

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Homeland Security and Emergency Management Agency**



Responses to Fiscal Year 2015 Performance Oversight Questions

Chris T. Geldart

Director, Homeland Security and Emergency Management Agency

Submission to

Committee on the Judiciary
Chairman Kenyan R. McDuffie
Councilmember, Ward 5
Chair Pro Tempore

February 12, 2016

Committee on the Judiciary
John A. Wilson Building
1350 Pennsylvania Ave., NW, Suite 109
Washington, DC 20004



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.**

See attached document “Q1 General HSEMA.”

- a. **Please provide an explanation of the roles and responsibilities for each division and subdivision.**

Agency Management / Office of the Director

The Agency Management / Office of the Director is responsible for resource management, technology infrastructure, human capital development, accreditation process management, special events planning, public information and communications programs, community outreach, operations support, policy support, and executive direction to internal agency divisions. The office coordinates citywide incident command and control for the Executive, as well as provides leadership to the National Capital Region (NCR) as members of the NCR Senior Policy Group. HSEMA also maintains a strong outreach program designed to educate and equip community residents and businesses to deal with hazards and the potential for disasters. HSEMA manages the administration of the Mayor’s Special Events Task Group, a body responsible for organizing the City’s public safety planning efforts for events requiring interagency coordination. Additionally, HSEMA is responsible for the administration of the Community Events Funding Assistance Program.

Planning and Preparedness Division

The Plans and Preparedness Division encompasses services including comprehensive planning, training and exercising, and disaster recovery, to promote resiliency in government agencies, our communities, and critical infrastructure. The Division utilizes a “whole community” approach to engage key stakeholders in developing plans and processes that support a robust emergency management system. Within Training and Exercise, HSEMA offers training courses, hazard and capabilities-based exercises, and plan validations that test and bolster individual and institutional readiness, in accordance with local, District, and national standards, including the National Incident Management System and Incident Command System. The Planning and Preparedness Division, is also responsible for the administration of post-disaster long-term recovery and mitigation programs to ensure District residents and businesses have sufficient support and resources to recover, rebuild and sustain critical operations in the aftermath of a disaster.



Operations Division

The Operations Division provides situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies, severe weather conditions, disasters and other major events impacting quality of life. The Operations Division also provides a command and control element that supports District and Federal agencies during special events such as Independence Day on the National Mall, Capital Pride, and Presidential Inauguration, etc. The Operations Division manages the District's Emergency Operations Center (EOC), a central facility for command and control of emergency operations that coordinates interagency response to and recovery from major emergencies. The EOC works closely with Emergency Support Function agencies in preparation for and during EOC activations. On a day-to-day basis, the 24/7 Joint All Hazards Operation Center within the EOC serves as the central hub of communications, processing information from a myriad of sources, analyzing and disseminating it to District, regional, Federal partners, businesses, and the public to create a common operating picture, and to provide relevant and useful information for taking protective actions.

Washington Regional Threat Analysis Center (WRTAC)

The WRTAC provides tactical and strategic intelligence (collection, analysis, and dissemination), to support District law enforcement agencies, other first responders, homeland security, emergency management, public health and the private sector. The WRTAC also provides intelligence support to deliberate and crisis planning, works to increase situational awareness, and provides real-time threat warning during operations for the EOC and the JAHOC, as well as to HSEMA and DC City Cabinet leadership.

Finance / Administration and Homeland Security Grants Division

The Finance/Administration and Homeland Security Grants Division is responsible for financial management, procurement and serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and also for those grant programs awarded to the NCR, which encompasses neighboring counties in Maryland and Virginia. A regional policy advisory group and representatives from the District, Maryland and Virginia jurisdictions plan and coordinate the regional grant programs administered by the Division including the NCR Urban Area Security Initiative, Nonprofit Security Grant Program and Regional Catastrophic Planning Grant Program grant programs that are administered by the Homeland Security Grants Division. The Division is also responsible for several local grant programs awarded by the U.S. Department of Homeland Security including the State Homeland Security Program, Citizen Corps Program, Emergency Management Performance Grant, Emergency Operations Center Grant, Public Safety Interoperable Communications Grant, and Interoperable Emergency Communications Grant Program. The Division provides programmatic oversight to the numerous individual grant-funded



homeland security projects in the District of Columbia and the NCR to ensure that the projects are making progress, meeting milestones, and comply with the applicable grant guidance.

- b. Please provide a narrative explanation of any changes made during the previous year.**

No changes have been made over the past year.

- 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.**

See attached document “Q2 General HSEMA.”

- 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.**

See attached document “Q2 General HSEMA.”

- b. For each filled position, please provide the employee’s length of service with the agency.**

See attached document “Q2 General HSEMA.”

- 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.**

HSEMA has no employees detailed to or from our agency.



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;

Employees with Communication Devices	Employees with Communication Devices
Geldart, Chris	Harris, Robert
Baker, Brian	Harrison, Leslie
Adams, Nikelle	Hoover, Athena
Akasa, Annah	Horsley, Elizabeth
Banks, Patricia	Jack, Joshua
Benefield, Steve	Jackson, Adrienne
Bowen, Whitney	Jackson, Olivia
Brocker, Rebecca	Johnson, Robyn
Campbell, Kimberly	Jones, Gelinda
Cardella, Alex	Lescure, William
Case-Herron, Sarah	Lucas, Donte
Chapple, Nicole	Mitchell, Tanya
Crawford, Elijah	Morgan, Mark
Crispino, Anthony	Nguyen, Brian
Curry, William	Ngwenya, Mtokufa
Davis, Charles	Nitz, John
Del Toro, Jennifer	Quarrelles, Jamie
Feast, Tajuana	Scott Delores
Franklin, Carolyn	Smith, Bobby
Frederick, Sharon	Sneed, Robert
Gabry, Matthew	Spriggs, Timothy
Gardner, Jennifer	Thomas, Jorhena
Gardner, Russell	Weber, Majoraca
Gill, Adriane	White, Lisa
Goldsmith, Frederick	White, Patrice
Greenberg, Amanda	Wobbleton, Jeff
Greene, Johnny	Woodall, Kenneth
Hackney, David	Young, Chelsea
Feast, Tajuana	

In addition to the employees listed above, Eric Hauser was issued a cellphone in FY2015, but his devices was later returned and reassigned. Similarly, the following former employees received cell phone in FY2015, but returned those devices when they left the agency: Fleming Campbell, Beauty Stephens, Jessica Lagomarsino, Katherine Cross, Kerry Payne, Alexander Fischhoff, Renaud Scott, Makaria Greene, and Hope Winship.



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;

In fiscal years 2015 and 2016 (to date), HSEMA has the following government vehicles:

- 11 Leased Response Vehicles through the General Services Administration (GSA)
- 1 Leased Response Vehicles through the Department of Public Works (DPW)
- 3 Specialized Vehicles (2 command buses, 1 community outreach van through DPW)

The following chart details the vehicles that are assigned to specific personnel:

Vehicle (make, model, year)	Name	Position	Jurisdictional Residence
Durango - 2014	Chris Geldart	Director	District of Columbia
Tahoe - 2015	Timothy Spriggs	Operations Chief	Laurel, Maryland
Tahoe - 2015	Frederick Goldsmith	Operations Deputy Chief	Waldorf, Maryland
Avenger - 2010	Brian Baker	Chief of Staff	District of Columbia
Durango - 2014	Rashad Young	City Administrator	District of Columbia

During FY15, there were a total of 8 accidents involving a vehicle assigned to the agency. Total repairs for all 8 vehicles cost less than \$20,000. To date, in FY16, there have been a total of 3 agency vehicle accidents reported. The vehicles are still being evaluated and repaired and, as a result, the costs of the damage to the vehicles is still undetermined.

c. A list of employee bonuses or special award pay granted in FY15 and FY16, to date;

No employee bonuses or special award pay have been granted in FY15 or FY16 to date.



d. A list of travel expenses, arranged by employee for FY15 and FY16, to date, including the justification for travel;

Below are charts including all of the travel expenses. All travel was allowable and paid for through federal grants. No local funds were used.

FY 2015

Name / Position	Destination	Justification	Date	Expense
Fleming Campbell Intelligence Analyst	Nashville TN	Multi State Sharing & Analysis Training	10/1/2014-10/3/2014	\$632.00
Brian Baker Chief of Staff	Atlanta GA	NEMA Annual Conference	10/8 /2014-10/12/2014	\$1,095.40
Chris Geldart Director	Atlanta GA	NEMA Annual Conference	10/8/2014-10/12/2014	\$716.48
Patrice White Associate Director	Atlanta GA	NEMA Annual Conference	10/10/2014-10/12/2014	\$1,794.20
Timothy Spriggs Operations Chief	San Antonio TX	Inter-Agency Emergency Managers	11/13/2014–11/20/2014	\$3,085.54
Athena Hoover Intelligence Analyst	Albuquerque NM	Suspicious Activity Reporting Training	11/17/2014–11/20/2014	\$631.81
Fleming Campbell Intelligence Analyst	Philadelphia PA	Threat & Analysis Training	12/1/2014 – 12/10/2014	\$2,254.88
Jamie Quarrelles Training and Exercise Manager	Philadelphia PA	EC All Hazards Multi State Fleet Response Meeting	1/13/2015-1/14-2015	\$542.75
Donte Lucas Hazard Mitigation Officer	Boston MA	Nat'l Resilience Academy	1/26-2015-1/28/2015	\$657.23
Hope Winship Planning Specialist	Boston MA	Nat'l Resilience Academy	1/26-2015-1/28/2015	\$855.73
Annah Akasa Plans and Training Manager	Minneapolis MN	Big City Emergency Managers Meeting	2/23/2015 – 2/27/2015	\$1,072.67
Brian Baker Chief of Staff	San Jose CA	Homeland Security Cybersecurity Meeting	3/29/2015-4/1/2015	\$2,245.24
Brian Baker Chief of Staff	Los Angeles CA	Big City Emergency Managers Meeting BCEM	4/7/2015-4/9/2015	\$1,770.81
Carolyn Franklin Operations Staff	Orlando FL	Nat'l Assoc. of Fleet Administrators Conference NAFA	4/12/2015-4/18/2015	\$2,211.35
Jennifer Deltoro Fusion Intel Analyst	Atlanta GA	Nat'l Assoc. of Chief Health Officers NACCHO	4/13/2015-4/17/2015	\$2,288.23



Name / Position	Destination	Justification	Date	Expense
Donte Lucas Hazard Mitigation Officer	Richmond VA	State Hazard Mitigation Officers Conference	4/14/2015- 4/15/2015	\$499.06
Hope Winship Program Planner	Seattle WA	American Planning Association Meeting	4/17/2015- 4/21/2015	\$2,741.49
Timothy Spriggs Operations Chief	San Antonio TX	PIV-1 System Meeting	4/19/2015- 4/24/2015	\$1,376.41
Nicole Chapple Policy Advisor	Los Angeles CA	Big City Emergency Managers Meeting BCEM	4/6/2015- 4/10/2015	\$1,937.34
Nicole Chapple Policy Advisor	Boston MA	Harvard Univ Leadership in Crisis Training	4/19/2015- 4/24/2015	\$515.55
Brian Nguyen Fusion Intel Analyst	Chicago IL	Suspicious Activity Reporting (SAR) Training	5/10/2015- 5/14/2015	\$1,634.66
Carolyn Franklin Agency Fleet Coordinator	Virginia Beach VA	VA Emergency Management Logistics 101	5/11/2015- 5/14/2015	\$503.38
LaDona Williams Planning Assistant	Virginia Beach VA	VA Emergency Management Logistics 101	5/11/2014- 5/14/2014	\$528.38
Jennifer Gardener Fusion Intel Analyst	Harpers Ferry W. VA	Basic Intel Threat Analysis (BITAC)	5/25/2015- 6/1/2015	\$1,787.20
Chris Geldart Director	Dallas TX	Nat'l Response Functional Exercise EEI	5/26/2015- 5/27/2015	\$687.12
Vermecia Alsop Grants Program Manager	Richmond VA	Grants Circular Update OMB	6/3/2015- 6/4/2015	\$339.70
Sonia Samee Grants Specialist	Richmond VA	Grants Circular Update OMB	6/3/2015- 6/4/2015	\$211.17
Jerica Shackelford Grants Program Mgr	Richmond VA	Grants Circular Update OMB	6/3/2015- 6/4/2015	\$337.71
Annah Akasa Planning Division Chief	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,853.93
Brian Baker Chief of Staff	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,484.30
Jennifer Deltoro Fusion Intel Analyst	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,614.94
Sharon Frederick Prevention Protection Manager	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,943.44
Charles Madden Grants Division Chief	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,577.63
John Nitz Agency Fiscal Officer	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,947.24



Name / Position	Destination	Justification	Date	Expense
Tristan Reed Grants Mgmt Officer	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,839.66
Sonia Samee Grants Specialist	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,901.34
Jerica Shackelford Grants Program Mgr	San Antonio TX	2015 Homeland Security Conference	6/8/2015- 6/12/2015	\$1,626.32
Jennifer Deltoro Fusion Intel Analyst	Jersey City NJ	Northeast Regional Intel Group Training NRIG & Workshop	6/15/2015- 6/18/2015	\$1,702.25
Chris Geldart Director	Philadelphia PA	Multi State Papal Visit Planning Meeting	6/15/2015- 6/18/2015	\$284.50
Annah Akasa Planning Division Chief	Philadelphia PA	Threat Hazard Identification Workshop THIRA	7/13/2015- 7/15/2015	\$1,074.21
Brian Baker Chief of Staff	New York NY	Governor's Homeland Security Meeting	8/16/2015- 8/19/2015	\$1,608.14
Adrienne Jackson Fusion Intel Analyst	Boise ID	Domestic Terrorism Seminar	8/24/2015- 8/27/2015	\$1,284.76
Jennifer Deltoro Fusion Intel Analyst	Menlo Park CA	Basic Intel Threat Analysis (BITAC)	8/24/2015- 9/4/2015	\$3,035.57
Adrienne Jackson Fusion Intel Analyst	Harpers Ferry W. VA	Basic Intel Threat Analysis (BITAC)	5/25/2015- 6/1/2015	\$1,794.06
Jessica Lagomarsino Fusion Intel Analyst	Menlo Park CA	Basic Intel Threat Analysis (BITAC)	8/24/2015- 9/4/2015	\$1,184.68
Gena Bentley Operations Specialist	Richmond VA	ICS Position Specific Training Level3 IMT	9/10/2015- 9/13/2015-	\$231.00
Stephanie Harley Operations Specialist	Richmond VA	ICS Position Specific Training Level3 IMT	9/10/2015- 9/13/2015-	\$231.00
Billy Rogers Operations Specialist	Richmond VA	ICS Position Specific Training Level3 IMT	9/10/2015- 9/13/2015-	\$231.00
Robert Sneed Operations Analyst	Richmond VA	ICS Position Specific Training Level3 IMT	9/10/2015- 9/13/2015-	\$231.00
Brian Baker Chief of Staff	Miami FL	2015 Nat'l Emergency Management NEMA Meeting	9/25/2015 9/30/2015	\$1,526.64
Christ Geldart Director	Miami FL	2015 Nat'l Emergency Management NEMA Meeting	9/27/2015 9/30/2015	\$673.58



Name / Position	Destination	Justification	Date	Expense
Timothy Spriggs Operations Chief	Miami FL	2015 Nat'l Emergency Management NEMA Meeting	9/27/2015 9/30/2015	\$1,131.50
Sarah Case- Herron Analyst	Miami FL	2015 Nat'l Emergency Management NEMA Meeting	9/26/2015 9/30/2015	\$364.25

FY 2016

Name / Position	Destination	Justification	Date	Expense
Brian Baker Chief of Staff	Miami FL	2015 Nat'l Emergency Management NEMA Meeting	10/1/2015 10/1/2015	\$77.70
Mtokufa Ngwenya Fusion Intel Analyst	Austin TX	South by Southwest Convention ECO	10/4/2015- 10/7/2015	\$757.54
Donte Lucas Hazard Mitigation Officer	Charleston W. VA	2015 State Hazard Mitigation Officers Conference	11/4/2015- 11/6/2015	\$765.33
Timothy Spriggs Operations Chief	Las Vegas NV	2015 Annual Int'l Assoc Emergency Managers Conference	11/12/2015 11/21/2015	\$2,161.71
Annah Akasa Plans & Training Manager	Philadelphia PA	2015 Fall Big City Emergency Managers Meeting	11/15/2015- 11/18/2015	\$1,041.04
Chris Geldart Director	Philadelphia PA	2015 Fall Big City Emergency Managers Meeting	11/16/2015- 11/19/2015	\$920.47
Annah Akasa Plans & Training Manager	Las Vegas NV	2015 Annual Int'l Assoc Emergency Managers Conference	11/18/2015- 11/21/2015	\$1,223.40
Brian Baker Chief of Staff	Las Vegas NV	2015 Annual Int'l Assoc Emergency Managers Conference	11/19/2015- 11/21/2015	\$1,167.78
Leslie Harrison Training /NIMS Compliance Officer	Denver CO	2015 Annual Int'l Assoc Emergency Managers Conference	12/7/2015- 12/10/2015	\$1,755.07
Jamie Quarrelles Training/Exercise Chief	Boston MA	Harvard Univ Leadership in Crisis Training	12/1/2015- 12/6/2015	\$621.11
Annah Akasa Plans and Training Manager	New Orleans LA	Building Resilience through Public Private Partnerships Summit	12/9/2015- 12/12/2015	\$1,879.66
Sharon Frederick Prevention Protection Manager	New Orleans LA	Building Resilience through Public Private Partnerships Summit	12/9/2015- 12/12/2015	\$1,071.07
Brian Baker Chief of Staff	New Orleans LA	Building Resilience through Public Private Partnerships Summit	12/9/2015- 12/12/2015	\$783.76



Name / Position	Destination	Justification	Date	Expense
Jamie Quarrelles Training/Exercise Chief	Rehoboth DE	Training and Exercise Planning Workshop TEPW	1/20/2016- 1/21/2016	\$294.76
Leslie Harrison NIMS Compliance Officer	Rehoboth DE	Training and Exercise Planning Workshop TEPW	1/20/2016- 1/21/2016	\$320.16

- 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.**

See attached document “Q4e General HSEMA.”

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.**

Mobile devices issued to individuals are registered in the Fixed Cost Management System controlled by the Office of Finance and Resource Management. All HSEMA computing devices (computer laptops and workstations) are managed through the agency’s computer management software system. All individuals are required to agree to the District of Columbia Cellular and Landlines Equipment Usage Policy Agreement before being issued a device. In addition, the agency reviews the monthly activities of all mobile devices.

- b. **How does your agency limit the costs associated with its mobile devices?**

HSEMA manages and limits its cellular phone costs by implementing a pooled pricing plan, limiting the number of devices deployed and educating users about the appropriate use of the devices.

- 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?**

HSEMA’s total costs for mobile communications and devices for FY 2015 were \$44,438.44 and to date the costs for FY 2016 are \$8,701.56. These fees include devices that are used and activated only during emergency incidents and/or activation of the Emergency Operation Center.



6. Please provide a chart showing your agency’s approved budget and actual spending, by division, for FY16 and FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

See attached document “Q6 General HSEMA.”

7. For FY15 and FY16, to date, please list all intra-District transfers to or from the agency.

FY 2015

From	To	Purpose	Amount
HSEMA	Office of Finance and Resource Management	Agency Purchase Cards	\$80,000.00
HSEMA	Office of Finance and Resource Management	Telecommunications	\$5,000.00

FY 2016

From	To	Purpose	Amount
HSEMA	Office of Finance and Resource Management	Agency Purchase Cards	\$90,000.00
HSEMA	Office of Finance and Resource Management	Telecommunications	\$7,000.00

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.

There are no special purpose revenue funds maintained by, used by, or available for use by the agency.



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:
- The name of the contracting party;
 - The nature of the contract, including the end product or service;
 - The dollar amount of the contract, including budgeted amount and actually spent;
 - The term of the contract;
 - Whether the contract was competitively bid;
 - The name of the agency’s contract monitor and the results of any monitoring activity; and
 - Funding source.

See attached document “Q9 General HSEMA.”

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.

See attached document “Q10 General HSEMA.”

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.

FY 2015

Agency	Date Entered	Date Terminated
DC Office of Unified Communications	October 3, 2014	May 31, 2016
DC Office of Unified Communications	October 3, 2014	May 31, 2016
DC Department of Corrections	October 7, 2014	May 31, 2016
Serve DC	October 15, 2014	May 31, 2016
DC Department of Public Works	October 22, 2014	May 31, 2015
DC Department of Public Works	October 22, 2014	May 31, 2015
DC Department of Public Works	October 22, 2014	May 31, 2015
DC Department of Public Works	October 22, 2014	May 31, 2015
DC Department of the Environment	October 24, 2014	May 31, 2016
DC Department of the Environment	October 24, 2014	May 31, 2016
DC Department of the Environment	October 24, 2014	May 31, 2016
DC Office of the Chief Medical Examiner	November 11, 2014	May 31, 2016
DC Office of the Chief Medical Examiner	November 11, 2014	May 31, 2016
DC Office of Unified Communications	November 20, 2014	May 31, 2015



Agency	Date Entered	Date Terminated
DC Fire and Emergency Medical Services	January 8, 2015	July 31, 2015
Department of Behavioral Health	January 14, 2015	None – May Be Terminated by Either Party with Notice
District Department of Transportation	March 6, 2015	May 31, 2016
District Department of Transportation	March 12, 2015	May 31, 2016
District of Columbia Office of Unified Communications	June 25, 2015	May 31, 2016
District of Columbia Department of Public Works	August 26, 2015	May 31, 2016
District of Columbia Metropolitan Police Department	September 22, 2015	September 30, 2016
District of Columbia Metropolitan Police Department	September 22, 2015	September 30, 2016
Serve DC	September 22, 2015	September 30, 2016
District of Columbia Department of Energy and Environment	September 22, 2015	May 31, 2017
District of Columbia Department of Health	September 22, 2015	May 31, 2017
District of Columbia Department of Health	September 22, 2015	May 31, 2017
District of Columbia Department of Health	September 22, 2015	May 31, 2017
District of Columbia Department of Human Services	September 22, 2015	May 31, 2017
District of Columbia Fire and Emergency Medical Services	September 22, 2015	May 31, 2017
District of Columbia Metropolitan Police Department	September 22, 2015	May 31, 2017
District of Columbia Office of the Chief Medical Examiner	September 22, 2015	May 31, 2017
District of Columbia Office of the Chief Medical Examiner	September 22, 2015	May 31, 2017
District of Columbia Office of Unified Communications	September 22, 2015	May 31, 2017
District of Columbia Office of Unified Communications	September 22, 2015	May 31, 2017
Serve DC	September 22, 2015	May 31, 2017

FY16 (To Date)

Agency	Date Entered	Date Terminated
Office of the Chief Medical Examiner	December 15, 2015	December 31, 2016
Georgetown University	January 6, 2016	None – May Be Terminated by Either Party with Notice



- 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.**

As the lead planning and coordinating agency for the District's homeland security and emergency management efforts, HSEMA collaborates on a daily basis with our fellow emergency management agencies in the National Capital Region, FEMA Region 3; the American Red Cross, and other federal and local governmental agencies and non-governmental organizations for situational awareness and to prepare for and plan for incidents. HSEMA and other District agencies work with our federal, state, and local counterparts during planned activations such as the yearly July 4th Celebrations; National Special Security Events (NSSEs) such as the 2015 Papal Visit; and major hazard events such as the recent blizzard.

HSEMA also coordinates the homeland security preparedness planning and prioritization activities of the District of Columbia public health and public safety agencies through the DC Emergency Response System (DCERS). Additionally, HSEMA serves as the State Administrative Agency (SAA) that administers homeland security grant funds for the District of Columbia to support development of preparedness and response capabilities. The agency also participates in the National Capital Region (NCR) homeland security and emergency preparedness planning and prioritization activities, both as a stakeholder, member and policy setting entity, and also as the SAA that administers homeland security grants, from the Department of Homeland Security, for the NCR.

- 13. Please describe any anticipated spending pressures for FY16. Include a description of the pressure, the estimated amount, and any proposed solutions.**

There are no anticipated spending pressures for FY16.

- 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:**

- 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.**

HSEMA has no open capital projects and none planned.



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.

HSEMA has no budget enhancement requests.

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.

See attached document “Q16 General HSEMA.”

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.

FY 2015

Grant Program	Date	Amount	Purpose
National Special Security Event Grant Program (NSSE)	10/15/2014	\$1,632,868	The mission of the NSSE Grant Program is to provide supplemental Federal assistance to reimburse State and local governments for certain actual costs associated with providing emergency management, public safety, and security during the preparation and conduct of an NSSE. This award was issued by FEMA to DC to cover costs for the African Leaders' Summit in August 2014.
Hazard Mitigation Grant Program DR-4044 (DC Water Potable/Sewer/Storm Water Large Emergency Back-Up Power)	12/23/2014	\$877,302.00	DC Water will procure a 2,000 kW 3-phase portable generator set to provide emergency power to the following pumping stations: <ul style="list-style-type: none"> • Bryant Street Pumping Station • Potomac Pumping Station • Main and O Street Pumping Stations In order to allow the generator to be properly utilized, quick connects will be installed at each of the pumping stations to receive the portable cables furnished with the 2,000 kW generator set.



Grant Program	Date	Amount	Purpose
Hazard Mitigation Grant Program (FEMA-DR-4073-DC-003) DC WASA Stormwater Pumping Stations Permanent Generators (DCW15F/15)	06/15/2016 - 06/11/2017	\$415,285.00	"DC Water will install permanent electric power generators at the following roadway underpass stormwater pumping stations: - Deane Avenue - Eastern Avenue - Portland Street"
Emergency Management Performance Grant (EMPG)	6/26/2015	\$3,053,679	The purpose of the FY 2015 EMPG Program is to make grants to states to assist state, local, tribal and territorial governments in preparing for all hazards, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions. The federal government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists for all hazards.
Hazard Mitigation Grant Program (FEMA-DR-4036-DC-002) DC WASA Generator Project (DCW15F/15)	7/1/2015 - 6/30/2017	\$383,288.00	DC Water will install a 250kW permanent generator with transfer switch at 14th Street Bridge Stormwater Pumping Station; Install a 350 kW permanent generator and transfer switch at the 9th & D Street SW Stormwater Pumping Station
FY 2014 Pre-Disaster Mitigation Grant Program (PDM-PJ-03-DC-2014-001) DC Water Stormwater Pumping Station Floodproofing	7/1/2015 - 09/30/2016	\$1,228,268.25	DC Water will perform floodproofing activities as well as install enhanced pumps at the 14th Street Bridge Stormwater Pumping Station.
FY 2014 Pre-Disaster Mitigation Grant Program (PDM-PJ-03-DC-2014-001) Management Costs	07/23/2015 - 09/30/2016	\$134,550.00	Management costs to facilitate the implementation of project #PDM-PJ-03-DC-2014-001



Grant Program	Date	Amount	Purpose
Urban Areas Security Initiative (UASI)	8/11/2015	\$54,000,000	The UASI Program provides funding to address the unique planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas, and assists them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism. Consistent with the Implementing Recommendations of the 9/11 Act of 2007 (Public Law 110-53), states are required to ensure that at least 25 percent of UASI appropriated funds are dedicated towards law enforcement terrorism prevention activities.
State Homeland Security Program (SHSP)	8/11/2015	\$4,141,500	SHSP provides funding to support the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs at the state and local levels to prevent, protect against, respond to, and recover from acts of terrorism and other catastrophic events. Consistent with the Implementing Recommendations of the 9/11 Act of 2007 (Public Law 110-53), states are required to ensure that at least 25 percent of SHSP appropriated funds are dedicated towards law enforcement terrorism prevention activities.
Nonprofit Security Grant Program (NSGP)	8/14/2015	\$265,752	NSGP provides funding support for target hardening activities to nonprofit organizations that are at high risk of a terrorist attack and located within one of the specific FY 2015 UASI-eligible urban areas. 4 applicants selected by FEMA in the NCR in FY2015.
Securing the Cities (STC)	7/31/2015	\$7,250,000 (plus carry-over of \$5,611,291 from prior year award)	The STC Program is administered by the DHS Domestic Nuclear Detection Office (DNDO). The program has three primary goals: (1) to enhance regional capabilities to detect, identify and interdict nuclear materials that are out of regulatory control; (2) to guide the coordination of Federal, State, local and tribal entities in their roles defined by the GNDA; and (3) to encourage participants to sustain base nuclear detection program over time. DC is the third STC site (after New York and Los Angeles).



Grant Program	Date	Amount	Purpose
Port Security Grant Program (PSGP)	8/28/2015	\$592,500	The Port Security Grant Program (PSGP) supports security needs of our Nation's maritime ports. Funding is directed towards the implementation of Facility Security Plans (FSP) among port authorities, facility operators, and state and local government agencies that are required to provide port security services. The DC award in FY15 is to purchase a fire boat to service the port area. Required match contribution from DC is \$195,500

FY 2016

Grant Program	Date	Amount	Purpose
Hazard Mitigation Grant Program (FEMA-DR-4096-DC-002) Emergency Back-up Generators for Solid Waste Transfer Station (DCW16F/16)	10/7/2015 - 4/15/2017	\$467,972.00	DPW will install two 250kW permanent generators with transfer switches, one each at the Fort Totten and Benning Road Solid Waste Transfer Stations.
Hazard Mitigation Grant Program (FEMA-DR-4096-DC-001) Management Costs (HMG16F/16)	10/7/2015 - 4/15/2017	\$22,884.00	Management costs to facilitate the implementation of project #FEMA-DR-4096-DC-002

- 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?**

As of January 31, 2016, there are 73 FTEs dependent on grant funding.

- 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.**

There are no known lawsuits pending that specifically name the agency as a party.

However, on September 9, 2014, the United Spinal Association, the D.C. Center for Independent Living, and three District residents (collectively "the Plaintiffs") filed a class action lawsuit (Case No. 14-CV-01528) against the District of Columbia and then-Mayor



Vincent Gray in the United States District Court for the District of Columbia. The Plaintiffs' Complaint alleged that the District's emergency response plans fail to "meet the needs of its approximately 72,000 residents with disabilities." The case is currently in mediation and HSEMA is actively working with the Office of the Attorney General in an attempt to amicably resolve the lawsuit.

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.

The agency received two administrative complaints over the course of the two fiscal years referenced above:

- On June 4, 2015, a liaison formerly detailed to HSEMA from a federal agency claimed that he had been discriminated against in the work place. Upon receiving the complaint, HSEMA conducted an internal investigation. The evidence gathered failed to substantiate the former liaison's claims. Subsequently, the former liaison filed a complaint with the Office of Human rights (OHR Case No. 15-639-DC(CN)). The agency complied with OHR's investigative process and submitted a written Position Statement on August 24, 2015; however, the case never reached a decision on the merits. On December 1, 2015, HSEMA was informed by OHR that the former liaison had withdrawn his Charge of Discrimination and that OHR had administratively closed its case.
- On or about November 23, 2015, the agency received notice that a former employee had lodged an informal complaint of discrimination with an OLRCB EEO Counselor. The former employee alleged that she had been subjected to a hostile and intimidating work environment. HSEMA denied the allegations and its employees fully complied with the EEO Counselor's requests for information. Further, HSEMA considered the former employee's resolution demands. On December 21, 2015, the EEO Counselor issued an Exit letter indicating that the matter could not be resolved with HSEMA.

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.

There are no known investigations ongoing on agency or any of its employees.

The following audits and monitoring visits were completed for HSEMA federal grants:

- DC Single Audit (per 2CFR200) for FY2014, completed in FY 2015
 - http://cfo.dc.gov/sites/default/files/dc/sites/ocfo/publication/attachments/DCGov_Single_Audit_Report%20092315.pdf
 - No audit findings or recommendations.



- FEMA Region 3 monitoring visit – January 2016. No open issues.

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.

See attached document “Q22 General HSEMA” for copies of both the HSEMA FY15 Performance Plan and the FY15 Performance Accountability Report which gives the status and completion information for all of the FY15 initiatives.

23. Please provide, as an attachment, a copy of your agency’s FY16 performance plan as submitted to the Office of the City Administrator.

See attached document “Q23 General HSEMA.”

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.

	FY 2015	FY 2016 (as of 2/9/2016)
Number of requests	31	10
Requests granted	11	3
Requests denied	1	0
No information to provide	18	2
Requests partially granted	2	0
FTE’s processing requests	1	1
Hours spent responding	66	20
Average Response Time	10 days	8 days

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.

See attached document “Q25 General HSEMA” for the list of all studies, research papers, reports, and analyses. Due to the voluminous and sensitive nature of these documents, we will provide review upon request.

26. How does the agency solicit feedback from customers? Please describe.
 HSEMA solicits feedback directly through multiple avenues. In person, the HSEMA Community Outreach Team works closely with citizens, employees, visitors, communities and businesses to provide vital emergency preparedness information and every Community Outreach presentation includes a survey form through which participants can provide direct feedback. Electronically, we receive most of our feedback



from customers through the Ask the Director Message Center on our webpage, our AlertDC Helpdesk, and directly on both our Facebook page and Twitter Feed.

a. What has the agency learned from this feedback?

Through these feedback mechanisms, HSEMA has learned what types of emergency messaging is most effective and discovered constituent groups that can be better served. Specifically, the AlertDC Helpdesk has provided valuable feedback on the alerts that customers find most and least effective.

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

HSEMA has worked to sharpen and tailor our preparedness messaging as well as develop new products to help our constituents better prepare for emergencies and hazards. As a result of comments received through the AlertDC Helpdesk, we have added features to AlertDC that allow customers to customize the number and type of alerts they receive and focus their alerts on a specific geographic area. In addition, our Community Outreach team has reached out to additional, previously underserved constituencies.

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.**

See attached document “Q1 Personnel HSEMA.”

- 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.**

See attached document “Q2 Personnel HSEMA.”

- 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.**

No employee bonuses or special award pay was granted in FY15 or FY16 to date.

- 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.**

HSEMA is currently working with the Office of Labor Relations and Collective Bargaining to finalize the formation of Local R3-08 of the National Association of



Government Employees (NAGE); however, there are no executed collective bargaining agreements in effect for the agency's employees.

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?

HSEMA conducts annual performance evaluations of all its employees. Each manager evaluates their assigned staff on an annual basis utilizing the District's PeopleSoft system. Prior to each performance management season, staff are encouraged to begin their self-evaluations which help to inform the counseling session with their supervisor and/or assistant director. In addition to annual performance appraisals, HSEMA managers provide ongoing feedback throughout the year to their staff regarding the performance of their job requirements.

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.**

Two new programs were implemented during FY15 and FY16. Both of these programs are grant funded and do not require local funding to implement.

- **The District All Hazards Incident Management Team Certification/Credentialing Program** – The credentialing program is a performance-based system in which the primary criterion for qualification is individual performance as verified by a qualified evaluator using FEMA approved standards. In FY15, HSEMA developed the credentialing program and created standards and taskbooks for specific team positions. In addition, HSEMA staff participated in various required trainings and workshops which enhanced their emergency management skills and prepared them for certification/credentialing. Throughout FY16 and beyond, HSEMA employees will work to receive certification in their specific positions.
- **Disability and Access and Functional Needs (DAFN) Coordinator** - In FY15, HSEMA created a new position for a DAFN Coordinator who reports directly to the Chief of Staff and Director. The Coordinator is responsible for working collaboratively with our intra- and interagency partners, non-government organizations and other members of the whole community to help ensure that the District of Columbia emergency preparedness plans, programs and services are physically accessible, programmatically accessible and provides effective communication. After an extensive search, the new Coordinator was hired in early FY16.



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.

HSEMA relies significantly on grants provided by the Department of Homeland Security which are appropriated on an annual basis by Congress.

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.

HSEMA is responsible for the oversight and implementation of D.C. Code § 7-2271, *et al.* - District of Columbia Homeland Security Commission.

4. 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; and
 - c. Whether the public can be granted access to all or part of each system.

HSEMA Database List				
Type	Description	Age	Upgrades	Public (Y/N)
MS SQLServer	Production WebEOC database. Application front end is utilized by district agencies and public agencies during events.	10 years	None	N
MS SQLServer	Database for Citywide CCTV Camera system integrated environment	5 years	None	N
MS SQLServer	Redundant Database for Citywide CCTV Camera system integrated environment	5 years	None	N
MS SQLServer	Cluster Database for Citywide CCTV Camera system integrated environment	2 years	None	N
MS SQLServer	Production database for HSEMA Training Tracking system. Application front end available	5 years	None	Y
MS SQLServer	Production database for HSEMA Destiny Risk Orientation system. Application front end available to	3 years	None	N
MS SQLServer	Production ManageEngine ServiceDesk. Application front end is utilized by DC HSEMA for Helpdesk ticketing	2 years	None	N
PostgressSQL	Database for the NCR Situational Awareness Dashboard. For Regional partner agency access, not public users.	3 years	None	N



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).**

None.

6. **What is the current status of the Emergency Preparedness Council (EPC)? How many times did the EPC meet in FY15 and FY16, to date? Please provide the membership of the EPC and their terms of appointment.**

In FY 2015, the EPC met on November 18, 2014, February 11, 2015, May 12, 2015, and August 11, 2015. Thus far in FY 2016, the EPC met on November 10, 2015 and February 10, 2016. Future EPC meeting dates have been scheduled for May 10, 2016, August 9, 2016, and November 9, 2016.

For membership of the EPC, please see attached document "Q6 Operations HSEMA." There are no term appointments on the EPC. EPC membership is written in the Mayor's order by position.

7. **Please chronologically list and describe all exercises and simulations that HSEMA has conducted since January 1, 2015. Include in your description the date of the exercise or simulation, a brief description of it, the attendees, and any improvements that HSEMA has made as a result of the exercise or simulation.**

The following exercises and simulations have been conducted since January 1, 2015:

- **January 27, 2015- Earthquake Focused Virtual Tabletop Exercise**
 - **Description:** The Earthquake Virtual TTX was sponsored by FEMA's Emergency Management Institute (EMI) as one in a series of virtual exercises. The Virtual TTX allowed key personnel from the emergency management community to review a pre-packaged set of exercise materials before convening for a four hour table top exercise to discuss a simulated disaster scenario, which included a building collapse incident. The Virtual TTX allowed connected sites to assess current plans, policies and procedures.
 - **Participants:** A total of 15 participants. Participants included District employees with public safety responsibilities, external stakeholders from the private sector, Business Improvement District representatives, and military and federal government personnel.
 - **Improvements:** The Earthquake TTX resulted in an improved understanding of the impacts that can result from an earthquake, as well as recommended preparedness and recovery actions.
- **April 6, 2015 - Thunderbolt No Notice Functional Exercise**
 - **Description:** Per direction from the FEMA Administrator, the FEMA Office of Readiness and Assessment coordinated a Thunderbolt exercise. The purpose of this exercise was to test the capabilities of the Office of



National Capital Region Coordination Incident Management Assistance Team and the Mobile Emergency Response Support to respond to an activation notice, deploy, and provide incident management assistance to DC HSEMA in a timely manner.

- **Participants:** A total of 46 participants from the following entities: National Warning Center and FEMA Operations Center, Office of National Capital Region Coordination, IMAT, MERS (Frederick), Region III, DC HSEMA Incident Management Team, JAHOC, and the Fusion Center.
- **Improvements:** The exercise resulted in a greater understanding of the roles and responsibilities of the participating agencies.
- **April 28, 2015- Tornado Focused Virtual Tabletop Exercise**
 - **Description:** The Tornado Virtual TTX was sponsored by FEMA's Emergency Management Institute as one in a series of virtual exercises. The Virtual TTX allowed key personnel from the emergency management community to review a pre-packaged set of exercise materials before convening for a four hour table top exercise to discuss a simulated disaster scenario. The event allowed connected sites to assess current plans, policies and procedures.
 - **Participants:** A total of eight District Response Plan stakeholders participated.
 - **Improvements:** The exercise resulted in a greater understanding of the impacts that can result from a tornado. Additionally, participants learned from recommended preparedness and recovery actions.
- **May 15, 2015- Personal Preparedness Seminar**
 - **Description:** The objective of the Personal Preparedness Initiative was to increase personal preparedness knowledge among employees working in the National Capital Region (NCR). The project reviewed existing plans, procedures, and policies belonging to transportation and government and private sector stakeholders. During the seminar, enhancement of existing online training and information awareness resources was also encouraged.
 - **Participants:** A total of 200 NCR partners participated, with representatives from emergency management, public information, non-profit sector, private sector and state local and federal government.
 - **Improvements:** The exercise resulted in a greater awareness of personal preparedness resources available in the NCR.
- **July 9, 2015- Training and Exercise Planning Workshop**
 - **Description:** In accordance with federal grant guidance, HSEMA conducted a Training and Exercise Planning Workshop (TEPW). The workshop reviewed factors and collected guidance from stakeholders to set training and exercise program priorities and to develop a multi-year schedule of training and exercise events related to homeland security and emergency management. The outcome of the TEPW was the DC 2016-2018 Multiyear Training and Exercise Plan.
 - **Participants:** A total of 33 participants from District Response Plan lead participated in the workshop.



- **Improvements:** The development of a multiyear training and exercise plan built on information from District Agencies, agency plans and real world events.
 - **July 20, 2015- Sovereign Guardian Hurricane Functional Exercise**
 - **Description:** HSEMA personnel participated in simulated response operations to a hurricane event, two days post landfall, within the constraints of functional exercise play. During exercise play, HSEMA personnel from three separate incident management support teams reacted and responded to the exercise events simultaneously. Each team received the same exercise information and injects at the same time and were evaluated against the same objectives. The exercise was designed to provide HSEMA personnel with an opportunity to train and practice position-specific skills during the simulated hazard.
 - **Participants:** A total of 30 participants from DC National Guard, DC FEMS and DC HSEMA staff attended.
 - **Improvements:** The exercise resulted in a stronger understanding of the roles and responsibilities of participating agencies, in support of maintaining and establishing a common operating picture.
 - **August 23, 2015 WMATA Quarterly Exercise Series: District of Columbia Stations Tabletop Exercise**
 - **Description:** This tabletop exercise allowed for a discussion-based environment on WMATA's Full and Partial Shutdown Procedures, Station Emergency Response and Evacuation Plan (EREP) and interactive scenarios on initial response, incident management, cascading impacts and resumption of operations.
 - **Participants:** A total of 30 participants from DC HSEMA, DC FEMS, MPD, DDOT and WMATA staff attended.
 - **Improvements:** The exercise resulted in a better understanding of the roles and responsibilities of the participating agencies and afforded the opportunity to vet and validate existing communications and operational procedures.
 - **September 10, 2015- 695 Divide Tabletop Exercise**
 - **Description:** The purpose of the District Department of Transportation exercise was to provide participants the opportunity to discuss current response concepts, plans, and capabilities for a response to a terrorism event in the District. The exercise focused on transportation response, command and control, coordination, and critical decisions necessary to save lives and to protect public health and safety.
 - **Participants:** A total of 55 participants from HSEMA and DDOT staff attended.
 - **Improvements:** The exercise resulted in a greater understanding of the roles and responsibilities of participating agencies in a terrorist event.
 - **September 2015- Hurricane Seminars**
 - **Description:** As part of the District's ongoing preparedness efforts, HSEMA organized a series of Hurricane Response Seminars for key senior agency officers to inform them of their duties as Emergency



Support Function (ESF) leads. The Seminars were conducted over a period of several weeks, and were tailored to each ESF to address their roles and responsibilities in the event of a major hurricane. Seminar dates and agencies included:

- September 18, 2015: Serve DC and the Office of Contract and Procurement
 - September 21, 2015: Department of Health
 - **Participants:** A total of 10 Senior and key staff from lead agencies with District Response Plan Emergency Support Function responsibilities attended.
 - **Improvements:** The exercise resulted in a better understanding of the roles and responsibilities of participating agencies.
- **October 8, 2015 - Cyber Security Virtual Tabletop Exercise**
- **Description:** The Cyber Security Virtual TTX was sponsored by FEMA’s Emergency Management Institute (EMI) as one in a series of virtual exercises. The Virtual TTX allowed key personnel from the emergency management community to review a pre-packaged set of exercise materials before convening for a four hour table top exercise to discuss a simulated disaster scenario. The event allowed connected sites to assess current plans, policies and procedures.
 - **Participants:** A total of seven representatives from the local emergency management community (including businesses and volunteer groups) attended.
 - **Improvements:** The exercise resulted in a better understanding of the roles and responsibilities of participating agencies.
- **November 19, 2015 – Long Term Power Outage Virtual Tabletop Exercise**
- **Description:** The Long Term Power Outage Virtual TTX was sponsored by FEMA’s Emergency Management Institute as one in a series of virtual exercises. The Virtual TTX allowed key personnel from the emergency management community to review a pre-packaged set of exercise materials before convening for a four hour table top exercise to discuss a simulated disaster scenario. The event allowed connected sites to assess current plans, policies and procedures.
 - **Participants:** A total of 14 representatives from the local emergency management community (including businesses and volunteer groups) attended.
 - **Improvements:** The exercise resulted in a better understanding of the roles and responsibilities of participating agencies.
- a. **List all of the exercises and simulations, by proposed date, that HSEMA plans to conduct during FY16. Please describe a brief description of the goal of each proposed exercise or simulation, and the targeted group of participants.**

The following are the proposed exercises for FY16:



- **May 10, 11, or 12, 2016 (Exact Date TBD) - HAZMAT Bakken Oil Virtual TTX**
 - **Description:** The Emergency Management Institute conducts a monthly series of Virtual Table Top Exercises (VTTX) using a video teleconference platform to reach community based training audiences around the country and provide a virtual forum for disaster training. The VTTX process involves key personnel from the emergency management community of practice reviewing a pre-packaged set of exercise materials then convening for a four hour table top exercise discussing a simulated disaster scenario. The event allows the connected sites to assess current plans, policies and procedures while learning from the other connected sites as they provide their perspective and practices facing a similar situation.
 - **Targeted Group of Participants:** The VTTX is designed for a community-based group of 10 or more whole community representatives from the local emergency management community of practice (including businesses and volunteer groups).
- **April 19, 20, or 21, 2016 (Exact Date TBD) - Public Health-Pandemic Flu Virtual Tabletop Exercise**
 - **Description:** The Emergency Management Institute conducts a monthly series of Virtual Table Top Exercises (VTTX) using a video teleconference platform to reach community based training audiences around the country and provide a virtual forum for disaster training. The VTTX process involves key personnel from the emergency management community of practice reviewing a pre-packaged set of exercise materials then convening for a four hour table top exercise discussing a simulated disaster scenario. The event allows the connected sites to assess current plans, policies and procedures while learning from the other connected sites as they provide their perspective and practices facing a similar situation.
 - **Targeted Group of Participants:** The VTTX is designed for a community-based group of 10 or more whole community representatives from the local Emergency management Community of practice (Federal, Tribal, state, local, whole community businesses and volunteer groups)
- **May 10, 2016 (Not Yet Finalized) - 2016 DC Full Scale Exercise (Hazardous Materials)**
 - **Description:** The purpose of the 2016 DC Full Scale Exercise is to demonstrate the District's response to a rail-related hazardous materials incident. The following specific capabilities will be the focus of the full scale exercise: hazardous materials; response and decontamination; mass casualty; response and triage; fatality management; mass care



and sheltering; planning for persons with disabilities and access and functional needs; operational coordination/operational communications; damage assessment; and public information and warning.

- **Targeted Group of Participants:** Agencies that have a response function in the event of a hazardous materials incident. CSX is also an expected private sector participant in the exercise.
- **September 1-2, 2016 - Public Health-City Without Water Virtual Tabletop Exercise**
 - **Description:** The Emergency Management Institute conducts a monthly series of Virtual Table Top Exercises (VTTX) using a video teleconference platform to reach community based training audiences around the country and provide a virtual forum for disaster training. The VTTX process involves key personnel from the emergency management community of practice reviewing a pre-packaged set of exercise materials then convening for a four hour table top exercise discussing a simulated disaster scenario. The event allows the connected sites to assess current plans, policies and procedures while learning from the other connected sites as they provide their perspective and practices facing a similar situation.
 - **Targeted Group of Participants:** The VTTX is designed for a community-based group of 10 or more whole community representatives from the local Emergency management Community of practice (including businesses and volunteer groups)

8. Please provide an update on the agency's Regional Incident Coordination (RIC) program.

IC3 is part of the unity of effort throughout the region for information sharing within the JAHOC. Currently we provide information daily to over 129 operation centers in the NCR. We participated and provided information sharing for over 293 events and over 400 RICC pages over the last year.

9. What was the outcome of the agency's Threat and Vulnerability Assessment? What does the agency plan to do with the information?

The most current Hazard Vulnerability Assessment Report was completed in May 2013. The Hazard Vulnerability Assessment process involved an extensive community/ward-based assessment and recommendations for enhanced preparedness, mitigation and resiliency. Typically, the assessments are conducted on a three (3) year cycle.

The completion of a Threat and Hazard Identification and Risk Assessment (THIRA) is a requirement for all States that receive funding under the Department of Homeland Security's



Homeland Security Grant Program and Emergency Management Performance Grant as well as all Urban Areas that receive funding under the Urban Area Security Initiative grant program. The THIRA is a risk assessment methodology that allows each jurisdiction to use a community-specific lens through which to assess the threats and hazards that are of particular concern to that jurisdiction. The THIRA process requires a jurisdiction to critically engage various sources of information and experience with past incidences to consider all of the varying impacts associated with identified threats and hazards of concern. The THIRA process provides a jurisdiction with strategic and operational level information that is used to establish informed capability targets and determine capability resource gaps for all 32 core capabilities outlined in the National Preparedness Goal. The THIRA process entails incorporating a jurisdiction's "whole community" into the assessment process. This includes individuals, families, businesses, faith-based organizations, nonprofit groups, schools and academia, media outlets, and all levels of government. The District completed and submitted the 2015 THIRA report to FEMA on December 29, 2015.

The State Preparedness Report is a capability assessment that is designed to collect information from jurisdictions about capacity building, sustainment, and delivery of the 32 core capabilities outlined in the National Preparedness Goal. It is to be submitted to FEMA on an annual basis. The intent of the SPR is to provide a strategic report on a jurisdiction's progress towards building its all-hazards program and capabilities. The process allows the jurisdiction to engage a diverse group of stakeholders, representing a collaborative, multi-disciplinary, and multi-jurisdictional approach. The District completed and submitted the SPR to FEMA on December 29, 2015.

The Agency through the DCERS (District Response System) Committee and DC EPC (Emergency Preparedness Council) will use the outcome of the THIRA and SPR information to prioritize identified gaps for consideration in the FY 2016 and FY17 funding cycles in order to close the highest priority preparedness gaps.

10. What is the current number of subscribers to AlertDC?

As of February 09, 2016, AlertDC has 165,434 subscribers.

a. What are HSEMA's plans to expand the reach of AlertDC?

HSEMA will continue to promote the many benefits of the service to residents, students, commuters and visitors to the District by providing promotional flyers, advertising, the HSEMA website, social media tools, and working with District agency partners to grow subscribers.

b. Were HSEMA's promotional efforts through social media campaigns and neighborhood flyers considered successful?

Yes. There has been a steady increase every week and month of AlertDC subscribers. In FY15, we increased AlertDC participation by 6.64%. Similarly, in just the first quarter of FY16 (10/1/15-12/31/15), HSEMA had a 2.14% increase in AlertDC participation.



c. What, if any, functions does HSEMA contemplate adding to AlertDC?

None at this time.

11. How does HSEMA alert residents, students, commuters, and visitors to the District of critical information who are not subscribed to AlertDC?

HSEMA alerts residents, students, commuters and visitors to the District who are not subscribed to AlertDC by way of press releases, the use of social media outlets such as Twitter and Facebook, online by way of HSEMA's main website, <http://hsema.dc.gov/>, and by utilizing our partnerships with broadcast and radio media outlets. Also, by using email groups we are able to communicate alerts/protective actions to our stakeholders and partners.

HSEMA has the ability to send alerts out through media outlets, such radio and television stations, using the Emergency Alert System (EAS). EAS is used when other means of alerting the public are unavailable or when the message is urgent. A complement to the EAS is the Commercial Mobile Alert System (CMAS) which allows HSEMA to send geographically targeted, text-like wireless emergency alerts to the public.

12. What steps has HSEMA taken to expand community engagement and outreach activities in the District in an effort to create a culture of preparedness in the event of an emergency?

HSEMA strives to create a culture of preparedness by engaging the “whole community”, including the general public, private, District and Federal organizations. HSEMA has expanded community engagement and outreach in the following ways:

- HSEMA has continued our effort to revamp the hsema.dc.gov website in order to create more consistent and messaging to the public. The website redesign, which will be completed in May 2016, will be accessible and more clearly communicate our roles, responsibilities, and services. We have also made significant progress on the new Ready DC website, which will provide consistent, better, and more thorough preparedness messaging for the public. The website will serve as a one stop shop for key information on how District residents, commuters and visitors can plan and prepare for hazards or emergencies. An updated, consumer friendly logo, website map, and initial content have all been created for the Ready DC site, which will also launch in May 2016.
- The agency also continues to promote our HSEMA mobile application, which is compatible with the Apple and Android devices, and the Alert DC program. The mobile application features access to emergency evacuation routes and public transportation information, real-time National Weather Service weather advisories, disaster safety tips and emergency shelter locations, emergency resources and telephone contacts among other characteristics.
- HSEMA has also made a conscious effort to increase our social media presence. We are in the process of creating new strategies to make our social media presence more robust and user friendly, while exploring new platforms to add to our current Facebook page and Twitter feed. Similarly, we have begun to partner with other



regional public information groups to push out coordinated messaging. In November 2015, this manifested in a National Capital Region wide coordinated cold weather messaging campaign.

13. What is the current status of the HSEMA Ambassador Program?

The Ward Ambassador Program was developed along with Ward Based Resource Books, and a Community Outreach Standard Operation Procedure. In FY15, HSEMA worked with the Mayor’s Office on Community Affairs to train staff from the Mayor’s Office of Community Relations and Services (MOCRS) on the incident command system used during events and emergencies to help incorporate MOCRS into incident response. The MOCRS also assisted with finalizing the Ward Based Resource Books and have been provided copies for their use in the community.

a. Did HSEMA complete the eight (8) ward-based tabletop exercises, planning meetings, and interactive sessions during FY16?

The eight (8) ward-based tabletop exercises were a part of HSEMA’s responses to the FY 2012 Performance Oversight Hearing Advance Questions. While HSEMA Community Outreach team has continued to participate and host events throughout the city and in all eight (8) wards, no ward based tabletop exercises have been planned for FY16.

b. What is the current status of the HSEMA Ambassador Program?

See above.

14. HSEMA has within its budget a community events fund. This fund is available to offset costs such as police coverage for block parties, races, parades, etc. With regard to this fund:

a. What were the total expenditures per year from FY10 through FY16, to date?

Fiscal Year	Expenditures
FY 2010	\$350,000.00
FY 2011	\$175,000.00
FY 2012	\$130,000.00
FY 2013	\$120,000.00
FY 2014	\$120,000.00
FY 2015	\$120,000.00
FY 2016 (to date)	\$0

b. What was the FY15 budget?

The FY 2015 community event budget was \$120,000.00.



c. What is remaining in the FY16 budget?

The balance remaining in the FY 2016 community event budget is \$120,000.00.

d. Please itemize the expenditures in FY15 and FY16, to date. Name the event, date of the event, the organization/sponsor, and the amount.

FY 2015

Event	Date	Organizer	Amount
Martin Luther King Jr. Holiday Parade and Peace Walk	1/19/2015	Washington Informer Charities, Inc	\$ 3,923.88
St. Patrick's Day Parade	3/15/2015	St. Patrick's Parade Committee of Washington, DC	\$ 24,723.86
Capital Pride Parade & Festival	6/13 -14/2015	Capital Pride Alliance	\$ 24,909.30
Barracks Row Fall Festival	9/26/2015	Barracks Row Main Street	\$ 3,993.06
17th Street Festival	9/12/2015	17th Street Main Street	\$ 4,023.97
H Street Festival	9/19/2015	H Street Main Street, Inc.	\$ 24,352.99
Fiesta DC Parade and Festival	9/19-20/2015	Fiesta DC, Inc.	\$ 34,072.94
Total			\$120,000.00

No applications have been submitted for processing for FY 2016 to date.

e. Provide, as an attachment, the most recent version of HSEMA's rules governing this fund.

See Community Events Funding Assistance Program Policy document, attached as "Q14e Operations HSEMA."

f. Explain how, if at all, the monies are spread out over the year, and whether the monies are available to small groups/events, as well as large.

The funds are provided on a first-come-first-served basis throughout the fiscal year. Funds are available for events of all sizes (i.e., small, medium, large), with maximum eligible amounts based on a size-categorized scale. The last eligible event of the fiscal year shall receive the remaining funding, which may be more or less than the amount determined based on the size-categorized scale.



15. With regard to the Mayor’s Special Events Task Group:

- a. Please list the District of Columbia government agencies, Federal government agencies, and private sector emergency service organizations that composed the Mayor’s Special Events Task Group and individual representatives from each respective group in FY15.**

See attached document “Q15a Operations HSEMA.”

- b. Please provide the meeting dates for FY15 and FY16, to date, including who attended each meeting.**

See attached document “Q15b Operations HSEMA.”

- c. Please list all permits applied for in FY15 and FY16, to date, and indicate which permits were granted, as well as any associated costs charged to the applicant.**

Permits are not applied for through the MSETG. The appropriate agencies to provide lists of permits applied for are DCRA (for stationary events) and MPD (for processional events). Subsequent to meeting with the MSETG for the interagency review and assessment of event proposals, organizers are referred to DCRA and/or MPD to begin the permitting and licensure process of those respective agencies.

The MSETG is not involved in the agencies’ assessment of fees and therefore, does not have data relative to the agencies’ associated costs charged to the applicants.

- d. Please provide the step-by-step instructions and process provided to applicants as part of the Special Events application.**

Please see attached document “Q15d Operations HSEMA.” The guide provides the event organizer with information relative to the steps and process for scheduling presentations of event proposals to the MSETG, which requires the submission of a Letter of Intent (LOI) as the initial step. The LOI provides the MSETG with general information relative to an organizer’s desired area, timeline, etc. for producing the event.

Upon receipt of the LOI, the MSETG conducts a preliminary review of the information contained in the LOI, including potential public safety/traffic management impacts and date/location availability. Based on the information contained in the LOI, the organizer is contacted with information for moving forward with scheduling a meeting with the MSETG for the interagency review and assessment and to discuss and coordinate specific details of the



proposal, or advised of conflicts or potential issues associated with elements of the proposal and provided an opportunity to amend plans to address specific areas of concern.

Subsequent to the presentation, the organizer is advised of the MSETG's decision and provided a checklist outlining the next steps required to initiate the permitting and licensure requirements with the relevant agencies' representatives, based on information provided during the meeting with the MSETG

e. If an organizer receives conflicting information from agencies, what procedures or personnel are responsible to assist the organizers in the permit process?

If an organizer receives conflicting information from agencies, personnel of the MSETG staff as well as the relevant licensure and permitting agencies (i.e., DCRA and MPD) are available to provide clarification, direction and guidance. The MSETG Special Events Planning Guide advises organizers that the applicable permit-granting agencies are principally responsible for ensuring compliance with permitting requirements relative to any activities under their respective permitting authorities. The MSETG also ensures organizers are provided contact information for the agencies' representatives in the event further assistance and guidance is needed in addressing any issues or concerns.

f. What procedures ensure that proper fees are assessed?

The MSETG is not involved in the agencies' assessment of fees. Although agencies provide their respective special event user fee information to the MSETG for publication in the MSETG planning guide as a point of reference for event organizers, the agencies' final invoice of fees are determined on a case-by-case/cost-recovery basis and assessed independently of the MSETG.

g. What types of after-action reporting by agencies have occurred since the implementation of new processes on October 1, 2015?

The following After-Action Reports have been submitted for events processed through the MSETG since October 1, 2015:

Event	Event Date(s)	Agency AAR Submission
Taste of DC	October 10, 2015	ABRA
Martin Luther King, Jr. Peace Walk and Parade	January 18, 2016	DPW



16. What is the status of the D.C. Council’s Continuity of Operations Plan (COOP)? Is there currently an alternative facility that has been selected by Council to be used if the COOP is enacted?

According to the District Continuity of Government (COG) Plan that was last updated in 2009, the emergency relocation facility for the DC Council is 441 4th Street, NW. However, to HSEMA's knowledge, this has never been exercised via a discussion-based or operations-based exercise. HSEMA recommends that the DC Council in conjunction with DGS conduct a Tabletop Exercise to talk through a potential relocation scenario.

When HSEMA met with Council personnel to discuss COOP in 2013 and 2014, there were preliminary discussions of potentially pre-staging resources and equipment at a local school for the purposes of transitioning a gymnasium or auditorium into a makeshift Council alternate facility at a moment's notice. However, HSEMA has not been made aware whether this plan was put into action.

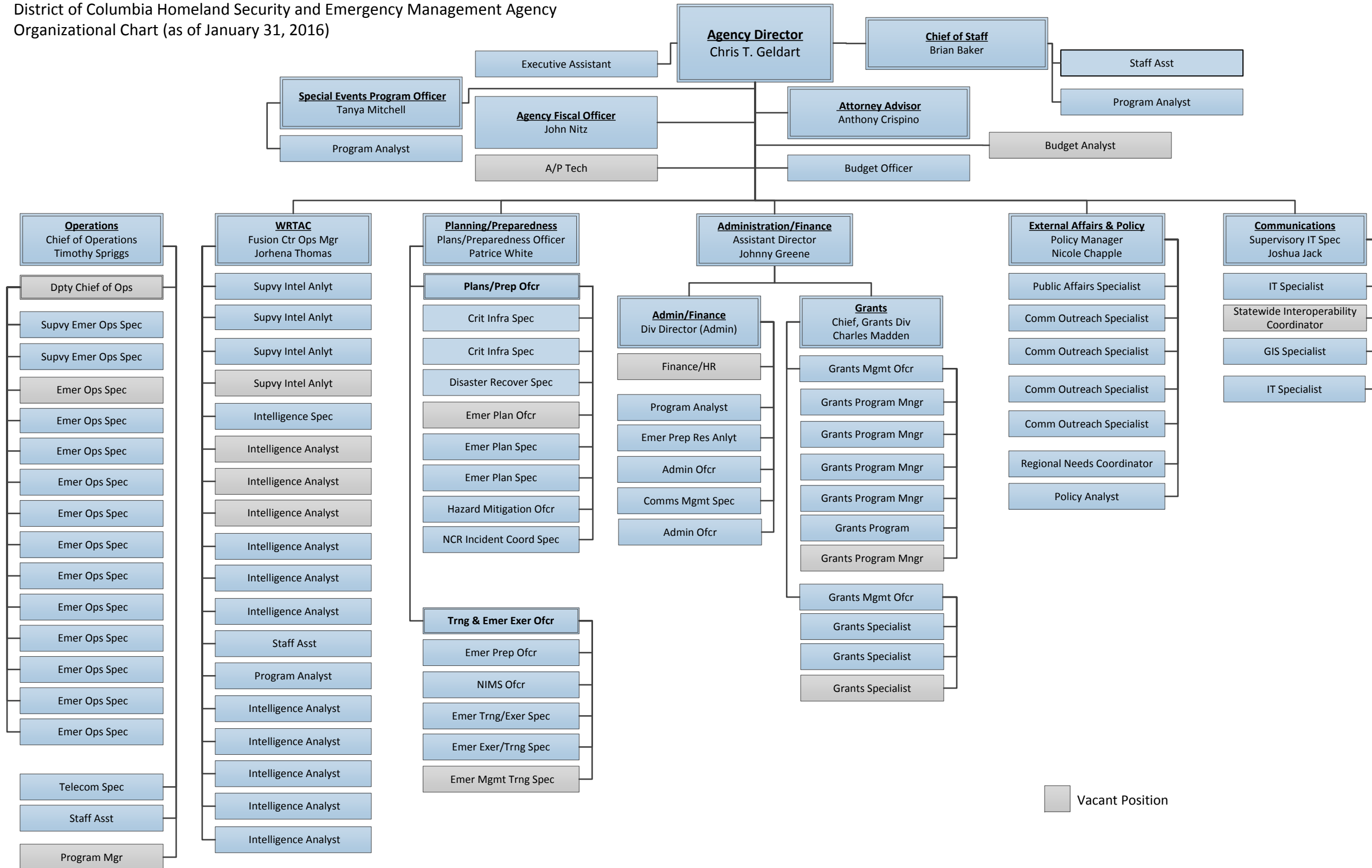
17. Please outline any operational Councilmember-constituent emergency event communication protocols.

As with all emergency incidents in the District, HSEMA would use the alerting methods discussed in Agency Operation Question 11 to alert residents, commuters, visitors, businesses, etc. of protective actions and provide any needed situational awareness. HSEMA does not have any explicit Councilmember-constituent emergency event communication protocols as that would be the prerogative of each Councilmember in how they would like to communicate with their constituents. If the Council would like HSEMA to have explicit protocols during emergencies for how the Council communicates with their constituents, we would be happy to discuss.



Q1 General HSEMA

District of Columbia Homeland Security and Emergency Management Agency
Organizational Chart (as of January 31, 2016)



Vacant Position

Q2 General HSEMA
Homeland Security and Emergency Management Agency
FY 2016 Schedule A

Program Code	Activity Code	Filled or Vacant	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Reg/Temp/ Term	Hiring Status	Local/Federal
1000	1301	V	Accounts Payable Tech			11	0	55,195.00	13,246.80	1.00	Reg	Interviewing Candidates	Federal
1000	1320	F	Agency Fiscal Officer	Nitz,John	11/19/2012	16	8	171,161.00	41,078.64	1.00	Reg		
1000	1320	F	Attorney Advisor	Crispino,Anthony D	1/3/2012	14	8	124,906.00	29,977.44	1.00	Reg		
1000	1320	F	Budget Officer	Norman,Anthony G	10/22/2001	14	3	107,031.00	25,687.44	1.00	Reg		
1000	1320	F	Chief of Staff	Baker,Brian C.	11/5/2012	16	0	163,471.30	39,233.11	1.00	Reg		
1000	1320	F	Community Outreach Specialist	McCall,Kimberly	4/18/2006	13	5	88,775.00	21,306.00	1.00	Reg		
1000	1306	F	Community Outreach Specialist	Cruz,Joiner C	1/26/2004	11	5	62,291.00	14,949.84	1.00	Term		
1000	1320	F	Community Outreach Specialist	Brannum,Robert V	7/11/2011	6	0	92,700.00	22,248.00	1.00	Reg		
1000	1320	F	Community Outreach Specialist	Gilmore,Edward James	1/2/2015	6	0	92,700.00	22,248.00	1.00	Reg		
1000	1320	F	Director, Homeland Sec. & EMA	Geldart,Chris	6/1/2012	E5	0	203,940.00	48,945.60	1.00	Reg		
1000	1320	F	Emergency Management Program O	Mitchell,Tanya L	8/26/1992	14	4	101,937.00	24,464.88	1.00	Reg		
1000	1320	F	Executive Assistant	Crawford,Elijah A	12/3/2012	12	7	81,014.00	19,443.36	1.00	Reg		
1000	1337	F	Geographic Information Systems	Lescure,William	5/4/2015	13	2	81,209.00	19,490.16	1.00	Reg		
1000	1320	F	Information Technology Spec	Jones,Gelinda Delast	8/15/2011	13	5	88,775.00	21,306.00	1.00	Reg		
1000	1305	F	Information Technology Spec.	Feast,Tajuana	11/30/2015	12	1	68,294.00	16,390.56	1.00	Term		
1000	1309	F	Policy Advisor	Case-Herron,Sarah	4/21/2015	13	1	78,687.00	18,884.88	1.00	Reg		
1000	1320	F	Policy Manager	Chapple,Nicole A	11/19/2012	15	0	137,683.00	33,043.92	1.00	Reg		
1000	1320	F	Program Analyst	Adams,Nikelle L.	10/6/2014	12	2	70,414.00	16,899.36	1.00	Reg		
1000	1320	F	Program Analyst	Bowen,Whitney S	3/25/2013	13	3	83,731.00	20,095.44	1.00	Term		
1000	1308	F	Program Coordinator	Scott,Delores	11/2/2015	14	6	107,895.00	25,894.80	1.00	Term		
1000	1320	F	Public Affairs Specialist	Johnson,Robyn T	4/18/2006	13	5	88,775.00	21,306.00	1.00	Reg		
1000	1320	F	Staff Assistant	Jackson,Gloria J	1/4/1978	12	7	81,014.00	19,443.36	1.00	Reg		
1000	1363	V	Statewide Comm Interop Coord			13	1	78,687.00	18,884.88	1.00	Reg	To be posted by end of 2nd quarter	Federal
1000	1320	F	Supervisory IT Specialist	Jack,Joshua	3/27/2006	15	0	131,677.26	31,602.54	1.00	Reg		
2000	2400	F	Comm Emerg Trng & Exercise Spe	White,Lisa L.	5/20/2013	12	2	70,414.00	16,899.36	1.00	Reg		
2000	2100	F	Critical Infrastructure Spec	Goldsmith,Frederick W.	3/3/2008	14	6	107,895.00	25,894.80	1.00	Reg		
2000	2103	F	Critical Infrastructure Spec	Frederick,Sharon L	6/17/2013	14	2	95,979.00	23,034.96	1.00	Reg		
2000	2100	F	Disaster Recovery Specialist	Gardner,Russell	2/11/1980	13	5	88,775.00	21,306.00	1.00	Reg		
2000	2400	F	Emergency Exer. & Trng. Spec.	Campbell,Kimberly N	4/22/2013	12	6	78,894.00	18,934.56	1.00	Reg		
2000	2400	V	Emergency Management Training			12	4	74,654.00	17,916.96	1.00	Reg	Evaluating Candidates	Local/Federal
2000	2103	V	Emergency Planning Officer			14	1	93,000.00	22,320.00	1.00	Reg	Evaluating Candidates	Federal
2000	2113	F	Emergency Planning Specialist	Young,Chelsea	12/16/2013	11	7	65,839.00	15,801.36	1.00	Term		
2000	2100	F	Emergency Planning Specialist	Williams,Ladona R.	6/24/2002	9	7	54,595.00	13,102.80	1.00	Term		
2000	2400	F	Emergency Preparedness Officer	Woodall,Kenneth	8/25/2014	14	4	101,937.00	24,464.88	1.00	Reg		
2000	2100	F	Hazard Mitigation Officer	Lucas,Donte O	8/12/2013	12	6	78,894.00	18,934.56	1.00	Term		
2000	2414	F	National Incident Management S	Harrison,Leslie C	5/3/1982	13	6	91,297.00	21,911.28	1.00	Term		
2000	2113	F	NCR Incident Coord. Specialist	Hauser,Eric	7/6/1999	12	5	76,774.00	18,425.76	1.00	Reg		
2000	2100	F	Plans & Preparedness Officer	Akasa,Annah	5/20/2013	14	4	101,937.00	24,464.88	1.00	Term		
2000	2100	F	Plans and Preparedness Officer	White,Patrice N	2/1/1988	15	0	107,398.68	25,775.68	1.00	Reg		
2000	2400	F	Trng. & Emerg. Exer. Officer	Quarrelles,Jamie C	6/6/1992	14	5	104,916.00	25,179.84	1.00	Reg		
3000	3100	F	Chief, Operations Division	Spriggs,Timothy W	8/2/2010	15	0	150,294.51	36,070.68	1.00	Reg		
3000	3100	V	Deputy Chief of Operations			14	1	116,107.00	27,865.68	1.00	Reg	Evaluating Candidates	Local/Federal
3000	3100	F	Emergency Operations&Info Spec	Hackney,David	8/15/1987	11	7	65,839.00	15,801.36	1.00	Reg		
3000	3100	F	Emergency Operations&Info Spec	Senhouse,Eustace M	3/17/2008	9	6	53,131.00	12,751.44	1.00	Reg		
3000	3100	F	Emergency Operations&Info Spec	Harris,Robert S	7/11/2005	11	6	64,065.00	15,375.60	1.00	Reg		

Q2 General HSEMA

Program Code	Activity Code	Filled or Vacant	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Reg/Temp/ Term	Hiring Status	Local/Federal
3000	3100	F	Emergency Operations&Info Spec	Bentley,Gena	4/7/2014	9	7	54,595.00	13,102.80	1.00	Reg		
3000	3100	F	Emergency Operations&Info Spec	Davis,Charles L	7/9/1980	11	8	67,613.00	16,227.12	1.00	Reg		
3000	3100	F	Emergency Operations&Info Spec	Stewart,Ricardo Gregory	2/25/1980	11	8	67,613.00	16,227.12	1.00	Reg		
3000	3100	F	Emergency Operations&Info Spec	Harley,Stephanie N	12/16/2013	9	3	48,739.00	11,697.36	1.00	Reg		
3000	3100	F	Emergency Operations&Info Spec	Rodgers Jr.,Billy F.	11/18/2013	9	10	58,987.00	14,156.88	1.00	Reg		
3000	3100	F	Emergency Operations&Info Spec	Kornreich,Kevin	2/21/2006	9	7	54,595.00	13,102.80	1.00	Reg		
3000	3100	V	Emergency Operations&Info Spec			11	1	55,195.00	13,246.80	1.00	Reg	To be posted by end of 2nd quarter	Local/Federal
3000	3100	F	Emergency Operations&Info Spec	Lewis III,Robert L.	3/10/2014	9	10	58,987.00	14,156.88	1.00	Reg		
3000	3100	F	Emergency Operations&Info Spec	Boone,William E	2/28/2011	9	10	58,987.00	14,156.88	1.00	Reg		
3000	3101	V	Program Manager			13	0	78,687.00	18,884.88	1.00	Reg	Evaluating Candidates	Federal
3000	3100	F	Staff Assistant	Franklin,Carolyn	6/15/1976	12	9	85,254.00	20,460.96	1.00	Reg		
3000	3100	F	Supvy Emerg Oper & Info Spec.	Smith,Bobby L	8/4/1986	12	0	76,051.68	18,252.40	1.00	Reg		
3000	3100	F	Supvy Emerg Oper & Info Spec.	Sneed Jr.,Robert W	3/19/2007	12	0	73,161.79	17,558.83	1.00	Reg		
3000	3100	F	Telecommunications Spec (COMSE)	Curry,William W	11/13/1985	13	6	91,297.00	21,911.28	1.00	Reg		
4000	4FA0	F	Administrative Officer	Gill,Adriane	1/19/2010	14	0	113,300.00	27,192.00	1.00	Reg		
4000	4FA0	F	Administrative Officer	Banks,Patricia A	8/23/1981	12	6	78,894.00	18,934.56	1.00	Reg		
4000	4FA0	F	Administrative Officer	Hill,Monica	6/29/2015	9	1	45,811.00	10,994.64	1.00	Term		
4000	4FA0	F	Assist Dir for Administration	Greene,Johnny L	2/25/1980	15	0	132,612.50	31,827.00	1.00	Reg		
4000	4FA0	V	Budget Analyst			14	0	93,000.00	22,320.00	1.00	Reg	Interviewing Candidates	Local/Federal
4000	4100	F	Chief, Grants Division	Madden,Charles E.F.	4/27/2009	15	0	122,003.50	29,280.84	1.00	Reg		
4000	4FA0	F	Comm Mgmt Spec	Benefield,Steven W	6/28/1973	11	8	67,613.00	16,227.12	1.00	Reg		
4000	4FA0	F	Emergency Prep Reasearch Anaylst	Richardson,Jacqueline T	12/5/1983	12	10	87,374.00	20,969.76	1.00	Reg		
4000	4100	F	Grants Financial Management Of	Samee,Sonia	2/17/2009	14	0	128,750.00	30,900.00	1.00	Reg		
4000	4100	F	Grants Management Officer	Reed,Tristan F	4/27/2009	14	0	116,107.02	27,865.68	1.00	Reg		
4000	4100	F	Grants Program Manager	Ross,Cembrye Alma	7/15/2013	12	10	87,374.00	20,969.76	1.00	Reg		
4000	4100	F	Grants Program Manager	Coleman,Bettina R	7/19/2010	13	5	88,775.00	21,306.00	1.00	Reg		
4000	4100	F	Grants Program Manager	Alsop,Vermecia R	1/21/2009	13	5	88,775.00	21,306.00	1.00	Reg		
4000	4100	F	Grants Program Manager	Cooper,Sherelle D	12/17/2012	12	10	87,374.00	20,969.76	1.00	Term		
4000	4100	V	Grants Program Manager			12	1	68,294.00	16,390.56	1.00	Reg	Evaluating Candidates	Federal
4000	4100	F	Grants Program Manager	Shackelford,Jerica D	8/30/2010	13	4	86,253.00	20,700.72	1.00	Reg		
4000	4100	V	Grants Specialist			13	1	78,687.00	18,884.88	1.00	Reg	Evaluating Candidates	Federal
4000	4100	F	Grants Specialist	Cuyler,Siobhan Taneisha	3/29/2010	13	10	101,385.00	24,332.40	1.00	Term		
4000	4100	F	Grants Specialist	Jackson,Corey	11/22/2010	13	9	98,863.00	23,727.12	1.00	Term		
4000	4FA0	F	Program Analyst	Robinson,Marcel	8/19/2002	13	7	93,819.00	22,516.56	1.00	Reg		
4000	4FA0	V				14	1	93,000.00	22,320.00	1.00	Reg	To be posted by end of 2nd quarter	Local/Federal
5000	5132	F	Fusion Cntr Operations Manager	Thomas,Jorhena	11/19/2012	15	0	130,677.13	31,362.51	1.00	Reg		
5000	5182	F	Fusion Intelligence Analyst	Greenberg,Amanda	3/11/2013	14	7	83,155.50	19,957.32	1.00	Reg		
5000	5182	V	Fusion Intelligence Analyst			12	0	68,294.00	16,390.56	1.00	Reg	Extended offer to candidate.	Federal
5000	5182	V	Fusion Intelligence Analyst			13	0	78,687.00	18,884.88	1.00	Reg	To be posted by end of 2nd quarter	Federal
5000	5182	F	Fusion Intelligence Analyst	Massa,Elizabeth C	6/17/2013	12	3	72,534.00	17,408.16	1.00	Term		
5000	5182	V	Fusion Intelligence Analyst			12	0	68,294.00	16,390.56	1.00	Reg	Extended offer to candidate.	Federal
5000	5182	F	Fusion Intelligence Analyst	Nguyen,Brian	1/12/2015	12	2	70,414.00	16,899.36	1.00	Reg		
5000	5182	F	Fusion Intelligence Analyst	Del Toro,Jennifer K	11/17/2014	12	1	68,294.00	16,390.56	1.00	Reg		
5000	5182	F	Fusion Intelligence Analyst	Gabry,Matthew	10/5/2015	9	3	48,739.00	11,697.36	1.00	Term		
5000	5182	F	Fusion Intelligence Analyst	Jackson,Adrienne M	11/17/2014	9	5	51,667.00	12,400.08	1.00	Reg		
5000	5182	F	Fusion Intelligence Analyst	Gardener,Jennifer M	11/17/2014	9	5	51,667.00	12,400.08	1.00	Reg		
5000	5182	F	Fusion Intelligence Analyst	Weber,Majoraca	10/5/2015	9	1	45,811.00	10,994.64	1.00	Term		
5000	5182	F	Fusion Intelligence Analyst	Cardella,Alex	9/8/2015	9	4	50,203.00	12,048.72	1.00	Reg		

Q2 General HSEMA

Program Code	Activity Code	Filled or Vacant	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Reg/Temp/ Term	Hiring Status	Local/Federal
5000	5182	F	Fusion Intelligence Specialist	Hoover,Athena	5/6/2013	12	3	72,534.00	17,408.16	1.00	Term		
5000	5182	F	Program Analyst	Jackson,Olivia	11/30/2015	9	2	47,275.00	11,346.00	1.00	Term		
5000	5132	F	Staff Assistant	Ngwenya,Mtokufa	4/21/2015	11	2	56,969.00	13,672.56	1.00	Reg		
5000	5182	V	Supervisory Intelligence Analy			14	0	116,107.00	27,865.68	1.00	Reg	To be posted by end of 2nd quarter	Federal
5000	5182	F	Supervisory Intelligence Analy	Brocke,Rebecca L	3/25/2013	14	0	115,199.00	27,647.76	1.00	Reg		
5000	5182	F	Supervisory Intelligence Analy	Morgan,Mark	8/10/2015	14	0	114,330.00	27,439.20	1.00	Reg		
AGENCY GRAND TOTAL								\$ 8,583,274.87	\$ 2,059,985.97	99.00			

Q4e General HSEMA

FY 2015		
Name	Position	Overtime Pay
Davis,Charles L	Emergency Operations & Info Spec	13,780.44
Hackney,David	Emergency Operations & Info Spec	11,382.72
Sneed Jr.,Robert W	Supvy Emerg Oper & Info Spec.	10,397.71
Lucas,Donte O	Hazard Mitigation Officer	7,973.39
Smith,Bobby L	Supvy Emerg Oper & Info Spec.	7,510.18
Rodgers Jr.,Billy F.	Emergency Operations & Info Spec	5,537.78
Boone,William E	Emergency Operations & Info Spec	5,365.84
Wobbleton,Jeffrey L	Statewide Comm Interop Coord	5,073.06
Lewis III,Robert L.	Emergency Operations & Info Spec	4,887.99
Senhouse,Eustace M	Emergency Operations & Info Spec	4,842.39
Crawford,Elijah A	Executive Assistant	4,088.61
Payne,Kerry A	Deputy Chief of Operations	4,040.40
Franklin,Carolyn	Staff Assistant	3,711.39
Williams,Ladona R.	Emergency Planning Specialist	3,323.13
Stewart,Ricardo Gregory	Emergency Operation Info Specialist	3,311.33
Goldsmith,Frederick W.	Critical Infrastructure Spec	3,263.76
Jackson,Corey	Grants Specialist	3,080.29
Scott II,Renaud D.	Emergency Operations & Info Spec	3,039.63
Mitchell,Tanya L	Emergency Management Program O	2,955.32
Jones,Gelinda Delast	Information Technology Spec	2,910.25
Young,Chelsea	Emergency Planning Specialist	2,734.81
Hauser,Eric	NCR Incident Coord. Specialist	2,685.54
Harley,Stephanie N	Emergency Operations & Info Spec	2,542.69
Benfield,Steven W	Comm Mgmt Spec	2,469.62
Adams,Nikelle L.	Program Analyst	2,442.65
Cruz,Joiner C	Community Outreach Specialist	2,020.81
Brannum,Robert V	Community Outreach Specialist	1,991.95
Johnson,Robyn T	Public Affairs Specialist	1,791.57
Gardner,Russell	Disaster Recovery Specialist	1,761.09
Banks,Patricia A	Administrative Officer	1,739.98
Harris,Robert S	Emergency Operations & Info Spec	1,640.87
Campbell,Kimberly N	Emergency Exer. & Trng. Spec.	1,480.32
Winship,Hope	Emergency Planning Specialist	1,421.48
McCall,Kimberly	Community Outreach Specialist	1,346.71
Samee,Sonia	Grants Financial Management Of	1,301.35
Bentley,Gena	Emergency Operator Info Spec	1,207.22
Bowen,Whitney S	Program Analyst	1,135.88
Woodall,Kenneth	Emergency Preparedness Ofr	1,062.37
Quarrelles,Jamie C	Trng. & Emerg. Exer. Officer	1,052.88
White,Lisa L.	Comm Emerg Trng & Exercise Spe	1,014.99
Coleman,Bettina R	Grants Program Manager	938.93
Akasa,Annah	Plans & Preparedness Officer	937.71

Q4e General HSEMA

Name	Position	Overtime Pay
Shackelford, Jerica D	Grants Program Manager	931.11
Campbell, Fleming C	Fusion Intelligence Analyst	879.20
Cooper, Sherelle D	Grants Program Manager	876.82
Frederick, Sharon L	Critical Infrastructure Spec	797.97
Del Toro, Jennifer K	Fusion Intelligence Analyst	726.33
Richardson, Jacqueline T	Emergency Prep Research Analyst	725.68
Horsley, Elizabeth C	Fusion Intelligence Analyst	717.83
Kornreich, Kevin	Emergency Operation Spec	716.40
Harrison, Leslie C	National Incident Management S	697.36
Gill, Adriane	Administrative Officer	665.25
Alsop, Vermechia R	Grants Program Manager	503.25
Jackson, Gloria J	Staff Assistant	478.73
Brocker, Rebecca L	Supervisory Intelligence Analy	457.05
Ngwenya, Mtokufa	Staff Assistant	452.04
Hull Esq, Bryan E.	Grants Program Manager	446.29
Hoover, Athena	Fusion Intelligence Specialist	443.71
Cuyler, Siobhan Taneisha	Grants Specialist	435.43
Reed, Tristan F	Grants Management Officer	379.36
Lescure, William	Geographic Information Systems	379.07
Gardener, Jennifer M	Disaster Recovery Specialist	373.81
Case-Herron, Sarah	Policy Advisor	348.93
Curry, William W	Telecommunications Spec (COMSE)	255.68
Hill, Monica	Administrative Officer	203.15
Green, Makaria N	Supervisory Intelligence Analy	164.42
Gilmore, Edward James	Community Outreach Specialist	97.36
Lagomarsino, Jessica R.	Fusion Intelligence Analyst	95.63
Greenberg, Amanda	Supervisory Intelligence Analy	52.00

FY 2016		
Name	Position	Overtime Pay
Smith, Bobby L	Supvy Emerg Oper & Info Spec.	4,614.81
Franklin, Carolyn	Staff Assistant	3,485.13
Samee, Sonia	Grants Financial Management Of	3,414.51
Davis, Charles L	Emergency Operations & Info Spec	3,015.02
Lewis III, Robert L.	Emergency Operations & Info Spec	2,837.52
Brannum, Robert V	Community Outreach Specialist	2,740.89
Bowen, Whitney S	Program Analyst	2,441.51
Williams, Ladona R.	Emergency Planning Specialist	2,437.58
Mitchell, Tanya L	Emergency Management Program O	2,284.83
Crawford, Elijah A	Executive Assistant	2,252.24
Jackson, Corey	Grants Specialist	2,241.32
Boone, William E	Emergency Operations & Info Spec	2,224.79

Q4e General HSEMA

Name	Position	Overtime Pay
Banks,Patricia A	Administrative Officer	2,193.30
Senhouse,Eustace M	Emergency Operations & Info Spec	2,184.54
Lucas,Donte O	Hazard Mitigation Officer	2,164.85
Sneed Jr.,Robert W	Supvy Emerg Oper & Info Spec.	2,159.27
Gilmore,Edward James	Community Outreach Specialist	2,127.53
Wobbleton,Jeffrey L	Statewide Comm Interop Coord	2,078.90
Gill,Adriane	Administrative Officer	2,069.91
Cruz,Joiner C	Community Outreach Specialist	1,946.59
Del Toro,Jennifer K	Fusion Intelligence Analyst	1,798.68
Shackelford,Jerica D	Grants Program Manager	1,777.08
Cuyler,Siobhan Taneisha	Grants Specialist	1,727.99
Hackney,David	Emergency Operations & Info Spec	1,722.48
Reed,Tristan F	Grants Management Officer	1,695.22
Hill,Monica	Administrative Officer	1,652.22
Case-Herron,Sarah	Policy Advisor	1,600.63
Campbell,Kimberly N	Emergency Exer. & Trng. Spec.	1,561.30
Goldsmith,Frederick W.	Critical Infrastructure Spec	1,496.75
Jones,Gelinda Delast	Information Technology Spec	1,471.23
McCall,Kimberly	Community Outreach Specialist	1,429.79
Alsop,Vermecia R	Grants Program Manager	1,384.25
Gardner,Russell	Disaster Recovery Specialist	1,301.74
Benefield,Steven W	Comm Mgmt Spec	1,226.73
Coleman,Bettina R	Grants Program Manager	1,207.07
Harrison,Leslie C	National Incident Management S	1,174.87
Scott,Delores	Program Coordinator	1,089.32
Ngwenya,Mtokufa	Staff Assistant	1,078.27
Hauser,Eric	NCR Incident Coord. Specialist	1,067.34
Nguyen,Brian	Fusion Intelligence Analyst	1,067.04
Ross,Cembrye Alma	Grants Program Manager	1,029.16
White,Lisa L.	Comm Emerg Trng & Exercise Spe	1,001.76
Feast,Tajuna	Information Technology Spec.	1,001.43
Harley,Stephanie N	Emergency Operations & Info Spec	904.38
Cooper,Sherelle D	Grants Program Manager	903.14
Frederick,Sharon L	Critical Infrastructure Spec	887.07
Lescure,William	Geographic Information Systems	780.85
Johnson,Robyn T	Public Affairs Specialist	768.25
Kornreich,Kevin	Emergency Operation Spec	737.90
Woodall,Kenneth	Emergency Preparedness Ofr	732.27
Rodgers Jr.,Billy F.	Emergency Operations & Info Spec	724.17
Scott II,Renaud D.	Emergency Operations & Info Spec	714.86
Weber,Majoraca	Fusion Intelligence Analyst	688.27
Harris,Robert S	Emergency Operations & Info Spec	658.79
Young,Chelsea	Emergency Planning Specialist	623.71

Q4e General HSEMA

Name	Position	Overtime Pay
Bentley,Gena	Emergency Operartor Info Spec	614.63
Richardson,Jacqueline T	Emergency Prep Research Analyst	546.09
Gabry,Matthew	Fusion Intelligence Analyst	503.79
Jackson,Olivia	Program Analyst	488.66
Adams,Nikelle L.	Program Analyst	478.17
Cardella,Alex	Fusion Intelligence Analyst	470.65
Stewart,Ricardo Gregory	Emergency Operations & Info Spec	412.00
Quarrelles,Jamie C	Trng. & Emerg. Exer. Officer	342.80
Akasa,Annah	Plans & Preparedness Officer	190.32
Jackson,Gloria J	Staff Assistant	75.63

Q6 General HSEMA

FY 2015

PROGRAM TITLE	LOCAL			FEDERAL GRANTS			INTRA-DISTRICT FUNDS			GROSS FUNDS		
	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance
AGENCY MANAGEMENT	2,294,191	2,104,585	189,605	1,921,074	1,630,481	290,593	20,084	20,084	0	4,235,349	3,755,150	480,198
PLANS AND PREPAREDNESS OPERATIONS	275,957	303,444	(27,487)	938,966	1,117,714	(178,747)	1,188	1,188	0	1,216,110	1,422,345	(206,235)
HOMELAND SECURITY GRANTS	842,252	969,335	(127,084)	873,190	933,872	(60,682)	782	782	0	1,716,224	1,903,989	(187,766)
TOTAL	3,735,250	3,725,408	9,842	71,365,111	71,246,103	119,008	22,942	22,942	0	75,123,303	74,994,453	128,851

FY 2016

PROGRAM TITLE	LOCAL			FEDERAL GRANTS			INTRA-DISTRICT FUNDS			GROSS FUNDS		
	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance
AGENCY MANAGEMENT	1,852,427	701,003	1,151,425	3,082,891	1,210,261	1,872,630	0	0	0	4,935,318	1,911,263	3,024,055
PLANS AND PREPAREDNESS OPERATIONS	763,479	222,883	540,596	3,466,357	858,956	2,607,402	0	0	0	4,229,837	1,081,839	3,147,998
HOMELAND SECURITY GRANTS	1,326,154	611,267	714,888	1,299,023	455,171	843,852	0	0	0	2,625,178	1,066,438	1,558,740
FUSION CENTER	609,464	178,452	431,012	107,775,886	12,037,774	95,738,112	0	0	0	108,385,350	12,216,227	96,169,124
TOTAL	4,551,525	1,713,605	2,837,920	118,752,373	15,104,933	103,647,440	0	0	0	123,303,898	16,818,538	106,485,360

Q9 General HSEMA

FY 2015

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
1	Ross Professional Services	Contractual services required to provide administrative support for the Administrative and Finance Division. Resource Title: .NET Engineer Level 4, Resource: Murali Bejjanki, Rate: \$94.99 + HSF \$5.55 = \$100.54 PoP: 10/1/2014 to 11/30/2014. Engagement ID 362033	\$27,749.12	\$27,749.12	12 months	Y	N/A	N/A	Federal
2	OST, Inc.	Babel Street's babel X Atlantic platform provides access to open source data streams to conduct research for situational awareness to public safety and emergency management agencies. Resource Title: Project Manager Level 3 Resource: Kevin Jones Rate: \$92.00 + HSF \$5.55 = \$97.55 PoP: 10/1/2014 to 11/30/2014. Engagement ID 380939	\$199,069.20	\$199,069.20	12 months	Y	Joshua Jack	Satisfactory	Federal
3	Babel Street Inc.	Resource Title: Project Manager Level 3 Resource: Kevin Jones Rate: \$92.00 + HSF \$5.55 = \$97.55 PoP: 10/1/2014 to 11/30/2014. Engagement ID 380939	\$16,080.00	\$16,080.00	12 months	N/A	Joshua Jack	Satisfactory	Federal
4	OST, Inc.	Resource Title: .NET Developer Level 3 Resource: Dinh Nguyen, Rate: \$73.42 HSF \$5.55 = \$78.97 PoP: 10/1/2014 to 11/30/2014. Engagement ID 436014.	\$191,783.30	\$191,783.30	12 months	Y	Joshua Jack	Satisfactory	Federal
5	OST, Inc.	Resource Title: IT Clerk Level 3, Resource: TaJuana Feast, Rate: \$30.95+ HSF \$5.55 = \$36.50 PoP: 10/1/2014 to 11/30/2014. Engagement ID 420276.	\$157,782.06	\$152,254.16	12 months	Y	Joshua Jack	Satisfactory	Federal
6	OST, Inc.	Emergency contingency contract with WMATA to secure metro buses during emergency incidents. The contract will be activated upon request by the DRP related District Agencies such as FEMS, MPD or DOH.	\$11,680.00	\$11,680.00	12 months	Y	Joshua Jack	Satisfactory	Federal
7	WASH METRO AREA TRANSIT AUTH	Resource Title: System Admin Level 1, Resource: Chibuzo Onukwufor, Rate: \$51.72+ HSF \$5.55 = \$57.27 PoP: 10/1/2014 to 11/30/2014. Engagement ID 420276	\$6,640.00	\$6,640.00	12 months	N/A	N/A	N/A	Federal
8	OST, Inc.		\$11,454.00	\$11,454.00	12 months	Y	Joshua Jack	Satisfactory	Federal

Q9 General HSEMA

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
9	MB STAFFING SERVICES LLC	Emergency contract personnel with specialized skills to support the 24 hour Operations Center during major special events, disasters, and emergency incidents that occur in the District of Columbia	\$750,000.00	\$750,000.00	12 months	Y	Timothy Spriggs	Satisfactory	Local/Federal
10	AVAYA, INC.	Avaya 24/7 support for the Agency's Avaya telephone system for FY15.	\$32,333.64	\$32,333.64	12 months	Y	Joshua Jack	Satisfactory	Federal
11	GENERAL SERVICE ADMINISTRATION	Fleet, Mileage, Fuel, Repair 2007 Ford Explorer Vehicle Utility 4x4 (Monthly rate \$283 + \$4 AFV surcharge)	\$0.00	\$68,799.82	12 months	N/A	N/A	N/A	Federal
12	DUTCHMILL CATERERS	Blanket purchase agreement for catering services to be used during Emergency Operation Center activations. Resource: TaJuana Feast, Support Technician Level 2, PoP 11/26/2014 to 3/31/2015. Rate: \$41.95+ HSF \$5.55 =	\$52,182.05	\$52,182.05	12 months	Y	N/A	N/A	Federal
13	OST, Inc.	Engagement ID 493136	\$85,357.50	\$85,357.50	12 months	Y	Joshua Jack	Satisfactory	Federal
14	Capital Services and Supplies	Blanket purchase request order for office supplies for HSEMA during FY2015	\$63,851.22	\$63,851.22	12 months	Y	N/A	N/A	Federal
15	FIRST FEDERAL CORPORATION	Annual service support agency's file server tape back-up	\$2,957.97	\$2,957.97	12 months	N/A	Joshua Jack	Satisfactory	Local
16	COMCAST CABLE COMMUNICATIONS	Renew the cable TV & Transport services which provide service to the HSEMA EOC. The transport adapter enables the signal to be converted for reception on cable ready sets in the facility. the cable news information is required for the staff to complete their daily duties and for response and recovery operations during any major emergency or event.	\$5,053.00	\$5,053.00	12 months	N/A	Joshua Jack	Satisfactory	Federal
17	COMMUNICATIONS LAB	Covers the cost to renew the service maintenance and support agreement on Polycom VTC System used for classified video teleconferencing. The vendor is required to provide staff cleared with DHS security clearances to have access to the service classified equipment	\$61,231.00	\$61,231.00	12 months	N/A	Joshua Jack	Satisfactory	Federal

Q9 General HSEMA

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
18	LexisNexis Risk Solutions FL Inc	Accurint provides an in-depth range of information that is critical to investigations. Accurint offers over 34 billion public records from more than 20,000 sources.	\$1,062.00	\$1,062.00	12 months	N/A	Joshua Jack	Satisfactory	Federal
19	Edge360 LLC	Annual maintenance and support services for the Citywide CCTV platform. This platform is used to consolidate many of the city's CCTV programs into a single portal enhancing situational awareness and incident response.	\$90,949.20	\$90,949.20	12 months	Y	Joshua Jack	Satisfactory	Federal
20	Capital Services and Supplies	Movers service are required to maintain the emergency warehouse/storage facility and provide emergency distribution support capabilities before, during and after all safety/outreach incidents related to all of the hazards the District of Columbia faces on a daily basis.	\$4,067.40	\$4,067.40	12 months	Y	N/A	N/A	Local
21	IDSi International, Inc.	Premium Technical Support for the Hazardous Material Reporting System.	\$22,000.00	\$22,000.00	12 months	N/A	Joshua Jack	Satisfactory	Federal
22	DEFENSE INFORMATION TECHNOLOGY	Renewal of satellite communications phone service is used by the HSEMA staff and is required for the Emergency Operations Center to provide emergency communications with the executive staff during emergencies. This service is being provided by the US Government.	\$8,750.04	\$8,750.04	12 months	N/A	Joshua Jack	Satisfactory	Federal
23	Roadpost USA Inc	Iridium basic subscription for 6 months.	\$5,853.12	\$5,853.12	12 months	N/A	Joshua Jack	Satisfactory	Federal
24	Capitol Document Solutions LLC	Printer maintenance for HSEMA Konica Copiers	\$45,095.07	\$45,095.07	12 months	N/A	N/A	N/A	Local
25	Major Police Supply/General Sales Administration	Emergency lights and siren installation on the GSA 2014 Dodge Durango. Install red, blue and clear emergency lights all the way around the vehicle as quoted in the estimate. Install sirens and speakers. Vendor to provide parts and labor	\$8,954.00	\$8,954.00	12 months	Y	N/A	N/A	Federal

Q9 General HSEMA

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
26	Grayhound Trash Removal Inc	Contract for port-o-johns, emergency cleaning and wiping of command mobiles and removal and disposal of waste materials either at the UCC or at staging of Unified Command during events. Contractor must also have staff available to provide manpower in the cleaning and wiping of the mobiles. Not to exceed \$10,000.00	\$525.00	\$525.00	12 months	Y	N/A	N/A	Federal
27	American Business Supplies LLC	Supplies for WRTAC	\$753.74	\$753.74	12 months	Y	N/A	N/A	Federal
28	CLEAN HARBORS KEYSTONE US	Emergency contract for vendor to remove and dispose of hazardous materials found and contained on public space. The vendor will remove aid items and dispose of those items as directed by DC law. Not for use on private property.	\$5,000.00	\$5,000.00	12 months	Y	N/A	N/A	Federal
29	MANAGEMENT, INC	Monitoring and Maintenance services Room 236D	\$7,740.00	\$7,740.00	12 months	Y	Joshua Jack	Satisfactory	Federal
30	K2SHARE, LLC	Additional end-user licenses (125) to accommodate the additional system users in the National Capital Region beyond the base level provided with the system annual license.	\$76,725.00	\$75,425.00	12 months	N/A	Charles Madden	Satisfactory	Federal
31	OST, Inc.	Resource: Stephen Chan, Server Administrator Level 1, PoP 4/24/2015 to 9/30/2015. Rate: \$51.72+ HSF \$5.55 = \$57.27 Engagement ID 517696	\$57,270.00	\$47,992.26	12 months	Y	Joshua Jack	Satisfactory	Federal
32	METROPOLITAN OFFICE PRODUCTS	BPA for Office Supplies for the HSEMA Grants Division	\$4,575.07	\$4,575.07	12 months	Y	N/A	N/A	Federal
33	Imtech Corporation	AV equipment, hardware and materials	\$8,611.83	\$8,611.83	12 months	N/A	Joshua Jack	Satisfactory	Federal
34	ADVENT NET INC	Annual subscription fee for ManageEngine Desktop Central MSP 250 computers and single user license.	\$6,098.00	\$6,098.00	12 months	N/A	Joshua Jack	Satisfactory	Federal

Q9 General HSEMA

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
35	DSS Corporation	Renewal cost of the on-going maintenance and service on the HSEMA DI Voice Vault recording system. It is required to record and document information that may be required by the police or courts on calls received by the HSEMA EOC.	\$3,900.00	\$3,900.00	12 months	N/A	Joshua Jack	Satisfactory	Federal
36	Dell Computer Corp.	Dell AC Adapter: 24W	\$1,019.84	\$1,019.84	12 months		Joshua Jack	Satisfactory	Federal
37	North American Custom Specialt PROFESSIONAL	Replacement workstation for mobile command vehicle/dc12	\$1,280.00	\$1,280.00	12 months	Y	Joshua Jack	Satisfactory	Federal
38	SPORTS	Advertisement for AlertDC in the 2015 Washington Nationals Game Program	\$24,500.00	\$24,500.00	12 months	N/A	N/A	N/A	Federal
39	NESTLE WATERS AMERICA INC.	Emergency water supply needed to maintain an adequate level to assure the public can be sustained temporarily in the event of any emergency situation affecting the general population.	\$2,711.14	\$2,711.14	12 months	Y	N/A	N/A	Federal
40	Skyline Network Engineering	Annual maintenance on hardware enabling the streaming of DDOT camera feeds	\$38,682.68	\$38,682.68	12 months	Y	Joshua Jack	Satisfactory	Federal
41	Dell Computer Corp.	Workstation for Situational Dashboard	\$13,136.75	\$13,136.75	12 months	N/A	Joshua Jack	Satisfactory	Federal
42	Communications Vehicle Service HEALTH & SAFETY	Emergency repairs required for the command vehicles to maintain public safety capabilities in the District of Columbia	\$4,950.00	\$4,950.00	12 months	Y	Joshua Jack	Satisfactory	Federal
43	INFO. CORP.	Book: It's a Disaster	\$20,000.00	\$20,000.00	12 months	N/A	N/A	N/A	Federal
44	Major Police Supply/General Sales Administration	Installation of emergency lights, sirens, speakers, tent all windows, install middles console to house the agency issued police, fire and HSEMA radios for the Assistant Director for HSEMA.	\$5,015.27	\$5,015.27	12 months	Y	N/A	N/A	Federal
45	MORGANS INC	Cargo Pants, Logo polo-style shirts (blue & white), Silk-screened t-shirts (long & short sleeve)	\$58,000.00	\$58,000.00	12 months	Y	N/A	N/A	Federal
46	NATIONAL EMERGENCY MGMT.	National Emergency Management Association State Member Annual dues (7.1.15 - 6.30.16).	\$3,500.00	\$3,500.00	12 months	N/A	N/A	N/A	Federal
47	Advance Employee Intelligence	Emergency Contractual Services for Planners IDIQ - NTE \$600k.	\$24,262.56	\$24,262.56	12 months	Y	Annah Akassa	Satisfactory	Federal

Q9 General HSEMA

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
48	Imtech Corporation	AV enhancements to include additional LCD displays, capture servers and various services and peripherals to support the enhancements.	\$65,820.35	\$65,820.35	12 months	Y	Joshua Jack	Satisfactory	Local
49	Babel Street Inc.	Babel Street's babel X Multi-Lingual platform provides access to open source data streams to conduct research for situational awareness to public safety and emergency management agencies.	\$11,000.00	\$11,000.00	12 months	N/A	Joshua Jack	Satisfactory	Federal
50	AVAYA, INC.	HSEMA's telephone system upgrade	\$75,876.70	\$75,876.70	12 months	Y	Joshua Jack	Satisfactory	Local
51	Capital Services and Supplies	New GIS Plotter	\$6,200.00	\$6,200.00	12 months	Y	Joshua Jack	Satisfactory	Federal
52	Sonexis Technology, Inc.	Annual maintenance support for HSEMA's conference bridge system.	\$2,939.58	\$2,939.58	12 months	N/A	Joshua Jack	Satisfactory	Federal
53	Dell Computer Corp.	Dual Monitors Dell Quote: 711411650, 711411400, and 71141637	\$31,296.44	\$31,296.40	12 months	N/A	Joshua Jack	Satisfactory	Federal
54	Dell Computer Corp.	Dell Precision mobile station	\$2,498.15	\$2,498.15	12 months	N/A	Joshua Jack	Satisfactory	Federal
55	Dell Computer Corp.	Dell Storage Services	\$22,751.71	\$22,751.71	12 months	N/A	Joshua Jack	Satisfactory	Federal
56	Capital Services and Supplies	Cubicle structure work stations & Electrical Services	\$60,106.00	\$60,106.00	12 months	Y	N/A	N/A	Local
57	Major Police Supply/General Sales Administration	Installation of Emergency vehicle equipment	\$5,368.29	\$5,368.29	12 months	Y	N/A	N/A	Federal
58	Dell Computer Corp.	These desktops and laptop machines will allow the WRTAC to support and complete it's mission.	\$13,475.00	\$13,475.00	12 months	N/A	Joshua Jack	Satisfactory	Federal
59	SUPRETECH, INC.	Software for Machines	\$4,752.00	\$4,752.00	12 months	N/A	N/A	N/A	Federal
60	PROFESSIONAL SPORTS	The Washington football team is requesting full page, four color advertisement for AlertDC	\$24,500.00	\$24,500.00	12 months	N/A	N/A	N/A	Federal
61	Digital Conventions	Create a digital signage system for the agency throughout the public space that informs both staff and visitors on local and external current events.	\$139,969.40	\$139,969.40	12 months	Y	Joshua Jack	Satisfactory	Local/Federal
62	COMPASS GROUP USA, INC	Room Rental (Kellogg)	\$4,233.25	\$4,233.25	12 months	N/A	N/A	N/A	Federal

Q9 General HSEMA

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
63	Imtech Corporation	50" Back Cover and accessory VS-50, Option Input Board: Daisy Chain, 70 Series, SXGA + LED Upgrade Kit for XL-20 Series	\$413,563.50	\$413,563.50	12 months	Y	Joshua Jack	Satisfactory	Local/Federal
64	WJLA-TV	WJLA-TV	\$7,450.00	\$7,450.00	12 months	N/A	N/A	N/A	Federal
65	Imtech Corporation	Annual maintenance support for the agency-wide audio-visual system.	\$108,326.29	\$108,326.29	12 months	N/A	Joshua Jack	Satisfactory	Federal

FY 2016

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
1	OST, Inc.	Resource: Stephen Chan, Server Administrator Level 1, PoP 10/01/2015 to 11/9/2015. Rate: \$51.72+ HSF \$5.55 = \$57.27 Engagement ID 517696	\$12,145.35	\$11,975.88	12 months	Y	Joshua Jack	Satisfactory	Federal
2	OST, Inc.	Resource: TaJuana Feast, Customer Support Level 2, PoP 10/01/2015 to 9/30/2016. Rate: \$41.95+ HSF \$4.77 = \$46.72 Engagement ID 493136	\$70,080.00	\$14,693.44	12 months	Y	Joshua Jack	Satisfactory	Federal
3	OST, Inc.	Resource Title: .NET Developer Level 3 Resource: Dinh Nguyen, Rate: \$73.42 HSF \$4.77 = \$78.19 PoP: 10/1/2015 to 11/30/2016. Engagement ID 436014.	\$117,285.00	\$49,650.65	12 months	Y	Joshua Jack	Satisfactory	Federal
4	OST, Inc.	Resource Title: .NET Engineer Level 4, Resource: Murali Bejjanki, Rate: \$94.99 + HSF \$4.77 = \$99.76 PoP: 10/1/2015 to 9/30/2016. Engagement ID 362033	\$208,498.40	\$60,255.04	12 months	Y	Joshua Jack	Satisfactory	Federal
5	OST, Inc.	Resource Title: Project Manager Level 3 Resource: Kevin Jones Rate: \$92.00 + HSF \$4.77 = \$96.77 PoP: 10/1/2015 to 9/30/2016. Engagement ID 380939	\$145,155.00	\$59,513.55	12 months	Y	N/A	N/A	Federal
6	BRG Precision Products, Inc.	Time Zone and Alph- Numeric Calendar Display	\$7,654.31	\$0.00	4 months	Y	N/A	N/A	Local
7	GENERAL SERVICE ADMINISTRATION	FY16 funding for lease vehicles from GSA	\$69,628.00	\$18,535.03	12 months	N/A	N/A	N/A	Local/Federal

Q9 General HSEMA

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
8	Babel Street Inc.	Babel X License Open Source Data Collection. Exempt from Competition 413:8; Software Maintenance.	\$22,000.00	\$22,000.00	12 months	N/A	N/A	N/A	Federal
9	Capital Services and Supplies	Blanket Purchase for Office Supplies	\$35,040.61	\$1,013.45	12 months	Y	N/A	N/A	Local
10	COMCAST CABLE COMMUNICATIONS	Comcast Business Services 12 months annual maintenance support	\$6,239.40	\$2,599.75	12 months	N/A	N/A	N/A	Federal
11	Sonexis Technology, Inc. DUTCHMILL	#EXCPS012.	\$17,640.00	\$17,640.00	12 months	Y	N/A	N/A	Federal
12	CATERERS	Blanket Purchase order for catering	\$45,000.00	\$4,095.95	12 months	Y	N/A	N/A	Federal
13	SUPRETECH, INC. Capital Services and Supplies	Web-based application	\$7,541.24	\$7,541.24	12 months	Y	N/A	N/A	Local
14	COMMUNICATIONS	Blanket Purchase Order Movers Services	\$6,000.00	\$3,079.00	12 months	Y	N/A	N/A	Local
15	LAB	Emergency Alert System-Exempt from competition, 413:8 Softward Maintenance	\$65,196.00	\$65,196.00	12 months	Y	N/A	N/A	Local/Federal
16	FIRST FEDERAL CORPORATION	Tape Backup Storage Services	\$3,169.97	\$945.44	12 months	Y	N/A	N/A	Local
17	Advance Employee Intelligence	THIRA Planner	\$95,737.44	\$21,281.26	12 months	Y	N/A	N/A	Federal
18	DSS Corporation	DI Voice Recorder	\$4,300.00	\$4,300.00	12 months	Y	N/A	N/A	Local
19	MB STAFFING SERVICES LLC	HSEMA engages MB Staffing Services to procure Temporary Support Services in accordance with Contract Number: CW33909.	\$190,992.00	\$190,922.00	12 months	Y	Timothy Spriggs	Satisfactory	Local
20	WASH METRO AREA TRANSIT AUTH	Emergency contingency contract with WMATA	\$15,000.00	\$0.00	12 months	Y	N/A	N/A	Local
21	NESTLE WATERS AMERICA INC.	Emergency water supply	\$5,000.00	\$507.11	12 months	Y	N/A	N/A	Federal
22	DEFENSE INFORMATION TECHNOLOGY	Satellite communication phone service	\$8,750.10	\$2,496.66	12 months	Y	N/A	N/A	Local
23	KEYSTONE US MANAGEMENT, INC	Monitoring and maintenance service	\$7,740.00	\$0.00	12 months	Y	N/A	N/A	Local
24	Capitol Document Solutions LLC	Annual Printer Maintenance	\$43,500.00	\$11,468.06	12 months	Y	N/A	N/A	Local
25	IDSi International, Inc.	Professional Service Hosting and Maintenance	\$53,000.00	\$53,000.00	12 months	Y	N/A	N/A	Federal

Q9 General HSEMA

Count	Supplier	Description	Total	Amount Spent	Contract Term	Competitively Bid (Y/N)	Contract Monitor	Monitoring Results	Fund Type
26	METROPOLITAN OFFICE PRODUCTS PAULETTE	Blanket Purchase Agreement for office supplies	\$5,000.00	\$0.00	12 months	Y	N/A	N/A	Federal
27	WASHINGTON	Satellite phone service	\$5,899.44	\$5,899.44	12 months	Y	N/A	N/A	Federal
28	AVAYA, INC.	Telephone Annual support services	\$20,552.52	\$0.00	12 months	Y	N/A	N/A	Federal
29	XTec	Upgrade the Xtec PIV-1 Equipment	\$18,363.08	\$0.00	12 months	Y	N/A	N/A	Federal
30	MB STAFFING SERVICES LLC Advance Employee	HSEMA engages MB Staffing Services, LLC, to procure Operational support personnel (Contract for Administrative and 24 hour Operations Support), in accordance with Contract Number: CW33909, Option Year 1.	\$556,800.00	\$0.00	12 months	Y	Timothy Spriggs	Satisfactory	Local/Federal
31	Intelligence	Fatality Management Planner	\$110,000.00	\$0.00	12 months	Y	Annah Akassa	Satisfactory	Federal
32	Intech Corporation	Video Wall Engine Upgrade Services	\$14,325.60	\$0.00	12 months	Y	N/A	N/A	Federal
33	OST, Inc.	Resource: Christopher Alonzo Gartrell, System Administrator Level 2 , PoP 1/29/2016 to 9/30/2016. Rate: \$62.43 + HSF \$4.77 = \$67.20 Engagement ID 568999	\$33,510.00	\$0.00	12 months	Y	Joshua Jack	Satisfactory	Federal
34	COMMERCIAL CARPETS OF AMERICA	Services to repair damages	\$4,392.96	\$0.00	12 months	Y	N/A	N/A	Federal

Q10 General HSEMA

FY 2015

Tran ID	Tran Date	Merchant	Debit Amount	Credit Amount	Purpose
CRAWFORD, ELIJAH *****8166					
150675433	07/20/2015	CHAMPION AWARDS	\$2,246.20	\$0.00	Supplies
151491114	07/31/2015	CHAMPION AWARDS	\$120.60	\$0.00	Supplies
151622840	08/04/2015	IN *SUPRETECH, INC.	\$1,094.15	\$0.00	Services
151622841	08/03/2015	USAIRWAY 03724122561541	\$507.20	\$0.00	Travel
152152064	08/11/2015	DELTA 00623185745405	\$328.20	\$0.00	Travel
152240033	08/13/2015	CSG NEMA ONLINE	\$550.00	\$0.00	Travel
152846220	08/21/2015	HOLIDAY INN EXPRESS BE	\$2,104.72	\$0.00	Travel
152989674	08/25/2015	CSG NEMA ONLINE	\$550.00	\$0.00	Conference Registration
153322332	08/28/2015	COLLINSON ENTERPRISES	\$4,998.00	\$0.00	Supplies
154385626	09/16/2015	CHAMPION AWARDS	\$455.35	\$0.00	Supplies
154645088	09/17/2015	SOUTHWES 5262143834579	\$324.00	\$0.00	Travel
155097892	09/26/2015	GALE AND REGENT SOUTH	\$917.58	\$0.00	Travel
157684606	09/30/2015	GALE AND REGENT SOUTH	\$0.00	(\$692.48)	Travel
158323427	09/26/2015	TEMPORARY DISPUTE CRDT DL	\$0.00	(\$225.10)	Travel
Totals for CRAWFORD, ELIJAH			\$14,196.00	(\$917.58)	
GILL, ADRIANE *****8125					
151045730	07/23/2015	MANAGEMENT CONCEPTS	\$599.00	\$0.00	Training
152691997	08/20/2015	ALJON GRAPHICS	\$761.72	\$0.00	Supplies
152839574	08/21/2015	HOLIDAY INN EXPRESS BE	\$2,104.72	\$0.00	Travel
155286778	09/30/2015	COLLINSON ENTERPRISES	\$4,827.60	\$0.00	Supplies
Totals for GILL, ADRIANE			\$8,293.04	\$0.00	
GREENE, JOHNNY L *****4475					
136493594	10/17/2014	REI*ROADPOST USA INC.	\$200.34	\$0.00	Services
136925063	10/27/2014	STANDARD OFFICE SUPPLY	\$741.01	\$0.00	Supplies
136983689	10/28/2014	THE HAMILTON GROUP	\$2,475.00	\$0.00	Services
137435733	11/05/2014	AOP BUSINESS SERVICES	\$834.95	\$0.00	Services
137435734	11/05/2014	AOP BUSINESS SERVICES	\$759.82	\$0.00	Services
137435735	11/05/2014	AOP BUSINESS SERVICES	\$438.10	\$0.00	Services
137505616	11/06/2014	STANDARD OFFICE SUPPLY	\$46.90	\$0.00	Supplies
137947120	11/14/2014	STANDARD OFFICE SUPPLY	\$190.00	\$0.00	Supplies
138504664	11/26/2014	AMTRAK .CO3300735036619	\$168.00	\$0.00	Travel
138600543	12/01/2014	DUTCH MILL CATERING	\$4,155.00	\$0.00	Catering (EOC Activations)
138979101	12/08/2014	CHAMPION AWARDS	\$2,443.30	\$0.00	Supplies
139034604	12/09/2014	STANDARD OFFICE SUPPLY	\$234.00	\$0.00	Supplies
139101186	12/09/2014	AMTRAK TEL3300735036627	\$0.00	(\$23.00)	Travel
139170030	11/14/2014	TEMPORARY DISPUTE CRDT CJ	\$0.00	(\$190.00)	Travel
139387354	12/09/2014	TEMPORARY DISPUTE CRDT DW	\$0.00	(\$234.00)	Travel
139387355	12/08/2014	STANDARD OFFICE SUPPLY	\$0.00	(\$190.00)	Supplies
139499564	12/10/2014	STANDARD OFFICE SUPPLY	\$0.00	(\$234.00)	Supplies
139735183	11/14/2014	REVERSE DISPUTE CREDIT DW	\$190.00	\$0.00	Travel
139735184	12/09/2014	REVERSE DISPUTE CREDIT DW	\$234.00	\$0.00	Travel
140082918	01/08/2015	SMART CITY NETWORKS	\$493.29	\$0.00	Services
140082919	01/09/2015	HI-TECH ELECTRIC LLC	\$220.00	\$0.00	Services
140228409	01/13/2015	HI-TECH ELECTRIC LLC	\$305.00	\$0.00	Services
140935048	01/27/2015	SMART CITY NETWORKS	\$0.36	\$0.00	Services
143039146	03/09/2015	PROSHRED SECURITY	\$360.00	\$0.00	Services
144312064	04/01/2015	COMMUNICATIONS VEHICLE	\$275.00	\$0.00	Services
146752997	05/13/2015	GUEST SERVICES-UNITQ68	\$2,378.80	\$0.00	Training

Q10 General HSEMA

Tran ID	Tran Date	Merchant	Debit Amount	Credit Amount	Purpose
Totals for GREENE, JOHNNY L			\$17,142.87	(\$871.00)	
RICHARDSON, JACQUELINE *****8891					
135646571	10/01/2014	DELTA 00623697836281	\$0.00	(\$118.00)	Travel
136033254	10/08/2014	SOUTHWES 5262451906313	\$774.20	\$0.00	Travel
136107626	10/10/2014	FEDEX 91934945	\$11.07	\$0.00	Services
136688954	10/23/2014	DTV*DIRECTV SERVICE	\$360.04	\$0.00	Services
136688955	10/23/2014	CAPITOL DOCUMENT SOLUT	\$600.00	\$0.00	Services
136797506	10/24/2014	INTERNATIONAL ASSOCIAT	\$825.00	\$0.00	Conference Registration
136797507	10/24/2014	SOUTHWES 5262456081354	\$1,104.20	\$0.00	Travel
137002145	10/30/2014	DMI* DELL K-12/GOVT	\$1,023.72	\$0.00	Services
137389929	11/05/2014	OWW*ORBITZ.COM	\$6.99	\$0.00	Travel
137454301	11/05/2014	UNITED 01675282838353	\$593.70	\$0.00	Travel
137529722	11/07/2014	SUPRETECH, INC.	\$1,394.42	\$0.00	Services
137780311	11/14/2014	COMCAST OF WASHINGTON	\$1,186.40	\$0.00	Services
138442396	11/26/2014	DTV*DIRECTV SERVICE	\$174.98	\$0.00	Services
138673065	12/04/2014	REI*ROADPOST USA INC.	\$39.85	\$0.00	Services
138818087	12/04/2014	BARKLEYS AUTOBODY & PA	\$180.00	\$0.00	Fleet
139052576	12/10/2014	CHAMPION AWARDS	\$150.80	\$0.00	Supplies
139517475	12/19/2014	DTV*DIRECTV SERVICE	\$174.98	\$0.00	Services
139806936	12/31/2014	FEDEX 92807642	\$30.54	\$0.00	Services
140203183	01/12/2015	CSG NEMA ONLINE	\$475.00	\$0.00	Conference Registration
140203184	01/12/2015	CSG NEMA ONLINE	\$550.00	\$0.00	Conference Registration
140203185	01/12/2015	CSG NEMA ONLINE	\$475.00	\$0.00	Conference Registration
140240040	01/13/2015	CSG NEMA ONLINE	\$475.00	\$0.00	Conference Registration
140240041	01/13/2015	CSG NEMA ONLINE	\$475.00	\$0.00	Conference Registration
140240042	01/13/2015	CSG NEMA ONLINE	\$475.00	\$0.00	Conference Registration
140298177	01/15/2015	BREDE WASHINGTON	\$55.00	\$0.00	Services
140598917	01/22/2015	EXPEDIA*196077043363	\$31.00	\$0.00	Travel
140656069	01/21/2015	USAIRWAY 03775583432106	\$430.20	\$0.00	Travel
140729774	01/23/2015	DTV*DIRECTV SERVICE	\$174.98	\$0.00	Services
141455370	02/06/2015	EB *EXERCISES SIMULATI	\$905.90	\$0.00	Services
141751713	02/12/2015	CSG NEMA ONLINE	\$475.00	\$0.00	Conference Registration
142125371	02/19/2015	SOUTHWES 5262484562274	\$620.20	\$0.00	Travel
142424537	02/26/2015	DTV*DIRECTV SERVICE	\$186.48	\$0.00	Services
142684734	03/03/2015	INTERNATIONAL ASSOCIAT	\$185.00	\$0.00	Conference Registration
142746107	03/04/2015	NACCHO	\$575.00	\$0.00	Travel
142812245	03/04/2015	USAIRWAY 03723938740546	\$467.70	\$0.00	Travel
142812246	03/04/2015	AMERICAN 00123989355610	\$570.20	\$0.00	Travel
143115481	03/11/2015	FEDEX 93672161	\$9.87	\$0.00	Services
143115482	03/10/2015	AMTRAK .CO0690681039549	\$196.00	\$0.00	Travel
143115483	03/11/2015	DELTA 00623046836543	\$549.20	\$0.00	Travel
143115484	03/11/2015	NATIONAL UASI ASSOCATI	\$450.00	\$0.00	Conference Registration
143262284	03/13/2015	NAVY YARD CLEANERS INC	\$168.00	\$0.00	Services
143262285	03/13/2015	USAIRWAY 03723951045426	\$472.20	\$0.00	Travel
143262286	03/13/2015	USAIRWAY 03723951045430	\$472.20	\$0.00	Travel
143387871	03/16/2015	MAJOR POLICE SUPPLY	\$1,084.00	\$0.00	Supplies
143561595	03/18/2015	USAIRWAY 03723958166235	\$1,114.20	\$0.00	Travel
143765299	03/23/2015	NATIONAL UASI ASSOCATI	\$450.00	\$0.00	Conference Registration
143880648	03/25/2015	DTV*DIRECTV SERVICE	\$186.48	\$0.00	Services
143880649	03/25/2015	BUR*BNA BOOKS	\$744.00	\$0.00	Supplies
143880650	03/24/2015	JETBLUE 27976164603866	\$357.95	\$0.00	Travel
143950559	03/26/2015	FEDEX 93848489	\$13.94	\$0.00	Services

Q10 General HSEMA

Tran ID	Tran Date	Merchant	Debit Amount	Credit Amount	Purpose
144030536	03/27/2015	PAYPAL *IBCONSULTAN	\$817.90	\$0.00	Services
144030537	03/26/2015	NATL GOVERNORS ASS	\$112.00	\$0.00	Conference Registration
144200422	04/01/2015	CHEAPOAIR.COM AIR	\$11.99	\$0.00	Travel
144200423	04/01/2015	CHEAPOAIR.COM AIR	\$305.20	\$0.00	Travel
144200424	04/01/2015	CHEAPOAIR.COM CAR	\$15.00	\$0.00	Travel
144263189	04/02/2015	IACA	\$25.00	\$0.00	Conference Registration
144330432	04/01/2015	IACLEIA INC	\$50.00	\$0.00	Conference Registration
144330433	04/03/2015	HAR*HARVARD BUSNS REV	\$104.69	\$0.00	Services
144405706	04/03/2015	AMAZON.COM	\$80.00	\$0.00	Supplies
144405707	04/03/2015	NATIONAL UASI ASSOCATI	\$450.00	\$0.00	Conference Registration
144618424	04/07/2015	AMTRAK .CO0970634075240	\$68.00	\$0.00	Travel
144687024	04/09/2015	NATIONAL UASI ASSOCATI	\$450.00	\$0.00	Conference Registration
144687025	04/09/2015	NATIONAL UASI ASSOCATI	\$450.00	\$0.00	Conference Registration
144764841	04/09/2015	UNITED 01624454183321	\$628.20	\$0.00	Travel
144764842	04/09/2015	UNITED 01624454198334	\$427.20	\$0.00	Travel
144889134	04/13/2015	NATIONAL UASI ASSOCATI	\$450.00	\$0.00	Conference Registration
145001182	04/15/2015	NATIONAL UASI ASSOCATI	\$450.00	\$0.00	Conference Registration
145001183	04/15/2015	NATIONAL UASI ASSOCATI	\$450.00	\$0.00	Conference Registration
145155090	04/16/2015	AMTRAK TEL0970634075257	\$0.00	(\$29.00)	Travel
145343652	04/20/2015	UNITED 01675906734106	\$494.70	\$0.00	Travel
145841313	04/28/2015	AMERICAN 00123021437830	\$388.20	\$0.00	Travel
145841314	04/28/2015	AMERICAN 00106123341330	\$13.96	\$0.00	Travel
146006500	05/01/2015	DTV*DIRECTV SERVICE	\$154.10	\$0.00	Services
146196009	05/05/2015	MALWAREBYTES	\$165.75	\$0.00	Services
146196010	05/05/2015	IN *SUPRETECH, INC.	\$460.00	\$0.00	Services
146196011	05/05/2015	ALJON GRAPHICS	\$298.48	\$0.00	Services
146342776	05/07/2015	NATIONAL UASI ASSOCATI	\$500.00	\$0.00	Conference Registration
146432374	05/07/2015	USAIRWAY 03724018281045	\$397.70	\$0.00	Travel
146624865	05/11/2015	UNITED 01624492064101	\$587.20	\$0.00	Travel
146863975	05/16/2015	FEDEX 94494922	\$5.20	\$0.00	Services
147279761	05/23/2015	DTV*DIRECTV SERVICE	\$191.48	\$0.00	Services
147546744	05/28/2015	FOREIGN POLICY	\$59.99	\$0.00	Services
147880899	06/02/2015	GRAHAM STAFFING SERVIC	\$230.00	\$0.00	Services
147880900	06/02/2015	SOUTHWES 5262113783827	\$810.00	\$0.00	Travel
148044640	06/05/2015	MONOPRICE COM	\$25.42	\$0.00	Equipment
148044641	06/05/2015	AMTRAK .CO1560634079513	\$318.00	\$0.00	Travel
148309183	06/10/2015	COMMUNICATIONS VEHICLE	\$910.00	\$0.00	Fleet
149043964	06/22/2015	ACT*IAFIE CONFERENCE	\$135.14	\$0.00	Conference Registration
149249410	06/25/2015	DTV*DIRECTV SERVICE	\$178.04	\$0.00	Services
149911153	07/08/2015	PROSHRED SECURITY	\$320.00	\$0.00	Services
149985164	07/09/2015	EB 2015 TRANSLATORS A	\$75.00	\$0.00	Services
150071203	07/10/2015	HAR*HARVARD BUSNS REV	\$0.00	(\$5.69)	Services
150402093	07/16/2015	DTV*DIRECTV SERVICE	\$189.96	\$0.00	Services
151948122	08/10/2015	IN *SUPRETECH, INC.	\$768.38	\$0.00	Services
152080519	08/11/2015	UNITED 01624600782965	\$378.20	\$0.00	Travel
152080520	08/12/2015	WW GRAINGER	\$475.58	\$0.00	Supplies
152251672	08/14/2015	DTV*DIRECTV SERVICE	\$184.98	\$0.00	Services
152402018	08/17/2015	DELTA 00623185802805	\$711.20	\$0.00	Travel
152613758	08/19/2015	UNITED 01677099664962	\$362.10	\$0.00	Travel
152613759	08/19/2015	USAIRWAY 03777099717506	\$357.10	\$0.00	Travel
152909536	08/24/2015	GRADUATE SCHOOL REG	\$375.00	\$0.00	Conference Registration
153177204	08/28/2015	LOEBS DELI	\$600.00	\$0.00	Services
153390506	08/31/2015	V.H. BLACKINTON CO	\$308.12	\$0.00	Equipment

Q10 General HSEMA

Tran ID	Tran Date	Merchant	Debit Amount	Credit Amount	Purpose
153847752	09/09/2015	GUEST SERVICES-UNITQ68	\$2,378.80	\$0.00	Training
154020638	09/11/2015	APL*APPLEONLINESTOREUS	\$104.69	\$0.00	Supplies
154020639	09/13/2015	HOLIDAY INN I64 WEST E	\$1,974.84	\$0.00	Travel
154311150	09/16/2015	APL*APPLEONLINESTOREUS	\$0.00	(\$5.69)	Supplies
154495973	09/17/2015	SXSW	\$375.00	\$0.00	Conference Registration
154659066	09/20/2015	ETIMESHEETS.COM	\$2,000.00	\$0.00	Services
154715799	09/22/2015	ATEL BUS AND TRUCK	\$605.00	\$0.00	Services
155226216	09/30/2015	DTV*DIRECTV SERVICE	\$184.98	\$0.00	Services
Totals for RICHARDSON, JACQUELINE			\$46,898.06	(\$158.38)	
Grand Totals			\$86,529.97	(\$1,946.96)	

FY 2016

Tran ID	Tran Date	Merchant	Debit Amount	Credit Amount	Purpose
CRAWFORD, ELIJAH *****\$166					
156395803	10/21/2015	AMERICAN 00123130712980	\$690.20	\$0.00	Travel
158969253	12/10/2015	CHAMPION AWARDS	\$2,146.10	\$0.00	Supplies
159697015	12/30/2015	CHAMPION AWARDS	\$106.00	\$0.00	Supplies
160187519	01/11/2016	AMTRAK .CO0110745523669	\$318.00	\$0.00	Travel
160759732	01/22/2016	HAMPTON INN AND SUITES	\$8,592.00	\$0.00	Snowstorm
160927660	01/27/2016	BEST BUY MHT 00004937	\$149.94	\$0.00	Snowstorm
160927661	01/27/2016	STAPLES 00107417	\$1,185.49	\$0.00	Snowstorm
161000904	01/28/2016	STAPLES 00107417	\$0.00	(\$552.98)	Snowstorm
161129630	01/29/2016	HAMPTON INN AND SUITES	\$537.00	\$0.00	Snowstorm
Totals for CRAWFORD, ELIJAH			\$13,724.73	(\$552.98)	
GILL, ADRIANE *****\$125					
155470152	10/02/2015	UNITED 01624658773334	\$375.70	\$0.00	Travel
155470153	10/03/2015	TRAVEL INSURANCE POLIC	\$21.60	\$0.00	Travel
156524895	10/23/2015	SOUTHWES 5262153627733	\$570.96	\$0.00	Travel
156524896	10/23/2015	SOUTHWES 5260676852517	\$12.50	\$0.00	Travel
156585788	10/23/2015	SOUTHWES 5260676852518	\$12.50	\$0.00	Travel
157218260	11/05/2015	INTERNATIONAL ASSOCIAT	\$825.00	\$0.00	Conference Registration
158180556	11/24/2015	ZOHO CORPORATION	\$540.00	\$0.00	Travel
158266493	11/26/2015	TRAVEL INSURANCE POLIC	\$22.44	\$0.00	Travel
158266494	11/25/2015	AMERICAN 00123156938140	\$374.00	\$0.00	Travel
158365327	12/01/2015	REI*ROADPOST USA INC.	\$885.96	\$0.00	Services
159408412	12/18/2015	THOMSON WEST*TCD	\$767.73	\$0.00	Services
159453529	12/21/2015	CRISS CROSS/REAL ESTAT	\$1,935.00	\$0.00	Services
Totals for GILL, ADRIANE			\$6,343.39	\$0.00	
RICHARDSON, JACQUELINE *****\$891					
155480341	10/05/2015	DUTCH MILL CATERING	\$648.00	\$0.00	Catering (EOC Activations)
155480342	10/05/2015	DUTCH MILL CATERING	\$958.75	\$0.00	Catering (EOC Activations)
156142384	10/19/2015	INTERNATIONAL ASSOCIAT	\$871.00	\$0.00	Conference Registration
156142385	10/19/2015	INTERNATIONAL ASSOCIAT	\$185.00	\$0.00	Conference Registration
156190146	10/20/2015	NAVY YARD CLEANERS INC	\$148.05	\$0.00	Services
156325550	10/22/2015	MALWAREBYTES	\$1,960.00	\$0.00	Services

Q10 General HSEMA

Tran ID	Tran Date	Merchant	Debit Amount	Credit Amount	Purpose
156325551	10/21/2015	CAPITOL DOCUMENT SOLUT	\$640.00	\$0.00	Services
156542379	10/26/2015	MALWAREBYTES	\$2,251.95	\$0.00	Services
156542380	10/26/2015	PROSHRED SECURITY	\$320.00	\$0.00	Services
156608449	10/27/2015	DTV*DIRECTV SERVICE	\$184.98	\$0.00	Services
157410961	11/10/2015	SOUTHWES 5262158199740	\$197.96	\$0.00	Travel
157814955	11/17/2015	AMERICAN 00176968420101	\$639.20	\$0.00	Travel
157814956	11/18/2015	PHIL & SYL CATERING	\$1,575.00	\$0.00	Services
158438503	12/01/2015	AMERICAN 00177196688675	\$358.20	\$0.00	Equipment
158438504	12/02/2015	DTV*DIRECTV SERVICE	\$184.98	\$0.00	Services
159146462	12/15/2015	X TEC INCORPORATED	\$2,000.00	\$0.00	Equipment
159983426	01/08/2016	HI-TECH ELECTRIC LLC	\$238.00	\$0.00	Equipment
159983427	01/09/2016	HI-TECH ELECTRIC LLC	\$377.50	\$0.00	Services
159983428	01/10/2016	BREDE WASHINGTON	\$75.00	\$0.00	Services
159983429	01/08/2016	SAM'S CUSTOM CLEANE	\$80.00	\$0.00	Services
160255776	01/14/2016	DTV*DIRECTV SERVICE	\$184.98	\$0.00	Services
160651248	01/23/2016	BOLLING LODGIN82380064	\$261.00	\$0.00	Snowstorm
160651249	01/23/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160651250	01/23/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160651251	01/23/2016	BOLLING LODGIN82380064	\$142.50	\$0.00	Snowstorm
160651252	01/23/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160651253	01/23/2016	BOLLING LODGIN82380064	\$261.00	\$0.00	Snowstorm
160651254	01/23/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160651255	01/23/2016	BOLLING LODGIN82380064	\$261.00	\$0.00	Snowstorm
160651256	01/23/2016	BOLLING LODGIN82380064	\$142.50	\$0.00	Snowstorm
160651257	01/22/2016	FEDEX 97932742	\$9.40	\$0.00	Services
160651258	01/23/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160651259	01/23/2016	BOLLING LODGIN82380064	\$142.50	\$0.00	Snowstorm
160651260	01/23/2016	BOLLING LODGIN82380064	\$142.50	\$0.00	Snowstorm
160651261	01/23/2016	BOLLING LODGIN82380064	\$142.50	\$0.00	Snowstorm
160651262	01/24/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160651263	01/23/2016	BOLLING LODGIN82380064	\$142.50	\$0.00	Snowstorm
160651264	01/23/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160769978	01/24/2016	SAFEWAY STORE 00027375	\$177.76	\$0.00	Snowstorm
160813551	01/25/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160813552	01/25/2016	BOLLING LODGIN82380064	\$261.00	\$0.00	Snowstorm
160813553	01/25/2016	BOLLING LODGIN82380064	\$261.00	\$0.00	Snowstorm
160813554	01/25/2016	BOLLING LODGIN82380064	\$261.00	\$0.00	Snowstorm
160813555	01/25/2016	BOLLING LODGIN82380064	\$255.00	\$0.00	Snowstorm
160813556	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$142.50)	Snowstorm
160813557	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$261.00)	Snowstorm
160813558	01/25/2016	BOLLING LODGIN82380064	\$285.00	\$0.00	Snowstorm
160813559	01/25/2016	BOLLING LODGIN82380064	\$285.00	\$0.00	Snowstorm
160813560	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$142.50)	Snowstorm
160813561	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$142.50)	Snowstorm
160813562	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$142.50)	Snowstorm
160813563	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$285.00)	Snowstorm
160813564	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160813565	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$261.00)	Snowstorm
160813566	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160813567	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$285.00)	Snowstorm
160813568	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$261.00)	Snowstorm
160813569	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$142.50)	Snowstorm
160813570	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$261.00)	Snowstorm

Q10 General HSEMA

Tran ID	Tran Date	Merchant	Debit Amount	Credit Amount	Purpose
160813571	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$261.00)	Snowstorm
160813572	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$261.00)	Snowstorm
160813573	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160813574	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160813575	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$142.50)	Snowstorm
160813576	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160813577	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160813578	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160813579	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160813580	01/25/2016	BOLLING LODGIN82380064	\$0.00	(\$255.00)	Snowstorm
160871780	01/27/2016	DELTA 00623331702173	\$173.20	\$0.00	Travel
161010428	01/29/2016	DTV*DIRECTV SERVICE	\$189.98	\$0.00	Services
161317410	02/04/2016	IN *OKPHONE	\$2,252.00	\$0.00	Equipment
Totals for RICHARDSON, JACQUELINE			\$22,166.89	(\$5,286.00)	
Grand Totals			\$42,235.01	(\$5,838.98)	

Q16 General HSEMA

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY					
FY 2015 REPROGRAMMING LIST					
LOCAL				Starting Budget	\$2,085,250
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2015	0100	7/2/2015	BJBN0165	Reprogram to meet EMPG grant match	\$1,650,000
				Final Budget	\$3,735,250

FEDERAL GRANT				Starting Budget	\$107,467,357
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2015	8200	12/4/2014	BFBN0322	Establish Budget Authority for Securing The Cities Program Grant (STC14F)	\$6,000,000
2015	8200	1/26/2015	BFBN0327	Establish Budget Authority for Regional Catastrophic Preparedness Program Grant Program (RCP10F)	\$246,694
2015	8200	1/26/2015	BFBN0328	Establish Budget Authority for Pre-Disaster Mitigation Grant Program (PDM14F)	\$243,750
2015	8200	2/11/2015	BFBN0330	Increase Budget Authority for Regional Catastrophic Preparedness Program Grant (RCP10F)	\$127,607
2015	8200	2/11/2015	BFBN0331	Establish Budget Authority for Hazard Mitigation Grant Program (HMG14F)	\$21,299
2015	8200	2/11/2015	BFBN0332	Establish Budget Authority for Hazard Mitigation Program Grant (HPA14F)	\$21,778
2015	8200	2/11/2015	BFBN0333	Establish Budget Authority for DC Public Awareness Campaign Hazard Mitigation Grant (PAC14F)	\$21,857
2015	8200	2/11/2015	BFBN0334	Establish Budget Authority for Hazard Mitigation Grant Program (HMC14F)	\$21,376
2015	8200	2/23/2015	BFBN0350	Reduce Budget Authority for UASI Non-Profit Security Grant Program (NSG12F)	(\$188,090)
2015	8200	2/23/2015	BFBN0351	Reduce Budget Authority for Homeland Security Grant (HSG12F)	(\$3,461,853)
2015	8200	2/25/2015	BFBN0354	Reduce Budget Authority for Homeland Security Grant (HSG11F)	(\$4,762,221)
2015	8200	2/25/2015	BFBN0355	Establish Budget Authority for Pre-Disaster Mitigation Grant Program (HVA14F)	\$30,489
2015	8200	2/25/2015	BFBN0356	Reduce Budget Authority for UASI Non-Profit Security Grant Program (NSG11F)	(\$164,663)
2015	8200	3/4/2015	BFBN0357	Increase Budget Authority for Homeland Security Grant (HSG13F)	\$5,185,537
2015	8200	3/4/2015	BFBN0358	Increase Budget Authority for UASI Non-Profit Security Grant Program (NSG11F)	\$73,231
2015	8200	4/30/2015	BFBN0363	Establish Budget Authority for August 2011 Earthquake Disaster (EQK11F)	\$3,233,830
2015	8200	5/7/2015	BFBN0369	Reduce Budget Authority for Emergency Management Program Grant (EMP13F)	(\$327,830)
2015	8200	5/7/2015	BFBN0616	Establish Budget Authority for DCWASA Quick Connect & Portable Generator (DCW14F)	\$877,302
2015	8200	5/27/2015	BFBN0621	Reduce Budget Authority for Regional Catastrophic Preparedness Program Grant Program (RCP11F)	(\$96,951)

Q16 General HSEMA

FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2015	8200	7/23/2015	BFBN0626	Increase Budget Authority for August 2011 Earthquake Disaster (EQK11F)	\$190,189
2015	8200	7/31/2015	BFBN0632	Reduce Budget Authority for Emergency Management Program Grant (EMP14F)	(\$269,639)
2015	8200	9/30/2015	BJBN0200	Reduce Budget Authority for DCWASA Quick Connect & Portable Generator (DCW14F)	(\$877,302)
2015	8200	9/30/2015	BJBN0201	Reduce Budget Authority for August 2011 Earthquake Disaster (EQK11F)	(\$2,945,386)
2015	8200	9/30/2015	BJBN0202	Reduce Budget Authority for Hazard Mitigation Grant Program (HMC14F)	(\$21,376)
2015	8200	9/30/2015	BJBN0203	Reduce Budget Authority for Hazard Mitigation Grant Program (HMG14F)	(\$21,299)
2015	8200	9/30/2015	BJBN0204	Reduce Budget Authority for Hazard Mitigation Program Grant (HPA14F)	(\$21,778)
2015	8200	9/30/2015	BJBN0205	Reduce Budget Authority for Pre-Disaster Mitigation Grant Program (HVA14F)	(\$30,489)
2015	8200	9/30/2015	BJBN0206	Reduce Budget Authority for UASI Non-Profit Security Grant Program (NSG14F)	(\$290,154)
2015	8200	9/30/2015	BJBN0207	Reduce Budget Authority for UASI Non-Profit Security Grant Program (NSG15F)	(\$500,000)
2015	8200	9/30/2015	BJBN0208	Reduce Budget Authority for DC Public Awareness Campaign Hazard Mitigation Grant Program (PAC14F)	(\$21,857)
2015	8200	9/30/2015	BJBN0209	Reduce Budget Authority for Pre-Disaster Mitigation Grant Program (PDM14F)	(\$243,750)
2015	8200	9/30/2015	BJBN0210	Reduce Budget Authority for Securing The Cities Program Grant (STC14F)	(\$5,945,112)
2015	8200	9/30/2015	BJBN0211	Reduce Budget Authority for Emergency Management Program Grant (EMP15F)	(\$494,838)
2015	8200	9/30/2015	BJBN0212	Reduce Budget Authority for Homeland Security Grant (HSG14F)	(\$21,865,160)
2015	8200	9/30/2015	BJBN0213	Reduce Budget Authority for Homeland Security Grant (HSG15F)	(\$9,847,435)
Final Budget					\$71,365,111

Intra District				Starting Budget	\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2015	0100	9/30/2015	BJBN0EP5	PAPAL VISIT 2015	\$22,942
Final Budget					\$22,942

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY		
FY 2016 REPROGRAMMING LIST		
FEDERAL GRANT	Starting Budget	\$128,192,067

Q16 General HSEMA

FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2016	8200	12/2/2015	BFBN0565	Establish Budget Authority for Port Security Grant Program (PSP15F)	\$592,500
2016	8200	1/14/2016	BFBN0292	Reduce Budget Authority for Regional Catastrophic Preparedness Program Grant Program (RCP11F)	(\$200,000)
2016	8200	1/14/2016	BFBN0293	Reduce Budget Authority for Homeland Security Grant (HSG13F)	(\$10,000,000)
2016	8200	1/28/2016	BFBN0415	Reduce Budget Authority for Emergency Management Program Grant (EMP14F)	(\$499,810)
2016	8200	1/28/2016	BFBN0422	Reduce Budget Authority for UASI Non-Profit Security Grant Program (NSG13F)	(\$209,686)
2016	8200	1/29/2016	BFBN0425	Establish Budget Authority for DCWASA Quick Connect & Portable Generator (DCW14F)	\$877,302
Final Budget					\$118,752,372.83



**FY 2015 PERFORMANCE PLAN
Homeland Security and Emergency Management Agency**

MISSION

The Mission of the District of Columbia Homeland Security and Emergency Management Agency is to lead the planning and coordination of homeland security and emergency management efforts to ensure that the District of Columbia is prepared to prevent, protect against, respond to, mitigate, and recover from all threats and hazards.

SUMMARY OF SERVICES

HSEMA plans and prepares for emergencies; coordinates emergency response and recovery efforts; provides training and conducts exercises for emergency first responders, employees and the public; provides emergency preparedness information to the public; and disseminates emergency information.

PERFORMANCE PLAN DIVISIONS

- Planning and Preparedness
- Operations
- Finance / Administration and Homeland Security Grants
- Agency Management / Office of the Director

AGENCY WORKLOAD MEASURES

Measures	FY 2012 Actual	FY 2013 Actual	FY 2014 YTD ¹
Number of Alert DC messages disseminated	5,770	6,624	4,508
Homeland security grant dollars managed	\$268,284,524	\$196,680,927	\$180,431,070
Number of grant projects managed	518	456	471
Number of special events that have been processed by the Mayor’s Special Events Task Group (MSETG)	102	91	76
Number of partial and full Emergency Operations Center activation	8 ²	42	5
Number of Heat Emergency Plan Activations ³	25	17	12
Number of trainings provided to first responders, District employees, and the public ⁴	44	36	24
Number of individuals trained at HSEMA	680	953	697

¹ Specific date not given at the time this document was printed.

² For FY12, HSEMA held full/partial activations during the following events: January 26th Severe snow storm, State of the Union- 1/12/12, DC Elections 4/13/12, IMF meeting demonstration (4/12 and 9/12), Independence Day (7/4/12), Derecho Storm (6/12-7/12), and 9/11 Anniversary (9/11/12).

³ Heat emergency plan is activated when the heat index (an accurate measure of how hot it feels when the effects of humidity are added to the high temperatures) reaches 95 degrees.

⁴ Includes training provided to foster parents, children, senior groups, neighborhood associations, colleges and universities, Business Improvement Districts, faith-based organizations, and deaf and hard of hearing residents, etc.



Planning and Preparedness Division

SUMMARY OF SERVICES

The Plans and Preparedness Division encompasses services including comprehensive planning, training and exercising, and disaster recovery, to promote resiliency in government agencies, our communities, and critical infrastructure. The Division utilizes a “whole community” approach to engage key stakeholders in developing plans and processes that support a robust emergency management system. Within Training and Exercise, HSEMA offers training courses, hazard and capabilities-based exercises, and plan validations that test and bolster individual and institutional readiness, in accordance with local, District, and national standards, including the National Incident Management System and Incident Command System. The Planning and Preparedness Division, is also responsible for the administration of post-disaster long-term recovery and mitigation programs to ensure District residents and businesses have sufficient support and resources to recover, rebuild and sustain critical operations in the aftermath of a disaster.

OBJECTIVE 1: Establish, promulgate, and institutionalize a standardized preparedness planning system that delineates the structure, plans, process, and personnel needed to effectively execute the District’s preparedness planning activities.

INITIATIVE 1.1: Continue the implementation of a District-wide emergency preparedness organization that promotes interagency coordination and collaboration that integrates the Emergency Preparedness Council and creates preparedness standing and working committees.

The District of Columbia Emergency Response System (DCERS) has been promulgated to facilitate effective emergency preparedness integration of multi-agency coordination and collaboration. In 2015, HSEMA will refine the structures that support the DCERS. This will include the Mission Area Committees, sub-committees, and working groups that will be tasked with developing, implementing, and evaluating the initiatives and tasks outlined in the DCERS Play Book as well as the promulgation of District Preparedness System (DPS) Organization Charter.

Completion Date: September 2015.

INITIATIVE 1.2: Continue the development and/or update all-hazard preparedness plans that adhere to District, federal, and regional doctrine, generally accepted emergency management standards, principles, and best practices (Sustainable DC Plan Action Climate & Environment 2.2, Age-Friendly DC Goal: Domain # 9).

In 2013, the District Preparedness Framework (Framework) and the Mission Area Base Plans, the District Response Plan and the District Recovery Plan, were finalized. In 2015, the following supporting documentation will be developed for the mission areas below:

- Framework: District Protection/Prevention Plan, District Mitigation Plan, District Preparedness Planning Toolkit, Information Integration and Governance White Paper, and SharePoint Site Governance Model.



- Protection/Prevention: District Protection/Prevention Base Plan, Critical Infrastructure and Key Resources (CIKR) Plan, and the Information and Intelligence Annex.
- Mitigation: Update the District All-Hazard Mitigation Plan and create the Enhanced Risk Assessment.
- Response: District Evacuation Plan, District Mass Care Plan, District Terrorism Plan, District Damage Assessment Plan, District Crisis Communications Plan, District Resource Management Plan, ESF Operational Plans, Military Support to Civil Authority Plan, and the Business Emergency Management Operations Center (BEMOC) Plan.
- Recovery: Operational Plan for standing up Recovery Steering Committee, develop SOPs, checklists, and other tools that support the Recovery Base Plan and Operational Plan, and Recovery Support Function (RSF) Operational Plans.

Completion Date: September 2016.

INITIATIVE 1.3: Strengthen our commitment to the Whole Community by updating and revamping our access and functional needs programing and planning efforts (Age-Friendly DC Goal: Domain # 9).

This initiative will involve dedicating a staff member to work exclusively on access and functional needs issues and programs related to emergency management including ensuring that the District Preparedness Program and all related plans are compliant with the Americans with Disabilities Act (ADA) and other vulnerable population considerations. **Completion Date: September 2015**

OBJECTIVE 2: Identify the District’s greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks through the engagement of District, regional, federal and private sector partners when appropriate.

INITIATIVE 2.1: Provide technical assistance to District agencies as they conduct annual reviews, updates, training, and exercise of their agency continuity of operation plans (COOP) (Age-Friendly DC Goal: Domain # 9).

This initiative will support the 80 District agencies responsible for updating their COOP plans annually, exercising the COOP, evaluating, and if necessary revising their COOP plans. HSEMA will provide technical support for each of the 80 agencies as they fulfill new requirements as stipulated in a Mayor’s Order issued in 2012.

Completion Date: September 2015.

OBJECTIVE 3: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS).¹

INITIATIVE 3.1: HSEMA will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan.

The Homeland Security Exercise and Evaluation Program (HSEEP) and the NIMS constitutes national standards and recommended methodologies for all exercises and conduct of emergency operations. HSEMA will develop and maintain a progressive exercise and training program consistent with the Department of Homeland Security



Federal Emergency Management Agency (FEMA) standards. Pursuant to the FEMA Emergency Management Performance Grant (EMPG) requirements, the annual exercise program will include no less than four exercises of any type and one full-scale exercise or major real world event subject to FEMA approval within a 12-month period.

Completion Date: September 2015.

KEY PERFORMANCE INDICATORS- Planning and Preparedness Division

Measures	FY 2013 Actual	FY 2014 Target	FY 2014 YTD ⁵	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of critical infrastructure program outreach meetings, seminars, workshops to Critical Infrastructure Key Resource (CIKR) partners	39	20	22	25	25	25
Number of reviewed and/or updated HSEMA plans annually	40	25	34	25	25	25
Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training	71	80	69	80	80	80
Percent of HSEMA corrective action items in After Action Reports successfully addressed in compliance with HSEEP ²	100%	100%	40.88%	100%	100%	100%
Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) program guidelines	8	3	4	3	3	3
Percent of After Action Reports (AAR) completed after every exercise ³	100%	100%	100%	100%	100%	100%
Percent of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines	100%	90%	91.67%	90%	90%	90%
Percent of all training classes and exercises that incorporate requirements for the District's special needs population	100%	100%	100%	100%	100%	100%

⁵ Specific date not given at the time this document was printed.



Operations Division

SUMMARY OF SERVICES

The Operations Division provides situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies, severe weather conditions, disasters and other major events impacting quality of life. The Operations Division also provides a command and control element that supports District and Federal agencies during special events such as Independence Day on the National Mall, Capital Pride, and Presidential Inauguration, etc. The Operations Division manages the District's Emergency Operations Center (EOC), a central facility for command and control of emergency operations that coordinates interagency response to and recovery from major emergencies. The EOC works closely with Emergency Support Function agencies in preparation for and during EOC activations. On a day-to-day basis, the 24/7 Joint All Hazards Operation Center (JAHOC) within the EOC serves as the central hub of communications, processing information from a myriad of sources, analyzing and disseminating it to District, regional, Federal partners, businesses, and the public to create a common operating picture, and to provide relevant and useful information for taking protective actions.

Additionally, within the Operations Division is the Washington Regional Threat Analysis Center (WRTAC) which provides tactical and strategic intelligence (collection, analysis, and dissemination), to support District law enforcement agencies, other first responders, homeland security, emergency management, public health and the private sector. The WRTAC also provides intelligence support to deliberate and crisis planning, works to increase situational awareness, and provides real-time threat warning during operations for the EOC and the JAHOC, as well as to HSEMA and DC City Cabinet leadership.

OBJECTIVE 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

INITIATIVE 1.1: Finalize, socialize, and exercise the Field Operations Guide (FOG) and State Operations Guide (SOG).

HSEMA will implement the newly created District Response Plan (DRP), SOG, and FOG by engaging stakeholders through seminars, workshops, and tabletop, functional, and full scale exercises. At the completion of each phase of the exercise series and response to real-world events, the lessons learned will be integrated into the process, resulting in further refined plan. **(Completion Date: Not Given.)**

INITIATIVE 1.2: Improve disaster logistics capability for the District Government.

In 2014, HSEMA used the national Logistics Capability Assessment Tool (LCAT) to identify three priorities. As a result, in 2015, HSEMA will identify a full-time logistics staff member to begin the development a comprehensive tracking of commodities; conduct a series of Commodities Points of Distribution (CPOD) train the trainer classes to increase our training personnel cadre; and conduct a federal staging area training and CPOD training during the month of September 2015 with actual commodities distribution to show the transition and the resources needed to conduct the moving from the FEMA staging to the locals staging area. **Completion Date: September 2015.**



INITIATIVE 1.3: Refine crisis communication strategy that makes use of social media and other new technology.

This initiative will include the creation of a Crisis Communications Plan that will provide effective formal standard strategy and structure for a unified approach to managing accurate, timely, and critical communications to the public during emergencies or disasters. **Completion Date: September 2015.**

INITIATIVE 1.4: Integrate National Capital Region (NCR) Information Collection & Coordination Center (IC3) into the JAHOC and EOC functions.

This initiative will facilitate the integration of the IC3 which will be operating out of the Joint All Hazard Operations Center (JAHOC). The IC3 will maintain a 24 hour, 365 day, all-hazard regionally focused watch capability. The primary mission of IC3 will be to provide regional situational awareness and monitor emerging incidents or potential threats, whether natural or manmade, with possible operational consequences to the surrounding jurisdictions. Additionally, HSEMA will finalize the IC3 standard operating procedure and integrate IC3 personnel into JAHOC operations. The overall objective of the IC3 will be to enhance information sharing and situational awareness among NCR partners. **Completion Date: September 2015**

OBJECTIVE 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

INITIATIVE 2.1: Improve Emergency Operation Center (EOC) performance through the continued implementation of the Incident Command System (ICS).

In the next phase of the implementation of the ICS in the EOC, HSEMA will identify ICS training requirements and create a yearly training plan for HSEMA staff, emergency liaison officers, and the District's Executive Leadership. Training activities will be conducted based on EOC positions, scenarios, and recommendations from after-action reports to include additional training with the Federal Emergency Management Agency Incident Management Assistance Teams (IMAT). **Completion Date: September 2015.**



KEY PERFORMANCE INDICATORS - Operations Division

Measures	FY 2013 Actual	FY 2014 Target	FY 2014 YTD ⁶	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of Emergency Liaison Officer contact information validated and/or updated quarterly ⁴	114	100	163	100	100	100
Number of District special events supported each quarter	46	4	33	4	4	4
Number of unannounced tests of the Emergency Alert System completed annually	366	365	819	365	365	365
Number of HSEMA Operations Center System Checklist Tests ⁵	1098	1095	749	1,095	1,095	1,095
Number of system tests of the HSEMA Operations Center COOP Site ⁶	119	100	108	100	100	100
Percent of WAWAS participants who comply with daily roll call system tests	0	90%	93.84%	90%	90%	90%
Percent of WRTAC analytic products on the WRTAC production plan that are completed answering a Key Stakeholder Standing Information Need (SIN), special request or a DHS Homeland Security SIN	N/A	90%	97.22%	90%	90%	90%

⁶ Specific date not given at the time this document was printed.



Finance / Administration and Homeland Security Grants Division

SUMMARY OF SERVICES

The Finance / Administration and Homeland Security Grants Division is responsible for financial management, procurement and serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and also for those grant programs awarded to the NCR, which encompasses neighboring counties in Maryland and Virginia. A regional policy advisory group and representatives from the District, Maryland and Virginia jurisdictions plan and coordinate the regional grant programs administered by the Division including the NCR Urban Area Security Initiative, Nonprofit Security Grant Program and Regional Catastrophic Planning Grant Program grant programs that are administered by the Homeland Security Grants Division. The Division is also responsible for several local grant programs awarded by the U.S. Department of Homeland Security including the State Homeland Security Program, Citizen Corps Program, Buffer Zone Protection Program, Emergency Management Performance Grant, Emergency Operations Center Grant, Public Safety Interoperable Communications Grant, and Interoperable Emergency Communications Grant Program.

The Division provides programmatic oversight to the numerous individual grant-funded homeland security projects in the District of Columbia and the NCR to ensure that the projects are making progress, meeting milestones, and comply with the applicable grant guidance. The Division tracks the financial status of sub-grants and authorizes reimbursement payments for the allowable expenses that these projects incur and provides programmatic and financial status updates for these grant programs to local and regional governance bodies. Finally, the Division is responsible for writing and submitting the annual grant applications for all local and regional homeland security grant programs.

OBJECTIVE 1: Improve the District's and the Region's administration of grant funding and management of grant funded projects for preparedness, response, and recovery capabilities.

INITIATIVE 1.1: Improve the competitiveness of District agencies in receiving Urban Area Security Initiative grants by providing technical assistance.

The State Administrative Agent and District of Columbia Emergency Response System (DCERS) Program Management Office (PMO) will provide technical assistance to District agencies to assist them with the management and reporting of their projects. The technical assistance will support agencies in creating defined metrics, allocating funding, meeting deadlines, achieving established goals and objectives, and improving other causes factored into the National Capital Region Scorecard. **Completion Date: September 2015.**



INITIATIVE 1.2: Improve on risk-based approach to selection of grant proposals.

Grant investments will be aligned to the goals, objectives, and initiatives established in the DC Homeland Security and Emergency Management Strategy and Playbook. The Strategy and Playbook were created based on the Threat Hazard Identification Risk Analysis Report and after action reports, which incorporate a risk based approach for the election of grant funded initiatives. These goals will be organized by mission area, prioritized by the DC ERS, and tracked through established performance metrics to ensure progress towards the District’s Homeland Security and Emergency Management goals. **Completion Date: September 2015.**

KEY PERFORMANCE INDICATORS - Finance / Administration and Homeland Security Grants Division

Measures	FY 2013 Actual	FY 2014 Target	FY 2014 YTD ⁷	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of grant dollars spent within the timeframe of the grants	96.72%	100%	N/A	100%	100%	100%
Number of audit exceptions reported in the annual DC Single Audit ⁷	3	1	N/A	1	1	1
Percent of subgrants issued within 45 days of award receipt	94.20%	90%	N/A	90%	90%	90%
Number of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award ⁸	20	25	20	25	25	25

⁷ The Finance/Administration and Homeland Security Grants Division KPIs are measured annually; as a result we do not have a YTD number.



Agency Management / Office of the Director

SUMMARY OF SERVICES

The Agency Management / Office of the Director is responsible for resource management, technology infrastructure, human capital development, accreditation process management, special events planning, public information and communications programs, community outreach, operations support, policy support, and executive direction to internal agency divisions. The office coordinates citywide incident command and control for the Executive, as well as provides leadership to the National Capital Region (NCR) as members of the NCR Senior Policy Group.⁹ HSEMA also maintains a strong outreach program designed to educate and equip community residents and businesses to deal with hazards and the potential for disasters.

HSEMA manages the administration of the Mayor's Special Events Task Group (MSETG), a body responsible for organizing the City's public safety planning efforts for events requiring interagency coordination. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies. Additionally, HSEMA is responsible for the administration of the Community Events Funding Assistance Program. The fund provides limited financial assistance to District of Columbia community-based, nonprofit organizations that are engaged in programs fostering the development of quality activities in local communities. Funding is for the exclusive purpose of offsetting some of the costs of City services required for conducting special events, and is provided through direct reimbursement to City agencies providing public services.

OBJECTIVE 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

INITIATIVE 1.1: Build agency capacity and capability by establishing agency wide professional development requirements.

HSEMA will continue to enhance its professional development process by establishing competency measurements for all employees that align with District training requirements, agency performance measurements, federal grant requirements (i.e., NIMS) and the Emergency Management Accreditation Program. In addition, HSEMA employees will achieve the competency standards set forth by FEMA for incident management teams utilizing the FEMA Qualification System through the District All Hazards Incident Management Team Certification/Credentialing Program. HSEMA will fully implement the performance management system consistent with HR chapter 14 regulations. **Completion Date: September 2016.**

INITIATIVE 1.2: Continue refining employee handbook and policies.

This handbook will include human resource processes, acquisition processes, awards, safety measures, performance management and training requirements and schedule, employee conduct and rights. HSEMA will commit a staff member to provide human resources support and administrative guidance. **Completion Date: September 2015.**



OBJECTIVE 2: Increase awareness to the public and District agencies on community preparedness, resiliency, and emergency management.

INITIATIVE 2.1: Develop Ward Ambassador Program that aligns HSEMA employees with each Ward (Age-Friendly DC Goal: Domain # 9).

HSEMA will continue the creation of resource books that catalog and map assets in each Ward and include comprehensive information on the neighborhoods, businesses and residents. Additionally, HSEMA will assign each HSEMA team member to a Ward in order to facilitate and create relationships with Ward residents, community leaders, business and local organizations. These relationships and resource books will assist in more quickly responding to and recovering from emergency incidents.

Completion Date: September 2015.

OBJECTIVE 3: Ensure that the District of Columbia’s overall homeland security objectives are addressed as part of the National Capital Region Urban Area Security Initiative homeland security grant awards decision-making process.

INITIATIVE 3.1: Work with the National Capital Region (NCR) ERS to improve funding opportunities for the District.

Through the NCR ERS, the DCERS will work with the regional Emergency Response System committees of Northern Virginia and Maryland, to optimize funding opportunities and promote regional preparedness in alignment with the goals and priorities of the District.

(Completion date: Not Given.)

OBJECTIVE 4: Oversee the implementation of agency-wide priorities.

INITIATIVE 4.1: Conduct agency sustainability assessment using OCA approved criteria developed by DDOE and OP in accordance with Mayor’s Order 2013-209 (Sustainable DC Governance Goal 1, Action 1.2; Built Environment Goal 3)

Within one hundred twenty (120) days after the City Administrator approves sustainability assessment criteria developed jointly by the District Department of the Environment and the Office of Planning, each agency head subject to the authority of the mayor shall use the criteria to evaluate the sustainability of their respective operations in accordance with the requirements of Mayor’s Order 2013-209, the Sustainable DC Transformation Order, and submit to his or her responsible Deputy Mayor and the Office of the City Administrator the results of the agency’s internal assessment.

Completion Date: April 2015



KEY PERFORMANCE INDICATORS - Agency Management / Office of the Director

Measures	FY 2013 Actual	FY 2014 Target	FY 2014 YTD	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent increase of recipients of DC Alerts	7.02%	3%	1.22%	3%	3%	3%
Percent of documents reviewed by Executive Secretariat for compliance of Agency policy within 48 business hours	Baseline	95%	97.37%	95%	95%	95%
Number of emergency preparedness media or public information messaging plans completed	Baseline	12	15	12	12	12
Number of community outreach events attended by HSEMA	274	150	182	150	150	150

¹ HSEEP is a capabilities and performance-based exercise program, which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP Policy and Guidance is presented in detail in HSEEP Volumes I-III, US Department of Homeland Security. Adherence to the policy and guidance presented in the HSEEP Volumes ensures that exercise programs conform to established best practices and helps provide unity and consistency of effort for exercises at all levels of government. https://hseep.dhs.gov/pages/1001_About.aspx.

² The Planning and Preparedness Division will review and examine each HSEMA corrective action to ensure that corrective actions are valid and appropriate for implementation. Corrective actions may be implemented as part of a short term or long-term strategy, or tabled until resources are available.

³ The AARs may be a short AAR, Summary with Evaluations, Quick look, or full AAR depending on depth and breadth of exercise.

⁴ This key performance indicator responds to DC Auditor Report (March 3, 2009) recommendation that HSEMA should regularly track and update the lists of Emergency Liaison Officers (ELOs).

⁵ Operations Division performs tests on the following systems three times daily: HMARS, RITTIS Login, TTDY, EMNET, RICCS, RSAN, Alert DC, Maryland Circuit, DCIO1 Radio Drop, WAWAS, NAWAS, DCFD Radio, MPD Radio, Conference Call System, Desk Telephone, WebEOC Login, HSEMA TAC1 800 Radio Group, Fax Machine, HSEMA Computer Monitors, Security Cameras/ Monitors, Copier Machine, Hotlines, Activu System, HSEMA Clocks.

⁶ This key performance indicator responds to Mayor’s Order 2012-61 (April 27, 2012), which mandates that each District of Columbia cabinet-level agency shall create or update their Continuity of Operations Plan (COOP), update the plan annually, exercise the COOP annually, evaluate, and if necessary, revise the COOP.

⁷ DHS grants are audited annually in the District of Columbia’s Single Audit of federal grant expenditures; it can be concluded that the fewer number of audit exceptions reported is an indicator of stronger management and oversight by HSEMA.

⁸ Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100%. This measure was previously tracked as a percentage, but did not accurately reflect the progress of HSEMA and tracking has been changed to raw numbers starting in FY13. This action has been approved by the Office of the City Administrator.

⁹ The National Capital Region (NCR) Senior Policy Group is comprised of homeland security and emergency management representatives from the District, Maryland and Virginia. They coordinate the regional Urban Area Security Initiative and other homeland security grants awarded to the NCR by the Department of Homeland Security. (Not in budget book.)



FY 2015 Performance Accountability Report Homeland Security and Emergency Management Agency

INTRODUCTION

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives' progress and key performance indicators (KPIs).

MISSION

The Mission of the District of Columbia Homeland Security and Emergency Management Agency is to lead the planning and coordination of homeland security and emergency management efforts to ensure that the District of Columbia is prepared to prevent, protect against, respond to, mitigate, and recover from all threats and hazards.

SUMMARY OF SERVICES

HSEMA plans and prepares for emergencies; coordinates emergency response and recovery efforts; provides training and conducts exercises for emergency first responders, employees and the public; provides emergency preparedness information to the public; and disseminates emergency information.

OVERVIEW – AGENCY PERFORMANCE

The following section provides a summary of HSEMA performance in FY 2015 by listing HSEMA's top three accomplishments, and a summary of its progress achieving its initiatives and progress on key performance indicators.

TOP THREE ACCOMPLISHMENTS

The top three accomplishments of HSEMA in FY 2015 are as follows:

- ✓ Conducted two major District wide training events:
 - The District of Columbia Command and Control Exercise, a multi-location, full-scale, exercise that took place in multiple District locations and tested the District's response to multiple simultaneous domestic terrorist attacks; and
 - A training and discussion based workshop to train and orient all of the Mayor's senior leadership team and cabinet members who are part of the Consequence Management Team for emergency and disasters response.

- ✓ Coordinated the District's preparedness and response efforts during the 2015 Papal Visit on Wednesday, September 23, 2015 and Thursday, September 24, 2015 with the District's

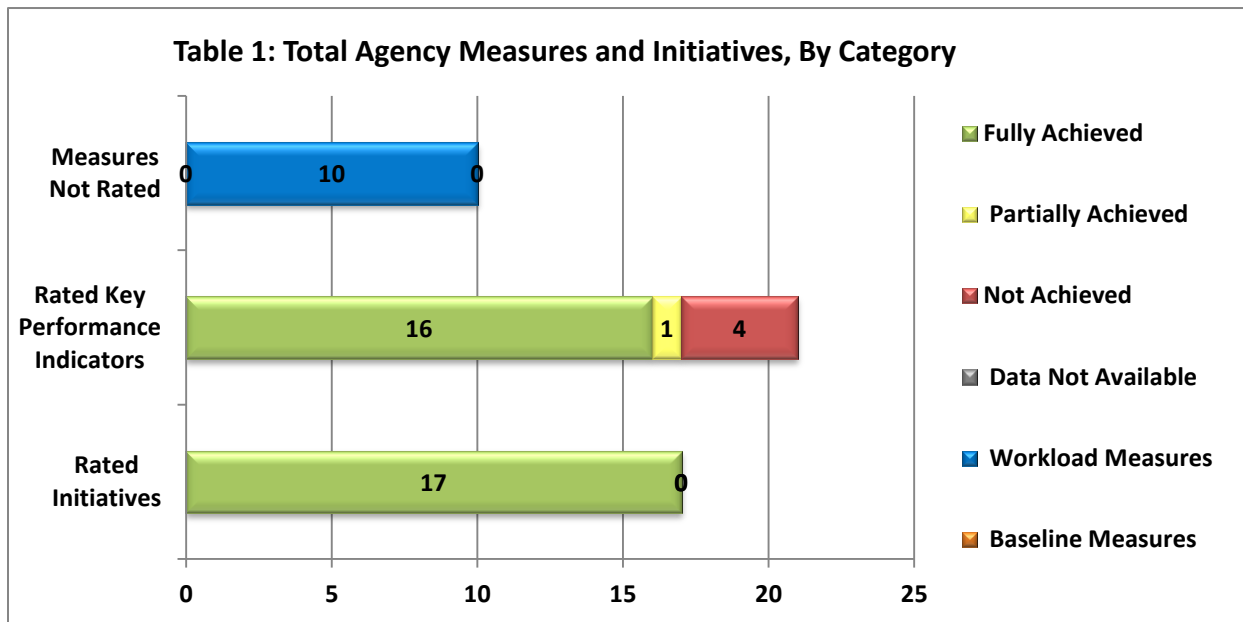


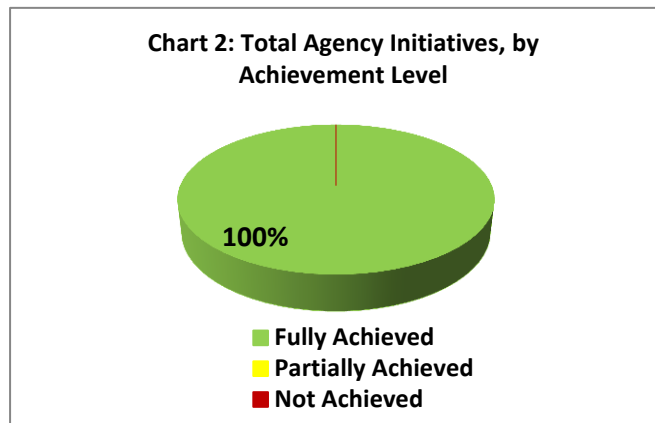
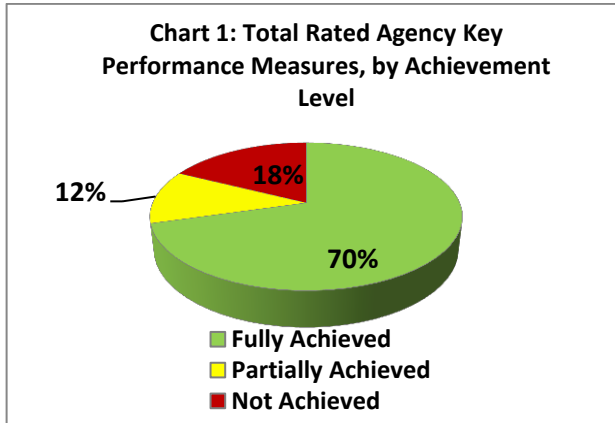
Emergency Operations Center working with the United States Park Police (USPP) and the National Park Service (NPS) in a unified effort involving District, local and Federal partners.

- ✓ Finalized the initial suite of District Preparedness System planning documents including the District Response Plan; Field Operations Guide; State Operations Guide; the framework plans for Prevention, Protection, Mitigation, Response, and Recovery; the Mass Care Plan; and the District’s Crisis Communication Strategy plans.

SUMMARY OF PROGRESS TOWARD COMPLETING FY 2015 INITIATIVES AND PROGRESS ON KEY PERFORMANCE INDICATORS

Table 1 (see below) shows the overall progress the HSEMA made on completing its initiatives, and how overall progress is being made on achieving the agency’s objectives, as measured by their key performance indicators.





Default KPI Rating:	
>= 100%	Fully Achieved
75 - 99.99%	Partially Achieved
< 75%	Not Achieved

In FY 2015, HSEMA fully achieved 100 percent of its initiatives and more than two-thirds of its rated key performance measures. **Table 1** provides a breakdown of the total number of performance metrics HSEMA uses, including key performance indicators and workload measures, initiatives, and whether or not some of those items were achieved, partially achieved or not achieved. **Chart 1** displays the overall progress is being made on achieving HSEMA objectives, as measured by their rated key performance indicators. Please note that chart 2 contains only rated performance measures. Rated performance measures do not include measures where data is not available, workload measures or baseline measures. **Chart 2** displays the overall progress HSEMA made on completing its initiatives, by level of achievement.

The next sections provide greater detail on the specific metrics and initiatives for HSEMA in FY 2015.

PERFORMANCE INITIATIVES – ASSESSMENT DETAILS

Planning and Preparedness Division

OBJECTIVE 1: Establish, promulgate, and institutionalize a standardized preparedness planning system that delineates the structure, plans, process, and personnel needed to effectively execute the District’s preparedness planning activities.

INITIATIVE 1.1: Continue the implementation of a District-wide emergency preparedness organization that promotes interagency coordination and collaboration that integrates the



Emergency Preparedness Council and creates preparedness standing and working committees.

The District of Columbia Emergency Response System (DCERS) has been promulgated to facilitate effective emergency preparedness integration of multi-agency coordination and collaboration. In 2015, HSEMA will refine the structures that support the DCERS. This will include the Mission Area Committees, sub-committees, and working groups that will be tasked with developing, implementing, and evaluating the initiatives and tasks outlined in the DCERS Play Book as well as the promulgation of District Preparedness System (DPS) Organization Charter. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

The DPS is currently supported by a robust and active organizational structure that includes the DC Emergency Preparedness Council, the DCERS Committee mission area subcommittees supporting three of the four DPS mission areas, and subject matter expert working groups supporting both THIRA/SPR and strategy development.

INITIATIVE 1.2: Continue the development and/or update all-hazard preparedness plans that adhere to District, federal, and regional doctrine, generally accepted emergency management standards, principles, and best practices (Sustainable DC Plan Action Climate & Environment 2.2, Age-Friendly DC Goal: Domain # 9).

In 2013, the District Preparedness Framework (Framework) and the Mission Area Base Plans, the District Response Plan and the District Recovery Plan, were finalized. In 2015, the following supporting documentation will be developed for the mission areas below:

- Framework: District Protection/Prevention Plan, District Mitigation Plan, District Preparedness Planning Toolkit, Information Integration and Governance White Paper, and SharePoint Site Governance Model.
- Protection/Prevention: District Protection/Prevention Base Plan, Critical Infrastructure and Key Resources (CIKR) Plan, and the Information and Intelligence Annex.
- Mitigation: Update the District All-Hazard Mitigation Plan and create the Enhanced Risk Assessment.
- Response: District Evacuation Plan, District Mass Care Plan, District Terrorism Plan, District Damage Assessment Plan, District Crisis Communications Plan, District Resource Management Plan, ESF Operational Plans, Military Support to Civil Authority Plan, and the Business Emergency Management Operations Center (BEMOC) Plan.
- Recovery: Operational Plan for standing up Recovery Steering Committee, develop SOPs, checklists, and other tools that support the Recovery Base Plan and Operational Plan, and Recovery Support Function (RSF) Operational Plans.

Completion Date: September 2016.

● **Performance Assessment Key: Fully Achieved.**

We have completed the planning documents set for FY2015, including the initial Framework



plans included above along with a number of Response plans listed such as the District Mass Care Plan, District Damage Assessment Plan, District Crisis Communications Plan, and the District Damage Assessment Plan.

INITIATIVE 1.3: Strengthen our commitment to the Whole Community by updating and revamping our access and functional needs programming and planning efforts (Age-Friendly DC Goal: Domain # 9).

This initiative will involve dedicating a staff member to work exclusively on access and functional needs issues and programs related to emergency management including ensuring that the District Preparedness Program and all related plans are compliant with the Americans with Disabilities Act (ADA) and other vulnerable population considerations. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

HSEMA created and filled the new position of Access and Functional Needs Coordinator. The coordinator's role is to work collaboratively with HSEMA's intra- and interagency partners, non-government organizations, and other members of the whole community to help ensure that the District of Columbia emergency preparedness plans, programs and services are physically accessible, programmatically accessible and provides effective communication.

OBJECTIVE 2: Identify the District's greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks through the engagement of District, regional, federal and private sector partners when appropriate.

INITIATIVE 2.1: Provide technical assistance to District agencies as they conduct annual reviews, updates, training, and exercise of their agency continuity of operation plans (COOP) (Age-Friendly DC Goal: Domain # 9).

This initiative will support the 80 District agencies responsible for updating their COOP plans annually, exercising the COOP, evaluating, and if necessary revising their COOP plans. HSEMA will provide technical support for each of the 80 agencies as they fulfill new requirements as stipulated in a Mayor's Order issued in 2012. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

HSEMA has provided and will continue to provide District Cabinet-level agencies with the technical planning assistance to ensure they have the support needed to develop, update, train, and exercise their respective agency COOP plans.

OBJECTIVE 3: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS).



INITIATIVE 3.1: HSEMA will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan.

The Homeland Security Exercise and Evaluation Program (HSEEP) and the NIMS constitutes national standards and recommended methodologies for all exercises and conduct of emergency operations. HSEMA will develop and maintain a progressive exercise and training program consistent with the Department of Homeland Security Federal Emergency Management Agency (FEMA) standards. Pursuant to the FEMA Emergency Management Performance Grant (EMPG) requirements, the annual exercise program will include no less than four exercises of any type and one full-scale exercise or major real world event subject to FEMA approval within a 12-month period. **Completion Date: September 2015.**

● Performance Assessment Key: Fully Achieved.

The District of Columbia expanded upon the issues raised in the September 2014 Command and Control Tabletop Exercise and tested the effectiveness of policies and procedures in a simulated real world event occurring in multiple locations throughout the District of Columbia during the October 2014 Command and Control Full Scale Exercise. In addition to this full scale exercise, HSEMA conducted several other smaller exercises, including a Sovereign Guardian Exercise, a WMATA exercise, and a training and discussion based workshop to train and orient all of the Mayor’s senior leadership team and cabinet members. The Training and Exercise Division conducted the Training and Exercise Planning Workshop (TEPW) for 2016-2018. The workshop reviewed factors and collected guidance from stakeholders to identify and set training and exercise program priorities and develop a multi-year schedule of training and exercise events for the District of Columbia.

KEY PERFORMANCE INDICATORS- Planning and Preparedness Division

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	Number of critical infrastructure program outreach meetings, seminars, workshops to Critical	28	25	Not Available	13	52%	Planning and Preparedness

Q22 General HSEMA



		Infrastructure Key Resource (CIKR) partners						
●	1.2	Number of reviewed and/or updated HSEMA plans annually	44	25	Not Available	146	584%	Planning and Preparedness
●	1.3	Percent of HSEMA corrective action items in After Action Reports successfully addressed in compliance with HSEEP	42.96%	100%	Not Available	68.31%	68.31%	Planning and Preparedness
●	2.1	Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training	81	80	Not Available	78	Not Applicable	Planning and Preparedness
●	3.1	Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) program guidelines	4	3	Not Available	12	400%	Planning and Preparedness



●	3.2	Percent of After Action Reports (AAR) completed after every exercise	71.43%	100%	Not Available	100%	100%	Planning and Preparedness
●	3.3	Percent of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines	92.31%	90%	Not Available	100%	100%	Planning and Preparedness
●	3.4	Percent of all training classes and exercises that incorporate requirements for the District's special needs population	100%	100%	Not Available	100%	100%	Planning and Preparedness

Operations Division

OBJECTIVE 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

INITIATIVE 1.1: Finalize, socialize, and exercise the Field Operations Guide (FOG) and State Operations Guide (SOG).

HSEMA will implement the newly created District Response Plan (DRP), SOG, and FOG by engaging stakeholders through seminars, workshops, and tabletop, functional, and full scale exercises. At the completion of each phase of the exercise series and response to real-world events, the lessons learned will be integrated into the process, resulting in further refined plan. **Completion Date: September 2015.**



● **Performance Assessment Key: Fully Achieved.**

The SOG and FOG were completed in September 2014, and several trainings and exercise sessions have been conducted to socialize and test key concepts of the FOG and SOG.

INITIATIVE 1.2: Improve disaster logistics capability for the District Government.

In 2014, HSEMA used the national Logistics Capability Assessment Tool (LCAT) to identify three priorities. As a result, in 2015, HSEMA will identify a full-time logistics staff member to begin the development a comprehensive tracking of commodities; conduct a series of Commodities Points of Distribution (CPOD) train the trainer classes to increase our training personnel cadre; and conduct a federal staging area training and CPOD training during the month of September 2015 with actual commodities distribution to show the transition and the resources needed to conduct the moving from the FEMA staging to the locals staging area.
Completion Date: September 2015.

● **Performance Assessment Key: Fully Achieved.**

A full-time logistics position was prepared in FY15 and funded for hire in FY16 with the intent of developing a tracking system for commodities, training and exercise development. CPOD training was completed this year with the DCNG, DHS, FEMA, FEMS and MPD at the CPOD location here in the District. The District also conducted a commodities distribution training process to show the process from a FEMA federal staging area to a local CPOD at Indiantown, PA in conjunction with the West Virginia, Virginia, and Pennsylvania Emergency Management Agencies

INITIATIVE 1.3: Refine crisis communication strategy that makes use of social media and other new technology.

This initiative will include the creation of a Crisis Communications Plan that will provide effective formal standard strategy and structure for a unified approach to managing accurate, timely, and critical communications to the public during emergencies or disasters.
Completion Date: September 2015.

● **Performance Assessment Key: Fully Achieved.**

HSEMA, working with the Mayor's Office of Communications, established a working group and developed a Crisis Communication Strategy consisting of three plans: the Emergency Support Function (ESF) 15 Operation Plan, the Joint Information Center (JIC) Guide, and the Crisis Communication plan. The plans were reviewed and vetted by all of the District agency public information officers.

INITIATIVE 1.4: Integrate National Capital Region (NCR) Information Collection & Coordination Center (IC3) into the JAHOC and EOC functions.

This initiative will facilitate the integration of the IC3 which will be operating out of the Joint All Hazard Operations Center (JAHOC). The IC3 will maintain a 24 hour, 365 day, all-hazard



regionally focused watch capability. The primary mission of IC3 will be to provide regional situational awareness and monitor emerging incidents or potential threats, whether natural or manmade, with possible operational consequences to the surrounding jurisdictions. Additionally, HSEMA will finalize the IC3 standard operating procedure and integrate IC3 personnel into JAHOC operations. The overall objective of the IC3 will be to enhance information sharing and situational awareness among NCR partners. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

IC3 has integrated and coordinated its standard operations procedures with all elements of the JAHOC, which includes MPD, FEMA, DCPS, DDOT, and HSEMA as well as the National Capitol region. The integration of the IC3 position into the overall function of JAHOC and region was begun with discussion of a weekly bulletin that will include vetted information from the WRTAC, a division of HSEMA, that informs the regional partners of upcoming protests or special event that may warrant attention and awareness.

OBJECTIVE 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

INITIATIVE 2.1: Improve Emergency Operation Center (EOC) performance through the continued implementation of the Incident Command System (ICS).












In the next phase of the implementation of the ICS in the EOC, HSEMA will identify ICS training requirements and create a yearly training plan for HSEMA staff, emergency liaison officers, and the District's Executive Leadership. Training activities will be conducted based on EOC positions, scenarios, and recommendations from after-action reports to include additional training with the Federal Emergency Management Agency Incident Management Assistance Teams (IMAT). **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

ICS has become the cornerstone for EOC activation not only for the District but with our federal partners as well. During this training period, two major federal law enforcement agencies; United States Secret Service and United States Park Police, embraced our process for the State of the Union Address and the Papal Visit to the District. During this period additional training took place with the position specific task books for the key positions within the ICS structure. Several HSEMA personnel that hold key positions within the ICS structure now are qualified to be Type 3 IMT members nationwide. Members of HSEMA activation teams were requested by the state of Virginia to support them during the NASCAR races in Richmond. With the continued training of our ICS structured teams for the upcoming year, we have established a coordinated working relationship with Virginia to support each other when possible for special events.



KEY PERFORMANCE INDICATORS- Operations Division

   	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	Number of District special events supported each quarter	33	4	Not Available	25	625%	Operations
	1.2	Number of unannounced tests of the Emergency Alert System completed annually	819	365	Not Available	365	100%	Operations
	2.1	Number of Emergency Liaison Officer contact information validated and/or updated quarterly	163	100	Not Available	75	75%	Operations
	2.2	Number of HSEMA Operations Center System Checklist Tests	749	1,095	Not Available	907	82.83%	Operations
	2.3	Number of system tests of the HSEMA Operations Center COOP Site	108	100	Not Available	67	67%	Operations
	2.4	Percent of WAWAS participants who comply with daily roll call system tests	93.84%	90%	Not Available	100%	111.11%	Operations
	2.5	Percent of WRTAC analytic products on the WRTAC production plan that are	97.22%	90%	Not Available	100%	111.11%	Operations



		completed answering a Key Stakeholder Standing Information Need (SIN), special request or a DHS Homeland Security SIN						
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Finance / Administration and Homeland Security Grants Division

OBJECTIVE 1: Improve the District’s and the Region’s administration of grant funding and management of grant funded projects for preparedness, response, and recovery capabilities.

INITIATIVE 1.1: Improve the competitiveness of District agencies in receiving Urban Area Security Initiative grants by providing technical assistance.

The State Administrative Agent (SAA) and District of Columbia Emergency Response System (DCERS) Program Management Office (PMO) will provide technical assistance to District agencies to assist them with the management and reporting of their projects. The technical assistance will support agencies in creating defined metrics, allocating funding, meeting deadlines, achieving established goals and objectives, and improving other causes factored into the National Capital Region Scorecard. **Completion Date: September 2015.**

● Performance Assessment Key: Fully Achieved.

The DCERS PMO has provided technical assistance to project leads for 100% of DCERS sponsored projects. Technical assistance has included the completion of project justifications and project management plans, coordination of milestone and deliverable schedules, preparation of budget information, and establishment of project metrics. In addition, the SAA created the Comprehensive Grants Management System to streamline the documentation and management of subgrantee process. Along with the CGMS rollout, the SAA also provided training on the system to all subgrantee project leads and key agency personnel.

INITIATIVE 1.2: Improve on risk-based approach to selection of grant proposals.

Grant investments will be aligned to the goals, objectives, and initiatives established in the DC Homeland Security and Emergency Management Strategy and Playbook. The Strategy and Playbook were created based on the Threat Hazard Identification Risk Analysis Report and after action reports, which incorporate a risk based approach for the election of grant funded initiatives. These goals will be organized by mission area, prioritized by the DC ERS, and tracked through established performance metrics to ensure progress towards the District’s Homeland Security and Emergency Management goals. **Completion Date: September 2015.**



Performance Assessment Key: Fully Achieved.

The DCERS has finalized the District of Columbia Homeland Security and Emergency Management Strategy, and documented THIRA/SPR and AAR gaps in the District of Columbia Homeland Security and Emergency Management Playbook. Additionally, DCERS has established a process by which it will work with stakeholders to identify priority capabilities and priority gaps within those capabilities. 100% of new projects funded by FY15 grants were identified through this prioritization process.

KEY PERFORMANCE INDICATORS- Finance / Administration and Homeland Security Grants Division

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	Percent of grant dollars spent within the timeframe of the grants	99.82%	98%	Not Applicable	99.09%	101.11%	Homeland Security Grants
	1.2	Number of audit exceptions reported in the annual DC Single Audit	1	1	Not Applicable	0	Not Applicable	Homeland Security Grants
	1.3	Percent of subgrants issued within 45 days of award receipt	85%	90%	Not Applicable	95.57%	106.19%	Homeland Security Grants
	1.4	Number of scheduled monitoring reports as defined in agency monitoring plan	24	25	Not Applicable	25	100%	Homeland Security Grants



		completed for each grant award						
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Agency Management / Office of the Director

OBJECTIVE 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

INITIATIVE 1.1: Build agency capacity and capability by establishing agency wide professional development requirements.

HSEMA will continue to enhance its professional development process by establishing competency measurements for all employees that align with District training requirements, agency performance measurements, federal grant requirements (i.e., NIMS) and the Emergency Management Accreditation Program. In addition, HSEMA employees will achieve the competency standards set forth by FEMA for incident management teams utilizing the FEMA Qualification System through the District All Hazards Incident Management Team Certification/Credentialing Program. HSEMA will fully implement the performance management system consistent with HR chapter 14 regulations. **Completion Date: September 2016.**

Performance Assessment Key: Fully Achieved.

To further build agency capacity and capability, HSEMA has fully implemented the District All Hazards Incident Management Team Certification/Credentialing Program. The AHIMST Qualification Program is a performance-based system in which the primary criterion for qualification is individual performance as verified by a qualified evaluator using FEMA approved standards. In FY15, HSEMA staff participated in various required trainings and workshops which enhanced their emergency management skills and prepared them for certification/credentialing.

INITIATIVE 1.2: Continue refining employee handbook and policies.

This handbook will include human resource processes, acquisition processes, awards, safety measures, performance management and training requirements and schedule, employee conduct and rights. HSEMA will commit a staff member to provide human resources support and administrative guidance. **Completion Date: September 2015.**

Performance Assessment Key: Fully Achieved.

HSEMA staff members have made significant progress in creating policies and developing the employee handbook. The employees have completed a number of policies and several policies are in the final approval process with several other drafts initiated.



OBJECTIVE 2: Increase awareness to the public and District agencies on community preparedness, resiliency, and emergency management.

INITIATIVE 2.1: Develop Ward Ambassador Program that aligns HSEMA employees with each Ward (Age-Friendly DC Goal: Domain # 9).

HSEMA will continue the creation of resource books that catalog and map assets in each Ward and include comprehensive information on the neighborhoods, businesses and residents. Additionally, HSEMA will assign each HSEMA team member to a Ward in order to facilitate and create relationships with Ward residents, community leaders, business and local organizations. These relationships and resource books will assist in more quickly responding to and recovering from emergency incidents. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

HSEMA worked with the Mayor's Office of Community Affairs (including both the Mayor's Office of Community Relations and Services (MOCRS) and ServeDC) to develop a Ward Ambassador Program and develop eight Ward Resource Books that include key information about the layout, population, and resources in each Ward. Along with the Ward Resource Books, HSEMA created a Ward Ambassador Implementation plan and worked with MOCRS to ensure that each Outreach and Services Specialist received introductory National Incident Management System (NIMS) and Incident Command System training to help them assist the EOC in the event of a full activation requiring community outreach work.

OBJECTIVE 3: Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the National Capital Region Urban Area Security Initiative homeland security grant awards decision-making process.

INITIATIVE 3.1: Work with the National Capital Region (NCR) ERS to improve funding opportunities for the District.

Through the NCR ERS, the DCERS will work with the regional Emergency Response System committees of Northern Virginia and Maryland, to optimize funding opportunities and promote regional preparedness in alignment with the goals and priorities of the District.

Completion date: September 2015

● **Performance Assessment Key: Fully Achieved.**

The DCERS, in conjunction with Maryland, Virginia and regional partners, have formed the NCR UASI Working Group to ensure a cohesive and consistent approach to the development of regional preparedness capabilities. The NCR UASI Working Group has initiated development of an updated strategic plan to establish the Region's preparedness goals, initiated a metrics program to measure progress towards those goals, and implemented an updated UASI process to ensure alignment of grant funding to the established preparedness



goals. DCERS has consistently participated in the UASI Working Group to ensure the District’s preparedness goals and requirements are fully incorporated into the regional efforts.

OBJECTIVE 4: Oversee the implementation of agency-wide priorities.

INITIATIVE 4.1: Conduct agency sustainability assessment using OCA approved criteria developed by DDOE and OP in accordance with Mayor’s Order 2013-209 (Sustainable DC Governance Goal 1, Action 1.2; Built Environment Goal 3).

Within one hundred twenty (120) days after the City Administrator approves sustainability assessment criteria developed jointly by the District Department of the Environment and the Office of Planning, each agency head subject to the authority of the mayor shall use the criteria to evaluate the sustainability of their respective operations in accordance with the requirements of Mayor’s Order 2013-209, the Sustainable DC Transformation Order, and submit to his or her responsible Deputy Mayor and the Office of the City Administrator the results of the agency’s internal assessment. **Completion Date: April 2015.**



Performance Assessment Key: Fully Achieved.

HSEMA completed the sustainability assessment provided by DDOE.

KEY PERFORMANCE INDICATORS - Agency Management / Office of the Director

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	Percent of documents reviewed by Executive Secretariat for compliance of Agency policy within 48 business hours	97.37%	95%	Not Available	100%	105.26%	Agency Management
	2.1	Number of community outreach events attended by HSEMA	228	150	Not Available	190	126.67%	Agency Management
	3.1	Number of emergency preparedness	17	12	Not Available	13	108.33%	Agency Management



		media or public information messaging plans completed						
●	3.2	Percent increase of recipients of DC Alerts	1.01%	3%	Not Available	6.64%	221.46%	Agency Management

WORKLOAD MEASURES – APPENDIX

WORKLOAD MEASURES ●

Measure Name	FY 2013 YE Actual	FY 2014 YE Actual	FY 2015 YE Actual	Budget Program
Number of Alert DC messages disseminated	6,624	4,508	5,694	Agency Management
Homeland security grant dollars managed	\$196,680,927	\$180,431,070	\$196,650,148	Homeland Security Grants
Number of grant projects managed	456	471	546	Homeland Security Grants
Number of special events that have been processed by the Mayor’s Special Events Task Group (MSETG)	91	76	116	Agency Management
Number of partial and full Emergency Operations Center activation	42	5	8	Operations
Number of Heat Emergency Plan Activations	17	12	26	Operations
Number of trainings provided to first responders,	36	24	38	Planning and Preparedness

Q22 General HSEMA



District employees, and the public				
Number of individuals trained at HSEMA	953	697	1,078	Planning and Preparedness



FY 2016 PERFORMANCE PLAN
Homeland Security and Emergency Management Agency

MISSION

The Mission of the District of Columbia Homeland Security and Emergency Management Agency is to lead the planning and coordination of homeland security and emergency management efforts to ensure that the District of Columbia is prepared to prevent, protect against, respond to, mitigate, and recover from all threats and hazards.

SUMMARY OF SERVICES

HSEMA plans and prepares for emergencies; coordinates emergency response and recovery efforts; provides training and conducts exercises for emergency first responders, employees and the public; provides emergency preparedness information to the public; and disseminates emergency information.

PERFORMANCE PLAN DIVISIONS

- Planning and Preparedness
- Operations
- Finance / Administration and Homeland Security Grants
- Agency Management / Office of the Director

AGENCY WORKLOAD MEASURES

Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 YTD
Number of Alert DC messages disseminated	6,624	5,694	5,964
Homeland security grant dollars managed	\$196,680,927	\$188,119,910	\$196,650,148
Number of grant projects managed	456	390	546
Number of special events that have been processed by the Mayor's Special Events Task Group	91	109	116
Number of partial and full Emergency Operations Center activation	42	13	8
Number of Heat Emergency Plan Activations ¹	17	31	26
Number of trainings provided to first responders, District employees, and the public ²	36	33	38
Number of individuals trained at HSEMA	953	1,095	1,078

¹ Heat emergency plan is activated when the heat index (an accurate measure of how hot it feels when the effects of humidity are added to the high temperatures) reaches 95 degrees.

² Includes training provided to foster parents, children, senior groups, neighborhood associations, colleges and universities, Business Improvement Districts, faith-based organizations, and deaf and hard of hearing residents, etc.



Planning and Preparedness Division

SUMMARY OF SERVICES

The Plans and Preparedness Division encompasses services including comprehensive planning, training and exercising, and disaster recovery, to promote resiliency in government agencies, our communities, and critical infrastructure. The Division utilizes a “whole community” approach to engage key stakeholders in developing plans and processes that support a robust emergency management system. Within Training and Exercise, HSEMA offers training courses, hazard and capabilities-based exercises, and plan validations that test and bolster individual and institutional readiness, in accordance with local, District, and national standards, including the National Incident Management System and Incident Command System. The Planning and Preparedness Division, is also responsible for the administration of post-disaster long-term recovery and mitigation programs to ensure District residents and businesses have sufficient support and resources to recover, rebuild and sustain critical operations in the aftermath of a disaster.

OBJECTIVE 1: Establish, promulgate, and institutionalize a standardized preparedness planning system that delineates the structure, plans, process, and personnel needed to effectively execute the District’s preparedness planning activities.

INITIATIVE 1.1: Continue implementation of the District Preparedness System to promote interagency coordination, integrate the Emergency Preparedness Council, and create preparedness committees.

In 2016, the District will continue to utilize the District Preparedness System (DPS) through the District of Columbia Emergency Preparedness Council (DCEPC) and the District of Columbia Emergency Response System (DCERS) to prioritize and close gaps in the 31 core capabilities identified through the Threat and Hazard Identification and Risk Assessment (THIRA) in accordance with the National Preparedness Goal.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

INITIATIVE 1.2: Improve on risk-based approach to selection of grant proposals.

Grant investments will be aligned to the goals, objectives, and initiatives established in the DC Homeland Security and Emergency Management Strategy and Playbook. The Strategy and Playbook were created based on the Threat Hazard Identification Risk Analysis Report and after action reports, which incorporate a risk based approach for the election of grant funded initiatives. These goals will be organized by mission area, prioritized by the DC ERS, and tracked through established performance metrics to ensure progress towards the District’s Homeland Security and Emergency Management goals.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America



INITIATIVE 1.3: Strengthen our commitment to the Whole Community by continuing to update and revamp our access and functional needs programing and planning efforts.

In 2016, the HSEMA Access and Functional Needs Coordinator will be on staff and working exclusively on access and functional needs issues and programs related to emergency management, including ensuring that the District Preparedness Program and all related plans are compliant with the Americans with Disabilities Act (ADA) and other vulnerable population considerations.

Completion Date: September 2017

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

INITIATIVE 1.4: Continue to develop and update all-hazard preparedness plans in accordance with the District Preparedness System. The following plans will be developed for the mission areas below:

- Framework: District Protection/Prevention Plan, District Mitigation Plan, District Preparedness Planning Toolkit, Information Integration and Governance White Paper, and SharePoint Site Governance Model.
- Protection/Prevention: District Protection/Prevention Base Plan, Critical Infrastructure and Key Resources (CIKR) Plan, and the Information and Intelligence Annex.
- Mitigation: Update the District All-Hazard Mitigation Plan and create the Enhanced Risk Assessment.
- Response: District Evacuation Plan, District Mass Care Plan, District Terrorism Plan, District Damage Assessment Plan, District Resource Management Plan, ESF Operational Plans, Military Support to Civil Authority Plan, and the Business Emergency Management Operations Center (BEMOC) Plan.
- Recovery: Operational Plan for standing up Recovery Steering Committee, develop SOPs, checklists, and other tools that support the Recovery Base Plan and Operational Plan, and Recovery Support Function (RSF) Operational Plans.
- Continuity of Operations Planning: Support the 80 District agencies responsible for updating their COOP plans annually, exercising the COOP, evaluating, and if necessary revising their COOP plans. HSEMA will provide technical support for each of the 80 agencies as they fulfill new requirements as stipulated in a Mayor's Order issued in 2012

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America



OBJECTIVE 2: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS).³

INITIATIVE 2.1: HSEMA will implement and maintain a progressive training exercise program consistent with the National Exercise Program base plan.

The Homeland Security Exercise and Evaluation Program (HSEEP) and NIMS constitute national standards and recommended methodologies for all exercises and conduct of emergency operations. HSEMA will continue to implement and maintain as part of the District Preparedness System a progressive exercise and training program consistent with the Department of Homeland Security Federal Emergency Management Agency (FEMA) standards. Pursuant to the FEMA Emergency Management Performance Grant (EMPG) requirements, the annual exercise program will include no less than four exercises of any type and one full-scale exercise or major real world event subject to FEMA approval within a 12-month period.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

KEY PERFORMANCE INDICATORS

Planning and Preparedness Division

Measures	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Number of critical infrastructure program outreach meetings, seminars, workshops Critical Infrastructure Key Resource (CIKR) partners	28	20	13	25	25	25
Number of reviewed and/or updated HSEMA plans annually	44	25	146	25	25	25
Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training	81	80	78	80	80	80
Percent of HSEMA corrective action items in After Action Reports successfully addressed in compliance with HSEEP	42.96%	100%	68.31%	100%	100%	100%
Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) program guidelines	11	3	12	3	3	3

³ HSEEP is a capabilities and performance-based exercise program, which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP Policy and Guidance is presented in detail in HSEEP Volumes I-III, US Department of Homeland Security. Adherence to the policy and guidance presented in the HSEEP Volumes ensures that exercise programs conform to established best practices and helps provide unity and consistency of effort for exercises at all levels of government. https://hseep.dhs.gov/pages/1001_About.aspx.



KEY PERFORMANCE INDICATORS

Planning and Preparedness Division

Measures	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Percent of After Action Reports (AAR) completed after every exercise	100%	100%	100%	100%	100%	100%
Percent of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines	92.86%	90%	100%	90%	90%	90%
Percent of all training classes and exercises that incorporate requirements for the District's special needs population	100%	100%	100%	100%	100%	100%



Operations Division

SUMMARY OF SERVICES

The Operations Division provides situational awareness, logistical and resource support, and a field command operation to coordinate critical incident response, mitigation, and recovery to emergencies, severe weather conditions, disasters and other major events impacting quality of life. The Operations Division also provides a command and control element that supports District and Federal agencies during special events such as Independence Day on the National Mall, Capital Pride, and Presidential Inauguration, etc. The Operations Division manages the District's Emergency Operations Center (EOC), a central facility for command and control of emergency operations that coordinates interagency response to and recovery from major emergencies. The EOC works closely with Emergency Support Function (ESF) agencies in preparation for and during EOC activations. On a day-to-day basis, the 24/7 Joint All Hazards Operation Center (JAHOC) within the EOC serves as the central hub of communications, processing information from a myriad of sources, analyzing and disseminating it to District, regional, Federal partners, businesses, and the public to create a common operating picture, and to provide relevant and useful information for taking protective actions.

Additionally, within the Operations Division is the Washington Regional Threat Analysis Center (WRTAC) which provides tactical and strategic intelligence (collection, analysis, and dissemination), to support District law enforcement agencies, other first responders, homeland security, emergency management, public health and the private sector. The WRTAC also provides intelligence support to deliberate and crisis planning, works to increase situational awareness, and provides real-time threat warning during operations for the EOC and the JAHOC, as well as to HSEMA and DC City Cabinet leadership.

OBJECTIVE 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

INITIATIVE 1.1: Improve disaster logistics capability for the District Government.

In 2015, HSEMA worked to address the three District priorities identified using the national Logistics Capability Assessment Tool (LCAT). Specifically, HSEMA worked to identify a full-time logistics staff member to begin the development a comprehensive tracking of commodities; conduct a series of Commodities Points of Distribution (CPOD) train the trainer classes to increase our training personnel cadre; and conduct a federal staging area training and CPOD training during the month of September 2015. In 2016, HSEMA will once again lead the District through the LCAT to identify any remaining gaps in the District's capability to perform basic logistics response and recovery functions and target specific areas that need improvement and improve the common operating picture for the District's responders.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America



INITIATIVE 1.2: Implement, socialize, train, and exercise the District’s new Crisis Communication Strategy.

In 2015, the District developed a Crisis Communications Strategy, including the ESF 15 Operational Plan and Crisis Communications Guide, which provide effective formal standards, strategy, and structure for a unified approach to managing accurate, timely, and critical communications to the public during emergencies or disasters. In 2016, the District will implement this strategy and train District Public Information Officers on the plans and their roles within the Joint Information Center.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

INITIATIVE 1.4: Continue integration of National Capital Region (NCR) Information Collection & Coordination Center (IC3) into the JAHOC and EOC functions.

This initiative will facilitate the integration of the IC3 which will be operating out of the Joint All Hazard Operations Center (JAHOC). The IC3 will maintain a 24 hour, 365 day, all-hazard regionally focused watch capability. The primary mission of IC3 will be to provide regional situational awareness and monitor emerging incidents or potential threats, whether natural or manmade, with possible operational consequences to the surrounding jurisdictions. Additionally, HSEMA will finalize the IC3 standard operating procedure and integrate IC3 personnel into JAHOC operations. The overall objective of the IC3 will be to enhance information sharing and situational awareness among NCR partners.

Completion Date: September 2016

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

OBJECTIVE 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

INITIATIVE 2.1: Improve Emergency Operation Center (EOC) performance through the continued implementation of the Incident Command System (ICS).

HSEMA will implement homeland security and emergency management and Incident Command System (ICS) training and exercises, in accordance with the Multi-Year Exercise Training Work Plan to improve core capabilities and EOC performance. HSEMA Training and Exercise Division will training HSEMA staff, District government emergency liaison officers, the District’s Executive Leadership and the private sector. Training activities will be conducted in compliance with the Homeland Security Exercise Evaluation Program (HSEEP).

Completion Date: September 2016.



District Priority Area: A Safer, Stronger DC
District Priority Goal: Make DC the safest big city in America

KEY PERFORMANCE INDICATORS

Operations Division

Measures	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Number of Emergency Liaison Officer contact information validated and/or updated quarterly	205	100	75	100	100	100
Number of District special events supported each quarter	55	4	25	4	4	4
Number of internal tests of the Emergency Alert System completed annually	1001	365	365	365	365	365
Number of HSEMA Operations Center System Checklist Tests	1,298	1095	907	1,095	1,095	1,095
Number of system tests of the HSEMA Operations Center COOP Site ⁴	180	100	67	100	100	100
Percent of WAWAS participants who comply with daily roll call system tests	92.01%	90%	100%	90%	90%	90%
Percent of WRTAC analytic products on the WRTAC production plan that are completed answering a Key Stakeholder Standing Information Need (SIN), special request or a DHS Homeland Security SIN	97.98%	90%	100%	90%	90%	90%

⁴ This key performance indicator responds to Mayor's Order 2012-61 (April 27, 2012), which mandates that each District of Columbia cabinet-level agency shall create or update their Continuity of Operations Plan (COOP), update the plan annually, exercise the COOP annually, evaluate, and if necessary, revise the COOP.



Finance / Administration and Homeland Security Grants Division

SUMMARY OF SERVICES

The Finance / Administration and Homeland Security Grants Division is responsible for financial management, procurement and serves as the State Administrative Agent for the federal homeland security grant programs that are awarded to the District of Columbia, and also for those grant programs awarded to the NCR, which encompasses neighboring counties in Maryland and Virginia. A regional policy advisory group and representatives from the District, Maryland and Virginia jurisdictions plan and coordinate the regional grant programs administered by the Division including the NCR Urban Area Security Initiative, Nonprofit Security Grant Program and Regional Catastrophic Planning Grant Program grant programs that are administered by the Homeland Security Grants Division. The Division is also responsible for several local grant programs awarded by the U.S. Department of Homeland Security including the State Homeland Security Program, Citizen Corps Program, Buffer Zone Protection Program, Emergency Management Performance Grant, Emergency Operations Center Grant, Public Safety Interoperable Communications Grant, and Interoperable Emergency Communications Grant Program.

The Division provides programmatic oversight to the numerous individual grant-funded homeland security projects in the District of Columbia and the NCR to ensure that the projects are making progress, meeting milestones, and comply with the applicable grant guidance. The Division tracks the financial status of sub-grants and authorizes reimbursement payments for the allowable expenses that these projects incur and provides programmatic and financial status updates for these grant programs to local and regional governance bodies. Finally, the Division is responsible for writing and submitting the annual grant applications for all local and regional homeland security grant programs.

OBJECTIVE 1: Improve the District's and the Region's administration of grant funding and management of grant funded projects for preparedness, response, and recovery capabilities.

INITIATIVE 1.1: Continue to support District agencies competitiveness in receiving Urban Area Security Initiative grants by providing technical assistance.

The State Administrative Agent and District of Columbia Emergency Response System (DCERS) Program Management Office (PMO) will provide technical assistance to District agencies to assist them with the management and reporting of their projects. The technical assistance will support agencies in creating defined metrics, allocating funding, meeting deadlines, achieving established goals and objectives, and improving other causes factored into the National Capital Region Scorecard.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America



INITIATIVE 1.2: Implement a new web-based system for managing grant projects and reporting.

The State Administrative Agent will implement a new web-based SharePoint system for managing grant-funded projects, project reporting and closeout in FY16. SAA staff will train subrecipients to use the system, issue new awards and adjustments, and approve project plans and reports in this new system. This new system will provide improved data reporting capacity and a clearer picture of any pending actions or approvals needed.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

INITIATIVE 1.3: Develop and finalize fiscal and administrative procedures to better support disaster operations.

HSEMA, in coordination with the District Office of Contracting and Procurement, will refine emergency procedures for fiscal and administrative processes such as procurement and contracting.

Completion Date: September 2016

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

KEY PERFORMANCE INDICATORS

Finance / Administration and Homeland Security Grants Division

Measures	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Percent of grant dollars spent within the timeframe of the grants	99.82%	100%	99.1%	98%	98%	98%
Number of audit exceptions reported in the annual DC Single Audit ⁵	1	1	0	1	1	1
Percent of subgrants issued within 45 days of award receipt	85.35%	90%	95.57%	90%	90%	90%
Number of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award ⁶	24	25	25	25	25	25

⁵ DHS grants are audited annually in the District of Columbia's Single Audit of federal grant expenditures; it can be concluded that the fewer number of audit exceptions reported is an indicator of stronger management and oversight by HSEMA.

⁶ Pursuant to 11.4 of the Grants Manual and Source Book all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100%. This measure was previously tracked as a percentage,



Agency Management / Office of the Director

SUMMARY OF SERVICES

The Agency Management / Office of the Director is responsible for resource management, technology infrastructure, human capital development, accreditation process management, special events planning, public information and communications programs, community outreach, operations support, policy support, and executive direction to internal agency divisions. The office coordinates citywide incident command and control for the Executive, as well as provides⁷ leadership to the National Capital Region (NCR) as members of the NCR Senior Policy Group. HSEMA also maintains a strong outreach program designed to educate and equip community residents and businesses to deal with hazards and the potential for disasters.

HSEMA manages the administration of the Mayor's Special Events Task Group (MSETG), a body responsible for organizing the City's public safety planning efforts for events requiring interagency coordination. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies. Additionally, HSEMA is responsible for the administration of the Community Events Funding Assistance Program. The fund provides limited financial assistance to District of Columbia community-based, nonprofit organizations that are engaged in programs fostering the development of quality activities in local communities. Funding is for the exclusive purpose of offsetting some of the costs of City services required for conducting special events, and is provided through direct reimbursement to City agencies providing public services.

OBJECTIVE 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

INITIATIVE 1.1: Build agency capacity and capability by establishing agency wide professional development requirements.

HSEMA will continue to enhance its professional development process by establishing competency measurements for all employees that align with District training requirements, agency performance measurements, federal grant requirements (i.e., NIMS) and the Emergency Management Accreditation Program. In addition, HSEMA employees will achieve the competency standards set forth by FEMA for incident management teams utilizing the FEMA Qualification System through the District All Hazards Incident Management Team Certification/Credentialing Program. HSEMA will fully implement the performance management system consistent with HR chapter 14 regulations.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

but did not accurately reflect the progress of HSEMA and tracking has been changed to raw numbers starting in FY13. This action has been approved by the Office of the City Administrator.

⁷ The National Capital Region (NCR) Senior Policy Group is comprised of homeland security and emergency management representatives from the District, Maryland and Virginia. They coordinate the regional Urban Area Security Initiative and other homeland security grants awarded to the NCR by the Department of Homeland Security. (Not in budget book.)



District Priority Goal: Make DC the safest big city in America

OBJECTIVE 2: Increase awareness to the public and District agencies on community preparedness, resiliency, and emergency management.

INITIATIVE 2.1: Utilize the Ward Ambassador Program and HSEMA Community Outreach Coordinators to educate District residents, workers, and visitors about emergency preparedness.

HSEMA will continue to have out Community Outreach Coordinators, in conjunction with the newly completed Ward Ambassador program, reach out to residents, workers, and visitors in all eight wards about the importance of personal, workplace, and business preparedness.

Completion Date: September 2016.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America

OBJECTIVE 3: Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the National Capital Region Urban Area Security Initiative homeland security grant awards decision-making process.

INITIATIVE 3.1: Work with the National Capital Region (NCR) ERS to improve funding opportunities for the District.

Through the NCR ERS, the DCERS will work with the regional Emergency Response System committees of Northern Virginia and Maryland, to optimize funding opportunities and promote regional preparedness in alignment with the goals and priorities of the District.

Completion Date: September 2016

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC the safest big city in America



KEY PERFORMANCE INDICATORS

Agency Management / Office of the Director

Measures	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Percent increase of recipients of DC Alerts ⁸	1.01% ⁹	3%	6.64%	3%	3%	3%
Percent of documents reviewed by Executive Secretariat for compliance of Agency policy within 48 business hours	97.73%	95%	100%	95%	95%	95%
Number of emergency preparedness media or public information messaging plans completed	17	12	13	12	12	12
Number of community outreach events attended by HSEMA	228	150	190	150	150	150

⁸ This KPI is part of the District Priority Goal of “Establishing DC as a world class age-friendly city.”

⁹ Please note that in FY14, the Alert DC system was changed causing dormant users to be purged from the system. There was a consistent addition of new users but the number of overall users changed due to the purging.

Q25 General HSEMA

Division	Report Title	No. of Reports	Description	Publication Date
WRTAC	Critical Infrastructure Report	11	To provide vetted government and private sector partners with intelligence and analysis, as well as validated suspicious activity reporting, in support of protection from threats within the critical infrastructure sectors.	FY 2015
WRTAC	Cybersecurity Awareness Guide	15	To provide vetted government and private sector partners with analysis of major cybersecurity concerns and trends, in order to provide guidance and resources to help mitigate against potential risks.	FY 2015
WRTAC	Daily BOLO/Officer Awareness Bulletin	245	To provide law enforcement personnel with a compilation of information on individuals and issues of interest from various jurisdictions.	FY 2015
WRTAC	Daily Law Enforcement Report	247	To ensure that information contained in the MPD's Command Information Center daily reports can be disseminated to a larger audience. Completed and disseminated to law enforcement partners.	FY 2015
WRTAC	Information/Intelligence Bulletin	26	To provide increasing degrees of analysis focused on law enforcement, public health and emergency management, critical infrastructure, and/or counterterrorism issues with implications for the District. Completed and disseminated to vetted public safety partners.	FY 2015
WRTAC	Intelligence Study/Assessment	3	To provide a threat analysis and/or assessment with a specific focus on law enforcement, critical infrastructure, counterterrorism, public health and emergency management sectors to vetted public safety partners.	FY 2015
WRTAC	Monthly NCR SAR Analysis	12	To provide a monthly analysis of NCR SAR trends and key points and is produced jointly with other NCR fusion centers. Completed and disseminated to vetted public safety and homeland security partners.	FY 2015
WRTAC	Officer Safety Bulletin	1	To increase awareness and provide analysis on potential threats and/or hazards for the law enforcement personnel.	FY 2015
WRTAC	Open Source Highlight	13	To provide a one page product to vetted public safety partners that analyzes open source information focused on law enforcement, critical infrastructure and key resources, public health and emergency services, and terrorism issues; and highlights concerns and public safety implications for the District and NCR.	FY 2015
WRTAC	Special Event Assessment	17	To provide threat and logistical information around a planned event in the NCR to vetted public safety and homeland security personnel.	FY 2015
WRTAC	Weekly Cybersecurity Bulletin	19	To provide vetted government and private sector partners with a weekly analysis of major cybersecurity concerns and trends, in order to provide guidance and resources to help mitigate against potential risks.	FY 2015

Q25 General HSEMA

Division	Report Title	No. of Reports	Description	Publication Date
WRTAC	Weekly Cybersecurity Threats and Vulnerabilities Bulletin	42	To provide vetted government and private sector stakeholders with intelligence and analysis aimed at addressing cybersecurity vulnerabilities and threats to CI/KR in order to reduce risk.	FY 2015
WRTAC	Weekly SAR Bulletin	51	To provide a weekly description of District-based suspicious activity reporting with analytic notes. Completed and disseminated to law enforcement and homeland security partners.	FY 2015
WRTAC	Weekly Special Events Calendar	49	To provide agency partners with an aggregated calendar of events (protests/rallies/walks, sporting, miscellaneous) occurring in the District and surrounding areas. Completed and disseminated to public safety partners for their situational awareness.	FY 2015
Training and Exercise	District of Columbia Command and Control Exercise Series 2014 After Action Report	1	The DC Homeland Security and Emergency Management Agency (HSEMA) Domestic Terrorism Full Scale Exercise, the District of Columbia Command and Control Exercise 2014, was developed to test the District's core capabilities. The exercise planning team discussed the issues that were raised in the response to the real-world active shooter incident at the Navy Yard, as well as the need to test and validate the newly published Disaster Response Plan, Field Operations Guide and State Operations Guide.	12/8/2014
Training and Exercise	2014-2015 WMATA NCR Exercise Series Tabletop Exercise #1 After Action Report	1	This three-hour TTX was held at the Virginia Department of Transportation Northern Virginia District Office. Exercise play was limited to emergency management, transportation, and other key stakeholders from the NCR.	12/1/2014
Training and Exercise	Personal Preparedness Initiative Final Report Volume I and II	1	The Metropolitan Washington Council of Governments (MWCOC) is seeking improved strategies for helping residents of the National Capital Region (NCR) better receive, understand and use information about active threats and associated protective actions, and response options. Individual actions in the face of emergency are driven by a variety of data inputs that may be imprecise or contradictory; information "consumers" must mentally scroll through orders to leave, possible advice to delay departure, often outdated route information, and even the pressure to "do what everyone else is doing," whether it makes sense or not. With the investments made to date by NCR jurisdictions in notification software, the ubiquity of social media, web-based access to real-time traffic data, GPS locating, and detailed information on specific incidents, including wind and weather patterns, the tools are in place to dramatically enhance personal preparedness and emergency decision-making.	6/3/2015

Q25 General HSEMA

Division	Report Title	No. of Reports	Description	Publication Date
Training and Exercise	2015 National Capital Region Emergency Preparedness Council Senior Leader's Seminar After Action Report	1	The Metropolitan Washington Council of Governments (MWCOG) National Capital Region (NCR) Emergency Preparedness Council (EPC) sponsored the 2015 NCR EPC Senior Leader's Seminar (SLS) on Wednesday, April 29, 2015 at the Silver Spring Regional Center in Silver Spring, Maryland. The SLS brought together senior leaders to discuss the operational construct for a multi-jurisdictional event in the NCR. Employing a facilitated, discussion-driven framework, the SLS focused on collaborative jurisdictional partnerships that emphasize the need for coordination, collaboration, and joint decision-making in a regional construct.	6/17/2015
Preparedness Planning	2014 Threat and Hazard Identification and Risk Assessment	1	2014 DPS capability assessment	12/1/2014
Preparedness Planning	2014 State Preparedness Report	1	2014 DPS capability assessment	12/1/2014
Preparedness Planning	2015 Threat and Hazard Identification and Risk Assessment	1	2015 DPS capability assessment	12/1/2015
Preparedness Planning	2015 State Preparedness Report	1	2015 DPS capability assessment	12/1/2015
Operations	Jan 2015 SOTU Incident Action Plan (IAP)	1	HSEMA Operations Center IAP for the Presidential State of the Union Address Activation	1/12/2015
Operations	Mar 2015 Snow Storm IAP	1	HSEMA Operations Center IAP for the Mar 5, 2015 Snow Storm	3/4/2015
Operations	Apr 2015 Earth Day IAP	1	HSEMA Operations Center IAP for the Apr 18, 2015 Earth Day Celebration	4/18/2015
Operations	May 2015 Funk Parade IAP	1	HSEMA Operations Center IAP for the May 2, 2015 Funk Parade	4/29/2015
Operations	July 2015 IAP	1	HSEMA Operations Center IAP for the July 4, 2015 Fourth of July Celebration	6/26/2015
Operations	Sovereign Gaurdian Exercise IAP	2	Sovereign Gaurdian Exercise IAP	8/4/2015
Operations	Sept 2015 Papal Visit IAP	4	HSEMA Operations Center IAP for the Papal visit Sep 23 - 24, 2015	9/18/2015
Operations	Oct 2015 Severe Weather IAP	1	HSEMA Operations Center IAP for Hurricane Joaquin Oct 2-3, 2015	10/2/2015
Operations	Oct 2015 Million Man March Anniversary IAP	1	HSEMA Operations Center IAP for the Million Man March Anniversary	10/10/2015
External Affairs and Policy	2014 District of Columbia Homeland Security and Emergency Management Annual Report	1	Report to the City Council on the activities undertaken over the course of the year to advance the District's preparedness capabilities.	8/1/2015

Q1 Personnel HSEMA

FY 2015 Salaries over \$100,000

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime	Bonus Pay
15	1000	1320	00043481	Director, Homeland Sec. & EMA	Geldart,Chris	198,000.00	43,956.00	0.00	0.00
15	1000	1320	00082825	Agency Fiscal Officer	Nitz,John	166,176.00	36,891.07	0.00	0.00
15	1000	1320	00048774	Chief of Staff	Baker,Brian C.	158,710.00	35,233.62	0.00	0.00
15	3000	3100	00019028	Chief, Operations Division	Spriggs,Timothy W	145,917.00	32,393.57	0.00	0.00
15	4000	4FA0	00028224	Assist Dir for Administration	Greene,Johnny L	128,750.00	28,582.50	0.00	0.00
15	1000	1320	00039667	Supervisory IT Specialist	Jack,Joshua	127,842.00	28,380.92	0.00	0.00
15	1000	1320	00075239	Policy Manager	Chapple,Nicole A	127,308.00	28,262.38	0.00	0.00
15	5000	5132	00076859	Fusion Cntr Operations Manager	Thomas,Jorhena	126,871.00	28,165.36	0.00	0.00
15	4000	4100	00045242	Grants Financial Management Of	Samee,Sonia	125,000.00	27,750.00	1,301.35	0.00
15	1000	1320	00073611	Attorney Advisor	Crispino,Anthony D	121,269.00	26,921.72	0.00	0.00
15	4000	4100	00045237	Chief, Grants Division	Madden,Charles E.F.	118,450.00	26,295.90	0.00	0.00
15	4000	4182	00077401	Supervisory Intelligence Analy	Green,Makaria N	114,000.00	25,308.00	164.42	0.00
15	4000	4100	00045279	Grants Management Officer	Reed,Tristan F	112,725.26	25,025.01	379.36	0.00
15	5000	5182	00077540	Supervisory Intelligence Analy	Brocke,Rebecca L	111,844.00	24,829.37	457.05	0.00
15	5000	5182	00077728	Supervisory Intelligence Analy	Morgan,Mark	111,000.00	24,642.00	0.00	0.00
15	4000	4FA0	00016885	Administrative Officer	Gill,Adriane	110,000.00	24,420.00	665.25	0.00
15	4000	4182	00077541	Supervisory Intelligence Analy	Greenberg,Amanda	108,162.00	24,011.96	52.00	0.00
15	2000	2100	00044864	Critical Infrastructure Spec	Goldsmith,Frederick W.	104,752.00	23,254.94	3,263.76	0.00
15	2000	2100	00075237	Plans and Preparedness Officer	White,Patrice N	104,270.56	23,148.06	0.00	0.00
15	1000	1320	00086143	Budget Officer	Norman,Anthony G	103,914.00	23,068.91	0.00	0.00
15	2000	2400	00001494	Trng. & Emerg. Exer. Officer	Quarrelles,Jamie C	101,860.00	22,612.92	1,052.88	0.00
AGENCY GRAND TOTAL						\$2,626,820.82	\$583,154.22	\$7,336.07	\$0.00

FY 2016 Salaries over \$100,000

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime	Bonus Pay
16	1000	1320	00043481	Director, Homeland Sec. & EMA	Geldart,Chris	203,940.00	48,945.60	0.00	0.00
16	1000	1320	00082825	Agency Fiscal Officer	Nitz,John	171,161.00	41,078.64	0.00	0.00
16	1000	1320	00048774	Chief of Staff	Baker,Brian C.	163,471.30	39,233.11	0.00	0.00
16	3000	3100	00019028	Chief, Operations Division	Spriggs,Timothy W	150,294.51	36,070.68	0.00	0.00
16	1000	1320	00075239	Policy Manager	Chapple,Nicole A	137,683.00	33,043.92	0.00	0.00
16	4000	4FA0	00028224	Assist Dir for Administration	Greene,Johnny L	132,612.50	31,827.00	0.00	0.00
16	1000	1320	00039667	Supervisory IT Specialist	Jack,Joshua	131,677.26	31,602.54	0.00	0.00
16	5000	5132	00076859	Fusion Cntr Operations Manager	Thomas,Jorhena	130,677.13	31,362.51	0.00	0.00
16	4000	4100	00045242	Grants Financial Management Of	Samee,Sonia	128,750.00	30,900.00	3,414.51	0.00

Q1 Personnel HSEMA

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime	Bonus Pay
16	1000	1320	00073611	Attorney Advisor	Crispino,Anthony D	124,906.00	29,977.44	0.00	0.00
16	4000	4100	00045237	Chief, Grants Division	Madden,Charles E.F.	122,003.50	29,280.84	0.00	0.00
16	4000	4100	00045279	Grants Management Officer	Reed,Tristan F	116,107.02	27,865.68	1,695.22	0.00
16	5000	5182	00077540	Supervisory Intelligence Analy	Brocker,Rebecca L	115,199.00	27,647.76	0.00	0.00
16	5000	5182	00077728	Supervisory Intelligence Analy	Morgan,Mark	114,330.00	27,439.20	0.00	0.00
16	4000	4FA0	00016885	Administrative Officer	Gill,Adriane	113,300.00	27,192.00	2,069.91	0.00
16	2000	2100	00044864	Critical Infrastructure Spec	Goldsmith,Frederick W.	107,895.00	25,894.80	1,496.75	0.00
16	1000	1308	00085186	Program Coordinator	Scott,Delores	107,895.00	25,894.80	1,089.32	0.00
16	2000	2100	00075237	Plans and Preparedness Officer	White,Patrice N	107,398.68	25,775.68	0.00	0.00
16	1000	1320	00086143	Budget Officer	Norman,Anthony G	107,031.00	25,687.44	0.00	0.00
16	2000	2400	00001494	Trng. & Emerg. Exer. Officer	Quarrelles,Jamie C	104,916.00	25,179.84	342.80	0.00
16	1000	1320	00012886	Emergency Management Program O	Mitchell,Tanya L	101,937.00	24,464.88	2,284.83	0.00
16	2000	2400	00037361	Emergency Preparedness Officer	Woodall,Kenneth	101,937.00	24,464.88	732.27	0.00
16	2000	2100	00073707	Plans & Preparedness Officer	Akasa,Annah	101,937.00	24,464.88	190.32	0.00
16	4000	4100	00048766	Grants Specialist	Cuyler,Siobhan Taneisha	101,385.00	24,332.40	1,727.99	0.00
AGENCY GRAND TOTAL						\$2,998,443.90	\$719,626.54	\$15,043.92	\$0.00

Q2 Personnel HSEMA

FY 2015 Top 25 Overtime Earners

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime
15	3000	3100	00016549	Emergency Operations & Info Spec	Davis,Charles L	65,646.00	15,755.04	13,780.44
15	3000	3100	00007419	Emergency Operations & Info Spec	Hackney,David	63,923.00	15,341.52	11,382.72
15	3000	3100	00023961	Supvy Emerg Oper & Info Spec.	Sneed Jr.,Robert W	71,030.86	17,047.41	10,397.71
15	4000	4313	00075240	Hazard Mitigation Officer	Lucas,Donte O	76,596.00	18,383.04	7,973.39
15	3000	3100	00011442	Supvy Emerg Oper & Info Spec.	Smith,Bobby L	73,836.58	17,720.78	7,510.18
15	3000	3100	00019500	Emergency Operations & Info Spec	Rodgers Jr.,Billy F.	57,267.00	13,744.08	5,537.78
15	3000	3100	00072950	Emergency Operations & Info Spec	Boone,William E	57,267.00	13,744.08	5,365.84
15	1000	1363	00048775	Statewide Comm Interop Coord	Wobbleton,Jeffrey L	98,429.00	23,622.96	5,073.06
15	3000	3100	00027054	Emergency Operations & Info Spec	Lewis III,Robert L.	57,267.00	13,744.08	4,887.99
15	3000	3100	00010514	Emergency Operations & Info Spec	Senhouse,Eustace M	51,583.00	12,379.92	4,842.39
15	1000	1320	00077090	Executive Assistant	Crawford,Elijah A	78,654.00	18,876.96	4,088.61
15	3000	3100	00026092	Deputy Chief of Operations	Payne,Kerry A	81,685.06	19,604.41	4,040.40
15	3000	3100	00016080	Staff Assistant	Franklin,Carolyn	82,770.00	19,864.80	3,711.39
15	2000	2100	00044868	Emergency Planning Specialist	Williams,Ladona R.	53,004.00	12,720.96	3,323.13
15	3000	3100	00016861	Emergency Operation Info Specialist	Stewart,Ricardo Gregory	65,646.00	15,755.04	3,311.33
15	2000	2100	00044864	Critical Infrastructure Spec	Goldsmith,Frederick W.	104,752.00	25,140.48	3,263.76
15	4000	4100	00072956	Grants Specialist	Jackson,Corey	93,533.00	22,447.92	3,080.29
15	3000	3100	00026503	Emergency Operations & Info Spec	Scott II,Renaud D.	57,031.00	13,687.44	3,039.63
15	1000	1320	00012886	Emergency Management Program O	Mitchell,Tanya L	98,968.00	23,752.32	2,955.32
15	1000	1320	00018601	Information Technology Spec	Jones,Gelinda Delast	86,189.00	20,685.36	2,910.25
15	2000	2113	00002939	Emergency Planning Specialist	Young,Chelsea	62,200.00	14,928.00	2,734.81
15	2000	2113	00028225	NCR Incident Coord. Specialist	Hauser,Eric	72,480.00	17,395.20	2,685.54
15	3000	3100	00018125	Emergency Operations & Info Spec	Harley,Stephanie N	45,899.00	11,015.76	2,542.69
15	4000	4FA0	00020270	Comm Mgmt Spec	Benefield,Steven W	65,646.00	15,755.04	2,469.62
15	2000	2100	00075241	Program Analyst	Adams,Nikelle L.	66,306.00	15,913.44	2,442.65
AGENCY GRAND TOTAL						\$1,787,608.50	\$429,026.04	\$123,350.92

Q2 Personnel HSEMA

FY 2016 Top 25 Overtime Earners

Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime
16	3000	3100	00011442	Supvy Emerg Oper & Info Spec.	Smith,Bobby L	76,051.68	16,883.47	4,614.81
16	3000	3100	00016080	Staff Assistant	Franklin,Carolyn	85,254.00	18,926.39	3,485.13
16	4000	4100	00045242	Grants Financial Management Of	Samee,Sonia	128,750.00	28,582.50	3,414.51
16	3000	3100	00016549	Emergency Operations & Info Spec	Davis,Charles L	67,613.00	15,010.09	3,015.02
16	3000	3100	00027054	Emergency Operations & Info Spec	Lewis III,Robert L.	58,987.00	13,095.11	2,837.52
16	1000	1320	00075246	Community Outreach Specialist	Brannum,Robert V	92,700.00	20,579.40	2,740.89
16	1000	1320	00077400	Program Analyst	Bowen,Whitney S	83,731.00	18,588.28	2,441.51
16	2000	2100	00044868	Emergency Planning Specialist	Williams,Ladona R.	54,595.00	12,120.09	2,437.58
16	1000	1320	00012886	Emergency Management Program O	Mitchell,Tanya L	101,937.00	22,630.01	2,284.83
16	1000	1320	00077090	Executive Assistant	Crawford,Elijah A	81,014.00	17,985.11	2,252.24
16	4000	4100	00072956	Grants Specialist	Jackson,Corey	98,863.00	21,947.59	2,241.32
16	3000	3100	00072950	Emergency Operations & Info Spec	Boone,William E	58,987.00	13,095.11	2,224.79
16	4000	4FA0	00016991	Administrative Officer	Banks,Patricia A	78,894.00	17,514.47	2,193.30
16	3000	3100	00010514	Emergency Operations & Info Spec	Senhouse,Eustace M	53,131.00	11,795.08	2,184.54
16	2000	2100	00075240	Hazard Mitigation Officer	Lucas,Donte O	78,894.00	17,514.47	2,164.85
16	3000	3100	00023961	Supvy Emerg Oper & Info Spec.	Sneed Jr.,Robert W	73,161.79	16,241.92	2,159.27
16	1000	1320	00085594	Community Outreach Specialist	Gilmore,Edward James	92,700.00	20,579.40	2,127.53
16	1000	1363	00048775	Statewide Comm Interop Coord	Wobbleton,Jeffrey L	78,687.00	17,468.51	2,078.90
16	4000	4FA0	00016885	Administrative Officer	Gill,Adriane	113,300.00	25,152.60	2,069.91
16	1000	1306	00075242	Community Outreach Specialist	Cruz,Joiner C	62,291.00	13,828.60	1,946.59
16	5000	5182	00085113	Fusion Intelligence Analyst	Del Toro,Jennifer K	68,294.00	15,161.27	1,798.68
16	4000	4100	00071851	Grants Program Manager	Shackelford,Jerica D	86,253.00	19,148.17	1,777.08
16	4000	4100	00048766	Grants Specialist	Cuylar,Siobhan Taneisha	101,385.00	22,507.47	1,727.99
16	3000	3100	00007419	Emergency Operations & Info Spec	Hackney,David	65,389.00	14,516.36	1,722.48
16	4000	4100	00045279	Grants Management Officer	Reed,Tristan F	116,107.00	25,775.75	1,695.22
AGENCY GRAND TOTAL						\$2,056,969.47	\$456,647.22	\$59,636.49

Q6 Operations HSEMA

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2012-82
June 15, 2012

SUBJECT: Re-establishment – Mayor's Emergency Preparedness Council (EPC)

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by Section 422(2) of the District of Columbia Home Rule Act, as amended, 87 Stat. 790, Pub. L. 93-198, D.C. Code 2001 § 1-204.22(2) (2011 Supp.), and the District of Columbia Public Emergency Act of 1980, as amended, D.C. Law 3-149, D.C. Official Code § 7-2301 *et seq.* (2011 Supp.), it is hereby **ORDERED** that:

1. The Emergency Preparedness Council (“EPC”) shall continue to operate and serve the District of Columbia, to continually re-examine the overall state of emergency and disaster readiness of the District of Columbia, to provide a consistent network of District agency expertise to make the District of Columbia Government a national leader in comprehensive emergency management and homeland security, and to make recommendations on improving District planning for, response to, and recovery from emergency and disaster events as well as emerging threats.
2. The EPC shall consist of the chief executives of those agencies and departments that have a direct or indirect role in planning for, responding to, or recovering from a major emergency or disaster affecting the District of Columbia, as identified in the District Response Plan (“DRP”) and its sixteen Emergency Support Functions (“ESFs”).
3. The EPC shall be co-chaired by the Director of the Homeland Security and Emergency Management Agency (“HSEMA”) and the Deputy Mayor for Public Safety and Justice. The Chairperson of the D.C. Council and the Chairperson of the D.C. Council Committee on the Judiciary shall also be full members of the EPC.
4. The EPC shall be made up of representatives from those District agencies that have primary and support responsibilities for each specific Emergency Support Functions (“ESFs”) as listed in the District Response Plan. Each agency director shall ensure that his or her department is represented at all EPC meetings.
5. Membership: The following officials of the Government of the District of Columbia shall serve as members of the EPC:

- a. Regular Members:
 - Mayor
 - City Administrator
 - Deputy Mayor for Public Safety and Justice
 - Deputy Mayor for Health and Human Services
 - Chief Financial Officer
 - Director, Homeland Security and Emergency Management Agency
 - Attorney General for the District of Columbia
 - Chief, Metropolitan Police Department
 - Fire Chief, Fire & Emergency Medical Services Department
 - Chief Medical Examiner
 - Director, Department of Health
 - Director, Department of Human Services
 - Director, Department of Consumer and Regulatory Affairs
 - Chief Technology Officer
 - Director, Serve DC
 - Chief Procurement Officer
 - Director, Executive Office of Communications
 - Director, Office of Unified Communications
 - Director, Department of General Services
 - Director, Department of Public Works
 - Director, District Department of Transportation
 - Chair, Committee on the Judiciary, Council of the District of Columbia
 - b. Ex-Officio Members:
 - Commanding General, D.C. National Guard
 - Deputy Mayor for Planning and Economic Development
 - Deputy Mayor for Education
 - Local Administrator of the Emergency Medical Services for Children (“EMSC”) Grants
6. From time to time the EPC shall also invite business associations, schools and universities, civic and community organizations, and other local and regional representatives, as well as Federal agencies that would normally provide support to the District under the Federal Response Plan (FRP) to participate in the EPC. Examples include the American Red Cross, DC Hospital Association, DC Consortium of Colleges and Universities, Business Improvement Districts and other organizations identified by the EPC.
 7. The EPC shall convene a minimum of once every quarter for the purpose of discussing issues, resolving problems and providing input and guidance to city departments and agencies on issues of emergency preparedness.

Q6 Operations HSEMA

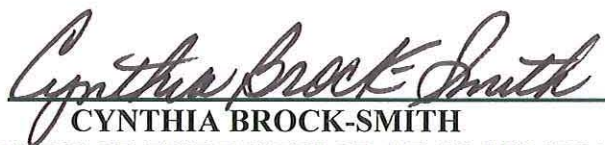
Mayor's Order 2012-82

Page 3 of 3

8. The District of Columbia Homeland Security and Emergency Management Agency is responsible for conducting annual emergency preparedness exercises. HSEMA also produces after-action reports for each exercise. The EPC shall review HSEMA's after-action reports and identify any policies and programs to improve the District's overall state of readiness to respond to any major emergency or disaster.
9. Based on need, the EPC may further divide into smaller working groups by common function or area of expertise to discuss and resolve issues of common concern and report to the EPC as a whole.
10. The EPC shall periodically review the DRP and identify potential changes to revise the DRP.
11. The EPC may at any time identify significant emerging emergency management issues in the District of Columbia and make recommendations to the Mayor, individual District agencies or the D.C. Council, where appropriate.
12. This Order supersedes Mayor's Orders 2002-1 and 2003-121 and any other previous Mayor's Orders to the extent of any inconsistency therein.
13. **EFFECTIVE DATE:** This Order shall become effective immediately.



VINCENT C. GRAY
MAYOR

ATTEST: 

CYNTHIA BROCK-SMITH
SECRETARY OF THE DISTRICT OF COLUMBIA



Government of the District of Columbia
Community Events Funding Assistance Program

I. PURPOSE

It is the purpose of the Community Events Funding Assistance Program (CEFAP) to provide limited financial assistance to District of Columbia community-based nonprofit organizations that are engaged in programs fostering the development of quality activities in the communities of the District of Columbia, in conducting special events on public roadways under the jurisdiction of the District of Columbia and processed through the Mayor's Special Events Task Group. Funding is for the exclusive purpose of offsetting some of the costs of city services required for conducting such special events, and will be provided through direct reimbursement to city agencies providing public services that are necessary to protect public health and safety, as determined by relevant city agencies.

The District of Columbia recognizes that such special events contribute to the spirit and vitality of the city while reflecting the city's diverse and rich heritage, through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services. The District of Columbia also recognizes that tax-exempt nonprofit organizations that benefit the community are central to the quality of life in the District and that such organizations often develop the resources to provide essential services to the residents of the District through conducting special events. In order to expand the access of all its residents to a wide range of cultural experiences, the District of Columbia will provide funding assistance to local community-based non-profit organizations incorporated in the District of Columbia in support of events meeting the requirements of and successfully processed through the Mayor's Special Events Task Group.

II. DEFINITION

For the purpose of the Community Events Funding Assistance Program, a community event is defined as a planned time of public celebration honoring some happening, fact, or concept marked by special observance, and featuring a program of cultural, historical, or neighborhood significance.

III. ELIGIBILITY CRITERIA

The program provides funding for reimbursable city special event user fees to established 501(c)(3) organizations incorporated in the District of Columbia that serve District of Columbia residents with year-round programs and services, and can demonstrate a record of programmatic and administrative stability. Funding eligibility will be based on the following:

- Applicant organization must be officially recognized by the IRS as having a non-profit status under Section 501(c) (3) of the Internal Revenue Code at the time of application.
- Applicant organization must be incorporated in the District of Columbia at the time of application.
- Applicant organization must be the primary financial administrator and event producer.
- Applicant organization must have been in active service to the public in the District of Columbia for at least one year prior to the date of application.
- Applicant organization must have its principal office base of operations and the actual event must be produced in the District of Columbia.
- Applicant organization must have no outstanding debts (i.e., special event user fees, permit fees, application fees, etc.) with any entity of the Government of the District of Columbia.

- Applicant organization must be in compliance with the District's Clean Hands Certification Act, having no outstanding debts (i.e., fines, fees, penalties, taxes, assessed interest, etc.) payable to the District of Columbia.
- Applicant organization must be in good standing with the Corporations Division at the time of application.
- Funds provided through the program are only available for reimbursement of city services for events held on public roadways under the jurisdiction of the District of Columbia and successfully processed through the Mayor's Special Events Task Group. District agencies will determine the level of city services required to safely and effectively administer special events to cover the costs to the District for providing police, fire, and other public services that are necessary to protect public health and safety.
- Applicant organization must demonstrate cultural, historical, and/or neighborhood significance of event.
 - Neighborhood events: events that are held in and highlight the neighborhoods of the District of Columbia.
 - Cultural/historical events: events that highlight the District of Columbia's cultural diversity and/or historical significance.
- Event must have conditional approval from the Mayor's Special Events Task Group.
- Events that are held for or in aid of any religious sect, church creed, or sectarian purpose will not be eligible for funding.
- Events that are conducted solely as fundraisers or include the charge of an entrance or admission fee will not be eligible for funding.
- Events that are held for or in aid of any political advocacy efforts whether for or against a political candidate, ballot measure, or bill will not be eligible for funding.
- Events that are not open to the public will not be eligible for funding.

IV. FUNDING CRITERIA

The following funding criteria will be applicable:

- The application is submitted in completion, using the most current funding application form. This ensures that all submitted applications can be equally assessed using the same evaluation criteria, same evaluation process and based upon similar submitted information.
- The application is duly signed by an authorized official of the organization submitting the application.
- Applicant organization must demonstrate a need for the funds requested.
- Only one application per organization will be considered in a calendar year. Funding is provided on a year-to-year basis. The applicant organization must apply each year for funding assistance.
- Approval of an application in one year or several consecutive years does not commit the District of Columbia to future funding.

V. EVALUATION CRITERIA

All applications received for consideration will be reviewed and the following evaluation criteria applied:

- *Community Impact:* Community outreach projects and programs that serve District residents.
- *Cultural, historical and/or neighborhood significance:* Celebration of cultural richness, historical significance, and/or significance of neighborhood’s uniqueness.
- *Organizational Capacity/Ability to produce a well planned, safe event:* Proven track record of successfully and effectively managing and administering the event. Operational experience, managerial abilities and experience in creating, producing and promoting well-planned, safe events.
- *Financial/Budgetary Capabilities:* Ability to produce a cost-effective or break-even event; efforts and success in securing financial support for the event from diversified sources.

VI. FUNDING CLASSIFICATION

For classification purposes, in determining the maximum amount of funding assistance that will be provided, the evaluation of the application will be based on the planned level of attendance anticipated at the event over the entire period of the event. Unless such estimate shall appear to have been made in palpable bad faith or otherwise grossly in error, the determination shall be guided by the estimate provided by the applicant. Events are divided into five categories based on estimated attendance. The categories allow events that are generally similar in size, budget, and community impact to be considered accordingly. Subject to availability of funds and these guidelines, each category shall be awarded the percentage of available funds as shown in the following table.

Maximum Eligible Funding	Event Category
\$27,677	A: Events with a total estimated attendance of 50,000 and over
\$18,451	B: Events with a total estimated attendance ranging from 20,000 to 49,000
\$ 9,225	C: Events with a total estimated attendance ranging from 10,000 to 19,999
\$ 4,612	D: Events with a total estimated attendance ranging from 2,000 to 9,999
\$ 2,309	E: Events with a total estimated attendance up to 1,999

VII. PROGRAM GUIDELINES

- Funding will be provided through direct reimbursement to city agencies providing public services that are necessary to protect public health and safety.
- Funding is not guaranteed beyond the current fiscal year in which it is approved.
- Funding will be awarded on a first-come-first-serve basis as funding is available.
- Requests received from the Executive Office of the Mayor (EOM) will be considered in accordance with the funding eligibility requirements or as determined by the EOM.

VIII. DOCUMENTATION REQUIREMENTS

Application must include one complete set of the following required eligibility documents:

- U.S. Internal Revenue Service Determination Letter of 501(c)(3) status
- Current (within 90 days of application) Certification of Good Standing from the Corporations Division of the District of Columbia Department of Consumer and Regulatory Affairs
- Current (within 90 days of application) Clean Hands Certification
- Invoice(s) of agency(ies) detailing special event user fees for which applicant organization seeks funding assistance

Q15a Operations HSEMA

Mayor's Special Events Task Group	
Participating Agencies and Representatives	
Name	Agency
Gethers, Keith	Alcoholic Beverage Regulatory Administration
Jackson, Johnnie	Alcoholic Beverage Regulatory Administration
Stewart, Craig	Alcoholic Beverage Regulatory Administration
Parker, Vincent	Department of Consumer & Regulatory Affairs
Stewart, LaVerne	Department of Consumer & Regulatory Affairs
Akintoye, Josiah	Department of Health (Food Services)
Duray, Paul	Department of Health (HEPRA)
Richardson, Shakira	Department of Health (Animal Control)
Hester, Betty	Department of Parks and Recreation
Ellis, Wanda	Department of Public Works
Winfield, Vanessa	Department of Transportation
Pearson, Curtis	District Department of Transportation (PSRA)
Jain, Rahul	District Department of Transportation (TOA)
Strange, James	District Department of Transportation (TOA)
Johnson, Candace	Events DC
Douglass, Danielle	Executive Office of the Mayor
Parker, Lindsey	Executive Office of the Mayor
King, Alexandra	Executive Office of the Mayor - Serve DC
Grollman, Elliott	Federal Protective Service
Carter, Juan	Fire & Emergency Medical Services
Hazel, Aaron	Fire & Emergency Medical Services
Kearney, Robert	Fire & Emergency Medical Services
Adams, Nikelle	Homeland Security & Emergency Management
Mitchell, Tanya	Homeland Security & Emergency Management
Goldsmith, Fred	Homeland Security & Emergency Management
Robert Sneed	Homeland Security & Emergency Management
Glover, Robert	Metropolitan Police Department
Scott, Zachery	Metropolitan Police Department
Woodson, Paulette	Metropolitan Police Department
Thalhamer, Keith	National Gallery of Art
Doss, Jerry	National Gallery of Art
Lee, Leonard	National Park Service
Richardson, Marisa	National Park Service
Williams, Raynard	Office of Cable Television, Film, Music & Entertainment
Flythe, Vincent	Office of Tax and Revenue
Richey, Patricia	Office of Tax and Revenue
Harvey, Darren	Smithsonian Institute
Byrd, Kaylana	U.S. Capitol Police
O'Donnell, Noelle	U.S. Capitol Police
Walker, Kim	U.S. Park Police
Branch, Ron	Washington Convention Center
Paxton, Jenny	Washington Metropolitan Area Transit Authority
Anderson, Shola	Washington Metropolitan Area Transit Authority

Q15b Operations HSEMA

Homeland Security and Emergency Management Agency Mayor's Special Events Task Group (MSETG) Meeting Activity Report (FY 2015 to Present)		
Event	Event Date	Presentation Date
Jingle All the Way 5K	Sunday, December 07, 2014	Monday, October 27, 2014
Macy's Holiday Window Unveiling	Saturday, November 22, 2014	Monday, October 27, 2014
Cupid's Undie Run	Saturday, February 14, 2015	Monday, October 27, 2014
NHL Winter Classic	Thursday, January 01, 2015	Monday, October 27, 2014
BET Honors	Saturday, January 24, 2015	Monday, October 27, 2014
St. Patrick's Day Parade	Sunday, March 15, 2015	Monday, November 10, 2014
Race for Hope DC	Sunday, May 03, 2015	Monday, November 10, 2014
Janney 5K Fun Run	Saturday, December 06, 2014	Monday, November 10, 2014
Arab-American Turaath Festival	Saturday, April 25, 2015	Monday, November 10, 2014
The Alumni Run Race	Sunday, March 29, 2015	Monday, November 10, 2014
Dr. Martin Luther King Jr. Holiday Peace Parade	Monday, January 19, 2015	Monday, November 10, 2014
Cupid's Undie Run	Saturday, February 15, 2014	Monday, November 24, 2014
PanCAN Strides Walk	Saturday, June 13, 2015	Monday, November 24, 2014
Capital Pride Parade	Saturday, June 13, 2015	Monday, November 24, 2014
Capital Pride 40th Anniversary Viewing Party	Saturday, June 13, 2015	Monday, November 24, 2014
Capital Pride Festival	Sunday, June 14, 2015	Monday, November 24, 2014
The Reenactment of the Grand Review Parade	Sunday, May 17, 2015	Monday, November 24, 2014
The Reenactment of Lincoln's Funeral Processional	Saturday, April 18, 2015	Monday, November 24, 2014
2015 Mayoral Inauguration Events	Thursday, January 1 - Saturday, January 3, 2014	Tuesday, November 25, 2014
Celebration of the Journey of Mayor for Life, Marion Barry, Jr.	Thursday December 4 - Saturday, December 6, 2014	Monday, December 01, 2014
Ford's Theatre Abraham Lincoln Candlelight Vigil	Tuesday, April 14 - Wednesday, April 15, 2015	Monday, December 08, 2014
Walk MS	Saturday, April 25, 2015	Monday, December 08, 2014
Tenleytown 5K	Saturday, March 28, 2015	Monday, December 08, 2014
Sakura Matsuri (Japanese Street Festival)	Saturday, April 11, 2015	Monday, December 08, 2014
National Police Week 5K	Saturday, May 09, 2015	Monday, December 08, 2014
Broccoli City Festival	Saturday, April 25, 2015	Monday, December 08, 2014
DC Council Swearing-in Ceremony	Friday, January 02, 2015	Monday, December 08, 2014
Walk to End Lupus Now	Saturday, April 18, 2015	Monday, January 12, 2015
National Cherry Blossom Festival Parade	Saturday, April 11, 2015	Monday, January 12, 2015
National Capital BBQ Battle	Saturday, June 27 - Sunday, June 28, 2015	Monday, January 12, 2015
Race for Every Child	Saturday, October 03, 2015	Monday, January 12, 2015
The Navy Mile	Sunday, October 04, 2015	Monday, January 12, 2015
Capital Challenge Walk MS	Saturday, September 26 - Sunday September 27, 2015	Monday, January 26, 2015
Avon 39 The Walk for Breast Cancer	Saturday, May 2 - Sunday, May 3, 2015	Monday, January 26, 2015
National Law Enforcements Run to Remember 5K	Saturday, October 10, 2015	Monday, January 26, 2015
National Asian Heritage Festival	Saturday, May 16, 2015	Monday, January 26, 2015
H Street Festival	Saturday, September 19, 2015	Monday, January 26, 2015
Chinese New Year Parade	Sunday, February 22, 2015	Monday, January 26, 2015
Capital Pride Parade	Saturday, June 13, 2015	Monday, January 26, 2015
Capital Pride Festival	Sunday, June 14, 2015	Monday, January 26, 2015
The Navy Mile on Pennsylvania Avenue	Sunday, October 04, 2015	Monday, February 09, 2015
Wonderland Ballroom Sundress Fest	Sunday, May 03, 2015	Monday, February 09, 2015
Taste of DC	Saturday, October 10 - Sunday, October 11, 2015	Monday, February 09, 2015
National Capital Area Kidney Walk	Wednesday, May 06, 2015	Monday, February 09, 2015
Smithsonian Folklife Festival	Wednesday, June 24 - Sunday July 5, 2015	Monday, February 09, 2015
National Race to End Women's Cancer	Sunday, November 08, 2015	Monday, February 09, 2015
DC Metro HBCU Alumni Alliance 5K Run/Walk	Saturday, June 27, 2015	Monday, February 23, 2015
Celebrate Petworth	Saturday, June 06, 2015	Monday, February 23, 2015
DC Funk Parade	Saturday, May 02, 2015	Monday, February 23, 2015
Emancipation Day Parade and Festival	Thursday, April 16, 2015	Monday, February 23, 2015
Nation's Triathlon	Sunday, September 13, 2015	Monday, March 09, 2015
Light the Night Walk	Saturday, October 17, 2015	Monday, March 09, 2015
Lawyer's Have a Heart 10K	Saturday, June 13, 2015	Monday, March 09, 2015
Earth Day Concert*	Saturday, April 18, 2015	Monday, March 09, 2015
Flex on the Mall	Saturday, June 06, 2015	Monday, March 09, 2015

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Congress Heights Day Parade	Saturday, May 02, 2015	Monday, March 23, 2015
Light the Way 5K	Saturday, September 12, 2015	Monday, March 23, 2015
Thunder Alley	Saturday, May 23 - Monday, May 25, 2015	Monday, March 23, 2015
Army Ten-Miler	Monday, October 12, 2015	Monday, March 23, 2015
U Street Funk Parade	Saturday, May 02, 2015	Monday, April 13, 2015
Ford's Theater Annual Gala	Sunday, May 31, 2015	Monday, April 13, 2015
Turkish Festival	Sunday, September 27, 2015	Monday, April 13, 2015
National Memorial Day Parade	Monday, May 25, 2015	Monday, April 13, 2015
17th Street Festival	Saturday, September 12, 2015	Monday, April 13, 2015
Pride Dance Festival	Saturday, June 13, 2015	Monday, April 13, 2015
DC Flag Day Festival	Sunday, June 14, 2015	Monday, April 13, 2015
Lawyers Have Heart 10K	Saturday, June 13, 2015	Monday, April 27, 2015
The Post Hunt	Sunday, May 31, 2015	Monday, April 27, 2015
ABV Event	Saturday, May 16, 2015	Monday, April 27, 2015
Ragnar Relay	Friday, October 2 - Saturday, October 3, 2015	Monday, April 27, 2015
Fiesta DC Parade	Saturday, September 19, 2015	Monday, April 27, 2015
Fiesta DC Festival	Sunday, September 20, 2015	Monday, April 27, 2015
Palisades Fourth of July Parade	Tuesday, July 14, 2015	Monday, May 11, 2015
Beat the Deadline 5k	Saturday, September 05, 2015	Monday, May 11, 2015
Jazz + Wine Under the Stars	Saturday, August 29, 2015	Monday, May 11, 2015
Tour de Cure	Saturday, September 26, 2015	Monday, May 11, 2015
The Walk to End HIV (AIDS Walk Washington)	Saturday, October 24, 2015	Monday, June 08, 2015
Barracks Row Fall Festival on Capitol Hill	Saturday, September 26, 2015	Monday, June 08, 2015
July 4th at the National Archives	Saturday, July 04, 2015	Monday, June 08, 2015
GWU Student and University Services Fair	Saturday, September 05, 2015	Monday, June 08, 2015
Snallygaster	Saturday, September 12, 2015	Monday, June 22, 2015
Columbia Heights Neighborhood Festival	Saturday, September 12, 2015	Monday, June 22, 2015
Meridian Pint Neighborhood Festival	Saturday, October 03, 2015	Monday, June 22, 2015
Taste of Georgetown	Saturday, October 03, 2015	Monday, June 22, 2015
CBS Radio Baseball Block Party	Wednesday, September 23, 2015	Monday, June 22, 2015
Army Ten-Miler	Sunday, October 11, 2015	Monday, July 13, 2015
Jingle All the Way 5K	Sunday, December 06, 2015	Monday, July 13, 2015
SOME's Thanksgiving Day Trot for Hunger	Thursday, November 26, 2015	Monday, July 13, 2015
National Preparedness Day at VA	Wednesday, September 09, 2015	Monday, July 13, 2015
Peacetronica	Saturday, August 15, 2015	Monday, July 13, 2015
Prevent Cancer Foundation 5k	Sunday, October 04, 2015	Monday, July 27, 2015
Washington International Horse Show	Tuesday, October 20 - Sunday, October 25, 2015	Monday, July 27, 2015
Taste of DC	Saturday, October 10 - Sunday, October 11, 2015	Monday, July 27, 2015
DC Half and Half Marathon	Sunday, November 08, 2015	Monday, July 27, 2015
Sprint Four the Cure 5K	Saturday, September 19, 2015	Monday, August 10, 2015
Howard University 5K Community Run/Walk Race	Saturday, September 26, 2015	Monday, August 10, 2015
Howard University Homecoming Yard Fest	Friday, October 2 - Saturday, October 3, 2015	Monday, August 10, 2015
Howard University Homecoming Parade	Saturday, October 03, 2015	Monday, August 10, 2015
Macy's Holiday Window Unveiling	Saturday, November 14, 2015	Monday, August 10, 2015
High Heel Race	Tuesday, October 27, 2015	Monday, August 10, 2015
Fiesta DC Parade	Saturday, September 19, 2015	Monday, August 10, 2015
Fiesta DC Festival	Sunday, September 20, 2015	Monday, August 10, 2015
Foggy Bottom/West End Neighborhood Block Party	Sunday, October 18, 2015	Monday, August 24, 2015
SINMAACH Commemorate and Celebrate Freedom	Monday, November 16, 2015	Monday, August 24, 2015
IDB Demand Solutions: Ideas for Improving the Lives in Cities	Tuesday, September 29, 2015	Monday, August 24, 2015
DC Bike Ride	Sunday, May 22, 2016	Monday, August 24, 2015
People's Rally for Climate Justice	Thursday, September 24, 2015	Monday, August 24, 2015
National Arab-American Cultural Festival	Saturday, July 09, 2016	Monday, September 14, 2015
Marine Corps Marathon	Sunday, October 25, 2015	Monday, September 14, 2015
National Capital BBQ Battle	Saturday, June 25 - Sunday, June 26, 2016	Monday, September 14, 2015
Rock 'n' Roll Marathon	Saturday, March 12, 2016	Monday, September 14, 2015
Fiesta DC 12th Street Floats and Music	Saturday, September 19, 2015	Monday, September 14, 2015
Congress Heights Day Parade	Saturday, May 07, 2016	Monday, September 28, 2015
Race for Respect 5K and Kids Dash	Saturday, June 04, 2016	Monday, September 28, 2015

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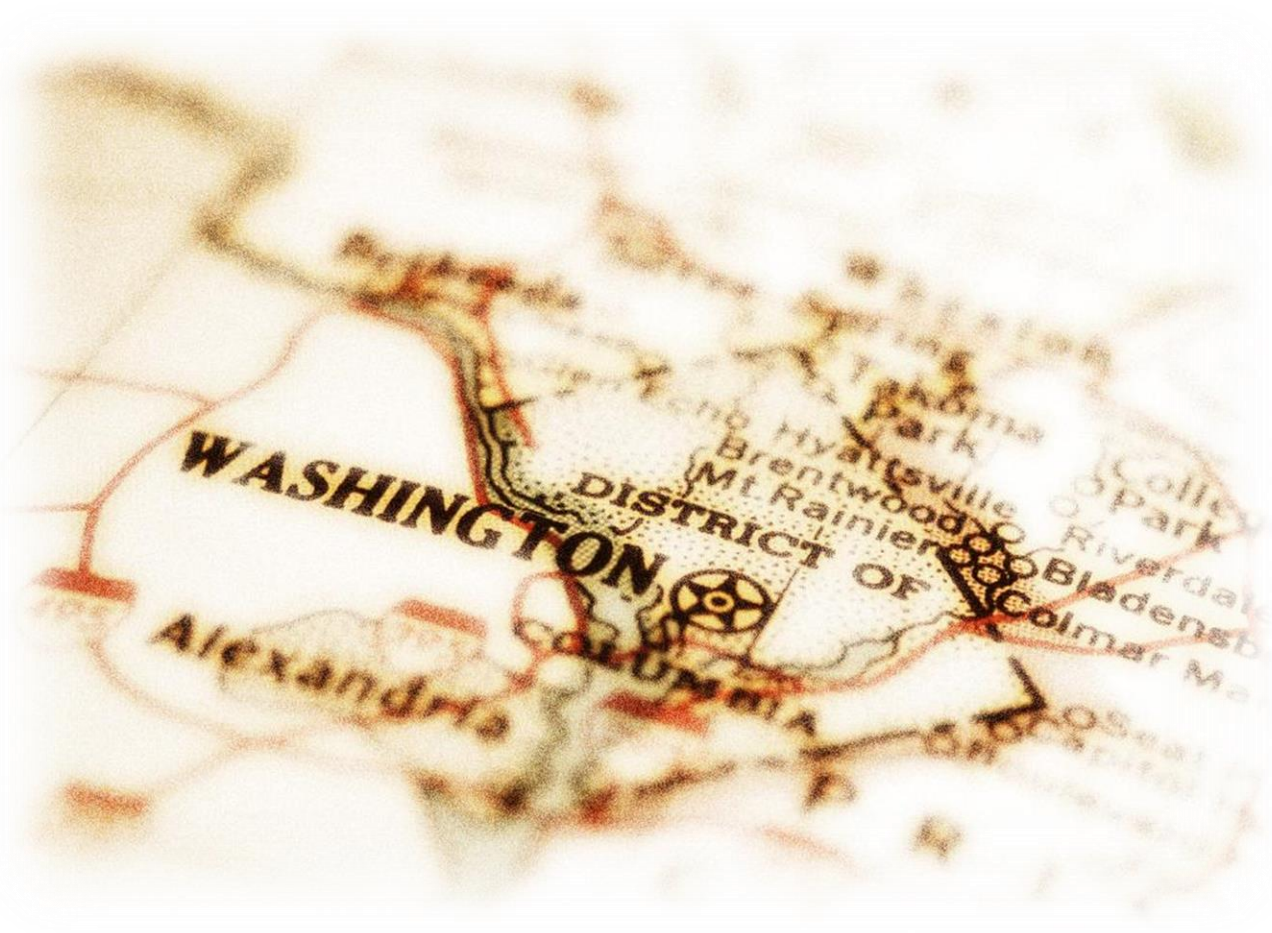
PurpleStride Washington DC 5K Run/Walk	Saturday, June 11, 2016	Monday, September 28, 2015
Ukrainian Holodomor Memorial Dedication Ceremony	Saturday, November 07, 2015	Monday, September 28, 2015
Cupid's Undie Run	Saturday, February 13, 2016	Monday, October 26, 2015
811 5K	Sunday, April 3rd, 2016	Monday, October 26, 2015
The BET HONORS (Award Show)	Saturday, January 23 - Sunday, January 24, 2016	Monday, October 26, 2015
National Cherry Blossom Festival Parade	Saturday, April 16, 2016	Monday, October 26, 2015
The Washington Auto Show	Wednesday, January 20 - Friday, January 22, 2016	Monday, October 26, 2015
Barbecue Battle	Friday, June 24, 2016	Monday, October 26, 2015
St. Patrick's Day Parade	Sunday, March 13, 2016	Monday, November 9, 2015
Bike DC	Sunday, May 22, 2016	Monday, November 9, 2015
Chinese New Year Parade	Sunday, February 14, 2016	Monday, November 9, 2015
Capital Pride Celebration (Parade & Festival)	Saturday, June 11 - Sunday, June 12, 2016	Monday, November 9, 2015
Janney 5K & Fun Run	Saturday, April 30, 2016	Monday, November 9, 2015
Tenley Tiger Run	Saturday, April 09, 2016	Monday, December 14, 2015
Dr. Martin Luther King Holiday DC Peace Walk and Parade	Monday, January 18, 2016	Monday, December 14, 2015
Race for Hope - DC 5K Run/Walk	Sunday, May 1, 2016	Monday, December 14, 2015
Ringling Bros & Barnum & Bailey Elephant Bath	Friday, April 1, 2016	Monday, December 14, 2015
Cupid's Undie Run	Saturday, February 13, 2016	Monday, December 14, 2015
Lawyers Have a Heart 10K and 5K Run/Walk	Saturday, June 11, 2016	Monday, December 14, 2015
DC HBCU Alumni Alliance 5K Run/Walk	Saturday, June 25, 2016	Monday, January 11, 2016
Nation's Triathlon // DC Bike Ride	Sunday, September 11, 2016	Monday, January 11, 2016
Ward 7 Business & Community Festival	Saturday, September 3, 2016	Monday, January 11, 2016
Wonderland Ballroom Sundress Fest	Sunday, May 1, 2016	Monday, January 11, 2016
Light the Night Walk	Saturday, October 15, 2016	Monday, January 11, 2016
Walk MS	Saturday, April 23, 2016	Monday, February 8, 2016
Race for Every Child	Saturday, October 1, 2016	Monday, February 8, 2016
The Navy Mile	Sunday, October 2, 2016	Monday, February 8, 2016
10th Annual National Police Week 5K	Saturday, May 14, 2016	Monday, February 8, 2016
Scope It Out 5K Run/Walk	Sunday, March 20, 2016	Monday, February 8, 2016



DISTRICT OF COLUMBIA MAYOR'S SPECIAL EVENTS TASK GROUP



Special Events Planning Guide



2016 Edition



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

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MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

Introduction

As the nation's capital, Washington, D.C. hosts numerous special events that reflect the city's diverse and rich heritage while contributing to the spirit and vitality of the city. The Government of the District of Columbia provides essential municipal services in support of special events to ensure events occurring on public space in the District of Columbia are conducted in a manner that protects public health and safety. Coordinating the city's public safety planning efforts for events requiring interagency coordination is the responsibility of the Mayor's Special Events Task Group (MSETG). The MSETG is responsible for providing interagency reviews and assessments of the operational, public safety and logistical components of proposals for special events.

Special Event Definition

For the purpose of this guide, a special event is considered to be, although not limited to, a parade, walk, run, bike ride, procession (excluding First Amendment and funeral processions), or festival requiring interagency coordination for the temporary use of public roadways under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, but not including sidewalks and parks, for activities of a recreational, entertainment, amusement, educational, or civic nature not solely conducted for vending, marketing or commercial purposes, and subject to the special event user fees for permits and licenses to cover the costs to the District for providing public services and personnel necessary to protect public health and safety.

Activities protected by the First Amendment to the United States Constitution, including assemblages organized to consult for the common good, petition the government, exercise worship or religion, or demonstrate as a public display of sentiment for or against a person or cause for the purposes of speech making or address do not require the approval of the MSETG. Organizers of First Amendment activities should contact the Special Operations Division of the Metropolitan Police Department on (202) 671-6522.

MSETG Participating Agencies

Homeland Security and Emergency Management Agency	National Park Service
Department of Fire and Emergency Medical Services	U.S. Capitol Police
District Department of Transportation	National Gallery of Arts
Department of Health	Metropolitan Police Department
Executive Office of the Mayor	Department of Public Works
DC Water	Department of Consumer and Regulatory Affairs
Office of Motion Pictures and Television Development	Department of Parks and Recreation
Washington Metropolitan Area Transit Authority	Office of Tax and Revenue
Events DC	Alcoholic Beverage Regulation Administration
U.S. Park Police	Smithsonian Institute
U.S. Department of Homeland Security – Federal Protective Service	Department of General Services



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

MSETG Planning Requirements

Presentation Process

The MSETG meets to review presentations of proposed events the second and fourth Monday of each month, except on government holidays. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies. It should be noted that the applicable permit-granting agencies have the final authority for ensuring compliance with requirements relative to any activities under their respective jurisdictional authority. Presentation requests in the form of a Letter of Intent (LOI) must be received no less than **ONE HUNDRED EIGHTY (180) DAYS** prior to the date of the event and are accepted up to one year prior to the proposed date of the event. The LOI should be addressed to D.C. Mayor's Special Events Task Group; 2720 Martin Luther King, Jr. Avenue SE, 2nd Floor; Washington DC 20032. The LOI may be submitted to loi.msetg@dc.gov.

The LOI must minimally contain the following information:

- Name/title of the proposed event
- Organizer/sponsor of the proposed event
- Purpose/intent of the proposed event
- Proposed date(s) of the event
- Beginning and ending times of the proposed event
- Proposed location/route (narrative and map) of the event
- Proposed street closures (include streets to be closed as well as closing and reopening times)
- Primary Contact person (include telephone number and email address)
- Event organization telephone number and website for public notice
- Expected number of attendees/participants

The MSETG is not required to act upon an incomplete LOI. An organizer submitting an incomplete LOI will not be granted a presentation and will not have administrative recourse rights to a presentation if the required information as set forth herein is not provided. It is therefore important to provide all required information and documentation in a timely manner throughout the review process.

Once the LOI has been received by the MSETG, the organizer of the event will be contacted for the purpose of scheduling a date for a presentation to the MSETG. The presentation of the event to the MSETG should minimally include the following:

- Purpose of the event
- Proposed date of the event
- Proposed location/route (include detailed narrative and map of route for processional events)
- Proposed beginning and ending times of the event
- Street closure requests (must include specific block(s) to be closed with names of intersecting streets)
- Street closure timelines (must include times for set-up and breakdown of event)
- Set-up and dismantling timelines
- Detailed event plan with activity/programmatic timelines
- Detailed site plan/diagram of entire event set-up (each street closure must include an unobstructed 20 feet emergency access lane, location of fire hydrants, stages, tents, equipment, fencing, etc.)



MAYOR'S SPECIAL EVENTS TASK GROUP
Special Events Planning Guide

- Information relative to any staging or equipment set-up on public space
- Expected number of attendees/participants
- Ward(s) hosting event
- Expected Dignitaries/VIPs
- Contact information for event organizer
- Telephone number and website for public information

The MSETG meeting confirmation will provide additional detailed presentation package requirements.

Site Plan/Route Map

The required site plan and/or route map (see samples on page 7 labeled as figure 1 and figure 2, respectively) must be included with the presentation package to provide a visual representation of all the infrastructure and operational event elements of the proposal.

The final permits issued by the District will only be valid for the venue areas and event elements described in the presentation, site plan, and/or route map and approved by the MSETG. Modifications requested may be required during the review process and will be incorporated in the final permits. Following are guidelines to assist in the development of the site plan or route map:

It is the responsibility of the event organizer to provide a legible site plan sized to scale to the MSETG for review of an event. The site plan must minimally include the following:

- An outline of the entire event venue including the names of the street or areas that are part of the venue and the surrounding area.
- If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
- The location of fencing, carriers, and/or barricades. Indicate any removable fencing for emergency access.
- The provision of a minimum twenty (20') feet emergency access lane throughout the venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and any other temporary structures.
- The booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or sources of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- The location of all fire hydrants.
- Other related event components not listed above.
- Site plan key containing defined symbols for the information listed above.



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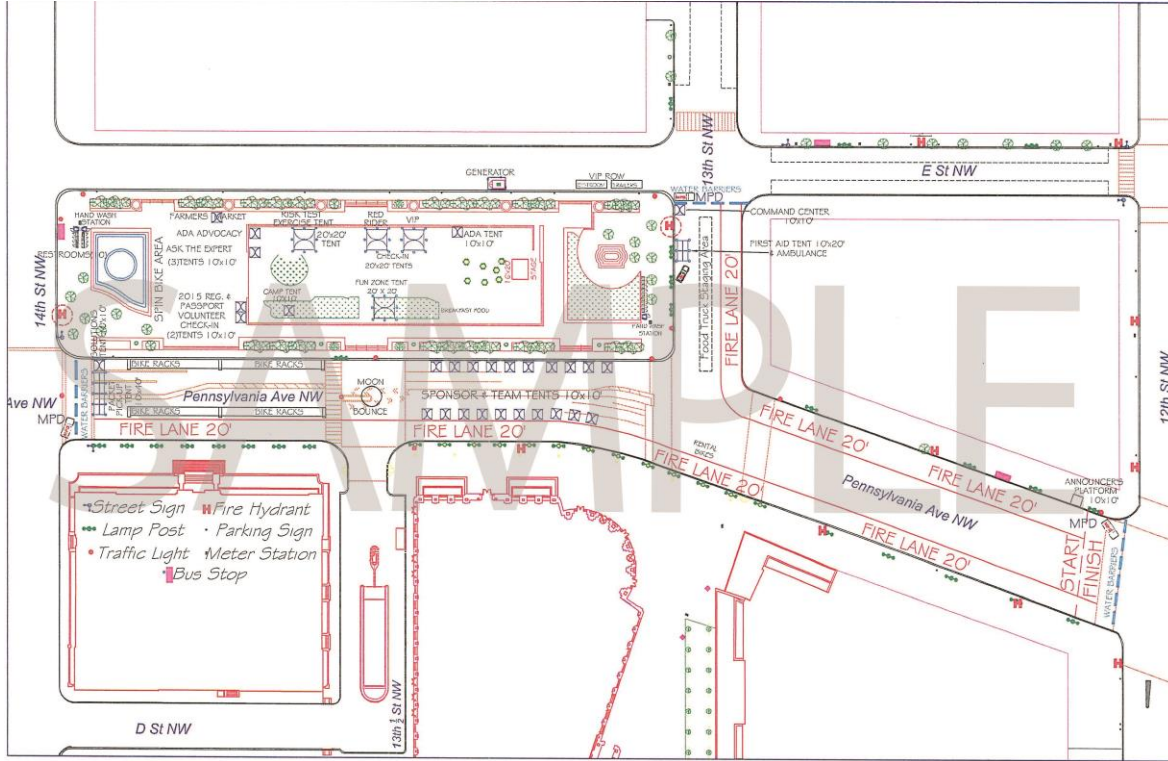


Figure 1

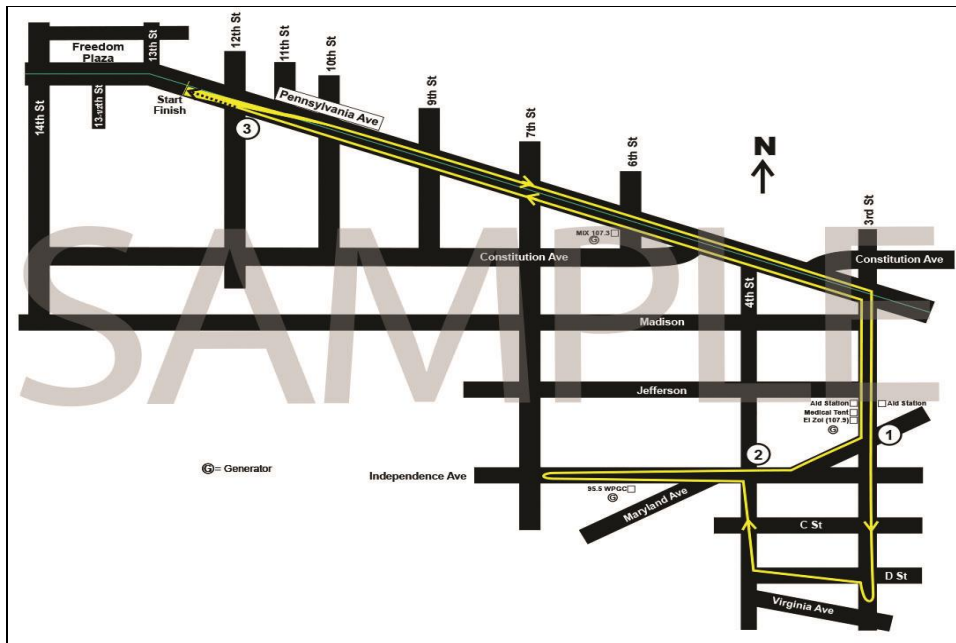


Figure 2



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Thirty-five (35) hard copies of the presentation must be submitted to the MSETG no later than the Wednesday before the scheduled presentation date. The organizer will be required to give a brief presentation and upon completion, a roundtable discussion will begin to include, but not limited to the following subjects:

- Venue Design/Site Plan
- Event Timeline
- Event Components (i.e., music, exhibits, etc.)
- Set-up and Dismantle Plan
- VIP/Dignitary Plan
- Alcohol Management
- Food Concessions
- Parking/Transportation
- Environmental Impact Issues
- Recycling/Trash Plan
- Insurance Requirements
- Traffic Control Plan
- Americans with Disabilities (ADA) Compliance
- Community Support/Issues
- Health and Medical Plan
- Additional Required Permits/Approvals

Subsequent to the presentation, the organizer is advised of the MSETG's decision and provided a checklist of next steps for permitting and licensure requirements with the relevant agencies' representatives based on information provided during the meeting with the MSETG. In determining whether to grant or deny an event proposal, the MSETG will minimally consider the potential community impact of the event, as well as the effect the proposed event will have on the health and safety of the public, the environment, transportation management, conflicts with previously scheduled events, and the required manpower and resources of the city. The MSETG's approval of an event proposal is contingent on the support of the affected communities and the organizer's compliance with all terms, conditions, and provisions of current District and Federal agencies' rules, laws, regulations, codes, and public safety requirements.

The MSETG's approval of an event does not presume to give authority to violate or cancel the public safety requirements of any District or Federal agency, or the provisions of any District or Federal law, regulation, or code governing the use of public property. It is the responsibility of event organizers to comply with the public safety requirements of District and Federal agencies, and all applicable District and Federal laws, regulations, and codes in cooperation with District and Federal agencies. All terms, conditions and provisions of current District and Federal laws, regulations, and codes, shall remain in full force and effect.

Failure to comply with District and Federal laws, regulations, and codes, as well as failure to adhere to the requirements, guidelines and procedures of any District, Federal, or member agency of the MSETG may result in denial, suspension, or revocation of licenses and permits, or summary termination of the event.

The District of Columbia reserves the right to make changes to any of the subjects included herein.

General Requirements

The MSETG has been established to ensure that any changes, restrictions, or adaptations to public roadways, resulting from a special event are managed in a safe and prudent manner in order to protect public health, safety, and welfare, and to ensure minimal impact on the public and citizens of the District of Columbia. It is the responsibility of the event organizer to comply with the requirements of the MSETG and the member agencies of the MSETG, in addition to the following minimum general requirements:

- Acquire adequate financing to conduct the event.
- Submit Letter of Intent to the MSETG at least 180 days prior to the planned date of the event.
- Secure conditional approval of the MSETG.



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- ❑ Secure all necessary contracts, permits, and licenses required to conduct the event.
- ❑ Acquire necessary public liability insurance coverage and/or bonding required for the event, with minimal coverage as outlined under the *Public Space Occupancy Permits* section of this guide.
- ❑ Ensure that all streets are accessible to emergency vehicles and equipment at all times via a minimum 20 foot dedicated and unobstructed emergency lane, and as may be further determined by the Department of Fire and Emergency Medical Services.
- ❑ Ensure that event site plan is designed and implemented in a manner that does not allow the traversing of vehicular traffic (except as approved for parades) through the site of the event, and in compliance with requirements of the Metropolitan Police Department.
- ❑ Conduct the event in accordance with appropriate and relevant District and Federal laws, regulations, codes, and guidelines.

Community Impact

Event organizers are required to meet with representatives of the communities affected by the event as noted herein in an effort to determine the impact of the event on their respective communities and develop mitigation strategies addressing the concerns of those communities. Event organizers of processional events (i.e., walks, runs, bike rides, etc.) are required to present proposals approved by the MSETG to the applicable Advisory Neighborhood Commissions (ANCs). In order to ensure that great weight is given to the ANCs relative to the community impact of the routes, event organizers are required to provide the MSETG with documentation of the position of the ANCs on the route traversing their respective ANCs. The community consent requirement for stationary events requiring a special event license (i.e., street festivals) is seventy-five percent (75%) approval of the residential/business establishments within a 300 foot radius of the site of the event. Event organizers must present the required signatures to the Department of Consumer and Regulatory Affairs.

General Considerations

In developing a plan for a special event, several factors should be considered by the event organizer. In addition to the scope of the event, community impact, municipal support and public safety requirements, general planning considerations should include, but not be limited to the following factors in planning for a safe and successful event.

Weather

Washington, D.C. is subject to hot, humid weather from May 30 through October 15. Thunderstorms and rain showers are frequent in the summer months. Cold weather may set in as early as the middle of November and continue through April. Cold rains and snowfalls are also prevalent during this period. The MSETG strongly urges special event organizers to consider weather conditions carefully. Hot, humid weather can produce health hazards to participants in outdoor events. The effects of heat and humidity are cumulative, and careful planning should include some analysis of the probable impact of exposure to weather conditions. Cold weather also requires adequate protection from the elements.

Composition of the Expected Crowd

Elderly citizens and small children require adequate planning, particularly if lengthy marches are part of the event. Organizers should make provisions for those who will have difficulty walking long distances. Event organizers are responsible for providing adequate water supply, sanitary facilities, and portable restrooms (1 for every 300 persons with a minimum of 10% being ADA compliant) to meet sanitation requirements. Food provisions should



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be considered as well, especially if the time period of the event is lengthy. Please keep in mind that persons from outside the District are often unfamiliar with local resources and services.

Bus Parking and Transportation

Large events involving many buses require active liaison efforts with the Metropolitan Police Department, the District Department of Transportation, and the Washington Metropolitan Area Transit Authority to ensure adequate parking areas, bus identification, and drop-off/pick-up points are well planned and coordinated.

Lost and Found Service

Event organizers should exercise special care to provide well identified signs, announcement by public address systems or pre-event handouts that clearly designate such services. In setting up a lost and found service, it is important for event organizers to assign individuals who will remain at the lost and found area until the event is fully terminated.

Communications Systems

Communications systems may include portable radios, cellular telephones, and adequate public address systems. Use of such equipment is dependent upon crowd size, routes, and geographical terrain. It is required that a large event (over 10,000 people) include provisions for a clearly identified logistical command post with an effective communications system.

Stages

For large crowds, it is essential that staging be of sufficient height and visibility to project the activities to the crowd adequately. Security for the stage should be carefully planned. For large activities, snow fencing should be considered for stage security. In setting up the stage, always leave a well identified emergency access route. Although problems of crowd control are not expected, such a route is especially important when emergency medical care is needed by participants near the front of the crowd.

Emergency Medical Services/First Aid

On-site, trained, professional and licensed personnel allow event organizers to be proactive when it comes to providing immediate emergency medical assistance.

Crowd Control

Adequate training of event marshals/personnel and the use of fencing equipment are measures to consider in the management of crowds.

Metrorail Service

Special schedules are operated on weekends and holidays. Metrobuses may need to be re-routed or Metrorail service may need to be supplemented in order to facilitate certain events.

ADA Compliance

Events are required to meet the American with Disabilities Act (ADA) standards for accessibility. Site plans should depict ADA elements, including, but not limited to, ADA-compliant portable toilets, accessible paths of travel, etc. The minimum required number of accessible portable toilets is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible.



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Public Disclosure Information

The District recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of events on the surrounding areas. In this regard, the following information provided in your event proposal, special event application/permit, and any supporting documents included therein are subject to public disclosure:

- Event Title
- Event Summary
- Name and Contact Information for Event Organizer(s)
- Event Website Address
- Dates and Times of the Event
- Location of the Event
- Projected Attendance/Participants
- Participation/Attendance Fee(s)
- Additional Public Contacts
- Community Outreach Efforts

In addition, the final permit issued by the District and any invoices for District services as well as other rates/fees charged by the District and documentation regarding payments made to the District in connection with a special event are subject to public disclosure.

Special Event Calendar

The Special Events Division of the Homeland Security and Emergency Management Agency (HSEMA) maintains the MSETG's Calendar of Special Events which details the events approved by the MSETG. Information contained in the LOI, presentation package, and/or special event application/permit will be used in developing the MSETG Calendar of Special Events. The calendar may be accessed at www.hsema.dc.gov/service/special-events.

Events are added to the calendar as they are approved by the MSETG.

After-Action Reporting

The submission of After-Action Reports by event organizers and relevant agencies will be used as a method of documenting key successes and determining areas of improvement for future planned productions of events. Event organizers will be provided with an After-Action Report template subsequent to receiving the conditional approval of the MSETG.



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Agency-Specific Requirements

In addition to the MSETG presentation requirements, District and Federal agencies have separate agency-specific requirements that must be met in order to conduct a Special Event in the District of Columbia.

Department of Consumer and Regulatory Affairs

Special Event License

DCRA requires organizers of all non-processional special events produced on public space to obtain a Special Event License. A Special Event Application/Questionnaire, available at www.dkra.dc.gov, must be submitted at least thirty (30) days (sixty (60) days recommended) prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration
Special Events and Vending Coordinator
1100 4th Street, SW
Washington, DC 20024
(202) 442-4310

The requirements of the Department of Consumer and Regulatory Affairs for the issuance of a Special Event License include, but are not limited to:

- ❑ A completed *Special Event Application/Questionnaire* (available at www.dkra.dc.gov).
- ❑ Liability insurance from an insurance company, as specified by the Department of Consumer and Regulatory Affairs and the Public Space Regulation Administration of the Department of Transportation.
- ❑ Clean Hands Certification
- ❑ Good Standing Certification
- ❑ A description of the event, the location, date and time of the event, date and time of completion the construction and set-up of sales booths, equipment, amusement equipment, etc. The event site will be inspected and must be approved by inspectors of the Department of Consumer and Regulatory Affairs.
- ❑ A consent list of 75% of the resident housekeepers and occupants of business and other establishments within a distance of 300 feet from the perimeter of the location where the event is to take place, and as specified by the Department of Consumer and Regulatory Affairs. The signatures of building managers/owners will be accepted for multi-unit buildings.
- ❑ An electrical permit, if any electrical apparatus, including but not limited to sound equipment, will be used as part of the event. Only a D.C. licensed and bonded electrical contractor can obtain this permit.
- ❑ A construction permit, if the set-up will include construction of a tent, stands or booths, stages, etc., as specified by the Department of Consumer and Regulatory Affairs.
- ❑ A copy of the event site plan.



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Special Event Permit Application for Temporary Structures

DCRA also requires the submission of a Special Event Permit Application for any Special Event utilizing temporary structures, such as tents, stages, fences, bleachers, etc. This Application is available at www.dkra.dc.gov and must be submitted thirty (30) days prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration
Special Events and Vending Coordinator
1100 4th Street, SW
Washington, DC 20024
(202) 442-4310

Corporate Registration License

A corporation may sponsor an event in the District of Columbia. To do so, the corporation must be in good standing with the Business and Professional Licensing Administration – Corporations Division of the Department of Consumer and Regulatory Affairs. The Corporations Division of the Department of Consumer and Regulatory Affairs processes, examines, and certifies limited partnership and corporation documents for legality and adherence to statutory requirements. The division also provides standing certificates to verify the status of registered entities. Corporate forms can be processed through the internet via the DCRA's website at www.dkra.dc.gov. Ten (10) working days are required to grant a corporation authority to operate. To apply for this type of registration and/or certificate, please contact:

Department of Consumer and Regulatory Affairs
Business and Professional Licensing Administration/Corporations Division
1100 4th Street, SW
Washington, DC 20024
(202) 442-4432, (202) 442-4523 (fax)

Electrical, Plumbing, Construction Permits

Event organizers must obtain a permit for any type of electrical, plumbing, or construction work that needs to be performed from the Permit Processing Division of the Department of Consumer and Regulatory Affairs. To begin the permit application process, please contact:

Department of Consumer and Regulatory Affairs
Permit Processing Division
1100 4th Street SW
Washington, DC 20024
(202) 442-9455

Metropolitan Police Department

Parade/Processional Event Permits

Event organizers must obtain permits for parades, walks, runs, bike rides, marathons, and other processional events from the Special Operations Division of the Metropolitan Police Department. For purposes of this guide, a "parade" is any procession (with the exception of First Amendment activities) consisting of persons, animals, vehicles, or a combination of persons, animals, and vehicles traveling in unison and with a common purpose upon



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any public street, highway, or other public way, within the territorial jurisdiction of the Metropolitan Police Department, in a manner that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public. Parades, therefore, include although are not limited to walks, runs, bike rides, and marathons.

The requirements of the Metropolitan Police Department for the issuance of parade permits (excluding First Amendment activities) include, but are not limited to:

- Approval of the MSETG to conduct the event.
- Route approval with Traffic Control Plan from the District Department of Transportation.
- A completed application (available at www.mpd.dc.gov) filed at least 15 business days prior to the date of the event.
- Original signatures on the application. (Photocopies and facsimile copies will not be accepted.)
- The conduct of the parade will not substantially interrupt the safe and orderly movement of other vehicular and pedestrian traffic contiguous to its route.
- The conduct of the parade will not divert such numbers of police officers from their normal police duties that the city would be deprived of reasonable police protection.
- The concentration of persons, animals, and vehicles in the assembly and disbanding areas and along the parade route will not substantially interfere with the movement of police, fire ambulance, and other emergency vehicles on the streets.
- The parade is scheduled to move from its assembly location to its disbanding location expeditiously and without unreasonable delays en route.
- The parade will not substantially interfere with any other parade for which a permit has already been granted.
- The applicant has provided for the services of the number of parade monitors and police officers that the Metropolitan Police Department considers necessary to ensure that the parade will be conducted in conformity with the parade permit.
- The applicant has not materially misrepresented any facts of information set forth in the application for a parade permit.
- The applicant has furnished proof that, if the assembly or disbanding locations or the route of the parade, encroach upon, occupy, or traverse any area within the jurisdiction of the federal or local governments, permits or permission have been obtained from the appropriate authorities.
- The parade is not to be held for the sole purpose of advertising for private gain any product, merchandise, contest, or event.
- The parade does not endanger public safety.

Street Closures

Street closures are routinely granted by the District of Columbia for special events. In order to ensure pedestrian and motor vehicle safety, street closures designed to split a festival or allow traffic to traverse between a separation of the festival area(s) are considered a public safety hazard and will not be considered for approval.

In the interest of public safety and to prevent the intrusion of motor vehicles into areas designated for pedestrians and equipment (e.g. tables, tents, chairs, vendors, etc.), the Metropolitan Police Department requires that all event organizers completely barricade roadways with barriers capable of stopping an oncoming vehicle (e.g., Type



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III water-filled traffic barriers). The event organizer is fully responsible for the renting, insuring, transportation, installation, and removal of the barriers. The barriers are to be positioned in such a manner as directed by the Metropolitan Police Department and in compliance with District of Columbia Fire and EMS Department's requirements for an emergency access lane for emergency response and rescue vehicles. Should a special event be required to have Type III traffic barriers for street closures, and the organizer fails to supply those barriers, the Metropolitan Police Department will not implement any street closures for that special event irrespective of any permits being issued for that special event. Further, the special event will not be allowed to take place on the street surface.

Moving vehicles are not allowed in a closed venue area except when approved as part of a parade. If a stationary vehicle is part of the event plans for a closed venue, the keys must be removed from the vehicle until the event is over and it is safe to drive in the venue area. The presence of stationary vehicles within the venue must be indicated on the event site map when presented to the MSETG. Any planned usage of motorized carts to provide supplies and services within the venue must also be detailed in the event presentation package.

Reimbursable Detail Information

Should a special event take place on a recognized Federal or District Government Holiday, the Event Organizer **MAY** be invoiced at a higher rate due to required Holiday Pay overtime rates.

Additionally, the Metropolitan Police Department **MAY** invoice at a higher reimbursable rate for specialized assets (e.g., K9, Harbor Patrol, or Helicopter Unit) required for public safety during a special event.

The organizer is **FULLY** responsible for all expenses associated with services provided by the Metropolitan Police Department. Should the special event exceed the original Estimate for Police Services, the Event Organizer will be invoiced for any overage amount. This may occur if the Event Organizer fails to keep within permitted hours for cleanup and breakdown. The Metropolitan Police Department will maintain a public safety presence **ANY** time a portion of the Special Event remains active on the street, to include setup, breakdown, and cleanup activities.

Should an Event Organizer have **ANY** outstanding balances from any previous special events, the Metropolitan Police Department will not provide support to the special event being presented to the MSETG. Outstanding balances related to police services must be settled PRIOR to the MSETG presentation date. For example: If an Event Organizer has an outstanding balance from the previous year's special event, that balance must be settled before the current year's presentation; **OR**, should an Event Organizer that hosts multiple special events throughout the year, as long as the organizer has an outstanding balance for any prior special event within the same year, the balance must be settled prior to the current presentation to the MSETG.

To begin the permit application process and ensure that the requirements set forth by the Metropolitan Police Department are met, please contact:

Metropolitan Police Department - Special Operations Division
2850 New York Avenue, NE
Washington, DC 20002
(202) 671-6522



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Department of Transportation

Public Space Occupancy Permits/ Insurance Requirements

Applicants seeking a *Parade Permit* or *Special Event License* will need to obtain *Reserved* or *No Parking* signs and/or apply for a public space occupancy permit for any equipment, structures or fixtures associated with the event. Applicant must have received conditional approval from the MSETG and complied with the respective permitting and licensing requirements of MPD and/or DCRA. Please note that Reserved and No Parking signs must be posted at least 24 hours in advance in commercial areas and 72 hours in advance in residential areas.

The requirements for the issuance of a public space occupancy permit include, but are not limited to:

- ❑ A completed application or submission into DDOT's online permitting system (available at www.tops.ddot.dc.gov) at least (30) thirty days prior to the date of the event.
- ❑ A complete site plan to scale depicting the current public space and the location and dimensions of any and all proposed structures (e.g. stages, portable toilets, vendor booths).
- ❑ It is required that event organizers furnish a public liability insurance policy made out in the name of, and for the sole benefit of the *DISTRICT OF COLUMBIA, A MUNICIPAL CORPORATION*, and its officers and employees, covering all use of public space by the permittee. Coverage shall be in the following amounts:
 - \$ 500,000.00 - Each individual
 - \$ 1,000,000.00 - Each accident
 - \$ 500,000.00 - Property damage

Information on the insurance requirements can be found in more detail at:

<http://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/insurance.pdf>

- ❑ Traffic Control Plans (TCP) will be required with permit requests involving street closures and/or disruptions to the pedestrian/vehicular traffic flow.

For additional information regarding public space permits, please contact:

Department of Transportation
Public Space Regulation Administration
1100 4th Street, SW
2nd Floor Permit Office
Washington, DC 20024
(202) 442-4670

Traffic Control Plans

Traffic Control Plans are documented strategic safety plans on how pedestrian and vehicular traffic will be managed in and around a special event. Event organizers are required to submit a traffic control plan to the Department of Transportation that conforms to the Manual on Uniform Traffic Control Devices (MUTCD). Event organizers are responsible for the acquisition, installation and maintenance of traffic control devices as determined by the Department of Transportation. The event organizer shall remove all traffic control devices following the conclusion of the special event.



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A traffic control plan must be submitted by the event organizer at least one month (30 calendar days) in advance of the event for approval by DDOT. Any missing or insufficient information will delay approval.

APPROVAL: When a Traffic Control Plan (TCP) is submitted as part of a public space application for a special event it will be reviewed by the Traffic Work Zone Group of PSRA Plan Review Division.

INSPECTION: DDOT reserves the right to periodically inspect special event areas in public space to ensure compliance, that safety measures are in place, and that the measures conform to the approved TCP and criteria listed on the Traffic Control Plan Inspection Criteria document.

REVIEW: TCPs shall be subject to review and verification by DDOT staff for conformance to submission requirements.

To ensure requirements set forth by the District Department of Transportation are being met, please contact:

District Department of Transportation
Public Space Regulation Administration
1100 4th Street, SW
2nd Floor Permit Office
Washington, DC 20024
(202) 442-4670

Alcoholic Beverage Control Regulation Administration

Temporary Alcoholic Beverage Control License

If alcoholic beverages are planned to be provided at a Special Event, a Temporary Alcoholic Beverage Control License must be obtained. If there is a charitable beneficiary involved in the provision of alcoholic beverages, please include this information in the presentation to the MSETG. To begin the permit application process, please contact:

Alcoholic Beverage Control Regulation Administration
2000 14th Street NW, Suite 400S
Washington, DC 20009
(202) 442-4423

There are two types of temporary licenses needed for selling, serving and consuming distributing alcoholic beverages:

- A class "F" license authorizes an individual or group to sell and serve beer and wine.
- A class "G" license authorizes an individual or group to sell and serve spirits, beer and wine.

In order to obtain a temporary Alcoholic Beverage Control License, you must file in person 14 days prior to the date of the event. The following documents must be submitted along with your application for an Alcohol Beverage Control License:

- A letter of authorization from the true and actual owner or designated agent of the property upon which the event is to take place, giving permission to sell alcoholic beverages:



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- ❑ A completed FBI Stipulation Form LII-ABC-5, which must be notarized.
- ❑ A copy of the Special Event License.

When submitting an application for an Alcoholic Beverage Control License, the applicant or designee to manage the event must have a completed criminal history report (PD-70). This report can be obtained from the Metropolitan Police Department located at 300 Indiana Avenue, N.W., #3055, Washington, D.C.

Office of Tax and Revenue

Tax Registration License

Sponsors of special events are required to pay District of Columbia taxes on items sold, even if listed as nonprofit organizations. Tax-exempt organizations are not required to pay income taxes, but are required to pay all sales taxes. In cooperation with the Office of Tax and Revenue, the Department of Consumer and Regulatory Affairs provides registration services. To apply for this type of registration, please contact:

Office of Tax and Revenue
1101 4th Street, SW
Washington, DC 20024
(202) 727-4829

Tax and Revenue Reporting Requirements

All events are subject to the following obligations and penalties mandated by the Office of Tax and Revenue:

- ❑ Event organizers shall submit to the Office of Tax and Revenue:
 - At least 30 days before the beginning of an event, a preliminary list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers; and
 - Within 10 days after the last day of an event, a final list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers, if not previously provided.
- ❑ Before the event, the event organizer shall provide to vendors and exhibitors such information regarding their District tax obligations, filing deadlines, and other such requirements as is supplied by the District after the preliminary list of vendors and exhibitors is submitted as noted herein.
- ❑ Event organizers shall provide access to officials of the Office of Tax and Revenue to the event premises and activities to monitor vendor and exhibitor sales.
 - An event organizer who fails to submit the preliminary vendor and exhibitor list as noted herein, shall pay a penalty in the amount of \$1,000, plus \$50 for each day the list is late, which penalty shall not exceed \$2,500.
 - An event organizer who fails to submit the final vendor and exhibitor list as noted herein, shall pay a penalty in the amount of \$1,000, plus \$50 for each day the list is late, which penalty shall not exceed \$10,000.



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To ensure requirements set forth by the Office of Tax and Revenue are being met, please contact:

Office of Tax and Revenue
1101 4th Street, SW
Washington, DC 20024
(202) 727-4829

Department of Fire and Emergency Medical Services

Emergency Medical Services Requirements

The Department of Fire and EMS mandates that all streets remain accessible to emergency vehicles and equipment at all times via a minimum 20 ft. dedicated and unobstructed emergency lane, and/or as may be further determined by the Department of Fire and EMS.

An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services. It is imperative that normal emergency medical services operations for the city are not hindered by the staging of a special event. The Department of Fire and EMS (EMS Special Events Coordinator) as well as the Department of Health must review and approve your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel. To ensure safety of persons attending a special event, the Emergency Medical Service provider (if services are not provided by the Department of Fire and EMS) must be able to initiate an Incident Action Plan (as required by the U.S. Department of Homeland Security) that is appropriate for the event. All events must have an Incident Action Plan on file with the Department of Fire and EMS. Additionally, the provider must have direct radio communications capability with the Department of Fire and EMS, local and applicable Federal law enforcement agencies, and the District of Columbia's Homeland Security and Emergency Management Agency. The following guideline, established according to the number of people anticipated at an event, will ensure that appropriate emergency medical coverage is provided throughout your event:

NOTE: Special high-activity events such as concerts, marathons, 5K and 10K races, as well as other events staged during periods of extreme temperatures, or potentially affecting a high number of special needs individuals (e.g., elderly or young children) will be required to obtain first aid and/or emergency medical services and other Fire/EMS assets as determined by the Department of Fire and EMS and the Department of Health.

To ensure requirements for the provision of first aid and/or emergency medical services are being met, please contact:

Department of Fire and Emergency Medical Services
Emergency Medical Services – Special Events Coordinator
1338 Park Road, NW
Washington, DC 20010
(202) 673-3274

Vending Requirements

During event planning, provisions must be made by the event organizer to ensure food vendors/vending spaces and the merchandise vendors/vending spaces remain separate at all times while vending is taking place as



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required by the Office of the Fire Marshal of the Department of Fire and Emergency Medical Services. To ensure requirements set forth by the Office of the Fire Marshal are being met, please contact:

Department of Fire and Emergency Medical Services
Office of the Fire Marshal
1100 4th Street, SW, 2nd Floor (Permit Center)
Washington, DC 20024
(202) 727-1600

Fireworks Display Permit

If an event includes any type of fireworks display, the event organizer must obtain permits for the use of fireworks from the Department of Fire and Emergency Medical Services – Office of the Fire Marshal. To begin the permit application process, please contact:

Department of Fire and Emergency Medical Services
Office of the Fire Marshal
1100 4th Street, SW, 2nd Floor (Permit Center)
Washington, DC 20024
(202) 727-1600

Department of Health

Food Safety and Hygiene Inspection Services Division

Successful ventures in food service at special events can be assured when diligently following the requirements as outlined in the DCMR Title 25-A, also known as the DC Food Code. To confirm that all food vendors understand how to ensure food safety, it is critical that all potential vendors read, understand, and then sign-off on the **Food Services Guidelines/Requirements for Special Events Vendors** prior to the event. Each vendor must sign the Food Safety Division's (FSD) form acknowledging their receipt of the Guidelines prior to the event. The *Guidelines* highlight the major requirements. The FSD will have inspectors on-site during the special event to ensure that all of the requirements as stated in the Food Code are being met. If, during the inspections, the sanitarian finds that the food or operations threatens the health or safety of the patrons, the vendor will be required to dispose of the food and/or discontinue the operation. During the day(s) of the event, there will be one (1) sanitarian conducting inspections for every ten (10) vendors. Every attempt will be made for all food service operators to be inspected prior to conducting any sales.

To meet the critical requirements of the Food Code, it is required that all vendors have enough hot water (100°F) for hand-washing, and enough hot water for ware-washing (110°F), during all hours of the special event (DCMR 25 § 401 & § 2402). **If the vendor is unable, the Event Organizer will be responsible for providing an approved method of supplying sufficient hot water for all vendors.**

So that the Event Organizer will have a sufficient number of copies of FSD's *Guidelines* available for the vendors, please provide a list of the potential vendors to FSD. Please provide the following information:



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- Name of Lead Vendor
- Name(s) of additional vendors
- Trade Name or Food Establishment association
- Contact telephone number
- On-site cell phone number during event
- Contact email address
- Contact mailing address
- Menu/Food items to be offered for sale
- Also include the name of the event, dates/times of event, and name of Event Organizer.

Email this information to **food.safety@dc.gov** or fax to **(202) 535-1359**.

For events where food is not offered for sale, but is to be distributed for free/at no cost to either the participants or spectators, the FSD would like to remind vendors to maintain sanitary conditions to the best of their ability and include signage indicating that patrons consume such food items at their own risk.

Event Organizers with any questions about food operations prior to a special event, and to ensure requirements are being met, are strongly encouraged to contact:

Food Safety and Hygiene Inspection Services Division
899 North Capitol Street, NE
Washington, DC 20002
(202) 535-2180
Food.safety@dc.gov



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Health Emergency Preparedness and Response Administration Requirements

The Department of Health, in conjunction with the Department of Fire and Emergency Medical Services, requires that all event coordinators submit a *Health, Medical and Safety Plan* to the Department of Health. The Health Emergency Preparedness and Response Administration (HEPRA) within the Department of Health (DOH) has created guidelines to provide assistance in creating the *Health, Medical and Safety Plan*. The guidelines cover planning for all types of events and include a detailed matrix identifying medical assets such as first aid stations, transport ambulances, supplies and equipment which might be needed depending on the event size, duration, and other dynamic factors at play.

Event Type	Crowd Size (Anticipated)	CPR & 911 Access	Medical Aid Station (BLS)	Medical aid Station (ALS)	Medical Aid Station (with Physician)	Ambulance(s) (BLS or ALS)	Mobile Med Teams
Concert/ Music Festival	<2,500	X	X	*			
	2,500-15,000	X		X		BLS *	*
	15,000-50,000	X		X	*	ALS (1)	X
	>50,000	X			X	ALS (1)	X
Athletic/ Sporting Event	<2,500	X	X	*			
	2,500-15,000	X		X	*	BLS (1)	X
	15,000-50,000	X			X	ALS (1)	X
	>50,000	X			X	ALS (1)	X
Parade/ Block Party/Street Fair/Outside Venue	<2,500	X	*				*
	2,500-15,000	X	X	*		BLS *	X
	15,000-50,000	X		X		ALS (1)	X
	>50,000	X			X	ALS (1)	X
Conference or Convention	<2,500	X	*				
	2,500-15,000	X	X	*		BLS *	*
	15,000-50,000	X		X	*	ALS (1)	X
	>50,000	X	X	*	X	ALS (1)	X

X= Required

*= Recommended

(1) = Multiple Units may be required depending on history and size of event ALS = Advanced Life Support (see Annex C for list of service providers) BLS = Basic Life Support (see Annex C for list of service providers)

EMT = Emergency Medical Technician

Once the plan has been approved, the Department of Health may post information about the event on the Healthcare Information System (HIS) so that local healthcare facilities can be aware of the date and time of your event. This system will allow the healthcare facilities to be informed of the anticipated crowd size, so they will be able to plan how the event may impact their respective facilities.



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The *D.C. DOH Special Events Health, Medical and Safety Planning Guide* is posted at the DOH-HEPRA website at <http://doh.dc.gov/page/special-event-medical-planning>. The guide can also be acquired by contacting the DOH Special Events Coordinator at (202) 671-4222.

Serve DC

Volunteer Services

Serve DC – The Mayor's Office on Volunteerism provides free training to organization staff and volunteers on topics such as CPR/AED, first aid, traffic and crowd management, spontaneous volunteer management, and more. Serve DC also maintains a database of individuals who have taken its flagship Community Emergency Response Team (CERT) training and can be requested to provide support in a public-safety or emergency-preparedness capacity at special events.

Event organizers interested in scheduling group training or requesting CERT volunteers for an event, should contact Serve DC within 90 days of the event date:

Serve DC – The Mayor's Office on Volunteerism
Frank D. Reeves Municipal Center
2000 14th Street, NW Suite 101
Washington, DC 20009
(202) 727-7925
www.serve.dc.gov

Department of Parks and Recreation

District Parks and Recreation Facilities Use Permit

Event organizers requiring the use of any District of Columbia parks or recreation facilities, must obtain a permit from the D.C. Department of Parks and Recreation. To begin the permit application process, please contact:

Department of Parks and Recreation
Permit Office
3140 16th Street, NW
Washington, DC 20010
(202) 673-7449

The following information must be provided at the time of inquiry:

- Date of Event
- Type of Event
- Expected Attendance
- Event Details of Activities (i.e., live band, animals, games, food, etc.)

The agency will exercise discretion to suggest alternate sites for any event expecting to exceed site capacity.

National Park Service



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Federal Parks Use Permit

If any portion of the event will be held on parkland of the Federal government, a permit must be obtained from the National Park Service of the U.S. Department of the Interior. To begin the permit application process, please contact:

National Park Service
Park Programs/Permit Office
900 Ohio Drive, SW
Washington, DC 20242
(202) 245-4715

U.S. Capitol Police

U.S. Capitol Permit

If any portion of the event will be held on the grounds of the U.S. Capitol complex, a permit must be obtained from the U.S. Capitol Police. To begin the permit application process, please contact:

U.S. Capitol Police
Special Events Unit
119 D Street, NE
Washington, DC 20510
(202) 224-8891

Robert F. Kennedy Memorial Stadium and Parking Lots

If any portion of the event will be held at RFK Memorial Stadium or on the parking lots of the stadium, please contact:

Events DC
Director of Event Operations
2400 East Capitol Street, SE
Washington, DC 20003
(202) 608-1165

DC Water

Misting Tent Request

DC Water provides a misting tent as a service to the community (minimum group size-100 participants). DC Water recommends applying for a permit at least two weeks before the Misting Tent is needed. It typically takes one to two weeks for DC Water to process an application.

Event organizers interested in having the DC Water Misting Tent setup at the Special Event, please request the tent at http://www.dewater.com/about/tent_request_form.cfm.



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Fire Hydrant Use Permit

If a water source is needed for drinking, cooking, misting tents or for similar purposes, DC Water recommends using a water truck, or an on-site water storage tank. If these water sources are not available or are prohibited at the event site and the use a fire hydrant as a temporary water source is required, a Fire Hydrant Use Permit must first be obtained from DC Water. This permit will authorize the applicant to operate a particular fire hydrant for the purpose of obtaining water on a temporary basis for the duration of the event.

Event organizers interested in using fire hydrants during a Special Event should apply for a Fire Hydrant Use Permit prior to the Special Event at http://www.dewater.com/business/permits/fire_hydrant_use.cfm.

Drinking Water Station/Water Bubblers Use Permit

A water bubbler is a device that is attached to a fire hydrant and acts as a drinking water fountain or bubbler. In certain cases, such as community events, DC Water allows customers to rent a water bubbler for drinking water, washing, cooking and recreational use.

Event organizers interested in using a water bubbler at a Special Event should apply for a Water Bubbler Use Permit at: http://www.dewater.com/business/permits/water_bubbler_permit.cfm.

Temporary Discharge to Sewers Permit

To discharge any water or wastewater from an event, a Temporary Discharge to Sewers Permit must be obtained to ensure the proposed discharge location is acceptable for the volume and type of waste being disposed. Any special restrictions, treatment, and/or monitoring requirements for the discharge will be identified in the permit and are assessed on a case by case basis.

To discharge any water or wastewater from a Special Event, please apply for a Temporary Discharge to Sewers Permit at: http://www.dewater.com/business/permits/groundwater_temporary_discharge.cfm.

“Wendy the Waterdrop” Appearance

DC Water has a waterdrop mascot named Wendy. Wendy can be scheduled for special events, and requests must be submitted two-three weeks in advance. Wendy should generally be used in good weather, and if inclement weather is predicted, she must be used indoors.

To have a special appearance by “Wendy the Waterdrop” at a Special Event, please request the appearance at nija.ali@dewater.com or (202) 787-2206.



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Schedule of Fees

Special event organizers shall be responsible for the costs of services, as determined by the agencies, incurred by the city for administering the special event at the rates and costs including, but not limited to those listed herein. **Rates and payment timelines are subject to change. Additional rates may apply. All fees are to be paid directly to the billing agencies within the timeline established by each respective agency.**

Department of Consumer and Regulatory Affairs

Special Event User Fee, which covers the cost of services provided for the following categories of the Department of Consumer and Regulatory Affairs for monitoring health and food practices, safety conditions, and alcoholic beverage control at special events, including sanitarians, building inspectors, electrical inspectors, plumbing inspectors, and licensing investigators:

<i>Rate per employee, per hour (for a minimum of 4 hours)</i>	<i>\$ 54.35</i>
<i>Special Events License Cost, per day</i>	<i>\$330.00</i>
<i>Expediting Fee (for applications submitted 15 – 29 days before event)</i>	<i>\$100.00</i>
<i>Expediting Fee (for applications submitted 14 or fewer days before event)</i>	<i>\$200.00</i>

Metropolitan Police Department

Special Event User Fee, which covers the cost of police services for special events:

<i>Rate per officer, per hour (for a minimum of four (4) hours)</i>	<i>\$ 67.41</i>
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MPD requires payment within five (5) days of receipt of invoice.

Scheduled MPD services will include a minimum of (30) minutes for Roll Call Briefing and at least (30) minutes for Check Off/Return of Required Equipment.

On Duty staffing cannot be used to account for staffing your special event. All police coverage is at the expense of the event organizer. Additionally, use of the Reserve Corps cannot be used to discount or replace required police coverage for your special event.

Special Event organizers are reminded that they are required to obtain ALL necessary permits from MPD with respect to processional events. A Parade Permit MUST be submitted before your special event coverage is finalized. No other City agency has the ability to permit a processional event. EG: 5K, marathon, parade, or walking type of event.

Special Event organizers are reminded that MPD is a LAW ENFORCEMENT agency and will not provide police services/coverage to any special event that has not met all regulatory requirements. Further, if a special event is found to be in violation of regulatory requirements, MPD MAY shutdown the special event. If this were to occur, the special event organizer is still subject to all City fees and reimbursements.



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MPD will NOT provide any police coverage to a special event requiring street closures without the event first being presented to the Mayor's Special Event Task Group. MPD will not process any requests for police services for ANY event requiring street closures without proper MSETG approval.

MPD REQUIRES a special event organizer to finalize all police services for their special event within fifteen (15) days prior to their special event date.

Alcoholic Beverage Regulation Administration

Special Event User Fee, which covers the cost of services provided by Alcoholic Beverage Regulation Administration investigators for monitoring the control, sale, service, and consumption of alcoholic beverages at special events:

Rate per employee, per hour (for a minimum of 4 hours) \$ 54.35

Department of Fire and Emergency Medical Services

On -Site Permitting and monitoring, which covers the time required to perform an inspection of the site and/or the activities or equipment in use during the event that are to be inspected:

Rate per Inspector, per hour (for a minimum of 4 hours) \$ 88.00

On-Site Monitoring Fee, which covers monitoring of the special event to ensure the safety of the public:

Rate per Inspector, per hour (for a minimum of 4 hours) \$ 65.00

One Advanced Life Support Unit (includes two EMS providers and one supervisor):

Cost per hour (for a minimum of 4 hours) \$200.00

EMS bicycle teams and EMS ambulance carts (includes two EMS providers, and either two bicycles or one cart):

Cost per hour (for a minimum of 4 hours) \$130.00

Use of fire truck/boat, four to five firefighters and equipment for parades, festivals, and other special events:

Cost per hour (for a minimum of 4 hours) \$400.00

Department of Health – Food Safety and Hygiene Inspection Services Division

Food vendor inspection (one (1) inspector for every ten (10) vendors)

Rate per inspector, per hour (for a minimum of 4 hours) \$ 54.35

Department of Public Works

Clean-up (pre and post), trash removal, which covers the cost of public space cleaning and trash removal:

Rate per person per hour \$ 32.00



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<i>Equipment per hour</i>		\$ 40.00
<i>Disposable trash bags, per case</i>		\$ 46.00
<i>Trash cans, per can</i>		\$ 5.50
<i>Recycle bin, per bin</i>		\$ 5.50
<i>Tonnage collection, per ton</i>		\$ 79.23
Towing Service		
<i>Cost for minimum of 4 hours (includes 1 tow truck, 1 driver, 1 supervisor)</i>	\$581.64	
<i>Additional Tow truck per hour</i>		\$ 83.22
<i>Additional driver per hour</i>		\$ 37.59
<i>Additional supervisor per hour</i>		\$ 38.75

DPW requires payment ten (10) days prior to the date of the event.

Department of Transportation

Note: A 10% Technology Fee will be added to all public space permit fees.

Flag Installation and Removal, which covers the cost of installation and removal of flags from city street light poles:

<i>Rate per person, per hour</i>	\$ 57.00
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Temporary Sign Installation, which covers the cost of installing temporary "No Parking" signs:

<i>Rate per person, per hour</i>	\$ 36.00
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Traffic Control Officer Assistance:

<i>Rate per person, per hour</i>	\$ 50.00
<i>Rate per Supervisor, per hour</i>	\$ 66.00

Variable Message Boards, which covers labor to deliver, program, and rent per day:

<i>Rate per board and program, per day</i>	\$ 90.00
<i>Rate per relocated board and program, per day</i>	\$150.00

Traffic Cones Rental Fee:

<i>Rate per cone, per day to drop in one location</i>	\$ 5.00
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DDOT requires payment fourteen (14) days prior to the date of the event.