



February 19, 2019

The Honorable Phil Mendelson
Chairman
Committee of the Whole
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W. Washington, D.C. 20004

Re: Responses to FY 2018 and FY 2019 to date Performance Oversight Questions

Dear Chairman Mendelson:

In response to the Committee of the Whole's performance oversight questions related to the Department of Consumer and Regulatory Affairs (DCRA), I respectfully submit the following information. I look forward to appearing before the Committee to discuss DCRA's activities in FY 2018 and FY 2019, to date. Thank you for the opportunity.

Sincerely,

By: _____
Ernest Chrappah
Acting Director
Department of Consumer and Regulatory Affairs



Department of Consumer and Regulatory Affairs

FY18 to FY19 YTD PERFORMANCE OVERSIGHT QUESTIONS

February 19, 2019



Question 1

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

Please see attachment: "DCRA Oversight Question 1 Organizational Structure."

Question 2

Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of February 1, 2019. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

Please see attachment: "DCRA Oversight Question 2 Schedule A."

Question 3

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

Last Name	First Name	Hiring Agency	Detailed To	Reason for Detail	Date Detail Began	Projected Date of Return
Kaprelova	Anna	DCRA	OAG	Temporary personnel swap between OAG, Civil Litigation Division and DCRA	10/1/2018	2/21/2019

Question 4 (a)

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

Name	Position Title	Salary (\$)	Overtime or Bonus Pay
Abdirahman, Abukar	Budget Director	168,524	N/A
Akhran, Joscaira	Chief Management Operations	137,227	N/A
Allsopp, Runako	Attorney Advisor	127,115	N/A
Beeton, Kathleen A	Deputy Prog. Mgr. for Zoning	128,560	N/A
Berry, Rebecca	Agency Fiscal Officer	145,288	N/A

Name	Position Title	Salary (\$)	Overtime or Bonus Pay
Bolling, Melinda M	Director	164,440	N/A
Bouldin-Carr, Sarah	Permit Center Manager	132,000	N/A
Byron Jr., Cyril O	Associate Chief Financial Officer	197,819	N/A
Burnett, Susan	Enforcement Administrator	133,694	N/A
Cooks, Clifford P	Program Manager	130,062	N/A
Crawford, Walter J	Administrative Services Office	145,542	N/A
Dreist, Roland F	Surveyor DC	148,569	N/A
Edwards, Kevin D	Director of Information System	157,966	N/A
Gayles, Yvette	Supervisory IT Specialist	127,000	N/A
Grays, Patricia E	Program Manager	137,580	N/A
Green, Matthew J	Attorney Advisor	134,595	N/A
LeGrant, Matthew	Zoning Administrator	155,702	N/A
McAllister, Roland	Manager, Revenue	126, 840	N/A
Parker Woolridge, Doris A	Attorney Advisor	130,855	N/A
Parker, Vincent	Administrator (Business & Prof)	135,814	N/A
Parris, Lori S	Deputy Director	153,831	N/A
Ramprashad, Dennis D	Controller	168,524	N/A
Tengen, Tita A	Manager, Financial Reporting	130,160	N/A
Thomas, Charles E	Supervisory Attorney Advisor	139,390	N/A
Underwood, Billy	Chief Building Official	162,500	N/A

Question 4 (b)

For fiscal year 2019, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

Name	Position Title	Salary (\$)	Overtime or Bonus Pay
Abdirahman, Abukar	Budget Director	177,051	N/A
Agosto, Pedro	Chief Information Officer	157,000	N/A
Akhran, Joscaira	Chief Management Operations	148,257	N/A
Bailey, Christopher	Deputy Division Chief	125,515	N/A
Beeton, Kathleen A	Deputy Prog. Mgr. for Zoning	135,065	N/A
Berry, Rebecca	Agency Fiscal Officer	162,404	N/A
Bocock, Monique	Supervisory Attorney Advisor	153,734	N/A
Bouldin-Carr, Sarah	Permit Center Manager	138,679	N/A
Burnett, Susan	Enforcement Administrator	140,459	N/A
Byron Jr., Cyril O	Associate Chief Financial Officer	207,829	N/A
Chrappah, Ernest	Interim Director	197,281	N/A
Donkor, Patricia B.	Deputy General Counsel	149,389	N/A
Dreist, Roland F	Surveyor DC	156,087	N/A
Gayles, Yvette	Supervisory IT Specialist	144,101	N/A
Grays, Patricia E	Program Manager	144,542	N/A
Green, Matthew J	Attorney Advisor	143,360	N/A
Harshaw, Elizabeth	Program Manager	129,538	N/A
Ijaola, Abiola O	Supervisory IT Specialist	125,460	N/A
Kwan-Hui, Shirley S	Deputy Director	163,845	N/A
LeGrant, Matthew	Zoning Administrator	163,580	N/A
Lester, Sydney A	Fire Protection Manager	134,858	N/A
Lord-Sorensen, Adrienne	Attorney Advisor	139,484	N/A
McAllister, Ronald	Manager, Revenue	133,259	N/A

Name	Position Title	Salary (\$)	Overtime or Bonus Pay
McGraw, Esther	Supervisory Attorney Advisor	149,463	N/A
Parker, Vincent	Administrator (Business & Prof)	142,686	N/A
Parker Woolridge, Doris A	Attorney Advisor	139,484	N/A
Patel, Danishkumar A	Project Manager	129,646	N/A
Ramprashad, Dennis D	Controller	181,935	N/A
Smith, Ronald M	Supervisory IT Specialist	135,273	N/A
Snider, Joseph	Deputy Surveyor	128,177	N/A
Tengen, Tita A	Manager, Financial Reporting	136,746	N/A
Whitescarver, Clarence G	Chief Building Official	141,805	N/A

Question 5

Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2018. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Employee	Position	Salary (\$)	Overtime Pay (\$)
Gibbs, Leshanda	Engineering Technician	94,822	24,486
Hashmi, Syed	Gen Engineer Mechanical	84,894	22,223
Mutia, Samuel	Fire Protection Engineer	89,858	21,920
Ferguson, Wayne	Plans Reviewer	109,811	21,048
Hadera, Semere	Supervisory Structural Engineer	92,539	19,061
Ibrahim, Sitra	Plans Reviewer	103,905	18,204
Lu, Qing	Fire Protection Engineer	102,268	16,473
Shittu, Ademola	Engineering Technician	97,304	15,412

Employee	Position	Salary (\$)	Overtime Pay (\$)
Ebb, Maxcine	Paralegal Specialist	92,340	14,256
Garcia, Cynthia	Business Licensing Specialist	68,755	13,916
Manning, Derron	Housing Code Inspector I	57,046	13,546
Hyman, Maxine	Paralegal Specialist	92,340	12,749
Barber, Chyna	Engineering Technician	82,412	12,446
Washington, Ramon	Engineering Technician	89,858	12,423
Jenkins, Michael	Housing Code Inspector I	69,037	12,334
Warren, Hector Ernesto	Engineering Technician	92,340	11,920
Mba, Michel	Electrical Engineer	102,268	11,412
Mays, Mary	Business Licensing Specialist	72,907	11,392
Gamboa, Ferdinand	Housing Inspection Program Manager	111,679	10,777
Burnette, Christopher	Investigator	69,037	10,234
Lockhart, Ellen Denise	Business Licensing Specialist	72,907	10,165
Hinson, Maxine May	Paralegal Specialist	92,340	10,054
Njafuh, Yebila	Electrical Engineer	102,268	9,659
Peace, Christopher	Investigator	72,907	9,228
Evans, Carrie G	Paralegal Specialist	89,858	9,117

Question 6

For fiscal years 2018 and 2019 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Name	Amount (\$)	Justification
Payne, Pamela	25,000	Retirement Incentive
Gordon, Florence	25,000	Retirement Incentive
Williams, Herbert	25,000	Retirement Incentive
Meredith, Kevin	25,000	Retirement Incentive
Dedrick, Clifford	25,000	Retirement Incentive

Question 7

For fiscal years 2018 and 2019 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

Name	Eff. Date	Reason	Numbers of weeks	Amount (\$)
Employee A	12/11/2018	At will termination	10	29,405.00
Employee B	7/31/2018	Retirement with Pay	10	27,148.00
Employee C	12/11/2018	At will termination	10	31,915.00
Employee D	11/24/2018	At will termination	10	25,548.90
Employee E	4/14/2018	At will termination	10	22,563.40
Employee F	12/12/2018	At will termination	10	31,079.68
Employee G	6/23/2018	At will termination	12	33,131.99

Question 8

For fiscal years 2018 and 2019 (through January 31), please state the total number of employees receiving worker's compensation payments.

Name	Amount (\$)
Employee A	48,401.06
Employee B	5,369.00

Name	Amount (\$)
Employee C	61,337.79
Employee D	7,388.62
Employee E	13,253.30
Employee F	6,426.00
Employee G	3,500.00
Employee H	3,372.22
Grand Total	\$ 149,047.99

Question 9

Please provide the name of each employee who was or is on administrative leave in fiscal years 2018 and 2019 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2019).

Fiscal Year 2018

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Program Support Specialist	9/10/18-9/14/18	Paid	Terminated	Terminated upon expiration of term
Government Information Specialist	2/7/18-4/6/18	Paid	Active	Investigation
Program Analyst	11/27/17-1/19/18	Paid	Active	Proposed removal
Community Outreach Specialist	1/18/18	Paid	Active	Admin leave to participate in union voting

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Contact Representative	2/28/2018	Paid	Active	Manager Approval
Contact Representative	3/21/2018	Paid	Active	Manager Approval
Contact Representative	1/18/18	Paid	Active	Admin leave to participate in union voting
Engineering Technician	12/6/17- 12/8/17	Paid	Active	Paid Family Leave Adjustment
Information Technology Specialist	11/13/17 11/17/17 11/22/17	Paid	Active	Manager Approval
Program Analyst	5/8/18	Paid	Active	Manager Approval
Plans Reviewer	1/25/18 7/18/18	Paid	Active	Manager Approval
Director	12/27/17- 12/29/17	Paid	Resigned	Leave Discrepancy
Program Support Specialist	4/23/18- 4/23/18 7/9/18	Paid	Active	Manager Approval
LEAP Trainee	6/26/18- 7/6/18	Paid	Terminated	Failure to satisfactorily complete probationary period
Investigator	9/11/2018	Paid	Active	Manager Approval
Program Officer	8/27/18	Paid	Active	Manager Approval
Contact Representative	1/11/18 1/18/18	Paid	Active	Manager Approval Admin leave to participate in union voting

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Program Support Specialist	9/18/18- 9/25/18	Paid	Active	Paid Family Leave Adjustment
Data & Case Management Specialist	11/22/17	Paid	Active	Early Dismissal
Program Support Specialist	10/20/17	Paid	Terminated	Failure to satisfactorily complete probationary period
Program Analyst	5/1/18	Paid	Active	Manager Approval
Structural Engineer	1/18/18 7/18/18	Paid	Active	Admin leave to participate in union voting Manager Approval
Program Manager	7/10/18- 7/27/18	Paid	Retired	MSS Separation Notice
Code Compl Spec	4/17/18- 5/25/18	Paid	Resigned	Paid Family Leave Adjustment
Building Code Inspector	2/23/18 9-24/18- 9/27/18	Paid	Active	Manager Approval
Comb. Code Comp. Spec III	2/20/18	Paid	Active	Manager Approval
Plans Review Coor	12/18/17	Paid	Active	Manager Approval
Investigator	3/21/18	Paid	Retired	Manager Approval
Program Support Specialist	3/27/18 6/8/18	Paid	Active	Manager Approval
Contact Representative	1/18/18	Paid	Active	Admin leave to participate in union voting

PERFORMANCE OVERSIGHT HEARING - DCRA

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Supervisory Attorney Advisor	7/30/18- 8/2/-18	Paid	Active	Training
Plans Review Coordinator	8/21/18- 8/22/2018	Paid	Active	Manager Approval
Paralegal Specialist	10/10/17 11/20/17 12/7/17 12/12/17 12/14/17 12/19/17 12/21/17 12/26/17 2/6/18 8/7/18 8/9/18 8/14/18 8/16/18 8/21/18 8/23/18 9/6/18	Paid	Active	Manager Approval *3 hours each day
Plan Review	11/22/17 12/11/17 3/26/18	Paid	Active	Manager Approval

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Housing Code Specialist	4/17/18	Paid	Active	Manager Approval
Program Support Specialist	5/14/18- 6/26/18	Paid	Termination	Investigation
Human Resources Manager	10/10/17	Paid	Termination	Manager Approval
Contact Representative	2/20/18 8/29/18 8/30/18 9/14/18	Paid	Active	Manager Approval
Plans Reviewer	3/19/18 3/22/18 3/27/18 3/29/18 3/30/18 4/2/18 4/11/18 6/5/18 6/21/18 7/26/18 7/27/18 8/13/18 9/20/18	Paid	Active	Manager Approval
Contact Representative	1/18/18	Paid	Active	Admin leave to participate in union voting

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
IT Specialist	1/9/18- 1/19/18	Paid	Terminated	Failure to satisfactorily complete probationary period
Program Support Specialist	6/22/18	Paid	Active	Manager Approval
Training Coordinator	5/4/18	Paid	Active	Manager Approval
Program Analyst	1/9/18	Paid	Active	Manager Approval
Program Analyst	4/2/18- 4/27/18	Paid	Active	Investigation
Contact Representative	1/8/18- 1/19-/18	Paid	Active	Failure to satisfactorily complete probationary period
Code Comp Specialist	1/18/18 3/21/18- 3/24/18	Paid	Active	Admin leave to participate in union voting Manager Approval
Housing Code Inspector I	1/26/18	Paid	Active	Manager Approval
Human Resources Assistant	1/18/18	Paid	Active	Admin leave to participate in union voting
Structural Engineer	5/22/18 5/23/18 7/18/18	Paid	Active	Manager Approval
Program Support Specialist	3/21/18	Paid	Active	Manager Approval
Public Affairs Specialist	3/19/18- 5/11/18	Paid	Active	Paid Family Leave Adjustment
Supervisory IT Specialist	4/6/18-	Paid	Active	Paid Family Leave Adjustment

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
	4/11/18			
Building Code Inspector	9/25/18	Paid	Active	Manager Approval
Administrative Officer	12/21/17- 4/13/18	Paid	Terminated	Investigation
Legislative Affairs Specialist	11/30/17- 1/19/18	Paid	Active	Paid Family Leave Adjustment
Program Support Specialist	1/18/18	Paid	Active	Admin leave to participate in union voting
Building Code Inspector	1/12/18- 1/19/2018	Paid	Terminated	Failure to satisfactorily complete probationary period
Fire Protection Engineer	12/10/17 1/18/18	Paid	Active	Manager Approval Admin leave to participate in union voting
Supervisory Combo Code Specialist	10/26/17- 11/10/17	Paid	Terminated	MSS Separation Notice
Paralegal Specialist	11/29/17	Paid	Active	Manager Approval
Code Comp Specialist	10/2/17- 5/18/18	Paid	Termination	Investigation
Support Services Specialist	3/14/18- 4/13/18	Paid	Retired	Investigation
Code Compliance Specialist	1/18/18 3/21/18- 3/24/18	Paid	Active	Admin leave to participate in union voting Manager Approval

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Program Support Specialist	1/18/18	Paid	Active	Admin leave to participate in union voting
Program Support Specialist	1/18/18	Paid	Active	Admin leave to participate in union voting
Plans Reviewer	11/17/17 5/11/18 8/17/18	Paid	Active	Manager Approval
Combo Code Comp Spec. III	1/11/18 7/5/18	Paid	Active	Manager Approval
Housing Code Inspector I	10/16/17 10/23/17	Paid	Active	Manager Approval
Project Manager	2/7/18- 2/16/18	Paid	Terminated	Failure to satisfactorily complete probationary period
Program Manager	6/19/18	Paid	Active	Manager Approval
Program Support Specialist	1/18/18 3/5/18	Paid	Active	Admin leave to participate in union voting Manager Approval
Technical Plans Reviewer	1/18/18 6/19/18- 6/21/18	Paid	Active	Admin leave to participate in union voting Manager Approval
Vacant Building Inspector	6/12/18- 9/28/18	Paid	Separating	Fitness for Duty Test

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Contact Representative	1/18/18	Paid	Active	Admin leave to participate in union voting
Vacant Building Inspector	6/27/18- 7/6/18	Paid	Termination	Failure to satisfactorily complete probationary period
Executive Assistant	7/27/18	Paid	Active	Manager Approval
Special Events/Vending Manager	1/29/18 2/6/18 3/20/18	Paid	Active	Manager Approval
Supervisory Attorney Advisor	4/9/18- 6/22/18	Paid	Terminated	MSS Separation Notice
Plans Review Coordinator	8/13/18- 9/28/18	Paid	Investigation underway	Investigation
Business Licensing Specialist	10/10/17 10/13/17	Paid	Active	Manager Approval
Combo Code Comp Spec I	2/19/18- 9/28/18	Paid	Investigation underway	Investigation
Program Support Specialist	5/23/18 5/24/18	Paid	Terminated	Expiration of Term Appointment
IT Specialist	7/9/18- 7/20/18	Paid	Terminated	Failure to satisfactorily complete probationary period
Engineering Technician	7/23/18- 8/17/18	Paid	Active	Paid Family Leave Adjustment
Engineering Technician	8/17/18	Paid	Active	Drug Screening Test

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Deputy Chief Building Official	3/22/18 3/23/18 6/4/18- 6/6/18	Paid	Active	Manager Approval
Contact Representative	3/23/18	Paid	Active	Manager Approval
Program Analyst	4/5/18- 4/9/18	Paid	Active	Manager Approval
Code Comp Spec	2/23/18 3/22/18 3/23/18 9/14/18- 9/17/18	Paid	Active	Manager Approval

Fiscal Year 2019

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Supporting Services Specialist	12/10/18- 1/4/19	Paid	Active	Paid Family Leave Adjustment
Fire Protection Engineer	11/6/18	Paid	Active	Manager Approval
Program Support Specialist	10/15/18- 10/19/18 10/31/18 11/6-/18- 11/20/18	Paid	Active	Paid Family Leave Adjustment

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Chief Administrative Officer	11/27/18- 12/10/18	Paid	Terminated	MSS Separation Notice
Investigator	11/6/18	Paid	Active	Staff put in extra hours for investigation
Paralegal Specialist	12/12/18 12/13/18 12/19/18 12/20/18	Paid	Active	Administrative Incentive (given one hour per day)
Director of Information System	11/26/18- 12/10/18	Paid	Terminated	MSS Separation Notice
Supervisory Legislative and Pub	1/14/19- 1/18/19	Paid	Resigned	MSS Resignation Notice
Human Resources Manager	11/13/18- 11/21/18	Paid	Terminated	MSS Separation Notice
Engineering Technician	10/3/18- 10/12/18 11/13/18 1/10/2019- 1/12/19	Paid	Active	Leave Adjustment Issue
Plans Reviewer	10/19/18 11/9/18	Paid	Active	Manager Approval
Program Manager	11/9/18	Paid	Active	Administrative Incentive for attending professional development series

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Program Support Specialist	11/20/18- 11/29/18	Paid	Terminated	Failure to satisfactorily complete probationary period
Contact Representative	11/15/18 11/19/18 11/23/18 12/10/18 12/11/18	Paid	Active	Court subpoena
Training Coordinator	10/29/18	Paid	Active	Manager Approval
Laborer	12/19/18- 1/18/19	Paid	Investigation Ongoing	Investigation
Fire Protection Manager	11/6/18	Paid	Active	Manager Approval
Administrative Officer	10/3/18- 10/5/18 11/1/18 11/2/18 1/10/19 1/11/19	Paid	Active	Certified Public Manager Training
Deputy Director	11/26/18- 12/11/18	Paid	Terminated	MSS Separation Notice
Program Support Specialist	11/6/18	Paid	Active	Manager Approval
Government Information Spec	10/17/18	Paid	Active	Manager Approval
Contact Representative	11/7/18- 11/16/18	Paid	Active	Failure to satisfactorily complete probationary period

Position Title	Date	Leave Status	Current HR Status as of Jan. 31	Description
Vacant Building Inspector	10/1/18-1/18/19	Paid	Separating from Agency	Fitness for Duty test
Plans Review Coordinator	10/1/18-1/18/19	Paid	Investigation	Investigation ongoing
Comb. Code Comp Spec. I	10/1/18-1/18/19	Paid	Investigation	Investigation ongoing
Plans Reviewer	10/29/18	Paid	Active	Manager Approval
Management & Program Analyst	10/9/18	Paid	Active	Paid Family Leave Adjustment
Program Support Specialist	10/15/18-10/26/18	Paid	Active	Manager Approval

Question 10

For fiscal years 2018 and 2019 (through January 31), please list, in chronological order, all intra District transfers to or from the agency.

DCRA Intra-Districts Transfers				
FY 2019				
DCRA as Seller Agency				
No.	Agencies	Effective Date	Funds Transferred	Description
1	DCRA to DOEE	1/23/19	\$127,950	Solar Coordinator
2	DCRA to OSEE	12/19/18	\$212,000	Licensing of child development homes

DCRA as Buyer Agency				
No.	Agencies	Effective Date	Funds Transferred	Description
1	DGS to DCRA	1/28/19	\$24,969	Parking 490 2 ND Street, SW
2	DCRA to DCHR	12/24/18	\$15,095	Suitability related services
3	DCRA to DOEE	10/1/18	\$850,000	Green building services
4	DCRA to OUC	10/24/18	\$1,994	Radio communications and maintenance services
5	DCRA to MOAPIA	10/1/18	\$107,296	Community education and outreach to limited or non-English proficient
6	DCRA to OCTO	10/30/18	\$12,500	RTS-Telecommunications
7	DCRA to OFRM	11/1/18	\$331,650	FY2019 Purchase Card
8	DCRA to DPW	12/31/18	\$154,977	Fleet Maintenance
FY 2018				
DCRA as Seller Agency				
No.	Agencies	Effective Date	Funds Transferred	Description
1	DCPL to DCRA	10/3/17	\$1,163,487	Permit - Martin Luther King Library
2	DGS to DCRA	1/31/18	\$212,000	Licenses/Permits - child development homes
3	DGS to DCRA	1/12/18	\$51,652	Permits for generator installation and electrical upgrades
4	DGS to DCRA	4/23/18	\$8,148	Special Police Licenses
5	DHCD to DCRA	6/7/18	\$20,000	Permits, surveyor, filing and inspection fees for PADD properties
6	DGS to DCRA	6/11/18	\$200,000	Satellite office

DCRA as Buyer Agency				
No.	Agencies	Effective Date	Funds Transferred	Description
1	DCRA to OFT	10/1/17	\$5,200	Armored Car Services
2	DCRA to OFT	10/1/17	\$218,031	Cashiering Services
3	DCRA to OCTO	10/01/17	\$54,618	RTS - telecommunications
4	DCRA to OUC	2/14/18	\$1,993	Radio communications and maintenance services
5	DCRA to ODR	6/18/18	\$ 10,318	Sign language interpretation services
6	DCRA to DPW	10/1/17	\$12,500	Citywide trash collection
7	DCRA to DOEE	10/1/17	\$1,250,000	Green Building services
8	DCRA to OFRM	10/1/17	\$472,500	Agency Purchase Card transactions
9	DCRA to MOAPIA	10/27/17	\$100,000	Community education and outreach to limited or non-English proficient communities
10	DCRA to OCTO	11/27/17	\$59,634	Microsoft Office 365
11	DCRA to DPW	12/1/17	\$141,840	Fleet Maintenance
12	DCRA to OS	12/18/17	\$27,557	Records management and archive functions
13	DCRA to DCHR	12/29/17	\$6,457	Suitability related services
14	DCRA to OAG	1/10/18	\$155,848	Legal Services for OPLA
15	DCRA to DCHR	1/16/18	\$67,053	Human Resources support services
16	DCRA to OAG	1/18/18	\$133,795	Legal Services for Nuisance properties

Question 11

Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2018 and 2019 (through January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

FY 2018					
FY 2017 Original Budget					\$60,097,721
Transferred From	Transferred To	Reprogramming #	Effective Date	Rationale	Amount
Office of Zoning	DCRA	N/A	10/2/17	FTE transfer from Office of Zoning to DCRA	\$51,293
DCRA	DCRA	22-0092	10/2/17	Proposed work did not meet capital eligibility requirements -From PayGo Capital to Local Budget for IT Maintenance	\$1,724,000
FY 2017 Revised Budget					\$61,873,014

FY 2019					
FY 2018 Original Budget					\$60,097,721
Transferred From	Transferred To	Reprogramming #	Effective Date	Rationale	Amount
DCRA has not had any reprogramming in FY19 to date					

Question 12

Please list, in chronological order, every reprogramming within your agency during fiscal year 2019 to date. Include known, anticipated intra-agency re-programming. For each, give the date, amount, and rationale.

FY 2019				
Transferred From	Transferred To	Effective Date	Rationale	Amount
DCRA	DCRA	1/24/19	Amend the professional licensing contract to account for additional licensees in FY2019	\$138,500

Question 13

For fiscal years 2018 and 2019 (through January 31), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) provide specific data for fiscal years 2017, 2018, and 2019 (as of January 31, 2019) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

Nuisance Abatement Fund (6006)

- Source of Funding:
 - o Owners of properties, known as nuisance properties, that are in violation of DCRA codes or regulations are assessed a fee for cost the District incurs in cleaning up the property;
 - o Vacant Property Registration (\$250.00);
 - o Proactive Inspection Fees (435.00 per unit up to \$2,000 max); and
 - o Rental Accommodation Fee (\$43.00 per unit).

Description of Program:

Coordinates and monitors enforcement of violations cited by the agency's regulatory programs; registers vacant properties to encourage their return to productive use; and abates nuisances on properties throughout the District.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 974,890	\$ 2,546,919	59 FTEs - salaries, benefits, and overtime. Supplies for abatement; MOU w/ OAG - nuisance property legal services; abatement contractors; proactive inspection contractors; abatement equipment; and a step van.

FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 974,890	\$ 2,546,919	64 FTEs – salaries, benefits, and overtime. Supplies for abatement; MOU w/ OAG - nuisance property legal services; abatement contractors; proactive inspection contractors; and abatement equipment.

Real Estate Guaranty & Education Fund (6008)

Source of Funding:

Real estate brokers (\$170.00), salespersons (\$130.00), and property managers (\$210.00) must pay a license fee to do business in DC.

Description of Program:

The Occupational and Professional Licensing Administration provides non-health occupational and professional licensing Boards, Commissions and Programs, with guidance and overall support to develop licensing standards, administer examinations, review, process and approve license applications, makes recommendations for board rulings, assists with drafting legislation and proposed rule-making, issues licenses and certificates, and provides technical support and administrative assistance.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 679,401	\$ 614,232	1.70 FTEs - salaries and benefits. Supplies; travel - employees and board members; conference fees; membership dues; printing - publication; board legal services; auditing services; professional licensing contract; and equipment (computers/printers).
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 207,048	\$ 1,320,580	4.70 FTEs - salaries and benefits Supplies; travel - employees and board members; conference fees; membership dues; printing - publication; board legal services; auditing services; professional licensing contract; equipment (computers/printers)

Real Estate Appraisal Fee (6009)**Source of Funding:**

Real Estate appraisers must pay license application and renewal fees (\$170.00 for license) to do business in DC. The fee includes \$130 for the Real Estate Appraisal Fee Fund, which is used for training real estate appraisers and to cover board members expenses.

Description of Program:

The Occupational and Professional Licensing Administration provides non-health occupational and professional licensing Boards, Commissions and Programs, with guidance and overall support to develop licensing standards, administer examinations, review, process and approve license applications, makes recommendations for board rulings, assists with drafting legislation and proposed rule-making, issues licenses and certificates, and provides technical support and administrative assistance.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 205,155	\$ 113,475	.10 FTEs - salaries and benefits Supplies; travel - employees and board members; printing - publications; board legal services; training and investigate reviewers; professional licensing contract; equipment (computers/printers)
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 12,455	\$ 36,756	.10 FTEs - salaries and benefits Supplies; travel - employees and board members; printing - publications; board legal services; training and investigate reviewers; professional licensing contract; equipment (computers/printers)

OPLA- Special Account (6010)**Source of Funding:**

The following professions must pay license fees to do business in DC: Accounting (\$110.00), Appraisers (\$170.00), Architecture & Interior Design (\$120.00) , Asbestos Worker (\$110.00), Athlete Agent (\$400.00), Barbers (\$110.00), Boxing & Wrestling (\$110.00), Cosmetology (\$110.00), Electricians (\$110.00), Engineers (\$120.00), Funeral Directors (\$120.00), Plumbers (\$110.00), and Security Officers.

Description of Program:

The Occupational and Professional Licensing Administration provides non-health occupational and professional licensing Boards, Commissions and Programs, with guidance and overall support to develop licensing standards, administer examinations, review, process and approve

license applications, makes recommendations for board rulings, assists with drafting legislation and proposed rule-making, issues licenses and certificates, and provides technical support and administrative assistance.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 6,191,301	\$ 6,166,084	27.45 FTEs - salaries, benefits, and overtime. Supplies; travel - employees and board members; printing - publications; professional licensing contract; board legal services; staff training; proctoring services; and equipment (computers/printers).
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 1,111,174	\$ 2,748,238	27.80 FTEs - salaries, benefits and overtime Supplies; travel - employees and board members; printing - publications; professional licensing contract; board legal services; staff training; proctoring services; equipment (computers/printers)

Special Events Revolving (6011)

Source of Funding:

A fee is assessed to hold special events on a street; the fee can be adjusted to cover costs of police, fire, etc.

Description of Program:

Licensing serves as a central point of the agency's customer service intake and issuance responsibilities for business, corporate, and professional licenses; and for compliance with business regulations.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 39,642	No expenditures	N/A
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 7,059	No expenditures	N/A

Boxing and Wrestling Commission Revolving Account (6012)**Source of Funding:**

Any person presenting or showing any boxing or wrestling match live, on television, or telecast in the District must pay a fee based upon gross receipts.

Description of Program:

The Occupational and Professional Licensing Administration provides non-health occupational and professional licensing Boards, Commissions and Programs, with guidance and overall support to develop licensing standards, administer examinations, review, process and approve license applications, makes recommendations for board rulings, assists with drafting legislation and proposed rule-making, issues licenses and certificates, and provides technical support and administrative assistance. One of the commissions the Occupational and Professional Licensing Administration provides technical support and administrative assistance is the District of Columbia Boxing and Wrestling Commission. The District of Columbia Boxing and Wrestling Commission regulates boxing, wrestling, martial arts and mixed martial arts within the District of Columbia, and protects participants and consumers by upholding the District of Columbia Boxing and Wrestling license law.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 52,973	\$ 51,350	0.40 FTEs - salaries and benefits. Supplies; travel - employees and board members; printing - publication; board legal services; gym services; professional licensing contract; and boxing equipment.
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 60,621	\$ 28,577	0.40 FTEs - salaries and benefits Supplies; travel - employees and board members; printing - publication; board legal services; gym services; professional licensing contract; boxing equipment.

Basic Business License Fund (6013)**Source of Funding:**

Application and renewal fees for business licensing.

Description of Program:

Licensing serves as a central point of the agency's customer service intake and issuance responsibilities for business, corporate, and professional licenses; and for compliance with business regulations. Licensing processes and conducts research for business license

applications, renewals, and certifications for businesses seeking to conduct business in the District.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 14,052,631	\$ 14,323,745	127 FTEs - salaries, benefits, and overtime. Supplies; paper; uniforms; community outreach and special events; conference fees; training; parking; postage; Business Portal maintenance/upgrades; MOU w/ OFT - cashier/armored car services; and equipment.
FY19 to Jan 31 Revenue	FY to Jan 31 Expenditures	FY19 Spending
\$ 3,452,980	\$ 4,578,359	113 FTEs - salaries, benefits and overtime Supplies; paper; uniforms; community outreach and special events; conference fees; training; parking; postage; Business Portal maintenance/upgrades; MOU w/ OFT - cashier/armored car services; equipment.

Fire Protection Special Revolving (6014)

Source of Funding:

Fee assessed to cover plan review costs incurred.

Each application requires a supplemental shop drawing permit for fire protection systems. (Fire Alarm Device \$20 for every 10 devices)

Description of Program:

Plan review conducts technical building plan reviews for approval and issues building permits.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 146,682	\$ No expenditures	N/A
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 51,943	\$ No expenditures	N/A

Board of Engineers Fund (6020)

Source of Funding:

Application fees and registration fees for professional engineers (\$120.00).

Description of Program:

The Occupational and Professional Licensing Administration provides non-health occupational and professional licensing Boards, Commissions and Programs, with guidance and overall support to develop licensing standards, administer examinations, review, process and approve license applications, makes recommendations for board rulings, assists with drafting legislation and proposed rule-making, issues licenses and certificates, and provides technical support and administrative assistance.

FY18 Revenue	FY18 Expenditures	FY18 Spending
Repealed	\$ Repealed	N/A

Green Building Fund (6030)

Source of Funding:

Funds obtained from a percentage of building structure permit fees. (\$1,300 + 0.0065 over 1 million construction value)

Description of Program:

The Green Building Division is responsible for regulating construction in the District of Columbia that falls under the regulations of green codes including the Green Building Act, Green Construction Code, and Energy Conservation Code.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 1,953,418	\$ 2,086,206	9.00 FTEs - salaries and benefits. Supplies; MOU w/ DOEE for Green Building Initiatives; Green Building projects; exam reimbursements; CCCB contractor; and equipment.
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 522,596	\$ 1,189,517	12.00 FTE's - salaries and benefits Supplies; MOU w/ DOEE for Green Building Initiatives; Green Building projects; exam reimbursements; equipment

Corporate Recordation Fund (6040)

Source of Funding:

Filing and enforcement fees for Limited Cooperative Associations (for profit \$220; nonprofit \$80), Statutory Trusts (\$220), and expedited services fees (\$100 additional for service).

Description of Program:

The Corporations Division protects the health, safety, and welfare of the residents of the District of Columbia and the community through maintenance services and timely registration, including trade name registration of corporations, limited liability companies, and partnerships conducting affairs within the District of Columbia.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 5,477,720	\$ 2,762,002	19 FTE's - salaries, benefits, and overtime. Supplies; IT system upgrades - CGov360; staffing services; MOU - OAPIA and OAA - community outreach; MOU - OFT - cashier/armored car services; and equipment.
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 2,791,590	\$1,014,515	19 FTE's - salaries, benefits and overtime Supplies; IT system upgrades - CGov360; staffing services; MOU - OAPIA and OAA - community outreach; MOU - OFT - cashier/armored car services; equipment

Vending Regulation Fund (6045)

Source of Funding:

Fees paid for the application, issuance, or renewal of a basic business license endorsed for vending. (\$476.30 for food vending; \$408.10 for merchandise vending)

Description of Program:

Licensing serves as a central point of the agency's customer service intake and issuance responsibilities for business, corporate, and professional licenses; and for compliance with business regulations. Licensing processes and conducts research for business license

applications, renewals, and certifications for businesses seeking to conduct business in the District.

FY18 Revenue	FY18 Expenditures	FY18 Spending
\$ 1,153,607	\$ 341,580	13 FTE's - salaries, benefits, and overtime. Supplies; uniforms; software upgrades and maintenance; IT equipment; travel; community and education events; community outreach; and BID Trash collections.
FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 246,055	\$395,610	13 FTE's - salaries, benefits and overtime Supplies; uniforms; software upgrades and maintenance; IT equipment; travel; community and education events; community outreach; BID Trash collections

Expedited Building Permit Review Program (6050)

Source of Funding:

Fees imposed for the expedited review of building permit applications (\$50,000 per day for project of 50,000 sq ft).

Description of Program:

The Velocity Service and Expedition Service are two optional fast-track plan review programs offered by the District of Columbia's Department of Consumer and Regulatory Affairs (DCRA). For a fee, the speed of plan reviews and permit approval for a construction projects can be accelerated. In many cases, plans will be reviewed and approved in one day.

This Special Purpose Revenue Fund was created in FY19.

FY19 to Jan 31 Revenue	FY19 to Jan 31 Expenditures	FY19 Spending
\$ 1,832,550	\$ 167,780	8 FTE's – salaries and benefits

Question 14

Please provide a table showing your agency Council-approved original budget, revised budget (after re-programming, etc.) for fiscal years 2017, 2018, and the first quarter of 2019. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2017 and 2018.

FY 2017						
Comp. Source Group	Group Title	Approved Budget	Revised Budget	Expenditures	Available Balance	Description
0011	Regular Pay - Cont Full Time	29,858,983	28,963,983	26,226,871	2,737,112	DCRA had an annual average vacancy rate of 4.25% and utilized any savings to reprogram to non-personnel services for marketing/re-branding services; IT contractors; copier maintenance; settlement payment; ratification and overtime.
0012	Regular Pay - Other	1,971,601	2,011,601	4,473,205	(2,461,604)	
0013	Additional Gross Pay	0	0	310,593	(310,593)	
0014	Fringe Benefits	8,210,550	7,920,550	6,944,670	975,880	
0015	Overtime	353,000	394,500	409,448	(14,948)	
Total Personnel Services		40,394,133	39,290,633	38,364,787	925,846	
Comp. Source Group	Group Title	Approved Budget	Revised Budget	Expenditures	Available Balance	Description
0020	Supplies and Materials	483,148	483,148	381,452	101,696	Surplus remained primarily in the licensing program for supply cost. supply costs for Risk Management, Surveyor's Office, Property Management, Weights and Measures also contributed to overall surplus
0031	Telephone, Telegraph, Telegram, Etc	0	2,700	47,615	(44,915)	RTS/telecommunication services from OCTO

FY 2017						
Comp. Source Group	Group Title	Approved Budget	Revised Budget	Expenditures	Available Balance	Description
0040	Other Services and Charges	3,709,512	4,047,160	3,032,747	1,014,413	Variance due to surplus in fleet maintenance; licensing program for travel/conferences; training; professional services, proctoring, board training, printing/duplicating services, postage and membership fees; Decreased spending for green initiatives; DCRA marketing and rebranding; zoning membership dues
0041	Contractual Services - Other	10,790,876	11,187,444	8,949,300	2,238,145	Variance due to surplus in Licensing program and for professional licensing services; abatement contracting and consulting services; Zoning contractors and Legal counsel fellow
0070	Equipment & Equipment Rental	128,510	154,910	74,807	80,103	Variance due to surplus primarily in the Abatement program for mowers, trimmers, step van and other equipment. Underspending for equipment and software for Legal; Plan Reviewers ICC code books; Licensing computers and printers; postage machine lease for Property Management; Software for Surveyor's Office; rentals for Risk Management Wellness Program
Total Non-Personnel Services		15,112,046	15,875,362	12,485,920	3,389,441	
Grand Total		55,506,179	55,165,995	50,850,708	5,241,134	

FY 2018						
Comp. Source Group	Group Title	Approved Budget	Revised Budget	Expenditures	Variance	Description
0011	Regular Pay - Cont Full Time	32,050,822	32,563,454	28570575	1,992,879	The agency reprogrammed savings for Abatement Lite FTE's, to resolve PS deficits, purchase supplies, professional and contractual services.
0012	Regular Pay - Other	3,188,168	3,435,454	5,465,255	(2,029,801)	
0013	Additional Gross Pay	0	0	420,515	(420,515)	
0014	Fringe Benefits	8,645,240	8,384,497	7,735,504	648,993	
0015	Overtime	526,838	555,338	809,220	(253,882)	
Total Personnel Services		44,411,067	42,938,742	43,001,068	(62,326)	
0020	Supplies and Materials	367,900	369,100	330,410	38,690	Surplus remained primarily in OPLA and licensing program for supply costs. Decreased spending for Specialty paper, clothing and uniforms, customer service headphones and Pcard Balances within other programs also contributed.
0031	Telephone, Telegraph, Telegram, etc.	0	60,868	51,755	9,113	RTS/telecommunication services from OCTO
0040	Other Services and Charges	4,050,746	3,443,480	2,744,627	698,854	Surplus in licensing program for travel/conferences; training; professional services; remaining balance of funds granted by council for Community Partnership Amend. Act, and also from funds allotted for SBRC National Business Week events,

FY 2018						
Comp. Source Group	Group Title	Approved Budget	Revised Budget	Expenditures	Variance	Description
						Spanish group workshops, interpretation, signage, event takeaways and advertising; legal services for Nuisance Abatement; membership fees in Performance Management; Device calibration, octane lab review, management and inspector training in Weights and Measures; reduced spending on travel, training and professional development for various programs.
0041	Contractual Services - Other	11,062,008	11,322,241	10,442,674	879,566	Surplus primarily attributed to balance remaining for IT contractual services, portal maintenance, costs for legal services and licensing contractor. Underspending for auditing services, staff training, parking, software upgrades and maintenance
0070	Equipment & Equipment Rental	206,000	676,000	583,077	92,923	Variance due to surplus in Professional Licensing program for computers, printers and ipads, boxing equipment; Property Management for postage machine lease; Green Building computers
Total Non-Personnel Services		15,686,653	15,817,689	14,152,543	1,719,146	
Grand Total		60,097,721	58,810,431	57,153,612	1,594,494	

FY 2019					
Comp. Source Group	Group Title	Approved Budget	Revised Budget	Expenditures	Available Balance
0011	Regular Pay - Cont Full Time	32,950,479	32,950,479	8,574,544	24,375,935
0012	Regular Pay - Other	4,992,929	5,160,929	773,483	4,387,446
0013	Additional Gross Pay	0	0	153,070	(153,070)
0014	Fringe Benefits	9,420,630	9,462,630		7,500,120
0015	Overtime	179,500	179,500	238,940	(59,440)
Total Personnel Services		47,543,538	47,753,538	11,702,546	36,050,992
0020	Supplies and Materials	370,000	370,000	21,543	348,457
0031	Telephone, Telegraph, Telegram, etc.	0	0	0	0
0040	Other Services and Charges	3,822,407	3,822,407	312,169	3,510,238
0041	Contractual Services - Other	8,694,334	8,894,334	2,010,194	6,884,140
0070	Equipment & Equipment Rental	298,257	310,257	(166)	310,423
Total Non-Personnel Services		13,184,998	13,396,998	2,343,741	11,053,258
Grand Total		60,728,536	61,150,536	14,046,287	47,104,249

Please see table in the following page for the starting and ending balances of special purpose revenue funds for fiscal years 2017, 2018, and 2019 (as of January 31, 2019).

Revenue Source Name	Revenue Code/ Fund	FY 17 Beginning Fund Balance	FY 17 Year-End Fund Balance	FY 18 Beginning Fund Balance	FY 18 Year-End Fund Balance	FY 19 Beginning Fund Balance	FY 19 Fund Balance (as of 01/31/19)
Nuisance Abatement	6006	\$ 4,001,145	\$ 3,991,371	\$ 3,991,371	\$ 2,774,079	\$ 2,774,079	\$ 2,774,079
Real Estate Guaranty & Education Fund	6008	\$ 4,053,173	\$ 4,697,730	\$ 4,697,730	\$ 1,241,789	\$ 1,241,789	\$ 1,241,789
Real Estate Appraisal Fee	6009	\$ 1,578,354	\$ 4,781	\$ 4,781	\$ 96,460	\$ 96,460	\$ 96,460
OPLA - Special Account	6010	\$ 3,424,140	\$ 2,272,329	\$ 2,272,329	\$ 2,195,858	\$ 2,195,858	\$ 2,195,858
Special Events Revolving	6011	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Boxing Commission - Revolving Account	6012	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Basic Business License Fund	6013	\$ 4,228,174	\$ 3,457,230	\$ 3,457,230	\$ 3,244,052	\$ 3,244,052	\$ 3,244,052
Fire Protection Special Revolving	6014	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Board of Engineers Fund (Repealed)	6020	\$ 817,250	\$ 126,443	\$ 0	\$ 0	N/A	N/A

Revenue Source Name	Revenue Code/ Fund	FY 17 Beginning Fund Balance	FY 17 Year-End Fund Balance	FY 18 Beginning Fund Balance	FY 18 Year-End Fund Balance	FY 19 Beginning Fund Balance	FY 19 Fund Balance (as of 01/31/19)
Green Building Fund	6030	\$ 1,363,718	\$ 1,148,255	\$ 1,148,255	\$ 1,015,468	\$ 1,015,468	\$ 1,015,468
Corporate Recordation Fund	6040	\$ 2,461,526	\$ 3,095,452	\$ 3,095,452	\$ 3,605,190	\$ 3,605,190	\$ 3,605,190
Expedited Building Permit Review Program	6050	N/A	N/A	N/A	N/A	\$ 0	\$ 0

Question 15

Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2018 and 2019 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

Agency	Purpose	Date Enter	Termination Date
Department of General Services	Review and approval of a Building Permit to replace a retaining wall for the property located at 1725 15th Street, N.E.	6/29/2017	9/30/2018
Department of Human resources	Suitability screenings of candidates, employees and volunteers	10/1/2017	9/30/2019
DC Chamber of Commerce	Collaborative agreement to improve dissemination of information for business compliance and enhance outreach to stakeholders.	10/1/2017	9/30/2018
Department of General Services	Administrative license processing and issuance functions for all special police officers	10/18/2018	9/30/2019
District of Columbia Public Library	Review and issuance of Building Permits for renovations to the Martin Luther King Library	10/1/2018	9/30/2019

Agency	Purpose	Date Enter	Termination Date
Department of Human resources	Human resource support services i.e., benefits, recruiting, classification and compensation services.	11/28/2018	9/30/2019
Department of For-Hire Vehicles	DCRA to delegate authority to issue permits for rooftop advertising on taxicabs to DFHV.	5/9/2018	9/30/2021
George Washington University School of Law	GW donation to support DCRA hiring GW Law students as fellows for one-year term employment	3/1/2016	3/30/2018
Office of the Attorney General	Provide OAG with staff resources to prosecute nuisance property cases	10/1/2017	9/30/2018
Office of the Attorney General	OAG provide legal counsel division attorney to provide legal advice and litigation support for work performed by DCRA Boards and Commissions	10/1/2017	9/30/2018
Office of Chief Financial Officer, Acting for the Office of Finance and Treasury	Cashier Services	4/9/2018	9/30/2018
Office of Chief Financial Officer, Acting for the Office of Finance and Treasury	Credit and debit card transaction and processing for revenue collections	10/1/2017	9/30/2018
Office of Chief Financial Officer, Acting for the Office of Finance and Treasury	Dunbar armored car service	12/21/2018	9/30/2018
Department of Energy and the Environment	Share FY18 Green Building Fund Revenue to implement the stated goals for the fund in the Green Building Act of 2006.	9/26/2018	9/30/2019
Office of the Chief Financial Officer	Establishes process for routine sharing of District owned data for analytic purposes.	Ongoing	Review 9/30/2019
Office on Asian and Pacific Islander Affairs	Collaborative agreement for OAPIA to provide community education and outreach on DCRA's Right Choice campaign and other programs and services to limited or non-English proficient (LEP/NEP) AAPI communities.	9/28/2018	9/30/2019

Agency	Purpose	Date Enter	Termination Date
Department of Energy and Environment	Administration and enforcement of the flood hazard rules and protection provisions in the DC Construction Codes	Reoccurs Annually from 10/1	30-Sep
Department of Energy and Environment	Coordinate, review, inspect, and promote the Green Area Ratio (GAR)	10/1/2013	Ongoing
Department of Insurance, Securities & Banking	DCRA delegates authority to DISB to effectively license, regulate retail sellers, sales finance companies and consumer credit service organizations operating in the District.	2/6/2017	9/30/2018
Department of General Services	Fees to cover location of staff to Satellite office for dedicated work on behalf of DGS projects.	7/13/2018	9/30/2018
Department of Housing and Community Development	Fees for capital construction Surveyor's Plats, Public Space and Building Permits, filing, inspection and review services in connection with PADD construction and rehabilitation projects.	6/8/2018	9/30/2018
Department of General Services	Review of construction documents and issuance of building permits associated with replacement of 4 generators at 1901 D St SE (DC Jail).	9/26/2016	9/26/2017
Washington DC Economic Partnership	Partnership to advance DCRA marketing initiatives and serve the shared community.	10/1/2017	9/30/2019
Office of the State Superintendent of Education and the Fire and Emergency Services Department	Agency coordinated review process for licensing of child development homes	10/1/2018	9/30/2019
Office of Unified Communications (OUC) (Seller)	Maintenance and modifications to citywide system, installation of applicable field equipment, radio, programming, user training, Buyer consultation	10/1/2018	9/30/2019
DC Small Business Development Center Network	Create strategic partnership between the agencies to help small businesses in the District meet startup goals and encourage small business growth.	Ongoing	Ongoing
DC Public Library	Small Business Resource Center community outreach to small business community.	10/1/2018	9/30/2019
Office of the Deputy Mayor for Planning	Transfer of fees for payment of permit for the DC United Soccer Stadium	10/1/2017	9/30/2018

Agency	Purpose	Date Enter	Termination Date
and Economic Development			
Department of General Services	Cost of management services for 1900 Mass Ave Building 8 for use by Abatement Team	10/1/2017	9/30/2018
Metropolitan Police Department	Joint enforcement of vending regulations	5/24/2018	9/30/2018
Office of Disability Rights	For sign language interpretation services	11/29/2018	9/30/2019
DC Commission on the Arts and Humanities	Special Events License for Mayor Marion Barry Memoriam Dedication	3/3/2018	9/30/2018
Office of the Deputy Mayor for Planning And Economic Development	Transfer of fees for payment of permit application and review concerning street closing for the former South Dakota Avenue off-ramp.	2/28/2018	9/30/2018
Department of General Services	Facilities management and maintenance for parking spaces located at 490 2nd St SW.	10/1/2018	9/30/2019
Department of General Services	Review and issuance of Building permits for electrical upgrades to 12 Department of Human Services Homeless Shelters.	1/12/2018	9/30/2018
Office of Unified Communications and Fire and Emergency Medical Services	Emergency Responder Coverage Systems	10/1/2017	9/30/2022
Office of the Secretary and the Office of the City Administrator	Records retention services provided by the Office of the Secretary.	10/1/2017	9/30/2018
Department of Hire Vehicles	Delegates authority to DFHV to license taxicabs, luxury vehicles, etc.	N/A	N/A

Question 16

D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs

for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2018 and 2019.

DCRA works with the Mayor's Budget Office and the Office of the Deputy Mayor for Planning and Economic Development to develop our annual budget. The FY18 and FY19 agency budgets submitted as part of the Mayor's budget submissions reflects those efforts.

Question 17

Please list all currently open capital projects for your agency as of January 31, including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

ISM07C - IT SYSTEMS MODERNIZATION					
Project Description	Estimated Cost	Expenditures to Date	Start and Completion Dates	Current Status	Delays
Implement a variety of mission critical information technology systems involving District licensing, permitting, and inspection functions.	14,921,895	13,421,895	10/1/2008-12/31/2020	Permit workflow enhancements, plan review portal enhancements and upgrade are in progress and slated for completion by the end of the fiscal year.	N/A

ISM11C - ONE CITY BUSINESS PORTAL					
Project Description	Estimated Cost	Expenditures to Date	Start and Completion Dates	Current Status	Delays
Portal allows businesses to apply for and renew many types of DCRA Basic Business Licenses. The portal provides detailed information about the application process and a checklist of required steps for each category.	1,675,000	1,453,603	10/1/2014-Ongoing	Business portal enhancements are underway and slated for completion by the end of the fiscal year to include clean hands self-certification, data	N/A

ISM11C - ONE CITY BUSINESS PORTAL

				infrastructure update, quick search connection to ABRA and DSLBD.	
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RCCD1C - RENT CONTROL DATABASE

Project Description	Estimated Cost	Expenditures to Date	Start and Completion Dates	Current Status	Delays
Implements the agency's statutory duty to develop a demonstration project to establish the initial framework of a user-friendly, internet-accessible, and searchable database for the submission, management, and review of all documents and relevant data housing providers are required to submit to the RAD under the District's rent control law.	476,718	--	7/20/17-12/31/19	Pending transfer to OTA as the implementing agency.	N/A

Question 18

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

DC Superior Court

Party	Filed	Allegation	Status
Claimant A	Filed July 13, 2017	Accident involving DCRA vehicle. Plaintiff seeking \$500,000 in damages.	Case is pending

DC Superior Court			
Party	Filed	Allegation	Status
Claimant B	Filed August 8, 2018	Whistleblower retaliation claim. Plaintiff seeking injunctive relief and unspecified amount of damages.	Case is pending
Claimant C	Filed January 8, 2016	Complaint filed a lawsuit for negligence against the District of Columbia and other parties on loss of structure, constitutional claims against the District, and who should bear the costs of repair and related charges.	Case is pending
Claimant D	Filed September 14, 2018	Complaint alleges DCRA employee did not provide documents after an oral promise to do so.	Motion to Dismiss pending
Claimant E	Filed September 11, 2017	Injunctive relief to allow DCRA access to a property to abate a violation. Owner filed counterclaims for damages and injunctive relief	DCRA granted injunctive relief; counterclaims still pending.
Claimant F	Filed August 31, 2016	DC requesting injunctive relief to stop sign code violation. Defendants filed counterclaims.	Case is pending
Claimant G	Filed September 23, 2010	Complaint alleging destruction of private property. Complainant seeks \$7 million in damages	Case is pending

US District Court for the District Court			
Party	Filed	Allegation	Status
Claimant F	Filed June 15, 2018	Race discrimination and income disparity in zoning requirements and public improvements	Case is pending

D.C. Court of Appeals			
Party	Filed	Allegation	Status
Claimant G	Filed June 15, 2018	Whistleblower retaliation, discrimination, hostile work environment, and retaliation based on race and national origin. Superior Court granted summary judgment to DC.	Claimant's appeal is pending

Question 19 (a)

Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2018 or 2019 (to date).

In September 2017, the Office of the District of Columbia Auditor initiated an audit of DCRA's complaint-based housing code inspections and enforcement using actions related to Dahlgreen as a case study. The audit covered the period from December 1, 2016 to September 2017. The audit was completed in 2018 and the audit report was released in September 2018.

Below are the agency's internal investigations:

Date	Employee Investigation
2/13/2018	Employee allegedly stole District of Columbia materials; misused and abused District of Columbia property and materials; and willfully and deliberately used her office and position of trust for private gain – allegations sustained.
2/16/2018	Employee allegedly used abusive, unprofessional, distracting or unacceptable language in the workplace—allegation partially sustained.
4/10/18	Employee allegedly stole District of Columbia materials; misused and abused District of Columbia property and materials; and willfully and deliberately used her office and position of trust for private gain
4/18/18	Sexual harassment, hostile workplace environment
5/30/18	Employee allegedly made a threat of violence in the workplace, made false statements, and interfered with MPD investigation
6/18/18	Sexual Harassment complaint; hostile work environment
9/23/18	Employee made a false entry on an official document; was grossly negligent in performance of his work; gave false statements
10/10/18	Sexual Harassment complaint; hostile work environment
10/22/18	Employee allegedly used abusive, unprofessional, distracting or unacceptable language in the workplace
1/23/19	Employee allegedly burglarized a residence while on duty and removed personal property belonging to a tenant; destroyed the tenant's personal property; made false statements

Question 19 (b)

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

In October 2017, the Office of the Inspector General initiated an inspection on DCRA's Regulatory Enforcement Administration. The primary objective of the inspection was to assess the efficiency and effectiveness of DCRA's processes for collecting fines, special assessments, and penalties attached to violations of laws and regulation under its jurisdiction. This inspection is ongoing.

Date	Employee Investigation
Ongoing	Employee allegedly stalked and harassed co-worker

Question 20

How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2017, 2018, and 2019 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2018. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

DCRA Grievances for 2017-2019 and earlier Matters Still Pending

Employee A	Issue	Date	Status
Employee A	Removal	2012	Arbitrator restored employee to duty with minimal back pay pending a Fitness for Duty Exam, 2 nd exam was failed
<p>NOTE: The employee is being sent back for a second mental Fitness for Duty exam. The employee has demonstrated that he cannot perform simple duties in the field.</p> <p>Employee A was fired in 2012 for violating a last chance settlement agreement that forbade him from future serious misuse of his government vehicle and dishonesty dating to a 2008 incident. AFGE moved to go to arbitration in December of 2015. The arbitration ruling came down in November of 2016, reinstating Employee A, but with only 9 months of back pay. DCRA has requested OLRCB to appeal this decision at the PERB. The PERB has not yet responded. In January of 2019, DCHR informed employee that he was not fit for duty and could not be placed within DCRA.</p>			
Employee B	Issue	Date	Status
Employee B	Suspension	2017	Grievance in progress
<p>Employee B made, and then confirmed in a meeting with management and union representatives, three dishonest statements to his supervisor. Management has issued a five-day suspension and the grievance was dropped by the union.</p>			
Employee C	Issue	Date	Status
Employee C	Removal	2017	Grievance dropped by union

Employee C made numerous (10+) dishonest statements to management and then confirmed them again with a special investigator. Management selected six dishonest statements to base the charge of Removal on (only one was needed). The Hearing Officer substantiated five of them and employee was separated from service. AFSCME filed a grievance claiming that the employee never received his Final Decision letter, but this was quickly disproved and the grievance was dropped.

Employee	Issue	Date	Status
Employee D	Equal Pay	2017	Arbitrator ruled 100% for employee

Employee D is grieved for 14 months of back pay for the difference in her DS-11 position and the DS-12 position that she claims she was performing. DCRA paid employee 30% of the higher-grade salary, but union still insisted on arbitration. Arbitrator awarded 100% of the higher-level pay in November of 2018. DCRA is not appealing.

Employee	Issue	Date	Status
13 Employees	Equal Pay	2018	Investigation underway

In October of 2018, 13 employees filed grievances (AFGE) for equal work for equal pay. All hold the same position description. A desk audit by DCHR is in process but not yet complete.

Question 21 (a)

Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees.

The agency follows the procedures for stopping, reporting, and investigating EEO/sexual harassment claims outlined in Mayor's Order 2017-313.

Question 21 (b)

List and describe each allegation received by the agency in FY18 and FY19, to date, and the resolution of each as of the date of your answer.

Fiscal Year 2018	
Allegation	Resolution
Employee alleged inappropriate contact by Supervisor	The agency conducted an investigation, which included reviewing relevant documents and interviewing witnesses. The agency determined that there was insufficient evidence to sustain the allegation of sexual harassment. Pursuant to the Mayor's Order 2017-313 section V(d), a written notice of the agency's findings and conclusions was provided to the complainant.

Fiscal Year 2018	
Allegation	Resolution
Employee alleged a manager glanced at employee inappropriately used his eyes to look the complainant up and down without speaking.	The agency conducted an investigation, which included reviewing relevant documents and interviewing witnesses. The agency determined that there was insufficient evidence to sustain the allegation of sexual harassment. Pursuant to the Mayor's Order 2017-313 section V(d), a written notice of the agency's findings and conclusions was provided to the complainant.

Fiscal Year 2019	
Allegation	Resolution
Workplace remarks insinuating that complainant and others were engaged in a sexual relationship with their supervisor	The agency conducted an investigation, which included reviewing relevant documents and interviewing witnesses. The agency determined that there was insufficient evidence to sustain the allegation of sexual harassment. Pursuant to the Mayor's Order 2017-313 section V(d), a written notice of the agency's findings and conclusions was provided to the complainant.

Question 22

In table format, please list the following for fiscal years 2018 and 2019 (through January 31, 2019) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

Cardholder	Position Title	Monthly Credit Limit	Single Daily Limit	Total Spent FY18	Total Spent FY19
Barnes, Deborah	Program Analyst	\$20,000.00	\$5,000.00	N/A	\$ 299.85
Bomer, Bryan	Program Analyst	\$20,000.00	\$5,000.00	\$12,947.58	\$ 1,895.00
Boyles, Pancheta	Staff Assistant	\$ 20,000.00	\$ 5,000.00	\$ 4,874.82	\$ 1,925.20
Cooks, Clifford	Program Manager	\$ 20,000.00	\$ 5,000.00	\$ 65,536.74	N/A

Cardholder	Position Title	Monthly Credit Limit	Single Daily Limit	Total Spent FY18	Total Spent FY19
Davidson, Gilbert	Support Services Manager	\$ 20,000.00	\$ 5,000.00	\$ 25,540.64	\$ 7,175.47
Dickey, LaShawn	Program Analyst	\$ 20,000.00	\$ 5,000.00	\$ 9,932.60	N/A
Epley, David	Program Manager	\$ 20,000.00	\$ 5,000.00	\$ 2,115.86	N/A
Fowler-Lee, Denall	Program Analyst	\$ 20,000.00	\$ 5,000.00	\$ 30,013.54	\$ 15,050.91
Grays, Patricia	Program Manager	\$ 20,000.00	\$ 5,000.00	\$ 23,162.54	\$ 4,546.60
Mason, Staci	Program Manager	\$ 20,000.00	\$ 5,000.00	\$ 131.07	N/A
Smith, Marcia	Mgmt & Program Analyst	\$ 20,000.00	\$ 5,000.00	\$ 20,892.31	N/A
Jones, Kristen	Program Coordinator	\$ 20,000.00	\$ 5,000.00	\$ 12,171.76	\$ 13,263.10
Smith, Ronald	Supervisory IT Specialist	\$ 20,000.00	\$ 5,000.00	N/A	\$ 2,587.68
Taylor, Kandace	Executive Assistant	\$ 20,000.00	\$ 5,000.00	\$ 24,119.59	\$ 975.50
Thompson, Shantell	Special Assistant	\$ 20,000.00	\$ 5,000.00	\$ 69,724.31	\$ 20,610.16

Question 23

Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2018 and 2019 (through January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

FY 2018		
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
MARGNI, INC.	\$31,000.00	Professional services for abatement effort
DC GENERAL CONSTRUCTION INC	\$31,000.00	Professional services for abatement effort
HEP Construction	\$31,000.00	Professional services for abatement effort
PROTEC CONSTRUCTION INC.	\$31,000.00	Professional services for abatement effort
Konstrukture, LLC	\$31,000.00	Professional services for abatement effort

FY 2018		
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
POTOMAC RESTORATION INC.	\$35,064.00	Professional services for abatement effort
GENERAL SERVICE ADMINISTRATION	\$49,207.20	Professional services for abatement effort
SWANN CONSTRUCTION INC.	\$50,000.00	Professional services for abatement effort
GENERAL SERVICES INC	\$50,000.00	Professional services for abatement effort
MARGNI, INC.	\$100,000.00	Professional services for abatement effort
DC GENERAL CONSTRUCTION INC	\$100,000.00	Professional services for abatement effort
PROTEC CONSTRUCTION INC.	\$100,000.00	Professional services for abatement effort
Konstrukture, LLC	\$100,000.00	Professional services for abatement effort
HEP Construction	\$187,000.00	Professional services for abatement effort
Contractor Name	FY18 Contract Amount	Purpose of Contract
WEST PUBLISHING CORP	\$11,896.25	Online Legal Research program
REED ELSEVIER INCORPORATED	\$12,681.00	Online Legal Research program
NATALEE ALLENBAUGH	\$13,461.00	OGC Legal Fellow
KEITH CHAMBERS	\$13,461.00	OGC Legal Fellow
INSTITUTE FOR BUILDING TECHNOL	\$16,260.00	Plan Reviewers for Office of the State Superintendent of Education to assist in obtaining permits for new and existing child development facilities
INTERN L ACCREDIT SERV I	\$17,752.96	Accreditation Services
REINGOLD LINK, LLC	\$24,795.77	Branding Launch (Internal/External Swag)
MIDTOWN PERSONNEL, INC.	\$52,688.00	Temporary support services to the DCRA, Green Program Analyst Position
MIDTOWN PERSONNEL, INC.	\$55,800.00	Temporary support services to the DCRA, Green Building Program Analyst and Inspector Positions

FY 2018		
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
Commun-ET, LLC	\$78,875.00	Drone Pilot Program
CTI CONSULTANTS INC.	\$333,631.20	Proactive Inspectors -Professional Services
Veterans Contractor Assistance	\$387,573.30	Proactive Inspectors -Professional Services
NTNL COUNCL OF ARCTCTAL REGSTR	\$11,700.00	Membership Dues-National Council of Architectural Registration (NCARB)
SHARP ELECTRONICS CORPORATION	\$12,960.00	Supplies-Interactive Display System
COMPASS GROUP USA, INC	\$13,184.00	Professional Services-Educational Facility
D.C. PRESERVATION LEAGUE	\$14,250.00	Professional Services-Educational Forum
NATIONAL COUNCIL OF EXAMINERS	\$20,000.00	Professional Services-National Council of Examiners for Engineering and Surveying (NCEES)
NATIONAL INTERSTATE COUNCIL OF	\$24,984.00	Professional Services- National Interstate of Council (NIC)
HALES CREATIVE SOLUTIONS	\$27,000.00	Professional Services-Annual report publication
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
PSI SERVICES LLC	\$4,117,152.00	Professional Services-Electronic applications and licensing system
THE AQUILINE GROUP	\$13,000.00	Envelopes
STAR OFFICE PRODUCTS INC	\$20,000.00	Paper
MAILFINANCE, INC.	\$25,000.00	Lease of Mail Equipment
Bluebay Office Inc	\$52,000.00	Office Supplies
UNITED STATES POSTAL SERVICE	\$60,000.00	Postage
CENTRAL PARKING SYSTEM VA.	\$194,377.92	Parking Spaces
Dell Marketing L.P.	\$10,172.01	Dell Laptops (Corp/Finance)
Volanti Displays	\$10,245.00	Touch Screen Display for Surveyors

FY 2018		
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
BOMGAR CORPORATION	\$10,413.63	Remote Desktop Software/License
Dell Marketing L.P.	\$10,601.14	Dell Pc's for Velocity Touch Screens
OUTREACH SYSTEMS	\$11,050.00	Kiosk for SBRC Customers
LASER ART INC	\$11,994.84	Velocity High Back Chairs
SHARP ELECTRONICS CORPORATION	\$12,960.00	Sharp 80" Smartboard (Trainings/Mtgs)
SUPRETECH INC.	\$13,138.90	Sony Cameras for Website Videos
CORPORATE SYSTEMS RESOURCES	\$14,400.00	Automated Receptionist
DLT SOLUTIONS LLC	\$14,505.65	Auto CADD Software/Maintenance
SHARP ELECTRONICS CORPORATION	\$16,200.00	Sharp 90" Smartboard (Trainings/Mtgs)
MVS INC	\$22,415.78	Intranet Self Service Software
MVS INC	\$22,415.78	SharePoint License
MVS INC	\$23,027.60	ToughPad Accessories
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
AVOLVE SOFTWARE CORP	\$24,227.84	ProjectDox Maintenance
MVS INC	\$24,715.24	High Volume Desktop Scanner Maintenance
Q-MATIC CORPORATION	\$27,170.45	Qmatic Maintenance
PRISM INTERNATIONAL, LLC	\$29,832.00	Id Badge Maintenance (BBL/Vending)
PRISM INTERNATIONAL, LLC	\$31,176.16	Id Badge Enhancements (BBL/Vending)
MVS INC	\$31,552.20	15 Dell Laptops
SELECTRON TECHNOLOGIES, INC	\$31,755.00	IVR Maintenance
Dell Marketing L.P.	\$31,999.45	15 PC's / 30 Monitors (Dell)
BIG INCORPORATED	\$38,052.00	Velocity Electrical Outlets

FY 2018		
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
Continuent Ltd	\$43,200.00	Database Server Clustering & Replicator
Phillips Office Products	\$56,587.80	Agency Wide Copiers (2 Months)
DOCUMENT SYSTEMS INC	\$68,738.58	FileNet Phase2a Enhancements/Integration
DOCUMENT SYSTEMS INC	\$74,773.36	FileNet Maintenance
DOCUMENT SYSTEMS INC	\$74,773.36	FileNet Maintenance
METRO BUSINESS SYSTEMS	\$98,322.04	Agency-Wide Copiers (4 Months)
DUPONT COMPUTERS	\$112,083.70	Velocity computers for Displays
Volanti Displays	\$117,843.70	Velocity Touch Displays
RAZAVI APPLICATION DEVELOPERS	\$130,862.16	Accela Enhancements
METRO BUSINESS SYSTEMS	\$147,483.06	Agency Wide Copiers (6 Months)
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
CC INTELLIGENT SOLUTION, INC	\$175,100.00	Corporation C-Gov Application Maintenance
LIMBIC SYSTEMS INC	\$233,000.00	Online Applications Enhancements
RAZAVI APPLICATION DEVELOPERS	\$303,687.00	Accela Enhancements
DOCUMENT SYSTEMS INC	\$355,000.00	FileNet System Enhancements
LIMBIC SYSTEMS INC	\$360,870.28	Limited DCRA Online App Enhancements
TECHGLOBAL, INC.	\$490,704.40	Civic Platform Reporting Enhancements
LIMBIC SYSTEMS INC	\$615,500.00	DCRA Online Apps Enhancements
ACCELA, INC.	\$625,000.00	Accela Maintenance/Licenses
LIMBIC SYSTEMS INC	\$772,800.00	One City Portal Support Option Yr2
CENTERPLATE/NBSE	\$10,388.35	Small Business Resource Center was seeking to secure the on-site vendor to provide food options for Entree DC Forum.

FY 2018		
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
STANDARD REGISTER COMPANY	\$10,390.00	Short form license paper
TAYLOR CORP/AMSTERDAM PRINTING	\$10,500.00	Long form (mailing) license paper
LASER ART INC	\$12,000.00	Printer cartridges for BLC, SBRC, and back office operations
CENTERPLATE/NBSE	\$12,500.00	Small Business Resource Center was seeking to secure the on-site vendor to provide food options for Build It In DC Forum.
DOWNTOWN BID CORPORATION	\$14,400.00	MRV Trash Initiative
DC CHAMBER OF COMMERC	\$15,330.00	Memorandum of Agreement to improve dissemination of information for business compliance and enhance outreach to stakeholders
Contractor Name	FY18 Contract Amount	Purpose of Contract
NBA OFFICE PRODUCTS INC	\$17,000.00	Operational supplies
PROJECTION VIDEO SERV. INC.	\$35,585.00	Washington Convention Center's facility vendor to provide audio and video support for annual event (i.e. Build It In DC, and Entree DC).
WALTON & GREEN CONSULTANTS	\$36,452.80	ICA/Consumer Protection Contractors
RIZEUP TECHNOLOGY TRAINING	\$ 37,296.00	Office of Vending/Business Licensing Contractors
WALTON & GREEN CONSULTANTS	\$142,272.00	ICA/Consumer Protection Contractors
WASHINGTON DC ECONOMIC PARTNER	\$155,600.00	MOA to support logistics and planning of annual events (Build It In DC & Entree DC)
VANESSA ONGUTI	\$ 13,461.00	OGC Legal Fellow MOU with GWU
ANDREW BELLWOAR	\$13,461.00	OGC Legal Fellow MOU with GWU
MICHAEL DESONIER	\$13,461.00	OGC Legal Fellow MOU with GWU
MARK JOSEPH MACCORKLE	\$13,461.00	OGC Legal Fellow MOU with GWU
JILL STERN DBA THE STERN LEGAL	\$90,000.00	CCCB Coordinator (Enforcement/Legislative Affairs
INSTITUTE FOR BUILDING TECHNOL	\$100,000.00	Third Party Review and Construction Inspections Services

FY 2018		
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
INSTITUTE FOR BUILDING TECHNOL	\$108,255.00	Plan Review Support Services Task Order against DCS Contract #DCAM-14-NC-0160K.
KLINE IMPORTS ARLINGTON INC	\$316,888.50	17 new 2018 Toyota Corolla Sedans

FY 2019		
Contractor Name	Amount	Description
LONG FENCE COMPANY INC	\$10,948.00	Fenced enclosure for DCRA vehicles and abatement team equipment at off-site A-team location; Bldg. 8 @ DC General.
UNITED RENTALS INC.	\$15,133.47	Abatement vehicle
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
GENERAL SERVICES INC	\$25,000.00	Professional services for abatement effort
MARGNI, INC.	\$50,000.00	Professional services for abatement effort
SWANN CONSTRUCTION INC.	\$50,000.00	Professional services for abatement effort
Konstrukture, LLC	\$50,000.00	Professional services for abatement effort
HEP Construction	\$50,000.00	Professional services for abatement effort
PROTEC CONSTRUCTION INC.	\$90,488.00	Professional services for abatement effort
PROTEC CONSTRUCTION INC.	\$90,488.00	Professional services for abatement effort
REED ELSEVIER INCORPORATED	\$12,850.20	Online Legal Research Services
WEST PUBLISHING CORP	\$13,680.00	Online Legal Research Services
Veterans Contractor Assistance	\$132,427.00	Pro-active Inspection Contract

FY 2019		
Contractor Name	Amount	Description
NTNL COUNCL OF ARCTCTAL REGISTR	\$11,300.00	Membership Dues - National Council of Architectural Registration Boards (NCARB)
THE AQUILINE GROUP	\$26,000.00	Professional Services - Annual Report publication
PSI SERVICES LLC	\$1,305,248.25	Professional Services - Electronic applications and licensing system
UNITED STATES POSTAL SERVICE	\$65,000.00	Postage Funds for FY19
CENTRAL PARKING SYSTEM VA.	\$199,241.16	Parking of Fleet for FY19
AVOLVE SOFTWARE CORP	\$25,196.95	PROJECT DOX MAINTENANCE
SELECTRON TECHNOLOGIES, INC	\$58,215.00	IVR MAINTENANCE
DOCUMENT SYSTEMS INC	\$74,773.36	FILENET MAINTENANCE (6 MONTHS)
AVOLVE SOFTWARE CORP	\$163,250.00	PROJECTDOX UPGRADE/ENHANCEMENTS
Contractor Name	FY18 Contract Amount (\$)	Purpose of Contract
Phillips Office Products	\$226,351.20	AGENCY WIDE COPIERS
RAZAVI APPLICATION DEVELOPERS	\$368,566.00	ACCELA ENHANCEMENTS
LIMBIC SYSTEMS INC	\$694,768.00	ONE CITY PORTAL SUPPORT OPTION YR3
LIMBIC SYSTEMS INC	\$778,148.80	PM, SYSTEMS ANALYST, SOFTWARE ENGINEER TO MAINTAIN AND SUPPORT ONLINE SYSTEMS
RIZEUP TECHNOLOGY TRAINING	\$12,549.20	Temporary staffing Business Licensing, Office of Vending and Special Events
CAPITAL COMMUNITY NEWS INC	\$17,658.00	Public event advertisement in three publications
WALTON & GREEN CONSULTANTS	\$76,176.00	ICA/Consumer Protection Contractors -option year one
WALTON & GREEN CONSULTANTS	\$91,080.00	Business Licensing, Office of Vending and Special Events Contractors

FY 2019		
Contractor Name	Amount	Description
WALTON & GREEN CONSULTANTS	\$96,048.00	ICA/Consumer Protection Contractors -option year two
MIDTOWN PERSONNEL, INC.	\$21,360.00	Temporary support services to the DCRA, Green Program Analyst Position
JILL STERN DBA THE STERN LEGAL	\$100,000.00	CCCB Coordinator (Enforcement/Legislative Affairs
INFORMATION UNLIMITED INC	\$151,000.00	IT Strategic Plan
INSTITUTE FOR BUILDING TECHNOL	\$203,202.00	On-Demand building Plan Review Support Services

Question 24 (a)

Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

DCRA manages and limits mobile, voice, and data costs by providing new users with an agency cell phone policy upon issuance of an agency mobile device. The policy informs them of prohibited uses because they result in charges to the District. Prohibited uses include: 411 calls, international call charges (not business related), long-distance call charges (not business related), charges related to downloads (ringtones, wallpaper, games, etc.), and charges related to Picture messages.

DCRA performs quarterly reviews of the monthly bills to identify any prohibited additional charges and also to identify zero usage devices.

The agency also periodically reminds existing mobile device users of the FREE 411 directory service number (1-800-3733-411) to avoid costly 411 directory assistance calls.

Question 24 (b)

In table format, please provide the following information for fiscal years 2018 and 2019 (to date), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

Program	FTE's w/ Cell Phones	Air Cards/ Tablets w/Data	Hot- spot (MiFi)	FY18 Expenditure	FY19 Expenditure as of Jan. 31	Justification
Business and Professional Administration	38	6	0	\$ 24,694.20	\$ 5,971.59	Communicate with managers, internal/external customers while performing tasks.
Chief Financial Officer	7	0	0	\$ 4,054.68	\$ 1,013.67	Communicate with managers, internal/external customers while performing tasks.
Enforcement	12	4	0	\$ 8,577.48	\$ 2,076.93	Communicate with managers, internal/external customers while performing tasks.
Inspections Compliance Administrative	66	45	0	\$ 53,645.76	\$ 13,411.44	Communicate with managers, internal/external customers while performing tasks.
Office of the Director	24	0	0	\$ 13,175.88	\$ 3,293.97	Communicate with managers, internal/external customers while performing tasks.
Office of the General Counsel	4	0	0	\$ 2,285.76	\$ 571.44	Communicate with managers, internal/external customers while performing tasks.
Office of Information Systems	21	0	3	\$ 13,123.56	\$ 3,280.89	Communicate with managers, internal/external customers while performing tasks.
Permitting Operations Division	13	0	0	\$ 7,428.72	\$ 1,857.18	Communicate with managers, internal/external customers while performing tasks.
DCRA TOTALS	185	55	3	\$ 127,345.92	\$ 31,567.08	

Question 25 (a)

Does your agency have or use one or more government vehicle? If so, for fiscal years 2018 and 2019 (through January 31), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

Vehicle Type	Total Number	# Owned	# Leased
Chevy Impala	17	17	0

Vehicle Type	Total Number	# Owned	# Leased
Honda Civic	25	25	0
Toyota Corolla	35	35	0
Ford Crown Vic	3	3	0
Ford Pick Up Truck	2	2	0
Chevy Pick Up Truck	5	5	0
Dodge Pick Up Truck	1	1	0
Dodge Mini-Van	2	2	0
Chevy Van 15 Passenger	1	1	0
Autocar Packer	1	1	0
Isuzu Packer	1	1	0
Chevy Pick Up Truck	2	0	2
Ford Pick Up F550	1	0	1
Sterling Packer	1	1	0
Ford Step Van	1	1	0
Workhorse Step Van	1	1	0
Total	99	96	3

Question 25 (b)

Please list all vehicle accidents involving your agency's vehicles for fiscal years 2017, 2018, and 2019 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

Please see table on the following pages.

Fiscal Year	Vehicle Number	Employee Name	Employee Title	Justification of Usage	Description of Accident	Fault
FY17	Sedan	Christopher McNeil	3rd Party Inspector	Employee performs inspections throughout the city.	On 10-21-16, the employee approached the vehicle and noticed that it had been damaged.	Hit and Run.
FY17	Truck-Packer	DeCarl Thomas	Abatement Employee	Employee works as an abatement employee and was performing his duties.	On 10-21-16, the employee was driving through a small alley and side swiped a telephone pole.	Employee was at fault and counseled.
FY17	Sedan	Christopher Burnette	Vending Inspector	Employee works as a Vendor Inspector and was performing his duties.	On 12-14-16, the employee vehicle rolled back into the front of a vehicle while sitting at a light.	Employee was at fault and counseled.
FY17	Sedan	Jagtaar Singh	Building Inspector	Employee was performing his duties at a property.	On 1-13-17, the employee returned to the vehicle and noticed that one of the windows had been busted out.	Theft and Vandalism
FY17	05-6981	David Jacobs	Code Compliance Specialist with Weights & Measures	Employee works as a Code Com. Spec. for the agency and was performing his duties.	On 02/10/17, the employee was approaching a red light when he rear-ended another vehicle. While our vehicle was sitting at intersection it was rear ended by a privately-owned trash truck.	Our driver admitted fault for the front end damage, and the trash truck company admitted fault for the rear-end damage.
FY17	05-6603	Anthony Williams	Housing Code Inspector	Employee works as a Housing Code Inspector for the agency and was performing his duties.	On 07/13/17, the employee rear ended a car which rear ended a truck.	DCRA driver admitted fault and was counseled.

Fiscal Year	Vehicle Number	Employee Name	Employee Title	Justification of Usage	Description of Accident	Fault
FY17	05-4924	Charles Sampson Sr.	Weights & Measures Inspector	Employee works as a Weights & Measures inspector for the agency and was performing his duties.	On 08/18/17, the employee stopped at a stop sign. When he proceeded through the stop sign he was struck on the driver side by another vehicle.	No damage was done to either vehicle so neither driver admitted fault.
FY17	05-8800	Allen Smith	Weights & Measures Inspector	Employee works as a Weights & Measures Inspector and was performing his duties.	On 09/13/17, while attempting to change lanes, the DCRA driver was struck in the rear, causing minimal to no damage.	The other driver was at fault.
FY17	05-9497	George Page	Abatement Team Specialist	Employee works on the abatement team and was performing his duties.	On 05/25/17, the employee was at a light. There was a tractor trailer in the right lane. Both vehicles were attempting to turn left and collided.	Neither driver was charged at fault.
FY18	05-7157	Timothy Bynum	Investigator	Employee works as an investigator and was performing his duties.	On 10/18/17, the employee was rear ended when he stopped for pedestrian.	The other driver admitted fault.
FY18	05-7159	Mark Vaugh	Combo Specialist Inspector	Employee works as an Inspector and was performing his duties.	On 10/20/17, another driver made a right turn onto a one way street, hitting the employee's DCRA vehicle.	The other driver admitted fault.

Fiscal Year	Vehicle Number	Employee Name	Employee Title	Justification of Usage	Description of Accident	Fault
FY18	05-7156	Kornelius Anderson	Surveyor	Employee works as a surveyor and was performing his duties.	On 11/08/17, the employee was rear ended by another vehicle, causing minor damage.	The other driver was at fault.
FY18	05-8985	Derek McNeil	Abatement Employee	Employee works as an abatement employee and was performing his duties.	On 12/05/17, the employee opened one side of the driveway gates, tried to squeeze through, and ran into the other gate, causing damage to the right side of the truck.	Employee was at fault and counseled.
FY18	05-8717	Brandon Pettaway	Abatement Employee	Employee works on the abatement team and was performing his duties	On 01/11/2018, employee was driving southbound on 4 th St. SE when a mail truck drifted into his lane making contact and breaking his driver's side view mirror.	The other driver was at fault
FY18	05-7033	Marsita Bryant	Program Support Specialist	Employee works as a Program Support Specialist in the Support Services Division	On 01/30/2018, employee was sitting at a red light on 8 th Street SE when she was rear ended by another driver causing no damage to either vehicle.	The other driver was at fault
FY18	05-11502	Ted Brown	Abatement Employee	Employee works on the abatement team and was performing his duties	On 02/26/2018, the employee sideswiped a white Nissan Altima and broke the Altima's mirror.	Employee was at fault and counseled.
FY18	05-10170	Keith Slade	Safety Officer	Employee was performing field duties	On 03/23/2018, the employee was driving northbound in the 3rd St. tunnel when a black VW made an improper lane change sideswiped our Gov. vehicle causing damage to the right side.	The other driver was at fault.

Fiscal Year	Vehicle Number	Employee Name	Employee Title	Justification of Usage	Description of Accident	Fault
FY18	05-11502	Ted Brown	Abatement Employee	Employee works as an abatement employee and was performing his duties	On 03/27/2018, employee was driving in an ally when his bumper got caught on a little wall causing minimal damage to the bumper.	Employee was at fault and counseled
FY18	05-RA-40595 Lease	Derek Mc Neil	Abatement Employee	Employee works as an abatement employee and was performing his duties	On 03/28/2018, our employee was involved in a hit and run. He struck the other vehicle and attempted to flee. MPD was called. He failed a field sobriety test and was arrested and charged with a DUI and LAC.	Employee was terminated as a result of his actions.
FY18	05-6982	Christopher Peace	Vending Inspector	Employee works as a vending inspector.	On 04/06/2018, our employee was approached the intersection of 17 th and I Street. He was making a right turn when a pedestrian was attempting to cross the street. When our driver yielded, giving the pedestrian the right-of-way the dump truck driver ran into the rear of our gov. vehicle causing no damage.	Our employee followed protocol and called MPD anyway to report the accident.
FY18	05-9344	Gerald Curran	Housing Code Inspector	Employee works as an Inspector and was performing his duties	On 04/30/2018, our employee was performing an inspection. He left his lunchbox on the passenger side seat unattended. An unknown assailant shattered the passenger side window and stole his lunchbox.	Employee was counseled about leaving valuables visible while leaving the gov. vehicle unattended.
FY18	05-8985	Mark Jenkins	Abatement Employee	Employee works as an abatement employee and was performing his duties	On 05/07/18, our employee (Vehicle #3) was traveling westbound on Wheeler Rd. when Vehicle #1 abruptly attempted to brake, causing vehicle #2 to do the same.	Employee was terminated because he was out of

Fiscal Year	Vehicle Number	Employee Name	Employee Title	Justification of Usage	Description of Accident	Fault
					Our employee attempted to brake but he rear-ended vehicle #2. He was given a NOI for following too close.	his work area.
FY18	05-6997	Ferdinand Gamboa	ICA Manager	Employee works as an Inspections program manager and was performing his duties	On 05/10/2018, Our employee was driving on Chillum PI. NW when traffic came to a stop. The driver of a white Nissan rear ended our driver causing damage.	The other driver was at fault
FY18	05-9497	Tyrone Coleman	Abatement Employee	Employee works as an abatement employee and was performing his duties	On 06/13/2018, employee was working in the 200 block of Rhode Island Ave. when he noticed the rear window was broken, maybe the result of a flying rock from the lawn equipment.	Employee was counseled on job safety.
FY18	05-IEKA68 Lease	Jamal Duncan	Abatement Employee	Employee works as an abatement employee and was performing his duties	On 08/03/2018, employee was driving in an alley behind 1739 Galen St. SE when a swerved to avoid some construction material. While doing so he sideswiped a utility pole causing a dent on the right front bumper.	Employee was counseled on speed and driver safety.
FY18	05-10166	Ronald White	Code Compliance Inspector	Employee works as a code compliance inspector and was performing his duties.	On 08/06/2018, employee went to the parking garage to retrieve vehicle 10166. He noticed the driver's side view mirror was damaged. I Awan Wye the FCO went to check it out and snapped it back in place. Probably the result of an accident by whoever parked beside the vehicle.	The FCO solved the problem.

Fiscal Year	Vehicle Number	Employee Name	Employee Title	Justification of Usage	Description of Accident	Fault
FY19	05-9497	George Page	Abatement Employee	Employee works as an abatement employee and was performing his duties	On 11/02/2018, employee was sitting in the left lane at a traffic light on Rhode Island Ave. and 2 nd St. NW waiting for a fire truck and ambulance to pass so he can attempt make a U-turn. While turning he overestimated the turn and had to back up. While backing up either he hit the other car or the other car hit him. The responding officer issued both drivers an NOI.	Employee was counseled, drug tested and his driving privileges have been revoked.
FY19	05-9444	Gerald Curran	Combo Code Compliance Inspector	Employee works as a combo code compliance inspector and was performing his duties	On 11/26/2018, employee was making a left turn on 34 th St. from Benning Rd. NE when another vehicle blew through the intersection causing a collision. Neither driver admitted fault.	Employee was counseled, and drug tested.
FY19	05-9018	James David Allen	Support Services	Employee works as a support services worker and was performing his job duties.	On 11/26/2018, employee was traveling west on Maryland Ave. NE approaching the intersection at 11 th St. The other driver didn't yield to oncoming traffic and proceeded to make a left turn in front of employee causing a collision. The other driver was issued an NOI for failure to yield.	Employee was not at fault and was drug tested.

Question 26

Please list every lawsuit against the agency that was settled or decided by a trial court in fiscal year 2018 and fiscal year 2019, to date. Briefly describe each and the sanction, if any.

Claimant	Description	Result	Sanction
Claimant A	Complaint filed for injunctive relief against DCRA stop work orders after appellate	Case dismissed by consent on 9/17/18	N/A

Claimant	Description	Result	Sanction
	decision that reversed grant of variance by the Board of Zoning Adjustment		
Claimant B	Complaint filed in small claims court alleging fraud and negligence	Case dismissed for failure to prosecute on 6/8/18	N/A
Claimant C	Complaint filed in probate division of Superior Court, alleging fraud associated with wrongful eviction claim and landlord-tenant case and naming non-existent DCRA tax attorney as defendant.	Case dismissed on 9/27/18	N/A
Claimant D	Complaint filed concerning tax assessment levied after DCRA undertook activities to remedy certain housing code violations affecting Plaintiff's property.	Motion to dismiss granted on 4/26/18	N/A
Claimant E	Complaints filed alleging wrongful eviction and breach of contract.	Motion to dismiss granted on 6/21/18	N/A
Claimant F	Complaint filed alleging abuse of process.	Motion to dismiss granted on 7/16/17	N/A

Question 27

D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.

Direct Voucher	Date	Check #	Payee	Amount	Description
FY 2017					
DE562895	04/03/18	006155640	Simeone & Miller, LLP David Smith	\$6,000	Automobile Accident
DE578992	09/30/18	006201798	Mary Walker-Jones	\$2,600	Property Damage
FY 2019					
None Applicable					

- (a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?

Yes, the agency is in compliance with D.C. Code §§ 50-203 and 50-204.

- (b) Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to have the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffeur or take-home status.

N/A

Question 28

In table format, please provide the following information for fiscal years 2018 and 2019 (through January 31) regarding your agency's authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the region; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person and trip).

** Non-Employee Board Members

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Ronald Johnson	Weights and Measures Prg Manager	St. Pete Beach, FL	2018 National Weights and Measures Conf.	\$ 1445.69	Stay abreast of weights and measures laws and regulations affecting the District's jurisdiction
Luladaye Valli	Program Analyst	San Antonio, TX	Association of Test Publishers Annual Conference	\$ 2,625.62	To be exposed to innovative technological methods in testing admin., developing and implementing advanced security techniques and application of best practices
Daniel McCoy	Administrative Officer	San Antonio, TX	Association of Test Publishers Annual Conference	\$ 2,616.59	To be exposed to innovative technological methods in testing admin., developing and implementing advanced

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
					security techniques and application of best practices
Staci Mason	Administrative Officer	Coronado, CA	Federation of Associations of Regulatory Boards	\$ 2,243.93	Engage in programs and joint activities with member boards and assoc., and engage in activities to improve standards of profession
John McGuire	Board Member**	New Orleans, LA	International Conference of Funeral Service Examining Boards	\$ 1,654.60	Board attendees will participate in related workshops and Funeral Board sessions
Duane Hill	Board Member**	New Orleans, LA	International Conference of Funeral Service Examining Boards	\$ 1,654.60	Board attendees will participate in related workshops and Funeral Board sessions
Cynthia Briggs	Program Manager	New Orleans, LA	International Conference of Funeral Service Examining Boards	\$ 1,347.55	Board attendees will participate in related workshops and Funeral Board sessions
Roland Dreist	Surveyor	Staunton, VA	VAS Conference	\$ 658.25	To complete mandatory continuing education classes and represent DC Land Surveyors
Mark Willis	Board Member**	Savannah, GA	NABBA	\$206.00	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, increasing barber school programs, support for national standards,

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
					increasing barber entrepreneurial businesses
Clifford Cooks	Program Manager	Savannah, GA	NABBA	\$ 1,137.90	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, increasing barber school programs, support for national standards, increasing barber entrepreneurial businesses
Anwar Saleem	Board Chair**	Charlotte, NC	2018 National Interstate Council of State Boards of Cosmetology	\$ 1,395.79	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, entrepreneurial business, best practice models
Sharon Young	Board Member**	Charlotte, NC	2018 National Interstate Council of State Boards of Cosmetology	\$ 1,395.79	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, entrepreneurial business, best practice models
Richard DeCarlo	Board Member**	Charlotte, NC	2018 National Interstate Council of State Boards of Cosmetology	\$ 1,395.79	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, entrepreneurial business, best practice models

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Cynthia Briggs	Program Manager	Charlotte, NC	2018 National Interstate Council of State Boards of Cosmetology	\$ 1,090.69	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, entrepreneurial business, best practice models
Abyie Ghenene	Investigator	Austin, TX	CLEAR	\$ 1315.91	Attend educational meetings that will allow the exchange of ideas on operational and industry trends
Joshua Greene	Program Support Specialist	Austin, TX	CLEAR	\$ 1315.91	Attend educational meetings that will allow the exchange of ideas on operational and industry trends
Christopher Peace	Investigator	Austin, TX	CLEAR	\$ 1315.91	Attend educational meetings that will allow the exchange of ideas on operational and industry trends
Claudia Herrera	Program Analyst	Boston, MA	Inbound 2018 Conference	\$ 1070.61	Strengthen skills in customer service, communication and public speaking
Vincent Parker	Administrator (BPLA)	Las Vegas, NV	Customer Contact Week	\$ 4,330.95	Attend training sessions with various industries on how to deliver world class service to internal and external customers

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Matthew LeGrant	Zoning Administrator	New Orleans, LA	Annual National City Planning Conference	\$ 1,770	Stay abreast of current zoning, planning, land use law trends and practices
Audrick Payne	Code Comp Spec (Elevator)	Ocean City, MD	NAESA Eastern Region Spring 2018 Workshop	\$ 636	Mandatory for inspectors to remain certified Code Compliance Elevator Inspectors
Sam Mutia	Fire Protection Engineer	Ocean City, MD	NAESA Eastern Region Spring 2018 Workshop	\$ 689.20	Mandatory for inspectors to remain certified Code Compliance Elevator Inspectors
Paul Zweig	Code Comp Spec (Elevator)	Ocean City, MD	NAESA Eastern Region Spring 2018 Workshop	\$ 962.72	Mandatory for inspectors to remain certified Code Compliance Elevator Inspectors
Luchi Lu	Fire Protection Engineer	Ocean City, MD	NAESA Eastern Region Spring 2018 Workshop	\$ 489.20	Mandatory for inspectors to remain certified Code Compliance Elevator Inspectors
Norman Jackson	Code Comp Spec (Elevator)	Ocean City, MD	NAESA Eastern Region Spring 2018 Workshop	\$ 832.02	Mandatory for inspectors to remain certified Code Compliance Elevator Inspectors
Harriet Broadie	Program Manager	Orlando, FL	Disney's Approach to Quality Service	\$ 7,144.34	Professional growth and opportunity to expand on ways to better serve current and future business owners.
Jacqueline Noisette	Small Business Resource Center	Orlando, FL	Disney's Approach to Leadership Excellence	\$ 7,272.35	Professional growth and opportunity to expand on ways to better serve current and future business owners.

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Patricia Grays	Program Manager	Orlando, FL	Disney's Approach to Quality Service	\$ 7,108.34	Professional growth and opportunity to expand on ways to better serve current and future business owners.
Josephine Ricks	Board Member**	New Orleans, LA	Association of Real Estate License Law	\$ 2,423.11	Attend Board of Director's Meeting, general sessions to discuss and vote on proposed policy changes
Ulani Gulstone	Board Member**	New Orleans, LA	Association of Real Estate License Law	\$ 1,900.11	Attend Board of Director's Meeting, general sessions to discuss and vote on proposed policy changes
Christine Warnke	Board Member**	New Orleans, LA	Association of Real Estate License Law	\$ 1,900.11	Attend Board of Director's Meeting, general sessions to discuss and vote on proposed policy changes
Edward Downs	Board Member**	New Orleans, LA	Association of Real Estate License Law	\$ 2,193.11	Attend Board of Director's Meeting, general sessions to discuss and vote on proposed policy changes
David Forster	Board Member**	New Orleans, LA	Association of Real Estate License Law	\$ 1,900.11	Attend Board of Director's Meeting, general sessions to discuss and vote on proposed policy changes
Leon Lewis	Program Coordinator	New Orleans, LA	Association of Real Estate License Law	\$ 2,193.61	Attend Board of Director's Meeting, general sessions to discuss and vote on proposed policy changes
Kevin Edwards	IT Director	Austin, TX	PDUG - Project Dox	\$ 1,505.31	DCRA will interface with other jurisdictions using ProjectDox, gain insight into best practices, training

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
					techniques and stay abreast of proposed updates and enhancements
Yvette Gayles	Deputy IT Director	Austin, TX	PDUG - Project Dox	\$1,596.83	DCRA will interface with other jurisdictions using ProjectDox, gain insight into best practices, training techniques and stay abreast of proposed updates and enhancements
Damon Wellington	IT Specialist	Austin, TX	PDUG - Project Dox	\$ 1,505.31	DCRA will interface with other jurisdictions using ProjectDox, gain insight into best practices, training techniques and stay abreast of proposed updates and enhancements
Louis Destages	IT Specialist	Austin, TX	PDUG - Project Dox	\$1,505.31	DCRA will interface with other jurisdictions using ProjectDox, gain insight into best practices, training techniques and stay abreast of proposed updates and enhancements
Michal Fields	IT Specialist	Austin, TX	PDUG - Project Dox	\$1,503.31	DCRA will interface with other jurisdictions using ProjectDox, gain insight into best practices, training techniques and stay abreast of proposed updates and enhancements
RJ Coleman	IT Specialist	Austin, TX	PDUG - Project Dox	\$ 1,475.31	DCRA will interface with other jurisdictions using ProjectDox, gain insight into best practices, training

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
					techniques and stay abreast of proposed updates and enhancements
Leon Lewis	Program Coordinator	Portland, ME	NCEES Northeast Interim Zone Meeting	\$ 1,280.92	Participate in training sessions, interface with professional engineers, executive directors and administrators to discuss regulatory engineer topics
Tamora Papas	Board Member**	Phoenix, AZ	Assoc. Of Appraiser Regulatory Officials Spring Conference	\$ 2,020.92	Attend regulatory sessions entitled Federal Agency Updates, and discussion on reciprocity issues and recovery funds, learn new criteria for applicants and appraisers on upcoming requirement
Andrew Sullivan	Board Member**	Phoenix, AZ	Assoc. Of Appraiser Regulatory Officials Spring Conference	\$ 2,003.52	Attend regulatory sessions entitled Federal Agency Updates, and discussion on reciprocity issues and recovery funds, learn new criteria for applicants and appraisers on upcoming requirement
Patrice Richardson	Board Member**	Phoenix, AZ	Assoc. Of Appraiser Regulatory Officials Spring Conference	\$ 1,655.92	Attend regulatory sessions entitled Federal Agency Updates, and discussion on reciprocity issues and recovery funds, learn new criteria for applicants and appraisers on upcoming requirement

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Joy Douglas	Program Analyst	New Orleans, LA	Blacks in Government 40 th Annual National Training Institute	\$ 2,136.46	Attendee will participate in sessions to enhance professional development
David Epley	Green Building Program Manager	Pittsburg, PA	2018 Getting to Zero National Forum	\$ 1,637.31	Attending as a speaker for two different sessions "Advanced Jurisdictions: States and Cities Take the Lead on Driving Zero Energy" and Getting to Zero with Stretch Codes"
Bryan Bomer	Green Building Program Analyst	Pittsburg, PA	2018 Getting to Zero National Forum	\$ 1,637.31	Attending as a speaker for two different sessions "Advanced Jurisdictions: States and Cities Take the Lead on Driving Zero Energy" and Getting to Zero with Stretch Codes"
Kristen Hoffland	Green Building Plans Reviewer	Seattle, WA and Portland, OR	ILFL-International Living Future Institute Conference	\$ 1,887.10	Visit the King County, WA green and energy code officials and permit center.
Christopher Bailey	Deputy Building Official	Columbus, OH	IDC 2018 Group A Committee Action Heritage	\$ 981.20	District is moving toward a vision of new construction by 2032 consistent with the objectives of the Sustainable DC Plan.
Vamshi Mamidi	Developer	Houston, TX	PDUG - Project Dox	\$ 1,637.31	DCRA will interface with other jurisdictions using ProjectDox, gain insight into best practices, training techniques and stay abreast

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
					of proposed updates and enhancements
Nithan Papakannu	Developer	Houston, TX	PDUG - Project Dox	\$ 1,637.31	DCRA will interface with other jurisdictions using ProjectDox, gain insight into best practices, training techniques and stay abreast of proposed updates and enhancements
Tamora Papa	Board Chair	Seattle, WA	Association of Appraiser Regulatory Spring Conference	\$ 2,094.92	Attend regulatory sessions entitled Federal Agency Updates, and discussion on reciprocity issues and recovery funds, learn new criteria for applicants and appraisers on upcoming requirement
Andrew Sullivan	Board Member**	Seattle, WA	Association of Appraiser Regulatory Spring Conference	\$ 1,729.92	Attend regulatory sessions entitled Federal Agency Updates, and discussion on reciprocity issues and recovery funds, learn new criteria for applicants and appraisers on upcoming requirement
Patrice Richardson	Board Administrator	Seattle, WA	Association of Appraiser Regulatory Spring Conference	\$ 2,077.52	Attend regulatory sessions entitled Federal Agency Updates, and discussion on reciprocity issues and recovery funds, learn new criteria for applicants and appraisers on upcoming requirement

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Robert Todero	Chair	Orlando, FL	National Association of State Boards of Accountancy	\$ 1,813.00	Attend a variety of meetings, share local industry information, update the regions on DC policy, discuss NASBA Committee reports, and collaborate on new strategies and ways to improve the profession.
Kayla Futch	Board Member**	Orlando, FL	National Association of State Boards of Accountancy	\$ 1,813.00	Attend a variety of meetings, share local industry information, update the regions on DC policy, discuss NASBA Committee reports, and collaborate on new strategies and ways to improve the profession.
Joseph Drew	Consumer Member	Orlando, FL	National Association of State Boards of Accountancy	\$ 1,813.00	Attend a variety of meetings, share local industry information, update the regions on DC policy, discuss NASBA Committee reports, and collaborate on new strategies and ways to improve the profession.
Joseph Snider	Deputy Surveyor	Linthicum Heights, MD	MD Society of Surveyors	\$ 420.00	Take classes which are a required part of continued education requirements for licensure
Keith Slade	Emergency Manager	New York, NY	National Homeland Security Conference	\$ 3,080.52	Educational and informative sessions on best practices and emerging trends in

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
					Homeland Security and Emergency Management.
Lori Parris	Deputy Director	New York, NY	National Homeland Security Conference	\$ 3,080.52	Educational and informative sessions on best practices and emerging trends in Homeland Security and Emergency Management.
Susan Burnett	Enforcement Administrator	New York, NY	National Homeland Security Conference	\$ 1,476	Educational and informative sessions on best practices and emerging trends in Homeland Security and Emergency Management.
Lori Parris	Deputy Director	Milwaukee, Wisconsin	Reclaiming Vacant Properties Conference	\$ 1,624.03	Participate in the conference courses and networking events, learn from national colleagues, and voice opinions about the proposed code changes
Susan Burnett	Enforcement Administrator	Milwaukee, Wisconsin	Reclaiming Vacant Properties Conference	\$ 1,624.03	Participate in the conference courses and networking events, learn from national colleagues, and voice opinions about the proposed code changes
Kimberly Lockett	Commissioner	Orlando, FL	ABC Annual Conference	\$ 1,317.42	Required that commission members attend. The attendees' interactions with other Commission officials, promoters enable the attendees to identify and implement best practices locally.

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Adam Weers	Chairman	Orlando, FL	ABC Annual Conference	\$ 1,126.04	Required that commission members attend. The attendees' interactions with other Commission officials, promoters enables the attendees to identify and implement best practices locally.
Cynthia Briggs	Commission Executive	Orlando, FL	ABC Annual Conference	\$ 1,532.80	Required that commission members attend. The attendees' interactions with other Commission officials, promoters enables the attendees to identify and implement best practices locally.
Sheldon Brown	Deputy Commissioner	Orlando, FL	ABC Annual Conference	\$ 1,532.80	Required that commission members attend. The attendees' interactions with other Commission officials, promoters enable the attendees to identify and implement best practices locally.
Donise Peace	Customer Service Supervisor	Orlando, FL	Disney Institute-Quality Service	\$ 6,294.99	Professional growth and opportunity to expand on ways to better serve current and future business owners.
Anwar Saleem	Board Chair**	Canada	7th International Conference on Cosmetology & Aesthetic Practices	\$ 1,763.29	Extended "Keynote Invitation" to spotlight his achievement in the industry.

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Cynthia Briggs	Board Coordinator	Canada	7th International Conference on Cosmetology & Aesthetic Practices	\$ 1,763.29	Ms. Briggs is on the National Interstate Council of State Board and sets the policy and procedures for this Association.
Timothy Handy	Program Manager	Las Vegas, NV	Customer Contact Week Conference & Expo	\$ 1,535.81	Learn from the best of various industries how to deliver world-class service with speed and efficiency
Ronald Johnson	Program Manager	Tulsa, OK	103rd National Conference on Weights and Measures	\$ 1,573.75	Stay abreast of weights and measures laws and regulations.
Kevin Edwards	Chief Information Officer	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela
Yvette Gayles	Deputy Chief Information Officer	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela
Damon Wellington	IT Specialist	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela
Nithun Papakannu	IT Specialist	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela
Michael Fields	IT Specialist	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Louis Destages	IT Specialist	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela
Suresh Dontha	IT Specialist	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela
Anthony Clark	Data & Case Management Specialist	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela
Tomash Bukoweicki	Data & Case Management Specialist	Atlanta, GA	Accelarate 2018 Conference	\$ 1,914.61	Attend sessions to enhance DCRA's use of the web-based system Accela
Leon Lewis	Executive Director	Scottsdale, AZ	NCEES Annual Meeting	\$ 1,654.59	Attend varied training sessions, interface with
Anward Saleem	Board Chair**	Kansas City, MS	NABBA 2018 Annual Conference	\$ 1,322.28	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, increasing barber school programs
Raymond Kibler	Board Member**	Kansas City, MS	NABBA 2018 Annual Conference	\$ 1,151.28	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, increasing barber school programs

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Mark Willis	Board Member**	Kansas City, MS	NABBA 2018 Annual Conference	\$ 1,357.51	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, increasing barber school programs
Jared Scott	Board Member**	Kansas City, MS	NABBA 2018 Annual Conference	\$ 1,357.51	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, increasing barber school programs
Andrew Jackson	Board Member**	Kansas City, MS	NABBA 2018 Annual Conference	\$ 1,063.11	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, increasing barber school programs
Josephine Ricks	Board Member**	St. Louis, MO	ARELLO Annual Conference	\$ 1,763.03	Attend all general meetings, participate in all conference-related workshops and seminars, as well as participate in the Case Law Report Update
Ulani Guistone	Board Member**	St. Louis, MO	ARELLO Annual Conference	\$ 1,762.03	Attend all general meetings, participate in all conference-related workshops and seminars, as well as participate in the Case Law Report Update

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Edwards Downs	Board Member**	St. Louis, MO	ARELLO Annual Conference	\$ 2,035.96	Attend all general meetings, participate in all conference-related workshops and seminars, as well as participate in the Case Law Report Update
Leon Lewis	Program Coordinator	St. Louis, MO	ARELLO Annual Conference	\$ 1,122.70	Attend all general meetings, participate in all conference-related workshops and seminars, as well as participate in the Case Law Report Update
Ronnie McGhee	Board Administrator* *	Toronto, Canada	CLARB Annual Conference	\$ 2,259.38	Attend the Council of Landscape Architecture Registration Boards Annual Meeting
Patrice Richardson	Program Analyst	Toronto, Canada	CLARB Annual Conference	\$ 2,492.81	Attend the Council of Landscape Architecture Registration Boards Annual Meeting
Anwar Saleem	Board Chair**	Seattle, WA	National Interstate Council of State Boards of Cosmetology (NIC)	\$ 2,595.74	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, entrepreneurial business
Sharon Young	Board Member**	Seattle, WA	National Interstate Council of State Boards of Cosmetology (NIC)	\$ 2,595.74	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, entrepreneurial business

Traveler's Name	Title	Destination	Conference/ Training Title	Amount	Purpose
Richard DeCarlo	Board Member**	Seattle, WA	National Interstate Council of State Boards of Cosmetology (NIC)	\$ 2,595.74	Focus on industry matters that include technology use, identity/license protection, fraudulent and unlicensed practices, entrepreneurial business
Ronald Johnson	Sr. Program Manager	Jacksonville, FL	Southern Weights and Measures Association 73rd Annual Conference	\$ 1,031.35	Stay abreast of weights and measures laws and regulations.
Edward Downs	Commission Member	Tucson, Arizona	Association of Real Estate License Law	\$ 2,035.96	Participate in strategic planning leadership training.
Ulani Gustone	Commission Member**	Tucson, Arizona	Association of Real Estate License Law	\$ 1,762.03	Participate in strategic planning leadership training.
Daniel McCoy	Administrative Officer	New Orleans, LA	43rd Annual Federation of Associations of Regulatory Boards	\$1,200.31	Attend all general meetings, participate in all conference-related workshops and seminars, and foster communication and discussion about the latest assessment techniques for associations of regulatory boards and their members.

Question 29

Please provide and itemize, as of January 31, 2019, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title,

the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

DCRA has no When Actually Employed personnel.

Term Employees				
Last Name	First Name	Term Employee Position Title	Start Date	NTE Date
Leon	Elmer	Building Code Inspector	12/13/2018	12/13/2019
Briggs	Cynthia	Temp. Program Manager	3/25/2013	4/12/2019
Smith	Douglas	Data Analyst	12/21/1998	3/31/2019
Stovall	Sonya	Data Analyst	1/22/2010	3/31/2019
Whitescarver	Clarence	Temp. Chief Building Official	1/4/2010	3/11/2019
Richardson	Patrice	Temp. Program Manager	2/9/2015	2/14/2019

Contract Employees						
Last Name	First Name	Position Title	Contract Term	Division/ Department	Start Date	NTE
Cuellar	Oscar	Combination Inspector	Base Year 2/26/18- 2/27/2019	Proactive Inspections	2/26/2018	2/27/2019
Saxby	Dereck	Combination Inspector	Base Year 2/26/18- 2/27/19	Proactive Inspections	8/29/2018	2/27.2019
Thompson	Frank	Combination Inspector	Base Year 2/26/2018- 2/27/2019	Proactive Inspections	5/4/2015	2/27/2019
Bonds	Travis	Combination Inspector	Base Year 2/26/2018- 2/27/2019	Proactive Inspections	6/1/2014	2/27/2019

Contract Employees						
Last Name	First Name	Position Title	Contract Term	Division/ Department	Start Date	NTE
Alaron	Leslie	Combination Inspector	Base Year 2/26/2018- 2/27/2019	Proactive Inspections	10/22/2018	2/27/2019
Hogos	Semhal	Administrative Assistant	Base Year 2/26/2018- 2/27/2019	Proactive Inspections	5/9/2018	2/27/2019
Mitchell-Howard	Angela	Administrative Support	1/11/2018- 1/10/2020	BPLA	2/6/2017	1/10/2020
Njoku	Porcia	General Clerk	1/11/2019- 1/10/2020	Proactive Inspections	6/26/2018	1/10/2020
Jamison	Shelia	General Clerk	1/11/2019- 1/10/2020	Proactive Inspections	6/26/2018	1/10/2020
Green	Bruce	General Clerk	10/1/2018- 11/19/2018	Business Licensing	10/1/2018	11/19/2019
Brooks	Portia	General Clerk	1/11/2019- 1/10/2020	Business Licensing	10/1/2018	11/19/2019
Potter	Carl P.	Green Building	2/1/18- 1/11/19	Green Building	2/13/2017	1/11/2019
Vamshi	Mamidi	IT Specialist	11/1/2018- 9/30/2019	Office of Information Systems	10/9/2017	9/30/2019
Mada	Saketh	IT Specialist	11/1/2018- 9/30/2019	Office of Information Systems	10/9/2017	9/30/2019
Dontha	Suresh	IT Specialist	11/1/2018- 9/30/19	Office of Information Systems	10/9/2017	9/30/2019
Papakannu	Nithum	IT Specialist	10/1/18- 9/30/19	Office of Information Systems	10/1/2017	9/30/2019
Razavi	Amir	IT Specialist	10/1/18- 9/30/19	Office of Information Systems	10/9/2017	9/30/2019
Sihinam	Lavanya	IT Specialists	11/1/18- 9/30/19	Office of Information Systems	11/1/2018	9/30/2019
Andrews	Marlon	IT Specialists	11/1/18- 9/30/19	Office of Information Systems	11/1/2018	9/30/2019

Contract Employees						
Last Name	First Name	Position Title	Contract Term	Division/ Department	Start Date	NTE
Depeiza	Rodney	IT Specialist	11/1/18-9/30/19	Office of Information Systems	11/1/2018	9/30/2019
Des Estage	Louis	IT Specialist	11/1/18-9/30/19	Office of Information Systems	11/1/2018	9/30/2019

Question 31

What efforts has your agency made in the past year to increase transparency? Explain.

In FY 2018, DCRA launched several new processes, applications, and tools that provide residents and other District Stakeholders with critical information regarding DCRA's operations. These tools include:

1. DC Property & Permit Center Portal

A one-stop shop for all things permits, the portal provides a range of online tools to apply for building permits, request city services, research property regulatory information, and research and analyze permit data. Residents are able to download datasets and generate custom reports. Property owners can register their apartment complex(s) and much more.

2. DCRA Dashboards

This visualization tool supports various data from DCRA such as performance management, permits issued, illegal construction and vacant building data. The dashboards provide greater transparency allowing customers to take a look at DCRA's performance in these areas.

3. DCRA Data Connect

DCRA has created an open data source online portal where you can search for building permits, illegal construction and blighted properties. You can view interactive data, maps and graphs of the data you request.

4. Open Data Effort

DCRA provides data to the District's open data portal of opendata.dc.gov to allow the public to browse the data, download it as a file, analyze it with your tools, or build apps using our APIs. DCRA also participates in the DC Data Policy data inventory to provide the necessary data to be included in the District's inventory to support District's transparency effort.

5. Permit Application Q-Tracker

The Permit Application Q-Tracker allows applicants to track their permit applications

and placement in the queue for each review associated with their permit. Depending on the permit application type, you will be able to check your placement in the queue for over thirty (30) different review types without visiting DCRA.

6. Property Information Verification System 2.0 (PIVS)

PIVS was upgraded to provide a better user experience when researching real property, regulatory and enforcement information on specific properties, by street address or square-suffix-lot (SSL) number. The upgrades provide more frequent updates, increased search speed, interactive maps and now you can download data and view on the go via mobile apps.

7. Neighborhood Notification

DCRA has created an application that allows residents the ability to upload construction documents/plans for adjacent neighbors to view.

8. Website Updates

DCRA redesigned the website to be more user friendly, allowing a more intuitive website to find the information and services the public needs.

9. Communications Portal

DCRA has a new communications portal to provide the public with news, events and information all in one new user-friendly location.

10. Records Request

The public can request records, plans, documents, etc. and receive them online without having to come to DCRA.

11. Document Management System

This system allows users to search for and retrieve DCRA documents and Forms by category or by simply typing in the name of the document.

Question 32

What efforts will your agency be making to increase transparency? Explain.

In FY 2019, DCRA will continue to further public transparency through the following:

- 1. Enhanced Agency Performance Dashboards.** DCRA's public facing dashboard identifies issues, provide transparency, create accountability, and track measurable improvements. Currently, an internal alpha-version of the dashboard has been developed. This is available to staff agency-wide and has already begun to improve the culture by instituting measurable successes and intra-agency accountability. DCRA's customers are able to view this dashboard at kiosks in the agency. In short order, DCRA customers and the public at large will be able to view the dashboard on DCRA's website.
- 2. Customer Relationship Management Software.** DCRA will launch a new Customer Relationship Management application that synchronizes and personalizes every

interaction with a customer and elevates issues to management when necessary. Staff members will be better familiar with each customer's issue and know what information the customer has received during previous interactions with the agency. Customers will also receive real-time notifications whenever the status of their inquiry or application changes.

Question 33

Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.

There are no legislative requirements that DCRA lacks sufficient resources to implement.

Question 34

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

Mayor Bowser introduced the Landlord Accountability through Expedited Receivership Amendment Act of 2019 (B23-0014) and the Landlord Transparency Amendment Act of 2019 (B23-0015). Through these two bills, negligent property owners will not be able to operate multiple non-compliant properties in the District without consequence and DCRA and OAG will be able to hold landlords accountable for living conditions that pose serious threats to the health, safety or security of tenants more expeditiously. These two bills will equip DCRA with more tools to go after slumlords and better protect residents from negligent landlords. DCRA asks Council to pass these bills to remove impediments to enforcement against slumlords.

Question 35

Did your agency receive any FOIA requests in fiscal year 2018? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment.

Please see attachment: "DCRA Oversight Question 35 FOIA"

Question 36

For CBE agency compliance purposes, what is your agency's current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency's expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give the answer for fiscal years 2017, 2018, and 2019 (through January 31).

Please see below tables.

Fiscal Year	Green Book SBE Spending Goal (\$)	Adjusted Expendable Budget (\$)	Adjusted SBE Spending Goal (\$)	SBE Expenditure (\$)	% of Adjusted Expendable Budget Spent with SBEs	% of Meeting Adjusted SBE Goal	Amount Spent with CBEs (\$)	% of Budget Spent with CBEs
2017	5,820,000.00	7,034,596.16	3,598,286.66	4,168,620.17	59.26%	115.85%	4,121,786.81	58.59%
2018	4,434,972.00	7,178,057.30	3,665,213.40	5,517,608.68	76.87%	105.54%	4,814,089.04	67.07%
2019 (End of Q1)	4,648,977.00	10,821,725.36	5,466,112.68	282,784.54	2.61%	5.17%	313,092.69	2.89%

Fiscal Year	# of CBE Waivers Submitted	Waiver Amount (\$)
2017	3	1,683,395
2018	0	0
2019	0	0

Question 37

Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.

Please see attachment: "DCRA Question 37 Current Annual Performance Plan"

Question 38 (a)

What are your agency's key performance indicators and what has been your agency's performance (per these KPIs) in fiscal year (or calendar year) 2017, 2018, and 2019 (through the first quarter).

KPI	FY 17 Actual	FY18 Actual	FY18 Target	FY19 Q1 (Preliminary)	FY19 Target
Percentage of Project Dox permit applications that are reviewed within 30 business days of acceptance by the agency (not include sister agencies)	n/a	85.9	90	90.9	New Measure
Percent of Permit applications that are reviewed by PRC within 2-business days	n/a	n/a	n/a	67.7	90

KPI	FY 17 Actual	FY18 Actual	FY18 Target	FY19 Q1 (Preliminary)	FY19 Target
Percentage of pre-license investigations conducted by regulatory investigations within 5 business days	96	n/a	n/a	n/a	n/a
Percentage of inspection requests scheduled within 2 days	89	n/a	n/a	n/a	n/a
Percentage of initial inspections completed within 7 business days (Residential, proactive, commercial, illegal)	95	n/a	n/a	n/a	n/a
Percentage of inspections resulted (with NOV or inspection reports) within 30 days	98	96.7	95	97.8	95
Percentage of emergency abatements completed within 5 business days, after the Notice of Violation is issued.	100	n/a	n/a	n/a	n/a
Percentage of Business licenses issued within 1 business day.	72	n/a	n/a	n/a	n/a
Percentage of eligible business licenses that renew	37	n/a	n/a	n/a	n/a
Percentage of Business Licenses Renewed within 3 business day	43	n/a	n/a	n/a	n/a
Percentage of completed special event applications processed within 1 business day.	89	n/a	n/a	n/a	n/a
Percentage of Corporate Registrations processed within 5 business day	88	n/a	n/a	n/a	n/a
Percentage of Professional Licenses issued within 3 business days	100	n/a	n/a	n/a	n/a
Percent of businesses applying online that receive their license within one (1) business day from the date of submission	n/a	83.9	55	83.5	55
Percent of compliant businesses that have renewals processed within one (1) business day from the date of application receipt	n/a	85.5	70	85	70

KPI	FY 17 Actual	FY18 Actual	FY18 Target	FY19 Q1 (Preliminary)	FY19 Target
Percent of corporate registrations processed online, meeting the customer's request for expedited service of one (1) or three (3) business days	n/a	89.8	85	92.3	85
Percent of Basic Business License, Corporation, and Office of Professional Licensing transactions that are conducted online.	n/a	64.9	45	61.9	45
Percent of Notices of Infraction that are processed by the Office of Civil Infractions (OCI) within 30 calendar days	27	n/a	n/a	n/a	n/a
Percent of Housing Notices of Violation that are referred to the Office of Civil Infractions within 60 days of re-inspection	n/a	85.5	80	79.8	80
Percent of Construction Inspections completed on date identified when scheduled	n/a	83	90	82.6	90
Percent of construction inspections resulting in a disapproval by DCRA in accordance with District Code (new metric)	n/a	n/a	n/a	31.9	New Measure
Percent of exempted properties that are re-inspected within 90 calendar days of receiving exempt status (new metric)	n/a	24.8	90	44.4	90
Percent of Notices of Infraction related customer inquiries that are resolved in one interaction with DCRA staff (new metric)	n/a	n/a	n/a	88.6	65
Percent of Vacant Building Enforcement initial inspections completed within 38 business days (new metric)	n/a	n/a	n/a	74.4	85
HR Management- Average number of days to fill vacancy from post to offer acceptance (new metric)	n/a	n/a	n/a	Measure reported annually by OCA	n/a

KPI	FY 17 Actual	FY18 Actual	FY18 Target	FY19 Q1 (Preliminary)	FY19 Target
Percent of eligible employees completing and finalizing a performance plan in PeopleSoft	n/a	88.1	n/a	Measure reported annually by OCA	n/a
Percent of eligible employee performance evaluations completed and finalized in PeopleSoft	35.5	Measure reported annually by OCA	n/a	Measure reported annually by OCA	n/a
Quick Payment Act Compliance- Percent of QPA eligible invoices paid within 30 days	n/a	n/a	n/a	Measure reported annually by OCA	n/a
Percent of local budget de-obligated to the general fund at the end of the year	5.6	Measure reported annually by OCA	n/a	Measure reported annually by OCA	n/a
Average number of calendar days between requisition and purchase orders issued	13.1	Measure reported annually by OCA	n/a	Measure reported annually by OCA	n/a
Percent of Small Business Enterprise (SBE) annual goal spent	115.9	Measure reported annually by OCA	n/a	Measure reported annually by OCA	n/a
Percent of “open” data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal	n/a	77.8	n/a	Measure reported annually by OCA	n/a
Percent of FOIA Requests Processed in more than 25 business days – statute requirements allow 15 business days and a 10 days extension	65.3	Measure reported annually by OCA	n/a	Measure reported annually by OCA	n/a

Question 38(b)

What KPIs have been dropped (or changed) since 2014? List each specifically and explain why it was dropped or changed.

As previously submitted in DCRA’s Performance Oversight Responses, DCRA’s annual

Performance Plan has been modified to promote transparency of DCRA operations, provide alignment with the agency's Mission Statement, and to more accurately convey DCRA's critical functions and their respective success. Updates that have been made to the below KPIs range from reclassification, altered language, or, in some instances, removal from the agency's Performance Plan.

The reclassification of previous KPIs was used to shift a KPI into a more appropriate bracket that aligns with the current format for agency performance plans. For example, a KPI that was listed in 2014, 2015, and 2016 identifies the total number of units inspected by the Proactive Inspections Team. This measurement is in fact still captured in the agency's Performance Plan. It is now, more appropriately, identified as a workload measure, as it conveys the agency's output for the volume of Proactive Inspections conducted. Another example of a previous KPI's reclassification is the "Number of new applications submitted for new business licenses."

Modified Key Performance Indicators:

Agency Management:

- Percent of OIG inquiries completed timely
- Percent of FOIA requests completed timely
- Percent reduction in number of FOIA requests
- Percentage of employees that completed required trainings
- Percentage of vacant positions filled within 90 days of date posting

Permit Operations Division:

- Percent of green building plan review completed within 30 days
- Percent of Third Party Review project reviews by DCRA Technical Review within 15 business days
- Average length of customer wait in the Permit Center (minutes)
- Percent of walk through applications processed same day
- Percentage of filed plan reviews completed within the standard time frame (30 business days) excluding sister agencies
- Percent of permits issued online (postcard and supplemental)
- Average number of days in review for Project Dox plans (Business Days)
- Percent of building plats utilizing expedited review service
- Total number of solar permit applications completed each quarter
- Total kW of solar photovoltaic (PV) permitted each quarter
- Percent of building plats using online services

Office of Zoning Administrator:

- Percent of Certificate of Occupancy applications receiving OZA initial review from the application date, in compliance with timelines (30 business days)
- Percent of HOPs issued within 10 business days of application submission
- Percent of successful defenses of appeals of Zoning Administrator decisions before the BZA

- Percent of Building Permit applications receiving OZA initial review, in compliance with prescribed timeframes
- Percent of complaint-initiated enforcement actions occurring within 60 days of receipt of concern

Enforcement Division:

- Percent of rate of return on special assessments filed
- Total dollar amount of Special Assessments collected
- Total dollar amount of tax liens collected
- Percent of DCRA abatements completed within 30 days
- Number of hits on new vacant building tracking system
- Percentage of emergency abatements completed within 5 business days, after the Notice of Violation is issued.
- Percent of Notices of Infraction that are processed by the Office of Civil Infractions (OCI) within 30 calendar days

Business and Professional Licensing Administration (BPLA):

- Percent of business license applications submitted online (New and Renewal)
- Percent of professional license applications submitted online (New and Renewal)
- Percent of corporate filings submitted online
- Percent of weighing and measuring devices approved
- Percent of gas stations compliant with octane rules
- Number of group workshops
- Percentage of complaint based regulatory investigations resulting in the issuance of a Notice of Infraction
- Percent of Business Compliance Surveys completed
- Number of educational and informational one-on-one sessions
- Average number of customers in attendance per workshop
- Percentage of Business licenses issued within 1 business day.
- Percentage of eligible business licenses that renew
- Percentage of Business Licenses Renewed within 3 business day
- Percentage of completed special event applications processed within 1 business day.
- Percentage of Corporate Registrations processed within 5 business day
- Percentage of Professional Licenses issued within 3 business days

Inspections Division:

- Percent of complaint-related inspections completed within 5 days of the scheduled date
- Percent of permit-related inspections completed within 48 hours of scheduled date
- Number of units inspected by Proactive Inspection Teams
- Percent of inspections completed as scheduled
- Number of Quality Control inspections performed on Third Party Inspections
- Average number of working days between re-inspection and submission to enforcement section
- Percentage of Elevator-related inspections completed within 48 hours of scheduled date
- Percentage of Boiler-related inspections completed within 48 hours of scheduled date

- Percentage of inspection requests scheduled within 2 days
- Percentage of initial inspections completed within 7 business days (Residential, proactive, commercial, illegal)
- Percentage of pre-license investigations conducted by regulatory investigations within 5 business days
- Number of Street or Alley closings processed

Question 39

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 fiscal years 2018 and 2019.

1. Streamline customer relationship management

DCRA will launch an Enterprise Customer Relationship Management application that synchronizes and personalizes every interaction with a customer and elevates issues to management after the current pilot application. Staff members will be better familiar with each customer's issue and know what information the customer has received during previous interactions with the agency. DCRA has also established a team that will work to build strong relationships with customers, stakeholders, sister agencies and Council. The team will deal with key partners and escalated issues at the highest level to ensure that we are proactive, responsive and are instilling confidence in our customers.

2. Enhance Transparency

The agency will continue to roll out a dashboard to highlight KPIs, statistics, and other performance data. This public-facing dashboard will identify issues, track measurable improvements, and create accountability for the agency. DCRA customers will be able to view the dashboard on DCRA's website and at kiosks throughout the agency.

3. Implement Systems to Improve Customer Feedback

DCRA will create mechanisms by which to gather additional feedback from customers and employees regarding interactions with design professionals, general contractors, and home improvement contractors. The goal of such feedback would be to improve interactions with these professionals in areas such as plan designs, work performed, and response rate to DCRA.

4. Regulatory Reform

- Establish Regulatory Reform Working Group: DCRA has established a regulatory reform working group. This group will simplify complexities, eliminate red tape, and diminish unnecessary barriers to economic development by revising regulations.
- Streamline Business Licensing Categories: DCRA will also work to streamline the District's business licensing systems to create more resident-friendly license categories and eliminate similar license categories to eliminate any confusion in the Business licensing process.
- Accelerate Construction Code Adoption: DCRA is working to speed up the construction code adoption process. DCRA will work the Construction Codes

Coordinating Board to adopt the 2015 Building Code and work to start the 2018 Construction Code adoption process.

- d. Velocity Improvements: DCRA will utilize customer feedback to continue to refine the Velocity program.

5. Strengthen Enforcement

DCRA will work to accelerate the prosecution of Notices of Infractions for habitual offenders and slumlords. With this accelerated prosecution, DCRA hopes to show bad actors that their negligent behavior will not be tolerated in the District.



dcra

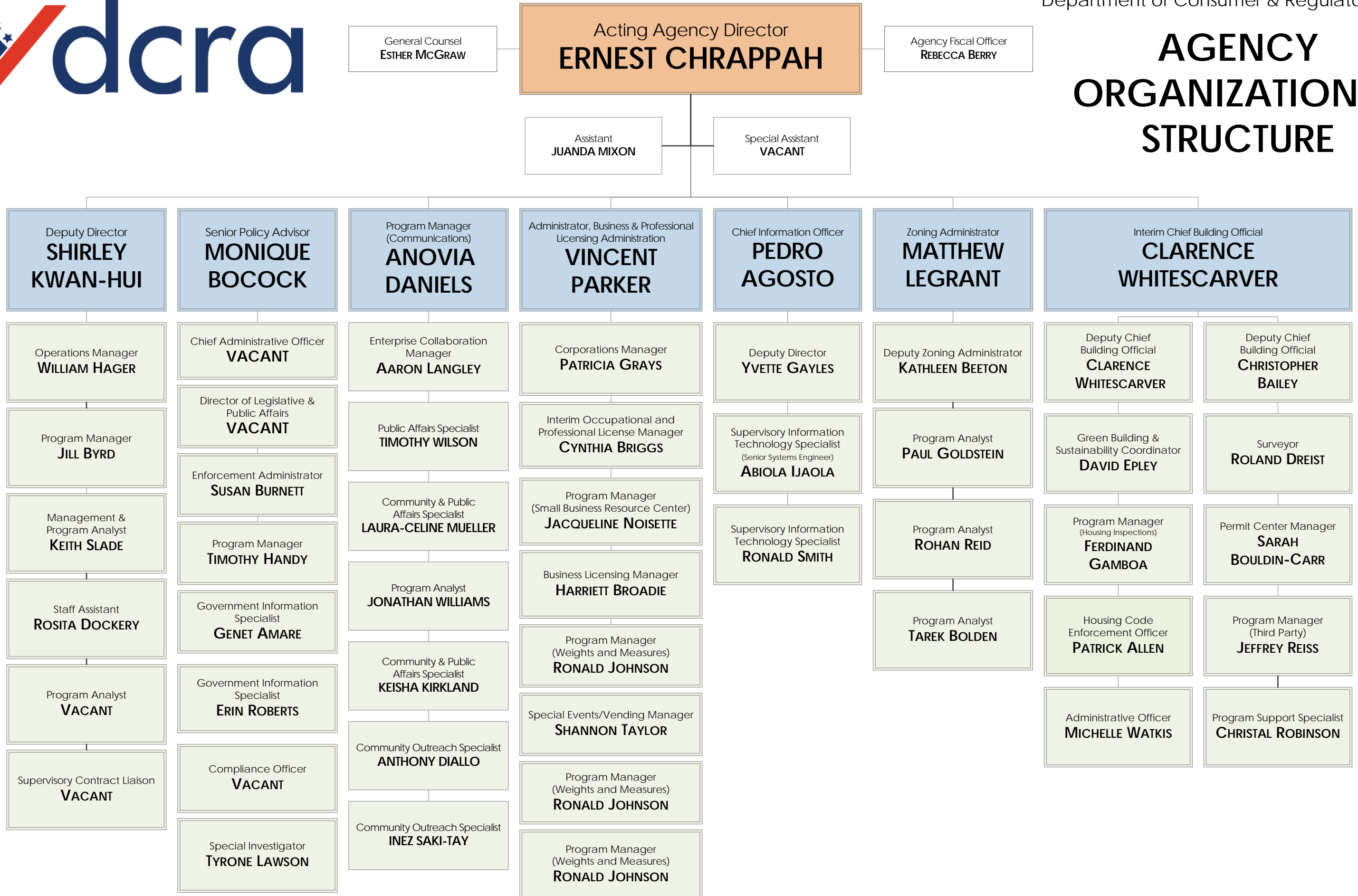
Organizational Structure

Maintained by the DCRA Office of the Chief Administrative Officer
As of February 13, 2019



Government of the District of Columbia
Department of Consumer & Regulatory Affairs

AGENCY ORGANIZATIONAL STRUCTURE





Government of the District of Columbia
Department of Consumer & Regulatory Affairs
ADMINISTRATIVE SERVICES
OFFICE OF THE DEPUTY DIRECTOR

21 Filled FTEs / 3 Vacancies

Acting Agency Director
ERNEST CHRAPPAH

Assistant
JUANDA MIXON

Special Assistant
VACANT

Deputy Director
SHIRLEY KWAN-HUI
00000044 | 0301
MS 16

Staff Assistant
ROSITA DOCKERY
00087561 | 0301
CS 13

Program Manager
JILL BYRD WILLIAMS
00000676 | 0301
CS 14

Management and Program
Analyst
KEITH SLADE
00083206 | 0343
CS 14

Program Analyst
VACANT
00075724 | 0343
CS 12

Operations Manager
WILLIAM HAGER
00036598 | 0301
MS 14

Supervisory Contract Liaison
VACANT
00088226 | 0301
MS 13

Customer Services Manager
DONISE PEACE
00083224 | 0301
MS 13

Training Coordinator
PETER HILLMAN
00002403 | 1701
CS 13

Program Analyst
DENALL FOWLER-LEE
00014181 | 0343
CS 12

Community Outreach
Specialist
CECILIA ARCE
00025030 | 0301
CS 12

Program Support
Specialist
FELICIA RIGGINS
00010809 | 0301
CS 11

Program Support
Specialist
TIA WALKER
000853334 | 0301
CS 08

Program Support
Specialist
JERRY PETERSON
00093375 | 0301
CS 09

Contact Representative
**KRYSHON
GRAHAM**
00091007 | 0962
CS 07

Program Support
Specialist
JOHN HART
00091007 | 0301
CS 09

Contact Representative
**DAPHNE
STEWART**
00017736 | 0962
CS 08

Contact Representative
LORIE DIXON
00015448 | 0962
CS 08

Contact Representative
TAREN MOORE
00093376 | 0962
CS 08

Program Support
Specialist
SARAH THIGPEN
00021357 | 0301
CS 08

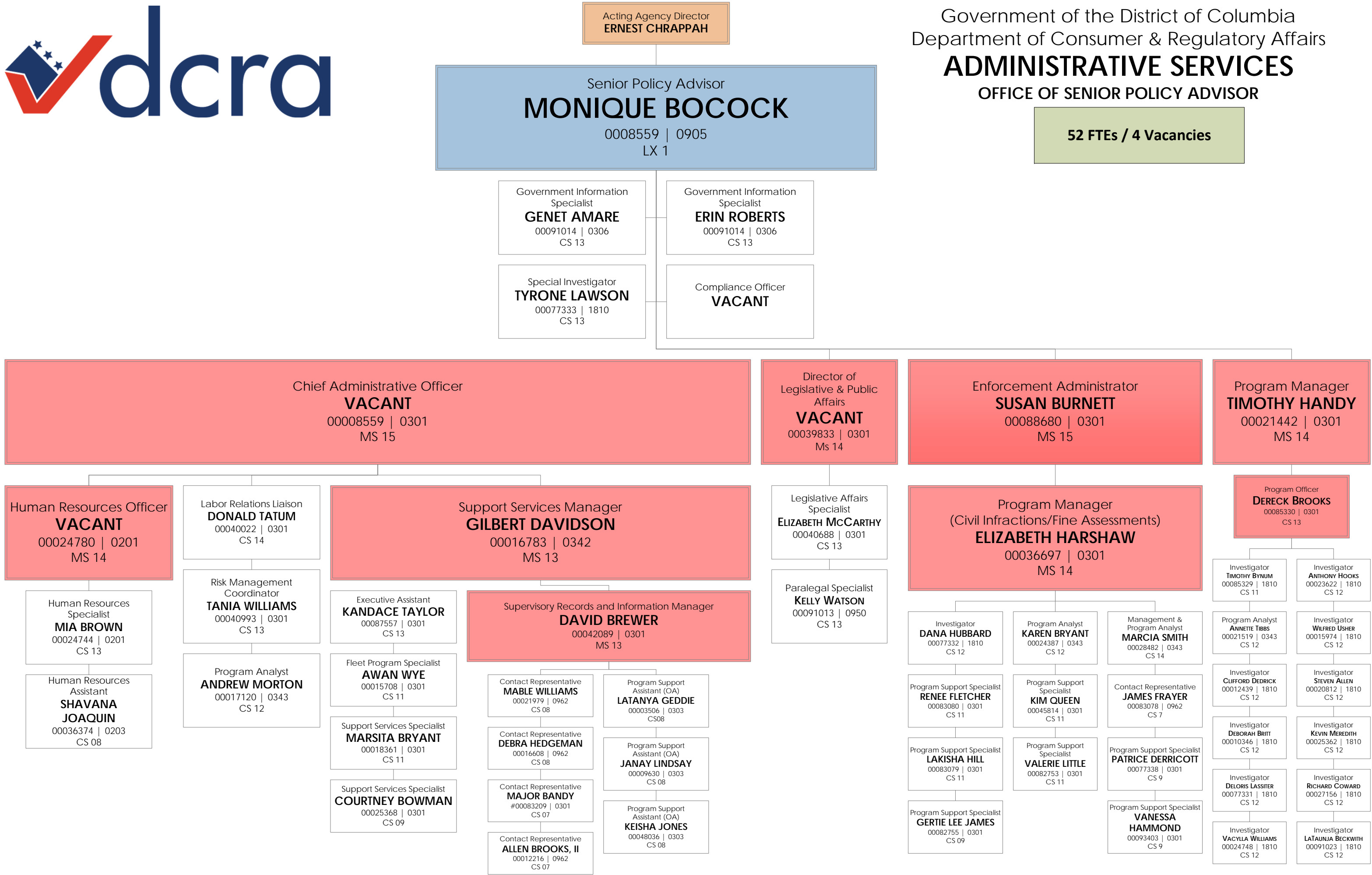
Contact Representative
SHARON BROWN
00040501 | 0962
CS 08

OFFICIAL



Government of the District of Columbia
Department of Consumer & Regulatory Affairs
ADMINISTRATIVE SERVICES
OFFICE OF SENIOR POLICY ADVISOR

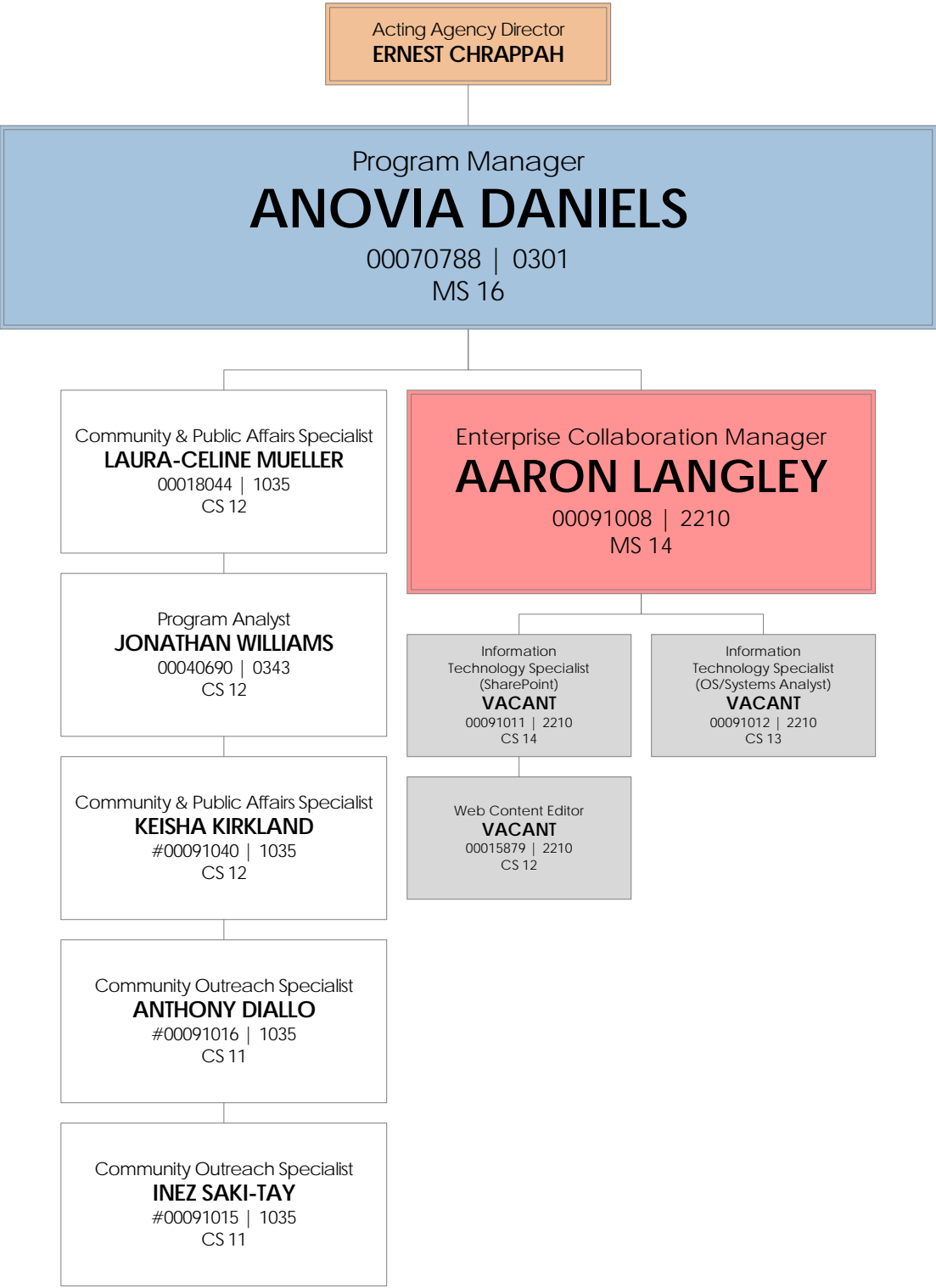
52 FTEs / 4 Vacancies





Government of the District of Columbia
Department of Consumer & Regulatory Affairs
ADMINISTRATIVE SERVICES
OFFICE OF COMMUNICATIONS

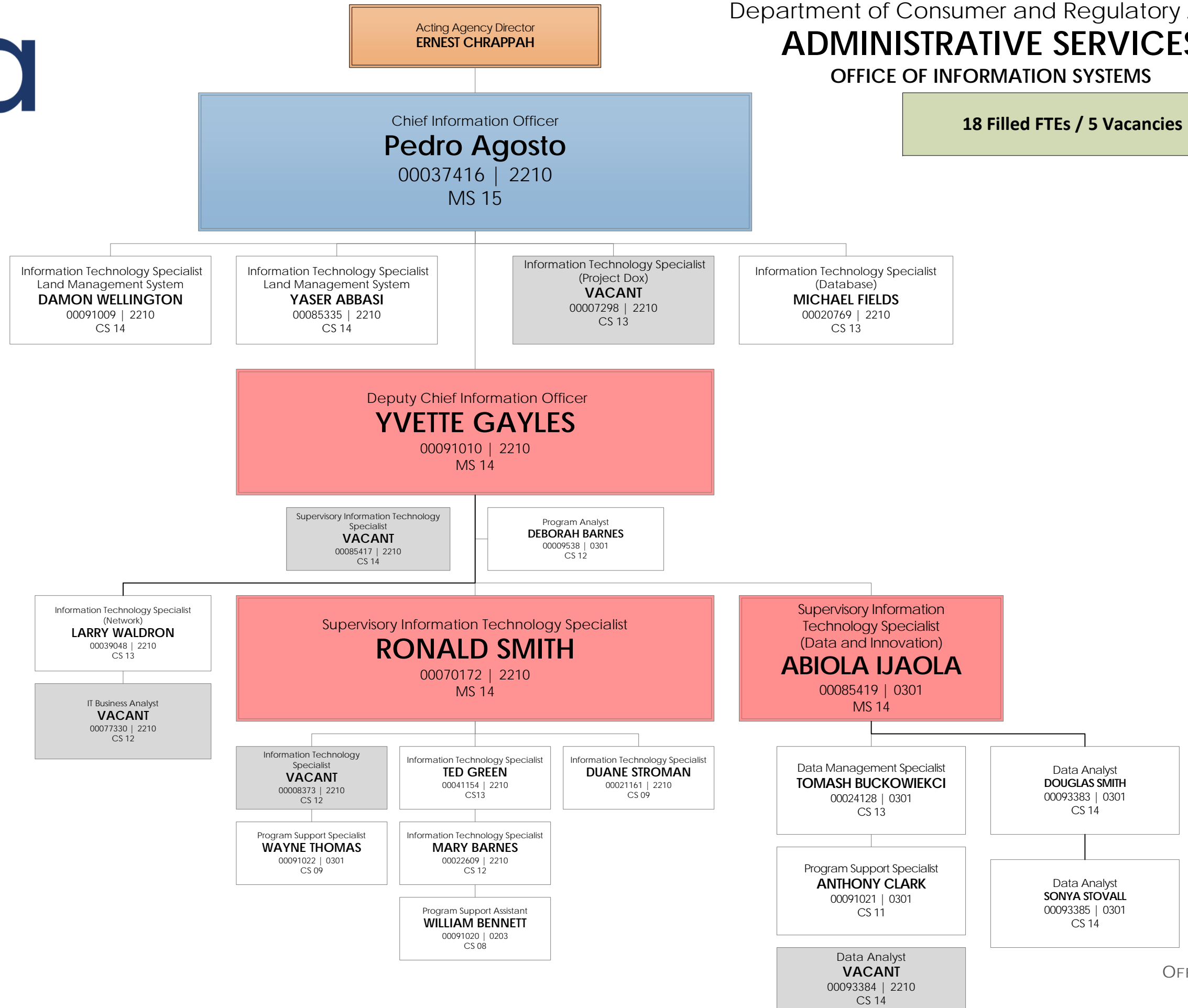
7 Filled FTEs/ 3 Vacancies





Government of the District of Columbia
Department of Consumer and Regulatory Affairs
ADMINISTRATIVE SERVICES
OFFICE OF INFORMATION SYSTEMS

18 Filled FTEs / 5 Vacancies

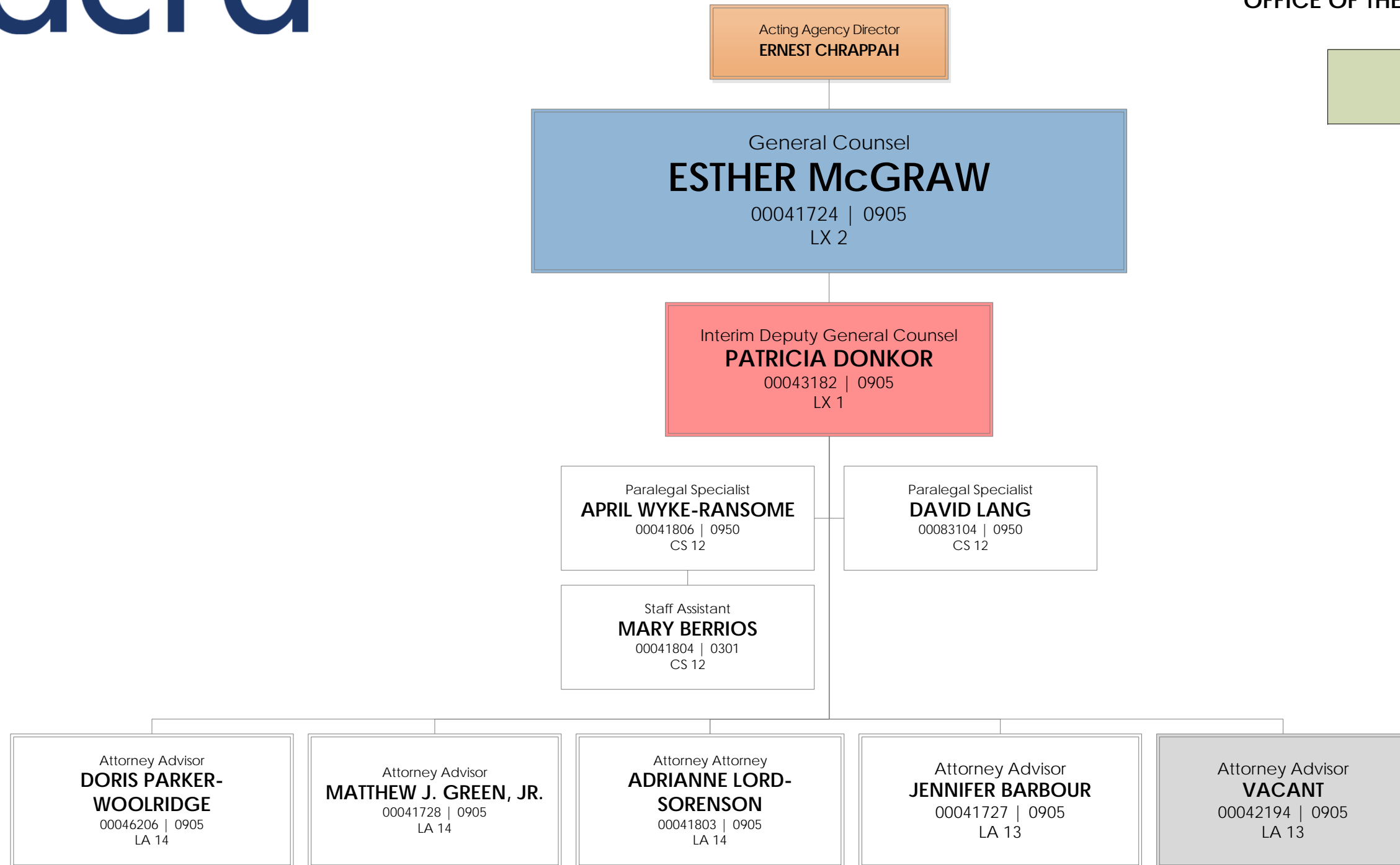


OFFICIAL



Government of the District of Columbia
Department of Consumer & Regulatory Affairs
ADMINISTRATIVE SERVICES
OFFICE OF THE GENERAL COUNSEL

9 Filled FTEs / 1 Vacancy





Acting Agency Director
ERNEST CHRAPPAH

Business and Professional Licensing Administrator

VINCENT PARKER, II

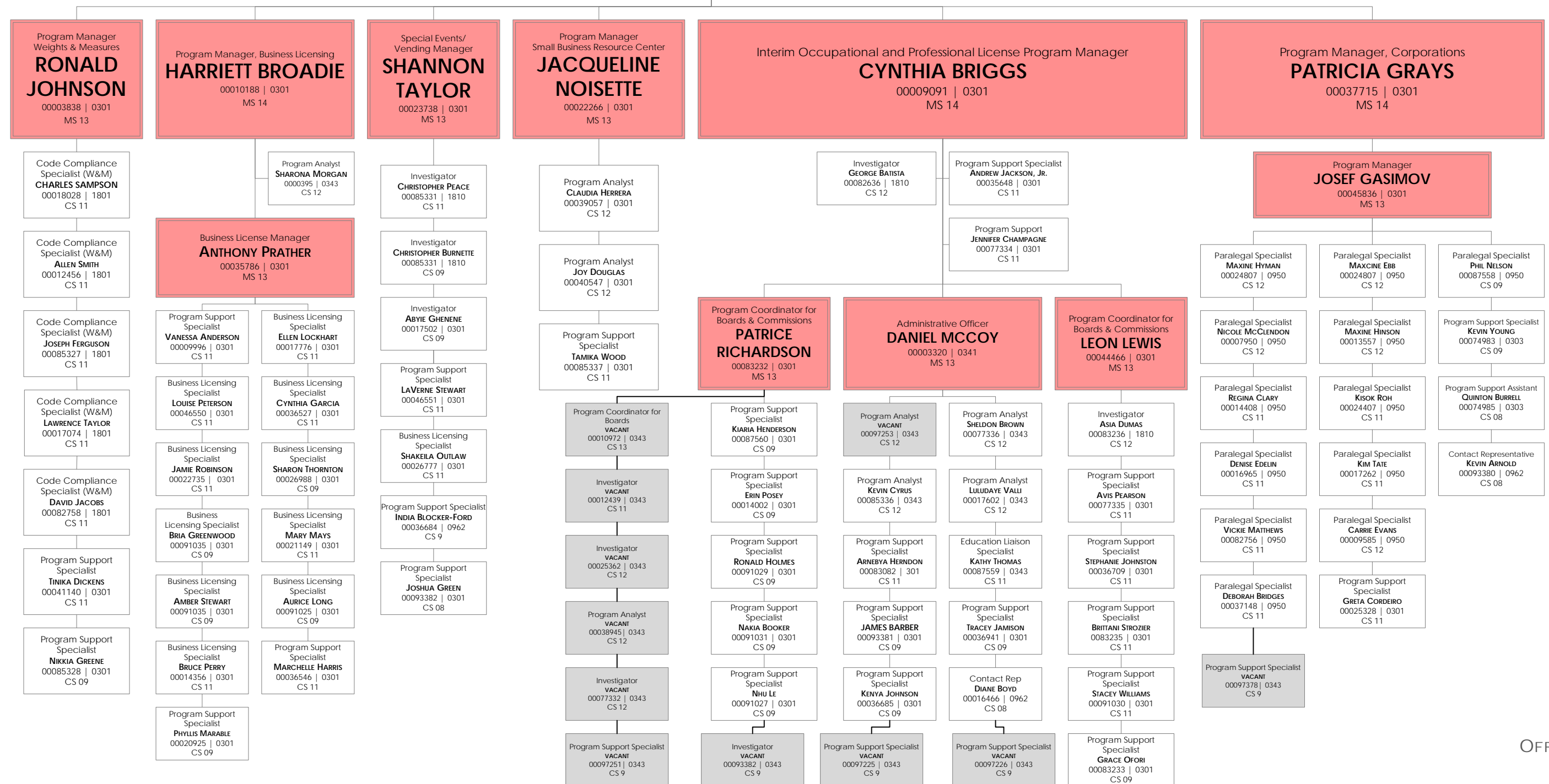
00002962 | 0301
MS 15

Special Assistant
SHANTELL WEAVER
00037627 | 0301
CS 13

Staff Assistant
MELANIE HENDERSON
00000494 | 301
CS 11

Government of the District of Columbia
Department of Consumer & Regulatory Affairs
**BUSINESS & PROFESSIONAL
LICENSING ADMINISTRATION**

84 Filled FTEs / 11 Vacancies

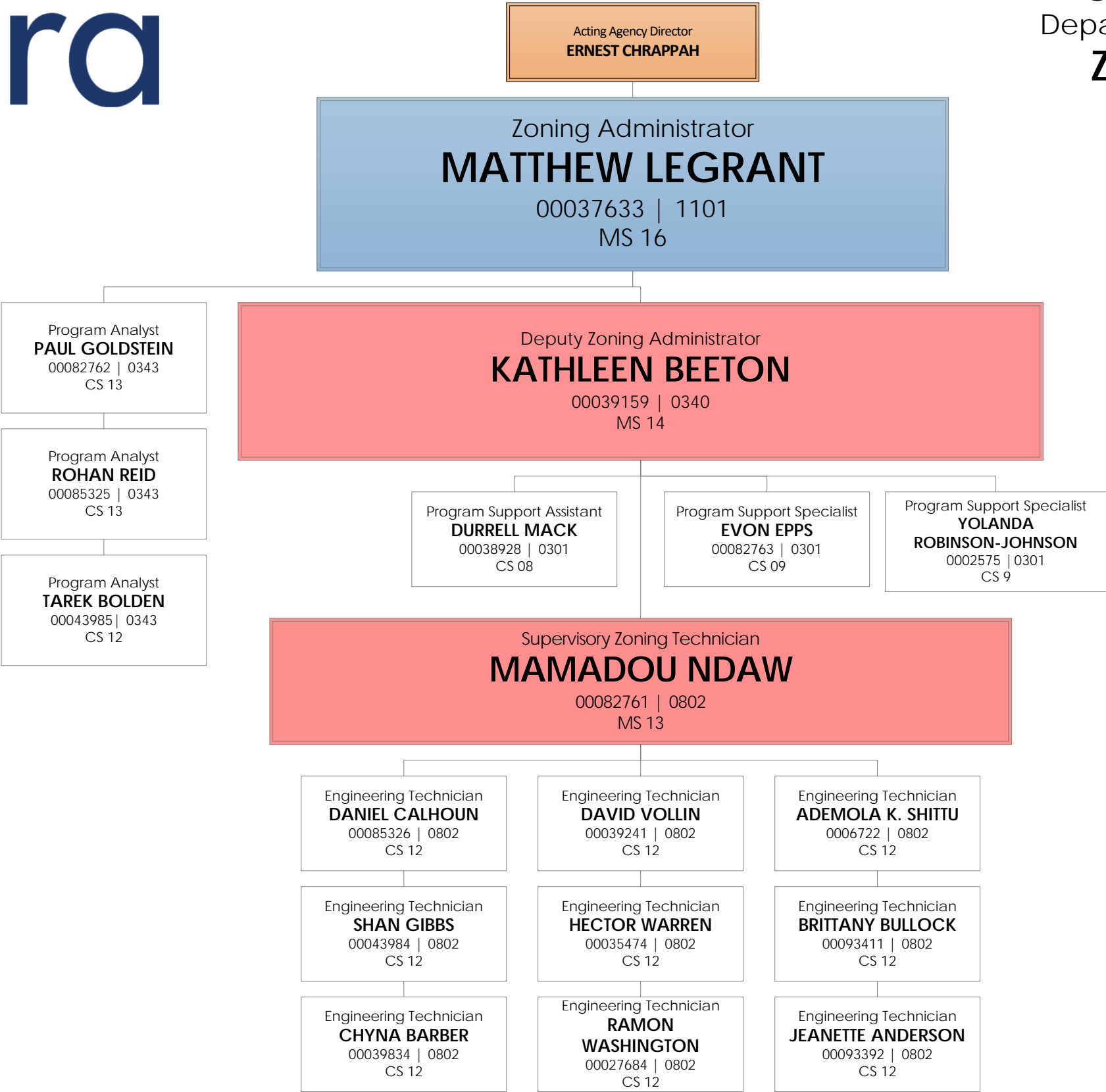


OFFICIAL



Government of the District of Columbia
Department of Consumer & Regulatory Affairs
ZONING ADMINISTRATION

18 FTEs / 0 Vacancy





Acting Agency Director
ERNEST CHRAPPAH

Interim Chief Building Official

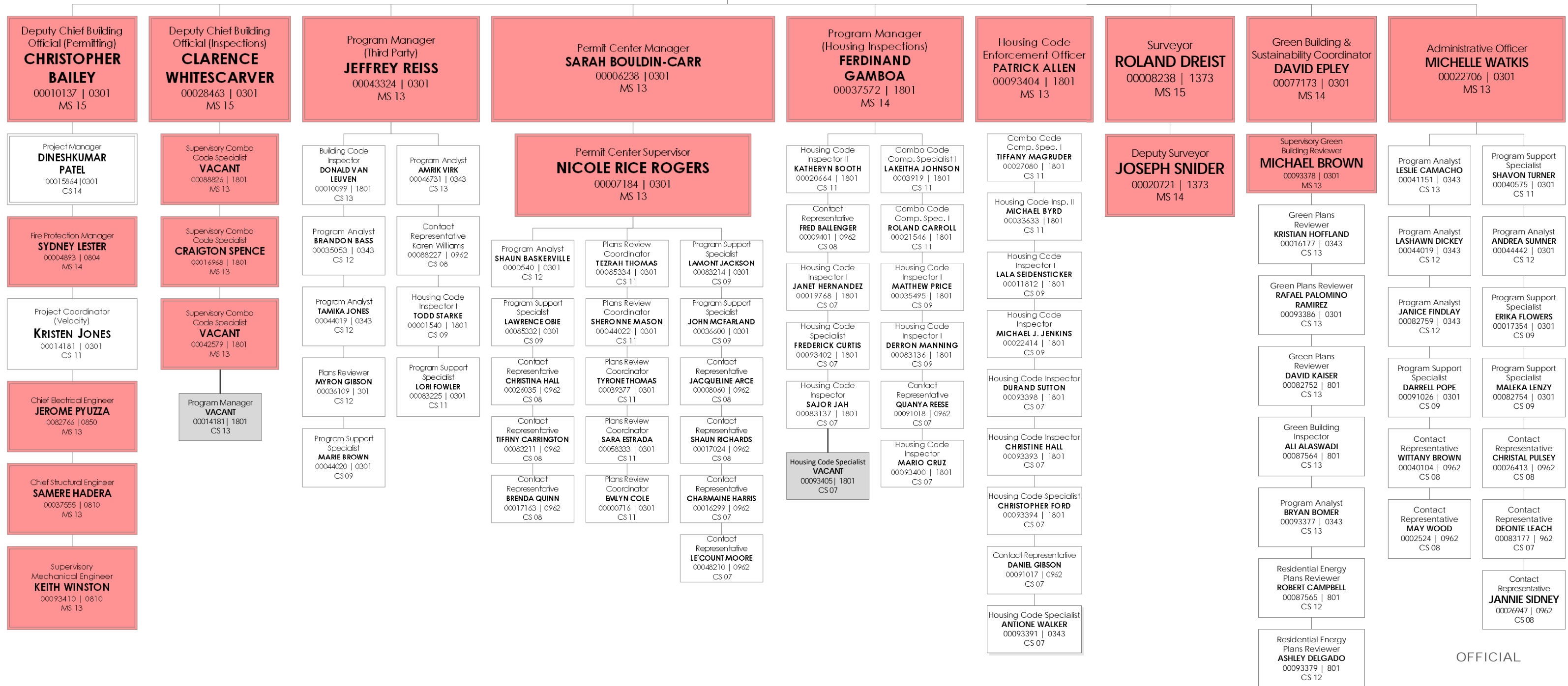
GARRETT WHITESCARVER

00035630 | 0301
MS 16

Program Support Specialist
CHRISTAL ROBINSON
00085418 | 0301
CS 11

88 Filled FTEs / 2 Vacancies

Government of the District of Columbia
Department of Consumer & Regulatory Affairs
CHIEF BUILDING OFFICIAL



OFFICIAL



Interim Chief Building Official
CLARENCE WHITESCARVER

Deputy Building Official

CLARENCE WHITESCARVER

00028463 | 0301 (vacant)
MS 15

Program Analyst
HELEN HOOKS SCOTT
00040579 | 0343
CS 12

Program Manager
VACANT

00014181 | 0301
MS 13

Supervisory Combo Code Specialist
CRAIGHTON SPENCE

00016968 | 1801
MS 13

Supervisory Combo
Code Specialist
VACANT

00088226 | 0301
CS 13

Supervisor Combo
Code Specialist
VACANT

00043324 | 1801
MS 13

Program Manager
(Vacant Buildings Enforcement/
Housing Rehabilitation & Abatement)
DONALD SULLIVAN

00016107 | 0301
MS 14

33 FTEs / 4 Vacancies

Program Analyst
GLORIA SHELBY
00015942 | 343
CS 12

Supervisory Vacant Building Inspector
KEVIN JACKSON

00008741 | 1801
MS 12

Assistant Supervisory Vacant Building Inspector
JAMES JOHNSON
00090992 | 1801

00090992 | 1801
MS 11

Laborer
**ANDREW
ROBERSON**
#00094587 | 3502
PW 04

Motor Vehicle
Operator
TED BROWN
00093395 | 5703
PW.07

Laborer
WAYNE JACOBS
LEAP Trainee |
0094590
PW 04

Laborer
RODNEY MCMANUS
00092210 | 3502
RW 04

Housing Rehab
Specialist
LEON WESTON
00007865 | 1801
CS 12

Program Support
Specialist
**LISA DUNBAR
BRANSCOMB**
00023209 | 0301
CS 11

Housing Rehabilitation
Specialist
WILLIS TAYLOR
00091005 | 1801
CS 11

Housing Rehab
Specialist
KEVIN JACKSON
00008741 | 1801
CS 11

Program Support
Specialist
THERESA HOLLINS
00083085 | 0301
CS 11

Vacant Building
Inspector
ALFRED EVANS
00091003 | 1801
CS 09

Housing Rehab
Specialist
RENARD KOGER
00083083 | 1801
CS 11

Program Support
Specialist
WILFRED LASHLEY
00020423 | 0301
CS 11

Vacant Building
Inspector
TRAE DAVIS
00091002 | 1801
CS 09

Program Support
Specialist
GWENDOLYN ALLEN
00028476 | 0301
CS 11

Program Support
Specialist
MARY BROOKS
00083076 | 0301
CS 09

Vacant Building
Inspector
GERARD ANDERSON
00091000 | 1801
CS 09

Program Support
Specialist
LAMIR WHETSTONE
00008377 | 0301
CS 11

Program Support Specialist
CAROUSEL MOORE, JR.
00001053 | 0301
CS 09

Vacant Building
Inspector
WILLIAM SMITH
00093401 | 1801
CS 09

Program Support
Specialist
ERICA HARLEY
00077329 | 0301
CS 11

Vacant Building
Inspector
VACANT
00083137 | 1801
CS 07

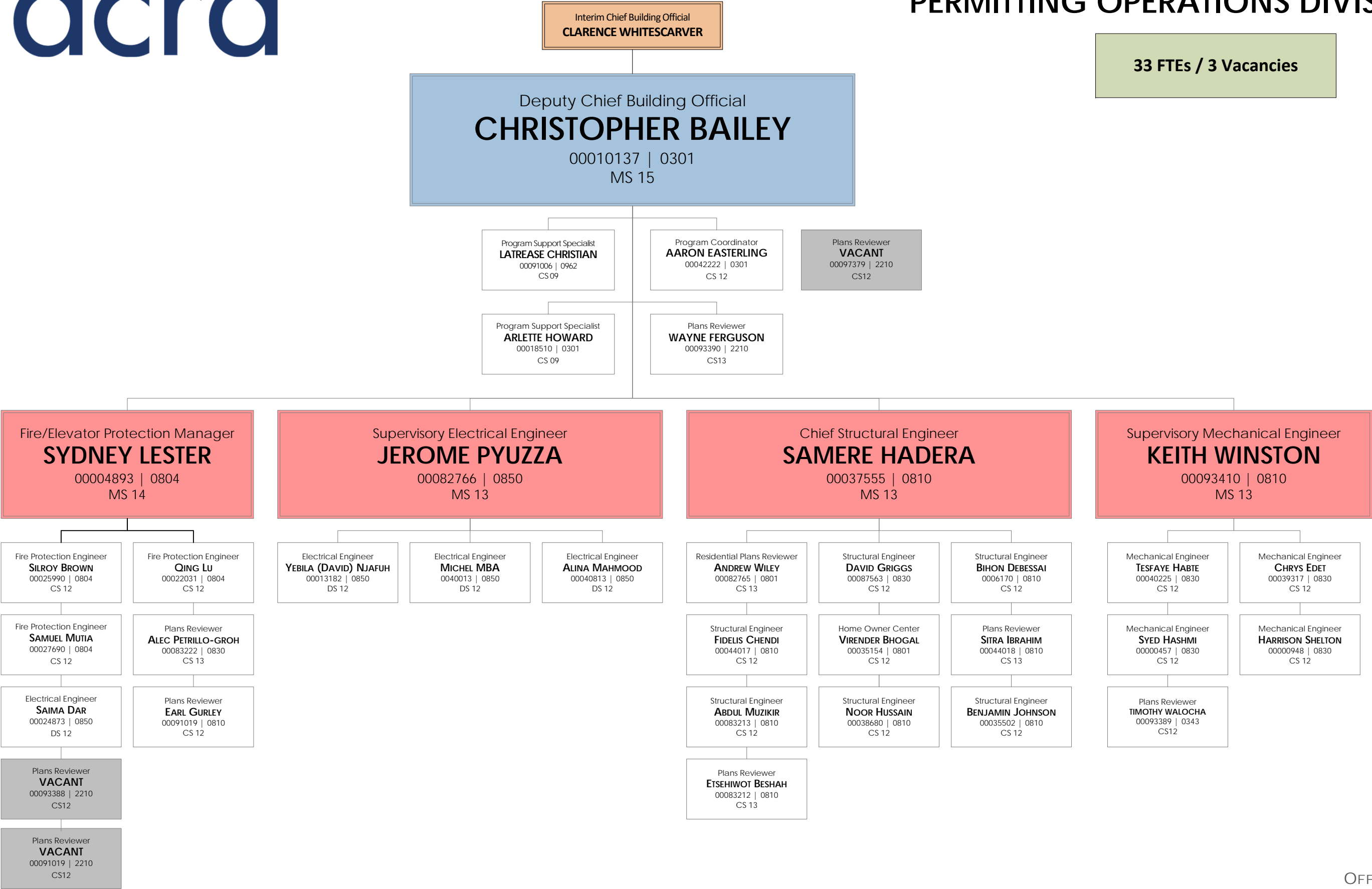
Contact Representative
BENITA CALLAWAY
00045813 | 0962
CS 11

OFFICIAL



Government of the District of Columbia
Department of Consumer and Regulatory Affairs
PERMITTING OPERATIONS DIVISION

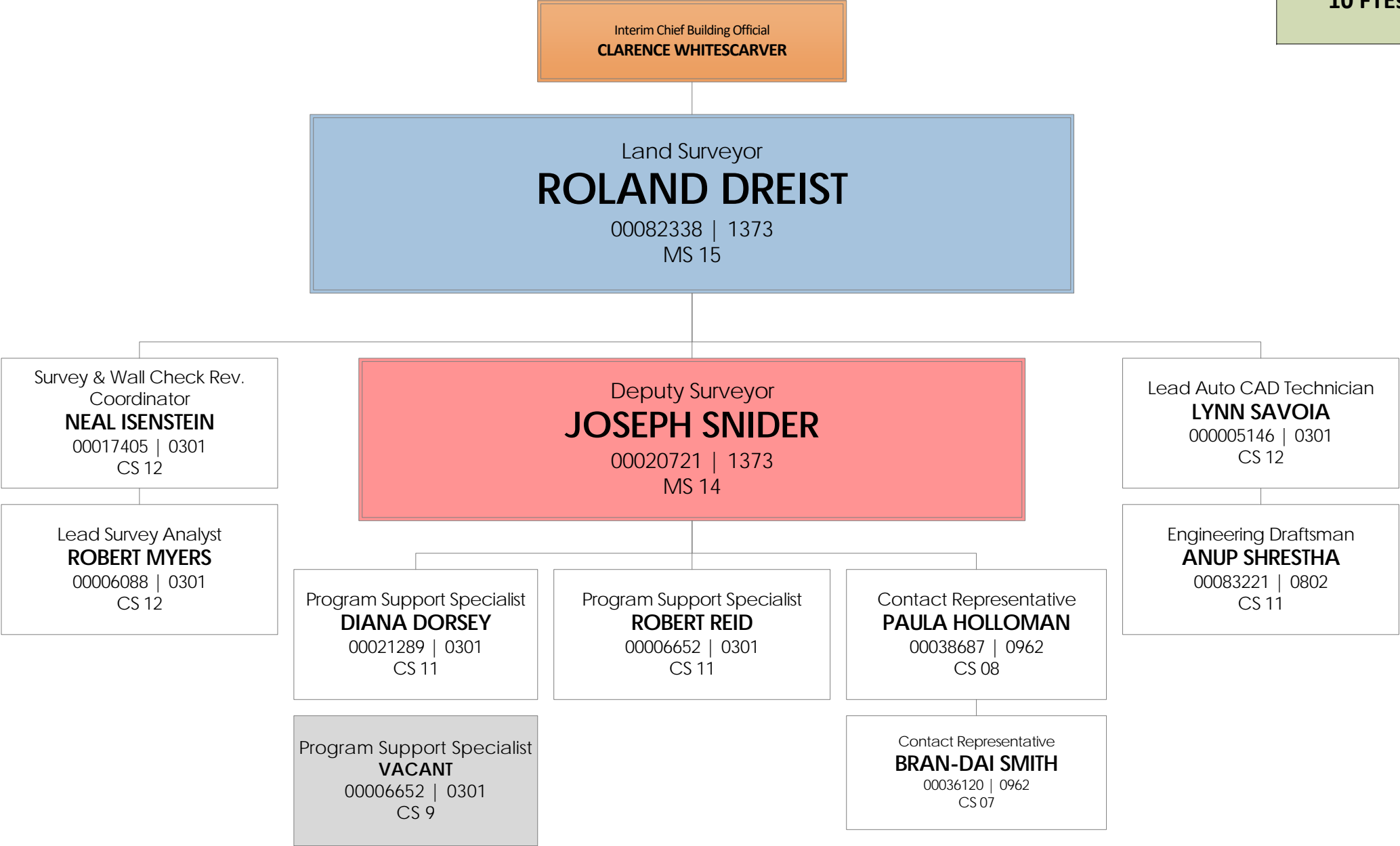
33 FTEs / 3 Vacancies





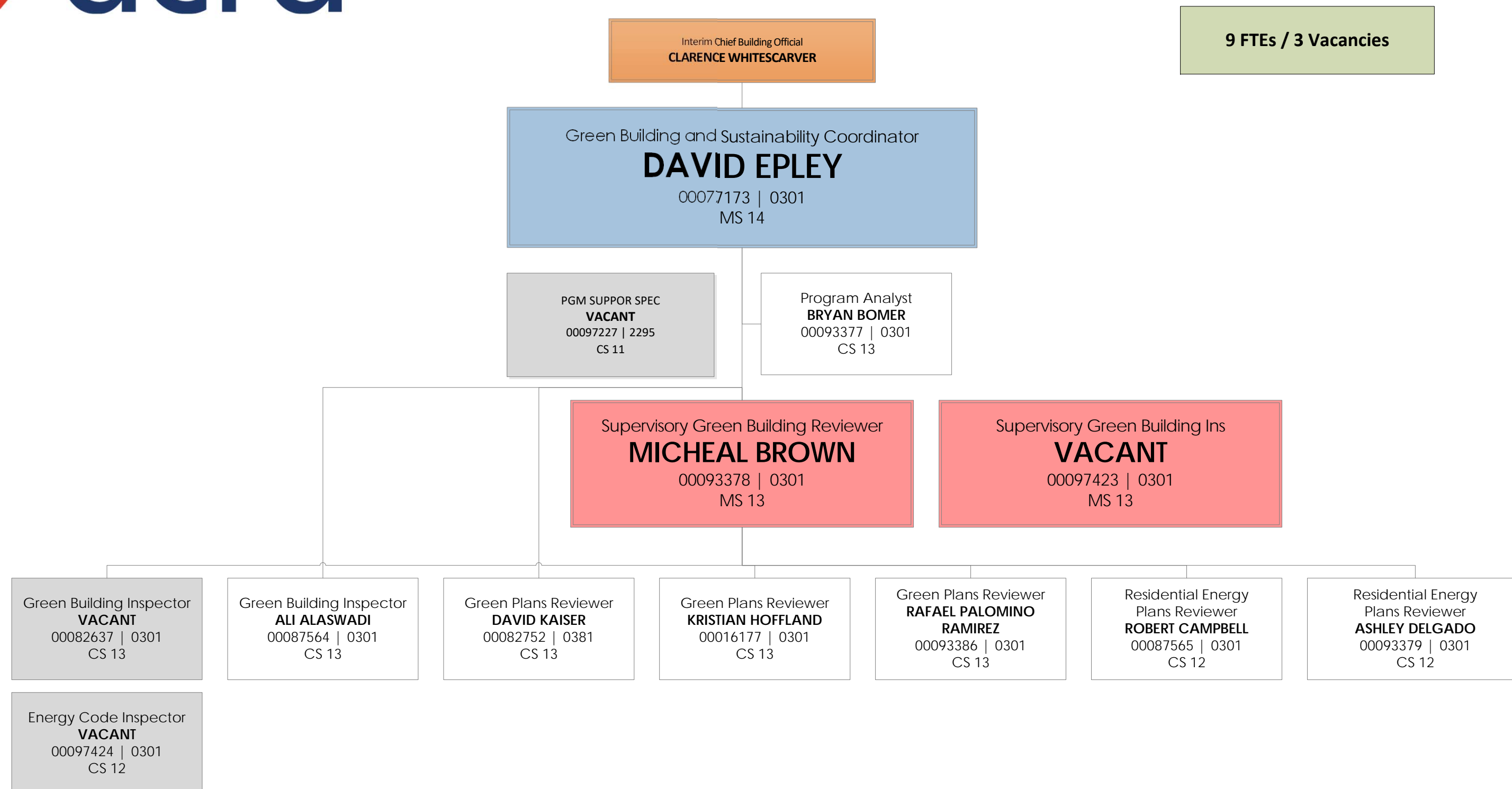
Government of the District of Columbia
Department of Consumer and Regulatory Affairs
OFFICE OF THE SURVEYOR

10 FTEs / 1 Vacancies





Government of the District of Columbia
Department of Consumer and Regulatory Affairs
GREEN BUILDING INITIATIVE





PERFORMANCE OVERSIGHT HEARING

Department of Consumer and Regulatory Affairs

DCRA Oversight Question 2 Schedule A

(As of February 1, 2019)

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
	Program 1000 - Administrative Services				
1000	Program Analyst	Morton, Andrew Wiley	F	76,894	18,762
1000	Human Resources Specialist	Brown, Mia C	F	96,632	23,578
1000	Human Resources Manager		V	125,642	31,159
1000	Labor & Employee Rel. Liaison	Tatum, Donald F	F	119,977	29,754
1000	Training Coordinator	Hillman, Peter L	F	104,252	25,854
1000	Support Services Manager	Davidson, Gilbert	F	115,063	28,536
1000	Support Services Specialist	Bryant, Marsita T	F	79,930	19,823
1000	Support Services Specialist	Bowman, Courtney S	F	53,620	13,298
1000	Contact Representative	Smith, Bran-Dai L	F	44,389	11,008
1000	Information Technology Spec		V	97,340	23,751
1000	It Specialist (Database)	Fields, Michael J	F	112,764	27,965
1000	Information Technology Spec	Barnes, Mary A	F	99,786	24,747
1000	IT Business Analyst		V	92,093	22,839
1000	Supervisory It Specialist (OISs)	Langley, Aaron	F	115,172	28,563
1000	It Specialist (Systems Analyst)	Wellington, Damon	F	110,308	27,356
1000	Supervisory It Specialist	Gayles, Yvette	F	144,101	35,737
1000	It Specialist (Systems Analyst)		V	114,199	27,865
1000	It Spec (OIS/Sys Analysis)		V	87,657	21,388
1000	Paralegal Specialist	Watson, Kelly E	F	73,906	18,329
1000	Government Information Specialist	Roberts, Erin J	F	93,336	23,147
1000	Program Support Asst (OA)	Geddie, Latanya M	F	59,617	14,785
1000	Information Technology Spec		V	92,093	22,839
1000	Program Analyst	Barnes, Deborah Y	F	79,930	19,823
1000	Program Support Asst (OA)	Lindsay, Janay M	F	56,511	14,015
1000	Supervisory It Specialist (OS)		V	125,642	31,159
1000	Information Technology Spec	Strohman, Duane A.	F	63,898	15,847
1000	Information Technology Special	Agosto Jr., Pedro	F	157,000	38,936
1000	It Spec (OIS /Sys Analysis)	Waldron, Larry A	F	106,858	26,501
1000	Info Tech Spec	Green, Ted W	F	118,670	29,430
1000	Program Support Asst (OA)	Jones, Keisha L	F	54,958	13,630
1000	Supervisory It Specialist (OIS)	Smith, Ronald M	F	135,273	33,548

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
1000	It Specialist Special	Abbasi, Yasir A	F	94,543	23,447
1000	Program Support Specialist	Robinson, Christal Chavis	F	70,831	17,566
1000	Supervisory IT Specialist (OS)	Ijaola, Abiola Oluwayemisi	F	125,460	31,114
1000	Program Support Specialist	Thomas, Wayne R	F	57,046	14,147
1000	Risk Management Coordinator	Williams, Tania M	F	96,065	23,824
1000	Supervisory Attorney Advisor	McGraw, Esther Y	F	149,463	37,067
1000	Attorney Advisor	Barbour, Jennifer G	F	101,640	25,207
1000	Attorney Advisor	Green, Matthew J	F	143,360	35,553
1000	Supervisory Attorney Advisor		V	144,123	35,553
1000	Attorney Advisor	Lord-Sorensen, Adrienne	F	139,484	34,592
1000	Staff Assistant	Berrios, Mary T	F	89,858	22,285
1000	Paralegal Specialist	Wyke-Ransome, April K.	F	89,858	22,285
1000	Attorney Advisor		V	98,362	24,394
1000	Attorney Advisor	Parker Woolridge, Doris A	F	139,484	34,592
1000	Program Support Specialist		V	53,620	13,298
1000	Supervisory Legislative And Pu		V	125,642	31,159
1000	Legislative Affairs Specialist	McCarthy, Elizabeth Anne	F	93,336	23,147
1000	Fleet Program Specialist	Wye, Awan	F	81,211	20,140
1000	Program Analyst	Hubbard, Dana T	F	89,858	22,285
1000	Public Affairs Specialist	Mueller, Laura-Celine	F	89,957	22,309
1000	Program Analyst	Williams, Jonathan L.	F	83,078	20,603
1000	Program Manager	Daniels, Anovia Danica	F	106,297	26,362
1000	Public Affairs Specialist	Kirkland, Keisha M.	F	78,492	19,466
1000	Contact Representative	Dixon, Lorie A.	F	56,511	14,015
1000	Community Outreach Specialist	Arce, Cecilia N	F	92,340	22,900
1000	Community Outreach Specialist	Saki-Tay, Inez N	F	73,167	18,145
1000	Community Outreach Specialist	Diallo, Anthony D	F	67,407	16,717
1000	Program Support Spec	Peterson, Jerry	F	60,472	14,997
1000	Program Support Spec	Moore, Taren	F	50,299	12,474
1000	Program Support Spec	Riggins, Felicia M	F	68,755	17,051
1000	Contact Representative	Stewart, Daphne E	F	62,723	15,555
1000	Contact Representative	Brown, Sharon	F	59,617	14,785
1000	Customer Service Supervisor	Peace, Donise Gorham	F	96,508	23,934
1000	Program Support Spec	Hart, John A	F	55,333	13,723
1000	Contact Representative	Graham, Kryshon	F	50,299	12,474
1000	Interim Director	Chrappah, Ernest	F	197,281	48,926
1000	Program Analyst	Bass, Brandon G	F	92,340	22,900
1000	Human Resources Assistant	Joaquin, Shavana	F	53,684	13,314

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
1000	Supervisory Records & Information	Brewer, David	F	91,045	22,579
1000	Program Analyst	Fowler-Lee, Denall C	F	89,957	22,309
1000	Special Assistant	Washington, Jason	F	120,152	29,798
1000	Data Analyst	Smith, Douglas D	F	113,531	28,156
1000	Deputy Director	Kwan-Hui, Shirley S	F	163,845	40,634
1000	Data Analyst	Stovall, Sonya W	F	100,639	24,958
1000	Management & Program Analyst	Williams Byrd, Jill	F	114,199	27,865
1000	Senior Policy Advisor	Bocock, Monique	F	153,734	38,126
1000	Data & Case Management Special	Bukowiecki, Tomash	F	90,607	22,471
1000	Operations Manager	Hager, William P	F	117,123	29,047
1000	Investigator	Lawson, Tyrone Q	F	96,065	23,824
1000	Supervisory IT Specialist		V	125,642	31,159
1000	Executive Assistant	Dockery, Rosita	F	101,523	25,178
Total Program 1000 – Administrative Services				8,089,565	2,006,212
Program 100F – Agency Financial Operations					
100F	Budget Officer	Spence, Shannon	F	119,308	29,588
100F	Agency Fiscal Officer	Berry, Rebecca	F	162,404	40,276
100F	Manager, Revenue	McAllister, Roland	F	133,259	33,048
100F	Controller	Ramprashad, Dennis D	F	181,935	45,120
100F	Budget Dir.	Abdirahman, Abukar	F	177,051	43,909
100F	Manager, Financial Reporting	Tengen, Tita A	F	136,746	33,913
100F	Budget Analyst	Thiam, Elhadji M	F	94,819	23,515
100F	Budget Analyst	Jones, Devin Trenee	F	94,819	23,515
100F	Senior Accountant	Johnson, Tanya	F	118,668	29,430
100F	Accounts Payable Specialist	Jenkins, Burnetta A	F	70,830	17,566
100F	Executive Assistant	Bailey, Barbara	F	118,668	29,430
100F	Budget Analyst	Brockman, Carter	F	97,300	24,130
100F	Accountant	Savage, Pernell	F	64,600	16,021
100F	Staff Assistant	Boyles, Pancheta G	F	69,036	17,121
100F	Chief Management Operations	Akhran, Joscaira	F	148,257	36,768
100F	Associate Chief Financial Officer	Byron Jr., Cyril O	F	207,829	51,542
Total Program 100F – Agency Financial Operations				1,995,529	494,891
Program 2000 - Permitting					
2000	Plans Review Coordinator	Davies-Cole, Emlyn	F	77,059	19,111
2000	Technical Plans Reviewer	Shelton, Harrison E	F	97,304	24,131
2000	Fire Protection Manager	Lester, Sydney A	F	134,858	33,445

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
2000	Electrical Engineer	Njafuh, Yebila D	F	102,268	25,362
2000	Fire Protection Engineer	Lu, Qing	F	102,268	25,362
2000	Fire Protection Engineer	Mutia, Samuel	F	89,858	22,285
2000	Structural Engineer	Johnson, Benjamin F	F	102,268	25,362
2000	Supervisory Structural Engineer	Hadera, Semere	F	92,539	22,950
2000	Structural Engineer	Hussain, Noor	F	99,786	24,747
2000	Mechanical Engineer	Edet, Chrys	F	99,786	24,747
2000	Plans Review Coordinator	Thomas, Tyrone	F	83,287	20,655
2000	Electrical Engineer	Mba, Michel	F	102,268	25,362
2000	Mechanical Engineer	Habte, Tesfaye A	F	97,304	24,131
2000	Electrical Engineer	Mahmood, Alina	F	84,894	21,131
2000	Structural Engineer	Chendi, Fidelis Nde	F	99,786	24,747
2000	Plans Reviewer	Wiley ,Andrew	F	97,999	24,304
2000	Supervisory Electrical Engineer	Pyuzza, Jerome	F	105,060	26,055
2000	Plans Reviewer	Beshah, Etsehiwot B	F	106,858	26,055
2000	Structural Engineer	Muzikir, Abdul	F	97,999	24,304
2000	Program Support Spec	Owens, Gwendolyn	F	53,620	13,298
2000	Plans Reviewer	Petrillo- Groh,Alec	F	109,811	27,233
2000	Contact Representative	Walker, JaTia M	F	48,746	12,089
2000	Plans Reviewer	Zeleeuw, Netsanet	F	97,304	24,131
2000	Plans Reviewer		V	79,930	19,823
2000	Plans Reviewer	Andoh-Kesson, Peter	F	79,930	19,823
2000	Plans Reviewer		V	79,930	19,823
2000	Plans Review Coordinator	Pope, Darrell	F	72,907	18,081
2000	Supervisory Mechanical Engineer	Winston, Keith C	F	105,671	26,206
2000	Plans Reviewer		V	79,930	19,823
2000	Structural Engineer	Debessai, Bihon F	F	94,822	23,516
2000	Plans Review Coordinator	Mason, Sheronne	F	72,907	18,081
2000	Plans Reviewer	Walocha, Timothy	F	97,304	24,131
2000	Program Analyst	Easterling, Aaron A	F	96,340	24,131
2000	Program Analyst	Morgan, Sharona D	F	92,340	22,900
2000	Project Manager	Patel, Dineshkumar A	F	129,646	32,152
2000	Technical Plans Reviewer	Hoffland, Kristian	F	92,093	22,900
2000	Green Bldg. & Sustain. Coord.	Epley, David M	F	120,197	29,809
2000	Building Code Inspector III	Mischel, Christina	F	95,046	23,571
2000	Building Code Inspector III	Alaswadi, Ali	F	92,093	22,839
2000	Energy Code Plan Reviewer	Campbell, Robert	F	89,858	22,285
2000	Program Analyst	Bomer, Bryan D	F	106,981	28,308

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
2000	Supervisory Green Building Rev	Brown, Michael E	F	106,080	26,308
2000	Energy Code Plan Reviewer	Delgado, Ashley C	F	782,412	20,438
2000	Plans Reviewer	Palomino Ramiraz, Rafael	F	95,046	23,571
2000	Program Support Specialist		V	64,603	16,022
2000	Green Inspection Supervisor		V	86,660	21,492
2000	Energy Code Inspector		V	76,082	18,868
2000	Program Analyst	Baskerville, Shaun	F	87,376	21,669
2000	Plans Review Coordinator	Jackson, Lamont C	F	64,603	16,022
2000	Permit Center Manager	Bouldin-Carr, Sarah	F	138,679	34,392
2000	Permit Ctr. Oper. Supervisor	Rogers, Nicole Alexandria	F	91,045	22,579
2000	Contact Representative	Arce, Jacqueline	F	50,299	12,474
2000	Deputy Division Chief	Bailey, Christopher M	F	125,515	31,138
2000	Program Manager		V	109,254	27,095
2000	Contact Representative	Harris, Charmaine Nicole	F	62,723	15,555
2000	Contact Representative	Hedgeman, Debra D	F	59,617	14,785
2000	Contact Representative	Richards, Shaun	F	50,299	12,474
2000	Contact Representative	Quinn, Brenda	F	51,852	12,859
2000	Program Support Spec	Flowers, Erika	F	67,324	16,696
2000	Program Support Spec	Howard, Arlette Earlene	F	62,185	15,422
2000	Plans Reviewer	Mesa, Mercideli	F	87,376	21,669
2000	Contact Representative	Williams, Mable E	F	62,723	15,555
2000	Contact Representative	Hall, Christina	F	50,299	12,474
2000	Engineer	Bhogal, Virender S	F	97,304	24,131
2000	Program Support Spec	McFarland, John T	F	65,611	16,272
2000	Deputy General Counsel	Donkor, Patricia	F	149,389	37,048
2000	Contact Representative	Moore, Le'Count A	F	55,183	13,685
2000	Management & Program Analyst	Slade, Keith O	F	116,754	28,955
2000	Contact Representative	Bandy, Major	F	52,099	12,921
2000	Contact Representative	Carrington, Tiffany N	F	54,958	13,630
2000	Program Support Spec	Obie, Lawrence E.	F	55,333	13,723
2000	Program Support Spec	Christian, LaTrease	F	72,907	18,081
2000	Plans Review Coordinator	Thomas, Tezrah	F	66,679	16,536
2000	Autocad Spec	Savoia, Lynn	F	102,268	25,362
2000	Lead Survey Analyst	Myers Jr., Robert D	F	94,822	23,516
2000	Program Support Spec		V	53,620	13,298
2000	Surveyor Dc	Dreist, Roland F	F	156,087	38,710
2000	Program Spec	Dorsey, Diana D	F	83,287	20,655
2000	Engineering Technician	Shrestha, Anup	F	70,831	17,566

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
2000	Survey & Wall Check Rev. Coord.	Isenstein, Neal S	F	94,822	23,516
2000	Deputy Surveyor	Snider, Joseph	F	128,177	31,788
2000	Contact Representative	Holloman, Paula B	F	60,472	14,997
Total Program 2000 – Permitting				7,225,718	1,791,978
Program 2500- Expedited Permitting					
2500	Gen Engineer Mechanical	Hasmi, Syed	F	84,894	21,054
2500	Electrical Engineer	Dar, Saima A	F	94,822	23,516
2500	Fire Protection Engineer	Brown, Silroy	F	97,304	24,131
2500	Engineering Technician	Vollin, David L	F	97,304	24,131
2500	Plans Reviewer	Ibrahim, Sitra	F	103,905	25,768
2500	Plans Reviewer	Kaiser, David	F	109,811	27,233
2500	Plans Review Coord	Estrada, Sara	F	72,907	18,081
2500	Plans Reviewer	Ferguson, Wayne	F	109,811	27,233
Total Program 3500- Expedited Permitting				770,758	191,148
Program 3000 – Enforcement					
3000	Program Manager	Harshaw, Elizabeth	F	129,538	32,125
3000	Program Support Specialist	Little, Valerie C	F	70,831	17,566
3000	Program Support Specialist	James, Gertie Lee	F	69,037	17,121
3000	Contact Representative	Framer, James W	F	53,641	13,303
3000	Housing Rehab. Specialist	Koger, Renard M	F	72,907	18,081
3000	Program Support Specialist	Hollins, Theresa	F	72,907	18,081
3000	Paralegal Specialist	Lang, David A.	F	94,543	23,447
3000	Program Support Spec	Callaway, Benita	F	70,831	17,566
3000	Program Support Specialist	Queen, Kim	F	72,907	18,081
3000	Program Support Spec	Harley, Erica L	F	70,831	17,566
3000	Program Support Spec	Whetstone, Lamir D	F	64,603	16,022
3000	Program Support Specialist	Hill, Lakisha	F	77,059	19,111
3000	Program Support Specialist	Fletcher, Renee C	F	81,211	20,140
3000	Program Support Spec	Lashley, Wilfred W	F	72,907	18,081
3000	Laborer	Roberson Jr., Andrew	F	39,478	9,791
3000	Laborer	Jacobs, Wayne N	F	39,478	9,791
3000	Laborer	Coleman, Tyrone M	F	39,478	9,791
3000	Laborer	McManus, Rodney O’Neal	F	39,478	9,791
3000	Laborer		V	39,478	9,791
3000	Laborer		V	39,478	9,791
3000	Rehab Spec	Weston, Leon G	F	99,786	24,747

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
3000	Supervisory Vacant Building In	Jackson, Kevin	F	89,894	21,054
3000	Program Manager	Sullivan, Donald W	F	107,477	26,654
3000	Program Support Spec	Dunbar Branscomb, Lisa D	F	72,907	18,081
3000	Program Support Specialist	Bryant, Karen M.	F	84,894	21,054
3000	Program Support Spec	Allen, Gwendolyn L	F	74,983	18,596
3000	Management & Program Analyst	Smith, Marcia	F	116,754	28,955
3000	Program Support Spec	Derricott, Patrice	F	62,185	15,422
3000	Program Support Spec	Brooks, Mary Shirlene	F	69,037	17,121
3000	Enforcement Administrator	Burnett, Susan	F	140,459	34,834
3000	Laborer	Brown, Joseph A	F	50,294	12,602
3000	Laborer	Anderson, Prentice M	F	50,294	12,602
3000	Laborer	LeBeau, James	F	48,942	12,138
3000	Motor Vehicle Operator	Page, George	F	50,814	12,602
3000	Motor Vehicle Operator	Duncan, Jamal L	F	50,814	12,602
3000	Laborer	Walls, Kevin A	F	46,238	11,467
3000	Motor Vehicle Operator	Pettaway, Brandon	F	44,886	11,132
3000	Laborer	Green, Nick	F	44,886	11,132
3000	Laborer Leader	Hawkins, Francis E	F	58,822	14,588
3000	Assistant Supervisory Vacant B	Johnson, James L	F	67,092	16,639
3000	Vacant Building Inspector	Anderson, Gerard	F	53,620	13,298
3000	Vacant Building Inspector	Davis, Trae H	F	57,046	14,147
3000	Vacant Building Inspector	Evans, Alfred	F	57,046	14,147
3000	Housing Rehab. Specialist	Taylor, Willis A	F	68,755	17,051
Total Program 3000 – Enforcement				2,987,205	740,827
Program 4000 – Inspections					
4000	Comb. Code Comp. Spec. I	Tucker, Derwin R	F	79,135	19,625
4000	Housing Code Inspector I		V	53,620	13,298
4000	Building Code Inspector II	Antoine, Olgie V	F	94,822	23,516
4000	Program Support Spec	Wood, May	F	67,324	16,696
4000	Program Analyst	Dickey, Zeola L	F	89,858	22,285
4000	Comb. Code Comp. Spec. III	Curran, Gerald P	F	109,811	27,233
4000	Building Code Inspector III	Kahler, Mark T	F	106,858	26,501
4000	Program Support Spec	Thigpen, Sarah Lee	F	63,698	15,847
4000	Administrative Officer	Watkis, Michelle	F	109,410	27,067
4000	Building Code Inspector III	Letren, Neil F	F	106,858	26,501
4000	Chief Building Official	Whitescarver, Clarence G	F	141,805	35,168
4000	Code Compliance Spec (Elevator)	Jackson, Norman A	F	99,786	24,131

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
4000	Building Code Inspector II		V	99,786	24,747
4000	Code Compliance Spec (Elevator)	Zweig, Paul Ronald	F	97,304	24,131
4000	Program Analyst	Camacho, Leslie	F	97,304	24,131
4000	Program Analyst	Virk, Amrik S	F	104,252	25,854
4000	Building Code Inspector II	White, Ronald	F	97,304	24,131
4000	Comb. Code Comp. Spec. III	Vanleuven, Donald	F	106,858	26,501
4000	Comb. Code Comp. Spec. III	Vaughn, Marc T	F	106,858	26,501
4000	Comb. Code Comp. Spec. III	Jalis, George	F	100,952	25,036
4000	Code Compliance Spec (Elevator)	Payne, Audrick F	F	99,786	24,747
4000	Building Code Inspector II	Singh, Jagtaar `	F	82,412	20,438
4000	Building Code Inspector III	Chaudhry, Gauher R	F	103,905	25,768
4000	Code Compliance Spec (Boiler)	Jones, Keith D	F	99,786	24,747
4000	Code Compliance Spec (Boiler)	Howell, Edward C	F	92,340	22,900
4000	Contact Representative	Pursley, Cristayl	F	48,746	12,089
4000	Deputy Building Official		V	139,462	34,587
4000	Program Analyst	Simpkins, Robert C	F	106,981	26,531
4000	Program Analyst	Hooks Scott, Helen	F	102,268	25,362
4000	Supervisory Combo Code Specialist	Reiss, Jeffrey	F	117,606	29,166
4000	Program Analyst	Jones, Tamika Lashawn	F	87,376	21,669
4000	Program Support Spec	Brown-Williams, Marie A	F	65,611	16,272
4000	Building Code Inspector II	Ball Jr., Edward W	F	99,786	24,747
4000	Program Analyst	Sumner, Andrea	F	89,858	20,603
4000	Plans Reviewer	Gibson, Myron D	F	82,412	20,438
4000	Executive Assistant	Mixon, Juanda A.	F	83,078	20,063
4000	Building Code Inspector II	Smoot, Thomas	F	97,304	24,131
4000	Contact Representative	Williams, Karen	F	45,931	11,391
4000	Housing Code Inspector I	Hernandez, Janet D	F	63,898	15,847
4000	Housing Code Inspector II	Booth, Kathryn L	F	83,287	20,655
4000	Comb. Code Comp. Spec. I	Carroll, Roland B	F	81,211	20,140
4000	Program Support Spec	Lenzy, Maleka V	F	58,759	14,572
4000	Program Analyst	Findlay ,Janice D	F	89,858	22,285
4000	Program Support Specialist	Gatlin, Joyce A	F	55,333	13,723
4000	Supervisory Contract Liaison	Vacant	V	109,254	27,095
4000	Housing Code Specialist	Reese, Quanya	F	45,931	11,391
4000	Contact Representative	Gibson, Daniel	F	45,931	11,391
4000	Housing Code Specialist	Hall, Christine P	F	55,333	13,723
4000	Housing Code Specialist	Ford, Christopher C	F	45,931	11,391
4000	Motor Vehicle Operator	Brown, Ted	F	47,528	11,787

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
4000	Program Support Specialist	Moore Jr., Carousel	F	53,620	13,298
4000	Housing Code Inspector II	Williams, Jr., Virgil S	F	74,983	18,596
4000	Housing Code Inspector I	Sutton, Durand	F	53,620	13,298
4000	Housing Code Specialist	Walker, Antoine	F	50,557	12,538
4000	Housing Code Inspector I	Cruz ,Mario E	F	53,620	13,298
4000	Vacant Building Inspector	Smith, William	F	62,185	15,422
4000	Housing Code Specialist	Curtis, Frederick E	F	58,267	14,450
4000	Program Support Specialist	Hammond, Vanessa A	F	55,333	13,723
4000	Housing Code Enforce. Officer	Allen, Patrick Henry	F	91,045	22,579
4000	Housing Code Specialist		V	44,389	11,008
4000	Paralegal Specialist	Kaprelova, Anna P	F	76,199	18,897
4000	Housing Code Inspector I	Starke, Todd Jerome	F	62,185	15,422
4000	Contact Representative	Ballenger, Fred	F	62,723	15,555
4000	Contact Representative	Brooks II, Allen G	F	56,725	14,068
4000	Comb. Code Comp. Spec. I	Magruder, Tiffany K	F	81,211	20,140
4000	Comb. Code Comp. Spec. I	Johnson, Lakeitha D	F	79,135	19,625
4000	Housing Code Inspector II	Byrd, Michael A	F	81,211	20,140
4000	Housing Code Inspector I	Price, Matthew	F	62,185	15,422
4000	Housing Inspection Program Mgr.	Gamboa, Ferdinand A	F	111,679	27,696
4000	Contact Representative	Brown, Wittany	F	53,620	13,298
4000	Housing Code Inspector I	Manning, Derron	F	57,046	14,147
4000	Housing Code Specialist	Jah, Sajor	F	55,333	13,723
4000	Housing Code Inspector I	Seidensticker, LaLa Ann	F	62,185	15,422
4000	Housing Code Inspector I	Jenkins, Michael	F	69,037	17,121
4000	Program Support Specialist	Turner, Shavon T	F	79,135	19,625
4000	Building Code Inspector II	Harris, William D	F	99,786	24,747
4000	Building Code Inspector II	Dudley Jr., Alfred R	F	87,376	21,669
4000	Comb. Code Comp. Spec. III	Fones, Ronald F	F	106,858	26,501
4000	Contact Representative	Sidney, Jannie	F	59,617	14,785
4000	Building Code Inspector	Leon, Elmer X	F	53,620	13,298
4000	Comb. Code Comp. Spec. III	McNeil, Christopher	F	95,046	23,571
4000	Program Coordinator	Jones, Kristen	F	79,930	19,823
4000	Comb. Code Comp. Spec. II	Watkins, Gregory L	F	87,376	21,669
4000	Building Code Inspector II	Piller, Edward	F	100,952	25,036
4000	Building Code Inspector	McCottry, Wesley C	F	55,333	13,723
4000	Building Code Inspector		V	53,620	13,298
4000	Building Code Inspector	Crowder, Shanice	F	55,333	13,723
4000	Government Information Specialist	Amare, Genet	F	109,710	27,208

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
4000	Comb. Code Comp. Spec. II	Legaspi, Ruben A	F	92,340	22,900
4000	Supv Combo Code Specialist	Spence, Craigton	F	111,034	27,356
4000	Program Support Spec.	Tibbs, Breyana	F	48,746	12,089
Total Program 4000 - Inspections				7,503,528	1,860,875
Program 6000 - Zoning					
6000	Engineering Technician	Shittu, Ademola K	F	97,304	24,131
6000	Engineering Technician	Washington, Ramon J	F	89,858	22,285
6000	Engineering Technician	Warren, Hector Ernesto	F	92,340	22,900
6000	Zoning Administrator	Legrant, Matthew	F	163,580	40,568
6000	Program Support Asst OA	Mack, Durrell	F	56,511	12,015
6000	Deputy Prog. Mgr. For Zoning	Beeton, Kathleen A	F	135,065	33,496
6000	Engineering Technician	Barber, Chyna	F	82,412	20,438
6000	Program Support Spec	Epps, Evon	F	55,333	12,723
6000	Engineering Technician	Bullock, Brittany C	F	94,822	23,516
6000	Program Support Spec	Robinson-Johnson, Yolanda	F	55,333	13,723
6000	Engineering Technician	Gibbs, LeShanda N.	F	94,822	23,516
6000	Program Analyst	Bolden, Tarek S	F	89,858	22,285
6000	Supervisory Engineering Techni	Ndaw, Mamadou B.	F	109,517	27,160
6000	Program Analyst	Goldstein, Paul W	F	103,905	25,768
6000	Program Analyst	Reid, Rohan V	F	87,376	21,669
6000	Engineering Technician	Calhoun, Daniel	F	102,268	25,362
Total Program 6000 – Zoning				1,619,596	401,660
Program 7000 – Licensing					
7000	Investigator	Britt, Deborah L	F	102,268	25,362
7000	Investigator		V	64,603	16,022
7000	Investigator	Usher, Wilfred	F	102,268	23,362
7000	Investigator	Allen, Steven G	F	102,268	25,362
7000	Program Analyst	Tibbs, Annette S	F	87,376	21,669
7000	Investigator	Williams, Vacylla D	F	102,268	25,362
7000	Investigator		V	79,930	19,823
7000	Investigator	Coward, Richard A	F	94,822	23,516
7000	Investigator	Lassiter, Deloris S	F	92,340	23,516
7000	Investigator	Bynum, Timothy	F	74,983	18,596
7000	Program Officer	Brooks, Derek V	F	74,983	18,596
7000	Administrator (Business & Professional Licenses)	Parker, Vincent	F	142,686	35,386
7000	Program Manager	Broadie, Harriet A	F	117,266	29,082

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
7000	Business Licensing Specialist	Mays, Mary E	F	72,907	18,081
7000	Small Business Resource Center	Noisette, Jacqueline L.	F	118,355	29,352
7000	Business Licensing Specialist	Robinson, Jamie L	F	72,907	18,081
7000	Program Analyst	Herrera, Claudia L.	F	82,412	20,438
7000	Program Analyst	Douglas, Joy L	F	82,412	20,438
7000	Program Support Specialist	Wood, Tamika	F	72,907	18,081
7000	Program Analyst		V	79,930	19,823
7000	Program Analyst		V	53,620	13,298
7000	Investigator	Hooks, Anthony M	F	99,786	24,747
7000	Investigator		V	79,930	19,823
7000	Investigator	Beckwith, La Taunja R	F	99,786	24,747
7000	Program Support Asst (OA)	Young, Kevin	F	67,324	16,696
7000	Program Support Asst (OA)	Burrell, Quinton M	F	62,723	15,555
7000	Paralegal Specialist	Mcclendon, Nicole M	F	89,858	22,285
7000	Paralegal Specialist	Evans, Carrie G	F	89,858	22,285
7000	Paralegal Specialist	Hinson, Maxine May	F	92,340	22,900
7000	Paralegal Specialist	Clary, Regina D	F	83,287	20,655
7000	Paralegal Specialist	Edelin, Denise M	F	83,287	20,655
7000	Paralegal Specialist	Tate, Kim R	F	83,287	20,655
7000	Paralegal Specialist	Ebb, Maxcine I	F	92,340	22,900
7000	Paralegal Specialist	Roh, Kisok C	F	77,059	19,111
7000	Paralegal Specialist	Hyman, Maxine C	F	92,340	22,900
7000	Program Support Specialist	Cordeiro, Greta	F	74,983	18,596
7000	Paralegal Specialist	Bridges, Deborah D	F	74,983	18,596
7000	Program Manager	Grays, Patricia E	F	144,542	35,846
7000	Program Manager	Gasimov, Josef G	F	109,316	27,110
7000	Paralegal Specialist	Matthews, Vickie	F	74,983	18,596
7000	Executive Assistant	Taylor, Kandace	F	90,607	22,471
7000	Paralegal Specialist	Nelson, Philip	F	67,324	16,696
7000	Program Support Asst (OA)	Bennett, William B	F	51,852	12,859
7000	Program Support Specialist	Clark, Anthony V	F	63,567	15,765
7000	Program Support Specialist	Arnold, Kevin	F	50,299	12,474
7000	Staff Assistant	Henderson, Melanie M	F	73,906	18,329
7000	Program Support Specialist	Anderson, Vanessa D	F	72,907	18,081
7000	Business Licensing Specialist	Perry, Bruce	F	66,679	16,536
7000	Investigator	Ghenene, Abyie M	F	60,472	14,997
7000	Business Licensing Specialist	Lockhart, Ellen Denise	F	72,907	18,081
7000	Business Licensing Specialist	Thornton, Sharon R	F	63,898	15,847

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
7000	Business Licensing Specialist	Garcia, Cynthia L	F	68,755	17,051
7000	Program Support Specialist	Harris, Marchelle	F	72,907	18,081
7000	Special Assistant	Thompson, Shantell S	F	90,607	22,471
7000	Business Licensing Specialist	Peterson, Louise V	F	72,907	18,081
7000	Program Analyst		V	85,149	21,117
7000	Business Licensing Specialist	Long, Aurice S	F	60,472	14,997
7000	Public Affairs Specialist	Wilson, Timothy	F	110,308	27,356
7000	Program Support Specialist	Collins-Marable, Phyllis J	F	58,759	14,572
7000	Program Manager	Handy, Timothy R	F	104,500	25,916
7000	Special Events/Vending Manager	Taylor, Shannon C	F	96,900	25,916
7000	Business Licensing Specialist	Outlaw, Shakeila R	F	72,907	18,081
7000	Business License Manager	Prather, Anthony R	F	60,472	14,997
7000	Contact Representative	Blocker-Ford, India	F	58,759	14,572
7000	Program Support Specialist	Stewart, LaVerne M	F	74,983	18,596
7000	Investigator	Peace, Christopher	F	72,907	18,081
7000	Business Licensing Specialist	Greenwood, Bria T	F	60,472	14,997
7000	Investigator	Burnette, Christopher M	F	69,037	17,121
7000	Business Licensing Specialist	Stewart, Amber M	F	60,472	14,997
7000	Program Support Specialist		V	53,620	13,298
7000	Program Coordinator for Boards		V	79,930	19,823
7000	Investigator	Batista, George	F	83,168	20,293
7000	Program Support Specialist		V	53,620	13,298
7000	Investigator		V	79,930	19,823
7000	Administrative Officer	McCoy, Daniel	F	99,668	24,718
7000	Program Manager	Briggs, Cynthia	F	86,660	21,145
7000	Program Support Specialist	Posey, Erin	F	64,603	16,022
7000	Contact Representative	Boyd, Diane B	F	62,723	15,555
7000	Program Analyst	Valli, Luladaye	F	87,376	21,669
7000	Program Support Specialist		V	53,620	13,298
7000	Program Support Specialist	Jackson III, Andrew Lewis	F	68,755	17,051
7000	Program Support Specialist	Johnson, Kenya	F	60,472	14,997
7000	Program Support Specialist	Johnston, Stephanie L	F	66,679	16,536
7000	Program Support Specialist	Jamison, Tracey V	F	65,611	16,272
7000	Program Analyst		V	79,930	19,823
7000	Program Coordinator For Boards	Lewis, Leon W	F	112,218	27,830
7000	Program Support Specialist	Champagne, Jennifer	F	66,679	16,536
7000	Program Support Specialist	Pearson, Avis	F	66,679	16,536
7000	Program Analyst	Brown, Sheldon J	F	87,376	21,669

PERFORMANCE OVERSIGHT HEARING – DCRA Oversight Question 2 Schedule A

Pro Code	Title	Name	Vac. Stat.	Salary	Fringe
7000	Program Support Specialist	Herndon, Arnebya	F	77,059	19,111
7000	Program Manager	Richardson, Patrice	F	91,045	22,579
7000	Program Support Spec	Yeboah Ofori, Grace	F	66,679	16,536
7000	Program Support Spec	Strozier, Brittani	F	68,755	17,051
7000	Investigator	Dumas, Asia	F	89,858	22,285
7000	Program Analyst	Cyrus, Kevin D	F	87,376	19,717
7000	Educ Liaison Spec (Realty)	Thomas, Kathy	F	72,907	18,081
7000	Program Support Specialist	Henderson, Kiaria	F	60,472	14,997
7000	Program Support Specialist	Le, Nhu Q	F	66,679	16,536
7000	Program Support Specialist	Holmes, Ronald	F	60,472	14,997
7000	Program Support Specialist	Williams, Stacey A	F	64,603	16,022
7000	Program Support Specialist	Booker, Nakia	F	60,472	14,997
7000	Program Support Specialist	Barber, James R	F	57,046	14,147
7000	Weights and Measures Program	Johnson, Ronald Sr.	F	101,691	25,219
7000	Code Compl Spec	Smith, Allen W	F	81,211	20,140
7000	Code Compl Spec	Taylor, Lawrence	F	79,135	19,625
7000	Code Compl Spec	Sampson, Charles P	F	79,135	19,625
7000	Program Support Specialist	Dickens, Tinika L	F	63,898	15,847
7000	Code Compl Spec	Jacobs III, David	F	81,211	20,140
7000	Code Compl Spec	Ferguson, Joseph	F	70,831	17,566
7000	Program Support Specialist	Greene, Nikkia King	F	63,898	15,847
	Total Program 7000 – Licensing			7,577,711	1,848,962

Agency Name

Annual Freedom of Information Act Report for Fiscal Year 2018
October 1, 2017 through September 30, 2018

FOIA Officer Reporting

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period
2. Number of FOIA requests pending on October 1, 2017.....
3. Number of FOIA requests pending on September 30, 2018.....
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2018

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....
6. Number of requests granted, in part, denied, in part.....
7. Number of requests denied, in whole.....
8. Number of requests withdrawn.....
9. Number of requests referred or forwarded to other public bodies.....
10. Other disposition

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
 - Subcategory (A).....
 - Subcategory (B).....
 - Subcategory (C)
 - Subcategory (D)
 - Subcategory (E)
 - Subcategory (F)
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)
Subcategory (A).....
Subcategory (B).....
17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....
18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....
19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....
20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....
21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....
22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....
24. Number of FOIA requests processed between 16 and 25 days.....
25. Number of FOIA requests processed in 26 days or more.....
26. Median number of days to process FOIA Requests.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS
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27. Number of staff hours devoted to processing FOIA requests.....
28. Total dollar amount expended by public body for processing FOIA requests.....

FEEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body.....

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

Department of Consumer and Regulatory Affairs FY2019

Agency Department of Consumer and Regulatory Affairs

Agency Code CRO

Fiscal Year 2019

Mission The Department of Consumer and Regulatory Affairs (DCRA) protects the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by ensuring code compliance and regulating business.

2019 Strategic Objectives

Objective Number	Strategic Objective
1	Provide timely and efficient processes to promote and improve the progression and business development in the District of Columbia.
2	Provide accurate, thorough and efficient plan reviews, within the specified timeframes, to effectively issue permits to the residents and project developers of the District of Columbia.
3	Provide effective enforcement of vacant and blighted properties, thereby encouraging increased housing stock for productive use, including affordable housing.
4	Provide thorough and efficient property maintenance and construction inspections, within the specified timeframes, to improve safety and development in the District of Columbia.
5	Create and maintain a highly efficient, transparent and responsive District government.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Provide timely and efficient processes to promote and improve the progression and business development in the District of Columbia. (4 Measures)					
Percent of businesses applying online that receive their license within one (1) business day from the date of submission	Up is Better	Not Available	Not Available	83.9%	55%
Percent of compliant businesses that have renewals processed within one (1) business day from the date of application receipt	Up is Better	Not Available	Not Available	85.5%	70%
Percent of corporate registrations processed online, meeting the customer's request for expedited service of one (1) or three (3) business days	Up is Better	Not Available	Not Available	89.8%	85%
Percent of Basic Business License, Corporation, and Office of Professional Licensing transactions that are conducted online	Up is Better	Not Available	Not Available	64.9%	45%
2 - Provide accurate, thorough and efficient plan reviews, within the specified timeframes, to effectively issue permits to the residents and project developers of the District of Columbia. (2 Measures)					
Percent of Permit applications that are reviewed by PRC within 2-business days	Up is Better	Not Available	Not Available	Not Available	90%

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Percent of Project Dox permit applications that are reviewed within 30 business days of acceptance by the agency (not including sister agencies)	Up is Better	Not Available	Not Available	85.9%	New Measure
3 - Provide effective enforcement of vacant and blighted properties, thereby encouraging increased housing stock for productive use, including affordable housing. (3 Measures)					
Percent of exempted properties that are reinspected within 90 calendar days of receiving exempt status	Up is Better	Not Available	Not Available	24.8%	90%
Percent of Notices of Infraction related customer inquiries that are resolved in one interaction with DCRA staff	Up is Better	Not Available	Not Available	Not Available	65%
Percent of Vacant Building Enforcement initial inspections completed within 38 business days from date of complaint submission	Up is Better	Not Available	Not Available	Not Available	85%
4 - Provide thorough and efficient property maintenance and construction inspections, within the specified timeframes, to improve safety and development in the District of Columbia. (4 Measures)					
Percent of inspections resulted (with NOV or inspection reports) within 30 calendar days of initial inspection	Up is Better	Not Available	97.9%	96.7%	95%
Percent of Housing Notices of Violation that are referred to the Office of Civil Infractions within 60 days of reinspection	Up is Better	Not Available	Not Available	85.5%	80%
Percent of construction inspections completed on date identified when scheduled	Up is Better	Not Available	Not Available	83.2%	90%
Percent of construction inspections resulting in a disapproval by DCRA in accordance with District Code	Down is Better	Not Available	Not Available	Not Available	New Measure
5 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)					
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	No data available	88.1%	Not Available
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	35.5%	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	No data available	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	4.7%	5.6%	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Up is Better	Not Available	13.1	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	154.6%	115.9%	Waiting on Data	Not Available
	Up is Better			77.8%	

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)		Not Available	No data available		Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	1.7%	65.3%	Waiting on Data	Not Available
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide timely and efficient processes to promote and improve the progression and business development in the District of Columbia. (6 Activities)			
WEIGHTS AND MEASURES	Weighing Devices Registered	Weights and Measures division conducts onsite visits to test weighing devices and register them if they meet standards.	Daily Service
BUSINESS SERVICE CENTER	Business License Issuance	Responsible for issuing and renewing business licenses.	Daily Service
CORPORATION DIVISION	Corporate Registrations	The vehicle for which residents can create and register corporate entities.	Daily Service
OCCUPATIONAL AND PROFESSIONAL LICENSING	Professional Licensing Issuance	Responsible for issuing and testing for professional and occupational licensing.	Daily Service
REGULATORY INVESTIGATIONS	Business Investigations	Investigating district businesses upon their creation and renewal. Also investigates businesses to ensure compliance with applicable regulations.	Daily Service
BUSINESS SERVICE CENTER	Special Event Approval	Issue and provide approvals for special events held on public spaces.	Daily Service
2 - Provide accurate, thorough and efficient plan reviews, within the specified timeframes, to effectively issue permits to the residents and project developers of the District of Columbia. (4 Activities)			
PERMITS	Permit Issuance	Issue permits for the following areas: Building, supplemental, post card, home occupational and certificate of occupancy permits.	Daily Service
PLAN REVIEW	Permit Plan Reviews	Review of plans and blueprints submitted for permit issuance.	Daily Service
SURVEYOR	Issuance and Maintaining of Land Survey Plats	Maintain and issue land survey plats and land records in the District.	Daily Service
PERMITS	Address Issuance	Issue new addresses for new construction, or change addresses for existing structures.	Daily Service
3 - Provide effective enforcement of vacant and blighted properties, thereby encouraging increased housing stock for productive use, including affordable housing. (4 Activities)			

Operations Header	Operations Title	Operations Description	Type of Operations
VACANT PROPERTY	Vacant Building	Responsible for the registration, maintenance and tracking of all non-government buildings and structures in the District.	Daily Service
PROPERTY MANAGEMENT	Civil Infractions	Processes civil infractions through any related hearings and is responsible for collection of fines.	Daily Service
SCHEDULING & ENFORCEMENT UNIT	Abatement	Coordinates the abatement of properties and structures with code violations.	Daily Service
PROPERTY MANAGEMENT	Liens and Fines	Places liens on properties with outstanding fines/fees through the special assessment process.	Daily Service
4 - Provide thorough and efficient property maintenance and construction inspections, within the specified timeframes, to improve safety and development in the District of Columbia. (5 Activities)			
RESIDENTIAL INSPECTIONS	Housing Inspections	Housing Inspections Program ensures habitable housing by responding to tenant requests for residential inspections.	Daily Service
CONSTRUCTION COMPLIANCE	Specialty Inspections Program	Responsible for inspecting and approving boilers and elevators throughout properties in the District.	Daily Service
CONSTRUCTION COMPLIANCE	Construction Inspections	Responsible for the inspection of construction sites for code compliance and proper permits.	Daily Service
RESIDENTIAL INSPECTIONS	Proactive Inspections	Proactively inspect residential apartment units for code compliance, to prevent hazards or harsh living conditions for tenants.	Daily Service
CONSTRUCTION COMPLIANCE	Third Party Inspections Program	Third Party Inspections are conducted to ensure quality inspections are being performed by third party inspection agencies.	Daily Service
5 - Create and maintain a highly efficient, transparent and responsive District government. (2 Activities)			
CUSTOMER SERVICE	311 Integration	To provide the residents of the District of Columbia with a seamless process for alerting DCRA of matters that need agency attention such as, vacant property abatement, exterior residential inspection, etc.	Key Project
Process Improvements and Training	Process Improvements and Training	Process Improvements and Training	Daily Service

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Business Investigations (4 Measures)			
Number of investigations conducted	Not Available	584	4324

Measure	FY 2016	FY 2017	FY 2018
Number of Notices of Infraction (NOI), Notices to Discontinue, or orders to cease and desist issued by Regulatory Investigations	Not Available	741	317
Number of business compliance surveys conducted	Not Available	4010	1628
Number of Notices of Infractions (NOI) issued by Vending	Not Available	Not Available	Not Available
1 - Business License Issuance (7 Measures)			
Number of business licenses issued	Not Available	23,413	34,145
Number of applications submitted for new business licenses	Not Available	11,380	11,464
Number of group workshops held by the Small Business Resource Center	Not Available	90	81
Number of customers serviced by the Small Business Resource Center (SBRC)	Not Available	2473	2414
Number of elevator certificates issued	Not Available	4245	3337
Number of outreach events attended by SBRC Staff	Not Available	101	24
Number of business licenses renewed	Not Available	17,098	22,218
1 - Corporate Registrations (2 Measures)			
Number of corporate entities registered	Not Available	16,103	17,619
Number of other corporate filings registered	Not Available	12,648	67,029
1 - Professional Licensing Issuance (3 Measures)			
Number of applicants tested	Not Available	3217	8940
Number of professional licenses issued	Not Available	10,801	10,406
Number of professional licenses renewed	Not Available	16,745	34,778
1 - Special Event Approval (1 Measure)			

Measure	FY 2016	FY 2017	FY 2018
Number of special events issued	Not Available	123	99
1 - Weighing Devices Registered (2 Measures)			
Number of weighing and measuring devices approved	Not Available	7720	6980
Number of Notices of Infractions (NOI) issued by Weights and Measures	Not Available	Not Available	Not Available
2 - Address Issuance (1 Measure)			
Number of addresses issued	Not Available	320	368
2 - Issuance and Maintaining of Land Survey Plats (3 Measures)			
Number of plats prepared	Not Available	11,431	6142
Number of plats processed with expedited service	Not Available	2714	2901
Number of Sub-Divisions processed	Not Available	400	415
2 - Permit Issuance (4 Measures)			
Number of permits issued	Not Available	49,965	53,614
Number of permit applications submitted	Not Available	68,914	62,400
Number of Certificates of Occupancy issued	Not Available	3316	3483
Number of permit applications submitted online	Not Available	38,865	31,121
3 - Abatement (3 Measures)			
Number of buildings abated	Not Available	2132	1104
Number of properties requiring contractor abatement	Not Available	71	101
Number of vacant lots abated		50	95

Measure	FY 2016	FY 2017	FY 2018
	Not Available		
3 - Civil Infractions (3 Measures)			
Number of infraction notices issued	Not Available	2022	1868
Number of Notices of Infraction (NOIs) requiring correction	Not Available	Not Available	Not Available
Number of Notices of Infraction (NOI) issued by Vacant Building Enforcement	Not Available	Not Available	Not Available
3 - Liens and Fines (1 Measure)			
Number of liens issued	Not Available	175	75
3 - Vacant Building (2 Measures)			
Number of vacant buildings surveyed	Not Available	6588	7284
Vacant lots inspected	Not Available	183	371
4 - Construction Inspections (2 Measures)			
Number of illegal constructions inspections conducted	Not Available	2584	2189
Number of permit construction inspections conducted	Not Available	22,248	24,290
4 - Housing Inspections (1 Measure)			
Number of residential inspections conducted	Not Available	11,510	12,226
4 - Proactive Inspections (3 Measures)			
Number of proactive inspections conducted	Not Available	4252	3171
Number of NOI issued following Property Maintenance Inspections	Not Available	Not Available	Not Available
Number of NOI issued following Proactive Property Maintenance Inspections	Not Available	Not Available	Not Available

Measure	FY 2016	FY 2017	FY 2018
4 - Specialty Inspections Program (2 Measures)			
Number of boiler inspections conducted	Not Available	700	512
Number of conveyances inspections conducted (elevators, man lifts, escalators, dumbwaiters)	Not Available	225	423
4 - Third Party Inspections Program (2 Measures)			
Number of quality control inspections performed on third party inspections	Not Available	514	535
Number of third party reports entered into Accela	Not Available	13,915	40,273

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Business License Issuance (2 Strategic initiatives)		
Business Licensing Categories	In FY 19, DCRA will reduce customer confusion over BBL categories through the reduction or realignment of the BBL program with the current marketplace in the District. Categories with little to no active licenses will be eliminated, and active or future licenses will be required to obtain a general business license. This initiative will result in the delivery of proposed legislative changes to the District Council.	09-30-2019
Business Licensing Center eRenewal Stop	In FY 19, DCRA's Business Licensing Center will set up two (2) separate kiosk stations for customers who wish to renew their business license. These kiosks will provide faster service and encourage the customers to use the online system.	09-30-2019
Permit Plan Reviews (1 Strategic Initiative)		
Permit Application workflow	In FY 19, DCRA will revise the permit application workflow enhancing service to customers, reducing permit review wait-times, and providing additional opportunities for customers to skip the trip.	09-30-2019
Process Improvements and Training (1 Strategic Initiative)		
Staff Training	Train all DCRA staff (managers and line) on existing and new IT initiatives/programs/software in the agency. The goal is to ensure all agency staff are sufficiently trained on the use of any and all agency systems supported by the Office of Information Systems. The agency will close for one day per quarter to conduct the necessary trainings. The trainings will be conducted based on level of use by the employees, ranging from read only access to expert user.	09-30-2019