

Agency Organization

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision.
 - a. Include the names and titles of all senior personnel
 - b. Please provide an explanation of the roles and responsibilities of each division and subdivision.
 - c. Please provide a narrative explanation of any changes to the organizational chart made during FY18 or FY19, to date.
 - d. Note on the chart the date that the information was collected.

Please see Attachment 1, and also below.

Division	Name, Title	Roles/Responsibilities	FTEs	Vacant/Frozen*	FTEs On-Board
Economic Security Administration (ESA)	Anthea Seymour, Administrator	ESA determines and maintains eligibility for cash, food, child care, and medical benefits. ESA also, through a Two Generational approach, administers the Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) Employment and Training programs, which provide employment and training-related activities designed to improve long-term employability and achieve sustaining income.	798	159	639
Family Services Administration (FSA)	Tamitha Davis-Rama, Administrator	FSA helps individuals and families experiencing homelessness, low-income people, adults at-risk for abuse or neglect, teenage parents, youth, troubled families, and refugees to become increasingly stable and fully self-sufficient through an array of social services, assessments, and case-management and crisis-intervention services.	319	65	254
Office of the Director (OD)	Sharon Kershbaum, Chief Operating Officer	The Office of the Director provides executive management, policy direction, strategic and financial planning, human capital management, information technology, capital programs, legislative and community relations, legal guidance, and performance management. The Office of Program Review, Monitoring, and Investigation includes agency risk management, fraud investigation, homeless shelter monitoring and a quality control division.	225	21	204
Total			1342	245	1097

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
ESA	Division of Program Operations	Deputy Administrator	Garlinda Bryant-Rollins
<p>Narrative: The Division of Program Operations (DPO) is responsible for administering an assistance delivery system for public assistance eligibility determination and benefits issuance, to include but not limited to Medical Assistance (Medicaid), SNAP, and TANF. DPO provides a single point of entry for each customer regardless of the nature of his or her family needs. Services are delivered through the Division's five physical locations and in 13 locations throughout the city. The Division also reviews program operations to ensure compliance with regulatory guidelines; analyzes the effectiveness of work methods and other functions of the administration; and consults with others in preparation for executing timely delivery of services to DC residents. Specific offices within DPO include:</p> <ul style="list-style-type: none"> ● Office of the Deputy Administrator ● Five Service Centers (Anacostia, Congress Heights, Ft. Davis, H Street, and Taylor Street) ● Office of Medical Assistance (Medicaid Branch) ● Central Processing Unit ● Child Care Services ● Special Accommodations Unit ● DPO Deputy Mailbox ● Technical Processing Support Unit 			

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
ESA	Division of Program and Policy Development, Training & Quality Assurance	Deputy Administrator	Ellen Wells
<p>Narrative: The Division of Program and Policy Development, Training and Quality Assurance develops plans and procedures to administer economic security programs effectively in the District. The Office of Program Development, Training & Quality Assurance also evaluates and analyzes the need for services promoting and supporting self-sufficiency for individuals and families; develops strategies to promote cooperation with private providers; reviews federal and District regulations to ensure compliance with procedural and regulatory guidelines; documents and translates changes in federal laws including Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and Medical Assistance. This Division provides oversight to monitor the performance of activities conducted in accordance with grants awarded by the Administration. Other responsibilities include advising and providing technical assistance to the Administrator and program managers; providing recommendations and participating in the development of legislation. This Division also represents DHS to the federal government when necessary; designs and implements ESA's performance reporting systems; identifies ESA's training needs; monitors compliance with federal and District legislation. Specific offices within the Division of Program and Policy Development, Training and Quality Assurance include:</p> <ul style="list-style-type: none"> ● Office of the Deputy Administrator ● Office of Program Development ● Office of Administrative Review and Appeals ● Office of Training ● Medical Review Team ● Office of Quality Assurance & Analysis 			

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
ESA	Division of Information Systems	Deputy Administrator	Vacant
<p>Narrative: The Division of Information Systems is responsible for overseeing the performance of the Automated Client Eligibility Determination System (ACEDS) by maintaining the system, developing fixes, overseeing data cleanup, making policy change updates, and making annual updates to Cost of Living Adjustments (COLAs), Federal Poverty Limit (FPL) tables, automatic customer notifications, or other changes necessary to the annual maintenance of the system. This division is also responsible for providing ongoing security for the system, training for new users and providing Help Desk phone support for all caseworkers. Specific offices within the Division include:</p> <ul style="list-style-type: none"> • Office of the Deputy Administrator • Office of ACEDS Development and User Support • Overpayments Unit 			

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
ESA	Division of Customer Workforce Employment & Training	Deputy Administrator	David Ross
<p>Narrative: The Division of Customer Workforce Employment and Training (DCWE&T) was established to consolidate all customer employment and training functions into a single division. The Division includes the Office of Work Opportunity (OWO), which is responsible for the orientation and assessment of TANF customers, as well as providing case management/case coordination to a specialized TANF population. OWO has expanded in recent years to support collaboration with FSA to integrate housing and employment services for the families in the Rapid Re-Housing (RHH) program, Rapid Exit Program (hotels) and Homeless Prevention Program (HPP). The Office of Performance Monitoring OPM is responsible for managing and monitoring contractual service providers, who provide services to TANF customers. The SNAP Employment and Training (SNAP E&T) program is responsible for providing assessments, case management, and referrals for SNAP customers, and for grant monitoring for services associated with the SNAP E&T Program. The Sanctions Unit imposes and lifts work and child support sanctions on impacted TANF customers. Specific offices within DCWE&T include:</p> <ul style="list-style-type: none"> • Office of the Deputy Administrator • Office of Work Opportunity • Office of Performance Monitoring • Office of SNAP Employment & Training • Sanctions Unit 			

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
ESA	Division of Innovation and Change Management	Deputy Administrator	Trey Long
<p>Narrative: The Division of Innovation and Change Management (DICM) was established in the second quarter of FY 2018. The purpose of the DICM is to implement system and process enhancements for ESA that will improve both worker productivity and customer outcomes. The functions of the DICM are to serve as the liaison for the DC Access Systems (DCAS) – eligibility system – by working with the DC Healthcare Finance (DCHF) Project Management Officer’s team to address system concerns from federal partners and internal stakeholders; serve as business coordinator to lead priority setting for application and management reports; serve as reviewer for DCAS management reports and operational metrics; serve as Release 3 point-of-contact for business readiness and policy documentation; and to serve as the Knowledge Management coordinator for policy, system, process, and leadership training (future).</p>			

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
FSA	Community Services Division	Deputy Administrator	Debra Crawford

Narrative: The Community Services Division is responsible for the direction, operation, and performance oversight of Adult Protective Services (APS), the Strong Families Program, the Office of Refugee Resettlement, and the Community Services Block Grant (CSBG) program. DHS is the state agency responsible for the management, administration and oversight of the CSBG in the District of Columbia.

- APS investigates reported allegations of abuse, neglect, exploitation, and self-neglect of vulnerable adults 18 years and older. APS intervenes to remediate risk and promote the safety and well-being when reports are substantiated in accordance with federal and local regulations. Services may include: case management, placement into alternative living environments, referrals for heavy-duty house cleaning services and referrals to medical and psychological services.
- The Strong Families Program coordinates services for families or individuals experiencing a range of crises and emergency situations such as building closures, fires, flooding or other disasters which may lead to displacement from the home. The program works with displaced families to help them regain stable housing and connects them to other critical resources.
- The Office of Refugee Resettlement provides social services, cash, and medical assistance to the refugee population to promote economic self-sufficiency. Services are provided through arrangements with community-based non-profit agencies.

The Community Services Block Grant provides assistance to low-income residents through a network of community action agencies and other neighborhood-based organizations in order to reduce poverty, revitalize low-income communities, and empower low-income families and individuals to become self-reliant.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
FSA	Youth Division	Deputy Administrator	Hilary Cairns

Narrative: The Youth Services Division (YSD) provides youth-focused services through the following programs:

- Parent and Adolescent Support Services (PASS), which works with youth up to the age of 17 years old who have committed status offenses (mainly truancy) by conducting comprehensive youth assessments and providing intensive case management and linkages to other supportive services.
- PASS Crisis and Stabilization Team (PCAST), provides crisis assessment, intervention, and stabilization services to youth and their families that are referred to PASS. Staff provide outreach, advocacy, and coordination of services while engaging community resources. In addition, PCAST works to enhance coping skills and empower youth and their families to achieve stability.
- Functional Family Therapy (FFT) is an intensive, short term intervention/preventive service that offers in-home family counseling designed specifically to address status-offending behaviors and juvenile delinquency from a relational/family-based perspective. FFT services target adolescents who are experiencing a high level of conflict in the home, exposure to domestic violence, truancy, curfew violations, running away, and substance abuse. In addition, FFT services are also used as part of the homeless youth prevention services. FFT sessions are held at least once per week for 3-6 months; every session includes all key members of the family. FFT therapists use a national FFT evidence-based model to work with the referred youth and families. This model assesses family behaviors that have contributed to the youth’s delinquent behavior, modifies strained family communication, improves parenting skills, and generalizes changes to community contexts and relationships.
- Alternatives to the Court Experience (ACE), the sole diversion program in Washington, DC, which offers individually tailored and clinically-appropriate services to youth up to 17 years old and families as alternatives to arrest and prosecution. ACE’s goal is to reduce recidivism, reengage youths in school, and improve overall youth functioning
- The Teen Parent Assessment Program (TPAP), which provides case management and support services to teen parents ages 17 and under who receive TANF or self-refer to the program. TPAP’s goal is to move program participants towards self-sufficiency through completion of their high school or GED program.
- Strengthening Teens Enriching Parents (STEP), which works with youth up to 17 years old who are reported missing to the police. Case managers provide outreach to assess why the youth has left home and together with the family, implement services with community partners--particularly Sasha Bruce--and other District agencies to reduce the likelihood of future missing persons reports, and increase family stability.
- Homeless Youth Services works with youth up to 24 years old who are experiencing homelessness—or at risk of experiencing homelessness—to connect them with services to reunite them with their family and resolve family conflicts. Community organizations provide services such as drop-in centers, street outreach and housing.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
FSA	Homeless Individuals	Deputy Administrator	Dallas Williams

Narrative: This division provides emergency and ongoing housing support and services to help unaccompanied individuals who are experiencing homelessness or at risk of homelessness, transition into or maintain permanent housing. Services include outreach and coordinated entry, crisis intervention and prevention, services targeted to veterans, day center, low barrier shelter, temporary shelter, Rapid-Rehousing, transitional housing, Targeted Affordable Housing and Permanent Supportive Housing.

- The Homeless Outreach team engages individuals who are living on the streets and are experiencing homelessness. Outreach efforts consist of, but are not limited to sharing information on homeless resources, encampment assessments, vulnerability assessments, distribution of blankets, water, fruit and warming supplies and working with the community and sister agencies to ensure the wellbeing of the District’s homeless. Outreach connects vulnerable individuals to housing resources within the Coordinated Entry system and outreach workers engage individuals and recommend ways to secure their personal belongings as they continue to navigate the housing process and strive toward stable and safe housing.
- The Housing Search Team provides support in locating DCHA rent reasonable units for all clients deemed eligible for a DHS voucher program. The team primarily provides assistance to the Targeted Affordable Housing (TAH) program but also provides assistance to DHS case managers or contracted vendors who are

having difficulties locating a unit that will fit the client’s needs. The team performs landlord outreach to identify new landlords and properties/units and matches individuals and families to available units of their choosing.

- Homeless Veterans Services provides two programs for homeless Veterans that provide long-term housing and intensive case management. HUD Veteran Affairs Supportive Housing (VASH) is federally funded through the Veterans Administration. The Local Veterans Program provides services for Veterans who are not VHA eligible.
- Daytime services at drop-in centers including: case management, food, laundry facilities, showers, computer access, as well as connections to employment services and help with housing.
- Emergency or low-barrier shelters are designed to keep people safe from extreme weather conditions. The Emergency Shelter program provides beds on a first come, first served basis, to any homeless person. It is sometimes also referred to as emergency shelter. As the name implies, low barrier shelters provide beds with few requirements to entry.
- Emergency Rental Assistance Program (ERAP) helps low-income, District residents who are facing housing emergencies, or at imminent risk for homelessness. A housing emergency is when immediate action is needed to avoid homelessness, to re-establish a home, or to prevent eviction from a home. ERAP can help to pay overdue rent, including late costs and court fees, if eviction is about to happen, security deposit for a new residence, and/or first month’s rent.
- Rapid Re-housing for Individuals (RRH-I) Program provides access to permanent housing with the use of temporary financial supports and case management assistance. Referrals are based on vulnerability assessments with Rapid Rehousing recommendation.
- Transitional Housing is longer-term housing, usually for less than two years, that provides intensive support services, geared toward increasing a household’s self-sufficiency and helping it move towards permanency, often specializing in particular areas of client needs.
- The Targeted Affordable Housing (TAH) Program includes a long-term housing subsidy and case management services. The household can independently function without intensive case management and is connected to community resources in order to remain stably housed.

The Permanent Supportive Housing (PSH) program provides long-term permanent housing to eligible chronically homeless individuals and families who continue to be at imminent risk of becoming homeless and need intensive case management. Eligibility is based on vulnerability assessments with PSH recommendation.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
FSA	Families	Deputy Administrator	Noah Abraham

Narrative: The families sub-division of FSA provides a continuum of services to families experiencing homelessness or at risk of homelessness, so that they can obtain and/or maintain stable housing. The continuum of family services includes centralized intake and eligibility determination at the Virginia Williams Family Resource Center, crisis intervention and prevention, emergency and temporary shelter, housing navigation and a portfolio of housing resources, including the Family Rehousing and Stabilization Program, transitional housing, Targeted Affordable Housing, and Permanent Supportive Housing.

- The Virginia Williams Family Resource Center (VWFRC) serves as the main entry point for families in the District of Columbia who are experiencing homelessness or are at imminent risk of homelessness. Staff at VWFRC work with families on a walk-in and appointment basis to help them find a safe, sustainable solution to an acute or chronic housing crisis.
- The Homelessness Prevention Program (HPP) works to prevent a family at imminent risk of losing housing from becoming homeless through the provision of stabilizing services and resources while briefly utilizing their existing support system. Supportive services offered include: diversion and mediation services, case management/case coordination, financial assistance, utility assistance, rental assistance, housing search, budgeting and credit repair services, connection to housing programs including first month’s rent/security deposit, short term rental assistance, referrals to community partners and District agencies, connection to TANF vendors.
- The Emergency Rental Assistance Program (ERAP) helps low-income, District residents who are facing

housing emergencies, or at imminent risk for homelessness. A housing emergency is when immediate action is needed to avoid homelessness, to re-establish a home, or to prevent eviction from a home. ERAP can help to pay overdue rent, including late costs and court fees, if eviction is about to happen, security deposit for a new residence, and/or first month's rent.

- Emergency or low-barrier shelters are designed to keep people safe from extreme weather conditions. The Emergency Shelter program provides beds on a first come, first served basis, to any homeless person. It is sometimes also referred to as emergency shelter. As the name implies, low barrier shelters provide beds with few requirements to entry.
- The Family Rehousing and Stabilization Program (FRSP) helps families achieve stability in permanent housing through individualized and time-limited assistance. FRSP offers a wide range of supports that are responsive to participant needs including: individualized case management services, housing identification, connection to mainstream and community-based resources and financial assistance.
- Transitional Housing is longer-term housing, usually for less than two years, that provides intensive support services, geared toward increasing a household's self-sufficiency and helping it move towards permanency, often specializing in particular areas of client needs.
- The Targeted Affordable Housing (TAH) Program includes a long-term housing subsidy and case management services. The household can independently function without intensive case management and is connected to community resources in order to remain stably housed.

The Permanent Supportive Housing (PSH) Program provides long-term permanent housing to eligible chronically homeless individuals and families who continue to be at imminent risk of becoming homeless and need intensive case management. Eligibility is based on vulnerability assessments with PSH recommendation.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
OD	Office of Program Review, Monitoring and Investigation (OPRMI)	Compliance and Accountability Officer	Christa Phillips

Narrative: The mission of OPRMI is to prevent fraud, abuse and waste in the administration of social service programs and to ensure compliance with federal and District statutes, regulations and procedures governing the programs and operations of DHS. OPRMI functions as the state accountability office and is responsible for managing allegations and incidents of fraud, abuse, and waste in DHS programs by investigating and referring for criminal prosecution or program disqualification persons accused of committing fraud, abuse and/or waste in SNAP, TANF, and Medicaid social services programs; ensuring departmental compliance with Title VI of the Civil Rights Act, the Rehabilitation Act, the Americans with Disabilities Act (ADA) and the Age Discrimination Act; as well as investigating and referring for administrative action DHS employees who are alleged to have committed fraud, malfeasance or other acts of employee misconduct. The divisions within OPRMI include: (1) Eligibility Review and Investigation Division (ERID) - which conducts investigations on DHS customers to ensure they qualify to receive benefits in Washington, D.C.; (2) Quality Control Division (QCD) - the federally-mandated District governmental entity that conducts payment accuracy reviews for SNAP and Medicaid; (3) Fraud Investigation Division (FID) - DHS' state investigatory and law enforcement bureau for federal and District public assistance programs, relating to fraud, waste and abuse of government resources and public assistance benefits by customers and retailers; (4) Homeless Shelter Monitoring Unit (HSMU) - which monitors shelters provided by the District to ensure compliance with the Homeless Services Reform Act (HSRA), as amended; (5) Internal Affairs Division (IAD) – which receives, records, and investigates allegations of employee, volunteer and contractor violations of federal and District statutes, District government personnel regulations, and DHS policies; and, (6) Office of the Chief Accountability Officer – which includes ADA compliance, risk management, audit compliance, the receipt of complaints and unusual incident reports, and support for OPRMI divisions.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
OD	Human Resources	Human Resources Officer	Keisha Hawkins

Narrative: The Office of Human Resources (OHR) provides human resource management services to DHS to help strengthen individual and organizational performance, while enabling the District government to attract, develop and retain a well-qualified, diverse workforce. OHR strives to maintain a high-performing workforce via employee engagement throughout the agency and ensure agency compliance with statutes and regulations. OHR ensures that the agency has the best available employees onboard to achieve agency goals, oversees employee performance, and supports the overall culture of DHS.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
OD	Emergency Management	Interim Emergency Management Officer	Rhamsye Brown

Narrative: The Office of Emergency Management’s mission is to respond to emergencies and mitigate harm while preparing the community it serves to recover from disastrous situations. The mission is accomplished by providing mass care services that include emergency sheltering services, mass feeding, and reunification operations to displaced District residents in the events/incidents such as apartment fires, power outages and extreme weather conditions while coordinating internal/external human service support and complementing services from our interagency, District and regional partners in an effort to mitigate increased harm.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
OD	Capital and Operations Division	Capital Operations Project Manager	Lisa Franklin-Kelley

Narrative: The Capital and Operations Division (COD) operates as the Real Estate and Facilities arm of the Office of the Director while managing the Fleet and Security Programs Agency-wide. The COD is comprised of team members with extensive knowledge, skills and experience in the arenas of Construction Management, Facilities Management, Space Planning and Design, as well as Fleet and Security administration.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
OD	Office of Information Systems	Chief Information Officer	Boyle Stuckey

Narrative: The Office of Information Systems (OIS) has the primary responsibility of implementing the latest technology for the delivery of services throughout DHS. OIS continuously improves the technological environment that facilitates and nurtures DHS’ business processes and customer interactions that are stable, secure, efficient and flexible.

<i>Division</i>	<i>Sub-Division</i>	<i>Title</i>	<i>Name</i>
OD	Call Center	Customer Service Manager	Francine Miller

Narrative: The DHS Call Center is responsible for all incoming calls regarding TANF, SNAP, and Medical Assistance. The Call Center provides high-quality customer support for a range of services including completing customer applications and recertifications as well as updating customer information. The Call Center handles over 200,000 calls/year and practices First Call Resolution to eliminate the need for customers to visit a Service Center.

2. Please attach in Excel a current Schedule A for the agency, as of February 15, 2019, with the following information for each position:
- Employee's name, if the position is filled;
 - Program and activity name and code as appears in the budget;
 - Office name, if different from activity code;
 - Title/position name;
 - Position number;
 - Grade, series, and step;
 - Salary and fringe benefits (please separate salary and fringe and include the FY18 fringe benefit rate);
 - Job status (e.g. continuing/term/temporary);
 - Type of appointment (e.g. career, MSS);
 - Full-time part-time, or WAE;
 - Seasonal or year-round;
 - Start date in the position (i.e. effective date);
 - Start date with the agency;
 - Previous office (program) and position (job title) with the agency, if relevant
 - Position status (A-active, R-frozen, P-proposed, etc.);
 - Date of vacancy or freeze, if relevant; and
 - Whether the position must be filled to comply with federal or local law (and if so, please specify what federal or local law applies).

Please see Attachment 2 - Schedule A.

3. For any term or temp position included in the schedule A and filled in FY18 or FY19, please provide a brief narrative for why the hire was done on a term or temporary basis and not on a continuing basis.

In 2018 DHS and the District undertook an effort to convert term employees to permanent status, where possible. For the term employees included in the provided Schedule A, three positions are project-specific with no need for a continuing basis, and the remaining handful of term positions are in process for conversion to permanent. For the handful of temp employees included, these employees are either part of an intern program or are WAE.

4. Please provide the following information on any contract workers in your agency:
- Position name
 - Organizational unit assigned to
 - Hourly rate
 - Type of work duties

<i>Position/Role</i>	<i>Organizational Unit Assigned To</i>	<i>Hourly Rate</i>	<i>Type of Work Duties</i>
Application Developer	ASD I / OIS	\$68.66	Senior Application Developer with proven professional experience in the design, development, delivery and enhancement of Client-Server/Web-Based/Cloud-Based/Mobile Software Applications using Microsoft .NET Technologies, ASP & C# (C-Sharp Developer).

Application Developer	ASD I / OIS	\$68.66	Senior Application Developer with proven professional experience in the design, development, delivery and enhancement of Client-Server/Web-Based/Cloud-Based/Mobile Software Applications using Microsoft .NET Technologies, ASP & C# (C-Sharp Developer).
Business Analyst	ASD I / OIS	\$110.00	Senior Business Analyst with proven professional experience in capture, verify and manage requirements and requirements traceability in support of product development, test and delivery.
Application Developer	ASD I / OIS	\$68.66	Senior Application Developer with proven professional experience in the design, development, delivery and enhancement of Client-Server/Web-Based/Cloud-Based/Mobile Software Applications using Microsoft .NET Technologies, ASP, C# or Java Technologies (Java Developer).
Quality Assurance Analyst	ASD I / OIS	\$51.26	Senior Quality Assurance Specialist with proven professional experience and must have the ability to determine the resources required for quality control and the ability to maintain the level of quality. As Sr. QA Specialist, individual will be responsible for planning, managing, maintaining, coordinating and executing manual and automated test scripts for complex, multi-tier applications.
Quality Assurance Analyst	ASD I / OIS	\$51.22	Senior Quality Assurance Specialist with proven professional experience and must have the ability to determine the resources required for quality control and the ability to maintain the level of quality. As Sr. QA Specialist, individual will be responsible for planning, managing, maintaining, coordinating and executing manual and automated test scripts for complex, multi-tier applications.
Senior Database Developer	ASD I / OIS	\$70.04	Senior Backend SQL Server Developer and administrator with proven professional experience in the design, development, delivery and enhancement of SQL queries, reports, procedures, functions and other necessary backend development and database administration.
Business Intelligence Analyst	ESA/Data Team	\$127.27	Providing Business Intelligence duties through research on TANF / CATCH data. a) Running Reports b) Liaison between data analytics team, CATCH team and DCAS team. On-demand data analysis as and when the need arises. Running ad hoc data analysis for monthly, quarterly reports. Performing required analysis for different research projects like Q5i, vendor stats Analysis, Sanctions etc. Providing tableau based reporting solutions for some user groups in the agency.
IT Consultant	ESA/OPM/Training	\$138.43	IT Consultant providing UAT, Training services and coordination with development team and program team through research, review and update training materials with respective to CATCH system upgrades for TANF 2.0 implementation.

IT Consultant - Senior	ASD III / OIS	\$84.82	Senior IT Consultant providing DIMS and Datacap development, support, Optical Character Recognition of documents and troubleshooting Datacap issues Working with the current DIMS and Datacap Staff on the DIMS/Datacap Upgrade.
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5. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

<i>Name</i>	<i>Detailed to</i>	<i>Detailed from</i>	<i>Date of Detail</i>	<i>Return from Detail</i>	<i>Reason for Detail</i>
Johnson, Tusanta	DHS	DHCF	3/27/17	Indefinite	Conducting PARIS Interstate Medicaid Only matches/reports
McKeiver, Ayana	DHS	DHCF	3/27/17	Indefinite	Conducting PARIS Interstate Medicaid Only matches/reports
Giles, Greta	DHS	DHCF	4/4/17	Indefinite	Conducting PARIS Interstate Medicaid Only matches/reports
Ford, Monique	DHS	DHCF	4/11/17	Indefinite	Conducting PARIS Interstate Medicaid Only matches/reports
Bartley, Karl	DHS	DHCF	8/14/18	Indefinite	Conducting PARIS Interstate Medicaid Only matches/reports
Semenova, Elena	DHS	OCTO	1/25/2019	4/25/2019	Assist with fraud detection data analytics
Hunter, Patricia	DMHHS	DHS	1/6/2019	9/30/2019	Assist with the duties of the main reception area; respond to customer questions about DHS programs.
Wilkerson, Malcom L.	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Smith Fludd, Causandra	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Wilson, LaWanda	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Kinard, Cornell L	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Vancooten, Ashaki A.	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Farmer, Taneika	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Brown, Tiffany D.	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Broadus, Alisha A.	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Harvey, Kenyale	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3
Ogletree, Richard J.	DCAS	DHS	12/5/2018	1/6/2020	Enhance coordination and implementation of training development and delivery – Release 3

6. **Please provide the Committee with a list of travel expenses, arranged by employee for FY18 and FY19, to date, including the dates of travel, amount of expenses, and reason for travel. Please specify whether employees may be reimbursed for out-of-pocket travel expenses; and, if so, please describe agency protocol and requirements for employees to apply for and receive reimbursements for such travel expenses, such as necessary documentation, timeframes, and other requirements.**

Please see Attachment 6 - Travel and Training Expenses.

Employees may be reimbursed for out-of-pocket travel expenses by completing the required Travel Reimbursement Form. Additionally, employees must provide all receipts and backup documents for out-of-pocket expenses. As a matter of practice, employees are asked to complete the necessary documentation as soon as they return from a trip, but they have until the end of the fiscal year.

7. **Please provide the Committee with a list of the total workers' compensation payments paid in FY18 and FY19, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

During the period covering FY18 through FY19, to date, one employee received workers' compensation in the amount of \$1,100.00 resulting from a "Fall, Slip, or Trip Not Otherwise Classified" incident.

8. **Please provide the Committee with a list of employees who received bonuses or special award pay granted in FY 2018 and FY 2019, to date, and identify:**
 - a. **The employee receiving the bonus or special pay,**
 - b. **The amount received, and**
 - c. **The reason for the bonus or special pay.**

Please see Attachment 8 - Bonuses or Special Award Pay.

9. **Please provide a list of each collective bargaining agreement that is currently in effect for agency employees.**
 - a. **Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.**
 - b. **Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.**
 - c. **Please note if the agency is currently in bargaining and its anticipated completion date.**

<i>Collective Bargaining Agreement</i>	<i>Effective Date</i>	<i>No of Employees</i>	<i>Leadership</i>	<i>Bargaining Status</i>
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AFSCME 2401	Effective until 9/30/17 or until a new agreement reached	837 F 210 V	Wayne Enoch, President 2401 202-724-7205 Wayne.enoach@dc.gov	TBD in 2019
Compensation Units 1 & 2	10/1/17 through 9/30/21	837 F 210 V	Andrew Washington, Exec. Dir., AFSCME District Council 20	Completed
AFGE 1403 Working Conditions (Attorneys)	Effective through 9/30/2020	6	Steve Anderson, Esq., President-Local 1403 202-724-6607	Completed
AFGE Compensation 1403 (Attorneys)	Effective through 9/30/2020	6	Steve Anderson, Esq., President-Local 1403 202-724-6607	Completed

- 10. Please list in chronological order, any grievances filed by labor unions against the agency or agency management in FY18, or FY19, to date, broken down by source.**
- For each grievance, give a brief description of the matter as well as the current status.**
 - Include on the chronological list any earlier grievance that is still pending in any forum.**
 - Please describe the process utilized to respond to any complaints or 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 or outcome.**

<i>Date Filed</i>	<i>Grievance</i>	<i>Union</i>	<i>Position</i>	<i>Current Status</i>
12/6/17	Grievance seeks to overturn a 3-day suspension for providing false information	AFSCME 2401	OPRMI-Compliance Specialist	Matter pending arbitration w/ OLRCB.
1/17/19	Grievance seeks to overturn a 3-day suspension imposed for providing false information	AFSCME 2401	ESA-SSA	Meeting held on 2/7/19 between union and management to allow union an opportunity to discuss grievance; final decision by management is pending.

- 11. Please list in chronological order, any additional employee grievances or complaints that the agency received in FY18 and FY19, to date, broken down by source.**
- For each, give a brief description of the matter as well as the current status.**
 - Include on the chronological list any earlier grievance that is still pending in any forum.**
 - Please describe the process utilized to respond to any complaints or 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 or outcome.**

11.a., b., and d.:

<i>Date</i>	<i>Allegation</i>	<i>Current Status</i>
11/27/17	Wrongful Termination	Discovery Pending in DC OEA/OGC is leading
8/27/18	Co-Worker Harassment	Mediation Completed by Union
10/11/18	Wrongful Termination-Age Discrimination	Awaiting decision from US EEOC
10/31/18	Wrongful Termination-FMLA Discrimination	Mediation Pending with DC OHR/OGC is leading

Depending on the type of allegation and how it was received, DHS utilizes existing EEO procedures governed by OHR, OEA administrative procedures, DCHR non-union grievance procedures, union sponsored programs, or alternative methods such as mediation or group conflict resolution to resolve complaints.

12. 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, and whether or not those allegations were resolved. Please describe the nature of such resolution.

Allegations of sexual harassment or misconduct committed by or against employees of DHS are handled in accordance with the procedures established in Mayor’s Order 2017-313, “Sexual Harassment Policy, Guidance and Procedures.” The complaints are investigated by Sexual Harassment Officers designated by the agency. The investigations must be done within 60 days of the report of the complaint. A notification of findings of fact and conclusions in the investigation report are provided to the complainant(s) and the alleged harasser(s). Violations are acted upon by the agency in accordance with the provisions of the Mayor’s Order and the Personnel Manual.

The following is a list of sexual harassment complaints received by the agency from FY18 to the present:

<i>Number</i>	<i>Allegation Type</i>	<i>Resolution</i>
1	Inappropriate Touch/Quid Pro Quo Sexual Harassment	Unsubstantiated.
2	Inappropriate Touch	Unsubstantiated.
3	Inappropriate Touch	Unsubstantiated.
4	Inappropriate Touch	Unsubstantiated.

The names of the alleged harassers and complainants, and other identifying information, have been intentionally omitted from this document to uphold confidentiality.

13. Please list the task forces and organizations of which the agency is a member and any associated membership dues paid.

<u>Task Force/Organization Name</u>	<u>Agency Representative</u>	<u>Membership Dues?</u>
Age-Friendly DC	Laura Zeilinger, Director Dr. Sheila Jones, Chief, Adult Protective Services	No
State Early Childhood Development Coordinating Council	Anthea Seymour, ESA Administrator	No
National Association of State TANF Administrators (NASTA)	Anthea Seymour, ESA Administrator	No
American Association of SNAP Directors (AASD)	Anthea Seymour, ESA Administrator	No
Hoarding Task Force	Dr. Sheila Jones, Chief, Adult Protective Services	No
National Adult Protective Services Association	Dr. Sheila Jones, Chief, Adult Protective Services	Yes - \$500 annually
Council on Accreditation	Dr. Sheila Jones, Chief, Adult Protective Services	Yes - \$13,706 for re-accreditation
Juvenile Justice Advisory Group	Hilary Cairns, Deputy Administrator, Youth Services	No
American Public Human Services Association	Laura Zeilinger, Director	Yes – \$20,405 annual agency membership
Health Benefit Exchange Executive Board	Laura Zeilinger, Director	No
Medical Care Advisory Committee	Laura Zeilinger, Director	No
No Wrong Door	Laura Zeilinger, Director	No
Interagency Council on Homelessness	Laura Zeilinger, Director	No
Workforce Investment Council	Laura Zeilinger, Director	No

Budget and Expenditures

14. Budget

- a. Please provide a table showing your agency’s Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for fiscal years 2017, 2018, and the first quarter of 2019. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
- b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for fiscal years 2017 and 2018 for each program and activity code.
- c. Attach the cost allocation plans for FY18 and FY19.
- d. In FY17 or FY18, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Please see Attachment 14 – Budget.

15. Please provide a table listing all intra-District transfers for FY18 and FY19 (YTD), as well as anticipated transfers for the remainder of FY18.
- a. For each transfer, include the following details:
 - Buyer agency;
 - Seller agency;
 - The program and activity codes and names in the sending and receiving agencies' budgets;
 - Funding source (i.e. local, federal, SPR);
 - Description of MOU services;
 - Total MOU amount, including any modifications;
 - Whether a letter of intent was executed for FY18 or FY19 and if so, on what date,
 - The date of the submitted request from or to the other agency for the transfer;
 - The dates of signatures on the relevant MOU; and
 - The date funds were transferred to the receiving agency
 - b. Attach copies of all intra-district transfer MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
 - c. Please list any additional intra-district transfers planned for FY19, including the anticipated agency(ies), purposes, and dollar amounts.

Please see Attachment 15 and 19 – Intra-District Transfers and MOUs & MOAs

16. Please provide a table listing every reprogramming of funds (i.e. local, federal and SPR) into and out of the agency for FY18 and FY19, to date, as well as anticipated inter-agency reprogrammings for the remainder of FY19. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart. For each reprogramming, include:
- a. The reprogramming number;
 - b. The sending or receiving agency name;
 - c. The date;
 - d. The dollar amount;
 - e. The funding source (i.e. local, federal, SPR);
 - f. The program, activity, and CSG codes for the originating funds;
 - g. The program, activity, and CSG codes for the received funds; and
 - h. A detailed rationale for the reprogramming.

Please see Attachment 16 - Reprogramming Into and Out of DHS.

17. Please list, in chronological order, every reprogramming *within* your agency during fiscal year 2018 and 2019, to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:
- a. The date;
 - b. The dollar amount;
 - c. The funding source (i.e. local, federal, SPR);

- d. The program, activity, and CSG codes for the originating funds;
- e. The program, activity, and CSG codes for the received funds; and
- f. A detailed rationale for the reprogramming.

Please see Attachment 17 - Reprogramming Within DHS.

18. For FY18 and FY19, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
- a. The revenue source name and fund code;
 - b. A description of the program that generates the funds;
 - c. The revenue funds generated annually by each source or program;
 - d. Expenditures of funds, including the purpose of each expenditure; and
 - e. The current fund balance (i.e. budget versus revenue)

Please see Attachment 18 - Special Purpose Revenue.

19. Please list all memoranda of understanding (“MOU”) and memoranda of agreement (“MOA”) entered into by your agency during FY18 and FY19, to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers.).
- a. For each MOU, indicate:
 - i. The parties to the MOU or MOA
 - ii. Whether a letter of intent was signed in the previous fiscal year and if so, on what date,
 - iii. The date on which the MOU or MOA was entered,
 - iv. The actual or anticipated termination date,
 - v. The purpose, and
 - vi. The dollar amount.
 - b. Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
 - c. Please list any additional MOUs and MOAs planned for FY19, including the anticipated agency(ies), purposes, and dollar amounts.

Please see Attachment 15 and 19 – Intra-District Transfers and MOUs & MOAs.

20. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency’s purview in FY18 and FY19, to date, including projects that are managed or overseen by another agency or entity. Please provide:
- a. A brief description of each project begun, in progress, or concluded in FY18, and FY19, to date;
 - b. A status report on all capital projects including:
 - The amount budgeted, actual dollars spent, and any remaining balances;
 - Start and completion dates; and
 - Current status of the project.

- c. A list of which projects are experiencing delays, and which require additional funding;
- d. A status report on all capital projects planned for FY19, FY20, FY21, FY22, and FY23; and
- e. A description of whether the capital projects begun, in progress, or concluded in FY18, or FY19, to date, had an impact on the operating budget of the agency; if so, please provide an accounting of such impact.

Please see Attachment 20 - Capital Projects.

- 21. Please list each grant or sub-grant, including multi-year grants, received by your agency in FY18 and FY19, to date. List the following:**
- a. Source,
 - b. Purpose,
 - c. Timeframe,
 - d. Dollar amount received,
 - e. Amount expended,
 - f. How the grant is allocated if it is a multi-year grant, and
 - g. How many FTEs are dependent on each grant's funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.

Please see Attachment 21 - Grants Awarded to DHS.

- 22. Please describe every grant your agency is, or is considering, applying for in FY19.**

Next Generation (NextGen) Initiative

- Funding agency: Kresge Foundation
- Legal authority: N/A
- Description: As part of the NextGen Initiative, Kresge will invest in those nonprofit organizations and public agencies working to advance the social and economic mobility (SEM) of families. The initiative is a two-year program consisting of three components: 1) leadership development; 2) development of a community of practice; and 3) the creation of organizational and cohort action plans designed to advance and accelerate SEM using a two-generation, whole-family approach. Grants of up to \$500,000 over two years will be awarded to up to 10 human service organizations and/or agencies. As part of this initiative, grantees will participate in a learning and collaboration network that will include two meetings per year.

Social Impact Partnerships to Pay for Results Act (SIPPRA) Demonstration Projects

- Funding agency: U.S. Department of the Treasury, Office of Economic Policy
- Legal authority: Social Impact Partnerships to Pay for Results Act (P.L. 115-123; 42 U.S.C. 1397n-1397n-13)
- Description: The purposes of SIPPRA are: to improve the lives of families and individuals in need; to establish the use of social impact partnerships to address some of the Nation's most pressing problems; to bring pay for performance to the social sector; and to incorporate outcomes measurement and randomized controlled trials or other rigorous methodologies for assessing program impact. SIPPRA identified 21 relevant outcomes to which grant-funded

projects must be aligned, including increasing work, employment and earnings and increasing the financial stability of low-income families.

Community Services Block Grant (CSBG)

- Funding agency: U.S. Department of Health and Human Services Administration, Children and Families
- Legal authority: Community Services Block Grant of 1998, effective October 27, 1998 (P.L. 105-285; 42 U.S.C. 9901, et seq.)
- Description: CSBG is a federally funded anti-poverty block grant operated through a state-administered network of community and faith-based, not-for-profit organizations. The objective of CSBG is to address the causes of poverty by implementing programs and services that empower low-income families and individuals, revitalize low-income communities and improve the economic self-sufficiency of low-income customers. DHS is the state agency responsible for the management, administration and oversight of the CSBG and the United Planning Organization is the designated Community Action Agency responsible for creating, coordinating and delivering CSBG programs and services. The targeted program priority areas are:
 - Education and employment,
 - Income management and self-sufficiency,
 - Housing,
 - Health and nutrition, and
 - Emergency services, coordination and linkage

Emergency Solutions Grant (ESG)

- Funding agency: U.S. Department of Housing and Urban Development
- Legal authority: Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11371 et seq.
- Description: The purpose of the ESG program is to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. ESG provides grants by formula to aid homelessness prevention, emergency shelter and related services. DHS utilizes this grant funding for homelessness prevention efforts, and to support families in the Rapid Rehousing program by providing payments for rents and case management.

Family Violence Prevention & Services State Grant

- Funding agency: U.S. Department of Health and Human Services Administration, Children and Families
- Legal authority: Family Violence Prevention and Services Act, 42 U.S.C. 10401
- Description: This grant provides the primary federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence and their dependents. DHS's Family Violence Prevention and Services Program:
 - Supports the establishment, maintenance and expansion local and community-based domestic violence programs and projects to prevent incidents of family violence, and
 - Provides immediate shelter and related assistance for victims of family violence and their dependents that meet the needs of all victims.

Food Stamp Administration Grant (SNAP)

- Funding agency: U.S. Department of Agriculture, Food and Nutrition Service
- Legal authority: The Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. §§ 2011, *et seq.*), as amended; 1 DCMR §§ 5000 *et seq.*; and any applicable District and federal laws, regulations, and policies.
- Description: SNAP offers nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities. The Food and Nutrition Service works with State agencies, nutrition educators, and neighborhood and faith-based organizations to ensure that those eligible for nutrition assistance can make informed decisions about applying for the program and can access benefits. In addition to utilizing this grant to help income eligible residents and families buy the food they need for good health, DHS administers the SNAP Employment and Training Program to assist SNAP recipients in gaining employment or skills that would increase self-sufficiency.

Medicaid

- Funding agency: U.S. Department of Health & Human Services
- Legal authority: 42 CFR 431.10
- Description: The Medicaid program is jointly funded by the federal government and states. DC Medicaid is a healthcare program that pays for medical services for qualified people. It helps pay for medical services for low-income and disabled adults, children and families. This grant is reimbursed based on DHS' approved cost allocation plan.

Refugee Resettlement Cash and Medical Assistance Grant (CMA)

- Funding agency: U.S. Department of Health and Human Services Administration on Children and Families, Office of Refugee Resettlement
- Legal authority: Section 412(e)(5) of P.L. 82-414, the Immigration and Nationality Act (8 U.S.C. 1522)
- Description: CMA reimburses states for services provided to refugees and other eligible persons, as well as associated administrative costs. DHS utilizes this grant to:
 - Help recently resettled refugees enroll in medical assistance programs
 - Refer them for health screenings,
 - Identify barriers to refugee self-sufficiency and well-being,
 - Provide basic health education and tools, and
 - Assist clients with resolution of health verification and billing issues.

Refugee Resettlement Social Services Grant

- Funding agency: U.S. Department of Health and Human Services Administration on Children and Families, Office of Refugee Resettlement
- Legal authority: Section 412(e)(5) of P.L. 82-414, the Immigration and Nationality Act (8 U.S.C. 1522)
- Description: This grant supports employability services and other services that address barriers to employment such as interpretation and translation services and day care for children. DHS's refugee employability services are designed to enable refugees to obtain jobs that will lead to self-sufficiency in the shortest time possible.

Shelter Plus Care Grant (S+C)

- Funding agency: U.S. Department of Housing and Urban Development
- Legal authority: Continuum of Care Program Interim Rule 24 CFR Part 578 [Docket No. FR-5476-I-01]

- Description: The S+C Program provides a variety of permanent housing choices, accompanied by a range of supportive services to formerly chronically homeless individuals and families that are disabled by substance use disorder or mental illness. DHS subgrantees manage the waiting list and referral process for these housing resources and administer S+C resources, including rent subsidies and case management services for homeless individuals and families.

Social Services Block Grant (SSBG)

- Funding agency: U.S. Department of Health and Human Services Administration, Children and Families
- Legal authority: Title XX of the Social Security Act, as amended.
- Description: SSBG is a flexible funding source that allows recipients to tailor social service programming to their population’s needs. DHS utilizes SSBG funding to provide social services that:
 - Help reduce dependency and promote self-sufficiency,
 - Protect children and adults from neglect, abuse and exploitation, and
 - Assist individuals who are unable to take care of themselves to maintain stable housing solutions.

Temporary Assistance for Needy Families (TANF)

- Funding agency: U.S. Department of Health & Human Services, Office of Family Assistance
- Legal authority: The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, as amended (Pub. L. No. 104-193, 42 U.S.C. §601 *et seq.*); 1 DCMR §§5000 *et seq.*; and any applicable District and federal laws, regulations, and policies.
- Description: States receive TANF block grants to design and operate programs that accomplish one of the purposes of the TANF program. DHS leverages this grant to provide cash assistance to help heads-of-households meet the needs of their family, as well as providing multiple services to help TANF customers obtain and retain employment.

- 23. Please list each contract, procurement, and lease leveraged in FY18 and FY19 (year-to-date) with a value amount of \$10,000.00 or more. “Leveraged” includes any contract, procurement, or lease used by DOES as a new procurement establishment (i.e. HCA, BPA, etc.), contract extension, and contract option year execution. This also include direct payments (if applicable). For each contract, procurement, or lease leveraged, please attach a table with the following information, where applicable:**

Part I

- **Contractor/Vendor Name;**
- **Contract Number;**
- **Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.);**
- **Description of contractual goods and/or services;**
- **Contract’s outputs and deliverables;**
- **Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);**
- **Copies of deliverables (e.g. reports, presentations);**

- **Contract Administrator name and title assigned to each contract and/or procurement;**
- **Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans;**
- **Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.);**
- **Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor);**
- **Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency's contract);**
- **CBE status;**
- **Total contract or procurement value in FY18;**
- **Total contract or procurement value in FY19 (YTD);**
- **Period of performance (e.g. May 31 to April 30);**
- **Current year of contract (e.g. Base Year, Option Year 1, etc.);**

Part II

Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.

Please see Attachment 23 - Contracts and Leases.

Agency performance, evaluation, and disputes

- 24. Please list all pending lawsuits that name the agency as a party.**
- a. Provide the case name, court, where claim was filed, case docket number, and a brief description of the case.**
 - b. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices and describe the current status of the litigation.**
 - c. Please provide the extent of each claim, regardless of its likelihood of success.**
 - d. For those identified, please include an explanation about the issues involved in each case.**

Please see Attachment 24/25 - Pending Lawsuits and Settlements.

- 25. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, to date, including any covered by D.C. Code § 2-402(a)(3), which 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. For each, provide**
- a. The parties' names,**
 - b. The amount of the settlement, and**

- c. If related to litigation, the case name, court where claim was filed, case docket number, and a brief description of the case, or
- d. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. Administrative complaint, etc.).

Please see Attachment 24/25 - Pending Lawsuits and Settlements.

26. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any that were completed during FY18 and FY19, to date. Please attach copies of any such document.

<i>Name</i>	<i>Description</i>
Gift Card Program follow-up audit - OCFO	An Audit of Internal Controls over the Gift Card Program at the selected agencies of the human support services cluster (HSSC), including: 1) DYRS 2) CFSA 3) DHS 4) DOH and 5) DBH. This audit was requested by the Associate Chief Financial Officer (ACFO) for HSSC, and included in the OIO Audit Plan for FY18.
FSA Permanent Supportive Housing Program (PSHP) one-time audit - OIG	The OIG audit objectives were to determine whether DHS: (1) contracted with private organizations to provide case management services and adequately monitored contracted services provided; (2) program recipients met eligibility requirements; (3) complied with requirements of applicable laws, rules, regulations, policies, and procedures; and (4) established adequate internal controls to safeguard against waste, fraud, and abuse. The scope of the audit covered FYs 2013 through 2015. The last outstanding Recommendation from the audit (#8) was closed out as “Implemented” as of January 2019.
DHS - FSA - Homelessness Continuum of Care (CoC) Programs in FY 2014 one-time audit - ODCA	The objective of this audit was to determine whether: DHS and The Community Partnership for the Prevention of Homelessness’ (TCP) performance were consistent with the terms of the Continuum of Care management contract to ensure the provision of services to the District’s homeless population. The scope was FY14. Follow-up reporting on the recommendations occurred in FY17 and FY18.
2018 Annual Safeguard Security Report (SSR) – Internal Revenue Service (IRS)	Recipient agencies that legally receive federal tax information (FTI) directly from either the IRS or from secondary sources (e.g., Social Security Administration [SSA], Office of Child Support Enforcement [OCSE]), pursuant to IRC 6103 or by an IRS-approved exchange agreement, must have adequate programs in place to protect the data received, and comply with the requirements set forth in IRS Publication 1075, Tax Information Security Guidelines For Federal, State and Local Agencies. This annual report certifies that any outstanding actions identified by the IRS Office of Safeguards from the prior year’s SSR have been addressed.
DHS - Family Services Administration Hotel and Motel Contracts one-time inspection - OIG	The objectives of this evaluation were to: 1) assess the two hotel contracts to ascertain whether there are any terms or conditions that are unfavorable to the District or conflict with best practices or applicable criteria, and to identify recommendations for strengthening the effectiveness and sufficiency of the contracts; and 2) determine whether DHS maintains proper oversight of deliverables and the implementation of key contract terms. Update on status of implementing all recommendations submitted to OIG in FY18.
FY17 Single Audit	This is the FY 2017 Single Audit of Federal Awards Programs awarded to DHS.
FY17-FY18 Comprehensive Annual Financial Report (CAFR)	CAFR includes an independent auditors’ assessment of the Medicaid program by reviewing eligibility processes and claims.

Medicaid, Children's Health Insurance Program (CHIP)	The PERM program measures improper payments in the Medicaid program and Children's Health Insurance Program (CHIP). The improper payment rates are based on reviews of the fee-for-service (FFS), managed care, and eligibility components of Medicaid and CHIP. See 42 CFR §431 Subpart Q.
Medicaid, Children's Health Insurance Program (CHIP) annual report	The MEQC program is a separate eligibility review program set forth in section 1903(u) of the Social Security Act (the Act) and requires states to report to the Secretary the ratio of States' erroneous excess payments for medical assistance under the state plan to total expenditures for medical assistance. See 42 CFR §431 Subpart P.
Quality Control (QC) Integrity Management Evaluation (ME) Review	The purpose of the review is to verify the District's compliance with federal regulations governing the QC review process.
Supplemental Nutrition Assistance Program (SNAP) QC Sampling Procedures and Data Management Systems	This periodic review is of DHS' sampling procedures, caseload estimation procedures and systems of data management to ensure compliance with sections 275.11, 275.12 and 275.13 of the CFR, as well as FNS Handbook 311, policy memoranda and the District's USDA/FNS approved sampling plan.
Supplemental Nutrition Assistance Program (SNAP) Corrective Action Plan (CAP)	Update reflecting Quality Control findings for Fiscal Years 2015, 2016, 2017 and 2018 YTD of CAP. The CAP is based on the requirements of the Code of Federal Regulations 7, Subpart E, Section 275.16. Corrective action planning is the process by which the District of Columbia determines the appropriate actions needed to substantially reduce or eliminate deficiencies in SNAP operations.
District of Columbia Access System (DCAS) Corrective Action Review (CAR)	The review was conducted at the Anacostia, Congress Heights, and Taylor Street Service Centers during the week of December 12, 2016. FNS sent a report of findings to the District in March 2017 and the Corrective Action Response (CAR) was submitted in June 2017. A validation review was conducted in September 2017.
DHS/ESA's administration of the SNAP and TANF program one- time inspection (OIG)	The objectives of this inspection are to assess the administration of the two programs and their system of internal controls. Engagement letter received 12/19/18. The scope of the engagement is January 1, 2016-September 30, 2018.

Office of the District of Columbia Auditor reports and the current status can be found here: <http://www.dcauditor.org/reports/>.

Office of the Inspector General audit and investigation reports and the current status can be found here: <https://oig.dc.gov/service/oig-reports>.

The Office of the Chief Financial Officer (OCFO) FY17 Single Audit of federal award programs, including the SNAP, TANF, and Medicaid programs, can be found here: <https://cfo.dc.gov/page/single-audit-reports>.

Employee and Contractor Investigations/Allegations

<i>Fiscal Year</i>	<i>Open</i>	<i>Closed</i>	<i>Total</i>
FY18	221	165	386
FY19	100	24	124

Note: The above cases involve sensitive employee information, and it is agency practice to protect the privacy of personnel.

27. Please provide a copy of the agency's FY18 performance accountability report.

- a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY18 and which were not.
- b. For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.
- c. For any objective not met or completed, please provide an explanation.

Please see Attachment 27 - FY18 PAR.

* DHS is reporting on the status of Strategic Initiatives (as opposed to strategic objectives) and Key Performance Indicators from our 2018 Performance Accountability Report. The statuses are defined as Met, Nearly Met, and Unmet.

Met Strategic Initiatives

<i>Initiative</i>	<i>On Time</i>	<i>On Budget</i>
Develop a coordinated entry system for families seeking homeless assistance services.	x	x
Expand the Targeted Mobility Coaching pilot to include families new to TANF.	x	x
Expand youth homeless programs.	x	x
Identify and implement more impactful outreach and communication methods to ensure information is reaching clients.	x	x
Implement new TANF policy and new TANF employment program human care agreements (Employment/Occupational Training and Job Placement).	x	x
Implement the Elder Justice Initiative Grant.	x	x
Improve access to benefit eligibility and enrollment services.	x	x
Improve coordinated entry for unaccompanied adults and youth.	x	x
Increase the capacity of the Youth Services Division including the rollout of the STEP initiative in support of runaway youth and their families.	x	x
Launch Rapid Re-housing (RRH) for individuals.	x	x
Move closer toward closure of DC General.	x	x
Reduce early morning lines outside of the service centers.	x	x
Reduce length of stay in emergency shelter.	x	x
Reform the low barrier shelter system.	x	x

Met KPIs

<i>Initiative</i>	<i>On Time</i>	<i>On Budget</i>
Percent of youth engaged in the ACE and PASS programs who complete the programs without additional legal involvement.	x	x
Percent of youth engaged in the Parent and Adolescent Support Services Program (PASS) and the Alternatives to the Court Experience Diversion Program (ACE) who show functional improvement at closure as indicated by statistically significant declines in their Child and Adolescent Functional Assessment Scale (CAFAS) scores.	x	x
Percent of teen parents receiving services from the Teen Parent Assessment Program who do not have additional pregnancies during the reporting year.	x	x
Percent of teen parents receiving services from the Teen Parent Assessment program who are consistently attending their educational program (high school, GED, or other program) or who consistently attended and fulfilled the other requirements to successfully complete their educational program.	x	x
# of New Education or Training Placements per 1,000 TANF Work-eligible Customers (Monthly Average)	x	x
% of Newly Employed Customers Earning a DC Living Wage	x	x
SNAP Application Timely Processing Rate (applications processed within 7 days for e-SNAP and 30 days for regular SNAP)	x	x
Percent of referrals in non- emergency cases where initial client contact and investigation takes place within ten working by Adult Protective Services	x	x
Percent of Emergencies Responded to Within 24 Hours by Adult Protective Services	x	x

Nearly Met Strategic Initiatives

<i>Initiative</i>	<i>Explanation</i>
Lay the foundation for leveraging Medicaid to cover eligible PSH services. (75-99% Complete)	In FY18 DHS made great strides towards standardizing the scope and performance expectations for the PSH Program leveraging substantive input from the PSH community, as well as consolidating service requirements under the existing contracting vehicles. Additional efforts remain to standardize PSH rates, streamline service delivery models, finalize performance metrics and monitoring strategies, and further align PSH program activities to housing supportive services reimbursable by Medicaid.

Nearly Met KPIs

<i>KPI</i>	<i>Explanation</i>
Service Center Same Day Completion Rate (% of Lobby Cases)	During FY18, DHS did not meet the initial target on this measure due in part to the unrealistic target that didn't separate specific transaction types that cannot be completed during initial visit. Immediately upon implementation of BPR, ESA lobby completion rates jumped up to 85%

and remained consistent throughout the fiscal year. Overall, completion rates differ by case type due to varying program requirements and process complexity. The average completion rate for most case types is between 80% - 95%. Certain type of applications, such as TANF, however, require additional processes that cannot be completed on the same day due to the nature of the requirement. It affects the overall completion rate. In FY19, DHS adjusted this measure and will continue to work to increase completion rates across all programs.

Unmet Strategic Initiatives

<i>Initiative</i>	<i>Explanation</i>
Expand supports for TANF-eligible families by integrating efforts between the Family Services Administration (FSA) and the Economic Security Administration (ESA). (50-74% Complete)	The integrated case management system envisioned for DCAS Release 3.0 is in the requirements development phase. In addition, while programmatic collaboration between ESA and FSA has been successful in FY18, DHS is still developing a unified case management strategy. To aid in these next steps, DHS was recently awarded a grant to define a case coaching model that can be piloted through OWO and implemented throughout DHS’s employment continuum.

Unmet KPIs

<i>KPI</i>	<i>Explanation</i>
Percent of youth engaged in the ACE and PASS programs who show more than 15% improvement in attendance when truancy is an issue at the time of referral.	Prior to FY18, PASS only reported attendance change for youth who “successfully completed” the program, meaning that the youth showed improvement in 3 of 4 outcome measures. In FY18, the Youth Services Division began to report data for all completions in all programs. DHS made this shift to be consistent across programs and recognize that sometimes our focus has to be on other areas of concern - behavioral health, home functioning, etc. - and not just the presenting issue of truancy. In other words, a youth can complete a YSD program without showing improvement in all the areas, such as school attendance. The performance target for this KPI was not revised in FY18 to reflect the new PASS methodology.
# of New Employment Placements per 1,000 TANF Work-eligible Customers (Monthly Average)	During FY18 Q3 and Q4, DHS was in the middle of a contract conversion period for existing TEP providers. The new contracts, which began FY19 Q1, redistributed existing customer cases across the pool of providers. During the latter half of FY18, providers focused on readiness for the new contract requirements and systems rather than engaging customers who would likely not be reassigned to them. A return to full customer engagement began when the new contract went into effect.

<p>% of TANF Employment Program Participants Who Participated in Eligible Activities</p>	<p>During FY18 Q3 and Q4, DHS was in the middle of a contract conversion period for existing TEP providers. The new contracts, which began FY19 Q1, redistributed existing customer cases across the pool of providers. During the latter half of FY18, providers focused on readiness for the new contract requirements and systems rather than engaging customers who would likely not be reassigned to them. A return to full customer engagement began when the new contract went into effect.</p>
<p>Call Center: Abandonment Rate and Call Center: Average Wait Time (Minutes)</p>	<p>In FY18 the DHS Call Center received spikes in call volume in both Q2 and Q4, representing two of the largest quarterly call volumes for the Call Center on record. In addition to a cyclical increase in calls during the Medicaid open enrollment period, these spikes are likely resulting from customers calling to confirm positive changes to their benefits due to the new TANF Policy and calls related to delayed SNAP mid-certification processing and EBT notice/disbursement.</p> <p>Not only did these two quarters represent notably high call volume, but FY18 represents the highest annual call volume on record for DHS. This increased volume led to increased wait times which cause clients to make and abandon repeated calls looking for a lower volume time to call thus exacerbating the abandonment rate and wait time metrics. The abandonment rate was exacerbated by Call Center staff attrition which is being addressed in FY19.</p>
<p>SNAP Error Rate</p>	<p>SNAP errors, representing payment errors, are often triggered by discrepancies between data obtained from federal or local agencies and information directly submitted by customers. The enhancement of the data interface incorporated in the District's new eligibility system (DCAS) that launched in FY17, however, resulted in an increase of such discrepancies and subsequently an increase of the SNAP error rate. Many of the system issues DHS identified as contributing to payment errors have been addressed and the SNAP error rate is expected to decrease in the upcoming fiscal year.</p>
<p>Service Center Average Wait Time in Lobby (minutes)</p>	<p>Average lobby wait times decreased through Q1 (119), Q2 (105), and Q3 (104) proximal to these target levels. However, two changes increased the average lobby wait time to 120 minutes in Q4, affecting the average wait time for FY18. Most importantly, ESA experienced significant caseworker attrition. The administration is in the process of backfilling those positions and, in FY19, aims to stand-up a hiring pipeline to prevent future staffing shortages.</p>
<p>Service Center Average Wait Time in non-Lobby (days)</p>	<p>During FY18, DHS did not meet the initial target on this measure due to unexpected adjustments to the workload and processing of non-lobby cases. In general, Service Center management has demonstrated strong progress in BPR management techniques and non-lobby delivery. ESA non-lobby work includes a wide variety of case types and case processing activities across ESA programs. Some non-lobby activities, such as processing an E-SNAP application, require immediate</p>

turnaround; while others, such as Mid-certification processing, simply need to be addressed within the month they are received. Service Center managers understand these timing requirements and must deploy their staff to achieve both lobby and non-lobby targets to the best of their ability. ESA believes that the target wait time for non-lobby cases will be adjusted in FY19 to reflect diverse non-lobby processing timelines.

- 28. Please provide a copy of your agency’s FY19 performance plan as submitted to the Office of the City Administrator. Please discuss any changes to outcomes measurements in FY18 or FY19, including the outcomes to be measured, or changes to the targets or goals of outcomes; list each specifically and explain why it was dropped, added, or changed.**

Please see Attachment 28 - FY19 Performance Plan.

KPI Changes

<i>Year</i>	<i>Description</i>
2018	Percent of youth engaged in the ACE and PASS programs who show more than 15% improvement in attendance when truancy is a referring behavior
2019	Percent of youth who completed the ACE and PASS programs and show improvement in school attendance when truancy is an issue at the time of referral
This KPI was revised to change “15% improvement in attendance” to "improved attendance" because DHS has developed a more meaningful data-driven methodology to document attendance improvement that aligns with OSSE’s non-truancy guidelines.	
The target for this KPI was decreased from 65% to 60%. Prior to FY18, PASS only reported attendance change for youth who “successfully completed” the program, meaning that the youth showed improvement in 3 of 4 outcome measures. In FY18, the Youth Services Division began to report data for all completions in all programs. We made this shift to be consistent across programs and recognize that sometimes our focus has to be on other areas of concern - behavioral health, home functioning, etc. - and not just the presenting issue of truancy. In other words, a youth can complete a YSD program without showing improvement in all the areas, such as school attendance. The performance target for this KPI was revised in response to the new PASS methodology.	
2018	Percent of youth engaged in the Parent and Adolescent Support Services Program (PASS) and the Alternatives to the Court Experience Diversion Program (ACE) who show functional improvement at closure as indicated by statistically significant declines in their Child and Adolescent Functional Assessment Scale (CAFAS) scores.
2019	Percent of youth engaged in PASS, ACE, and STEP who show improved functioning at closure as indicated by declines in their Child and Adolescent Functional Assessment Scale (CAFAS) scores.
This KPI was revised to include the STEP program, to simplify the acronyms, and to remove the reference to "statistically significant" declines. This is to clarify that while declines in CAFAS scores have always been measured, DHS did not have a practice of conducting tests of statistical significance.	
2018	Percent of teen parents receiving services from the Teen Parent Assessment Program who do not have additional pregnancies during the reporting year
2019	Percent of teen parents receiving services from the Teen Parent Assessment Program who do not have additional pregnancies
The reporting frequency for this KPI was changed from a quarterly measure to a more appropriate annual measure. This KPI has been revised to remove a reference to "during the reporting year" since DHS records and reports additional pregnancies for teen parents throughout the length of their participation in TPAP. This participation may cover multiple years. The target for this KPI was decreased from 95% to 85% to reflect the shift	

from quarterly reporting to annual reporting.	
2018	Percent of teen parents receiving services from the Teen Parent Assessment program who are consistently attending their educational program (high school, GED, or other program) or who consistently attended and fulfilled the other requirements to successfully complete their educational program
2019	Percent of teen parents receiving services from TPAP who are enrolled in an educational or vocational training program and are meeting the requirements of the Educational component of their Individual Responsibility Plan (IRP)
The reporting frequency for this KPI was changed from a quarterly measure to a more appropriate annual measure. The original KPI, with its focus on consistent attendance, did not accurately represent the realities of parenthood for teens. The revised KPI represents DHS' current Two Generational approach which elevates customer-driven decision making and broadens the scope of choices to include vocational training. The target for this KPI was increased from 70% to 75% reflecting DHS' confidence in increased engagement when customers make their own decisions regarding their wellbeing.	
KPI	# of new employment placements/1000 TANF work-eligible customers (Monthly Average)
The target for this KPI was decreased from 20 to 18. Since this KPI was new in FY18, DHS is revising the target to set a challenging but realistic goal, based on data from the previous year.	
KPI	Call Center: Call Abandonment Rate
The target for this KPI was increased from 15% to 40%. Historically, DHS has never had an abandonment rate below 30% so the original 15% target was unrealistic, especially since there's a certain point at which DHS cannot control whether or not customers choose to make and abandon repeated calls rather than waiting for a representative to answer their call. Although the long term goal is an abandonment rate of less than 15%, setting the target at 40% is sensible, given the fact that FY18 saw the highest recorded call volume at the DHS Call Center and the full staff complement will not be on-board and trained until Q3 FY19.	
KPI	SNAP Error Rate
The target for this KPI was increased from 8% to 10%. Errors are often triggered by discrepancies between data obtained from federal or local agencies and information directly submitted by customers. The enhancement of the data interface incorporated in the District's new eligibility system (DCAS) that launched in FY17, however, resulted in an increase of such discrepancies and subsequently an increase of the SNAP error rate.	
KPI	Service Center Average Wait Time in Lobby (minutes)
The target for this KPI was increased from 100 to 110 minutes following analysis of the first years' worth of data collected following the Business Process Redesign implemented at DHS Service Centers and what is a realistic stretch goal..	
KPI	Service Center Average Wait Time in non-Lobby (days)
The target for this KPI was increased from 4 to 7 days following analysis of the first years' worth of data collected following the Business Process Redesign implemented at DHS Service Centers and a realistic stretch goal.	
KPI	Service Center Same Day Completion Rate (% of Lobby Cases)
The target for this KPI was decreased from 90% to 85% following analysis of the first years' worth of data collected following the Business Process Redesign implemented at DHS Service Centers.	
KPI	Call Center: Average Wait Time (MIN)
The target for this KPI was increased from 5 to 12 minutes to account for the fact that the DHS Call Center continues to receive more calls every year and the full staff complement will not be on-board and trained until Q3 FY19.	
KPI	Percent of Emergencies Responded to Within 24 Hours by Adult Protective Services
The target for this KPI was increased from 80% to 95% to reflect consistently high emergency response rates by DHS' Adult Protective Services.	

- 29. Please provide the number of FOIA requests for FY18 and FY19, to date, that were submitted to your agency.**

Please see Attachment 29 - FY18 FOIA Report.

- a. Include the number granted, partially granted, denied, and pending.**

Thirty-five (35) requests were fully granted; 11 requests were partially granted; three were fully denied; 10 had no responsive documents (which differs from a denial); three were sent to other public bodies, and two are pending within the FOIA response time.

- b. Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.**

The average response time is 13.5 days. It typically takes at least four FTE's to process a standard FOIA request (one Assistant General Counsel/FOIA Officer, two DHS Program Staff and the General Counsel). DHS typically has about four FOIA requests annually that are much more labor intensive and require the involvement of more FTE's. The average FOIA request takes an estimated 12 hours of response time. In FY18, the cost of compliance was \$34,444.00.

- c. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please provide a copy of that report as an attachment.**

DHS filed its annual FOIA Report, attached, with the EOM/MOLC/Secretary of the District of Columbia.

- 30. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY18 and FY19, to date. Please attach a copy if the study, research paper, report, or analysis is complete. For each study, paper, report, or analysis, please include:**

- a. The name,**
- b. Status, including actual or expected completion date,**
- c. Purpose,**
- d. Author, whether the agency or an outside party,**
- e. Reference to the relevant grant or contract (name or number) in your responses above, and**
- f. Source of funding (program and activity codes) if not included in responses above.**

<i>Name</i>	<i>Completion Date</i>	<i>Purpose</i>	<i>Author</i>	<i>Grant or contract</i>	<i>Source of Funding</i>
TANF Recertification	Spring 2018	Determine whether additional outreach increases the likelihood a customer will recertify for TANF benefits	The Lab @ DC	N/A	N/A
Embracing 2Gen: Findings from the District of Columbia's TANF Survey	May 2018	To summarize information captured in DHS's baseline survey before the 2Gen TANF policy took effect on April 1, 2018. The baseline survey findings will be included in a larger impact evaluation of the 2Gen TANF policy.	Yale University	Donation Agreement	N/A
TANF on the Brink of Change – Reflections of Mothers Receiving Cash Assistance in the District of Columbia	May 2018	To share the qualitative data collected by the Urban Institute from customers receiving TANF about their experience in the program, specifically before the 2Gen TANF policy took effect on April 1, 2018.	Urban Institute	Donation Agreement	Private funding from the Robert Wood Johnson Foundation

- 31. Please list all reports or reporting currently required of the agency in federal law, the District of Columbia Code, or Municipal Regulations. For each, include**
- The statutory code or regulatory citation;**
 - Brief description of the requirement;**
 - Any report deadlines;**
 - Most recent submission date; and**
 - A description of whether the agency is in compliance with these requirements, and if not, why not.**

<i>Citation</i>	<i>Description of the requirement</i>	<i>Deadline</i>	<i>Most recent submission</i>	<i>Description of whether the agency is in compliance</i>
<i>D.C. Official Code § 4-754.53(c)</i>	<i>Report on Shelter Monitoring</i>	<i>Annually</i>	<i>3/18</i>	<i>In compliance</i>
<i>D.C. Official Code § 4-756.04.</i>	<i>Report on data from the Interim Eligibility Program</i>	<i>Annually by February 1 to the ICH and DC Council</i>	<i>Pending</i>	<i>Pending</i>
<i>D.C. Official Code § 4-771.01(e)</i>	<i>Report on the operations and services of the Homeless Prevention Program</i>	<i>Annually by January 1 to the DC Council</i>	<i>FY18</i>	<i>In compliance</i>
<i>D.C. Official Code § 7-1913</i>	<i>Report on data from Adult Protective Services annually</i>	<i>Annually to the DC Council</i>	<i>Pending</i>	<i>Pending</i>
<i>7 CFR §272.2(c)</i>	<i>Report on SNAP Administration</i>	<i>Defined in the District's State Plan</i>	<i>8/15/18</i>	<i>In compliance</i>

Citation	Description of the requirement	Deadline	Most recent submission	Description of whether the agency is in compliance
45 CFR§596.17 Section 404(d) of the Social Security Act	Social Service Block Grant Intended Use Plan	Annually on September 1	FY19	In compliance
45 CFR§596.17 Section 404(d) of the Social Security Act	Social Service Block Grant Post Expenditure Reports	Annually on March 30	FY17	In compliance
TANF State Plan	Description of the State TANF Plan for the District of Columbia	Every three years on 12/31	12/31/18	In compliance
SNAP State Plan	Report of activities and requirements associated with the SNAP program	Annually on August 15	7/15/18	In compliance
SNAP E&T Annual Report	Data report including employment and training related outcome measures on SNAP E&T participants	Annually	1/15/19	In compliance
ACF 204	TANF Annual Report: Description of Activities in the TANF program	Annually on 12/31	12/31/18	In compliance
ACF 4125	Report on Children in Foster Homes	Annually on 12/31	12/31/18	In compliance
TANF Closed Case Report	Report on all closed TANF cases in previous quarter	45 days after the close of the previous quarter	2/14/19	In compliance
TANF Active Case Report	Report on all Active TANF cases in previous quarter	45 days after the close of the previous quarter	2/14/19	In compliance
TANF Aggregate Report	Aggregate numerical report of TANF caseload in previous quarter	45 days after the close of the previous quarter	2/14/19	In compliance
7 CFR 273.7(c)(8) SNAP 583 Quarterly Report	Quarterly Employment and Training (E&T) Program Activity Reports. (Source of state data about work registrant and E&T participation)	Due 45 days after the completion of each quarter in the fiscal year	2/15/19	In compliance
7 CFR 274.6(b)(2)	SNAP Electronic Benefit Transfer (EBT) Multiple Card Replacement Reports, trafficking of cards, and EBT out-of-state usage.	Quarterly	January 2019	In compliance
SNAP Quality Control Report	Monthly report to ensure the integrity of SNAP programs.	Monthly	February 2019	In compliance
366-B –SNAP Program	Report to USDA of fraudulent activity in the SNAP program	Quarterly	January 31, 2019	In compliance

Citation	Description of the requirement	Deadline	Most recent submission	Description of whether the agency is in compliance
<i>Federal regulations at 7 CFR 275.16(b) and Administrative Notice 21-2005</i>	<i>Corrective action planning is the process by which State agencies shall determine appropriate actions to substantially reduce or eliminate deficiencies in program operations and provide responsive service to eligible households. In planning corrective action, the State agency shall coordinate actions in the areas of data analysis, policy development, quality control, program evaluation, operations, administrative cost management, civil rights, and training to develop appropriate and effective corrective action measures.</i>	<i>Semi-annual CAP updates on May 1st and November 1st</i>	<i>1/1/18</i>	<i>In compliance</i>
<i>FNS Monthly Report</i>	<i>The report provides FNS with monthly data on caseload and benefit amounts, timely processing of applications, SNAP notices, SNAP payment matters, customer service at DHS service centers and fair hearing requests. Additionally, ESA includes in the report a point-in-time number of service center backlog cases (cases waiting to be worked by caseworkers).</i>	<i>Monthly</i>	<i>February 5, 2019</i>	<i>In compliance</i>
<i>FNS-209 (Status of Claims Against Households)</i>	<i>A quarterly report submitted to FNS with data on claims against households receiving SNAP benefits.</i>	<i>Quarterly</i>	<i>November 10, 2018</i>	<i>In compliance</i>
<i>FNS-388 State issuance and participation estimates</i>	<i>A monthly report submitted to FNS with actual and estimated data on SNAP caseload and benefit amounts. The most recent and first preceding month data are estimates and the second preceding month data are actuals.</i>	<i>Monthly</i>	<i>February 15, 2019</i>	<i>In compliance</i>
<i>FNS-46 SNAP Issuance Reconciliation</i>	<i>A monthly report submitted to FNS with data on SNAP benefit issuance operations, including reconciliations.</i>	<i>Monthly</i>	<i>February 15, 2019</i>	<i>In compliance</i>
<i>FNS-101 Participation in SNAP By Race</i>	<i>An annual report submitted to FNS with data on SNAP customers by race and ethnicity.</i>	<i>Annually</i>	<i>April 2018</i>	<i>In compliance</i>

<i>Citation</i>	<i>Description of the requirement</i>	<i>Deadline</i>	<i>Most recent submission</i>	<i>Description of whether the agency is in compliance</i>
<i>Garnett, et al. V. Zeilinger, Civil Action No. 17-1757 Reporting Requirement</i>	<i>The Class Action lawsuit in which Plaintiffs claim that the District is not timely processing SNAP applications or timely sending notices to recertify SNAP benefits is in the early Discovery phase. In August 2018, the Court dismissed Count III of Plaintiffs' claim, which alleged that the District failed to send notices of SNAP processing delays including a right to a Fair Hearing. The Court partially granted Plaintiffs' Preliminary Injunction Motion in May 2018 of the remaining two counts, the resulting August 2018 Preliminary Injunction Order requires the District to submit a monthly report on the timeliness of processing approved SNAP application and recertification cases to the Court and to provide a mechanism for Plaintiffs' counsel to seek resolution of SNAP recertification processing cases.</i>	<i>Monthly on the first business day after the 15th</i>	<i>1/16/19</i>	<i>In compliance</i>

32. Please discuss performance evaluations.

- a. Does the agency conduct annual performance evaluations of all its employees?**
- b. Who conducts such evaluations?**
- c. What steps are taken to ensure that all agency employees are meeting individual job requirements?**

Yes, performance plans and evaluations are submitted for all employees. Performance plans describe the goals, responsibilities and objectives for the position and are submitted to DCHR using a standardized template in PeopleSoft. The supervisor and the employee review the goals, responsibilities and objectives on an ongoing basis to ensure that the employee is meeting individual job requirements. Supervisors are responsible for establishing Performance Improvement Plans (PIP) for low performing employees and in such a case meet on a monthly basis to monitor performance, determine if objectives have been met and if corrective action is required. Should an employee fail to meet goals, responsibilities and objectives described in the PIP, corrective action, including reassignment, reduction in grade or removal, would be taken.

33. Please list all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY16, FY17, or

FY18, to date. Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.

Office of DC Auditor - Implementation Recommendations (TCP)	Status Update
<i>To the extent that DHS continues to contract for the management of homeless services, the agency should carefully review the required deliverables for future contracts, design a contract oversight plan that includes regular performance assessment metrics of the contractor, and assign sufficient personnel to perform contract administration.</i>	<i>Reports completed 09/30/16.</i>
<i>DHS should ensure that TCP submits the required monthly and annual performance reports, based on subcontract services to be provided, for each Contract Line Item Number (CLIN) and subcontract, as well as monthly invoices that detail the quantity of services provided for each CLIN and subcontract.</i>	<i>Implemented April 1, 2018. TCP submits monthly and annual reports, as well as monthly invoices and backup documentation detailing the quantity of services provided for each requirements CLIN. Back up documentation is input in the Homeless Management Information System (HMIS), which contract administrators use when reviewing client information and invoices to compare the reports provided by TCP and verify that clients stayed where they did at a certain time and received case management services. Contract Administrators are trained in HMIS, with refresher trainings offered annually, so they are able to verify supporting documentation provided by TCP.</i>
<i>DHS should invest in staffing for homeless services contract administration, including expanding the team, outlining specific responsibilities and providing for creation of data reports in HMIS.</i>	<i>Implemented 07/18/17.</i>
<i>DHS should review and revise the performance expectations of homeless services contract administrators and incorporate these detailed responsibilities into the contract administrators' annual performance assessments.</i>	<i>Implemented 06/13/16.</i>
<i>Policymakers, including the Mayor and Council, with the assistance of the Chief Financial Officer, should devise a more suitable annual funding cycle for ongoing critical services that does not rely on a series of budget and contract modifications, including working with federal counterparts as necessary.</i>	<i>Not Applicable to DHS.</i>

Office of DC Auditor - Implementation Recommendations (TCP)	Status Update
<i>DHS should develop a solicitation plan including justification for which services should be competitively bid and a timeline for solicitations going forward.</i>	<i>Implemented. Reports done by 09/30/16.</i>
<i>DHS should review the number of staff in OPRMI to determine if additional employees are necessary or other staff can assume additional responsibilities to ensure reports are sent to the providers in a timely manner.</i>	<i>Implemented 05/19/17.</i>
<i>DHS should hold TCP accountable for the implementation of its program rules strategy in its annual performance review.</i>	<i>In progress. Updated completion: 04/19. DHS is continuing to evaluate its internal process and schedule for reviewing program rules submitted by providers.</i>
<i>With feedback from TCP and providers, DHS should assess which training TCP is to provide and how often, and this information should be included in the contract and annual performance reviews.</i>	<i>Closed 06/13/16. Management accepts risk. Note: All training has been reviewed in FY18 by DHS in consultation with providers and stakeholders at the Inter-Agency Council on Homelessness (ICH), and DHS has received recommendations for consideration regarding frequency, duration, and content of training offered.</i>
<i>Determine the programs / facilities for which TCP shall be responsible for providing security services, including the number of security personnel.</i>	<i>Implemented 11/16</i>
<i>Require that TCP submit, for agency approval, revised subcontract templates by program type (transitional housing, outreach, etc.).</i>	<i>Implemented 02/17/17</i>
<i>DHS should require TCP to include monitoring of specific contract elements in the Performance Monitoring plan [...]; that the plan be circulated to all of the subcontractors and include, when necessary, training to ensure subcontractors are familiar with the terms and requirements; and assess TCP's compliance on an annual basis.</i>	<i>A copy of the TCP Program Monitoring Plan was circulated to all subcontractors in April 2018. The plan outlines TCP's policies and procedures for monitoring contract compliance and investigating grievances.</i>
<i>DHS should be consistent in enforcing guidance including communicating with the UPO and Catholic Charities that they must comply with TCP's Policies and Procedures as Continuum of Care Subcontractors.</i>	<i>Implemented and approved 12/06/16.</i>

Office of DC Auditor - Implementation Recommendations (TCP)	Status Update
<i>Work with the Office of Contracting and Procurement and TCP to bring CLIN amounts closer to annual costs.</i>	<i>No action intended; management accepts risk. Closed 04/28/17.</i>
<i>Require TCP to reprogram budget authority or submit budget modifications if necessary.</i>	<i>No action intended; management accepts risk.</i>
<i>DHS should ensure that TCP only provides repair and maintenance of designated District-owned facilities and should include all relevant attachments in the contract to clarify which facilities TCP can provide repair and maintenance to.</i>	<i>No action intended; management accepts risk.</i>
<i>Develop policies and procedures for the PSHP, which includes detailed processes for communicating timely.</i>	<i>No longer applicable.</i>
<i>Ensure it has full, complete, and accurate data as it relates to its clients.</i>	<i>Implemented 11/01/15.</i>
<i>Advise TCP to pay security deposits and monthly rental payments that are stipulated in the lease.</i>	<i>Closed 06/13/16. No longer applicable.</i>
<i>Advise TCP to comply with the contract's record retention requirement by strengthening its storage and organization of PSHP.</i>	<i>Closed 06/13/16. No longer applicable.</i>
<i>Enter into written agreements with TCP on the Families and Singles CLINs and include clear guidance on how to bill specific costs, as well as detailed performance metrics.</i>	<i>Implemented 11/01/15.</i>
<i>Determine how TCP should allocate the Sweat Equity costs.</i>	<i>Implemented 06/07/16.</i>
<i>DHS should enter into a written agreement with TCP on the management of D.C. General, including the review and approval of a detailed budget annually.</i>	<i>Implemented 02/17.</i>
<i>Consult with the DC Council about the use of ERAP funds to cover RRH costs.</i>	<i>No action will be taken; management accepts risk.</i>

Office of DC Auditor - Implementation Recommendations (TCP)	Status Update
<i>Work with TCP to develop and approve detailed RRH Policies and Procedures that include procedures.</i>	<i>Approved. No longer applicable.</i>
<i>Verify that providers are complying with program requirements related to recertification and regularly review.</i>	<i>Approved. No longer applicable.</i>
<i>Advise TCP to resolve data issues so that data analysis can be conducted to track all clients' rental subsidy amounts over time and analyze the cases of long term RRH clients to come up with a plan for their transition from the program, if the program is going to continue to be a short-term program.</i>	<i>Approved. No longer applicable.</i>
<i>Promptly finalize rule-making for the RRH program.</i>	<i>Approved. No longer applicable.</i>
<i>Advise TCP to comply with the contract's record retention requirement by strengthening its storage and organization of RRH leases and supporting documentation.</i>	<i>Approved. No longer applicable.</i>
<i>Create sub-CLINs for One-Time Costs and Rent for tracking and planning..</i>	<i>Approved. No longer applicable.</i>
<i>Enter into written agreements with TCP for RRH, with detailed performance metrics, i.e., timely rent payment.</i>	<i>Approved. No longer applicable.</i>
<i>Enter into a written agreement with TCP for LRSP that includes detail on allowable costs.</i>	<i>Approved. No longer applicable.</i>
<i>Regularly review LRSP transactions for compliance.</i>	<i>Approved. No longer applicable.</i>
<i>Determine whether it is appropriate for TCP to receive an administrative fee for managing itself.</i>	<i>No action intended; management accepts risk.</i>
<i>Require TCP to competitively bid the 10 services that TCP self-managed.</i>	<i>No action will be taken; management accepts risk.</i>

<i>OIG PSHP Review Recommendations</i>	<i>Status Update</i>
<i>Assess the duties and responsibilities of the CA and adequately staff oversight of the Human Care Agreement (HCA) and CoC Contracts.</i>	<i>Completed and closed.</i>
<i>Develop and implement controls to periodically review agreements and contracts to ensure that contractors / providers are performing and providing deliverables as required.</i>	<i>Completed and closed.</i>
<i>Provide guidance and training to CA's to ensure that they are knowledgeable of the existing HCA's statement of work.</i>	<i>Completed and closed.</i>
<i>Amend the HCA and develop and implement corresponding policies and procedures to reflect the HSP monitoring unit's responsibilities for conducting visits to providers.</i>	<i>Completed and closed.</i>
<i>Establish written policies and procedures for determining PSHP eligibility and document placements of participants deemed eligible.</i>	<i>Completed and closed.</i>
<i>Develop and implement controls to ensure that all payments made comply with the requirements of the OCFO's Financial Policies and Procedures Manual.</i>	<i>Completed and closed.</i>
<i>Establish controls to ensure that PSHP participants who opt out of Case Management are monitored in accordance with DHS requirements.</i>	<i>Completed and closed.</i>
<i>Develop and implement procedures to ensure monthly rental subsidy payments reports are reviewed and reconciled to the HtH database of recipients.</i>	<i>Completed and closed.</i>
<i>Recoup overpayments made to landlords by TCP.</i>	<i>Completed and closed.</i>

<i>OIG Hotel Contracts Recommendations</i>	<i>Status Update</i>
<i>Amend the Quality Inn and Suites contract, the Days Inn Gateway contract, and TCP's CoC contract, to ensure inspection responsibilities and requirements at the two hotels are clearly defined.</i>	<i>Completed. DHS's planned modification to the TCP Management contract was completed in January 2018 .</i>

<p><i>Review the hotel contracts to ensure each enumerates all requisite insurance coverages and promptly amend the contract terms, if necessary, to correct any identified deficiencies.</i></p>	<p><i>Completed. On November 15, 2017, DHS informed the OIG that Days Inn submitted a new insurance certificate that references sexual misconduct and molestation coverage.</i></p>
<p><i>Confirm that each hotel's current insurance coverages satisfy all contractual requirements.</i></p>	<p><i>Completed. On November 15, 2017, DHS informed the OIG that Days Inn submitted a new insurance certificate that references sexual misconduct and molestation coverage.</i></p>
<p><i>Develop and implement a methodology by which contract administrators can monitor and ensure compliance with each 'Contractor Requirements' in the Quality Inn and Suites and Days Inn Gateway contracts.</i></p>	<p><i>Completed. DHS is currently implementing a developed method to regularly monitor the contracts of the hotels, including regular site visits by contract administrators. DHS now has a single Contract Administrator (CA) dedicated to monitoring the hotel contracts, and has developed and implemented a methodology in FY18 to meet the Recommendation finding. As part of this implemented methodology, the dedicated hotel CA has conducted vendor orientation sessions with management at each of the contracted hotels to review contract requirements and deliverables. Additionally, monitoring of hotel contracts through DHS now includes, but is not limited to, the following: (1) Detailed review of invoices, verification of services delivered, and tracking of all payments against the contract budget; (2) Review of bi-weekly pest inspection reports; (3) Review and assessment of any Unusual Incident Reports (UIRs) and complaints received from clients, The Community Partnership for the Prevention of Homelessness (TCP), members of the community, and the DHS Office of Program Review, Monitoring and Investigation (OPRMI), and follow up with hotel vendors to ensure prompt action is taken to remedy any issues that need to be addressed; (4) Quarterly scheduled site visits to contracted hotels by the CA or staff reporting to the Deputy Administrator for Operations at the Family Services Administration (FSA) that oversees hotel CAs, to ensure vendors are in compliance with all contracted equipment, facility, and reporting requirements; and, (5) Unscheduled pop-up visits to contracted hotels by the CA or staff reporting to the Deputy Administrator for Operations at the Family Services Administration (FSA) that oversees hotel CAs, to address any performance issues with the hotels (e.g.,</i></p>

allegations of mold, unresolved maintenance issues, etc.).

<i>FY16 Single Audit Recommendations</i>	<i>Status Update</i>
<p><i>Finding 2016-001 - We recommend that DHS strengthen its existing policies and procedures over the review and maintenance of appropriate documentation to ensure compliance with eligibility requirements for the Supplemental Nutrition Assistance Program (SNAP).</i></p>	<p><i>In Progress. DHS implemented a Business Process Redesign (BPR) project, which is an eligibility case processing system-wide initiative that the District expects will greatly increase oversight of case processing and reduce instances of lost paperwork. Additionally, DHS is making technology and process improvements to address this finding, as described in the update to Finding 2016-009 below.</i></p>
<p><i>Finding 2016-002 - We recommend that DHS implement formal policies and procedures to maintain adequate security over, and documentation/records for EBT Cards.</i></p>	<p><i>In Progress. The OCFO Office of Finance and Treasury (OFT) is the Contracting Officer's Technical Representative (COTR) for the contract with Fiscal Impact Statement (prime) and sub-contractor that supports the EBT card program. OFT amended the FIS contract with new procedures to strengthen internal controls and card security, and hired an outside accounting firm to perform quarterly reviews of the new procedures that are ongoing. The United States Department of Agriculture, Food and Nutrition Services (USDA/FNS) are collaborating with DHS/ESA Division of Program Development, Training and Quality Assurance (DPDT & QA) to ensure DHS develops a module and conducts a Management Evaluation (ME) of the SNAP EBT offices for Fiscal Year 2019.</i></p>
<p><i>Finding 2016-009 - We recommend that DHS strengthen its existing policies and procedures over the review and maintenance of appropriate documentation to ensure compliance with eligibility requirements for the Temporary Assistance for Needy Families (TANF) program.</i></p>	<p><i>In Progress. DHS is making technology and process improvements to address this finding, in collaboration with DHCF, including reviewing scanning reports per Service Center/Unit to check for staff scanning inconsistencies where documents are placed into the Orphan and Default Queue and rolling out a series of upgrades to the Document Imaging Management System (DIMS) and Datacap Scanning Application, and training staff on technology changes and Quality Assurance processes to ensure documents are tagged timely and accurately.</i></p>

<i>FY16 Single Audit Recommendations</i>	<i>Status Update</i>
<p><i>Finding 2016-010 - We recommend that DHS enforce existing policies and procedures and implement additional policies and procedures for maintaining and monitoring case record documentation to ensure that Income Eligibility and Verification System requirements are complied with.</i></p>	<p><i>In Progress. DHS is working with the DCAS Project Team to ensure that the automatic pinging system is consistently applied to all cases and that updated processes under review will remedy the finding.</i></p>
<p><i>Finding 2016-011 - We recommend that DHS enforce existing policies and procedures and implement additional policies and procedures to ensure that TANF Penalty for Refusal to Work requirements are complied with.</i></p>	<p><i>In Progress. Effective April 1, 2018, ESA implemented a sanctions policy and procedure in accordance with the FY17 Budget Support Act and passed regulations which support the law and require that individuals who fail to meet their work participation requirements over four consecutive weeks will be subject to a six percent sanction. DHS is updating its Work Verification Plan to address penalties for refusal to work compliance under the new sanctions policy and processes to implement it.</i></p>
<p><i>Finding 2016-012 - We recommend that DHS enforce existing policies and procedures and implement additional controls to ensure that adequate documentation is maintained to substantiate the work participation data reported in the ACF-199 report in accordance with the District of Columbia Work Verification Plan.</i></p>	<p><i>In Progress. The DHS Work Verification Plan is being amended to align with DHS' existing policies and practices. The changes to the TANF Programming – including sanctioning, work participation, service provider requirements, and time limits have all changed in the last 24 months. Those program changes were paralleled by two mayor system changes: the upgrade from CATCH 2 to CATCH 3 and the conversion from ACEDS to DCAS. With both systems and program rules stabilized, DHS is aligning the Work Verification Plan to match the system configurations and program rules. This in an internal process and is scheduled to be complete by July 2019. Major changes to the Plan include, but are not limited to: sanction rules, 2 Generational structure, hours requirement, lifetime limits, primary provider responsibility, secondary provider responsibility, and Customer Individual Responsibility Plans.</i></p>

<i>FY16 Single Audit Recommendations</i>	<i>Status Update</i>
<i>Finding 2016-023 - We recommend that ESA improve internal control procedures to ensure that documentation is maintained to support eligibility decisions and that files are properly retained for the Medicaid program.</i>	<i>In Progress. DHS is making technology and process improvements to address this finding, in collaboration with DHCF, including reviewing scanning reports per Service Center/Unit to check for staff scanning inconsistencies where documents are placed into the Orphan and Default Queue and rolling out a series of upgrades to the Document Imaging Management System (DIMS) and Datacap Scanning Application, and training staff on technology changes and Quality Assurance processes to ensure documents are tagged timely and accurately.</i>
<i>Finding 2016-026 - We recommend that ESA strengthen its current policies and procedures to require the Social Services Representative (SSR) duties of recording and authorizing to be segregated for the Medicaid, TANF, and SNAP programs.</i>	<i>Complete. DHS leadership is ensuring staff follow guidelines related to Authority to Act and processing benefits by applying required training prior to deployment, setting strong expectations for quality, monitoring errors, and controlling system access privileges.</i>

<i>FY17 Single Audit Recommendations</i>	<i>Status Update</i>
<i>Finding 2017-001 - We recommend that DHS strengthen their policies and procedures over the review and maintenance of appropriate documentation to ensure compliance with allowability requirements.</i>	<i>Complete. The SNAP Employment and Training (SNAP E&T) program updated work processes, as reflected in invoicing procedures, to ensure the program communicates about any grant modifications timely to the Office of Administrative Support (OAS). This updated work process was implemented so that existing funding on purchase orders reflect any grant modifications.</i>
<i>Finding 2017-002 - We recommend that DHS should review and reconcile cost allocations to ensure accuracy.</i>	<i>Complete. DHS is ensuring that accounting systems reconcile with the supporting documentation for the indirect cost calculation prior to the claiming of funds for the period, so that indirect costs are allocated appropriately to the correct program. A process of supervisory review of work papers within the DHS OCFO's office is continually being implemented.</i>
<i>Finding 2017-003 – We recommend that DHS comply with the provisions of the Cash Management Improvement Act of 1990 (CMIA) agreement and request federal funds consistent with the CMIA agreement funding techniques and clearance patterns for this program.</i>	<i>Complete. SNAP did not meet the state threshold of \$20.1M and was not included in the CMIA plan. Due to the DCAS project the grant in FY17 went over the threshold. The CMIA was changed to include SNAP for the period ending June 30, 2018.</i>
<i>Finding 2017-004 – We recommend that DHS continue to improve the new ADP system for SNAP to ensure that it addresses all the administration requirements of the SNAP program.</i>	<i>Complete. All associated finding corrective action plans have been completed.</i>

FY17 Single Audit Recommendations	Status Update
<p><i>Finding 2017-005 – We recommend that DHS implement formal policies and procedures in place to ensure adequate safeguarding/documentation of EBT cards.</i></p>	<p><i>In Progress. The OCFO Office of Finance and Treasury (OFT) is the Contracting Officer’s Technical Representative (COTR) for the contract with FIS (prime) and UPO (sub) that supports the EBT card program. OFT amended the FIS contract with new procedures to strengthen internal controls and card security, and hired an outside accounting firm to perform quarterly reviews of the new procedures that are ongoing. The United States Department of Agriculture, Food and Nutrition Services (USDA/FNS) are collaborating with DHS/ESA Division of Program Development, Training and Quality Assurance (DPDT & QA) to ensure DHS develops a module and conducts a Management Evaluation (ME) of the SNAP EBT offices for Fiscal Year 2019.</i></p>
<p><i>Finding 2017-010 – We recommend that DHS strengthen its existing policies and procedures requiring it to maintain documentation supporting participant eligibility.</i></p>	<p><i>In Progress. DHS is making technology and process improvements to address this finding, in collaboration with DHCF, including reviewing scanning reports per Service Center/Unit to check for staff scanning inconsistencies where documents are placed into the Orphan and Default Queue and rolling out a series of upgrades to the Document Imaging Management System (DIMS) and Datacap Scanning Application, and training staff on technology changes and Quality Assurance processes to ensure documents are tagged timely and accurately.</i></p>
<p><i>Finding 2017-011- We recommend that DHS enforce existing policies and procedures and implement internal controls to ensure that Child Support Non-Cooperation sanctions are consistently applied, and adequate documentation is maintained to support DHS’ compliance with the TANF Child Support Non-Cooperation compliance requirements, especially when it comes to substantiating the “good cause” exception to sanctions.</i></p>	<p><i>In Progress. Staff from DHS/ESA, including the Sanctions Team Supervisor who is responsible for implementing Child Support sanctions for TANF Cases, staff from the Office of Attorney General (OAG) Child Support Services Division (CSSD), and staff from the Department of Health Care Finance (DHCF) DCAS team continue to meet to remedy this finding. As of January 11, 2019, a new report has been finalized and is being used by the Sanctions Team as a solution to the previously generated report that was not functioning correctly.</i></p>
<p><i>Finding 2017-012 – We recommend that DHS enforce existing policies and procedures and implement additional policies and procedures for maintaining and monitoring case record documentation to ensure that Income Eligibility and Verification System requirements are complied with.</i></p>	<p><i>In Progress. DHS is working with the DCAS Project Team to ensure that the automatic pinging system is consistently applied to all cases and that updated processes under review will remedy the finding.</i></p>

FY17 Single Audit Recommendations	Status Update
<p><i>Finding 2017-013 – We recommend that DHS enforce existing policies and procedures and implement additional policies and procedures to ensure that Penalty for Refusal to Work requirements are complied with.</i></p>	<p><i>In Progress. Effective April 1, 2018, ESA implemented a sanctions policy and procedure in accordance with the FY17 Budget Support Act and passed regulations which support the law and require that individuals who fail to meet their work participation requirements over four consecutive weeks will be subject to a 6 percent sanction. DHS is updating its Work Verification Plan to address penalties for refusal to work compliance under the new sanctions policy and processes to implement it.</i></p>
<p><i>Finding 2017-014 – We recommend that DHS enforce existing policies and procedures and implement additional controls to ensure that adequate documentation is maintained to substantiate the work participation data reported in the ACF-199 report in accordance with the District of Columbia Work Verification Plan. We also recommend that DHS implement policies, procedures and controls that will enable an accurate reconciliation between the data sources used in the preparation of the ACF-199 report to ensure proper reporting of data elements, such as child care subsidies.</i></p>	<p><i>In Progress. The DHS Work Verification Plan is being amended to align with DHS’ existing policies and practices. The changes to the TANF Programming – including sanctioning, work participation, service provider requirements, and time limits have all changed in the last 24 months. Those program changes were paralleled by two major system changes: the upgrade from CATCH 2 to CATCH 3 and the conversion from ACEDS to DCAS. With both systems and program rules stabilized, DHS is aligning the Work Verification Plan to match the system configurations and program rules. This is an internal process, and is scheduled to be complete by July 2019. Major changes to the Plan include, but are not limited to: Sanction rules, 2 Generational structure, Hours requirement, Lifetime limits, Primary provider responsibility, Secondary provider responsibility, and Customer Individual Responsibility Plans.</i></p>

DHS also participates in routine Management Evaluations with Federal oversight entities that result in corrective action plans. DHS then implements the corrective action plans, which are operational in nature and unrelated to Federal expenditures. The corrective action plan findings and latest status updates are available upon request.

Agency Operations

34. Please describe any initiatives that the agency implemented in FY18 or FY19, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Business Process Redesign

One of the primary goals of the Business Process Redesign (BPR) is to provide a comprehensive, full-service delivery experience for customers in one visit. That is, customers should be able to visit any Service Center one time to fully address their inquiry. In FY16, DHS engaged national experts to implement a BPR for the ESA Service Centers. In FY17, DHS staff at the Service Centers were fully trained and the new operating standards were implemented at all five Service Centers. All Service Centers accomplished a measurable decrease in the average lobby wait time per customer. Fewer customers are making repeat visits, staff have more capacity to serve those who arrive for the first time, and more

applications are completed in a “one and done” manner. In FY19, DHS will continue to work with the BPR contractor on the following initiatives to further the customer service experience: planning for integration of PathOS with DCAS R3 and assessing the operations and scope of the DHS Call Center. Finally, DHS will expand the BPR to address the following processes and/or functions: the PARIS match process, overpayment process, fraud detection, and incarceration/death process.

Automated Call Center Reports

DHS created automated subscriptions for call center analytics reports generated in Tableau to decrease staff time dedicated to creating daily and weekly reports and to guarantee consistent delivery of reports to key staff. In addition, DHS trained call center staff on the process for manually generating the reports to empower staff to create custom reports on demand. These reports communicate important performance indicators used by program staff to identify opportunities for increased efficiency and develop operational strategies to remedy performance-related issues.

Everbridge Emergency Mass Notification System

The Everbridge Mass Notification System supports more than 100 different multi-modal delivery methods with voice recording, text to speech conversion in multiple languages, push notifications, rich text formatting, and SMS. These capabilities enable DHS to contact its employees simultaneously in near real time to advise about operational disruptions or emergency incidents like a building fire or active shooter. Implementation of this system has already proven invaluable to the DHS team during several utility failures impacting our facilities. More than 75 percent of DHS staff have voluntarily signed up to participate in the emergency notification process.

Seamless Docs to reduce administrative burden of paper and PDF forms

DHS increased the efficiency of form management and storage through the use of Seamless Docs, a document platform where forms can be exchanged, completed, and signed online. Seamless electronically captures signatures, allows DHS to track the work flow of each form, and has an option for signature e-reminders. The documents are stored in a secure repository, which eliminates the need for paper and pdf storage. Each line of data can be “dumped” into a database allowing for easy analysis and report searching. The telework program application, no fee birth certificate application, suitability screening agreements, IT access request forms, and the emergency employee’s designation form are all active on Seamless Docs.

Traka Auto Key System

DHS utilizes the Traka Auto Key System (Traka) as its shared vehicle key system. Traka houses keys for DHS’s assigned agency vehicles in a central location. Because Traka’s online interface allows DHS to schedule and identify vehicle usage in real time, the system provides assurances that vehicle keys are readily available and provides an added level of accountability in the event of a vehicle-related issue. DHS is currently moving forward with plans to implement this system for its entire vehicle fleet. This will allow the fleet coordinator to monitor fleet car usage automatically and will replace self-reporting protocol.

Structured Decision Making (SDM) Model

Adult Protective Service (APS) continues to collaborate with the National Council on Crime Delinquency (NCCD) to implement the Structured Decision-Making Model, which is a suite of customized assessment instruments that promote safety and well-being for those most vulnerable and at risk. This evidence and

research-based system identifies the key points in the life of a case and uses structured assessments (Screening and Response, Risk, Safety and Needs Intervention) to improve the consistency and validity of each decision. The SDM model additionally includes clearly defined service standards, mechanisms for timely reassessments, methods for measuring workload, and mechanisms for ensuring accountability and quality controls.

By the end of FY18, APS fully implemented the SDM. Implementation of these three assessments combined with the established Review, Evaluate, and Decide (RED) Team has led to improved consistency, validity, and reliability of decisions related to APS cases. As a result of this process improvement, DHS has been able to conduct more investigations to address more complex underlying issues. This efficiency and uniformity allow DHS to better partner with local and national partners and to more appropriately and comprehensively serve customers.

MGM Tracker

DHS rolled out the MOU GRANT MOA (MGM) Tracker in late FY18. This SharePoint-based application allows document edits and approvals to be tracked and final executed MOUs, Grants and MOAs to be archived. The system replaced a paper approval process that was cumbersome and often resulted in missing documents that needed to be re-created.

- 35. Please list each new program implemented by the agency during FY18 and FY19, to date. For each program, please provide:**
- a. A description of the program;**
 - b. The funding required to implement to the program;**
 - c. The program and activity codes in the budget; and**
 - d. Any documented results of the program.**

DC FLEX

The Flexible Rent Subsidy Pilot is a new program to promote housing stability for low-income Washington, DC residents. The subsidy is unique in that recipients are able to adjust how much of the subsidy they use on rent each month, provided that they do not exceed an annual cap of \$7,200. One million dollars (\$1,000,000) has been appropriated annually for a period of five years. DHS expects to serve around 125 families. The program and activity codes for the DC Flexible Rent Subsidy Pilot program are Homeless Services Continuum Families (5037) and HC12.

STEP

The Strengthening Teens Enriching Parents (STEP) program is housed within the DC Department of Human Services (DHS), Youth Services Division (YSD) in partnership with the Metropolitan Police Department (MPD) and in collaboration with the District's Inter-Agency child-serving agencies: Child and Family Services Administration (CFSA), Court Social Services (CSS), Department of Behavioral Health (DBH), Department of Youth Rehabilitation Services (DYRS), Sasha Bruce Youthwork, and a network of community-based service providers.

The STEP program provides intensive case management services for youth under the age of 18 who reside in the District of Columbia who have had one or more episodes of running away from home. Since the inception of the initiative last fall, STEP has hired five Case Managers who

provide a range of services based on the youth and family's needs, including: stabilization services, respite, mentoring, mediation, and behavioral health interventions to increase stability, safety and overall functioning in the home, school and community. Sasha Bruce Youthwork, the key community-based provider for STEP, has added five respite beds and an in-home family strengthening program to support this work. The STEP initiative is a voluntary program that lasts for three to six months, depending on the youth and family's needs.

READY Center

DHS is a partner in the READY Center, a District-wide initiative, supported by a coalition of agencies, to provide services and address recidivism of residents entering the DC Jail. Housed in the Families First Program within ESA, DHS has four Vocational Development Specialists who support individuals who are released from the jail with case coordination – including accessing benefits and connecting, with employment and training programs in the city and identifying supporting resources.

DHS has a budget of \$355,058.88 for the READY center, and it supports four (4) positions, as well as supporting resources for the customers served. The program and activity codes for the READY Center are 2000 and CM06.

Downtown Day Services Center

The Downtown Day Services Center will provide critical services to individuals experiencing homelessness. The program is housed in the New York Avenue Presbyterian Church and managed by the DowntownDC Business Improvement District, with social services provided by Pathways to Housing DC, District agencies and additional partners.

During daytime hours customers will be able to receive services including connections to case management, behavioral health resources, employment support, and housing assessments. Programming will promote wellness and harm reduction, and customers will be able to utilize transportation assistance, legal services, and assistance with securing vital documents. In addition, customers will have access to meals, computers, showers, and laundry facilities.

DHS budgeted \$2.5M for FY19, and the program and activity codes for the Downtown Day Services Center are Homeless Services Continuum Individuals 5000 and HC85.

36. Please explain the impact on your agency of any legislation passed or regulations adopted at the federal level during FY18 and FY19, to date, which significantly affect agency operations.

None at this time.

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

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

- 38. Please identify all electronic databases maintained by your agency, including the following:**
- a. A detailed description of the information tracked or maintained within each system;**
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and**
 - c. Whether the public can be granted access to all or part of each system.**

Please see Attachment 38 - Electronic Databases.

- 39. Please provide a detailed description of any new technology acquired or any upgrades to existing technology in FY18 and FY19, to date, or anticipated for the remainder of FY19.**
- a. Include the cost, what it does, and the budget program and activity codes that fund it.**
 - b. Cross reference to any relevant contracts (name or number) in the responses above.**
 - c. Please explain if there have there been any issues with implementation.**

<i>New technology acquired or any upgrades to existing technology in FY18 and FY19</i>	<i>Fiscal Year</i>	<i>Cost</i>	<i>Budget Codes</i>	<i>Implementation Issues</i>
DHS has plans to stop using IBM Workplace as the Web component of Datacap. We will implement IBM Content Navigator that allows additional features with a more visually intuitive interface, such as drag and drop documents. We will also upgrade Datacap from the current 9.0 version to 9.1.3. There are no additional hardware or software costs associated with these changes, as they will be covered under existing contracts with OCTO and IBM.	2018	\$375,000	JA0/0409/TMDE9/TE115	
Customer Assessment Tracking and Case History (CATCH 2) is a case management application that tracks and records customers' participation in work activities and generates monthly invoices (reimbursement payments to service providers) based on participation. DHS is upgrading the CATCH application to adhere to the new Sanctions and TANF policies.	2018	\$905,584.59	JA0/0501/TJOB8/TJ109	No issues
Customer Assessment Tracking and Case History (CATCH 2) is a case management application that tracks and records customers' participation in work activities and generates monthly invoices (reimbursement payments to service providers) based on participation. DHS is upgrading the CATCH application to integrate the system with OCTO's PASS system to comply with e-invoicing initiative;	2019	\$430,864.98	JA0/0501/TJOB9/TJ109	No issues

<i>New technology acquired or any upgrades to existing technology in FY18 and FY19</i>	<i>Fiscal Year</i>	<i>Cost</i>	<i>Budget Codes</i>	<i>Implementation Issues</i>
The TANF Comprehensive Assessment (TCA) formerly the Online Work Readiness Assessment (OWRA) created by the Federal Office of Family Assistance (OFA) is a comprehensive online resource used to improve the assessment of TANF participants. TCA is a critical tool in helping to meet the primary objectives of TANF to promote stronger families, increase employment, and improve self-sufficiency among the most vulnerable DC populations. This database contains information relating to participants such as barriers to employment, household, demographic, housing, and health. DHS is acquiring temporary resources to stabilize, enhance and maintain the system. The enhancements will improve the application's performance and usability.	2018	\$436,100	TBD	No issues

<i>New technology acquired or any upgrades to existing technology in FY18 and FY19</i>	<i>Fiscal Year</i>	<i>Cost</i>	<i>Budget Codes</i>	<i>Implementation Issues</i>
The TANF Comprehensive Assessment (TCA) formerly the Online Work Readiness Assessment (OWRA) created by the Federal Office of Family Assistance (OFA) is a comprehensive online resource used to improve the assessment of TANF participants. TCA is a critical tool in helping to meet the primary objectives of TANF to promote stronger families, increase employment, and improve self-sufficiency among the most vulnerable DC populations. This database contains information relating to participants such as barriers to employment, household, demographic, housing, and health. DHS is acquiring temporary resources to stabilize, enhance and maintain the system. The enhancements will improve the application's performance, usability and reduce redundancy in assessment time.	2019	\$179,152.88	JA0/0501/TJOB9/TJ109	No issues
The SNAP Comprehensive Assessment (SCA) is a comprehensive online resource used to improve the assessment of SNAP participants. SCA is the SNAP equivalent to TCA. DHS is acquiring temporary resources to stabilize, enhance and maintain the system. The enhancements will improve the application's performance and usability. DHS is also developing a new application to conduct case management for SNAP applications. The current system is running on obsolete technology.	2018	\$477,500	TBD	
DHS Mobile Application is a mobile application that provides DHS customers with a means to check their recent DHS benefit information and notifications. All development is conducted using in-house government staff and interns. In addition, DHS received a grant from FNS of \$220,941 to build an eligibility document upload mobile application - that project has not started yet. The mobile application will allow SNAP, TANF, and Medicaid customers to upload applications, midcertifications, and supporting documents.	2018	\$0.00	NA	Due to a found vulnerability, the application was removed from the public Google and Apple store.

Youth Homelessness

40. What is the budget for homeless youth (18-24) and minors (under age 18) for FY19? Please indicate and explain any variance from FY18.

- a. Please identify funding sources.**
- b. Please indicate how funding is allocated among service providers.**

The FY18 budget for homeless minors and youth up to age 24 was \$11.4 million. The FY19 budget is \$14.8 million. The variance is due to the addition of new money for beds, the drop-in center, and prevention/diversion funds aligned with *Solid Foundations*.

Funding was provided through local dollars and, with the exception of six FTEs in DHS' prevention and diversion programs, all of the funds were expended via grants/contracts to community-based organizations. In total, DHS directly grants more than \$8.3million while The Community Partnership (TCP) provides subcontracts for the remainder.

DHS grantees:

Provider	Program	FY18 Beds	FY19 Beds	FY18 Budget	FY19 Budget
Casa Ruby	Short Term Housing (formerly Crisis Beds)	10 (LGBTQ)	10 (LGBTQ)	\$400,000	\$400,000
Casa Ruby	Low-Barrier	50 (LGBTQ)	50 (LGBTQ)	\$528,000	\$528,000
Casa Ruby	Transitional Housing	10 (LGBTQ)	10 (LGBTQ)	\$458,000	\$458,000
DC Doors	Transitional Housing	10	10	\$475,000	\$475,000
DC Doors	Extended Transitional Housing (formerly Permanent Supportive Housing)	16 (projected total)	12**	\$600,000	\$600,000
LAYC	Transitional Housing	16 (6 LGBTQ)	22 (12 LGBTQ)	\$757,437	\$329,295
LAYC	Permanent Supportive Housing	11	11	\$190,000	\$190,000
Covenant House	Crisis Beds (pregnant/parenting 16-21 y/o)	6	6	\$550,000	\$550,000
Covenant House	Transitional Housing	10	17	\$415,000	\$709,000
Covenant House	Low-Barrier	20	20	\$270,153	\$391,000
Covenant House	Transitional Housing (DYRS Youth)	8	8	\$370,000	\$370,000
Sasha Bruce	Transitional Housing (Youth heads of household)	6	6	\$314,847	\$157,500
Sasha Bruce	Extended Transitional Housing (formerly Permanent Supportive)	16 (projected)	12**	\$600,000	\$600,000

	Housing)	total)			
SMYAL	Transitional Housing	12 (LGBTQ)	12 (LGBTQ)	\$466,000	\$466,000
Collaborative Solutions for Communities	Rapid Re-Housing	20	20	\$700,000	\$200,000
Total Beds		199	226		

* All programs serve 18-24 year olds unless otherwise stated

** Total of 24 beds divided between two providers

DHS Grantees (continued):

Provider	Program	FY18 Budget	FY19 Budget
Friendship Place	Street outreach	\$225,000	\$225,000
Her Resiliency	Street outreach	\$175,000	\$175,000
Greater Washington Urban League	Prevention Services	N/A	\$200,000
LAYC	Drop in center	\$330,000	\$330,000
Sasha Bruce Youthwork	Drop in center	\$330,000	\$330,000
Sasha Bruce Youthwork	Stabilization Services	\$300,000	\$300,000
Provider to be selected via competitive grant (anticipated 4/1/18)	Crisis Beds (Minors)	\$230,000	\$630,000
Provider selected via competitive grant 1/7/19	24 hour Drop in Center (including TAY Crisis beds)	N/A	\$1,660,000
Provider to be selected via competitive grant (anticipated 2/27/19)	Transitional Housing	N/A	\$1,305,000

* All programs serve 18-24 year olds unless otherwise stated

TCP Subgranted Programs

Provider	Program	Type	Population	Units	FY17 Contract Amount	FY18 Contract Amount
Catholic Charities	Youth Transitional Program	Transitional Housing	Male Unaccompanied Youth Aged 18 to 24	24	\$30,415*	\$364,981.00
Covenant House Washington	Rites of Passage	Transitional Housing	Unaccompanied Youth Aged 18 to 24	15	\$32,040.75*	\$384,489.00

Echelon Community Services	Family Rehousing Stabilization Program	Rapid Rehousing	Families Headed by Youth Aged 18 to 24	75	\$163,340.00	TBD
Echelon Community Services	New Start at Kia's Place	Transitional Housing	Families Headed by Youth Aged 18 to 24	25	\$141,771.20*	\$1,701,254.38
Echelon Community Services	Kia's Place III	Transitional Housing	Families Headed by Youth Aged to 24	32	\$79,329.00*	\$951,948.00
Edgewood Brookland	Iona Whipper Home	Transitional Housing	Families Headed by Youth Aged to 24	10	\$37,500.00*	\$450,000.00
Latin American Youth Center	Extended Living Program	Transitional Housing	Unaccompanied Youth Aged 18 to 24 and Families Headed by a Youth Aged 18 to 24	10	\$19,377.00*	\$232,524.00
Latin American Youth Center	Hopes House	Transitional Housing	Unaccompanied Youth Aged 18 to 24	8	\$24,763.67*	\$296,924.08
Sasha Bruce Youthwork	Sasha Bruce House	Crisis Beds	Minor Children	15	\$33,088.60*	\$777,146.00
Sasha Bruce Youthwork	Independent Living Program	Transitional Housing	Unaccompanied Youth Aged 18 to 24	12	\$16,265.19*	\$396,159.25
Sasha Bruce Youthwork	Re*Generation House	Transitional Housing	Unaccompanied Minors and Youth Aged 18 to 24	16	\$27,125.25*	\$325,503.03
Sasha Bruce Youthwork	V Street PSH	Permanent Supportive Housing	Families Headed by Youth Aged 18 to 24	13	\$156,801.84**	\$130,000.00
Sasha Bruce Youthwork	Transitional Housing Program	Transitional Housing	Families Headed by Youth Aged 18 to 24	8	\$28,668.16*	344,017.94
So Others Might Eat	Family Rehousing Stabilization Program	Rapid Rehousing	Families Headed by Youth Aged 18 to 25	21	\$81,500.00**	\$642,363
Wanda Alston House Foundation	Wanda Alston House	Transitional Housing	Unaccompanied LGBTQ Youth Aged 18 to 24	8	\$29,527.43*	\$354,329.19

* Sole Source Grant Agreement - 6-month awards

** Management Contract - 12-month awards

Programs Funded by HUD:

Provider	Program	Type	Population	Units
Community Connections	Youth Families	Permanent Supportive Housing	Families Headed by youth Aged 18 to 24	17
Community Connections	Project LIFT	Rapid Rehousing	Unaccompanied Youth Aged 18 to 24	16
Covenant House Washington	My Place	Permanent Supportive Housing	Unaccompanied Youth Aged 18 to 24 and Families Headed by a Youth Aged 18 to 24	13
Sasha Bruce Youthwork	HUD Grant Supports DHS funded Independent Living Program	Transitional Housing	Families Headed by Youth Aged to 24	12

41. How many homeless youth (18-24) and minors (under age 18) were served in FY18 and FY19, to date? Please indicate the number placed in shelter. Of this number how many identified as LGBTQ?

In FY18, 208 minors and 3,753 transitional age youth were served; 145 minors and 599 transitional age youth were in shelter. In FY19, 177 minors and 3,079 transitional age youth were served; 126 minors and 453 transitional age youth were in shelter. A core component of *Solid Foundations DC* has been the institution of an annual youth census – similar in function to our annual Point in Time (PIT) count, but administered differently to better account for the way in which youth homelessness manifests. With each year, we are continuing to gather better data to truly understand the need of all vulnerable youth in the District, including LGBTQ youth experiencing homelessness. According to the results of the 2018 Homeless Youth Census, 37 percent of unaccompanied youth identify as LGBTQ.

a. How many youth under 18 without children were served? Please indicate the services received. Please indicate the number placed in shelter.

In FY18, 208 minors without children were served. Of these 208, 76 received outreach/drop-in services, 145 were in shelter, and four were placed in transitional housing.

In FY19, 177 minors without children served. Of these 177, 59 received outreach/drop-in services, and 126 were in shelter.

b. How many youth 18 to 24 without children were served? Please indicate the services received. Please indicate the number placed in shelter.

In FY18, 1,971 transitional age youth without children were served. Of these individuals, 1,413 received outreach/drop-in services, 599 were in shelter, 244 were placed in transitional housing, 46 received rapid rehousing, and 27 were given permanent supportive housing.

In FY19, 1,872 transitional age youth without children were served. Of these individuals, 1,427 received outreach/drop-in services, 453 were in shelter, 228 were placed in transitional housing, 42 received rapid rehousing, and 27 were given permanent supportive housing.

c. How many youth under 18 with children were served? Please indicate the services received. Please indicate the number placed in shelter.

According to Homeless Youth Count data, there were no minors with children served in FY18 or FY19, to date.

d. How many youth 18 to 24 with children were served? Please indicate the services received. Please indicate the number placed in shelter.

In FY18, 1,782 transitional-age youth with children were served. Of these individuals, 1,145 were served at Virginia Williams, 396 were in shelter, 33 were in short-term family housing, 143 were placed in transitional housing, 616 received rapid rehousing, and 34 were given permanent supportive housing.

In FY19, 1,207 transitional age youth with children were served. Of these individuals, 402 were served at Virginia Williams, 374 were in shelter, 33 were in short term family housing, 139 were placed in transitional housing, 558 received rapid rehousing, and 30 were given permanent supportive housing.

42. How many shelter beds have been reserved for homeless youth (18-24); minors (under age 18); and minors and youth who identify as LGBTQ? How homeless minors or youth were turned away from shelter because of lack of capacity or other reasons in FY18 and FY19, to date? Please identify the reasons.

In FY18, DHS expanded its low-barrier bed capacity by 43 for a total of 70 beds to serve Transition-Age Youth (18-24) experiencing homelessness. Through TCP at Sasha Bruce, DHS has expanded bed capacity by adding five beds for a total of 15 beds for minors who are experiencing housing insecurity. Of the total number of DHS-funded shelter beds, 50 beds specialize in serving youth who identify as LGBTQ.

In FY18 Q2, DHS selected a provider to create 30 additional shelter beds with an anticipated opening in Q3. All providers in the homeless continuum of care must provide culturally competent services to all individuals seeking services without regard to gender, sexual orientation, or identity, as well as other legally protected characteristics.

DHS and its service providers have never had to turn away a minor child seeking homeless services. All providers are required to report any suspicion of abuse and neglect to the Child and Family Services Agency. If capacity is reached at youth-specific facilities for transition-aged youth, they are served in adult programs. However, DHS is not aware of any provider having to turn away a youth due to capacity. DHS works to connect youth experiencing housing insecurity

to services that will support reunification when safe and appropriate and promote housing stability. Please see the table in Question 40 for bed composition.

- 43. How many youth are currently being served under Parent Adolescent Support Services (PASS) program?**
- a. How many youth were served in FY18?**

There are currently 180 youth being served under PASS. During FY18, 498 youth were served in the program.

- b. Is there a waitlist for services at this time?**

Whether PASS has a waiting list varies from week to week, depending on referrals, case closures, etc. The need to conduct aggressive outreach for referrals has never been viable because the program is deemed at capacity at all times.

- 44. Please describe the work of the Strengthening Teens Enriching Parents Program (STEP). Please include the number of youth served in FY18 and FY19, to date. Please include STEP intake procedures and screening process. Of the number of youth who have completed an intake procedure, please include how many engage in services. Please include STEP performance measures and any outcome data collected.**

The Strengthening Teens Enriching Parents (STEP) program is housed within the DC Department of Human Services (DHS), Youth Services Division (YSD) in partnership with the Metropolitan Police Department (MPD) and in collaboration with the city's child-serving agencies: Child and Family Services Agency (CFSA), Court Social Services (CSS), Department of Behavioral Health (DBH), Department of Youth Rehabilitation Services (DYRS), Sasha Bruce Youthwork, and a network of community-based service providers.

The STEP program provides Intensive Case Management services for youth under the age of 18 who reside in the District of Columbia who have had one or more missing persons reports. Since the inception of the initiative, STEP has hired five case managers who provide a range of services based on the youth and their family's needs. This includes, stabilization services, mentoring, mediation, and behavioral health interventions to increase stability, safety and overall functioning. Sasha Bruce Youthwork, the key community-based provider for the STEP program delivers respite care and an in-home family strengthening program to support this work. The STEP program is voluntary and lasts for up to six months depending on the needs of the youth and their family. STEP does not waitlist any youth to the program.

On a daily basis, youth come to the attention of STEP via official missing persons reports (MPRs) filed with MPD. If youth are currently involved with a partner child-serving agency (CFSA, CSS, DYRS, Sasha Bruce) or are receiving services from an existing DHS program (PASS, ACE, TPAP), those entities serve as the lead agency to address the presenting issues of that youth and their family. Cases are prioritized based on the age of the youth (youth 13 years

and under are high priority); youth with prior CFSA; CSS or legal involvement; prior MPRs; and whether a youth is suspected to have been sexually exploited.

For youth not already linked to a child-serving agency, STEP contacts the family within 24 hours of receiving the daily MPR, either by mail or phone, depending on risks identified through STEP's triage process, to explain the program and set up an in-home consultation if the family is interested in services. Through this immediate outreach, STEP staff make an initial assessment as to why the youth is running away and, together with the family, recommends services that will help reduce the likelihood of future runaway episodes and increase family stability. In instances where the youth appears on the MPR for the first time, and does not have any risk factors reported, the parent/guardian receives a STEP Resource Letter that includes a list of helpful community-based services, resources, and supports.

From September 5, 2017 - December 31, 2018, MPD received 2,762, missing persons reports. This total includes 1,713 youth who had one MPR within the last 12 months. MPD (and thus STEP) receives an average of seven youth referrals daily and 195 youth referrals monthly.

In collaboration with our partner agencies, DHS has instituted a weekly review process to look closely at youth—in STEP as well as those served by other agencies—who are reported missing multiple times. Along with our partner agencies, we discuss the critical needs of the youth and family and develop a strategy of next steps for engagement with the youth and family.

In FY18, STEP served 111 youth, with 35 of them completing the program during the fiscal year. Of those who completed the program, 71 percent showed improvement in their CAFAS (Child and Adolescent Functional Assessment Scale) scores. In FY19, STEP has worked with more than 50 new youth in addition to the 58 youth whose cases carried over from FY18 to FY19. During FY18 through Q1 of FY19, more than 400 additional youth have been/are being served by partner lead entities, CFSA, CSS, and other DHS Youth Services Division programs.

Key proposed performance measures for STEP in FY19 include:

- Reduced number of repeat MPRs by youth participating in STEP or served by another lead agency by ensuring youth/families receive clinically appropriate behavioral health services, if needed and/or other supportive services.
- Improved youth scores on the Child and Adolescent Functional Assessment Scale (CAFAS), which measures the functioning of the youth across critical life subscales including home, community, and school.
- Improved family scores on the Adaptability, Partnership, Growth, Affection, and Resolve (APGAR), which measures the functioning of the family across five domains.
- A reduced percentage of youth having further legal involvement.

- 45. Please provide program description for the Extended Supportive Housing Program (ESHP). Please include number of youth served in that program to date and, if any, outcome data of youth involved in ESHP.**

The Extended Supportive Housing Program has been renamed the “Extended Transitional Housing” (ETH) program to alleviate any confusion about the type of housing it provides and in recognition that the program is a long-term transitional housing program. ETH increases the housing and intensive supportive services to youth ages 18 through 24 for up to six (6) years with the goal of stabilizing the youth and preparing them for independence as they transition to adulthood. The goal of the ETH program is to provide extremely vulnerable youth with intensive support as a way to prevent long-term, chronic homelessness in adulthood. ETH has the capacity to serve 24 youth; as of January 31, six youth are being served. DHS has grants with two ETH providers, each required to maintain 12 slots, with staggered entry to ensure smooth transitions to the program. The first provider, DC Doors, has six youth in its program, and 6 youth matched to the program; DC Doors anticipates the final six youth move in by March 1. The second provider, Sasha Bruce, had to locate new apartments after two planned leases fell through. We are working closely with Sasha Bruce to ensure the remaining 12 slots open this quarter. DHS will be adding 14 more ETH slots during the second half of FY19.

DHS anticipates adding 14 additional ETH beds in Q3 for a total of 38 (16 for FY18 and 22 for FY 19).

- 46. Please provide the procedure and practices for responding to homeless minors in instances where current youth providers are at capacity during hypothermia and non-hypothermia seasons. Please indicate and explain any change in procedure or practice from FY18.**

If Sasha Bruce was at capacity, the provider would work with DHS to collaboratively contact CFSA with the expectation that they would assist with placing the minor. DHS is not aware of any minors experiencing homelessness being turned away from shelter during hypothermia season or any other time of the year. Sasha Bruce has 15 beds available for minor youth in need of shelter, and the census count shows availability for those beds year-round. There have been no procedural changes from FY18.

Please see attached Protocol for Unaccompanied Minors.

Family Shelter Access and Operations

- 47. Please describe the process for determining the shelter placement location for eligible homeless families, including any relevant factors such as school, job location, neighborhood preference, etc.**

When a family has been deemed eligible for homeless services, VWFRC makes every effort to take into consideration a family's preference for shelter location. Those locations are contingent upon many factors, including family composition, job location, Reasonable Accommodation

requests, school enrollment, and the availability of units. The new Short-Term Family Housing (STFH) programs give DHS the option of enabling a family to stay in a ward in which they are already residing and their children are going to school. However, in some cases, families may be placed outside of their preferred neighborhood depending on location of shelter vacancies. We will have increased flexibility when all of the STFH sites are open and fully operational.

48. Please describe any training (including dates, content, training recipients) or directives given to homeless services providers, as well as intake workers at VWFRC, on the changes to the Homeless Services Reform Act.

DHS began a training series on the Homeless Services Reform Act (HSRA) changes on October 26, 2018. These trainings were held at VWFRC on October 26, 2018, November 9, 2018, November 16, 2018, and November 29, 2018 and included staff working on VWFRC Eligibility, Homeless Prevention, STFH, Targeted Affordable Housing case management, and Permanent Support Housing case management. Workers were trained on the details of the HSRA, including eligibility for homeless services, client rights and responsibilities, and the appeal process. DHS also provided staff with a reference guide to assist in navigating the changes to the HSRA. There will be continuous, ongoing trainings until the HSRA regulations are finalized.

49. Please describe the process for shelter application and lawful notice of eligibility is provided, for the following circumstances:

a. Applicants at VWFRC who are denied shelter eligibility because they are determined to have access to safe housing and are referred to a homelessness prevention program;

When families present at VWFRC, they complete the homeless services eligibility assessment to determine eligibility to receive homeless services. If deemed eligible for homeless services, with no safe place to stay that night, they will be placed in shelter. If deemed eligible for homeless services and have one day or more of safe, stable housing, then the family is referred from VWFRC to a Homelessness Prevention Program (HPP) site. *Referral to HPP is not denial of shelter placement.* Families are provided notice of eligibility for homeless services and referral to HPP documents.

b. Participants in a homeless prevention program who no longer have access to safe housing and request a shelter placement; and

Families who have no safe place to stay for a given night are directly referred to shelter from VWFRC. HPP Prevention Specialists can refer families directly to shelter if a family's housing status changes while working with HPP. This avoids the need for the family to return to VWFRC to apply for shelter. Since shelter is a service available for families who are deemed eligible for homeless services, HPP providers do not issue another set of eligibility documents for homeless services notice.

Families in need of shelter during non-business hours should contact the Shelter Hotline at 202-399-7093. On the next business day after shelter placement, an HPP Prevention Specialist will meet with the family to see if additional services can be provided to the family.

c. Applicants for emergency shelter who request placement from the Hypothermia Hotline and are denied placement that night.

When a family contacts the Shelter Hotline, staff work to determine if the family has a safe and secure place to stay that night. If the worker is unable to identify safe shelter, the family is provided with an Interim Eligibility Placement (IEP) for the night, and the family will be advised to return to VWFRC the next day. VWFRC eligibility case managers will complete a full assessment the next day and, based on the determination, they will provide the family the necessary notice of eligibility. The IEP team is available to assist the Shelter Hotline staff in determining if families have safe and secure housing, along with connecting families to appropriate resources at the time of their call to the hotline. This includes completing home visits and meeting with possible host families.

50. Please include a list of the documents the Department will accept to prove District residency, pursuant to D.C. Code § 4-751.01(32)(A)(iii)(XII).

The Department cannot provide an exhaustive list of documents as this provision is designed to afford flexibility to capture additional documents. Sample documents that may be included are DCPS enrollment forms or court documents demonstrating custody. Such forms indicate where the household was residing at the time of enrollment or custody demonstration.

51. Please report on how many clients the Mayor has redetermined eligibility for, including the circumstances and outcomes of such redeterminations.

To date, eligibility redeterminations have not been implemented within the CoC. However, the Department is on track to implement this new guideline in Q3 of FY19 as a pilot program across the CoC to ensure providers are adequately trained and are making appropriate eligibility redetermination of program participants.

52. What is the median length of stay in emergency shelter by shelter placement (motel, apartment-style shelter, etc.) among families served in FY18? In FY19 to date?

FY18

	All Families Entering*	All Families During**	All Families Exited***	All Families Not Exited***
Motels	68 days	163 days	203 days	123 days
Apt Style	126 days	264 days	325 days	172 days
DCG	73 days	161 days	161 days	n/a

* Includes the households whose entry date occurred during the time period in question but did not exit during that timeframe.

** Indicates the household was in the program at any point during that time period.

*** Includes the households whose exit date occurred during the time period in question, regardless of when they entered.

FY19 (as of January 25, 2019)

	All Families Entering	All Families During	All Families Exited	All Families Not Exited
Motels	35 days	143 days	121 days	162 days
Apt Style	67 days	247 days	249 days	238 days
STFH	59 days	59 days	30 days	65 days

53. What is the longest stay for families served in FY18? For families served in FY19 to date?

The longest length of stay among a handful of families served in FY18 was 77 months. For FY19 YTD, the longest length of stay is 55 months.

54. What is the timeline for closing motels used as shelters? What is the agency doing to ensure there will be sufficient space for families needing shelter?

Projections for closing out hotels are dependent on STFH construction schedules and the availability of replacement units. In addition to the space available at STFH and contracted hotels, DHS has a LOI with hotels to ensure there is sufficient space for families needing shelter. With this, the Department is utilizing lessons learned from the DC General closure and diligently working to exit families from motels into permanent housing. If current shelter entry-exits trends continue, DHS anticipates being able to close out of all Letters of Intent (LOIs) and all contracted hotels by the end of FY20.

55. What has DHS done to improve food and nutrition at shelters in FY18 and FY19, to date?

DHS works closely with TCP to ensure the provision of quality food and nutrition at shelters. All providers are required to follow USDA standards and guidelines. In FY19, TCP vendors, Henry's and DC Central Kitchen, are utilizing the "My Plate" standards that focus on variety, amount, and nutrition of food and include food and beverages with less saturated fats, sodium, and added sugars. TCP and DHS staff conduct scheduled and unscheduled onsite monitoring visits to assess food quality, including taste, nutrition, and compliance with contractual requirements. TCP has also implemented a daily meal quality assurance monitoring tool to use as a basis for monitoring and discussion with its vendors in FY19.

56. Please provide a list of food vendors, including price per meal.

Vendor	Breakfast	Specialty Breakfast	Lunch	Dinner	Specialty Dinner
Henry's	\$3.20	\$3.75	\$5.18	\$5.18	\$7.50
DC Central Kitchen	\$3.05	N/A	N/A	\$3.50	N/A

57. Please provide standards put in place for performance in food delivery, including any oversight mechanisms.

All food delivery and meal preparation standards are in accordance with the District’s standards as outlined in 23 DCMR Alcoholic Beverages and Food, Subtitle B, Food and Food Operations Chapters 24-30 25 DCMR, Subtitle A Food and Food Operations. The Prime Contractor (TCP) ensures each provider receiving and serving meals is compliant with USDA standards for preparation and meal standards as outlined in US.C. 342-343-1. In collaboration with TCP, the DHS Contract Administrator and Program Staff conduct scheduled and unscheduled monitoring site visits as part of the overall oversight of the providers’ performance. Additionally, providers are required to conduct an annual customer satisfaction survey to include questions related to meals served onsite in an effort to capture data to for improvement.

Singles Shelter

58. What is the average length of stay in a singles shelter?

In FY18, the average length of stay in low-barrier shelter was 69 days. In FY19 to date, the average length of stay is 98 days.

59. How many providers does DHS/TCP contract with to run singles shelters? For each provider, please identify the amount of their contract and the ratio of case managers to clients.

Provider	Program	Operating Contract	Case Management Contract	Case Management Ratio
Catholic Charities	801 East	\$1,669,334	\$1,268,093	25 to 1
Catholic Charities	Adam’s Place	\$812,696	\$439,450	25 to 1
Catholic Charities	Harriet Tubman	\$845,660	\$410,524	20 to 1
Catholic Charities	New York Avenue	\$1,331,171	\$899,896	20 to 1
N Street Village	Patricia Handy*	\$148,000	\$2,615,984	20 to 1

Note that Catholic Charities has a separate contract, valued at \$800,000, to provide Hypothermia expansion at low-barrier shelter sites.

**Patricia Handy Place for Women is a “mixed-use shelter” that includes Low Barrier Beds, Temporary Shelter Beds, and Medical Respite Beds.*

60. How does the Department measure provider performance? Are there different client outcomes depending on the provider? If so, please describe.

The primary function of Low Barrier Shelter is to provide safe, overnight, sleeping accommodations for unaccompanied adults experiencing homelessness. Since 2017, DHS has made significant investments in Low Barrier Shelter programs operated in District-owned or -leased facilities to transform Low Barrier Shelter programs from an overnight sleeping spaces to programs where clients have access to case management, housing location, and other supportive services. Unlike transitional housing, permanent supportive housing, and other longer term housing programs, Low Barrier Shelter is offered without imposition of identification, time limits, or other program requirements – including requirements that clients engage in case management or other supportive services. Therefore, the performance assessment tools used in programs where participation in services is required are not used to measure performance at Low Barrier Shelter. Instead DHS uses the following indicators to measure performance:

- Client to case manager ratio
- The number of clients engaged in case management services
- The number of clients moving out of Low Barrier Shelter into permanent housing and/or other longer-term housing programs

There are two Low Barrier Shelter providers funded by the Department. Although both providers demonstrate appropriate staffing levels, low client to case manager ratios, and are providing services as required by their contracts, DHS is working with one provider to improve documentation of services to allow DHS to accurately measure performance. In order to address this issue, TCP has provided onsite technical assistance and will be conducting a slate of training sessions to address these documentation issues.

- 61. Please provide the number of individuals that exited shelter in FY18 and FY19, to date, as well as:**
- a. The number and percent of exits to permanent housing.**
 - b. The number and percent of exits to a long-term subsidy program.**
 - c. The number and percent of exits that resulted from termination from the program as well as the reason for the terminations.**
 - d. The number and percent of exits that resulted from any other cause, identifying the cause.**
 - e. The number and percent that avoided subsequent returns to shelter at 6, 12, 18, and 24 months following exit from shelter. Please provide a description of how this figure was calculated.**

Between October 1, 2017 and February 2, 2019, there were 11,305 unique individuals served in low-barrier shelter. During that time period, 10,946 unique individuals had at least one "exit" from shelter, meaning they stopped showing up at that particular shelter for at least one day. Because the information collected in HMIS about these clients is not always identical to the information collected during the housing process, DHS does not have the ability to accurately identify which of these shelter "exits" is connected to a person leasing up into permanent housing. To understand the number of individuals leased into permanent housing, please refer to Council questions on PSH and TAH for individuals.

For singles, the Department does not distinguish between exits to permanent housing and exits to a long-term subsidy program, and low-barrier shelters in the District do not terminate individuals from shelter. One shelter may bar an individual for a period of time for violating program rules, but that individual is welcome to seek shelter at another low-barrier shelter of his/her/their choosing.

Of the 10,946 individuals who "exited" low-barrier shelter between October 1, 2017 and February 2, 2019:

- 5,277 (48%) did not return to shelter at any point after "exiting";
- 5,669 (52%) returned to shelter after "exiting", and of those returns:
 - 5,468 (50%) returned within six months
 - 5,639 (52%) returned within 12 months
 - 5,669 (52%) returned within 18 months

To calculate exits, DHS tries to isolate occasions when a person stops showing up at shelter and then calculates how many days until they show up again. The more complicated answer requires an understanding of the nature of the low-barrier shelter system – where individuals are free to come and go and the overwhelming majority of "exits" from low-barrier shelter are simply exit dates marked by when a person stopped showing up at a particular shelter (even if they showed up at a different shelter the next day). The number and percent of returns over time was calculated by reviewing every "exit" from low-barrier shelter, excluding CCNV but including hypothermia sites, and collapsing consecutive shelter stays to isolate exits that are not immediately followed by an entry into shelter the next day. Those exits for each client were then compared to a subsequent entry date, and a timeframe was calculated. Please note that one client can have multiple exits and, therefore, could qualify for more than one return time category listed above. The totals are cumulative – so anyone who came back within six months is also included in the number and percent of those who came back within 12 months.

62. Is the Department involved in any planning process to redevelop the Federal City Shelter as operated by CCNV? If so, what are the most recent plans and timelines?

The redevelopment of Federal City Shelter is contemplated as part of the Homeward DC plan, but there are no specific plans or timelines to share at this time.

Shelter Monitoring and Quality Assurance

63. How many complaints did DHS’ Shelter Monitoring and Quality Assurance Unit receive in FY18 and FY19, to date?

The Homeless Shelter Monitoring Unit (HSMU) received 28 complaints in FY18 and 14 complaints in FY19 to date.

<i>Complaints By Disposition</i>	<i>FY 18</i>	<i>FY 19 To Date – (10/1/18-2/8/19)</i>
Duplicate	1	0
Duplicate - OPEN	0	2

Open	0	1
No Action Required	2	0
No Further Action Required	15	1
No Further Action Required, At This Time	2	0
Partially Substantiated/Partially Unsubstantiated	0	1
Referred	1	0
Resolved	2	0
Unfounded	4	4
No Response From Customer	0	1
Unsubstantiated	1	3
Substantiated	0	1
Totals	28	14

- a. Provide a breakdown of the number and types of complaints received.
- b. Provide a breakdown of the types and numbers of HSRA violations.
- c. Identify the specific facility or program identified in the complaint/HSRA violation.
- d. Provide the outcomes or corrective actions to address each complaint/HSRA violation.
- e. Provide the median response time of responding to complaints and the longest response time.

Please see Attachment 63 - HSMU Complaints for responses to (a) through (e).

64. Has DHS issued an annual report regarding the Office of Shelter Monitoring to the Interagency Council on Homelessness for FY18? If not, when will it be released?

No, the Homeless Shelter Monitoring Unit annual report will be completed by April 30, 2019.

Short-Term Family Housing (STFH)

65. Please provide a construction update and expected opening dates for the STFH sites in Wards 3, 5, and 6.

Every month, DGS shares a monthly construction update for each Short-term Family Housing building with the community. Those construction updates can be found at www.bit.ly/BuildingSTFH. Below is a summary of projected program opening dates for each site.

Building	Units	Program Opening
Ward 5	45	2019 Q3
Ward 6	50	2019 Q4
Ward 3	50	2020 Q1

66. Please provide an update on the elevator repair work at the Kennedy (Ward 4).

On January 11, 2019, a DGS contractor slowed the speed of the elevator, and we have not experienced any issues since that time. To prevent future malfunctions, the DGS contractor has ordered parts for a scheduled replacement of the governor. The governor is a speed monitoring device that triggers the safety brake when the elevator speeds in either direction.

Permanent Supportive Housing (PSH) & Targeted Affordable Housing (TAH)

67. Please list the number of available slots in the DHS PSH and TAH program for individuals. For families.

The term "available" in the context of PSH and TAH slots refers to a DC Housing Authority (DCHA) designation, which considers all vouchers that have not been issued by DCHA or leased up to be "available." The homeless services continuum uses a coordinated entry process to match clients to these available vouchers, so the count of available vouchers does not indicate a lack of utilization. It takes time for clients to complete the matching, application, processing, issuance, and lease-up processes, which is why more FY19 vouchers appear as "available." That number will dramatically decrease as the fiscal year progresses. However, voucher turnover is a reality when serving our most vulnerable population, thus achieving 100% utilization is rare. As of February 5, 2019, the number and percent of vouchers "available" were:

- a. PSH-Individuals:
 - i. 0 slots are available from FY 2016
 - ii. 25 slots (7%) are available from FY 2017
 - iii. 8 slots (3%) are available from FY 2018
 - iv. 275 slots (93%) are available from FY 2019
- b. TAH-Individuals
 - i. 3 slots (7%) are available from FY 2016
 - ii. 9 slots (6%) are available from FY 2017
 - iii. 41 slots (33%) are available from FY 2018
 - iv. 90 slots (97%) are available from FY 2019
- c. PSH-Families
 - i. 11 slots (12%) available from FY 2016
 - ii. 0 slots available from FY 2017
 - iii. 6 slots (4%) are available from FY 2018
 - iv. 115 slots (81%) available from FY 2019
- d. TAH-Families
 - i. 0 slots available from FY 2016
 - ii. 2 slots (1%) available from FY 2017
 - iii. 0 slots available from FY 2018
 - iv. 288 slots (98%) are available from FY 2019

68. What percentage of DHS PSH and TAH units for individuals are being filled through the coordinated entry system for individuals? For families?

The Coordinated Assessment and Housing Placement (CAHP) systems for individuals and families match clients to a variety of housing resources. In FY 2018, there were 1,033 total matches through the CAHP system for 996 unique individuals, and 448 total matches for 394 unique families/heads of household. In FY 2019 to date, there have been 397 total matches through the CAHP system for 394 unique individuals and 206 total matches for 201 unique families/heads of household.

Specific to DHS-managed PSH and TAH resources:

- In FY18, 366 (63%) of all matches for unaccompanied individuals came from the iCAHP process. Coordinated Entry matches accounted for 243 or 77% of PSH matches and 123 or 47% of TAH matches.
- In FY18, 122 matches for families came from F-CAHP. The F-CAHP system was launched in FY18 for families. Coordinated Entry matches accounted for 93 (76%) of TAH matches and 29 (24%) of PSH matches.

69. How many PSH and TAH units became available due to turnover in FY18 for individuals? For families?

PSH- Individuals:	199 units*
PSH- Families:	21 units
TAH- Individuals:	16 units
TAH- Families:	12 units

* Turnover in the permanent supportive housing programs is much more common among individuals than families, in part because the demographics of the two systems are very different. For individuals, the largest driver of exit is death, inability to locate and/or engage the client, refusal of housing, and incarceration. For families, the largest driver is relocation outside the District.

70. For FY18 and FY19 to date, when a unit became available due to turnover, what was the average time necessary to fill the unit for an individual? For families? What was the shortest time? The longest time?

Historically, DHS has not measured the turnover metrics referenced above. From the date DHS is notified that an individual or family exits a voucher, DHS submits the Notice to Vacate to DCHA to stop payment and release the voucher from the household. Once DCHA is notified, it takes between 30 and 45 days to release the voucher and notify DHS. Once the voucher is released from the household it is attached to, DHS can make a new referral for the voucher.

71. How many of the PSH and TAH slots funded in the FY19 budget have been filled for individuals? For families?

Program	Funded Vouchers	Matched	Housed	Issued	Available	# Utilized	% Utilized
PSH-I	296	122	8	13	275	21	7
PSH-F	142	61	2	25	115	27	19
TAH-I	93	67	0	3	90	3	3
TAH-F	295	103	0	7	288	7	2

a. How many of the slots do you anticipate filling each month from March to September?

To fill all remaining voucher slots, DHS developed a matching schedule that anticipates all FY19 slots will be filled by May 2019. This will be accomplished by matching 11 to 27 PSH slots and four to 14 TAH slots at each matching meeting through May 1, 2019. June through September will then be used to fill any turnover slots to ensure maximum utilization of resources from all fiscal years.

b. Have there been delays in filling these slots? If so, what are they?

During FY 2019, contracted providers have worked to expand staff in order to receive additional matches under increased task orders. The ability to fill PSH slots is directly tied to this provider capacity; as capacity expands, the speed with which slots can be filled increases.. While that expansion was underway, our ability to fill slots was limited. However, DHS continued to match new PSH clients using existing capacity resulting from voucher turnover. As providers expanded capacity to accept additional referrals, DHS made a small number of matches to those providers.

As of January 2019, most PSH providers were fully staffed and ready to receive matches under new task orders. Even with this, however, the PSH program will be impacted by the reassignment of existing clients from one of our contracted providers, who has thus far been unable to validate clearance documents provided to DHS. Some of the recently expanded PSH slot capacity will, therefore, be used to transfer existing clients, so DHS will need to work with our provider partners to expand even further after these client transfers occur.

Rapid Re-Housing Program (RRH)

72. Please identify how many individuals and families are currently participating in the Rapid Rehousing (RRH) program.

- a. What is the total funding for the RRH program?**
- b. What are the maximum and average subsidy terms for this program?**
- c. Please identify the average rents of the apartments rented by RRH participants by bedroom size.**

Individuals:

- a. At the end of December 2018, there were 252 individuals matched to the Rapid Rehousing (RRH) program. The total funding for the RRH program in FY 2019 is \$4.2M.
- b. The maximum subsidy for a housed RRH client to date is \$1,169 per month and the average is \$642 per month.
- c. The average total rent for a housed RRH client to date is \$878 per month. The vast majority of clients are in shared housing, thus DHS does not track this program by bedroom size.
- a. *Families*: At the end of December 2018, there were 1,802 families enrolled in the FRSP program. The total funding for the FRSP program in FY 2019 is \$40.6M.
- b. The average subsidized rent portion for families in FRSP was \$1,152 in December 2018, and the maximum was \$5,502.
- c. The rents for apartments rented by FRSP participants are determined using the DCHA HCVP Payment Standard for 2017:
 - Efficiency: Up to \$2,520
 - 1 Bedroom: Up to \$2,648
 - 2 Bedroom: Up to \$3,056
 - 3 Bedroom: Up to \$4,025
 - 4 Bedroom: Up to \$4,996
 - 5 Bedroom: Up to \$5,746
 - 6 Bedroom: Up to \$6,608

73. Please provide the following information about families participating in RRH in FY18 and FY19, to date:

- a. **The number and percentage that is on the DCHA waiting list for subsidized housing;**

Of the families who participated in FRSP in FY 2018, 204 (11%) were also on the DCHA waiting list for subsidized housing. In FY 2019 to date, 54 (3%) are on the waiting list.

- b. **The number and percentage with a head of household that receives TANF; and**

Of the families who participated in FRSP in FY 2018, 1,261 (67%) were also enrolled in the TANF program for the entire time they were in FRSP or part of the time they were in FRSP (31% and 36% respectively). From the beginning of FY 2019 through February 5, 2019, 1,305 (70%) of the families participating in FRSP were also enrolled in the TANF program for the entire time they were in FRSP (42%) or part of the time they were in FRSP (28%).

- c. **The number and percentage with a head of household that receives SSI or SSDI.**

Of the total number of families who participated in the FRSP program in FY 2018, 280 families (15%) received SSI, and 62 families (3%) received SSDI. From the beginning of FY 2019 through February 5, 2019, there have been 235 families (15%) who received SSI and 67 families (2%) received SSDI.

74. How many providers are DHS/TCP working with to implement the RRH program? Please identify each provider.

- a. For each RRH provider, please identify the amount of their contract, number of individuals/families contracted to serve; number of families currently being served; and the ratio of case managers to families.**

Individuals:

There are currently five (5) RRH singles providers. Each provider is contracted to serve up to 60 individuals with a ratio of 1:15-20 individuals. The current contract amounts number of individuals being served are:

- Bradley & Associates- \$831,266; 60 individuals
- Collaborative Solutions for Communities- \$867,626; 59 individuals
- Echelon Community Services Inc.- \$831,266; 53 individuals
- Life Deeds Inc.- \$867,626; 27 individuals
- Wheeler Creek- \$831,266; 53 individuals

Families:

TCP Subcontracted providers for FRSP

Funding Source	Provider	Program	Budget	Contracted Capacity	Currently Serving	CM to Client Ratio
Local	Capitol Hill Group Ministry	FRSP Case Mgmt	\$268,290	55	55	1:15
Local	Catholic Charities	FRSP Case Mgmt	\$487,800	100	99	1:17
Local	Collaborative Solutions for Communities	FRSP Case Mgmt	\$439,020	90	90	1:20
Local	Community of Hope	FRSP Case Mgmt	\$1,029,258	211	210	1:22
Local	East River Collaborative	FRSP Case Mgmt	\$195,120	40	40	1:20
Local	Echelon Community Services	FRSP Case Mgmt	\$609,750	125	125	1:20
Local	Edgewood Brookland Collaborative	FRSP Case Mgmt	\$243,900	50	49	1:15
Local	Far Southeast Collaborative	FRSP Case Mgmt	\$170,730	35	35	1:15
Local	Georgia Avenue Collaborative	FRSP Case Mgmt	\$566,714	136	132	1:17
Local	North Capitol Collaborative	FRSP Case Mgmt	\$1,976,817	315	311	1:25

Local	Housing Up (Formerly Transitional Housing Corporation)	FRSP Case Mgmt	\$1,463,400	300	274	
Local	OWO	FRSP Case Mgmt	DHS Staff	345	310	1:25

b. What training and support are offered to providers?

Individuals:

Case Managers attend training for administering the SPDAT and data entry in HMIS. In addition, DHS conducts a full Case Management Training that covers techniques for outreach and engagement, housing identification, community service connections, data entry, and case management service delivery, which includes the development of service plans and documentation.

Families:

CoC providers are required to attend trainings conducted by TCP. Additionally, DHS provides guidance to TCP relative to any new trainings or enhancements to trainings for all providers. Currently, FRSP providers are required to take the following trainings:

- Financial literacy
- Adopting a Housing First Approach
- Motivational Interviewing
- Fair Housing
- Conflict Resolution & Non-Coercive Approaches to Conflict Management
- Housing Based Case Management
- Critical Time Intervention
- Assertive Engagement
- Housing Quality Standards
- HSRA, Customer Service & Language Access
- Landlord and Tenant Rights/Responsibilities
- American with Disabilities Act and Reasonable Accommodations
- Boundaries and Confidentiality
- Cultural Competency
- Crisis Intervention & Non-Violent Crisis Intervention
- Mental Health First Aid
- Suicide Risk Assessment and Prevention
- Understanding Special Needs
- Unusual Incident Report Training
- Homeless Services Reform Act

c. To what extent do client outcomes differ based on provider?

Individuals:

DHS evaluates providers by the number of participants housed and landlord relationships, time period from matched to intake, and connections to employment. Three of the five providers have

built relationships with about 20 total landlords, which has led to an increase in securing housing for participants. On average, providers are able to complete intakes with participants within five to seven days from initial outreach. Two of the five providers have internal workforce and vocational components within their agency, which contributes to the providers' ability to not only connect participants to employment and vocational services but to ensure appropriate follow-up and participant involvement. The remaining providers outsource these services due to challenges guaranteeing that participants remain involved in workforce and vocational services.

Families:

Please see attached for FRSP Provider Outcomes

75. Upon placement in housing, do all individuals/families immediately receive the case management that comes with RRH? If no, what is the average time between placement and connection to case management?

Individuals:

Individuals who are matched to RRH begin receiving case management within five to seven days post-match. This timeframe is the time in which the case manager is locating the individual, who may be sheltered or unsheltered. Once the customer has been located, the case manager begins the intake process. The intake process consists of a detailed questionnaire capturing basic demographic information, as well as past homelessness, employment, and housing history.

Families:

Families receive case management assignments through a collaborative effort between DHS and TCP. In FY18, the average time between placement and connection to case management was 45 days. In FY19, the number of days in which families are connected to case management has decreased to an average of 30 days, due to system improvements. DHS also implemented a process to quickly transition families' case management from FRSP to TAH as soon as they receive their voucher. This created additional case management space in FRSP and shortened the wait time. The goal is to decrease wait time to 5 business days or fewer. While DHS is working towards ramping up case management capacity, families will be connected to CFSA's Family First Program to ensure that their immediate needs are addressed and they are connected to services.

- 76. For individuals and for families who participated in RRH in FY18 and FY19 to date:**
- a. What was the average monthly income of RRH participants at the time of program entry?**
 - b. At the time of program exit?**
 - c. How many families who participated in RRH in FY18 and FY19 to date increased their income? What percentage of participants did this represent?**
 - d. How many families who participated in RRH in FY18 and FY19 to date did not experience an increase in their income? What percentage of participants did this represent?**

Individuals:

The RRH application for individuals does not provide the average monthly income for participants at entry. The RRH application is currently being evaluated to address capturing data variables, such as participants' income at entry to allow for a comparison with income at exit. Currently, RRH providers update income as needed, but the system does not allow income history to be stored.

Families:

Metric	FY 2018	FY 2019 (YTD)
AVG Monthly Income	\$1,650	\$1,526
AVG Monthly Income at Entry	\$1,432	\$1,319
AVG Monthly Income at Exit	\$1,715	\$2,295
Families Increasing Income (number)	257	65
Families Increasing Income (percent)	12.6%	3.3%
Families w/Stagnant Income (number)	530	113
Families w/Stagnant Income (percent)	29%	5.7%

77. How many families in FY18 and FY19, to date, reported issues with housing conditions? What percentage of households does this represent? How has the Department responded to this information?

In FY 2018, there were 205 requests for relocation, and 51 of those requests cited the reason as “The unit has substantial housing code violations which adversely impact the health or safety of the participant’s household, which the landlord fails to address after receiving notice of the housing code violation.” Many of the requests are duplicative, as multiple requests can be made for the same unit. DHS works with agency partners to promptly respond to reported issues and 24 of those requests were approved for relocation.

In FY 2019, there have been 99 requests for relocation, 32 of which cited the same reason stated above, and there can be multiple requests for the same unit. Of the 32 requests in FY 2019, 15 have been approved for relocation. Given the total of approximately 1,800 families in the FRSP program, relocations for this purpose represent less than one percent of the households in the program.

If a landlord fails to mitigate the noted items listed for repairs timely, DHS has the ability to stop the monthly rental payment via the Housing Assistance Payment contract (HAP) that was implemented last year. Additionally, the case manager works with the family to relocate to a different unit within the District.

78. Please provide the number of times that the RRH provider portion, as opposed to the participant portion, of the rental subsidy was paid late in FY18 and FY19, to date. Please provide the reasons for these late payments.

Individuals:

There was one late payment by RRH providers in FY18 due to receiving delayed address information. There have been eight late payments by RRH providers in FY19, to date, due to incorrect payment address, delay in bank processing, and delay in mailing service.

Families:

As outlined in the table below, there were 447 delayed payments in FY 2018 and 188 in FY 2019 (YTD) on behalf of the provider.

Reason	FY 2018 Delayed Payments	FY 2019 Delayed Payments
Staff Error (DHCA/Provider)	69	28
Client Exited and Reinstated	149	48
Documents delayed from landlord	229	112
Total	447	188

79. What number and percent of families who were exited from RRH in FY17, due to a time limit, returned to shelter within one year? Within two years?

In FY 2017, 668 families exited the FRSP program: 39 (6%) returned to Virginia Williams Family Resource Center within one year; 46 (7%) returned within two years.

80. Has DHS collected any data on evictions? If so, based on the available date, how many families were evicted or sued for eviction within, 6, 12, 18, and 24 months after exiting the program? How many families was DHS unable to confirm whether they were evicted or sued for eviction over these time periods?

DHS finalized a data-sharing agreement with the District of Columbia Courts at the beginning of February, 2019 and is currently in the process of completing the data match with court records. Until that work is complete, DHS cannot yet provide a more granular view of the clients' relationships to evictions.

81. Please provide the following outcome measurements for families participating in RRH in FY18 and FY19, to date:

- a. The average number of months of assistance;**
- b. The average number of months between a family being determined eligible for the program and actually moving into a unit; and**
- c. The average increase in or maintenance of income over the course of the program.**

For families participating in the FRSP program in FY 2018 and FY 2019 through January 31, 2018, the average time in the program is 15 months and the median is 13 months. Families are eligible for FRSP as soon as they are placed in shelter, so please refer to the Department's answer to shelter length of stay in question #52 to understand how long it takes to exit shelter into the FRSP program, on average. As shown in the Department's response to question #76, the average increase in income over the course of the program, for those who increase their income, was \$283 in FY 2018.

- 82. Please provide the number of individuals/families that exited from RRH in FY18 and FY19, to date. Please provide:**
- a. The number and percent of exits as the result of no longer requiring assistance.**
 - b. The number and percent of exits to permanent housing.**
 - c. The number and percent of exits to a long-term subsidy program (e.g. LRSP, HCVP).**
 - d. The number and percent of exits that resulted from the expiration of the subsidy.**
 - e. The number and percent of exits that resulted from termination from the program as well as the reasons for the termination.**
 - f. The number and percent of exits that resulted from any other cause. Please identify the cause.**
 - g. The number and percent that avoid subsequent returns to homelessness at 12, 18, and 24 months after exiting the program over the course of RRH program, disaggregated by reason for program exit. Please provide a description of how this figure was calculated.**

Individuals:

There were 348 exits in the RRH program in FY 2018 and FY 2019, to date. Of those exits:

- a. Two (<1%) were found by a case manager to be self-sufficient after being matched to the program and were, therefore, exited from the program prior to housing;
- b. Sixty-eight (20%) exited to permanent housing, which means that the individual was housed in the RRH program and was maintaining stable permanent housing at the time of exit or planned to maintain stable permanent housing after exit;
- c. Twenty-three (7%) exited with a long-term subsidy program;
- d. Zero were exited due to expiration of the subsidy, and DHS is considering extending the time limits to 12 months;
- e. There are no terminations in the RRH program for single adults;
- f. One hundred fifty (43%) of clients matched to RRH were exited prior to housing because they were unable to engage in the case management services necessary to participate in the program; 14 (4%) exited due to "ineligibility," such as needing a much higher level of care; and 53 (15%) exited due to other causes like abandoning the unit, incarceration, death, staying with family/friends, or relocations;
- g. Two hundred ninety (83%) avoided subsequent returns to homelessness at a District of Columbia low-barrier shelter. Of the remaining 17 percent, all returned to homelessness at a DC low-barrier shelter within 12 months of exiting the RRH program. This statistic

was calculated by comparing the exit dates from the RRH program to any subsequent shelter stays in the low barrier system.

Families:

Exits are not tracked utilizing the outlined data points in the question. The system of record for the FRSP program, HMIS, separates reasons for exit from exit destinations.

There were 876 exits from the FRSP program in FY 2018 and FY 2019 to date. Of those exit destinations:

- 590 (67%) exited to a unit owned or rented by the client, of those exits:
 - 57% were receiving no ongoing housing subsidy; and,
 - 43% were receiving some sort of ongoing subsidy.
- 86 (10%) exited to permanent housing outside of the FRSP program;
- 47 (6%) exited by staying with family or friends;
- 153 (17%) exited to various "other" destinations (e.g. client refused, deceased, jail, hospital, emergency shelter, etc).

For those same 876 exits from the FRSP program in FY 2018 and FY 2019 to date, the reasons for those exits are:

- 528 (60%) completed the program
- 123 (14%) reached the maximum time allowed
- 58 (7%) were non-compliant with the program, didn't show, or didn't pay their portion of the rent
- 167 (19%) exited for various "other" reasons (e.g. criminal activity, death, left before completing the program, etc.)

In FY 2018, there were 613 exits from the FRSP program. Of those exits, 90% or 550 households have not returned to the VWFRC within 18 months since their exit; and 90% or 553 have not returned within 12 months of exit. For those households who have not returned to VWFRC:

- 59% had an exit reason listed as "Completed Program"
- 14% had an exit reason listed as "Reached Maximum Time Allowed"
- 5% had an exit reason listed as "Non-Compliance with Program"
- 22% has an exit reason listed as "Other"

In FY 2019, there have been 273 exits from the FRSP program. Of those exits, 260 households (95%) have avoided returning to the VWFRC since their exit. For those 260 households who have not returned to VWFRC:

- 65% had an exit reason listed as "Completed Program"
- 12% had an exit reason listed as "Reached Maximum Time Allowed"
- 2% had an exit reason listed as "Non-Compliance with Program"
- 21% has an exit reason listed as "Other"

Note that, because 24 months have not passed since the beginning of FY18, that portion of (g) is not ripe for response.

83. How many individuals/families were offered RRH but declined in FY18 and FY19, to date.

Individuals:

In FY 2018, there were 411 individuals referred for RRH services. Of that number, 21 refused housing, and 107 were unable to be engaged despite outreach efforts. In FY 2019, to date, there have been 210 individuals referred for RRH services. Of that number, 16 exited the program because they refused housing, and 48 were unable to be engaged despite outreach efforts.

Families:

This information is not tracked for families within FRSP because the Department implements progressive engagement. The majority of families exit shelter through FRSP and will be further assessed to get connected to a long-term housing subsidy like TAH or PSH. For those who assess for high-level case management needs while in shelter, DHS connects them to long-term subsidies through F-CAHP.

Domestic Violence

84. How many families served through the continuum of care identified domestic violence as a housing barrier and/or contributing factor to homelessness during in FY18? What housing and/or shelter placements were made for these identified families?

There were 101 families in shelter who report domestic violence as the cause of homelessness. Of this number:

- 32 families who were fleeing DV at entry to the homelessness system were housed in RRH or PSH in FY18.
- 69 families remained in shelter and will follow the standard shelter exit process (to FRSP) with all other families in shelter.

85. How many families assessed at VWFRC in FY18 were identified as, or disclosed being, survivors of domestic violence/having experienced domestic violence? How many referrals were made to domestic violence services?

In FY18, 680 families identified as, or disclosed being, survivors of domestic violence at VWFRC- and families were offered domestic violence services. VWFRC staff, in partnership with The District Alliance for Safe Housing (DASH), assisted 342 families who were fleeing domestic violence and placed 170 families into DV-specific safe housing.

Additionally, DHS bolstered DV service providers' ability to transition survivors from DV-specific shelter directly to permanent housing through the Rapid Rehousing Program. DHS trained DV service providers on how to use the DHS STEP Tool, which is used to provide steps/guidance and allow documentation of actions taken throughout the Lease Up process. As a result, DASH, My Sister's Place, and House of Ruth helped 169 families lease up through the Rapid Rehousing Program using the DHS STEP Tool, a 20 percent increase from FY17.

86. **It is the Committee’s understanding that the U.S. Department of Housing and Urban Development (HUD) put forth a mandate to Continuums of Care that a coordinated entry process be developed and finalized by January 2018. This was to address how domestic violence survivors can safely access the mainstream housing options, while keeping the necessary confidential measures in place. Please provide an update on the status of a coordinated entry process for such survivors in the District.**

On January 23, 2017, HUD published the *Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System*

(<https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional-Requirements-or-a-Continuum-of-Care-Centralized-or-Coordinated-Assessment-System.pdf>).

The notice formally required CoCs to establish centralized or coordinated assessment systems, establish or update their coordinated entry process in accordance with the requirements of 24 CFR 578.7(a)(8) and the Notice by January 23, 2018, and established six requirements that all coordinated entry processes must meet - one of which focused on individuals and families who are fleeing, or attempting to flee, domestic violence:

“Include a specific policy to guide the operation of the centralized or coordinated assessment system to address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim specific providers.”

The Notice requires that CoCs incorporate these requirements into their written coordinated entry policies and procedures. The District’s CAHP Leadership Team, which is co-chaired by DHS, has produced a CAHP system manual outlining all CAHP policies and procedures. The manual includes guidance on assessing individuals when there is a need for anonymity, with particular consideration for survivors of domestic violence and cases where a victim services provider is conducting the CAHP assessment.

The manual describes several options for helping individuals to remain connected and involved with the CAHP system:

- If the individual is working with a particular service agency, that agency can use their agency/program name in lieu of the client’s name for safety purposes in the HMIS.
- Alternately, service providers may submit completed assessments to CAHP staff who can add the anonymous information to the “By Name List” used for each CAHP matching meeting.
- Finally, service providers may use the case conferencing process outlined in the CAHP manual for individuals who may not be able to take an assessment or enter any information into HMIS.

The manual is reviewed and updated by the CAHP Leadership Team on an ongoing basis and is submitted to HUD annually as part of the District’s application to renew approximately \$20 million in HUD Continuum of Care Program funding. The most recent application for renewal was submitted in September 2018 and in February 2019, the CoC was notified that based on the 2018 application \$22.7 million in homeless services funding would be awarded to District agencies and service providers. The award includes \$1.1 million in renewable bonus funding to

establish new permanent housing programs for unaccompanied women who are survivors of domestic violence and approximately \$300,000 in renewing funding for permanent housing for families who are survivors of domestic violence.

Finally, DHS, the Office of Victim Services, and The Coalition Against Domestic Violence, partnered to launch the DC Collaborative on Domestic Violence and Housing. This group, which also includes DV service providers, surveyed other states that have successfully implemented systems that enable survivors’ confidential access to mainstream housing services. In addition to this research, this group received technical assistance from the National Network to End Domestic Violence, to develop a referral form DV service providers can use to confidentially help their clients connect to housing resources through DC’s CAHP system. The group is currently finalizing this form.

Emergency Rental Assistance Program (ERAP)

87. Please identify all entities with which DHS maintained contracts to provide ERAP in FY18, and all entities with which DHS is contracting for FY19. For each ERAP provider, please report:

a. The amount of funds allocated to the provider in FY18, FY19.

Provider	FY18 Allocation	FY19 Allocation
Housing Counseling	\$1,836,765.00	\$1,836,765.00
Catholic Charities	\$1,616,351.00	\$1,616,351.00
TCP	\$1,616,351.00	\$1,651,720.00
Salvation Army	\$1,248,998.00	\$1,248,998.00
Greater Washington Urban League	\$514,293.00	\$514,293.00
UPO	\$514,293.00	\$514,293.00
TOTAL	\$7,347,051.00	\$7,382,420.00

- b. The number of staff each provider allocates to administering ERAP? How many are full-time? Part-time?

Provider	# of Staff FY18	# of FT Staff FY18	# of PT Staff FY18	# of Staff FY19	# of FT Staff FY19	# of PT Staff FY19
Housing Counseling	4.25	4.25	0	4.25	4.25	0
Catholic Charities	5	3	2	5	3	2
TCP	4	4	0	4	4	0
Salvation Army	6	3	0	3	3	3
Greater Washington Urban League	3	1	2	4	2	2
UPO	5	4	1	4	3	1

- c. The amount of funding allocated for administrative costs associated with ERAP in FY18, FY19 to date.

Provider	Admin Grant Allocation FY18	Admin Grant Allocation FY19
Housing Counseling	\$183,676.50	\$183,676.50
Catholic Charities	\$161,635.10	\$161,635.10
TCP	\$161,635.10	\$165,172.00
Salvation Army	\$124,899.80	\$124,899.80
Greater Washington Urban League	\$51,429.30	\$51,429.30
UPO	\$51,429.30	\$51,429.30
Total	\$734,705.10	\$738,242.00

- d. The number of individuals seeking emergency rental assistance by phone in FY18, FY19 to date.

Provider	# of clients seeking assistance via phone FY18	# of clients seeking assistance via phone FY19 YTD
Housing Counseling	1,686	736
Catholic Charities	2600	800
TCP	726*	123*
Salvation Army	2,097	524
Greater Washington Urban League	1,320	350
UPO	2,400	600
Total	10,829	3,133

*Reflects # of clients who were scheduled through the call-in process.

- e. The number of individuals seeking emergency rental assistance during “walk-in” hours in FY18, FY19 to date.

Provider	Number seeking assistance via "walk-in" FY18	Number seeking assistance via "walk-in" FY19
Housing Counseling	0	0
Catholic Charities	520	45
TCP	248	81
Salvation Army	432	56
Greater Washington Urban League	156	20
UPO	13	5
TOTAL	1369	207

- f. The number of individuals seeking emergency assistance in FY18, FY19 to date who were provided with a reasonable accommodation to seek assistance via means other than calling to schedule an appointment or going to a provider during live-writ “walk-in” hours, including:

Provider	# of clients seeking assistance w/RA requests FY18	# of clients seeking assistance w/RA requests FY19
Housing Counseling	0	0

Catholic Charities	60	40
TCP	193	57
Salvation Army	40	6
Greater Washington Urban League	267	66
UPO*	0	0
Total	560	169

i. The types of reasonable accommodations provided.

ERAP providers deliver the following reasonable accommodations: sign interpreters, assistance to those who cannot read or write, support for blind applicants, private appointments for those who feel uncomfortable in group intake sessions, occasional home visits for homebound individuals, and allowing authorized representatives to assist.

ii. If this data is not collected, please explain why not.

Please see response to Q87(f)(i) for data collected.

g. The number of individuals seeking emergency rental assistance who were denied due to lack of availability of ERAP funds in FY18, FY19 to date. If DHS does not collect this data, please explain why not.

In FY18, 61 customers were denied assistance due to lack of funding.

In FY19, to date, no customers have been denied assistance due to lack of funding.

h. The number of individuals who submitted ERAP applications in FY18, FY19 to date.

i. How many of these applicants had an active writ of restitution?

ii. How many of these applicants did not have an active writ of restitution?

Provider	# of applications FY18	# of active writ of resolution FY18	# w/o active writ of resolution FY18	# of applications FY19-Q1	# of active writ of resolution FY19-Q1	# w/o active writ of resolution FY19-Q1
Housing Counseling	1088	84	1004	388	29	359

Catholic Charities	811	100	711	195	14	181
TCP	970	351	619	312	127	185
Salvation Army	479	165	314	122	28	93
Greater Washington Urban League	205	66	139	52	13	39
UPO	160	41	119	53	11	42
Total	3713	807	2906	1122	222	899

- i. Regarding applicants in FY18, FY19 to date :**
- i. Average household size**
 - ii. Average income**
 - iii. Average rent**
 - iv. Average amounts requested**

Variables	FY18	FY19 YTD
Average HH Size	2 (2.02)	2 (1.8)
Average Income	\$886.32/ monthly	\$688.00 / monthly
Average Rent	Rental amounts are not tracked in Quickbase. Average rents are likely similar to the RRH customer base who are paying market rent.	Rental amounts are not tracked in Quickbase. Average rents are likely similar to the RRH customer base who are paying market rent.
Average Amount Requested	\$2,458.64	\$2,321.49

j. The number of applicants in FY18, FY19 to date who previously received ERAP. For each of these applicants, please provide:

In FY18, a total of 851, and in FY19, a total of 159 applicants previously received ERAP services.

i. The year(s) that they received ERAP

Year Received Previously before FY18	Families who received services in FY18	Families who received services in FY19
2007	21	5
2008	29	8
2009	24	2
2010	24	5
2011	32	4
2012	56	5
2013	31	7
2014	69	6
2015	111	27
2016	208	22
2017	241	51
2018	4	17
Total	851	159

ii. Whether the applicant’s previous ERAP award was for the same address

In FY18, 502 of the 855 awards were for the same address. In FY19, 88 of 159 were for the same address.

iii. The amount of their prior award

The amount of previous awards in FY18 averages to be \$2,537; in FY19 the average of the previous awards is \$3,609.

k. Regarding ERAP awards in FY18, FY19 to date:

i. The average award amount

In FY18, the average award amount was \$2,938.38.
 In FY19 YTD, the average award amount was \$2,582.61.

ii. The median award amount

In FY18, the median award amount was \$2,793.00.

In FY19 YTD, the median award amount was \$2,694.85.

iii. The most common award amount, and the number of applicants who received it

The most common award amount is \$900.00. Two hundred fourteen applicants received the award in FY18. Thirty-seven out of 263 applicants received the award in FY19, as of February 5, 2019.

iv. The number of awards granted for security deposits and the total amount of funds awarded for security deposits

The program granted 163 awards in FY18, totaling \$139,407.20.

The program granted 32 awards to date in FY19, totaling \$27,276.00.

v. The number of awards granted for rent and the total amount of funds awarded for rent, broken down by awards in cases with active writs of restitution and those awards where there is no active writ of restitution.

151 awards for first month's rent were granted in FY18, totaling \$108,597.89.

20 awards for first month's rent were granted in FY19 to date, totaling \$13,858.25.

1,550 awards for back rent were granted in FY18, totaling \$4,922,488.68.

211 awards for back rent were granted in FY19 to date, totaling \$675,812.66.

vi. The number and percentage of applications for whom the award covered their entire rental arrearage.

Applicants applying for rental arrearage assistance are required to provide a portion of their back rent assistance and must be able to demonstrate their ability to continue making monthly rental payments before being approved for assistance. Therefore, this information is not tracked by DHS or its providers.

i. The number of applicants who were denied emergency rental assistance in FY18, FY19 to date, and the reason for each denial.

In FY18, 957 applicants were denied rental assistance. In FY19 YTD, 190 applicants were denied rental assistance. Please see chart below outlining reasons for denial:

Denial Reason	# of applicants denied rental assistance FY18	# of applicants denied rental assistance FY19 (Q1)
Over Income	329	107
Received ERAP within last 12 months	41	5
ERAP will not alleviate housing crisis	54	4
Docs not returned	135	0
LL refusal of payment or failure to submit required tax docs	6	1
Client requested case be closed	60	11
Not a DC resident	4	0
Not 30-days past due	12	3
No verifiable crisis/emergency or has resources to mitigate the emergency	31	7
Applicant declined to complete application	1	1
Other	284	51

m. The number of applicants who appealed denial of emergency rental assistance in FY18, FY19 to date.

i. How many appeals resulted in a finding that the applicant was eligible for ERAP?

A total of 30 appeals were filed in FY18. Of those, two applicants were deemed eligible for ERAP. In FY19, to date, two applicants appealed, and neither was deemed eligible.

ii. How many appeals resulted in a finding that the applicant was not eligible for ERAP?

A total of 30 appeals were filed in FY18, of those 28 applicants were deemed not eligible for ERAP. In FY19, to date, two appealed - one was dismissed, and one was remanded for eligibility redetermination.

iii. The average length of time between the applicant filing an appeal and the issuance of a decision

The average length of time between the applicant filing an appeal and the issuance of a decision is between two to four weeks.

n. For each provider that exhausted its ERAP funding in FY18, the date on which the provider exhausted its funds.

Provider	Date Exhausted funds FY18
Housing Counseling	8/14/18
TCP	8/29/18
UPO	8/24/18

o. For each provider that did not exhaust its ERAP funding FY18, the amount of unspent funds as of the end of FY18.

Provider	Amt. of Remaining Funds FY18
Catholic Charities	\$0.15
Salvation Army	\$372.08
Greater Washington Urban League	\$778.43
Total unspent	\$1,150.66

88. How do ERAP providers prioritize applicants when ERAP funds are low? Please explain.

When ERAP funds are low, providers prioritize applicants with live writs and applicants who have reported to court.

89. As of the end of FY18, were there any unused or unallocated ERAP funds?

At the end of FY18, there was \$1,150.66 in unused funds.

- 90. Please explain DHS's oversight of ERAP providers, including:**
- a. Any guidance that DHS provides to ERAP providers regarding ERAP eligibility or the manner in which providers select applicants for ERAP awards. Please provide copies of any written guidance to the Committee.**

Providers are required to follow ERAP regulations under section 7503 in the attached document.

- b. Any efforts in FY18, FY19 to date, to ensure standardization of application and other procedures across ERAP providers**

The application is currently standardized and used by all ERAP providers. To ensure providers are serving clients during their time of need, all providers take phone calls on designated days throughout the month to schedule appointments for clients who do not have live writs.

- c. Any data that providers collect regarding outcomes for ERAP applicants, including data regarding the housing stability of ERAP award recipients. If such data is available, please provide it to the Committee.**

DHS and providers make every effort to ensure award recipients remain stably housed once they receive assistance for rental arrears. Neither DHS nor ERAP providers collect data regarding client outcomes.

- 91. Does the Department anticipate issuing regulations regarding ERAP in FY19? If so, please explain the anticipated regulations and provide a timeframe of their issuance.**

Yes, the Department anticipates releasing updates and enhancements to the regulations. The regulations are in their final stage of review and should be available for public comment in FY19.

- 92. Does the Department anticipate issuing any policies or guidance regarding ERAP in FY19? If so, please explain these anticipated policies/guidance and a timeframe for their issuance.**

The Department is working on updating the ERAP regulations; including the minimum rent amount, income limits, and ways to address the needs of returning applicants. The regulations are expected to be out for public comment in FY19 Q3.

Homeless Prevention Program (HPP)

- 93. Please identify all entities with which the Department maintained contracts for the provision of HPP services in FY18, and all entities with which DHS is contracting for FY19. For each provider organization with which the Department contracts, please report:**

a. The amount of funds allocated to that provider in FY18 and FY19, to date.

FY18	Provider	Amount
	Capitol Hill Group Ministries	Initial award was \$800,000.00; DHS increased by an additional \$200,000.00
	Community of Hope	Initial award was \$750,000; DHS increased the award by an additional \$200,000.00
	MBI	\$650,000.00
	Wheeler Creek CDC	Initial award was \$750,000; DHS increased the award by an additional \$200,000.00
FY19	Provider	Amount
	Capitol Hill Group Ministries	Total award: \$789,000.00 Awarded to date: \$394,500.00
	Community of Hope	Total award: \$789,000.00 Awarded to date: \$394,500.00
	MBI	Total award: \$650,000.00 Award to date: \$325,000.00
	Wheeler Creek CDC	Total award: \$789,000.00 Awarded to date: \$394,500.00

b. The number of staff each provider allocates to HPP. How many are full-time? Part-time?

Provider	Staffing
Capitol Hill Group Ministries	6 Full-time staff 1 PT consultant
Community of Hope	6 FT staff
MBI	6 FT staff

Wheeler Creek CDC	6 FT staff 1 PT staff
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c. The total number of families served in FY18, FY19 to date.

In FY18, 2,638 families were served in HPP. In FY19 YTD, 870 families have been served.

d. The services offered to families participating in HPP, the number of families receiving each service, and the amount of funding allocated to each service in FY18, FY19 to date.

All HPP providers offer services to meet individual family’s needs. The amount of assistance a family may receive is based on the Westat and VI-SPDAT assessments as required by all families in order to best address the family’s immediate barriers to housing stability. Because needs vary, level of case management and financial assistance are dependent upon the outcome of the assessments.

In general, HPP provides the following services to families experiencing homelessness:

- Case management
- Rental assistance
- Utility assistance
- Travel assistance
- Transportation assistance
- Food assistance
- Credit repair and budgeting workshops or referrals
- Housing search assistance
- Connection to services in the District of Columbia

e. The amount of funding allocated for administrative costs associated with HPP in FY18, FY19 to date.

The amount of funding allocated for administrative costs associated with HPP was \$2,464,653 in FY18 and \$2,390,586 in FY19.

f. The average cost per family of HPP in FY18, FY19 to date.

The average cost per family was \$600 in FY18 and \$945 in FY19 YTD.

94. Regarding eligibility for HPP and referrals to HPP, please explain:

a. The eligibility criteria for HPP

To be eligible for HPP, families must complete an intake assessment at VWFRC and be deemed eligible for homeless services in accordance with the HSRA of 2005, as amended June 2018.

b. The criteria used to determine when families are referred to HPP

Families deemed eligible for homeless services must have at least one night of safe housing to be referred to an HPP site.

c. How the Department makes families aware of HPP

During intake at VWFRC, families are given an overview of homeless services. If the agency is informed they have safe housing for 30 days or less, they may be referred to an HPP site to obtain assistance with developing a Housing Stabilization Plan (HSP) and receive case management services, including referrals to other community organizations that may be able to assist with barrier remediation activities. If a client is referred to HPP, they receive a copy of the referral.

95. Regarding case management provided to families receiving HPP services

a. The number of case managers at each HPP provider

There are four to six case managers per site.

b. The maximum permitted caseloads for HPP case managers.

The maximum permitted caseload is 35. However, there are times when caseloads may exceed this target when the demand for referrals increases. DHS continues to conduct case reviews with HPP providers to ensure that household needs are addressed and cases are closed timely. In instances where a provider is at capacity or there is staff turnover, DHS stops referrals to a given HPP provider until the issue is resolved.

c. How often case managers are required to make contact with families.

Depending on the family's service needs and other barriers that may place a client at greater risk of needing shelter, case managers are required to make contact with families every one to two weeks.

d. Please provide any other standards or guidance regarding case management for families participating in HPP.

There are no other relevant standards or guidance.

96. Regarding outcomes for families participating in HPP:

a. How does the Department define successful “prevention” of homelessness for families participating in the program?

Successful prevention of homelessness for families participating in the program is when a family's housing is stabilized and a need for shelter placement is alleviated either by removing barriers so that a family can remain in their own unit or by successfully leasing up a family in a unit.

b. Please provide any FY18, FY19 to date data that the Department or providers are collecting regarding outcomes for families participating in HPP?

DHS tracks a number of outcomes, including the number of families referred to HPP, diverted from shelter, and leased up into a new unit. In FY18, HPP received 2,638 referrals from VWFRC. Of those, 232 families were placed in shelter, 965 were leased up, 671 were permanently diverted with family/friends, 623 were closed for No Contact and 838 cases were reopened.

In FY19, through January 31, HPP received 870 referrals. Of those, 108 were placed in shelter, 281 leased up, 171 were permanently diverted with family/friends, 255 were closed for No Contact and 371 cases were reopened.

Temporary Assistance of Needy Families (TANF)

97. Please provide an update on the implementation of the TANF Child Benefit Protection Act, passed as part of the FY18 Budget Support Act, including:

The FY18 Budget Support Act provided funding for the implementation of the TANF Child Benefit Protection Act that fundamentally changed the program in three ways: (1) Eliminated time limits for families who receive TANF; (2) Increased the benefit level of families who have received TANF for longer than 60 months, effective April 2018; and (3) Mandated a maximum sanction level of six percent for non-participation in work activities, effective April 2018.

DHS has successfully completed all implementation activities of this new Act, including a robust communications strategy; information system adjustments and upgrades; training for staff and providers; and amendments to existing regulations.

a. Any changes or updates to DCAS related to implementation of the Act, including applicable benefit increases for families receiving TANF for more than 60 total months, sanction policy changes, and any other changes related to implementation of the Act.

DHS and DHCF updated DCAS to support all of the April 2018 changes, including reinstating full benefits for families on TANF for more than 60 months and reducing the sanction level to six percent for all households under a work sanction. The changes were well-tested and no issues related to implementation have arisen.

b. Any changes regarding the choice of TANF service providers and/or their contractual obligations related to implementation of the Act

The Department issued new TEP contacts on 10/1/18 and successfully transitioned customers to new providers. The Act did not directly impact the contractual obligations or customer experience with a specific provider but was part of the improvement of service delivery. The first

quarter activities focused on training providers, transferring caseloads, and informing customers about the change. Since activities are usually reported retroactively and require review and approval by the Office of Program Monitoring, outcome data analysis will not be completed until the close of the second quarter.

c. Any changes to POWER related to or resulting from implementation of the Act, including whether current mechanisms for referring domestic violence survivors and customers with disabilities to POWER will remain in place.

There has been continuity in how customers referred to POWER are identified and served. The Act did not have any impact on the POWER program or the customers receiving POWER.

d. Any updates on the bonus system and how families are succeeding.

The new TEP contracts, which revised the incentive structure/bonus payments, were awarded on 10/1/18. The first quarter activities focused on training providers, transferring caseloads, and informing customers about the change. Since activities are usually reported retroactively and require review and approval by the Office of Program Monitoring, outcome data analysis will not be completed until the close of the second quarter.

98. How many families currently receiving TANF have been impacted by the removal of the 60-month time limit on receiving TANF benefits and changes to payment amounts associated with implementation of the TANF Child Benefit Protection Act?

A total of 4,200 families, including nearly 8,000 children, receiving TANF were affected by the elimination of the 60-month time limit in April 2018. Accordingly, the affected families' TANF benefit amount increased substantially, as there was no longer an applicable benefit reduction. With this, the enrichment, security, and well-being of children remained paramount as cash income to a household is a protective factor for children. Further, supporting parents to replace income from TANF with income from work through meaningful engagement in education and employment activities will increase their economic security.

The below chart demonstrates the increase in payment levels:

Case Size	FY18 Payment Level for Cases Over 60 Months Prior to Act Implementation	FY18 Payment Level for Cases Over 60 Months After Act Implementation
1	\$109	\$362
2	\$138	\$450
3	\$174	\$575
4	\$214	\$703
5	\$246	\$811
6	\$290	\$953
7	\$332	\$1,093
8	\$367	\$1,207

9	\$404	\$1,329
10	\$438	\$1,443

99. For each TEP provider please provide, by service category: caseload size; contract amount; and the actual number of customers being served.

The charts below provide information for each TANF Employment and Education Program (TEP) Provider by service category, either Job Placement Service Category (JPSP) or Work Readiness Service Provider (WRSP); by contract amount; and by number of customers served. In FY19, the term WRSP was changed to Education and Occupational Training Provider (EOTP).

FY18

TEP Provider	Service Category	Contracted Point-in-time Caseload Size*	Contract Amount	Customers Served - FY18 Total**
AMERICA WORKS	JPSP	300	\$1,484,521.60	686
AMERICA WORKS	WRSP	600	\$2,537,602.40	1143
CAREER TEAM	JPSP	450	\$1,878,668.00	900
CAREER TEAM	WRSP	600	\$3,740,768.00	1040
Grant Associates	WRSP	750	\$6,279,480.98	1436
KRA CORPORATION	JPSP	300	\$2,125,655.64	720
KRA CORPORATION	WRSP	600	\$4,434,634.30	1224
MAXIMUS	JPSP	450	\$2,223,739.20	1065
MAXIMUS	WRSP	600	\$4,646,844.88	997
TOTAL:		4,650	\$29,351,915.00	9,211

** This is the number of expected point-in-time caseload size on a given day specified in the contract. The actual caseload changes daily and a provider is expected to serve additional customers up to 10% above the contracted caseload size.*

*** This is the count of all customers who were ever served by each provider during FY18 regardless of the length they were served. This may include customers served for 12 months, one month, or even one day in FY18.*

FY19 YTD

TEP Provider	Service Category	Contracted Point-in-time Caseload Size*	Contract Amount	Customers Served – FY19-Q1 Total**
AMERICA WORKS	JPSP	150	\$1,839,296	279
CAREER TEAM	JPSP	150	\$1,839,296	249
Excalibur Legal Staffing	JPSP	150	\$1,839,296	183
FedCap	EOTP	150	\$2,130,023	243
FedCap	JPSP	150	\$1,839,296	230
Grant Associates	EOTP	300	\$3,740,252	537
Grant Associates	JPSP	300	\$3,040,773	425
JHP, Inc.	JPSP	150	\$1,839,296	108
KRA CORPORATION	JPSP	150	\$1,839,296	248
MAXIMUS	JPSP	150	\$1,839,296	337
Washington Literacy Center	EOTP	150	\$2,130,023	195
TOTAL:		1,950	\$23,916,143	3,034

** This is the number of expected point-in-time caseload size on a given day specified in the contract. The actual caseload changes daily and a provider is expected to serve additional customers up to 10% above the contracted caseload size.*

*** This is the count of all customers who were ever served by each provider during FY19 regardless of the length they were served. This may include customers served for since October, one month, or even one day in FY19.*

- 100. Please respond to the following questions regarding the Home Visitor Program for FY18 and FY19, to date.**
- a. Please provide the list of grantees for the program and funding allocated for each.**
 - b. How many customers have been referred to each grantee?**
 - c. How many 60 months+ customers have been referred to each grantee?**

Grantee Organization	FY 2018 Funding	Number of Customers Referred FY 2018	Number of 60+ Months Customers Referred FY 2018
Catholic Charities	\$350,000	254	130
Community Connections	\$125,000	156	78
East River Family Collaborative	\$200,000	181	96
Southeast Children	\$250,000	219	125
Temple	\$375,000	241	124
TOTAL:	\$1,300,000	1,051	553

There is no FY19 Home Visit Grant as this function was assumed in the new TEP Contracts.

d. What have been the outcomes for this effort to engage customers? Please indicate outcomes specifically for 60 months+ customers.

The main purpose of the Home Visit program was to (1) re-engage customers and address immediate challenges and (2) connect customers to the Office of Work Opportunity for reassessment and connection with a TEP Provider or initial screening for POWER.

DHS does not collect aggregated household-level data; however, the grant requires action in the following areas:

- Re-engage in approved welfare to work activities when appropriate;
- Identify barriers to employment such as substance abuse problems, domestic violence situations and/or learning disabilities;
- Identify social stabilization needs of clients (e.g., assistance with housing, utilities, medical needs, legal problems, issues faced by children, etc.);
- Referrals for additional sources of services and supports and facilitate the receipt of such services;
- Identify customers who should be exempt from work participation requirements due to a medical incapacity or family circumstances. For those customers whose barriers are such that it requires immediate and undivided attention, the Grantee assisted customers to find and access the needed service.

101. How many families are waiting to receive services from a Work Readiness vendor? For a Job Placement Vendor? What is the average wait time?

As of 2/1/2019, there are no families waiting to receive job placement (JP) or education and occupational training (EOT) services (formerly known as work readiness).

102. Please respond to the following by POWER qualification category, for FY18 and FY19, to date.

a) How many households were referred to POWER?

During FY18, a total of 579 referrals (48 per month) were made to POWER. During the first quarter of FY19, a total of 122 referrals (41 per month) have been made. This represents only new referrals. On average, a total of 635 families in FY18 and 504 families in FY19-Q1 were in POWER in a given month. Please see the breakdown of POWER participants by program and fiscal year:

POWER Referrals and Caseload (FY18 & FY19-Q1)

POWER Category	New Referrals to POWER				POWER Caseload (Monthly Average)		>60 Months on TANF (Average)			
	FY Total		Monthly Average		FY18	FY19-Q1	Number		Percent	
	FY18	FY19-Q1	FY18	FY19-Q1			FY18	FY19-Q1	FY18	FY19-Q1
60 Years and Older	155	0	13	0	3	1	3	0	100%	0%
Medically unable to work	113	93	9	31	456	394	359	237	79%	60%
Needed in the Home	106	11	9	11	102	70	83	48	81%	69%
Teen Parent	3	1	0.3	0.3	3	1	1	0	50%	0%
Domestic Violence	202	17	17	6	72	38	32	22	45%	57%
Total	579	122	48	41	635	504	478	307	75%	61%

b) How many POWER applications are pending?

There are no POWER applications pending from FY18 referrals. There are seven (7) POWER applications submitted in FY19 and remaining in pending status as of January 31, 2019.

c) How many households applied for but were denied POWER? Please indicate the reasons for denial.

No families were denied for POWER services. All families who request services from our domestic violence provider receive services through domestic violence POWER or through traditional domestic violence service provision.

d) What is the average length of time for POWER participation?

The average length of time for POWER participation is twelve (12) months for disabled persons and six months (6) for work incapacity. Renewals are possible upon review of current medical diagnosis and prognosis.

e) How many of these households have received TANF for 60 months or more?

In FY18, an average of 635 families were in POWER per month and 478 (75%) had received TANF for longer than 60 months. In FY19 to date, an average of 307 families were in POWER per month and 184 (61%) were receiving TANF benefits for longer than 60 months. The decline in the number of POWER referrals and the overall POWER caseload, particularly among those receiving TANF beyond 60 months, may be attributable to the elimination of the 60-month time limit policy and a lower work sanction rate as the incentives associated with the POWER exemption are not as essential to the TANF benefit level as they used to be.

103. Regarding POWER

a. What is the current process for referring survivors of domestic violence enrolled in POWER to counseling? Do you anticipate any changes to this referral process in FY19?

The Social Service Representative (DPO/OWO/TEP vendor) will refer each TANF customer who declares current experience or a history as a victim of domestic violence to the DV service provider, if the customer indicates a desire for these services. Upon receipt of the referral, the service provider will attempt to conduct an initial screening of the customer and notify ESA within three business days of the results of the screening. If the screening indicates a need for an in-depth assessment, the customer will be given an appointment, and a more in-depth assessment will be completed. A report to ESA will be issued within 30 business days. Support services will be delivered by the service provider, as necessary.

DHS does not anticipate any changes to this referral process in FY19.

b. Regarding customers requesting POWER based on a disability:

i. What is the timeframe for a request to be reviewed by a medical review team?

The timeframe for customers requesting POWER based on disability is seven (7) days for a request to be reviewed by the medical review team.

ii. What is the timeframe for a decision as to whether such a request will be granted?

After that time, it takes seven (7) days for a decision to be rendered as to whether such a request will be granted.

c. Do you anticipate any changes to POWER in FY19?

DHS does not anticipate any changes to POWER in FY19.

104. Has anyone been removed from POWER for failure to recertify? If yes, how many of them have been reinstated?

During FY18, 12 applications for POWER were denied due to insufficient information for a medical decision. When a case is denied or removed from POWER, that case reverts to a traditional TANF case and families continue to receive cash assistance. During FY19 YTD, no POWER applications have been denied.

105. What percentage of POWER recipients have pending SSI and/or SSDI applications? How many have been referred to SOAR for assistance?

In FY18, 204 customers applied for SSI/SSDI while enrolled in POWER. Of those, 79 (39%) have pending initial applications. Five customers were referred to SOAR for assistance. In FY19, 106 customers applied for SSI/SSDI while enrolled in POWER. Of those, 25 (24%) have pending initial applications. One customer has been referred to SOAR thus far.

106. Please provide an update regarding the Department's progress in making changes to the IRP process. How will changes to the IRP process affect the Department's approach to screening customers with high barriers to employment, particularly barriers that currently make them eligible for POWER?

ESA is moving toward a two generation (2Gen) approach to case management with a case coaching delivery model. The case coaching model embraces the philosophy that the design and execution of the IRP is customer-driven. This will be reflected through changes in the Individual Responsibility Plan (IRP), which will be designed to address the needs of the entire family not just the head of household. The IRP in CATCH has already been updated to include activities that fit into each of the 2Gen activity streams such as career pathways, childhood development, health and wellbeing, social capital (or social support system), and asset building (or financial literacy).

ESA is screening customers for POWER continuously during the period when a family has an open TANF case. At the time of initial assessment, customers are initially screened for POWER and appropriate referrals are made. Further, all providers are trained on how to make a POWER referral, should the conditions present.

As ESA continues to strengthen the development, consistency, and quality of IRPs, there will always be ongoing training and streamlined processes to refer customers to POWER when they present as eligible.

107. What is the current status of the Mental Health Outreach for Mothers (MOMS) Partnership pilot?

DHS is working in partnership with Yale University to launch the Mental Health Outreach for Mothers (MOMS) Partnership (DC MOMS) in April 2019. Originating from Yale in 2011, MOMS provides an evidence-based approach to supporting mothers who struggle with

depression by offering group therapy sessions in the community. During its first year, 180 women will partake in DC MOMS' Stress Management course, comprised of 90-minute weekly sessions for eight weeks. Stress Management is group cognitive behavioral therapy that Yale has reworked for the needs of MOMS' families. To ensure the fidelity of the model, Yale provided staff with training, including a deeper understanding of mental health, barriers to treatment, and trauma-informed practices. The group therapy sessions will be provided at two DC MOMS neighborhood hubs: Phillips@THEARC and Bright Beginnings, both in Southeast, DC.

a. How many customers are participating in this program?

This program will serve six (6) cohorts of thirty (30) mothers, totaling 180 mothers over one year.

b. Does the Department have plans to expand the program?

DHS will consider if and how to expand the program after the first year.

DCAS, ESA Service Centers & BPR

108. During FY18 and during FY19 to date, how many times has DCAS experienced technical problems that have led to DCAS being down or offline? How have these outages affected customers? Please include the length of time each instance of technical problems persisted and the number of customers affected.

There were two DCAS outages in FY18:

- Feb 20, 2018 (10:00am to 2:00pm) impacting all DCAS users due to OCTO SAN Storage issue.
- Aug 10, 2018 (10:30am to 11:30am) impacting All DCAS users due to OCTO Network upgrade.

There have been no reported outages in FY19 YTD.

If a customer was at a Service Center or on the phone with the Call Center during one of these outages, the Social Service Representative (SSR) they were working with communicated that they could either wait or visit/call back the next day. If the SSR already had access to required documents (either scanned into DIMS or in hard copy at a center) and any required interview had already been completed, the SSR could finish the data entry without the customer, and no follow-up would be needed. It is not possible to determine the count of customers inconvenienced by these two outages in FY18.

109. Please provide an update regarding the status of BPR, including any analysis of its effect on customer service.

While the redesigned business process and data capture has allowed DHS to realize measurable improvements to the customer experience at Service Centers, in some instances customers still

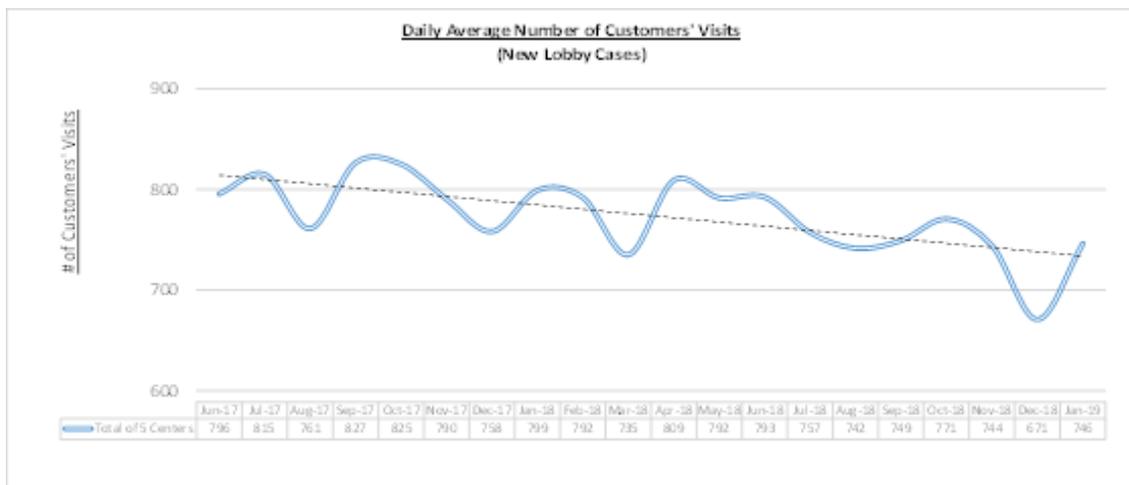
experience wait times that are unacceptably long. To continue to address this challenge, DHS applies an ongoing continuous quality improvement approach, using data to identify opportunities for efficiencies and realize more strategic staff deployments. For example, DHS eliminated Wednesday late night service in July 2018 based on consistent data demonstrating low customer utilization. DHS redistributed that staff time to open its Service Center doors 45 minutes earlier each day, when customer utilization is at its peak.

ESA implemented BPR using a staggered process across all Service Centers between November 2016 and June 2017. Initial BPR implementation resulted in immediate improvement in three areas: completion rates, reduced the rate of repeat visits, and decreased lobby visits.

On average 85 percent of all lobby interactions (customers presenting at a Service Center in person) and 88 percent of all non-lobby interactions (customers mailing or dropping off paperwork) with customers are being handled “one-and-done.” One-and-done means that eligibility was determined at first contact resolution. Prior to BPR’s implementation, less than 15 percent of cases are estimated to be completed at first contact resolution.

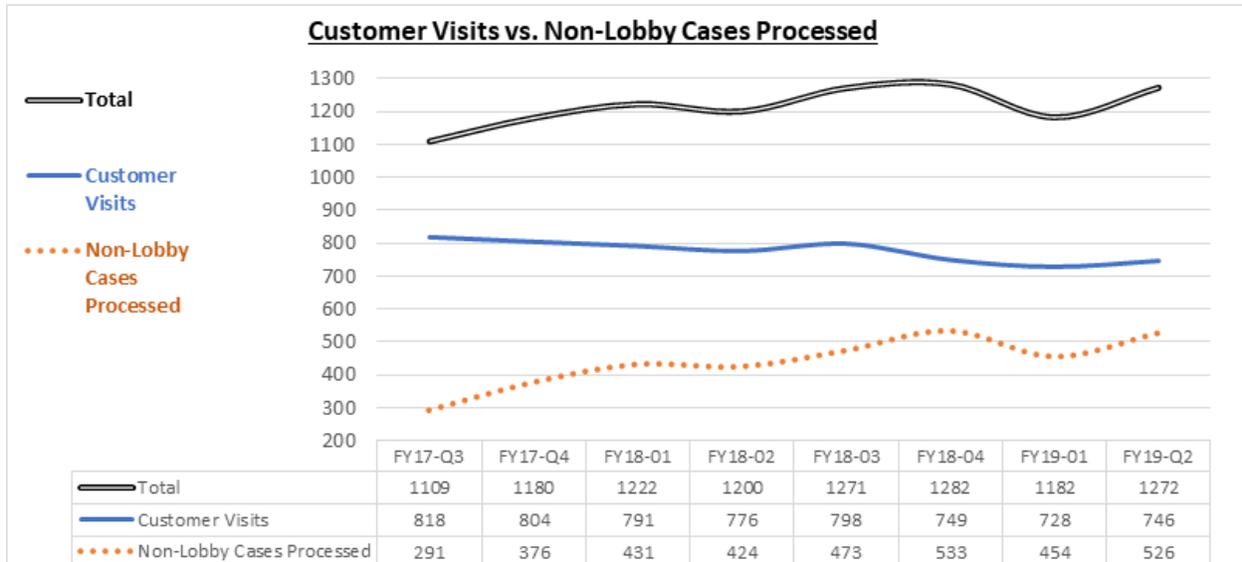
ESA Service Centers continued to minimize repeat visits, with only five percent of customers visiting more than three times in a 90-day period. This represents greater consistency from last year, when ESA reported between 15 percent and 20 percent. As a result of these changes, fewer customers are reporting to the centers each day.

Reduced repeat visits, as well as other ESA business practices (such as cold calling or making mail-in SNAP re-certifications available), have resulted in the steady decline of daily average in-person customer visits. Prior to BPR, ESA Service Centers saw over 1,000 lobby customers each day compared to a downward trend of an average of 750 lobby customers currently.



While the number of lobby cases representing the number of customer visits has been gradually decreasing, the ESA’s overall case processing volume has consistently improved by increasing the number of non-lobby cases. In the beginning of the BPR implementation, the daily average number of non-lobby cases was below 300 compared to an average of 526 as of January 2019.

This trend suggests that fewer customers are visiting Service Centers but the overall volume has increased from 1,109 customers served in FY17 to nearly 1,272 in FY19.



110. Regarding ESA Service Centers:

- a. For each month of FY18 and FY19 to date, for each service center, the average amount of time a customer must wait to be seen. Please specify how wait times are calculated, including at what point in a customer’s visit to a service center the Department begins measuring the customer’s wait time.**

The average wait time per lobby case is defined as the average length of time calculated from the moment when a Social Service Assistant (SSA) at Triage Desk greets and registers a customer in the queuing system, called PathOS, to the time when the assigned Social Service Representative (SSR) begins interviewing the customer. DHS achieved significant improvements in lobby wait times during December 2017, which continued through June 2018. In July 2018, DHS implemented new service hours, opening Service Centers 45 minutes earlier each day during peak customer hours. Customer registration occurred systematically earlier during the course of their visit, effectively increasing the amount of customer wait time DHS was able to measure. Therefore, the increased wait times during July 2018 represent improved measurement capability, rather than degradation in the customer experience.

The chart below illustrates Service Center lobby wait times from October 2017 through January 2019.

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
Anacostia	1:27	1:39	1:23	1:29	1:30	1:17	1:07	1:18	1:33	1:42	1:37	1:30	1:33	1:37	1:53	1:55
Fort Davis	2:02	2:13	1:31	1:39	1:38	1:35	1:37	1:27	1:53	2:03	2:00	2:09	2:15	2:19	1:58	2:07
Taylor Street	2:37	2:43	2:02	2:28	2:26	1:54	2:20	1:59	1:59	2:06	2:01	2:01	1:39	1:31	1:42	1:49
H Street	2:41	2:47	1:36	1:37	1:42	2:00	1:48	2:08	2:34	2:35	2:11	2:27	1:54	2:01	2:10	2:26
Congress Heights	1:35	2:00	1:29	1:48	1:49	1:34	1:25	1:33	1:20	1:47	1:54	2:00	2:04	1:44	1:32	2:15
<i>All Centers</i>	<i>2:04</i>	<i>2:16</i>	<i>1:36</i>	<i>1:48</i>	<i>1:49</i>	<i>1:40</i>	<i>1:39</i>	<i>1:41</i>	<i>1:51</i>	<i>2:02</i>	<i>1:56</i>	<i>2:01</i>	<i>1:53</i>	<i>1:50</i>	<i>1:51</i>	<i>2:06</i>

b. Regarding customers who line up outside service centers in order to be seen, please provide:

i. Any data the Department collects regarding the average wait time for customers from the moment they line up.

DHS does not collect data regarding wait times from the moment customer line up, or the length of lines. DHS is in the process of doing a pilot at H Street Service Center but the results of the data is unknown at this time.

ii. Any data the Department collects regarding the length of lines outside of service centers, including but not limited to average and maximum line lengths.

DHS does not capture this information but staff have informally spoken with customers to share why they arrive early and customers have reported that it is because they want to ensure that they will be seen.

iii. Any data the Department collects regarding how early customers get in line each day.

Most customers who choose to line up early do so one to two hours before Service Centers open at 7:30 a.m.

- iv. **Any data the Department collects regarding the time of day at which each service center begins turning customers away due to reaching capacity.**

When a Service Center calls limited services because they understand that more customers are waiting than they have the capacity to interview, they are not “turned away.” Instead, customers (except Alliance and TANF) are given the option to drop off signed and completed paperwork so that they can receive a call back for a phone interview.

- v. **Any other data the Department collects regarding lines outside of service centers or the experience of customers who line up outside of service centers to wait to be seen.**

DHS records the time that Service Centers call limited services in order to identify trends and resolve potential issues. The table below includes averages for each Service Center, for each month between October 2017 and January 2019. Where it says 16:45, that means that limited service was not called during business hours. DHS is tracking this data in real time, and also, on a weekly basis by monitoring trends and making staffing decisions accordingly.

Months	Anacostia	Congress Heights	Fort Davis	645 H Street	Taylor Street	All Centers Monthly Average
Oct-17	12:30	12:00	14:15	11:32	14:22	12:56
Nov-17	12:41	11:16	12:55	11:40	12:50	12:16
Dec-17	13:40	11:24	16:45	14:41	16:42	14:38
Jan-18	12:25	11:19	15:50	13:43	13:20	13:19
Feb-18	11:54	11:11	16:45	13:33	11:54	13:03
Mar-18	12:59	13:36	16:20	13:49	13:34	14:04

Apr-18	14:51	15:46	16:45	14:17	11:45	14:41
May-18	13:15	16:45	15:51	13:11	14:03	14:37
Jun-18	12:08	16:45	16:09	11:30	14:13	14:09
Jul-18	11:51	13:29	14:41	10:57	12:41	12:44
Aug-18	10:51	10:56	14:37	10:53	12:02	11:52
Sep-18	11:41	11:33	14:10	11:15	13:10	12:22
Oct-18	14:19	13:19	16:07	15:02	15:56	14:57
Nov-18	14:06	13:31	15:17	14:09	15:53	14:35
Dec-18	14:33	14:16	15:34	14:14	16:29	15:01
Jan-19	15:58	12:27	14:52	14:01	14:42	14:24

Between July 2018 and September 2018, Service Center capacity was decreased due to staff promotions and other departures, staff vacations, and a robust training schedule.

111. Regarding staffing levels at the ESA Service Centers:

- a. Please provide an update regarding the Department’s progress in filling additional service center staff positions funded in the FY19 budget.**

The Mayor funded 25 new positions for FY 2019, which enabled DHS to hire a blend of bilingual and non-bilingual Social Services Representatives. As of 2/4/19, DHS has recruited, selected and on-boarded 12 of the 25 SSRs. Of the remaining 13 new positions, seven (7) have confirmed start dates of 3/4/19, with the remaining at various levels of the Human Resources approval process. It is anticipated that all 25 positions will be onboarded by March 2019. Please note that along with the 25 new positions, ESA is also backfilling vacancies that occurred because of attrition, promotions and recent retirements.

- b. How does the current number of frontline and supervisory staff at each service center compare to staffing levels during FY18?**

DHS Service Centers experienced staffing attrition during FY2018 Q4. DHS eligibility workers were stretched thin. However, concerted attention from front line staff and managers kept wait times from increasing. While DHS works to fill the newly funded positions, many SSR positions still need to be backfilled.

DHS Service Center Eligibility Workers

Service Center	Oct '17 SSRs	Jul '18 SSRs	Nov '18 SSRs	Feb '19 SSRs
Anacostia	29	31	28	26
Congress Heights	23	22	23	19
Fort Davis	26	28	22	22
645 H Street	38	37	31	33
Taylor Street	33	39	35	36
Average	30	31	28	27

DHS Service Center Supervisors

Service Center	Oct '17 Supervisors	Jul '18 Supervisors	Nov '18 Supervisors	Feb '19 Supervisors
Anacostia	5	4	4	4
Congress Heights	4	4	4	5
Fort Davis	5	6	6	5
645 H Street	8	9	9	8
Taylor Street	9	9	9	8
Average	6	6	6	6

112. Please report any efforts the Department anticipates making during FY19 to shorten wait times and build capacity (including language access capacity) at ESA Service Centers.

DHS continues to look at different types of data to determine how to reallocate staff to shorten the wait times. On February 19, 2019, ESA implemented a different way of providing service at one location, H Street Service Center, by greeting customers, asking them to sit while waiting and providing a Triage Number. This pilot is anticipated to continue for the next two to four weeks and tweak the process as needed before completing an informal evaluation. The following additional actions have been taken to shorten wait times and build capacity including language access capacity at ESA Service Centers:

- Previously, staff were trained on processing eligibility for only one program. For example, SNAP-only workers could process only benefits for SNAP. During the past 12-18 months, to build capacity and increase the flexibility of the resources, most staff have received policy and system training in Medicaid, TANF, and SNAP. Many staff can more easily be aligned to the needs of the customer since they can now process more than one programs
- Significant recruitment efforts are underway to hire the requested 25 staff in addition to filling the remaining vacancies of both English speaking and bilingual staff.
- When a customer presents with needing the language access line, staff have been trained to call the line and use an interpreter.
- Continue to maintain the availability of at least five Social Service Assistants (SSA) at the Front Desk to triage customers. DHS is in the process of hiring additional SSAs to serve in this role.
- Train SSAs to monitor lines and redirect customers based on type of visit.
- Assign SSR to Front Desk to handle general inquiries (pilot).
- Several DCAS improvements have been made during the past 18 months, including fixes to notices, downtime, and providing additional training to staff to ensure that they fully understand how to use DCAS.

113. Is the Department in compliance with the data collection requirements of the DC Healthcare Alliance Program Recertification Simplification Amendment Act of 2017? If so, please explain the Department’s methods for collecting the data required by the Act. If not, please explain how the Department will comply with the Act’s data collection requirements.

Two components of the DC Healthcare Alliance Program Recertification Simplification Amendment Act of 2017 were funded: (1) exemptions from face-to-face interviews for individuals who are hospitalized, disabled, elderly, or caregivers of such individuals; and (2) new reporting requirements on Alliance program experience and exemptions granted. Although the DC Healthcare Alliance Program Recertification Simplification Amendment Act of 2017 was included in the FY19 BSA, which became effective on 10/30/18, the District is interpreting the annual reporting requirements to begin on 10/1/19 because the bill wasn’t signed until after the first reporting date. Each of these requirements is discussed below:

- 1) Exemptions from the face-to-face interview requirement for hospitalized, disabled, elderly, or caregivers of such individuals: The face-to-face interview exemption requirements requiring an exemption for individuals who are elderly, disabled or hospitalized enacted in A22-169 in 2017 and funded in the FY19 BSA, which was signed October 30, 2018 to be effective October 1, 2018 were already in place under District rules when the law became effective. The only components that were not effective were the new requirements granting an exemption to the interview upon request by an individual who was a caregiver of an individual who was disabled, hospitalized or elderly. In reviewing the requirements, DHCF and ESA determined that formalizing this option would support improved public understanding of the option and the process for requesting an exemption. To that end, DHCF in consultation with ESA is developing amendments to the existing Alliance Rule and accompanying policy guidance that will

clarify and formalize the face-to-face application and renewal exemption requirements for elderly, hospitalized, or disabled, applicants and their caregivers. The rule and policy guidance will outline how to request an exemption, who can request one, acceptable forms of documentation to request an exemption, and the implications of approval of a request on the face-to-face requirement. Together, both agencies will review and identify areas of improvements, streamline the current process to reduce wait times, complete the process in one visit and will be incorporating these requirements into the DCAS which is targeted to be rolled out in FY21. DHCF is planning to finalize these rules and policy guidance this fiscal year.

2) New reporting requirements on Alliance program experience and exemptions granted:

The DC Healthcare Alliance Program Recertification Simplification Amendment Act of 2017 requires the Mayor to report to Council annually on the following metrics:

- (1) The number of DC HealthCare Alliance enrollees required to recertify;
- (2) The number of DC HealthCare Alliance enrollees required to recertify who successfully completed recertification;
- (3) The number of DC HealthCare Alliance enrollees who did not recertify;
- (4) The number of DC HealthCare Alliance enrollees who re-enrolled in DC HealthCare Alliance within 30 days after termination and the number of enrollees who re-enrolled within 60 days after termination;
- (5) The number of DC HealthCare Alliance enrollees required to recertify who completed interviews, whether face-to-face or over the telephone, disaggregated by interview type.
- (6) The number of recertification interviews conducted at each location where interviews are offered;
- (7) The number of requests made before, or during, an interview for an accommodation due to disability, disaggregated by interview type;
- (8) The number of requests made before, or during, an interview for service in a language other than English, disaggregated by interview type; and
- (9) The number of requests for waivers of face-to-face interviews that were:
 - (A) Made;
 - (B) Granted; and
 - (C) Denied, and the grounds for denial.

As noted above, both agencies are working together to implement these requirements for reporting to the Council annually beginning October 1, 2019. Although the metrics on recertifications and re-enrollments are readily available and can be tracked and reported, there are systemic challenges to tracking some of the other metrics as the Alliance program is still administered in the aging ACEDS mainframe system. For example, annually tracking requests for exemptions across all five Service Centers, the Call Center, and the eligibility outreach staff co-located at various locations across the District is also complex and may be challenging to administer before major systemic redesign including a transition of Alliance eligibility processing in the DCAS system, which is now expected in Spring of FY20. DHS is working with DHCF and the DCAS team to ensure that Deployment 1 of Release 3, which includes the Alliance program (supporting exemption tracking), so that this information can be stored and reported in DCAS to ensure compliance.

Supplemental Nutrition Assistance Program (SNAP)

114. Please provide the following characteristics for SNAP households for FY18 and FY19, year to date:

- a. Number of SNAP households;
- b. Average size of SNAP households; and

		Monthly Average	
		FY18	FY19-Q1
a.	Average number of SNAP households	68,855	65,635
b.	Average size of SNAP households	1.7	1.6

c. Number of SNAP households by ward.

Ward	Households		SNAP Households by Ward, FY18	
	Number	Percent		
Ward 1	7,269	12%	Ward 1	12%
Ward 2	3,560	6%	Ward 2	6%
Ward 3	847	1%	Ward 3	1%
Ward 4	7,319	13%	Ward 4	13%
Ward 5	8,968	15%	Ward 5	15%
Ward 6	6,921	12%	Ward 6	12%
Ward 7	9,893	17%	Ward 7	17%
Ward 8	13,694	23%	Ward 8	23%
Total (Sum*)	58,471	100%		

**This is only the sum of SNAP customers who have correct addresses associable with a ward.*

115. Please describe any changes the Department has made to its procedures for processing SNAP applications and recertifications over the last fiscal year. In particular, please describe any changes in how the Department conducts interviews for SNAP recertifications.

In September of 2018, the DCAS system was enhanced with significant improvements to the SNAP recertification process. The system now sends a blank application to customers who can mail in or drop off the document. When received, an eligibility worker will call to perform the required interview over the phone. If the customer does not answer the phone, they can return the call to perform the interview. Other notice enhancements and system improvements, such as a field to track the date of the interview and new status values to track recertification progress, have made it easier for eligibility workers to track and conduct recertifications. As indicated in previous responses, DHS is working on plans to deploy a mobile application that will allow

customers to take photographs of required documentation, and submit the evidence electronically.

116. Please state the number of SNAP terminations which occurred in FY 18 and FY 19 to date. Of those terminations, how many were due to clerical or administrative error? How many were due to an alleged failure by the customer to recertify? How many of the terminations were reinstated and why were they reinstated?

A total of 55,272 (or 4,606 per month) and 15,115 (or 5,038 per month) SNAP cases were closed or terminated during FY18 and FY19-Q1, respectively. Breakdown data by reason for closure is provided in the table below. This data represents the sum of the cases closed at end of each month and does not count cases closed erroneously in general, an erroneous case closure is corrected immediately by system or upon discovery. Any cases closed erroneously and manually corrected by workers will have case notes explaining the nature of errors and corrective case actions and their benefits will be reinstated appropriately. Those that are not reactivated immediately from erroneous closure will generally have case notes explaining errors and corrective case actions when the errors are discovered and their benefits will be reinstated appropriately.

Each month, about 3,000 to 4,000 SNAP cases are closed, as customers did not respond or delayed to complete their recertification or periodic reports (mid-certification or interim contacts) to continue their benefit. Of those closed due to failure of recertification or periodic reports, about 25 percent complete recertification or periodic reports during the grace period (30 calendar days after the certification period ended) and their SNAP cases are reactivated without re-applying for SNAP benefits. However, they will receive pro-rated benefits for the recertification month from the day they complete their recertification in accordance with the FNS regulations.

<i>Reason for Closure/Termination</i>	Total Closed/Terminated		Monthly Average	
	FY18	FY19-Q1	FY18	FY19-Q1
Recertification - failure or incomplete process	22,976	7,308	1,915	2,436
Recertification - denied due to ineligibility	1,616	130	135	43
Mid-certification - failure or incomplete process	14,545	4,615	1,212	1,538
Mid-certification - denied due to ineligibility	452	38	38	13
Change of evidence/circumstance	15,370	2,890	1,281	963
Other	313	134	26	45
Total Closed at End of Month	55,272	15,115	4,606	5,038

117. Please state the number of SNAP initial and recertification applications in FY18. Please describe any efforts the Department is taking to address these processing delays.

In FY18, 30,916 SNAP initial applications (2,576 per month) were approved and 36,168 cases (3,012 per month) were recertified for continued SNAP benefits. The monthly average of SNAP initial applications approved during the first quarter of FY19 increased to 2,800 while the monthly average of approved recertification cases slightly decreased.

During the first half of FY17, upon launching the new eligibility system, the District experienced various challenges in processing applications. Since then, the District has addressed both procedural and system-related root causes of these challenges and developed and implemented a series of action plans to improve its application processing timeliness (APT) rate and the business process at Service Centers while monitoring the progress using multiple measures. The most recent data demonstrates that the District has made progress in application processing timeliness.

ESA is also working with DHCF to improve application processing timeliness, including addressing any system issues or report development.

118. At last year's Performance Oversight Hearing, the Department discussed errors it encountered loading funds onto customers' EBT cards. During FY 18 and FY 19 to date, how many times has the Department encountered errors loading funds onto customers' EBT cards? Please report the number and types of errors encountered for each month of FY18 and FY19 to date, including the number of customers affected by each instance of error.

Throughout FY18 and FY 19 YTD, there have been several fixes to DCAS to prevent customers from having EBT issues. When an issue arises, there are controls in place to catch them and quickly put in place a remediation effort to ensure that customers receive their benefits, even if an EBT error has occurred.

When DCAS was first deployed in 2016 and into 2017, the system had issues which frequently prevented customers from receiving eligible funds on EBT cards. This forced DHS to implement a number of workarounds and additional manual processes, such as calling the EBT vendor with customers and giving out Gift Cards when necessary.

The technical defects that caused those EBT failures have been resolved, and that issue did not occur in FY18 or FY19 to date. If a customer does not have benefits on their EBT card, it's because the DCAS system does not think they are eligible – not because of a breakdown in the EBT interface itself. In some rare cases, a remaining defect (that is unrelated to the EBT interface) will prevent a case from being processed correctly. DCAS has been focused on fixing those “No Workarounds, No Data fix” defects in upcoming releases, so that Gift Cards rarely if never need to be distributed again.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
CHILD AND FAMILY SERVICES AGENCY
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), Office of Refugee Resettlement (ORR), the buyer agency, and Child and Family Services Agency (CFSA), the seller agency, collectively referred to herein as the "Parties".

DHS has requested the services of CFSA to provide residential foster and congregate care services for thirty (30) youth who are eligible for the Unaccompanied Refugee Minors (URM) program for the period of October 1, 2017 to September 30, 2018. This is a one hundred percent (100%) cost reimbursement MOU, disbursed on a quarterly basis after approval of financial and programmatic reports by the DHS Agency Fiscal Officer and the ORR.

II. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The objective of this MOU is to establish the terms and conditions for the transfer of Refugee Resettlement Grant funds, Federal Grant Number G-01AADC3100, from DHS to CFSA for the purpose of providing residential foster care and social services to youth who received unaccompanied refugee minor status and will remain in the custody of the District.

CFSA shall provide services to thirty (30) URM for the period of October 1, 2017 to September 30, 2018, through service providers located in the District. These services and activities shall include the provision of foster care and health care services, social adjustment programs, and the development of vocational programs for URM. The number of URM served and the funding associated with this MOU shall be governed by the terms contained within this MOU.

For purposes of this MOU, the term, "Unaccompanied Refugee Minors (URM)" shall be defined as refugee children resettled in the United States without parents or other close relatives. These children have either been separated from their parents in the process of fleeing their country or the parents have assisted their children to escape while they remained or the parents have been killed.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF CFSA

CFSA shall:

- 1. Monitor the placements and services for URM who have been placed in the custody of the District. Lutheran Social Services of the National Capital Area (LSSNCA), the contracted CFSA provider, shall be responsible for the provision of placements, case management services and case supervision for the URM program.**
- 2. Maintain a contract with LSSNCA that requires LSSNCA to:**
 - a. Develop and implement an individualized case plan for the care and supervision of each URM, including a service plan leading to non-dependent emancipation or family reunification, and a review for each URM semi-annually. The written case plan at minimum shall address each of the following areas:**
 - i. Social adjustment;**
 - ii. English language training;**
 - iii. Career planning;**
 - iv. Education or training, as appropriate;**
 - v. Health needs;**
 - vi. Suitable mode of care in the least restrictive setting;**
 - vii. Development of socialization skills;**
 - viii. Family reunification;**
 - ix. Safety plans for minor victims of human trafficking;**
 - x. Preservation of ethnic and religious heritage; and**
 - xi. Mental health needs, if necessary.**
 - b. Place the URM in foster care or group homes that:**
 - i. Provide for the cultural and language needs of the child;**
 - ii. Are community-based agency operated group homes; and**
 - iii. Provide semi-independent living for eligible youth 17 and up.**
 - c. Provide cultural and URM Program orientation to the URM within seven (7) days of placement in a foster or group home. Orientation should include the purpose and services provided through the URM Program, as well as an introduction to American culture.**
 - d. Arrange for URM to have initial and annual physical examinations. An initial and annual physical examination report for each URM shall be submitted to the CFSA Social Worker/Monitor assigned to the service provider. All medical and mental health records shall be maintained in the case files for each URM and maintained in accordance with District and federal laws, regulations and policies.**
 - e. Establish a linkage between URM and their high school counselors by the end of their junior year, to develop a plan for their post-secondary education.**
 - f. Assist each URM to identify community colleges, college, universities and other educational programs of interest to them. The service provider shall**

refer the URM to admissions and financial aid counseling when he or she is seeking higher education.

- g. Provide interpretation services and translation services as required by the DC Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167; D.C. Code §§ 2-1931 *et seq.*) and accompanying regulations.
- h. Provide cultural orientation services to URM and foster parents prior to and immediately following placement.
- i. Provide vocational orientation and academic preparation, which shall enable the URM to secure and maintain employment or pursue further educational training. The service provider shall also provide vocational services to introduce the URM to pre-vocational skills including, but not limited to:
 - i. Identifying realistic career goals and plans;
 - ii. Job search techniques;
 - iii. GED courses;
 - iv. Telephone interviews and use;
 - v. Resume/cover letter preparation;
 - vi. Appropriate on the job behavior; and
 - vii. Communication skills.
- j. Provide a vocational program with a work-study component which allows youth, when appropriate, to participate in cooperative work/study programs. The program should include a mechanism for monitoring the progress of URM on jobs and provide support as needed.
- k. Provide an independent living component for up to thirty (30) URM for the period of October 1, 2017 to September 30, 2018, to teach each referred URM to achieve economic, social and personal self-sufficiency in a manner that is appropriate to his or her individual needs and abilities. The program shall include life skills and community awareness training to assist the youth to maintain independence in the community.
- l. Provide a program that includes group discussions and classes as well as living experiences. The service provider shall develop realistic individual goals designed to help the URM make the transition from foster care to independence. The following topics shall be included:
 - i. Paychecks issued;
 - ii. Household budgeting;
 - iii. Money management and savings;
 - iv. Planning and preparing meals;
 - v. Shopping and food storage;
 - vi. Locating housing;
 - vii. Health and medical care resources; and
 - viii. Sex and family planning.
- m. Involve the house parents, foster parents or guardians in the assessment, treatment, and education of the URM.
- n. Ensure that regular meetings are scheduled with foster parents or house parents to discuss any progress or problem, which has occurred with the

B. RESPONSIBILITIES OF DHS

DHS shall:

1. Submit a state plan to the federal Office of Refugee Resettlement and respond to any inquiry from this federal office concerning the District's URM Program.
2. Submit a budget to the federal Office of Refugee Resettlement and other required documents to ensure that the District's program is reimbursed with federal funds.
3. Pay to CFSA the agreed upon amount based on actual allowable expenditures according to federal Office of Refugee Resettlement guidelines.
4. Together with CFSA, provide oversight to the URM Program.

IV. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated or modified in writing by the Parties prior to expiration.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of one (1) one-year option period, for a total of two (2) years. The option period may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. DHS shall provide CFSA with written notice of its intent to exercise an option period 90 days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

The United States Refugee Act of 1980, as amended (Pub. L. No. 96-212, 8 U.S.C. §1101 *et seq.*, 45 C.F.R. §400.1 *et seq.*) and D.C. Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed one million seven hundred fifty-one thousand six hundred eighty-six dollars and fifteen cents (\$1,751,686.15) for Fiscal Year (FY) 2018 in order to reimburse CFSA for providing residential foster care and congregate care and social services to thirty (30) URM who are in the custody of the District. Funding for the services shall not exceed the actual cost of the goods or services, based on the actual number of URM at the rates provided in the attached budget, provided, all costs and expenditures shall not exceed one million seven hundred fifty-one thousand six hundred eighty-six dollars and fifteen cents (\$1,751,686.15) for FY 2018. Funding is subject to the availability of FY 2018 funds under the federal Refugee Resettlement Grant G-1AADC3100.

2. The estimated cost of this MOU is based on the provision of services to be provided to thirty (30) URM in accordance with the terms of the MOU, and during the term of this MOU.
3. In the event of termination of the MOU, payment to CFSA shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.
4. Quarterly reimbursements shall be made after DHS review and approval of the quarterly expenditures report.

B. PAYMENT

1. Payment for all of the goods and services shall be made through an Intra-District advance by DHS to CFSA based on the total amount of this MOU.
2. CFSA shall submit quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers; and (3) overhead costs, provided all costs and expenditures shall not exceed one million seven hundred fifty-one thousand six hundred eighty-six dollars and fifteen cents (\$1,751,686.15) for FY 2018.
3. Advances to CFSA for the services to be performed or goods to be provided shall not exceed the amount of this MOU
4. CFSA shall relieve the advance and bill DHS through the Intra-District process only for those goods and services actually provided pursuant to the terms of this MOU.
5. CFSA shall return any excess advance to DHS by September 30th of the current fiscal year.
6. CFSA shall be responsible for any amounts ultimately disallowed by an audit.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Code §§ 47-355.01-355.08; (iii) D.C. Code § 47-105; and (iv) D.C. Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

CFSA shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IX. TERMINATION

Either Party may terminate this MOU, in whole or in part, by giving thirty (30) calendar days advance written notice to the other Party.

X. NOTICE

The following individuals are the contact points for each Party under this MOU:

For DHS:

Debra Crawford
State Refugee Coordinator
Family Services Administration
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
(202) 299-2153 or (202) 698-4323
Debra.Crawford@dc.gov

For CFSA:

Angelia Baker
Administrator
Placement & Kinship Administration
201 I Street, S.E.
Washington, DC 20003
(202) 727-2543 or (202) 442-6100
Angelia.Baker@dc.gov

XI. RESOLUTION OF DISPUTES

The Parties' Directors, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of the Chief Financial Officer, Office of Financial Operations and Systems.

XII. RECORDS AND REPORTS

CFSA shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of DHS and other officials as may be specified by the District at its sole discretion.

XIII. CONFIDENTIAL INFORMATION

The Parties to this MOU shall comply with all federal, District and local statutes, regulations, and policies regarding the confidentiality of protected information and will use, restrict, safeguard and dispose of all information related to services provided by this MOU including names and social security numbers. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of CFSA and DHS.

XIV. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated.

XV. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or

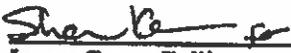
services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (Law 18-37, D.C. Code § 2-351.01 *et seq.*) to procure the goods or services.

XVI. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

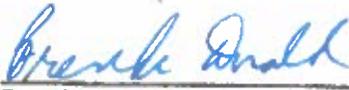
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: 5/9/18

FOR THE CHILD AND FAMILY SERVICES AGENCY:



Brenda Donald
Director

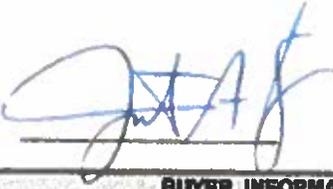
Date: 5-14-18

IDCFSA MO

Attachment B - IDSR Form

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

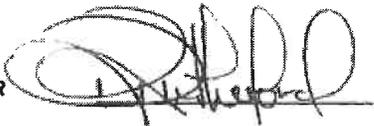
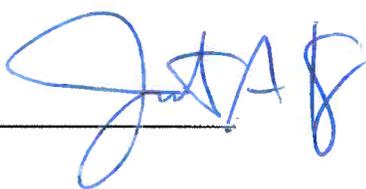
PART I

MOU NUMBER: _____		
Services:	AMOUNT:	\$1,751,686.15
SELLER INFORMATION		
AGENCY:	<u>Child and Family Services Agency</u>	AGENCY CODE: RL0
NAME OF CONTACT:	<u>Justin Kopca</u>	
ADDRESS:	<u>200 I Street S.E. 2nd FL</u> <u>Washington, DC 20003</u>	
TELEPHONE #:	<u>(202)688-7471</u>	
FAX #:	_____	
AUTHORIZING OFFICER		<u>5/23/18</u>
BUYER INFORMATION		
AGENCY:	<u>Department of Human Services (DHS)</u>	AGENCY CODE: JA0
NAME OF CONTACT:	<u>HAYDEN BERNARD</u>	
ADDRESS:	<u>64 NEW YORK AVENUE, NE, 4TH FLOOR</u> <u>Washington DC 20002</u>	
TELEPHONE:	<u>202-671-4245</u>	
FAX #:	_____	
AUTHORIZING OFFICER		

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER: _____		
Services:	AMOUNT:	\$84,712.76
SELLER INFORMATION		
AGENCY:	<u>Dept. of Human Services</u>	AGENCY CODE: JA0
NAME OF CONTACT: <u>Hayden Bernard</u>		
ADDRESS : <u>64 NEW YORK AVENUE, NE, 4TH FLOOR</u>		
<u>Washington, DC 20002</u>		
TELEPHONE #: (202)671-4240		
FAX #:		
AUTHORIZING OFFICER		<u>2/26/2018</u>
BUYER INFORMATION		
AGENCY:	<u>CHILD AND FAMILY SERVICES AGENCY</u>	AGENCY CODE: RL0
NAME OF CONTACT: <u>JUSTIN KOPCA</u>		
ADDRESS : <u>200 I STREET S.E. 2ND FLOOR</u>		
<u>Washington DC 20003</u>		
TELEPHONE: 202-698-7471		
FAX #:		
AUTHORIZING OFFICER		<u>7/31/18</u>
PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION		

MODIFICATION NUMBER THREE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY
AND
THE DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2018

The Memorandum of Understanding (MOU) executed on August 10, 2015, was entered into between the District of Columbia (District) Child and Family Services Agency (CFSA), the buyer agency, and the Department of Human Services (DHS), the seller agency, collectively referred to herein as the "Parties."

In accordance with **Section XII, MOIFICATIONS** of the MOU, the Parties now desire to modify the MOU as follows:

- I. Section III, SCOPE OF SERVICES, Subsection B. RESPONSIBILITIES OF CFSA, Paragraph 2.** is hereby amended by deleting "October 1, 2015", and replacing it with "October 1, 2017."

- II. Section IV, DURATION OF MOU, Subsection A.** is hereby deleted and replaced with the following:

"The period of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to the expiration."

- III. Section VI, FUNDING PROVISIONS, Subsection A. COST OF SERVICES, Paragraph 1,** is hereby deleted and replaced with the following:
 - A. "COST OF SERVICES"**
 1. The total cost for services under this MOU shall not exceed eighty-four thousand seven hundred twelve dollars and seventy-six cents (\$84,712.76) for Fiscal Year (FY) 2018."

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this Modification to the MOU as follows:

FOR THE CHILD AND FAMILY SERVICES AGENCY:



Brenda Donald
Director

Date: 5.24.18

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: MAR 20 2018

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF GENERAL SERVICES
FOR
HOMELESS SHELTER PROTECTIVE SERVICES
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), the buyer agency, and the Department of General Services (DGS) Protective Services Division (PSD), the seller agency, collectively referred to herein as the "Parties".

DHS has requested the services of DGS/PSD to provide security coverage as needed in the District's homeless shelters, to serve as supplemental coverage in addition to the security coverage that DHS currently receives at its homeless shelters through its homeless services contractor, The Community Partnership for the Prevention of Homelessness (TCP).

II. PROGRAM GOALS AND OBJECTIVES

DHS is the District agency charged with assisting low-income individuals and families in the District to maximize their potential for economic security and self-sufficiency. DHS has two administrations which includes the Economic Security Administration (ESA) and the Family Services Administration (FSA). For purposes of this MOU, FSA is responsible for providing protection, intervention and social services, including services such as shelter and homelessness prevention in the District, to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency. DGS is responsible for planning and managing the District's real estate to achieve its highest and best use. PSD is the police force responsible for law enforcement activities and physical security of all properties owned, leased or otherwise under the control of the District government.

The purpose of this MOU is to transfer funding from DHS to DGS to pay for appropriate DGS personnel and security officers, as needed, to supplement the security coverage provided by TCP in the District's homeless shelters.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF DGS/PSD

1. DGS/PSD shall provide two (2) PSD officers to a DHS homeless shelter location for each request DGS/PSD receives from a DHS onsite homeless services shelter provider or a DHS shelter onsite security officer (hereinafter referred to as "a Response") for security. See Attachment A hereto attached and incorporated by reference.
2. DGS/PSD shall maintain the X-Ray and magnetometer equipment used by the TCP security officers for security purposes at DHS homeless shelters. See Attachment B hereto attached and incorporated by reference.

B. RESPONSIBILITIES OF DHS

1. A designated DHS staff person shall perform due diligence in monitoring the equipment at each DHS homeless shelter site, informing DGS/PSD of any irregularities with the x-ray machines and magnetometers.
2. DHS shall notify DGS/PSD of any desire to change a DHS homeless shelter site location or the placement of security equipment at a DHS homeless shelter site location, which must be approved by DGS/PSD.
 - DHS shall contact the point of contact (POC) at least forty-eight (48) hours in advance of the requested change, noting the specific location of the revised DHS homeless shelter site, and the rationale for the reassignment. All change requests identified in Section III (B) (2) of this MOU shall be made in writing to the POC specified in SECTION XII. NOTICE of this MOU below.

IV. DURATION OF MOU

1. The period of this MOU shall be from October 1, 2017 through September 30, 2018 unless terminated in writing, by the Parties prior to the expiration of the MOU.
2. The Parties may extend the term of this MOU by exercising a maximum of four (4) one-year option periods.
3. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

This MOU is made pursuant to D.C. Official Code § 1-301.01(k); the Department of General Services Establishment Act of 2011, effective September 14, 2011 (D.C. Law 19-21, D.C. Official Code § 10-551.01, *et seq.*); the Homeless Services Reform Act of 2005 (HSRA), effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code § 4-751.01 *et seq.*), as amended; and any other applicable District or federal law and regulation.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed two hundred sixty-six thousand five hundred fifty-nine dollars and eighty-eight cents (\$266,559.88) for Fiscal Year (FY) 2018. Funding for the services shall not exceed the actual cost of the services, based on the actual number of calls for services performed at the rates provided in Attachment A.

The estimated cost of this MOU is based on the estimated total number of calls received in FY 2017 for security support at the homeless shelters for DHS onsite homeless service shelter personnel or a DHS shelter onsite security officer. For FY 2017, there were 1,868 calls for services at eight (8) different DHS homeless shelters at a rate of one hundred twenty-five dollars (\$125.00) per call. The one hundred twenty-five dollars (\$125.00) per call rate includes the cost of two (2) PSD Armed Special Police Officers (ASPOs) to respond to each call, transportation costs and supplies. For FY 2018, all estimated costs and expenditures shall not exceed two hundred sixty-six thousand five hundred fifty-nine dollars and eighty-eight cents (\$266,559.88).

The estimated total costs for service calls under this MOU incorporates two hundred thirty-three thousand five hundred dollars (\$233,500.00) as outlined in Attachment A. The estimated total costs for screening equipment (such as x-ray machines and magnetometers) including maintenance under this MOU incorporates thirty-three thousand fifty-nine dollars and eighty-eight cents (\$33,059.88) as outlined in Attachment B. During the term of this MOU the total costs shall not exceed two hundred sixty-six thousand five hundred fifty-nine dollars and eighty-eight cents (\$266,559.88) for FY 2018.

2. In cases where DGS/PSD does not provide services for the number of days and/or hours specified in the MOU, payment by DHS shall be reduced by an amount equal to the daily payment multiplied by the number of MOU days or hours for which goods and services were not provided.
3. In the event of termination of the MOU, payment to DGS/PSD shall be held in abeyance until all required fiscal reconciliation is completed.

B. PAYMENT

1. Payment for goods and services shall be made through an Intra-District advance made by DHS to DGS/PSD, based on advance request submitted by DGS/PSD.
2. Payment to DGS/PSD for the services to be performed and goods to be provided shall not exceed the amount of this MOU.
3. DHS reserves the right to deny payment to DGS/PSD for goods or services that are not provided in accordance with the terms of this MOU.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems within the District's Office of the Chief Financial Officer.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and the provisions of (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C. §§ 1341, 1342, 1349, 1351, and specific sections in Subchapter II, Section 15 of Title 31 of the U.S. Code) and (ii) the District of Columbia Anti-Deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285, D.C. Official Code §§1-204.46, 47-105, 47-355.01-355.08) as amended, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

As this MOU is funded by District funds, DGS/PSD shall be subject to scheduled and unscheduled monitoring reviews by the District to ensure compliance with all applicable requirements.

VIII. PROCUREMENT PRACTICES REFORM ACT

If a District agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§2-351.01, *et seq.*) to procure the goods or services of the agent or third party.

IX. RECORDS AND REPORTS

The seller agency shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three years from the date of expiration or termination of the MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of the buyer agency and other officials as may be specified by the District at its sole discretion.

X. CONFIDENTIAL INFORMATION

The Parties to this MOU shall use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, and policies and the relevant provisions of the Internal Revenue Code. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of both the buyer and seller agency.

XI. SPECIAL PROVISIONS FOR TERMINATION OF THE MOU

DHS or DGS/PSD may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other party on the following grounds:

- A. Lack of funding;
- B. Changes in applicable law;
- C. Changes in the structure or nature of the program;
- D. Elimination of the program or service.
- E. Failure of either party to follow District laws, rules, or regulations; or
- F. Failure of either party to follow the terms of this MOU.

XII. NOTICE

The following individuals are the points of contact (POC) for each party under this MOU:

For DHS:
Lisa Franklin-Kelly
Capital and Operations Manager
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 671-4401
Fax: (202) 671-4381
Email: LisaF.Kelly@dc.gov

For DGS/PSD:
Paul Abrahams
Supervisory Contract Compliance Monitor
Department of General Services/PSD
64 New York Avenue, N.E., 4th Floor
Washington, DC 20002
Phone: (202) 698-8180
Cell: (202) 679-5653
Email: Paul.Abrahams@dc.gov

XIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

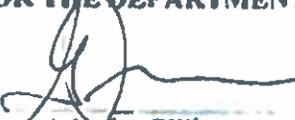
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows.

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

MAR 9 2018
Date

FOR THE DEPARTMENT OF GENERAL SERVICES:


Greer Johnson Gillis
Director

5/1/2018
Date

Attachment A

ESTIMATED COST FOR SERVICE CALLS IN FISCAL 2017

Location	Primary Point of Contact	Contact Number	Callers Per Call	Estimated Total Calls Per Site
801 East Shelter 2700 MALE Y. AVE. SE (Gate 3)	Zelalem ZemaChaei	202-561-4014 EXT. 120	1	460
New York Ave Men's Shelter 1355-1357 New York Ave. NE	Augustine Frisbar	202-832-2959	3	355
Adams Place Men's Shelter 2210 Adams Place. NE	Robert Walker	202-832-8317	1	68
OC General Family Shelter 2600 Massachusetts Ave., SE (Building 842, 4th & 5th Floor)	Parishia Brooks	202-547-5702	2	192
Community for Creative Non-Violence Shelter (CCNV) 425 2nd street NW	Nico Harris	202-316-5037	6	394
Harriet Tubman Shelter for Women 1900 Mass. Ave., SE (Building 27)	Karen Gullbury	202-795-2007	2	136
La Campesina Road Shelter for Men 2191 Spring Road, NW	Gabriela McCormey	202-863-2257 ext 300	2	0
Partner Arm III (3) for Families 342 37th Street, SE	Janette Brooker-Gordon	202-370-7246	1	0
OC General Family Shelter 1900 Massachusetts Ave., SE (Building #12)	Parishia Brooks	202-547-5702	3	20
Temp. Shelter for Families 2601 & 2603 Maylor Rd., SE	Sonya Rivers	202-575-2903	1	0
Pat Handy Women's Shelter 810 5th Street, NW	Cathy Lantz	202-939-3004	2	176

Estimated Total Calls 1,868
 Estimated Cost Per Call \$ 125.00
 Estimated Total Cost-Calls \$ 233,500.00
 Estimated Supply Cost \$ 31,999.00
 Total Estmd. Cost \$ 265,500.00

Annotation:
 Estimated total calls for individual locations is on the basis of actual number of calls to each location during FY-17.

OCFO MOU Authorization

Agency Request Number

DHS-18-006-DGS/PSD

OSG Decision

Date:

3/29/2018

Date:

Buyer Agency Contact Information

Buyer Agency Name:

Department of Human Services

Buyer Agency OCFO:

Hayden Bernard

Buyer Agency OCFO Phone #:

(202)671-4240

Seller Agency Contact Information

Seller Agency Name:

Supervisory Contract Compliance Monitor

Seller Agency OCFO:

Paul Abrahams

Seller Agency OCFO Phone #:

202-698-8180

4237

Agency Contact:

Lisa Franklin-Kelly

E-mail Address:

Lisaf.Kelly@dc.gov

Phone Number:

202-671-4401

Agency Contact:

Paul Abrahams

E-mail Address:

paul.abrahams@dc.gov

Phone Number:

202-698-8180

Amount of MOU

\$266,559.88

Source of Funds

Brief Description

The purpose of the MOU is for DHS to transfer funding to DGS to pay for appropriate DGS personnel and security officers to supplement the security coverage provided by the Community Partnership for the Prevention of Homelessness in DC homeless shelters.

Timetable for Approval

OGC Tracking Information

Assigned To:

Date Assigned:

OGC Comments

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Greer Johnson Gillis
Director
Department of General Services

FROM: Laura Green Zeilinger 
Director

DATE: MAR 9 2018

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of General Services for Supplemental Security at District Homeless Shelters

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the Department of Human Services (DHS) and the Department of General Services (DGS).

The purpose of this MOU is to transfer funding from DHS to DGS, to pay for appropriate DGS personnel and security officers, as needed, to supplement the security coverage provided by The Community Partnership for the Prevention of Homelessness (TCP) in the District's homeless shelters.

This MOU is made in accordance with D.C. Official Code § 1-301.01(k); the Department of General Services Establishment Act of 2011, effective September 14, 2011 (D.C. Law 19-21, D.C. Official Code § 10-551.01, *et seq.*); the Homeless Services Reform Act of 2005 (HSRA), effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code § 4-751.01 *et seq.*), as amended; and any other applicable District or federal law and regulation.

The funding for this MOU shall not exceed two hundred sixty-six thousand five hundred fifty-nine dollars and eighty-eight cents (\$266,559.88) for FY 2018. The period of this MOU is from October 1, 2017 through September 30, 2018.

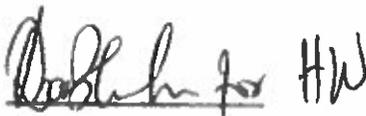
Please sign and return the original to my office. If you have any questions or concerns, please contact Lisa Franklin-Kelly, Capital and Operations Manager, DHS, at (202) 671-4401 or lisaf.kelly@dc.gov.

LGZ/mb

Attachment

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER _____		
Services:	AMOUNT:	\$266,599.88
SELLER INFORMATION		
AGENCY:	<u>Department of General Services</u>	AGENCY CODE: AM0
NAME OF CONTACT:	<u>Henry Wong</u>	
ADDRESS:	<u>2000 14th Street NW</u> <u>Washington, DC 20009</u>	
TELEPHONE #:	<u>(202)698-7471</u>	
FAX #:		
AUTHORIZING OFFICER	<u> for HW</u>	<u>4/10/18.</u>
BUYER INFORMATION		
AGENCY:	<u>Department of Human Services (DHS)</u>	AGENCY CODE: JA0
NAME OF CONTACT:	<u>HAYDEN BERNARD</u>	
ADDRESS:	<u>64 NEW YORK AVENUE, NE, 4TH FLOOR</u> <u>Washington DC 20002</u>	
TELEPHONE:	<u>202-671-4240</u>	
FAX #:		
AUTHORIZING OFFICER	<u> for HB</u>	

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

**MODIFICATION NUMBER ONE
TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF HEALTH
FOR
FISCAL YEAR 2018**

The Memorandum of Understanding (MOU) executed April 10, 2017 was entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA) and the District Department of Health (DOH), Rodent and Vector Control Division, collectively referred to herein as the "Parties."

The Parties now desire to modify the MOU as follows:

I. Section III. SCOPE OF SERVICES, Sub-section A. RESPONSIBILITIES OF SELLER: is hereby deleted and replaced with the following:

"A. RESPONSIBILITIES OF SELLER

1. Seller shall meet with DHS, DGS building managers and DHS on-site providers to coordinate rodent proofing measures for the interior and exterior premises at the following facilities:
 - DC General Family Shelter Main Building and Building 12, at 1900 Massachusetts Avenue, S.E.
 - 801 East Men's Shelter at 2700 Martin Luther King, Jr. Avenue, S.E.
 - New York Avenue Men's Shelter at 1355-1357 New York Avenue, N.E.
 - Girard Family Shelter at 1413 Girard Street, N.W."

II. Section IV. DURATION OF MOU, Sub-section A, is hereby deleted and replaced with the following:

"A. The period of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to the expiration."

III. Section VI. FUNDING PROVISIONS, A. COST OF SERVICES, Sub-section 1. is hereby deleted and replaced with the following:

1. **"Total cost for services under this MOU shall not exceed forty-six thousand dollars and zero cents (\$46,000.00) for Fiscal Year (FY) 2018. Funding for the services shall not exceed the actual cost of the goods or services, including labor, and materials provided, all costs and expenditures shall not exceed forty-six thousand dollars and zero cents (\$46,000.00) for FY 2018.**

a. Personnel and Treatments

Treatment services will require six (6) employees working six (6) hour shifts one week and four (4) hour shifts the next week to inspect and bait the interior and exterior premises for (12) months at a cost of forty-three thousand fifty-six dollars and zero cents (\$43,056.00) for personnel only.

DOH will perform weekly treatments of the interior and exterior premises of each facility identified above in section III.A.1. for a period of twelve (12) months. Follow-up treatments services will be scheduled on the weekends.

b. Supplies and Equipment

DOH will provide supplies for baiting of insects and rodents and all required safety equipment to be used by its employees for interior and exterior treatment services for the premises of each facility identified above in Section III.A.1 at a cost of two thousand nine hundred forty-four thousand dollars and zero cents (\$2,944.00)."

IV. Section VI. FUNDING PROVISIONS, B. PAYMENT, Sub-sections 1. and 2. are hereby deleted and replaced with the following:

1. "Payment for all of the goods and services shall be made through an Intra-District advance by DHS to DOH based on the total amount of this MOU of forty-six thousand dollars and zero cents (\$46,000.00).
2. DOH shall submit itemized invoices for each completed service request or monthly reconciliations which shall explain the amounts billed for that period. The invoices or reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers and (3) overhead or itemized monthly claims for reimbursement on actual counts taken daily at the point of service by the reimbursement category, provided, all cost and expenditures shall not exceed forty-six thousand dollars and zero cents (\$46,000.00)."

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF HEALTH:


LaQuandra S. Nesbitt, MD, MPH
Director

Date: 11/21/17

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

Date: 11/21/17

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION
AND
DEPARTMENT OF HEALTH
BUREAU OF COMMUNITY HYGIENE
RODENT AND VECTOR CONTROL DIVISION
FOR
FISCAL YEAR 2017**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), Buyer and Department of Health (DOH), Bureau of Community Hygiene (BCH) Rodent and Vector Control Division (RVCD), Seller, collectively referred to herein as the "Parties."

DHS has requested the services of DOH/BCH/RVCD for the purpose of controlling and eliminating insect and rodent infestation at three (3) District government properties, which DHS utilizes as shelter locations. The properties serve as homeless shelters for men, women and children, which provide an array of social services and medical care to the homeless and destitute residents of the District.

II. PROGRAM GOALS AND OBJECTIVES

The stated mission of DHS is to assist low-income individuals and their families in the District to maximize their potential for economic security and self-sufficiency. FSA is the administration which is responsible for providing protection, intervention and social services, including services such as shelter and homeless prevention in the District, to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency.

DOH/BCH/RVCD protects the public and the environment by reducing rodent populations and minimizing the risk of rodent-borne disease, stress and fear through a comprehensive rodent control enforcement program. Their services include proactive surveys, inspections, baiting, enforcement community outreach and distribution of educational materials.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF SELLER

1. Seller shall meet with DHS, DHS on-site providers and DGS building managers to coordinate rodent proofing measures for the interior and exterior premises at the following facilities:
 - DC General Family Shelter Main Building and Building 12, at 1900 Massachusetts Avenue, S.E.
 - 801 East at 2700 Martin Luther King Jr. Avenue, S.E.
 - New York Avenue at 1355 -1357 New York Avenue, N.E.
2. Seller shall train the residents of the various shelter facilities on proper sanitation practices. Trainings will be provided upon request.
3. Seller shall develop and implement Integrated Pest Management (IPM) Plans for the facilities identified above in section III.A.1. The IPM Plans will consist of DOH/BCH/RCVD staff inspecting and applying pest elimination chemicals (or baiting) the exterior and interior premises of these facilities for insect and rodent infestations on a weekly basis.
4. Seller shall provide inspection reports to DHS and on-site providers during or after every inspection and baiting of the interior and exterior premises of the facilities identified in section III.A.1. The reports shall include instances of poor sanitation practices or conditions that could attract insect and rodent infestations such as the accumulations of debris, lids open on trash containers, trash on the ground around containers, or waste being stored for collection in plastic bags.
5. Seller shall provide DHS with educational materials to be posted and distributed at each facility.
6. Seller shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
7. Seller shall establish an Agency Internal Service Fund with a corresponding index that ties to the fund and agency organization structure for the transfer of funds from the Buyer to the Seller.
8. Seller shall provide the projected costs for services under this MOU. The details shall be provided on the Intra-District Standard Request Form.
9. Seller shall establish methods in SOAR so that funds may be independently tracked.
10. Seller shall grant a refund to the Buyer if the actual proportionate funds required are less than anticipated.

B. RESPONSIBILITIES OF BUYER

1. Buyer shall identify a contact person at each facility identified above in Section III.A.1 and to authorize DOH/BCH/RCVD entry and access throughout the premises of each facility.
2. Buyer shall correct conditions identified by DOH/BCH/RCVD staff in a timely fashion prior to the next scheduled inspection and baiting service.
3. Buyer shall implement IPM developed by DOH/BCH/RCVD for the reduction and elimination of insect and rodent infestation at each facility.

4. Buyer shall monitor the interior and exterior premises of each facility for insect and rodent activities and notify DOH/BCH/RCVD when emergency baiting services are needed.
5. Buyer shall budget for all services requested in this MOU.
6. Buyer shall transfer to Seller forty thousand dollars and zero cents (\$40,000.00) via an Intra-District advance.

IV. DURATION OF MOU

- A. The period of this MOU shall be from January 1, 2017 through September 30, 2017, unless terminated in writing by the Parties prior to the expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum of two (2) one year option periods for a total of three (3) years. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. DHS shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01 (k); and any other applicable District or federal law, regulation or policy.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed forty thousand dollars and zero cents (\$40,000.00) for Fiscal Year (FY) 2017. Funding for the services shall not exceed the actual cost of the goods or services, including labor, and materials provided, all costs and expenditures shall not exceed forty thousand dollars and zero cents (\$40,000.00) for FY 2017.

a. Personnel and Treatments

Treatment services will require six (6) employees working six (6) hour shifts one (1) week and four (4) hour shifts the next week to inspect and bait the interior and exterior premises for ten (10) months at a cost of thirty seven thousand four hundred dollars and zero cents (\$37,400.00) for personnel only.

DOH/BCH/RCVD will perform weekly treatments of the interior and exterior premises of each facility identified above in section III.A.1 for a period of 10 months. Follow-up treatments services will be scheduled on the weekends.

b. Supplies and Equipment

DOH/BCH/RCVD will provide supplies for baiting of insects and rodents and all required safety equipment to be used by its employees for interior and exterior treatment services for the premises of each facility identified above in Section III.A.1 at a cost of two thousand six hundred dollars and zero cents (\$2,600.00).

2. The estimated cost of this MOU is based on bi-weekly pest control treatment by DOH/BCH/RCVD for a minimum of four (4) months and conducting an unspecified number of trainings for the shelter residents.
3. In the event of termination of the MOU, payment to DOH/BCH/RCVD shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for all of the goods and services shall be made through an Intra-District advance by DHS to DOH/BCH/RCVD based on the total amount of this MOU of forty thousand dollars and zero cents (\$40,000.00).
2. DOH/BCH/RCVD shall submit itemized invoices for each completed service request OR monthly reconciliations which shall explain the amounts billed for that period. The invoices or reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers and (3) overhead or itemized monthly claims for reimbursement on actual counts taken daily at the point of service by the reimbursement category, provided, all costs and expenditures shall not exceed forty thousand dollars and zero cents (\$40,000.00).
3. Advances to DOH/BCH/RCVD for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
4. DOH/BCH/RCVD will relieve the advance and bill DHS through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. DOH/BCH/RCVD will return any excess advance to DHS by September 30 of the current fiscal year.
5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the District Office of Financial Operations and Systems.
6. The Seller shall be responsible for any amounts ultimately disallowed by an audit.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and the provisions of (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C. §§ 1341, 1342, 1349, 1351, and specific sections in Subchapter II, Section 15 of Title 31 of the U.S. Code) and (ii) the District of Columbia Anti-Deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285, D.C. Official Code §§ 1-204.46, 47-105, 47-355.01-355.08) as amended, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

As this MOU is funded by District funds, the Seller shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

The Seller shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of the Buyer and other officials as may be specified by the District at its sole discretion.

IX. CONFIDENTIAL INFORMATION

The Parties to this MOU shall use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant District and federal statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the Buyer.

X. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) calendar day's advance written notice to the other Party.

XI. NOTICE

The following individuals are the contact points for each Party under this MOU:

For DHS:
Lisa Franklin-Kelly
Capital and Operations Manager
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 671-4401
Email: Lisa.f.kelly@dc.gov

For DOH:
Gerard Brown
Program Manager
Rodent and Vector Control Division
899 North Capitol Street, N.E., 2nd Floor
Washington, DC 20002
Phone: (202) 535-2336
Email: Gerard.brown@dc.gov

XII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIII. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

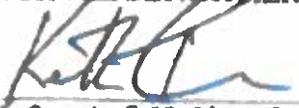
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: FEB 28 2017

FOR THE DEPARTMENT OF HEALTH



LaQuandra S. Nesbitt, MD, MPH
Director

Date: 4/2/17

Federation of State Boards of Physical Therapy

Testing Accommodation Invoice

BILL TO
DEPARTMENT OF HEALTH HEALTH PROFESSIONAL LICENSING ADMINISTRATION D.C. BOARD OF PHYSICAL THERAPY 899 NORTH CAPITOL STREET NE WASHINGTON, DC 20002

DATE	11/1/2017
INVOICE #	2017-304-0881
FSBPT TAX ID #	63-0946217

SERVICE	CANDIDATE	FSBPT ID	EXAM TYPE	TEST DATE	AMOUNT
Separate Room	TODOROV, KRASSIMIR	0508124	DCLAW	10/21/2017	\$200.00
Time and a Half	TODOROV, KRASSIMIR	0508124	DCLAW	10/21/2017	\$12.50
Reader for Time and a Half	TODOROV, KRASSIMIR	0508124	DCLAW	10/21/2017	\$90.00
Total-Due Upon Receipt					\$302.50

When making payment(s), please refer to the above invoice number

Federation of State Boards of Physical Therapy
Testing Accommodation Invoice

fsbpt

Federation of State Boards of Physical Therapy

Testing Accommodation Invoice

BILL TO DEPARTMENT OF HEALTH HEALTH PROFESSIONAL LICENSING ADMINISTRATION D.C. BOARD OF PHYSICAL THERAPY 899 NORTH CAPITOL STREET NE WASHINGTON, DC 20002
--

DATE	10/1/2017
INVOICE #	2017-273-8248
FSBPT TAX ID #	63-0946217

SERVICE	CANDIDATE	FSBPT ID	EXAM TYPE	TEST DATE	AMOUNT
Double Test Time	LOCKARD, MATTHEW	0590522	DCLAW	8/22/2017	\$25.00
Separate Room	LOCKARD, MATTHEW	0590522	DCLAW	9/22/2017	\$200.00
Total-Due Upon Receipt					\$225.00

When making payment(s), please refer to the above invoice number

Federation of State Boards of Physical Therapy

Testing Accommodation Invoice

Federation of State Boards of Physical Therapy

Testing Accommodation Invoice

BILL TO
DEPARTMENT OF HEALTH HEALTH PROFESSIONAL LICENSING ADMINISTRATION D.C. BOARD OF PHYSICAL THERAPY 899 NORTH CAPITOL STREET NE WASHINGTON, DC 20002

DATE	9/5/2017
INVOICE #	2017-247-8590
FSBPT TAX ID #	63-0946217

SERVICE	CANDIDATE	FSBPT ID	EXAM TYPE	TEST DATE	AMOUNT
Double Test Time	NASER, MUNA	0530511	DCLAW	8/1/2017	\$25.00
Seperate Room	NASER, MUNA	0530511	DCLAW	8/1/2017	\$200.00
Total-Due Upon Receipt:					\$225.00

When making payment(s), please refer to the above invoice number

Federation of State Boards of Physical Therapy

Testing Accommodation Invoice

Federation of State Boards of Physical Therapy

Testing Accommodation Invoice

BILL TO
DEPARTMENT OF HEALTH HEALTH PROFESSIONAL LICENSING ADMINISTRATION D.C. BOARD OF PHYSICAL THERAPY 899 NORTH CAPITOL STREET NE WASHINGTON, DC 20002

DATE	7/31/2017
INVOICE #	2017-211-4237
FSBPT TAX ID #	63-0946217

SERVICE	CANDIDATE	FSBPT ID	EXAM TYPE	TEST DATE	AMOUNT
Time and a Half	OWEN, CAROLINE	0568825	DCLAW	7/28/2017	\$12.50
Total-Due Upon Receipt					\$12.50

When making payment(s), please refer to the above invoice number

Federation of State Boards of Physical Therapy

Testing Accommodation Invoice

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: LaQuandra Nesbitt, MD, MPH
Director
Department of Health

FROM: Laura Green Zellinger *Shan K...*
Director

DATE: 11/7/17

SUBJECT: Fiscal Year 2018 Modification Number One to the Memorandum of Understanding between the District of Columbia Department of Human Services, Family Services Administration and the Department of Health, Rodent and Vector Control Division.

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Modification Number One (1) to the Memorandum of Understanding (MOU) between the Department of Human Services (DHS) Family Services Administration (FSA) and the Department of Health (DOH), Rodent and Vector Control Division.

The purpose of the original MOU was for DOH to provide pest control services to DHS for the purpose of controlling and eliminating insect and rodent infestation at three (3) District government properties, which DHS utilizes as shelter locations. The properties serve as homeless shelters for men, women and children, which provide an array of social services and medical care to the homeless residents of the District.

DHS now approves Modification Number One (1) which renews the MOU for FY 2018 in order for DOH to provide pest control services to four (4) District government properties. The funding for this Modification shall not exceed forty-six thousand dollars and zero cents (\$46,000.00) for FY 2018. This Modification is made in accordance with D.C. Official Code §1-301.1(k); and any other applicable District or federal laws and regulations. The period of this MOU is from October 1, 2017 through September 30, 2018.

Please sign and return the original to my office. If you have any questions or concerns, please contact Lisa Franklin-Kelly, Capital and Operations Manager, DHS, at (202) 671-4401 or lisa.fkelly@dc.gov.

LGZ/mb

Attachment



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Department of Health AGENCY CODE: HCO

NAME OF CONTACT: ADREANA DEANE

ADDRESS : 880 NORTH CAPITOL STREET, NE 5TH FLOOR
WASHINGTON, DC 20002

TELEPHONE # : 202-442-0222

FAX # : _____

AUTHORIZING OFFICER *Adreana P. Deane*

DATE: 11/21/17

BUYER INFORMATION

AGENCY: Department of Human Services AGENCY CODE: JAO

NAME OF CONTACT: HAYDEN BERNARD

ADDRESS : 64 NEW YORK AVE, NE 4TH FLOOR
WASHINGTON, DC 20002

TELEPHONE # : 202-671-4240

FAX # : _____

AUTHORIZING OFFICER *[Signature]*

DATE: 12/19/17

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: _____

_____ 2 OF _____ 2

PART II

MOU NUMBER: _____

2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: PEST CONTROL SERVICES FOR DHS

DATE:

TOTAL: \$46,000.00

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	
SELLER	HC0	2018	RADS8	45150	4600	4600		DHHSRD/18		
BUYER	JA0	2018	ASOSG	HHC77	0041	0409			\$46,000.00	
BUYER										
BUYER										
BUYER										

GOOD/ SERVICE: DCHR to Administer the DLP Program

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the General Counsel

MEMORANDUM

TO: Laura Green Zeilinger
Director

FROM: Robert C. Warren *RCW*
Acting General Counsel

DATE: December 7, 2016

SUBJECT: Fiscal Year 2017 Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of Youth Rehabilitation Services for Transitional Housing Services

The Department of Human Services (DHS) Office of the General Counsel (OGC) has reviewed the above-referenced Fiscal Year (FY) 2017 Memorandum of Understanding (MOU) between DHS and the Department of Youth Rehabilitation Services (DYRS), and has determined that it is legally sufficient and appropriate for your signature.

The purpose of this MOU is to provide funding for youth under the supervision of DYRS to receive Transitional Housing Services by establishing the terms and conditions under which the Parties will collaborate. Specifically, this MOU addresses the placement of DYRS program participants, referred to as committed and post-committed youth, with a DHS-contracted provider to receive homeless services. These services are aimed at preparing the participants to transition from confinement back into society and avoid homelessness, to include, but not limited to, supervision, case management, housing, and life skills services.

This MOU is made in accordance with the D.C. Official Code § 1-301.01(k) (2001 ed. & Supp. 2014); 2-1515.04(2); 2-1515.04(5); Title 29 Public Welfare Chapter 12 Community Placement of Juvenile Offenders for the District of Columbia Municipal Regulations; D.C. Official Code § 1-301.01(k) and any other applicable District and federal law, regulation and policy.

The total cost for services under this MOU shall not exceed three hundred seventy thousand dollars and zero cents (\$370,000.00). The period of this MOU is from October 1, 2017 through September 30, 2017.

If you have any questions or concerns, please let me know.

RCW/tl
Attachment

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Clinton Lacey
Director
Department of Youth
Rehabilitation Services

FROM: Laura Green Zeilinger 
Director

DATE: DEC 10 2016

SUBJECT: Fiscal Year 2017 Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of Youth Rehabilitation Services for Transitional Housing Services

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2017 Memorandum of Understanding (MOU) between DHS and the Department of Youth Rehabilitation Services (DYRS).

The purpose of this MOU is to provide funding for youth under the supervision of DYRS to receive Transitional Housing Services by establishing the terms and conditions under which the Parties will collaborate. Specifically, this MOU addresses the placement of DYRS program participants, referred to as committed and post-committed youth, with a DHS contracted provider to receive homeless services. These services are aimed at preparing the participants to transition from confinement back into society and avoid homelessness, to include, but not limited to, supervision, case management, housing, and life skills services.

This MOU is made in accordance with the D.C. Official Code § 1-301.01(k) (2001 ed. & Supp. 2014); 2-1515.04(2); 2-1515.04(5); Title 29 Public Welfare Chapter 12 Community Placement of Juvenile Offenders for the District of Columbia Municipal Regulations; D.C. Official Code § 1-301.01(k) and any other applicable District and federal law, regulation and policy.

The total cost for services under this MOU shall not exceed three hundred seventy thousand dollars and zero cents (\$370,000.00). The period of this MOU is from October 1, 2016 through September 30, 2017.

Please sign and return the original to my office. If you have any questions or concerns, please contact Hilary Cairns, DHS Deputy Administrator, Youth Services, at (202)299-2156.

LGZ/rw

Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF YOUTH REHABILITATION SERVICES
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2017**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Youth Rehabilitation Services (DYRS) and the Department of Human Services (DHS), referred to collectively herein as the "Parties." Specifically, the DYRS Committed and Post Committed Transitional Housing Program will be administered by the Family Services Administration (FSA) of DHS.

DYRS is the District's cabinet-level juvenile justice agency. DYRS administers detention, commitment, and aftercare services for youth in facilities and in the community. DYRS is actively involved in several innovative programming models to include strategic planning around youth and family engagement, homelessness prevention and vocational training and art exposure in continuum of care, alternative sentencing, supervised community release, supportive living, and juvenile justice programs.

DHS is the District agency responsible for assisting low-income individuals and families in the District to maximize their potential for economic security and self-sufficiency. DHS has two administrations, which include the Family Services Administration (FSA) and Economic Security Administration (ESA). FSA is responsible for providing protection, intervention and social services to District residents, including but not limited to, Homeless Services and Adult Protective Services. ESA is responsible for making eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid benefits, Supplemental Nutrition Assistance Program (SNAP) benefits, formerly known as the Food Stamps Program, and Temporary Assistance for Needy Families (TANF) benefits. FSA's goal is to meet the needs of vulnerable adults, families, and youth in order to help reduce the risk of homelessness and promote self-sufficiency.

II. PROGRAM GOALS AND OBJECTIVES

The goal of the MOU is to ensure committed and post-committed youth under the supervision of DYRS receive Transitional Housing Services by establishing the terms and conditions under which the Parties will collaborate. Through the programming under this MOU, the parties seek to reduce the number of homeless District transitional-age youth who have been committed to DYRS. This MOU is in furtherance of the Parties' shared interest in combating homelessness in the District, particularly among DYRS youth.

Specifically, this MOU addresses the placement of DYRS program participants, referred to as committed and post-committed youth, with a DHS contracted provider to receive

homeless services aimed at preparing the participants to transition from confinement back into society and avoid homelessness, to include, but not limited to, supervision, case management, housing, and life skills services.

III. AUTHORITY

The Parties are authorized to enter into this MOU pursuant to D.C. Official Code §§ 1-301.01(k); 2-1515.04(2); 2-1515.04(5); Title 29 Public Welfare Chapter 12 Community Placement of Juvenile Offenders for the District of Columbia Municipal Regulations; D.C. Official Code § 1-301.01(k) and any other applicable District and federal law, regulation and policy.

IV. STATEMENT OF PRINCIPLES

This MOU is based on the following principles:

- A. DYRS and DHS have a common interest in ensuring DYRS committed and post-committed youth do not enter the adult homeless system.
- B. DYRS put forth funds to ensure all committed and post-committed youth receive needed services in the realm of life skills, transitional housing services, and housing.
- C. DYRS and DHS will engage in collaboration around data-sharing in order to problem-solve, ensure applicants receive necessary services, and reduce the number of DYRS participants in the homeless system.
- D. This agreement will not modify the systemic responsibilities or authority delegated to the Parties within their organizations regarding committed and post committed youth.
- E. This MOU is not intended to override or amend any unrelated interagency agreement or MOU that may already exist between DYRS and DHS.
- F. All parties will monitor this MOU to ensure that the provisions specified are executed.
- G. All parties will provide information and data needed to carry out the MOU.

V. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU, the Parties do hereby agree to assume the following responsibilities.

A. DYRS RESPONSIBILITIES

DYRS shall:

- i. Transfer funding in the amount of three hundred seventy thousand dollars and zero cents (\$370,000.00) to DHS via intra-District advance.
- ii. Identify youth through the Coordinated Assessment Housing Placement (CAHP) process who are deemed appropriate by age, homelessness, and identified as committed and /or post-committed, for participation in programming under this MOU.

- iii. Ensure all protocols related to DHS policy around completion of the Transition Age Youth Service Prioritization Decision Assistance Tool (TAY-SPDAT) and youth eligibility requirements are followed. Youth considered for the program must be: 24 years of age or younger, committed or post-committed, experiencing homelessness or be at risk of homelessness, and adhere to all DHS transitional housing policy and procedures.
- iv. Identify alternative services in conjunction with the DHS provider in order to ensure stabilization of youth. Services include, but are not limited to, intensive case management, mental health, Life Skills, transitional living support, connectivity to vocational training programs and drug counseling to ensure stabilization of youth.
- v. Choose the identified homeless youth service provider through the use of the DHS interview process in a collaborative decision-making effort. The provider will have experience in servicing populations consistent with that of mental health illness, homeless participants ages 18-24, young adults impacted by the Juvenile Justice and neglect systems. Their experience will include a success rate of connecting youth to appropriate resources in the community thereby leading to a stronger rehabilitation process for DYRS participants requiring aftercare assistance.

B. DHS RESPONSIBILITIES

DHS shall:

- i. Collaborate with DYRS to identify contracted providers to ensure the provider offers appropriate services and has a clear understanding of the population served.
- ii. Identify a provider capable of placing transition-age committed and post-committed youth 24 years old or younger experiencing homelessness or at risk of homelessness in their own or shared unit; and offer, but not limited to, life skills, financial literacy, and positive youth development services.
- iii. Submit itemized invoices that explain the amounts billed for all goods or services secured with advanced funds. The invoices shall contain the following information: provider name, facility address, grants number, DUNS #, billing period, documentation of services provided during the billing period, all items purchased to include facility and personnel costs and authorized signature(s). Copies of all receipts documenting purchases and payroll vouchers shall be submitted monthly with the invoice.

VI. LOCATION OF SERVICES

Services shall be provided at a location in the District agreed upon by DYRS, DHS, and the provider prior to commencement of services rendered under this agreement.

VII. INTRA-DISTRICT FUNDING PROVISIONS

A. Cost of Services

Payment for goods and services budgeted under this MOU shall be made through an intra-District advance of three hundred seventy thousand dollars and zero cents (\$370,000.00). The total cost for services under this MOU shall not exceed the amount of three hundred seventy thousand dollars and zero cents (\$370,000.00) for fiscal Year 2017.

B. Payment

1. DHS will bill DYRS through the intra-District process for authorized expenditures, pursuant to the terms of this MOU. DHS will return any excess advanced funds to DYRS by September 30, 2017.
2. If the MOU is terminated, payment from DYRS shall be held in abeyance until all required fiscal reconciliation.
3. DHS shall submit proper monthly invoices to: Asante Laing, Program Manager, Youth and Family Program Division, DYRS, 450 H Street, N.W., Washington, DC 20001 on the 15th day of each month. The invoices shall contain the following information: provider name, facility address, grant number, DUNS #, billing period, documentation of services provided during the billing period, all items purchased to include facility and personnel costs and authorized signature(s). Copies of all receipts documenting purchases and payroll vouchers shall be submitted monthly with the invoice.
4. The estimated maximum cost under this MOU is based on DHS' projected estimates of the costs of goods and services necessary to implement and facilitate the Program: which is mainly based upon DYRS' proposal to serve eight (8) participants receiving the same or similar services provided by youth services providers for other programs.

VIII. PERIOD OF PERFORMANCE

- A. This MOU shall be effective from the date of execution to September 30, 2017, unless otherwise amended in writing by the Parties.
- B. The Parties may renew this MOU for additional terms by written agreement signed by all Parties prior to the expiration of the MOU or any subsequent term agreed to pursuant to this provision. In no event shall this MOU extend more than three (3) option periods from the date that the original MOU was executed.

IX. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C. §§ 1341, 1342, 1349, 1351, and

specific sections in Subchapter II, Section 15 of Title 31 of the U.S. Code) and (ii) the District of Columbia Anti-Deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285; D.C. Official Code §§1-204.46, 47-105; 47-355.01-355.08) as amended, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned. Nothing contained herein shall be construed to obligate DYRS or DHS to any expenditure or obligation of funds in excess or in advance of appropriations, in accordance with the federal or District Anti-Deficiency Acts.

X. DATA, RECORDS AND REPORTS

DHS shall maintain records and receipts relating to expenditures for the Program for a minimum of three (3) years from the date of expiration or termination of the MOU and, upon the request of DYRS, will make these documents available for inspection by duly authorized representatives of DYRS.

Additionally, DHS shall maintain a record of youth performance in the Program and will record the number of youth enrolled in the program, youth performance and compliance, the number of youth that successfully complete the Program.

XI. CONFIDENTIAL INFORMATION

The parties to this MOU will use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU, in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities pursuant to this MOU shall remain the property of DYRS.

XII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days' advance notice to the other Party, in writing. In the event of termination of the MOU, payment to DHS shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30, 2017.

XIII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For DYRS:

Asante Laing, Program Manager
Department of Youth Rehabilitation Services
450 H Street, N.W.
Washington, DC 20001
Phone: (202) 285-0807
Email: asante.laing@do.gov

For DHS:

Tamara Mooney, Program Analyst
DHS/Family Services Administration
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 299-2158
Email: tamara.mooney@dc.gov

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Clinton Lacey
Director
Department of Youth
Rehabilitation Services

FROM: Laura Green Zeilinger 
Director

DATE: 11/17/17

SUBJECT: Fiscal Year 2018 Modification Number One to the Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of Youth Rehabilitation Services for Transitional Housing Services

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2017 Memorandum of Understanding (MOU) between the Department of Human Services (DHS) and the Department of Youth Rehabilitation Services (DYRS).

The purpose of the original FY 2017 MOU was to provide funding for youth under the supervision of DYRS to receive Transitional Housing Services by establishing the terms and conditions under which the Parties will collaborate. Specifically, this MOU addresses the placement of DYRS program participants, referred to as committed and post-committed youth, with a DHS contracted provider to receive homeless services. The MOU was made in accordance with the D.C. Official Code § 1-301.01(k) (2001 ed. & Supp. 2014); §2-1515.04(2); § 2-1515.04(5); Title 29 Public Welfare Chapter 12 Community Placement of Juvenile Offenders for the District of Columbia Municipal Regulations; and any other applicable District or federal laws and regulations.

DHS now approves Modification Number One to the MOU which renews the term of the MOU from October 1, 2017 through September 30, 2018, and provides funding in an amount not to exceed three hundred seventy thousand dollars and zero cents (\$370,000.00).

Please sign and return the original to my office. If you have any questions or concerns, please contact Hilary Cairns, DHS Deputy Administrator, Youth Services, at (202) 299-2156.

LGZ/mb

Attachment

**MODIFICATION NUMBER ONE TO
THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF YOUTH REHABILITATION SERVICES
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2018**

This Memorandum of Understanding (MOU) executed December 19, 2016, was entered into between the District of Columbia (District) Department of Youth Rehabilitation Services (DYRS) and the Department of Human Services (DHS), referred to collectively herein as the "Parties."

The Parties now desire to modify the MOU as follows:

- I. **Section VII. INTRA-DISTRICT FUNDING PROVISIONS** is hereby modified to replace all references to "2017" with "2018."
- II. **Section VIII. PERIOD OF PERFORMANCE** is hereby modified to replace all references to "2017" with "2018."
- III. **Section XII. TERMINATION** is hereby modified to replace all references to "2017" with "2018."

IN WITNESS WHEREOF, the Parties hereto have signed this MOU as of the day and year written below.

FOR THE DEPARTMENT OF YOUTH REHABILITATION SERVICES:


Clinton Lacey
Director

12/14/17
Date

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

11/17/17
Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER: _____

DATE OF MOU: _____

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, AFO

ADDRESS: 64 New York Avenue, NE, 4th floor
Washington, DC 20002

TELEPHONE #: (202) 671-4240

FAX #: _____

AUTHORIZING OFFICER


Hayden Bernard, AFO

DATE: 1/25/2017

PART II

AGENCY: Department of Youth Rehabilitation Services

AGENCY CODE: J20

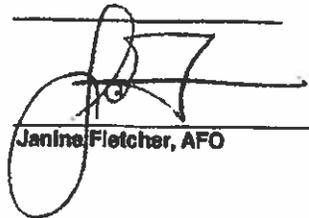
NAME OF CONTACT: Janine Fletcher, AFO

ADDRESS: 450 H Street, N.W.
Washington, DC 20001

TELEPHONE #: (202) 298-5685

FAX #: _____

AUTHORIZING OFFICER


Janine Fletcher, AFO

DATE: 02/07/17

PLEASE SEE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL, TRANSGENDER
AND QUESTIONING AFFAIRS
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA) and the Executive Office of the Mayor (EOM), Office of Community Affairs, Office of Lesbian, Gay, Bisexual, and Transgender Affairs (MOLGBTQA).

DHS/FSA is the agency within the District, which is responsible for providing protection, intervention and social services, including homeless services such as shelter and homelessness prevention, to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency.

The MOLGBTQA is a permanent, cabinet-level office within the Mayor's Office of Community Affairs (MOCA), established by statute in 2006 to address the important concerns of the District's Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) residents. The MOLGBTQA fulfills its mission by providing capacity building services, outreach services, education/training programs, and technical assistance.

II. OVERVIEW/PROGRAM GOALS AND OBJECTIVES

The LGBTQ Homeless Youth Reform Amendment Act (the Act) of 2014, effective May 3, 2014 (D.C. Law 20-100; D.C. Code §§2-1381, *et seq.*), authorizes the creation of a special fund entitled the LGBTQ Homeless Youth Training Grant Fund (Fund), to be administered by the MOLGBTQA for the purpose of providing grant awards to fund cultural competency training to service providers who serve LGBTQ Homeless youth in the District. In addition to appropriated funds, the Act mandates that DHS shall transfer revenue received from other District agencies for the purpose of providing services to homeless LGBTQ youth, to the Fund which shall be administered by the MOLGBTQA. See D.C. Official Code §2-1384(b).

The objective of this MOU is to provide the terms and conditions under which: (1) DHS/FSA shall transfer revenue received from other District agencies for the purpose of providing services to homeless LGBTQ youth, to the Fund which shall be administered by the MOLGBTQA; (2) the MOLGBTQA shall establish criteria for the grants awarded from the Fund; and (3) the MOLGBTQA shall hire an employee to administer the Fund.

III. SCOPE OF SERVICE

A. Responsibilities of the MOLGBTQA

1. Services

The MOLGBTQA shall administer grants to fund training on cultural competency for providing services to LGBTQ homeless youth for providers throughout the District and;

1. Establish criteria for eligibility to receive grant funds.
2. Ensure Providers have demonstrated ability and expertise in the field, and follow best practices regarding training content, delivery and data collection pertaining to LGBTQ homeless youth.
3. Hire appropriate staff with the requisite expertise to administer grants, monitor selected grantees, and evaluate grant-related outcomes.
4. Address the funding priority areas identified for FY 2018 aligned with Mayor Muriel Bowser's administration budget priorities below:
 - i. Education
 - ii. Jobs & Economic Development
 - iii. Public Safety
 - iv. Civic Engagement
 - v. Health & Wellness
 - vi. Youth Engagement
 - vii. Arts & Creative Economy

2. Target Population

- a. Providers that serve LGBTQ homeless youth, and those that would like to build capacity or expand capacity to serve LGBTQ homeless youth in the District; and
- b. LGBTQ youth who are District residents and homeless, or at risk of homelessness.

3. Location of Services

Provider sites throughout the District.

B. Responsibility of DHS/FSA

1. DHS/FSA shall transfer one hundred fifty-six thousand dollars and zero cents (\$156,000.00) to the MOLGBTQA to establish and administer the Fund in accordance with the Act.
2. DHS/FSA shall budget for all services requested in this MOU.

IV. PERIOD OF PERFORMANCE

- A. This MOU shall be effective from October 1, 2017 through September 30, 2018 unless otherwise amended in writing by the Parties.
- B. This MOU shall terminate on September 30, 2018. Contingent upon availability of funds, this MOU may be extended for one (1) year for a total to two (2) years in accordance with the Act.

V. MODIFICATION/AMENDMENT

DHS/FSA and the MOLGBTQA reserve the right to a request modification and/or amendment of the terms and conditions of this MOU at any time, in writing and with the agreement of both Parties.

VI. SPECIAL PROVISIONS FOR TERMINATION OF MOU

DHS/FSA may terminate this MOU on the following grounds:

- A. Funding received from other District agencies for the purpose of providing services to homeless LGBTQ youth ends; or
- B. Change in the Act and any other applicable local or federal laws, rules or regulations.

VII. AUTHORITY OF MOU

This MOU is made pursuant to the Act and D.C. Official Code §1-301.01(k) (2001 ed. & Supp. 2014).

VIII. INTRA-DISTRICT FUNDING PROVISIONS

A. Cost of Services

- 1. The total cost of services shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) for FY 2018.
- 2. In the event of termination of this MOU, payment to the MOLGBTQA shall be held in abeyance until all required fiscal reconciliations are completed, but not longer than September 30, 2018.

B. Payment

- 1. Payment for the goods and services shall be made through an Intra-District transfer by DHS/FSA to the MOLGBTQA in an amount that shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) in FY 18.
- 2. Advances to the MOLGBTQA for services to be performed/goods to be provided shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) for FY 2018.

3. The MOLGBTQA shall maintain payment reconciliation records for all cost expended under this MOU.
4. All adjustments and/or disputes arising from costs provided under this MOU shall be resolved by the Director of DHS and the Director of the MOLGBTQA. In the event that the Parties cannot resolve a financial dispute, the matter shall be referred to the District Office of Financial Operations and Systems.
5. DHS/FSA shall transfer an amount that shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) to the MOLGBTQA to carry out this MOU.
6. Upon final completion of the services outlined in this MOU for which funds have been provided by DHS/FSA, explanation of the term of this MOU, cancellation, or termination of this MOU, the MOLGBTQA shall transfer to DHS/FSA any unspent, excess or surplus funds, to include accounts receivable attributable to the use of the funds.
7. Any expenditure disallowed by DHS or federal government audit shall be subject to repayment by the MOLGBTQA.

B. Anti-Deficiency Consideration

The Parties acknowledge and agree that their obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and the provisions of (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C §§1341, 1342, 1349, 1351, and specific sections in subchapter II, Section 15 of the Title 31 of the U.S. Code) and (ii) the District of Columbia Code Anti-deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285, D.C. Official Code §§1-204.46, 47-205, 47-335-.01-355.08) as amended, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IX. COMPLIANCE AND MONITORING

As this MOU is funded by District funds, the MOLGBTQA shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

The MOLGBTQA shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the Director's request, make these documents available for inspection by duly authorized representatives of DHS/FSA and other officials as may be specified by the District at its sole discretion.

XI. CONFIDENTIALITY INFORMATION

The Parties of this MOU shall use, safeguard, and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations and policies. Information received by either Party associated with the performance of this MOU shall remain the property of DHS/FSA.

XII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For DHS:

Hilary Cairns, Deputy Administrator
Family Services Administration
Department of Human Services
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 299-2156
Email: Hilary.Cairns@dc.gov

For MOLGBTQA:

Sheila Alexander-Reid, Director
Mayor's Office of Lesbian, Gay, Bisexual,
Transgender and Questioning Affairs
Executive Office of the Mayor
2000 14th Street, N.W., 2nd Floor
Washington, DC 20009
Phone: (202) 442-5143
Email: Sheila.Reid2@dc.gov

XIII. PROCUREMENT PRACTICES ACT AND OTHER RELEVANT AUTHORITY

- A. If the District agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the Procurement Practices Reform Exemption Amendment Act of 2014, effective March 14, 2014 (D.C. Law 20-94; D.C. Official Code §§2-352.01, *et seq.*) to procure the goods or services of the agent or third party.
- B. The application for, acceptance, and use of grant funds specified under this MOU shall abide by the provision of the Planning Grant-making Authority Act of 2010, effective September 24, 2010 (D.C. Law 18-223; D.C. Code §1-328.02); Grant Administration Act of 2013, effective October 1, 2013 (D.C.20-61; D.C. Code §§1-328.11, *et seq.*); Title 1, Chapter 50 of the District of Columbia Municipal Rules; and Mayor's Order 2011-170, effective October 5, 2011.

XIV. EFFECTIVE DATE

This MOU shall be effective October 1, 2017 through September 30, 2018 following execution by the parties.

IN WITNESS WHEREOF, the Parties hereto have this MOU as of the day and year written below.

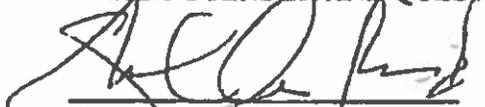
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

11/9/17
Date

**FOR THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL,
TRANSGENDER AND QUESTIONING AFFAIRS:**



Sheila Alexander-Reid
Director

11/9/17
Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Sheila Alexander-Reid
Director
Mayor's Office of Lesbian, Gay, Bisexual,
Transgender and Questioning Affairs

FROM: Laura Green Zeilinger 
Director

DATE: 11/1/17

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Executive Office of the Mayor, Office of Community Affairs, Office of Lesbian, Gay, Bisexual, Transgender and Questioning Affairs – LGBTQ Homeless Youth Training Grant Fund

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the District of Columbia (District) Department of Human Services (DHS) and the Executive Office of the Mayor, Office of Community Affairs, Office of Lesbian, Gay, Bisexual, Transgender and Questioning Affairs (MOLGBTQA).

The LGBTQ Homeless Youth Reform Amendment Act (the Act) of 2014, effective May 3, 2014 (D.C. Law 20-100; D.C. Code §§2-1381, *et seq.*), authorizes the creation of a special fund entitled the LGBTQ Homeless Youth Training Grant Fund (Fund), to be administered by the MOLGBTQA for the purpose of providing grant awards to fund cultural competency training to service providers who serve LGBTQ Homeless youth in the District. In addition, the Act mandates that DHS shall transfer revenue received from other District agencies to the Fund for the purpose of providing services to homeless LGBTQ youth.

This MOU provides the terms and conditions under which: (1) DHS/FSA shall transfer revenue received from other District agencies to the Fund for the purpose of providing services to homeless LGBTQ youth; (2) the MOLGBTQA shall establish criteria for the grants awarded from the Fund; and (3) the MOLGBTQA shall hire an employee to administer the Fund.

The MOU is made pursuant to the Act; D.C. Official Code 1-301.01(k); and any other applicable District or federal law or regulation. The period of the MOU is from October 1, 2017 through September 30, 2018. The amount of the MOU shall not exceed one hundred fifty six thousand dollars and zero cents (\$156,000.00) for FY 2018.

Memorandum to Sheila Alexander-Reid
Page 2

Please sign and return the original to my office. If you have any questions or concerns, please contact Hilary Cairns, Deputy Administrator, DHS Family Services Administration, at (202) 299-2156 or Hilary.Cairns@dc.gov.

LGZ/mb

Attachments

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

GENERAL INFORMATION

MOU NUMBER: _____

DATE OF MOU: _____

Buyer

BUYER INFORMATION

AGENCY: Department of Human Services

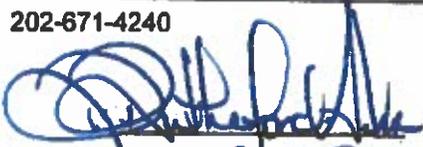
AGENCY CODE: JAO

NAME OF CONTACT: Hayden Bernard

ADDRESS: 64 New York Ave. N.E. 4th Floor
Washington, DC 20002

TELEPHONE #: 777-8979 202-671-4240

FAX #: _____

AUTHORIZING OFFICER: 

DATE: 2/2/17

SELLER INFORMATION

AGENCY: Office of the Mayor/Office of LGBTQ Affairs

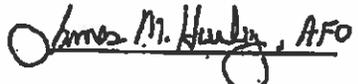
AGENCY CODE: AAO

NAME OF CONTACT: Branda Roy

ADDRESS: 441 4th st NW Suite 800 North

TELEPHONE #: _____

FAX #: _____

AUTHORIZING OFFICER:  James M. Hundley, AFO

DATE: 11, 30, 17

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

OCFO MOU Authorization

Agency Request Number:

DHS-18-001-MOLGBTQA

Date:

11/29/2018

OGC Decision:

Date:

Buyer Agency Contact Information

Buyer Agency Name:

Department of Human Services

Buyer Agency OCFO:

Hayden Bernard

Buyer Agency OCFO Phone #:

(202)671-4240

Seller Agency Contact Information

Seller Agency Name:

MOLGBTQA

Seller Agency OCFO:

Sheila Alexander-Reid

Seller Agency OCFO Phone #:

202-442-5143

4237

Agency Contact:

Hilary Cairnes

E-mail Address:

Hilary.Cairnes@dc.gov

Phone Number:

202-299-2156

Agency Contact:

Sheila Alexander-Reid

E-mail Address:

sheila.reid2@dc.gov

Phone Number:

202-727-9493

Amount of MOU

\$156,000.00

Source of Funds

Brief Description

The purpose for the MOU is to provide services to homeless LGBTQ youth.

Timetable for Approval

OGC Tracking Information

Assigned To:

Date Assigned:

OGC Comments

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION
AND
OFFICE OF THE ATTORNEY GENERAL
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is between the District of Columbia (District) Department of Human Services (DHS) and the Office of the Attorney General (OAG) collectively referred to herein as the "Parties."

This MOU shall establish the terms and conditions under which DHS shall transfer funds to OAG for the provision of legal services to DHS' Adult Protective Services (APS) division.

II. LEGAL AUTHORITY

This MOU is subject to the provisions of D.C. Official Code § 1-301.01 (k).

III. PROGRAM GOALS AND OBJECTIVES

APS is located within DHS' Family Services Administration (FSA) and is responsible for investigating reports of abuse, neglect, exploitation, and self-neglect of vulnerable adults in the District. In addition, APS provides services to remediate substantiated cases of abuse, neglect, exploitation and self-neglect.

IV. STATEMENT OF PURPOSE

The purpose of this MOU is to establish the terms and conditions under which OAG shall provide legal services to APS for vulnerable adults, age eighteen (18) and older, who are victims of abuse, neglect or exploitation by a third party, or self-neglect.

V. SCOPE OF SERVICES

A. Responsibilities of OAG:

1. OAG shall provide the full-time services of one (1) attorney assigned to APS who will, under the direction and supervision of OAG, perform the duties and responsibilities enumerated below:
 - a. Provide initial consultation with APS social workers by telephone or in person regarding APS cases that may require legal intervention;
 - b. Upon receipt of the APS Complaint Referral Form, within five (5) working days, or twenty-four (24) hours in emergency cases, meet with the APS social worker and petition for relief as provided under the Adult Protective Services

Act of 1984, effective March 14, 1985 (D.C. Law 5-156, D.C. Official Code §§ 7-1901 *et seq.*);

- c. In cases of life-threatening harm, take necessary action to present the case to the presiding Judge in Chambers;
 - d. In cases of imminent risk of financial depletion, request an emergency conservator;
 - e. Petition the Probate Court for the appointment of a guardian or conservator for APS clients who fall within the framework of the APS statute; and
 - f. Assist APS clients with obtaining protection under the Intra-Family Offenses Act (D.C. Official §§ 16-001 *et seq.*), if appropriate.
2. OAG shall arrange a semi-annual meeting with APS social workers and supervisory staff to discuss cases, dispositions and issues relating to this MOU.
 3. OAG shall conduct an annual training session with APS social workers on best practices - court presentation, preparation of court reports and case documentation.
 4. The contact person for resolution of issues relating to this MOU shall be Janese Bechtol, Chief, Domestic Violence Section, Public Safety Division, Office of the Attorney General for the District of Columbia, 441 4th Street, N.W., Washington, DC 20001, telephone number (202) 724-7832.

B. Responsibilities of DHS:

1. DHS shall ensure transfer of the agreed upon amount of funding under this MOU from DHS to OAG which shall not exceed sixty thousand dollars and zero cents (\$60,000.00) for legal services for Fiscal Year (FY) 2018.
2. DHS shall ensure that APS social workers consult with the OAG attorney regarding potential cases for legal intervention and prepare and submit factual information in support of a petition, including a completed APS Complaint Referral Form.
3. DHS shall ensure that APS social workers, at the request of the OAG attorney, obtain any additional information or documentation deemed necessary for the proceedings.
4. DHS shall ensure that APS social workers undertake all appropriate follow-up actions and obtain other related services requisite with client protection and case stabilization.
5. DHS shall provide work space for the APS/OAG case conferences and follow up consultations.
6. The contact person for resolution of issues relating to this MOU shall be Dr. Sheila Jones, Chief, APS, FSA, 64 New York Avenue, N.E., Fourth Floor, Washington, DC 20002, and she can be reached at (202) 299-2155.

C. Financial Record

1. OAG shall maintain books, records, documents, and other evidence pertaining to costs and expenses to the extent and in such detail as shall properly reflect all costs, direct and indirect labor, materials, equipment, supplies, and other items for a three (3) year period. In the case of an audit or investigation, records shall be retained until the review is completed. OAG agrees to maintain all information as confidential.
2. OAG agrees to reimburse DHS for any funds provided under this MOU that are disallowed as a result of an audit or investigation.

VI. DURATION OF MOU

The period of this MOU shall be from October 1, 2017 through September 30, 2018.

VII. OPTION PERIODS

- A. DHS and OAG may extend the term of this MOU by exercising a maximum of four (4) one (1) year option periods. The total term of this MOU, including the exercise of any options under this clause, shall not exceed five (5) years. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. The parties shall provide written notice of intent to renew the option period prior to the expiration of the MOU.
- B. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option. Support for economic increases of funding in option years must be documented for each option year.

VIII. SPECIAL PROVISIONS FOR TERMINATION OF MOU

DHS or OAG may terminate this MOU in whole or in part by giving ten (10) calendar days advance written notice to the other party on the following grounds:

- A. Lack of funding;
- B. Lack of Congressionally approved budget;
- C. Changes in applicable law;
- D. Changes in the structure or nature of the program;
- E. Elimination of the program or services;
- F. Failure to follow District laws, rules or regulations; or
- G. Failure to follow the terms of the MOU.

IX. AMENDMENTS/MODIFICATIONS OF TERMS AND CONDITIONS

DHS and OAG reserve the right to request modification and/or renegotiation of the terms and conditions of this MOU at any time, in writing and with the agreement of both Parties. Modification to this document shall be incorporated in the form of an amendment dated and signed by the authorized representative of DHS and OAG.

X. COUNTERPARTS

This MOU may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same document.

XI. RESOLUTION OF DISPUTES

The Director of DHS and the Attorney General or their designees shall resolve all adjustments and/or disputes arising from services provided under this MOU. In the event that the Parties cannot resolve the dispute, the matter shall be referred to the D.C. Office of Financial Operations and Systems, Office of the Chief Financial Officer (OCFO). The decision of the OCFO on any disputes between DHS and OAG shall be final.

XII. INTRA-DISTRICT FUNDING PROVISIONS

A. Cost of Services

1. DHS shall pay OAG sixty thousand dollars and zero cents (\$60,000.00) for legal services for Fiscal Year (FY) 2018.
2. OAG shall employ, train, and assign one attorney to perform services under this MOU. The total cost of the attorney for FY 2018 is one hundred fifty-seven thousand twenty-six dollars and zero cents (\$157,026.00), at Grade LA-14, Step-6, one hundred thirty thousand eight hundred fifty-five dollars and zero (\$130,855.00) for the base salary plus twenty-six thousand one hundred seventy-one dollars and zero cents (\$26,171.00) for benefits.
3. OAG shall first apply the DHS funds to pay the attorney's personal services costs and then fund the remainder of the personal services costs with OAG funds.
4. DHS shall make a single annual payment within thirty (30) days of the execution of this MOU.
5. DHS shall transfer funds stipulated under subsection A of this Section above to OAG through an Intra-District Budget Modification initiated by OAG and approved by DHS.
6. If OAG terminates this MOU, after receipt of the funding for this MOU, OAG shall return the actual remaining amount back to DHS based on the actual costs incurred. Any remaining funds shall be returned not later than 60 days after the MOU is terminated.

B. Quarterly Reporting

Pursuant to the Financial Review Process (FRP) mandated by the OCFO of the District, all services provided under this MOU shall be reported quarterly in the DHS FRP submission to the Office of Budget and Planning.

C. Anti-Deficiency Considerations

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: 9/1/17

FOR THE OFFICE OF THE ATTORNEY GENERAL:



Karl A. Racine
Director

Date: _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Karl A. Racine
Attorney General
Office of the Attorney General

FROM: Laura Green Zeilinger 
Director

DATE: 9/11/17

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the Department of Human Services, Family Services Administration and the Office of the Attorney General for the District - Legal Services for Adult Protective Services

This memorandum transmits for your review and approval, one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), and the Office of the Attorney General for the District (OAG).

The purpose of this MOU is for DHS to fund one (1) OAG attorney to provide litigation support to APS to petition the District's Probate Court for the appointment of a guardian or conservator for APS clients who fall within the framework of the APS statute, which include vulnerable adults, age eighteen (18) and older, who are victims of abuse, neglect or exploitation by a third party, or self-neglect.

Pursuant to this MOU DHS shall ensure the transfer of sixty thousand dollars and zero cents (\$60,000.00) to OAG for legal services for Fiscal Year (FY) 2018. The MOU period is from October 1, 2017 through September 30, 2018.

Please sign the originals and return them to my office. If you have any questions or concerns, please contact Dr. Sheila Jones, Chief, APS, at (202) 299-2155.

LGZ/mb

Attachment



INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 10/3/2017

SELLER INFORMATION

AGENCY: Office of the Attorney General AGENCY CODE: CB0

NAME OF CONTACT: Shilonda Wiggins

ADDRESS: 441 4th St, N.W., Suite 1130N

Washington, D.C. 20001

TELEPHONE #: 202 724-5570

FAX #:

AUTHORIZING OFFICER

Shilonda Wiggins

DATE: 10 / 16 / 17

BUYER INFORMATION

AGENCY: Department of Human Services-APS AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS: 64 New York Avenue, N.E., 6th Floor

Washington, D.C. 20002

TELEPHONE #: (202) 442-7262

FAX #:

AUTHORIZING OFFICER

Dionne Rutherford-Felix

DATE: 11 / 17 / 17

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____

To provide litigation, advice-giving and programmatic support

DATE: 11/ 17 / 2017

TOTAL: _____

\$60,000

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER	CBO	18		0061N	7DPS8	4600			001409/18
BUYER	JAO	18	0100	APAPS	FAP10	0409			

GOOD/ SERVICE: _____

TOTAL: _____

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

TOTAL: _____

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

Match

TOTAL: _____

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: 81 DCR/18

Amount of Request: \$91,994.86

Reviewed By: 

Review Date: 11/15/17

(Budget Officer/ Supervisor)

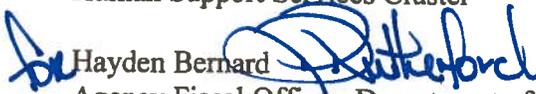
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: November 15, 2017

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Agency Management Program (AMP)

Agency Management Program (AMP) is requesting the reprogramming of \$91,994.86 in fund 8200 for Grant 81IDCR. The reprogramming is necessary to provide fixed cost management services and reporting via the Department of General Services (DGS) for eight (80) parking permits for DHS as allocated in the lease for 64 New York Avenue NE, Washington, DC 20002 commencing on October 1, 2017.

Why are the funds needed?

The funds are needed for DGS to facilitate all cost management and reporting services on behalf of DHS. DHS recognizes that DGS is authorized pursuant to Section 10-551.01 of the DC Official Code to acquire and manage real property by lease to meet the needs for the eighty (80) parking permits.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?
This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed from Agency Financial Operations, (organization code 100F, object 0522) to the Agency Management Program, (organization code 1000, object 0409).

Why are the funds available?

The funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this action is postponed, DGS will not facilitate the cost management and reporting services on behalf of DHS, which could potentially lead to a ratification.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action. This action aligns with the agency's strategic mission, goals, and values.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

cc: Gordon McDonald, Deputy CFO for Budget and Planning

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 11/15/17 12:03 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 100F PGM CODE: BUDG FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81IDCR 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY FINANCIAL OPERATIONS
PGM LEVEL: 03 BUDGET OPERATIONS (SERVICE LEVEL)
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 02 ADJUSTED BUDG: 450,000.00
BUDGET AVAIL: 450,000.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 450,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 11/15/17 12:30 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 1000 PGM CODE: D107 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81IDCR 18 PROJECT/PH: _____
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: 02 MANAGEMENT SERVICES
PGM LEVEL: 03 OFFICE OF THE DIRECTOR (PM)
FUNC LEVEL: ** UNKNOWN FUNCTION CODE **

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 02 ADJUSTED BUDG: .00
BUDGET AVAIL: .00 BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

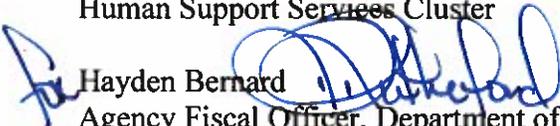
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: January 17, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Agency Management Program (AMP)

Agency Management Program (AMP) is requesting the reprogramming request of \$296,491.72 in fund 8200 for Grant 81JAFS. The funds are needed to support the increase of 6 additional FTE's in the Office of Program Review & Monitoring Investigations (OPRMI) fraud unit.

Why are the funds needed?

The funds are needed to align the budget with program spending and to support the Office of Program Review, Monitoring and Investigation (OPRMI) Fraud Unit.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within the Agency Management Program (AMP), Organization Code 1000 from Index FSII8 (objects 0011, 0012, & 0014) to Index FCIM8 (objects 0012 & 0014).

Why are the funds available?

The funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this action is postponed, DHS will have insufficient personnel staff to carry out an aggressive multi-media education and public awareness campaign to reduce welfare fraud within its jurisdiction and to educate SNAP customers about how they can help to reduce fraud. In addition, DHS will be unable to investigate cases of EBT usage in states outside of the DMV and those who request 4 or more replacement EBT cards within a 12 month timeframe.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action. This action aligns with the agency's strategic mission, goals, and values.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

cc: Gordon McDonald, Deputy CFO for Budget and Planning

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

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Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
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- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: 81/AES/18

Amount of Request: \$296,491.72

Reviewed By: *S. Rutherford*
(Budget Officer/ Supervisor)

Review Date: 1/17/2018

Department of Human Services (LAD)
Fund Type: Federal 81/JAFS Grant Funds (0200)

TABLE 2
FY 2017 PERSONAL SERVICES EXPENDITURE FORECAST
As of December 31, 2017
Agency Management Program

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Pay Period End Dates:	Pay Group 1:	Pay Group 2:	Budgeted FTEs	Pay Budget	YTD Pay Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (PO)	Current Pay Period Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Single-Line Forecast (F+O)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L+N)	Adjustment Per Projected Revenue	Revised YE PS Forecast	Add YE Ch-Benefit FTEs	FTE Variance (Over/Under Counting (D-C))	Variance Year End (Over/Under PS Budget (E-F))
CSG 11, 12, 13, 14	Pay Group 1	Pay Group 2	23.4	2,387,483.5	477,836.8	20.4	3.0	71,023.4	18.5	1,384,854.8	1,882,781.8	224,748	2,087,538.7	-	2,087,538.7	-	3.0	879,623.8
CSG 16 (Overhaul)	Pay Group 2	Pay Group 8	23.4	2,787,483	877,836	20.4	3.0	71,023.4	18.5	1,384,854.8	1,882,782	224,748	2,087,540	-	2,087,540	-	3.0	879,624
CSG 98 (Fyroad Default)			-	-	21,819	-	-	4,538	18.5	88,448.8	110,954.8	-	110,955	-	110,955	-	-	(110,955)
Total Fund			23.4	2,787,483	499,455	20.4	3.0	75,559	18.5	1,473,402	1,972,858	224,748	2,187,805	-	2,187,805	-	3.0	589,259
Commodities totals in Table 1				2,787,483									2,187,805		2,187,805			589,259
Adjustment to Remaining Pay Period Worksheet																		
Item	Amount	Explanation																
	183,946	New hire adjustments - 3 FTEs																
	96,802	COLA Adjustments																
	224,748																	
Adjustment Based on Projected Earnings																		
	-	Adjustment to OPRA Fed DCOR from OIS FS																
	-	Adjustment to OD Fed DCOR from OIS FS																
Total Projected Earnings Adjustment																		
Total	224,748																	

(This total should = the Total Fund amount of column M in the above table)

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/10/18 11:03 AM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: 1000 PGM CODE: C100 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
 COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 MANAGEMENT SERVICES
 PGM LEVEL: 03 OFFICE OF INVESTIGATION & COMPLIANCE
 FUNC LEVEL:

INQ TYPE: <u>MC</u>	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: <u>D</u>	
INQ YEAR: <u>18</u>	INQ MONTH: <u>04</u>	ADJUSTED BUDG:	585,134.46
BUDGET AVAIL:	492,432.37	BUDG % AVAIL:	84.16
EXPEND/BUDG %:	15.84	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	92,702.09-	UNEXPND ALLOT:	92,702.09-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	585,134.46		
15 CASH EXPEND	110,144.24		
17 ACCRUED EXP	17,442.15-		

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/10/18 11:03 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 1000 PGM CODE: C100 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 MANAGEMENT SERVICES
PGM LEVEL: 03 OFFICE OF INVESTIGATION & COMPLIANCE
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 429,848.58
BUDGET AVAIL: 342,880.87 BUDG % AVAIL: 79.77
EXPEND/BUDG %: 20.23 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 86,967.71- UNEXPND ALLOT: 86,967.71-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 429,848.58
15 CASH EXPEND 102,655.72
17 ACCRUED EXP 15,688.01-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/10/18 11:09 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 1000 PGM CODE: S102 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 MANAGEMENT SERVICES
PGM LEVEL: 03 OFFICE OF INFORMATION SYSTEMS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 328,603.87
BUDGET AVAIL: 327,174.50 BUDG % AVAIL: 99.57
EXPEND/BUDG %: 0.43 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 1,429.37- UNEXPND ALLOT: 1,429.37-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 328,603.87
15 CASH EXPEND 11,434.95
17 ACCRUED EXP 10,005.58-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/10/18 11:03 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 1000 PGM CODE: S102 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 MANAGEMENT SERVICES
PGM LEVEL: 03 OFFICE OF INFORMATION SYSTEMS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 190,626.70
BUDGET AVAIL: 190,192.07 BUDG % AVAIL: 99.77
EXPEND/BUDG %: 0.23 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 434.63- UNEXPND ALLOT: 434.63-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 190,626.70
15 CASH EXPEND 3,815.09
17 ACCRUED EXP 3,380.46-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/10/18 11:03 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 1000 PGM CODE: S102 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 MANAGEMENT SERVICES
PGM LEVEL: 03 OFFICE OF INFORMATION SYSTEMS

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 132,403.79
BUDGET AVAIL: 131,891.68 BUDG % AVAIL: 99.61
EXPEND/BUDG %: 0.39 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 512.11- UNEXPND ALLOT: 512.11-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 132,403.79
15 CASH EXPEND 4,361.64
17 ACCRUED EXP 3,849.53-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:



Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification



All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields



Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 81JAFS / 18

Amount of Request: \$ 355,142.64

Reviewed By: [Signature]

(Budget Officer/ Supervisor)

Review Date: 4/4/18

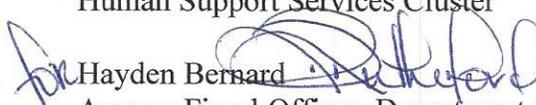
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: April 4, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$355,142.64 within fund 8200, **Supplemental Nutrition and Assistance Grant (81JAFS/18)**. The reprogramming is to align the budget with projected expenditures.

Why are the funds needed?

Funds are needed to align budget with projected expenditures for Food Stamp Employment and Training (FSET) Program.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed from Agency Management Program (organizational code 1000) to Economic Security Administration, (organization code 2000); and, from Office of Information Services Program Index FSII8 Personal Services (object codes 0111, 0125 & 0147) to Food Stamp Employment and Training Program Index FTIJ8 to Contractual Services Other (object code 0408).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not reprogrammed, there will be insufficient funding for the FSET program that provides education, resources and job placement for participants in the FSET program.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/29/18 01:57 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 1000 PGM CODE: S102 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 MANAGEMENT SERVICES
 PGM LEVEL: 03 OFFICE OF INFORMATION SYSTEMS
 FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 282,547.56
 BUDGET AVAIL: 282,547.56 BUDG % AVAIL: 100.00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 328,603.87
 10 EXP BUD REV 46,056.31-
 13 PENDING AME .00
 15 CASH EXPEND 10,005.58
 17 ACCRUED EXP 10,005.58-

INTERRUPTED FUNCTION RESTARTED

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/29/18 02:08 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 1000 PGM CODE: S102 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 MANAGEMENT SERVICES
PGM LEVEL: 03 OFFICE OF INFORMATION SYSTEMS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 434.63
BUDGET AVAIL: 434.63 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 190,626.70
10 EXP BUD REV 190,192.07-
13 PENDING AME .00
15 CASH EXPEND 3,380.46
17 ACCRUED EXP 3,380.46-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/29/18 02:08 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 1000 PGM CODE: S102 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 MANAGEMENT SERVICES
PGM LEVEL: 03 OFFICE OF INFORMATION SYSTEMS
FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 72,160.45
BUDGET AVAIL: 72,160.45 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	132,403.79			
10	EXP BUD REV	60,243.34-			
13	PENDING AME	.00			
15	CASH EXPEND	3,849.53			
17	ACCRUED EXP	3,849.53-			

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/29/18 02:13 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM10 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 81JAFS 18 PROJECT/PH: _____
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 CASE MGMT: JOB READINESS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 80,761.80
BUDGET AVAIL: 47,877.80 BUDG % AVAIL: 59.28
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 32,884.00- UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 80,761.80
18 ENCUMB OUTS 32,884.00
19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF AGREEMENT
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DISTRICT OF COLUMBIA HOUSING AUTHORITY
FOR
FISCAL YEAR 2018**

The original Memorandum of Agreement (MOA) for the Family Rehousing and Stabilization Program (FRSP) dated September 27, 2017 and becoming effective on October 1, 2017, was entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), the buyer agency, and the District of Columbia Housing Authority (DCHA), the seller agency, collectively referred to herein as the "Parties."

The Parties now desire to modify the MOA for Fiscal Year (FY) 2018 as follows:

- I. Section III. SCOPE OF SERVICES, Sub-section A.2.2.1 is hereby deleted and replaced with the following:**

"The total cost for services under this MOA shall not exceed twenty-five million six hundred nineteen thousand one hundred thirty-three dollars (\$25,619,133.00) for FY 2018. DHS shall make payments under this MOA pursuant to the following payment schedule:

- DHS shall transfer up to five million nine hundred twenty-eight thousand eight hundred fifty-five dollars and seventy cents (\$5,928,855.70) to DCHA through a bank check, Automated Clearing House (ACH) payment or electronic wire on or before October 15, 2017, which will cover three (3) month's rental subsidy, security deposits, and an administrative fee for the months of October 2017 to December 2017. Of this initial payment, DHS shall transfer up to one million nine hundred seventy-six thousand two hundred eighty-five dollars and twenty-three cents (\$1,976,285.23) on or before September 29, 2017 as an initial advance to cover one month's rental subsidy, security deposits, and an administrative fee for the month of October 2017.
- Based on the invoices submitted by DCHA, DHS shall subsequently transfer up to five million nine hundred twenty-eight thousand eight hundred fifty-five dollars and seventy cents (\$5,928,855.70) for the following three quarters with payments to be made on or before the following dates: December 29, 2017, March 30, 2018, and June 29, 2018. The remaining payment of one million nine hundred three thousand seven hundred ten dollars and twenty cents (\$1,903,710.20) shall be made on or before September 30, 2018.

Within ten (10) business days of the end of each quarter, DCHA shall provide an invoice and reconciliation of the payments made for rental subsidies and security deposits to the DHS Program Analyst, Rebecca Worrell. The funds for rental subsidies, security deposits and administrative fees may be supplemented by amendments to this MOA throughout the fiscal year if DHS identifies additional monies to be used for this program. Additionally, the quarterly payments provided for in this MOA are estimates for projected monthly payments and may be reduced or adjusted following review of actual expenditures detailed in quarterly reconciliation reports. Contingent upon the availability of funding, the Parties may extend the term of this MOA in accordance with Section V of this MOA. Any unused funds remaining after final payments have been made pursuant to this MOA shall be either: 1) applied to payments for rental subsidies and security deposits for October 2018, assuming this MOA is extended for another term; or, 2) returned to DHS prior to October 1, 2018.”

II. Section III. SCOPE OF SERVICES, Sub-section A.2.2.3 is hereby deleted and replaced with the following:

“Total DHS proposed activities under this MOA shall include:

- a. Payment of security deposits and rental assistance for twelve (12) months for up to 1400 families enrolled in FRSP for FY 2018; and
- b. Payment of a monthly Administrative Fee, to cover issuance of monthly payments to landlords, collection of FRSP client rental payments, issuance of funds to clients (in accordance with FRSP protocol), housing inspections, and coordination with DHS in an amount not to exceed eight percent (8%) of twenty-five million six hundred nineteen thousand one hundred thirty-three dollars (\$25,619,133.00) for FY 2018.”

III. Section VI. FUNDING PROVISIONS, Sub-section A. is deleted and replaced with the following:

“The total cost for services under this MOA shall not exceed twenty-five million six hundred nineteen thousand one hundred thirty-three dollars (\$25,619,133.00) for FY 2018, which includes reimbursement to DCHA of the fee associated with administering FRSP as provided in section III.A.2.2.2.”

IV. Section X. NOTICES is deleted and replaced with the following:

“Any notice required pursuant to this MOA shall be in writing and shall be deemed to have been delivered and given for all purposes: (a) on the delivery date if delivered by confirmed facsimile, e-mail or delivered personally to the Party to whom the notice is addressed; (b) one (1) business day after deposit with a commercial overnight carrier with written verification of receipt; or (c) five (5) business days after the mailing date, whether or not actually received, if sent by United States Postal Service, return receipt requested,

postage and charges prepaid or any other means of rapid mail delivery for which a receipt is available. Notice shall be sent to the following addresses:

DCHA:

Tyrone Garrett, Executive Director
1133 North Capitol Street, N.E.
Washington, DC 20002
Telephone: (202) 535-1500
Facsimile: (202) 535-1740
Email: tgarrrett@dchousing.org

DHS:

Laura Green Zeilinger, Director
64 New York Avenue, N.E. 6th Floor
Washington, DC 20002
Telephone: (202) 671 - 4355
Email: laura.zeilinger@dc.gov

With a copy to:

1133 North Capitol Street, N.E., Suite 210
Washington, DC 20002
Attn: Office of the General Counsel
Phone: (202) 535-2835
Fax: (202) 535-2521

All other terms and conditions outlined in the original MOA shall remain the same.

IN WITNESS WHEREOF the Parties hereto have executed this MOA as follows:

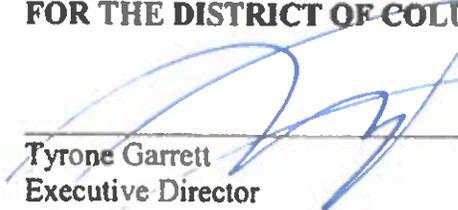
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: JUL 17 2018

FOR THE DISTRICT OF COLUMBIA HOUSING AUTHORITY:



Tyrone Garrett
Executive Director

Date: 7.27.18

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Greer Johnson Gillis
Director
Department of General Services

FROM: Laura Green Zeilinger 
Director

DATE: SEP 29 2017

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of General Services

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the District of Columbia (District) Department of Human Services (DHS) and the Department of General Services (DGS).

The purpose of this MOU is to transfer funding from DHS to DGS to provide fixed cost management services and reporting for eighty (80) parking permits for DHS as allocated in the leases at 64 New York Avenue, N.E., Washington, DC 20002 commencing on October 1, 2017.

This MOU is made in accordance with D.C. Official Code § 1-301.01(k); *The Department of General Services Establishment Act of 2011*, effective September 14, 2011 (D.C. Law 19-21, D.C. Official Code § 10-551.01, *et seq.*), and any other applicable District or federal law or regulation.

The funding for this MOU shall not exceed one hundred fifty-six thousand five hundred eighty-seven dollars and zero cents (\$156,587.00) for FY 2018. The period of this MOU is from October 1, 2017 through September 30, 2018.

Please sign and return the original to my office. If you have any questions or concerns, please contact Lisa Franklin-Kelly, DHS Capital Projects Manager, at (202) 671-4401 or at lisaf.kelly@dc.gov.

LGZ/mb

Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF HUMAN SERVICES
AND
THE DEPARTMENT OF GENERAL SERVICES
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS or Buyer), and the Department of General Services (DGS or Seller), collectively referred to herein as the "Parties".

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is for DHS to transfer funding to DGS to provide fixed cost management services and reporting for eighty (80) parking permits for DHS as allocated in the leases for 64 New York Avenue, N.E., Washington, DC 20002 commencing on October 1, 2017. DHS recognizes that DGS is authorized, pursuant to Section 10-551.01 of the DC Official Code, to acquire and manage real property by lease to meet the needs as described above.

III. SCOPE OF SERVICES

Pursuant to applicable statutes and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU, the Buyer and Seller hereby agree as follows:

A. Responsibilities of Buyer (DHS)

Buyer shall transfer to Seller one hundred fifty-six thousand five hundred eighty-seven dollars and zero cents (\$156,587.00) through the Intra-District transfer for the cost of services to be provided by Seller pursuant to this MOU. The transfer shall be initiated within two (2) business days of the effective date of this MOU.

B. Responsibilities of Seller (DGS)

1. Seller shall provide all fixed cost management and reporting services for the Buyer.
2. Seller shall make sure that the funds for the services are reflected in the budget entry budget line detail screen and the appropriate accumulators.
3. Seller shall establish an agency internal service fund with a corresponding index that ties to the fund and agency organization structure.
4. If any transferred funds remain unspent at the end of the fiscal year, Seller shall promptly return to the Buyer the unspent funds.

IV. DURATION AND EFFECTIVE DATE OF MOU

The effective date and duration of the MOU shall be from October 1, 2017 through September 30, 2018, or upon completion of the provision of goods and services required under this MOU, whichever is sooner.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k); D.C. Official Code § 10-551.01; and any other applicable District or federal law or regulation.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost of services under this MOU shall not exceed one hundred fifty-six thousand five hundred eighty-seven dollars and zero cents (\$156,587.00) as set forth below.

Months	Monthly Parking Rate Per Space	Total Spaces	Total Monthly Parking	Annual Parking Payment	FY' 18
October 2017	\$162.30	80	\$12,984.00	\$155,808.00	
November 2017	\$162.30	80	\$12,984.00	\$155,808.00	
December 2017	\$162.30	80	\$12,984.00	\$155,808.00	
January 2018	\$162.30	80	\$12,984.00	\$155,808.00	
February 2018	\$162.30	80	\$12,984.00	\$155,808.00	
March 2018	\$162.30	80	\$12,984.00	\$155,808.00	
April 2018	\$162.30	80	\$12,984.00	\$155,808.00	
May 2018	\$162.30	80	\$12,984.00	\$155,808.00	
June 2018	\$162.30	80	\$12,984.00	\$155,808.00	
July 2018	\$162.30	80	\$12,984.00	\$155,808.00	
August 2018	\$167.17	80	\$13,373.60	\$160,483.20	
September 2018	\$167.17	80	\$13,373.60	\$160,483.20	\$156,587

B. PAYMENT AND ASSIGNMENTS

Payment of all goods and services shall be made through an Intra-District transfer by Buyer to Seller on or before two (2) business days following the Effective Date.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall

remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 , (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

Seller shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

Seller shall maintain records of the transfer of all funds for a period of three (3) years from the date of expiration or termination of the MOU and, upon request of Buyer, make these documents available for inspection by duly authorized representatives of Buyer and other officials of the District or federal government as may be specified by Buyer in its sole discretion.

IX. NOTICE

The following individuals are the contact points for each Party under this MOU:

For DHS:

Lisa Franklin-Kelly
Capital Projects Manager
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 671-4401
Email: LisaF.Kelly@dc.gov

For DGS:

Yohance Fuller, Associate Director
Department of General Services
Portfolio Division
2000 14th Street, N.W., 8th Floor
Washington, DC 20009
Phone: (202) 724-4109
Email: yohance.fuller@dc.gov

X. RESOLUTION OF DISPUTES

The Director of DGS and Director of DHS or their respective designees shall resolve all adjustments and disputes arising from services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems within the Office of the Chief Financial Officer.

XI. MODIFICATIONS

The terms and conditions of this MOU shall be modified only upon written, executed agreement by the Parties.

XII. PROVISIONS FOR TERMINATION

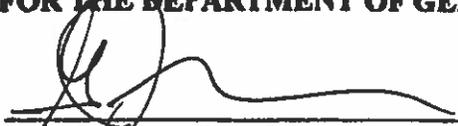
Either Party may terminate this MOU by giving sixty (60) calendar days advance written notice to the other Party. In the event of such termination by DGS prior to completion of the provision of goods and services required hereunder, all funds received and unspent by DGS pursuant to this MOU shall be returned to DHS. In the event of such termination by DHS prior to completion of the provision of goods and services required hereunder, all funds received by DGS shall be retained by DGS in order for DGS to pay for the financial obligations contractually incurred by DGS as a result of DHS' use of Parking Permits.

XIII. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated

IN WITNESS WHEREOF, the parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF GENERAL SERVICES:



Greer Johnson Gillis, PE
Director

Date: 1/29/2018

FOR THE DEPARTMENT OF HUMAN SERVICES:



Lanra Green Zeilinger
Director

Date: SEP 29 2017

DHS
Parking
Spaces
 Comments

Lease One (2011) GOVT. 25
 Vehicles Gov. Spaces Paid via rent roll

Lease One (2011) 42
 Second Amendment (2016) 38
 DGS is Currently Paying for these spaces
 Spaces available under the Second
 Amendment to the Lease executed in July
 2016.

TOTAL DHS Spaces 105
 FY18 80

Payroll deduction per pay period	\$ 65.38
Annual Amount would be	\$ 1,699.88
Monthly Payment would be	\$ 141.66

Months	Monthly Parking Rate Per Space	Total Spaces	Total Monthly Parking	Annual Parking Payment	
October-17	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
November-17	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
December-17	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
January-18	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
February-18	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
March-18	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
April-18	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
May-18	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
June-18	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
July-18	\$ 162.30	80	\$ 12,984.00	\$ 155,808.00	
August-18	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	FY18
September-18	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	\$ 161,597
October-18	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
November-18	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
December-18	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
January-19	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
February-19	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
March-19	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
April-19	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
May-19	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
June-19	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
July-19	\$ 167.17	80	\$ 13,373.60	\$ 160,483.20	
August-19	\$ 172.19	80	\$ 13,775.20	\$ 165,302.40	FY19
September-19	\$ 172.19	80	\$ 13,775.20	\$ 185,302.40	\$ 161,286

Whittaker, Crystal (DHS)

From: Kim, Jason (DHS)
Sent: Wednesday, November 15, 2017 12:34 PM
To: Mortensen, Tania (DHS); McDowell, Sherrie (DHS); Perkins, Brenda (DHS)
Cc: Kelly, Lisaf (DHS); Thompson, Kimberley (DHS); Kershbaum, Sharon (DHS); Rutherford-Felix, Dionne (DHS); Bernard, Hayden (DHS); Troyer, Michael (DHS); George, Adlai (DHS); Whittaker, Crystal (DHS)
Subject: RE: FY18 MOU: DGS/DHS 64 NYA Parking

Good afternoon,

OCFO is ready to advance funding to DGS. Could you please provide ESA and FSA funding attributes to Dionne, Michael, and Adlai at your earliest convenience? Thanks so much.

Jason Kim
Performance Management Officer
Department of Human Services
64 New York Avenue NE – 6th Floor
202-671-4449 (desk)
202-230-7609 (mobile)

From: Kim, Jason (DHS)
Sent: Friday, October 13, 2017 12:40 PM
To: Mortensen, Tania (DHS); McDowell, Sherrie (DHS); Perkins, Brenda (DHS)
Cc: Kelly, Lisaf (DHS); Thompson, Kimberley (DHS); 'Kershbaum, Sharon (DHS) (Sharon.Kershbaum@dc.gov)'; 'Rutherford-Felix, Dionne (DHS) (dionne.rutherford-felix@dc.gov)'; 'Bernard, Hayden (DHS) (hayden.bernard@dc.gov)'
Subject: RE: FY18 MOU: DGS/DHS 64 NYA Parking

Good afternoon,

This is a quick follow-up to the email below. The prorated costs below are broken down by the actual number of spots allocated to staff by division. Could you please review the costs below and review your budget to provide funding attributes to OCFO?

If you cannot cover the costs, please let us know and we can all work together to find a solution. I apologize that this was an unanticipated cost and we certainly share the frustration regarding DHS' obligation to send funds to DGS. Please let us know if you would like to discuss or work together.

Division	Prorated Costs	# of Parking Spots
ESA	29,360.06	15
FSA	35,232.08	18
OD	91,994.86	47
Total	156,587.00	80

Thanks,

Jason Kim
Performance Management Officer
Department of Human Services
64 New York Avenue NE – 6th Floor
202-671-4449 (desk)
202-230-7609 (mobile)

From: Kim, Jason (DHS)
Sent: Tuesday, August 22, 2017 3:17 PM
To: Mortensen, Tania (DHS) <tania.mortensen@dc.gov>; McDowell, Sherrie (DHS) <Sherrie.McDowell@dc.gov>; Perkins, Brenda (DHS) <brenda.perkins@dc.gov>
Cc: Kelly, Lisaf (DHS) <lisaf.kelly@dc.gov>; Baxter, Kimberly (DHS) <Kimberly.Baxter2@dc.gov>; Kershbaum, Sharon (DHS) <Sharon.Kershbaum@dc.gov>; Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>
Subject: FY18 MOU: DGS/DHS 64 NYA Parking

Good afternoon,

DHS/DGS is drafting an FY18 MOU for 64 NYA parking. The attached email contains details, but the basic point of the email is that DHS will be responsible for sending DGS a total of \$156,587.00 in FY18 for the parking spots allotted in the newly constructed garage. I apologize that this is coming out of the leftfield, but it seems like there isn't much room for negotiations between DGS/DHS at the moment.

What this means: DGS/DHS are currently drafting the MOU and DGS is requesting these funds to be advanced as soon as possible (i.e. once FY18 starts). Lisa's team and I are looking at the parking roster to split the costs evenly by the staff's administration (i.e. FSA, ESA, OD). Additionally, Mr. Bernard and Dionne are concurrently looking into methods of recouping the funds from the general fund, which would mean that a majority of these funds would be replenished into your budgets.

We will reach back out to everyone shortly. Please let me know if you would like to set up a time to discuss. We are more than happy to meet. Thanks so much.

Jason Kim
Performance Management Officer
Department of Human Services
64 New York Avenue NE – 6th Floor
202-671-4449 (desk)
202-230-7609 (mobile)

The new school year is here and every day is a new opportunity for our students to learn and grow. We all have a role to play in ensuring students get to school, ready to learn, and understand that #EveryDayCounts. Go to attendance.dc.gov to learn more.

Whittaker, Crystal (DHS)

From: Saunders, Treva (OCFO)
Sent: Thursday, December 14, 2017 4:09 PM
To: Lyon, Christina (DHS)
Cc: Bernard, Hayden (DHS); Rutherford-Felix, Dionne (DHS); Whittaker, Crystal (DHS); Moureview (OCFO)
Subject: RE: Emailing: FY18 MOU DHS-18-002-DGS 156,587.00 AMP 002..xls, unsigned MOU between DHS DGS (parkingMOUAMP).pdf

Hi Christina,

The MOU is legally sufficient.

Regards,

Treva D. Saunders
Associate General Counsel
& Ethics Officer
Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW • Suite 770 East • Washington, DC • 20024
Tel.: 202. 442.7127 • Fax: 202.478.9254 • treva.saunders@dc.gov

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is intended only for the person or entity to which it is addressed and contains information which may be confidential, legally privileged, proprietary in nature, or otherwise protected by law from disclosure. If you received this message in error, you are hereby notified that reading, sharing, copying, or distributing this message, or its contents, is prohibited. If you have received this message in error, please telephone or reply to me immediately and delete all copies of the message. Thank you.

-----Original Message-----

From: Lyon, Christina (DHS)
Sent: Thursday, December 14, 2017 3:28 PM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Cc: Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Whittaker, Crystal (DHS) <crystal.whittaker@dc.gov>
Subject: Emailing: FY18 MOU DHS-18-002-DGS 156,587.00 AMP 002..xls, unsigned MOU between DHS DGS (parkingMOUAMP).pdf
Importance: High

All MOUs must have OCFO General Counsel's approval prior to advancing funds. Attached is a MOU supported by local funds between DHS and DGS for \$ 156,587.00 for your approval. The purpose for the MOU is to provide to provide additional fixed cost management rent parking related services.
Your message is ready to be sent with the following file or link attachments:

FY18 MOU DHS-18-002-DGS 156,587.00 AMP 002..xls unsigned MOU between DHS DGS (parkingMOUAMP).pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



ROUTING SLIP

Office of the Director

Date: 9/29/2017

DUE: 10/6/2017

SUBJECT: MOU in the Amount of \$156,587 from The Department of Human Services (DHS) to DGS to pay for **80** parking spaces at 64 New York Avenue, NE via the rent roll for FY' 18. (October 1, 2017 – September 30, 2018)

TITLE	NAME	REQUIRED ACTION(S)	Received: 1/29/18	
			N/A	INITIAL DATE
Director	GREER JOHNSON GILLIS	Signature/Approval		GJG 1/29/2018
General Counsel	CAMILLE SABBAKHAN		Please see below	
Supervisory Attorney (if applicable)		Approval		
Applicable Division's Chief	SPENCER DAVIS	Approval		SD 1/18/18
Applicable Associate Director	YOHANCE FULLER	Approval		YSF 1/11/18
For MOUs and fund reprogramming and budget-related routings:				
- Chief Administrative Officer	ANGELA GRAY	Approval		AG 1.10.18
- Resource Allocation	ROBERT SEABROOKS	Approval		RS 1-11-18

Name of Originator/Division: Charleen Ward/Portfolio

Phone Number: 202-724-4148

Summary:

As a part of the lease signed in 2011, The Department of Human Services (DHS) pays for 25 parking spaces for government vehicles. DHS was allotted 42 additional spaces based on their space allocation in the building under this lease. DHS employees contracted directly with the landlord's parking vendor for payment of these spaces used by employees. During the recent renovations of the garage at 64 NYA, the Department of General Services (DGS) agreed to pay for these 42 spaces via the rent roll in order to ensure that these spaces would be available on site and at parking rates designated under the lease (then \$157.57, now \$162.30) per month. This rate is subject to a 3% annual escalation. If DGS had not paid for these spaces, the landlord would not be obligated to make them available. (The landlord had discontinued individual monthly contracts prior to the renovations). This arrangement was supposed to be a temporary one, lasting only through the renovations. The 42 DHS employees who received parking decals also pay for parking via the payroll deduction program which is currently managed by DGS on behalf of DHS.

This deduction is currently capped at the \$65.38 per pay period or \$141.66 per month. This amount paid by employees goes into the general fund and is not returned to the DGS. The current parking rate for non-leased spaces is \$190 per month. Employees who park under this rate would need to pay and enter into contracts directly with the parking vendor.

**INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia**

**PART I
GENERAL**

MOU-NUMBER: _____

DATE OF MOU:

9/29/2017

SELLER INFORMATION

AGENCY: Department of General Services

AGENCY CODE AM0

NAME OF CONTACT: Massimo Marchiori (AFO)

ADDRESS : 2000 14th Street NW, 5th floor
Washington, DC 20009

TELEPHONE # : (202) 698-7476

FAX # :

AUTHORIZING OFFICER



BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE JA0

NAME OF CONTACT: Hayden Bernard, AFO

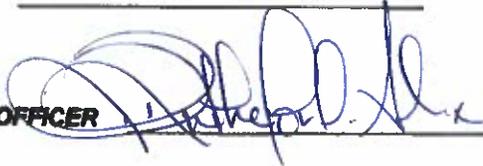
ADDRESS : 64 New York Avenue, N.E., 4th fl.

Washington, DC 20002

TELEPHONE # : (202) 671-4240

FAX # :

AUTHORIZING OFFICER



PLEASE SEE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

Whittaker, Crystal (DHS)

From: Robinson, Mitchell (OFRM)
Sent: Thursday, February 01, 2018 12:14 PM
To: Whittaker, Crystal (DHS)
Cc: Mushaw, Garrett (DGS)
Subject: FW: MOU \$156,587

fyi

From: Mushaw, Garrett (DGS)
Sent: Thursday, February 01, 2018 10:44 AM
To: Robinson, Mitchell (OFRM) <Mitchell.Robinson@dc.gov>
Cc: Kintu, David (DGS) <david.kintu@dc.gov>; Miller, Kory (OFRM) <kory.miller@dc.gov>; Wong, Henry (DGS) <henry.wong@dc.gov>; Bates, Dina (OFRM) <Dina.Bates@dc.gov>
Subject: MOU \$156,587

Mitch, Please use Index I99JA with Project I309JA/02 to collect the \$156,587 from DHS.

LINK TO: INDEX CODE PROFILE DSNF

AGENCY: AM0 APPN YEAR: 18 INDEX: I99JA

TITLE: FY18 RENT - JAO

ORG CODE: 8000

APPROP NUMB: 20000 FUND: 2309 AGCY BUD ORG LVL IND: 2
GRANT NO/PH: PROJECT NO/PH: I309JA 02
PCA: 80001 MPCODE: AGENCY CODE - 1: 2: 3:
CONVERTED CODES - RC: MRU: ARC:

STATUS CODE: A

EFF START DATE: 10012017 EFF END DATE: LAST PROC DATE: 11232016
Z01 RECORD SUCCESSFULLY ADDED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

Garrett Mushaw
Fixed Cost Manager
Department of General Services
2000 14th Street, NW, 5th Floor
Washington, DC 20009
Desk: 202-645-9620
Cell: 202-560-4860
Garrett.Mushaw@dc.gov
The Government Operations Cluster

S520 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/01/18 12:39 PM
LINK TO: _____ VIEW A BATCH DSNF

BATCH ID: AGENCY JA0 DATE 013018 TYPE 4 NO 148 SEQUENCE 00001
MODE EDIT & POST EFF DATE 013018 STATUS H PRINTER ID: _____

S	P	SEQ	CUR DOC/SFX	REF DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
-		00001	IDAMOCRW 001			JA0	440	UODJ8	AD107	18	91994.86	
-		00002	IDAMOCRW 002			JA0	440	APEMD	TE115	18	29360.06	
-		00003	IDAMOCRW 003			JA0	440	ASOSG	HHC77	18	35232.08	
-		00004	IDAMOCRW 004			AM0	441	I99JA	80001	18	156587.00	

ENTERED COUNT: 00000 ENTERED AMOUNT: 00000000000.00
 COMPUTED COUNT: 00004 COMPUTED AMOUNT: 00000313174.00
 NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F8-DOC TRACK
 F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR-EXIT

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/01/18 12:38 PM
LINK TO: _____ BATCH BALANCING DSNF

BATCH AGENCY: JAO
BATCH DATE: 013018
BATCH TYPE: 4
BATCH NUMBER: 148

BATCH BALANCING:
ENTERED COUNT: 00004 ENTERED AMOUNT: 00000313174.00
COMPUTED COUNT: 00004 COMPUTED AMOUNT: 00000313174.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: R6JACW9 CRYSTAL WHITTAKER
USER CLASS: 31

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION
F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/01/18 12:47 PM
LINK TO: _____ BATCH BALANCING DSNF

BATCH AGENCY: JA0
BATCH DATE: 013018
BATCH TYPE: 4
BATCH NUMBER: 148

BATCH BALANCING:
ENTERED COUNT: 00004 ENTERED AMOUNT: 00000313174.00
COMPUTED COUNT: 00004 COMPUTED AMOUNT: 00000313174.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: R6JACW9 CRYSTAL WHITTAKER
USER CLASS: 31

BATCH HAS BEEN SUCCESSFULLY RELEASED

F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

**MODIFICATION NUMBER TWO
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF HEALTH
FOR
FISCAL YEAR 2019**

This Memorandum of Understanding (MOU) executed on August 17, 2017, was entered into by the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA), and the Department of Health (DC Health), Community Health Administration (CHA), Nutrition and Physical Fitness Bureau (NPFB), collectively referred to herein as the "Parties." The Parties now desire to modify the MOU as follows:

- I. Section III. SCOPE OF SERVICES: Subsection B. Responsibilities of DHS/ESA, is hereby deleted and replaced with the following:**

B. "Responsibilities of DHS/ESA

DHS/ESA shall have the following responsibilities:

1. Execute the financial components of this MOU by transfer of the agreed upon federal SNAP-Ed funds received from FNS to DC Health/CHA for the costs incurred in administering the program and providing services as set forth in this MOU.
2. Provide leadership, direction, and information to DC Health to provide SNAP-Ed services to ensure that SNAP-Ed appropriately serves the SNAP-Ed audience and is consistent with SNAP-Ed policies.
3. Coordinate unified outreach efforts inclusive of SNAP-Ed.
4. Submit a unified State SNAP-Ed Plan to FNS and provide assurances that the SNAP-Ed Plan activities comply with SNAP-Ed policies.
5. Monitor implementation of the District's approved SNAP-Ed Plan.
6. Provide guidance and technical assistance to DC Health as needed for any reports required by USDA, DHS, DC Health, or other entities for SNAP-Ed.
7. Monitor and certify the accuracy of claims submitted by DC Health to DHS/ESA staff for allowable costs from the funding authorization for SNAP-Ed activities.
8. Conduct an annual programmatic and financial monitoring and evaluation of DC Health SNAP-Ed services."

- II. Section IV. DURATION OF MOU is hereby deleted and replaced with the following:**

"This MOU shall be effective from October 1, 2018 through September 30, 2019. The Parties may agree to extend the period of this MOU for an additional year by entering into a modification to this MOU pursuant to Section XIII. MODIFICATIONS. A Party shall provide the other with written notice of its intent to extend the MOU thirty (30) days prior to

the expiration of the MOU. This MOU may be terminated upon a thirty (30) day, written notice provided by either party. This MOU may be extended in twelve (12) month increments subject to the availability of funds."

III. Section VI. FUNDING PROVISIONS: Subsection A. Cost of Services, Paragraph 1. is hereby deleted and replaced with the following:

1. "The total cost of this MOU shall not exceed one million five hundred fifteen thousand seven hundred sixty-nine dollars (\$1,515,769.00) for Fiscal Year (FY) 2019. Funding for services shall not exceed the actual cost of the goods or services, including labor, materials and overhead, provided, all costs and expenditures shall not exceed one million five hundred fifteen thousand seven hundred sixty-nine dollars (\$1,515,769.00) for FY 2019."

IV. Section VI. FUNDING PROVISIONS: Subsection B. Payment, Paragraph 1. is hereby deleted and replaced with the following:

1. "The total cost of this MOU shall not exceed one million five hundred fifteen thousand seven hundred sixty-nine dollars (\$1,515,769.00) for Fiscal Year (FY) 2019. Funding for services shall not exceed the actual cost of the goods or services, including labor, materials and overhead, provided, all costs and expenditures shall not exceed one million five hundred fifteen thousand seven hundred sixty-nine dollars (\$1,515,769.00) for FY 2019."

V. Section VII. COMPLIANCE AND MONITORING is hereby deleted and replaced with the following:

"This MOU is funded with federal funds. DC Health shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements."

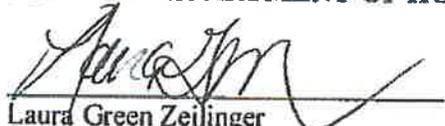
VI. Section X. EFFECTIVE DATE is hereby deleted and replaced with the following:

"This MOU shall be effective October 1, 2018 through September 30, 2019, unless terminated in writing by the Parties prior to the expiration."

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

12/11/18
Date

FOR THE DEPARTMENT OF HEALTH:


LaQuandra S. Nesbitt, M.D., MPH
Director

1/25/19
Date

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DEPARTMENT OF HEALTH
FOR
FISCAL YEAR 2018**

The Memorandum of Understanding (MOU) executed August 17, 2017, was entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA), and the Department of Health (DOH), acting by and through its Community Health Administration (CHA), (collectively referred to herein as the Parties).

In accordance with **Section IV. DURATION OF MOU**, the Parties now desire to modify the MOU as follows:

- I. Section III. SCOPE OF SERVICES: Subsection B. Responsibilities of DHS/ESA**, is hereby deleted and replaced with the following:

B. Responsibilities of DHS/ESA

DHS/ESA shall have the following responsibilities:

1. Execute the financial components of this MOU by transfer of the agreed upon federal SNAP-Ed funds received from FNS to DOH/CHA for the costs incurred in administering the program and providing services as set forth in this MOU.
2. Provide leadership, direction, and information to entities contracted by DOH/CHA to provide SNAP-Ed services to ensure that SNAP-Ed appropriately serves the SNAP-Ed audience and is consistent with SNAP-Ed policies.
3. Coordinate unified outreach efforts inclusive of SNAP-Ed.
4. Submit a unified State SNAP-Ed Plan to FNS and provide assurances that the SNAP-Ed Plan activities comply with SNAP-Ed policies.
5. Monitor implementation of the District's approved SNAP-Ed Plan.
6. Provide guidance and technical assistance to DOH/CHA as needed for any reports required by USDA, DHS, DOH, or other entities for SNAP-Ed.
7. Monitor and certify the accuracy of claims submitted by DOH/CHA to DHS/ESA staff for allowable costs from the funding authorization for SNAP-Ed activities.
8. Conduct an annual programmatic and financial monitoring and evaluation of DOH SNAP-Ed services.

II. Section IV. DURATION OF MOU, Subsection A. is hereby deleted and replaced with the following:

A. "This MOU shall be effective October 1, 2017 through September 30, 2018. The Parties may extend the period of this MOU by entering into a modification to this MOU each time they agree to extend the term of this MOU for an additional year. DHS/ESA shall provide DOH/CHA with written notice of its intent to exercise an option period 30 days prior to the expiration of the initial or extension year of this MOU. In no event shall this MOU extend more than four (4) option periods."

III. Section VI. FUNDING PROVISIONS, Subsection A. Cost of Services, Paragraph 1. is hereby deleted and replaced with the following:

1. "The estimated cost of this MOU shall not exceed one million five hundred seventeen thousand nine hundred eighty-four dollars (\$1,517,984.00) for Fiscal Year (FY) 2018. Funding for services shall not exceed the actual cost of the goods or services, including labor, materials and overhead, provided, all costs and expenditures shall not exceed one million five hundred seventeen thousand nine hundred eighty-four dollars and zero cents (\$1,517,984.00) for FY 2018."

IV. Section X. EFFECTIVE DATE is hereby deleted and replaced with the following:

"The period of this MOU shall be effective from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to the expiration."

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF HUMAN SERVICES:

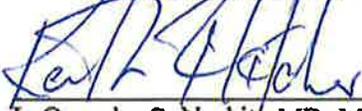


Laura Green Zeilinger
Director

MAY 17 2018

Date

FOR THE DEPARTMENT OF HEALTH:



LaQuandra S. Nesbitt, MD, MPH
Director

8/15/2018

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
ECONOMIC SECURITY ADMINISTRATION
AND
THE DEPARTMENT OF HEALTH
COMMUNITY HEALTH ADMINISTRATION
NUTRITION AND PHYSICAL FITNESS BUREAU
FOR
FISCAL YEAR 2017**

This Memorandum of Understanding (MOU) is entered into by the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA), and the Department of Health (DOH), Community Health Administration (CHA), Nutrition and Physical Fitness Bureau (NPFB).

I. INTRODUCTION

The United States Department of Agriculture (USDA) annually provides to individual state agencies grant funds to provide nutrition education and obesity prevention services to eligible participants of the Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps). The program is known as the SNAP Nutrition Education and Obesity Prevention Grant Program (SNAP-Ed). DHS serves as the State Agency for the District's SNAP Program, and DOH acts as the State SNAP-Ed Provider. "SNAP-Ed eligibles" is a label that refers to the target audience for SNAP-Ed, specifically SNAP participants and other low-income individuals who qualify to receive SNAP benefits or other means-tested Federal assistance programs, such as Medicaid or Temporary Assistance for Needy Families (TANF). It also includes individuals residing in communities with a significant (50 percent or greater) low-income population.

II. PROGRAM DESCRIPTION AND OBJECTIVES

DHS is the District agency responsible for assisting low-income individuals and families in the District to maximize their potential for economic security and self-sufficiency. DHS has two administrations, which include the Economic Security Administration (ESA) and the Family Services Administration (FSA). For purposes of this MOU, ESA is responsible for making eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid benefits, TANF benefits, and SNAP benefits. The SNAP program is a federal nutrition assistance program, administered by the USDA, Food and Nutrition Service (FNS). Participants receive monthly benefits to purchase approved food items at participating retailers. SNAP aims to reduce food insecurity, improve access to healthful foods, and improve the diet quality of participating individuals.

DOH provides programs and services with the ultimate goal of reducing the burden of disease and improving opportunities for health and well-being for all District residents and visitors. DOH has four administrations, which includes the Community Health

Administration (CHA). For the purposes of this MOU, CHA promotes healthy behaviors and healthy environments to improve health outcomes and reduce disparities in the leading causes of disease and death in the District. The Nutrition and Physical Fitness Bureau, within CHA, administers a range of local and federal healthful food access and education programs. SNAP-Ed is a federal nutrition education and obesity prevention program, administered by the USDA, FNS. SNAP-Ed aims to increase the likelihood that individuals eligible for SNAP will make healthy food choices and live physically active lives within a limited budget. The purpose of the MOU is for the parties to establish the terms and conditions under which DOH shall implement the provision of SNAP-Ed programs and services and DHS shall pay DOH for said services.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. Responsibilities of DOH/CHA

1. Overview of Services

DOH/CHA shall perform the following tasks and provide the following services to SNAP and other means tested program participants and eligibles:

- a. Nutrition education and obesity prevention activities that encourage:
 - Healthy eating and meal preparation
 - Meal planning and food budgeting
 - Food safety
 - Regular physical activity
- b. Referrals to nutrition and health-related services, particularly referrals for SNAP benefits.
- c. Contract with providers to deliver nutrition education and obesity prevention services to accomplish the goals and objectives of the SNAP-Ed Plan in accordance with the Food and Nutrition Act under Section 28.
- d. Monitor and certify the accuracy of claims for allowable expenditures of SNAP-Ed funds submitted to DHS for reimbursement.
- e. Work with DOH, other FNS programs, and other SNAP-Ed providers to develop a single comprehensive State SNAP-Ed Plan. The Plan shall address DC-specific SNAP-Ed population needs as well as national/state priorities and include sound evaluation strategies.
- f. Implement evidence-based nutrition education and obesity prevention efforts as specified in the approved State SNAP-Ed Plan.
- g. Submit required reports to include the Annual Report, Education and Administrative Reporting System (EARS) Report, and Key Performance

Indicator (KPI) reports according to timelines established by USDA and DOH.

- h. Work with DHS/ESA staff to provide information on the availability of SNAP-Ed services to SNAP-Ed eligible participants.
- i. Collect and report data regarding participation in SNAP-Ed and characteristics of those served.

2. Target Population

DOH shall identify and work with District residents eligible for SNAP-Ed services, as defined in the SNAP-Ed Guidance and eligibility determination and any subsequent revisions of the SNAP-Ed Guidance. The SNAP-Ed Guidance currently defines eligibles as SNAP participants and low-income individuals potentially eligible to receive SNAP benefits or other means-tested Federal assistance programs (i.e. those that require the income and/or assets of an individual or family to be at or below 185% of the Federal Poverty Guidelines in order to qualify for benefits) such as Medicaid or TANF, and individuals residing in communities with a significant low-income population (i.e. where 50% percent or greater have household incomes of 185% or less of the Federal Poverty Level).

3. Personnel Standards

DOH shall employ staff that possess adequate training and competence to perform the duties to which they have been assigned, and shall maintain documentation to that effect. DOH shall develop and maintain written job descriptions by the position funded, which must be included in the project files and be available for inspection on request. The job descriptions shall include education, experience, and/or licensing/certification criteria, a description of the duties and responsibilities, hours of work, salary range and performance evaluation criteria.

4. Location of Services

DOH/CHA shall ensure that the services provided to SNAP and eligible participants under the terms of this MOU are provided at locations throughout the District as specified in the State Plan to include but not be limited to community and faith-based organizations, DC Public and Public Charter Schools, early education and child care centers, senior congregate feeding sites and dwellings, farmers' markets, and other District Government agencies and programs.

5. SNAP Promotion

DOH shall help SNAP and other means tested program participants and those potentially eligible, to improve the quality of their diets through better nutrition and active lifestyles to assist in chronic disease prevention, healthy weight management, and improved quality of life, consistent with the USDA Food Guidance System. In addition, DOH shall support DHS/ESA in its efforts outlined in the SNAP Outreach Plan, to raise awareness of the nutrition benefits of SNAP and where to apply among targeted populations in the District.

6. Financial Responsibilities

DOH/CHA agrees to use these funds in accordance with the approved SNAP-Ed financial and cost policies required by Section 28 of the Food and Nutrition Act (FNA) of 2008 and 2 CFR §200.101.

7. Financial Records

DOH/CHA shall retain a copy of all books, records, documents and other evidence pertaining to cost and expenses to the extent and in such detail as will properly reflect all costs, direct and indirect, labor materials, equipment, supplies and other items for a three (3) year period. In the case of an audit or investigation, records shall be retained until the review has been completed. DOH/CHA agrees to maintain all information as confidential.

8. Repayment of Disallowed Expenditures

DOH/CHA shall repay any expenditure of funds transferred under this MOU that are disallowed by auditors.

B. Responsibilities of DHS/ESA

DHS/ESA shall have the following responsibilities:

1. Execute the financial components of this MOU by transfer of the agreed upon federal SNAP-Ed funds received from FNS to DOH/CHA for the costs incurred in administering the program and providing services as set forth in this MOU.
2. Provide leadership, direction, and information to entities contracted by DOH to provide SNAP-Ed services to ensure that SNAP-Ed appropriately serves the SNAP-Ed audience and is consistent with SNAP-Ed policies.
3. Submit a unified State SNAP-Ed Plan to FNS and provide assurances that the SNAP-Ed Plan activities comply with SNAP-Ed policies.
4. Monitor implementation of the District's approved SNAP-Ed Plan.
5. Provide guidance and technical assistance to DOH as needed for any reports required by USDA, DHS, DOH, or other entities for SNAP-Ed.
6. Monitor and certify the accuracy of claims submitted by DOH to DHS/ESA staff for allowable costs from the funding authorization for SNAP-Ed activities.

IV. DURATION OF MOU

- A. This MOU shall be effective October 1, 2016 through September 30, 2017. The Parties may extend the period of this MOU by entering into an amendment to this MOU each time they agree to extend the term of this MOU for an additional year. DHS shall provide DOH with written notice of its intent to exercise an option period 30 days prior to the expiration of the initial or extension year of this MOU. In no event shall this MOU extend more than four (4) option periods.
- B. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. Cost of Services

1. The total cost for services under this MOU shall not exceed one million five hundred fifty-five thousand seven hundred seventy-eight dollars and zero cents (\$1,555,778.00) for Fiscal Year (FY) 2017. Funding for services shall not exceed the actual cost of the goods or services, including labor, materials and overhead, provided, all costs and expenditures shall not exceed one million five hundred fifty-five thousand seven hundred seventy-eight dollars and zero cents (\$1,555,778.00) for FY 2017.
2. In the event of termination of this MOU, payment to DOH shall be held in abeyance until all required fiscal reconciliations are completed, but not longer than September 30 of the current fiscal year.

B. Payment

1. Payment for all of the goods and services shall be made through an Intra-District advance by DHS to DOH based on the total amount of the MOU, which shall not exceed one million five hundred fifty-five thousand seven hundred seventy-eight dollars and zero cents (\$1,555,778.00).
2. DOH shall submit quarterly reports of all expenditures to DHS using DHS Form 1731 for the prior quarter's expenditures with supporting documentation as evidence of expenditures which shall explain the amounts billed for the period. The reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all staff; and (3) overhead.
3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve financial issues, the matter shall be referred to the District Office of Financial Operations and Systems.

C. Anti-Deficiency Considerations

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C. §§ 1341, 1342, 1349, 1351, and specific sections in Subchapter II, Section 15 of Title 31 of the U.S. Code) and (ii) the District of Columbia Anti-Deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285, D.C. Official Code §§1-204.46, 47-105, 47-355.01-355.08), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

As this MOU is funded by District funds, DOH shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

DOH shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and, upon the District's request, make these documents available for inspection by duly authorized representatives of DHS/ESA and other officials as may be specified by the District at its sole discretion.

IX. CONFIDENTIAL INFORMATION

The Parties to this MOU shall use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of DHS.

X. EFFECTIVE DATE

This MOU shall be effective October 1, 2016 through September 30, 2017.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

XII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For DHS:

Ellen M. Wells
Deputy Administrator
Department of Human Services
Economic Security Administration
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 698-3946
Ellen.wells@dc.gov

For DOH:

Sara Beckwith MS, RDN, LD
SNAP-Ed Program Manager
Department of Health
Community Health Administration
899 North Capitol Street, N.E., 3rd Floor
Washington, DC 20002
Phone: (202) 442-9171
sara.beckwith@dc.gov

XIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF HUMAN SERVICES:

 for LGZ

Laura Green Zeilinger
Director

8/16/17
Date

FOR THE DEPARTMENT OF HEALTH:



LaQuandra S. Nesbitt, MD, MPH
Director

8/17/17
Date

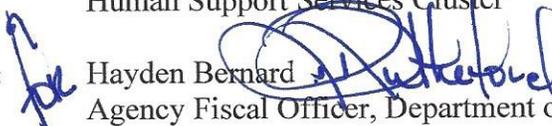
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: October 11, 2017

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$2,267,289.20 within fund 8200, **TANF Grant (89AFTF/18)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

These funds are needed to provide services as needed for TANF Home Visits Initiative and the TANF CATCH IT Redesign Project.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCSH8 (0504) to Index TVHA8 (0501) and TJOB8 (0501).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not reprogrammed for the TANF Home Visits Initiative, TANF clients who have been sanctioned or in danger of sanctions will be at risk of not receiving critical services that help remove barriers to employment.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/11/17 01:52 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: 11,461,475.00
BUDGET AVAIL: 3,679,555.32 BUDG % AVAIL: 32.10
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 7,094,352.80- UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 11,461,475.00
18 ENCUMB OUTS 7,094,352.80
19 PRE-ENCUM O 687,566.88

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/11/17 02:05 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 2000 PGM CODE: T106 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 TANF: HOME VISITS
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/11/17 02:05 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CA23 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 TANF CASH
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: 15,894,587.00
BUDGET AVAIL: 15,894,587.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 15,894,587.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/13/17 10:36 AM
LINK TO: _____ BATCH BALANCING DSNF

BATCH AGENCY: JA0
BATCH DATE: 101317
BATCH TYPE: 1
BATCH NUMBER: 030

BATCH BALANCING:
ENTERED COUNT: 00003 ENTERED AMOUNT: 00004534578.40
COMPUTED COUNT: 00003 COMPUTED AMOUNT: 00004534578.40

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: R6JAMT9 MICHAEL TROYER
USER CLASS: 04

BATCH HAS BEEN SUCCESSFULLY RELEASED

F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

S502 V2.1

PRD

DISTRICT OF COLUMBIA R*STARS 2.1

10/13/17 10:34 AM

LINK TO: _____

BATCH BALANCING

DSNF

BATCH AGENCY: JA0
BATCH DATE: 101317
BATCH TYPE: 1
BATCH NUMBER: 030

BATCH BALANCING:

ENTERED COUNT: 00003 ENTERED AMOUNT: 00004534578.40
COMPUTED COUNT: 00003 COMPUTED AMOUNT: 00004534578.40

PAYMENT DIST TYPE:

DISB METH IND:
USER ID: R6JAMT9 MICHAEL TROYER
USER CLASS: 04

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION

F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

S520 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/13/17 10:34 AM
LINK TO: _____ VIEW A BATCH DSNF

BATCH ID: AGENCY JAO DATE 101317 TYPE 1 NO 030 SEQUENCE 00001
MODE EDIT & POST EFF DATE 101317 STATUS H PRINTER ID: _____

S	P	SEQ	CUR DOC/SFX	REF DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
-		00001	APCASHHV 001			JAO	017	TCSH8	TCA23	18	2267289.20	R
-		00002	APCASHHV 002			JAO	017	TVHA8	TT106	18	1300000.00	
-		00003	APCASHHV 003			JAO	017	TJOB8	TJ109	18	967289.20	

-
-
-
-
-
-
-
-
-

ENTERED COUNT: 00000 ENTERED AMOUNT: 00000000000.00
COMPUTED COUNT: 00003 COMPUTED AMOUNT: 00004534578.40

NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR-EXIT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: October 17, 2017

SUBJECT: Request for Reprogramming of Federal Funds for FY 2017: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$540,956.00 within fund 8200, **TANF Grant (79AFTF/17)**. The agency received contingency funds and the reprogramming is to align the budget with the grant award.

Why are the funds needed?

Funds are needed to align budget with projected expenditures for TANF Cash assistance.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from TANF Employment Program Index TJOB7 Subsidies and Transfers (object code 0501) to CASH TANF Contingency Funds, Index TCNF7 Subsidies and Transfers (object code 0501).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not reprogrammed, the agency will lapse TANF Contingency Funds which must be expended by the end of the fiscal year.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/17/17 12:34 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 17 ORG CODE: 2000 PGM CODE: CA24 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 79AFTF 17 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 TANF CASH: CONTINGENCY FUNDS
 FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: 9,260,982.00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 100.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 9,260,982.00- UNEXPND ALLOT: 9,260,982.00-

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
10	EXP BUD REV	9,260,982.00			
13	PENDING AME	.00			
15	CASH EXPEND	9,260,982.00			

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/17/17 12:33 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 17 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 79AFTF 17 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: 11,063,772.00
 BUDGET AVAIL: 1,829,903.05 BUDG % AVAIL: 16.54
 EXPEND/BUDG %: 26.19 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 9,233,868.95- UNEXPND ALLOT: 2,897,741.22-

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
10	EXP BUD REV	11,063,772.00			
13	PENDING AME	.00			
15	CASH EXPEND	2,897,741.22			
17	ACCRUED EXP	.00			
18	ENCUMB OUTS	6,336,127.73			
19	PRE-ENCUM O	.00			

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency out memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, the From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of F
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the amount of the grant or project number and title (if applicable) and general purpose
 - The six standardized questions have been answered in detail with strong

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressional appropriation (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS cuts.
- SOAR 61 Screen prints have been attached to validate that funds are available in SOAR.
- **O-type reprogrammings must include the latest version of the ORA Certificate of Appropriation.** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award agreement.**

Grant Number: 89AFTF / 18

Amount of Request: \$1,043,430.00

Reviewed By:

B. Rutherford

(Budget Officer / Supervisor)

Review Date:

6/22/18

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: June 22, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$1,043,430.00 within fund 8200, **TANF Grant (89AFTF/18)**. The funds are needed to align the budget with projected expenditures for the TANF Contingency funds. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

Funds are needed to align budget with projected expenditures.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCSH8, Financial Aid (Object Class 0504) to Index TCNF8, Cash Assistance (Object Class 0501).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not reprogrammed, the agency will lapse TANF Contingency Funds which must be expended by the end of the fiscal year.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 06/20/18 01:38 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CA23 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 TANF CASH
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 09 ADJUSTED BUDG: 2,413,900.35
BUDGET AVAIL: 2,413,900.35 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 15,894,587.00
10 EXP BUD REV 13,480,686.65-
13 PENDING AME .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 06/20/18 01:41 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CA24 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 TANF CASH: CONTINGENCY FUNDS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 09 ADJUSTED BUDG: 9,230,418.00
BUDGET AVAIL: 50,781.00 BUDG % AVAIL: .55
EXPEND/BUDG %: 99.45 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 9,179,637.00- UNEXPND ALLOT: 9,179,637.00-
BT TITLE AMOUNT BT TITLE AMOUNT
10 EXP BUD REV 9,230,418.00
13 PENDING AME .00
15 CASH EXPEND 9,179,637.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 89AFTF / 18

Amount of Request: \$1,060,626.45

Reviewed By: 

(Budget Officer/ Supervisor)

Review Date: 1/4/2018

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: January 3, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$1,060,626.45 within fund 8200, **TANF Grant (89AFTF/18)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

These funds are needed for additional staff to support TANF case management and other TANF program support activities, as well as the purchase of an enhanced case assessment management system.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCSH8, Financial Aid (Object Class 0504) to Indexes TCTM8, Contractual Services (Object Class 0409), and TCTM8, TJQE8, TCMF8, TADM8, TMDE8, Term Full-Time and Misc. Fringe Benefits (Object Classes 0125 & 0147).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not reprogrammed Services will not be provided to TANF population in a timely manner and customers will not have the support services to assist them in self-sufficiency.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

Attachment B -- Federal & Private (8200, 8230, 8400, 8450)

Attachment B -- Grants (8200, 8230, 8400, 8450)

OPERATING BUDGET REPROGRAMMING REQUEST		Department of Human Services (DAO)		Agency Fund & Code:		Budget Fiscal Year:				
Government of the District of Columbia		Federal Grant (8200)		2018						
APPROVAL REQUIRED FOR THE FOLLOWING:										
Shift Between Agencies Shift Between Control Centers / Activities Shift Between Responsibility Centers / Programs Shift Within Responsibility Centers / Programs										
APPROVAL LEVEL: Agency Director: (signature) <i>[Signature]</i> Agency CFO: <i>[Signature]</i> Associate CFO: Delicia V. Moore Budget Reprogramming Amount Req: \$1,060,626.45 Prepared By: Michael Troyer										
APPROVAL LEVEL:		DBP Control Number:		Grant Number/ Phase		89AFTF / 18				
X		Agency Request Number:		Budget Batch Number:		DATE				
X		01/04/18		Total # of Pages						
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
2021	2000	TANF CASH	TCA23	TC5H8	0504	\$ 15,894,587.00	\$ 13,627,297.80	\$ 1,060,626.45	\$ -	\$ 14,687,924.25
2030	2000	TANF Case Management	TCM11	TCTM8	0409	\$ -	\$ -	\$ -	\$ 405,000.00	\$ 405,000.00
2030	2000	TANF Case Management - Office of Work Opportunity	TCM11	TCTM8	0125	\$ 570,396.33	\$ 570,396.33	\$ -	\$ 255,864.93	\$ 826,261.26
2030	2000	TANF Case Management - Office of Work Opportunity	TCM11	TCTM8	0147	\$ 784,595.57	\$ 784,595.57	\$ -	\$ 65,245.56	\$ 849,841.13
2055	2000	TANF Admin - Office of Performance Management	TQM41	TJQE8	0125	\$ 195,874.32	\$ 195,874.32	\$ -	\$ 53,702.79	\$ 249,577.11
2055	2000	TANF Admin - Office of Performance Management	TQM41	TJQE8	0147	\$ 329,911.42	\$ 329,911.42	\$ -	\$ 13,694.21	\$ 343,605.63
2030	2000	TANF - One Congregation/One Family	TCM19	TCMF8	0125	\$ -	\$ -	\$ -	\$ 125,887.43	\$ 125,887.43
2030	2000	TANF - One Congregation/One Family	TCM19	TCMF8	0147	\$ -	\$ -	\$ -	\$ 32,101.29	\$ 32,101.29
2040	2000	TANF Admin	TE144	TADM8	0125	\$ -	\$ -	\$ -	\$ 48,025.31	\$ 48,025.31
2040	2000	TANF Admin	TE144	TADM8	0147	\$ 24,916.56	\$ 24,916.56	\$ -	\$ 12,246.45	\$ 37,163.01
2040	2000	TANF RMS Admin - Eligibility Determination	TE115	TMDE8	0125	\$ -	\$ -	\$ -	\$ 38,931.06	\$ 38,931.06
2040	2000	TANF RMS Admin - Eligibility Determination	TE115	TMDE8	0147	\$ -	\$ -	\$ -	\$ 9,927.42	\$ 9,927.42
TOTAL						\$17,800,281.20	\$15,532,992.00	\$1,060,626.45	\$1,060,626.45	\$17,654,244.90

Justification of Reprogramming Proposal: This is to shift the budget to increase the number of FTEs needed to support the Offices of Work Opportunity and Performance Management; this is also to fund a case assessment system.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 11:00 AM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: CA23 FUNC CODE: _____
 AP FUND: _____ FUND: _____ GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
 PGM LEVEL: 03 TANF CASH

FUNC LEVEL: _____
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
 INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: 13,627,297.80

BUDGET AVAIL: 13,627,297.80 BUDG % AVAIL: 100.00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	15,894,587.00			
10	EXP BUD REV	2,267,289.20-			
13	PENDING AME	.00			

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/28/17 03:23 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: .00
BUDGET AVAIL: .00 BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 04:11 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: CM11 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
 FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
 INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: 570,396.33
 BUDGET AVAIL: 441,329.38 BUDG % AVAIL: 77.37
 EXPEND/BUDG %: 22.63 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 129,066.95- UNEXPND ALLOT: 129,066.95-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 570,396.33
 15 CASH EXPEND 129,066.95
 17 ACCRUED EXP .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 04:11 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: CM11 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
 FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
 INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: 784,595.57
 BUDGET AVAIL: 681,437.87 BUDG % AVAIL: 86.85
 EXPEND/BUDG %: 13.15 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 103,157.70- UNEXPND ALLOT: 103,157.70-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 784,595.57
 15 CASH EXPEND 103,157.70
 17 ACCRUED EXP .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 04:13 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: QM41 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
PGM LEVEL: 03 QA: TANF JOB CONTRACTS (ADMIN)/ADMIN
FUNC LEVEL: _____

INQ TYPE: <u>MC</u>	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: <u>S</u>	
INQ YEAR: <u>18</u>	INQ MONTH: <u>03</u>	ADJUSTED BUDG:	195,874.32
BUDGET AVAIL:	155,537.94	BUDG % AVAIL:	79.41
EXPEND/BUDG %:	20.59	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	40,336.38-	UNEXPND ALLOT:	40,336.38-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	195,874.32		
15 CASH EXPEND	40,336.38		
17 ACCRUED EXP	.00		

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 04:13 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: QM41 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
PGM LEVEL: 03 QA: TANF JOB CONTRACTS (ADMIN)/ADMIN
FUNC LEVEL: _____

INQ TYPE: <u>MC</u>	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: <u>S</u>	
INQ YEAR: <u>18</u>	INQ MONTH: <u>03</u>	ADJUSTED BUDG:	329,911.42
BUDGET AVAIL:	282,068.58	BUDG % AVAIL:	85.50
EXPEND/BUDG %:	14.50	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	47,842.84-	UNEXPND ALLOT:	47,842.84-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	329,911.42		
15 CASH EXPEND	47,842.84		
17 ACCRUED EXP	.00		

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 04:15 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: CM19 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT
FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: .00
BUDGET AVAIL: .00 BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 04:15 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 18 ORG CODE: _____ PGM CODE: CM19 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT
FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: .00
BUDGET AVAIL: .00 BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 04:16 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: E144 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: _____
 PGM LEVEL: 03 ELIG SVCS: IMA/ IMD (ADMIN/ADMIN)
 FUNC LEVEL: _____
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
 INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/27/17 04:16 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: E144 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD (ADMIN/ADMIN)

FUNC LEVEL: _____
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S

INQ YEAR: <u>18</u>	INQ MONTH: <u>03</u>	ADJUSTED BUDG:	24,916.56
BUDGET AVAIL:	21,167.07	BUDG % AVAIL:	84.95
EXPEND/BUDG %:	15.05	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	3,749.49-	UNEXPND ALLOT:	3,749.49-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	24,916.56		
15 CASH EXPEND	3,749.49		
17 ACCRUED EXP	.00		

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/28/17 03:32 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: .00
BUDGET AVAIL: 2,365.04- BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 2,365.04- UNEXPND ALLOT: 2,365.04-
BT TITLE AMOUNT BT TITLE AMOUNT
15 CASH EXPEND 2,365.04

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/28/17 04:23 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: E115 FUNC CODE: _____
 AP FUND: _____ FUND: _____ GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: _____
 PGM LEVEL: 03 ELIG SVCS: IMA/ IMD
 FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
 INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: .00
 BUDGET AVAIL: 33,630.19- BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 33,630.19- UNEXPND ALLOT: 33,630.19-
 BT TITLE AMOUNT BT TITLE AMOUNT
 15 CASH EXPEND 33,630.19
 17 ACCRUED EXP .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



MEMORANDUM

TO: Gordon McDonald
Deputy Chief Financial Officer for Budget and Planning

THRU: Delicia Moore
ACFO, Human Support Services Cluster

FROM: Hayden Bernard
AFO, Department of Human Services

DATE: 1/3/2018

SUBJECT: FY 2018 Request for Reprogramming in authorized FTE's for Economic Services Administration (ESA).

DHS/ESA is requesting an increase in authorized FTE's for FY 2018 in TANF grant 89AFTF/18. These FTE's will support the Office of Work Opportunity, Performance Monitoring and the Office of Administrator. We have attached all the necessary documentation to support the accompanying budget modification request. The table below shows how each position will be supported.

Position Title or Series	Position Duration Schedule (1)	CBU	Service Code	Grade	Step	FTE (2)	Not to Exceed Date	Salary (Object Class 12)	Benefits (Object Class 14)	Total Agency Cost
Vocational Development Special	3	AAA	LRB	11	4	1.00	9/30/2018	38,931.06	9,927.42	48,858.48
Vocational Development Special	3	AAA	LRB	11	4	1.00	9/30/2018	38,931.06	9,927.42	48,858.48
Vocational Development Special	3	AAA	LRB	11	4	1.00	9/30/2018	38,931.06	9,927.42	48,858.48
Vocational Development Special	3	AAA	LRB	11	4	1.00	9/30/2018	38,931.06	9,927.42	48,858.48
Vocational Development Special	3	AAA	LRB	11	4	1.00	9/30/2018	38,931.06	9,927.42	48,858.48
Training & Development Program Mgr	3	MSS	LRB	13	0	1.00	9/30/2018	61,209.63	15,608.46	76,818.09
Supervisory Program Analyst	3	MSS	LRB	13	0	1.00	9/30/2018	53,702.79	13,694.21	67,397.00
Vocational Development Special	3	AAA	LRB	11	4	1.00	9/30/2018	38,931.06	9,927.42	48,858.48
Vocational Development Special	3	AAA	LRB	11	4	1.00	9/30/2018	38,931.06	9,927.42	48,858.48
Program Analyst	3	AAA	LRB	12	4	1.00	9/30/2018	48,025.31	12,246.45	60,271.76
Program Analyst	3	AAA	LRB	11	1	1.00	9/30/2018	48,025.31	12,246.45	60,271.76
Social Services Representative	3	AAA	LRB	11	4	1.00	9/30/2018	38,931.06	9,927.42	48,858.48
								\$ 522,411.52	\$ 133,214.94	\$ 655,626.45

(1) Position Duration Schedule:
03 = Term Full-Time Salary
04 = Term Part-time Salary
05 = When Actually Employed

(2) FTE:
Enter 1.0 if full-time
Enter appropriate fraction, 0.01 - 0.99, if part-time

TABLE 2
 FY 2017 PERSONAL SERVICES EXPENDITURE FORECAST
 For Month Ending 11/30/2017
 YEAR END 10/1/2018

Department of Human services (JA0): Economic Security Administration

Fund Type: TOTAL TANF GRANT (79AFTF/17)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			PS Forecast for Remaining Pay Periods															
Pay Period End Dates:			Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Straight-Line YE Forecast (F-K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L + M)	Adjustment Per Projected Revenue	Revised Adjusted YE PS Forecast (N + O)	Add'l YE On-Board FTEs	FTE (Over) Under Budgeted FTEs (D-G-Q)	PS Forecast (Over) Under Budget (E-P)
9/1/2017																		
Pay Group 1																		
Pay Group 2																		
Pay Group 6:																		
CSG 11, 12, 13, 14																		
Permanent, Temp, Fringe)																		
Subtotal CSG 11, 12, 13, 14			117.0	10,389,368	1,302,468	100.0	17.0	387,721	21.71	8,636,217	9,938,685	655,626	10,594,311	-	10,594,311	12.0	5.0	(195,943)
CSG 16 (Overtime)			117.0	10,398,368	1,302,468	100.0	17.0	387,721	-	8,636,217	9,938,685	655,626	10,594,311	-	10,594,311	12.0	5.0	(195,943)
CSG 99 (Payroll Default)				90,000	34,461			14,927	21.71	324,140	358,601	-	358,601	-	358,601			(268,601)
Total Fund corresponding totals in Table 1			117.0	10,488,368	1,336,930	100.0	17.0	412,648	21.71	8,960,367	10,297,286	655,626	10,952,913	-	10,952,913	12.0	5.0	(464,544)
Adjustment to Remaining Pay Period Worksheet				10,488,368									10,952,913		10,952,913			(464,544)

Item Amount Explanation (Organize your items by CSG to better reflect them in Table 1)

	555,626	New hire for 12 FTEs in accordance with reprogramming request
Total	555,626	

Adjustment Based on Projected Earnings Explanation

Total Projected Earnings Adjustment		

Total Amount (This total should = the Total Fund amount of column M in the above table)

Total	555,626	
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HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 69AFTF716

Amount of Request: \$ 3,700,000.00

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

4/4/2018

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard 
Agency Fiscal Officer, Department of Human Services

DATE: April 4, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$3,700,000 in fund 8200, **TANF Grant (69AFTF/16)**. These funds are needed to supplement the Homeless Services budget to provide shelter, housing, and other assistance to TANF eligible families who are seeking or are now receiving services in the homeless services continuum of care. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

These funds are needed to supplement the Homeless Services budget to provide shelter, housing, and other assistance to TANF eligible families.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from TANF Other Basic Assistance (Index TOBA6), *Subsidies and Transfer* (object class 0501) to TANF Eligible Homeless Families in Shelter (Index THEF6), *Subsidies and Transfer* (object class 0501).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this action is postponed, Family Services Administration will be forced to reduce and, in some cases, eliminate critical capacity and other vital homeless services.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/04/18 11:23 AM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: T126 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 69AFTF 16 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 TANF: OTHER BASIC ASSISTANCE
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 07 ADJUSTED BUDG: 6,000,000.00
 BUDGET AVAIL: 5,661,898.23 BUDG % AVAIL: 94.36
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT
 10 EXP BUD REV 6,000,000.00
 13 PENDING AME .00
 19 PRE-ENCUM O 338,101.77

INTERRUPTED FUNCTION RESTARTED

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/04/18 11:26 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: T135 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 69AFTF 16 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 TANF: ELIGIBLE HOMELESS FAM IN (SHELTER)
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 07 ADJUSTED BUDG: 7,000,000.00
BUDGET AVAIL: 7,000,000.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
10 EXP BUD REV 7,000,000.00
13 PENDING AME .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 89AFTF / 18

Amount of Request: \$4,615,209.00

Reviewed By: D. Rutherford

(Budget Officer/ Supervisor)

Review Date: 5/1/2018

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: May 1, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$4,615,209.00 within fund 8200, **TANF Grant (89AFTF/18)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

Funds are needed to align budget with projected expenditures for TANF Contingency.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCSH8, Financial Aid (Object Class 0504) to Index TCNF8, Cash Assistance (Object Class 0501).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not reprogrammed, the agency will lapse TANF Contingency Funds which must be expended by the end of the fiscal year.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 05/01/18 01:57 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 18 ORG CODE: 2000 PGM CODE: CA24 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTE 18 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 TANF CASH: CONTINGENCY FUNDS

FUNC LEVEL:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 08 ADJUSTED BUDG: 4,615,209.00
 BUDGET AVAIL: 578,202.00 BUDG % AVAIL: 12.53
 EXPEND/BUDG %: 87.47 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 4,037,007.00- UNEXPND ALLOT: 4,037,007.00-
 BT TITLE AMOUNT BT TITLE AMOUNT
 10 EXP BUD REV 4,615,209.00
 13 PENDING AME .00
 15 CASH EXPEND 4,037,007.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 05/01/18 01:57 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 2000 PGM CODE: CA23 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 TANF CASH
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 08 ADJUSTED BUDG: 7,029,109.35
BUDGET AVAIL: 7,029,109.35 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 15,894,587.00
10 EXP BUD REV 8,865,477.65-
13 PENDING AME .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

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- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
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- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 89AFTF / 18

Amount of Request: \$5,537,562.00

Reviewed By:

S. Rutherford
(Budget Officer/ Supervisor)

Review Date:

11/7/2018

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM: Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: January 17, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$5,537,562.00 within fund 8200, **TANF Grant (89AFTF/18)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

The funds are needed to develop and enhance a TANF CATCH 2.0 system that is used primarily by the TANF vendors for customer work participation information and billing and overseen by the program. This updated/new version of CATCH is to also address providing more fluid data regarding vendor case management, customer participate work activity tracking, service delivery and overall services for TANF programs that provide resources for employment and training to eligible DC residents. It will assist our initiatives and supports to improve customer related operations, data collection/review/reporting, etc. The TANF Case Assessment system is an internal system to enhance case management services and tracking to support TANF case management and program supports for more efficient customer service and data.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCSH8, Financial Aid (Object Class 0504) to Indexes TCNF8, Cash Assistance (Object Class 0504), TJOB8, Maintenance of Persons (Object Class 0501) TITT8 & TCTM8, IT Software Maintenance (Object Class 0442), and TCTM8, Contractual Services (Object Class 0409).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not approved until the next fiscal year, it will have a negative impact on District residents/customers that are eligible to receive these services now because the funding is not in place to provide needed updated and enhanced services to the TANF population in a timely manner and customers will not have the additional support services to assist them in becoming self-sufficient. It will also have a negative impact on the ESA's ability to meet its mission and objectives to work with as many of our most vulnerable population timely, for them to become self-sufficient and the requirements of continuous improvement and compliance from our federal partners that provide funding to us.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/17/18 04:30 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN

FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D	
INQ YEAR: 18	INQ MONTH: 04	ADJUSTED BUDG:	228,400.00
BUDGET AVAIL:	117,446.00	BUDG % AVAIL:	51.42
EXPEND/BUDG %:	1.31	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	110,954.00-	UNEXPND ALLOT:	3,000.00-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	228,400.00		
15 CASH EXPEND	3,000.00		
17 ACCRUED EXP	.00		
18 ENCUMB OUTS	107,954.00		
19 PRE-ENCUM O	.00		

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/17/18 10:37 AM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: PGM CODE: CA23 FUNC CODE:
 AP FUND: FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH:
 COMP SRC/GRP: OBJ/COBJ/AGY OBJ: AGY OBJ GROUP:
 ORG LEVEL:
 PGM LEVEL: 03 TANF CASH
 FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S
INQ YEAR: 18	INQ MONTH: 04	ADJUSTED BUDG: 12,566,671.35
BUDGET AVAIL:	12,566,671.35	BUDG % AVAIL: 100.00
EXPEND/BUDG %:	0.00	ALLOT/BUDG %: 8.44
ALLOTMENT BAL:	1,060,626.45-	UNEXPND ALLOT: 1,060,626.45-
BT TITLE	AMOUNT	BT TITLE AMOUNT
09 ORIG EXP BU	15,894,587.00	
10 EXP BUD REV	2,267,289.20-	
13 PENDING AME	1,060,626.45-	

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/17/18 01:51 PM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CA24 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 TANF CASH: CONTINGENCY FUNDS
 FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D	
INQ YEAR: 18	INQ MONTH: 04	ADJUSTED BUDG:	.00
BUDGET AVAIL:	2,182,451.00-	BUDG % AVAIL:	.00
EXPEND/BUDG %:	0.00	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	2,182,451.00-	UNEXPND ALLOT:	2,182,451.00-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
15 CASH EXPEND	2,182,451.00		

INTERRUPTED FUNCTION RESTARTED

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/17/18 01:53 PM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM

FUNC LEVEL:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 12,428,764.20
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 6.65 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 12,428,764.20- UNEXPND ALLOT: 826,814.75-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 11,461,475.00 19 PRE-ENCUM O .00
 10 EXP BUD REV 967,289.20
 13 PENDING AME .00
 15 CASH EXPEND 826,814.75
 17 ACCRUED EXP .00
 18 ENCUMB OUTS 11,601,949.45

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/17/18 02:12 PM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: E124 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 ELIG SVCS: IMA/ TIIT
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 15,000.00
 BUDGET AVAIL: 15,000.00 BUDG % AVAIL: 100.00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 15,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/17/18 02:17 PM
LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: .00
BUDGET AVAIL: .00 BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
13 PENDING AME 405,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

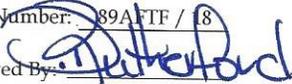
Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 89AFTF / 18

Amount of Request: \$19,000.00

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

12/19/17

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard 
Agency Fiscal Officer, Department of Human Services

DATE: December 19, 2017

SUBJECT: Request for Reprogramming of Federal TANF Funds- ESA

This memo is to request the reprogramming of \$19,000.00 in fund 8200 **Grant (89AFTF/18)**. These funds are needed to support the contract agreement and modification for Art & Soul. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

These funds are needed to provide supportive services to D.C. residents who receive TANF benefits in order to help build their capacity to become more stable.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within the Economic Services Administration, (organization code 2000); from Index TCMF8 (0501 & 0702), to Index TCMF8 (0408).

Why are the funds available?

The funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved a targeted population of TANF customers will not receive the supportive services needed to help them reach their full potential.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
HUMAN SUPPORT SERVICES CLUSTER**

POLICY AND PROCEDURES MANUAL

Attachment B -- Federal & Private (8200, 8230, 8400, 8450) **EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)** Attachment B -- Grants (8200, 8230, 8400, 8450)
OPERATING BUDGET REPROGRAMMING REQUEST

Government of the District of Columbia		Department of Human Services (JAO)		Agency Fund & Code : Federal Grant (8200)		Budget Fiscal Year: 2018				
Originating Agency Name and Code: APPROVAL LEVEL:				Agency Director (Signature):  Jaydith Bernard		OBP Control Number : Grant Number/ Phase Agency Request Number: Budget Batch Number: DATE 12/19/17				
Agency Ofc of Budget DC Council US Congress		Associate CFO: Delicia V. Moore		Budget Reprogramming Amount Req \$19,000.00		Total # of Pages				
X		Prepared By: Michael Troyer								
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
2030	2000	TANF One Congregation/One Family	TCM19	TCMF8	0501	\$22,148.00	\$22,148.00	(\$10,000.00)	\$0.00	\$12,148.00
2030	2000	TANF One Congregation/One Family	TCM19	TCMF8	0702	\$15,000.00	\$15,000.00	(\$9,000.00)	\$0.00	\$6,000.00
2030	2000	TANF One Congregation/One Family	TCM19	TCMF8	0410	\$224,877.00	\$244,877.00	\$0.00	\$19,000.00	\$263,877.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
TOTAL						\$262,025.00	\$282,025.00	(\$19,000.00)	\$19,000.00	\$282,025.00

Justification of Reprogramming Proposal: This is to shift the budget to support an increase in the Art & Soul contract that helps residents to build the capacity to become more stable and less dependant on TANF benefits.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/18/17 09:10 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: CM19 FUNC CODE: _____
AP FUND: _____ FUND: _____ GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL:
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: 22,148.00
BUDGET AVAIL: 22,148.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 22,148.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/18/17 09:10 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: CM19 FUNC CODE: _____
AP FUND: _____ FUND: _____ GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT
FUNC LEVEL: _____

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S	
INQ YEAR: 18	INQ MONTH: 03	ADJUSTED BUDG:	15,000.00
BUDGET AVAIL:	15,000.00	BUDG % AVAIL:	100.00
EXPEND/BUDG %:	0.00	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	.00	UNEXPND ALLOT:	.00
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	15,000.00		

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/18/17 09:10 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: CM19 FUNC CODE: _____
AP FUND: _____ FUND: _____ GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT
FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: 224,877.00
BUDGET AVAIL: 31,161.08 BUDG % AVAIL: 13.86
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 193,715.92- UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 224,877.00
18 ENCUMB OUTS 193,715.92
19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

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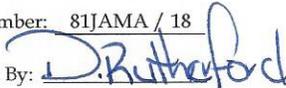
Required Back up documentation

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- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 81JAMA / 18

Amount of Request: \$30,000.00

Reviewed By:



Review Date:

4/25/18

(Budget Officer/ Supervisor)

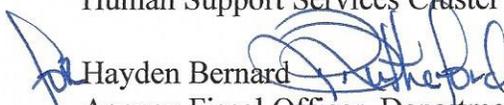
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: March 25, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$30,000.00 within fund 8250, **Medicaid Grant (81JAMA/18)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

The funds are needed to procure a replacement embosser/printer machine for Medicaid cards that prints the customer information, etc., on blank Medicaid cards and are mailed to them to receive the medical services for which they were determine eligible. The current machine is extremely old and requires replacement before it becomes completely inoperable.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index MDEM8, Postage (Object Class 0416) to Index MMTC8, Equipment and Machinery (Object Class 0702).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not approved until the next fiscal year, it will have a negative impact on District residents/customers that are eligible to receive these services because the funding is not in place to procure the equipment needed to complete the blank cards for issuance for them to receive the services. In addition, the agency will be in non-compliance policy and regulation as we are required to print and mail Medicaid/Medical Services cards to eligible customers in order to receive those services. It will also have a negative impact on the ESA's ability to meet its mission and objective to work with as many of our most vulnerable population timely, for them to receive needed medical services.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/25/18 09:50 AM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: _____
 AP FUND: _____ FUND: 8250 GRANT/PH: 81JAMA 18 PROJECT/PH: _____
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 ELIG SVCS: IMA/ IMD
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 07 ADJUSTED BUDG: 1,061,384.00
 BUDGET AVAIL: 575,088.70 BUDG % AVAIL: 54.18
 EXPEND/BUDG %: 16.19 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 486,295.30- UNEXPND ALLOT: 171,800.76-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 1,061,384.00
 15 CASH EXPEND 171,800.76
 17 ACCRUED EXP .00
 18 ENCUMB OUTS 314,494.54
 19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/25/18 09:50 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM12 FUNC CODE: _____
 AP FUND: _____ FUND: 8250 GRANT/PH: 81JAMA 18 PROJECT/PH: _____
 COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 CASE MGMT
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 07 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:



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- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
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Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
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- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 89AFTF/18

Amount of Request: \$42,000.00

Reviewed By: [Signature]

(Budget Officer/ Supervisor)

Review Date: 6/6/18

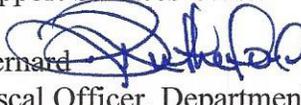
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard 
Agency Fiscal Officer, Department of Human Services

DATE: June 6, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$42,000.00 within fund 8200, **TANF Grant (89AFTF/18)**. The purpose of this reprogramming is to provide TANF customers with assistance during gaps of receiving other assistance. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

These funds are needed for a new sub-grantee agreement which is to pilot during the last 3-4 months of fiscal year 2018 with the intent to provide additional services to Temporary Assistance for Needy Families (TANF) customers to fill in service gaps and to assist those underserved customers as they work toward obtaining and/or maintaining stable employment to become self-sufficient.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCTM8, Prof. Service Fees and Contracts (Object Class 0408) to Index TCTM8, Subsidies and Transfers (Object Class 0501).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not approved until the next fiscal year, it will have a negative impact on District residents/customers that experience service gaps or are underserved to sustain their families. It will also have a negative impact on the ESA's ability to meet its mission and objective to find new and innovative ways to engage and assist the customers with overall stability to sustain employment for self-sufficiency, as soon as possible, as not to delay any progression.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 06/05/18 03:12 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
 FUNC LEVEL: _____

INQ TYPE: <u>MC</u>	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: <u>D</u>	
INQ YEAR: <u>18</u>	INQ MONTH: <u>09</u>	ADJUSTED BUDG:	238,900.00
BUDGET AVAIL:	89,545.94	BUDG % AVAIL:	37.48
EXPEND/BUDG %:	14.73	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	121,264.46-	UNEXPND ALLOT:	35,196.66-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	228,400.00	19 PRE-ENCUM O	28,089.60
10 EXP BUD REV	10,500.00		
13 PENDING AME	.00		
15 CASH EXPEND	35,196.66		
17 ACCRUED EXP	.00		
18 ENCUMB OUTS	86,067.80		

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 06/05/18 03:16 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 09 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

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Ensure current budget does not exceed the certified amount
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Grant Number: 89AFTF/18

Amount of Request: \$ 742,766.22

Reviewed By:

D. Rutledge-Felix
(Budget Officer/ Supervisor)

Review Date:

5/3/2018

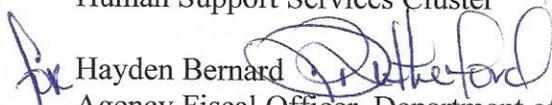
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia V. Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: May 2, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$742,766.22 within fund 8200, **TANF Grant (89AFTF/18)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

These funds are needed for additional functional support for development and purchase of an enhanced TANF case assessment management system and the purchase of other eligibility support systems upgrades and assessment software.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCTM8, Regular Pay - Cont. Full Time & Misc. Fringe Benefits (Object Classes 0111 & 0147) to Contractual Services (Object Class 0409); and, from Index TJOB8, Subsidies and Transfers (Object Class 0501) to Index TMDE8, Contractual Services (Object Class 0409).

Why are the funds available?

These funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If these funds are not approved until the next fiscal year, it will have a negative impact on District residents/customers that are eligible to receive timely TANF services and overall eligibility determination because the funding is not in place to procure the systems, software and supports needed. Service delivery to TANF customers and the general population will be impaired as they will not be done in a timely manner and staff will not have the proper operational supports in place to provide timely and effective eligibility services to customers to assist them in becoming self-sufficient. It will also have a negative impact on the ESA's ability to meet its mission and objective to work with as many of our most vulnerable population timely, for them to receive needed medical services.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 05/03/18 11:30 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 08 ADJUSTED BUDG: 849,841.13
BUDGET AVAIL: 509,573.98 BUDG % AVAIL: 59.96
EXPEND/BUDG %: 40.04 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 340,267.15- UNEXPND ALLOT: 340,267.15-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 784,595.57
10 EXP BUD REV 65,245.56
13 PENDING AME .00
15 CASH EXPEND 340,267.15
17 ACCRUED EXP .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/30/18 02:54 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 07 ADJUSTED BUDG: 2,506,448.51
BUDGET AVAIL: 1,701,816.97 BUDG % AVAIL: 67.90
EXPEND/BUDG %: 32.10 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 804,631.54- UNEXPND ALLOT: 804,631.54-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 2,506,448.51
15 CASH EXPEND 804,631.54
17 ACCRUED EXP .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 05/03/18 11:06 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 08 ADJUSTED BUDG: 13,299,047.20
BUDGET AVAIL: 847,368.79 BUDG % AVAIL: 6.37
EXPEND/BUDG %: 15.63 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 12,126,994.61- UNEXPND ALLOT: 2,078,301.48-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 11,461,475.00 19 PRE-ENCUM O 324,683.80
10 EXP BUD REV 1,837,572.20
13 PENDING AME .00
15 CASH EXPEND 2,003,350.16
17 ACCRUED EXP 74,951.32
18 ENCUMB OUTS 10,048,693.13

INTERRUPTED FUNCTION RESTARTED

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 05/02/18 02:31 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 08 ADJUSTED BUDG: 425,600.00
 BUDGET AVAIL: 152,712.00 BUDG % AVAIL: 35.88
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 71,708.00- UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT
 10 EXP BUD REV 425,600.00
 13 PENDING AME .00
 18 ENCUMB OUTS 71,708.00
 19 PRE-ENCUM O 201,180.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 05/02/18 03:32 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: _____
 COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 ELIG SVCS: IMA/ IMD
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 08 ADJUSTED BUDG: 387,000.00
 BUDGET AVAIL: 42,000.00 BUDG % AVAIL: 10.85
 EXPEND/BUDG %: 22.27 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 345,000.00- UNEXPND ALLOT: 86,175.00-

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	387,000.00			
15	CASH EXPEND	86,175.00			
17	ACCRUED EXP	.00			
18	ENCUMB OUTS	258,825.00			
19	PRE-ENCUM O	.00			

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

TABLE 2
FY 2017 PERSONAL SERVICES EXPENDITURE FORECAST
For Month Ending 3/31/2018

Department of Human services (JA0): Economic Security Administration
Fund Type: Case Management 100%

A	B	C	D	E	F	G	H	I	J	K			M	N	O	P	Q	R		S
										PS Forecast for Remaining Pay Periods								Variances, Year End		
Pay Period End Dates:				Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Straight-Line YE Forecast (F+K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L + M)	Adjustment per Projected Revenue	Revised Adjusted YE PS Forecast (N + O)	Addl YE On-Board FTEs	FTE (Over) Under Budgeted FTEs (D-G-Q)	PS Forecast (Over) Under Budget (E-P)		
Pay Group 1: Pay Group 2: Pay Group 6: 4/1/2018																				
Permanent, Temp, Fringe																				
Subtotal CSG 11, 12, 13, 14				45.0	1,570,889	42.0	3.0	127,709	13.1	1,669,157	3,240,046	128,131	3,368,176	-	3,368,176	1.0	2.0	972,363		
CSG 15 (Overtime)				45.0	1,570,889	42.0	3.0	127,709	13.1	1,669,157	3,240,046	128,131	3,368,176	-	3,368,176	1.0	2.0	972,363		
CSG 99 (Payroll Default)					699						699		699		699			(699)		
Total Fund corresponding totals in Table 1				45.0	1,571,588	42.0	3.0	127,709	13.1	1,669,157	3,240,745	128,131	3,368,876	-	3,368,876	1.0	2.0	971,664		
variance																				
Adjustment to Remaining Pay Period Worksheet																				
Item	Amount	Explanation	(Organize your items by CSG to better reflect them in Table 1)																	
55,208	New Hires - 1 FTEs																			
42,323	Adjustment for 3% Retro COLA																			
(10,470)	Adjustment to Local (Severance)																			
41,070	Other Adjustment (Out of cycle, Annual Leave payout, LWOP, Re-class etc)																			
Total	128,131																			
Adjustment Based on Projected Earnings	Amount	Explanation																		
Total Projected Earnings Adjustment																				
Total	169,201		(This total should = the Total Fund amount of column M in the above table)																	

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Deborah George Johnson
Associate Director
Office of Legislative Support, EOM

THRU: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM: *for* Hayden Bernard *Hayden Bernard*
Agency Fiscal Officer, Department of Human Services

for Laura Zeilinger *Laura Zeilinger*
Director, Department of Human Services

DATE: April 26, 2018

SUBJECT: Request for Reprogramming of Local Funds for FY 2018: Family Services Administration (FSA).

This memo is to request the reprogramming of \$500,000.00 in local fund (0100) within the Department of Human Services (DHS). This request is necessary for the Family Services Administration/ Youth Services Division to continue serving youths in the ACE Diversion, PASS, TPAP, STEP, and Youth HOPE programs.

Why are the funds needed?

The Youth Services Division is seeking to continue serving youths in the ACE Diversion, PASS, TPAP, STEP, and Youth HOPE programs. Additional funding is critical to accommodate the growing number of youth these programs serve. The division has doubled in size over the last several months which in turn increased the youth count. Without contracted providers, the youth lose a coordinated connection process to evidence-based supports such as mentoring and tutoring that will likely decrease the risk of recidivism and truancy. In addition to the increase in youth

being served, the Youth Services Division extended service hours this FY for youths who need more intense or longer support. Without this option, many youths served through the programs are left abruptly without support. Abrupt endings can cause “relapse” into deviant behavior.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index APACE, Continuing Full Time (object class 0111) and Misc Fringe Benefits (object class 0147) and APPAS, Continuing Full Time (object class 0111) and Misc Fringe Benefits (object class 0147) to Index APACE Subsidies and Transfer (object class 0501) and APPAS subsidies and transfer (object class 0501*

Why are the funds available?

The funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this action is postponed, FSA/Youth Services Division will not be able to fund these additional services, and it will negatively impact the District’s public safety plan, truancy reduction efforts, and overall mission to ensure a decent quality of life to its young people.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Donna Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

Attachment A – Local (0100)

Reprogramming Budget Request/SOAR Budget Entry Form

Government of the District of Columbia		Originating Agency Name and Code: Department of Human Services (JA0)		Funds and Code: Local Funds (0100)		Budget Fiscal Year: 2018					
APPROVAL REQUIRED FOR THE FOLLOWING:				Memo Director:  Laura Zeilinger ASST. DIR.:  Hayden Bernard Amount CDO:  Delicia Moore							
Shift Between Agencies Shift Between Activities Shift Between Programs		APPROVAL LEVEL: X DC Council		Budget Reprogramming Amount Requested: \$500,000.00		DATE: 04/27/18					
Program Code	Activity Code	Program Name	PCA	Index	Object	Object Class	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
5000	5022	YOUTH SERVICES ACE PROGRAM	FYAAC	APACE	0011	0111	1,562,085.32	1,562,085.32	(223,500.00)		\$1,338,585.32
5000	5022	YOUTH SERVICES ACE PROGRAM	FYAAC	APACE	0014	0147	595,269.72	595,269.72	(76,500.00)		\$518,769.72
5000	5022	YOUTH SERVICES ACE PROGRAM	FYAAC	APACE	0050	0501	1,032,361.44	1,032,361.44		300,000.00	\$1,332,361.44
5000	5022	YOUTH SERVICES PASS PROGRAM	FYPSA	APPAS	0011	0111	1,957,342.09	1,957,342.09	(149,000.00)		\$1,808,342.09
5000	5022	YOUTH SERVICES PASS PROGRAM	FYPSA	APPAS	0014	0147	712,808.62	712,808.62	(51,000.00)		\$661,808.62
5000	5022	YOUTH SERVICES PASS PROGRAM	FYPSA	APPAS	0050	0501	250,000.00	250,000.00		200,000.00	\$450,000.00
TOTAL							\$6,109,867.10	\$6,109,867.19	(\$500,000.00)	\$500,000.00	\$6,109,867.19

Justification of Reprogramming Proposal:

For OBP Use Only:

Approvals TASK	NAME	DATE	TITLE	PHONE
Keyed in SOAR By:				
Released in SOAR By:				
Approved By:				
(If Applicable) Override Approved				

Document Information (For OBP Use Only)

Doc Number:	
Batch Type:	
Batch Agency:	
Doc Date:	
Effective Date:	
MFCD Code:	

Department of Human Services
Family Services Administration
For Period Ending March 31, 2018
LOCAL

0100

GAAP Category Title	CSG\TITLE	Budget	YTD Expenditures	Enc & Pre-Enc	Intra district Balance	Available Balance
PERSONNEL SERVICES	0011- REGULAR PAY - CONT FULL TIME	8,493,668.18	2,431,077.61	0	0	6,062,590.57
	0012- REGULAR PAY - OTHER	5,249,800.61	3,127,368.09	0	0	2,122,432.52
	0013- ADDITIONAL GROSS PAY	0	70,180.83	0	0	-70,180.83
	0014- FRINGE BENEFITS - CURR PERSONNEL	3,504,584.78	1,303,045.77	0	0	2,201,539.01
	0015- OVERTIME PAY	8,994.38	233,844.65	0	0	-224,850.27
PERSONNEL SERVICES		17,257,047.95	7,165,516.95	0	0	10,091,531
NON-PERSONNEL SERVICES	0020- SUPPLIES AND MATERIALS	105,527.47	43,849.62	0	0	61,677.85
	0030- ENERGY, COMM. AND BLDG RENTALS	1,294,830.05	399,558.94	0	536,197.44	359,073.67
	0031- TELEPHONE, TELEGRAPH, TELEGRAM, ETC	90,569.63	0	0	0	90,569.63
	0032- RENTALS - LAND AND STRUCTURES	4,993,093.04	0	0	4,993,093.04	0
	0034- SECURITY SERVICES	1,637,238.02	0	0	1,637,238.02	0
	0035- OCCUPANCY FIXED COSTS	1,549,999.55	839,002.27	0	117,135.5	593,861.78
	0040- OTHER SERVICES AND CHARGES	184,160.99	40,550.18	29,059.4	0	114,551.41
	0041- CONTRACTUAL SERVICES - OTHER	618,784.26	27,075.02	0	140,958.22	450,751.02
	0050- SUBSIDIES AND TRANSFERS	194,793,316.11	68,344,458.21	61,945,212.14	48,002.76	64,455,643
	0070- EQUIPMENT & EQUIPMENT RENTAL	122,500	39,701.2	69,706.52	0	13,092.28
NON-PERSONNEL SERVICES		205,390,019.12	69,734,195.44	62,043,978.06	7,472,624.98	66,139,220.64
0100		222,647,067.07	76,899,712.39	62,043,978.06	7,472,624.98	76,230,751.64

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/27/18 12:41 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: YAAC FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 YOUTH SERVICES: ACE PROGRAM

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 07 ADJUSTED BUDG: 1,562,085.32
BUDGET AVAIL: 1,353,823.01 BUDG % AVAIL: 86.67
EXPEND/BUDG %: 13.33 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 208,262.31- UNEXPND ALLOT: 208,262.31-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 1,562,085.32
15 CASH EXPEND 221,895.95
17 ACCRUED EXP 13,633.64-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/27/18 12:41 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: YAAC FUNC CODE: _____
 AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 YOUTH SERVICES: ACE PROGRAM

FUNC LEVEL:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
 INQ YEAR: 18 INQ MONTH: 07 ADJUSTED BUDG: 595,269.72
 BUDGET AVAIL: 428,658.39 BUDG % AVAIL: 72.01
 EXPEND/BUDG %: 27.99 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 166,611.33- UNEXPND ALLOT: 166,611.33-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 595,269.72
 15 CASH EXPEND 176,857.71
 17 ACCRUED EXP 10,246.38-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/27/18 12:42 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: YPSA FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 YOUTH SERVICES: PASS PROGRAM
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 07 ADJUSTED BUDG: 712,808.62
BUDGET AVAIL: 430,877.72 BUDG % AVAIL: 60.45
EXPEND/BUDG %: 39.55 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 281,930.90- UNEXPND ALLOT: 281,930.90-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 712,808.62
15 CASH EXPEND 301,163.60
17 ACCRUED EXP 19,232.70-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 04/27/18 12:42 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: YPSA FUNC CODE: _____
 AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 YOUTH SERVICES: PASS PROGRAM
 FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S	
INQ YEAR: 18	INQ MONTH: 07	ADJUSTED BUDG:	1,957,342.09
BUDGET AVAIL:	1,560,043.91	BUDG % AVAIL:	79.70
EXPEND/BUDG %:	20.30	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	397,298.18-	UNEXPND ALLOT:	397,298.18-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	1,957,342.09		
15 CASH EXPEND	428,638.49		
17 ACCRUED EXP	31,340.31-		

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet
- Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number:

N/A

Amount of Request: \$ 500,000.00

Reviewed By:

D. Rutherford

(Budget Officer/ Supervisor)

Review Date:

4/27/18

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet
- Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: 715PCC/17

Amount of Request: \$3,654,148.99

Reviewed By: 
(Budget Officer/ Supervisor)

Review Date: 3/23/18

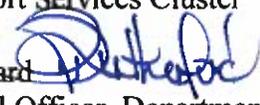
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard 
Agency Fiscal Officer, Department of Human Services

DATE: March 23, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Family Services Administration (FSA).

This memo is to request the reprogramming of \$3,654,148.99 in fund 8200 **Grant (71SPCG/17)**. These funds are needed to support the sub-grantee agreement with the Community Partnership. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

These funds are needed to align funding in order for vendors to be paid.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index S1RA7, Grants & Gratuities (object class 0506) and S2RA7 Grants and Gratuities (object class 0506), SP1A7 Term full time and Fringe Benefits (object class 0125 & 0147), S2AD7 Grants & Gratuities (object class 0506) to Index ST2P7 Grants and Gratuities (object class 0506), ST1P7 Grants & Gratuities (object class 0506) SC2P7 Term Full Time & Misc. Fringe Benefits (object class 0125 & 0147), SC1P7 Term Full Time & Misc. Fringe Benefits (object class 0125 & 0147), S2RS7 Grants and Gratuities (object class 0506), S1RS7 Grants and Gratuities.*

Why are the funds available?

The funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the budget will not be aligned with planned expenditures.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

APPROVAL REQUIRED FOR THE FOLLOWING:		Government of the District of Columbia		Department of Human Services (JAO)		Agency Fund & Code:		Budget Fiscal Year:	
OPERATING BUDGET REPROGRAMMING REQUEST		Control Center / Responsibility Center Name		Originating Agency Name and Code:		Federal Grant (200)		2018	
Activity Code (Prj Structure)	Resp Ctr Code (Org Structure)	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
5037	5000	HHC56	S2RA7	0506	\$741,766.56	\$741,766.56	(\$741,766.56)		\$0.00
5037	5000	HHC57	S1RA7	0506	\$2,531,025.28	\$2,531,025.28	(\$2,531,025.28)		\$0.00
5038	5000	HHC37	S1ZP7	0506	\$0.00	\$0.00		\$209,848.00	\$209,848.00
5038	5000	HHC88	SC2P7	0125	\$0.00	\$0.00		\$22,476.65	\$22,476.65
5038	5000	HHC88	SC2P7	0140	\$0.00	\$0.00		\$7,693.35	\$7,693.35
5038	5000	HHC87	SC1P7	0506	\$0.00	\$0.00		\$56,912.00	\$56,912.00
5038	5000	HHC85	SC1P7	0125	\$0.00	\$0.00		\$5,713.94	\$5,713.94
5038	5000	HHC87	SC1P7	0147	\$0.00	\$0.00		\$2,298.06	\$2,298.06
5038	5000	HHC85	SP1A7	0147	\$16,184.09	\$16,184.09	(\$16,184.09)		\$0.00
5038	5000	HHC85	SP1A7	0506	\$215,704.14	\$215,704.14	(\$215,704.14)		\$0.00
5038	5000	HHC65	SP1A7	0125	\$53,467.00	\$53,467.00	(\$53,467.00)		\$0.00
5037	5000	HHC59	S2AD7	0506	\$86,001.92	\$86,001.92	(\$86,001.92)		\$0.00
5038	5000	HHC63	S1RS7	0506	\$870,631.49	\$870,631.49		\$218,208.51	\$1,088,840.00
5038	5000	HHC64	S2RS7	0506	\$247,255.60	\$247,255.60		\$3,129,998.45	\$3,377,254.05
TOTAL					\$4,772,038.08	\$4,772,038.08	(\$3,654,148.99)	\$3,654,148.99	\$4,772,038.08

APPROVAL LEVEL:		Agency Director:		Agency Control Number:		Budget Control Number:		Budget Fiscal Year:	
OPERATING BUDGET REPROGRAMMING REQUEST		Department of Human Services (JAO)		71BPC017		71BPC017		2018	
Activity Code (Prj Structure)	Resp Ctr Code (Org Structure)	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
5037	5000	HHC56	S2RA7	0506	\$741,766.56	\$741,766.56	(\$741,766.56)		\$0.00
5037	5000	HHC57	S1RA7	0506	\$2,531,025.28	\$2,531,025.28	(\$2,531,025.28)		\$0.00
5038	5000	HHC37	S1ZP7	0506	\$0.00	\$0.00		\$209,848.00	\$209,848.00
5038	5000	HHC88	SC2P7	0125	\$0.00	\$0.00		\$22,476.65	\$22,476.65
5038	5000	HHC88	SC2P7	0140	\$0.00	\$0.00		\$7,693.35	\$7,693.35
5038	5000	HHC87	SC1P7	0506	\$0.00	\$0.00		\$56,912.00	\$56,912.00
5038	5000	HHC85	SC1P7	0125	\$0.00	\$0.00		\$5,713.94	\$5,713.94
5038	5000	HHC87	SC1P7	0147	\$0.00	\$0.00		\$2,298.06	\$2,298.06
5038	5000	HHC85	SP1A7	0147	\$16,184.09	\$16,184.09	(\$16,184.09)		\$0.00
5038	5000	HHC85	SP1A7	0506	\$215,704.14	\$215,704.14	(\$215,704.14)		\$0.00
5038	5000	HHC65	SP1A7	0125	\$53,467.00	\$53,467.00	(\$53,467.00)		\$0.00
5037	5000	HHC59	S2AD7	0506	\$86,001.92	\$86,001.92	(\$86,001.92)		\$0.00
5038	5000	HHC63	S1RS7	0506	\$870,631.49	\$870,631.49		\$218,208.51	\$1,088,840.00
5038	5000	HHC64	S2RS7	0506	\$247,255.60	\$247,255.60		\$3,129,998.45	\$3,377,254.05
TOTAL					\$4,772,038.08	\$4,772,038.08	(\$3,654,148.99)	\$3,654,148.99	\$4,772,038.08

Justification of Reprogramming Request: The funds are needed to align the budget with program spending.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:30 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: HC64 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PSH RENTAL ASSIST, TRA2, INDIVIDUALS

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 247,255.60
BUDGET AVAIL: 247,255.60 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 247,255.60

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:30 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC63 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 SPC TRA1- RENTAL ASSISTANCE INDIVIDUALS

FUNC LEVEL:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 870,631.49
 BUDGET AVAIL: 870,631.49 BUDG % AVAIL: 100.00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 870,631.49

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:29 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: HC65 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PHS ADMIN, TRA1

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 16,184.09
BUDGET AVAIL: 16,184.09 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 16,184.09

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:29 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: HC65 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PHS ADMIN, TRA1
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 63,467.00
BUDGET AVAIL: 63,467.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 63,467.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:29 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: HC68 FUNC CODE: _____
 AP FUND: _____ FUND: _____ GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: ** UNKNOWN ORG LEVEL **
 PGM LEVEL: 03 SPC - TRA 2 ADMIN
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:29 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: HC67 FUNC CODE: _____
 AP FUND: _____ FUND: _____ GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: ** UNKNOWN ORG LEVEL **
 PGM LEVEL: 03 SPC TRAI- ADMIN
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:28 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: HC67 FUNC CODE: _____
 AP FUND: _____ FUND: _____ GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: ** UNKNOWN ORG LEVEL **
 PGM LEVEL: 03 SPC TRAI- ADMIN
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:28 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: HC36 FUNC CODE: _____
 AP FUND: _____ FUND: _____ GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: ** UNKNOWN ORG LEVEL **
 PGM LEVEL: 03 SPC TRA1-TCP ADMIN
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:27 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: HC68 FUNC CODE: _____
 AP FUND: _____ FUND: _____ GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: ** UNKNOWN ORG LEVEL **
 PGM LEVEL: 03 SPC - TRA 2 ADMIN
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/23/18 04:27 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: _____ PGM CODE: HC37 FUNC CODE: _____
 AP FUND: _____ FUND: _____ GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: ** UNKNOWN ORG LEVEL **
 PGM LEVEL: 03 SPC TRA2-TCP ADMIN
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/19/18 04:00 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC56 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PSH RENTAL ASSIST, TRA2, FAMILIES

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 741,766.56
BUDGET AVAIL: 741,766.56 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 741,766.56

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/19/18 04:00 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC57 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC RENTAL ASSIST, TRA1, FAMILIES
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 2,531,025.28
BUDGET AVAIL: 2,531,025.28 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 2,531,025.28

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/19/18 04:01 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: HC59 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PHS ADMIN, TRA2

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 86,001.92
BUDGET AVAIL: 86,001.92 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 86,001.92

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 03/19/18 04:01 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC65 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PHS ADMIN, TRAI
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 06 ADJUSTED BUDG: 215,704.14
BUDGET AVAIL: 215,704.14 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 215,704.14

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: July 17, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Family Services Administration (FSA).

This memo is to request the reprogramming of \$7,253.00 in fund 8200 Grant (72CSSS/17). This reprogramming is necessary to fund accreditation with Council of Accreditation.

Why are the funds needed?

Funds are needed to pay for accreditation to with Council of Accreditation for human services organizations to ensure enhanced and quality services.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index SSAS7, Subsidies & Transfer (object class 0501) to Index SSAS7 Payments of Membership Dues (object class 0425).*

Why are the funds available?

The funds are available due to change in program planned spending for the 2018 fiscal year.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 07/10/18 11:29 AM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: AP10 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 72CSSS 17 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 ADULT PROTECTIVE SERVICES
 FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 10 ADJUSTED BUDG: 235,202.00
 BUDGET AVAIL: 15,000.00 BUDG % AVAIL: 6.38
 EXPEND/BUDG %: 21.86 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 220,202.00- UNEXPND ALLOT: 51,404.60-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 235,202.00
 15 CASH EXPEND 51,404.60
 17 ACCRUED EXP .00
 18 ENCUMB OUTS 168,797.40
 19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 07/10/18 11:29 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: AP10 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 72CSSS 17 PROJECT/PH: _____
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 ADULT PROTECTIVE SERVICES
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 10 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 82CSCS/18

Amount of Request: \$11,208.00

Reviewed By: B. Rutherford

(Budget Officer/ Supervisor)

Review Date: 6/20/2018

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM: *Hayden Bernard*
Agency Fiscal Officer, Department of Human Services

DATE: June 20, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Family Services Administration (FSA).

This memo is to request the reprogramming of \$11,208.00 in fund 8200 **Grant (82CSCS/18)**. This reprogramming is necessary to increase the sub-grantee agreement with UPO for community wellness.

Why are the funds needed?

Funds are needed to align budget with projected expenditure.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index CSDT8, Contractual Services Other (object class 0409) to Index CCSA8 Subsidies & Transfers (object class 0501)*.

Why are the funds available?

The funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

The program will not have sufficient funds to pay UPO on the community wellness.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

The CSBG programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 06/20/18 10:21 AM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: CS13 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 82CSCS 18 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 CSBG ACTIVITY
 FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D
INQ YEAR: 18	INQ MONTH: 09	ADJUSTED BUDG: 10,524,073.00
BUDGET AVAIL:	93,508.00	BUDG % AVAIL: .89
EXPEND/BUDG %:	74.33	ALLOT/BUDG %: 0.00
ALLOTMENT BAL:	10,430,565.00-	UNEXPND ALLOT: 7,822,923.75-
BT TITLE	AMOUNT	BT TITLE
09 ORIG EXP BU	10,524,073.00	
15 CASH EXPEND	7,822,923.75	
17 ACCRUED EXP	.00	
18 ENCUMB OUTS	2,607,641.25	
19 PRE-ENCUM O	.00	

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 06/20/18 10:23 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: CS14 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 82CSCS 18 PROJECT/PH: _____
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 CSBG ACTIVITY CDTs
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 09 ADJUSTED BUDG: 533,721.59
BUDGET AVAIL: 533,721.59 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 533,721.59
15 CASH EXPEND .00
17 ACCRUED EXP .00
18 ENCUMB OUTS .00
19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 82PSHR 18

Amount of Request: \$ 11,488.00

Reviewed By: 

(Budget Officer/ Supervisor)

Review Date: 12/19/2017

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: December 12, 2017

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Family Services Administration (FSA).

This memo is to request the reprogramming of \$11,488.00 in fund 8200 **Grant (82FSRR/18)**. This reprogramming is necessary to support critical health immunization and screening services for refugee in the District.

Why are the funds needed?

Funds are needed to ensure the continuation of this program, which provides critical health immunization and screening services to the refugee population that resettles in the District, through the end of the Fiscal Year.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index RRUA8, Subsidies & Transfer (object class 0501) to Index RRMA8 Maintenance of Persons (object class 0501).*

Why are the funds available?

The funds are available due to change in program planned spending for the 2018 fiscal year.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

Those who qualify for and seek refugee resettlement services in the District will not have access to critical health care screenings which can prevent serious illness and disease among this population and those whom they may encounter.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/12/17 08:25 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: R102 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 82FSRR 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 REFUGEE SETTELEMENT RUMF
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: 2,358,000.00
BUDGET AVAIL: 2,358,000.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 2,358,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/12/17 08:24 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: R104 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 82FSRR 18 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 REFUGEE SETTELEMENT- CMA MED ASSISTANCE

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 03 ADJUSTED BUDG: 43,026.83
BUDGET AVAIL: 3,026.83 BUDG % AVAIL: 7.03
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 43,026.83
19 PRE-ENCUM O 40,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

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- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet
- Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: 72ESFV 17

Amount of Request: \$ 27,841.00

Reviewed By: S. Rutherford
(Budget Officer/ Supervisor)

Review Date: 2/7/2018

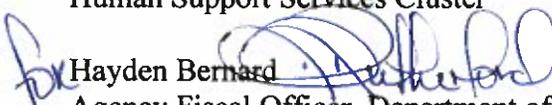
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: February 8, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Family Services Administration (FSA).

This memo is to request the reprogramming of \$27,841.00 in fund 8200 **Grant (72FSFV/17)**. This reprogramming is necessary to fund the sub grantee award to provide survivors of Domestic Violence with individualized case management and other supportive services targeted to move families from emergency to transitional and ultimately to permanent housing with an achievement of a safety plan.

Why are the funds needed?

Funds are needed to align budget with projected expenditures and award.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index FVPP7, Supplies (object class 0201) and (object class 0402) to Index FVPP7 Contractual Services (Object class 0409).*

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/06/18 11:24 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: DV10 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 72FSEV 17 PROJECT/PH: _____
COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 DOMESTIC VIOLENCE SERVICES
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 05 ADJUSTED BUDG: 5,200.00
BUDGET AVAIL: 5,200.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 5,200.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/06/18 11:24 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: DV10 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 72FSFV 17 PROJECT/PH: _____
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 DOMESTIC VIOLENCE SERVICES
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 05 ADJUSTED BUDG: 22,641.00
BUDGET AVAIL: 22,641.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 22,641.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/06/18 11:24 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: DV10 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 72FSEV 17 PROJECT/PH: _____
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 DOMESTIC VIOLENCE SERVICES
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 05 ADJUSTED BUDG: 699,045.00
BUDGET AVAIL: 4,045.00 BUDG % AVAIL: .58
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 660,000.00- UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 699,045.00
13 PENDING AME 14,767.00
18 ENCUMB OUTS 660,000.00
19 PRE-ENCUM O 35,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

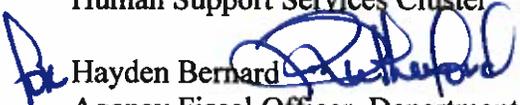
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard
Agency Fiscal Officer, Department of Human Services

DATE: September 04, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Family Services Administration (FSA).

This memo is to request the reprogramming of \$54,246.60 in federal funds. This reprogramming is necessary to purchase computers for new employees and clients at the new Short Term Family Housing Sites.

Why are the funds needed?

Funds are needed to facilitate computer purchases that will be used for the new Short Term Family Housing Sites.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index SCGO8, Regular pay (object class 0111) and Fringe Benefits (object class 0147) to Index SCGO8 Equipment and Machinery (object class 0702).*

Why are the funds available?

The funds are available due to change in program planned spending for the 2018 fiscal year.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

FSA will not have sufficient funding available to purchase for clients to use when the sites are open.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No Programs be affected.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

OPERATING BUDGET REPROGRAMMING REQUEST

Government of the District of Columbia

Department of Human Services (JAO)

Agency Fund & Code: Federal Grant (8200)

Budget Fiscal Year: 2018

APPROVAL REQUIRED FOR THE FOLLOWING:

Shift Between Agencies

Shift Between Control Centers / Activities

Shift Between Responsibility Centers / Programs

Shift Within Responsibility Centers / Programs

OBP Control Number: 82C93318

Grant Number/Phase: [Blank]

Agency Request Number: [Blank]

Budget Batch Number: [Blank]

DATE: 09/04/18

Total # of Pages: [Blank]

Activity Code Structure	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
5000	5039	HSC - GENERAL	HHC49	SCG08	0111	\$811,800.50	\$811,800.50	(\$25,000.00)		\$786,800.50
5000	5039	HSC - GENERAL	HHC49	SCG08	0147	\$207,009.12	\$207,009.12	(\$29,246.60)		\$177,762.52
5000	5037	HSC - FAMILIES	HHC49	SCG08	0702	\$0.00	\$0.00	\$0.00	\$54,246.60	\$54,246.60
TOTAL						\$1,018,809.62	\$1,018,809.62	(\$54,246.60)	\$54,246.60	\$1,018,809.62

Justification of Reprogramming Proposal: The funds are needed to align the budget with program spending.

Department of Human Services
Family Services Administration
FY2018 FEDERAL GRANTS
For Period Ending July 31, 2018

82CSSS

SOCIAL SERVICES BLOCK GRANT

GAAP Category Title	CSG Title	Budget	YTD Expenditures	Encum & Pre-Encum	Intra-District Balances	Available Balance
	0011-REGULAR PAY - COMT FULL TIME	2,669,386.36	1,804,048.79	0	0	865,337.57
	0012-REGULAR PAY - OTHER	471,880.55	392,174.52	0	0	79,706.03
	0013-ADDITIONAL GROSS PAY	0	50,748.44	0	0	-50,748.44
	0014-FRINGE BENEFITS - CURR PERSONNEL	801,023.1	479,089.94	0	0	321,933.16
	0015-OVERTIME PAY	0	60,192.55	0	0	-60,192.55
PERSONNEL SERVICES		3,942,290	2,786,254	0	0	1,156,036
	0050-SUBSIDIES AND TRANSFERS	3,249,371.99	1,567,078.67	18,585.32	0	1,663,708
NON-PERSONNEL SERVICES		3,249,372	1,567,079	18,585	0	1,663,708
82CSSS		7,191,662	4,353,333	18,585	0	2,819,744

TABLE 2
FY 2017 PERSONAL SERVICES EXPENDITURE FORECAST
July 31, 2018

Department of Human Services (JAO) - Family Services Administration
Fund Type: Federal Grants (0200) - Social Services Block Grant (92CSSS/18)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Pay Period End Dates:			Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	YE Forecast (F-K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L + M)	Revised YE PS Forecast	Audited YE On-Board FTEs	Variance, Year End
Pay Group 1:																(Over)
Pay Group 2:																(Under)
Pay Group 3:																Budget
Pay Group 4:																(E-M)
Permanent, Temp, Fringe)																
Pay Group 1			35.00	3,942,290	2,726,081	26.0	7.0	125,473	4.38	546,702	3,272,783	(1,257,382)	2,015,342	2,015,342	7.0	1,926,908
Pay Group 2																
Pay Group 3			38.0	3,942,290	2,726,081	26.0	7.0	125,473	4.38	546,702	3,272,783	(1,257,382)	2,015,342	2,015,342	7.0	1,926,908
Subtotal, CSO 11, 12, 13, 14																
CSO 16 (Overtime)					60,183			893		3,893	64,085		64,085	64,085		(64,085)
CSO 99 (Payroll Default)																
Total Fund corresponding totals in Table 1			35.0	3,942,290	2,786,264	26.0	7.0	126,366	4.38	550,594	3,338,848	(1,327,382)	2,079,467	2,079,467	7.0	1,882,823
Variance				3,942,290								(1,257,382)	2,079,467			1,882,823
Adjustment to Remaining Pay Period Worksheet																
Item	Amount	Explanation														
(41,860)		Other Adjustments (LWOP, Annual Leave Payout, Salary Savings and Promotions)														
88,220		New Hire adjustment 7 FTEs														
(1,337,995)		Adjustment to Local from Federal														
54,247		Reprogram to purchase Computers														
Total	(1,257,382)	(This total should = the Total Fund amount of column M in the above table)														
Adjustment Based on Projected Earnings Amount		Explanation														
Total Projected Earnings Adjustment																
Total	(1,257,382)															

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/04/18 01:51 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC49 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 82CSSS 18 PROJECT/PH: _____
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 HSC - GENERAL OPERATIONS

FUNC LEVEL:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 11 ADJUSTED BUDG: 207,009.12
 BUDGET AVAIL: 53,781.19 BUDG % AVAIL: 25.98
 EXPEND/BUDG %: 74.02 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 153,227.93- UNEXPND ALLOT: 153,227.93-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 207,009.12
 15 CASH EXPEND 156,215.46
 17 ACCRUED EXP 2,987.53-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/04/18 01:51 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC49 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 82CSSS 18 PROJECT/PH: _____
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 HSC - GENERAL OPERATIONS

FUNC LEVEL:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 11 ADJUSTED BUDG: 811,800.50
 BUDGET AVAIL: 38,491.62 BUDG % AVAIL: 4.74
 EXPEND/BUDG %: 95.26 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 773,308.88- UNEXPND ALLOT: 773,308.88-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 811,800.50
 15 CASH EXPEND 789,672.05
 17 ACCRUED EXP 16,363.17-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/04/18 01:51 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC49 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 82CSSS 18 PROJECT/PH: _____
 COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 HSC - GENERAL OPERATIONS
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 11 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

HUMAN SUPPORT SERVICES CLUSTER (HSSC)
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
 - The Subject line includes the fiscal year, the fund type and agency name
 - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
 - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 61SPCG/16

Amount of Request: \$775,646.20

Reviewed By:

D. Ruthford

(Budget Officer/ Supervisor)

Review Date:

1/9/2018

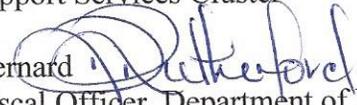
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

MEMORANDUM

TO: Delicia Moore
Associate Chief Financial Officer
Human Support Services Cluster

FROM:  Hayden Bernard 
Agency Fiscal Officer, Department of Human Services

DATE: January 08, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2018: Family Services Administration (FSA).

This memo is to request the reprogramming of \$775,646.20 in fund 8200 **Grant (61SPCG/16)**. These funds are needed to support the sub-grantee agreement on the Shelter plus Care Grant. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

Why are the funds needed?

These funds are needed to align budget with projected expenditures.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

How will the funds be reprogrammed?

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index S1RA6, Grants & Gratuities (object class 0506) and S2RA6 Grants and Gratuities (object class 0506) to Index S2RS6 Grants and Gratuities (object class 0506)*.

Why are the funds available?

The funds are available due to a change in planned program spending.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the budget will not be aligned with projected expenditures.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/08/18 08:43 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 18 ORG CODE: 5000 PGM CODE: HC64 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 61SPCG 16 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PSH RENTAL ASSIST, TRA2, INDIVIDUALS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 460,496.61
BUDGET AVAIL: 460,496.61 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 460,496.61

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/08/18 08:43 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC57 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 61SPCG 16 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC RENTAL ASSIST, TRAl, FAMILIES

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 460,496.61
BUDGET AVAIL: 460,496.61 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 460,496.61

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/08/18 08:43 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 18 ORG CODE: 5000 PGM CODE: HC56 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 61SPCG 16 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PSH RENTAL ASSIST, TRA2, FAMILIES
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 04 ADJUSTED BUDG: 460,496.61
BUDGET AVAIL: 460,496.61 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 460,496.61

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: SUD-1804

DATE OF MOU: 10/01/17 - 9/30/18

SELLER INFORMATION

AGENCY: Department of Behavioral Health (DBH) AGENCY CODE: RMO

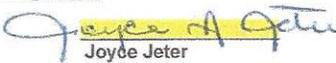
NAME OF CONTACT: Joyce Jeter, Agency Fiscal Officer

ADDRESS: 64 New York Avenue, NE, 2nd Floor
Washington, DC 20002

TELEPHONE #: (202) 671-3211

FAX #: (202) 671-2981

E-mail: joyce.jeter@dc.gov

AUTHORIZING OFFICER  DATE: 2/27/18
Joyce Jeter

BUYER INFORMATION

AGENCY: Department of Human Services (DHS) AGENCY CODE: JA0

NAME OF CONTACT: Hayden A. Bernard, Agency Fiscal Officer

ADDRESS: 64 New York Avenue, NE, 4th Floor
Washington, DC 20002

TELEPHONE #: (202) 671-4240

FAX #: (202) 442-3246

E-mail: hayden.bernard@dc.gov

AUTHORIZING OFFICER  DATE: 3/1/18
Hayden A. Bernard

Total Goods or Services Purchased: \$650,000.00

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DEPARTMENT OF BEHAVIORAL HEALTH
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

Memorandum of Understanding dated June 7, 2017, was entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA), the Buyer, and the Department of Behavioral Health (DBH), Addiction Prevention and Recovery Administration (APRA), the Seller, collectively referred to herein as the "Parties."

The Parties now desire to modify the MOU as follows:

II. Section III. SCOPE OF SERVICES: Subsection A. Responsibilities of DBH/APRA, Paragraph 7. Record Keeping Provision Annual and Monthly Reports is hereby deleted and replaced with the following:

"A.7. Provide to DHS/ESA monthly reports and an annual report documenting the number of DHS/ESA customers receiving addiction treatment and prevention services and the type of services provided to the customers. The annual report shall be submitted within thirty (30) days of the end of the fiscal year or no later than October 30, 2018."

III. Section VI. DURATION OF MOU is hereby deleted and replaced with the following:

"The term of this MOU extends from October 1, 2017 to September 30, 2018. This MOU may be terminated upon a thirty (30) day written notice provided by either party. DHS/ESA and DBH/APRA may extend the term of this MOU in twelve (12) month increments subject to the availability of funds."

IV. Section IX. INTRA-DISTRICT FUNDING PROVISIONS: Subsection A. Cost of Services is hereby deleted and replaced with the following:

A. "The estimated cost of this MOU shall not exceed six hundred fifty thousand dollars and zero cents (\$650,000.00) as reimbursement to DBH for Fiscal Year (FY) 2018. This estimate is based on the provision of services, including costs to implement treatment plans, for approximately two hundred thirty (230) clients in the fiscal year, provided actual costs and expenditures shall not exceed six hundred fifty thousand dollars and zero cents (\$650,000.00) as reimbursement to DBH for FY 2018."

V. Section XI. EFFECTIVE DATE is hereby deleted and replaced with the following:

"The period of this MOU shall be effective from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to the expiration. DBH may extend the term of this MOU in twelve (12) month increments subject to the availability of funds."

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

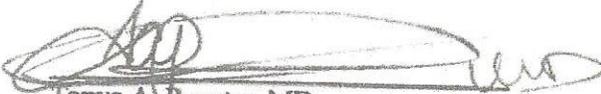
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

12/21/17
Date

FOR THE DEPARTMENT OF BEHAVIORAL HEALTH:



Tanya A. Royster, MD
Director

2/5/2018
Date

Bunkeddeko, Amina (OCFO-DBH)

From: Papaleo, Melissa (DCLB)
Sent: Tuesday, February 27, 2018 3:04 PM
To: Bunkeddeko, Amina (OCFO-DBH)
Cc: Moureview (OCFO)
Subject: FW: MOU btw DBH and DHS for \$650,00.00
Attachments: 2POWER - Fully Executed MOU \$650,000.00.pdf; 2POWER-17 Complete MOU \$650,000.00.pdf

Good afternoon,

The OGC has completed its legal sufficiency review of the attached MOU between the District of Columbia Department of Human Services (DHS, Buyer) and the District of Columbia Department of Behavioral Health (DBH, Seller). Based on the information contained in the attached FY17 MOU and Modification Number One, the OGC has determined that the MOU Modification Number One is legally sufficient.

Please let us know if you have any questions.

Also, please note that in the future, MOUs should be submitted by the Buyer agency.

Best regards,
Melissa



MELISSA J. PAPALEO | ASSISTANT GENERAL COUNSEL
Government of the District of Columbia
Office of the Chief Financial Officer
Office of Lottery and Charitable Games
2235 Shannon Place, SE | 5th Floor | Washington, DC | 20020-5731
phone: 202.645.9011 | fax: 202.645.8077 | melissa.papaleo@dc.gov

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is intended only for the person or entity to which it is addressed and contains information which may be confidential, legally privileged, proprietary in nature, or otherwise protected by law from disclosure. If you received this message in error, you are hereby notified that reading, sharing, copying, or distributing this message, or its contents, is prohibited. If you have received this message in error, please telephone or reply to me immediately and delete all copies of the message.

From: Saunders, Treva (OCFO)
Sent: Tuesday, February 27, 2018 10:21 AM
To: Papaleo, Melissa (DCLB) <Melissa.Papaleo@dc.gov>
Cc: Beale, Mary (OCFO) <mary.beale@dc.gov>; Harris, Christina (DCLB) <Christina.Harris@dc.gov>; Moureview (OCFO) <Ocfo.moureview@dc.gov>
Subject: FW: MOU btw DBH and DHS for \$650,00.00

Hi Melissa,

Please review the attached MOU and copy the MOU Review email on your final approval to the requester.

Please be sure to follow up (either with questions or a response) with the requester within 48 hours.

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

**PART I
GENERAL**

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Department of Behavioral Health

AGENCY CODE: RM0

NAME OF CONTACT: Joyce Jeter, Agency Fiscal Officer

ADDRESS : 64 New York Ave., 2nd Floor
Washington, DC 20002

TELEPHONE # : 202-671-3211

FAX # : 202-671-2981

AUTHORIZING OFFICER Joyce A Jeter

DATE: 3-8-18

BUYER INFORMATION

AGENCY: Dept of Human Services (DHS)

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York Ave., 4th Floor
Washington, DC 20002

TELEPHONE # : 202-671-4240

FAX # : 202-671-4201

H AUTHORIZING OFFICER Hayden Bernard

DATE: 03/13/18

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the General Counsel

MEMORANDUM

TO: Laura Green Zeilinger
Director

FROM: Monica J. Brown 
General Counsel

DATE: December 20, 2017

SUBJECT: Fiscal Year 2018 Modification Number Four to the Memorandum of Understanding between the Department of Human Services, Economic Security Administration and the Department of Behavioral Health

The District of Columbia (District) Department of Human Services (DHS) Office of the General Counsel (OGC) has reviewed the above-referenced the Fiscal Year (FY) 2018 Modification Number Four to the Memorandum of Understanding (MOU) between the DHS, Economic Security Administration (ESA) and the Department of Behavioral Health (DBH), and has determined that it is legally sufficient and appropriate for your signature.

The purpose of the original MOU was to establish the terms and conditions under which the Parties would collaborate and coordinate resources, services, and expertise to better assist those Temporary Assistance for Needy Families (TANF) customers who need to address and overcome mental health related barriers so they can meaningfully engage in work activities, secure employment and achieve greater degrees of self-sufficiency. The MOU was made pursuant to the Personal Responsibility and Work Opportunity Reconciliation (PRWOR) Act of 1996, as amended (Pub. L. No. 104-193; 42 U.S.C. § 601, et seq.; D.C. Official Code § 4-209.04); Title 1, Chapter 50 of the District of Columbia Municipal Regulations; and any other applicable District and federal laws, regulations, and policies.

The purpose of Grant Modification Number One was to renew the terms and conditions of the MOU for an additional term from October 1, 2014 through September 30, 2015, and provide funding for FY 2015.

The purpose of Grant Modification Number Two was to renew the terms and conditions of the MOU for an additional year from October 1, 2015 through September 30, 2016, and provide funding for FY 2016.

The purpose of Grant Modification Number Three was to renew the terms and conditions of the MOU for an additional year from October 1, 2016 through September 30, 2017, and to provide funding for FY 2017.

DHS now approves Grant Modification Number Four to renew the terms and conditions of the MOU for an additional year from October 1, 2017 through September 30, 2018, and to provide funding in an amount not to exceed four hundred thirty-three thousand seven five dollars and zero cents (\$433,075.00) for FY 2018.

If you have any questions, please let me know.

MJB/rl
Attachment

**MODIFICATION NUMBER FOUR
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF BEHAVIORAL HEALTH
FOR
FISCAL YEAR 2018**

This Memorandum of Understanding (MOU) dated January 17, 2014 was entered into between the Department of Human Services (DHS), Economic Security Administration (ESA), the buyer agency, and the Department of Behavioral Health (DBH), formerly known as the Department of Behavioral Health (DBH), the seller agency, collectively referred to herein as the "Parties". The Parties now desire to modify the MOU as follows:

- I. Section IV, DURATION OF MOU: Sub-section A.** is hereby deleted and replaced with the following:

"The period of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to the expiration".

- II. Section VI. FUNDING PROVISIONS: Sub-section A. COST OF SERVICES, Paragraph 1.** is hereby deleted and replaced with the following:

"1. Total annualized cost for services under this MOU shall not exceed four hundred thirty-three thousand seventy-five dollars and zero cents (\$433,075.00) for Fiscal Year (FY) 2018. Funding for the services shall not exceed the actual cost of the services provided. The services provided are to support the co-location of three (3) full time mental health professionals, and one (1) mental health supervisor as defined in the Scope of Services of this MOU."

- III. Section VI. FUNDING PROVISIONS: Sub-section B. PAYMENT, Paragraphs 1 and 2** are hereby deleted and replaced with the following:

"1. Payment for all of the goods and services shall be made through an Intra-District advance by DHS to DBH based on the total amount of this MOU, which shall not exceed four hundred thirty-three thousand seventy-five dollars and zero cents (\$433,075.00) for FY 2018.

2. DBH shall submit quarterly reconciliations to explain the amounts billed for that period. The reconciliations shall include quarterly financial reports to DHS which shall detail the amount of expenditures for that period, provided, all costs and expenditures shall not exceed four hundred thirty-three thousand seventy-five dollars and zero cents (\$433,075.00) for FY 2018."

IV. Attachment A: Attachment "A" is hereby attached to this MOU and is incorporated by reference.

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

1/26/18
Date

FOR THE DEPARTMENT OF BEHAVIORAL HEALTH:



Tanya A. Royster, MD
Director

2/13/2018
Date

ATTACHMENT A

Position	Grade	Step	FTE	Salary (FY17)	Annual Salary*		Fringe	Total - Annual	Employment Months
					FY18 (+ 2.5%)				
Supervisor	13	N/A (MSS)	1	\$ 86,984.94	\$ 89,159.57	\$ 24,073.08	\$ 113,232.65	12	
Coordinator	12	3	1	\$ 80,806.00	\$ 85,247.20	\$ 23,016.74	\$ 108,263.94	12	
Coordinator	12	2	1	\$ 78,444.00	\$ 82,826.15	\$ 22,363.06	\$ 105,189.21	12	
Coordinator	12	2	1	\$ 78,444.00	\$ 82,826.15	\$ 22,363.06	\$ 105,189.21	12	
Total				\$ 324,678.94	\$ 340,059.07	\$ 91,815.95	\$ 431,875.01	48	

Troyer, Michael (DHS)

From: Morgan, Chaia (OCFO)
Sent: Thursday, March 15, 2018 11:38 AM
To: Lyon, Christina (DHS); Moureview (OCFO)
Cc: Rutherford-Felix, Dionne (DHS); Bernard, Hayden (DHS); Troyer, Michael (DHS)
Subject: RE: Emailing: DHS-18-006-DBH \$433,075.00 ESA.xls, FY18 MOU ESA DHS-DBH \$433075.pdf

This MOU is legally sufficient.

CHAIA ODOMS MORGAN
Assistant General Counsel
Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW, Suite 770 East, Washington, DC 20024
202.442.8073 (t) / 202.478.9254 (f) / chaia.morgan@dc.gov

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-----Original Message-----

From: Lyon, Christina (DHS)
Sent: Wednesday, March 14, 2018 9:30 AM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Cc: Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Troyer, Michael (DHS) <michael.troyer@dc.gov>
Subject: FW: Emailing: DHS-18-006-DBH \$433,075.00 ESA.xls, FY18 MOU ESA DHS-DBH \$433075.pdf

Treva,

Would you provide me a status of the FY18 MOU between DHS and DBH for \$433,075.00.

Thank you,
Christina Lyon

-----Original Message-----

From: Lyon, Christina (DHS)
Sent: Thursday, March 08, 2018 12:40 PM
To: Saunders, Treva (OCFO) <treva.saunders@dc.gov>
Cc: Troyer, Michael (DHS) <michael.troyer@dc.gov>; Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>
Subject: RE: Emailing: DHS-18-006-DBH \$433,075.00 ESA.xls, FY18 MOU ESA DHS-DBH \$433075.pdf

Treva,

Attached is the original MOU relating to the DHS-DBH \$433075 MOU.

-----Original Message-----

From: Saunders, Treva (OCFO)
Sent: Thursday, March 08, 2018 11:47 AM
To: Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>
Cc: Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Moureview (OCFO) <Ocfo.moureview@dc.gov>; Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Troyer, Michael (DHS) <michael.troyer@dc.gov>
Subject: RE: Emailing: DHS-18-006-DBH \$433,075.00 ESA.xls, FY18 MOU ESA DHS-DBH \$433075.pdf

Christina,

Please provide a copy of the original MOU that is being modified with this modification.

Thanks,

Treva D. Saunders
Associate General Counsel
& Ethics Officer
Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW • Suite 770 East • Washington, DC • 20024
Tel.: 202. 442.7127 • Fax: 202.478.9254 • treva.saunders@dc.gov

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-----Original Message-----

From: Lyon, Christina (DHS)
Sent: Thursday, March 8, 2018 11:37 AM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Cc: Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Troyer, Michael (DHS) <michael.troyer@dc.gov>
Subject: Emailing: DHS-18-006-DBH \$433,075.00 ESA.xls, FY18 MOU ESA DHS-DBH \$433075.pdf

Legal Review Team,

All MOUs must have OCFO General Counsel's approval prior to advancing funds. Attached is a MOU supported by federal funds between DHS and DBH for \$433,075.00 for your approval. The purpose of the MOU is to renew terms and conditions for services to better assist TANF customers who need to overcome mental health related barriers in order to engage in work activities.

-Christina

Your message is ready to be sent with the following file or link attachments:

DHS-18-006-DBH \$433,075.00 ESA.xls

FY18 MOU ESA DHS-DBH \$433075.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 2 / 15 / 18

SELLER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Bernard Hayden - AFO

ADDRESS : 64 New York Avenue, N.E., 4th Floor
Washington, DC 20002

TELEPHONE # : (202) 671-4240

FAX # : (_____) - _____

AUTHORIZING OFFICER
SIGNATURE



DATE: 02/03/18

BUYER INFORMATION

AGENCY: District Department of the Environment

AGENCY CODE: KG0

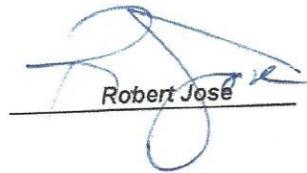
NAME OF CONTACT: Bob Jose - AFO

ADDRESS : 1200 First Street, 5th Floor
Washington, DC 20002

TELEPHONE # : (202) 535-2512

FAX # : (202) 535-2881

AUTHORIZING OFFICER
SIGNATURE



Robert Jose

DATE: 2/15/18

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: To provide SNAP-eligible households with energy benefits that maximize the food stamp assistance for which they qualify.

Total cost of this MOU shall not exceed \$1,300,000.00

DATE: ___/___/___ TOTAL: 1,300,000.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER	JA0	18	2000	0749	INHER	TEAS	4600	4600		IMPJ0E 18
BUYER	KG0	18	0100	0100	100HE	6030A	0050	0504	N/A	HEAT00/00

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

ROUTING SLIP FOR MOUs, CONTRACTS, AND OTHER DOCUMENTS

ROUTING SLIP # MOU-1357-4022

PROJECT NAME/TITLE: FY18 Heat and Eat MOU

DOCUMENT TYPE: MOU

DATE BY WHEN DOCUMENT NEEDS TO LEAVE DOEE: 2-2-2018

ORDER FOR DOCUMENT REVIEW:	INITIALS AND DATE
1. Originator: <i>Kentley Farmer</i> Phone #: <i>671-3314</i>	<i>KE 1/30/18</i>
2. Proofreader: <i>Mwiel Garcia</i>	<i>MG 1/30/18</i>
3. Administration approver: Taresa Lawrence	<i>TL 1-30-18</i>
4. Finance ^[1] : Robert Jose	<i>RT 2/1/18</i>
5. Dep. Director, Operations Services Administration ^[2] : Michelle Dee	<i>MD 2/1/18</i>
6. Office of General Counsel: Beth Mullin OGC #: 4022	<i>BM 2/9/18</i>

Note Section

ROUTING SLIP FOR MOUs, CONTRACTS, AND OTHER DOCUMENTS

ROUTING SLIP # MOU-1356-4022

PROJECT NAME/TITLE: FY18 Heat and Eat MOU

DOCUMENT TYPE: MOU

DATE BY WHEN DOCUMENT NEEDS TO LEAVE DOEE: 2-2-2018

ORDER FOR DOCUMENT REVIEW:	INITIALS AND DATE
1. Originator: Farmer, Kenley Phone #:	KF 2/7/18
2. Proofreader: Sylvia Jones	SJ 2/7/2018
3. Administration approver: ^{for} Taresa Lawrence	KF 2/7/18
4. Finance ^[1] : Robert Jose	
5. Dep. Director, Operations Services Administration ^[2] : Michelle Dee	adHfer MD 2/7/18
6. Office of General Counsel: Alan Barak OGC #: 4022	AB 2/7/18

Note Section

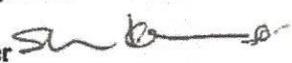
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Tommy Wells
Director
Department of Energy and Environment

FROM: Laura Green Zeilinger 
Director

DATE: 1/26/18

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of Energy and Environment

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the District of Columbia Department of Human Services (DHS) and the Department of Energy and Environment (DOEE).

The purpose of the MOU is to provide Supplemental Nutrition Assistance Program (SNAP) eligible households in the District with energy benefits that maximize the Food Stamp assistance for which they qualify. The objective for this MOU is to provide for the effective and efficient transfer of locally appropriated dollars from DOEE to DHS to provide the \$20.01 Low Income Home Energy Assistance Program (LIHEAP) payment for qualifying households in the District.

The MOU is made pursuant to the federal Agricultural Act of 2014 (Act), enacted February 7, 2014 (Pub. L. No. 113-79; U.S.C. § 2014); the Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. §§ 2011, *et seq.*), as amended, (which authorizes the SNAP program; formerly known as the Food Stamp Program); the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code §§ 4-205.01, *et seq.*), as amended; the Food Stamp Expansion Act of 2009, effective March 3, 2010 (D.C. Law 18-111; D.C. Official Code §§ 4-261.01, *et seq.*), as amended; D.C. Official Code § 8-171.03; the Data-Sharing and Information Coordination Amendment Act of 2010, effective December 4, 2010 (D.C. Law 18-273; D.C. Official Code §§ 7-241, *et seq.*), as amended, and accompanying regulations at 29 DCMR §§ 3000, *et seq.* (the Data Sharing Act); the Low Income Energy Assistance Act of 1981, effective August 13, 1981 (Pub. L. No. 97-35; 42 U.S.C. § 8624(f)(2)(A)), as amended; D.C. Official Code § 1-301.01(k); and any other applicable local and federal laws.

The period of the MOU is from October 1, 2017 through September 30, 2018. The total amount of the MOU is one million three hundred thousand dollars and zero cents (\$1,300,000.00) for FY 2018.

Please sign and return the original to my office. If you have any questions or concerns, please contact Brian Campbell, Special Assistant, DHS Economic Security Administration, at (202) 698-3902.

LGZ/mb

Attachments

**MEMORANDUM OF UNDERSTANDING
 BETWEEN
 THE DISTRICT OF COLUMBIA
 DEPARTMENT OF ENERGY AND ENVIRONMENT
 AND
 THE DEPARTMENT OF HUMAN SERVICES
 FOR
 FISCAL YEAR 2018
 HEAT AND EAT PROGRAM**

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I. INTRODUCTION

This Memorandum of Understanding and Data Sharing Agreement (MOU) is entered into between the District of Columbia (District) Department of Energy and Environment (DOEE), the buyer agency, and the Department of Human Services (DHS), the seller agency, collectively referred to herein as the “Parties.” The effective date of this MOU is the first date of the specified term. The execution date of this MOU is the date of the last signature.

DHS’ Economic Security Administration (ESA) is responsible for making eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid benefits, Supplemental Nutrition Assistance Program (SNAP) benefits formerly known as the Food Stamps Program, and Temporary Assistance for Needy Families (TANF) benefits.

DHS issues SNAP recipients an Electronic Benefits Transfer (EBT) card similar to a bank ATM or debit card to receive and use SNAP benefits. The District's Office of the Chief Financial Officer (OCFO) transfers SNAP benefits onto SNAP recipients' EBT cards through a contract with eFunds Corporation.

DOEE is responsible for administering the Low Income Home Energy Assistance Program (LIHEAP) in the District to assist eligible low-income District households with energy assistance to offset costs for electric, natural gas, and heating oil utility bills.

This MOU provides for payment of energy assistance benefits to SNAP recipients.

II. LEGAL AUTHORITY FOR MOU

The authority for this MOU is D.C. Official Code § 1-301.01(k) (District agency orders from other departments, at actual cost).

The authority for this MOU also includes: the federal Agricultural Act of 2014 (Act), enacted February 7, 2014 (Pub. L. No. 113-79; U.S.C. § 2014); the Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. §§ 2011, *et seq.*), as amended, (which authorizes the SNAP program; formerly known as the Food Stamp Program); the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code §§ 4-205.01, *et seq.*), as amended; the Food Stamp Expansion Act of 2009, effective March 3, 2010 (D.C. Law 18-111; D.C. Official Code §§ 4-261.01, *et seq.*), as amended; D.C. Official Code § 8-171.03; the Data-Sharing and Information Coordination Amendment Act of 2010, effective December 4, 2010 (D.C. Law 18-273; D.C. Official Code §§ 7-241, *et seq.*), as amended, and accompanying regulations at 29 DCMR §§ 3000, *et seq.* (the Data Sharing Act); the Low Income Energy Assistance Act of 1981, effective August 13, 1981 (Pub. L. No. 97-35; 42 U.S.C. § 8624(f)(2)(A)), as amended; and any other applicable local and federal laws.

III. PROGRAM GOALS AND OBJECTIVES

The goal of this MOU is to provide SNAP-eligible households with energy benefits that maximize the food stamp assistance for which they qualify.

The objective for this MOU is to provide for the effective and efficient transfer of locally appropriated dollars to DHS to provide the \$20.01 LIHEAP payment for qualifying households.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. Responsibilities of DHS

DHS shall:

1. Transmit to DOEE, on a monthly basis, an electronic file of SNAP heads of household who DHS determines to be potentially eligible Heat and Eat Program participants. The file shall include the following SNAP recipient information:
 - a. Name;
 - b. Social Security Number;
 - c. Residence Address;
 - d. Mailing Address;
 - e. Telephone Number; and
 - f. SNAP (Food Stamp) Case Number.
2. At the beginning of each month, forward an electronic file of the approved Heat and Eat Program participants identified by DOEE according to Section B, just below, to the OCFO Office of Finance and Treasury's (OFT) EBT contractor, eFunds Corporation, with instructions to credit indicated amounts to each SNAP recipient's EBT card to produce a minimum payment of \$20.01.
3. Follow the requirements of the FY 2018 MOU between DHS and OCFO/OFT, which DHS will provide to DOEE upon execution.
4. Store data that will enable DHS to track issued payments, and share such data with DOEE for reporting purposes. Save all subsequent DOEE monthly Heat and Eat Program payment files in this same database.
5. Advise DOEE of likely unused funds, if any, and, return unused funds to DOEE.
6. For the administrative charges related to this MOU:
 - a. Determine those costs by working with Fidelity National Information Services, Inc. (FIS), the parent company of eFunds Corporation, the EBT provider for the District, and OCFO; and
 - b. Invoice the determined administrative costs to DOEE.
7. Inform ESA customers who received a \$20.01 payment, of the payment and how it may be used.
8. Provide a final report to DOEE within thirty (30) days of the close of the FY that includes the number of LIHEAP Heat and Eat recipients served, the total funds distributed, and the total administrative costs associated with the payments.
9. Monitor the number of LIHEAP Heat and Eat recipients.

10. Work with DOEE to develop a document detailing operations within thirty (30) days of execution of this MOU.

B. Responsibilities of DOEE

DOEE shall:

1. Determine those persons who are eligible for a Heat and Eat payment pursuant to D.C. Official Code § 4-261.03.
2. Provide DHS with an electronic file(s) that identifies for the term of this MOU:
 - a. All regular and emergency LIHEAP benefit recipients; and
 - b. All Heat and Eat Program payments issued or authorized.
3. Provide DHS with an electronic file(s) that identifies all Heat and Eat Program participants who have been, during the term of this MOU, approved for a payment by DOEE.
4. Cover the cost of DHS' making the indicated Heat and Eat Program's \$20.01 payments, including the \$20.01 payment itself and the DOEE-agreed actual administrative costs of making the payment.
5. Transmit the funds that cover the costs.

V. TERM OF MOU

The term of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to expiration.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for DHS services shall not exceed one million three hundred thousand dollars and zero cents (\$1,300,000.00) for Fiscal Year (FY) 2018.
2. In the event of termination of this MOU, payment to DHS shall be held in abeyance until all required fiscal reconciliation is complete, but not longer than September 30 of the current fiscal year. If this MOU is terminated prior to expiration, DHS shall return any unspent funds to DOEE within thirty (30) days of the termination.

B. Payment

1. Payment in the full amount shall be made through an Intra-District advance by DOEE to DHS.
2. The seller agency shall be responsible for any amounts ultimately disallowed by an audit or federal government review.
3. Payment shall not exceed the actual cost of the goods and/or services, including labor, materials, and overhead.

C. Anti-Deficiency Considerations

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and the provisions of: (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C. §§ 1341, 1342, 1349, 1351, and specific sections in Subchapter II, Section 15 of Title 31 of the U.S. Code); and, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

As this MOU is funded by District funds, the seller agency shall be subject to scheduled and unscheduled monitoring reviews by the District to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

The seller agency shall maintain records and receipts for the expenditures of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the District's request, make these documents available for inspection by duly authorized District representatives as may be specified by the District at its sole discretion.

IX. CONFIDENTIAL INFORMATION

- A. The Parties shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, and policies.
- B. The Parties shall use the data obtained pursuant to this MOU solely to accomplish their obligations under this MOU.

- C. The Parties shall take appropriate legal action against any unauthorized use or disclosure of the data.
- D. Each Party shall safeguard and protect the data obtained pursuant to this MOU from loss and unauthorized disclosure to third parties, and follow the notification protocols for security breaches set forth in the Data-Sharing and Information Coordination Amendment Act of 2010, D.C. Official Code § 7-244.

X. DISPUTE RESOLUTION

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial matter, the matter shall be referred to the District's Office of the Chief Financial Officer (OCFO) for resolution.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

XII. NOTICE

All notices must be in writing and may be delivered by electronic means. The following individuals are the contact points for each Party under the MOU:

For DOEE:

Taresa Lawrence, Deputy Director
Energy Administration
Department of Energy and Environment
1200 First Street, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 671-3313
Email: Taresa.Lawrence@dc.gov

For DHS:

Brian Campbell
Senior Policy Advisor
Economic Security Administration
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 698-3902
Email: Brian.Campbell@dc.gov

XIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon written agreement by the Parties.

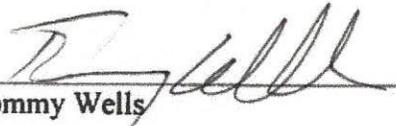
XIV. MISCELLANEOUS – FOLLOW ALL LAWS

The Parties shall comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated.

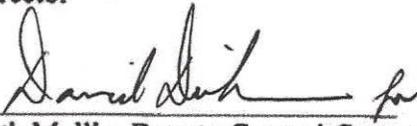
SIGNATURES

The Parties agree to this MOU, as follows:

FOR THE DEPARTMENT OF ENERGY AND ENVIRONMENT:

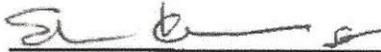

Tommy Wells
Director

2/7/18
Date


Beth Mullin, Deputy General Counsel
For Legal Sufficiency

2/7/18
Date

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

1/26/18
Date

Filename: 01 mou heat and eat 2018 doc

Troyer, Michael (DHS)

From: Papaleo, Melissa (DCLB)
Sent: Thursday, February 15, 2018 12:41 PM
To: Kintu, Halimah (DOEE)
Cc: Moureview (OCFO)
Subject: FW: MOU approval DOEE~DHS \$1.3M
Attachments: FY18 Heat and Eat MOU Executed.pdf; DDOE ~ DHS~ DDOE ~ MOU Authorization FY 2018.xls

Good afternoon,

The OGC has completed its legal sufficiency review of the attached MOU between the District of Columbia Department of Energy and Environment (DOEE, Buyer) and the District of Columbia Department of Human Services (DHS, Seller). Based on the information contained in the attachments, the OGC has determined that the MOU is legally sufficient.

Please let us know if you have any questions.

Best regards,
Melissa



MELISSA J. PAPALETTO | ASSISTANT GENERAL COUNSEL

Government of the District of Columbia
Office of the Chief Financial Officer
Office of Lottery and Charitable Games
2235 Shannon Place, SE | 5th Floor | Washington, DC | 20020-5731
phone: 202.645.9011 | fax: 202.645.8077 | melissa.papaleo@dc.gov

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From: Kintu, Halimah (DOEE)
Sent: Tuesday, February 13, 2018 1:41 PM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Subject: MOU approval DOEE~DHS \$1.3M

The attached MOU is being submitted to you for your approval. We would appreciate the OGC's evaluation as soon as possible. Thanks.

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____

DATE OF MOU MOD: 12 / 18 / 17

SELLER INFORMATION

AGENCY: Department of Employment Services (DOES)

AGENCY CODE: CFO

NAME OF CONTACT: Natalie Mayers, Agency Fiscal Officer

ADDRESS: 4058 Minnesota Avenue, N.E., Suite 5700

Washington, D.C. 20019

TELEPHONE #: 202-727-5145

FAX #: 202-671-2930

AUTHORIZING OFFICER


Natalie Mayers, AFO, DOES

DATE: 12/27/17

BUYER INFORMATION

AGENCY: Department of Human Services (DHS)

AGENCY CODE: JAO

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

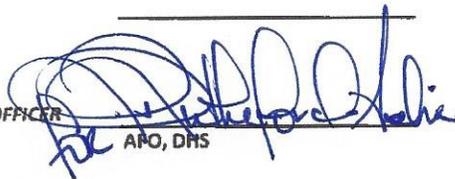
ADDRESS: 64 New York Avenue, 4th Floor

Washington, D.C. 20002

TELEPHONE #: 202-671-4240

FAX #: _____

AUTHORIZING OFFICER


AFO, DHS

DATE: 12/27/17

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

Buyer's initials: _____
 Seller's initials: _____

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

												12/27/17 ADVANCE	BALANCE DUE	
REQUESTED DATE: <u>12</u> / <u>18</u> / <u>17</u>												GRAND TOTAL: \$ 2,126,686.40	\$ 1,063,343.20	\$ 1,063,343.20
GOOD/ SERVICE: (a) FY 2018 YOUTH TECH: Expansion of Year-Round Youth employment program in partnership with the Food Stamp Employment Training Program (FSET), serving approximately 100 District youth. (b) FY 2018 CAREER CONNECTIONS: FSET program serving approximately 240 District youth between the ages of 20-24, to provide occupational skills training, work-based learning, job readiness, and placement. (Funding split 50%/50%)														
SUB-TOTAL: \$ 1,013,450.20												\$ 506,725.10	\$ 506,725.10	
	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT			
SELLER	CFO	18	FSET3	48100	4600	4600			FSET83/18		650,007.50	325,003.75	325,003.75	
SELLER	CFO	18	CCFST	52000	4600	4600			CCFSET/18		363,442.70	181,721.35	181,721.35	
BUYER	JAO	18	FTIJ8	TCM10	0501	0501	2000	81JAFS/18			1,013,450.20	506,725.10	506,725.10	
GOOD/ SERVICE: FY 2018 PROJECT EMPOWERMENT: FSET program to provide transitional employment services to District residents who face multiple barriers to employment, and have a substantial need for intensive employment assistance.														
SUB-TOTAL: \$ 855,931.20												\$ 427,965.60	\$ 427,965.60	
	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT			
SELLER	CFO	18	1FSET	51000	4600	4600			FSET81/18		855,931.20	427,965.60	427,965.60	
BUYER	JAO	18	FTIJ8	TCM10	0501	0501	2000	81JAFS/18			855,931.20	427,965.60	427,965.60	
GOOD/ SERVICE: FY 2018 MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM: FSET program to provide the opportunity to District youth between the ages of 14-24, to earn money, and gain meaningful work experience, learn and develop skills, attitudes, and commitment necessary to succeed in the work environment.														
TOTAL: \$ 257,305.00												\$ 128,652.50	\$ 128,652.50	
	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT			
SELLER	CFO	18	FSET2	48200	4600	4600			FSET82/18		257,305.00	128,652.50	128,652.50	
BUYER	JAO	18	FTIJ8	TCM10	0501	0501	2000	81JAFS/18			257,305.00	128,652.50	128,652.50	
Revised by OBP 9/18/98														
TOTALS												\$ 1,063,343.20	\$ 1,063,343.20	

Goodluck, Bryan (DOES)

From: Droller, Aaron (OCFO)
Sent: Wednesday, December 20, 2017 5:33 PM
To: Goodluck, Bryan (DOES)
Subject: RE: MOU Between DOES and DHS for \$2,126,687.04

This MOU is approved.

Aaron Droller
Assistant General Counsel
Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1350 Pennsylvania Avenue NW • Suite 229 • Washington, DC • 20024
Tel: 202.727.1713 • Fax: 202.727.1400 • aaron.droller@dc.gov

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From: Goodluck, Bryan (DOES)
Sent: Monday, December 18, 2017 5:17 PM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Cc: Mayers, Natalie (DOES) <Natalie.Mayers@dc.gov>; Williams, Yasha (DOES) <Yasha.Williams2@dc.gov>
Subject: MOU Between DOES and DHS for \$2,126,687.04

Good Afternoon OGC Team,

Attached is the DOES-DHS MOU for review, and approval. Funding for this MOU is from Federal Grants. The referenced original FY 2016 MOU is also attached.

Thanks,

Bryan

Bryan D. Goodluck

Senior Financial Manager | Office of the Chief Financial Officer
Government Operations Cluster | Department of Employment Services
4058 Minnesota Avenue, N.E., Suite 5700 | Washington, DC 20019
Voice: 202-671-1546 | E-mail: bryan.goodluck2@dc.gov | Website: <http://www.does.dc.gov>

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services

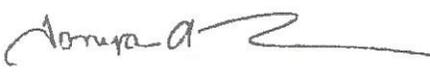
MURIEL BOWSER
MAYOR



ODIE DONALD II
DIRECTOR

MEMORANDUM

TO: Odie Donald II
Director

FROM: Tonya A. Robinson 
General Counsel

DATE: 11 December 2017

SUBJECT: Legal Sufficiency Review of Modification Number 3 to 2016 MOU with
DHS – SNAP

This Memorandum is provided in response to your request for legal sufficiency review of the attached Modification Number 3 to 2016 MOU with DHS – SNAP.

I reviewed and revised the Modification Number 3 to 2016 MOU with DHS – SNAP and found it legally sufficient.

Please note that “Memorandum” is misspelled in the title of the Modification.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Odie Donald II
Director
Department of Employment Services

FROM: Laura Green Zeilinger 
Director

DATE: DEC 7 2017

SUBJECT: Fiscal Year 2018 Modification Number Three to the Memorandum of Understanding between the District of Columbia Department of Human Services, Economic Security Administration and the Department of Employment Services for the SNAP Employment and Training Program

This memorandum transmit for your review and approval, one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding Modification Number Three between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) and the Department of Employment Services (DOES).

The purpose of the original FY 2016 MOU was to set forth the terms and conditions under which DOES would expand access to services to SNAP recipients who are able bodied and not Temporary Assistance for Needy Families (TANF) recipients, on behalf of the Food Stamp Employment and Training Program (FSET), now referred to as the SNAP Employment and Training Program (SNAP E&T). The MOU was made pursuant to D.C. Official Code 1-301.01(k), and any other applicable District or federal law or regulation. The period of the MOU was from October 1, 2015 through September 30, 2016. The amount of the MOU was one million one hundred forty-eight thousand hundred seven eight dollars and zero cents (\$1,148,708.00).

Modification Number One (1) renewed the MOU for FY 2017. The effective period of the Modification Number One (1) was from October 1, 2016 through September 30, 2017 and the amount of the MOU was two million nine hundred fifty-three thousand seven hundred thirty-two dollars and fifty cents (\$2,953,732.50).

Memorandum to Odie Donald II
Page 2

Modification Number Two (2) to the MOU modified the number of participants for the four (4) SNAP E&T programs: Youth Tech, Career Connections, Project Empowerment (PE) and the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP). The effective period of Modification Number Two (2) was from October 1, 2016 through September 30, 2017 and the amount of the MOU was two million six hundred fifty-eight thousand three hundred fifty-eight dollars and eighty cents (\$2,658,358.80).

DHS now approves Modification Number Three (3) to the MOU which modifies the four (4) SNAP E&T programs: Out of School Youth, D.C. Career Connections, Project Empowerment and the Mayor Marion S. Barry Summer Youth Employment Program. The effective period of the Modification Number Three (3) is from October 1, 2017 through September 30, 2018. The reimbursements to DHS shall not exceed two million six hundred fifty-eight thousand three hundred fifty-eight dollars and eighty cents (\$2,658,358.80). Through the use of federal reimbursement SNAP E&T, DHS shall reimburse DOES for eighty percent (80%) of the fifty percent (50%) of allowable expenditures, which shall not exceed two million one hundred twenty-six thousand six hundred eighty-six dollars and forty cents (\$2,126,686.40).

Please sign and return the original to my office. If you have any questions or concerns, please contact Mary Thea Proctor, Program Manager, DHS/ESA, at (202) 715-7804.

LGZ/mb

Attachments

**MODIFICATION NUMBER THREE
TO THE
MORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2018**

The Memorandum of Understanding (MOU) executed February 26, 2016 was entered into between the District of Columbia (District) Department of Employment Services (DOES) and the Department of Human Services (DHS), collectively referred to herein as the "Parties."

The Parties now desire to modify the MOU as follows:

- I. Section IV. PROGRAM OBJECTIVES:** The first paragraph is hereby deleted and replaced with the following:

"For the four (4) program tracks, DOES will prioritize SNAP eligible participants, approved by the SNAP E&T program with DHS who do not currently receive TANF.

The program objectives for all four (4) program tracks are to:

- 1) Increase skill levels for existing and entry level workers;
- 2) Increase the percentage of youth and adults who participate in work-based learning experiences;
- 3) Ensure the assessments and career plans showcase the strengths as well as the areas needed for growth for each Participant. The appropriate assessment will be determined by DOES for each participant. Each youth will have an Individual Service Plan (ISP) created, which will lay out their respective career path;
- 4) Expose the participants to fields of study or careers that will provide wages higher than the current minimum wage;
- 5) Provide supportive services (such as: transportation and childcare, case management and professional development depending on the specific program) to engage and motivate participants to overcome barriers;
- 6) Expand opportunities for participants to become involved in career and appropriate education coursework, career ladders or nationally recognized industries (such as referrals to year-round services that provide occupational skills and career exploration); and
- 7) Increase sustainable employment opportunities for the participants.

These objectives will ensure the SNAP E&T youth and adults obtain valuable work skills and credentials for in-demand jobs. All four (4) tracks engage SNAP participants with subsidized and unsubsidized work experience, as well as internships and shadowing opportunities. All funding for subsidized work experiences, paid internships, and incentives are the fiscal responsibility of DOES. This funding utilizes local funds (non federal) approved by DC Council. See VII. FUNDING PROVISIONS.

DOES will provide outreach by hosting application/intake sessions at 4058 Minnesota Avenue, N.E., Washington, DC 20019 and those facilities recommended by DHS. In addition, DOES will provide direct support on-site at the Adams Place Day Center located at 2210 Adams Place, N.E., Washington, DC 20018 and other local shelters for intake into applicable DOES program tracks. DOES in collaboration with DHS, will assess potential SNAP eligible customers and refer them to DHS for additional SNAP services.”

II. Section V: SCOPE OF SERVICES: Section A. Paragraph 11.b. iii is hereby deleted and replaced with the following:

“iii. Pursuant to this MOU, below is the amount of participants and program activities for the FY’18 program year. DOES shall submit customer names to DHS for verification of SNAP eligibility multiple times throughout the participants’ duration in the program.

- 1) **Out-of-School Youth (OSY):** Serve 100 SNAP participants
Program Activities: The Out-of-School Youth program is designed to assist District residents ages 18-24 who are not attending school and are out-of-school by providing occupational skills training, life skills development and work readiness instructions to connect youth back to the world of work successfully. Youth will also have access to paid internships. DOES will leverage local and federal funds that could include funding appropriated through the Workforce Innovation and Opportunity Act (WIOA) to pay for various components of the program which shall include work experience, internship, supportive services, and incentives where allowable. Youth work experiences will be up to 12 weeks and will have opportunities to earn a training stipend.
- 2) **D.C. Career Connections (DCCC):** Serve 240 SNAP participants
Program Activities: Participants must pass a CASAS examination demonstrating designated proficiency levels by industry and complete an interview with and approved Human Care Agreement provider for final selection. DHS will pay Youth participants for employment up to nine (9) months, and for up to 40 hours per week. DOES will pay the participants \$9.00 per hour.

- 3) **Project Empowerment (PE):** Serve 240 SNAP participants
Program Activities: Project Empowerment holds orientations every three (3) weeks for interested individuals. During Orientation, participants receive an overview of the program's eligibility requirements, training approach, and support services and are required to take a urinalysis drug test. Participants who successfully pass the urinalysis and meet all eligibility criteria are offered a spot in the program and schedule a meeting with an intake specialist.

Phases:

1. **Job Readiness Training (JRT)** – A mandatory three (3) week professional development class that covers life skills such as emotional intelligence, self-esteem, and personal goals, as well as lessons specific to employment including conflict resolution, interviewing techniques, and dressing for success. Participants who successfully graduate from JRT are paid \$9.00 per hour at the end of the three (3) weeks for their time spent learning.
2. **Subsidized Employment, otherwise known as, Work Experience (WEX) – Through Work Experience (WEX)** participants enter subsidized employment opportunities. In WEX or other PE work activities training wages of \$9.00 per hour are paid by DOES with WIOA funding. DHS will not be billed for subsidized employment.
3. **Unsubsidized Employment** – The ultimate goal of Project Empowerment is for its participants to obtain unsubsidized employment by each participant - employment wherein wages are paid in total by the employer.
4. **Retention** – PE participants who obtain and retain unsubsidized employment are eligible to receive financial retention bonuses totaling a maximum of one thousand one hundred fifty dollars and zero cents (\$1,150.00). In order to qualify for retention bonuses, participants must work a minimum average of twenty-five (25) hours per week. Retention payments are paid by DOES. DHS/ESA will not be billed for retention payments. Following a verification process, bonuses are distributed at the following unsubsidized employment benchmarks:
 - Independently secure unsubsidized employment – \$100.00
 - 30-day retention benchmark – \$50.00
 - 90-day retention benchmark – \$200.00
 - 180-day retention benchmark – \$350.00
 - 1-year retention benchmark – \$450.00
5. **Professional Development** – A combination of classroom instruction, basic computer training and job search activities designed to facilitate the transition to unsubsidized employment for participants that have completed WEX.

Throughout all phases of the program, Project Empowerment provides program participants with a host of supportive services that help participants become successful and obtain personal and professional goals. Services include:

- Transportation subsidy during job readiness training;
- Temporary housing referral assistance;
- Clothing vouchers;
- Childcare assistance;
- Referrals for lost/stolen non-drivers identifications;
- Referrals for health services; and
- Intensive case management and job coaching.

4) **Marlon S. Barry Summer Youth Employment Program (MBSYEP):**

Serve 150 SNAP participants

Program Activities: MBSYEP will provide out-of-school, out-of-work, SNAP only District youth ages 20 to 24 with the opportunity to participate in a one (1) week prescreening event, six (6) week summer work experience placement with professional development, and five (5) weeks of post summer career placement activities; including retention (if applicable), professional development, case management and career planning as well as the choice to be placed with the DHS/ESA third party partner programs. (Previously approved by the United States Department of Agriculture, Food and Nutrition Services (FNS)).

The DOES Office of Youth Programs (OYP) develops and administers workforce development programs for District youth ages 14-24. OYP provides occupational skills training to facilitate the development of work habits and skills that are essential for success in the workplace. For the purpose of this MOU DOES will not provide specific case folders for each participant but will retain required data elements that are needed for reporting. For purposes of this MOU OYP shall:

- 1) Conduct a pre-screening event with the participants;
- 2) Host career fair with potential employers (various occupations);
- 3) Refer participants to direct hires opportunities with employers; and
- 4) Pre and Post E&T Services provided for the MBSYEP program are unique to DHS ESA and SNAP E&T participants only.

Pre and post activities (in detail):

OYP shall obtain by grant or contract a vendor who shall provide pre and post program work readiness training which will include work readiness assessment. The assessment will be determined by program staff and case managers based on the needs and barriers of participants. Assessment could include the review of work maturity skills, skills assessment, academic level,

and career interest for each participant will assist in determining the appropriate career pathing.

Participants will be provided a career/work readiness curriculum which will assist with career development tools, resume building, application development, and interview techniques.

Retention activities:

OYP shall pair each MBSYEP participant with a case manager who will assist the participant with the transition of training to employment.

Case Management Services will include the following:

- 1) Coaching
- 2) Supportive Services
- 3) Career/Job Plan
- 4) Participant's Activities and Progression
- 5) Meetings and Follow-Up
- 6) Work Experience Monitoring
- 7) Job Development
- 8) Referral to secondary, post-secondary and occupational skills training opportunities.

Additionally, MBSYEP participants will receive a transportation subsidy from DOES (utilizing funding provided at the discretion of DOES funds, not DHS/ESA) to assist with travel needs.

DOES shall report program measures and progress on a monthly basis during the months where the program is being implemented and up to three months post-implementation of the program to the DHS/ESA monitoring team.

III. Section VI. DURATION OF MOU: Paragraph A is deleted and replaced with the following:

- A. The provision of services for this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated in writing by the parties prior to expiration.

IV. Section VIII. FUNDING PROVISIONS: Section A. COST OF SERVICES: is hereby deleted and replaced with the following:

1. "This is a cost reimbursement MOU. DOES will serve approximately 730 participants eligible for the program tracks receiving SNAP benefits only. The reimbursements to DHS shall not exceed two million six hundred fifty-eight thousand three hundred fifty-eight dollars and eighty cents (\$2,658,358.80). Through the use of federal reimbursement SNAP E&T, DHS shall reimburse

DOES for eighty percent (80%) of the fifty percent (50%) of allowable expenditures, up to two million one hundred twenty-six thousand six hundred eighty-seven dollars and four cents (\$2,126,687.04).

2. DOES shall allocate ten percent (10%) or two hundred twelve thousand six hundred sixty-eight dollars and seventy cents (\$212,668.70) for the administration of the program.
3. Only allowable participant and program expenditures incurred by DOES are reimbursable by DHS ESA.
4. DOES will invoice DHS ESA for scope of services incurred for participants.
5. DOES will NOT invoice DHS ESA and SNAP E&T program for any of the funds related to or in conjunction with subsidized employment, retention benchmarks, paid internships, transportation or training stipends.
6. DOES will utilize funds appropriated through the WIOA to pay for all paid internships."

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF EMPLOYMENT SERVICES:



Odie Donald II
Director

Date: 12/18/17

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: DEC 7 2017

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MOD 3 to



2016 MOD

DOES DHS SNAP

OFFICE OF THE DIRECTOR
REVIEW AND APPROVAL ROUTING SHEET

This routing sheet has been developed to ensure that all appropriate Senior Management Team members have thoroughly reviewed, approved, and signed off on all official documents in their respective DOES program areas prior to the Director's receipt for final approval and signature, as needed. (Rev. 10/1/2017)

Parties Consulted:	Initials	Date
<input type="checkbox"/> DOES General Counsel <i>When legal issues are involved</i>		
<input type="checkbox"/> DOES Agency Fiscal Officer <i>When fiscal matters are involved</i>		
<input type="checkbox"/> Chief of Staff <i>When DOL issues are involved or as necessary</i>		
<input checked="" type="checkbox"/> Chief Operating Officer <i>When operational issues are involved</i>		12.15.17
<input type="checkbox"/> Chief Information Officer <i>When Information Technology issues are involved</i>		
<input checked="" type="checkbox"/> Chief Strategy Officer <i>UMH</i> <i>When it involves performance, data, innovation and growth (core) initiatives</i>		12/14/17
<input checked="" type="checkbox"/> Deputy Director, Division of State Initiatives <i>For all DSI issues</i> <i>Charles Jones</i>		12/12/17
<input type="checkbox"/> Deputy Director, Labor Standards Bureau <i>For all labor issues including First Source, OWH, DOL OSHA</i>		
<input type="checkbox"/> Deputy Director, Workforce Development <i>When DOL or other workforce issues are involved</i>		
<input type="checkbox"/> Associate Director/Program Manager <i>For the policy-related program (indicate below):</i>		
<input type="checkbox"/> Program Manager, Human Resources <i>When personnel issues are involved</i>		
<input type="checkbox"/> Communications Director/Senior Advisor <i>For Quality Control purposes</i>		

Director's Decision: Approved Disapproved

In this section, the Director will sign to indicate approval of the recommended option or will provide comments to indicate pursuit of an alternate course of action.

Director's Comments:

12/18/17
Date

aws
12/12/17



INTRA-DISTRICT STANDARD REQUEST FORM
 Government of the District of Columbia



PART I
GENERAL

MOU NUMBER: _____

DATE OF MOU: 01 / 22 / 18

SELLER INFORMATION

AGENCY: Department of Employment Services (DOES) AGENCY CODE: CFO

NAME OF CONTACT: Natalie Mayers, Agency Fiscal Officer

ADDRESS : 4058 Minnesota Avenue, N.E., Suite 5700
Washington, D.C. 20019

TELEPHONE # : 202-727-5145

FAX # : _____

AUTHORIZING OFFICER

N Mayers
 Natalie Mayers, AFO, DOES

DATE: 2 / 15 / 18

BUYER INFORMATION

AGENCY: Department of Human Services (DHS) AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York Avenue, 4th Floor
Washington, D.C. 20002

TELEPHONE # : 202-671-4240

FAX # : _____

AUTHORIZING OFFICER

D Rutherford-Felix
 AFO, DHS

DATE: 03 / 22 / 18

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

Buyer's initials: _____

Seller's initials: _____

PART II

MOU NUMBER: _____

_____ **2** OF _____ **2**

SERVICE INFORMATION AND FUNDING CODES

REQUESTED DATE: 01 / 22 / 18

GRAND TOTAL: \$ **989,610.21**

GOOD/ SERVICE:

FY 2018 DHS LEAP Program for TANF customers to gain access to obtain and find successful career tracts within both the District government, and in the private sector.

SUB-TOTAL: \$ **989,610.21**

	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT
SELLER	CF0	18	DHSLP	53000	4600	4600			LEAPDH/18		989,610.21
BUYER	JA0	18	TJOB6	TJ109	0501	0501		69AFTF/16			989,610.21

GOOD/ SERVICE:

REQUESTED DATE:

SUB-TOTAL:

	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT
SELLER											
BUYER											

GOOD/ SERVICE:

REQUESTED DATE: / /

TOTAL:

	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT
SELLER											
BUYER											

Goodluck, Bryan (DOES)

From: Morgan, Chaia (OCFO)
Sent: Wednesday, February 14, 2018 2:45 PM
To: Goodluck, Bryan (DOES)
Cc: Moureview (OCFO); Beale, Mary (OCFO)
Subject: RE: MOU Between DOES and DHS for \$989,610.21
Attachments: FY18 MOU DOES DHS for LEAP \$989,610.21 FULLY EXECUTED 01_22_2018.pdf

This MOU is legally sufficient.

CHAIA ODOMS MORGAN
Assistant General Counsel
Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW, Suite 770 East, Washington, DC 20024
202.442.8073 (t) / 202.478.9254 (f) / chaia.morgan@dc.gov

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From: Goodluck, Bryan (DOES)
Sent: Tuesday, February 13, 2018 1:53 PM
To: Morgan, Chaia (OCFO) <chaia.morgan@dc.gov>
Subject: RE: MOU Between DOES and DHS for \$989,610.21

Good Afternoon Chaia,

I am resending the attached MOU with two memos (the first and second pages) which were in error not in the original submission. Hopefully the memos would suffice.

Thanks,

Bryan

Bryan D. Goodluck

Senior Financial Manager | Office of the Chief Financial Officer
Government Operations Cluster | Department of Employment Services
4058 Minnesota Avenue, N.E., Suite 5700 | Washington, DC 20019
Voice: 202-671-1546 | E-mail: bryan.goodluck2@dc.gov | Website: <http://www.does.dc.gov>

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From: Morgan, Chaia (OCFO)
Sent: Friday, February 09, 2018 3:30 PM
To: Goodluck, Bryan (DOES)
Subject: RE: MOU Between DOES and DHS for \$989,610.21

Bryan:

Since these are restricted funds, can you confirm the MOU is in line with the purpose of the funds?

CHAIA ODOMS MORGAN
Assistant General Counsel
Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW, Suite 770 East, Washington, DC 20024
202.442.8073 (t) / Fax: 202.478.9254 (f) / chaia.morgan@dc.gov

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From: Goodluck, Bryan (DOES)
Sent: Monday, February 5, 2018 11:16 AM
To: Moureview (OCFO) <Ocfou.moureview@dc.gov>
Cc: Mayers, Natalie (DOES) <Natalie.Mayers@dc.gov>; Williams, Yasha (DOES) <Yasha.Williams2@dc.gov>
Subject: MOU Between DOES and DHS for \$989,610.21

Good Morning OGC Team,

Attached is the DOES-DHS MOU for review, and approval. Funding for this MOU is from DHS' Federal (TANF) Funds.

Thanks,

Bryan

Bryan D. Goodluck

Senior Financial Manager | Office of the Chief Financial Officer
Government Operations Cluster | Department of Employment Services
4058 Minnesota Avenue, N.E., Suite 5700 | Washington, DC 20019
Voice: 202-671-1546 | E-mail: bryan.goodluck2@dc.gov | Website: <http://www.does.dc.gov>

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Odie Donald II
Director
Department of Employment
Services

FROM: Laura Green Zeilinger 
Director

DATE: 12/21/17

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of Employment Services for the Learn Earn Advance Prosper (LEAP) Program

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the District of Columbia (District) Department of Human Services (DHS) and the Department of Employment Services (DOES).

The purpose of the MOU is to establish the process for identifying and referring District Temporary Assistance for Needy Families (TANF) customers to the Learn Earn Advance Prosper (LEAP) Program which facilitates access to and obtaining successful career tracts within District Government.

The MOU is made pursuant to D.C. Official Code 1-301.01(k) and any other applicable District or federal law and regulation.

The period of the MOU is from October 1, 2017 through September 30, 2018. The amount of the MOU is nine hundred eighty-nine thousand six hundred ten dollars and twenty-one cents (\$989,610.21) for FY 2018.

Please sign and return the original to my office. If you have any questions or concerns, please contact Tamitha Davis, DHS Economic Security Administration Deputy Administrator, at (202) 442-5861.

LGZ/mb

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR



ODIE DONALD II
DIRECTOR

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

MEMORANDUM

TO: Odie Donald II
Director

THRU: Tonya Robinson 
General Counsel

FROM: Rhesha D. Lewis-Plummer
Assistant General Counsel

DATE: 26 October 2017

SUBJECT: Legal Sufficiency Review of MOU between DOES and DHS – LEAP Program

This memorandum is in response to your request for review of the attached MOU.

I reviewed and revised the attached MOU and found it legally sufficient.

The MOU attached to this Memorandum is the document that I reviewed and found legally sufficient.

Office of the General Counsel

4058 Minnesota Ave, N.E. • Suite 5000 • Washington, D.C. 20019 • Office: 202.671.1500 • Fax: 202-724-7472

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES
AND
DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia (District) Department of Employment Services (DOES) and Department of Human Services (DHS), collectively referred to herein as the “Parties.”

DOES is the District government agency whose mission is to plan, develop, and administer workforce development services to District residents. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs.

DHS is the District government agency whose mission is to work in collaboration with the community, to provide temporary support and assistance to low-income families and individuals while helping them maximize their potential for economic security and self-sufficiency. The Economic Security Administration (ESA) is the division within DHS responsible for making eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to Medicaid, the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamps Program, and the Temporary Assistance for Needy Families (TANF) program.

The District’s TANF program provides support to District families in need, with child care needs, preventative services for out of wedlock teen pregnancy, encouragement of two parent families, and assistance with job preparation and job readiness skills, including job placement opportunities.

The Learn, Earn, Advance Prosper (LEAP) program administered by DOES, provides pre-employment training and places unemployed and underemployed District residents with opportunities to “earn and learn” in both the government and private sectors. The “Earn and Learn” program provides participants with opportunities to “earn” a salary, while they “learn” new skills.

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to establish the process for identifying and referring TANF customers to the LEAP program. This MOU establishes the procedures and responsibilities of the Parties to this MOU, recognizing that the overarching goal is for TANF customers to gain

access to, obtain and find successful career tracts within both the District government and the private sector.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree to the following:

A. RESPONSIBILITIES OF DOES

1. DOES shall implement the LEAP program, and shall work with government agencies in the District to identify employment opportunities for TANF customers.
2. DOES shall collaborate with DHS to plan outreach and communication efforts, for the purpose of selecting the LEAP trainees.
3. DOES shall coordinate an orientation for selected LEAP trainees.
4. DOES shall receive referrals of DHS TANF customers to participate in the program four (4) weeks before the start of each cohort/entering class. The referrals will come from the population of TANF customers.
5. DOES shall assign all selected LEAP trainees (hereinafter referred to as "LEAP trainees") to a DOES employment specialists. The employment specialist shall remain in contact with the LEAP trainee until he or she is hired. The employment specialist shall make contact with the LEAP trainee by phone, email, in person and site visits to ensure program compliance.
6. DOES shall provide to DHS, agency job descriptions (including required qualifications) and other useful information to ensure that the LEAP trainee is properly pre-screened for the correct employment opportunity.
7. DOES shall provide a quarterly report on the progress of the DHS LEAP trainees enrolled in the LEAP Program.
8. DOES shall ensure that the funding for the LEAP Academy is reflected in the budget entry budget line items detail screen and the appropriate accumulators.
9. DOES shall establish an agency internal service fund with a corresponding index that ties to the fund and agency organization structure for the transfer of the funds from DHS to DOES.
10. DOES or its designee shall provide payroll management for the LEAP trainees.
11. DOES shall inform all potential employers of selected LEAP trainees, that LEAP trainees assigned with potential employers, shall be identified and referred to as "Temp" hereinafter referred to as ("Temp" trainees).
12. DOES shall ensure that all LEAP Temp trainees do not work more than seventy-two (72) hours in a two (2) week pay period. DOES shall provide technical assistance to DHS as requested.
13. DOES shall provide written -notification if a Temp trainee is terminated.

14. DOES shall provide DHS with written notification stating hiring agency and start date within seventy-two (72) hours or three (3) business days of a Temp trainee receiving an offer letter.
15. DOES shall schedule a meeting one Friday every quarter for DHS to meet with Temp trainees to address TANF Case Coordination responsibilities. The quarterly meeting months are as follows:
 - a) November 2017
 - b) February 2018
 - c) May 2018
 - d) September 2018

B. RESPONSIBILITIES OF DHS:

1. DHS shall transfer the nine hundred eighty-nine thousand six hundred ten dollars and twenty-one cents, (\$989,610.21) to cover both salary and the Federal Insurance Contributions Act (FICA) for a total of thirty-one (31) slots at any given time. This amount includes a wage of fourteen dollars and fourteen cents (\$14.14) per hour and 72 hours of work every two weeks. The cost also includes 20.6% fringe costs. All costs and expenditures shall not exceed nine hundred eighty-nine thousand six hundred ten dollars and twenty-one cents (\$989,610.21) for FY 2018.
2. DHS shall strive for 100% placement, but project that ten percent (10%) of the Temp trainees may not complete the twelve (12) month LEAP program.
3. DHS shall ensure that Temp trainees will not exceed a twelve (12) month training term.
4. DHS shall ensure that TANF customers seeking entry into the LEAP program shall complete an application, submit a writing sample and complete a two-week job readiness class.
5. DHS shall facilitate a LEAP program informational session for eligible TANF customers. The informational sessions shall give a full overview of the LEAP program expectations and review of positions.
6. DHS shall require all interested TANF customers to have a one-on-one meeting with a DOES American Job Center case manager. The interested TANF customer shall also be required to complete a full DOES registration at www.dcnetworks.org which includes uploading a resume and setting up a virtual recruiter).
7. DHS shall ensure pre-selected TANF customers are identified to backfill any openings due to a TANF customer not completing LEAP program within a period less than one third (1/3) of the internship period, i.e. twelve (12) month internship can backfill up to three (3) months from start date.
8. DHS shall provide travel support for all TANF customers selected as a Temp trainee for their first four (4) weeks as a Temp trainee, for each day that the customers participate four (4) hours or more.

9. DHS shall provide case coordination support to TANF customers who are selected as Temp trainees to address any barriers interfering with employment (i.e. childcare, transportation, professional clothing; behavioral health challenges, etc.).
10. TANF customers are offered assistance from DHS and DOES case managers. This constant communication with the trainee is critical to their success. If for some reason the trainee has to be terminated, there should be written support of why the trainee has been removed from the program. The written support should state all efforts to assist the trainee with wrap around services and support before any termination action can be taken. DOES will provide all written support if a Temp trainee is terminated.
11. DHS shall document and enter participation hours for TANF customers who are selected as Temp trainees into the CATCH database bi-weekly.
12. DHS shall provide TANF customers who are selected as Temp trainees with information on next steps if deemed ineligible for continued TANF benefits due to earned income as a Temp trainee. In addition, DHS will ensure TANF client satisfaction survey is conducted upon exit.

IV. DURATION OF MOU

The period of this MOU is from **October 1, 2017 to September 30, 2018** unless terminated by written notification by either Party prior to the expiration of this MOU.

V. AUTHORITY FOR MOU

The Parties are authorized to enter into this MOU pursuant to D.C. Official Code § 1-301.01(k). By executing this MOU, each Party represents to the other Party that it is authorized to enter into this MOU; that the person signing on the Party's behalf is duly authorized to execute this MOU; and that no other signatures are necessary to effectuate this MOU.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost for services under this MOU shall not exceed nine hundred eighty-nine thousand six hundred ten dollars and twenty-one cents (\$989,610.21).

B. PAYMENT

1. Payment for all goods and services shall be made through an Intra-District transfer by DHS to DOES based on the total amount of this MOU.
2. DOES shall submit monthly reconciliations which shall explain the amounts billed for that period. In addition, all cost associated with the Program in which funding is provided must be reported monthly. DOES should also submit an end of the year reconciliation to DHS which outlines all costs not associated with salaries.

3. The Parties' Directors or their designees shall resolve all adjustments and payment disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the District Office of Financial Operations and Systems.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349 and 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. RECORDS AND REPORTS

DOES shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU. Upon the District's request, DOES shall make these documents available for inspection by duly authorized District representatives as may be specified by the District at its sole discretion.

Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer (OCFO) of the District, all services provided through Intra-District funding shall be reported monthly in DHS' FRP submission to the OCFO's Office of Budget and Planning.

VIII. CONFIDENTIAL INFORMATION

- A. The Parties shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, and policies.
- B. The Parties shall use the data obtained pursuant to this MOU solely to accomplish their obligations under this MOU.
- C. The Parties shall take appropriate legal action against any unauthorized use or disclosure of the data.
- D. Each Party shall safeguard and protect the data obtained pursuant to this MOU from loss and unauthorized disclosure to third parties, and follow the notification protocols for security breaches set forth in the Data-Sharing and Information Coordination Amendment Act of 2010, as amended, D.C. Official Code § 7-244.

IX. TERMINATION

Either Party may terminate this MOU by giving the other Party at least ninety (90) days written notice and a status report of the individuals to whom the terminating Party has provided services

pursuant to this MOU. If such notice is given, the MOU shall terminate on the date specified in the written notice, and the Parties' responsibilities for further performance of the terms of the MOU shall cease, but the Parties shall not be released from the duty to perform the MOU up to the date of termination.

X. NOTICE

The following individuals are the contact points for each Party under this MOU:

For DOES:
Monica West
Program Manager
Department of Employment Services
4058 Minnesota Avenue, N.E.
Washington, DC 20019
Phone: (202) 698-5804

For DHS:
Tamitha Davis, Deputy Administrator
Department of Human Services
Economic Security Administration
64 New York Avenue, N.E.
Washington, DC 20002
Phone: (202) 442-5861

XI. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XII. PROCUREMENT PRACTICES REFORM ACT

If a District agency or instrumentality plans to utilize the goods or services of an agent or third party (*e.g.*, contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-351.01 *et seq.*) to procure the goods or services of the agent or third party.

XIII. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year written below.

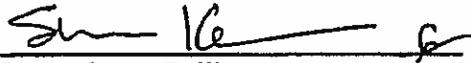
FOR THE DEPARTMENT OF EMPLOYMENT SERVICES:



Odie Donald II
Director

Date: 1/22/18

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: 12/21/17

**Attachment A -
MOU Between DOES and DHS**

Salary & Fringe Benefit Calculation			
	Grade /Step	Salary & Fringe	Total Salary
Title			
LEAP/Trainee (each)	GS-4/1	\$31,922.91	\$31,922.91
31 LEAP Trainees Total Compensation			\$989,610.21

Budget

Salary and Fringe Benefits :
31 LEAP Trainees: \$989,610.21

Budget Year 1: \$989,610.21

Total 1 year Budget: \$989,610.21

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



FY18 MON
DOES DHS LEAP
\$989,610.21

OFFICE OF THE DIRECTOR
REVIEW AND APPROVAL ROUTING SHEET

This routing sheet has been developed to ensure that all appropriate Senior Management Team members have thoroughly reviewed, approved, and signed off on all official documents in their respective DOES program areas prior to the Director's receipt for final approval and signature, as needed. (Rev. 10/1/2017)

Parties Consulted:	Initials	Date
<input type="checkbox"/> DOES General Counsel <i>When legal issues are involved</i>		
<input type="checkbox"/> DOES Agency Fiscal Officer <i>When fiscal matters are involved</i>		
<input type="checkbox"/> Chief of Staff <i>When DOL issues are involved or as necessary</i>		
<input checked="" type="checkbox"/> Chief Operating Officer <i>When operational issues are involved</i>		1.17.2018
<input type="checkbox"/> Chief Information Officer <i>When Information Technology issues are involved</i>		
<input type="checkbox"/> Chief Strategy Officer <i>When it involves performance, data, innovation and youth opportunities</i>		
<input type="checkbox"/> Deputy Director, Division of State Initiatives <i>For all DSL issues</i>		1/16/18
<input type="checkbox"/> Deputy Director, Labor Standards Bureau <i>For all labor issues including First Source, OWB, DOL, OSTIA</i>		
<input type="checkbox"/> Deputy Director, Workforce Development <i>When DOL or other workforce issues are involved</i>		
<input type="checkbox"/> Associate Director/Program Manager <i>For the policy-related program (indicate below):</i>		
<input type="checkbox"/> Program Manager, Human Resources <i>When personnel issues are involved</i>		
<input type="checkbox"/> Communications Director/Senior Advisor <i>For Quality Control purposes</i>		

Director's Decision: Approved Disapproved

In this section, the Director will sign to indicate approval of the recommended option or will provide comments to indicate pursuit of an alternate course of action.

Director's Comments:

Director's Signature
1/22/18
Date

aw
1/17/18



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: 6/2/2017

SELLER INFORMATION

AGENCY: Department of Health AGENCY CODE: HC0
 NAME OF CONTACT: Adreana Deane
 ADDRESS : 899 North Capitol Street 5th Floor
Washington, DC 20002
 TELEPHONE # : 202-442-9222
 FAX # : 202-442-4211
 AUTHORIZING OFFICER *Adreana A. Deane* DATE: 1/8/18
 Adreana Deane
 Interim Agency Fiscal Officer

BUYER INFORMATION

AGENCY: Department of Human Services AGENCY CODE: JAO
 NAME OF CONTACT: Hayden Bernard
 ADDRESS : 64 New York Avenue, NE., 6th floor
Washington, DC 20002
 TELEPHONE # : 202-671-4210
 FAX # : 202-671-4203
 AUTHORIZING OFFICER *Dionne Rutherford Felix* DATE: 01/08/18
 Hayden Bernard
 Agency Fiscal Officer

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

Troyer, Michael (DHS)

From: Saunders, Treva (OCFO)
Sent: Thursday, January 04, 2018 11:28 AM
To: Rutherford-Felix, Dionne (DHS)
Cc: Deane, Adreana (OCFO DOH); Lyon, Christina (DHS); Bernard, Hayden (DHS); Moureview (OCFO); Troyer, Michael (DHS)
Subject: RE: MOU DOH & DHS for Teen Pregnancy Prevention Program \$800K

Thanks Dionne!

To avoid duplication of effort, in the future please let us know if your submission has been previously reviewed.

The revised MOU modification is legally sufficient.

Regards,

Treva D. Saunders
Associate General Counsel
& Ethics Officer

Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW • Suite 770 East • Washington, DC • 20024
Tel.: 202. 442.7127 • Fax: 202.478.9254 • treva.saunders@dc.gov

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From: Rutherford-Felix, Dionne (DHS)
Sent: Thursday, January 4, 2018 11:21 AM
To: Saunders, Treva (OCFO) <treva.saunders@dc.gov>
Cc: Deane, Adreana (OCFO DOH) <adreana.deane@dc.gov>; Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Deane, Adreana (OCFO DOH) <adreana.deane@dc.gov>; Moureview (OCFO) <Ocfou.moureview@dc.gov>; Troyer, Michael (DHS) <michael.troyer@dc.gov>
Subject: RE: MOU DOH & DHS for Teen Pregnancy Prevention Program \$800K

Hi Treva,

It is the same MOU, DHS' Legal had not reviewed the MOU before it was submitted for OCFO Counsel review and the program staff made a few edits.

Have a Blessed Day !

Dionne Rutherford-Felix
Budget Officer
Office of Chief Financial Officer
Department of Human Services
64 New York Avenue 4th Fl
Washington, DC 20002
(202) 671-4232

From: Saunders, Treva (OCFO)
Sent: Thursday, January 04, 2018 11:19 AM
To: Troyer, Michael (DHS)
Cc: Deane, Adreana (OCFO DOH); Lyon, Christina (DHS); Rutherford-Felix, Dionne (DHS); Bernard, Hayden (DHS); Deane, Adreana (OCFO DOH); Moureview (OCFO)
Subject: RE: MOU DOH & DHS for Teen Pregnancy Prevention Program \$800K

Hi Michael,

On December 4th, Adreana Deane submitted and a very similar MOU modification. I am unable to determine if the MOU you submitted today is a different MOU or the same one. Please advise.

Thanks,

Treva D. Saunders
Associate General Counsel
& Ethics Officer

Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW • Suite 770 East • Washington, DC • 20024
Tel.: 202. 442.7127 • Fax: 202.478.9254 • treva.saunders@dc.gov

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From: Troyer, Michael (DHS)
Sent: Thursday, January 4, 2018 10:59 AM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Cc: Deane, Adreana (OCFO DOH) <adreana.deane@dc.gov>; Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>; Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>
Subject: MOU DOH & DHS for Teen Pregnancy Prevention Program \$800K

Please find attached for your review and legal sufficiency an MOU between DOH & DHS for the Teen Pregnancy Prevention Program utilizing Federal Temporary Assistance for Needy Families (TANF) funds. Please let me know if you need additional information.

Thanks,

Michael Troyer
Sr. Budget Analyst
Dept. of Human Services
64 New York Ave., NE 4th Floor
202.671.4351 (W)
202.671.4203 (F)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: LaQuandra S. Nesbitt, MD, MPH
Director
Department of Health

FROM: Laura Green Zeilinger *Shaw*
Director

DATE: 12/28/17

SUBJECT: Fiscal Year 2018 Modification Number One to the Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of Health

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Modification Number One to the Memorandum of Understanding (MOU) between the Department of Human Services (DHS) and the Department of Health (DOH).

The purpose of the original MOU was for DHS to provide funding to the DOH Community Health Administration (CHA), to implement evidence-based and evidence-informed strategies to prevent and reduce teen pregnancy (Teen Pregnancy Prevention or TPP) in the District in accordance with the District's Temporary Assistance for Needy Families (TANF) program requirements. To implement the TPP Program, DOH awarded organizations (Sub-grantees) through a competitive process, sub-grants to strengthen clinical systems to improve adolescent health, build social-emotional skills and self-efficacy of adolescents, and mobilize and educate community partners and key stakeholders around community-wide teen pregnancy prevention.

This MOU was made in accordance with D.C. Official Code §1-301.1(k) and any other applicable District or federal laws and regulations, and provided funding for FY 2017 in an amount not to exceed eight hundred thousand dollars and zero cents (\$800,000.00), for the period of January 1, 2017 through September 30, 2017.

DHS now approves Modification Number One to renew the terms and conditions of the MOU for an additional year from October 1, 2017 through September 30, 2018, and to provide funding in an amount not to exceed eight hundred thousand dollars and zero cents (\$800,000.00) for FY 2018.

Please sign and return the original to my office. If you have any questions or concerns, please contact Ellen M. Wells, Deputy Administrator, DHS/ESA, at (202) 698-3946 or ellen.wells@dc.gov.

LGZ/mb

Attachment

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
AND
THE DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2018**

The Memorandum of Understanding (MOU) dated June 6, 2017 was entered into between the District of Columbia (District) Department of Health, the buyer agency (DOH) and Department of Human Services, the seller agency (DHS), collectively referred to herein as the "Parties." The Parties now desire to modify the MOU as follows:

- I. **Section II. SCOPE OF SERVICES**, shall be modified to delete all references of "FY 2017" and replace with "FY 2018".)
- II. **Section III. DURATION, Sub-section A.** shall be deleted and replaced with the following:
 - A. "The period of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to the expiration of this MOU. Either Party may terminate this MOU, in whole or in part by giving 30 days' notice to the other party."
- III. **Section V. FUNDING PROVISIONS, Sub-section A. Cost of Service, Paragraph 1.** shall be deleted and replaced with the following:
 - 1. Total cost for services under this MOU shall not exceed eight hundred thousand dollars and zero cents (\$800,000.00). The effective date of this MOU is from October 1, 2017 through September 30, 2018. Funding for the services shall not exceed the actual cost of the goods or services, including labor, materials and overhead.
- IV. **Section IX. NOTICE, Sub-section "For DOH"** shall be modified to delete Charlissa Quick and replaced with the following:

Tory Mack, MD
Bureau Chief Family Health
899 North Capitol Street, N.E., 3rd Floor
Washington, DC 20002
Phone: (202) 442-9338
Tory.mack@dc.gov

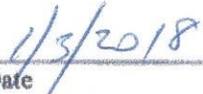
All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE DEPARTMENT OF HEALTH:

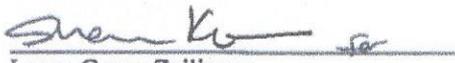


LaQuandra S. Nesbitt, MD, MPH

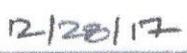


Date

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director



Date



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Mayor's Office on Returning Children

AGENCY CODE: APD ELO

NAME OF CONTACT: Antoinette Hudson Beckham *Blenda Roy*

ADDRESS: 2100 Martin Luther King, Jr. Ave. SE
Washington, DC 20002

TELEPHONE #:

FAX #:

AUTHORIZING OFFICER: *James M. Hurley, AFO*
James Hurley
Antoinette Hudson Beckham

DATE: 2, 15, 18

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS: 64 New York Avenue, NE, 4th Floor
Washington DC 20002

TELEPHONE #: (202) 671-4240

FAX #: (202) 671-4208

AUTHORIZING OFFICER: *Hayden Bernard, AFO*

DATE: 2 28, 18

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: To expand upon DHS' Economic Security Administration Food Stamp Employment Training Program by providing educational services, resources, and job placement to serve up to two hundred (200) eligible FSET customers who are Returning Citizens registered and participating in MORCA program

TOTAL: \$ ~~150,000.00~~ 75,000

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	
SELLER	AAU ELO	18 17	0700	RC&JA	50080	4600	4600		RC18JA/01		
BUYER	JA0	18 17	8200	FTIJ8	TCM10	501	501				

GOOD/ SERVICE: _____

TOTAL: _____

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	AG3
SELLER											
BUYER											

GOOD/ SERVICE: _____

TOTAL: _____

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	AG3
SELLER											
BUYER											

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

Troyer, Michael (DHS)

From: Saunders, Treva (OCFO)
Sent: Wednesday, February 14, 2018 3:54 PM
To: Lyon, Christina (DHS)
Cc: Bernard, Hayden (DHS); Rutherford-Felix, Dionne (DHS); Troyer, Michael (DHS); Moureview (OCFO); Beale, Mary (OCFO)
Subject: RE: Emailing: FY18 MOU DHS-18-004-MORCA \$150,000 ESA FED FUNDING.xls, FY18 MOU DHS-MORCA 150_000.pdf
Attachments: FY18 MOU DHS-MORCA 150_000.pdf

The MOU is legally sufficient.

Regards,

Treva D. Saunders
Associate General Counsel
& Ethics Officer
Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW • Suite 770 East • Washington, DC • 20024
Tel.: 202. 442.7127 • Fax: 202.478.9254 • treva.saunders@dc.gov

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-----Original Message-----

From: Lyon, Christina (DHS)
Sent: Wednesday, February 14, 2018 11:33 AM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Cc: Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Troyer, Michael (DHS) <michael.troyer@dc.gov>
Subject: Emailing: FY18 MOU DHS-18-004-MORCA \$150,000 ESA FED FUNDING.xls, FY18 MOU DHS-MORCA 150_000.pdf

All MOUs must have OCFO General Counsel's approval prior to advancing funds. Attached is a MOU supported by federal funds between DHS and MORCA for \$150,000.00 for your approval. The purpose of the MOU is to expand DHS (ESA) Food Stamp Employment Training Program by providing educational services, resources and job placement to serve up to 200 eligible FSET customers who are returning citizens registered and participating in MORCA program.

-Christina

Your message is ready to be sent with the following file or link attachments:

FY18 MOU DHS-18-004-MORCA \$150,000 ESA FED FUNDING.xls
FY18 MOU DHS-MORCA 150_000.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Brian Ferguson
Director
Mayor's Office on Returning
Citizens Affairs

FROM: Laura Green Zeilinger 
Director

DATE: JAN 9 - 2018

SUBJECT: Fiscal Year 2018 Modification Number Two to the Memorandum of Understanding between the Department of Human Services and the Mayor's Office on Returning Citizen Affairs – Supplemental Nutrition Assistance Program Employment and Training Program Re-entry Services for Returning Citizens participating in the Mayor's Office on Returning Citizen Affairs programs

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Modification Number Two (2) to the Memorandum of Understanding (MOU) between DHS and the Mayor's Office on Returning Citizen Affairs (MORCA).

The purpose of the original FY 2016 MOU was to expand upon the DHS Economic Security Administration (ESA) Supplemental Nutrition Assistance Program (SNAP) Employment and Training (SNAP E&T) program by providing educational services, resources, and job placement to serve up to one hundred (100) eligible SNAP E&T customers who are Returning Citizens that are registered and participating in the MORCA program. The MOU was made pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, effective August 22, 1996 (Pub. L. No. 104-193; 42 U.S.C. §§ 601, *et seq.*), as amended; the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code §4-205.01, *et seq.*), as amended; D.C. Official Code 1-301.01(k); and any other applicable District or federal law and regulation. The period of the MOU was from October 1, 2015 through September 30, 2016. The amount of the MOU was three hundred thousand dollars and zero cents (\$300,000.00) in local dollars on eligible training and employment services for SNAP E&T customers.

The purpose of Modification Number One (1) was to renew the MOU for FY 2017 and award funding in the amount not to exceed three hundred thousand dollars and zero cents (\$300,000.00) in local dollars on eligible training and employment services for SNAP E&T customers.

Memorandum to Brian Ferguson
Page 2

DHS now approves Modification Number Two (2) which renews the MOU for FY 2018. The effective period of the Modification Number Two (2) is from October 1, 2017 through

September 30, 2018 and the amount of the MOU shall not exceed three hundred thousand dollars and zero cents (\$300,000.00) in local dollars on eligible training and employment services for SNAP E&T customers.

Please sign and return the original to my office. If you have any questions or concerns, please contact Mary Thea Proctor, SNAP E&T Program Manager, DHS/ESA, at (202) 715-7804.

LGZ/mb

Attachments

Roy, Brenda (OFRM)

From: Troyer, Michael (DHS)
Sent: Thursday, February 15, 2018 11:45 AM
To: Roy, Brenda (OFRM)
Cc: Rutherford-Felix, Dionne (DHS)
Subject: FY18 MOU -MORCA \$75,000.00
Attachments: FY18 MOU DHS-MORCA 150_000.pdf

Hi Brenda,

Please be advised that only 1/2 the funds are available at this time. Attached is the signed MOU with an IDSR; please sign and complete the IDSR with your attributes and we will advance \$75,000.00 at this time. We will advance the remaining balance as soon as the funds become available.

Thanks,

Michael Troyer
Sr. Budget Analyst
Dept. of Human Services
64 New York Ave., NE 4th Floor
202.671.4351 (W)
202.671.4203 (F)

-----Original Message-----

From: Saunders, Treva (OCFO)
Sent: Wednesday, February 14, 2018 3:54 PM
To: Lyon, Christina (DHS)
Cc: Bernard, Hayden (DHS); Rutherford-Felix, Dionne (DHS); Troyer, Michael (DHS); Moureview (OCFO); Beale, Mary (OCFO)
Subject: RE: Emailing: FY18 MOU DHS-18-004-MORCA \$150,000 ESA FED FUNDING.xls, FY18 MOU DHS-MORCA 150_000.pdf

The MOU is legally sufficient.

Regards,

Treva D. Saunders
Associate General Counsel
& Ethics Officer
Government of the District of Columbia
Office of the Chief Financial Officer
Office of General Counsel
1100 4th Street, SW • Suite 770 East • Washington, DC • 20024
Tel.: 202. 442.7127 • Fax: 202.478.9254 • treva.saunders@dc.gov

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is intended only for the person or entity to which it is addressed and contains information which may be confidential, legally privileged, proprietary in nature, or otherwise protected by law from disclosure. If you received this message in error, you are hereby notified that reading,

**MODIFICATION NUMBER TWO
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES**

**AND
THE MAYOR'S OFFICE ON RETURNING CITIZEN AFFAIRS
FOR
FISCAL YEAR 2018**

This Memorandum of Understanding (MOU) dated February 26, 2016 was entered into between the Department of Human Services (DHS), Economic Security Administration (ESA), the buyer agency, and the Mayor's Office on Returning Citizen Affairs (MORCA) the seller agency, collectively referred to herein as the "Parties". The Parties now desire to modify the MOU as follows:

- I. Section IV. DURATION OF MOU:** Sub-section A is hereby deleted and replaced with the following:

"The period of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to the expiration".

- II. Section VI. FUNDING PROVISIONS: Sub-section A. COST OF SERVICES** is hereby deleted and replaced with the following:

"Total cost of services under this MOU shall not exceed three hundred thousand dollars and zero cents (\$300,000.00) in local dollars for FY 2018 on eligible training and employment services for 100 FSET customers with 50% of this cost being reimbursed with federal funds based on approval of the FY 2018 State Plan by FNS. The total reimbursable amount shall not exceed one hundred fifty thousand dollars and zero cents (\$150,000.00), provided all costs and expenditures shall not exceed the three hundred thousand dollars and zero cents (\$300,000.00) in local dollars for FY 2018."

- III. Section VI. FUNDING PROVISION: Sub-section B.2 PAYMENTS** is hereby deleted and replaced with the following:

"B.2. The invoices shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers (3) overhead, (4) all other costs and (5) expenditures, provided all costs and expenditures shall not exceed three hundred thousand dollars and zero cents (\$300,000.00) in local dollars for FY 2018."

IV. Section XII. NOTICE: This section is hereby deleted and replaced with the following:

"The following individuals are the point of contacts for this MOU:

For DHS:

Mary Thea Proctor
SNAP E&T Program Manager
DHS/Economic Security Administration
2100 Martin Luther King, Jr. Avenue, S.E.
Suite 310, 3rd Floor
Washington, DC 20020
Phone: (202) 715-7804
Email: marvthea.proctor@dc.gov

For MORCA:

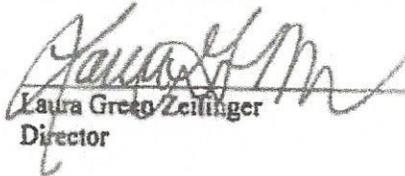
Brian Ferguson, Director
Mayor's Office on Returning Citizen
Affairs
2100 Martin Luther King, Jr. Avenue, S.E.
Suite 100, 1st Floor
Washington, DC 20020
Phone: (202) 715-7670
Email: brian.ferguson@dc.gov

Naomi Mersha
SNAP E&T Grants Management Specialist
DHS/Economic Security Administration
2100 Martin Luther King, Jr. Avenue, S.E.
Suite 301, 3rd Floor
Washington, DC 20020
Phone: (202) 671-2162
Email: naomi.mersha2@dc.gov

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

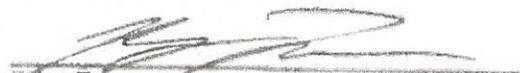
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zellinger
Director

JAN 9 - 2018
Date

FOR THE MAYOR'S OFFICE ON RETURNING CITIZEN AFFAIRS:



Brian Ferguson
Director

1/17/2018
Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: David Do
Director
Executive Office of the Mayor
Office on Asian and Pacific Islander Affairs

FROM: Laura Green Zeilinger *Laura Green Zeilinger*
Director

DATE: 12/21/17

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Executive Office of the Mayor, Office on Asian and Pacific Islander Affairs and the Department of Human Services

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the District of Columbia (District) Executive Office of the Mayor, Office on Asian and Pacific Islander Affairs (MOAPIA) and DHS and has determined that it is legally sufficient and appropriate for your signature.

The purpose of this MOU is to establish a collaborative agreement between the Parties to assist limited or non-English proficient (LEP/NEP) Asian American and Pacific Islanders (AAPI) District residents with accessing DHS programs and services. The MOU allows DHS to provide funding to MOAPIA to fund two (2) full-time staff to work with both DHS and MOAPIA to provide: (1) outreach to District AAPI communities, (2) technical support to DHS for outreach to other immigrant communities, and (3) support to the DHS Language Access Customer Advisory Group (LACAG).

The period of performance of this MOU is the date of execution through September 30, 2018. This MOU also provides funding that shall not exceed one hundred ninety-three thousand fifty-eight dollars and zero cents (\$193,058.00) for FY 2018.

Please sign and return the original to my office. If you have any questions or concerns, please contact Jaime Holguin, DHS Special Emphasis Program Coordinator, at (202) 671-4731.

LGZ/mb

Attachment

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the General Counsel

MEMORANDUM

TO: Laura Green Zeilinger
Director

FROM: Monica J. Brown
General Counsel

A handwritten signature in black ink, appearing to be 'MJ Brown', is written over the name 'Monica J. Brown' in the 'FROM' field.

DATE: December 19, 2017

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Executive Office of the Mayor, Office on Asian and Pacific Islander Affairs and the Department of Human Services

The Department of Human Services (DHS) Office of the General Counsel (OGC) has reviewed the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the District of Columbia (District) Executive Office of the Mayor, Office on Asian and Pacific Islander Affairs (MOAPIA) and the DHS, and has determined that it is legally sufficient and appropriate for your signature.

The purpose of this MOU is to establish a collaborative agreement between the Parties to assist limited or non-English proficient (LEP/NEP) Asian American and Pacific Islanders (AAPI) District residents with accessing DHS programs and services. The MOU allows DHS to provide funding to MOAPIA to fund two (2) full-time staff to work with both DHS and MOAPIA to provide: (1) outreach to District AAPI communities, (2) technical support to DHS for outreach to other immigrant communities, and (3) support to the DHS Language Access Customer Advisory Group (LACAG).

The period of performance of this MOU is the date of execution through September 30, 2018. This MOU also provides funding that shall not exceed one hundred ninety three thousand fifty eight dollars and zero cents (\$193,058.00) for FY 2018.

If you have any questions or concerns, please let me know.

MJB/rsl
Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON ASIAN AND PACIFIC ISLANDER AFFAIRS
AND
THE DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into by and between the District of Columbia (the District) Executive Office of the Mayor, Office on Asian and Pacific Islander Affairs (MOAPIA), the Seller, and the Department of Human Services (DHS), the Buyer, collectively referred to herein as the "Parties."

II. OVERVIEW/PROGRAM GOALS AND OBJECTIVES

DHS is the District agency responsible for assisting low-income individuals and families in the District to maximize their potential for economic security and self-sufficiency. DHS has two administrations, which include the Economic Security Administration (ESA) and the Family Services Administration (FSA). ESA is responsible for making eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid benefits, Supplemental Nutrition Assistance Program (SNAP) benefits, formerly known as the Food Stamps Program, and Temporary Assistance for Needy Families (TANF) benefits. FSA is responsible for providing protection, intervention and social services to District residents, including but not limited to, Homeless Services and Adult Protective Services.

MOAPIA's mission is to improve the quality of life for District Asian American and Pacific Islanders (AAPI) through advocacy and engagement. MOAPIA advises the Mayor, the DC Council, and District agencies on the views, needs, and concerns of the AAPI community. MOAPIA provides recommendations on District programs and initiatives affecting the AAPI community, and helps coordinate programs and initiatives within the District government that promote the overall welfare of the AAPI community.

This MOU establishes a collaborative agreement between the Parties to assist limited or non-English proficient (LEP/NEP) AAPI residents with accessing DHS programs and services. DHS shall provide funding to MOAPIA to fund two (2) full-time staff to work with DHS in order to: (1) increase awareness among District AAPI communities on current and upcoming DHS initiatives (2) provide technical support to DHS on how to best reach District AAPI communities, and (3) ensure the DHS Language Access Customer Advisory Group (LACAG) includes representation from at least one District AAPI community and related language accommodations for this member.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF MOAPIA

MOAPIA shall:

1. Recruit and hire two (2) full-time (FT) employees, one of which will be bilingual in Vietnamese and English and one of which will be bilingual in Mandarin Chinese and English.
 - a. The Vietnamese staff will work the following schedule:
 - i. Three (3) days a week at the Taylor Street DHS Service Center located at 1207 Taylor Street, N.W., Washington DC; and
 - ii. Two (2) days a week at the MOAPIA office, located at 441 4th Street, N.W., Room 721N, Washington, DC.
 - b. The Chinese staff will work the following schedule:
 - i. Three (3) days a week at the DHS Service Center located at 645 H Street, N.E., Washington DC; and
 - ii. Two (2) days a week at the MOAPIA office, located at 441 4th Street, N.W., Room 721N, Washington, DC.
2. Conduct outreach events to District AAPI communities in which MOAPIA will educate AAPI residents about DHS programs and services and provide assistance to AAPI residents in accessing DHS programs and services.
3. Provide services to AAPI residents that include but are not limited to assistance accessing social services (i.e. applying for public assistance programs) and education and outreach efforts that provide information on programs offered by DHS.
4. Advise DHS on how to engage AAPI representative(s) in the LACAG and provide translation, interpretation and/or language access quality control related to AAPI representative (s) participation in the LACAG.
5. Provide DHS with outreach and technical assistance including strategies for developing effective outreach events for immigrant communities, how to build community relationships within immigrant communities, and how to engage LEP/NEP customers.
6. Provide DHS with quality control review(s) of DHS translated materials in Chinese and Vietnamese for DHS.
7. Inspect work performed under this MOU for quality, timeliness, and compliance with applicable laws, regulations and policies, prior to submission of bi-annual narrative progress reports (to be developed by DHS and MOAPIA) to DHS.

8. Ensure that the funds transferred under this MOU are expended solely for eligible DHS activities and costs specified in this MOU.
9. Respond to DHS requests for project information, records or inspections of applicable case records in the time frames requested by DHS.
10. Submit to DHS, annually, a "DHS-MOAPIA Language Access Closeout Report" for the most recently closed fiscal year. This report shall include, but not be limited to, the following:
 - a. Number of clients served and languages spoken;
 - b. List and description of events MOAIPA participated in to educate AAPI residents about DHS programs and services and provide assistance to AAPI residents in accessing DHS programs and services;
 - c. Number and description of quality control review(s) MOAIPA performed on DHS translated materials in Chinese and Vietnamese;
 - d. Summary of any MOAIPA staffing changes; and
 - e. Comparison analysis between the most two recently closed fiscal years for activities listed in Section III, Sub-section A.10.a-d above.

B. RESPONSIBILITIES OF DHS

DHS shall:

1. Transfer **one hundred ninety-three thousand fifty-eight dollars and zero cents (\$193,058.00)** through the Intra-District Advance process for Fiscal Year (FY) 2017 to MOAPIA.
2. Provide access and space for the employees hired under this MOU to work at the Taylor Street Service Center, located at 1207 Taylor Street, N.W. and the H Street Service Center located at 645 H Street, N.E., three (3) days a week.
3. Inform MOAPIA promptly on any new policies, regulations, programs or changes that affect DHS clients, including AAPI clients.
4. Provide MOAPIA with DHS' program materials and contents for outreach and educating District AAPI COMMUNITIES. This includes, but is not limited to, hard copy materials and information added to DHS' webpage.
5. Provide technical assistance and training to MOAPIA regarding DHS' program policy, administration and program requirements when necessary.
6. Facilitate mandatory bi-annual meetings between MOAPIA and DHS designated representatives to review the most immediate DHS-MOAPIA *Language Access Status Report* submitted by MOAPIA.