

February 19, 2016

Honorable Kenyan McDuffie
Chairman
Committee on the Judiciary
1350 Pennsylvania Avenue, NW
Washington, D.C. 20004

Dear Chairman McDuffie:

Pursuant to your request dated February 2, 2016, below are responses to the Committee's oversight performance pre-hearing questions. If you have any questions or concerns, please do not hesitate to contact our Legislative Affairs Manager, Hnin N. Khaing, at 202-741-5865 or at hnin.khaing@dc.gov.

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.**

RESPONSE: Please see **Attachment 1**, OHR Organizational Chart; **Attachment 2**, Schedule A; and **Attachment 3**, Position Funding Report.

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

RESPONSE:

Office of the Director – This division is the operational center of the agency with broad management of day-to-day and long-term functional needs of the agency. This division ensures the agency meets all performance outcomes and has two programs: Human Resources and Administrative Services.

Human Resources - This subdivision coordinates and performs various administrative and operations based activities on behalf of the agency Director. This subdivision manages and performs all human resource, payroll, and labor relations functions for the agency, as well as serves as ADA coordinator for the agency. This subdivision manages the credit card and travel portfolio, customer service, and front desk operations.

Administrative Services – This subdivision is responsible for planning, developing, managing, and coordinating the administrative functions of the agency or assigned areas including administrative services, fiscal reporting and management, procurement and supply management, facility management, and information technology.

Office of the General Counsel – This division provides legal advice and representation for the agency. This division advises the agency Director and other personnel regarding legal activity and also provides legal sufficiency reviews for all final decisions and Orders issued by the agency.

Citywide Youth Bullying Prevention Program – This division works to ensure compliance with the Youth Bullying Prevention Act of 2012 and aims to ensure schools, youth-serving agencies, and youth-serving government grantees create and implement bullying prevention policies based on best practices.

Commission on Human Rights – This division reviews cases certified by OHR when probable cause to believe discrimination has occurred is found after an investigation. This division recommends a final determination to a panel of three Commissioners appointed by the Mayor who will agree with or modify the determination.

Investigation and Mediation – This division ensures individuals who believe they have experienced discrimination in the District can file a complaint with our office. This division will mediate and/or investigate the complaint cost-free to the Complainant.

Language Access Program – This division works to ensure compliance with the Language Access Act of 2004 and builds the capacity of District agencies to ensure they communicate with limited or non-English proficient customers in their preferred language. This division also works closely with OHR investigators when complaints are filed with OHR.

Policy and Communications – This division develops policy and awareness initiatives and conducts extensive outreach to proactively prevent discrimination and educate the public about civil rights laws.

(b) Please provide a narrative explanation of any changes made during the previous year.

RESPONSE: The General Counsel position was vacated on January 4, 2016.

2. **Please if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions 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.

- 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.**

RESPONSE: See Attachment 2, Schedule A, and Attachment 3, Position Funding Report. OHR is currently interviewing to fill the following vacancies:

- Supervisory Attorney Advisor/General Counsel, position number 00041743
- Equal Opportunity Specialist, position number 0007369

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

RESPONSE: See Attachment 2, Schedule A.

- 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.**

RESPONSE: None.

- 4. Please provide the Committee with:**

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY15 and FY16, to date;**

RESPONSE: Please see below table.

List of Employees –FY15	List of Employees –FY16 to date
Monica Palacio	Monica Palacio
Winta Teferi	Winta Teferi
Gretta Rivero	Gretta Rivero
Josephine Ansah-Brew	Josephine Ansah-Brew
Sunu Chandy	Ayanna Lee
Ayanna Lee	Rahsaan Coefield
Rahsaan Coefield	Teresa Rainy
Teresa Rainy	Stephanie Franklin
Stephanie Franklin	Elliot Imse
Elliot Imse	Georgia Stewart

Georgia Stewart	Hnin Khaing
Hnin Khaing	

- 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;**

RESPONSE: OHR does not own, lease, or have vehicles assigned to us. Employees of OHR participate in the DPW Fleet share program and no accidents occurred in FY15 or in FY16 to date.

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

RESPONSE: None.

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

RESPONSE: Please see below tables for FY15 and FY16 to date.

FY2015 Travel

Name	Date	Location	Expense	Justification
Elliot Imse	6/10/15-6/14/15	Seattle, WA	\$2144.68	Governing For Racial Equality Conference
Rahsaan Coefield	6/10/15-6/14/15	Seattle, WA	\$2144.68	Governing For Racial Equality Conference
John P. Howard	8/16/15-8/28/15	Reno, NV	\$3060.50	National Judicial College Administrative Law
Rahsaan Coefield	9/27/15-10/1/15	Birmingham, AL	\$1423.70	INTERNATIONAL ASSOCIATION OF OFFICIAL HUMAN RIGHTS AGENCIES (IAOHRA) annual conference
Monica Palacio	9/27/15-10/1/15	Birmingham, AL	\$1052.00	INTERNATIONAL ASSOCIATION OF OFFICIAL HUMAN RIGHTS AGENCIES (IAOHRA) annual conference
Rahsaan Coefield	8/3/15-8/6/15	Atlanta, GA	\$1169.00	EEOC/FEPA National Conference
Winta Teferi	12/12/14-12/22/14	Los Angeles, CA	\$1820.50	National Immigrant Integration Conference
Total	\$12,815.06			

FY2016 Travel

Name	Date	Location	Expense	Justification
Aimee Peoples	2/8/16-2/12/16	Atlanta, GA	\$3205.86	National Fair Housing Training Academy Week 4
Total	\$3205.86			

- 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.**

RESPONSE: None.

5. **With regard to the use of communication devices:**

- a. **What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.**

RESPONSE: All Agency devices are tracked through the Request for Telephone System (RTS) and the Fixed Cost Management System (FCMS). The Agency Telephone Coordinator is responsible for tracking devices by: (1) name of employee; (2) the model number; (3) the IMEI number; and (3) the ICID number. The Agency Telephone Coordinator updates the FCMS on a routine basis to ensure consistency of the data associated with each device.

OHR controls usage of mobile devices by adhering to and implementing the District’s City Wide mobile communications and mobile devices policy. This can found at the link below:

<http://octo.in.dc.gov/sites/default/files/dc/sites/octo/publication/attachments/Landline Phone and Mobile Device Procedures.pdf>

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

RESPONSE: OHR limits its mobile communications and mobile costs by using the best pooled plan that provides a flat fee for unlimited data and voice. DCOHR pays the same amount for each device per employee per month, and we only upgrade the device when the free upgrade option is available.

- 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?**

RESPONSE: In FY15, OHR's total cost for mobile communications and devices was \$14,923.15 and in FY16 to date, the total cost is \$4,465.23.

- 6. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY15 and FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.**

RESPONSE: Please see **Attachment 4**, OHR FY15 & FY16 Budget Chart. In FY15, the overall budget for Local, Federal and Intra District Transfers had no variance between the appropriated budget and actual expenditures. In FY16 to date, the overall budget for Local, Federal and Intra District Transfers has variance between the appropriated budget and actual expenditures which will be offset by projected expenditures at the end of FY16.

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

RESPONSE: Please see **Attachment 5**, OHR FY15 & FY16 Intra-District Transfers.

- 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.**

RESPONSE: OHR does not have any special purpose revenue funds.

- 9. Please list each contract, procurement, lease, and grant 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:**

- a. **The name of the contracting party;**
- b. **The nature of the contract, including the end product or service;**
- c. **The dollar amount of the contract, including budgeted amount and actually spent;**
- d. **The term of the contract;**
- e. **Whether the contract was competitively bid;**
- f. **The name of the agency's contract monitor and the results of any monitoring activity; and**
- g. **Funding source.**

RESPONSE: Please see **Attachment 6**, OHR FY15 List of Contracts, Procurement, Lease, and Grant Awards, and **Attachment 7**, FY16 to date.

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.**

RESPONSE: Please see **Attachment 8**, Purchase Card Spending Report. OHR has a single purchase card for the agency. That card is assigned to Ayanna Lee, Human Resource Manager/Administrative Support Specialist. The primary use of the card is for office supplies, outreach materials, training, and travel.

TOTAL EXPENDITURES

FY15: \$55,839.34

FY16 to date: \$16,870.78

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.**

RESPONSE: Please see Attachment 5, OHR FY15 & FY16 Intra-District Transfers, which lists all financial MOUs OHR entered into in FY15 and FY16. Additionally, please see below table for non-financial MOUs entered into by OHR.

MOU	MOU Description	Date Entered	Termination Date
United States Department of Justice	This MOU reflects OHR's commitment to investigate and/or resolve charges of discrimination alleging violations of overlapping Federal and District anti-discrimination laws based upon citizenship and national origin. This MOU involves no exchange of funds.	9/11/14	None
United States Department of Homeland Security	This MOU authorizes DCOHR to promote DHS' Blue Campaign to end human trafficking and bring awareness of this issue through its partnership with DHS. This MOU involves no exchange of funds.	1/11/16	None

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.**

RESPONSE:

United States Equal Employment Opportunity Commission (EEOC)

DC OHR has a recurring work sharing agreement with the United States Equal Employment Opportunity Commission (EEOC). This work sharing agreement reflects OHR's commitment to investigate and/or resolve charges of discrimination which allege violations of overlapping Federal and District anti-discrimination laws regarding employment. OHR has partnered with US EEOC for investigator training in FY15 and FY16

United States Department of Housing and Urban Development (HUD)

DC OHR has a recurring work sharing agreement with the United States Department of Housing and Urban Development (HUD). This work sharing agreement reflects OHR's commitment to investigate and/or resolve charges of discrimination which allege violations of overlapping Federal and District anti-discrimination laws regarding fair housing. OHR has also partnered with HUD's National Fair Housing Training Academy (NFHTA) for training in FY 15 and FY16.

United States Department of Justice

Investigation of National Origin Discrimination Cases: DC OHR has a memorandum of understanding (MOU) with the United States Department of Justice – Office of Special Counsel (DOJ). This MOU reflects OHR's commitment to investigate and/or resolve charges of discrimination which allege violations of overlapping Federal and District anti-discrimination laws based upon citizenship and national origin. This MOU was entered into on September 11, 2014 and has no termination date. This MOU involves no exchange of funds.

National Institute of Justice Grant for the Youth Bullying Prevention Program: In September 2015, the National Institutes of Justice (NIJ) awarded a \$3.8 million research grant to Child Trends, DCOHR and OSSE to focus on school climate and bullying prevention in District schools through implementation of the evidence-based Safe School Certification Program (SSCP). OHR will receive \$180,000.00 over four years or \$45,000.00 per year. The grant provides opportunity for thirty-six public and public charter schools to participate in the SSCP. The SSCP is a proven technical assistance model that certifies schools after they demonstrate efforts on each of eight key components of school climate. SSCP's framework is strongly rooted in school climate and bullying prevention research, and it has been successfully implemented in other jurisdictions.

U.S. Department of Homeland Security

Anti-Human Trafficking Initiative: The Mayor, through OHR, agreed to partner with United States Department of Homeland Security's anti-human trafficking program

known as the “Blue Campaign.” This campaign seeks to prevent and prosecute anti-human trafficking. The partnership between the District and DHS is memorialized in a memorandum of understanding entered on January 11, 2016, which authorizes OHR to use the Blue Campaign logo to assist with preventing human trafficking and to raise awareness in the city.

Child Trends

In April of 2015, OHR released The Bullying Prevention and Intervention Toolkit. The Toolkit was created in partnership with Child Trends, our research partner and experts in the field of bullying prevention. The Toolkit is a comprehensive package of guides, presentation slides, scenarios and self-assessments for schools or other entities to train their staff on how to prevent and respond to incidents of bullying. The Toolkit is available at no-cost and was developed to be used by school staff to train and develop their individual program.

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

RESPONSE: OHR does not anticipate any 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.**

RESPONSE: OHR does not have any open capital projects.

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.**

RESPONSE: Pursuant to the Executive Communication Privilege, the agency is not authorized to transmit this information.

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.

RESPONSE:

FY15 Local reprogramming \$130K funds were needed to ensure that DC Office of Human Rights can continue to provide customers with full service. These services include translation, interpretation, mediation, and youth bullying prevention program services; travel associated with training and conferences; and general office support and equipment required to provide services. The funds were reprogrammed from Continuing Full Time (object 0111), Term Full-Time (0125), Miscellaneous Fringe Benefits (0147); to Travel – Out of City (0402), Professional Services Fees and Contracts (0408), Contractual Services - Other (object 0409), Office Support (0410) and Purchases – Equipment and Machinery Other (0710). The reprogramming number is: BJHM0130.

FY15 Federal reprogramming 51HHGA \$71,325.57 funds were needed to ensure that the Office of Human Rights is in compliance with the HUD Fair Housing Program grant (51HHGA). The request was necessary to re-align the budget with the grant award in FY15 to cover professional service fees, office support and IT Hardware Acquisitions mandated by the grantor. The funds were reprogrammed within the Office of Human Rights (OHR), from Office Personnel (object 0111) and Fringe Benefits (object 0147); to Professional Services Fees (0408), Office Support (0410) and IT Hardware Acquisitions (0710). The reprogramming number is: APFHUD15.

FY15 Federal reprogramming 51HHGA \$30,000 funds were needed to ensure that the Office of Human Rights is in compliance with the HUD Fair Housing Program grant (51HHGA). This request is necessary to re-align the budget with the grant award in FY15 to cover travel and training expenses mandated by the grantor. The funds were reprogrammed within the Office of Human Rights (OHR), from Office Term Full-Time (object 0125) and Miscellaneous Fringe Benefits (object 0147); to Office Support (object 0410), Contractual Services Other (object 0409) and Tuition for Employee Training (object 0419). The reprogramming number is: APHHUDHR.

FY15 Federal reprogramming 51EJGA \$58,402 funds were needed to ensure that the Office of Human Rights is in compliance with the Equal Employment Opportunity Commission grant (51EJGA) to ensure proper general office and operational support (non-contractual) for the Fair Housing Program, to cover EEOC Excel training/conference in August 2015, and for translation and interpretation services and media buy. The funds were reprogrammed within the Office of Human Rights (OHR), from Office Term Full-Time (object 0125) and Miscellaneous Fringe Benefits (object 0147); to Office Support (object 0410), Contractual Services Other (object 0409) and Tuition for Employee Training (object 0419). The reprogramming number is: APPEOC51.

FY16 Federal reprogramming 61HHGA \$5K within the Office of Human Rights (OHR). The request is necessary to ensure that DC Office of Human Rights can continue to provide their customers with adequate services. This reprogramming will allow for OHR to continue to provide travel associated with training and conferences required to provide services. The funds will be reprogrammed from Continuing Full Time (object 0111 to Travel – Out of City (0402). The reprogramming number is: AP61HHGA.

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.**

RESPONSE: Please see the below tables for OHR’s pay-for-service work share agreements, which for budget purposes, have been categorized as “grants.” OHR did receive a sub-grant from the National Institute of Justice.

FY15

Grant Number	Grantor	Grant Award Date	Amount	Purpose
51HHGA	Federal Housing and Urban Development (HUD)	09/09/15	\$131,550.00	To support the investigation of Housing discriminations cases filed with DCOHR (see mandatory purpose below)
51EJGA	Federal Equal Employment Opportunity Commission (EEOC)	08/21/2015	\$192,700.00	To support the investigation employment discriminations cases filed with DCOHR or cross filed with EEOC (See mandatory Purpose below)
2015-CK-BX-0016 (Sub-grant)	Department of Justice – National Institute of Justice	September 2015	\$180,000.00 over 4 years (will not be disbursed until May 2016)	To focus on school climate and bullying prevention in District schools through implementation of the evidence-based Safe School Certification Program (SSCP)

Both the HUD and EEOC payments are mandated reimbursable funds for discrimination cases that have received full investigation and a determination is made. For instance, the payment for FY15 was made towards the end of FY15, and funds were made available to OHR in the beginning of FY16. Thus, payment for FY16 cases OHR investigates will be issued at the end of FY16 and will be made available to OHR in the beginning of FY17.

FY16

As explained above, OHR has not yet received any grant or sub grant monies for FY16 to date. But, OHR anticipates pay-for-service monies at the end of FY16 for cases OHR investigates under the work share agreement with the EEOC and HUD. OHR also expects disbursement of monies from the NIJ grant for the Youth Prevention Bullying Program in May/June 2016.

Mandated Purpose of the EEOC Work Share Agreement

The Equal Employment Opportunity Commission (EEOC) is authorized by the statute to use the services for State and Local Fair Employment Practices Agencies (EAPAs) to assist in the meeting its statutory mandate to enforce Title VII of the Civil Rights Act of 1964, as amended (Title VII); the Age Discrimination in Employment Act (ADEA) of 1967, as amended; the Americans with Disabilities Act (ADA) of 1990, as amended; and, the Genetic Information Nondiscrimination Act of 2008. The EEOC also recognizes the need to ensure the employment rights of individuals granted by Federal, State, and Local anti-discrimination laws.

Mandated Purpose of the HUD Work Share Agreement

The Fair Housing Assistance Program is used to provide assistance to State and Local fair housing enforcement agencies for compliant processing, training, technical assistance, education and outreach, data and information systems and other activities that will further fair housing within the agency's jurisdiction. The intent of the Fair Housing Assistance Program (FHAP) is to build a coordinated intergovernmental enforcement of fair housing laws and provide incentives for States and localities to assume a greater share of the responsibility for administering fair housing laws.

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?**

RESPONSE: 0.85 FTEs are funded by HUD grant number 51HHGA and 1.50 FTEs are funded by EEOC grant number 51EJGA. The terms of both HUD and EEOC grant funding are mainly contingent upon the number of housing and employment discrimination cases resolved by DCOHR that meet the quality assurance criteria of both HUD and EEOC. Neither grant is set to expire. They are automatically renewed toward the end of each fiscal year as reimbursable funds for housing and employment discrimination cases resolved by DCOHR.

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.**

RESPONSE: Please see **Attachment 9**, List of Pending Cases Naming OHR as a Party. It should be noted that in most of the cases, OHR is named as a party only as the

adjudicatory body which issued a determination, not as a party liable for the underlying substantive claims of discrimination.

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.**

RESPONSE: Zero.

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.**

RESPONSE:

FY15: Zero

FY16: The Office of the DC Auditor has initiated an information request pursuant to the Fair Criminal Records Screening Amendment Act and is “interested in obtaining information on any complaints filed under the [Fair Criminal Records Screening Amendment Act of 2014 (FCRSA)] with OHR, including the number of complaints, type (A or B), date, investigation results by OHR (if any), and resolution date.”

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.**

RESPONSE: Please see **Attachment 10**, OHR FY15 Performance Plan. All plan objectives and initiatives were met on time and within budget, except Initiative 2.3, which was not fully achieved because one LEA has not submitted a policy and three schools have submitted policies that need revision. Initiative 2.3 seeks to ensure compliance with Bullying Prevention Program.

As of the present date, the breakdown is as follows: 100% of all District agencies covered by the Act have a compliant Bullying Prevention Policy with an updated point of contact for the 2015-16 academic year; 95.3% of LEAs (64) have fully compliant policies; 4.6% (3) of LEAs have submitted policies that need some revisions. One school has not submitted its policy.

As of the end of FY15, the breakdown is as follows: all agencies had a compliant Youth Bullying Prevention Policy with an updated point of contact for the 2015-16 school year;

90% of LEAs (58) had fully compliant policies, up from 60% last year; 8% (5) had policies that need some revisions. Three schools had not submitted policies.

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

RESPONSE: Please see **Attachment 11**, OHR FY16 Performance Plan.

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.**

RESPONSE: Please see below tables.

FY15 FOIA Requests	TOTALS
Granted	5
Partially Granted	17
Denied	8
Pending	3
Average Response Time	9 days
Estimated Number of FTEs processing requests	1
Estimated Hours Spent Responding to Requests	208 hours (4 hours per week, 52 weeks per FY)

FY16 FOIA Requests to date (1/31/16)	TOTALS
Granted	1
Partially Granted	17
Denied	6
Pending	11
Average Response Time	9 days
Estimated Number of FTEs processing requests	1
Estimated Hours Spent Responding to Requests	68(4 hours per week, 17 weeks FYTD)

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.**

RESPONSE: Please see below tables.

FY15		
Reports	Status	Purpose
Bullying Prevention in DC Educational Institutions: Compliance Report for School Year 2013-2014	Released October 2014	From August 2013 through September 2014, an audit of each local education agency's bullying prevention policy was conducted to determine the extent to which it is compliant with the 2012 Youth Bullying Prevention Act. The resulting report summarizes the current state of LEA compliance as well as the most-often overlooked or missing required components in initially submitted policies.
Highlights of Fiscal Year 2014 Annual Report	Released February 2015	The OHR annual report provides data on the number and types of cases filed, mediation settlements, and the programmatic work of the office during FY14.
Language Access in the District: 2014 Annual Compliance Review	Released March 2015	The Annual Compliance Review highlights the work of OHR's Language Access Program during FY14 and provides language access compliance scorecards for 33 agencies.
Bullying Prevention and Intervention in DC Educational Institutions Training Toolkit	Released May 2015	The comprehensive toolkit aims to assist District schools in training teachers and staff on bullying prevention and interventions. Created in partnership with the youth research center Child Trends, it provides presentation slides, scenarios and self-assessments for schools to use in ensuring staff are prepared to prevent and properly respond to incidents of bullying.

FY16		
Reports	Status	Purpose
Qualified and Transgender: A Report on Results of Employment Discrimination Resume Testing Based on Gender Identity	Released November 2015	The study is the first known government-conducted resume testing to focus on discrimination against transgender and gender non-conforming job applicants. The test involved 200 cover letters and resumes submitted to 50 job openings in the District, with each opening receiving two applications from individuals who appeared to be transgender and two applications from individuals who did not. Employers appeared to prefer less-qualified cisgender applicants over more-qualified transgender applicants in 48 percent of tests that received a response from the employer.
Highlights of Fiscal Year 2015 Annual Report	Released February 2016	The OHR annual report provides data on the number and types of cases filed, mediation settlements, and the programmatic work of the office during FY15.

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

RESPONSE: OHR requests all customers complete a feedback survey after their initial intake interview to determine whether expectations were met. It is important to collect this information after the intake interview – instead of at the end of the process as done years ago – because satisfaction at the end of the process was highly correlated with OHR’s case determination and less on the quality of service. The agency also monitors and responds to feedback through its social media platforms, “Ask the Director” emails, and EOM correspondence.

Additionally, OHR’s outreach program collects feedback surveys after trainings, presentations and community meetings. The outreach team also receives regular feedback from speaking with community partners, businesses and business associations, and other advocates.

a. What has the agency learned from this feedback?

RESPONSE: Feedback from customers in FY15 resulted in the following findings:

1. Businesses and business associations wanted additional opportunities to learn about new and existing laws that OHR enforces.
2. Despite existing materials explaining the complaint process, complainants were sometimes unsure of each step in the process and the associated timeline.

3. Direct service providers – who frequently assist constituents from communities that are often marginalized – many times lacked an in-depth understanding of the laws OHR enforces and the OHR complaint process.

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

RESPONSE: OHR implemented changes or initiatives to address the feedback above:

1. OHR launched a well-attended Business Training Series that consisted of four two-hour trainings for business owners and managers, with each focused on a specific law(s). The four trainings addressed the Human Rights Act, Fair Criminal Record Screening Amendment Act, Protecting Pregnant Workers Act, Unemployed Anti-Discrimination Act and the Fair Housing Act. Additionally, OHR leadership held a community coffee with members of the Restaurant Association of Metropolitan Washington and spoke about new laws at a Greater Washington Hispanic Chamber of Commerce event. OHR’s outreach team also secured the participation of more than 40 businesses for its End the Awkward campaign, developed relationships with individual businesses and associations, and is working to better disseminate information to businesses through the Business Improvement Districts.
2. OHR revamped existing descriptions and materials that describe its process and timeline, and plans to release additional FAQ documents for various types of complaints in March 2016.
3. OHR more than tripled the number of Human Rights Liaisons it trained in FY15, from 24 in FY14 to 81 in FY15. The Human Rights Liaison Program recruits representatives from direct service providers and advocacy organizations to attend an all-day OHR training where they learn about District civil rights laws, how to identify discrimination against clients, and better understand the OHR process. Human Rights Liaisons are responsible for sending dozens of complaints to OHR since the program’s inception in FY14.

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.**

RESPONSE: Please see below table.

Employee Name	Position Number	Title	Program	Activity	Salary	Salary + Fringe	Overtime/ Bonus Pay
Monica Palacio	00011483	Director	1090	1000	\$151,727.80	\$185,411.37	None
Vacant	00041743	Supervisory Attorney	1060	1000	\$141,316.50	\$172,688.76	None

		Advisor					
David Simmons	00002569	Chief Administrative Law Judge	3010	3000	\$117,789.61	\$143,938.90	None
Georgia Stewart	00015852	Program Manager: Mediation	2020	2000	\$117,570.18	\$143,670.76	None
Rahsaan Coefield	00037354	Program Manager: Investigations	2030	2000	\$111,147.30	\$135,822.00	None
Ayanna Lee	00041680	Program Manager: Human Resources and Operations	1090	1000	\$107,895.00	\$131,847.69	None
Suzanne Greenfield	00077754	Program Manager: Bullying Prevention	2085	2000	\$104,916.00	\$128,207.35	None

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.**

RESPONSE: None.

3. **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.**

RESPONSE: Please see **Attachment 12**, Collective Bargaining Agreements, and the below table.

Collective Bargaining Agreement	Bargaining Unit	Duration
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Collective Bargaining Agreement for Compensation Unit 33 Lawyers	AFGE Local 1403 AFL-CIO	September 30, 2017
Collective Bargaining Agreement DC Government and Compensation Units 1 and 2	AFSCME Local 2401	September 30, 2017

4. **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?**

RESPONSE: Yes, the agency conducts annual performance evaluations. Evaluations are conducted by supervisors, and overseen by the agency Human Resource Manager/Administrative Support Specialist.

To ensure that individual job requirements are met, individual S.M.A.R.T goals are created for each employee to align with overall agency performance goals. Managers are strongly encouraged to provide regular feedback to employees regarding performance throughout the year. Managers are also encouraged to conduct mid-year reviews and required to complete end of the fiscal year evaluations.

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.**

RESPONSE:

FY15

Human Rights Liaison Program: The Human Rights Liaison program became a permanent program in the office in FY15, training 81 representatives from direct service providers and advocacy organizations. The all-day training helps participants better understand District civil rights laws, how to identify discrimination against their clients or constituents, and how to navigate the OHR complaint process. Since FY14, Human Rights Liaisons have directed dozens of complainants to the agency, and OHR staff has been invited to many organizations of Human Rights Liaisons to present on District civil rights laws. The cost of each training is approximately \$1000. Trainings are quarterly, for a total annual cost of approximately \$4000.

FY16

Trainings for the Office of Unified Communications: During October and November 2015, OHR provided 12 trainings on District civil rights laws and OHR processes to 66 call takers for 311 and 911 at OUC, with the goal of ensuring call takers properly refer callers to OHR when they may have experienced discrimination. There was no cost associated with these trainings.

Racial Equity and the Role of Local Government: As part of a larger effort to explore racial equity, OHR held a Roundtable Discussion on Racial Equity and Local Governments in partnership with Georgetown University, Bread for the City, Consumer Health Foundation, The DC Trust, La Clínica del Pueblo, and Safe Spaces for the Advancement of Community and Equity (SPACES). The half-day event on October 14, 2015 was the start of a conversation between DC policymakers, agencies and community stakeholders regarding the importance of using a racial equity lens in decision making processes. It specifically focused on reforms (both small and large) that would provide opportunities and improve the lives of low-income communities and communities of color in the District. The host organizations continue to synthesize and consider information revealed at the roundtable, and these conversations are the basis for an upcoming OHR-led initiative to build a government working group focused on prejudice reduction.

EEO Counselors Case Review Manual & Training: In order to reduce District liability and to educate EEO Counselors and Officers, OHR worked on various initiatives to revamp the EEO Counseling program. In October 2015, OHR issued and circulated a new EEO Case Review Manual which will serve as guidance for the District's EEO Counselors and Officers in serving their statutory and regulatory role in attempting to resolve EEO complaints. From October 2015 through December 2015, over 90 EEO Counselors, EEO Officers, and HR professionals received training on the manual and the EEO Counseling process as a whole. OHR delivered 4 training sessions and the cost *per training* was approximately \$700.00. The cost of the manual was approximately \$1000.00. Both costs are calculated using staff time.

EEO Counselors & Officers Certification Program: In FY16, OHR began implementing a new rule, which requires all EEO Counselors and Officers to be certified by OHR. The certification process involves successfully completing a three part series training program developed by OHR to provide better support to the District's EEO Counselors and Officers. Each part lasts seven to eight hours in duration. The focus of each part is as follows: (1) Workplace Discrimination: understanding laws enforced by OHR; (2) Understanding ADA & FMLA; and (3) EEO Counseling Best Practices. By April 2016, OHR will have delivered 12 training sessions and the cost for each training is approximately \$1000.00.

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.**

RESPONSE: None.

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.**

RESPONSE: See below table.

Chapter	Title	Date of Most Recent Revision
4-1	COMPLAINTS OF DISCRIMINATION IN THE DISTRICT OF COLUMBIA GOVERNMENT	10/1/2010
4-2	GUIDELINES FOR PAYMENT OF COMPENSATORY DAMAGES, CIVIL PENALTIES, AND ATTORNEY'S FEES UNDER THE HUMAN RIGHTS ACT	3/19/1999; COHR is currently in the process of revising.
4-3	DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS RULES OF ORGANIZATION	10/7/1994; Currently in the process of revising.
4-4	PROCEDURE FOR CONTESTED CASES	3/24/1995
4-5	EMPLOYMENT GUIDELINES	7/31/2009
4-6	GUIDELINES FOR THE CABLE TELEVISION INDUSTRY	9/30/1988
4-7	PRIVATE COMPLAINTS ALLEGING UNLAWFUL DISCRIMINATORY PRACTICES	9/4/2009
4-8	COMPLIANCE RULES AND REGULATIONS REGARDING GENDER IDENTITY OR EXPRESSION	10/27/2006
4-9	PRECOMPLAINT INVESTIGATION AND RESOLUTION OF ALLEGATIONS	7/24/1987
4-10	HOUSING AND COMMERCIAL	3/19/1999; Last notice of proposed rulemaking 5/27/2011; OHR is currently in the process of preparing the regulations of final notice of proposed rulemaking.
4-11	EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS IN CONTRACTS	8/15/1986; OHR is reviewing for revisions.
4-12	LANGUAGE ACCESS ACT	9/26/2014
4-13	RESERVED	
4-14	RESERVED	

4-15	RESERVED (Proposed Youth Bullying Prevention)	Last published for comments in November 2015. Reviewing comments received.
4-16	DISTRICT OF COLUMBIA FAMILY AND MEDICAL LEAVE ACT	11/19/2010

4. **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).**

RESPONSE: All legislative language regarding agency operations is subject to review and approval by the Mayor, and is introduced by the Mayor to the Council.

5. **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.**

RESPONSE: Please see below listing.

Quickbase – OHR Case Management (Management and Tracking System (MATS))

- a) Use: This system is used to manage and track case information from the inquiry stage through probable cause determination. This system parallels the paper files maintained for each complaint. This system is also used to track performance plan and key performance indicators. It is used to communicate to the City Administrator to indicate agency progress.
- b) Age: The system is a program with a database owned by the Office of the Chief Technology Officer (OCTO). No substantial upgrades have been made or are planned to the system. OHR submits routine requests for minor upgrades as needed.
- c) Access: The public can not have access to this system.

Information Management System (IMS)

- a) Use: This system is used to communicate with EEOC on all matters docketed at OHR and cross-filed pursuant to Federal law.
- b) Age: OHR does not have the ability to control or upgrade this system.
- c) Access: This system is not accessible to the public.

Housing Enforcement Management System (HEMS)

- a) This system is used to communicate with HUD on all matters docketed at OHR and cross-filed pursuant to Federal law.
- b) OHR does not have the ability to control or upgrade this system.
- c) This system is not accessible to the public.

6. **What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY16.**

RESPONSE: OHR's top five priorities are as stated below. Please also see **Attachment 11**, OHR FY16 Performance Plan.

1. **Case Management Assessment:** Given the increase in volume of cases, OHR is working to identify pressure points at the various stages of the complaint processing timeline, including but not limited to scheduling of intake appointments, notices to parties, scheduling of mediation and resolution of cases via conciliation or transfer to the Commission on Human Rights (COHR). As part of this effort, OHR will focus on improving case processing at the Commission on Human Rights to include: updating the COHR case management system, supporting timely confirmation of commissioners nominated, and evaluating case processing status.
2. **New and Improved Mandatory EEO Counseling Training Program:** All District employees who wish to bring a formal complaint at OHR must undergo the informal EEO counseling process. In order to trigger this process, employees must report an act of discrimination within 180 days of the act or discovery thereof. In order to ensure all EEO Counselors and Officers are competent in the EEO requirements in the District, OHR is redesigning and revitalizing the DC government EEO Counseling process. OHR has already trained over 100 EEO Counselors, HR personnel, and agency attorneys under existing procedures. In FY16, OHR will update regulations on complaints in the district government, establish an EEO Counselor Certification program, and offer regular trainings for counselors to reduce the number of employment discrimination complaints in District government.
3. **Youth Bullying Prevention:** OHR in partnership with Child Trends, recently received a grant from the National Institute of Justice (NIJ) to evaluate implementation of the Safe School Certification Program (SSCP), a framework designed to develop schools' capacity to implement evidence-based programs to prevent bullying and improve school safety, a key element of school climate. SSCP is three-year technical assistance model that involves a school certification process to incentivize schools to participate in capacity building efforts. This project has three overarching goals: (1) Evaluate the effectiveness of the SSCP in developing schools' capacity to reduce bullying and other violence and improve students' senses of school connectedness and belonging; (2) Investigate the processes and challenges of implementing the SSCP model; and (3) Build

capacity within D.C.’s systems to sustain school climate improvement. This project will allot the Youth Bullying Prevention program at OHR to collect school climate data and work more closely with all parties involved in preventing youth bullying.

4. **Targeted outreach:** OHR is constantly working on improving its reach, so that more people are aware of their rights and obligations. This year, OHR will focus on training the business community so that they do not unknowingly violate the District’s anti-discrimination laws. These efforts include increasing education and outreach on newly enacted laws, including the Fair Credit Records Screening Act, the Protecting Pregnant Workers Fairness Act, the Unemployed Anti-Discrimination Act.

7. **Please provide the total number of complaints the agency received in FY15 and FY16, to date, including breakdowns by statute (e.g. Human Rights Act, Language Access Act), by protected class (e.g. disability), and by setting (e.g. employment). Please identify which complaints were dual filed with a federal agency, including, but not limited to, the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, the Department of Education, and the Department of Justice.**

RESPONSE: OHR receives two types of complaints regarding alleged violations of the laws it enforces. An inquiry is an initial written complaint to OHR. An inquiry may, and often times, does not result in a charge of discrimination. A docketed case is a complaint that has been vetted for jurisdictional requirements and indicates a charge of discrimination has been filed. The tables below represent a breakdown of docketed cases from FY15 and FY16 to date.

FY15

Protected Trait	Employment	Housing	Public Accommodations	Educational Institutions
Age	78	3	4	0
Color	14	0	5	0
Disability	106	29	21	10
Familial Status	X	1	0	0
Family Responsibilities	29	0	0	0
Gender Identity & Expression	5	2	65*	1
Genetic Information	0	X	0	X
Marital Status	3	0	0	0

Protected Trait	Employment	Housing	Public Accommodations	Educational Institutions
Matriculation	1	2	0	X
National Origin	62	2	8	3
Personal Appearance	26	2	15	1
Place of Residence or Business	X	0	0	X
Political Affiliation	1	0	0	0
Race	112	15	27	4
Religion	21	0	6	1
Sex	116	5	14	2
Sexual Orientation	25	5	13	1
Source of Income	X	13	2	0
Status as a Victim of an Intrafamily Offense	X	1	X	X
* 49 of the cases were alleged gender-neutral bathroom violations; 16 were discrimination complaints under HRA.				
Retaliation (not a protected trait)	162	1	3	3
FCRSA	365			
DCFMLA	68			

FY16 to date

Protected Trait	Employment	Housing	Public Accommodations	Educational Institutions
Age*	18	0	0	0
Color*	1	1	0	0
Disability*	20	3	2	2
Familial Status	X	0	0	0
Family Responsibilities	7	0	0	1
Gender Identity &	2	1	2	0

Expression*				
Genetic Information	0	X	0	X
Marital Status	2	0	0	0
Matriculation	0	0	0	X
National Origin*	8	1	1	0
Personal Appearance	6	0	2	0
Place of Residence or Business	X	0	0	X
Political Affiliation	0	0	0	1
Race*	23	0	1	0
Religion*	2	0	0	0
Sex*	37	0	1	1
Sexual Orientation*	6	0	1	0
Source of Income	X	11	0	0
Status as a Victim of an Intrafamily Offense	X	0	X	X
Retaliation (not a protected trait)*	32	1	0	1
FCRSA	96			
DCFMLA	14			

*Protected by Federal law and cross-filed, where applicable with HUD or EEOC.

8. **Please provide a breakdown of the total number of complaints the agency received in FY15 and FY16, to date, by disposition (e.g. dismissal for lack of probable cause) of each complaint. For each type of disposition, please provide the average number of days that elapsed between the date the agency received the complaint and the date of its disposition.**

RESPONSE: OHR receives complaints on a rolling basis and resolution of complaints may not occur within the same FY the complaint was received. The table below represents a breakdown of all docketed cases closed by OHR FY15 to January 31, 2016.

TYPE OF DISPOSITION	AMOUNT	AVERAGE STAFF AGE
Settlements	323	110*
Withdrawal With	83	110*
Successful Conciliation	31	110*

Unsuccessful	10	110*
No Cause	131	110*
Cause	44	110*
Administrative	127	110*
Total	705	110*

*110 = OHR's case management database does not track processing time by type of disposition as cases are handled by various departments prior to disposition. This number reflects the average number of days a case is assigned to any individual staff member.

9. **Please provide the total number of complaints the agency received in FY15 and FY16, to date, that have not reached disposition, and the dates on which each complaint was received.**

RESPONSE:

Total number of complaints docketed in FY15	1075
Total number of complaints docketed in FY15 and pending to date (1/31/16)	598

Total number of complaints docketed in FY16 to date (1/31/16)	240
Total number of complaints Docketed in FY16 and pending to date (1/31/16)	211

10. **Please provide an overview of any investigations initiated in FY15 and FY16, to date, pursuant to the agency's legal authority under section 301 of the Human Rights Act of 1977 (D.C. Official Code § 2-1403.01) or any other authority.**

RESPONSE: Between FY15 and FY16 to date (January 31, 2016), OHR docketed 102 charges of discrimination alleging violations of the District's gender neutral bathroom regulations. In each of these charges, Director Palacio was named as the Complainant pursuant to § 2-1403.01 and DCMR 4-902.2.

11. **Please provide the results of any investigations initiated in FY15 and FY16, to date, pursuant to the agency's legal authority under section 301 of the Human Rights Act of 1977 (D.C. Official Code § 2-1403.01) or any other authority.**

RESPONSE: Between FY15 and FY16 to date (January 31, 2016), OHR dismissed 57 charges of discrimination alleging violations of the District's gender neutral bathroom regulations after OHR received evidence that the respondent substantially complied with the District's gender neutral bathroom regulations. As of January 31, 2016, 43 charges of discrimination were pending investigation at OHR.

12. **Please provide a list of the Director’s Inquiries undertaken in FY15 and FY16, to date, including the disposition of each, and the time elapsed between the start of the inquiry and its conclusion.**

RESPONSE: OHR conducted resume testing among District employers from February to July 2015. In at least 5 tests, a less qualified applicant was selected for an interview when a more highly qualified applicant to the same vacancy was not. Accordingly, OHR initiated 5 Director’s Inquiries to investigate the hiring practices of those District employers for potential discrimination based upon an individual’s gender identity or expression. Please see below table for more details.

FY15 to date (1/31/16)	Disposition	Time Elapsed
16-043-DI In re: A test of the employment practices of X	Pending investigation	N/A
16-044-DI In re: A test of the employment practices of X	Pending investigation	N/A
16-072-DI In re: A test of the employment practices of X	Pending investigation	N/A
16-072-DI In re: A test of the employment practices of X	Pending investigation	N/A
16-042-DI In re: A test of the employment practices of X	Pending investigation	N/A

13. **What percentage of complaints was filed online in FY15 and FY16, to date? What percentage of complaints were filed in person?**

RESPONSE: Please see below table.

FY15		FY16	
In-Person	26.1%	In-Person	33.5%
Mail/Fax	10.4%	Mail/Fax	11.5%
Online/Email	57.1%	Online/Email	48.9%
Other*	6.3%	Other*	6.2%

Additionally, 84 reports of single-stall public restrooms that were allegedly not gender-neutral were submitted via Twitter and the website as part of the #SafeBathroomsDC campaign in FY15. Forty-three were submitted via Twitter and 41 via the online bathroom complaint form. In FY16, 17 reports have been submitted, nine via Twitter and eight via the website.

* The category “other” generally refers to transfer cases from the Equal Employment Opportunity Commission or the US Department of Housing and Urban Development.

14. **What public outreach programs did the agency engage in during FY15, and what programs are underway and/or planned for FY16?**

RESPONSE:

FY15 Public Outreach Programs

It Takes a District: Tools and Tips for Families to Prevent Bullying (October 2014): To help engage parents and youth and to celebrate National Bullying Prevention Awareness Month, OHR held an event at Turkey Thicket Recreational Center that included a series of workshops for parents and guardians to learn about bullying prevention, youth performances and a resource fair.

Know Your Rights: Youth Human Rights Ambassadors Project (November 2014): The Office and Commission on Human Rights – in partnership with Georgetown University Street Law Clinic – held an event and contest in which 150 students from 13 District public and private high schools participated. The students (sometimes in teams) developed creative projects (poems, songs, posters, plays and more) which demonstrated their understanding of human rights laws in the District. Top projects were chosen as finalists during the event at Georgetown University Law Center, and the winners announced at the Commission on Human Rights Awards.

Rebuilding Re-entry - A Social Justice Hackathon (November 2014): OHR played a critical role in the success of a hackathon aimed at finding technological solutions to the challenges returning citizens face when they re-enter society. An OHR staff member participated in the planning committee and helped run the weekend-long session, partly to show the agency’s commitment to the new Fair Criminal Record Screening Amendment Act of 2014. The organizing group Mission: Launch has continued to engage with the agency as result of the partnership.

Commission on Human Rights Awards Ceremony (December 2014): The Office and Commission held its annual Commission on Human Rights Awards Ceremony, which celebrates District human rights laws and presents the Cornelius “Neil” R. Alexander Humanitarian Award to a resident who made outstanding contributions to human rights in the District. In addition, top students from the Know Your Rights event were in attendance, and the top three projects announced. This year’s

Humanitarian Award went to Sonia Gutierrez of Carlos Rosario International Public Charter School.

Public Interest Attorney Information Session (March & May 2015): OHR held two information sessions exclusively for public interest attorneys who practice in DC. Both sessions reached the capacity of 30 people, and included a short presentation on OHR's jurisdiction and process, followed by a question and answer period where participants asked questions of a panel of OHR staff members.

14th Annual Fair Housing Symposium (April 2015): More than 100 people attended the 14th Annual Fair Housing Symposium, which targeted social justice advocates working on aging, disability, and LGBT issues, among others. The event was held in partnership with the Equal Rights Center and DHCD.

Summer Training Series (June – September 2015): OHR provided eight free trainings to the general public at seven different neighborhood libraries in DC throughout summer as part of its 2015 Summer Training Series. Each session included an overview of the laws OHR enforces, followed by a training on specific topics as follows: housing (four sessions), employment and the Fair Criminal Record Screening Amendment Act (three sessions, one of which was conducted entirely in Spanish), and one general "Know Your Rights"/Language Access session conducted entirely in Spanish.

End the Awkward (July 2015): More than 1700 people, including employees at participating businesses, were registered to participate in the End the Awkward: Focus on the Person, Not the Disability campaign on July 15, 2015. The one-day campaign empowered businesses and the public to share information about people with disabilities, and to take a pledge to raise awareness and better understand disability issues. Individuals and businesses who registered for the campaign committed to wearing an "End the Awkward" pin that prompted these conversations, and tips were provided by OHR. Hundreds of Facebook, Twitter and Instagram messages were shared by participants.

FY16 Public Outreach Programs

Fair Housing Trainings for Home Health Aides (October – December 2015): OHR provided eight fair housing trainings to 157 home health aides from Home Care Partners, with the goal of assisting the aides in referring to OHR clients who may have experienced housing discrimination.

TEDx Salon EVE: Everyone Values Equality (November 2015): An at-capacity crowd of more than 250 people attended OHR's TEDx salon on gender equity, held in partnership with TEDxMidAtlantic. Seven women speakers shared powerful talks on gender equity from diverse perspectives. Speakers included Neera Tanden, President of the Center for American Progress, and Brigid Schulte, author of The New York Times bestseller "Overwhelmed: Work, Love, and Play When No One Has the Time." The event explored

the realities women currently face in the United States, and how to move toward a 21st century of equal opportunity for people of all genders and gender identities.

Know Your Rights: Youth Human Rights Ambassadors Project (November 2015): The Office and Commission on Human Rights – in partnership with Georgetown University Street Law Clinic – held an event and contest in which 140 students from 12 District public and private high schools participated. The students (sometimes in teams) developed creative projects (poems, songs, posters, plays and more) which demonstrated their understanding of human rights laws in the District. Top projects were chosen as finalists during the event at Georgetown University Law Center, and the winners announced at the Commission on Human Rights Awards.

Commission on Human Rights Awards Ceremony (December 2015): The Office and Commission held its annual Commission on Human Rights Awards Ceremony, which celebrates District human rights laws and presents the Cornelius “Neil” R. Alexander Humanitarian Award to a resident who made outstanding contributions to human rights in the District. Approximately 200 people were in attendance as Nkechi Taifa of Open Society Institute accepted the award for her work on racial equity in the criminal justice system.

Business Training Series (December 2015 - February 2016): OHR hosted members of DC’s business community at four free training sessions to help businesses learn about the laws OHR enforces. Each session included an overview of the laws OHR enforces, followed by a training on specific laws as follows: the Protecting Pregnant Workers Fairness Act, the Unemployed Anti-Discrimination Act, the Fair Criminal Record Screening Amendment Act, and Fair Housing Laws.

OHR Open House (January 2016): OHR held an Open House to celebrate its recent renovations, which have made the office a more welcoming environment for both complainants and respondents. At the event, Mayor Bowser announced a District effort to raise awareness about human trafficking.

Planned FY16 Public Outreach Programs

A Dialogue on Islam, and How to be an Ally (March 2016): In March OHR will hold a dialogue with Muslim faith leaders and residents to help attendees better understand the Muslim faith, the experience of Muslim DC residents, and how to be an ally to the Muslim community.

15th Annual Fair Housing Symposium (April 2016): The 15th Annual Fair Housing Symposium will adopt a new approach, holding four events across the District through the month of April. Two events will target District residents interested in fair housing law, one will target housing providers, and the fourth will be a celebratory event with residents, advocates and providers who want to learn more. The events will again be held in partnership with the Equal Rights Center and DHCD.

Summer Training Series (April – September 2016): OHR will provide eight free trainings to the general public at two high-traffic libraries in DC. Each session will include an overview of the laws OHR enforces, followed by a training on specific topics as follows: housing, employment, the Unemployed Anti-Discrimination Act, the Fair Criminal Record Screening Amendment Act, sexual harassment, and reasonable accommodations in the workplace.

Know Your Rights: Youth Human Rights Ambassadors Project (November 2016): The Office and Commission on Human Rights – in partnership with Georgetown University Street Law Clinic – will hold an event and contest in which students from District public and private high schools will share creative projects demonstrating their understanding of human rights laws.

Commission on Human Rights Awards Ceremony (December 2016): The Office and Commission held its annual Commission on Human Rights Awards Ceremony, which celebrates District human rights law and presents the Cornelius “Neil” R. Alexander Humanitarian Award to a resident who made outstanding contributions to human rights in the District.

15. **For FY15 and FY16, to date, please list all individuals who served on the Youth Bullying Prevention Task Force, including their names, beginning and ending dates of their terms, and the wards in which they reside.**

RESPONSE: Please see **Attachment 13**, Members of the Youth Bullying Prevention Task Force.

16. **For FY15 and FY16, to date, please list all dates when the Youth Bullying Prevention Task Force met or plans to meet and provide agendas and minutes, if any, from each meeting.**

RESPONSE: FY15: October 14, 2014, January 27, 2015, February 11, 2015 (Just DC Agency POC's), May 14, 2015

FY16: October 14, 2015, January 28, 2016.

17. **For FY15 and FY16, to date, how many times has the “Know Your Policy” web portal been accessed?**

RESPONSE: In FY15, the “Know Your Policy” web portal was accessed 506 times by 425 unique users. In FY16 through February 1, 2016, it was accessed 101 times by 87 unique users.

18. **For FY15 and FY16, to date, please list all training sessions the agency conducted. Please include the date of each session, the agency or entity that was trained, the number of individuals who completed each session, and each session’s topic.**

RESPONSE: OHR staff delivered in 130 training sessions in FY15 and has delivered 44 training session from the beginning of FY16 through January 31, 2016. Please see **Attachment 14**, OHR Training Sessions for the details.

19. **Please provide the total number of complaints filed under the Unemployed Anti-Discrimination Act in FY16, to date, the percent adjudicated, and their disposition.**

RESPONSE: Zero.

20. **Please provide the total number of Human Rights Liaison Trainings and number of Liaisons trained in FY15 and FY16, to date.**

RESPONSE: In FY15, 4 trainings were held and a total of 81 Liaisons were trained. In FY16, 2 trainings have been held thus far and a total of 43 Liaisons have been trained.

21. **For FY15 and FY16, to date, how many complaints have been filed under the Joint Taxicab Discrimination complaint form? Please provide a breakdown by disposition. For each type of disposition, please provide the average number of days that elapsed between the date the agency received the complaint and the date of its disposition.**

RESPONSE: 21 complaints have been filed by using the Joint Taxicab Discrimination complaint form. Complaints regarding taxicab discrimination are also filed via email and in person, and some complainants utilize the standard public accommodation discrimination form. In recent weeks OHR has been in communications with DCTC to re-establish the Joint Taxicab Discrimination complaint form which dual files complaints with both agencies in a way that is more user friendly and easy to find.

22. **For FY15 and FY16, to date, how many complaints have been filed under the “#safebathroomsdC” campaign? Please provide a breakdown by disposition. For each type of disposition, please provide the average number of days that elapsed between the date the agency received the complaint and the date of its disposition.**

RESPONSE:

RESPONSE: Between FY15 and FY16 to date (January 31, 2016), OHR docketed 92 charges of discrimination alleging violations of the District’s gender neutral bathroom regulations. In each of these charges, Director Palacio was named as the Complainant pursuant to § 2-1403.01 and DCMR 4-902.2. OHR dismissed 57 charges of discrimination alleging violations of the District’s gender neutral bathroom regulations after OHR received evidence that the respondent substantially complied with the District’s gender neutral bathroom regulations. As of January 31, 2016, 43 charges of discrimination were pending formal investigation at OHR. The average amount of time a charge was pending with OHR staff between FY15 and FY16 (January 31, 2016) is 109 days.

23. **For FY15 and FY16, to date, how many complaints have been filed under the Protecting Pregnant Women Fairness Act? Please provide a breakdown by disposition. For each type of disposition, please provide the average number of days that elapsed between the date the agency received the complaint and the date of its disposition.**

RESPONSE: One. This law was not enforceable until October 1, 2015. Since that time, OHR has performed outreach and education to the public and private sector to advertise the protections of the law.

24. **Have any accommodations been found unreasonable under the Protecting Pregnant Women Fairness Act?**

RESPONSE: No determinations have been issued with respect to accommodations pursuant to this law as of January 31, 2016. DOES has enforcement authority and the ability to adopt, reject, or modify OHR's findings.

25. **What outreach has the Office of Human Rights undertaken to increase awareness of the Protecting Pregnant Women Fairness Act?**

RESPONSE: OHR announced its joint enforcement effort of the Protecting Pregnant Workers Fairness Act (PPW) through a media release in June 2015. The media release was featured on DCist and other online sources, and was also sent to 2400 of OHR's listserv participants. Before the law went into effect, OHR staff conducted a training for the business community at the Washington DC Economic Partnership (WCDEP), and the training was recorded by OCT and is [available to the public](#) on YouTube. OHR has also provided information on the law for WCDEP's updated "Doing Business Guide" in order to assist District businesses in accessing information about the law.

After the law went into effect in October 2015, OHR launched a two-month effort to promote gender equity and raise awareness about the new law. A gender equity advertising campaign featuring seven women appeared throughout the Metro system, and one of the ads specifically addressed pregnant workers. The campaign culminated in OHR's gender equity-focused TEDx salon *EVE: Everyone Values Equality*, which took place in November 2015 before an at-capacity crowd of more than 250 attendees. OHR also provided information on the law at nine trainings, including several that were specific to the business community, one for the Metropolitan Washington Employment Lawyers' Association Women's Caucus, and two were for OHR's Human Rights Liaisons. OHR has also presented on the law at multiple community events.

26. **In what way is the Office of Human Rights involved in the DC Human Trafficking Task Force?**

RESPONSE:

Task Force: OHR attended several meetings of the DC Human Trafficking Task Force in FY13 as part of an effort to ensure Task Force members were aware of District civil rights laws and would forward sex-related discrimination allegations to our agency. OHR has not been actively involved with the Task Force since that time, although it has strong relationships with many of its member organizations.

Blue Campaign with U.S. Department of Homeland Security: The Mayor, through OHR, agreed to partner with United States Department of Homeland Security's anti-human trafficking program known as "Blue Campaign." This campaign seeks to prevent and prosecute anti-human trafficking. The partnership between the District and DHS is memorialized in a memorandum of understanding entered on January 11, 2016, which authorizes OHR to use the Blue Campaign logo to assist with preventing human trafficking and to raise awareness in the city. In accordance with the MOU, OHR has planned the following initiatives:

- **Hotline Posters:** In March 2016, OHR will release an informational poster that explains what trafficking means and encourages people to report tips or suspicions. OHR and partners will ask government agencies to post the poster in the workplace, and will encourage businesses to post it in visible places for employees. It will be available for download on the OHR website.
- **Ads in Metro or on Buses/Bus Shelters:** OHR proposed Blue Campaign to create new advertisements that include more diverse images of people. These ads are expected to be available in mid-May. OHR is currently working to secure free advertising space for a summer release. District of Columbia Office of Victim Services assisted by providing information regarding number of human trafficking cases in the District and assisted with securing free ad space on Metro and on buses. OHR is following up with DDOT on securing free bus shelter space.