give.

Finding 16

While OAH agrees that the Resource Center could be improved upon, CCE appears not to have considered the Resource Center's actual practices, the agency's budget and staffing limitations or the difficulty in obtain outside volunteer resources to buttress the services provided there. Within the absolute constraints of

²¹ D.C. Official Code §2-1831.17. Md. Code Ann. State Gov't §§ 9-1608, 9-1609 & 9-1610. House of Delegates of the American Bar Association. "Model Act Creating a State Central Hearing Agency.". *Journal of National Association of Administrative Law Judiciary*, 17, no. 2 (1997): 320-322.
<http://digitalcommons.pepperdine.edu/cgi/viewcontent.cgi?article=1415&context=naalj>

OAH staff's ethical and legal inability to give legal advice—as opposed to information—to litigants, the services provided, by their very nature, are limited in a context where most of OAH litigants need more rather than less assistance.

OAH continues to be fully committed to considering, and then implementing operational and structural changes that will make the help it can give to litigants as clear, helpful, straightforward and comprehensive as possible. There are, in fact, weekly (and sometimes daily) discussions about improvements and changes in the Resource Center. It remains the part of agency operations that is “tweaked” the most in terms of staffing, structure, the effective use of publications, and the use of outside referral and pro bono services that can give actual legal advice to those who need it. Notwithstanding the “ripple” effect of these considerations and changes, OAH's ability to assist litigants is the absolute priority.

Ideally, CCE would've considered the advice-giving limitations of agency staff, the limited number of volunteer and community resources available to assist in the most needed ways, the personnel and budgetary impact of the “work in progress” nature of our Resource Center and the ever-increasing scope of the agency's responsibilities in the context of its analysis.

Since CCE appears not to have done so, OAH looks forward to any practical, hands-on assistance CCE can provide to help bring about some of the changes it has recommended in its Report, including the effort to secure additional resources to increase its ability to help litigants in some of the actual ways they may need help.

Conclusion

As promised, OAH only looked to comment on the matters of importance to it. This approach does not ignore the other findings and recommendations of the CCE Report or necessarily imply agreement with them. Rather, the agency views

them as corollary to the other issues, as issues that have been the subject of other, longstanding and public discussions, as issues where improvements and progress had already been made (though not necessarily acknowledged by CCE), or as issues which are better addressed in another circumstance. That said, OAH looks forward to continued collaborations on these important issues.

Attachment A

Ellis, Maia (OAH)

From: England, William (OAH)
Sent: Wednesday, November 29, 2017 12:54 PM
To: Ellis, Maia (OAH); Goodie, Sharon (OAH)
Cc: Adams, Eugene (OAH)
Subject: RE: Request for Comments on Draft Response to CCE Report

Maia,

As Acting President of FALJ-DC, I am responding to your email of November 27, 2017, in which you (on behalf of CALJ Adams) request a response by COB on November 29, 2017. I appreciate CALJ Adams' invitation for the Union to submit comments and edits to the attached draft. However, the very small window you have provided (barely three workdays) is insufficient time for a thoughtful and thorough FALJ-DC submission. Therefore, the Union will not submit any comments or edits at this time, but as CALJ Adams suggests, will consider submitting separate comments on CCE's observations and recommendations after the OAH submission is finalized on December 1, 2017.

The FALJ-DC respectfully requests that CALJ Adams attach this email to the OAH response to the CCE Report, and that the Union be provided a copy.

William L. England, Jr.
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Phone: 202-442-9536
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Email: william.england@dc.gov

From: Ellis, Maia (OAH)
Sent: Monday, November 27, 2017 9:12 AM
To: England, William (OAH); Goodie, Sharon (OAH)
Cc: Adams, Eugene (OAH)
Subject: Request for Comments on Draft Response to CCE Report

Good Morning ALJs England and Goodie,

I hope this email finds you well and that you had a relaxing Thanksgiving holiday weekend.

Please find attached a copy of Chief ALJ Adams's draft Response to the CCE Report. As you may recall, Chief ALJ Adams sought comments from ALJs Goodie and Goode earlier this year on a prior draft. Chief ALJ Adams adopted many of suggested changes.

In the same vein, Chief Adams would like to provide union with an opportunity to comment on the most current draft. We ask that you submit the union's comments and edits by the close of business Wednesday, November 29, 2017. It is Chief Adams's goal to submit his response to CCE on Friday, December 1, 2017. While the Chief welcomes your response, he understands if it would serve the union to issue a standalone response.

Please feel free to contact me with any questions or concerns. Thank you.

Best Regards,

Maia Ellis

Assistant General Counsel
D.C. Office of Administrative Hearings
One Judiciary Square
441 4th Street NW, Suite 450N
Washington, DC 20001
(202) 442-7292 office
maia.ellis@dc.gov
<http://oah.dc.gov/>



2016 FS0

Agency

Agency Name Office of Administrative Hearings **Budget Code** FS0
This is your agency's DSLBD Compliance & Enforcement point of contact.
 Dian Herrman, Compliance Specialist

Annual Allocation (for Directors)

Annual Allocation Letter and Director Authorization

In accordance with 27 DCMR 831.1, each Agency Director must sign and acknowledge the agency's Expendable Budget and Small Business Ent fiscal year. By selecting I accept, the agency Director acknowledges the requirement to allocate and expend 50% of its expendable budget wit

I accept
 I do not accept

Authorized by:

Name Eugene A. Adams **Email** eugene.adams@dc.gov

Please enter the Date Authorized:

Date 10-09-2015

Allocated Budget Information

| | | | | | | | | |
|--------------------------------------|-----------------|---|--------------|--|-----------------|-----------------------------------|----------------|---------------------------------------|
| Appropriated Operating Budget | \$10,220,110.76 | Appropriated Capital budget | | Total Appropriated Monitored Budget | \$10,220,110.76 | Baseline SBE Goal | \$5,110,055.38 | |
| Total Initial Exclusions | \$9,553,727.56 | Initial Approved Expendable Budget | \$666,383.20 | Initial Approved SBE Goal | \$333,191.60 | | | |
| Total Exclusions | \$9,553,727.56 | Total Exceptions | \$347,328.00 | Adjusted Approved Expendable Budget | \$319,055.20 | Adjusted Approved SBE Goal | \$159,527.60 | Based on Anticipated Transfers |

Budget Summary Information

This section contains the Preliminary Expendable Budget of each agency based on budget information provided by the Office of the Chief Financial Officer, re classes, objects, and other items identified and excluded by the Director of the Department of Small and Local Business Development (27 DCMR 830.1). The i adjusted following review and approval of Special Exceptions requested by Agencies

FY 16 Revised Budget Data loaded through June 30, 2016

Agencies may use the Operating Budget Worksheet below to request Special Exceptions, (i.e., to exclude additional budget line items not excluded by DSLBD).


| | | | | |
|--|---|--|-------------------------------|--|
| Fiscal Year | Procurement Plan Total | | | |
| 2016 | \$566,449.00 | | | |
| APPROPRIATED BUDGET | | | | |
| Allocation Appropriated Operating Budget | Operating Budget Adj | Current Appropriated Operating Budget | Operating Transfer Amt | **Adj Appropriated Operating Budget** |
| \$10,220,110.76 | \$637,438.08 | \$10,857,548.84 | \$187,474.00 | \$10,670,074.84 |
| Allocation Appropriated Capital Budget | Capital Budget Adjustment | Current Appropriated Capital Budget | Capital Transfer Amt | **Adj Appropriated Capital Budget** |
| \$0.00 | \$0.00 | | | \$0.00 |
| Total Appropriated Monitored Budget (Gross Funds) | Baseline SBE Goal | | | |
| \$10,670,074.84 | \$5,335,037.42 | | | |
| INITIAL EXCLUSIONS | | | | |
| Total Initial Exclusions | Initial Approved Expendable Budget | Initial Approved SBE Goal | | |
| \$9,820,465.64 | \$849,609.20 | \$424,804.60 | | |
| ADJUSTMENTS | | | | |
| Total Exclusions | Allocation Exceptions | Exception Changes | Total Exceptions | Adjusted Approved Expendable Budget |
| \$9,820,465.64 | \$347,328.00 | \$0.00 | \$347,328.00 | \$502,281.20 |

Anticipated Calculations

| | | | | | |
|------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|---|
| Anticipated Op Transfers In | Anticipated Op Transfers Out | Anticipated Cap Transfers In | Anticipated Cap Transfers Out | Anticipated Expendable Budget | ** Adjusted Approved SBE Goal ** |
| \$1,500.00 | | | | \$503,781.20 | \$251,890.60 |

Submission Status

Tracks all reports submitted by the agency detail for the fiscal year reporting, per D.C. Official Code 2-218.41, 2-218.53 and Chapter 8 of Title 2

| | | | | | | | |
|---|---|--|--------------|------------------------------------|--|---------------------------------|--|
| Expendable Budget SBE Goal Indicator |  | Expendable Budget SBE Goal Status | Goal Not Met | Good Faith Effort Indicator | | Good Faith Effort Status | |
|---|---|--|--------------|------------------------------------|--|---------------------------------|--|

| | | | | | | | | | | | |
|---|--------------|---|---------------|---|--------------|-------------------------------------|-----------|---|---------------|---|---------|
| Procurement line Plan Status | Submitted | Budget Operating budget line items Status | Not Submitted | 1st Quarter Report Status | Submitted | 2nd Quarter Report Status | Submitted | 3rd Quarter Report Status | Not Submitted | EOY Report Status | Submit |
| Procurement line Plan Indicator | | Budget Operating budget line items Indicator | | 1st Quarter Report Indicator | | 2nd Quarter Report Indicator | | 3rd Quarter Report Indicator | | EOY Report Indicator | |
| Adjusted Approved SBE Goal | \$251,890.60 | SOAR and PCard SBE Exp Expenditure Total | \$212,458.11 | SOAR and PCARD SBE Expenditure Total | \$218,958.11 | ITSA SBE Expenditure Total | | EOY Additional Approved SBE Expenditures | \$0.00 | Grand Total SBE Expenditure Amount | \$218,9 |
| Expendable Budget SBE Goal Indicator | | | | | | | | | | | |
| End of the Year Narrative Status | | | | | | | | | | | |
| End of Year Narrative Status | Submitted | End of Year Narrative Indicator | | | | | | | | | |

[Operating Budget Worksheet](#)

In this section, Agencies may request Special Exceptions under other comptroller objects codes not previously excluded by DSLBD, by selecting the LINK (A requested, the agency must provide a justification for the requested exception (27 DCMR 830.4). Please Note: that by selecting the Adjust or Exclude Line I increase in the total budget line item, however, will not affect the overall budget Summary Information, unless and until it has been approved by DSLBD.

No. of Operating Budget Line Items (OCFO)

174

No. of New/Adjusted Operating Budget Line Items

5

No. of Approved Exceptions

5

(A = Automatic Exclusion)

Total \$ Amount Automatically Excluded

\$9,820,465.64

No. of Automatically Excluded Operating Budget Line Items

127

(E = Expendable Budget Line Item)

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | Pro A |
|--|-------------|------|-------------------|---------------|--------|-------------|------------------------|---------------------|---------------------------------|-----------------------------|--------|
| E - 2016 20 201 - 9960 YR END CLOSE - (empty) (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 9960 YR END CLOSE | | : |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 9960 YR END CLOSE | | : |
| TOT | | | | | | | | | | | |
| E - 2016 20 201 - 100A AGENCY MANAGEMENT PROGRAM - 1010 PERSONNEL-MASTER (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 100A AGENCY MANAGEMENT PROGRAM | 1010 PERSONNEL-MASTER | \$2,51 |
| TOT | | | | | | | | | | | |
| E - 2016 20 201 - 100A AGENCY MANAGEMENT PROGRAM - 1040 INFORMATION TECHNOLOGY (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATION TECHNOLOGY | \$18,0 |
| TOT | | | | | | | | | | | |
| E - 2016 20 201 - 100F AGENCY FINANCIAL OPERATION - 110F BUDGET OPERATIONS (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 100F AGENCY FINANCIAL OPERATION | 110F BUDGET OPERATIONS | \$1,0 |
| TOT | | | | | | | | | | | |
| E - 2016 20 201 - 200A JUDICIAL - 020A TRIALS/APPEALS & JUSTICE MANAGEMENT (1 Operating Budget Line Item) | | | | | | | | | | | |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | Pro A |
|--|-------------|------|-------------------|---------------|--------|-------------|------------------------|---------------------|--------------------------------|---|--------|
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 200A JUDICIAL | 020A TRIALS/APPEALS & JUSTICE MANAGEMENT | \$5,0 |
| TOT | | | | | | | | | | | |
| E - 2016 20 201 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL | \$10,0 |
| TOT | | | | | | | | | | | |
| E - 2016 20 201 - 400A CLERK OF COURT - 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 400A CLERK OF COURT | 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | \$10,0 |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 400A CLERK OF COURT | 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | : |
| TOT | | | | | | | | | | | |
| E - 2016 20 201 - 500A EXECUTIVE - 050A PROGRAM DIRECTION AND OVERSIGHT (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 201 | 500A EXECUTIVE | 050A PROGRAM DIRECTION AND OVERSIGHT | \$10,0 |
| TOT | | | | | | | | | | | |
| E - 2016 20 219 - 500A EXECUTIVE - 050A PROGRAM DIRECTION AND OVERSIGHT (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 20 219 | 500A EXECUTIVE | 050A PROGRAM DIRECTION AND OVERSIGHT | : |
| TOT | | | | | | | | | | | |
| E - 2016 33 430 - 9960 YR END CLOSE - (empty) (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 33 430 | 9960 YR END CLOSE | | : |
| TOT | | | | | | | | | | | |
| E - 2016 33 430 - 100A AGENCY MANAGEMENT PROGRAM - 1030 PROPERTY MANAGEMENT (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 33 430 | 100A AGENCY MANAGEMENT PROGRAM | 1030 PROPERTY MANAGEMENT | : |
| TOT | | | | | | | | | | | |
| E - 2016 34 440 - 9960 YR END CLOSE - (empty) (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 34 440 | 9960 YR END CLOSE | | : |
| TOT | | | | | | | | | | | |
| E - 2016 34 440 - 100A AGENCY MANAGEMENT PROGRAM - 1030 PROPERTY MANAGEMENT (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 34 440 | 100A AGENCY MANAGEMENT PROGRAM | 1030 PROPERTY MANAGEMENT | : |
| TOT | | | | | | | | | | | |
| E - 2016 40 401 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 401 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL | \$1,5 |
| TOT | | | | | | | | | | | |
| E - 2016 40 404 - 100A AGENCY MANAGEMENT PROGRAM - 1010 PERSONNEL-MASTER (1 Operating Budget Line Item) | | | | | | | | | | | |
| | FS0 | E | No | | | | | | | | : |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | Pro A |
|---|-------------|------|-------------------|------------------------------------|--------|---|------------------------|---------------------|--------------------------------|--|---------|
| Adjust or Exclude a Line Item | | | | | | | | 2016 40 404 | 100A AGENCY MANAGEMENT PROGRAM | 1010 PERSONNEL-MASTER | |
| TOT | | | | | | | | | | | |
| E - 2016 40 404 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 404 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL | \$1,0 |
| TOT | | | | | | | | | | | |
| E - 2016 40 407 - 500A EXECUTIVE - 050A PROGRAM DIRECTION AND OVERSIGHT (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 407 | 500A EXECUTIVE | 050A PROGRAM DIRECTION AND OVERSIGHT | : |
| TOT | | | | | | | | | | | |
| E - 2016 40 408 - 9960 YR END CLOSE - (empty) (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 408 | 9960 YR END CLOSE | | : |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 408 | 9960 YR END CLOSE | | : |
| TOT | | | | | | | | | | | |
| E - 2016 40 408 - 100A AGENCY MANAGEMENT PROGRAM - 1040 INFORMATION TECHNOLOGY (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 408 | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATION TECHNOLOGY | \$9,0 |
| TOT | | | | | | | | | | | |
| E - 2016 40 408 - 200A JUDICIAL - 020A TRIALS/APPEALS & JUSTICE MANAGEMENT (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 408 | 200A JUDICIAL | 020A TRIALS/APPEALS & JUSTICE MANAGEMENT | \$289,4 |
| TOT | | | | | | | | | | | |
| E - 2016 40 408 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 408 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL | \$146,5 |
| TOT | | | | | | | | | | | |
| E - 2016 40 408 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | | \$50,000 should be excluded because \$50,000 will be used for IT OCTO Contractor assistance in FY16 throughout the year. This is the approximate amount that will be used for FY15 for our current OCTO contractor. | | 2016 40 408 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | \$50,0 |
| TOT | | | | | | | | | | | |
| E - 2016 40 410 - 100A AGENCY MANAGEMENT PROGRAM - 1040 INFORMATION TECHNOLOGY (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 410 | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATION TECHNOLOGY | : |
| TOT | | | | | | | | | | | |
| E - 2016 40 410 - 200A JUDICIAL - 020A TRIALS/APPEALS & JUSTICE MANAGEMENT (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 410 | 200A JUDICIAL | 020A TRIALS/APPEALS & JUSTICE MANAGEMENT | : |
| TOT | | | | | | | | | | | |
| E - 2016 40 410 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | Pro A |
|---|-------------|------|-------------------|------------------------------------|--------|--|------------------------|---------------------|--------------------------------|---|---------|
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 410 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL | \$25,0 |
| TOT | | | | | | | | | | | |
| E - 2016 40 410 - 400A CLERK OF COURT - 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 410 | 400A CLERK OF COURT | 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | : |
| TOT | | | | | | | | | | | |
| E - 2016 40 410 - 500A EXECUTIVE - 050A PROGRAM DIRECTION AND OVERSIGHT (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 410 | 500A EXECUTIVE | 050A PROGRAM DIRECTION AND OVERSIGHT | : |
| TOT | | | | | | | | | | | |
| E - 2016 40 416 - 100A AGENCY MANAGEMENT PROGRAM - 1040 INFORMATION TECHNOLOGY (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 416 | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATION TECHNOLOGY | \$11,4 |
| TOT | | | | | | | | | | | |
| E - 2016 40 494 - 100A AGENCY MANAGEMENT PROGRAM - 1040 INFORMATION TECHNOLOGY (2 Operating budget line items) | | | | | | | | | | | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | | This line represents the total cost of the telecommunication services (Landline & Date, wireless, and RTS) provided to our agency by OCTO. The entire amount of \$86,064 should be excluded. | | 2016 40 494 | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATION TECHNOLOGY | \$86,0 |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 40 494 | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATION TECHNOLOGY | \$86,0 |
| TOT | | | | | | | | | | | |
| E - 2016 41 409 - 9960 YR END CLOSE - (empty) (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 9960 YR END CLOSE | | : |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 9960 YR END CLOSE | | : |
| TOT | | | | | | | | | | | |
| E - 2016 41 409 - 100A AGENCY MANAGEMENT PROGRAM - 1040 INFORMATION TECHNOLOGY (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATION TECHNOLOGY | \$30,5 |
| TOT | | | | | | | | | | | |
| E - 2016 41 409 - 200A JUDICIAL - 020A TRIALS/APPEALS & JUSTICE MANAGEMENT (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS & JUSTICE MANAGEMENT | \$150,0 |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS & JUSTICE MANAGEMENT | \$64,6 |
| TOT | | | | | | | | | | | |
| E - 2016 41 409 - 200A JUDICIAL - 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT (1 Operating Budget Line Item) | | | | | | | | | | | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | | The amount of \$64,657 should be excluded because \$40,000 will be spent with Pitney Bowes for postage. This is the amount of our current PO with Pitney Bowes and we plan to spend this same amount in FY16. We will spend the remaining amount of this | | 2016 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | \$64,6 |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | Pro A |
|--|-------------|------|-------------------|--|--------|--|------------------------|---------------------|--------------------------------|---|---------|
| | | | | | | budget line to partially pay for our Enhanced Capacity Server which is housed by OCTO. The FY16 cost for this server is \$27,860. | | | | | |
| TOT | | | | | | | | | | | |
| E - 2016 41 409 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL | \$121,6 |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL | : |
| TOT | | | | | | | | | | | |
| E - 2016 41 409 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL (2 Operating budget line items) | | | | | | | | | | | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | | The entire amount of \$97,887 should be excluded. This line represents 95% of our annual maintenance fees from our case management software vendor, Journal Technologies. Our agency depends on this software to operate. The annual cost is \$103,229. The case management system is developed by the vendor that has exclusive ownership. We are in Option year 3 of our contract with one more option year remaining. | | 2016 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | \$97,8 |
| | FS0 | E | Yes | Agency Compliance - Corrections Decrease | | The amount of \$48,720 should be excluded. OAH has a BPA with the vendor with the last option year beginning in FY16. The vendor develops our indirect cost rate for Medicaid reimbursement for the hours judges spend on Medicaid cases. We have been using the same vendor for over three years. The BPA is for \$48,720 annually. | | 2016 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | \$48,7 |
| TOT | | | | | | | | | | | |
| E - 2016 41 409 - 400A CLERK OF COURT - 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 400A CLERK OF COURT | 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | : |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 41 409 | 400A CLERK OF COURT | 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | : |
| TOT | | | | | | | | | | | |
| E - 2016 70 701 - 9960 YR END CLOSE - (empty) (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 70 701 | 9960 YR END CLOSE | | : |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 70 701 | 9960 YR END CLOSE | | : |
| TOT | | | | | | | | | | | |
| E - 2016 70 701 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 70 701 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE & LEGAL COUNSEL | : |
| TOT | | | | | | | | | | | |
| E - 2016 70 702 - 100A AGENCY MANAGEMENT PROGRAM - 1040 INFORMATION TECHNOLOGY (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 70 702 | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATION TECHNOLOGY | : |
| TOT | | | | | | | | | | | |
| E - 2016 70 702 - 400A CLERK OF COURT - 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI (1 Operating Budget Line Item) | | | | | | | | | | | |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | Pro A |
|--|-------------|------|-------------------|---------------|--------|-------------|------------------------|---------------------|----------------------|---|--------|
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 70 702 | 400A CLERK OF COURT | 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | : |
| TOT | | | | | | | | | | | |
| E - 2016 70 706 - 400A CLERK OF COURT - 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 70 706 | 400A CLERK OF COURT | 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | : |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2016 70 706 | 400A CLERK OF COURT | 040A CASE MANAGEMENT & JUDICIAL SUPPORT SERVI | \$43,6 |
| TOT | | | | | | | | | | | |
| TOT | | | | | | | | | | | |

MY NEW OPERATING BUDGET LINE ITEMS - STATUS

| DSLBD CS Status | Manager Status | Agency Name | Budget Code | Type | Special Exception | CompSource CompObj2 | Status | Justification | Reason | Explanation | Justification Document | Program Code & Title | Activity Code Title |
|---|----------------|-----------------------------------|-------------|------|-------------------|---------------------|----------|------------------------------------|--------|--|------------------------|--------------------------------|--|
| Recommend Approval - 2016 40 408 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2016 40 408 | Approved | Agency Compliance - Exclude a Line | | \$50,000 should be excluded because \$50,000 will be used for IT OCTO Contractor assistance in FY16 throughout the year. This is the approximate amount that will be used for FY15 for our current OCTO contractor. | | 300A COURT COUNSEL | 030A JUDIC ASSISTANCE AND LEGAL COUNSEL |
| TOT | | | | | | | | | | | | | |
| Recommend Approval - 2016 40 494 - 100A AGENCY MANAGEMENT PROGRAM - 1040 INFORMATION TECHNOLOGY (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2016 40 494 | Approved | Agency Compliance - Exclude a Line | | This line represents the total cost of the telecommunication services (Landline & Date, wireless, and RTS) provided to our agency by OCTO. The entire amount of \$86,064 should be excluded. | | 100A AGENCY MANAGEMENT PROGRAM | 1040 INFORMATI TECHNOLOG |
| TOT | | | | | | | | | | | | | |
| Recommend Approval - 2016 41 409 - 200A JUDICIAL - 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2016 41 409 | Approved | Agency Compliance - Exclude a Line | | The amount of \$64,657 should be excluded because \$40,000 will be spent with Pitney Bowes for postage. This is the amount of our current PO with Pitney Bowes and we plan to spend this same amount in FY16. We will spend the remaining amount of this budget line to partially pay for our Enhanced Capacity Server which is housed by OCTO. The FY16 cost for this server is \$27,860. | | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT |
| TOT | | | | | | | | | | | | | |
| Recommend Approval - 2016 41 409 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL (2 Operating budget line items) | | | | | | | | | | | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2016 41 409 | Approved | Agency Compliance - Exclude a Line | | The entire amount of \$97,887 should be excluded. This | | 300A COURT COUNSEL | 030A JUDIC ASSISTANCE AND LEGAL COUNSEL |

| DSLBD CS Status | Manager Status | Agency Name | Budget Code | Type | Special Exception | CompSource CompObj2 | Status | Justification | Reason | Explanation | Justification Document | Program Code & Title | Activity Code Title |
|-----------------|----------------|-----------------------------------|-------------|------|-------------------|---------------------|----------|--|--------|---|------------------------|----------------------|---|
| | | | | | | | | | | line represents 95% of our annual maintenance fees from our case management software vendor, Journal Technologies. Our agency depends on this software to operate. The annual cost is \$103,229. The case management system is developed by the vendor that has exclusive ownership. We are in Option year 3 of our contract with one more option year remaining. | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2016 41 409 | Approved | Agency Compliance - Corrections Decrease | | The amount of \$48,720 should be excluded. OAH has a BPA with the vendor with the last option year beginning in FY16. The vendor develops our indirect cost rate for Medicaid reimbursement for the hours judges spend on Medicaid cases. We have been using the same vendor for over three years. The BPA is for \$48,720 annually. | | 300A COURT COUNSEL | 030A JUDIC ASSISTANCE AND LEGAL COUNSEL |
| TOT | | | | | | | | | | | | | |
| TOT | | | | | | | | | | | | | |

Capital Budget Worksheet

No. of Capital Budget Line Items (OCFO)

0

No. of New/Adjusted Capital Budget Line Items

0

No. of New Approved Capital Budget Line Items

0

(A = Automatic Exclusion)

Total Current Fiscal Year \$ Amount Automatically Excluded

No. of Automatically Excluded Capital Budget Line Items

0

(E = Expendable Budget Line Item)

| Copy Line Item | Agency Name2 | Owner Agency2 | Implementing Agency | Type | Special Exception | Comp Source Group | Justification | Reason | Explanation | JustificationDocument | Project No. | Project Title | Fund Detail | Current Fiscal Year | Proposed Exception Amount |
|------------------------------------|--------------|---------------|---------------------|------|-------------------|-------------------|---------------|--------|-------------|-----------------------|-------------|---------------|-------------|---------------------|---------------------------|
| No capital budget line items found | | | | | | | | | | | | | | | |

MY NEW CAPITAL BUDGET LINE ITEMS - STATUS

| DSLBD CS Status | Manager Status | Agency Name | Budget Code | Type | Special Exception | Status | Justification | Reason | Explanation | JustificationDocument | Project No. | Project Title | Fund Detail | Current Fiscal Year | Proposed Exception Amount |
|------------------------------------|----------------|-------------|-------------|------|-------------------|--------|---------------|--------|-------------|-----------------------|-------------|---------------|-------------|---------------------|---------------------------|
| No capital budget line items found | | | | | | | | | | | | | | | |

Agency Procurement Plan

If your Agency does not procure through OCP, please upload your Agency's Procurement Plan Spreadsheet

Per Chapter 8 of Title 27 DCMR, section 832, each agency detail shall submit to the Department the Agency Procurement Plan (APP) as described in section designated by the Department. Click the eye to view the plans.

AGENCY PROCUREMENT LINES

| Procurement Name | Procurement Description | OAPT | OAPTLine | Requester | Contract Administrator Name | Phone | Commodity Group | FundingSource | GreenProcurement | Amount |
|--|--|-----------|--------------|-----------|-----------------------------|--------------|-----------------------|---------------|--------------------------|---------------------|
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | Audio-Visual Equipment Maintenance and Repair | OAPT13819 | OAPT13819_10 | Eric Rice | Eric Rice | 202-671-0055 | InformationTechnology | OTHER | <input type="checkbox"/> | \$20,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | Court certified Interpreters and Translators | OAPT13819 | OAPT13819_2 | Eric Rice | Eric Rice | 202-671-0055 | GoodsandServices | LOCAL | <input type="checkbox"/> | \$91,500.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | IT Equipment | OAPT13819 | OAPT13819_7 | Eric Rice | Eric Rice | 202-671-0055 | InformationTechnology | LOCAL | <input type="checkbox"/> | \$10,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | OAH Court transcription services | OAPT13819 | OAPT13819_3 | Eric Rice | Eric Rice | 202-671-0055 | GoodsandServices | LOCAL | <input type="checkbox"/> | \$50,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | OAH Indirect Cost Rate re accurate billing to federal programs for reimbursement | OAPT13819 | OAPT13819_13 | Eric Rice | Eric Rice | 202-671-0055 | GoodsandServices | GRANTS | <input type="checkbox"/> | \$48,720.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | OAH Mailing Machine, Equipment Maintenance and Repair | OAPT13819 | OAPT13819_6 | Eric Rice | Eric Rice | 202-671-0055 | InformationTechnology | LOCAL | <input type="checkbox"/> | \$9,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | OAH Mailing Machine, Postage Only | OAPT13819 | OAPT13819_9 | Eric Rice | Eric Rice | 202-671-0055 | InformationTechnology | OTHER | <input type="checkbox"/> | \$40,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | OAH case management application, licenses, additions, maintenance and upgrades | OAPT13819 | OAPT13819_1 | Eric Rice | Eric Rice | 202-671-0055 | InformationTechnology | LOCAL | <input type="checkbox"/> | \$103,229.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | OAH case management system upgrades | OAPT13819 | OAPT13819_8 | Eric Rice | Eric Rice | 202-671-0055 | InformationTechnology | LOCAL | <input type="checkbox"/> | \$50,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | Office Supplies for OAH | OAPT13819 | OAPT13819_0 | Eric Rice | Eric Rice | 202-671-0055 | GoodsandServices | LOCAL | <input type="checkbox"/> | \$74,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | Online legal research and database services | OAPT13819 | OAPT13819_4 | Eric Rice | Eric Rice | 202-671-0055 | GoodsandServices | LOCAL | <input type="checkbox"/> | \$20,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | Online legal research and database services | OAPT13819 | OAPT13819_5 | Eric Rice | Eric Rice | 202-671-0055 | GoodsandServices | LOCAL | <input type="checkbox"/> | \$12,200.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | Professional Development Training | OAPT13819 | OAPT13819_11 | Eric Rice | Eric Rice | 202-671-0055 | GoodsandServices | OTHER | <input type="checkbox"/> | \$35,000.00 |
| FY16 OAH OCP Acquisition Planning Tool Form (OAPT) | Travel (Out of Town) | OAPT13819 | OAPT13819_12 | Eric Rice | Eric Rice | 202-671-0055 | GoodsandServices | OTHER | <input type="checkbox"/> | \$2,800.00 |
| TOT | | | | | | | | | | \$566,449.00 |

Quarterly Expenditure Reports

Enter quarterly report expenditures here. (D.C. Official Code 2-218.41).

Please upload the Quarterly Expenditure Report Spreadsheet. If you are uploading multiple spreadsheets for the quarter, please ensure that each file has a unique descriptive name. After each spreadsheet is uploaded, you must select the SAVE button in the upper right corner before uploading the next spreadsheet.

FY16 Expenditures (SOAR only) through 7-5-2016

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-------------------------|---------------------------|------------------|--------------|--------------|------------|--|-----------|----------------|
| ACROPRINT TIME RECORDER (1 Expenditure Report) | | | | | | | | | |
| Y | ACROPRINT TIME RECORDER | 5640 DEPARTURE DR | | RALEIGH | NC | 27616 1853 | Commercial Equipment, Not Elsewhere Classified | 560928478 | #N/A |
| TOT | | | | | | | | | |
| ADOBE (1 Expenditure Report) | | | | | | | | | |
| Y | ADOBE | | | 800-833-6687 | CA | 951100000 | Computer Software Stores | 770019522 | |
| TOT | | | | | | | | | |
| ADOBE *ACROBAT PRO (1 Expenditure Report) | | | | | | | | | |
| Y | ADOBE *ACROBAT PRO | | | 800-833-6687 | CA | 951100000 | Computer Software Stores | 770019522 | |
| TOT | | | | | | | | | |
| AEI TRAINING PARTNERS (2 Expenditure Reports) | | | | | | | | | |
| N | AEI TRAINING PARTNERS | M&T BANK | 1351 BLAIR DRIVE | ODENTON | MD | 21113 | | 460888967 | LSDZ5080052018 |
| N | AEI TRAINING PARTNERS | M&T BANK | 1351 BLAIR DRIVE | ODENTON | MD | 21113 | | 460888967 | LSDZ5080052018 |
| TOT | | | | | | | | | |
| AIMEE R. SULLIVAN (21 Expenditure Reports) | | | | | | | | | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|-------|-------------------|---------------------------|--------------|-------------|--------------|------------|---------------------|-----------|------------|
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| TOT | | | | | | | | | |

ALS OFFICE PRODUCTS (55 Expenditure Reports)

| | | | | | | | | | |
|---|---------------------|-------------------------|---------------------|------------|----|-------|--|-----------|-----------------|
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|-------|---------------------|-------------------------|---------------------|-------------|--------------|------------|---------------------|-----------|-----------------|
| | | 717 KEARNEY STREET, N.E | | | | | | | |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV933270520 |
| TOT | | | | | | | | | |

AMAZON MKTPLACE PMTS (17 Expenditure Reports)

| | | | | | | | | | |
|-----|----------------------|--|--|---------------|----|-----------|-------------|-----------|------|
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | #N/A |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | #N/A |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | #N/A |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 202936165 | #N/A |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 202936165 | #N/A |
| TOT | | | | | | | | | |

AMAZON.COM (1 Expenditure Report)

| | | | | | | | | | |
|-----|------------|--|--|---------------|----|-----------|-------------|-----------|------|
| Y | AMAZON.COM | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 911994984 | #N/A |
| TOT | | | | | | | | | |

AMERICAN 00106349091870 (1 Expenditure Report)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|----------------------------|--------------------------|--------------|-------------|--------------|------------|--|-----------|-----------------|
| Y | AMERICAN 00106349091870 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | #N/A |
| TOT | | | | | | | | | |
| AMERICAN 00123842972470 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00123842972470 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00123851834864 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00123851834864 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | #N/A |
| TOT | | | | | | | | | |
| AMERICAN 00178447752254 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00178447752254 | | | BELLEVUE | WA | 850340000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00178963971756 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00178963971756 | | | BELLEVUE | WA | 850340000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00178964550634 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00178964550634 | | | BELLEVUE | WA | 850340000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN BAR ASSOCIATI (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN BAR ASSOCIATI | | | 08002852221 | IL | 606540000 | Membership Organizations, Not Elsewhere Classified | 360723150 | |
| TOT | | | | | | | | | |
| AOP BUSINESS SERVICES (3 Expenditure Reports) | | | | | | | | | |
| Y | AOP BUSINESS SERVICES | | | 02025260586 | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV933270520 |
| Y | AOP BUSINESS SERVICES | | | 02025260586 | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV933270520 |
| Y | AOP BUSINESS SERVICES | | | 02025260586 | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV933270520 |
| TOT | | | | | | | | | |
| ARLENE HACKBARTH (1 Expenditure Report) | | | | | | | | | |
| N | ARLENE HACKBARTH | 1223 CORBETT ROAD | | MONKTON | MD | 21111 | | 149608537 | |
| TOT | | | | | | | | | |
| B&H PHOTO, 800-606-69 (1 Expenditure Report) | | | | | | | | | |
| Y | B&H PHOTO, 800-606-69 | | | 800-2215743 | NY | 100010000 | Direct Marketing-Not Elsewhere Classified | 132768071 | #N/A |
| TOT | | | | | | | | | |
| BERNARD WEBERMAN (1 Expenditure Report) | | | | | | | | | |
| N | BERNARD WEBERMAN | 3506 SPRINGLAND LANR, NW | | WASHINGTON | DC | 20008 | | 375469842 | |
| TOT | | | | | | | | | |
| BEST BUY 00009720 (1 Expenditure Report) | | | | | | | | | |
| Y | BEST BUY 00009720 | 7601 PENN AVE SOUTH | | RICHFIELD | MN | 55423 | Electronic Sales | 410907483 | |
| TOT | | | | | | | | | |
| BEST BUY 00015487 (1 Expenditure Report) | | | | | | | | | |
| Y | BEST BUY 00015487 | | | FINDLAY | OH | 458400000 | Electronic Sales | 411822872 | |
| TOT | | | | | | | | | |
| BESTBUYCOM783411106180 (1 Expenditure Report) | | | | | | | | | |
| Y | BESTBUYCOM783411106180 | | | 888-237289 | MN | 554230000 | Electronic Sales | 411953804 | |
| TOT | | | | | | | | | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-------------------------------|-------------------------|--------------|-------------|--------------|------------|---|-----------|------------|
| BEVERLY NASH (1 Expenditure Report) | | | | | | | | | |
| N | BEVERLY NASH | 2172 MULBERRY HILL ROAD | | ANNAPOLIS | MD | 21409 | | 274421920 | |
| TOT | | | | | | | | | |
| CAPITAL SERVICES AND SUPPLIES (22 Expenditure Reports) | | | | | | | | | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| N | CAPITAL SERVICES AND SUPPLIES | 2804 DOUGLAS STREET NE | | WASHINGTON | DC | 20018 | | 521363600 | |
| TOT | | | | | | | | | |
| CAPITOL MARKING PRODUC (3 Expenditure Reports) | | | | | | | | | |
| Y | CAPITOL MARKING PRODUC | | | 703-8922772 | VA | 222040000 | Durable Goods, Not Elsewhere Classified | 541226610 | |
| Y | CAPITOL MARKING PRODUC | | | 703-8922772 | VA | 222040000 | Durable Goods, Not Elsewhere Classified | 541226610 | |
| Y | CAPITOL MARKING PRODUC | | | 703-8922772 | VA | 222040000 | | 541226610 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|-----------------------------|--------------------|----------------------------|-------------|--------------|------------|--|-----------|-----------------|
| | | | | | | | Durable Goods, Not Elsewhere Classified | | |
| TOT | | | | | | | | | |
| CARIBE ROYALE RESORT S (2 Expenditure Reports) | | | | | | | | | |
| Y | CARIBE ROYALE RESORT S | | | 04072388000 | FL | 328210000 | Hotels-Lodging (Not Listed Elsewhere) | 954453279 | #N/A |
| Y | CARIBE ROYALE RESORT S | | | 04072388000 | FL | 328210000 | Hotels-Lodging (Not Listed Elsewhere) | 954453279 | #N/A |
| TOT | | | | | | | | | |
| CELLPHONECASES (1 Expenditure Report) | | | | | | | | | |
| Y | CELLPHONECASES | | | 8186001081 | CA | 913110000 | Electronic Sales | 770510487 | |
| TOT | | | | | | | | | |
| CLAUDIA BARBER (2 Expenditure Reports) | | | | | | | | | |
| N | CLAUDIA BARBER | 10 OAK RUN ROAD | | LAUREL | MD | 20724 | | 218682114 | |
| N | CLAUDIA BARBER | 10 OAK RUN ROAD | | LAUREL | MD | 20724 | | 218682114 | |
| TOT | | | | | | | | | |
| COMCAST OF WASHINGTON (3 Expenditure Reports) | | | | | | | | | |
| Y | COMCAST OF WASHINGTON | | | 800-COMCAST | DC | 200170000 | Cable and Other Pay Television | 232175755 | |
| Y | COMCAST OF WASHINGTON | | | 800-COMCAST | DC | 200170000 | Cable and Other Pay Television | 232175755 | |
| Y | COMCAST OF WASHINGTON | | | 800-COMCAST | DC | 200170000 | Cable and Other Pay Television | 232175755 | |
| TOT | | | | | | | | | |
| DC BAR (2 Expenditure Reports) | | | | | | | | | |
| Y | DC BAR | | | 02027374700 | DC | 200050000 | Membership Organizations, Not Elsewhere Classified | 520959717 | |
| Y | DC BAR | | | 02027374700 | DC | 200050000 | Membership Organizations, Not Elsewhere Classified | 520959717 | |
| TOT | | | | | | | | | |
| DC GOV PARKS & REC (2 Expenditure Reports) | | | | | | | | | |
| Y | DC GOV PARKS & REC | | | 02026737651 | DC | 200090000 | Government Services, Not Elsewhere Classified | 536001131 | |
| Y | DC GOV PARKS & REC | | | 02026737651 | DC | 200090000 | Government Services, Not Elsewhere Classified | 536001131 | |
| TOT | | | | | | | | | |
| DELL MARKETING L.P. (2 Expenditure Reports) | | | | | | | | | |
| N | DELL MARKETING L.P. | C/O DELL USA, L.P. | PO BOX 643561 | PITTSBURGH | PA | 152643561 | | 742616805 | |
| N | DELL MARKETING L.P. | C/O DELL USA, L.P. | PO BOX 643561 | PITTSBURGH | PA | 152643561 | | 742616805 | |
| TOT | | | | | | | | | |
| DIGI DOCS INC/DOCUMENT MGRS (6 Expenditure Reports) | | | | | | | | | |
| N | DIGI DOCS INC/DOCUMENT MGRS | % BB&T | 7220 WISCONSIN AVE, 4TH FL | BETHESDA | MD | 20814 | | 522226023 | LSDR69359112018 |
| N | DIGI DOCS INC/DOCUMENT MGRS | % BB&T | 7220 WISCONSIN AVE, 4TH FL | BETHESDA | MD | 20814 | | 522226023 | LSDR69359112018 |
| N | DIGI DOCS INC/DOCUMENT MGRS | % BB&T | 7220 WISCONSIN AVE, 4TH FL | BETHESDA | MD | 20814 | | 522226023 | LSDR69359112018 |
| N | DIGI DOCS INC/DOCUMENT MGRS | % BB&T | 7220 WISCONSIN AVE, 4TH FL | BETHESDA | MD | 20814 | | 522226023 | LSDR69359112018 |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-----------------------------|--------------------|----------------------------|---------------|--------------|------------|--|-----------|-----------------|
| N | DIGI DOCS INC/DOCUMENT MGRS | % BB&T | 7220 WISCONSIN AVE, 4TH FL | BETHESDA | MD | 20814 | | 522226023 | LSDR69359112018 |
| N | DIGI DOCS INC/DOCUMENT MGRS | % BB&T | 7220 WISCONSIN AVE, 4TH FL | BETHESDA | MD | 20814 | | 522226023 | LSDR69359112018 |
| TOT | | | | | | | | | |
| DIGITALBUYER.COM (1 Expenditure Report) | | | | | | | | | |
| Y | DIGITALBUYER.COM | | | 08004082718 | CA | 900150000 | Stationery, Office & School Supply Stores | 10946862 | |
| TOT | | | | | | | | | |
| DMI* DELL BUS ONLINE (3 Expenditure Reports) | | | | | | | | | |
| Y | DMI* DELL BUS ONLINE | 400 DELL WAY | | 800-456-3355 | TX | 78682 | Computers,Computer Peripheral Equipment, Software | 742616805 | |
| Y | DMI* DELL BUS ONLINE | 400 DELL WAY | | 800-456-3355 | TX | 78682 | Computers,Computer Peripheral Equipment, Software | 742616805 | |
| Y | DMI* DELL BUS ONLINE | 400 DELL WAY | | 800-456-3355 | TX | 78682 | Computers,Computer Peripheral Equipment, Software | 742616805 | |
| TOT | | | | | | | | | |
| DMI* DELL HLTHCR/REL (1 Expenditure Report) | | | | | | | | | |
| Y | DMI* DELL HLTHCR/REL | | | 800-274-1550 | TX | 786820000 | Computers,Computer Peripheral Equipment, Software | 742616805 | |
| TOT | | | | | | | | | |
| DMI* DELL SM BUS (2 Expenditure Reports) | | | | | | | | | |
| Y | DMI* DELL SM BUS | 400 Dell Way | | 800-456-3355 | TX | 78682 | Computers,Computer Peripheral Equipment, Software | 742616805 | |
| Y | DMI* DELL SM BUS | 400 Dell Way | | 800-456-3355 | TX | 78682 | Computers,Computer Peripheral Equipment, Software | 742616805 | |
| TOT | | | | | | | | | |
| EASYKEYSCOM INC (8 Expenditure Reports) | | | | | | | | | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| TOT | | | | | | | | | |
| ELIZABETH FIGUEROA (1 Expenditure Report) | | | | | | | | | |
| N | ELIZABETH FIGUEROA | 14717 HARVEST LANE | | SILVER SPRING | MD | 20905 | | 229821986 | |
| TOT | | | | | | | | | |
| FLASH DELIVERY SERVICE (9 Expenditure Reports) | | | | | | | | | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|--------------------------------|-----------------------------|--------------|--------------|--------------|------------|--|-----------|------------|
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | #N/A |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | #N/A |
| TOT | | | | | | | | | |
| FULL COMPASS SYS VT (2 Expenditure Reports) | | | | | | | | | |
| Y | FULL COMPASS SYS VT | | | 06088317330 | WI | 535930000 | Commercial Equipment, Not Elsewhere Classified | 391279698 | |
| Y | FULL COMPASS SYS VT | | | 06088317330 | WI | 535930000 | Commercial Equipment, Not Elsewhere Classified | 391279698 | |
| TOT | | | | | | | | | |
| FULL COMPASS SYSTEMS (3 Expenditure Reports) | | | | | | | | | |
| Y | FULL COMPASS SYSTEMS | | | 06088317330 | WI | 535930000 | Commercial Equipment, Not Elsewhere Classified | 391279698 | |
| Y | FULL COMPASS SYSTEMS | | | 06088317330 | WI | 535930000 | Commercial Equipment, Not Elsewhere Classified | 391279698 | |
| Y | FULL COMPASS SYSTEMS | | | 06088317330 | WI | 535930000 | Commercial Equipment, Not Elsewhere Classified | 391279698 | |
| TOT | | | | | | | | | |
| GIH*GLOBALINDUSTRIALEQ (1 Expenditure Report) | | | | | | | | | |
| Y | GIH*GLOBALINDUSTRIALEQ | | | 800-645-2986 | FL | 331440000 | Industrial Supplies, Not Elsewhere Classified | 113584699 | |
| TOT | | | | | | | | | |
| GOSPEL SPREADING BIBLE (4 Expenditure Reports) | | | | | | | | | |
| Y | GOSPEL SPREADING BIBLE | | | 02027452665 | DC | 200010000 | Book Stores | 521650942 | |
| Y | GOSPEL SPREADING BIBLE | | | 02027452665 | DC | 200010000 | Book Stores | 521650942 | |
| Y | GOSPEL SPREADING BIBLE | | | 02027452665 | DC | 200010000 | Book Stores | 521650942 | #N/A |
| Y | GOSPEL SPREADING BIBLE | | | 02027452665 | DC | 200010000 | Book Stores | 521650942 | #N/A |
| TOT | | | | | | | | | |
| HYATT CORP. AS AGENT OF CCHH H (1 Expenditure Report) | | | | | | | | | |
| N | HYATT CORP. AS AGENT OF CCHH H | 400 NEW JERSEY AVENUE, N.W. | | WASHINGTON | DC | 20001 | | 204427617 | |
| TOT | | | | | | | | | |
| IN *AL BETZ & ASSOCIAT (1 Expenditure Report) | | | | | | | | | |
| Y | IN *AL BETZ & ASSOCIAT | | | 410-8753376 | MD | 211570000 | Legal Services, Attorneys | 770034661 | |
| TOT | | | | | | | | | |
| IN *THE SHREDDING COMP (1 Expenditure Report) | | | | | | | | | |
| Y | IN *THE SHREDDING COMP | | | 301-3259339 | MD | 217930000 | Business Services Not Elsewhere Classified | 770034661 | |
| TOT | | | | | | | | | |
| INNOVATIVE COSTING SOLUTIONS (1 Expenditure Report) | | | | | | | | | |
| N | INNOVATIVE COSTING SOLUTIONS | FIRST COMMERCE CREDIT UNION | PO BOX 6416 | TALLAHASSEE | FL | 32314 | | 050520831 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|---------------------------|--------------------|--------------|--------------|--------------|------------|--|-----------|------------|
| TOT | | | | | | | | | |
| JOURNAL TECHNOLOGIES (4 Expenditure Reports) | | | | | | | | | |
| N | JOURNAL TECHNOLOGIES | 843 SOUTH 100 WEST | | LOGAN | UT | 84321 | | 870626854 | |
| N | JOURNAL TECHNOLOGIES | 843 SOUTH 100 WEST | | LOGAN | UT | 84321 | | 870626854 | |
| N | JOURNAL TECHNOLOGIES | 843 SOUTH 100 WEST | | LOGAN | UT | 84321 | | 870626854 | |
| N | JOURNAL TECHNOLOGIES | 843 SOUTH 100 WEST | | LOGAN | UT | 84321 | | 870626854 | |
| TOT | | | | | | | | | |
| LAWJOBS.COM (1 Expenditure Report) | | | | | | | | | |
| Y | LAWJOBS.COM | | | NEW YORK | NY | 102710000 | Direct Marketing-Continuity/Subscription Merchants | 133273851 | |
| TOT | | | | | | | | | |
| LEXIS LAW PUBLISHING (1 Expenditure Report) | | | | | | | | | |
| N | LEXIS LAW PUBLISHING | PO BOX 7247-7090 | | PHILADELPHIA | PA | 191707090 | | 521471842 | |
| TOT | | | | | | | | | |
| LEXIS NEXIS (6 Expenditure Reports) | | | | | | | | | |
| N | LEXIS NEXIS | P.O. BOX 7247-7090 | | PHILADELPHIA | PA | 19170 | | 521471842 | |
| N | LEXIS NEXIS | P.O. BOX 7247-7090 | | PHILADELPHIA | PA | 19170 | | 521471842 | |
| N | LEXIS NEXIS | P.O. BOX 7247-7090 | | PHILADELPHIA | PA | 19170 | | 521471842 | |
| N | LEXIS NEXIS | P.O. BOX 7247-7090 | | PHILADELPHIA | PA | 19170 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| TOT | | | | | | | | | |
| LEXISNEXIS RISK SOLUTIONS (5 Expenditure Reports) | | | | | | | | | |
| N | LEXISNEXIS RISK SOLUTIONS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 411815880 | |
| N | LEXISNEXIS RISK SOLUTIONS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 411815880 | |
| N | LEXISNEXIS RISK SOLUTIONS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 411815880 | |
| N | LEXISNEXIS RISK SOLUTIONS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 411815880 | |
| N | LEXISNEXIS RISK SOLUTIONS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 411815880 | |
| TOT | | | | | | | | | |
| LORMAN EDUCATION SERVI (1 Expenditure Report) | | | | | | | | | |
| Y | LORMAN EDUCATION SERVI | | | 08663529539 | WI | 547030000 | Educational Services, Not Elsewhere Classified | 391596686 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|--------------------|---------------------|--------------|-------------|--------------|------------|---------------------|-----------|------------|
| TOT | | | | | | | | | |
| MARGARET A. MANGAN (1 Expenditure Report) | | | | | | | | | |
| N | MARGARET A. MANGAN | 1718 1ST STREET, NW | APT. #2 | WASHINGTON | DC | 20001 | | 190386686 | |
| TOT | | | | | | | | | |
| MATILDE J FARREN (35 Expenditure Reports) | | | | | | | | | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|--------------------------------|--------------|--------------------|--------------|--------------|------------|---|-----------|-----------------|
| | | | | | | | Stationery, Office Supplies, Printing/Writing Paper | | |
| TOT | | | | | | | | | |
| MULTICULTURAL COMMUNITY SERVIC (19 Expenditure Reports) | | | | | | | | | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| TOT | | | | | | | | | |
| MVS INC (5 Expenditure Reports) | | | | | | | | | |
| N | MVS INC | % PNC BANK | 8800 TINICUM BLVD. | PHILADELPHIA | PA | 19153 | | 521352200 | LSDZR8205207201 |
| N | MVS INC | % PNC BANK | 8800 TINICUM BLVD. | PHILADELPHIA | PA | 19153 | | 521352200 | LSDZR8205207201 |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|--------------------------------|----------------------------|--------------------|--------------|--------------|------------|--|-----------|-----------------|
| N | MVS INC | % PNC BANK | 8800 TINICUM BLVD. | PHILADELPHIA | PA | 19153 | | 521352200 | LSDZR8205207201 |
| Y | MVS INC | | | 02027227981 | DC | 200360000 | Computers, Computer Peripheral Equipment, Software | 521352200 | LSDZR8205207201 |
| N | MVS INC | % PNC BANK | 8800 TINICUM BLVD. | PHILADELPHIA | PA | 19153 | | 521352200 | LSDZR8205207201 |
| TOT | | | | | | | | | |
| NAIUIAP (1 Expenditure Report) | | | | | | | | | |
| Y | NAIUIAP | | | 4105702032 | MD | 214030000 | Government Services, Not Elsewhere Classified | 942768000 | |
| TOT | | | | | | | | | |
| NAT'L ASSOC OF ADMIN LAW JUDIC (1 Expenditure Report) | | | | | | | | | |
| N | NAT'L ASSOC OF ADMIN LAW JUDIC | PO BOX 5275 | | HERNDON | VA | 20172 | | 391284565 | |
| TOT | | | | | | | | | |
| NATIONAL ASSOCIATION (1 Expenditure Report) | | | | | | | | | |
| Y | NATIONAL ASSOCIATION | | | WASHINGTON | DC | 200360000 | Membership Organizations, Not Elsewhere Classified | 521185005 | |
| TOT | | | | | | | | | |
| NATIONAL JUDICIAL COLLEGE (3 Expenditure Reports) | | | | | | | | | |
| N | NATIONAL JUDICIAL COLLEGE | 1664 NORTH VIRGINIA STREET | | RENO | NV | 89557 | | 942427596 | |
| N | NATIONAL JUDICIAL COLLEGE | 1664 NORTH VIRGINIA STREET | | RENO | NV | 89557 | | 942427596 | |
| N | NATIONAL JUDICIAL COLLEGE | 1664 NORTH VIRGINIA STREET | | RENO | NV | 89557 | | 942427596 | |
| TOT | | | | | | | | | |
| NATIONAL JUDICIAL COLLEGE (5 Expenditure Reports) | | | | | | | | | |
| Y | NATIONAL JUDICIAL COLLEGE | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | |
| Y | NATIONAL JUDICIAL COLLEGE | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | |
| Y | NATIONAL JUDICIAL COLLEGE | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | #N/A |
| Y | NATIONAL JUDICIAL COLLEGE | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | #N/A |
| Y | NATIONAL JUDICIAL COLLEGE | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | #N/A |
| TOT | | | | | | | | | |
| NEAL R GROSS & CO INC (17 Expenditure Reports) | | | | | | | | | |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|------------------------|------------------------|-------------------|--------------|--------------|------------|---|-----------|-----------------|
| | | | 7815 WOODMONT AVE | | | | | | |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR7240709201 |
| TOT | | | | | | | | | |
| NEAL R. GROSS & CO., I (1 Expenditure Report) | | | | | | | | | |
| Y | NEAL R. GROSS & CO., I | | | 02022344433 | DC | 200050000 | Business Services Not Elsewhere Classified | 521097058 | LSZXR2711102016 |
| TOT | | | | | | | | | |
| NICHOLAS COBBS (2 Expenditure Reports) | | | | | | | | | |
| N | NICHOLAS COBBS | 3900A WATSON PLACE, NW | APT. #6H | WASHINGTON | DC | 20016 | | 094401711 | |
| N | NICHOLAS COBBS | 3900A WATSON PLACE, NW | APT. #6H | WASHINGTON | DC | 20016 | | 094401711 | |
| TOT | | | | | | | | | |
| NOVISYSTEMS (1 Expenditure Report) | | | | | | | | | |
| Y | NOVISYSTEMS | | | 7815477739 | MA | 024510000 | Computer Software Stores | 770510487 | #N/A |
| TOT | | | | | | | | | |
| OFFICE DEPOT #1105 (1 Expenditure Report) | | | | | | | | | |
| Y | OFFICE DEPOT #1105 | | | 800-463-3768 | IL | 601880000 | Direct Marketing - Comb. Catalog & Retail Merchants | 592663954 | |
| TOT | | | | | | | | | |
| OFFICE OF ADMIS (COA) (1 Expenditure Report) | | | | | | | | | |
| Y | OFFICE OF ADMIS (COA) | | | WASHINGTON | DC | 200010000 | Government Services, Not Elsewhere Classified | 440553234 | |
| TOT | | | | | | | | | |
| OFFICEREPLA (1 Expenditure Report) | | | | | | | | | |
| Y | OFFICEREPLA | | | 3475617587 | NY | 117350000 | Office and Commercial Furniture | 770510487 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|------------------------|-----------------|--------------|--------------|--------------|------------|--|-----------|------------|
| TOT | | | | | | | | | |
| ONE SOURCE OFFICE P (1 Expenditure Report) | | | | | | | | | |
| Y | ONE SOURCE OFFICE P | | | 321-631-8771 | FL | 329550000 | Office and Commercial Furniture | 262313725 | |
| TOT | | | | | | | | | |
| ONTIMESUPPLIES.COM OFF (1 Expenditure Report) | | | | | | | | | |
| Y | ONTIMESUPPLIES.COM OFF | | | 8665016055 | GA | 303380000 | Furniture, Home Furnishings And Equipment Stores | 20721755 | |
| TOT | | | | | | | | | |
| ORBITZ*17711568533 (1 Expenditure Report) | | | | | | | | | |
| Y | ORBITZ*17711568533 | | | ORBITZ.COM | WA | 980040000 | Travel Agencies and Tour Operators | 911996083 | |
| TOT | | | | | | | | | |
| ORBITZ*17720238217 (1 Expenditure Report) | | | | | | | | | |
| Y | ORBITZ*17720238217 | | | ORBITZ.COM | WA | 980040000 | Travel Agencies and Tour Operators | 911996083 | |
| TOT | | | | | | | | | |
| ORBITZ*17720791777 (1 Expenditure Report) | | | | | | | | | |
| Y | ORBITZ*17720791777 | | | ORBITZ.COM | WA | 980040000 | Travel Agencies and Tour Operators | 911996083 | |
| TOT | | | | | | | | | |
| ORBITZ*17721601576 (1 Expenditure Report) | | | | | | | | | |
| Y | ORBITZ*17721601576 | | | ORBITZ.COM | WA | 980040000 | Travel Agencies and Tour Operators | 911996083 | |
| TOT | | | | | | | | | |
| PAYPAL *NATIONALASS (2 Expenditure Reports) | | | | | | | | | |
| Y | PAYPAL *NATIONALASS | | | 8504258116 | CA | 951310000 | College, Universities, Professional Schools | 770510487 | |
| Y | PAYPAL *NATIONALASS | | | 8504258116 | CA | 951310000 | College, Universities, Professional Schools | 770510487 | |
| TOT | | | | | | | | | |
| PAYPAL *OFFICEREPLA (1 Expenditure Report) | | | | | | | | | |
| Y | PAYPAL *OFFICEREPLA | | | 4029357733 | NY | 117350000 | Office and Commercial Furniture | 770510487 | |
| TOT | | | | | | | | | |
| PITNEY BOWES (14 Expenditure Reports) | | | | | | | | | |
| N | PITNEY BOWES | P.O. BOX 371874 | | PITTSBURGH | PA | 152507874 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507874 | | 060495050 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|------------------------|----------------------------|---------------|--------------|--------------|------------|--|-----------|------------|
| | | PURCHASE POWER | PO BOX 371874 | | | | | | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | PURCHASE POWER | PO BOX 371874 | PITTSBURGH | PA | 152507874 | | 060495050 | |
| N | PITNEY BOWES | PURCHASE POWER | PO BOX 371874 | PITTSBURGH | PA | 152507874 | | 060495050 | |
| N | PITNEY BOWES | PURCHASE POWER | PO BOX 371874 | PITTSBURGH | PA | 152507874 | | 060495050 | |
| N | PITNEY BOWES | PURCHASE POWER | PO BOX 371874 | PITTSBURGH | PA | 152507874 | | 060495050 | |
| TOT | | | | | | | | | |
| PURWATER.COM (1 Expenditure Report) | | | | | | | | | |
| Y | PURWATER.COM | | | 08005544558 | MA | 017720000 | General Merchandise | 43043637 | |
| TOT | | | | | | | | | |
| READYREFRESH BY NESTLE (4 Expenditure Reports) | | | | | | | | | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | #N/A |
| TOT | | | | | | | | | |
| REDISTRICKT (1 Expenditure Report) | | | | | | | | | |
| Y | REDISTRICKT | | | ALEXANDRIA | VA | 223140000 | Furniture, Home Furnishings And Equipment Stores | 260715295 | #N/A |
| TOT | | | | | | | | | |
| RENE COSTALES (24 Expenditure Reports) | | | | | | | | | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | ARLINGTON | VA | 222052700 | | 009328792 | |
| N | RENE COSTALES | 1412 NORTH HARRISON STREET | | WASHINGTON | DC | 20577 | | 009328792 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|---------------------------|---------------------------------------|--------------------------------|---------------|--------------|------------|-----------------------------------|-----------|------------|
| | | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | | | | | | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| TOT | | | | | | | | | |
| SCHNEIDERELECTRIC IT C (1 Expenditure Report) | | | | | | | | | |
| Y | SCHNEIDERELECTRIC IT C | | | 401-398-8450N | RI | 028920000 | Electrical Parts And Equipment | 42722013 | |
| TOT | | | | | | | | | |
| SHARON GOODIE (1 Expenditure Report) | | | | | | | | | |
| N | SHARON GOODIE | 1304 GERANIUM STREET, NW | | WASHINGTON | DC | 20012 | | 040426796 | |
| TOT | | | | | | | | | |
| SHERRI BEATTY-ARTHUR (1 Expenditure Report) | | | | | | | | | |
| N | SHERRI BEATTY-ARTHUR | 4411 15TH ST., NW | | WASHINGTON | DC | 20011 | | 216984513 | |
| TOT | | | | | | | | | |
| SOUTHWES 5262433722420 (1 Expenditure Report) | | | | | | | | | |
| Y | SOUTHWES 5262433722420 | | | 800-435-9792 | TX | 752350000 | Southwest | 741563240 | #N/A |
| TOT | | | | | | | | | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|------------------------|--------------|--------------|--------------|--------------|------------|---|-----------|-----------------|
| SOUTHWEST AIRLINES VCT (1 Expenditure Report) | | | | | | | | | |
| Y | SOUTHWEST AIRLINES VCT | | | 800-7757105 | WI | 532010000 | Travel Agencies and Tour Operators | 391355756 | |
| TOT | | | | | | | | | |
| SPECTRUM MANAGEMENT LL (9 Expenditure Reports) | | | | | | | | | |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR4291309201 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR4291309201 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR4291309201 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR4291309201 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR4291309201 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR4291309201 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR4291309201 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR5157309201 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR5157309201 |
| TOT | | | | | | | | | |
| STANDARD OFFICE SUPPLY (2 Expenditure Reports) | | | | | | | | | |
| Y | STANDARD OFFICE SUPPLY | | | 202-8294820 | DC | 200110000 | Stationery, Office & School Supply Stores | 521360724 | LSX87779102016 |
| Y | STANDARD OFFICE SUPPLY | | | 202-8294820 | DC | 200110000 | Stationery, Office & School Supply Stores | 521360724 | LSX87779102016 |
| TOT | | | | | | | | | |
| STAPLS7145835053000001 (1 Expenditure Report) | | | | | | | | | |
| Y | STAPLS7145835053000001 | | | 877-8267755 | NJ | 076060000 | Stationery,Office Supplies,Printing/Writing Paper | 42896127 | |
| TOT | | | | | | | | | |
| STAPLS7145835053000002 (1 Expenditure Report) | | | | | | | | | |
| Y | STAPLS7145835053000002 | | | 877-8267755 | NJ | 076060000 | Stationery,Office Supplies,Printing/Writing Paper | 42896127 | |
| TOT | | | | | | | | | |
| STAPLS7146821291000001 (1 Expenditure Report) | | | | | | | | | |
| Y | STAPLS7146821291000001 | | | 877-8267755 | NJ | 076060000 | Stationery,Office Supplies,Printing/Writing Paper | 42896127 | |
| TOT | | | | | | | | | |
| STAPLS7146821291000002 (1 Expenditure Report) | | | | | | | | | |
| Y | STAPLS7146821291000002 | | | 877-8267755 | NJ | 076060000 | Stationery,Office Supplies,Printing/Writing Paper | 42896127 | |
| TOT | | | | | | | | | |
| STEELCASE INC (1 Expenditure Report) | | | | | | | | | |
| Y | STEELCASE INC | | | 06162472710 | MI | 111110000 | Office and Commercial Furniture | 380819050 | |
| TOT | | | | | | | | | |
| TCD*THOMSON ELITE (1 Expenditure Report) | | | | | | | | | |
| Y | TCD*THOMSON ELITE | | | 800-328-4880 | MN | 551230000 | Business Services Not Elsewhere Classified | 522261790 | #N/A |
| TOT | | | | | | | | | |
| THE PRINTER (4 Expenditure Reports) | | | | | | | | | |
| Y | THE PRINTER | | | WASHINGTON | DC | 200090000 | | 521460987 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|------------------------|--------------|--------------|---------------|--------------|------------|---|-----------|------------|
| | | | | | | | Miscellaneous Publishing And Printing | | |
| Y | THE PRINTER | | | WASHINGTON | DC | 200090000 | Miscellaneous Publishing And Printing | 521460987 | |
| Y | THE PRINTER | | | WASHINGTON | DC | 200090000 | Miscellaneous Publishing And Printing | 521460987 | |
| Y | THE PRINTER | | | WASHINGTON | DC | 200090000 | Miscellaneous Publishing And Printing | 521460987 | |
| TOT | | | | | | | | | |
| THOMSON WEST*TCD (1 Expenditure Report) | | | | | | | | | |
| Y | THOMSON WEST*TCD | | | 800-328-4880 | MN | 551230000 | Professional Services Not Elsewhere Classified | 522261790 | |
| TOT | | | | | | | | | |
| TRAVEL INSURANCE POLIC (2 Expenditure Reports) | | | | | | | | | |
| Y | TRAVEL INSURANCE POLIC | | | 08007296021 | VA | 232860000 | Insurance Sales, Underwriting, and Premiums | 541545622 | |
| Y | TRAVEL INSURANCE POLIC | | | 08007296021 | VA | 232860000 | Insurance Sales, Underwriting, and Premiums | 541545622 | #N/A |
| TOT | | | | | | | | | |
| TRIANGLECABLES.COM (1 Expenditure Report) | | | | | | | | | |
| Y | TRIANGLECABLES.COM | | | 06365199505 | MO | 630050000 | Computers,Computer Peripheral Equipment, Software | 431730425 | |
| TOT | | | | | | | | | |
| UNITED 01678964011583 (1 Expenditure Report) | | | | | | | | | |
| Y | UNITED 01678964011583 | | | 800-932-2732 | TX | 770020000 | United Airlines | 742099724 | |
| TOT | | | | | | | | | |
| USPS 10501402128924215 (8 Expenditure Reports) | | | | | | | | | |
| Y | USPS 10501402128924215 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | |
| Y | USPS 10501402128924215 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | |
| Y | USPS 10501402128924215 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | |
| Y | USPS 10501402128924215 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | |
| Y | USPS 10501402128924215 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | |
| Y | USPS 10501402128924215 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | |
| Y | USPS 10501402128924215 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | |
| Y | USPS 10501402128924215 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | |
| TOT | | | | | | | | | |
| USPS PO 1050140216 (1 Expenditure Report) | | | | | | | | | |
| Y | USPS PO 1050140216 | | | WASHINGTON | DC | 202100000 | Postage Services-Government Only | 410760000 | #N/A |
| TOT | | | | | | | | | |
| VARIDESK (1 Expenditure Report) | | | | | | | | | |
| Y | VARIDESK | | | 08002072587 | TX | 750190000 | General Merchandise | 471148201 | |
| TOT | | | | | | | | | |
| VH SIGN COMPANY (8 Expenditure Reports) | | | | | | | | | |
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | Durable Goods, Not Elsewhere Classified | 541200606 | |
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | Durable Goods, Not Elsewhere Classified | 541200606 | |
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | Durable Goods, Not Elsewhere Classified | 541200606 | |
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | Durable Goods, Not Elsewhere Classified | 541200606 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|--------------------------|------------------------|--------------|---------------|--------------|------------|--|-----------|------------|
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | Durable Goods, Not Elsewhere Classified | 541200606 | |
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | Durable Goods, Not Elsewhere Classified | 541200606 | |
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | Durable Goods, Not Elsewhere Classified | 541200606 | |
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | Durable Goods, Not Elsewhere Classified | 541200606 | #N/A |
| TOT | | | | | | | | | |
| VIDEO COMMUNICATIONS LLC (1 Expenditure Report) | | | | | | | | | |
| N | VIDEO COMMUNICATIONS LLC | 209 CHESAPEAKE AVE | | ANNAPOLIS | MD | 21403 | | 300867188 | |
| TOT | | | | | | | | | |
| VISTAPR*VISTAPRINT.COM (2 Expenditure Reports) | | | | | | | | | |
| Y | VISTAPR*VISTAPRINT.COM | | | 866-8936743 | MA | 024510000 | Miscellaneous Publishing And Printing | 980589879 | #N/A |
| Y | VISTAPR*VISTAPRINT.COM | | | 866-8936743 | MA | 024510000 | Miscellaneous Publishing And Printing | 980589879 | #N/A |
| TOT | | | | | | | | | |
| VITAL SIGNS LLC (1 Expenditure Report) | | | | | | | | | |
| Y | VITAL SIGNS LLC | | | 301-4042284 | MD | 209020000 | Business Services Not Elsewhere Classified | 113697107 | #N/A |
| TOT | | | | | | | | | |
| VYTAS VERGEER (1 Expenditure Report) | | | | | | | | | |
| N | VYTAS VERGEER | 5912 NEVADA AVENUE, NW | | WASHINGTON | DC | 20015 | | 344622228 | |
| TOT | | | | | | | | | |
| WESLEY, CARLOS J. (18 Expenditure Reports) | | | | | | | | | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBOURG | VA | 201760176 | | 547821268 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-----------------------------|---------------------|--------------|--------------|--------------|------------|---------------------|-----------|------------|
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBUG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBUG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBUG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBUG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBUG | VA | 201760176 | | 547821268 | |
| N | WESLEY, CARLOS J. | 110 HANCOCK PLACE | | LEEBUG | VA | 201760176 | | 547821268 | |
| TOT | | | | | | | | | |
| WEST PUBLISHING CORP (1 Expenditure Report) | | | | | | | | | |
| N | WEST PUBLISHING CORP | 610 OPPERMAN DRIVE | | EAGAN | MN | 55123 | | 411426973 | |
| TOT | | | | | | | | | |
| WEST PUBLISHING CORPORATION (16 Expenditure Reports) | | | | | | | | | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-----------------------------|---------------------|--------------|---------------|--------------|------------|--|-----------|------------|
| | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | | | | | | | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| TOT | | | | | | | | | |
| WHITNEY PEAK HOTEL (3 Expenditure Reports) | | | | | | | | | |
| Y | WHITNEY PEAK HOTEL | | | RENO | NV | 895010000 | Hotels-Lodging (Not Listed Elsewhere) | 800731927 | #N/A |
| Y | WHITNEY PEAK HOTEL | | | RENO | NV | 895010000 | Hotels-Lodging (Not Listed Elsewhere) | 800731927 | #N/A |
| Y | WHITNEY PEAK HOTEL | | | RENO | NV | 895010000 | Hotels-Lodging (Not Listed Elsewhere) | 800731927 | #N/A |
| TOT | | | | | | | | | |
| ZENDESK, INC. (3 Expenditure Reports) | | | | | | | | | |
| Y | ZENDESK, INC. | | | SAN FRANCISCO | CA | 941030000 | Professional Services Not Elsewhere Classified | 264411091 | |
| Y | ZENDESK, INC. | | | SAN FRANCISCO | CA | 941030000 | Professional Services Not Elsewhere Classified | 264411091 | |
| Y | ZENDESK, INC. | | | SAN FRANCISCO | CA | 941030000 | Professional Services Not Elsewhere Classified | 264411091 | #N/A |
| TOT | | | | | | | | | |
| TOT | | | | | | | | | |

Expenditures Summary

This area summarizes all data entered for quarterly expenditures.

The field EOY Grand Total SBE Expenditure Amount includes the Additional Approved SBE and/or CBE Expenditures (if this amount exists).

| EOY SOAR and PCARD SBE Expenditure Amount | EOY ITSA SBE Expenditure Amount | EOY Grand Total SBE Expenditure Amount | Adjusted Approved SBE Goal | EOY SBE Expenditures as a % of SBE Goal | Are you in agreement with the EOY SBE Expenditure Amounts? | Yes | No | Expenditure Agreement |
|---|---------------------------------|--|----------------------------|---|--|-----|----|-----------------------|
| \$218,958.11 | | \$218,958.11 | \$251,890.60 | 86.93% | | Yes | | |

DSLBD Only Expenditure Adjustments

Independent Agency

Additional Approved SBE and/or CBE Expenditures

Approved Justification Documents

Approved Subcontracting VVF Documents

Agency Detail End Of Year Narrative

Per D.C. Official Code § 2-218.53, Agency details are required to provide an end of year narrative.

Description of Changes the Agency Intends to Make to Achieve Goal Next Year

The Office of Administrative Hearings (OAH) will work to clear backlogged cases (DPW, DOES-UI, DHCF, Taxi Cab, DCRA, DOH) that require transcription; utilizing experienced and knowledgeable staff who can manage current and prior period workload. OAH is currently developing a mitigation plan to manage these backlogged cases and process all outstanding transcription invoices tied to each backlogged case. Additionally, OAH will ensure that staff will be trained in handling case workload. OAH will ensure that outstanding invoices related to backlogged cases are processed in accordance with the Prompt Payment Act; as with the standard for all invoices received by the agency. OAH will conduct periodic meetings on case progress.

Narrative Complete

Shortfall Explanation (if applicable)

The Office of Administrative Hearings (OAH) has had several backlogged cases that require transcription (FY15 and FY16) which are directly tied to one particular SBE vendor's (Neal Gross) ability to transcribe said cases and receive payment for services rendered. As cases were backlogged, SBE spend was inadvertently affected. OAH will be developing process improvement methods to verify that payments have been initiated for all services rendered in its applicable period.

Supporting Documents Library

Provide any additional information here regarding operating budget line items' request(s) as well as receive update notices from DSLBD.

of Agency users

5

2017 FS0

Agency

Agency Name Office of Administrative Hearings **Budget Code** FS0
This is your agency's DSLBD Compliance & Enforcement point of contact.
 Freguenet Demisse, Compliance Specialist

Annual Allocation (for Directors)

Annual Allocation Letter and Director Authorization

In accordance with 27 DCMR 831.1, each Agency Director must sign and acknowledge the agency's Expendable Budget and Small Business Ent fiscal year. By selecting I accept, the agency Director acknowledges the requirement to allocate and expend 50% of its expendable budget wit

I accept
 I do not accept

Authorized by:

Name Eugene A. Adams **Email** eugene.adams@dc.gov

Please enter the Date Authorized:

Date 10-11-2016

Allocated Budget Information

| | | | | | | | | | |
|--------------------------------------|-----------------|---|--------------|--|-----------------|-----------------------------------|----------------|---------------------------------------|--------------|
| Appropriated Operating Budget | \$10,631,929.60 | Appropriated Capital budget | | Total Appropriated Monitored Budget | \$10,631,929.60 | Baseline SBE Goal | \$5,315,964.80 | | |
| Total Initial Exclusions | \$10,092,634.92 | Initial Approved Expendable Budget | \$539,294.68 | Initial Approved SBE Goal | \$269,647.34 | | | | |
| Total Exclusions | \$10,092,634.92 | Total Exceptions | \$250,524.00 | Adjusted Approved Expendable Budget | \$288,770.68 | Adjusted Approved SBE Goal | \$100,385.34 | Based on Anticipated Transfers | -\$88,000.00 |

Budget Summary Information

This section contains the Preliminary Expendable Budget of each agency based on budget information provided by the Office of the Chief Financial Officer, re classes, objects, and other items identified and excluded by the Director of the Department of Small and Local Business Development (27 DCMR 830.1). The i adjusted following review and approval of Special Exceptions requested by Agencies

FY 17 Revised Budget Data loaded as of end of Q3

Agencies may use the Operating Budget Worksheet below to request Special Exceptions, (i.e., to exclude additional budget line items not excluded by DSLBD).


| | | | | | | | | | |
|--|-----------------|---|----------------|--|-----------------|-------------------------------|--------------|--|-----------------|
| Fiscal Year | 2017 | Procurement Plan Total | \$1,172,902.00 | | | | | | |
| APPROPRIATED BUDGET | | | | | | | | | |
| Allocation Appropriated Operating Budget | \$10,631,929.60 | Operating Budget Adj | \$659,931.00 | Current Appropriated Operating Budget | \$11,291,860.60 | Operating Transfer Amt | \$83,800.00 | **Adj Appropriated Operating Budget** | \$11,208,060.60 |
| Allocation Appropriated Capital Budget | \$0.00 | Capital Budget Adjustment | \$0.00 | Current Appropriated Capital Budget | | Capital Transfer Amt | | **Adj Appropriated Capital Budget** | \$0.00 |
| Total Appropriated Monitored Budget (Gross Funds) | \$11,208,060.60 | Baseline SBE Goal | \$5,604,030.30 | | | | | | |
| INITIAL EXCLUSIONS | | | | | | | | | |
| Total Initial Exclusions | \$10,548,896.68 | Initial Approved Expendable Budget | \$659,163.92 | Initial Approved SBE Goal | \$329,581.96 | | | | |
| ADJUSTMENTS | | | | | | | | | |
| Total Exclusions | \$10,548,896.68 | Allocation Exceptions | \$250,524.00 | Exception Changes | \$80,545.00 | Total Exceptions | \$331,069.00 | Adjusted Approved Expendable Budget | \$328,094.92 |

Anticipated Calculations

| | | | | | | | | | | | |
|------------------------------------|------------|-------------------------------------|-------------|-------------------------------------|--|--------------------------------------|--|--------------------------------------|--------------|---|--------------|
| Anticipated Op Transfers In | \$2,000.00 | Anticipated Op Transfers Out | \$54,200.00 | Anticipated Cap Transfers In | | Anticipated Cap Transfers Out | | Anticipated Expendable Budget | \$275,894.92 | ** Adjusted Approved SBE Goal ** | \$137,947.46 |
|------------------------------------|------------|-------------------------------------|-------------|-------------------------------------|--|--------------------------------------|--|--------------------------------------|--------------|---|--------------|

Submission Status

Tracks all reports submitted by the agency detail for the fiscal year reporting, per D.C. Official Code 2-218.41, 2-218.53 and Chapter 8 of Title 2

Expendable Budget SBE  **Expendable Budget SBE Goal Status** **Good Faith Effort Indicator** **Good Faith Effort Status**

| | | | | | | | | | | | |
|---|---------------|---|---------------|---|--------------|--|-----------|---|-----------|---|-----------|
| Goal Indicator | | | | | | | | | | | |
| Procurement line Plan Status | Submitted | Budget Operating budget line items Status | Not Submitted | 1st Quarter Report Status | Submitted | 2nd Quarter Report Status | Submitted | 3rd Quarter Report Status | Submitted | 4th Quarter Report Status | Submitted |
| Procurement line Plan Indicator | | Budget Operating budget line items Indicator | | 1st Quarter Report Indicator | | 2nd Quarter Report Indicator | | 3rd Quarter Report Indicator | | 4th Quarter Report Indicator | |
| Adjusted Approved SBE Goal | \$137,947.46 | SOAR and PCard SBE Exp Expenditure Total | \$229,350.67 | SOAR and PCard SBE Expenditure Total | \$238,100.47 | ITSA/Pipeline SBE Expenditure Total | | Additional Approved SBE Expenditures | \$0.00 | Grand Total SBE Expenditure Amount | \$238 |
| Expendable Budget SBE Goal Indicator | | | | | | | | | | | |
| End of the Year Narrative Status | | | | | | | | | | | |
| End of Year Narrative Status | Not Submitted | End of Year Narrative Indicator | | | | | | | | | |

[Operating Budget Worksheet](#)

In this section, Agencies may request Special Exceptions under other comptroller objects codes not previously excluded by DSLBD, by selecting the LINK (A requested, the agency must provide a justification for the requested exception (27 DCMR 830.4). Please Note: that by selecting the Adjust or Exclude Line I increase in the total budget line item, however, will not affect the overall budget Summary Information, unless and until it has been approved by DSLBD.

No. of Operating Budget Line Items (OCFO)

226

No. of New/Adjusted Operating Budget Line Items

10

No. of Approved Exceptions

7

(A = Automatic Exclusion)

Total \$ Amount Automatically Excluded

\$10,548,896.68

No. of Automatically Excluded Operating Budget Line Items

186

(E = Expendable Budget Line Item)

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | New Budget Change |
|---|-------------|------|-------------------|---------------|--------|-------------|------------------------|---------------------|---------------------------------|--|--------------------------|
| E - 2017 20 201 - 100A AGENCY MANAGEMENT - 1010 PERSONNEL-MASTER - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 100A AGENCY MANAGEMENT | 1010 PERSONNEL-MASTER | |
| TOT | | | | | | | | | | | |
| E - 2017 20 201 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | |
| TOT | | | | | | | | | | | |
| E - 2017 20 201 - 100F AGENCY FINANCIAL OPERATION - 110F BUDGET OPERATIONS - 100 - LOCAL FUND (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 100F AGENCY FINANCIAL OPERATION | 110F BUDGET OPERATIONS | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 100F AGENCY FINANCIAL OPERATION | 110F BUDGET OPERATIONS | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 20 201 - 200A JUDICIAL - 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | New Budget Change |
|--|-------------|------|-------------------|------------------------------------|-------------------|---|-------------------------------|---------------------|------------------------|---|--------------------------|
| E - 2017 20 201 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL - 100 - LOCAL FUND (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 20 201 - 400A CLERK OF COURT - 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 400A CLERK OF COURT | 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS | |
| TOT | | | | | | | | | | | |
| E - 2017 20 201 - 500A EXECUTIVE - 050A PROGRAM DIRECTION AND OVERSIGHT - 100 - LOCAL FUND (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 500A EXECUTIVE | 050A PROGRAM DIRECTION AND OVERSIGHT | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 20 201 | 500A EXECUTIVE | 050A PROGRAM DIRECTION AND OVERSIGHT | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 40 404 - 100A AGENCY MANAGEMENT - 1010 PERSONNEL-MASTER - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 404 | 100A AGENCY MANAGEMENT | 1010 PERSONNEL-MASTER | |
| TOT | | | | | | | | | | | |
| E - 2017 40 404 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 404 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| TOT | | | | | | | | | | | |
| E - 2017 40 407 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 407 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| TOT | | | | | | | | | | | |
| E - 2017 40 408 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY - 100 - LOCAL FUND (3 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 408 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | Proprietary Goods | \$15,220 should be excluded and is split 2 ways. 1. The original exclusion for Journal Technologies Case Management System (\$105,000) was insufficient to cover the actual cost of managing our court case management software (eCourt). The actual cost to manage the system is \$115,220 (see Purchase Order attached and newly established contract CW51089). This is proprietary software specific to OAH's case management functions. We are short \$10,220. 2. Court Translation Services. We are in a base year BPA with our court certified consultant, Matilde Farren (\$5,000 budgeted in 1040 0408, | 1040_0408 DSLBD Exception.pdf | 2017 40 408 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | New Budget Change |
|---|-------------|------|-------------------|------------------------------------|-----------------|--|------------------------|---------------------|------------------------|---|--------------------------|
| | | | | | | however there are funds tied in other attributes which make up a total of \$21,200). OAH currently retains 4 vendors 4 times a week (1 vendor per day) onsite to provide translation and occasional transcription services. The translators must be certified. There are limited options for CBE/SBE certified court translators. See justification documents. | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 408 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 40 408 - 200A JUDICIAL - 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 408 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | |
| TOT | | | | | | | | | | | |
| E - 2017 40 408 - 200A JUDICIAL - 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT - 700 - INTRA-DISTRICT FUNDS (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 408 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 40 408 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 408 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| TOT | | | | | | | | | | | |
| E - 2017 40 408 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL - 700 - INTRA-DISTRICT FUNDS (3 Operating budget line it | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 408 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 408 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | Agency Transfer | \$88,000 should be excluded because it will be used for IT OCTO Contractor assistance in FY17 throughout the year on a full time basis (8 hours per day). | | 2017 40 408 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| TOT | | | | | | | | | | | |
| E - 2017 40 410 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL - 100 - LOCAL FUND (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 410 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | Agency Transfer | We will spend the amount of this budget line to pay for ticket processing DMV MOU with a remaining balance of \$29,323. The original amount of \$57,547. | | 2017 40 410 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| TOT | | | | | | | | | | | |
| E - 2017 40 410 - 400A CLERK OF COURT - 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 40 410 | 400A CLERK OF COURT | 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS | |
| TOT | | | | | | | | | | | |
| E - 2017 40 494 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude | FS0 | E | No | | | | | 2017 40 494 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | New Budget Change |
|--|-------------|------|-------------------|------------------------------------|------------------------------|--|--|---------------------|------------------------|--|--------------------------|
| TOT | | | | | | | | | | | |
| E - 2017 41 409 - 100A AGENCY MANAGEMENT - 1010 PERSONNEL-MASTER - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 100A AGENCY MANAGEMENT | 1010 PERSONNEL-MASTER | |
| TOT | | | | | | | | | | | |
| E - 2017 41 409 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY - 100 - LOCAL FUND (4 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | Proprietary Goods | These funds are to pay for maintenance of our Pitney Bowes postage machines. The entire amount should be excluded as it is only a partial payment of the \$7,727.18 for FY17. | | 2017 41 409 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | No Eligible SBES (licensure) | \$21,700 should be excluded. Of this, 2 Court Translation vendors (Carlos Wesley, \$7,200, CW29102 and Renee Costales, \$7,200, CW29104) both in Option Year 2 of contract (see justification). OAH currently retains 4 vendors 4 times a week (1 vendor per day) onsite to provide translation and occasional transcription services. The translators must be certified. There are limited options for CBE/SBE certified court translators. \$7,300 of the proposed amount needs to be excluded due to online legal research and database services under option year 4 of CW33526. This is a partial payment of about \$13,000. | 1040 0409 DSLBD Exclusion.pdf | 2017 41 409 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 41 409 - 200A JUDICIAL - 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT - 100 - LOCAL FUND (4 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | Agency Transfer | This \$92,200 exclusion represents a partial payment of the \$100,000 MOU for Office of Labor Relations Collective Bargaining (OLRCB) for FY17. The OLRCB represents OAH in labor relations and collective bargaining negotiations to assist with contract negotiations and related labor matters. This \$100,000 to be excluded has not changed from the previous fiscal year. | | 2017 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | No Eligible SBES (licensure) | \$43,625 should be excluded. Of this, the remaining balance of online legal research and database services (\$5,709.44) under CW33526 Option Year 4. Services for case management system of archived cases (No CBES found to provide such software-Prolaw-\$1,145.56). Option Year 4 under CW32817 (MCS \$18,370). BPA for Court Certified Interpreters and Translators (M.Farren \$11,200 and A. Sullivan \$7,200). | Replace the justification in 200A 0409.msg | 2017 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | New Budget Change |
|--|-------------|------|-------------------|------------------------------------|-----------------------------------|--|------------------------|---------------------|------------------------|---|--------------------------|
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 41 409 - 200A JUDICIAL - 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT - 700 - INTRA-DISTRICT FUNDS (2 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | No Potential SBES (lack capacity) | The amount of \$50,000 should be excluded because \$50,000 will be spent with Pitney Bowes for postage. This is the amount of our current PO with Pitney Bowes and we plan to spend this same amount in FY17 adjusted for inflation. We will spend the remaining amount of this budget line to pay for processing fees related to Medicaid and not available for procurement in the amount of \$28,224. | | 2017 41 409 | 200A JUDICIAL | 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT | |
| TOT | | | | | | | | | | | |
| E - 2017 41 409 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL - 100 - LOCAL FUND (3 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | Proprietary Goods | \$105,000 should be excluded representing the annual cost adjusted for inflation. This line represents 95% of our annual maintenance fees from our case management software vendor, Journal Technologies. Our agency depends on this software to operate. The annual cost is \$103,229. The case management system is developed by the vendor that has exclusive ownership. We are in Option year 4 of our contract. | | 2017 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 41 409 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL - 250 - FEDERAL MEDICAID PAYMENTS (3 Operating budget line items) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| | FS0 | E | Yes | Agency Compliance - Exclude a Line | Federal Restrictions | The amount of \$60,000 should be excluded. These funds will not be available for procurement in FY17 and contains strict purposes as related to Medicaid services. | | 2017 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 300A COURT COUNSEL | 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL | Q3 Revised Agency Budget |
| TOT | | | | | | | | | | | |
| E - 2017 41 409 - 400A CLERK OF COURT - 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 41 409 | 400A CLERK OF COURT | 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS | |
| TOT | | | | | | | | | | | |
| E - 2017 70 702 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | |
| Adjust or Exclude | FS0 | E | No | | | | | 2017 70 702 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | |

| Copy Line Item | Budget Code | Type | Special Exception | Justification | Reason | Explanation | Justification Document | CompSource CompObj2 | Program Code & Title | Activity Code & Title | New Budget Change | | |
|--|----------------|-----------------------------------|-------------------|---------------|-------------------|---------------------|------------------------|------------------------------------|------------------------|---|--------------------------|----------------------|---------------|
| TOT | | | | | | | | | | | | | |
| E - 2017 70 702 - 400A CLERK OF COURT - 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 70 702 | 400A CLERK OF COURT | 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS | | | |
| TOT | | | | | | | | | | | | | |
| E - 2017 70 704 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 70 704 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | | | |
| TOT | | | | | | | | | | | | | |
| E - 2017 70 706 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY - 100 - LOCAL FUND (2 Operating budget line items) | | | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 70 706 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 70 706 | 100A AGENCY MANAGEMENT | 1040 INFORMATION TECHNOLOGY | Q3 Revised Agency Budget | | |
| TOT | | | | | | | | | | | | | |
| E - 2017 70 706 - 400A CLERK OF COURT - 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS - 100 - LOCAL FUND (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| Adjust or Exclude a Line Item | FS0 | E | No | | | | | 2017 70 706 | 400A CLERK OF COURT | 040A CASE MANAGEMENT AND JUDICIAL SUPPORT SVS | | | |
| TOT | | | | | | | | | | | | | |
| TOT | | | | | | | | | | | | | |
| MY NEW OPERATING BUDGET LINE ITEMS - STATUS | | | | | | | | | | | | | |
| DSLBD CS Status | Manager Status | Agency Name | Budget Code | Type | Special Exception | CompSource CompObj2 | Status | Justification | Reason | Explanation | Justification Document | Program Code & Title | Act Title |
| Recommend Denial - 2017 40 408 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2017 40 408 | Denied | Agency Compliance - Exclude a Line | Agency Transfer | \$88,000 should be excluded because it will be used for IT OCTO Contractor assistance in FY17 throughout the year on a full time basis (8 hours per day). | | 300A COURT COUNSEL | 030 AS: AN CO |
| TOT | | | | | | | | | | | | | |
| Recommend Denial - 2017 41 409 - 200A JUDICIAL - 020A TRIALS/APPEALS AND JUSTICE MANAGEMENT (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2017 41 409 | Denied | Agency Compliance - Exclude a Line | Agency Transfer | This \$92,200 exclusion represents a partial payment of the \$100,000 MOU for Office of Labor Relations Collective Bargaining (OLRCB) for FY17. The OLRCB represents OAH in labor relations and collective bargaining negotiations to assist with contract negotiations and related labor matters. This \$100,000 to be excluded has not changed from the previous fiscal year. | | 200A JUDICIAL | 020 TR AN MA |
| TOT | | | | | | | | | | | | | |
| Recommend Approval - 2017 40 408 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| | | | FS0 | E | Yes | | Approved | | | | | | |

| DSLBD CS Status | Manager Status | Agency Name | Budget Code | Type | Special Exception | CompSource CompObj2 | Status | Justification | Reason | Explanation | Justification Document | Program Code & Title | Act Title |
|--|----------------|-----------------------------------|-------------|------|-------------------|---------------------|----------|------------------------------------|------------------------------|--|-------------------------------|------------------------|--------------|
| | | Office of Administrative Hearings | | | | 2017 40 408 | | Agency Compliance - Exclude a Line | Proprietary Goods | \$15,220 should be excluded and is split 2 ways. 1. The original exclusion for Journal Technologies Case Management System (\$105,000) was insufficient to cover the actual cost of managing our court case management software (eCourt). The actual cost to manage the system is \$115,220 (see Purchase Order attached and newly established contract CW51089). This is proprietary software specific to OAH's case management functions. We are short \$10,220. 2. Court Translation Services. We are in a base year BPA with our court certified consultant, Matilde Farren (\$5,000 budgeted in 1040 0408, however there are funds tied in other attributes which make up a total of \$21,200). OAH currently retains 4 vendors 4 times a week (1 vendor per day) onsite to provide translation and occasional transcription services. The translators must be certified. There are limited options for CBE/SBE certified court translators. See justification documents. | 1040_0408 DSLBD Exception.pdf | 100A AGENCY MANAGEMENT | 100 IN TEC |
| TOT | | | | | | | | | | | | | |
| Recommend Approval - 2017 40 410 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL (1 Operating Budget Line Item) | | | | | | | | | | | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2017 40 410 | Denied | Agency Compliance - Exclude a Line | Agency Transfer | We will spend the amount of this budget line to pay for ticket processing DMV MOU with a remaining balance of \$29,323. The original amount of \$57,547. | | 300A COURT COUNSEL | 030 AS AN CO |
| TOT | | | | | | | | | | | | | |
| Recommend Approval - 2017 41 409 - 100A AGENCY MANAGEMENT - 1040 INFORMATION TECHNOLOGY (2 Operating budget line items) | | | | | | | | | | | | | |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2017 41 409 | Approved | Agency Compliance - Exclude a Line | Proprietary Goods | These funds are to pay for maintenance of our Pitney Bowes postage machines. The entire amount should be excluded as it is only a partial payment of the \$7,727.18 for FY17. | | 100A AGENCY MANAGEMENT | 100 IN TEC |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2017 41 409 | Approved | Agency Compliance - Exclude a Line | No Eligible SBEs (licensure) | \$21,700 should be excluded. Of this, 2 Court Translation vendors (Carlos Wesley, \$7,200, CW29102 and Renee Costales, \$7,200, CW29104) both in Option Year | 1040 0409 DSLBD Exclusion.pdf | 100A AGENCY MANAGEMENT | 100 IN TEC |

| DSLBD CS Status | Manager Status | Agency Name | Budget Code | Type | Special Exception | CompSource CompObj2 | Status | Justification | Reason | Explanation | Justification Document | Program Code & Title | Act Title |
|-----------------|----------------|-------------|-------------|------|-------------------|---------------------|--------|---------------|--------|---|------------------------|----------------------|-----------|
| | | | | | | | | | | 2 of contract (see justification). OAH currently retains 4 vendors 4 times a week (1 vendor per day) onsite to provide translation and occasional transcription services. The translators must be certified. There are limited options for CBE/SBE certified court translators. \$7,300 of the proposed amount needs to be excluded due to online legal research and database services under option year 4 of CW33526. This is a partial payment of about \$13,000. | | | |

TOT

Recommend Approval - 2017 41 409 - 200A JUDICIAL - 020A TRIALS/APEALS AND JUSTICE MANAGEMENT (2 Operating budget line items)

| | | | | | | | | | | | | | |
|--|--|-----------------------------------|-----|---|-----|-------------|----------|------------------------------------|-----------------------------------|--|--|---------------|--------------|
| | | Office of Administrative Hearings | FS0 | E | Yes | 2017 41 409 | Approved | Agency Compliance - Exclude a Line | No Potential SBES (lack capacity) | The amount of \$50,000 should be excluded because \$50,000 will be spent with Pitney Bowes for postage. This is the amount of our current PO with Pitney Bowes and we plan to spend this same amount in FY17 adjusted for inflation. We will spend the remaining amount of this budget line to pay for processing fees related to Medicaid and not available for procurement in the amount of \$28,224. | | 200A JUDICIAL | 02(TR AN MA |
| | | Office of Administrative Hearings | FS0 | E | Yes | 2017 41 409 | Approved | Agency Compliance - Exclude a Line | No Eligible SBES (licensure) | \$43,625 should be excluded. Of this, the remaining balance of online legal research and database services (\$5,709.44) under CW33526 Option Year 4. Services for case management system of archived cases (No CBES found to provide such software-Prolaw-\$1,145.56). Option Year 4 under CW32817 (MCS \$18,370). BPA for Court Certified Interpreters and Translators (M.Farren \$11,200 and A. Sullivan \$7,200). | Replace the justification in 200A 0409.msg | 200A JUDICIAL | 02(TR AN MA |

TOT

Recommend Approval - 2017 41 409 - 300A COURT COUNSEL - 030A JUDICIAL ASSISTANCE AND LEGAL COUNSEL (2 Operating budget line items)

| | | | | | | | | | | | | | |
|--|--|-----------------------------------|-----|---|-----|-------------|----------|------------------------------------|----------------------|--|--|--------------------|--------------|
| | | Office of Administrative Hearings | FS0 | E | Yes | 2017 41 409 | Approved | Agency Compliance - Exclude a Line | Federal Restrictions | The amount of \$60,000 should be excluded. These funds will not be available for procurement in FY17 and contains strict purposes as related to Medicaid services. | | 300A COURT COUNSEL | 03(AS AN CO |
| | | | FS0 | E | Yes | 2017 41 409 | Approved | Agency Compliance | Proprietary Goods | \$105,000 should be excluded | | 300A COURT COUNSEL | 03(AS |

| DSLBD CS Status | Manager Status | Agency Name | Budget Code | Type | Special Exception | CompSource CompObj2 | Status | Justification | Reason | Explanation | Justification Document | Program Code & Title | Act Title |
|-----------------|----------------|-----------------------------------|-------------|------|-------------------|---------------------|--------|------------------|--------|---|------------------------|----------------------|-----------|
| | | Office of Administrative Hearings | | | | | | - Exclude a Line | | representing the annual cost adjusted for inflation. This line represents 95% of our annual maintenance fees from our case management software vendor, Journal Technologies. Our agency depends on this software to operate. The annual cost is \$103,229. The case management system is developed by the vendor that has exclusive ownership. We are in Option year 4 of our contract. | | | AN CO |
| TOT | | | | | | | | | | | | | |
| TOT | | | | | | | | | | | | | |

Capital Budget Worksheet

No. of Capital Budget Line Items (OCFO)

0

No. of New/Adjusted Capital Budget Line Items

0

No. of New Approved Capital Budget Line Items

0

(A = Automatic Exclusion)

Total Current Fiscal Year \$ Amount Automatically Excluded

No. of Automatically Excluded Capital Budget Line Items

0

(E = Expendable Budget Line Item)

| Copy Line Item | Implementing Agency Name | Owner Agency | Type | Special Exception | Comp Source Group | Justification | Reason | Explanation | JustificationDocument | Project No. | Project Title | Fund Detail | Comp GL Acct Title | Current Fiscal Year | Proposed Exception Amount |
|------------------------------------|--------------------------|--------------|------|-------------------|-------------------|---------------|--------|-------------|-----------------------|-------------|---------------|-------------|--------------------|---------------------|---------------------------|
| No capital budget line items found | | | | | | | | | | | | | | | |

MY NEW CAPITAL BUDGET LINE ITEMS - STATUS

| DSLBD CS Status | Manager Status | Agency Name | Budget Code | Type | Special Exception | Status | Justification | Reason | Explanation | JustificationDocument | Project No. | Project Title | Fund Detail | Current Fiscal Year | Proposed Exception Amount |
|------------------------------------|----------------|-------------|-------------|------|-------------------|--------|---------------|--------|-------------|-----------------------|-------------|---------------|-------------|---------------------|---------------------------|
| No capital budget line items found | | | | | | | | | | | | | | | |

Agency Procurement Plan

If your Agency does not procure through OCP, please upload your Agency's Procurement Plan Spreadsheet

Per Chapter 8 of Title 27 DCMR, section 832, each agency detail shall submit to the Department the Agency Procurement Plan (APP) as described in section designated by the Department. Click the eye to view the plans.

AGENCY PROCUREMENT LINES

| Procurement Name | Procurement Description | OAPT | OAPTLine | Requester | Contract Administrator Name | Phone | Commodity Group | FundingSource | GreenProcurement | Amount | Sta |
|--|--|-----------|-------------|----------------|-----------------------------|------------|-----------------|---------------|--------------------------|--------------|-----|
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Audio-Visual Equipment Maintenance and Repair | OAPT16098 | OAPT16098_9 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9390600 | LOCAL | <input type="checkbox"/> | \$20,000.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Case Management Application, Licenses, Additions, Maintenance and Upgrades | OAPT16098 | OAPT16098_1 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$103,229.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Court Certified Interpreters and Translators | OAPT16098 | OAPT16098_2 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$91,500.00 | Der |

| Procurement Name | Procurement Description | OAPT | OAPTLine | Requester | Contract Administrator Name | Phone | Commodity Group | FundingSource | GreenProcurement | Amount | Sta |
|--|--|-----------|--------------|----------------|-----------------------------|------------|-----------------|---------------|--------------------------|--------------|-----|
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Court Transcription Services | OAPT16098 | OAPT16098_3 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$50,000.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | IT Equipment | OAPT16098 | OAPT16098_6 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 2046860 | LOCAL | <input type="checkbox"/> | \$10,000.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Indirect Cost Rate-Accurate Billing to Federal Programs for Reimbursement | OAPT16098 | OAPT16098_12 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$48,720.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Machine Lease and Maintenance Upgrades | OAPT16098 | OAPT16098_7 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9852659 | LOCAL | <input type="checkbox"/> | \$50,000.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Mailing Machine Postage | OAPT16098 | OAPT16098_8 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9635700 | LOCAL | <input type="checkbox"/> | \$40,000.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Mailing Machine, Equipment Maintenance and Repair | OAPT16098 | OAPT16098_5 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9856050 | LOCAL | <input type="checkbox"/> | \$9,000.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Office Supplies | OAPT16098 | OAPT16098_0 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 6156238 | LOCAL | <input type="checkbox"/> | \$74,000.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Online Legal Research and Database Services | OAPT16098 | OAPT16098_4 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$32,200.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Professional Development Training | OAPT16098 | OAPT16098_10 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$35,000.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Renovations | OAPT16098 | OAPT16098_13 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9094500 | LOCAL | <input type="checkbox"/> | \$1.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | TBD | OAPT16098 | OAPT16098_16 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$1.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | TBD | OAPT16098 | OAPT16098_14 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$1.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | TBD | OAPT16098 | OAPT16098_15 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$1.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Travel (Out of Town) | OAPT16098 | OAPT16098_11 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9628800 | LOCAL | <input type="checkbox"/> | \$2,800.00 | Der |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Audio-Visual Equipment Maintenance and Repair | OAPT16188 | OAPT16188_9 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9390600 | LOCAL | <input type="checkbox"/> | \$20,000.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Case Management Application, Licenses, Additions, Maintenance and Upgrades | OAPT16188 | OAPT16188_1 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$103,229.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Court Certified Interpreters and Translators | OAPT16188 | OAPT16188_2 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$91,500.00 | App |
| | | OAPT16188 | OAPT16188_3 | | | 2024428173 | 9625800 | LOCAL | | \$50,000.00 | App |

| Procurement Name | Procurement Description | OAPT | OAPTLine | Requester | Contract Administrator Name | Phone | Commodity Group | FundingSource | GreenProcurement | Amount | Sta |
|--|---|-----------|--------------|----------------|-----------------------------|------------|-----------------|---------------|--------------------------|-----------------------|-----|
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Court Transcription Services | | | Natalia Kalloo | Natalia Kalloo | | | | <input type="checkbox"/> | | |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | IT Equipment | OAPT16188 | OAPT16188_6 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 2046860 | LOCAL | <input type="checkbox"/> | \$10,000.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Indirect Cost Rate Analysis | OAPT16188 | OAPT16188_12 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$48,720.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Machine Lease and Maintenance Upgrades | OAPT16188 | OAPT16188_7 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9852659 | LOCAL | <input type="checkbox"/> | \$50,000.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Mailing Machine Postage | OAPT16188 | OAPT16188_8 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9635700 | LOCAL | <input type="checkbox"/> | \$40,000.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Mailing Machine, Equipment Maintenance and Repair | OAPT16188 | OAPT16188_5 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9856050 | LOCAL | <input type="checkbox"/> | \$9,000.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Office Supplies | OAPT16188 | OAPT16188_0 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 6156238 | LOCAL | <input type="checkbox"/> | \$74,000.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Online Legal Research and Database Services | OAPT16188 | OAPT16188_4 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$32,200.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Professional Development Training | OAPT16188 | OAPT16188_10 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9625800 | LOCAL | <input type="checkbox"/> | \$35,000.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Renovations | OAPT16188 | OAPT16188_13 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9094500 | LOCAL | <input type="checkbox"/> | \$40,000.00 | App |
| FY17 OAH Acquisition Planning Tool Form (OAPT) | Travel (Out of Town) | OAPT16188 | OAPT16188_11 | Natalia Kalloo | Natalia Kalloo | 2024428173 | 9628800 | LOCAL | <input type="checkbox"/> | \$2,800.00 | App |
| TOT | | | | | | | | | | \$1,172,902.00 | |

[Quarterly Expenditure Reports](#)

Enter quarterly report expenditures here. (D.C. Official Code 2-218.41).

Please upload the Quarterly Expenditure Report Spreadsheet. If you are uploading multiple spreadsheets for the quarter, please ensure that each file has a unique descriptive name. After each spreadsheet is uploaded, you must select the SAVE button in the upper right corner before uploading the next spreadsheet.

FY17 Expenditures (SOAR and PCard) through end of Q4

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-------------|--------------|--------------|-------------|--------------|------------|---------------------|------|------------|
| <i>(empty) (32 Expenditure Reports)</i> | | | | | | | | | |
| N | | | | | | | | | |
| N | | | | | | | | | |
| N | | | | | | | | | |
| N | | | | | | | | | |
| N | | | | | | | | | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|-------|-------------------|---------------------------|------------------|-------------|--------------|------------|---------------------|-----------|------------|
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | 1125 MADISON STREET, #423 | 423 | ALEXANDRIA | VA | 22314 | | 069723687 | |
| N | AIMEE R. SULLIVAN | BB&T | 1717 KING STREET | ALEXANDRIA | VA | 22314 | | 069723687 | |
| TOT | | | | | | | | | |

ALEXIS TAYLOR (2 Expenditure Reports)

| | | | | | | | | | |
|-----|---------------|------------|--|------------|----|-------|--|-----------|--|
| N | ALEXIS TAYLOR | PO BOX 987 | | WASHINGTON | DC | 20044 | | 150649655 | |
| N | ALEXIS TAYLOR | PO BOX 987 | | WASHINGTON | DC | 20044 | | 150649655 | |
| TOT | | | | | | | | | |

ALS OFFICE PRODUCTS (80 Expenditure Reports)

| | | | | | | | | | |
|---|---------------------|-------------------------|---------------------|------------|----|-------|--|-----------|---------------|
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 717 KEARNEY STREET, N.E | (BROOKLAND- WARD 5) | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 523 INGRAHAM, N.E | | WASHINGTON | DC | 20011 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 523 INGRAHAM, N.E | | WASHINGTON | DC | 20011 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 523 INGRAHAM, N.E | | WASHINGTON | DC | 20011 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 523 INGRAHAM, N.E | | WASHINGTON | DC | 20011 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 523 INGRAHAM, N.E | | WASHINGTON | DC | 20011 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 523 INGRAHAM, N.E | | WASHINGTON | DC | 20011 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 523 INGRAHAM, N.E | | WASHINGTON | DC | 20011 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | 523 INGRAHAM, N.E | | WASHINGTON | DC | 20011 | | 272116123 | LSDZRV9332705 |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|----------------------|--------------|----------------------------|---------------|--------------|------------|-----------------------------------|-----------|---------------|
| | | | 410 RHODE ISLAND AVENUE NE | | | | | | |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| N | ALS OFFICE PRODUCTS | SUNTRUST | 410 RHODE ISLAND AVENUE NE | WASHINGTON | DC | 20017 | | 272116123 | LSDZRV9332705 |
| TOT | | | | | | | | | |
| AMA*BOOKS & PRODUCTS (1 Expenditure Report) | | | | | | | | | |
| Y | AMA*BOOKS & PRODUCTS | | | 800-723-3812 | IL | 606110000 | Books, Periodicals And Newspapers | 360727175 | |
| TOT | | | | | | | | | |
| AMAZON MKTPLACE PMTS (14 Expenditure Reports) | | | | | | | | | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 202936165 | |
| Y | AMAZON MKTPLACE PMTS | | | AMAZON MKTPLA | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 202936165 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 202936165 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 202936165 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|----------------------------|--------------|--------------|---------------|--------------|------------|--|-----------|---------------|
| Y | AMAZON MKTPLACE PMTS | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 710938319 | |
| TOT | | | | | | | | | |
| AMAZON.COM (2 Expenditure Reports) | | | | | | | | | |
| Y | AMAZON.COM | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 911994984 | |
| Y | AMAZON.COM | | | AMZN.COM/BILL | WA | 981090000 | Book Stores | 911994984 | |
| TOT | | | | | | | | | |
| AMERICAN 00106548892450 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00106548892450 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00106548909493 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00106548909493 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00121178215830 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00121178215830 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00121402563483 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00121402563483 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00121402656060 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00121402656060 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00121402694103 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00121402694103 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00121402694107 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00121402694107 | | | 08004337300 | TX | 752610000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00179448723020 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00179448723020 | | | BELLEVUE | WA | 850340000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN 00186880009330 (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN 00186880009330 | | | BELLEVUE | WA | 850340000 | American Airlines | 131502798 | |
| TOT | | | | | | | | | |
| AMERICAN BAR ASSOCIATI (1 Expenditure Report) | | | | | | | | | |
| Y | AMERICAN BAR ASSOCIATI | | | 08002852221 | IL | 606540000 | Membership Organizations, Not Elsewhere Classified | 360723150 | |
| TOT | | | | | | | | | |
| AOP BUSINESS SERVICES (5 Expenditure Reports) | | | | | | | | | |
| Y | AOP BUSINESS SERVICES | | | 02025260586 | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV9332705 |
| Y | AOP BUSINESS SERVICES | | | 02025260586 | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV9332705 |
| Y | AOP BUSINESS SERVICES | | | 02025260586 | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV9332705 |
| Y | AOP BUSINESS SERVICES | | | 02025260586 | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV9332705 |
| Y | AOP BUSINESS SERVICES | | | 02025260586 | DC | 940430000 | Stationery,Office Supplies,Printing/Writing Paper | 272116123 | LSDZRV9332705 |
| TOT | | | | | | | | | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|----------------------------|-------------------------|--------------|-------------|--------------|------------|--|-----------|------------|
| ASSOCIATION OF GOVERNMENT (1 Expenditure Report) | | | | | | | | | |
| Y | ASSOCIATION OF GOVERNMENT | | | 703-6846931 | VA | 223010000 | Membership Organizations, Not Elsewhere Classified | 530217158 | |
| TOT | | | | | | | | | |
| BEST BUY 00009720 (1 Expenditure Report) | | | | | | | | | |
| Y | BEST BUY 00009720 | 7601 PENN AVE SOUTH | | RICHFIELD | MN | 55423 | Electronic Sales | 410907483 | |
| TOT | | | | | | | | | |
| BRIDGEGAP TECHNOLOGIES LLC (13 Expenditure Reports) | | | | | | | | | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| N | BRIDGEGAP TECHNOLOGIES LLC | 4228 SUMMIT MANOR COURT | #205 | FAIRFAX | VA | 22033 | | 812221483 | |
| TOT | | | | | | | | | |
| CAPITOL MARKING PRODUC (4 Expenditure Reports) | | | | | | | | | |
| Y | CAPITOL MARKING PRODUC | | | 703-8922772 | VA | 222040000 | Durable Goods, Not Elsewhere Classified | 541226610 | |
| Y | CAPITOL MARKING PRODUC | | | 703-8922772 | VA | 222040000 | Durable Goods, Not Elsewhere Classified | 541226610 | |
| Y | CAPITOL MARKING PRODUC | | | 703-8922772 | VA | 222040000 | Durable Goods, Not Elsewhere Classified | 541226610 | |
| Y | CAPITOL MARKING PRODUC | | | 703-8922772 | VA | 222040000 | Durable Goods, Not Elsewhere Classified | 541226610 | |
| TOT | | | | | | | | | |
| COMCAST (2 Expenditure Reports) | | | | | | | | | |
| Y | COMCAST | | | 800-COMCAST | MD | 212360000 | Cable and Other Pay Television | 232175755 | |
| Y | COMCAST | | | 800-COMCAST | MD | 212360000 | Cable and Other Pay Television | 232175755 | |
| TOT | | | | | | | | | |
| COMCAST OF WASHINGTON (4 Expenditure Reports) | | | | | | | | | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|------------------------------|--------------------------------|----------------------------|-------------|--------------|------------|--|-----------|---------------|
| Y | COMCAST OF WASHINGTON | | | 800-COMCAST | DC | 200170000 | Cable and Other Pay Television | 232175755 | |
| Y | COMCAST OF WASHINGTON | | | 800-COMCAST | DC | 200170000 | Cable and Other Pay Television | 232175755 | |
| Y | COMCAST OF WASHINGTON | | | 800-COMCAST | DC | 200170000 | Cable and Other Pay Television | 232175755 | |
| Y | COMCAST OF WASHINGTON | | | 800-COMCAST | DC | 200170000 | Cable and Other Pay Television | 232175755 | |
| TOT | | | | | | | | | |
| CROSS-CULTURAL COMMUNI (2 Expenditure Reports) | | | | | | | | | |
| Y | CROSS-CULTURAL COMMUNI | | | 4103125599 | MD | 210460000 | Membership Organizations, Not Elsewhere Classified | 201079560 | |
| Y | CROSS-CULTURAL COMMUNI | | | 4103125599 | MD | 210460000 | Membership Organizations, Not Elsewhere Classified | 201079560 | |
| TOT | | | | | | | | | |
| D.C. BAR (2 Expenditure Reports) | | | | | | | | | |
| N | D.C. BAR | 2017 CELEBRATION OF LEADERSHIP | 1101 K STREET, NW | WASHINGTON | DC | 20005 | | 521574217 | |
| N | D.C. BAR | 2017 CELEBRATION OF LEADERSHIP | 1101 K STREET, NW | WASHINGTON | DC | 20005 | | 521574217 | |
| TOT | | | | | | | | | |
| DC BAR (4 Expenditure Reports) | | | | | | | | | |
| Y | DC BAR | | | 02027374700 | DC | 200050000 | Membership Organizations, Not Elsewhere Classified | 520959717 | |
| Y | DC BAR | | | 02027374700 | DC | 200050000 | Membership Organizations, Not Elsewhere Classified | 520959717 | |
| Y | DC BAR | | | 02027374700 | DC | 200050000 | Membership Organizations, Not Elsewhere Classified | 520959717 | |
| Y | DC BAR | | | 02027374700 | DC | 200050000 | Membership Organizations, Not Elsewhere Classified | 520959717 | |
| TOT | | | | | | | | | |
| DEBORAH CARROLL (2 Expenditure Reports) | | | | | | | | | |
| N | DEBORAH CARROLL | 3000 7TH ST, NE, UNIT 309 | | WASHINGTON | DC | 20017 | | 055565277 | |
| N | DEBORAH CARROLL | 3000 7TH ST NE UNIT 309 | | WASHINGTON | DC | 20017 | | 055565277 | |
| TOT | | | | | | | | | |
| DELL MARKETING L.P. (1 Expenditure Report) | | | | | | | | | |
| N | DELL MARKETING L.P. | C/O DELL USA, L.P. | PO BOX 643561 | PITTSBURGH | PA | 152643561 | | 742616805 | |
| TOT | | | | | | | | | |
| DELTA 00623715626660 (1 Expenditure Report) | | | | | | | | | |
| Y | DELTA 00623715626660 | | | DELTA.COM | CA | 303540000 | Delta | 580218548 | |
| TOT | | | | | | | | | |
| DELTA 00679448718303 (1 Expenditure Report) | | | | | | | | | |
| Y | DELTA 00679448718303 | | | BELLEVUE | WA | 303540000 | Delta | 580218548 | |
| TOT | | | | | | | | | |
| DIGI DOCS INC/DOCUMENT MGERS (19 Expenditure Reports) | | | | | | | | | |
| N | DIGI DOCS INC/DOCUMENT MGERS | % BB&T | 7220 WISCONSIN AVE, 4TH FL | BETHESDA | MD | 20814 | | 522226023 | LSDR693591120 |
| N | DIGI DOCS INC/DOCUMENT MGERS | % BB&T | 7220 WISCONSIN AVE, 4TH FL | BETHESDA | MD | 20814 | | 522226023 | LSDR693591120 |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-----------------------|--------------------|--------------|---------------|--------------|------------|--|-----------|------------|
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| Y | EASYKEYSCOM INC | | | 08778395397 | NC | 282730000 | Business Services Not Elsewhere Classified | 262571865 | |
| TOT | | | | | | | | | |
| EB 2017 SELF-REPRESEN (1 Expenditure Report) | | | | | | | | | |
| Y | EB 2017 SELF-REPRESEN | | | 8014137200 | CA | 941030000 | Business Services Not Elsewhere Classified | 141888467 | |
| TOT | | | | | | | | | |
| ELIZABETH FIGUEROA (2 Expenditure Reports) | | | | | | | | | |
| N | ELIZABETH FIGUEROA | 14717 HARVEST LANE | | SILVER SPRING | MD | 20905 | | 229821986 | |
| N | ELIZABETH FIGUEROA | 14717 HARVEST LANE | | SILVER SPRING | MD | 20905 | | 229821986 | |
| TOT | | | | | | | | | |
| ELSIE S. LITTLE (1 Expenditure Report) | | | | | | | | | |
| N | ELSIE S. LITTLE | 3031 SUGAR LANE | | VIENNA | VA | 22181 | | 577629661 | |
| TOT | | | | | | | | | |
| EXPEDIA 7283573990761 (1 Expenditure Report) | | | | | | | | | |
| Y | EXPEDIA 7283573990761 | | | EXPEDIA.COM | WA | 980040000 | Travel Agencies and Tour Operators | 911996083 | |
| TOT | | | | | | | | | |
| EXPEDIA 7283634428160 (1 Expenditure Report) | | | | | | | | | |
| Y | EXPEDIA 7283634428160 | | | EXPEDIA.COM | WA | 980040000 | Travel Agencies and Tour Operators | 911996083 | |
| TOT | | | | | | | | | |
| EXPEDIA7242706509346 (1 Expenditure Report) | | | | | | | | | |
| Y | EXPEDIA7242706509346 | | | EXPEDIA.COM | WA | 980040000 | Travel Agencies and Tour Operators | 911996083 | |
| TOT | | | | | | | | | |
| FEDEX 779959701553 (1 Expenditure Report) | | | | | | | | | |
| Y | FEDEX 779959701553 | | | MEMPHIS | TN | 381160000 | Courier Services-Air Or Ground, Freight Forwarders | 830454289 | |
| TOT | | | | | | | | | |
| FEDEX 786537700174 (1 Expenditure Report) | | | | | | | | | |
| Y | FEDEX 786537700174 | | | MEMPHIS | TN | 381160000 | Courier Services-Air Or Ground, Freight Forwarders | 830454289 | |
| TOT | | | | | | | | | |
| FEDEX 786537736738 (1 Expenditure Report) | | | | | | | | | |
| Y | FEDEX 786537736738 | | | MEMPHIS | TN | 381160000 | Courier Services-Air Or Ground, Freight Forwarders | 830454289 | |
| TOT | | | | | | | | | |
| FEDEX 786537788735 (1 Expenditure Report) | | | | | | | | | |
| Y | FEDEX 786537788735 | | | MEMPHIS | TN | 381160000 | Courier Services-Air Or Ground, Freight Forwarders | 830454289 | |
| TOT | | | | | | | | | |
| FEDEX 786537948336 (1 Expenditure Report) | | | | | | | | | |
| Y | FEDEX 786537948336 | | | MEMPHIS | TN | 381160000 | Courier Services-Air Or Ground, Freight Forwarders | 830454289 | |
| TOT | | | | | | | | | |
| FEDEX 786538097895 (1 Expenditure Report) | | | | | | | | | |
| Y | FEDEX 786538097895 | | | MEMPHIS | TN | 381160000 | Courier Services-Air Or Ground, Freight Forwarders | 830454289 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-----------------------------|-------------------------------|--------------|-------------|--------------|------------|--|-----------|---------------|
| TOT | | | | | | | | | |
| FEDEX 890175508384 (1 Expenditure Report) | | | | | | | | | |
| Y | FEDEX 890175508384 | | | MEMPHIS | TN | 381160000 | Courier Services-Air Or Ground, Freight Forwarders | 830454289 | |
| TOT | | | | | | | | | |
| FEDEXOFFICE 00050419 (1 Expenditure Report) | | | | | | | | | |
| Y | FEDEXOFFICE 00050419 | | | WASHINGTON | DC | 200010000 | Quick-Copy, Reproduction and Blueprinting Services | 770433330 | |
| TOT | | | | | | | | | |
| FLASH DELIVERY SERVICE (12 Expenditure Reports) | | | | | | | | | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| N | FLASH DELIVERY SERVICE | 1629 K STREET NW, STE 300 | SUITE 300 | WASHINGTON | DC | 20006 | | 472325132 | |
| TOT | | | | | | | | | |
| FLASH DELIVERY SERVICE (4 Expenditure Reports) | | | | | | | | | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| Y | FLASH DELIVERY SERVICE | | | ANNAPOLIS | MD | 214030000 | Courier Services-Air Or Ground, Freight Forwarders | 472325132 | |
| TOT | | | | | | | | | |
| GARDINER KAMYA & ASSOCIATES (1 Expenditure Report) | | | | | | | | | |
| N | GARDINER KAMYA & ASSOCIATES | 1015 18TH STREET, NW, STE 200 | SUITE 200 | WASHINGTON | DC | 20036 | | 521525134 | LSDXR89998112 |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|------------------------|-------------------------|--------------|-------------|--------------|------------|--|-----------|------------|
| TOT | | | | | | | | | |
| GOSPEL SPREADING BIBLE (1 Expenditure Report) | | | | | | | | | |
| Y | GOSPEL SPREADING BIBLE | | | 02027452665 | DC | 200010000 | Book Stores | 521650942 | |
| TOT | | | | | | | | | |
| JOURNAL TECHNOLOGIES (2 Expenditure Reports) | | | | | | | | | |
| N | JOURNAL TECHNOLOGIES | 843 SOUTH 100 WEST | | LOGAN | UT | 84321 | | 870626854 | |
| N | JOURNAL TECHNOLOGIES | 843 SOUTH 100 WEST | | LOGAN | UT | 84321 | | 870626854 | |
| TOT | | | | | | | | | |
| KIOSK GROUP (1 Expenditure Report) | | | | | | | | | |
| Y | KIOSK GROUP | | | 3017324629 | MD | 217010000 | Computers, Computer Peripheral Equipment, Software | 205000622 | |
| TOT | | | | | | | | | |
| LEXIS NEXIS (12 Expenditure Reports) | | | | | | | | | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| N | LEXIS NEXIS | PO BOX 9584 | | NEW YORK | NY | 100874584 | | 521471842 | |
| TOT | | | | | | | | | |
| MAIA ELLIS (1 Expenditure Report) | | | | | | | | | |
| N | MAIA ELLIS | 825 JUNIPER ST. NW | #201 | WASHINGTON | DC | 20012 | | 215238538 | |
| TOT | | | | | | | | | |
| MARGARET C. CURRIE (1 Expenditure Report) | | | | | | | | | |
| N | MARGARET C. CURRIE | 3101 ABERFOYLE PLACE NW | | WASHINGTON | DC | 20015 | | 373605461 | |
| TOT | | | | | | | | | |
| MATILDE J FARREN (36 Expenditure Reports) | | | | | | | | | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|--|-----------------------------------|-------------------------|----------------------|--------------|--------------|------------|--|-----------|------------|
| | | 4009 BRADLEY LANE | | | | | | | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| N | MATILDE J FARREN | 4009 BRADLEY LANE | | CHEVY CHASE | MD | 20815 | | 039342512 | |
| TOT | | | | | | | | | |
| METRO 023-JUDICIARY SQ (2 Expenditure Reports) | | | | | | | | | |
| Y | METRO 023-JUDICIARY SQ | | | WASHINGTON | DC | 200010000 | Local/Suburban Commuter Transportation | 520847040 | |
| Y | METRO 023-JUDICIARY SQ | | | WASHINGTON | DC | 200010000 | Local/Suburban Commuter Transportation | 520847040 | |
| TOT | | | | | | | | | |
| METRO FARE AUTOLOAD (4 Expenditure Reports) | | | | | | | | | |
| Y | METRO FARE AUTOLOAD | | | 202-962-5711 | DC | 200010000 | Local/Suburban Commuter Transportation | 520847040 | |
| Y | METRO FARE AUTOLOAD | | | 202-962-5711 | DC | 200010000 | Local/Suburban Commuter Transportation | 520847040 | |
| Y | METRO FARE AUTOLOAD | | | 202-962-5711 | DC | 200010000 | Local/Suburban Commuter Transportation | 520847040 | |
| Y | METRO FARE AUTOLOAD | | | 202-962-5711 | DC | 200010000 | Local/Suburban Commuter Transportation | 520847040 | |
| TOT | | | | | | | | | |
| MULTICULTURAL COMMUNIT (1 Expenditure Report) | | | | | | | | | |
| Y | MULTICULTURAL COMMUNIT | | | WASHINGTON | DC | 200090000 | Charitable And Social Service Organizations | 522235376 | |
| TOT | | | | | | | | | |
| MULTICULTURAL COMMUNITY SERVIC (12 Expenditure Reports) | | | | | | | | | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|--------------------------------|--------------|-------------------|-------------|--------------|------------|--|-----------|----------------|
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| N | MULTICULTURAL COMMUNITY SERVIC | EAGLE BANK | 1425 K STREET, NW | WASHINGTON | DC | 20005 | | 522235376 | |
| TOT | | | | | | | | | |
| NAHO (2 Expenditure Reports) | | | | | | | | | |
| Y | NAHO | | | 04105592200 | MD | 212080000 | Business Services Not Elsewhere Classified | 521488076 | |
| Y | NAHO | | | 04105592200 | MD | 212080000 | Business Services Not Elsewhere Classified | 521488076 | |
| TOT | | | | | | | | | |
| NAMPI (2 Expenditure Reports) | | | | | | | | | |
| Y | NAMPI | | | 208-8695072 | ID | 837020000 | Educational Services, Not Elsewhere Classified | 363497582 | |
| Y | NAMPI | | | 208-8695072 | ID | 837020000 | Educational Services, Not Elsewhere Classified | 363497582 | |
| TOT | | | | | | | | | |
| NATIONALJUDICIALCOLLEG (4 Expenditure Reports) | | | | | | | | | |
| Y | NATIONALJUDICIALCOLLEG | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | |
| Y | NATIONALJUDICIALCOLLEG | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | |
| Y | NATIONALJUDICIALCOLLEG | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | |
| Y | NATIONALJUDICIALCOLLEG | | | 07757846747 | NV | 895570000 | Educational Services, Not Elsewhere Classified | 942427596 | |
| TOT | | | | | | | | | |
| NEAL R GROSS & CO INC (21 Expenditure Reports) | | | | | | | | | |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR724070921 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR724070921 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR724070921 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR724070921 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR724070921 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR724070921 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR724070921 |
| N | NEAL R GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR724070921 |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|------------------------|--------------------------|-------------------|--------------|--------------|------------|--|-----------|---------------|
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | 1323 RHODE ISLAND AVE NW | | WASHINGTON | DC | 20005 | | 521097058 | LSZXR72407092 |
| N | NEAL R. GROSS & CO INC | EAGLE BANK | 7815 WOODMONT AVE | BETHESDA | MD | 20814 | | 521097058 | LSZXR72407092 |
| TOT | | | | | | | | | |
| NICHOLAS H. COBBS (1 Expenditure Report) | | | | | | | | | |
| N | NICHOLAS H. COBBS | 3900A WATSON PL. NW | APT. 6H | WASHINGTON | DC | 20016 | | 094401711 | |
| TOT | | | | | | | | | |
| NOVELLA LOPES (1 Expenditure Report) | | | | | | | | | |
| N | NOVELLA LOPES | 1924 8TH STREET NW | #437 | WASHINGTON | DC | 20001 | | 115681809 | |
| TOT | | | | | | | | | |
| NOVISYSTEMS (1 Expenditure Report) | | | | | | | | | |
| Y | NOVISYSTEMS | | | 7815477739 | MA | 024510000 | Computer Software Stores | 770510487 | |
| TOT | | | | | | | | | |
| OFFICE DEPOT #5910 (2 Expenditure Reports) | | | | | | | | | |
| Y | OFFICE DEPOT #5910 | | | 800-463-3768 | PA | 172410000 | Direct Marketing - Comb. Catalog &Retail Merchants | 592663954 | |
| Y | OFFICE DEPOT #5910 | | | 800-463-3768 | PA | 172410000 | Direct Marketing - Comb. Catalog &Retail Merchants | 592663954 | |
| TOT | | | | | | | | | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|------------------------|-----------------|---------------|--------------|--------------|------------|---|-----------|------------|
| OFFICE OF ADMIS (COA) (1 Expenditure Report) | | | | | | | | | |
| Y | OFFICE OF ADMIS (COA) | | | WASHINGTON | DC | 200010000 | Court Costs, Alimony, Child Support | 440553234 | |
| TOT | | | | | | | | | |
| PAYPAL *AIMEEROTHUSU (1 Expenditure Report) | | | | | | | | | |
| Y | PAYPAL *AIMEEROTHUSU | | | 4029357733 | CA | 951310000 | Professional Services Not Elsewhere Classified | 770510487 | |
| TOT | | | | | | | | | |
| PAYPAL *MATILDEJFAR (1 Expenditure Report) | | | | | | | | | |
| Y | PAYPAL *MATILDEJFAR | | | 4029357733 | CA | 951310000 | Professional Services Not Elsewhere Classified | 770510487 | |
| TOT | | | | | | | | | |
| PINMAKERS.COM LLC (2 Expenditure Reports) | | | | | | | | | |
| Y | PINMAKERS.COM LLC | | | 800-536-1647 | FL | 320820000 | Specialty Retail Stores-Miscellaneous | 810847606 | |
| Y | PINMAKERS.COM LLC | | | 800-536-1647 | FL | 320820000 | Specialty Retail Stores-Miscellaneous | 810847606 | |
| TOT | | | | | | | | | |
| PITNEY BOWES (9 Expenditure Reports) | | | | | | | | | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | PURCHASE POWER | PO BOX 371874 | PITTSBURGH | PA | 152507874 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | P.O. BOX 371896 | | PITTSBURGH | PA | 152507896 | | 060495050 | |
| N | PITNEY BOWES | PURCHASE POWER | PO BOX 371874 | PITTSBURGH | PA | 152507874 | | 060495050 | |
| N | PITNEY BOWES | PURCHASE POWER | PO BOX 371874 | PITTSBURGH | PA | 152507874 | | 060495050 | |
| TOT | | | | | | | | | |
| PITNEY BOWES PI (1 Expenditure Report) | | | | | | | | | |
| Y | PITNEY BOWES PI | | | 800-243-7824 | CT | 069260000 | Stationery,Office Supplies,Printing/Writing Paper | 060495050 | |
| TOT | | | | | | | | | |
| PMI - CERTIFICATION (1 Expenditure Report) | | | | | | | | | |
| Y | PMI - CERTIFICATION | | | 610-3564600 | PA | 190730000 | Educational Services, Not Elsewhere Classified | 231887442 | |
| TOT | | | | | | | | | |
| READYREFRESH BY NESTLE (9 Expenditure Reports) | | | | | | | | | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|------------------------|------------------------------|--------------------------|--------------|--------------|------------|---|-----------|------------|
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| Y | READYREFRESH BY NESTLE | | | 800-274-5282 | CA | 928210000 | Specialty Retail Stores-Miscellaneous | 943027237 | |
| TOT | | | | | | | | | |
| REI*MATTHEW BENDER & CO (1 Expenditure Report) | | | | | | | | | |
| Y | REI*MATTHEW BENDER &CO | | | 800-833-9844 | OH | 453420000 | Direct Marketing-Not Elsewhere Classified | 140499170 | |
| TOT | | | | | | | | | |
| RENE COSTALES (30 Expenditure Reports) | | | | | | | | | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|------------------------|------------------------------|--------------------------|---------------|--------------|------------|---------------------------------------|-----------|------------|
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| N | RENE COSTALES | IDB-IIC FEDERAL CREDIT UNION | 1300 NEW YORK AVE., N.W. | WASHINGTON | DC | 20577 | | 009328792 | |
| TOT | | | | | | | | | |
| SERRANO HOTEL (1 Expenditure Report) | | | | | | | | | |
| Y | SERRANO HOTEL | 405 TAYLOR ST | | SAN FRANCISCO | CA | 94102 | Hotels-Lodging (Not Listed Elsewhere) | 942836909 | |
| TOT | | | | | | | | | |
| SILVER LEGACY HOTEL DE (2 Expenditure Reports) | | | | | | | | | |
| Y | SILVER LEGACY HOTEL DE | | | 800-6877733 | NV | 895010000 | Silver Legacy Hotel and Casino | 880310787 | |
| Y | SILVER LEGACY HOTEL DE | | | 800-6877733 | NV | 895010000 | Silver Legacy Hotel and Casino | 880310787 | |
| TOT | | | | | | | | | |
| SOUTHWES 5262457404320 (1 Expenditure Report) | | | | | | | | | |
| Y | SOUTHWES 5262457404320 | | | 800-435-9792 | TX | 752350000 | Southwest | 741563240 | |
| TOT | | | | | | | | | |
| SOUTHWES 5262457406646 (1 Expenditure Report) | | | | | | | | | |
| Y | SOUTHWES 5262457406646 | | | 800-435-9792 | TX | 752350000 | Southwest | 741563240 | |
| TOT | | | | | | | | | |
| SOUTHWES 5268537723237 (1 Expenditure Report) | | | | | | | | | |
| Y | SOUTHWES 5268537723237 | | | 800-435-9792 | TX | 752350000 | Southwest | 741563240 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|--------------------------------|------------------------------|--------------|---------------|--------------|------------|--|-----------|----------------|
| TOT | | | | | | | | | |
| SPECTRUM MANAGEMENT LL (2 Expenditure Reports) | | | | | | | | | |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR51573092 |
| Y | SPECTRUM MANAGEMENT LL | | | 02025462080 | DC | 200030000 | Real Estate Agents and Managers Rentals | 522264539 | LSDZR51573092 |
| TOT | | | | | | | | | |
| STANDARD OFFICE SUPPLY (1 Expenditure Report) | | | | | | | | | |
| Y | STANDARD OFFICE SUPPLY | | | DROSE@MDMSTAN | DC | 200110000 | Commercial Equipment, Not Elsewhere Classified | 521360724 | LSX47064082015 |
| TOT | | | | | | | | | |
| STAPLES 00100529 (2 Expenditure Reports) | | | | | | | | | |
| Y | STAPLES 00100529 | | | NEW CARROLLTO | MD | 207840000 | Stationery, Office & School Supply Stores | 42896127 | |
| Y | STAPLES 00100529 | | | NEW CARROLLTO | MD | 207840000 | Stationery, Office & School Supply Stores | 42896127 | |
| TOT | | | | | | | | | |
| THE CENTER FOR ADR (1 Expenditure Report) | | | | | | | | | |
| Y | THE CENTER FOR ADR | | | 301-2611124 | MD | 210610000 | Educational Services, Not Elsewhere Classified | 522286056 | |
| TOT | | | | | | | | | |
| THE NATIONAL ASSOCIATI (1 Expenditure Report) | | | | | | | | | |
| Y | THE NATIONAL ASSOCIATI | | | 850-4258116 | FL | 323080000 | Educational Services, Not Elsewhere Classified | 264598530 | |
| TOT | | | | | | | | | |
| THE NATIONAL JUDICIAL COLLEGE (3 Expenditure Reports) | | | | | | | | | |
| N | THE NATIONAL JUDICIAL COLLEGE | JUDICIAL COLLEGE BLDG/MS 358 | | RENO | NV | 89557 | | 942427596 | |
| N | THE NATIONAL JUDICIAL COLLEGE | JUDICIAL COLLEGE BLDG/MS 358 | | RENO | NV | 89557 | | 942427596 | |
| N | THE NATIONAL JUDICIAL COLLEGE | JUDICIAL COLLEGE BLDG/MS 358 | | RENO | NV | 89557 | | 942427596 | |
| TOT | | | | | | | | | |
| THE PRINTER (3 Expenditure Reports) | | | | | | | | | |
| Y | THE PRINTER | | | WASHINGTON | DC | 200090000 | Miscellaneous Publishing And Printing | 521460987 | |
| Y | THE PRINTER | | | WASHINGTON | DC | 200090000 | Miscellaneous Publishing And Printing | 521460987 | |
| Y | THE PRINTER | | | WASHINGTON | DC | 200090000 | Miscellaneous Publishing And Printing | 521460987 | |
| TOT | | | | | | | | | |
| THOMSON REUTERS(TAX & ACC) INC (3 Expenditure Reports) | | | | | | | | | |
| N | THOMSON REUTERS(TAX & ACC) INC | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 751297386 | |
| N | THOMSON REUTERS(TAX & ACC) INC | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 751297386 | |
| N | THOMSON REUTERS(TAX & ACC) INC | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 751297386 | |
| TOT | | | | | | | | | |
| TOUCAN (1 Expenditure Report) | | | | | | | | | |
| Y | TOUCAN | | | ANNAPOLIS | MD | 214010000 | General Merchandise | 521173580 | |
| TOT | | | | | | | | | |
| VARIDESK (1 Expenditure Report) | | | | | | | | | |
| Y | VARIDESK | | | 08002072587 | TX | 750190000 | General Merchandise | 471148201 | |
| TOT | | | | | | | | | |
| VH SIGN COMPANY (8 Expenditure Reports) | | | | | | | | | |
| Y | VH SIGN COMPANY | | | UPPER MARLBOR | MD | 207720000 | | 541200606 | |

| PCARD | Vendor Name | Vendor Addr1 | Vendor Addr2 | Vendor City | Vendor State | Vendor Zip | Service Description | FEIN | CBE Number |
|---|-----------------------------|---------------------|--------------|---------------|--------------|------------|---------------------------------------|-----------|------------|
| | | WEST PAYMENT CENTER | | | | | | | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| N | WEST PUBLISHING CORPORATION | WEST PAYMENT CENTER | PO BOX 6292 | CAROL STREAM | IL | 601976292 | | 411426973 | |
| TOT | | | | | | | | | |
| WESTIN (WESTIN HOTELS) (1 Expenditure Report) | | | | | | | | | |
| Y | WESTIN (WESTIN HOTELS) | | | 412-2813700 | PA | 152220000 | Westin | 462864881 | |
| TOT | | | | | | | | | |
| WESTIN MICHIGAN AVENUE (2 Expenditure Reports) | | | | | | | | | |
| Y | WESTIN MICHIGAN AVENUE | 909 N MICHIGAN AVE | | CHICAGO | IL | 60611 1935 | Westin | 364220546 | |
| Y | WESTIN MICHIGAN AVENUE | | | 312-9437200 | IL | 606110000 | Westin | 364220546 | |
| TOT | | | | | | | | | |
| WHITNEY PEAK HOTEL (4 Expenditure Reports) | | | | | | | | | |
| Y | WHITNEY PEAK HOTEL | | | RENO | NV | 895010000 | Hotels-Lodging (Not Listed Elsewhere) | 800731927 | |
| Y | WHITNEY PEAK HOTEL | | | RENO | NV | 895010000 | Hotels-Lodging (Not Listed Elsewhere) | 800731927 | |
| Y | WHITNEY PEAK HOTEL | | | RENO | NV | 895010000 | Hotels-Lodging (Not Listed Elsewhere) | 800731927 | |
| Y | WHITNEY PEAK HOTEL | | | RENO | NV | 895010000 | Hotels-Lodging (Not Listed Elsewhere) | 800731927 | |
| TOT | | | | | | | | | |
| ZENDESK, INC. (1 Expenditure Report) | | | | | | | | | |
| Y | ZENDESK, INC. | | | SAN FRANCISCO | CA | 941030000 | Data Processing Services | 264411091 | |
| TOT | | | | | | | | | |
| TOT | | | | | | | | | |

Expenditures Summary

This area summarizes all data entered for quarterly expenditures.

The Grand Total SBE Expenditure Amount includes the Additional Approved SBE and/or CBE Expenditures (if this amount exists).

| | | | | |
|---|--|--|--|---|
| END OF QUARTER GOAL SUMMARY | Adjusted Approved SBE Goal \$137,947.46 | SBE Expenditures as a % of SBE Goal 172.60% | | |
| Q1 SOAR and PCard SBE Expenditure Amount \$19,042.18 | Q1 ITSA SBE Expenditure Amount | Q1 Grand Total SBE Expenditure Amount \$19,042.18 | Are you in agreement with the Q1 SBE Expenditure Amounts? Yes | Q1 Expenditure Agreement Date 02-28-2017 |
| Q2 SOAR and PCard SBE \$48,326.06 | Q2 ITSA SBE Expenditure Amount | Q2 Grand Total SBE \$48,326.06 | Are you in agreement with the Q2 Yes | Q2 Expenditure 05-09-2017 |

| Expenditure Amount | | Expenditure Amount | SBE Expenditure Amounts? | Agreement Date | | | | |
|--|--------------|---|---------------------------------------|----------------|---|--|-------------------------------|------------|
| Q3 SOAR and PCard SBE Expenditure Amount | \$47,372.53 | Q3 ITSA/Pipeline SBE Expenditure Amount | Q3 Grand Total SBE Expenditure Amount | \$47,372.53 | Are you in agreement with the Q3 SBE Expenditure Amounts? Yes | Q3 Expenditure Agreement Date | 08-22-2017 | |
| Q4 SOAR and PCard SBE Expenditure Amount | \$123,359.70 | Q4 Pipeline SBE Expenditure Amount | Q4 Grand Total SBE Expenditure Amount | \$123,359.70 | Are you in agreement with the Q4 SBE Expenditure Amounts? Yes | Q4 Expenditure Comment - Please explain "No" response. | Q4 Expenditure Agreement Date | 11-28-2017 |

DSLBD Only Expenditure Adjustments

Independent Agency

| Q1 Approved Expenditure Amount | Q1 Approved Justification Documents | Q1 Approved Subcontracting VVF Documents | Q2 Approved Subcontracting VVF Documents for Indirect Expenditures | Q2 DSLBD Correspondence |
|--|-------------------------------------|--|---|--------------------------|
| Q2 Direct Expenditures | Q2 Indirect Expenditures | Q2 Approved Justification Documents for Direct Expenditures | Q3 Approved Subcontracting VVF Documents for Indirect Expenditures | Q3 DSLBD Correspondence |
| Q3 Direct Expenditures | Q3 Indirect Expenditures | Q3 Approved Justification Documents for Direct Expenditures | EOY Approved Subcontracting VVF Documents for Indirect Expenditures | EOY DSLBD Correspondence |
| EOY Direct Expenditures | EOY Indirect Expenditures | EOY Approved Justification Documents for Direct Expenditures | | |
| DSLBD Comments | | | | |
| End of Year DSLBD Recommendation to encourage SBE Spending | | | | |

Agency Detail End Of Year Narrative

Per D.C. Official Code § 2-218.53, Agency details are required to provide an end of year narrative about goals set forth in § 2-218.41

| Did the Agency Spend all allocated funds in the fiscal year (Yes or No) | If NO provide shortfall explanation | Description of the FY activities, including programs/projects performed to achieve goals | Description of Changes the Agency Intends to Make to Achieve Goal Next Year |
|---|-------------------------------------|--|---|
|---|-------------------------------------|--|---|

Check the Narrative Complete checkbox only after you have entered comments above.

Narrative Complete

Supporting Documents Library

Provide any additional information here regarding operating budget line items' request(s) as well as receive update notices from DSLBD.

of Agency users
5

**Office of Administrative Hearings
FY17-18 Performance Oversight Questions
Committee on Government Operations
Councilmember Brandon T. Todd (Ward 4), Chair**

I. Agency Organization

1. Please provide a current **organizational chart** for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision.

Please see Attachment #1 (Organizational Chart)

- a. Include the names and titles of all senior personnel,

Please see Attachment #1.

- b. Please provide an explanation of the roles and responsibilities of each division and subdivision.

The agency is comprised of four programs/division—Trials, Appeals, and Judicial Management; Agency Management and Operational Support; Case Management and Judicial Support; and Judicial Assistance and Legal Counsel.

The Trials, Appeals, and Judicial Management program implements the agency's pre-trial, adjudication, and mediation functions. The program is comprised of the agency's Administrative Law Judges, who are charged with ensuring and improving the quality, efficiency, and efficacy of justice management.

The Agency Management and Operational Support program provides the administrative and operational support tools required to achieve programmatic results. The budget, human resources, contracting and procurement, and information technology support functions comprise this program, which is staffed with the Chief Operating Officer, Administrative Officer, Management Liaison Specialist for human resources, and two IT Specialists.

The Case Management and Judicial Support program is charged with the efficient intake and distribution of cases; data entry; caseload reporting; maintenance of forms and documentation; and serves as the primary customer service interface. Program staff includes the Clerk of Court and staff that support the Clerk of Court function.

The Judicial Assistance and Legal Counsel program supports the Chief Administrative Law Judge's responsibility to ensure agency compliance with applicable case law, statutes, and rules by tracking relevant court cases and legislative and regulatory initiatives. This program supports the judicial

function by assisting Administrative Law Judges with legal research, legal analysis, and drafting orders.

- c. Please provide a narrative explanation of any changes to the organizational chart made during FY17 or FY18, to date.

OAH provided for the following changes to the organization chart

- **Reclassified “Executive Director” to “Chief Operating Officer” amended in the Budget Support Act, “Subtitle C—Office of Administration Payroll Adjustment and Clarification.” This effect changes the current job title of Executive Director, ES-0301-08 to Chief Operation Officer MS-0301-16.**
- **Reclassified Customer Service Representative CS-0303-07 from Legal Assistant (job code) due to the OAH’s Resource Center receiving high volume phone calls and in-person interactions. Personnel in the Resource Center direct litigants in the appropriate direction and provide information on the next steps for their case. This position relies heavily on strong customer service skills.**

- d. Note on the chart the date that the information was collected.

Please see Attachment #1 (Organizational Chart)

2. Please attach in Excel a current **Schedule A** for the agency, as of February 1, 2018, with the following information for each position:

Please see the attached Excel file FS0 OAH Council Filings - Attachments.xls. The Schedule A can be found in the tab titled “Q2 FY 18 Schedule A.” See also Attachment #2.

- a. Employee’s name, if the position is filled;
- b. Program and activity name and code as appears in the budget;
- c. Office name, if different from activity code;
- d. Title/position name;
- e. Position number;
- f. Grade, series, and step;
- g. Salary and fringe benefits (please separate salary and fringe and include the FY17 fringe benefit rate);
- h. Job status (e.g. continuing/term/temporary);
- i. Type of appointment (e.g. career, MSS);
- j. Full-time part-time, or WAE;
- k. Seasonal or year-round;
- l. Start date in the position (i.e. effective date);
- m. Start date with the agency;

- n. Previous office (program) and position (job title) with the agency, if relevant
 - o. Position status (A-active, R-frozen, P-proposed, etc);
 - p. Date of vacancy or freeze, if relevant; and
 - q. Whether the position must be filled to comply with federal or local law (and if so, please specify what federal or local law applies).
3. For any **term or temp position** included in the schedule A and filled in FY2017 or FY2018, please provide a brief narrative for why the hire was done on a term or temporary basis and not on a continuing basis.

Please see the attached Excel file “FS0 OAH Council Filings - Attachments.xls.” The Schedule A can be found in the tab titled “Q2 FY 18 Schedule A.” The narrative is found in Column X. See also Attachment #2.

4. Please provide the following information on any **contract workers** in your agency:
- a. Position name

Language Interpreter/Translator (4)

- b. Organizational unit assigned to

Language Interpreters/Translators support the Case Management and Judicial Support (Clerks’ office) program is charged with the efficient intake and distribution of cases; data entry; caseload reporting; maintenance of forms and documentation; and serves as the primary customer service interface. Program staff includes the Clerk of Court and staff that support the Clerk of Court function. However, Language Interpreters/Translators are managed in the Agency Management and Operational Support program.

- c. Hourly rate

\$400 per day

- d. Type of work duties

Spanish court certified interpreters and translators assist many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act.

5. Please complete the following chart about the **residency of new hires** in FY17 or FY18, to date:

| Number of Employees Hired in FY 2017 and FY 2018 to date | | |
|---|---------------------|--|
| <i>Position Type</i> | <i>Total Number</i> | <i>Number who are District Residents</i> |
| Continuing | 11 | 7 |
| Term | 1 | 1 |
| Temporary | 0 | n/a |
| WAE | 0 | n/a |

6. Please list all **employees detailed** to or from your agency. 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 of the detail, and the employee’s projected date of return.

The OAH has not detailed any employees to or from the agency in FY17 or FY18 to date.

7. Please provide the Committee with a list of **travel** expenses, arranged by employee for FY17 and FY18, to date, including the dates of travel, amount of expenses, and reason for travel. Please specify whether employees may be reimbursed for out-of-pocket travel expenses; and, if so, please describe agency protocol and requirements for employees to apply for and receive reimbursements for such travel expenses, such as necessary documentation, timeframes, and other requirements.

Please see the attached Excel file FS0 OAH Council Filings - Attachments.xls. The list of FY17 and FY18 travel expenses are found in the tabs titled “Q7 FY17 Travel Expense” and “Q7 FY18 Travel Expense.”

The agency follows the approved OCFO Public Safety Justice Cluster Procedures for Travel and Related Expenses. See Attachment #3.

8. Please provide the Committee with a list of the total **workers’ compensation** payments paid in FY17 and FY18, to date, including the number of employees who received workers’ compensation payments, in what amounts, and for what reasons.

The CorVel Corporation, third-party administrator for D.C. Office of Risk Management database shows no payments made to OAH WC claimants from FY17—FY18 to date.

9. For fiscal years 2017 and 2018, to date, please list each **employee separated** from the agency, other than due to retirement. Also include:
- Amount of separation pay, if relevant;
 - Number of weeks of pay, if relevant; and
 - The reason for the separation.

| Employee Name | Separation Pay | Weeks of Pay | Separation Reason |
|------------------------|-----------------------|---------------------|--|
| Tanisha Greene | n/a | n/a | Terminated during probationary period |
| Novella Lopes | n/a | n/a | Transfer |
| Jesse Goode | n/a | n/a | Appointment not renewed |
| Marya Torres | n/a | n/a | Resignation |
| Yuka Taylor | n/a | n/a | Resignation |
| Oshola Menelas | n/a | n/a | Resignation |
| Danielle Gurkin | n/a | n/a | Resignation |
| Sheila Lassiter | n/a | n/a | Death |
| Kenneth Ramirez | n/a | n/a | Resignation |
| Mica Cohen | n/a | n/a | Resignation |
| Sharron Miles | n/a | n/a | Transfer |
| Eric Rice | n/a | n/a | Resignation |
| Henry Mullen | n/a | n/a | Terminated |
| Caryl Doby | n/a | n/a | Terminated during probationary period |

10. Please provide the Committee with a list of employees who received **bonuses or special award pay** granted in FY 2017 and FY 2018, to date, and identify:

- a. The employee receiving the bonus or special pay,

Denise Wilson-Taylor

- b. The amount received, and

\$10,000

- c. The reason for the bonus or special pay.

Retirement Incentive in the form of an advanced sick leave forgiveness.

11. Please provide the name of each employee who was or is on **administrative leave** in FY 2017 and 2018, to date. In addition, for each employee identified, please provide:

- Their position;
- A brief description of the reason they were placed on leave;
- The dates they were/are on administrative leave;
- Expected date of return;
- Whether the leave was/is paid or unpaid; and
- Their current status (as of February 1, 2018).

Please see the attached Excel file FS0 OAH Council Filings - Attachments.xls. (Attachment #4)

12. Please provide a list of each **collective bargaining agreement** that is currently in effect for agency employees.
- a. Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.
 - b. Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.
 - c. Please note if the agency is currently in bargaining and its anticipated completion date.

Clerk of Court's Office

**a. Bargaining Unit/Name/Local Number: AFSCME Local 2776
Duration: four (4) years, 2018 through 2021
Number of employees covered: twenty-five (25) employees**

**b. Union Leader Contact Information:
Robert Hollingsworth, President
AFSCME District Council 20, Local 2776
100 M Street, SE, Suite 250
Washington, DC 20003
Office: (202) 234-6506 ext. 114
Fax: (202) 234-6531
Cell: (202) 770-5133**

c. The collective bargaining process for compensation Unit 1 is complete and the contract has been ratified by the membership. The compensation portion of the contract has been completed but the working conditions of the contract are not completed.

Administrative Law Judges

a. Bargaining Unit/Name/Local Number: The Federation of Administrative Law Judges-D.C. (FALJ-DC)

**b. Union Leader Contact Information:
William L. England, Jr.
Administrative Law Judge
District of Columbia Office of Administrative Hearings
One Judiciary Square
441 Fourth Street, NW
Washington, DC 20001-2714
Phone: (202) 442-9536
Fax: (202) 442-4789
Email: william.england@dc.gov**

c. Currently not in bargaining stages.

13. Please list in chronological order, any **grievances filed by labor unions** against the agency or agency management in FY16, FY17, or FY18, to date, broken down by source.
- a. For each grievance, give a brief description of the matter as well as the current status.
 - b. Include on the chronological list any earlier grievance that is still pending in any forum.
 - c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - d. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution or outcome.

On June 21, 2017, the Federation of Administrative Law Judges-D.C. filed a grievance alleging a violation of Article 12, Section 4 of the Collective Bargaining Agreement (CBA). The Union asserted that the Chief ALJ's decision to issue a negative reappointment recommendation for ALJ Jesse Goode was made in reprisal for Judge Goode's protected union activity, in violation of Article 12, Section 4. The Office of Labor Relations and Collective Bargaining (OLRCB) responded on behalf of OAH that the issue is not a grievance contained within the CBA.

The process for resolving grievances with the Federation of Administrative Law Judges-D.C. is set forth in the Collective Bargaining Agreement Article 25, Section 6. Within 15 business days of receipt of the grievance, the Chief ALJ responds in writing to the Union Representative and/or the ALJ. If the Chief ALJ's response does not resolve the grievance and a meeting was requested, it will be held within five calendar days of receipt of the Chief ALJ's response or as soon as possible thereafter. If after meeting, the grievance is still unresolved, the Union may by written notice request arbitration within 20 business days after the Chief ALJ's initial reply is due.

14. Please list in chronological order, any **additional employee grievances or complaints** that the agency received in FY17 and FY18, to date, broken down by source.
- a. For each, give a brief description of the matter as well as the current status.
 - b. Include on the chronological list any earlier grievance that is still pending in any forum.
 - c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - d. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution or outcome.

FY17:

- On June 13, 2017, the Director for the D.C. Office of Human Rights issued a Letter of Determination which found there was no probable cause to the August 12, 2015 EEO complaint of a former OAH employee alleging discrimination on the basis of sex and race.
- On August 9, 2017, an OAH employee filed an EEO complaint alleging discrimination on the basis of disability, retaliation, harassment and the creation of a hostile work environment. The handling EEO Investigator/Counselor subsequently issued an exit letter and to date no further action has been taken by the employee with regard to this complaint. Previously, this employee filed an internal complaint against Chief Administrative Law Judge on August 5, 2017 for “violating [the employee’s] rights as a D.C. Government Employee at the Office of Administrative Hearings” and against General Counsel Vanessa Natale for a “wrongful writeup.”

FY18:

- On November 9, 2017, an OAH employee filed an EEO complaint alleging discrimination on the basis of sex and retaliation. The handling EEO Investigator/Counselor subsequently issued an exit letter and to date no further action has been taken by the employee with regard to this complaint.
- On December 7, 2017, an OAH employee filed an EEOC complaint alleging discrimination on the basis of sex and retaliation. And on January 17, 2018, OAH filed a position statement as required by EEOC. To date, EEOC has not taken any further action on this matter.

15. Please describe the agency’s procedures for investigating allegations of **sexual harassment** or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, and whether or not those allegations were resolved. Please describe the nature of such resolution.

OAH has prohibited sexual harassment and retaliation actions through an internal policy and the adoption of Mayor’s Order 2004-171. Please see OAH Policy 16-006 (Attachment #5). OAH’s Sexual Harassment Officer is restructuring its current policy in alignment with the Mayor Order’s 2017-313.

Under current policy, employees are instructed to promptly report incidents to any supervisor, the General Counsel, or any EEO Counselor. During the pendency of the investigation, if necessary the agency will take steps that are not detrimental to the complainant in to ensure that further harassment will not continue. For internal investigations, the investigator will immediately begin to gather facts by interviewing the complainant, the alleged harasser, and any relevant third parties. The investigator is required to take all reasonable steps to ensure confidentiality

throughout the investigation. Upon the completion of the investigation and if the investigator determined that sexual harassment occurred, the violating individual will be subject to immediate and appropriate corrective or adverse employment action, including termination. Regardless of the outcome of the investigation, the complainant will be informed of his or her right to pursue an EEO complaint.

One Allegation Received in FY17

- **Description of Allegation:**
 - A female employee, the complainant, filed a complaint about the conduct of a male co-worker.
 - The complaint alleged sexual harassment and the co-worker's creation of a hostile work environment.
- **Resolution of Allegation**
 - The complaint was resolved within sixty days of date it was filed.
 - The investigator was unable to verify and substantiate the complainant's allegations.
 - The complainant was advised of her right to pursue an EEO complaint but she did not pursue the matter.

No Allegations Received in FY18

16. For any **boards or commissions** associated with your agency, please provide a chart listing the following for each:
- a. For each member:
 1. The member's name,
 2. Confirmation date,
 3. Term expiration date,
 4. Whether the member is a District resident or not, and
 5. Attendance at each meeting in FY17 and FY18, to date.
 - b. List any vacancies.
 - c. Describe the board's or commission's responsibilities and activities in FY17.
 - d. Attach agendas and minutes of each board or commission meeting in FY17 or FY18, to date, if minutes were prepared.

Commission on Selection and Tenure (COST)

Members

| Name | Confirmation Date | Term Expiration Date | District Resident: Y/N | FY 17 Attendance |
|------------------------|---|-----------------------------|-----------------------------------|------------------------------|
| Yvonne Williams | December 16, 2013 (Reappointed May 1, 2015) | April 30, 2018 | Y | Attended All Meetings |
| Joseph Onek | June 13, 2014 (Reappointed September 22, 2017) | April 30, 2020 | Y | Attended All Meetings |
| Rob Hawkins | March 2, 2017 | April 30, 2019 | Y | Attended All Meetings |
| Eugene Adams | N/A | N/A | Y | Attended All Meetings |
| Nadine Wilburn | N/A | N/A | N | Attended All Meetings |
| James Cooper | November 1, 2013 (Reappointed May 1, 2016) | March 2, 2017 | | Attended All Meetings |

Vacancies

None

Responsibilities

The COST is responsible for the appointment, reappointment, and discipline of OAH's ALJs.

FY17 Activities

- Appointed two ALJs**
- Reappointed six ALJs**
- Did not reappoint one ALJ**
- Considered ALJ personnel issues**

Agendas

See Attachment #6

Advisory Committee to the Office of Administrative Hearings

Members

| Name | Confirmation Date | Term Expiration Date | District Resident: Y/N | FY 17 Attendance |
|-------------------------|---|---|-----------------------------------|---|
| Betsey Cavendish | April 24, 2015 | N/A (At the pleasure of the Mayor) | | |
| Toni Jackson | Awaiting Response from the Executive Office of the Mayor | | | |
| Wayne Turnage | June 3, 2015 | N/A (At the pleasure of the Mayor) | | |
| Melinda Bolling | June 3, 2015 | N/A (At the pleasure of the Mayor) | | |
| Pierpont Mobley | September 21, 2012 | Awaiting Response from the Executive Office of the Mayor | | |
| Mary Buckley | July 19, 2017 | N/A (At the pleasure of the Mayor) | | Awaiting Response from the Executive Office of the Mayor |
| Richard Beckler | September 21, 2012 | Awaiting Response from the Executive Office of the Mayor | | |
| Paul Wolfson | April 12, 2017 | N/A (At the pleasure of the Mayor) | | |
| Makita Weaver | December 12, 2014 | Awaiting Response from the Executive Office of the Mayor | | |
| Alice Thomas | March 17, 2017 | N/A (At the pleasure of the Mayor) | | |

Vacancies

Awaiting Response from the Executive Office of the Mayor

Responsibilities:

- To advise Chief ALJ Adams in carrying out his duties;
- To identify issues of importance to the ALJs that OAH should address;
- To review the following issues and problems related to administrative adjudication; and
- Made the following recommendations for statutory and regulatory changes that are consistent with advancing

FY17 Activities

- Issued a response to the ODCA/Center for Court Excellence Report.
- Requested feedback to the Mayor regarding systemic problems ALJs are experience with program administration.
- Discussed OAH’s progress on its attempts to increase transparency by making the agency’s opinions available online.

Agendas

See Attachment #7

17. Please list the **task forces and organizations** of which the agency is a member and any associated membership dues paid.

OAH is not a member of any task forces.

II. Budget and Expenditures

18. Budget

- a. Please provide a table showing your agency’s Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for fiscal years 2016, 2017, and the first quarter of 2018. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).

Please find attached the budgets for FY16, FY17, and FY18 in the Excel file titled FS0 OAH Council Filings - Attachments.xls. The tabs are “18A Budget FY17 and FY18” and “18A Budget for FY16.” (Attachment #8)

- b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017 for each program and activity code.

Please find attached the variances in the Excel file FS0 OAH Council Filings - Attachments.xls. The tab is “18B Budget Variance.” (Attachment #8)

- c. Attach the cost allocation plans for FY17 and FY18.

Please find enclosed the cost allocation plan for both FY17 and FY18 (Attachment #8).

- d. In FY16 or FY17, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

In FY16 and FY17, no federal funds lapsed.

19. Please provide a table listing all **intra-District transfers** for FY17 and FY18 (YTD), as well as anticipated transfers for the remainder of FY18.

- a. For each transfer, include the following details:
 - i. Buyer agency;
 - ii. Seller agency;
 - iii. The program and activity codes and names in the sending and receiving agencies' budgets;
 - iv. Funding source (i.e. local, federal, SPR);
 - v. Description of MOU services;
 - vi. Total MOU amount, including any modifications;
 - vii. Whether a letter of intent was executed for FY or FY18 and if so, on what date,
 - viii. The date of the submitted request from or to the other agency for the transfer;
 - ix. The dates of signatures on the relevant MOU; and
 - x. The date funds were transferred to the receiving agency

Please see attached a listing of all intra-District transfers for FY17 and FY18 in the Excel file FS0 OAH Council Filings - Attachments.xls. The tabs are "Q19A FY 17 ID" and "Q19A FY 18 ID. (Attachment #9)

- b. Attach copies of all intra-district transfer MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.

Please see Attachment #10.

- c. Please list any additional intra-district transfers planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.

Please see attached a listing of all intra-District transfers for FY17 and FY18 in the Excel file FS0 OAH Council Filings - Attachments.xls. The tabs are "Q19A FY 17 ID" and "Q19A FY 18 ID." See Attachment #9

OAH does not have additional planned intra-District transfers.

20. Please provide a table listing every **reprogramming** of funds (i.e. local, federal and SPR) into and out of the agency for FY17 and FY18, to date, as well as anticipated inter-agency reprogrammings for the remainder of FY18. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart. For each reprogramming, include:
- a. The reprogramming number;
 - b. The sending or receiving agency name;
 - c. The date;
 - d. The dollar amount;
 - e. The funding source (i.e. local, federal, SPR);
 - f. The program, activity, and CSG codes for the originating funds;
 - g. The program, activity, and CSG codes for the received funds; and
 - h. A detailed rationale for the reprogramming.

Please see a listing of all intra-District transfers for FY17 and FY18 in the Excel file FS0 OAH Council Filings - Attachments.xls. OAH does not have additional planned intra-District transfers.

Please see the PDFs for FY17 and FY18 reprogrammings in Attachment #11.

21. Please list, in chronological order, every **reprogramming** *within* your agency during fiscal year 2017 and 2018, to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:
- a. The date;
 - b. The dollar amount;
 - c. The funding source (i.e. local, federal, SPR);
 - d. The program, activity, and CSG codes for the originating funds;
 - e. The program, activity, and CSG codes for the received funds; and
 - f. A detailed rationale for the reprogramming.

This question has been answered in question #20 of this section.

22. For FY17 and FY18, to date, please identify any **special purpose revenue funds** maintained by, used by, or available for use by the agency. For each fund identified, provide:
- a. The revenue source name and fund code;
 - b. A description of the program that generates the funds;
 - c. The revenue funds generated annually by each source or program;
 - d. Expenditures of funds, including the purpose of each expenditure; and
 - e. The current fund balance (i.e. budget versus revenue)

Not Applicable. The agency does not have any special purpose revenue funds.

23. Please list all **memoranda of understanding** (“MOU”) and memoranda of agreement (“MOA”) entered into by your agency during FY17 and FY18, to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers.)
- a. For each MOU, indicate:
 - i. The parties to the MOU or MOA
 - ii. Whether a letter of intent was signed in the previous fiscal year and if so, on what date,
 - iii. The date on which the MOU or MOA was entered,
 - iv. The actual or anticipated termination date,
 - v. The purpose, and
 - vi. The dollar amount.
 - b. Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
 - c. Please list any additional MOUs and MOAs planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.

This question is inclusive of and is answered in Q19 above within this section.

24. Please list all **capital projects** in the financial plan and provide an update on all capital projects under the agency’s purview in FY17 and FY18, to date, including projects that are managed or overseen by another agency or entity. Please provide:
- a. A brief description of each project begun, in progress, or concluded in FY16, FY17, and FY18, to date;
 - b. A status report on all capital projects including:
 - a. The amount budgeted, actual dollars spent, and any remaining balances;
 - b. Start and completion dates; and
 - c. Current status of the project.
 - c. A list of which projects are experiencing delays and which require additional funding;
 - d. A status report on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23; and
 - e. A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency; if so, please provide an accounting of such impact.

Not Applicable.

25. Part I. The committee would like to better understand the agency’s programmatic needs and the associated budgetary costs. Please submit copies of your FY19 budget submission to the Mayor’s Office of Budget and Finance (OBF). In FY19, this includes:
- a. The Operating Budget Submission Memo;
 - a. Attachment A, Vacancy List;
 - b. Form 1 (Impact of Agency’s Marc);
 - c. Form 2 (Enhancement Requests); and

d. Attachment B, List of intra-districts.

Please see enclosed the FY19 Budget Submission Package to OBPM (Attachment #12).

Part II: In addition, please identify:

- a. Which of your agency's MARC reductions and hypothetical 2% cuts (Form 1) were accepted or rejected (i.e. if the cut was rejected, the funds were not swept and if the cuts were accepted, the funds were swept) ; and
- b. Which of your agency's enhancement requests (Form 2) were accepted (i.e. which enhancements were added to your agency's FY19 budget).

At this time, the Government of District of Columbia is majority spending its funding on labor agreements. Any subsequent funding will be tiered according to Mayoral priorities and needs. Agencies will likely know where they stand by the first week of March after both the City Administrator and Mayor weigh in on both priorities and needs. The Office of Administrative Hearings cannot provide a final response on whether enhancements were accepted. However, OAH will consider reprogramming of personal services funds to prepare for the worst case scenario.

For FY16 and FY17, please include each fiscal year's information for #24 Part I and Part II. Please indicate if your agency is willingly omitting any information requests in Part I and Part II.

For #24, FY16 and FY17 is Not Applicable. The agency is not willingly omitting any information requests in Part I or Part II for FY16 or FY17. Please find enclosed the Operating Budget Submission Memos and supporting documentation for FY16 and FY17 (Attachment #12). For FY16, there is no requirement of Form I per the enclosed Budget Submission Instruction Memo for this period.

26. Please list each **grant or sub-grant**, including multi-year grants, received by your agency in FY17 and FY18, to date. List the following:

a. Source,

Department of Health and Human Services

b. Purpose,

To reimburse ALJ hours for hearing Medicaid Related Cases to Department of Health Care Finance.

c. Timeframe,

The timeframe is from fiscal year to fiscal year.

- d. Dollar amount received,

\$60,000 in both FY16 and FY17.

- e. Amount expended,

\$70,000 in FY16 and \$150,000 in FY17.

- f. How the grant is allocated if it is a multi-year grant, and

The grant is not a multi-year grant.

- g. How many FTEs are dependent on each grant's funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.

The grant is not set to expire and no FTEs are directly tied to grant funding, however the funding does cover several ALJ hours spent hearing Medicaid related cases.

27. Please describe every **grant** your agency is, or is considering, applying for in FY18.

Not Applicable.

28. Please list each **contract, procurement, and lease** leveraged in FY17 and FY18 (year-to-date) with a value amount of \$10,000.00 or more. "Leveraged" includes any contract, procurement, or lease used by DOES as a new procurement establishment (i.e. HCA, BPA, etc.), contract extension, and contract option year execution. This also include direct payments (if applicable). For each contract, procurement, or lease leveraged, please attach a table with the following information, where applicable:

Part I

- a. Contractor/Vendor Name;
- b. Contract Number;
- c. Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.);
- d. Description of contractual goods and/or services;
- e. Contract's outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Contract Administrator name and title assigned to each contract and/or procurement;

- i. Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- j. Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- k. Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor);
- l. Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency's contract);
- m. CBE status;
- n. Division and activity within DOES utilizing the goods and/or services;
- o. Requisitions and purchase order numbers established under each contract;
- p. Corresponding, obligated amounts for each purchase order;
- q. Corresponding, expended amounts (actuals) for each purchase order;
- r. Funding source for each requisition and purchase order;
- s. Index and PCA codes used each requisition and purchase order;
- t. Activity code and name for each index and PCA used under requisitions and purchase orders;
- u. Total contract or procurement value in FY17;
- v. Total contract or procurement value in FY18 (YTD);
- w. Period of performance (e.g. May 31 to April 30);
- x. Current year of contract (e.g. Base Year, Option Year 1, etc.);

Please see enclosed for FY17 and FY17 Contracts under the Excel file FS0 OAH Council Filings – Attachments.xls. The associated tabs are titled “Q28 FY17” and “Q28 FY18.” For FY16 and FY17, OAH did not have any leveraged contracts. (Attachment #13)

Part II

Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.

Not applicable.

29. Please list each **grant** awarded by your agency during FY17 and FY18 (year-to-date) for good and/or services provided by your agency. Please attach any documentation of monitoring, including any reports developed. At a minimum, please include the following grants in your response: [LIST KNOWN GRANTS]. For each grant, please include the following information, where applicable:

Part I

- a. Grant/Program Title;
- b. Grant/Program Number;
- c. Grantee Name;
- d. Description of goods and/or services;

- e. Grant's outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Program Manager name and title assigned to each grant;
- i. Grant Administrator name and title assigned to each grant;
- j. Oversight/monitoring plan for each grant and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- k. Target population for each grant (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- l. Sub-granting status (i.e. Did the Grantee sub any provision of goods and/or services with another vendor);
- m. Solicitation method (e.g. competitive RFA or sole source);
- n. CBE status;
- o. Division and activity within DOES utilizing the goods and/or services;
- p. Requisitions and purchase order numbers established under each grant;
- q. Corresponding, obligated amounts for each purchase order;
- r. Corresponding, expended amounts (actuals) for each purchase order;
- s. Funding source for each requisition and purchase order;
- t. Index and PCA codes used each requisition and purchase order;
- u. Activity code and name for each index and PCA used under requisitions and purchase orders;
- v. Total grant award value in FY17;
- w. Total grant award value in FY18 (YTD);
- x. Period of performance (e.g. May 31 to April 30);
- y. Current year of grant award (e.g. Base Year, Option Year 1, etc.);

Not applicable.

Part II

Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.

Not applicable.

III. Agency performance, evaluation, and disputes

30. Please list all pending **lawsuits** that name the agency as a party.
 - a. Provide the case name, court, where claim was filed, case docket number, and a brief description of the case.
 - b. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation.
 - c. Please provide the extent of each claim, regardless of its likelihood of success.
 - d. For those identified, please include an explanation about the issues involved in each case.

Please see Attachment #14.

31. Please list all **settlements** entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, including any covered by D.C. Code § 2-402(a)(3), which requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years. For each, provide
- a. The parties' names,
 - b. The amount of the settlement, and
 - c. If related to litigation, the case name, court where claim was filed, case docket number, and a brief description of the case, or
 - d. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. Administrative complaint, etc.).

None.

32. Please list in chronological order, all **administrative grievances or complaints** filed by parties outside the agency against the agency in FY17 or FY18, to date, broken down by source. Include on the chronological list any earlier grievance that is still pending in any judicial forum.
- a. For each grievance or complaint, give a brief description of the matter as well as the current status.
 - b. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - c. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.

There are no applicable administrative grievances or complaints for FY17 or FY18 to report.

33. Please list and describe any ongoing **investigations, audits, or reports** on the agency or any employee of the agency, or any that were completed during FY17 and FY18, to date. Please attach copies of any such document.

All of the ongoing and completed investigations of employees are related to confidential, personnel matters. As a result, OAH cannot provide them in this context because of the privacy rights of the individuals who are the subject of these inquiries.

34. Please provide a copy of the agency's FY17 **performance accountability report**.

The FY17 Performance Accountability Report (PAR) is enclosed as Attachment #15.

a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY17 and which were not.

- **Percentage of all unemployment insurance cases closed within the fiscal year that were closed within 90 days of filing. Met**
- **Percentage of all non-unemployment insurance cases closed within the fiscal year that were closed within 120 days. Met**
- **Percentage of all cases filed within the fiscal year entered into the database within 3 days of filing. Nearly Met**
- **Percentage of all cases open without approval more than 120 days at the end of the fiscal year. Unmet**
- **Case closure rate at or over 100% at the end of the fiscal year. Met**
- **Average number days between the end of a hearing and the issuance of a final order. Met**
- **Percentage of jurisdictions reviewed for increased focus on mediation. Met**
- **Percentage of cases in target jurisdictions in which mediations occurred. Met**
- **Percentage of cases in target jurisdiction which are totally resolved through mediation. Unmet**
- **Number of contacts with agencies appearing before OAH through meetings with OGC. No longer tracking.**

b. For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.

All Met KPIs were completed by project completion date and within budget.

c. For any objective not met or completed, please provide an explanation.

The following KPIs were not met.

- **Percentage of all cases filed within the fiscal year entered into the database within 3 days of filing. Nearly Met. OAH believes that the failure to meet the target for entering cases is due to large swings in filings by the largest client agency—doubling its usual number of new monthly filings in**

the four final months of FY2017. There was also a total increase of about 1,000 new filings over total filings in FY2016. For a significant part of FY2017, OAH had staffing shortages amongst administrative professionals (both voluntary and involuntary departures) which delayed efficiency. The staffing shortage has largely been addressed in FY18.

- **Percentage of all cases open without approval more than 120 days at the end of the fiscal year.** Unmet. OAH believes that it is making significant progress in meeting this goal. The aging of cases requires constant monitoring and is a responsibility of the Principal ALJs. . Two ALJs had some unexpected challenges and were out for extended periods. The remaining six, all of whom were up for reappointment between June and August 2017, were not reappointed until after the end of FY17. There were extended absences (legally unable to work as ALJs until officially reappointed) which also affected workflow, completion rates, and efficiency in a number of areas. These issues have also been resolved and OAH anticipates fully meeting its performance measures for FY 18.
- **Percentage of all cases open without approval more than 120 days at the end of the fiscal year.** Unmet. The percentage varies and depends upon mix of case types and complexity of particular cases involved. This does not reflect cases that were partially resolved through mediation.
- **Number of contacts with agencies appearing before OAH through meetings with OGC. No longer tracking.** The duties of OAH's General Counsel's office (OGC) have evolved dramatically over the past two years. At one point in its history, the OGC very occasionally acted in a quasi-emissary role between the judicial department of OAH and the agencies we serve by meeting with agencies' general counsel offices in order to clarify relevant processes and procedures, as well as to updated and gain information on changing rules and regulations that affected OAH adjudication. However, OGC is now dedicated exclusively to in-house legal tasks, including but not limited to drafting and executing the agency's various contract obligations, personnel issues, mediations and legal research.

35. Please provide a copy of your agency's FY18 **performance plan** as submitted to the Office of the City Administrator. Please discuss any changes to outcomes measurements in FY17 or FY18, including the outcomes to be measured, or changes to the targets or goals of outcomes; list each specifically and explain why it was dropped, added, or changed.

Please see enclosed PDF of the FY18 Performance Plan enclosed as Attachment #16. There were no changes to measurements; however some KPIs were added to increase operational efficiency and public confidence in OAH's resolution of administrative disputes:

- **Percent of cases entered into eCourt in two or fewer business days of receipt at OAH**

This KPI is a measurement of how efficiently OAH personnel create the computer record of any new case filed with OAH. The measure is important because if time is lost in starting a case, it is difficult to make up for it. The measure also assists in identifying whether certain jurisdictions may need additional support because of an increase in filings.

- **Percent of all records requested that were timely certified to the D.C. Court of Appeals and to the Rental Housing Commission within the calendar year**

Previously there was no measure to efficiently track how OAH was handling closed cases which a party had appealed to the D.C. Court of Appeals or to the Rental Housing Commission. Although very few of OAH's cases are appealed to a higher court, it is important that OAH meet any deadlines for filing records with those higher authorities. A delay in filing the record could result in a delay in the resolution of the case. Now OAH can report that we have cleared our backlog and created a simple and efficient system to handle record requests from the D.C. Court of Appeals and the Rental Housing Commission.

The following KPIs were added to improve OAH's data management system to support a highly-efficient, transparent, and responsive OAH.

- Percent of jurisdictions in which cases are available for remote access
- Average number of unique hits through the public portal

The following *initiatives* were added to streamline the hearing process and properly account for supply and asset management as well as enhance the customer service experience:

- Website/Web Portal Access
- Customer Service Surveys
- Establish Intake Check In/Self Registration System
- Inventory Asset Usage
- Supply Asset Usage

36. Please provide the number of **FOIA requests** for FY17 and FY18, to date, that were submitted to your agency.

- a. Include the number granted, partially granted, denied, and pending.
- b. Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
- c. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please provide a copy of that report as an attachment.

| | FOIA Requests | FOIA Requests Granted | FOIA Requests Partially Granted | FOIA Requests Denied | FOIA Requests Pending |
|-------------|----------------------|------------------------------|--|-----------------------------|------------------------------|
| FY17 | 16 | 6 | 3 | 1 | 3 |
| FY18 | 4 | 1 | 1 | 0 | 2 |

| | FY17 | FY18 |
|---|----------------|----------------|
| Average Response Time | 15 days | 49 days |
| Estimated Number of FTEs | 3 | 3 |
| Estimated Number of Hours Spent Responding to Requests | 45 | 20 |
| Cost of Compliance | \$2,426 | |

37. Please provide a list of all **studies, research papers, reports, and analyses** that the agency prepared or contracted for during FY17 and FY18, to date. Please attach a copy if the study, research paper, report, or analysis is complete. For each study, paper, report, or analysis, please include:
- The name,
 - Status, including actual or expected completion date,
 - Purpose,
 - Author, whether the agency or an outside party,
 - Reference to the relevant grant or contract (name or number) in your responses above, and
 - Source of funding (program and activity codes) if not included in responses above.

OAH Response to the Office of the District of Columbia Auditor’s (ODCA) Report

- Agency Response to ODCA Report Entitled *Administrative Justice in the District of Columbia: Recommendations to Improve DC’s Office of Administrative Hearings* (Please see Attachment #18);**
- Sent to ODCA and the Council for Court Excellence (CCE) on December 1, 2017;**
- This response serves to discuss OAH’s concerns regarding the findings and recommendations from ODCA’s Report that are significant to the agency’s structure and function;**
- Authored by agency;**

e. n/a; and

f. n/a.

38. Please list all **reports or reporting** currently required of the agency in federal law, the District of Columbia Code, or Municipal Regulations. For each, include
- a. The statutory code or regulatory citation;
 - b. Brief description of the requirement;
 - c. Any report deadlines;
 - d. Most recent submission date; and
 - e. A description of whether the agency is in compliance with these requirements, and if not, why not.

The Department of Labor requires several monthly reports to assure accuracy, uniformity, and comparability of state unemployment insurance operations. OAH submits ETA 5130 (monthly information on the appeals case workload), ETA 9054 (monthly information on the time lapse of appeals from date of filing to decision), ETA 9055 (monthly information on the inventory of appeals filed but undecided), and ETA 5130 (EUC-08) by the 15th of each month to the Department of Employment Services (DOES) so that DOES may transmit these reports to the National Office the 20th day of the month following the month to which it relates. Additionally, OAH submits to DOES ETA 9057 (a quarterly report which provides information on the quality of lower authority appeals hearings and decisions) on the 15th day of the second month following the end of the quarter to which the data relates. A skeleton version of the ETA 9057 is submitted to DOES on the 15th day of the first month following the end of the quarter to which the data relates. These reporting requirements are established by 42 U.S.C. §1111(b) and found in the Department of Labor's UI Reports Handbook No. 401.

The U.S. Department of Agriculture requires the D.C. Department of Human Services (DHS) to submit a Program and Budget Summary Statement: Part B Program Activity Statement quarterly. OAH submits to DHS information on fair hearings for Supplemental Nutrition Assistance Program benefits cases for that report at the beginning of each new quarter.

39. Please provide a list of any additional **training or continuing education** opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained. What training deficiencies, if any, did the agency identify during FY17 and FY18, to date?

All trainings are identified under Travel Expense per Part I, Question #7. This is also found under in the Excel file FS0 OAH Council Filings – Attachments.xls. See Attachment #3.

40. Please discuss **performance evaluations**.

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

OAH conducts performance evaluations of its employees and the personnel in charge of each major part of the agency, i.e. the Clerk's Office, the Office of General Counsel, and the Administrative Law Judges, prepare the evaluations. For the Clerk's Office staff, performance evaluations are completed in PeopleSoft and in the manner prescribed for Career Service Employees.

The General Counsel conducts evaluations of all the employees in the Office of General Counsel by first establishing evaluation criteria. The employee then completes a self-evaluation form, followed by the General Counsel conducting a final evaluation, which is entered into PeopleSoft.

Finally, the Chief Administrative Law Judge prepares the evaluations of the Administrative Law Judges pursuant to criteria set forth in Article 24 of the Collective Bargaining Agreement.

41. Please list all **recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities** during FY16, FY17, or FY18, to date. Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.

In FY16, the Council for Court Excellence, on behalf of ODCA, authored *Administrative Justice in the District of Columbia: Recommendations to Improve DC's Office of Administrative Hearings*. Please see the Attachment #17.

And in FY17, OAH addressed the findings and recommendations in its Agency Response to ODCA Report Entitled *Administrative Justice in the District of Columbia: Recommendations to Improve DC's Office of Administrative Hearings*. Please see PDF in the folder Attachment #18.

IV. Agency Operations

42. How did the agency address its **top five priorities** in FY17? What are the agency's top five priorities in FY18? Please explain how the agency expects to address these priorities in FY18.

The agency had 4 priorities for FY17:

- **Increase operational efficiency and the public's confidence in OAH's resolution of administrative disputes**
- **Increase use of mediation to settle cases in certain jurisdictions**
- **Facilitate the flow of information to and from agencies whose cases are heard at OAH**
- **Create and maintain a highly efficient, transparent and responsive District Government**

Through these priorities, the agency measured case closure rate, the flow of information to and from agencies, contacts and meetings with jurisdictions, and length of time to adjudication to name a few with select target goals. OAH tried our best to meet or exceed these goals for FY17 and fell short by 3 goals of which OAH is looking to address in FY18 by addressing staffing shortages amongst administrative professionals (both voluntary and involuntary departures) which delayed efficiency. Two ALJs had some unexpected challenges and were out for extended periods. The remaining six, all of whom were up for reappointment between June and August 2017, were not reappointed until after the end of FY17. There were extended absences (legally unable to work as ALJs until officially reappointed) which also affected workflow, completion rates, and efficiency in a number of areas. These issues have also been resolved and OAH anticipates fully meeting its performance measures for FY 18.

However, by the end of FY17, OAH was able to provide additional resources to the public by enabling customers to sort final decisions online (public portal).

The agency has 6 priorities for FY18:

- **Increase operational efficiency and the public's confidence in OAH's resolution of administrative disputes**
- **Increase use of mediation to settle cases in certain jurisdictions**
- **Facilitate the flow of information to and from agencies whose cases are heard at OAH**
- **Create and maintain a highly efficient, transparent and responsive District Government**
- **Improve the OAH data management system to support a highly efficient, transparent, and responsive OAH**
- **Reduce fraud, waste, and abuse in supply/asset management**

OAH is seeking to enhance the 4 priorities from the previous year but measure the jurisdictions through which cases are available for remote access as well as average number of unique hits through the public portal. These measures track how often customers are accessing their final decisions. Further OAH has procured software to enable staff to self-register, streamlining the hearing process. Finally, OAH purchased software and has created an initiative to track and forecast demand and supply of inventories.

43. Please describe any **initiatives** that the agency implemented in FY17 or FY18, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

The following initiatives were added to streamline the hearing process and properly account for supply and asset management:

- **Website/Web Portal Access:** Since September 2017, OAH has posted all Final Orders from several jurisdictions on the OAH website. Final Orders are uploaded on a weekly basis to a cloud-based server and are immediately accessible to all users. More than 3,000 Final Orders from eight different jurisdictions have been posted to date. While confidentiality restrictions will limit the Final Orders that can be posted from certain jurisdictions, more jurisdictions will be added shortly. The system allows litigants and stakeholders to access Final Orders in these jurisdictions without physically coming to OAH. The next level of access is to provide a “portal” to the OAH case management system, similar to the access now provided to DC government agencies. A web-based portal will permit searching for different case information and will involve modification of the case management system itself.
- **Customer Service Surveys:** OAH will be re-evaluating and improving its customer survey questionnaire to align more closely with OAH’s programmatic areas. The surveys are available on 2 kiosks located in the Resource Center and in the Reception area. Current questions are general and vague and do not necessarily cover the entire universe of services and activities offered by OAH. The current survey provides 11 questions ranging from whether the respondent participated in a hearing to if the respondent paid a fine. OAH will be modifying its surveys to cover activities that affect the public to include translation services, wait time, video hearings, etc. To ensure that OAH receives feedback from all stakeholders, we will be posting links to the surveys on OAH’s website so that it is readily accessible, for the customer’s convenience.
- **Establish Intake Check In/Self Registration System:** Track the effectiveness of self-registration system by analyzing customer usage as well as length of time from arrival to departure.
- **Inventory Asset Usage:** Develop/procure supply/asset inventory tracking system to recognize usage and shelf life of assets and supplies.
- **Supply Asset Usage:** Perform physical count at the inception of the inventory/asset management software acquisition and quarterly thereafter to determine viability of new inventory/asset tracking system.

44. Please list each **new program** implemented by the agency during FY17 and FY18, to date. For each program, please provide:

- a. A description of the program;
- b. The funding required to implement to the program;
- c. The program and activity codes in the budget; and

- d. Any documented results of the program.

There are no new programs being implemented at OAH during FY17 and FY18.

45. Please explain the impact on your agency of any **legislation** passed or regulations adopted at the federal level during FY17 and FY18, to date, which significantly affect agency operations.

OAH is not aware of any legislation passed or regulations adopted at the federal level during FY17 or FY18 that will significantly affect agency operations.

46. Please identify any **legislative requirements** that your agency lacks sufficient resources to properly implement. Please explain.

Pursuant to Section 7 of the Childhood Lead Exposure Prevention Amendment Act of 2017, effective September 23, 2017 (D.C. Law 22-21, D.C. Official Code § 2-1831.03(b-14)), OAH will gain jurisdiction over certain adjudicated cases arising from violation of two provisions. And OAH will likely hear cases over the enforcement of civil infraction violations arising from this Act. While the Childhood Lead Exposure Prevention Amendment Act alone does not place a stress on our agency's resources, it adds to the growing list of OAH's statutory mandated jurisdiction. Specifically, OAH's Licensing and Enforcement cluster may need additional FTEs (a legal assistant and an ALJ).

47. Please discuss any **legislation** your agency plans to submit to the Council in FY18 or FY19.

Deputy Chief Administrative Law Judge

In accordance with a recommendation provided in the *Administrative Justice in the District of Columbia: Recommendations to Improve DC's Office of Administrative Hearings*, OAH plans on submitting suggested legislation establishing a Deputy Chief Administrative Law Judge (DCALJ). After looking at comparable administrative agencies, OAH believes that there should be a statutory creation for the DCALJ position instead of an internal agency policy. OAH hopes to submit this legislation in the current fiscal year.

48. Please identify any **statutory or regulatory impediments** to your agency's operations.

Pursuant to the Public Space Enforcement Act of 2014, nine regulations are no longer enforced and adjudicated under the Litter Control Act. These regulations are now to be enforced and adjudicated pursuant to the DDOT Establishment Act and the Civil Infractions Act. While the law is effective, it is not applicable as yet and the section cannot be implemented as written until DDOT issues a Notice of Final Rulemaking.

Currently, the Compensation Review Board, established by the Director of the Department of Employment Services (DOES), hears appeals of OAH decisions with

respect to a claim for public sector workers' compensation benefits. This review undermines a litigant's opportunity for an independent decision because it subjects the decision of an independent ALJ to the executive agency that made the original administrative decision. This review also hinders finality of an order issued by an ALJ because litigants must return to DOES before obtaining the right to appeal to a court of last resort.

The District's Wage Payment and Collection Law is ambiguous about whether ALJs have discretion in awarding less than the full amount of liquidated damages or penalties in wage theft cases. In addition to the award of back wages, the statute allows for an award of liquidated damages. If an employer fails to pay a terminated employee the wages owed, the employer will additionally be liable for 10% of the unpaid wages for each working day thereafter until payment is made or for an amount equal to treble the unpaid wages, whichever is smaller. (D.C. Official Code § 32-1303(4)). The language contained in the Wage Payment and Collection Law (Chapter 13 of Title 32) does not appear to make liquidated damages discretionary, however the language of the Minimum Wage Revision Act (Chapter 10 of Title 32) does give the court discretion in determining liquidated damages. Under the Minimum Wage Act it states that the court "may award an additional amount of liquidated damages less than treble the amount of unpaid wages, but not less than the amount of unpaid wages," if the employer demonstrates good faith, reasonable grounds to believe that they were not in violation of the law, and that they promptly paid the full amount of wages claimed to be owed.

There is a backlog in DHCF EPD Waiver cases because the required assessments have been delayed due to the current vendor's insufficient number of nurses available to perform the assessments. DHCF is seeking to amend regulations so that more vendors may be utilized. (Have to work with CMS—this might be out of the Council's authority).

And pursuant to a Memorandum of Understanding between OAH and the Department of Housing and Community Development, OAH has jurisdiction over adjudicated cases arising from four provisions of the Condominium Act of 1976, effective March 29, 1977 (D.C. Law 1-89; D.C. Official Code §§ 42-1904.06(c), 42-1904.14, 42-1904.15, and 42-1903.16). DHCD has yet to promulgate regulations for these cases.

49. Please list all **regulations** for which the agency is responsible for oversight or implementation.
- a. For each regulation, please list the chapter and subject heading, and the date of the most recent revision.
 - b. Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

OAH is responsible for oversight and implementation of the following regulations:

1 DCMR Chapter 28 – Office of Administrative Hearings Rules of Practice and Procedure (Last revised on April 29, 2016)

1 DCMR Chapter 29 – Office of Administrative Hearings: Rules for DCPS, Rental Housing, Public Benefits, and Unemployment Insurance Cases (Last revised on April 29, 2016)

50. Did the agency report any administrative law judges to the Commission on the Selection and Tenure of Administrative Law Judges in FY17 or FY18, to date?

OAH did not report any administrative law judges to the Commission on the Selection and Tenure of Administrative Law Judges in FY17 and FY18 to date.

51. How many cases did the Chief Judge hear, and how many opinions did the Chief Judge author during FY17 and FY18, to date?

In FY17, the Chief Administrative Law Judge heard 10 cases and authored 10 Final Orders.

In FY18, the Chief ALJ has not yet heard any cases, but anticipates doing so before the end of the fiscal year. His other responsibilities have consumed his time to date.

52. How many pro se litigants used resources available at the resource center?

Approximately 2,112 pro se litigants used the resources available at the resource center.

(a) Has the agency expanded the online resource center to include all documents that a litigant can obtain in person at the resource center?

All of the forms and informational booklets that are available in the resource center are available on OAH's website.

(b) Specifically, has the agency included the links to other organizations that provide supplemental information?

OAH's website now links to other District agencies that may be able to provide litigants with supplemental information.

53. How many cases were resolved by mediation in FY17 and FY18, to date?

OAH resolved 389 cases by mediation in FY17 and FY18, to date.

54. How many bench orders were issued during FY17 and FY18, to date? Please list all jurisdictions where a bench order may be issued.

OAH does not track the number of issued “bench orders,” a term usually meant to refer to orders that are served from the bench. While OAH Administrative Law Judges (ALJs) are required to issue orders in writing, there is no regulatory prohibition to doing so from the bench. OAH ALJs issue some bench orders in particular kinds of DOES and DPW cases. OAH was issuing bench orders in some cases involving taxicabs. In most OAH jurisdictions, decisions cannot easily be made at the end of a hearing and quickly reflected in a written order, prepared while the parties wait.

55. How does the agency currently evaluate the performance of administrative law judges?
How can system be improved?

The Administrative Law Judges (ALJs) are evaluated according to the terms of Article 24 of their collective bargaining agreement. The ALJs have agreed upon an evaluation process where they will be evaluated on: 1) productivity/timeliness (52%); 2) judicial temperament (16%); 3) legal analysis/writing (16%); and 4) clarity/accuracy of final orders (16%). Furthermore, the parties have agreed to review and revisit this new process as necessary to achieve its goals.

a. How many administrative law judges were terminated during FY16, FY17, and FY18, to date, as a result of poor evaluations?

No administrative law judges have been terminated as a result of poor evaluations during FY16, FY17, and FY18, to date.

56. Please list all jurisdictions eligible to use the e-filing/eservice system. Does the agency have plans to expand this program?

Based on experience in the Resource Center, the e-Filing or the e-Service system is not limited to one specific OAH jurisdiction over another. The better view is that an OAH litigant can use the e-Filing/e-Service systems are reliable ways to send “time sensitive” documents to OAH. Currently, OAH does not anticipate expanding the e-Filing/e-Service systems, but this could change based on the needs of the agency.

57. Please list all cases that are eligible for the video hearing program. Does the agency have plans to expand this program?

All cases at OAH are eligible for the video hearing program. This is limited only by OAH Rule 2821.4 which permits a party to appear at a hearing from a remote location by telephone, videoconferencing, or similar means for good cause shown and subject to appropriate safeguards. There still needs to be additional work done on how the parties with video hearing capability can use it most effectively.

58. Please attach copies of the required annual **small business enterprise (SBE) expenditure** reports for your agency for FY16 and FY17.

a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a

description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Has your agency submitted the required information for fiscal year 2017? Please provide a copy as an attachment.

Please see Attachment #19 for both PDF FY16 and FY17 DSLBD. OAH did not meet its goal for FY16 and ended FY16 at 87%. To address the shortfall, the Office of Administrative Hearings (OAH) will work to clear backlogged cases (DPW, DOES-UI, DHCF, Taxi Cab, DCRA, DOH) that require transcription; utilizing experienced and knowledgeable staff who can manage current and prior period workload. OAH is currently developing a mitigation plan to manage these backlogged cases and process all outstanding transcription invoices tied to each backlogged case. OAH will ensure that staff will be trained in handling case workload.

Additionally, OAH will ensure that outstanding invoices related to backlogged cases are processed in accordance with the Prompt Payment Act; as with the standard for all invoices received by the agency. OAH will conduct periodic meetings on case progress. The Office of Administrative Hearings (OAH) has had several backlogged cases that require transcription (FY15 and FY16) which are directly tied to one particular SBE vendor's (Neal Gross) ability to transcribe said cases and receive payment for services rendered. As cases were backlogged, SBE spend was inadvertently affected. OAH will be developing process improvement methods to verify that payments have been initiated for all services rendered in its applicable period.

For FY17, OAH more than met its goal at 172.60%. OAH will be ensuring that for FY18, the DSLBD goal is met by closely analyzing spend on a quarterly basis to ensure OAH is on target towards meeting the FY18 annual DSLBD goal, as with FY17.

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

OAH manages two virtual Microsoft Windows 2012 SQL databases; OAHSQPRD01 and OAHSQDEV01, which are secure and offsite at the Office of the Chief Technology Officer (OCTO) location. For our production environment, the OAHSQPRD01 database maintains update to date and back up data for our live Case Management Software(s) (eCourt and ProLaw) and live Document Management Software (Hyland OnBase). In support of future troubleshooting, testing, and applying

system patches/upgrades to our “live” environment, the OAHSQLEDEV01 database provides a “test” environment where any new modifications for our Case Management Software or Document Management Software can be fully tested and verified against the application baseline before applying to the production environment. Both databases maintain public and non-public records for all cases that were initiated and adjudicated (Final Orders) at OAH.

Thompson Reuters ProLaw Case Management Software is an 18-year-old system that was used by OAH for all cases from its beginnings as a “pilot project” until 2009 (FY10). New cases are no longer entered into ProLaw. However, the system remains active and used as a data source for older, adjudicated cases. On April 24th (FY17) ProLaw was upgraded from version 11 to version 2017.1 (17) because of its incompatibilities with new technology (Microsoft Windows 2012) OCTO was requiring of all agencies. These records are not accessible by the public.

The eCourt Case Management Software and Hyland OnBase Document Management Software are 8-year-old systems that during the FY10 1Q (2009) took over as the solution(s) to manage the court public and non-public records. Since its existence both systems have experienced ad hoc changes and system refreshes. On November 3rd (FY18), eCourt was upgraded from version 5.3 to LTS1 SP2 and Hyland Onbase was upgraded from version 11 to version 17. This upgrade allows OAH and supporting district agencies to take full advantage of the new upgrades that are offered by only these versions of the systems. Access to the Case Management Software is granted amongst the DCGOV agency, however, there is no public access for OnBase.

60. Please provide a detailed description of any **new technology** acquired or any upgrades to existing technology in FY17 and FY18, to date, or anticipated for the remainder of FY18.
- a. Include the cost, what it does, and the budget program and activity codes that fund it.

In FY18, we acquired and/or upgraded:

WASP Barcode Technologies: OAH purchased an Inventory Management system in FY18 to better track its supply and demand as well as forecasting of both consumables and assets (computers, printers, mice, etc.). OAH purchased the software and barcode scanner as well as label maker in November 2017. The cost is \$4,513.19 and paid via purchase order: PCA 200AA Index 2000A.

Qline: OAH purchased Qline-a self-registration check in system software. With the software OAH needed to purchase two additional kiosks and compatible tablets. The purpose of software is to allow customers/litigants to check in for their hearing to inadvertently track metrics or wait time to be seen for a hearing. This purchase seeks to enhance the customer service experience. Microsoft Surface Pro was purchased and it will be used in the Advanced Kiosks “Qline” Software project. Paid via PCard-PCA300AA Index 3000A.

BOX: Box is an OCTO managed cloud service which OAH utilizes to post redacted final decisions for public access. Litigants can access their final decisions from the agency website. OAH is free software; however the software does have a fee for administrators of which OAH is paying for 7-awaiting MOU and MOU amounts with OCTO.

Hardware: 11 Dell Optiplex 7050 desktop computers for \$9,779 was purchased and they allow agency staff (FTE's and contractors) to access the DCGOV network and OAH network resources paid via purchase order PCA 300AA Index 3000A.

In FY17, we acquired and/or upgraded:

Hardware: 10 Dell 22" Monitors; (10) Latitude E7470 Laptops; (10) Logitech Wireless Keyboard and Mouse MK710's; and (10) Port Replicators (docking stations) was purchased for \$16,673.70 and it allow agency staff (FTEs and Contracts) to access the DCGOV network and OAH network resources paid via purchase order PCA 10400 Index 1040A.

b. Cross reference to any relevant contracts (name or number) in the responses above.

Not applicable.

c. Please explain if there have there been any issues with implementation.

There have been no issues with implementation beyond functionality; however OAH will be establishing a "wish list" to define further requirements for all new software. This comes with a price. Some of the current acquisitions offer very basic capabilities, however OAH seeks to improve the basic functionality and measure this against future goals and initiatives as time progresses.