

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Commission on the Arts and Humanities**



**Responses to Fiscal Year 2018-2019  
Performance Oversight Questions**

**Terrie Rouse-Rosario  
Director**

**Submission to**

**Committee on Finance and Revenue  
Council of the District of Columbia  
The Honorable Jack Evans, Chairperson**

February 21, 2019

John A. Wilson Building  
1350 Pennsylvania Ave. NW  
Washington, DC 20004

1. Please provide a list of the Commission on Arts and Humanities (CAH or Commission) board members. For each member, please provide the following:
- Name;
  - The ward, agency or organization the member represents;
  - Who appointed the member;
  - When the member's term started and expires;
  - Designate who is Chair, Vice-Chair as well as any other officers;
  - Attendance record of members for calendar year 2018 and 2019 to date; and
  - Any open seats, and term for the seat.

**List of Commissioners-** All Commissioners are appointed by the Mayor of the District of Columbia with advice and consent of the City Council:

<b>Commissioner</b>	<b>Ward</b>	<b>Term</b>
Kay Kendall, <b>Chair</b>	2	June 30, 2018 - June 30, 2021
Stacie Lee Banks, <b>Vice-Chair</b>	3	June 30, 2017 - June 30, 2020
Edmund C. Fleet	7	June 30, 2017 - June 30, 2020
Haili Francis	5	June 30, 2016 - June 30, 2019
Rhona Wolfe Friedman	2	June 30, 2016 - June 30, 2019
Alma H. Gates	3	June 30, 2016- June 2019
KyMBER Menkiti	6	February 2019 - June 2021
Miles Gray	8	June 30, 2017 - June 30, 2020
Mary Ann Miller	3	June 30, 2017 - June 30 2019
Chinedu Felix Osuchukwu	7	June 30, 2017- June 30, 2020
Josef Palermo	1	June 30, 2017- June 30, 2020
Maria Hall Rooney, <b>Secretary</b>	4	June 30, 2017- June 30, 2020
Cicie Sattarnilasskorn, <b>Treasurer</b>	1	June 30, 2016- June 30, 2019
Gretchen B. Wharton	6	June 30, 2018- June 30, 2021
José Alberto Uclés	5	June 30, 2017- June 30, 2019
<b>Confirmation Pending:</b> Derek Younger	5	To complete a previous term: June 30, 2018 - June 30, 2019

<b>Vacancy</b>		June 30, 2017- June 30, 2019
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Please see attachment for Q1 (“Attachment A” Commission Meeting Attendance 2018-2019) for the attendance Records for the Commission meetings for 2018-2019. The attendance for each meeting is listed at top of each sheet (Please note that there was not a Commission meeting held in August or November 2018).

2. Please provide a list of the Commission’s meeting dates, times, and locations for FY 2018 and FY 2019.

<b>Commission Meeting Date</b>	<b>Commission Meeting Time</b>	<b>Commission Meeting Location</b>
January 18, 2018	4:00 - 5:30pm	200 I St. SE, 5 <sup>th</sup> Floor, Rm. 5403
February 28, 2018	4:00 – 5:30pm	200 I St. SE, 5 <sup>th</sup> Floor, Rm. 5403
March 22, 2018	4:00 – 5:10pm	200 I St. SE, 5th Floor, Rm. 5403
April 26, 2018	4:00 – 8:37pm	200 I St. SE, 5 <sup>th</sup> Floor, Rm. 5009
May 24, 2018	4:00 – 7:00pm	200 I St. SE, 5th Floor, Rm. 5403
June 21, 2018	4:00- 5:10pm	200 I St. SE, 5th Floor, Rm. 5403
July 18, 2018	4:00 – 5:19pm	200 I St. SE, 5th Floor, Rm. 4019
<b>August 2018: No Meeting Held</b>		
September 20, 2018	4:00 – 6:18pm	200 I St. SE, 5th Floor, Rm. 4019
October 18, 2018	4:00 – 5:23pm	200 I St. SE, 5th Floor, Rm. 4019
<b>November 2018: No Meeting Held</b>		
December 13, 2018	4:00 – 5:54pm	200 I St. SE, CAH Large Conference Room Suite 1400
January 23, 2019	4:00 – 4:37pm	200 I St. SE, CAH Large Conference Room Suite 1400

**3. Please provide copies of agendas and for all meetings held in 2018 and 2019 to date.**

Please see attachment for Q3 (“Attachment B” Commission Meeting Agendas 2018-2019).

#### **4. Please describe the Commission's activities in FY 2018 and FY 2019 to date.**

In FY18, CAH presented the following public programs and events:

##### Spotlight on Arts Education Symposium, December 11, 2017

Presented in association with the Library of Congress, the symposium featured two panels of leaders and innovators in arts education. Then panels discussed a range of topics, including ideas, curricula, and programs for dynamic student experiences.

##### I AM Frederick Douglass: Life and Legacy, February 23, 2018

Presented at the Lincoln Theatre, the event commemorated the 200th birthday of Frederick Douglass with excerpts of the film, *Enslavement to Emancipation*; a panel discussion on the legacy of Douglass; musical performances by the National Symphony Orchestra; and a Douglass portrayal by actor LeCount Holmes, Jr.

##### Mayor Marion Barry, Jr. Statue Dedication, March 3, 2018

CAH led the planning and execution of the dedication event for the Mayor Marion Barry, Jr. Statue in March 2018. The entire lifecycle of the Mayor Barry Statue Project was managed by CAH. This involved artist selection and design approval to delivery of the finished artwork and public unveiling at the dedication event.

##### Poetry Out Loud, March 8, 2018

CAH hosted the 2018 Poetry Out Loud District of Columbia Finals at the Office of Cable Television, Film, Music, and Entertainment studios. Created by the National Endowment for the Arts and the Poetry Foundation, Poetry Out Loud is a nationwide poetry recitation contest for students in grades nine through 12, and is administered in partnership with the state arts agencies of all 50 states, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico. The program helps students master public speaking skills, build self-confidence, and learn about literary history and contemporary life. The 2019 Poetry Out Loud District Finals will be held on March 7, 2019 at Blind Whino.

##### Celebrate the Creative Spark! March 2018

Throughout the month of March, in recognition of National Arts in Education Month, Celebrate the Creative Spark! facilitated in-school workshops presented by arts organizations and teaching artists aimed at developing students' creative skills. In March 2018, 621 DCPS and DCPCS students from 26 schools participated in this program. For FY19, a total of 50 workshops are planned to occur in the spring.

##### SummerSet DC, Tuesdays and Thursdays in May 2018

SummerSet DC featured live musical performances by DC artists on the lawn of the National Mall every Tuesday and Thursday in May during lunchtime. This program is presented by CAH and WMATA in cooperation with the Office of Congresswoman Eleanor Holmes Norton and the National Park Service (NPS). Planning is underway for the FY19 edition of SummerSet DC.

### Chuck Brown Day. August 18, 2018

A celebration of Chuck Brown's life, legacy, and memory co-produced by CAH and DPR, this concert drew fans and followers of all ages, and in record numbers, to hear the Chuck Brown Band perform their greatest hits live at Chuck Brown Memorial Park.

### Labor Day Weekend Music Festival. September 1 and 2, 2018

The historic Lincoln Theatre was once again the venue for CAH's local music festival, which recently completed its third year. Intended to showcase the rich diversity of talent in the District's music scene, the 2018 festival dedicated one concert to different styles of Latin music and focused the second on the fusion of go-go, jazz, and funk.

### Mayor's Arts Awards. September 25, 2018

CAH presented the 33rd Annual Mayor's Arts Awards and the Larry Neal Writers' Award at Lincoln Theatre in recognition of the District's creative community. The Mayor's Arts Awards are the most prestigious honors conferred by the city on individual artists, teachers, nonprofit organizations, and patrons of the arts. The awards ceremony also kicked off CAH's 50th anniversary year, which will be celebrated through a podcast series highlighting the impact the agency has made throughout the community through interviews with artists, organizational representatives and other officials tied to CAH. The agency will spotlight its key activities through a targeted marketing campaign, spotlighting 50 activities for the public.

### The Business of the Arts Professional Development Series, monthly in 2018

The Business of the Arts Professional Development Series are free monthly workshops organized by CAH that aim to provide arts, humanities, and creative professionals the knowledge and skills needed to increase their capabilities for successful fundraising, marketing, and improving operational sustainability.

### The District's First Universally Accessible Photograph on Public Display

As a finishing touch to developing the District's first universally-accessible photograph in our esteemed art collection, a project that was initiated in FY17 and completed in early FY18, CAH collaborated with Columbia Lighthouse for the Blind and Busboys & Poets to install the piece for public interaction. The accessible version of No.25 by Stephan Senegal was on display at the Busboys & Poets at 14th Street NW from February 2018 until July 2018 in a first-of-its-kind public installation.

### Marion S. Barry Summer Youth Employment Program (MBSYEP)

CAH continued a partnership with DOES to place nearly 100 youth participants in eight host sites for the MBSYEP. In FY18, CAH was recognized by DOES as the most outstanding government host site and presented an award at the program's closing ceremonies.

### Hola Cultura Tour to Celebrate New Sister City

Hola Cultura, one of the contractors for MBSYEP, worked with youth participants to develop a walking tour that celebrated the history of Salvadoran-Americans in the Adams Morgan neighborhood. In celebration of the announcement of DC's newest Sister City San Salvador,

CAH sponsored an encore tour in September 2018. The tour itself was facilitated by MBSYEP participants.

#### Grants on the Go!

In an effort to improve the accessibility of our grants, CAH collaborated with Ward 8 Arts & Culture and OCTO to bring the District's Mobile Tech Lab to Ward 8. The Mobil Tech Lab is meant to reach artists with limited access to computers and internet, and to assist them with the grant application process.

#### Restoration of Family Circle

In the summer of 2017, Family Circle, a sculpture by Herbert House commissioned by CAH in the nineties, was unfortunately vandalized. The local community assisted in notifying the agency of the damage. CAH reconnected with the original artist who restored the Ward 1 sculpture to its original format using chrome car bumpers.



**5. Please list each contract, procurement, lease, partnership, and grant (“contract”) awarded, entered into, extended and option years exercised, by your agency during FY 2018 and FY 2019 to date. For each contract, please provide the following information, where applicable:**

- **The name of the contracting party/vendor;**
- **Contract number;**
- **The nature of the contract, including the end product or service (purpose);**
- **The dollar amount of the contract, including budgeted and actually spent amounts, funding source, and approved budget authority;**
- **The term of the contract;**
- **Whether the contract was competitively bid or sole sourced;**
- **Contract deliverables, and outcomes;**
- **Any corrective actions taken, or technical assistance provided; and**
- **The name of the agency’s contract monitor and the results of any monitoring activity.**

**Please provide this information in a searchable PDF for posting on the Council website and an excel spreadsheet for committee staff use only.**

Please see attachment for Q5 (BXO FY18 and FY19 Attachment I – Contracts).

**6. Please list and provide a description of any partnerships the Commission entered into or maintained for FY 2018 or FY 2019 to date. Did any partnerships conclude, please explain?**

CAH enters into partnerships with other District agencies on a yearly basis to conduct arts and humanities programming for residents. For example, CAH and the DC Department of Public Works (DPW) partnered together to execute the MuralsDC program. MuralsDC is a graffiti abatement program that pairs local artists with tagged walls to create a beautiful work of art for the community.

CAH has an annual partnership with DOES to administer a portion of the Marion S. Barry Summer Youth Employment Program. Through the program, approximately 100 students are assigned to work at arts and humanities organizations in the District. These students teach at summer camps, provide administrative office tasks, and learn about careers in the arts and humanities.

Lastly, CAH has a close relationship with the DC Office of Cable Television, Music, Film and Entertainment (OCTFME). The 202 Creates series of events each September dovetail with CAH's regular programming, such as the Mayor's Arts Awards. OCTFME assists with joint marketing for these initiatives in September. Additionally, OCTFME also provides filming for CAH events such as Poetry Out Loud and 50th anniversary activities.

**7. Does the Commission contract with any organizations, agencies or artists outside of a competitive process? Please list and provide a description/explanation.**

Please see attachment for Q7 (District Government Procurement Laws).

The District government's procurement laws provide, generally, that goods and services that are procured by the District must be purchased by way of a competitive procurement process. However, the D.C. Official Code provides the following 17 exceptions to this general procurement competition mandate:

- (1) Artistic services or works of art;
- (2) Commodities or contractual services if federal or District law prescribes with whom the District must contract;
- (3) Legal services or negotiation services in connection with proceedings before administrative agencies or state or federal courts, including experts, attorneys, and mediators;
- (4) Copyrighted or patented materials, including technical pamphlets, published books, maps, and testing or instructional materials; provided, that the materials are purchased directly from the owner of the copyright or patent;
- (5) Memberships in trade or professional organizations;
- (6) Entertainers;
- (7) Job-related seminars and training for District employees;
- (8) Maintenance and support of existing software and technology to the extent that the creator of the intellectual property is still protected and is the only source of the maintenance and support of the existing software and technology;
- (9) Public transit farecards, passes, and tokens;
- (10) Personal property or services provided by another public entity, agency, or authority;
- (11) Postage;
- (12) Purchases of advertising in all media, including electronic, print, radio, and television; provided, that they are purchased directly from the media outlet;
- (13) Trade and career fairs for District employees;

(14) Special event venues and related services as dictated by the establishment;

(15) Subscriptions for periodicals and newspapers;

(16) Ticket purchases for special events, tourist attractions, and amusement parks; and

(17) Professional development training which supports principal, teacher, and student achievement pursuant to the District of Columbia Public Schools Master Education Plan.

From time to time, CAH does procure arts-related goods and/or services on a non-competitive basis, in accordance with the exceptions provided above per the D.C. Code (“Contracts for the following procurements shall be exempt from the competition requirements established by this chapter . . . [a]rtistic services or works of art . . .”).

**8. Please provide a detailed timeline of the entire grant process for FY2018 and FY2019 grants –beginning with application process opening, deadline to apply, complete internal process –review, approval, and announcement, and when final payment is made. Additionally, please provide the expected and actual time frame from award announcement to funds disbursed. Please explain and justify any difference.**

<b>GRANT TITLE &amp; PROGRAM KEY</b>	<b>PROGRAM KEY</b>	<b>GRANT AMOUNT</b>
<b>Public Art Building Communities</b>	PABC	Varies
<b>Sister Cities Grant</b>	SCG	Varies
<b>The Washingtonia Collection (FY18)</b>	TWC or ABC	Varies
<b>Art Bank Collection (FY19)</b>		
<b>Upstart</b>	UPS	Max for orgs. \$50K.
<b>Art Exhibition Grant (Curatorial Grant Program)</b>	AEG	Max. \$25,000 ea.
<b>Arts and Humanities Fellowship</b>	AHFP	Up to \$10K
<b>Arts Education Projects</b>	AEP	Max. \$20K for orgs.
<b>Budget Enhancement Grant</b>	BEG	Varies
<b>City Commissioned Projects</b>	CCP	Varies
<b>East of the River</b>	EOR	Max for orgs. 35K
<b>Facilities and Buildings</b>	FAB	Varies
<b>Field Trip Initiative</b>	FTE	Varies
<b>General Operating Support</b>	GOS	Varies
<b>LiftOff</b>	LFT	Max for orgs. \$25K
<b>MuralsDC</b>	MDC	Varies
<b>Projects, Events and Festivals</b>	PEF	Varies

**DETAILED TIMELINE OF THE FY18 AND FY19 GRANT PROCESS**

<b>DATE</b>	<b>ACTION</b>
<b>January 13, 2017</b>	FY18 GOS Notice of Funding Availability is published in DC Register
<b>January 26, 2017</b>	FY18 GOS Request for Applications opens
<b>January 30, 2017</b>	GOS program workshops begin
<b>February 17, 2017</b>	GOS grant program workshops end
<b>March 6, 2017</b>	GOS grant program deadline
<b>March 13, 2017</b>	GOS applications sent to panelists
<b>March 31, 2017</b>	GOS peer review panels begin
<b>April 7, 2017</b>	GOS peer review panels end
<b>April 7, 2017</b>	FY18 Notice of Funding Availability published in DC Register
<b>April 18, 2017</b>	Grants Committee convenes
<b>April 22, 2017</b>	FY18 Grants launch event at the Janney Elementary School (AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, TWC, UPS Open)
<b>April 25, 2017</b>	FY18 Grants launch event at the Edgewood Art Center in AM and at CAH in evening (AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, UPS open); Request for Applications open
<b>April 27, 2017</b>	Board of Commissioners Meeting
<b>May 2, 2017</b>	GOS Intent to Fund letters sent
<b>May 3, 2017</b>	Grant writing workshops begin for AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, UPS
<b>May 26, 2017</b>	Application Deadlines Begin for AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, TWC, UPS

<b>June-July, 2017</b>	FY18 Cycle applications sent to panelists
<b>June 21, 2017</b>	Grant writing workshops end for AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, UPS
<b>June 23, 2017</b>	FY18 TWC deadline for submissions
<b>June 30, 2017</b>	FY18 TWC applications sent to panelists
<b>July 11, 2017</b>	FY18 Cycle 1 peer review panels begin for AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, TWC, UPS
<b>July 21, 2017</b>	Applications deadlines end for AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, UPS
<b>August 18, 2017</b>	PABC #1 applications sent to panel
<b>August 31, 2017</b>	Panel convenes
<b>August 18, 2017</b>	FY18 Cycle 2 Notice of Funding Availability published in DC Register.
<b>August 31, 2017</b>	FY18 Cycle 2 Requests for Applications open for BEG, SCG, LFT, PEF #2, PABC #2
<b>September 6, 2017</b>	FY18 Cycle 1 peer review panels end for AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, UPS
<b>September 7, 2017</b>	Grants and Public Art Committees convene
<b>September 8, 2017</b>	Board of Commissioners convene
<b>September 11, 2017</b>	FY18 TWC grant award notifications sent to grantees
<b>October 2, 2017</b>	Grant award notifications sent to Grantees for AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1, TWC, UPS,
<b>October 4, 2017</b>	FY18 Cycle 2 workshops begin for BEG, SCG, LFT, PEF #2, PABC #2
<b>October 13, 2017</b>	FY18 Cycle 2 workshops end for BEG, SCG, LFT, PEF #2, PABC

	#2
<b>October 16, 2017</b>	FY18 AEG Notice of Funding Availability published in DC Register
<b>October 21, 2017</b>	AHFP, AEP, EOR, FAB, FTE, PEF #1, UPS grant agreements due to CAH
<b>October 23, 2017 – December 2017</b>	FY18 Cycle 1 purchase orders created in PASS from the executed grant agreements
<b>October 27, 2017</b>	Application deadlines end for FY18 Cycle 2 for BEG, SCG, LFT, PEF #2, PABC #2
<b>October 31, 2017</b>	FY18 AEG grant opens
<b>November 3, 2017</b>	FY18 Cycle 2 applications sent to panelists
<b>November 21, 2017</b>	FY18 Cycle 2 panels begin for BEG, SCG, LFT, PEF #2, PABC #2
<b>December 1, 2017</b>	PABC panel convenes
<b>December 8, 2017</b>	Public Art Committee convenes
<b>December 8, 2017</b>	FY18 Cycle 2 panels end for BEG, SCG, LFT, PEF #2, PABC #2
<b>December 12, 2017</b>	Grants Committee convenes to review BEG, SCG, LFT, PEF #2, PABC #2 recommendations
<b>December 14, 2017</b>	Board of Commissioners Meeting
<b>December 15, 2017</b>	FY18 AEG deadline for submissions
<b>December 19, 2017</b>	F18 Cycle 2 BEG, SCG, LFT, PEF #2, PABC #2 grant award notifications Sent to Grantees
<b>December 20, 2017</b>	FY18 AEG applications sent to panelists
<b>November 14, 2017 – January 2018</b>	Invoices from FY18 Cycle 1 grantees processed
<b>December 20, 2017 – January 2018</b>	FY18 Cycle 2 purchase orders created in PASS from the executed grant agreements



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<b>January 2018 – March 2018</b>	Invoices from FY18 Cycle 2 grantees processed
<b>January 4, 2018</b>	FY18 AEG panel convenes to select grant recipient
<b>January 15, 2018</b>	FY19 GOS Notice of Funding Availability is published in DC Register
<b>January 18, 2018</b>	Board of Commissioners Meeting
<b>January 18, 2018</b>	FY19 PABC#1 Notice of Funding Availability published in DC Register
<b>January 22, 2018</b>	FY18 CG grant award notifications sent to Grantees
<b>January 25, 2018</b>	FY19 PABC#1 Request for Applications opens
<b>January 26, 2018</b>	FY19 GOS Request for Applications opens
<b>January 29, 2018</b>	FY18 Notice of Funding Availability published in DC Register
<b>February 1, 2018</b>	FY19 GOS workshops begin
<b>February 1, 2018</b>	Notice of Funding Availability for MuralsDC 2018 published in DC Register
<b>February 9, 2018</b>	FY19 PABC#1 application opens
<b>February 13, 2018</b>	Designed to Recycle (CCP) grant application opens
<b>February 22, 2018</b>	MuralsDC call for artists released
<b>February 23, 2018</b>	FY19 GOS grant program workshops end
<b>March 5, 2018</b>	FY19 GOS program deadline ends
<b>March 9, 2018</b>	FY19 GOS peer review panels begin
<b>March 12, 2018</b>	FY19 GOS applications sent to panelists
<b>March 23, 2018</b>	Designed to Recycle (CCP) grant application closes
<b>March 28, 2018</b>	Designed to Recycle applicants sent to panel
<b>April 6, 2018</b>	FY19 PABC#1 deadline ends

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<b>April 13, 2018</b>	GOS peer review panels end
<b>April 13, 2018</b>	MuralsDC 2018 deadline ends
<b>April 13, 2018</b>	FY19 Notice of Funding Availability published in DC Register
<b>April 16, 2018</b>	Designed to Recycle panel convenes to recommend awardees
<b>April 16, 2018</b>	FY19 Notice of Funding Availability published in DC Register
<b>April 17, 2018</b>	FY19 PABC (Cycle 1) applications sent to panel
<b>April 18, 2018</b>	Grants Committee convenes
<b>April 19, 2018</b>	Public Art Committee convenes
<b>April 19, 2018</b>	FY18 Notice of Funding Availability for Department of Corrections Murals Project (CCP) is published in DC Register
<b>April 20, 2018</b>	FY18 Cycle 1 and Cycle 2 Interim Reports due and second payments initiated
<b>April 26, 2018</b>	Board of Commissioners Convenes
<b>April 27, 2018</b>	FY19 GOS Intent to Fund letters sent
<b>April 28, 2018</b>	FY19 grants launch event at Janney Elementary in AM
<b>April 30, 2018</b>	FY19 Request for Applications for ABC, AHFP, AEP, AEG, EOR, FAB, FTE, PEF, SCG, UPS is published
<b>May 3, 2018</b>	FY19 PABC #2 Notice of Funding Availability is published in DC Register
<b>May 3, 2018</b>	Grant workshops begin for AHFP, AEP, EOR, FAB, FTE, PEF, SCG, UPS
<b>May 4, 2018</b>	FY18 Department of Corrections Mural Project Request for Applications opens

<b>May 4, 2018</b>	FY19 PABC #1 FY19 PABC#1 convenes reviews applications
<b>May 10, 2018</b>	FY19 PABC #2 opens
<b>May 17, 2018</b>	Public Art Committee convenes
<b>May 24, 2018</b>	Board of Commissioners meeting
<b>May 24, 2018</b>	FY19AEG Workshop
<b>May 25, 2018</b>	FY19 PABC#2 applications opens
<b>May 25, 2018</b>	FY18 Department of Corrections Mural Project application closes
<b>May 31, 2018</b>	CCP project – Department of Corrections applications sent to panel
<b>June 7, 2018</b>	FY19 AEG Workshop
<b>June 1, 2018</b>	Application deadlines begin for AHFP, AEP, CG, EOR, FTE, PEF, SCG, UPS
<b>June 10, 2018</b>	Department of Corrections panel convenes
<b>June 19, 2018</b>	Public Art Committee convenes
<b>June 21, 2018</b>	Board of Commissioners meeting
<b>June 2018 find date</b>	Deadline for 2nd round of funds to be disbursed to FY18 Grantees
<b>July 6, 2018</b>	FY19 Cycle 1 peer review panels begin for AHFP, AEP, EOR, FAB, FTE, PEF, UPS
<b>July 20, 2018</b>	FY19 ABC application deadline
<b>July 25, 2018</b>	FY19 ABC applications sent to panel
<b>July 27, 2018</b>	Grant writing workshops end for AHFP, AEP, CG, EOR, FAB, FTE, PEF, SCG, UPS
<b>July 29, 2018</b>	Application deadlines end for AHFP, AEP, EOR, FTE, PEF, SCG, UPS

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<b>June-August, 2018</b>	FY19 Cycle 1 applications sent to panelists
<b>August 1, 2018</b>	FY19 AEG applications sent to panelists
<b>August 10, 2018</b>	FY19 PABC #2 deadline ends
<b>August 20, 2018</b>	FY19 PABC#2 applications sent to panel for review
<b>August 30, 2018</b>	FY19 ABC peer review panel (first round – panel 1)
<b>August 31, 2018</b>	FY19 ABC peer review panel (first round – panel 2)
<b>September 7, 2018</b>	FY19 Cycle 1 peer review panels end for AEG, AHFP, AEP, EOR, FAB, FTE, PEF, SCG, PABC #2, UPS
<b>September 13, 2018</b>	Public Art Committee convenes
<b>September 14, 2018</b>	Grants Committee convenes
<b>September 14, 2018</b>	FY19 Notice of Funding Availability for Budget Enhancement Grants
<b>September 20, 2018</b>	Board of Commissioners Meeting
<b>September 20, 2018</b>	Adoption of FY19 CAH Budget by Board of Commissioners
<b>September 21, 2018</b>	FY19 Cycle 2 grant opens for BEG
<b>September 30, 2018</b>	Deadline for all FY18 Payments
<b>October 1, 2018</b>	Grant award notifications sent to AEG, AHFP, AEP, EOR, FAB, FTE, PEF #1, PABC #1 and #2, UPS grantees
<b>October 2, 2018</b>	FY19 ABC peer review panel (final round – panel 1)
<b>October 3, 2018</b>	FY19 ABC peer review panel (final round – panel 2)
<b>October 10, 2018</b>	Public Art Committee convenes
<b>October 18, 2018</b>	Board of Commissioners Meeting
<b>October 18, 2018</b>	Application deadline ends for FY19 Cycle 2 BEG
<b>October 25, 2018</b>	FY19 BEG applications sent to panel

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<b>October 26, 2018</b>	FY19 Cycle 1 ABC grant award notifications sent to Grantees
<b>November 27, 2018</b>	FY19 Cycle 2 panel begins and ends for BEG
<b>December 4, 2018</b>	Grants Committee convenes to review BEG
<b>December 13, 2018</b>	Board of Commissioners Convenes
<b>December 21, 2018</b>	FY19 Cycle 2 BEG grant Award notifications sent to grantees
<b>November 15, 2018 - January 2019</b>	FY19 Cycle 1 purchase orders created in PASS from the executed grant agreements

In the first week after an application deadline closes, CAH grant program managers ensure that applicants and applications are compliant with eligibility guidelines for each program as listed in the FY18 and FY19 Guide to Grants document. Grant program managers then convene panels of artists, arts and humanities administrators, community members, and individuals with relevant backgrounds and skills sets for each grant program. The panelists review applications and provide ranking scores and comments. During the in-person panel process, and in keeping with the established grant guidelines, grant program managers take minutes at each panel to ensure panelists’ responses to applications are recorded. These comments are later made available to applicants. Panelists’ rankings of applications and staff funding recommendations are presented to the Grants Committee and Public Art Committee of CAH’s Board of Commissioners to generate funding recommendations based on available funds allocated for each grant program and applicant ranking. The Board of Commissioners reviews and approves the recommendations. After awards are announced, applicants are given up to three weeks to upload signed grant agreements to the CAH application portal.

Public art grants are site specific installations that require customized grant agreements. Grantees are given up to three weeks to submit signed grant agreements and other related agreements (e.g., site agreements with the owner of the property where the installation will occur). The grants program manager ensures that relevant compliance documents and grant-related materials are signed and consistent with application and budgetary figures submitted in their application four months prior.

The CAH Executive Director co-signs the signed grant agreement after the grants manager verifies all pertinent documents are in order. Once a purchase order number has been established for the vendor in PASS, an invoice for first payment is requested from the applicant and submitted to OCFO via the grant manager for processing within 72 hours. The OCFO’s office then processes the invoice for first payment. Processing time is estimated at 30 days from the date submitted to the OCFO. An award payment is then sent by the OCFO via direct deposit or US mail to the awardee. Subsequent payments for public art awards are based on project deliverables itemized in the grant agreement. The grant manager monitors progress and notifies awardee when to submit invoices for additional payments.

The expected timeframe from award announcement to funds disbursement is 10 to 12 weeks. This process can be shortened by approximately two weeks if and when the applicant has provided direct deposit information. As such, applicants are strongly encouraged to provide direct deposit information as soon as possible. This timeframe can be stymied by any of the following:

- Grantees failing to upload or return signed grant agreement packages and compliance documents in a timely fashion;
- Grantees failing to submit a correct and complete invoice within seven days of request;
- An influx of signed grant agreement packages being submitted to grant program managers; and
- Failure of grantee to notify CAH about change of address.

9. Please provide a detailed timeline of the entire grant process for the Budget Enhancement Grants for FY2018 and FY2019. Describe the entire application process with the application release, deadlines, internal process review (review, approval, and announcement), and payment information. If the grant award has not yet been executed, then please provide the expected and actual time frame from award announcement to funds disbursed. Please explain and justify any difference.

<b>GRANT TITLE &amp; PROGRAM KEY</b>	<b>PROGRAM KEY</b>	<b>GRANT AMOUNT</b>	<b>NOTES</b>
<b>Budget Enhancement Grant</b>	BEG	Varies	FY2018 \$50K to \$4.95MM FY2019 \$50K to \$2MM

**DETAILED TIMELINE OF THE FY18 AND FY19 BUDGET ENHANCEMENT GRANT PROCESS**

<b>DATE</b>	<b>ACTION</b>	
<b>August 18, 2017</b>	FY18 Cycle 2 Notice of Funding Availability published in DC Register.	BEG
<b>August 31, 2017</b>	FY18 Cycle 2 Requests for Applications open for BEG,	
<b>October 4, 2017</b>	FY18 Cycle 2 workshops begin for BEG	
<b>October 13, 2017</b>	FY18 Cycle 2 Workshops end for BEG	
<b>October 27, 2017</b>	Application deadlines End for FY18 Cycle 2 for BEG	
<b>November 3, 2017</b>	FY18 Cycle 2 applications sent to panelists	
<b>November 21, 2017</b>	FY18 Cycle 2 panels begin for BEG	
<b>December 8, 2017</b>	FY18 Cycle 2 panels end for BEG	
<b>December 12, 2017</b>	Grants Committee convenes to review BEG recommendations	
<b>December 14, 2017</b>	Board of Commissioners meeting	
<b>December 15, 2017</b>	FY18 CG deadline for submissions	
<b>December 19, 2017</b>	F18 Cycle 2 BEG grant award notifications sent to grantees	
<b>December 20, 2017 – January 2018</b>	FY18 Cycle 2 purchase orders created in PASS from the executed grant agreements	

<b>January 2018 – March 2018</b>	Invoices from FY18 Cycle 2 Grantees processed
<b>September 14, 2018</b>	FY19 Notice of Funding Availability published in DC Register for Budget Enhancement Grants
<b>September 21, 2018</b>	FY19 Cycle 2 grant Request for Applications opens for BEG
<b>October 18, 2018</b>	Application deadline ends for FY19 Cycle 2 BEG
<b>October 25, 2018</b>	FY19 Cycle 2 BEG applications sent to panelists
<b>November 27, 2018</b>	FY19 Cycle 2 panel begins and ends for BEG
<b>December 4, 2018</b>	Grants Committee convenes to review BEG
<b>December 13, 2018</b>	Board of Commissioners convenes
<b>December 21, 2018</b>	FY19 Cycle 2 BEG grant award notifications sent to grantees
<b>December 21, 2018 – January 2019</b>	FY19 Cycle 2 purchase orders created in PASS from the executed grant agreements

Please see the answer to question 8 for details on the grants process and explanation of the timeline.



**10. Please provide a summary of your various categories of grant awards, listing criteria, total funding, and maximum award amount available and granted for FY 2018 and also for FY 2019. Please also note new award categories.**

Please see attachment for Q10 (FY19 Performance Hearing Summary of Grant Awards).

**11. Please provide a copy of (A) the template grant agreement used for grants awarded. And please provide a copy of (B) the grant agreement for any grant of \$1M or more.**

Please see attachments for Q11: (1) (Template Budget Enhancement Grant Award); (2) (Studio Theatre FY18 BEG); (3) (National Theatre Corporation\_FY18 BEG); and (4) (Template - Public Art Building Communities Temporary Public Art Grant Agreement).

**12. Please provide a description of and status update on the General Operating Support (GOS) program.**

CAH general operating support (GOS) grants offer essential “backbone” support to non-profit arts, humanities, and arts education organizations whose primary mission focus is in one or more of the following areas: dance, design, folk and traditional arts, fiction and non-fiction writing, media arts, music, theatre, or visual arts.

For FY19, CAH awarded \$7,031,358 in GOS funding to 119 organizations. Applications are solicited each January in preparation for the upcoming fiscal year. GOS applicants must demonstrate the ways in which their ongoing programming aligns with the mission of CAH—to encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of the city. Successful GOS applications must clearly detail their organization’s outstanding leadership and vision, history of exceptional programming, and strong track record of broad and inclusive community engagement.

GOS applications are reviewed in cohorts of organizations with similarly sized budgets based on their most recently completed fiscal year total organization expenses. Award amounts are subject to CAH’s availability of funds and are based upon the organization’s advisory review panel score. The maximum award does not exceed thirty percent (30%) of an applicant’s Form 990 organizational expenses and no single GOS award can exceed \$200,000.

<b>Fiscal Year</b>	<b>Number of Awardees</b>	<b>Total Dollars Awarded</b>
2017	74	\$5,100,000
2018	103	\$7,051,330
2019	119	\$7,031,358

**13. Please provide the Committee with an organizational chart and current Schedule A. Please also include a complete, up-to-date organizational chart for each division within the agency (if applicable) and an explanation of the roles and responsibilities for each division and subdivision.**

Please see attachment for Q13 attachment (Organizational Chart)

### **Sub-Division Roles and Responsibilities**

**Grants** administers the grant making process for the agency. This includes development and dissemination of the grant guidelines, overseeing the peer review grant panel process, and processing grant agreement packages for payment. The Grants department is also responsible for monitoring and tracking grantee progress to ensure that grant funds are spent in the manner that they were originally proposed to be spent by the grantee; and making periodic site visits to grantees.

**Public Art** was established by 1986 legislation that allocates up to one percent of the District's adjusted Capital Budget for the commission and acquisition of artwork. There are many components to the Public Art department. For instance, the DC Creates! Public Art program purchases, commissions, and installs artwork throughout the District of Columbia. The purpose of the DC Creates! Public Art program is to provide high quality art installations and administrative support services to the public so they can benefit from an enhanced visual environment. The agency maintains the following in its portfolio: Art Bank Collection, Murals DC, Wilson Building Art Collection, commissioned projects, art in metro, the Public Art Master Plan, maps and apps, and tours. These programs give opportunities for individuals or organizations to encounter art in parks, communities, government offices, libraries, and other public venues. The collection includes more than 192 permanently sited and integrated works and 2,700 fine art works in District offices.

**Arts Education** spearheads arts learning and outreach programs for youth ages pre-kindergarten through 12th grade. The advancement of arts education programming for the city's children and youth is one of the DCCAH's top priorities. The agency provides Arts Education Program grants, educational activities, and outreach services for youth, teaching artists, classroom educators, and arts administrators that encourage diverse artistic expression and learning opportunities that enable all District of Columbia residents and visitors to experience the rich culture of the District of Columbia.

**Legislative & Community Affairs** creates and implement programs designed to promote the agency's objectives particularly among the Executive Office of the Mayor, members of City Council, and their staff. This division provides outreach and community engagement efforts to legislative bodies to increase awareness of the community impact of the activities of Commission grantees throughout the District. In addition, this division conducts policy research and analysis on current and emerging legislative and regulatory issues or proposals governing and affecting the arts and humanities. Interpretative policy reports are prepared for District government officials including the Executive Office of the Mayor, Office of the Chief Financial Officer, DC City Council and other government agencies as it pertains to the arts and humanities.

Advises on strategies and protocol for advancing the mission of the agency. Responsible to internal governance issues, inclusive of working closely with the Commission Board.

**Legal Department:** The Office of the Attorney General (OAG) enforces the laws of the District of Columbia and provides legal services to the District of Columbia government. OAG is charged with conducting the District's legal business. To discharge these duties, OAG is divided into ten Divisions: the Office of the Solicitor General; Child Support Services; Civil Litigation; Commercial; Family Services; Health and Human Services; Legal Counsel; Public Safety; Personnel, Labor and Employment; and Agency Management. OAG represents the District in virtually all civil litigation, prosecutes certain criminal offenses on the District's behalf and represents the District in a variety of administrative hearings and other proceedings. In addition, OAG is responsible for advising the Executive Office of the Mayor, the D.C. Council, the D.C. Courts, various Boards and Commissions, for reviewing legislation and regulations, and for supervising lawyers working in the general counsel offices of 28 agencies. All told, the Attorney General supervises the legal work of about 350 attorneys and an additional 350 administrative/professional staff.

**Operations** ensures the day-to-day administration of agency affairs. Included in this division is the Finance Office, which is responsible for processing payments for all grantees, maintaining the agency budget and managing other billing requirements. The Office Manager/HR Advisor oversees daily administrative operations to comply with agency standards. This involves time keeping and approval, completing monthly reports, supply orders and risk management—which consists of ensuring the agency is in compliance with the building safety standards and maintains an up-to-date evacuation plan.

**Marketing & Communications** works to promote DC Commission on the Arts and Humanities (CAH) grantees and local artists. This is done in a variety of ways. Artists are given a platform to showcase their work through CAH-sponsored special events that are free and open to the public. These special events reflect the diverse artistic expression of the District of Columbia and serve to enhance the quality of life for resident and visitors. CAH works to ensure that arts and culture are an integral part of city life. The agency provides annual programming such as the Mayor's Arts Awards, Larry Neal Writers' Awards, Poetry Out Loud, Hip-Hop Theater Festival and Dance DC. Through print, radio and television advertisement; interviews with media; development of collateral print materials; and social media outreach CAH events and the work of grantees and local artists are highlighted.

**Programs and Events:** CAH produces a number of events such as, Poetry Out Loud The Poet in Progress Larry Neal Writers' Awards (now part of Mayor's Arts Awards) Music on the Mall, Chuck Brown Day, Labor Day Weekend Music Festival, 202 Arts and Music Festival and Mayor's Arts Awards annually that reflect the interests of the multicultural community and enhance the quality of life in the District of Columbia.

- **Please include a list of the employees (name and title) for each subdivision and the number of vacant positions;**

Please see attachment for Q13 attached (Schedule A).

- **Please provide a narrative explanation of any organizational changes made during the previous year;**

Executive Director Arthur Espinoza resigned from the Commission in May of 2018. Subsequently, Angie Gates, Director of OCTFME, became the Interim Executive Director of the Commission in June of 2018.

Terrie Rouse-Rosario became the new Executive Director of the DC Commission in January of 2019. In 2018, there were two resignations, one newly filled position, and three new contractors were hired.

- **Please provide a complete, up-to-date position listing for your agency, which includes the following information:**

- **Title of position;**
- **Name of employee or statement that the position is vacant, unfunded, or proposed;**
- **Date employee began in position;**
- **Salary and fringe benefits, including the specific grade, series, and step of position; and**
- **Job status (continuing/term/temporary/contract).**

**Please list this information by program and activity.**

- **Please provide a list of staff positions that are not full time employees, indicating the funding source for the position, the term of the position, nature of the contract (independent, temp), whether the position is filled or vacant and the duration it has been filled or vacant (also indicating any gaps).**

The following contractors/Intern listed below is paid through:

Corporate Systems Resources, Inc.  
1200 GI Street, NW, Suite 800  
Washington, DC 20005  
202-829-1916

<b>Position</b>	<b>Funding</b>	<b>Position</b>	<b>Nature</b>
Grant Contractor	Temp Agency	Filled	Grants Dept works 32 hours per week
Grant Intern	Temp Agency	Filled	Grants Dept works 32 hours per week
Grant Contractor	Temp Agency	Filled	Grants Dept works 32 hours per week
Grant Contractor	Temp Agency	Filled	Grants Dept works 32 hours per week

The following contractor listed below is being paid through

The Coles Group  
716 10<sup>th</sup> Street, NE  
Washington, DC 20002  
202-486-6019

<b>Position</b>	<b>Funding</b>	<b>Position</b>	<b>Nature</b>
Communications	Temp Agency	Filled	Grants Dept works 32 hours per week

**Vacant Position**

Grant Management Specialist

Arts Program Coordinator

**14. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY 2018 and FY 2019, to date. Please also include a grant total of Personnel Services and Non Personnel Services. In addition, please describe any variance between fiscal year appropriations and actual expenditures.**

Please see attachment for Q14 (CAH BXO Fiscal Year 2018 Budget and Actual Expenditures). Please note, all information provided is what was received from the Office of the Chief Financial Officer.



**15. Please list any reprogramming actions, in or out of the agency, which occurred in FY 2018 or FY 2019 to date. For each reprogramming action that occurred, please list:**

- **The total amount of the reprogramming;**
- **The original purposes for which the funds were dedicated; and**
- **The reprogrammed use of funds.**
- 

Please see attachment Q 15 (List of Reprogramming Actions for Local Funds).

**16. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY 2018 or FY 2019 to date, if any.**

Please see attachment for Q16 (List of Intra District Transfers).

**17. Please identify any special purpose revenue accounts, if any, maintained by, used by, or available for use by your agency during FY 2018 or FY 2019 to date. For each account, please list the following:**

- **The revenue source name and code;**
- **The source of funding;**
- **A description of the program that generates the funds;**
- **The amount of funds generated by each source or program in FY 2018 and FY 2019 to date;**
- **Expenditures of funds, including the purpose of each expenditure, for FY 2018 and FY 2019 to date**

Please see attachment for Q17 (Special Purpose Revenue Fund).

**18. Please provide a complete accounting of all federal grants received for FY 2018 and FY 2019 to date. Did you receive the NEA partnership grant of \$713,500 for FY 2019? Please also comment on the outlook on National Endowment for the Arts and National Endowment for the Humanities funding in the future.**

In FY18, CAH received total federal grants in the amount of \$710,600 from the National Endowment for the Arts.

For FY19, CAH received total federal grants in the amount of \$713,500 from the National Endowment for the Arts; slightly higher than FY18.

Please see attachment for Q18 (CAH BXO Fiscal Year Federal Grants).

**19. Beginning with Fiscal Year 2019, the Commission has a recurring dedicated funding source for your annual budget. Please provide a summary of how that will change your approach to administering grants (application deadlines, process, etc.). Is there any legal authority you do not currently have that would help in managing your budget, use of funds or disbursement of funds?**

Through the District's Fiscal Year 2019 Budget Support Act of 2018, CAH receives dedicated funding on an annually-recurring basis. The appropriation of these new funding sources will not, in any significant way, change the manner by which the Commission administers grants because the funds used to award grants remain "local" in nature. Since they are local in nature, they must be awarded during the fiscal year for which they were appropriated. Currently, we are unaware of any budget management-related legal authority that the Commission absolutely needs but does not currently have.

**20. You previously mentioned moving towards two grant cycles throughout the year for some project grant programs (spring and fall). Was this approach successful? How many cycles do you expect to offer in future Fiscal Years? What would you need to be able to offer grant cycles on a quarterly basis?**

While CAH did not commit to a two grant cycle, we have been very successful in implementing three cycles to ensure that District of Columbia individuals and non-profit organizations have an equitable opportunity to compete for grant dollars. The cycles are as follows:

Winter Cycle (January through April)

General Operating Support is launched in the winter prior to the upcoming fiscal year in order to provide non-profit arts and humanities organizations an advanced projection of grant funds. Organizations receiving funding through the GOS program are made aware of their award designation earlier than in previous years, allowing for these entities to have a greater financial outlook on FY19.

Spring Cycle (May through September)

The main portion of CAH's grants for the coming fiscal year are solicited, adjudicated, and determined during the spring cycle. Project support grants include: East of the River, Sister Cities, Arts and Humanities Fellowships for individuals, Public Art Building Communities, Upstart, Field Trip Experiences, Arts Education and Facilities/Buildings.

Fall Cycle (September through December)

This cycle is reserved for any special projects that may be awarded to the agency during the District's budgeting process. Each cycle leads into the next and ensures that there is an appropriate length of time available for grantees to be able to successfully implement their programming upon award notification.

**21. Please provide a listing of all awards granted in FY 2018 and FY 2019 to date, by award category type. Please list name of awardee (organization and contact person), brief description of award, amount of award, category of award; and if/when an audit of the award was conducted or expected to be conducted (if applicable). Please provide this information in a searchable PDF for posting on the Council website and an excel spreadsheet for committee staff use only.**

Please see attachment for Q21 (FY18 and FY19 by Award Category Type).

**22. Please describe efforts and work to highlight the city’s creative economy. Please also comment on any plans to expand grant offerings for creative professionals in future fiscal years. Is there any legislative language or authority you need to be successful in this realm?**

At the core of CAH’s mission is to provide grants, programs, and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city. In 2018 alone, Washington DC is ranked number one in per capita spending among the 56 state arts agencies. This highlights how much CAH and the city works to invest in the creative economy. CAH does this via the various grant programs, artist’s workshops, events, and time investments into the non-profit sector of the creative economy in the District of Columbia. In 2015, the Americans for the Arts reported that the non-profit arts sector contributes 2.9 billion to the local Washington, DC economy. The District’s creative economy is growing rapidly and CAH seeks to continue to be great contributors to further enhance it. As a result of an analysis done by the Office of the Deputy Mayor for Planning and Economic Development has developed 168,427 jobs in creative industries as of 2017, and added about 1,000 new jobs between 2016 and 2017.

In the future fiscal years, CAH seeks to enhance its efforts to expand the creative economy through the Cultural Plan and in conjunction with the grant programs that the agency already offers. The Cultural Plan will support and strengthen organizations and individuals in the District to be more sustainable. . This plan will also expand existing and new programs and opportunities for cultural innovation and entrepreneurship across the District by increasing cultural participation, supporting artistic and skill development, stimulating cultural production, and informing decision-making. At this time, there is no legislative language or authority needed to be successful.

**23. Please comment on FY19 funding provided to ensure or enhance the humanities realm and any plans for future Fiscal Years.**

CAH continues to be firmly committed to funding individuals and organizations working in the humanities. There has been a steady increase in the dollars awarded to individuals and organizations working in the humanities over the past three years. CAH continues to engage in outreach to those working in this area and to support them in the grant application processes.

In order to more broadly serve individuals and organizations working in the humanities, CAH continues to support the Humanities Council of Washington DC (Humanities DC) through a competitive grant process. In recent years, CAH has increased the funding to Humanities DC in order to provide additional grants in larger amounts for projects that focus on preserving the rich history of life in the District.

**Dollars awarded to INDIVIDUALS working in the humanities**

<b>Fiscal Year</b>	<b>Total \$ Awarded</b>	<b>% increase from previous year</b>
<b>2017</b>	\$253,618	<b>51%</b>
<b>2018</b>	\$307,700	<b>21.3%</b>
<b>2019</b>	\$383,700	<b>24.7%</b>

**Dollars awarded to ORGANIZATIONS working in the humanities**

<b>Fiscal Year</b>	<b>Total \$ Awarded</b>	<b>% increase from previous year</b>
<b>2017</b>	\$1,337,798	<b>7.8%</b> (Does not include \$250,000 in Budget Enhancement Grant Funding)
<b>2018</b>	\$1,451,904	<b>8.5%</b> (Does not include \$700,000 in Budget Enhancement Grant Funding)
<b>2019</b>	\$1,646,780	<b>13.4%</b> ( Does not include \$2,550,000 in Budget Enhancement Grant Funding)



**24. Please provide an update of the five focus areas identified in your Agency Strategic Plan.**

CAH released the agency's revised five-year Strategic Plan in September of 2015. The agency is implementing programs and policies across the six focus areas of the plan, which include: Grant Making, Arts Education, Building Communities, Policy Leadership, Equity and Access, and Public Art.

**Grant Making.** This focus area continues to be a major thrust of agency operations. There is a constant effort to evaluate and improve the efficiency of program delivery and strengthen the impact of grant programs offered to the community. CAH's GOS grants have streamlined to ensure that non-profit organizations of all budget sizes are eligible to receive financial support. GOS support over the last two years has made attempts to stabilize year-to-year grant amounts for non-profit organizations with minimal fluctuation, when possible. Organizations that received funding through the GOS program were made aware of their award designation earlier than in previous years, allowing for these entities to have a greater financial outlook on FY19.

The need for GOS funding continues to grow. In FY18, 103 grantees received \$7 million. For FY19, CAH expanded its GOS program to fund 121 grantees totaling \$7 million. Funding is continuing for both established and emerging organizations throughout all eight wards of the District. Over the past two years, a GOS Service Cohort has been created to allow entities whose sole function is to provide specialized services such as networking, professional development, and technical support to the arts and humanities community. This is the first time that service organizations have been eligible for funding in a competitive application process since this started in FY18.

CAH's grants aim to be serviceable to the DC community through several opportunities for application. GOS applications are made available in the winter months preceding the fiscal year. Immediately after those applicants are notified, a spring season of project support grants launches, which provides a funding determination by October 1. Other grant cycles occur in the fall, as needed.

**Arts Education.** This focus area is a longstanding priority of CAH. In October 2019, the agency awarded funds for its fourth year of the Field Trip Experiences grant program, which provides opportunities for non-profit arts and humanities organizations to provide field trips to students in all DC public and chartered schools. A total of 23 organizations received \$1 million for this grant program.

Building on the success of the Spotlight on Arts Education symposium in December 2017, a special daylong series of workshops occurred in September 2018. These workshops were a chance for District school teachers to learn how to integrate the arts and humanities into their classrooms. For FY19, teaching artists will have the opportunity to hone their craft through a professional development seminar held by the agency.

In FY18, the District of Columbia was named the 25th city to participate in the Any Given Child program at the Kennedy Center. The program convenes public and private stakeholders over a

four-year period to develop a strategic, long-term plan for arts education in the designated city. CAH commissioners and staff are part of the Community Arts Team that recently completed the data collection phase that will inform the initiative's progress.

Additional professional development and arts education occurs throughout the year for the community. The Business of the Arts program hosts 10 workshops each year focused on practical topics to advance participant's careers in the arts and humanities. Sessions range from financial planning for artists to marketing best practices. A separate series of Access and Inclusion workshops target arts educators on how to craft inclusive programming and environments for students served through nonprofit initiatives.

**Building Communities.** This focus area of the strategic plan codified the work that occurs at CAH on a daily basis. Director Rouse-Rosario and her staff regularly engage with members of the community to discuss funding opportunities, relevant programs, and methods for ensuring all of the agency's initiatives are accessible for all District residents.

The agency continues to work with organizations to express the importance of creative placemaking, which leverages the power of the arts, culture, and creativity to serve a community's interest. Placemaking also drives a broader agenda for change, growth, and transformation in a way that also builds character and quality of place. CAH continues to examine how it can effect change related to creative placemaking, especially through the Facilities and Buildings grant program. This initiative provides funding for organizations with capital needs, from minor HVAC repairs to assistance with a facility purchase. Modifications were made to this grant program to provide greater accessibility to the nonprofit community, including the opportunity for nonprofits to apply for facility planning grants of up to \$10,000 to better prepare themselves for capital projects. For FY19, increased emphasis was placed on funding these proposals, resulting in \$1,601,800 awarded to 21 nonprofit organizations.

**Policy Leadership.** This focus area was demonstrated through CAH's continued presence at ANC meetings, community stakeholder gatherings, and other convening events that allow the agency to be responsive to its constituents. Throughout its grantmaking, public art installations, special events, and other outreach, CAH aims to ensure that the importance and impact of arts and humanities on District communities is evident.

**Equity and Access.** This focus area serves as a major focus for all agency initiatives. The I.D.E.A. (Inclusion, Diversity, Equity, and Access) concept continues to be a factor throughout all agency initiatives. The intent of I.D.E.A. is to ensure that all commissioners and staff are cognizant that each component is to be addressed by the agency and its grantees. For instance, the agency recognized that many of its grantees applying for East of the River grant funds have difficulties growing the infrastructure of their organizations and finding funding for programs. As a method for alleviating those concerns, the FY18 and FY19 East of the River grant funded a larger percentage of these organization's project budgets to ensure that these entities implement robust programming for that region.

The Upstart capacity building program traditionally awards six nonprofit organizations with consulting services and infrastructure support upwards of \$50,000 each. In FY19, CAH

expanded Upstart to nine organizations. Grantees of Upstart are mid-sized (i.e., budgets of \$250,000 to \$1.25 million) with at least one staff person, that provide a barrier for smaller and emerging organizations. As a result, a new capacity-building initiative was developed in FY17 to prepare for FY18 implementation. LiftOff was created to reach those organizations with budgets less than \$250,000 and therefore not eligible to participate in Upstart. The infrastructure needs of these organizations differ from those with larger budgets, and CAH has contracted with two consultants to facilitate hands-on technical assistance to provide deeper support beyond the grant award. Additionally, the consultants coordinated six workshops on non-profit best practices led by diverse experts in the field. After a successful pilot year with 18 grantees in FY18, the second year of LiftOff is scheduled to begin in February 2019.

**Public Art.** This focus area remains an integral element to CAH's work. Last year, the agency successfully completed the Marion Barry, Jr., memorial bronze sculpture, which is now installed outside of the historic John A. Wilson Building. In December 2018, the Howard Theatre Walk of Fame was installed and completed, with bronze medallions inserted into the sidewalk leading up 7th Street NW to the entrance of the historic Howard Theatre. The agency has several public art projects currently in various stages of design and fabrication.

Public Art Building Communities (PABC) is a yearly grant program that provides an opportunity for individuals, non-profit organizations, and business improvement districts to submit proposals for consideration. PABC is an avenue for community-initiated public art projects that are often murals or sculptures. CAH is also preparing for the Murals DC graffiti abatement program in partnership with DPW.

**25. Please provide an update on the Public Art Master Plan.**

CAH staff continues to work with the Office of Contracting and Procurement to solicit a consultant to conduct a thorough assessment and update to the existing plan. The goal is to provide a vision for the District's public art program to enliven District neighborhoods that align with best practices, community support, funding and programming realities, and the District's Cultural and Comprehensive Plans. The five year Public Art Master Plan expired in 2015. The updated plan will measure the progress against the existing plan, consider the changing landscape of the District, the role of public art in creative placemaking and the implications of other District wide planning documents, as well as examine changes to funding mechanisms such as how the agency can effectively conduct public art-related activities utilizing non-lapsing funds. The plan can also identify locations around the District ripe for public art installations.

**26. Please provide an update on your involvement in the Cultural Plan for the city and its anticipated implementation. Please also comment on actions/recommendations as well as funding projections to begin implementation in FY 2019 as they specifically relate to the Commission.**

As a result of the DC Council's Cultural Plan for the District Act of 2015, the DC Office of Planning (OP) was designated as the lead agency responsible for the creation of the District's first Cultural Plan. CAH was designated as a consulting agency, with OCTFME assisting with community outreach and plan review. A consultant team led by HR&A with support by DC WORKSHOP was selected to conduct research and analysis, coordinate the engagement strategy, lead stakeholder interviews and special events, and synthesize findings into the final plan.

The Cultural Plan is a strategic guide to strengthen arts, humanities, culture, and heritage in neighborhoods across the city, and establishes the District of Columbia as a national cultural policy leader, joining other major cities including Boston, New York, and Chicago. The plan will lay out a vision and recommendations on how the government and its partners can build upon, strengthen, and invest in the people, places, communities, and ideas that define culture in the District. Its approach is to align existing programs and resources, and then develop partnerships to make strategic investments that fill critical gaps. The initiative was introduced to the public in July 2016 with a large kick-off event, entitled INTERMISSIONDC. The event hosted over 500 people and featured learning and listening stations that allowed attendees to provide input on their vision for arts and culture in the city. From this convening, four key topics were identified that articulated the desires and interests of the community: DC Culture, Entrepreneurship, Partnerships, and Space.

Following a series of successful conversations with groups such as Humanities DC and the DC Arts and Humanities Education Collaborative, further outreach in the community began in October 2016. These sessions occurred in each quadrant of the city, with discussions framed around each key topic that emerged from the kick-off event. By the end of the engagement phase over 1,000 artists, organizations, and individuals joined the conversation in eight additional public meetings and 70 focus groups.

In January 2018, OP released the working draft of the Cultural Plan for public review. Following the final rounds of engagement, approximately 1,500 residents were engaged throughout the Cultural Planning process. OP has reviewed all 600 comments on the draft plan to inform the shape the finished product, which is scheduled to be released in early 2019.

CAH's commitment to providing core support to the arts and humanities community through its GOS grant program is integral to the Cultural Plan's ideals. Once awarded, these funds provide flexible support to local nonprofits to ensure they have the capacity to hire and retain staff, maintain regular finances, and implement key programs in District neighborhoods. In FY19, CAH provided 121 organizations with \$7 million in such support.

Through the end of FY19, CAH will work with its agency partners to further align programs and resources that support the cultural sector. Additionally, over the next 10 years CAH will

continually assess opportunities for strategic partnership and investments to realize the Cultural Plan's vision.

**27. Please provide an update on efforts to promote and preserve Jazz, and other music genres as discussed or as a result of previous Council hearings on the topic.**

CAH continues to promote and preserve the legacy of Jazz and other music genres through CAH's Fellowship Program, which provides grant funding for individual artists, musicians, and humanities professionals to use for a variety of purposes. Additionally in FY18, CAH awarded GOS grants to multiple non-profit organizations with Jazz presentation or education as either a primary mission focus or a key program of the organization. These organizations included the DC Jazz Festival, the Ellington Fund, the MusicianShip, the Thelonius Monk Institute of Jazz, Levine Music, and Washington Performing Arts.

For the past three years, CAH has produced an annual Labor Day Weekend Music Festival at the Lincoln Theatre, featuring free concerts by local musicians performing in a wide variety of styles. The Festival was conceived in response to feedback received from the music community regarding a lack of performance opportunities and appropriate venues in which to perform.

**28. Please provide an update on the installation of the statute for Charles Hamilton Houston (Sec 714, Subtitle VII (M) of the Fiscal Year 2019 Budget Support Act of 2018).**

In collaboration with the Executive Office of the Mayor and the Mayor's Commission to Commemorate and Recognize Charles Hamilton Houston, CAH is working to identify potential sites and other parameters relating to the selection of an artistic commemoration and recognition of Charles Hamilton Houston. The Inaugural meeting of the Commission occurred on February 4, 2019. Once a site and other matters are determined, CAH will initiate a process to identify an artist and site-specific design through a professional call to recommend to the Mayor. This process is anticipated to be completed by September 2019. Upon acceptance of an artist and design a fabrication and installation timeline will be developed.



**29. Please provide an update on how the Lincoln Theatre is doing, including recent and planned programming and events.**

Lincoln Theatre's vendor/operator continues to program a diverse schedule of events for the space, ranging from stand-up comedy to lectures and author talks to musical performances in a variety of genres. In FY18, CAH utilized Lincoln Theatre for several of our own agency-produced events, including a program on the life and legacy of Frederick Douglass as part of Black History Month, the Labor Day Weekend Music Festival, and the annual Mayor's Arts Awards. Through the agency's Lincoln Theatre Rental Support program, CAH was able to facilitate and support the presentation of 20 public events produced by DC non-profit organizations and District government agencies at the theatre in FY18 and FY19, to date.

**30. Please list any awards or accolades you have received or been nominated for in the past year.**

In FY18, CAH was selected by DOES as one of the most outstanding sites for the Marion S. Barry Summer Youth Employment Program for the year.

**31. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).**

Pursuant to an agreement that was reached on behalf of CAH on November 27, 2017, the District's Office of the Attorney General (OAG) settled an EEO-related law suit that was initiated against CAH by one of its former employee (*see* A. Cetrone v. the District of Columbia, et al., Case No. 16-1576). The \$277,500 Settlement Amount was paid in full by OAG from its Settlements and Judgments Fund.

**32. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY18 and FY19, to date, whether or not those allegations were resolved.**

The agency follows the procedures for investigating sexual harassment allegations pursuant to Mayor's Order 2017-313. If the agency receives a complaint of sexual harassment by or against its employees, the Sexual Harassment Officer will conduct an investigation and work with the Agency's General Counsel to make any determinations. Any findings that cannot be resolved at the Agency level are referred to the Mayor's Office of Legal Counsel if necessary. In FY18, CAH closed out a sexual harassment matter initiated in FY17. The allegations were resolved.

**33. Please list the administrative complaints or grievances that the agency received in FY18 and FY19, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution.**

In June of 2018, the agency received an EEO complaint from a former employee alleging age and race discrimination. The agency evaluated the complaint and did not settle with the employee at that time. To date the agency has not received any other information regarding this complaint. Any complaints that are received by the agency, are received through the human resources staff, reviewed, and elevated to agency leadership as necessary.