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**OFFICE OF ANITA BONDS**  
AT-LARGE COUNCILMEMBER  
CHAIR, COMMITTEE ON HOUSING & COMMUNITY DEVELOPMENT

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March 11, 2015

Kimberly Bassett  
Executive Director, Office on Women's Policy and Initiatives  
1350 Pennsylvania Avenue, NW, Suite 332  
Washington, DC 20004

Dear Ms. Bassett:

The annual performance hearing for the Office on Women's Policy and Initiatives (OWPI) is scheduled for **February 18, 2015, beginning at 11:00 AM in Room 120**. The OWPI will be the 8<sup>th</sup> agency to testify. Agencies will testify following public testimony on the Commission under the purview of the agency. Please plan to arrive in time to listen to the entirety of the public testimony presented with respect to your agency.

To allow your agency as much time as possible to consider and respond, attached are pre-hearing questions. So that I may make effective use of your responses, please provide **four hard-copies** of your responses as well as an electronic version in Microsoft Word **on or by the close of February 12, 2015**.

If you feel that I could use additional information outside the scope of the attached questions, please feel free to include an additional written statement. If your office requires clarification of any of the attached questions, please contact the Committee Deputy, Nishant Keerikatte at (202) 724-8025 or nkeerikatte@dccouncil.us. Thank you in advance for your timely and comprehensive response.

Sincerely,

Anita Bonds  
At-Large Councilmember  
Chairperson, Committee on Housing and Community Development

Cc: Charon Hines, Director of the Mayor's Office of Community Affairs

**Office on Women's Policy and Initiatives (OWPI)**

**Questions for Performance Oversight Hearing on Fiscal Year 2015**

1. Please provide a complete, up-to-date organizational chart for each division within the agency including and, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.
  - a. Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.
  - b. Please provide a narrative explanation of any organizational changes made during the previous year.

**Organizational Chart Attached**

2. Please provide a complete, up-to-date position listing for your agency, which includes the following information:
  - a. Title of position
  - b. Name of employee or statement that the position is vacant, unfunded, or proposed.
  - c. Date employee began in position
  - d. Salary and fringe benefits, including the specific grade, series, and step of position
  - e. Job status (continuing/term/temporary/contract)

**Director  
Kimberly Bassett  
January 2, 2015  
\$95,500  
Excepted Service**

**Associate Director  
Mary Buckley  
January 2, 2015  
\$58,000  
Excepted Service**

**Policy Analyst  
Lisa Adams  
August 2013  
\$63,488  
Continuing Excepted Service**

3. 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?

**Yes. The OWPI Director conducts performance evaluations for OWPI employees. OWPI's Director meets with all OWPI employees regularly to discuss performance goals, an annual work plan, and work progress.**

**Office on Women's Policy and Initiatives (OWPI)**

- a. Please list all employees detailed to or from your agency, if any. Please provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.  
**No employees were detailed to our agency**
  
4. Please provide the Committee with:
  - a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense  
**All who have cell phones at the agency's expense:**  
**Kimberly Bassett**  
**Mary Buckley**  
**Lisa Adams**  
**Khadija Ismail (6-month Intern)**
  
  - b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned  
**None. OWPI uses Fleet Share Vehicles**
  
  - c. A list of employee bonuses or special award pay granted in FY14 and FY15, to date  
**No bonuses or special award pay was granted to OWPI employees in 2014**
  
  - d. A list of travel expenses, arranged by employee  
**No travel expenses provided for agency employees**
  
  - e. A list of the total overtime and workman's compensation payments paid in FY14 and FY15, to date  
**No overtime or workman's compensation was granted to OWPI employees**
  
5. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY14 and FY15, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures  
**See attached**
  
6. Please list any reprogramming, in or out, which occurred in FY14 or FY15, to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds  
**Not applicable**
  
7. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY14 or FY15, to date  
**Not applicable**

**Office on Women's Policy and Initiatives (OWPI)**

8. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY14 or FY15, to date. For each account, please list the following:
- a. The revenue source name and code
  - b. The source of funding
  - c. A description of the program that generates the funds.
  - d. The amount of funds generated by each source or program in FY14 and FY15, to date
  - e. Expenditures of funds, including the purpose of each expenditure, for FY14 and FY15, to date
- Not applicable**

9. Please provide a list of all projects for which your agency currently has capital funds available. Please include the following:
- a. A description of each project
  - b. The amount of capital funds available for each project
  - c. A status report on each project, including a timeframe for completion
  - d. Planned remaining spending on the project
- The OWPI does not currently have capital funds available.**

10. Please provide a complete accounting of all federal grants received for FY14 and FY15, to date.
- OWPI did not receive federal grants for FY14 and FY15.**

11. What steps have been taken during FY15 to reduce agency energy use?
- OWPI conserves energy by reducing the amount of paper usage and we power down our computers before leaving the office daily. We turn off all lights upon leaving the office. The agency uses hybrid cars. Additionally, we recycle plastics, glass, aluminum cans, and paper.**

12. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.
- There are no legislative requirements wherein the agency lacks sufficient resources to properly implement.**

13. 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.
- Not applicable**

14. Please list each new program implemented by the agency during FY14 and FY15, to date. For each initiative please provide:

Office on Women's Policy and Initiatives (OWPI)

- a. A description of the initiative

**The DC Commission for Women hosted the Inaugural Washington Women of Excellence Awards Ceremony in March 2014, to highlight the successes, achievements and accomplishments of Women in the District of Columbia. Last year's awardees included: Marie C. Johns, Becky Lee, The DC Abortion Fund, Virginia McLaurin, Yasmine Arrington, Christine Brooks-Cropper, and Euphemia Lofton Haynes.**

**The DC Commission for Women and OWPI, in partnership with local women's organizations and coalitions, hosted a policy conference in October 2014. The goal of the conference was to give elected officials the opportunity to hear women's policy priorities, share their related accomplishments, confirm their commitment to prioritize women's issues, engage in substantive discussion with constituents. and build a powerful constituency of active DC women.**

- b. The funding required to implement to the initiative

**No Documentation available**

- c. Any documented results of the initiative

**No Documentation available**

15. Please provide a list of all studies, research papers, and analyses ("studies") the agency requested, prepared, or contracted for during FY14 and FY15. Please state the status and purpose of each study

**Not applicable**

16. Please explain the impact on your agency of any legislation passed at the federal level during FY14 and FY15, to date that significantly affect agency operations. If regulations the shared responsibility of multiple agencies, please note. No legislation passed at the federal level during FY14 and FY15, to date that significantly affect agency operations

**Not applicable**

17. Please provide a list of all MOUs in place during FY15

**Not applicable**

18. Please list each contract, procurement, lease, and grant ("contract") awarded, entered into, extended and option years exercised, by your agency during FY14 and FY15, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party
- b. The nature of the contract, including the end product or service
- c. The dollar amount of the contract, including budgeted amount and actually spent
- d. The term of the contract
- e. Whether the contract was competitively bid or not

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- f. The name of the agency's contract monitor and the results of any monitoring activity
- g. Funding source

**Not applicable. Neither the OWPI or the Commission for Women employs contractors or consultants.**

19. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY14 or FY15, to date.

**Not Applicable. OWPI does not have any ongoing investigations, audits, or reports nor does any OWPI employee.**

20. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations.

**OWPI is not aware of any recommendations by OIG, the DC Auditor, or any other federal or local oversight entities.**

21. Please identify all electronic databases maintained by your agency, including the following:

- a. A detailed description of the information tracked 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.
- c. Whether the public can be granted access to all or part of each system.

**OWPI has a list-serve housed in OCTO but does not have a database system. Very little documentation of partnerships and activities for the Office on Women's Policy were retained during the transition to the Bowser Administration.**

22. What has the agency done in the past year to make the activities of the agency more transparent to the public? In addition, please identify ways in which the activities of the agency and information retained by the agency could be made more transparent.

**All D.C. Commission on Women meetings and events are open to the public. OWPI shares information with the public through the District's register and the agency's website. All D.C. Commission on Women meetings and events are open to the public.**

23. Please identify any statutory or regulatory impediments to your agency's operations.

**OWPI does not have any statutory or regulatory impediments to OWPI's operations.**

24. How does the agency solicit feedback from customers? Please describe.

- a. What has the agency learned from this feedback?  
**OWPI conducts surveys after events. We engage customers via email updates and personal phone calls. We ask for direct feedback at meetings and events.**

- b. How has the agency changed its practices as a result of such feedback?

Office on Women's Policy and Initiatives (OWPI)

**After meetings or visits we touch them again by sending thank you notes or information they requested in a timely manner.**

25. Did the agency staff participate in any ethics training in FY14 and FY15 to date?

**Yes. Director Kimberly Bassett was briefed at the first Cabinet meeting and during new hire orientation. Associate Director Mary Buckley received training during her new hire orientation.**

26. Please provide, as an attachment, a copy of the Office's FY15 performance plan as submitted to the Office of the City Administrator and indicate whether you are on track to meet those measures.

**A FY15 performance plan was not submitted to the Office of the City Administrator.**

27. 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 FY15 and FY16

- 1. Enhance the Washington Women of Excellence Awards, a program developed to highlight the achievements of women in the District of Columbia. The OWPI plans to create a more robust program by educating the community about what the office does and articulate the Mayor's vision for Women residents**
- 2. Expand the Women's Policy Conference by engaging elected officials, expanding topics of interest, and by using a higher caliber of presenters**
- 3. Increase outreach efforts by expanding OWPI's reach to women's organizations, non-profits, women-owned businesses, and ANCs and community groups**
  - a. OWPI will bring increased awareness to issues facing women in Washington DC. We plan to educate and be a resource to District women by organizing more roundtable discussions, meet and greets, brown bag gatherings, listening sessions, lecture series and occasions for viewing documentaries.**
- 4. Expand and establish private and public partnerships around women's issues and empowerment.**
  - a. OWPI will establish "Women On The Rise" monthly engagement forums wherein we will invite prominent speakers, leaders and service organizations to provide training, inspiration and exposure to relevant city services. OWPI will focus on Wards 7 and 8 for this endeavor.**
- 5. Engage teen girls**
  - a. OWPI is planning a Washington, DC Girls Lead! Talks, which will be an all day leadership gathering for girls ages 14 -18, summer 2015. It will include keynote speakers, panels, and other activities to empower DC girls.**

28. Please provide a detailed update on the each of the issue areas where an OWPI staff member acts as a liaison to (i.e. education, health and human services, small business assistance, environment, mental health, employment, safety, and housing).

Office on Women's Policy and Initiatives (OWPI)

**The OWPI does not have staff liaisons around issue areas. We are an “all hands on deck” operation.**

29. Please provide a list of all current Office on Women's Policy and Initiatives vacancies and the estimated timeline to fill the vacancies.

**OWPI has a vacancy for a Communications Specialist to be filled as soon as possible.**

30. Please describe the training and informational sessions you provide and/or coordinate for the OWPI? What is the frequency of these sessions?

**The staff will be engaging in courses in grants management, Microsoft Office (including Excel, and Power Point) and social media applications. They will receive quarterly trainings.**

31. Please provide a list of types and dates of training/information sessions for the OWPI you have planned for FY15.

**Scheduled thus far is a March 3<sup>rd</sup> beginners Excel training.**

32. How many “Smart Start” workshops to prepare female students to enter the workforce were held during FY 14 and FY 15 to date?

**Not Applicable.**

33. In what areas (e.g. financial training, procedural training, etc.) do you think the OWPI needs the most assistance with?

**OWPI employees will need training for processing in-kind contributions.**

Commission for Women

34. Has the Commission for Women (CFW) been active? If so, when was the last meeting?

**Yes. The most recent meeting was February 5, 2015.**

35. In what capacity has the Commission worked with OWPI?

**The Commission works closely with OWPI. The Commission for Women lends diverse perspectives and expertise to inform the agency on current community concerns. In turn, the OWPI serves as the administrative and operational arm of the Commission for Women. It staffs Commission meetings, establishes an overall agenda and serves as a direct liaison to the Executive Office of the Mayor and other District agencies.**

36. How has the Commission helped enhance the capacity of government agencies and other organizations to secure resources?

**OWPI and the Commission continues to promote and educate the public about issues facing women and about resources provided by District government agencies. We have supported bills and initiatives regarding pay equity, maternity leave, child care, and reproductive rights.**



**Office on Women's Policy and Initiatives (OWPI)**

37. What are your top five priorities for the Commission? Please provide a detailed explanation for how the Commission expects to achieve or work toward these priorities in FY15 and FY16.

- 1. Augment the collection and the dissemination of information regarding the issues pertinent to women in the District.**
- 2. Provide to the OWPI increased analysis on topics such as domestic violence, equal pay, business and employment opportunities, personal safety and health.**
- 3. Assist with the Washington Women of Excellence Awards program. The commission will select speakers, awardees, and women in leadership roles who have contributed in the fields of community affairs, leadership, economic empowerment, public safety and public health.**
- 4. Support the Women's Policy Conference by identifying topics of interests, recruit leaders in business, real estate development, the non-profit sector, entertainment and arts, fashion and interior design, higher education, health care/wellness, technology, and others.**
- 5. Increase outreach efforts by engaging women who are not currently involved in civic activities.**

38. Please provide a list of all current Commission for Women vacancies and estimated timeline to fill the vacancies.

**The Commission for Women has 21 members. We currently have one vacancy. The term for the other 20 Commissioners expires on April 20, 2015.**

39. Please describe the training and informational sessions you provide and/or coordinate for the Commission for Women? What is the frequency of these sessions?

**OWPI invited heads of agencies to educate Commissioners regarding the inner-workings of city government. The members participated in a board retreat twice in 2014. OWPI provides board development and training at the meeting. Many attended the Montgomery County Commission for Women's Annual Legislative Briefing.**

40. Please provide a list of types and dates of training/information sessions for the Commission for Women you have planned for FY15.

**OWPI is planning more presentations agency heads, nonprofits, business leaders and motivational speakers from other industries. The proposed dates are April 3, May 7, June 4, August 6, September 3, October 1, November 5, and December 3. The Commission in Partnership with OWPI will plan two Board Staff Retreats in May and December. A portion of the meeting will be dedicated to Board development and training.**

41. In what areas (e.g. financial training, procedural training, etc.) do you think the Commission for Women needs the most assistance with?

**Training for Board members is planned for outreach techniques and creating position papers.**

**Office on Women's Policy and Initiatives (OWPI)**

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