

IV. TARGET POPULATION

Target population of this project is AAPI who are District residents, particularly LEP/NEP, who face linguistic and cultural barriers.

V. DURATION OF MOU

This MOU shall be effective as of the date the last Party executes this MOU through September 30, 2018, unless terminated in writing by the Parties prior to the expiration date.

VI. AUTHORITY FOR MOU

D.C. Official Code §1-301.01 (k) (ed. 2001 & Supp. 2013).

VII. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and services under this MOU shall not exceed **one hundred ninety-three thousand fifty-eight dollars and zero cents (\$193,058.00)** for FY 2018. Reimbursement for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials, and overhead for FY 2018

In the event of termination of the MOU, re-payment of any remaining funds to DHS may be held in abeyance pending all required fiscal reconciliation, but not longer than September 30th of 2018.

B. PAYMENTS

1. Payment for the goods and services shall be made through an Intra-District by advance by DHS to MOAPIA based on the total amount of this MOU which shall not exceed **one hundred ninety-three thousand fifty-eight dollars (\$193,058.00)** for FY 2018.
2. Advances to MOAPIA for the services to be performed/goods to be provided shall not exceed the amount of this MOU which shall not exceed **one hundred ninety-three thousand fifty-eight dollars and zero cents (\$193,058.00)** for FY 2018.
3. DHS shall disburse funds to MOAPIA to carry out the functions of this MOU.
4. MOAPIA shall maintain payment reconciliation records for all cost expended under this MOU.
5. DHS is not obligated to reimburse MOAPIA for costs incurred in excess of **one hundred ninety-three thousand fifty-eight dollars and zero cents (\$193,058.00)** the cost ceiling specified in this MOU budget.
6. 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.

7. Upon final completion of the projects and activities for which funds have been provided by DHS, expiration of the term of this MOU, cancellation, or termination of this MOU, MOAPIA shall transfer to DHS any unspent, excess or surplus funds, to include accounts receivable attributable to the use of the funds.
8. Any expenditure disallowed by DHS or federal government audit shall be subject to repayment by MOAPIA.

VIII. 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.

IX. COMPLIANCE AND MONITORING

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

X. RECORDS AND REPORTS

- A. MOAPIA shall submit to DHS a bi-annual narrative progress report (i.e. DHS-MOAPIA Language Access Status Report) that, at a minimum, details the project's accomplishments, activities and milestones reached within the most immediate six months. The description of accomplishments should include the number of contacts with clients and indicate the type of services provided. Additional content of this report may be developed by DHS and MOAPIA.
- B. MOAPIA shall retain all records pertinent to the activities funded under this MOU for a period of three (3) years following expiration or termination of this MOU.
- C. MOAPIA shall maintain all records that are pertinent to the activities to be funded under this MOU. Such records shall include but are not limited to:
 1. Records providing a full description of each activity undertaken;
 2. Records required to demonstrate the activities performed under this MOU are authorized pursuant to applicable laws and regulations;
 3. Relevant financial records supporting expenditures under this MOU budget.
- D. MOAPIA shall make certain documents (such as flyers for public events, materials that are translated in various languages, their case assistance procedure, etc.) available for inspection by duly authorized representatives of DHS and other District officials

as may be specified by DHS, in accordance with all applicable federal and District laws, statutes, regulations and policies.

E. MOAPIA shall submit to DHS a DHS-MOAPIA Language Access Status Close-Out Report within thirty (30) days after expiration of the MOU, termination of this MOU, or final payment for activities under this MOU, whichever occurs later. The Close-Out Report shall, at a minimum, include a narrative of MOAPIA's completed tasks based on the activities, performance measures and goals outlined in Section III, Scope of Services. Attachments to the Close-Out Report shall include:

1. Final Expenditure Report
2. Final Performance Report
3. Narrative Report which summarizes the quantitative outcomes of the MOU services and activities provided to the customers in District communities and a narrative discussion of the qualitative impact of the MOU project on the District's API and other immigrant communities.

XI. 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 applicable federal and District laws, statutes, regulations, and policies. Information received by any Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of DHS.

XII. 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.

XIII. NOTICE

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

For MOAPIA:

Ngoc Trinh
Director of Community Engagement
Office on Asian and Pacific Islander Affairs
441 4th Street, N.W., Room 721N
Washington, DC 20001
Office: (202) 727-3120
Email: Ngoc.Trinh@dc.gov

For DHS:

Jaime Holguin
Special Emphasis Program Coordinator
Department of Human Services
64 New York Avenue N.E., 6th Floor
Washington, DC 20002
Office: (202) 671-4731
Email: Jaime.Holguin@dc.gov

XIV. MODIFICATIONS

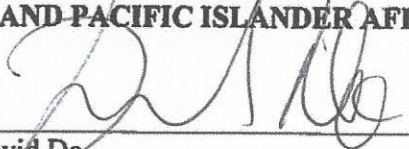
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XV. 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 MAYOR'S OFFICE ON ASIAN
AND-PACIFIC ISLANDER AFFAIRS:**



David Do
Director

Date: 12/21/2017

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Executive Director

Date: 12/21/17

BUDGET

SERVICE	ESTIMATION ONLY	AREA	RATIONALE
Hire two (2) full-time (GS-9 Step 2 and GS-9 Step 1) workers who are fluent in Vietnamese and Chinese.	\$128,582.00	Personnel	Two (2) staff members will be present at DHS centers, three (3) days a week to serve Vietnamese and Chinese clients. She/he will be working at MOAPIA's office two (2) days a week, handling case assistance, planning and reporting work.
Transportation	\$2,500.00	Transportation	For outreach workers to get to various locations (WMATA metro cards).
Telecommunications	\$2,800.00	Telecom	cellphone subscription \$540/year VPN subscription: \$25/year; Mifi \$840
Equipment	\$1,000.00		Laptop for Chinese outreach staff
Miscellaneous (printing, translation, interpretation, equipment, etc.)	\$26,000.00		Costs of printing, translation, interpretation, interpretation equipment rental, etc.
Administrative/management cost	\$32,176.00	Administration	Cost to administer work for this MOU agreement (20%)
TOTAL	\$193,058.00		

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

**PART I
GENERAL**

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Office of Asian and Pacific Islander Affairs

AGENCY CODE: AP0

NAME OF CONTACT: Eden Teklebrhane

ADDRESS : 441 4th St., NW, Suite 890N
Washington, DC 20002

TELEPHONE #: 202-727-6533

FAX #: 202-671-2202

AUTHORIZING OFFICER *Eden Teklebrhane*

DATE: 12/21/17

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 #: _____

AUTHORIZING OFFICER *Hayden Bernard*

DATE: 12/22/17

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

PART II

MOU NUMBER: _____

2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE:

2 FTEs to provide services to limited English proficient or non-English proficient

Asian and Island Pacific DC residents for accessing DHS programs and services

TOTAL: \$193,058.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	AP0	18		0700	APJ18	2200	4600	4600		APJA18			
BUYER	JAO	18	2000	0100	APEMD	TE115	0409	0409					

GOOD/ SERVICE:

DATE: ____/____/____

TOTAL:

[illegible]

GOOD/ SERVICE:

DATE: ____/____/____

TOTAL:

[illegible]

Troyer, Michael (DHS)

From: Saunders, Treva (OCFO)
Sent: Thursday, December 21, 2017 4:51 PM
To: Troyer, Michael (DHS)
Cc: Rutherford-Felix, Dionne (DHS); Lyon, Christina (DHS); Moureview (OCFO); Beale, Mary (OCFO)
Subject: RE: MOU OAIPA & DHS \$193,058.00
Attachments: FY18 OAIPA MOU \$193,058.pdf

Thanks Michael.

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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From: Troyer, Michael (DHS)
Sent: Thursday, December 21, 2017 4:49 PM
To: Saunders, Treva (OCFO) <treva.saunders@dc.gov>
Cc: Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>; Moureview (OCFO) <Ocfo.moureview@dc.gov>
Subject: Re: MOU OAIPA & DHS \$193,058.00

Yes, Local funds will be used for this MOU.

Sent from my Sprint Samsung Galaxy S7 edge.

----- Original message -----

From: "Saunders, Treva (OCFO)" <treva.saunders@dc.gov>
Date: 12/21/17 4:41 PM (GMT-05:00)
To: "Troyer, Michael (DHS)" <michael.troyer@dc.gov>
Cc: "Rutherford-Felix, Dionne (DHS)" <dionne.rutherford-felix@dc.gov>, "Lyon, Christina (DHS)" <Christina.Lyon2@dc.gov>, "Moureview (OCFO)" <Ocfo.moureview@dc.gov>
Subject: RE: MOU OAIPA & DHS \$193,058.00

Hi Michael,

Can you please confirm that the MOU is a permitted use of the funds that will be used?

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, December 21, 2017 3:32 PM

To: Moureview (OCFO) <Ocfo.moureview@dc.gov>

Cc: Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>

Subject: MOU OAIPA & DHS \$193,058.00

Please find attached an MOU between DHS & OAIPA to review and approve for legal sufficiency. The purpose of this MOU is for 2 full time persons to provide assistance to limited English proficient (LEP) or non-English proficient (NEP) Asian and Pacific Islander DC residents in accessing DHS programs and services.

Regards,

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: Jeffrey S. DeWitt
Chief Financial Officer
Office of the Chief Financial Officer

FROM: Laura Green Zeilinger 
Director

DATE: JUL 17 2018

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Office of the Chief Financial Officer, Office of Finance and Treasury - Temporary Assistance for Needy Families Electronic Benefits Transfer

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 Office of the Chief Financial Officer (OCFO), Office of Finance and Treasury (OFT).

The purpose of the MOU is for DHS to reimburse OFT for the administration of the issuance of Temporary Assistance for Needy Families (TANF) benefits and re-issuance of Electronic Benefits Transfer (EBT) cards, training and customer service provided by OFT in coordination with the District's EBT contractor, eFunds Corporation.

The MOU is made pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, approved August 21, 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 or regulation.

The period of the MOU is from October 1, 2017 through September 30, 2018. The amount of the MOU is three hundred twenty-six thousand nine hundred seventy dollars (\$326,970.00) for Fiscal Year 2018.

Please sign and return the original to my office. If you have any questions or concerns, please contact Anthea Seymour, Administrator, Economic Security Administration (ESA), at (202) 698-3900.

LGZ/mb

Attachments

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE OFFICE OF THE CHIEF FINANCIAL OFFICER, ACTING THROUGH
THE OFFICE OF FINANCE AND TREASURY
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 Agency") and the Office of the Chief Financial Officer ("OCFO"), Acting through the Office of Finance and Treasury ("OFT") ("OCFO" or "Seller Agency"), collectively referred to herein as the "Parties" and individually as a "Party".

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k) (2001 ed. & Supp. 2014). Other controlling authority related to the administration of the Temporary Assistance for Needy Families ("TANF") Program includes the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, approved August 21, 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; and any applicable District and federal law or regulation.

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to establish the terms and conditions under which the Buyer Agency shall reimburse the Seller Agency for the actual costs of its personnel utilized under this MOU and contracting with the eFunds Corporation to handle the issuance of TANF benefits including issuance and re-issuance of Electronic Benefits Transfer ("EBT") cards, training and customer services. In addition, the Seller Agency shall procure a suite of services to implement the federal Middle Class Tax Relief and Job Creation Act of 2012, effective February 22, 2012 (Pub. L. No. 112-96; 126 Stat. 197; 42 U.S.C. 608(a)), as amended, which prohibits the use of EBT cards at certain business establishments and provides EBT use and monitoring services.

In addition, the Seller Agency shall ensure that the contractor eFunds Corporation completes the deliverables needed by DHS to test and launch the DC Access System ("DCAS") as it relates to the EBT program and as detailed in Section IV.A.2 herein.

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 hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. Seller Agency, with both Seller Agency personnel and through the contract with eFunds Corporation, shall administer issuance of TANF benefits including issuance and re-issuance of the EBT cards, training and customer service.
2. Seller Agency, through the contract with eFunds Corporation, shall ensure that eFunds Corporation performs the following deliverables necessary to the successful testing and launch of DCAS as it relates to the EBT program:
 - a. Create a new FX ID for DC to use for file transmissions for EBT to the District's existing Test and Production environments on the ebtEDGE System.
 - b. Create datasets for all production and test batch files to be received by eFunds from the District and all production and test response files to be sent back to the District from eFunds.
 - c. Validate transmission of files and dataset names with the District.
 - d. Build and configure an automated process for the Testing and Production of batch files received by eFunds from the District and send back to the District responses to the batch files received.
 - e. Provide up to 20 hours of assisted testing, during implementation. This includes phone support from FIS support staff while the District is testing.
 - f. Provide access to Certification environment for unassisted testing.
 - g. Update the District's Detail Design Document and Interface Manual to reflect the addition of the new FX ID and File Transmission Dataset names.
 - h. Set-up the agreed upon file transmission datasets naming conventions.

B. RESPONSIBILITIES OF BUYER AGENCY

Buyer Agency shall transfer **three hundred twenty-six thousand nine hundred seventy dollars (\$326,970.00)** to the Seller Agency for the purposes described in Sections III, IV.A.1 and IV.A.2. of this MOU, provided all costs and expenditures shall not exceed **three hundred twenty-six thousand nine hundred seventy dollars (\$326,970.00)** for Fiscal Year (FY) 2018.

V. DURATION OF THIS MOU

A. PERIOD

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

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of five (5) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period sixty (60) 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.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and/or services under this MOU shall not exceed **three hundred twenty-six thousand nine hundred seventy dollars (\$326,970.00)** for FY 2018.

B. PAYMENT

Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.

1. Seller Agency shall submit monthly reconciliations which shall include itemized monthly invoices that are billed to the TANF program.
2. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU which is **three hundred twenty-six thousand nine hundred seventy dollars (\$326,970.00)**.
3. Seller Agency shall be reimbursed by the Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU.
4. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance shall not be billed during the current fiscal year.
5. Seller Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.
6. The Seller Agency shall be responsible for any amounts ultimately disallowed by audit or other review by the Buyer Agency or Federal government.

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. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

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

IX. COMPLIANCE AND MONITORING

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

X. RECORDS AND REPORTS

Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU 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 representatives of Buyer Agency and other officials as may be specified by the District in its sole discretion.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30th of the current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

Contact for Buyer Agency:

Anthea Seymour
Administrator
Economic Security Administration
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 698-3900
Email: anthea.seymour@dc.gov

Contact for Seller Agency:

Jeanne Marie Hoover
Chief of Management Operations
Office of the Chief Financial Officer
1101 4th Street, S.W., Suite W800
Washington, DC 20024
Phone: (202) 727-0911
Email: jeanne.hoover@dc.gov

XIII. PROCUREMENT PRACTICES REFORM ACT

If a District agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/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, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§2-351.01, *et seq.*), as amended, to procure the goods or services of the agent or third party.

XIV. RESOLUTION OF DISPUTES

Anthea Seymour, DHS Economic Security Administration Administrator or Buyer Agency, and Jeanne Marie Hoover, Chief of Management Operations of Seller Agency, or their designees, shall resolve all disputes and/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 OCFO Office of Financial Operations and Systems ("OFOS"). The decision of OFOS shall be final.

XV. 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. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the Buyer Agency.

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

FOR THE DEPARTMENT OF HUMAN SERVICES:

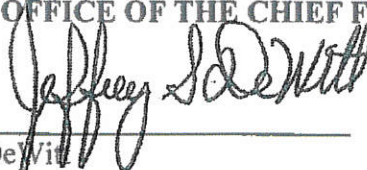
By 

Laura Green Zeilinger
Director

JUL 17 2018

Date

FOR THE OFFICE OF THE CHIEF FINANCIAL OFFICER:

By 

Jeffrey S. DeWitt
Chief Financial Officer

JUL 19 2018

Date

INTRA DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER: _

DATE OF MOU: 10 /01 / 17

SELLER INFORMATION

AGENCY: Office of the Chief Financial Officer

AGENCY CODE: AT0

NAME OF CONTACT: Jeanne M. Hoover

ADDRESS: 1101 4th Street, S.W., 8th Floor

Washington, DC 20024

TELEPHONE: (202) 727-0911

FAX: (202) 727-6049

AUTHORIZING OFFICER: Tyrone A. Jones
Jeanne Marie Hoover

DATE: 07/26/18

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS: 64 New York Ave., NE, 6th Floor

Washington, DC 20002

TELEPHONE: (202) 671-4242

FAX: (202)

AUTHORIZING OFFICER: D Rutherford-Felix

DATE: 07/31/2018

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

INTRA DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART II

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: TANF BENEFITS

DATE: 10/01/17

TOTAL: \$326,970.00

	<i>Agy</i>	<i>Year</i>	<i>Org Code</i>	<i>Index</i>	<i>PCA</i>	<i>Object</i>	<i>Agy Obj</i>	<i>Grant/Phase</i>	<i>Project/Phase</i>
Seller	AT0	18	7100	706U4	70400	4600	4600		7TBJA8/18
Buyer	JA0	18		TADM8	TE144	0409	0409		



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



PART I

GENERAL

MOU NUMBER: TO0JA0-2018-0994

DATE OF MOU: 20-Feb-18

SELLER INFORMATION

AGENCY: Office of the Chief Technology Officer

AGENCY CODE: TO0

NAME OF CONTACT: Phil Peng, Agency Fiscal Officer

ADDRESS : 200 I Street, SE, Room 5418

Washington, DC 20003

TELEPHONE # : (202) 727-8472

FAX # : _____

AUTHORIZING OFFICER 

DATE: 02/20/18

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York, N.E.

Washington, DC 20002

TELEPHONE # : 202-442-3273

FAX # : _____

AUTHORIZING OFFICER Dionne Rutherford-Felix

DATE: 02/28/18

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: TO0JA0-2018-0994

2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: Case management, technical services and support related to DIMS, CATCH 2 & TANF.

DATE: 2/20/2018

TOTAL: \$75,000.00

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	UAF	18	APSTO	TS108	0501	0501					
BUYER	TO0	18	8CAT2	20131	4600	4600		8CATCH/02			


GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Barney Krucoffi
Interim Chief Technology Officer
Office of the Chief Technology Officer

FROM: Laura Green Zeilinger 
Director

DATE: FEB 14 2018

SUBJECT: Fiscal Year 2018 Modification Number One to the Memorandum of Understanding between the District of Columbia Department of Human Services and Office of the Chief Technology Officer for the Document Imaging Management System and Customer Assessment, Tracking and Case History 2 projects

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 District of Columbia (District) Department of Human Services (DHS) and the Office of the Chief Technology Officer (OCTO).

The purpose of the original MOU was to establish OCTO's roles, responsibilities, and procedures to provide technical services and support, including consulting and testing services, for DHS' Document Imaging Management System (DIMS) and Customer Assessment, Tracking and Case History (CATCH) 2 applications. CATCH 2 is being used to manage the cases of TANF benefit recipients. Case management entails reviewing demographic information, capturing participation data in terms of hours spent on certain activities on a weekly basis, and the determination of applicable sanctions based on data captured for the customer. DIMS is providing the following functionality: search & retrieval, adding electronic documents, managing electronic documents and reporting.

DHS now approves Modification Number One (1) which changes the funding amount for FY 2018 from one hundred fifty thousand dollars and zero cents (\$150,000.00) to seventy-five thousand dollars and zero cents (\$75,000.00). The Modification Number One (1) is made in accordance with D.C. Official Code § 1-301.01(k) and any other authority under the Parties' programs. The period of the MOU remains the same, from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to this date.

Please sign and return the original to my office. If you have any questions or concerns, please contact Boyle Stuckey, DHS Chief Information Officer at (202) 442-3273.

LGZ/mb

Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
OFFICE OF THE CHIEF TECHNOLOGY OFFICER
FOR
FISCAL YEAR 2018
FIRST MODIFICATION**

I. INTRODUCTION

This is the First Modification of an existing Memorandum of Understanding (MOU), effective November 8, 2017, made by and between the District of Columbia (District) Department of Human Services (DHS), the Buyer Agency, and the Office of the Chief Technology Officer (OCTO), the Seller Agency, collectively referred to herein as the "Parties," for Software Quality Assurance (SQA) services for Fiscal Year (FY) 2018, for DHS' Document Imaging Management System (DIMS) and CATCH 2 applications, which were developed by the DHS Office of Information Services (OIS).

Pursuant to Section VII of the MOU, the Parties now mutually agree to modify the terms of the MOU by deleting all references to SQA services for the DHS DIMS application, and revising the cost for FY 2018. As of this First Modification to the MOU, OCTO will continue to provide SQA services for the DHS CATCH2 application, pursuant to the terms of the initial FY 2018 MOU, until September 30, 2018.

All other terms and conditions of the original MOU shall remain unchanged in full effect.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code §1-301.01(k), and D.C. Official Code §1-1401, *et seq.*, and any other authority under the Parties' programs.

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The purpose of this First Modification of the MOU is to establish OCTO's roles, responsibilities, and procedures to provide technical services and support, including consulting and testing services, for DHS' CATCH 2 application. CATCH 2 is used to manage the cases of TANF benefit recipients. Case management entails reviewing demographic information, capturing participation data in terms of hours spent on certain activities on a weekly basis, and the determination of applicable sanctions based on data captured for the customer. DHS OIS develops and owns the CATCH 2 application and is requesting SQA services from OCTO to verify and test CATCH 2 based on OCTO and DHS OIS standards and requirements.

IV. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF OCTO (SELLER AGENCY)

1. OCTO shall provide staff consulting services, i.e., SQA services, to DHS in an amount not to exceed a total cost of seventy-five thousand dollars and zero cents (\$75,000.00).
2. OCTO shall perform testing, including functional, performance, load, and mobile testing, based on DHS requirements, as outlined below:
 - i. Functional Testing:
 - a. Develop the test plan;
 - b. Identify the test phase approach details, the test methods, and set goals for various stages of testing such as when to do functional and regression tests;
 - c. Estimate the test effort, risks, and resources;
 - d. Identify the staffing needs, the staff's training plan, and assign roles/responsibilities;
 - e. Work with DHS/OIS to prepare test schedule and milestones;
 - f. Manage defect activities;
 - g. Ensure that there is a traceability matrix to indicate coverage for all requirements;
 - h. Manage project testing activities via the Hewlett Packard Application Life Cycle Management (HP ALM) tool for all DHS OIS Projects;
 - i. Design and develop Selenium automation scripts for DHS/OIS Projects; and
 - j. Provide test completion report and support any subsequent releases.
 - ii. Performance and Load Testing:
 - a. Provide performance and load testing services at OCTO to blend performance testing and engineering techniques to enable business transformation of new and existing applications;
 - b. Performance test requirements gathering based on the workflows identified with the business users;
 - c. Perform load test script development and maintenance;
 - d. Perform load, stress and performance testing;
 - e. Report test results and analysis reporting; and
 - f. Provide final test completion report and support subsequent load test efforts.

- iii. Load Testing Limitations: OCTO shall inform DHS if there are limitations on load testing by any third-party COTS (Consumer off the Shelf) application/production, which requires support from the vendor.
 - iv. Load Testing Services: OCTO shall provide load testing services based on the following load running licenses: Web & Multimedia Bundle – 1000 Vusers, Oracle E Business Bundle – 550 Vusers, Web 209 Bundle 602 Vusers. The licenses are not purchased for all the APIs (Application Program Interface).
 - v. HP Support Approval: OCTO shall inform DHS and obtain DHS approval if support needs to be requested from HP (Hewlett Packard) due to uniqueness of the application and configuration issues that may arise during the script development or the load testing execution.
 - vi. Mobile Testing: OCTO shall support testing of the new mobile application created by DHS OIS.
3. OCTO shall log and manage defects in HP ALM and testing status report with all the defects and testing status will be sent to the DHS/OIS team by the end of each business day until testing is complete.
 4. OCTO shall provide test completion reports and support any subsequent releases defined by DHS. Test completion report will be sent after the testing is complete and all the major issues are resolved and application is good for implementation for every release.
 5. OCTO shall provide test scripts that can be run by DHS/OIS after the project is completed. DHS will have access to HP ALM for all OIS Projects.

B. RESPONSIBILITIES OF DHS (BUYER AGENCY)

1. DHS shall provide the total amount of funding up front for the OCTO services defined by the First Modification of the MOU and subject to the limitations stated in Section VI below;
2. DHS shall provide a test environment (Server or test box where the newly developed code will be deployed for testing purposes only which should not impact any daily production activities). A test environment is needed for Functional testing and for Load & Performance testing;
3. DHS shall manage release activities like project schedules, release notes, Change Advisory Board (CAB) approvals, etc.;
4. DHS shall contact the OCTO SQA team in preparing the project schedule so that the SQA team may provide the proper tasks and timeline (based on DHS CATCH 2 Functional and Performance requirements) for the testing phase;

5. DHS shall share the project schedule with the OCTO SQA team to allocate the resource(s) of DHS' CATCH 2 application. DHS shall provide the OCTO SQA team with sufficient lead time (approximately 2 to 4 weeks' notice) before the execution of Functional testing;
6. DHS shall provide access to DHS subject matter experts and program staff as needed for the clarification of Functional and Load & Performance CATCH 2 requirements and business process definitions in CATCH 2;
7. DHS shall identify and communicate project priorities, timelines for completion of projects and services/project approval processes through the DHS Chief Information Officer (CIO), or his/her delegate to OCTO;
8. DHS shall review the amount of OCTO SQA hours contributed towards the CATCH 2 project (Not to exceed a total of 937.5 hours) and review deliverables provided by OCTO, providing sign off if acceptable or pursuing rework or other measures to address DHS's needs, subject to the review and approval of the DHS CIO; and
9. DHS shall process an advance of \$75,000.00 (as stated in Section VI. Cost of Services below) to OCTO within thirty (30) business days after the execution of this MOU by both Parties.

V. DURATION OF THIS MOU PERIOD

The period of this MOU shall be for Fiscal Year (FY) 2018 from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties pursuant to Section XI of this MOU.

VI. FUNDING PROVISIONS COST OF SERVICES

1. Total cost for goods and/or services under this MOU shall not exceed seventy-five thousand dollars and zero cents (\$75,000.00) for FY 2018. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided, including labor, materials, and overhead, provided all costs and expenditures shall not exceed seventy-five thousand dollars and zero cents (\$75,000.00) for FY 2018.
2. The estimated cost of this MOU is based on approximately 12 months of testing that OCTO shall provide to DHS at a rate of \$80.00 an hour for approximately 937.5 hours of SQA services, provided all costs and expenditures shall not exceed seventy-five thousand dollars and zero cents (\$75,000.00) for FY 2018. It is anticipated that additional SQA services may be required. If so, OCTO and DHS shall amend this MOU to authorize additional SQA services and funding as determined appropriate.

3. In the event of termination of the MOU, payment to OCTO shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.

PAYMENT

1. Payment for all of the goods and services shall be made through an Intra District advance by DHS to OCTO, based on the total cost of services of this MOU.
2. OCTO shall submit monthly reconciliations of total hours expended and the costs of services to DHS. The reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers, and (3) overhead.
3. Advances to OCTO for the services to be performed and/or goods to be, provided all costs and expenditures shall not exceed the amount of seventy-five thousand dollars and zero cents (\$75,000.00) for FY 2018.
4. OCTO shall receive the advance and bill DHS through the Intra District process only for those goods and/or services provided pursuant to the terms of this MOU.
5. OCTO shall return any excess advance funds to DHS by August 15, 2018 or within five (5) days of termination of the MOU, whichever occurs first.
6. OCTO shall be responsible for any amounts ultimately disallowed by an audit.

ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that 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 – 47-355.08; (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. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

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

IX. COMPLIANCE AND MONITORING

OCTO will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

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

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving fifteen (15) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to OCTO shall be held in abeyance until all required fiscal reconciliation, but not later than September 30, 2018.

XII. NOTICES

The following individuals are the contact points for each Party under this MOU:
Department of Human Services – Boyle Stuckey, 64 New York Avenue, N.E.,
Washington, DC 20002; Phone: (202) 442-3273; Email: boyle.stuckey@dc.gov;
Office of the Chief Technology Officer – Mohammad Shibly, 200 I Street, S.E.,
Washington, DC 20003; Phone: (202) 741-8828; Email: mohammad.shibly@dc.gov

XIII. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/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 (D.C. Official Code §2-351.01, *et seq.*) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

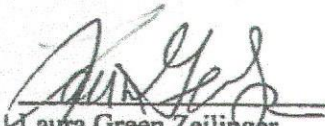
The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. The decision of the Parties' Directors related to any disputes referred shall be final. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of the Chief Financial Officer, Office of Financial Operations and Systems.

XV. 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 confidentiality 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 DHS.

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

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

FEB 12 2018
Date

FOR THE OFFICE OF THE CHIEF TECHNOLOGY:



Barney Krucoff
Interim Chief Technology Officer

2/16/2018
Date

Rutherford-Felix, Dionne (DHS)

From: Kamboh, Sonia (OCFO)
Sent: Monday, February 26, 2018 2:41 PM
To: Rutherford-Felix, Dionne (DHS)
Cc: Lyon, Christina (DHS); Bernard, Hayden (DHS); Whittaker, Crystal (DHS); Moureview (OCFO)
Subject: RE: Emailing: MOU_OCTO_DHS_Modification One_TO0JA0-2018-0994_Fully Executed_2-16-2018.pdf, DHS-18-001-OCTO REVISED MOU

This MOU is legally sufficient.

Thanks,

SONIA KAMBOH
Assistant General Counsel | Office of Tax and Revenue
1101 4th Street, S.W., Suite W750 | Washington, D.C. 20024
202.442.6500 (main) | 202.442.6479 (fax)

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 v
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, cop
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.

-----Original Message-----

From: Rutherford-Felix, Dionne (DHS)
Sent: Monday, February 26, 2018 11:38 AM
To: Kamboh, Sonia (OCFO) <sonia.kamboh@dc.gov>
Cc: Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Whittaker, Crystal (DHS) <crystal.whittaker@dc.gov>
Subject: Re: Emailing: MOU_OCTO_DHS_Modification One_TO0JA0-2018-0994_Fully Executed_2-16-2018.pdf, DHS-18-001-OCTO REVISED MOU.xls

Local funds will be used to support the MOU with OCTO.

Sent from my iPhone

> On Feb 26, 2018, at 11:28 AM, Kamboh, Sonia (OCFO) <sonia.kamboh@dc.gov> wrote:

>



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



PART I

GENERAL

MOU NUMBER: TO0JA0-2018-0994

DATE OF MOU: 20-Feb-18

SELLER INFORMATION

AGENCY: Office of the Chief Technology Officer

AGENCY CODE: TO0

NAME OF CONTACT: Phil Peng, Agency Fiscal Officer

ADDRESS : 200 I Street, SE, Room 5418

Washington, DC 20003

TELEPHONE # : (202) 727-8472

FAX # : _____

AUTHORIZING OFFICER 

DATE: 02/20/18

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York, N.E.

Washington, DC 20002

TELEPHONE # : 202-442-3273

FAX # : _____

AUTHORIZING OFFICER Dionne Rutherford-Felix

DATE: 02/28/18

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: TO0JA0-2018-0994

2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: Case management, technical services and support related to DIMS, CATCH 2 & TANF.

DATE: 2/20/2018

TOTAL: \$75,000.00

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	WAO	18	APSTO	TS108	0501	0501					
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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Barney Krucoffi
Interim Chief Technology Officer
Office of the Chief Technology Officer

FROM: Laura Green Zeilinger 
Director

DATE: FEB 14 2018

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
OFFICE OF THE CHIEF TECHNOLOGY OFFICER
FOR
FISCAL YEAR 2018
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9. DHS shall process an advance of \$75,000.00 (as stated in Section VI. Cost of Services below) to OCTO within thirty (30) business days after the execution of this MOU by both Parties.

V. DURATION OF THIS MOU

PERIOD

The period of this MOU shall be for Fiscal Year (FY) 2018 from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties pursuant to Section XI of this MOU.

VI. FUNDING PROVISIONS

COST OF SERVICES

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3. Advances to OCTO for the services to be performed and/or goods to be, provided all costs and expenditures shall not exceed the amount of seventy-five thousand dollars and zero cents (\$75,000.00) for FY 2018.
4. OCTO shall receive the advance and bill DHS through the Intra District process only for those goods and/or services provided pursuant to the terms of this MOU.
5. OCTO shall return any excess advance funds to DHS by August 15, 2018 or within five (5) days of termination of the MOU, whichever occurs first.
6. OCTO shall be responsible for any amounts ultimately disallowed by an audit.

ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that 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 – 47-355.08; (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. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

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

IX. COMPLIANCE AND MONITORING

OCTO will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

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

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving fifteen (15) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to OCTO shall be held in abeyance until all required fiscal reconciliation, but not later than September 30, 2018.

XII. NOTICES

The following individuals are the contact points for each Party under this MOU:
Department of Human Services – Boyle Stuckey, 64 New York Avenue, N.E.,
Washington, DC 20002; Phone: (202) 442-3273; Email: boyle.stuckey@dc.gov;
Office of the Chief Technology Officer – Mohammad Shibly, 200 I Street, S.E.,
Washington, DC 20003; Phone: (202) 741-8828; Email: mohammad.shibly@dc.gov

XIII. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/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 (D.C. Official Code §2-351.01, *et seq.*) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. The decision of the Parties' Directors related to any disputes referred shall be final. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of the Chief Financial Officer, Office of Financial Operations and Systems.

XV. 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 confidentiality 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 DHS.

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

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

FEB 12 2018
Date

FOR THE OFFICE OF THE CHIEF TECHNOLOGY:



Barney Krucoff
Interim Chief Technology Officer

2/16/2018
Date

Rutherford-Felix, Dionne (DHS)

From: Kamboh, Sonia (OCFO)
Sent: Monday, February 26, 2018 2:41 PM
To: Rutherford-Felix, Dionne (DHS)
Cc: Lyon, Christina (DHS); Bernard, Hayden (DHS); Whittaker, Crystal (DHS); Moureview (OCFO)
Subject: RE: Emailing: MOU_OCTO_DHS_Modification One_TO0JA0-2018-0994_Fully Executed_2-16-2018.pdf, DHS-18-001-OCTO REVISED MOU

This MOU is legally sufficient.

Thanks,

SONIA KAMBOH
Assistant General Counsel | Office of Tax and Revenue
1101 4th Street, S.W., Suite W750 | Washington, D.C. 20024
202.442.6500 (main) | 202.442.6479 (fax)

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-----Original Message-----

From: Rutherford-Felix, Dionne (DHS)
Sent: Monday, February 26, 2018 11:38 AM
To: Kamboh, Sonia (OCFO) <sonia.kambogh@dc.gov>
Cc: Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Whittaker, Crystal (DHS) <crystal.whittaker@dc.gov>
Subject: Re: Emailing: MOU_OCTO_DHS_Modification One_TO0JA0-2018-0994_Fully Executed_2-16-2018.pdf, DHS-18-001-OCTO REVISED MOU.xls

Local funds will be used to support the MOU with OCTO.

Sent from my iPhone

> On Feb 26, 2018, at 11:28 AM, Kamboh, Sonia (OCFO) <sonia.kambogh@dc.gov> wrote:

>



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



PART I

GENERAL

MOU NUMBER: JR0-2018-SLI

DATE OF MOU: 18-Jun-18

SELLER INFORMATION

AGENCY: Office of Disability Rights

AGENCY CODE: JR0

NAME OF CONTACT: Janine Fletcher, Agency Fiscal Officer

ADDRESS : 250 E Street, SW, 6th floor
Washington, DC 20024

TELEPHONE # : (202) 730-1551

FAX # : _____

AUTHORIZING OFFICER 

DATE: 7, 31, 18

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York Avenue, NE, 4th Floor
Washington, DC 20002

TELEPHONE # : (202) 671-4240

FAX # : (202) 671-4201

for
AUTHORIZING OFFICER D Rutherford-Felix

DATE: 09 / 11 / 18

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: JR0-2018-SLI 2 **OF** 2

2 OF 2

[illegible]

[illegible]

DATE: _____ TOTAL: _____

TOTAL:

Downloaded from <http://ajph.org/> on November 10, 2014

DATE _____

TOTAL:

A horizontal ruler with a dark blue textured background and white markings. The ruler is positioned at the bottom of the page, spanning the width of the text area. It features vertical white lines for measurement, with some numbers visible at the top edge.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MEMORANDUM OF UNDERSTANDING BETWEEN THE
OFFICE OF DISABILITY RIGHTS AND THE
OFFICE OF THE CITY ADMINISTRATOR
FOR
SIGN LANGUAGE INTERPRETATION SERVICES
FOR PARTICIPATING AGENCIES
(INTRA-DISTRICT FUNDING)
FY 2018

This Memorandum of Understanding ("MOU") is made as of the 8th day of June 2018 by and between the Office of Disability Rights (ODR) ("Seller") and the Office of the City Administrator (OCA) ("Buyer") on behalf of participating District agencies listed in Attachment A.

For and in consideration of the mutual promises contained herein, the Seller and Buyer agencies (hereafter the "Parties") agree as follows:

I. BACKGROUND

- A. This MOU assesses the participating agencies listed in Attachment A for the costs of sign language interpretation services provided through ODR and shall serve as the basis for imposing and collecting assessments from other participating agencies who request sign language interpretation services from ODR after the effective date of this MOU. The City Administrator is signing the MOU on behalf of all participating agencies.
- B. The Office of the Chief Financial Officer, by and through the Agency Fiscal Officer of the Office of Disability Rights, will collect one hundred percent (100%) of the assessments against the participating agencies for the costs of sign language interpretation services (as set forth in Attachment A) as advances after the effective date of this MOU in order to obligate funds for the purchase order issued by ODR for the provision of sign language interpretation services. If an agency requests sign language interpretation services and the costs of those services are not covered by Attachment A, the request will be processed separately from, or as an addendum to, this MOU.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. ODR shall, upon the request of participating agencies, provide sign language interpretation services (via a private contract vendor) for the participating agencies for meetings, conferences, trainings, and other interactions with District residents and consumers who are deaf and hard-of-hearing. The program will

also provide interpreter services as a reasonable accommodation for District government employees who are deaf or hard-of-hearing for meetings, conferences and trainings.

- B. The following guidelines shall apply to the provision of sign language interpretation services by ODR under this MOU:
1. Interpreters must be requested by a participating agency with at least five (5) business days' notice.
 2. Interpreters generally are not available on an emergency/short-notice basis.
 3. Interpreters are only available for travel within the District.
 4. Interpreters may be provided for District government employees who are deaf or hard-of-hearing as a reasonable accommodation for meetings, conferences and trainings.
 5. If a participating agency cancels a request for an interpreter with less than three (3) business days' notice, the agency shall be responsible for the full cost charged by the contract vendor for the cancellation.
- C. If a request for sign language interpretation services from a participating agency falls outside of the guidelines described in subsection B of this section, interpreter services may be sought independently at the agency's own cost. ODR can assist with arranging for these services.
- D. The City Administrator, on behalf of the participating agencies, agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

1. Payment for the services shall be made through Intra-District advances by the participating agencies to ODR in the amounts set forth in Attachment A, and any subsequent addendum. The participating agencies shall submit their advances within ten (10) business days after the effective date of this MOU.
2. ODR and a participating agency listed in Attachment A may increase the relevant amount listed in Attachment A by the mutual agreement of ODR and the participating agency. In addition, an agency not listed in Attachment A may participate in this MOU by the mutual agreement of ODR and the agency.

3. ODR shall provide itemized invoices for each completed service request, which shall explain the amounts billed for that request.
4. Advances to ODR for the services to be performed shall not exceed the amounts set forth in Attachment A, as may be modified pursuant to paragraph A.2 of this section.
5. ODR will relieve the advance and bill the participating agencies through the Intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
6. ODR shall return any excess advances to the participating agencies by September 30, 2018.

B. FY 2018 ASSESSMENT AMOUNT

The FY 2018 assessment amounts listed in Attachment A are based on agencies' prior fiscal years usage, and projected contract cost increases. Participating agencies' assessment amounts have been increased by twenty percent (20%) of their actual FY 2017 expenditures.

C. ADDITIONAL CHARGES

The participating agencies are responsible for all charges above the MOU advance amounts. Charges above the advance amounts may occur because of increased demand for services by a participating agency, because of increased costs of services, or for other reasons not under the control of ODR. ODR shall notify the participating agencies if increased costs are expected to occur. It is also the responsibility of each participating agency to inform ODR of any current or future activities that may affect projected expenditures. Additional charges shall be paid pursuant to the terms of III.A.2 of this MOU.

D. 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.

IV. DURATION OF MOU

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

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k)

VI. RECORDS AND REPORTS

ODR 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 shall make these documents available for inspection by duly authorized representatives of the participating agencies and other officials as may be specified by the City Administrator.

VII. NOTICE

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

For the Seller/ODR

Haydn Demas, ADA Compliance Specialist
Office of Disability Rights
441 4th Street NW, Suite 729N
Washington, DC 20001
Phone: 202-724-5055
Email: haydn.demas@dc.gov

For the Buyer/OCA

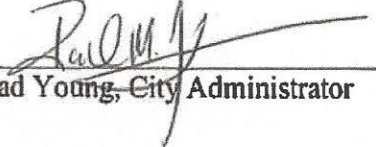
Barry Kreiswirth, General Counsel
Office of the City Administrator
1350 Pennsylvania Avenue NW, Suite 513
Washington, DC 20004
Phone: 202-615-2091
Email: barry.kreiswirth@dc.gov

VIII. MODIFICATIONS

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

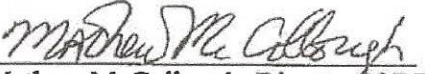
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year first written above:

Buyer (on behalf of the participating agencies):


Rashad Young, City Administrator

Date: 6/18/18

Seller:


Mathew McCollough, Director (ODR)

Date: 6/18/18

ATTACHMENT A

Participating Agencies FY18 Advance Amounts

Participating Agencies — FY17 Usage and FY18 Advance Amounts				
Agency Code	Agency Acronym	Buyer Agency Name	Actual FY17 Usage	FY18 MOU Advance Amount
BA0	OS	Office of the Secretary	\$309.00	\$371.00
BD0	OP	Office of Planning	11,995.50	5,000.00
BE0	DCHR	Department of Human Resources	1,750.00	2,100.00
BX0	CAH	Commission on the Arts and Humanities	5,022.00	6,026.00
CF0	DOES	Department of Employment Services	17,001.00	20,401.00
CR0	DCRA	Department of Consumer and Regulatory Affairs	8,598.00	10,318.00
DB0	DHCD	Department of Housing and Community Development	2,675.00	3,210.00
EB0	DMPED	Office of the Deputy Mayor for Planning and Economic Development	3,664.00	4,397.00
EN0	DSLBD	Department of Small and Local Business Development	11,575.00	13,890.00
FA0	MPD	Metropolitan Police Department	1,560.00	1,872.00
FQ0	DMPSJ	Office of the Deputy Mayor for Public Safety and Justice	930.00	1,116.00
GA0	DCPS	DC Public Schools	99,242.75	99,000.00
GD0	OSSE	Office of the State Superintendent of Education	2,847.25	3,417.00
GW0	ODME	Deputy Mayor for Education	2,016.00	2,419.00
HA0	DPR	Department of Parks and Recreation	396.00	475.00
HC0	DOH	Department of Health	6,936.00	8,323.00
HM0	OHR	Office of Human Rights	1,311.00	1,573.00
JA0	DHS	Department of Human Services	8,460.00	10,152.00
KA0	DDOT	District Department of Transportation	10,088.00	12,106.00
KG0	DOEE	Department of Energy and Environment	4,865.00	5,838.00
RMO	DBH	Department of Behavioral Health	1,699.50	2,039.00
SR0	DISB	Department of Insurance, Securities, and Banking	2,374.00	2,849.00
Total - Fund 0703			\$205,315.00	\$216,892.00

INTRA-DISTRICT STANDARD REQUEST FORM Government of the District of Columbia PART 1 GENERAL	
1 OF 2	
MOU NUMBER	DATE
SELLER INFORMATION	
AGENCY: <u>Executive Office of the Mayor – Office on Latino Affairs</u>	AGENCY CODE: <u>AA0</u>
NAME OF CONTACT: <u>Paul Blake, Agency Fiscal Officer</u>	
ADDRESS: <u>441 4th Street, N.W., Suite 890N Washington, DC 20001</u>	
TELEPHONE #: <u>(202) 671-2826</u>	
FAX #: _____	
<u>Paul K. Blake</u> AUTHORIZING OFFICER	<u>2/28/17</u> DATE
BUYER INFORMATION	
AGENCY: <u>Department of Human Services</u>	AGENCY CODE: <u>JA0</u>
NAME OF CONTACT: <u>Hayden Bernard, AFO</u>	
ADDRESS: <u>64 New York Avenue, N.E., 4th Floor Washington, DC 20002</u>	
TELEPHONE #: <u>(202) 671-4240</u>	
FAX #: <u>(202) 715-7288</u>	
<u>[Signature]</u> AUTHORIZING OFFICER	<u>3/5/18</u> DATE
PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES	

PART II

MOU NUMBER:

2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE:

This is to provide assistance to the Latino residents for LEP/HAP Limited English Proficient Health Access Project to provide outreach, information and assistance in accessing DHS services.

TOTAL: \$138,000.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BZ0	18	1012	0700	BZJ18	1002	4600	4600		BZJ401/18			
BUYER	JA0	18	2000	8250	MDEM8	TE115	0409	0409	81JAMA/18				

GOOD/ SERVICE:

DATE: ____/____/____

TOTAL: \$62,000.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BZ0	18			BZJ18	1002	4600	4600					
BUYER	JA0	18	2000	0100	APEMD	TE115	0409	0409					

GOOD/ SERVICE:

DATE: ____/____/____

TOTAL:

[illegible]

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Jackie Reyes
Director
Mayor's Office on Latino Affairs

FROM: Laura Green Zeilinger
Director

DATE: FEB 11 2018

SUBJECT: Fiscal Year 2018 Modification Number Two (2) to the Memorandum of Understanding between the District of Columbia Department of Human Services and the Mayor's Office on Latino Affairs for Limited English Proficient/Health Access Project Services

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 the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) and the Mayor's Office on Latino Affairs (MOLA).

The purpose of the original FY 2016 MOU was to oversee the provision of Limited English Proficient/Health Access Project (LEP/HAP) services which provided outreach, information and assistance to help District residents whose native language is not English to understand the requirements of DHS/ESA and apply to public assistance programs. The MOU was made pursuant to the Section 303 of the District of Columbia Latino Community Development Act, effective September 29, 1976 (D.C. Law 1-86; D.C. Official Code §2-1313), 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 two hundred thousand dollars and zero cents (\$200,000.00) for FY 2016.

Modification Number One (1) to the MOU renewed the MOU for FY 2017, and provided funding in an amount not to exceed two hundred thousand dollars and zero cents (\$200,000.00).

DHS now approves Modification Number Two (2) to the MOU which renews the MOU for FY 2018, and provides funding in an amount not to exceed two hundred thousand dollars and zero cents (\$200,000.00).

Please sign and return the original to my office. If you have any questions or concerns, please contact Anthea Seymour, Administrator, DHS/ESA, at (202) 698-3906.

LGZ/mb

Attachments

**MODIFICATION NUMBER TWO
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON LATINO AFFAIRS
FOR
FISCAL YEAR 2018**

This Memorandum of Understanding (MOU) dated March 23, 2016, was entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA), the buyer agency, and the Executive Office of the Mayor (EOM), Office on Latino Affairs (MOLA), 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** is hereby amended by deleting all references to "2017" and replacing it with "2018."
- III. Section XI. NOTICE: "For DHS/ESA and MOLA",** is hereby modified as follows:

For DHS/ESA:

Jaime Holguin, Special Emphasis
Program Coordinator
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 671-4731
Email: Jamie.Holguin@dc.gov

For MOLA:

Eduardo Perdomo, Grants Management
Specialist
Mayor's Office on Latino Affairs
2000 14th Street, N.W., Suite 206
Washington, DC 20009
Phone: (202) 671-2826
Email: Eduardo.Perdomo@dc.gov

All other terms and conditions outlined in the original MOU shall remain the same.

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

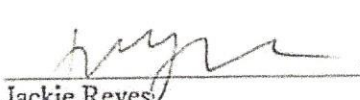
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

FEB 11 2018
Date

FOR THE MAYOR'S OFFICE ON LATINO AFFAIRS:



Jackie Reyes
Director

2/14/2018
Date

Frazier, Tonya (OFRM)

From: Saunders, Treva (OCFO)
Sent: Monday, February 26, 2018 10:38 AM
To: Troyer, Michael (DHS); Frazier, Tonya (OFRM)
Cc: Rutherford-Felix, Dionne (DHS); Bernard, Hayden (DHS); Moureview (OCFO); Beale, Mary (OCFO)
Subject: RE: FY18 MOU DHS- Latino AffairsFederal Funding
Attachments: MOLA_DHS_MOU_Fully_Executed_FY18.pdf; BZ0 - MOU - FY16 with DHS.PDF

Michael,

Disregard my request below. I received the same MOU from Tonya Frazier and she provided a copy of the original MOU.

Tonya,

Please see my approval below for this MOU.

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: Saunders, Treva (OCFO)
Sent: Monday, February 26, 2018 10:35 AM
To: Troyer, Michael (DHS) <michael.troyer@dc.gov>
Cc: Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>; Moureview (OCFO) <Ocfmoureview@dc.gov>
Subject: RE: FY18 MOU DHS- Latino AffairsFederal Funding

Michael,

The MOU amendment is legally sufficient. Please send a copy of the original MOU for our files.

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: Friday, February 23, 2018 4:03 PM

To: Moureview (OCFO) <Ocfmoureview@dc.gov>

Cc: Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>

Subject: FY18 MOU DHS- Latino Affairs/Federal Funding

All MOUs must have OCFO General Counsel's approval prior to advancing funds. Attached is a MOU supported by federal funds between DHS and MOLA for \$200,000.00 for your approval. The purpose of the MOU is to provide Limited English Proficient/Health Access Project LEP/HAP services that provide outreach, information and assistance to help district residents whose native language is not English understand how to apply for public assistance programs.

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)

Be a Life Saver. Get alerted to sudden cardiac arrests in your immediate vicinity, so that you can start CPR in the critical lifesaving minutes before EMS teams arrive. **Download the PULSEPOINT app today from your App Store.** And to get trained in Hands on Hearts CPR, visit: <https://fems.dc.gov/page/hands-hearts-cpr-program>

Be a Life Saver. Get alerted to sudden cardiac arrests in your immediate vicinity, so that you can start CPR in the critical lifesaving minutes before EMS teams arrive. **Download the PULSEPOINT app today from your App Store.** And to get trained in Hands on Hearts CPR, visit: <https://fems.dc.gov/page/hands-hearts-cpr-program>

Be a Life Saver. Get alerted to sudden cardiac arrests in your immediate vicinity, so that you can start CPR in the critical lifesaving minutes before EMS teams arrive. **Download the PULSEPOINT app today from your App Store.** And to get trained in Hands on Hearts CPR, visit: <https://fems.dc.gov/page/hands-hearts-cpr-program>

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

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 08/15/2018

SELLER INFORMATION

AGENCY: Dept of Human Services (DHS)

AGENCY CODE: JAO

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

22

ADDRESS : 64 New York Ave., 4th Floor
Washington, DC 20002

TELEPHONE # : 202-671-4240

FAX # : 202-442-3246

AUTHORIZING OFFICER 

DATE: 08/22/18

BUYER INFORMATION

AGENCY: Office of the State Superintendent of Education

AGENCY CODE: GDO

NAME OF CONTACT: Jacques Harley

ADDRESS : 810 1st St., NE, 4th Floor
Washington, DC 20002

TELEPHONE # : 202-7415536

FAX # : _____

AUTHORIZING OFFICER 

DATE: 08/24/18

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

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

	TOTAL:	<u>\$1,463,899.12</u>
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[illegible]

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

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 08/15/2018

SELLER INFORMATION

AGENCY: Office of the State Superintendent of Education
NAME OF CONTACT: Jacques Harley
ADDRESS : 810 1st St., NE, 4th Floor
Washington, DC 20002
TELEPHONE # : 202-7415536
FAX # : _____

AGENCY CODE: GD0

AUTHORIZING OFFICER 

DATE: 08/24/18

BUYER INFORMATION

AGENCY: Dept of Human Services (DHS)
NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer
ADDRESS : 64 New York Ave., 4th Floor
Washington, DC 20002
TELEPHONE # : 202-671-4240
FAX # : 202-442-8246

AGENCY CODE: JA0

AUTHORIZING OFFICER 

DATE: 08/22/18

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

PART II

MOU NUMBER: _____

OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE:

To fund child care subsidy for low income families so they can participate in work-related activities.

TOTAL: \$36,947,695.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	GD0	18	E800	0703	IA703	IADA2	0050	0507		DHS11A/16			
BUYER	JA0	18	2000	8200	TOCD8	TST04	0501	0501					

GOOD/ SERVICE:

DATE: __/__/__

TOTAL: \$25,500.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	GD0	18	E800	0703	IA703	IADB2	0050	0507		DHS11B/16			
BUYER	JA0	18	2000	8200	FSTE8	TST05	0501	0501					

GOOD/ SERVICE:

DATE: __/__/__

TOTAL: \$229,251.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	GD0	18	E800	0703	IA703	IABG2	0050	0507		SSBG11/15			
BUYER	JA0	18	5000	8200	SSSO8	FST02	0501	0501					

**BI-LATERAL
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Bilateral Memorandum of Understanding (MOU) is being entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) and the Office of the State Superintendent of Education (OSSE), Division of Early Learning, collectively referred to herein as the "Parties." The Parties now desire to establish a MOU as follows:

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 include the Economic Security Administration (hereinafter "ESA") and the Family Services Administration (hereinafter "FSA"). As it relates to this MOU, ESA, determines the eligibility of applicants and recertifies the eligibility of recipients for federal and District-funded assistance programs. ESA makes determinations of eligibility and the amount of assistance for Temporary Assistance for Needy Families (TANF), Medical Assistance programs, Supplemental Nutrition Assistance Program (SNAP) (formerly known as the Food Stamp Program), Subsidized Child Care program, and promotes economic independence by helping low-income adults in collaboration with the Department of Employment Services (DOES) achieve self-sufficiency through employment and work-related activities.

OSSE is the State Education Agency (SEA) for the District which manages a subsidized child care program to ensure equal access to stable, high-quality child care for low-income children whose parents are working or in an education program or for a child who is determined vulnerable as outlined in the Subsidized Child Care Eligibility Policies consistent with the Day Care Policy Act of 1979 ("Day Care Act"), effective September 19, 1979 (D.C. Law 3-16; D.C. Official Code § 4-401 *et seq.*). In order to be eligible, a child must be under fifteen (15) years of age.

The purpose of this MOU is to establish the terms and conditions under which DHS/ ESA shall transfer a total of thirty-seven million two hundred two thousand four hundred forty-six dollars (\$37,202,446.00) to OSSE to fund child care subsidy slots for low-income families.

Of the thirty-seven million two hundred two thousand four hundred forty-six dollars (\$37,202,446.00) transferred from DHS to OSSE, two hundred twenty-nine thousand two hundred fifty-one dollars (\$229,251.00) in Social Services Block Grant (SSBG) funds, shall be transferred to OSSE to support child care subsidy services provided to child development facilities pursuant to Title XX §2001 of the Social Security Act of 1975 (Pub. L. No. 93-647; 42 U.S.C. §§1397 *et seq.*; 45 C.F.R. §96.70 – 96.74), as amended; thirty-six million nine hundred

forty-seven thousand six hundred ninety-five dollars (\$36,947,695.00) in TANF funds, shall be transferred to OSSE, to subsidize child care services for low-income families, so that they may participate in work-related activities and reduce their dependence on public benefits, and carry out the purposes set forth in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), as amended (Pub. L. No. 104-193; 42 U.S.C. § 601 *et seq.*; D.C. Official Code § 4-201.01, *et seq.*) to subsidize child care services for low-income families, so that they may participate in work-related activities and reduce their dependence on public benefits; and twenty-five thousand five hundred dollars (\$25,500.00) shall be transferred to OSSE to enable persons receiving SNAP benefits pursuant to Title XII of the Food Stamp Act of 1977, as amended, (Pub. L.No. 95-113; 7 U.S.C. 2001, *et seq.*), as amended, to enable persons receiving SNAP benefits to participate in work or work-related activities.

In addition, this MOU sets forth the terms and conditions under which OSSE shall transfer one million four hundred sixty-three thousand eight hundred ninety-nine dollars and twelve cents (\$1,463,899.12) to DHS/ESA to support the Child Care Services Division (CCSD) within DHS/ESA to determine eligibility for child care services under the subsidy.

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 OSSE

OSSE shall:

1. Be responsible for the administration and oversight of the Child Care Subsidy program, including the delivery of child care subsidy benefits for low-income families determined eligible for the benefits by DHS/ESA;
2. Within available resources and capacity constraints, ensure adequate supply of high quality child care subsidy slots throughout the District to enable parental choice;
3. Use the funds provided by DHS/ESA under Section VI.A. of this MOU to fund child care subsidy payments to providers consistent with the provisions of the Personal Responsibility and Work Opportunity Reconciliation (PRWORA) Act of 1996, as amended (Pub. L. No. 104-193; 42 U.S.C. § 601, *et seq.*), as amended, and the Food Stamp Act, as amended (Pub. L. No. 95-113; 7 U.S.C. § 2001, *et seq.*), as amended.
4. Administer timely payments;
5. Relinquish a claim or use of funds related to maintenance of effort in the amount of twenty-two million one hundred sixty-nine thousand three hundred sixty-five dollars (\$22,169,365.00) in local funds, thereby allowing DHS to claim these local funds for federal match in the TANF & SNAP programs respectively;
6. Transfer funds via intra-district transfer in the amount of one million four hundred sixty-three thousand eight hundred ninety-nine dollars and twelve cents (\$1,463,899.12) to DHS/ESA to support the child care eligibility determination functions. Transfer will occur upon receipt of the applicable District Schedule A staffing list to support the total amount; and
7. Ensure timely referral and placement of children from families receiving TANF benefits into child care, including pre-kindergarten, out of school time care and

ensure ongoing continuity of services so that they may participate in work-related activities, including training, barrier removal, education and/or employment, so that they may obtain or maintain employment.

B. RESPONSIBILITIES OF DHS

DHS/ESA Shall:

1. No later than thirty (30) days of the execution of this MOU, transfer thirty-seven million two hundred-two thousand four hundred forty-six dollars (\$37,202,446.00) to OSSE to fund child care subsidy slots for low-income families, in accordance with the priorities set forth in set forth in D.C. Official Code § 4-401, *et seq.*, as amended;
2. Make timely, accurate eligibility determinations for the child care subsidy program, in accordance with D.C. Official Code § 4-401, *et seq.*; 42 U.S.C. § 9858, *et seq.* and the Food Stamp Act, 7 U.S.C. § 2001, *et seq.*, 7 C.F.R. § 273.7. DHS/ESA shall also (1) ensure accuracy of eligibility data entry and case records; (2) ensure that case records are properly secured in accordance with OSSE and District policies for personally identifiable information; (3) comply with federal Child Care and Development Fund (CCDF) requirement to maintain case records for a minimum of five (5) years; and (4) work with OSSE to determine how to recover improper payment due to incorrect eligibility determination to prevent errors and improper payments;
3. Notify OSSE of changes in residence, or eligibility of childcare subsidy recipients within three (3) business days of the reported change;
4. Accept applications for relative and in home care providers and transmit the applications to OSSE for processing within two (2) business days of receipt;
5. Claim Division of OSSE local funds to meet the TANF Maintenance of Effort (MOE) for twenty-two million one hundred forty-three thousand eight hundred sixty-five dollars (\$22,143,865.00) and the SNAP match twenty-five thousand five hundred dollars (\$25,500.00) for a total of twenty-two million one hundred sixty-nine thousand three hundred sixty-five dollars (\$22,169,365.00);
6. Conduct categorical eligibility determinations for TANF and the SNAP Employment and Training (E&T) participants who have completed an assessment and Individual Responsibility Plan (IRP). Review income to determine the parent co-payment level for subsidized child care; provide linkage to My Child Care DC and DC Child Care Connections for families seeking subsidized child care various child care options; enroll eligible families in child care of choice based on applicable policies and regulations established by OSSE and other DHS/ESA related policies and procedures;
7. Conduct annual eligibility determinations at the TANF review for continuing services to ensure that families continue to meet eligibility requirements for children receiving child care subsidy for subsidized child care services based on applicable rules and regulations, and OSSE and DHS policies and procedures;
8. Maintain customer records with current and required documentation; enter and update required data in the Office of Early Childhood Development (OECD) case management system upon receipt; maintain active and closed customer records to ensure confidentiality and to safeguard against loss, misuse or misplacement;

9. Conduct random quality assurance reviews on a 10 percent sample of each SSR customer records including the database to ensure accuracy each quarter; and prepare a report of such findings for OSSE and submit thirty (30) days after the end of each quarter;
10. Refer all cases of suspected subsidized child care fraud to OSSE immediately upon notification, including all supporting documentation. Maintain tracking mechanism for all referred cases and the associated outcomes;
11. Serve as the initial contact for customers requesting fair hearings pursuant to the denial of child care services; prepare responses including all supporting documents to case management reports issued by the Office of Administrative Hearings (OAH); and appear at hearings. CCSD will respond to and attend fair hearings relating to eligibility determinations made by CCSD. DHS will provide OSSE a quarterly report to include the number of hearings, attendance details, and outcome of hearing. All other fair hearings will be attended to by OSSE and their providers;
12. Certify compliance with all CCDF-funded personnel every six (6) months (by April 15th and October 15th each year) with applicable federal regulations, including without limitation Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments;
13. Assist OSSE in responding to surveys, audits and investigations related to the child care subsidy program within the required timeframe as provided by the requesting agency;
14. Conduct investigations of complaints and unusual incidents reported by customers or from other reasonable sources and provide complaint details to OSSE's child care complaint line within 48 hours of receipt with the complaint and supporting documentation. Provide OSSE reports of the completed investigation along with findings and any appropriate evidence to support such findings; and
15. Provide reports and data as requested and in the form agreed upon by OSSE and DHS/ESA.
16. DHS/ESA Child Care Services Division (CCSD) will employ the following staff: one (1) Program Manager, one (1) Section Chief, one (1) Supervisory Social Service Representatives (SSSR); three (3) Social Service Assistants (SSA); eleven (11) Social Service Representatives (SSR) at the Congress Heights Service Center (located at 4049 South Capitol Street, S.W.); one (1) SSR at Virginia Williams Family Resource Center (VWFRC) (located at 920 Rhode Island Avenue, N.E.); one (1) bilingual SSA; and three (3) SSR (two bilingual) at the Taylor Street Service Center (located at 1207 Taylor Street, N.W.)
 - a. The SSSR will provide direct supervision and day-to-day guidance to SSR and SSA staff pertaining to child care eligibility determination, processing of non-traditional error reports, admission form processing, policy clarification and adherence; as well as, provide programmatic and administrative oversight of CCSD operations, addressing emergency situations and resolving issues and crises and approving admission forms and handling non-traditional adjustments.
 - b. The SSR are responsible for conducting eligibility determination and re-determination for customers who are in need of traditional and non-traditional

hours of subsidized child care services; reviewing information provided by customers and applying appropriate rules and policies of OSSE, the District and Federal guidelines; completing case narratives; documentation for payments; detailed reports of customers served; and working with other agencies.

- c. The SSA are responsible for responding to calls and inquiries pertaining to eligibility criteria for subsidized child care; providing technical assistance to customers until the situation can be referred to and addressed by the appropriate staff; following-up on case/customer issues with SSRs; returning calls and emails to customers within a certain timeframe; and assisting in maintaining case files.

17. DHS/ESA currently co-locates CCSD staff throughout the District. The co-location of CCSD staff is currently in place at the VWFRC, located at 920 Rhode Island Avenue, N.E., the Congress Heights Service Center located at 4049 South Capitol Street, S.W., and the Taylor Street Service Center located at 1207 Taylor Street, N.W.

C. JOINT RESPONSIBILITIES

DHS/ESA and OSSE Shall:

1. Maintain on-going communications regarding the subsidized child care program operations and meet with the DHS/ESA Administrator, CCSD Program Manager and CCSD Supervisors monthly to ensure progress of the terms and conditions of this MOU. Meeting locations will alternate between OSSE and DHS/ESA at a mutually agreed upon time and day;
2. Collaborate in conducting orientations and workshops on enrollment requirements for the Child Care Subsidy Program;
3. Collaborate in data matching for customers receiving subsidized child care and TANF, SNAP Employment and Training (E&T) Program, and Foster Care and Protective Services; and
4. Collaborate to implement OSSE's child care subsidy eligibility policies and procedures. CCSD supervisory staff will attend OSSE's quarterly Eligibility Institute meeting to remain up to date on eligibility policies and procedures.

D. OSSE CHILD CARE SUBSIDY RESPONSIBILITIES

1. Provide technical assistance to DHS in the accurate use and entry of data in the Child Care Subsidy System;
2. Conduct onsite record reviews to determine compliance with established OSSE and ESA policies and procedures; report on findings; receives corrective action plans from DHS; and conduct follow-up visits to validate compliance. OSSE shall provide a copy of the record review requirements to DHS/ESA within thirty (30) days of the effective date;
3. Receives and process payment information sent by the provider into the Child Care Subsidy System;

4. Notify CCSD of decisions to terminate, suspend, modify, or transfer subsidy recipients due to investigation, non-compliance, or any other reason that affects the eligibility for child care subsidy;

IV. DURATION OF MOU

- 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.
- B. This MOU shall terminate on September 30, 2018, but may be extended, contingent upon the availability of funds, in one (1) year increments, provided a written notice is given by the party seeking the extension at least thirty (30) days prior to the expiration date. In no event shall this MOU extend more than four (4) option periods from the date that the original extend more than four (4) option periods from the date that the original MOU was executed.
- 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 and federal laws and regulations.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. The actual cost for services under this MOU shall not exceed **thirty-seven million two hundred-two thousand four hundred forty-six dollars (\$37,202,446.00)** for FY 2018. Of the thirty-seven million two hundred two thousand four hundred forty-six dollars (\$37,202,446.00) transferred from DHS to OSSE, two hundred twenty-nine thousand two hundred fifty-one dollars (\$229,251.00) shall be from SSBG funding, thirty-six million nine hundred forty-seven thousand six hundred ninety-five dollars (\$36,947,695.00) shall be from TANF funding, and twenty-five thousand five hundred dollars (\$25,500.00) shall be from the SNAP Food Supplement Employment and Training (FSET) program funding.
2. Funding for these services shall not exceed the actual cost of the services provided, including labor, materials and actual overhead.
3. The District's obligations under this MOU are contingent upon the future availability of appropriated monies with which to make payments. In the event of cancellation of the Agreement because of non-appropriation of funds in a fiscal year quarter, there shall be a cancellation ceiling of zero dollars. This shall represent reasonable preproduction and other non-recurring costs, which would be applicable to the services being furnished

B. PAYMENT

1. Payment for all of the goods and services shall be made through an Intra-District advance by DHS/ESA to OSSE based on the total amount of this MOU.
2. Advances to OSSE for the services to be performed shall not exceed the amount of this MOU.
3. OSSE shall relieve the advance and bill DHS/ESA through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OSSE shall return any excess advance to DHS/ESA by September 30th of the current fiscal year.
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.
5. Any expenditure disallowed by audit or other DHS or Federal government review shall be subject to repayment by OSSE.

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

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

VIII. RECORDS AND REPORTS

OSSE 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 of Columbia 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 the DHS and OSSE.

X. 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.

XI. NOTICE

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

For DHS:

Anthea Seymour, Administrator
Economic Security Administration
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 698-3900
Email: anthea.seymour@dc.gov

For OSSE:

Elizabeth Groginsky
Assistant Superintendent of Early Learning
801 First Street, N.E., 9th Floor
Washington, DC 20002
Phone: (202) 727-2814
Email: Elizabeth.groginsky@dc.gov

XII. MODIFICATIONS

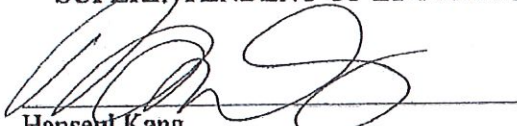
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

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 OFFICE OF THE STATE
SUPERINTENDENT OF EDUCATION:**


Hanseul Kang
State Superintendent for Education

Date: 8/15/18

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

Date: 7/23/18

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 22-May-17

SELLER INFORMATION

AGENCY: Office of the State Superintendent of Education

AGENCY CODE: GD0

NAME OF CONTACT: Paris Saunders

ADDRESS : 810 First Street NE,
Washington, DC 20002

TELEPHONE # : 202-727-3450

FAX # : _____

AUTHORIZING OFFICER


Paris Saunders

DATE: 5 / 22 / 18

~~Jacques.harley2@dc.gov~~

paris.saunders2@dc.gov

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

ADDRESS : 64 New York Avenue, NE, 6th Floor
Washington, DC 20002

TELEPHONE # : (202) 671-4240

FAX # : _____

AUTHORIZING OFFICER


Hayden Bernard
hayden.bernard@dc.gov

DATE: 6 / 15 / 18

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

**PART II**

MOU NUMBER: _____

OF _____

SERVICE INFORMATION AND FUNDING CODES**GOOD/ SERVICE:**

T provide financial assistance for eligible TANF recipients to pursue post-secondary degrees or certificate programs.

TOTAL: \$ 250,000.00

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	
SELLER	GDO	18		IA712	IATP2	4600	4600		TAPT11/11		
BUYER	JA0	18	8200	TPEA8	TT100	0409	0409				

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: _____


GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Hanseul Kang
State Superintendent of Education
Office of the State Superintendent
of Education

FROM: Laura Green Zeilinger 
Director

DATE: 3/27/18

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services, Economic Security Administration and the Office of the State Superintendent of Education for the Tuition Assistance Program Initiative for TANF

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), Economic Security Administration (ESA) and the Office of the State Superintendent of Education (OSSE).

The purpose of this MOU is for OSSE to provide financial assistance for eligible District Temporary Assistance for Needy Families (TANF) recipients for the Tuition Assistance Program Initiative for TANF (TAPIT). The program allows the recipients to pursue post-secondary degrees or certificate programs offered by a limited number of accredited colleges, universities or two-year community colleges approved by the DHS/ESA. This MOU is made in accordance with the D.C. Official Code § 1-301.01 (k) (2014 Repl.) and any other applicable District or federal laws and regulations.

The period of this MOU is from October 1, 2017 through September 30, 2018 and the total cost for services shall not exceed two hundred fifty thousand dollars (\$250,000.00).

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) 698-3900.

LGZ/mb

Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) and the Office of the State Superintendent of Education (OSSE).

DHS/ESA has requested the services of OSSE to provide financial assistance for eligible Temporary Assistance for Needy Families (TANF) recipients to pursue post-secondary degrees or certificate programs offered by a limited number of accredited colleges, universities or two-year community colleges approved by the DHS/ESA.

II. PROGRAM GOALS AND OBJECTIVES

- A. The District has a critical need to provide financial assistance for eligible TANF recipients to pursue post-secondary degrees or certificate programs offered by accredited colleges, universities or two-year community colleges. The partnership between DHS/ESA and OSSE creates a continuum of options to help qualified customers, those who meet academic performance standards and demonstrate financial need, acquire higher-level skills and competencies in order to secure jobs with a potential for long-term economic independence through the Tuition Assistance Program Initiative for TANF (TAPIT).
- B. The purpose of this MOU is to grant eligible TANF recipients up to four thousand dollars and zero cents (\$4,000.00), per academic year while enrolled at a college, university or two-year community college. The funding is limited to approval under the Free Application for Federal Student Aid (FAFSA) guidelines for no more than four (4) years. This funding is for tuition, mandatory fees, tutorial services and books. Attendance may be for half, three quarters or full-time enrollment. All other forms of financial aid and assistance are first applied to the customer's tuition costs and TAPIT is the last payer, thus conserving these scarce monies.

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 OSSE

OSSE shall be responsible for the following services:

1. Coordinating and administering payments under TAPIT; and
2. Compiling data for reports for submission to DHS/ESA, including enrollment, enrollee academic status and information regarding the disbursement of funds.

B. Responsibilities of the DHS/ESA

DHS/ESA shall be responsible for the following activities and services:

1. Transferring two hundred fifty thousand dollars (\$250,000.00) to OSSE, through an intra-district transfer, to administer the TAPIT program for Fiscal Year (FY) 2018;
2. Verifying applicant eligibility and certify compliance with mandated work requirements;
3. Coordinating the TAPIT application, selection and notification process;
4. Monitoring academic progress of TAPIT participants, and
5. Reviewing reports concerning the disbursement of funds. The reports shall include admissions application, proof of enrollment and class schedule.

C. Target Population

DHS/ESA clients who are TANF recipients in good standing will be identified by DHS/ESA for TAPIT.

D. Personnel Standards

OSSE shall employ and train staff who possess competencies to perform the duties to which they have been assigned.

E. Location of Services

OSSE shall provide services within the District although customers may attend any District accredited college, university or two-year community college, which is approved by DHS/ESA, while residing in the District.

F. Financial Records

OSSE shall retain a copy of all books, records, documents and other evidence pertaining to costs and expenses, 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 but, in any event, for a period no less than three (3) years. OSSE shall maintain all information as confidential.

G. OSSE shall provide to DHS/ESA an annual report documenting the services provided and other information that supports the funds expended under this MOU.

H. OSSE shall return to DHS/ESA any funds denied or disallowed pursuant to an audit or investigation.

IV. DURATION OF AGREEMENT

A. The period of this MOU shall be for FY 2018 and shall be effective from October 1, 2017 through September 30, 2018.

B. This MOU shall terminate on September 30, 2018, but may be extended, contingent upon availability of funds, in one (1) year increments provided a written notice is given by the party seeking the extension at least thirty (30) days prior to the expiration date. In no event shall this MOU extend more than four (4) option periods from the date that the original MOU was executed.

C. DHS/ESA and OSSE reserve the right to request modification and/or re-negotiation of the terms and conditions of this MOU at any time, in writing and with the agreement of both parties.

V. IMPLEMENTATION PLAN

DHS/ESA and OSSE shall, within fifteen (15) days of the execution of this MOU, develop an implementation plan with an expected implementation date within thirty (30) days after execution of this MOU.

VI. SPECIAL PROVISION FOR TERMINATION OF AGREEMENT

This MOU may be terminated on the following grounds:

- A. Lack of federal funding;
- B. Lack of a Congressionally approved budget;
- C. Changes in a District or federal policy affecting these services;
- D. Changes in the structure of this program;
- E. Elimination of this program or services; or
- F. Failure of OSSE to follow District or federal laws, rules or regulations.

VII. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed two hundred fifty thousand dollars (\$250,000.00) for FY 2018. Funding for the services shall not exceed the actual cost of the goods or services, including labor, materials and reasonable overhead.
2. In the event this MOU is terminated, payment to OSSE shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th 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/ESA to OSSE based on the total amount of this MOU, two hundred fifty thousand dollars and zero cents (\$250,000.00) for FY 2018.
2. OSSE shall submit monthly/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) reasonable overhead.
3. Advances to OSSE for the services to be performed/goods to be provided shall not exceed the amount of this MOU, two hundred fifty thousand dollars (\$250,000.00) for FY 2018.
4. OSSE shall relieve the advance and bill DHS/ESA through the Intra-District process only for those good or services actually provided pursuant to the terms of this MOU. OSSE shall return any excess advance to DHS/ESA by September 30th of the current fiscal year.

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.

D. Quarterly Review

Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer (OCFO) of the District, all services provided by this MOU shall be reported quarterly in the ESA FRP submission to the Office of Budget and Planning.

E. Resolution Disputes

All adjustments and/or disputes arising from services provided under this MOU shall be resolved at the lowest possible level. When a dispute cannot be resolved by the immediate workers, it shall be referred to the administrators of OSSE and DHS/ESA. If a dispute cannot be resolved by the administrators, the matter shall be referred to the DHS Director for resolution. 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 within the Office of the Chief Financial Officer.

F. Obligations of OSSE

1. OSSE shall ensure that the revenues for this project are reflected in the budget line item detail screen and the appropriate accumulators.
2. OSSE shall establish, with the Chief Financial Officer (CFO), an agency internal service fund with a corresponding index that ties the fund and the agency's organizational structure for the transfer of funds from DHS/ESA to OSSE.
3. OSSE shall provide the projected costs for providing the services under this MOU. This detail shall be provided on the Intra-District Standard Request Form (ISRF).

G. Obligations of DHS/ESA:

DHS/ESA shall budget for all services requested in this MOU.

H. Monthly Review

Pursuant to the Financial Review Process (FRP), mandated by the OCFO of the District of Columbia, all services provided by this MOU shall be reported monthly in the ESA FRP submission to the Office of Budget and Planning (OBP).

I. Resolution of Disputes

All adjustments and/or disputes arising from financial obligations provided under this MOU shall be resolved at the lowest possible level. When a dispute cannot be resolved by the immediate workers, it will be referred to the administrators.

VIII. LEGAL AUTHORITY FOR MOU

The authority for this MOU is D.C. Official Code § 1-301.01(k), and any other applicable District and federal laws or regulations.

IX. COMPLIANCE AND MONITORING

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

X. RECORDS AND REPORTS

OSSE 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.

XI. 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 the buyer agency.

XII. 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.

XIII. NOTICE

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

For DHS/ESA:

Ellen M. Wells
Deputy Administrator
Program Development and Training
Economic Security Administration
Department of Human Services
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 698-3946
Email: Ellen.Wells@dc.gov

For OSSE:

Toshia Dark Berry, Management Analyst
Postsecondary and Career Education
Office of the State Superintendent of
Education
1050 First Street, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 741-6482
Cell: (202) 230-6841
E-fax: (202) 281-3947
Email: Toshia.Dark@dc.gov

XIV. MODIFICATIONS

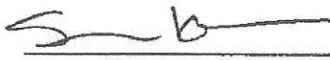
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XV. 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 signed this MOU as of the day and year written below:

FOR THE DEPARTMENT OF HUMAN SERVICES:




Laura Green Zeilinger
Director

3/27/18

Date

FOR THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION:



Hanseul Kang
State Superintendent of Education

6/11/18.
Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

JUN 12 2018

Ronald Mason, Jr.
President and Chief Academic Officer
University of the District of Columbia
4200 Connecticut Avenue, N.W.
Building 39, Room 301A
Washington, DC 20008

Dear Mr. Mason:

This letter transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Agreement (MOA) between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) and the University of the District of Columbia (UDC), School of Business and Public Administration (SBPA).

The purpose of the MOA is for the University to provide Paving Access Trails for Higher Security (PATHS) training and employment support services, including job skill workshops for up to seven hundred (700) Temporary Assistance for Needy Families (TANF) customers and vocational assessments to two hundred (200) Program on Work, Employment and Responsibility (POWER) customers for FY 2018. The cost associated with the MOA is two million nine hundred thousand dollars (\$2,900,000.00) for FY 2018.

The MOA is made in accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. No. 104-193) (PRWORA), as amended, and any other applicable District or federal law and regulation. The period of the MOA is October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to this date.

Please sign and return the original to my office. If you have any questions or concerns, please contact Ellen Wells, Deputy Administrator, DHS/ESA, at (202) 698-3946.

Sincerely,

Laura Green Zeilinger
Director

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

DATE: May 30, 2018

SUBJECT: Fiscal Year 2018 Memorandum of Agreement between the District of Columbia
Department of Human Services and the University of the District of Columbia

The District of Columbia (District) Department of Human Services (DHS) Office of the General Counsel (OGC) has reviewed the above-referenced Fiscal Year (FY) 2018 Memorandum of Agreement (MOA) between the DHS Economic Security Administration (ESA) and the University of the District of Columbia (University), School of Business and Public Administration (SBPA), and has determined that it is legally sufficient and appropriate for your signature.

The purpose of the MOA is for University to provide Paving Access Trails for Higher Security (PATHS) training and employment support services, including job skill workshops for up to seven hundred (700) Temporary Assistance for Needy Families (TANF) customers and vocational assessments to two hundred (200) Program on Work, Employment and Responsibility (POWER) customers for FY 2018. The cost associated with the MOA is two million nine hundred thousand dollars and zero cents (\$2,900,000.00) for FY 2018.

The MOA is made in accordance with Personal Responsibility and Work Opportunity Reconciliations Act of 1996 (Pub. L. No. 104-193) (PRWORA), as amended, and any other applicable District or federal law and regulation. The period of the MOA is October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to this date.

If you have any questions or concerns, please let me know.

MJB/rl
Attachment

**MEMORANDUM OF AGREEMENT
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE UNIVERSITY OF THE DISTRICT OF COLUMBIA
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Agreement (MOA) is entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA) and the University of the District of Columbia (University), School of Business and Public Administration (SBPA) collectively referred to herein as the "Parties".

This MOA outlines a collaborative agreement for the University: (a) to provide training and other services to help Temporary Assistance for Needy Families (TANF) customers, and other DHS/ESA low-income customers achieve self-sufficiency; and (b) to provide technical assistance to DHS/ESA managers.

II. PROGRAM GOALS AND OBJECTIVES

As mandated by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), effective August 22, 1996, (Pub. L. No.104-193; 42 U.S.C. § 601, *et seq.*), as amended, DHS/ESA seeks to provide training and employment support services that will enhance its customers' ability to improve their employment prospects. DHS/ESA provides services to help TANF customers overcome barriers to obtaining jobs that provide full benefits and offer opportunities for wage progression. Among the barriers confronted by TANF customers are low levels of basic skills and inadequate job skills training.

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 MOA expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF THE UNIVERSITY

University shall provide the following:

1. Overview of Services

- a. Conduct Paving Access Trails for Higher Security (PATHS) job skills workshops for up to seven hundred (700) TANF customers. Additional customers may be referred to the workshop by DHS/ESA, if such customers fall within the

parameters of the target group. The additional customers may only participate in the workshops after the initial group of 700 TANF customers has completed the program.

- b. Provide vocational assessments to two hundred (200) DHS, Program on Work, Employment and Responsibility (POWER) customers referred by DHS/ESA.
- c. Provide basic skills and career assessment for TANF customers referred by DHS/ESA.
- d. Provide academic and financial aid counseling for TANF customers who plan to enter academic programs at the University.

2. Tasks and Activities Related to Providing Services for PATHS

- a. As needed, refine the PATHS program curriculum, student outreach, information materials for TANF customers and other low-income customers in consultation with DHS/ESA.
- b. Facilitate job search and placement activities.
- c. Conduct PATHS program evaluation.
- d. Establish scheduled consultations with a designated DHS/ESA program monitor.
- e. Using a format approved by DHS/ESA, provide weekly, bi-monthly and final reports to DHS/ESA as required.
- f. Provide technical assistance to designated DHS/ESA personnel for training and quality assurance.
- g. 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.
- h. Maintain a complete written job description for each position funded, which shall 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.
- i. Engage in noncompetitive procurement with respect to the Brooks Group (Hospitality training and job readiness), Donan Enterprises (Information Systems), Soul Stirring Management Consulting, Telecommunications Development Corporation and Claudia Thorne, LICSW, as expressly authorized by DHS/ESA in accordance with the Uniform Guidance, 2 C.F.R. § 200.320(f), and certified by DHS/ESA as qualified and experienced and able to perform the required services, and selected by DHS/ESA in order to ensure continuity of services and based on their experience with the TANF population in previous years.

B. RESPONSIBILITIES OF DHS/ESA

DHS/ESA shall provide the following:

1. Coordination with the University

- a. Designate a DHS/ESA manager as project manager to act as liaison with the University.
- b. Refer up to two hundred (200) TANF customers to the PATHS program, within funding parameters as appropriate.
- c. Provide access to relevant information or data including, but not limited to guidelines for customer service or standards for production of written documents for the District government.

2. Performance Monitoring

- a. The DHS/ESA project manager shall review and approve all implementation plans and monthly and final reports provided in accordance with this MOA.
- b. The DHS/ESA project manager may review literature developed for training and technical assistance initiatives prior to distribution.

IV. DURATION OF MOA

- A. This MOA shall be effective October 1, 2017 through September 30, 2018, but may be extended, contingent upon availability of funds, in one (1) year increments provided a written notice is given by the party seeking the extension at least thirty (30) days prior to the expiration date. In no event shall this MOA extend more than four (4) option periods from the date that the original MOA was executed.
- B. The Parties may extend the term of this MOA by exercising a maximum of four (4) one-year option periods. DHS/ESA shall provide notice of its intent to renew an option period prior to the expiration of the MOA.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.
- D. Either Party may terminate this MOA in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

V. AUTHORITY FOR MOA

This MOA is subject to D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The cost of this MOA shall not exceed two million nine hundred thousand dollars (\$2,900,000.00) for FY 2018. All costs or expenditures under this MOA are limited to those allowable under the PRWORA, TANF Block Grant and all applicable District laws and regulations. No more than fifteen percent (15%) of the total amount of expenses incurred under this MOA may support activities defined as Administrative Expenditures pursuant to Section 404 (b)(1) of the PRWORA or in regulations referenced in or promulgated to implement the PRWORA. The University will reimburse DHS/ESA for any costs under this MOA that may be disallowed by auditors.

B. FUNDING

1. DHS/ESA shall transfer up two million nine hundred thousand dollars and zero cents (\$2,900,000.00) in budgetary authority to the University, with payment for services as invoiced by University and approved by DHS/ESA.
2. DHS/ESA reserves the right to deny payment to the University for expenditures that are not made pursuant to this MOA or costs not allowable under the TANF program or District law or regulation.

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 MOA, or any subsequent agreement entered into by the parties pursuant to this MOA, 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

As this MOA is funded with District funds, DHS/ESA will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

University 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 MOA and, upon the District's request, make these documents available for inspection by duly authorized representatives of the DHS/ESA and other officials as may be specified by the District at its sole discretion.

IX. CONFIDENTIAL INFORMATION

The Parties to this MOA shall use, restrict, safeguard and dispose of all information related to services provided by this MOA, in accordance with all relevant federal and District statutes and regulations. Information received by the University, which is not otherwise public information, in the performance of responsibilities associated with the performance of this MOA shall remain the property of the DHS/ESA.

The Parties recognize that the student educational records are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974, effective August 21, 1974 (Pub. L. 93-380, 20 U.S.C. §§1232g, *et seq.*), as amended. FERPA permits disclosure of student "educational records" to "school officials" that have a "legitimate educational interest" in the information. In accordance with FERPA, the University can designate other entities, including vendors and consultants, as "other school officials." For purpose of this MOA only, to the extent that DHS/ESA has access to student educational records, DHS/ESA is determined to fall within the category of "school official." Neither DHS/ESA, their agents, nor their assignees shall disclose student educational records to any third party, except with the prior written consent of the University. The Parties agree to take appropriate legal action against any unauthorized use or disclosure of any student educational record.

X. CONSISTENT WITH LAW

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

The Parties agree to comply with all Federal and District statutes that prohibit discrimination. The Parties certify that all persons employed by and students served by the Parties shall be treated equally without regard to race, religion, ancestry, national origin, sex, age, disability, marital status, political affiliation, or beliefs.

XI. NOTICE

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

For UDC:

Dr. Yolandra A. Plummer, Director
Institute of Human Service Delivery
University of the District of Columbia
School of Business and Public Administration
4200 Connecticut Avenue, N.W.
Building 42, Room 214
Washington, DC 20008
Phone: (202) 274-7106
Email: Yolandra.Plummer@udc.edu

For DHS:

Ellen M. Wells
Deputy Administrator
Program Development and Training
Economic Security Administration
Department of Human Services
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 698-3946
Email: Ellen.Wells@dc.gov

XII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Amendments or modifications should be dated and signed by the authorized representatives of 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 MOA as follows:

FOR THE DEPARTMENT OF HUMAN SERVICES:

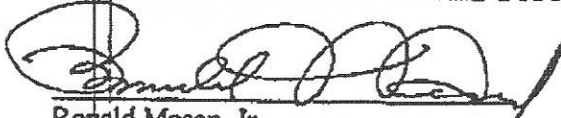


Laura Green Zeifinger
Director

JUN 12 2018

Date

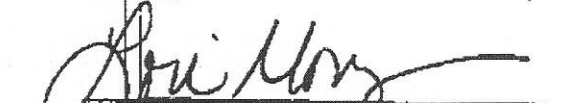
FOR THE UNIVERSITY OF THE DISTRICT OF COLUMBIA:



Ronald Mason, Jr.
President

Date

6.22.18



for Sharon Cooper Muncisi Muxara
Chief Financial Officer

Date

7/2/2018

ATTACHMENT A

Fiscal Year 2018 Services Provided by the University of the District of Columbia

A. Provide PATHS program services for up to nine hundred (900) TANF customers (staffing and benefits, consultants, office and training supplies, uniforms, transportation monetary and other types of incentives).	\$2,000,000.00
<ul style="list-style-type: none">• Accept additional customers from ESA within funding parameters following successful completion of activities by the initial group.• Conduct outreach, orientation, life skills training and case management.• Provide basic skills and career assessments for TANF customers.• Conduct PATHS jobs skills, workshops for TANF customers (Certified Nursing Assistants, Home Health Aides, Child Development Associates, Hospitality, Microsoft Office, plus certification examinations, using the following vendors: The Brooks Group, SE Children's, VMT and Donan Enterprises.• Provide academic and financial aid counseling for TANF customers planning to enter academic programs at UDC.• Conduct job readiness, job search, job placement in non-subsidized and subsidized jobs and monitoring up to six months after job placement.	
B. Provide same services to POWER customers as listed above for TANF.	\$500,000.00
<ul style="list-style-type: none">• Conduct vocational educational assessments.• Provide fare cards/tokens for transportation.• Provide counseling and guidance on submitting disability claims.	
C. PATHS technical support services to designated ESA personnel or training and quality assurance (staff, benefits, consultants, office and training supplies) using the following Consultants (Claudia Thorne, Jewel Love (Soul Stirring) and other professionals as needed.	\$200,000.00
<ul style="list-style-type: none">• Provide system-wide training to ESA staff in area(s) designated by ESA Deputy Administrator for Training and Development.• Coordinate up to six ESA solicitations (submissions, review and report).• Sponsor and coordinate ESA's Annual Capacity Building Conference at UDC for small community-based non-profit District organizations funded by ESA.• Provide technical support for the Intelex information system tracking of ESA staff training.• Monitor Home Visit and Domestic Violence Program quarterly.	
D. UDC shall provide vocational assessment and job readiness training for up to two hundred (200) TANF customers.	\$120,000.00
E. UDC shall provide technical assistance to grantees to enhance and improve communication and outreach capacity.	\$80,000.00
TOTAL	\$2,900,000.00


GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Nathan E. Bovelie
Interim Executive Director
District of Columbia Housing Authority

FROM: Laura Green Zeilinger 
Director

DATE: SEP 26 2017

SUBJECT: Fiscal Year 2018 Modification Number Two to the Memorandum of Agreement between the District of Columbia Department of Human Services and the District of Columbia Housing Authority for the Administration of the Permanent Supportive Housing Program

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 Agreement (MOA) between the Department of Human Services (DHS) and the District of Columbia Housing Authority (DCHA) for the Administration of the Permanent Supportive Housing Program (PSHP).

The purpose of the FY 2016 MOA was for DHS to provide funding and other resources to DCHA required for DHS and DCHA to work together to stabilize the housing of PSHP families and streamline the monthly rental payments of PSHP subsidies to participating landlords. PSHP provides a permanent rental subsidy and case management services to chronically homeless individuals and families in the District with a disabling condition, who have either been continuously homeless for a year or more, or have had at least four (4) episodes of homelessness in the past three (3) years, or are currently living in a place unsuitable for human habitation. The MOA was made pursuant to 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 and federal law and regulation.

Modification Number One to the MOA renewed the term of the Agreement through FY 2017, and provided funding in the amount of eleven million eight hundred forty-one thousand seven hundred ten dollars and zero cents (\$11,841,710.00).

DHS now approves Modification Number Two (2) to the MOA which renews the term of the MOA through FY 2018, from October 1, 2017 through September 30, 2018, and provides funding in an amount not to exceed twelve million eight hundred forty-one thousand seven hundred ten dollars and zero cents (\$12,841,710.00).

Please sign and return the original to my office. If you have any questions or concerns, please contact Dallas Williams, Deputy Administrator, DHS/FSA, at (202) 698-4142 or by email at dallas.williams@dc.gov.

LGZ/mb

Attachment

**MODIFICATION NUMBER TWO
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) dated October 30, 2015 and becoming effective on November 1, 2015, 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 MOA was amended by Modification Number One to be effective for Fiscal Year 2017 to provide for services and payment for those services during the term of October 1, 2016 through September 30, 2017.

The Parties now desire to further modify the MOA for Fiscal Year 2018 as follows:

I. Section 1. INTRODUCTION: is hereby modified as follows:

"This Memorandum of Agreement (MOA) is entered into on October 1, 2017 by and between the District of Columbia (District) Department of Human Services (DHS), the buyer agency, and the District of Columbia Housing Authority (DCHA), an independent authority of the District, the seller agency, to administer the DHS Permanent Supportive Housing Program (hereinafter referred to as "PSHP"). DHS and DCHA are each referred to herein as a "Party" and collectively referred to as the "Parties." The "effective date" of this MOA shall be October 1, 2017.

II. Section III. SCOPE OF SERVICES, Sub-section A – Obligations and Responsibilities of DHS; Paragraph 2 – Resources, sub-paragraphs, 2.1 and 2.2: are hereby deleted and replaced with the following:

"2.1 The total cost for services under this MOA shall not exceed twelve million eight hundred forty one thousand seven hundred ten dollars and zero cents (\$12,841,710.00) for FY 2018. DHS shall make payments under this MOA pursuant to the following schedule:

- DHS shall transfer up to three million two hundred ten thousand four hundred twenty-seven dollars and fifty cents (\$3,210,427.50) to DCHA through a check, Automated Clearing House (ACH) or wire on or before

October 15, 2017, which will cover three (3) month's rental subsidies, security deposits for DHS consumers, and an administrative fee to DCHA. Of this initial payment, DHS shall transfer up to one million seventy thousand one hundred forty-two dollars and fifty cents (\$1,070,142.50) on or before October 1, 2017 as an initial advance to cover one month's rental housing subsidy, security deposits and an administrative fee for the month of October 2017. DCHA shall apply any unused funding remaining from prior FY 2017 payments made to DCHA as a credit to offset this payment.

- Based on the invoices submitted by DCHA, DHS shall subsequently transfer up to nine million six hundred thirty-one thousand two hundred eighty-two dollars and fifty cents (\$9,631,282.50) for the following three quarters of FY 2018 until September 30, 2018. The remaining three payments shall be made on or before the following dates: December 29, 2017, March 30, 2018 and June 29, 2018.

Within ten (10) business days of the end of each quarter, DCHA shall provide an invoice and reconciliation of the payments made for Housing Subsidies and security deposits by email to Tyra Watkins, Homeless Services Coordinator, DHS/FSA, at tyra.watkins@dc.gov. 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.

The proposed activities under this MOA shall include:

- a. Payment of rental subsidies and security deposits for PSHP participants in an amount not to exceed twelve million eight hundred forty-one thousand seven hundred ten dollars and zero cents (\$12,841,710.00); and
- b. Payment of an Administrative Fee to cover issuance of monthly payments to landlords, collection of PSHP participant rental payments, housing inspections, and coordination with DHS regarding the activities covered by this MOA in an amount not to exceed eight percent (8%) of the total cost of this MOA for FY 2018."

“2.2 As part of the quarterly funds transferred in accordance with Section 2.1 above, DCHA shall earn and be entitled to payment of a quarterly Administrative Fee in an amount equal to 8% of the funds paid by DCHA for rental subsidies and security deposits in the administration of DHS’ PSHP for each quarter (“Administrative Fee”), provided all costs and expenditures shall not exceed twelve million eight hundred forty-one thousand seven hundred ten dollars and zero cents (\$12,841,710.00) for FY 2018. Within ten (10) business days of the end of each quarter, DCHA shall provide a statement confirming the amount of the Administrative Fee earned by DCHA and to be retained for that quarter. Any unused funds at the end of the quarter shall be credited to the next quarter payments. DCHA will provide an accounting of such Administrative Fee on a quarterly basis.”

III. Section V. TERM OF AGREEMENT: the first paragraph is modified as follows:

“The term of this MOA shall be from October 1, 2017 through September 30, 2018, unless terminated in writing by the Parties prior to the expiration.”

IV. Section VI. FUNDING PROVISIONS, Sub-section A – Cost of Services, and Sub-section B – Transfer of Funds: are deleted and replaced with the following:

“A. Cost of Service

The total cost for services under this MOA shall not exceed twelve million eight hundred forty-one thousand seven hundred ten dollars and zero cents (\$12,841,710.00) for FY 2018, which includes reimbursement to DCHA of the fee associated with administering FRSP as provided in section III.A.2.2.2.

B. Transfer of Funds

DHS shall make payments under this MOA pursuant to the schedule and terms contained in Section III.A.2, above.”

V. Section VI. FUNDING PROVISIONS, Sub-section F – Anti-Deficiency Considerations. The following language is added at the end of that section:

“Notwithstanding anything contained herein to the contrary, DCHA’s legal liability for the payment of any amounts due under this MOU (i) shall not arise or obtain in advance of the lawful availability of duly authorized and appropriated funds for the applicable fiscal year as approved by Congress and (ii) shall be limited to eligible non-public housing assets (i.e., assets not subject to any Declaration of Trust and not acquired or merged with assets acquired with public housing funding under the United States Housing Act of 1937.)”

VI. Section X. Notices:

The notice address for the District of Columbia Housing Authority shall be modified as follows:

"District of Columbia Housing Authority
1133 North Capitol Street, N.E.
Washington, DC 20002
Telephone: (202) 535-1500
Attn: Executive Director


With a copy to:

District of Columbia Housing Authority
1133 North Capitol Street, N.E., Suite 210
Washington, DC 20002
Telephone: (202) 535-2835
Attn: General Counsel"

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:

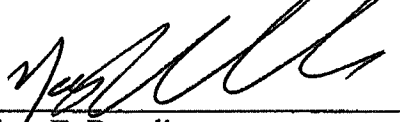
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: SEP 26 2017

FOR THE DISTRICT OF COLUMBIA HOUSING AUTHORITY:



Nathan E. Bovel
Interim Executive Director

Date: 9/27/17



07/20/2018 PM 5:27

OFFICE OF THE
MAYOR

MURIEL BOWSER
MAYOR

APR 23 2018

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004-3001

SUBJECT: FY 2018 Reprogramming Request for \$1,000,000 of Local Funds Budget Authority from the Department of Behavioral Health and the Department of Human Services to the D.C. Fire and Emergency Medical Services Department

Dear Chairman Mendelson:

I am transmitting a request to reprogram Fiscal Year 2018 Local funds budget authority in the amount of \$1,000,000 to the D.C. Fire and Emergency Medical Services Department (FEMS), which is comprised of \$500,000 from the Department of Behavioral Health (DBH) and \$500,000 from the Department of Human Services (DHS). Pursuant to the Reprogramming Policy Act of 1980, D.C. Official Code § 47-363(a) and to the Consolidated Appropriations Act, 2018, approved March 23, 2018 (P.L. 115-141), I am submitting this request as required. I have also submitted this request to the Chief Financial Officer for certification that funds are available for this reprogramming.

Specifically, this action will reprogram Local funds budget authority from DBH's St. Elizabeths Hospital division, Comptroller Source Groups (CSGs) 11 (Regular Pay – Continuing Full Time) and 12 (Regular Pay – Other), and DHS' Economic Security Administration division, CSG 50 (Subsidies and Transfers), to FEMS' Operations Bureau division, CSG 13 (Overtime Pay). This reprogramming ensures that FEMS has adequate funding to cover the overtime cost associated with backfilling employees on Paid Family Leave. Funds are available because of cost savings realignment and salary lapse across multiple agencies.

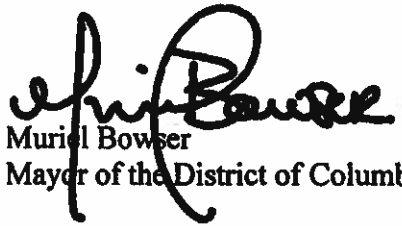
The Honorable Phil Mendelson, Chairman

FY 2018 Reprogramming Request for \$1,000,000 of Local Funds Budget Authority from the Department of Behavioral Health and the Department of Human Services to the D.C. Fire and Emergency Medical Services Department

Page 2

Thank you for your consideration of this request. I look forward to the Council's favorable action on this request.

Sincerely,



Muriel Bowser

Mayor of the District of Columbia

Enclosure

cc: Rashad M. Young, City Administrator
Jeffrey S. DeWitt, Chief Financial Officer
Jennifer Budoff, Budget Director, Council of the District of Columbia
Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator
Angell Jacobs, Deputy Chief Financial Officer and Chief of Staff, Office of the Chief Financial Officer
Gordon McDonald, Deputy Chief Financial Officer, Office of Budget and Planning
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning
David Garner, Associate Chief Financial Officer, Public Safety and Justice Cluster
Shelly R. Graham, Budget Director, Public Safety and Justice Cluster
Dan Proudfoot, Agency Fiscal Officer, Fire and Emergency Medical Services Department
Delicia Moore, Associate Chief Financial Officer, Human Support Services Cluster
Vernessa Thompson, Budget Director, Human Support Services Cluster
Hayden Bernard, Agency Fiscal Officer, Department of Human Services
Joyce Jeter, Agency Fiscal Officer, Department of Behavioral Health
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER



Jeffrey S. DeWitt
Chief Financial Officer

OCT 23 2018

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004-3001

Dear Chairman Mendelson:

Pursuant to the Reprogramming Policy Act of 1980, D.C. Official Code § 47-363(a) and to the Consolidated Appropriations Act, 2018, approved March 23, 2018 (P.L. 115-141), the Office of the Chief Financial Officer (OCFO) has reviewed the Mayor's request to reprogram Fiscal Year 2018 Local funds budget authority in the amount of \$1,000,000 to the D.C. Fire and Emergency Medical Services Department (FEMS), which is comprised of \$500,000 from the Department of Behavioral Health (DBH) and \$500,000 from the Department of Human Services (DHS).

Specifically, this action will reprogram Local funds budget authority from DBH's St. Elizabeths Hospital division, Comptroller Source Groups (CSGs) 11 (Regular Pay – Continuing Full Time) and 12 (Regular Pay – Other), and DHS' Economic Security Administration division, CSG 50 (Subsidies and Transfers), to FEMS' Operations Bureau division, CSG 13 (Overtime Pay). This reprogramming ensures that FEMS has adequate funding to cover the overtime cost associated with backfilling employees on Paid Family Leave. Funds are available because of cost savings realignment and salary lapse across multiple agencies.

The Honorable Phil Mendelson, Chairman

FY 2018 Reprogramming Request for \$1,000,000 of Local Funds Budget Authority from the Department of Behavioral Health and the Department of Human Services to the D.C. Fire and Emergency Medical Services Department

Page 2

The Office of Budget and Planning's analysis indicates that the reprogramming will not have an adverse impact on those agencies budget or the District's financial plan. The OCFO has no objection to this reprogramming request.

Sincerely,



Jeffrey S. DeWitt
Chief Financial Officer

Enclosure

cc: Muriel Bowser, Mayor of the District of Columbia
Rashad M. Young, City Administrator
Jennifer Budoff, Budget Director, Council of the District of Columbia
Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator
Angell Jacobs, Deputy Chief Financial Officer and Chief of Staff, Office of the Chief Financial Officer
Gordon McDonald, Deputy Chief Financial Officer, Office of Budget and Planning
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning
David Garner, Associate Chief Financial Officer, Public Safety and Justice Cluster
Shelly R. Graham, Budget Director, Public Safety and Justice Cluster
Dan Proudfoot, Agency Fiscal Officer, Fire and Emergency Medical Services Department
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Vernessa Thompson, Budget Director, Human Support Services Cluster
Hayden Bernard, Agency Fiscal Officer, Department of Human Services
Joyce Jeter, Agency Fiscal Officer, Department of Behavioral Health
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER
MAYOR

22 FEB

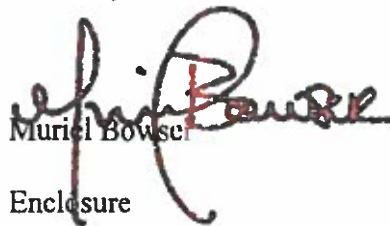
Jeffrey S. DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Suite 209
Washington, D.C. 20004

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram FY18 Local Funds in the amount of \$1,000,000 from the Human Support Services Cluster's budget to Fire and Emergency Management Services budget within the DC Fire and Emergency Medical Services Department to cover the cost of overtime needs. The funds will be reprogrammed as outlined on the attached attribute sheet.

Details of the request are contained in the agency's submission. Thank you for your consideration of this request. I look forward to the Chief Financial Officer's favorable review of this request.

Sincerely,


Muriel Bowser

Enclosure

cc: Gordon McDonald, Deputy CFO for Budget and Planning
John J. Falcicchio, Chief of Staff

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
PUBLIC SAFETY AND JUSTICE CLUSTER**



MEMORANDUM

TO: Deborah George Johnson
Associate Director, Office of Legislative Support
Executive Office of the Mayor

THRU: David Garner *David Garner*
Associate Chief Financial Officer
Public Safety and Justice Cluster

FROM: Jenny Reed *J. Reed*
Director, Office of Budget and Performance Management
Office of the City Administrator

DATE: October 19, 2018

SUBJECT: FY 2018 Reprogramming Request for \$1,000,000 of Local Funds for the DC Fire and Emergency Medical Services Department (DC FEMS)

This is to request the reprogramming of \$1,000,000 in Local funds (0100) from the Human Support Services Cluster's budget to Fire and Emergency Management Services budget to fund overtime needs.

Why are the funds needed?

DC FEMS has a critical for funds to support overtime incurred due in part to members out on Paid Family Leave (PFL), whose seats must be backfilled on 1.5x overtime pay.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?
No.

How will the funds be reprogrammed?

Funds will be reprogrammed from the Department of Human Services (\$500,000), and the Department of Behavioral Health (\$500,000), all agencies in the Human Support Services Cluster, to Fire and Emergency Management Services Operations division within the Public Safety and Justice Cluster.

**FY 2018 Reprogramming Request for \$1,000,000 of Local Funds for the DC Fire and Emergency Medical Services
Department Overtime**

Page 2

Why are the funds available?

underspending due to salary lapse & reduced number of

What hardship will the District face if the action is postponed until the subsequent fiscal year?

If this reprogramming is not approved, the agency will not have sufficient funds to address overtime expenditures incurred that resulted, in part, from PFL usage.

TAKE cash payments

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

None.

Should you have any questions, please contact David Garner, Associate Chief Financial Officer, Public Safety and Justice Cluster at 202-673-3341.

Attachment

cc: Gordon McDonald, Deputy Chief Financial Officer, Office of Budget and Planning

Attachment A -- Local (0100)

Reprogramming Budget Request/SOAR Budget Entry Form

Government of the District of Columbia		Originating Agency Name and Code: Human Support Services Cluster		Fund and Code: Local funds (0100)		Budget Fiscal Year: 2018					
APPROVAL REQUIRED FOR THE FOLLOWING:				APPROVAL LEVEL:							
<input type="checkbox"/> Shift Between Agencies <input type="checkbox"/> Shift Between Activities <input type="checkbox"/> Shift Between Programs				<input checked="" type="checkbox"/> Agency <input type="checkbox"/> OBP <input type="checkbox"/> DC Council		Agency Director: _____ (signature) Agency CFO: _____ (signature) Associate CFO: _____ for ACFQ Delicia Moore Budget Reprogramming Amount Requested: \$1,000,000.00 Prepared By: XXXXXX					
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
3000	3100	Operations (Dep Chief OPS)	31020	APPRO	0133	0015	\$9,281,130.46	\$9,281,130.46		\$1,000,000.00	\$10,281,130.46
3600	3845	NURSING/SHE	3845A	3845A	0111	0011	\$26,008,505.70	\$2,600,505.70	(\$250,000.00)		\$2,350,505.70
3800	3845	NURSING/SHE	3845A	3845A	0121	0012	\$656,639.50	\$656,639.50	(\$250,000.00)		\$406,639.50
2000	2021	ESA/ CASH ASSISTANCE	TCA18	APCLL	0504	0050	\$36,968,279.00	\$36,968,279.00	(\$500,000.00)		\$36,468,279.00
							\$0.00	\$0.00			\$0.00
							\$0.00	\$0.00			\$0.00
							\$0.00	\$0.00			\$0.00
							\$0.00	\$0.00			\$0.00
							\$0.00	\$0.00			\$0.00
							\$0.00	\$0.00			\$0.00
TOTAL							\$72,914,554.66	\$49,506,554.66	(\$1,000,000.00)	\$1,000,000.00	\$49,506,554.66

Justification of Reprogramming Proposal: FYE Overtime shortfall. \$400K from the Commission on Arts & Humanities, \$400K from Planlin & Economic Development; \$100K from Department of Small and Local Business Development

For OBP Use Only:

Task		NAME		DATE		TITLE		PHONE	
Keyed in SOAR By:									
Released in SOAR By:									
Approved By:									
(If Applicable) Override Approved by:									

Document Information (For OBP Use Only)

Doc Number:	
Batch Type:	
Batch Agency:	
Doc Date:	
Effective Date:	
MPCD Code:	

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF HUMAN SERVICES




BJJABVRP



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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:  Hayden Bernard 
Agency Fiscal Officer, Department of Human Services

Laura Zeilinger 
Agency Director, Department of Human Services

Laura Newland
Executive Director, DC Office of Aging

Alexis Griffin
Resource Allocation Officer, DC Office on Aging

DATE: June 21, 2018

SUBJECT: Request for Reprogramming of Local Funds for FY 2018, between the Department of Human Services (DHS) and the DC Office of Aging (DCOA).

This memo is to request the reprogramming of \$495,000.00 and is submitted in accordance with the Reallocation and Reprogramming Policy Act.

Why are the funds needed?

The funds are needed to cover costs for the "Safe at Home" Program ("Program"), which provides in-home accessibility adaptations and security cameras to District residents for the purpose of reducing the risk of falls and barriers that limit mobility for persons 60 years and older and persons 18 years or older living with a disability.

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 DHS, HSC Families, 0501 to DC Office of Aging, (9400), In-Home (9420) Services (9420), Object 0506.

Why are the funds available?

Funds are available within DHS due to emergency shelter population in hotels lower than previously anticipated.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

The reprogramming covers operations costs necessary for ongoing Program services. Without these items the Safe at Home Program may not be able to operate as planned and, therefore, provide services to ensure seniors and persons with disabilities live safely in their homes.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No other programs or services will be delayed if this reprogramming is approved.

Should you have any questions, please contact Alexis Griffin at Office of Aging.

Attachment

cc: Gordon McDonald, Deputy CFO for Budget and Planning

Document Information (For OBP Use Only)	
Doc Number	
Batch Type:	
Batch Agency	
Doc Date:	
Effective Date:	
MPCD Code	

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
Office of Budget and Planning




Gordon M. McDonald
Deputy Chief Financial Officer

MEMORANDUM

TO: **Laura Zeilinger**
 Director
 Department of Human Services

Laura Newland
 Executive Director
 District of Columbia Office on Aging

FROM: **Gordon McDonald** 
 Deputy Chief Financial Officer
 Office of Budget and Planning

DATE: **June 29, 2018**

SUBJECT: **FY 2018 Reprogramming Request for \$495,000 of Local Funds Budget Authority from the Department of Human Services to the District of Columbia Office on Aging**

The Office of Budget and Planning has reviewed the Department of Human Services' (DHS) request to reprogram \$495,000 of Fiscal Year 2018 Local funds budget authority from DHS to the District of Columbia Office on Aging (DCOA). Funds are needed to cover costs associated with the "Safe at Home" program, which provides in-home accessibility, adaptations, and security camera services to District residents aged 60 years and older and those that are aged 18 years and older living with a disability.

Funds will be reprogrammed from DHS' Family Services division, Comptroller Source Group (CSG) 50 (Subsidies and Transfers) to DCOA's Home-and Community-Based Support program, CSG 50 (Subsidies and Transfers). Funds are available because of lower-than-anticipated costs for emergency shelter in hotels.

We have determined that this reprogramming will not have an adverse impact on DHS' programs or services. **Your request is hereby approved.**

If you have any questions, please contact SebleWengel Mulaw at (202) 727-1034.

cc: Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator
Jennifer Budoff, Budget Director, Council of the District of Columbia
Delicia Moore, Associate Chief Financial Officer, Human Support Services Cluster
Vernessa Thompson, Budget Director, Human Support Services Cluster
Hayden Bernard, Agency Fiscal Officer, Department of Human Services
Angelique Hayes Rice, Associate Chief Financial Officer, Government Operations Cluster
Christine Mukolwe, Budget Director, Government Operations Cluster
Paul Blake, Agency Fiscal Officer, D.C. Office on Aging
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning
Stacy-Ann White, Manager, Operating Budget, Office of Budget and Planning
SebleWengel Mulaw, Senior Analyst, Operating Budget, Office of Budget and Planning
Alana Intrieri, Director of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER
MAYOR

JUN 26 2018

Jeffrey S. DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Suite 209
Washington, D.C. 20004

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram FY18 Local Funds in the amount of \$495,000 between the Department of Human Services and the DC Office on Aging to cover the cost of the "Safe at Home" Program. The funds will be reprogrammed as outlined on the attached attribute sheet.

Details of the request are contained in the agency's submission. Thank you for your consideration of this request. I look forward to the Chief Financial Officer's favorable review of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser", written over a horizontal line.

Muriel Bowser

Enclosure

cc: Gordon McDonald, Deputy CFO for Budget and Planning
John J. Falcicchio, Chief of Staff

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 *[Signature]*
Associate Chief Financial Officer
Human Support Services Cluster

FROM: *[Signature]* Hayden Bernard *[Signature]*
Agency Fiscal Officer, Department of Human Services

Laura Zeilinger *[Signature]*
Agency Director, Department of Human Services

Laura Newland *[Signature]*
Executive Director, DC Office of Aging

for Alexis Griffin *[Signature]*
Resource Allocation Officer, DC Office on Aging

DATE: June 21, 2018

SUBJECT: Request for Reprogramming of Local Funds for FY 2018, between the Department of Human Services (DHS) and the DC Office of Aging (DCOA).

This memo is to request the reprogramming of \$495,000.00 and is submitted in accordance with the Reallocation and Reprogramming Policy Act.

Why are the funds needed?

The funds are needed to cover costs for the "Safe at Home" Program ("Program"), which provides in-home accessibility adaptations and security cameras to District residents for the purpose of reducing the risk of falls and barriers that limit mobility for persons 60 years and older and persons 18 years or older living with a disability.

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 DHS, HSC Families, 0501 to DC Office of Aging, (9400), In-Home (9420) Services (9420), Object 0506.

Why are the funds available?

Funds are available within DHS due to emergency shelter population in hotels lower than previously anticipated.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

The reprogramming covers operations costs necessary for ongoing Program services. Without these items the Safe at Home Program may not be able to operate as planned and, therefore, provide services to ensure seniors and persons with disabilities live safely in their homes.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No other programs or services will be delayed if this reprogramming is approved.

Should you have any questions, please contact Alexis Griffin at Office of Aging.

Attachment

cc: Gordon McDonald, Deputy CFO for Budget and Planning

Reprogramming Budget Request SOAR Budget Entry Form

Government of the District of Columbia				Originating Agency Name and Code: Department of Human Services (JAO)				Fund and Code: Local Funds (000)	
APPROVAL REQUIRED FOR THE FOLLOWING:				APPROVAL LEVEL:				Budget Fiscal Year: 2018	
<input checked="" type="checkbox"/> State Budget Agencies <input checked="" type="checkbox"/> State Election Activities <input checked="" type="checkbox"/> State Internal Programs				<input type="checkbox"/> Account <input type="checkbox"/> OAC <input checked="" type="checkbox"/> IAC Period				Approved: <i>[Signature]</i> Approved: <i>[Signature]</i> Approved: <i>[Signature]</i>	
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TOTAL	\$16,000,000.00	\$16,000,000.00	\$16,000,000.00
TOTAL	\$16,000,000.00	\$16,000,000.00	\$16,000,000.00

Journal of Interpersonal Violence

For ODP Use Only:			
Approver			
Task	Name	Date	Title
Keyed in SOAR By:			
Released in SOAR By:			
Approved By:			
(If Applicable) Overide Approved			

Document Identification (For Office Use Only)	
Doc Number	
Batch Type	
Batch Agency	
Doc Date	
Effective Date	
USPOD Code	



2018 JUN 27 PM 4:46
OFFICE OF THE
SECRETARY

MURIEL BOWSER
MAYOR

27 2018

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004-3001

SUBJECT: FY 2018 Reprogramming Request for \$3,857,546 of Local Funds Budget Authority from the Department of Health Care Finance, Department of Human Services, and the Department of Youth Rehabilitation Services to the Department of Health

Dear Chairman Mendelson:

I am transmitting a request to reprogram \$3,857,546 of Fiscal Year 2018 Local funds budget authority from the Department of Health Care Finance (DHCF), Department of Human Services (DHS), and the Department of Youth Rehabilitation Services (DYRS) to the Department of Health (DOH). Pursuant to the Reprogramming Policy Act of 1980, D.C. Official Code § 47-363(a) and to the Consolidated Appropriations Act, 2018, approved March 23, 2018 (P.L. 115-141). I am submitting this request as required. I have also submitted this request to the Chief Financial Officer for certification that funds are available for this reprogramming.

Specifically, this action will reprogram budget authority from DOH's Community Health Administration division, DHCF's Health Care Policy and Research, Health Care Finance, and Health Care Operations divisions, DHS's Economic Security Administration division, and DYRS's Youth and Family Programs division, Comptroller Source Group (CSGs) 11 (Regular Pay – Continuing Full Time), 14 (Fringe Benefits – Current Personnel), 41 (Contractual Services – Other), and 50 (Subsidies and Transfers), to DOH's Community Health Administration division CSG 50 (Subsidies and Transfers). This reprogramming enables DOH to provide 40 hours of health suite services at all schools through the School Health Services Program through the end of the fiscal year. Funds are available in DHCF because of contract implementation delays in the Health Care Policy and Research program, lower-than-anticipated costs to treat Hepatitis C and other conditions, and salary lapse savings in DOH, DHS, and DYRS.

The Honorable Phil Mendelson, Chairman

FY 2018 Reprogramming Request for \$3,857,546 of Local Funds Budget Authority from the Department of Health Care Finance, Department of Human Services, and the Department of Youth Rehabilitation Services to the Department of Health

Page 2

Thank you for your consideration of this request. I look forward to the Council's favorable action on this request.

Sincerely,



Muriel Bowser
Mayor of the District of Columbia

Enclosure

cc: Rashad M. Young, City Administrator
Jeffrey S. DeWitt, Chief Financial Officer
Jennifer Budoff, Budget Director, Council of the District of Columbia
Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator
Angell Jacobs, Deputy Chief Financial Officer and Chief of Staff, Office of the Chief Financial Officer
Gordon McDonald, Deputy Chief Financial Officer, Office of Budget and Planning
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning
LaQuandra S. Nesbitt, MD, MPH, Director, Department of Health
Delicia Moore, Associate Chief Financial Officer, Human Support Services Cluster
Vernessa Thompson, Budget Director, Human Support Services Cluster
Adreana Deane, Agency Fiscal Officer, Department of Health
Wayne Turnage, Director, Department of Health Care Finance
Darrin Shaffer, Agency Fiscal Officer, Department of Health Care Finance
Laura Zeilinger, Director, Department of Human Services
Hayden Bernard, Agency Fiscal Officer, Department of Human Services
Clinton Lacey, Director, Department of Youth Rehabilitation Services
Antonio Baxter, Agency Fiscal Officer, Department of Youth Rehabilitation Services
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER



Jeffrey S. DeWitt
Chief Financial Officer

JUN 27 2018

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004-3001

Dear Chairman Mendelson:

Pursuant to the Reprogramming Policy Act of 1980, D.C. Official Code § 47-363(a) and to the Consolidated Appropriations Act, 2018, approved March 23, 2018 (P.L. 115-141), the Office of the Chief Financial Officer (OCFO) has reviewed the Mayor's request to reprogram Fiscal Year 2018 Local funds budget authority in the amount of \$3,857,546 from the Department of Health Care Finance (DHCF), Department of Human Services (DHS), and the Department of Youth Rehabilitation Services (DYRS) to the Department of Health (DOH).

This action will reprogram budget authority from DOH's Community Health Administration division, DHCF's Health Care Policy and Research, Health Care Finance, and Health Care Operation divisions, DHS's Economic Security Administration division, and DYRS's Youth and Family Programs division, Comptroller Source Group (CSGs) 11 (Regular Pay – Continuing Full Time), 14 (Fringe Benefits – Current Personnel), 41 (Contractual Services – Other), and 50 (Subsidies and Transfers), to DOH's Community Health Administration division CSG 50 (Subsidies and Transfers). This reprogramming enables DOH to provide 40 hours of health suite services at all schools through the School Health Services Program through the end of the fiscal year. Funds are available in DHCF because of contract implementation delays in the Health Care Policy and Research program, lower-than-anticipated costs to treat Hepatitis C and other conditions, and salary lapse savings in DOH, DHS, and DYRS.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

★ ★ ★

MEMORANDUM

TO: Deborah George Johnson
Associate Director
Office of Legislative Support, EOM

THRU: *for* Delicia Moore *[Signature]*
Associate Chief Financial Officer
Human Support Services Cluster

FROM: Adreana Deane *Adreana D. Deane*
Agency Fiscal Officer, Department of Health

Darrin Shaffer *Darrin D. Shaffer*
Agency Fiscal Officer, Department of Health Care Finance

Haydon Bernard *Haydon Bernard*
Agency Fiscal Officer, Department of Human Services

Antonio Baxter *Antonio Baxter* *for Antonio Baxter*
Agency Fiscal Officer, Department of Youth Rehabilitation Services

LaQuandra S. Nesbitt MD, MPH *[Signature]*
Director, Department of Health

Wayne Turnage, MPH *Wayne Turnage*
Director, Department of Health Care Finance

Laura Zeilinger *Laura Zeilinger*
Agency Director, Department of Human Services

Clinton Lucy *Clinton Lucy* *for Director Lucy*
Director, Department of Youth Rehabilitation Services

DATE: June 19, 2016

SUBJECT: Request for Reprogramming of Local Funds for FY 2017 *8/* Department of Health (HC0).

This memo is to request the reprogramming of \$3,857,546 of local funds (fund 0100) from the Department of Health (DC Health), the Department of Health Care Finance (DHCF), the Department of Human Services (DHS), and the Department of Youth Rehabilitation Services (DYRS) to the Department of Health (DC Health). This request is necessary to ensure that 40 hours of nursing and allied health coverage is provided at all schools.

Why are these funds needed?

As of June 4th, 100% of all schools (177 health suites across 200 campuses) receive 40 or more hours of health suite coverage. There are a total of 2 additional schools in the health suite approval process for SY 17-18 and 4 new charter schools beginning the health suite approval process for SY 18-19. Expenditures for the School Health Services Program (SHSP) are higher this fiscal year due to increased personnel and contractual service (i.e. nurse staffing agency) costs to provide 40 hours of nursing and allied health coverage at all schools. These expenditures are necessary to maintain this coverage for an increasing number of schools. The agency expects that the funding allocated this fiscal year will be spent down by June 30th.

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 these funds be reprogrammed?

Funds will be reprogrammed within the Department of Health from Continuing Full Time (Object 0111) and Misc. Fringe Benefits (Object 0147); within the Department of Health Care Finance from Continuing Full Time (Object 0111), Misc. Fringe Benefits (Object 0147), Contract Services - Other (Object 0409) and Medical Vendor Services (Object 0502); within the Department of Human Services from Continuing Full Time (Object 0111) and Misc. Fringe Benefits (Object 0147); and from the Department of Youth Rehabilitation Services from Continuing Full Time (Object 0111) to Grants and Gratuities - Other (Object 0306) within the Department of Health.

Why are the funds available?

Funds are available within the Department of Health due to vacancy savings. Funds are available within the Department of Health Care Finance due to 1) delays in contract implementation within the Health Care Policy and Research program, 2) vacancy savings and 3) the net cost of drugs to treat Hepatitis C and other conditions has not grown as DHCF had expected when the FY 2018 budget was formulated. This is due to a combination of new lower cost drugs entering the market, and larger than anticipated rebates. Funds are available within the Department of Human Services from vacancy savings. Funds are available within the Department for Youth Rehabilitation Services due to vacancy savings.

What hardship will the District face if the action is postponed until the subsequent fiscal Year?

If this action is postponed, the agency will not be able to provide 40 hours of health suite coverage at all schools.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

None

Should you have any questions please contact Adreana Deans at (202) 442-9222.

cc: Gordon McDonald, Deputy CFO for Budget and Planning.

Attachment B - Local (0100)

OPERATING BUDGET REPROGRAMMING REQUEST

Attachment B - Local (0100)

Government of the District of Columbia

Originating Agency Name and Code: Department of Health (HCO)

Fund and Code:
Local Funds (0100)Budget Fiscal
Year:
2018

APPROVAL REQUIRED FOR THE FOLLOWING:

X ☐ Health Services Administration
☐ State Personnel, Control, Contracting & Activities
☐ State Personnel, Contracting, Contract Management
☐ State Personnel, Contracting, Contract Management
☐ State Personnel, Contracting, Contract Management

APPROVAL LEVEL:
☐ Director
☐ Chief of Division
☐ DC Council
☐ US Congress

APPROVAL REQUIRED FOR THE FOLLOWING:
 Agency Director: _____
 Agency CFO: _____
 Budget Director: _____
 Budget Director's Amount: _____
 Amount for ACFO: _____
 Amount for ACFO: _____
 Amount for ACFO: _____

DATE:
06/18/18
Page 1 of 1

CCF Program Code	CCF Activity Code	Control Center / Responsibility Center/Program Name	PCA	Index	Object Class	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
6500	6506	(HCO) Community Health Administration / Family Health Bureau	65060	ACHB	0506	\$ 5,356,542.78	\$ 5,356,542.78	\$ -	\$ 3,857,546.00	\$ 9,214,088.78
6500	6505	(HCO) Community Health Administration / Health Care Access Bureau	65050	ACHAB	0111	796,213.70	796,213.70	(235,837.73)		560,375.97
6500	6505	(HCO) Community Health Administration / Health Care Access Bureau	65050	ACHAB	0147	170,389.73	170,389.73	(50,469.28)		119,920.45
6500	6505	(HCO) Community Health Administration / Health Care Access Bureau	65050	ACHAB	0111	7,444,305.00	7,444,305.00	(474,563.00)		6,969,742.00
2000	2040	(JAO) Youth and Family Programs/ New Beginnings	TE115	APNEB	0111	9,806,938.08	9,806,938.08	(113,743.62)		9,693,194.46
2000	2040	(JAO) Economic Security Administration/ Eligibility Determination	TE115	APNEB	0147	2,844,000.97	2,844,000.97	(38,932.38)		2,805,068.59
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP200	0409	577,153.50	577,153.50	(200,000.00)		377,153.50
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP200	0502	18,694,453.85	18,694,453.85	(2,200,000.00)		16,494,453.85
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP200	0111	239,047.87	239,047.87	(62,374.71)		176,673.16
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP200	0147	59,019.91	59,019.91	(14,765.17)		44,254.74
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP210	0111	256,397.62	256,397.62	(75,993.90)		180,403.72
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP210	0147	53,587.11	53,587.11	(14,755.06)		38,832.05
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP220	0111	307,369.69	307,369.69	(176,580.57)		130,789.12
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP220	0147	53,173.00	53,173.00	(110,626.31)		42,546.69
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP230	0111	278,872.39	278,872.39	(46,863.66)		232,008.73
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP230	0147	96,372.73	96,372.73	(20,784.32)		75,588.41
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP300	0111	178,444.61	178,444.61	(35,421.29)		143,023.32
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP300	0147	37,294.92	37,294.92	(8,066.97)		29,227.95
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP310	0111	374,957.81	374,957.81	(72,581.41)		302,376.40
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP310	0147	78,366.19	78,366.19	(9,442.49)		68,923.70
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP330	0111	471,612.52	471,612.52	(81,574.38)		390,038.14
3000	3000	(HCO) Health Care Policy and Research/ HCRP Support Services	P2000	LP330	0147	98,567.02	98,567.02	(14,160.75)		84,406.27
TOTAL						\$48,273,081.00	\$48,273,081.00	(13,857,546.00)	\$ 3,857,546.00	\$ 48,273,081.00

Justification of Reprogramming Request: As of June 30, 18, 100% of all funds (177 funds) under across 200 (universe) received 40 or more hours of health care coverage.



2018 JUN 23 PM 5:26

OFFICE OF THE
MAYOR

MURIEL BOWSER
MAYOR

2018 JUN 23

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004-3001

SUBJECT: FY 2018 Reprogramming Request for \$3,767,225 of Local Funds Budget Authority from Various Agencies to the Department of General Services

Dear Chairman Mendelson:

I am transmitting a request to reprogram \$3,767,225 of Local funds budget authority to the Department of General Services (DGS), which is comprised of \$2,619,111 from the Department of Human Services (DHS), \$824,081 from the Office of the State Superintendent of Education (OSSE), and \$324,033 from the Child and Family Services Agency (CFSA). Pursuant to the Reprogramming Policy Act of 1980, D.C. Official Code § 47-363(a) and to the Consolidated Appropriations Act, 2018, approved March 23, 2018 (P.L. 115-141), I am submitting this request as required. I have also submitted this request to the Chief Financial Officer for certification that funds are available for this reprogramming.

This reprogramming is needed to cover the costs of higher-than-anticipated electricity and water bills. Specifically, this reprogramming request will move budget authority from various programs within DHS, OSSE, and CFSA, from Comptroller Source Group (CSG) 32 (Rent), to DGS' Energy – Centrally Managed program, CSG 30 (Energy, Communication, and Building Rentals). Funds are available across agencies due to planned moves that did not occur, resulting in lower rental costs.

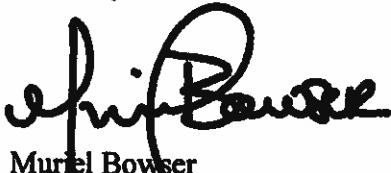
The Honorable Phil Mendelson, Chairman

FY 2018 Reprogramming Request for \$3,767,225 of Local Funds Budget Authority from the Department of Human Services, the Office of the State Superintendent of Education, and the Child and Family Services Agency to the Department of General Services

Page 2

Thank you for your consideration of this request. I look forward to the Council's favorable action on this request.

Sincerely,



Muriel Bowser
Mayor of the District of Columbia

Enclosure

cc: Rashad M. Young, City Administrator
Jeffrey S. DeWitt, Chief Financial Officer
Jennifer Budoff, Budget Director, Council of the District of Columbia
Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator
Angell Jacobs, Deputy Chief Financial Officer and Chief of Staff, Office of the Chief Financial Officer
Gordon McDonald, Deputy Chief Financial Officer, Office of Budget and Planning
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning
Laura Zeilinger, Director, Department of Human Services
Brenda Donald, Director, Child and Family Services Agency
Hanseul Kang, State Superintendent of Education
Delicia Moore, Associate Chief Financial Officer, Human Support Services Cluster
Vernessa Thompson, Budget Director, Human Support Services Cluster
Hayden Bernard, Agency Fiscal Officer, Department of Human Services
Justin Kopca, Agency Fiscal Officer, Child and Family Services Agency
Deloras Shepherd, Associate Chief Financial Officer, Education Cluster
Lori Vasquez Morgan, Budget Director, Education Cluster
Paris Saunders, Agency Fiscal Officer, Office of the State Superintendent of Education
Greer Gillis, Director, Department of General Services
Angelique Hayes Rice, Associate Chief Financial Officer, Government Operations Cluster
Christine Mukolwe, Budget Director, Government Operations Cluster
Massimo Marchiori, Agency Fiscal Officer, Department of General Services
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER



Jeffrey S. DeWitt
Chief Financial Officer

OCT 23 2018

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004-3001

Dear Chairman Mendelson:

Pursuant to the Reprogramming Policy Act of 1980, D.C. Official Code § 47-363(a) and to the Consolidated Appropriations Act, 2018, approved March 23, 2018 (P.L. 115-141), the Office of the Chief Financial Officer (OCFO) has reviewed the Mayor's request to reprogram \$3,767,225 of Local funds budget authority to the Department of General Services (DGS), which is comprised of \$2,619,111 from the Department of Human Services (DHS), \$824,081 from the Office of the State Superintendent of Education (OSSE), and \$324,033 from the Child and Family Services Agency (CFSA).

This action will reprogram budget authority from various programs within DHS, OSSE, and CFSA, from Comptroller Source Group (CSG) 32 (Rent), to DGS' Energy – Centrally Managed program, CSG 30 (Energy, Communication, and Building Rentals). This reprogramming is needed to cover the costs of higher-than-anticipated electricity and water bills. Funds are available due to planned moves that did not occur, resulting in lower rental costs.

The Honorable Phil Mendelson, Chairman

FY 2018 Reprogramming Request for \$3,767,225 of Local Funds Budget Authority from the Department of Human Services, the Office of the State Superintendent of Education, and the Child and Family Services Agency to the Department of General Services

Page 2

The Office of Budget and Planning's analysis indicates that the reprogramming will not have an adverse impact on DHS', OSSE's, or CFSA's budget or the District's financial plan. The OCFO has no objection to this reprogramming request.

Sincerely,



Jeffrey S. DeWitt
Chief Financial Officer

Enclosure

cc: Muriel Bowser, Mayor of the District of Columbia
Rashad M. Young, City Administrator
Jennifer Budoff, Budget Director, Council of the District of Columbia
Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator
Angell Jacobs, Deputy Chief Financial Officer and Chief of Staff, Office of the Chief Financial Officer
Gordon McDonald, Deputy Chief Financial Officer, Office of Budget and Planning
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning
Laura Zeilinger, Director, Department of Human Services
Brenda Donald, Director, Child and Family Services Agency
Hanseul Kang, State Superintendent of Education
Delicia Moore, Associate Chief Financial Officer, Human Support Services Cluster
Vernessa Thompson, Budget Director, Human Support Services Cluster
Hayden Bernard, Agency Fiscal Officer, Department of Human Services
Justin Kopca, Agency Fiscal Officer, Child and Family Services Agency
Deloras Shepherd, Associate Chief Financial Officer, Education Cluster
Lori Vasquez Morgan, Budget Director, Education Cluster
Paris Saunders, Agency Fiscal Officer, Office of the State Superintendent of Education
Greer Gillis, Director, Department of General Services
Angelique Hayes Rice, Associate Chief Financial Officer, Government Operations Cluster
Christine Mukolwe, Budget Director, Government Operations Cluster
Massimo Marchiori, Agency Fiscal Officer, Department of General Services
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER
MAYOR

OCT 19 2018

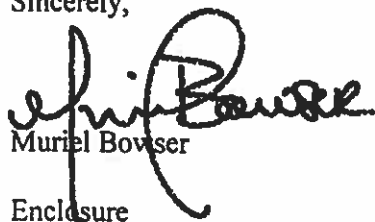
Jeffrey S. DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Suite 209
Washington, D.C. 20004

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram FY18 Local Rent Funds in the amount of \$3,767,225.27 from the Office of the State Superintendent of Education, the Department of Human Services, and the Child and Family Services Agency to the Department of General Services to cover the cost of spending pressures pertaining to electricity and water. The funds will be reprogrammed as outlined on the attached attribute sheet.

Details of the request are contained in the agency's submission. Thank you for your consideration of this request. I look forward to the Chief Financial Officer's favorable review of this request.

Sincerely,


Muriel Bowser

Enclosure

cc: Gordon McDonald, Deputy CFO for Budget and Planning
John J. Falcicchio, Chief of Staff

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the City Administrator

MEMORANDUM

TO: Office of Policy and Legislative Affairs
Executive Office of the Mayor

FROM: Jennifer Reed, Director
Office of Budget and Performance Management
Office of the City Administrator

DATE: October 17, 2018

SUBJECT: FY 2018 Rent Reprogramming (\$3.7 million) from the Office of the State Superintendent of Education, Dept. of Human Services and the Child and Family Services Agency to the Department of General Services

This is a request to reprogram \$3,767,225.27 of local rent funds from the Office of the state Superintendent (OSSE), Dept. of Human Services (DHS) and the Child and Family Services Agency (CFSA) to the Dept. of General Services to help address spending pressures pertaining to electricity and water.

Why are the funds needed?

The energy bills for electricity and water have been higher than budgeted due to a variety of factors. Electricity prices, driven by increased distribution rates, have been higher. Water costs have increased due largely to higher consumption and prior-year charges.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No.

How will the funds be reprogrammed?

The funds will be reprogrammed from OSSE, DHS and CFSA's comptroller source group 0032/object 309 for rent to DGS's comptroller source group 30/object 305 for electricity and



object 307 for water. The programmatic details and amounts are presented in the attached reprogramming attributes form.

Why are the funds available?

The rent funds are available due largely to planned moves and work that did not materialize in FY 2018.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

Liabilities pertaining to the electricity and water vendors have to be booked against the FY 2018 budget. FY 2018 is the fiscal year in which the commodities were provided.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No other projects will be impacted by this action.

Should you have any questions, please contact Massimo Marchiori, Agency Fiscal Officer of the Dept. of General Services, at 698-7476.

Enclosure
Attachments

Attachment B – Local (0100)

OPERATING BUDGET REPROGRAMMING REQUEST

[illegible]

Justification of Reasoning Process: See attached memo.

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

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Office of the Secretary

AGENCY CODE: BA0

NAME OF CONTACT: Paul Blake- AF0

ADDRESS : 441 4th Street, NW Suite 890N

Washington DC 2004

TELEPHONE # :

202-727-9833

FAX # :

AUTHORIZING OFFICER

Paul K. Blake

DATE:

11/28/17

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard -AF0

ADDRESS : 64 New York Avenue, N.E.

Washington, DC 20001

TELEPHONE # :

202-671-4200

FAX # :

AUTHORIZING OFFICER

Hayden Bernard, AF0

DATE: 11/14/17

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

PART II

MOU NUMBER: _____

OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____

Record Retention _____

\$18,463.46

	AGY	YR	ORG CODE	Fund	index	PCA	OBJ	OBJ	PROJECT/PH			
SELLER	BA0	18	1600	0700	BAJA1	1600A	4600	4600	BAJA01/18			
BUYER	JA0	18			APEMD	TE115	0409	0409				

GOOD/ SERVICE: _____

Record Retention _____

DATE: ____/____/____

TOTAL: 5,235.91

	AGY	YR	ORG CODE	Fund	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BA0	18	1600	0700	BAJA1	1600A	4600	4600		BAJA01/18			
BUYER	JA0	18			AHPSS	HHC61	0409	0409					

GOOD/ SERVICE: _____

Record Retention _____

DATE: ____/____/____

TOTAL: \$3,858.04

	AGY	YR			INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BA0	18	1600	0700	BAJA1	1600A	4600	4600		BAJA01/18			
BUYER	JA0	18			APJHU	AD108	0409	0409					

GOOD/ SERVICE: _____

TOTAL: _____

	AGY	YR			INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER													
BUYER													

Revised 9/15/98

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MEMORANDUM OF UNDERSTANDING BETWEEN
THE OFFICE OF THE SECRETARY AND
THE OFFICE OF THE CITY ADMINISTRATOR FOR
RECORDS RETENTION SERVICES FOR
PARTICIPATING AGENCIES

(INTRA-DISTRICT FUNDING, FISCAL YEAR 2018)

This Memorandum of Understanding ("MOU") is made by and between the Office of the Secretary ("OS"), the seller agency, and the Office of the City Administrator ("OCA"), the buyer agency, on behalf of the District agencies listed in Attachment A (the "Participating Agencies"). OS and OCA are referred to collectively in this MOU as the "Parties" and each is referred to individually in this MOU as a "Party".

For and in consideration of the mutual promises contained herein, OS and OCA agree as follows:

I. BACKGROUND

- A. The Office of Public Records ("OPR"), within OS, is responsible for coordination and administration of all records management and archives functions for the District of Columbia government. As a component of this responsibility, OPR assists agencies within the District in meeting the agencies' responsibility pursuant to section 7(b)(2) of the Public Records Management Act of 1985 (D.C. Official Code § 2-1706(b)(2)) and its implementing regulations to develop and administer a records retention schedule approved by OPR.
- B. OPR, through OS, is engaging a contractor to provide retention schedule development services to a subset of agencies of the District of Columbia government.
- C. In order to implement the project, each agency receiving records retention services from OS will be responsible for the costs of those services.
- D. This MOU assesses the Participating Agencies for the costs of the services provided by OS pursuant to this MOU.
- E. The City Administrator is signing the MOU on behalf of the Participating Agencies.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. OS shall develop, for each of the Participating Agencies, with the input and participation of the Participating Agency, an agency-specific records retention schedule that applies to all records of the Participating Agency and that includes disposition standards and disposition instructions for each type and series of record of the Participating Agency.

- B. OS shall enter into a contract with an outside vendor (the "Contractor") to provide records retention schedule development services for each of the Participating Agencies.
- C. Each Participating Agency shall be responsible for the costs billed to OS by the Contractor for the services provided by the Contractor for the Participating Agency; provided, that each Participating Agency's responsibility for such costs shall be limited to the dollar amounts set forth in Attachment A.
- C. The City Administrator, on behalf of the Participating Agencies, agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

- 1. Payment for the services provided by OS to the Participating Agencies shall be made through intra-District advances by the Participating Agencies to OS in the amounts set forth in Attachment A.
- 2. The amounts set forth in Attachment A are based on the cost proposal of the Contractor.
- 3. The Participating Agencies shall make the FY18 intra-District advances required by paragraph III.A.1 within ten (10) business days after the effective date of this MOU.
- 4. Advances to OS for the services to be performed shall not exceed the amounts set forth in Attachment A.
- 5. OS shall relieve the advances and bill the Participating Agencies through the intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
- 6. OS shall provide to each Participating Agency an itemized invoice that explains the amounts relieved within fifteen (15) days after OS draws down funding from the advance.
- 7. OS shall return any excess FY18 advances to the Participating Agencies by September 30, 2018.

B. 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.

IV. DURATION OF MOU; TERMINATION

- A. This Agreement shall take effect when fully executed by OCA and OS, and shall continue in effect through September 30, 2018, unless terminated in writing by the Parties prior to the expiration. The Parties may extend the period of this Agreement by exercising a maximum of four (4) one-year option periods. OS shall provide OCA with written notice of its request to exercise an option period at least thirty (30) days prior to the expiration of the initial or extension year of this Agreement. The written notice shall include an attachment to supersede Attachment A. The attachment shall include the list of agencies for which retention schedules will be developed and the funding amount to be transferred. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.
- B. Either Party may terminate this MOU by giving written notice to the other Party; provided such termination shall not become effective until fifteen (15) days after the notice is given (or such later date as may be set forth in the notice of termination), unless an earlier termination date is agreed to by the other Party. OCA may also terminate this MOU with respect to a particular Participating Agency. In the event of a termination of this MOU, in whole or in part, OS shall promptly perform all required fiscal reconciliation and return any excess advance to each relevant Participating Agency.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k).

VI. RECORDS AND REPORTS

OS 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 shall make these documents available for inspection by duly authorized representatives of the participating agencies and other officials as may be specified by the City Administrator.

VII. NOTICE

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

For OS
Lauren C. Vaughan
Secretary of the District of Columbia

1350 Pennsylvania Avenue, NW, Suite 419
Washington, DC 2004
Phone: 202-727-6306
Email: lauren.vaughan@dc.gov

For OCA

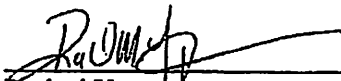
Barry Kreiswirth, General Counsel
Office of the City Administrator
1350 Pennsylvania Avenue NW, Suite 513
Washington, DC 20004
Phone: 202-724-3692
Email: barry.kreiswirth@dc.gov

VIII. MODIFICATIONS

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

IN WITNESS WHEREOF, the Parties have executed this MOU as of the day and year indicated below:

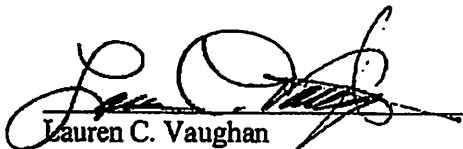
Office of the City Administrator (Buyer), on behalf of the Participating Agencies:



Rashad Young
City Administrator

Date: 10/17/17

Office of the Secretary (Seller):



Lauren C. Vaughan
Secretary of the District of Columbia

Date: 10/17/17

Frazier, Tonya (OFRM)

From: Lyons, Steve (OCFO)
Sent: Monday, October 23, 2017 3:15 PM
To: Blake, Paul (OFRM); Tseng, David (OCFO)
Cc: Lee, Laverne (OCFO); Frazier, Tonya (OFRM)
Subject: RE: OS MOU

Paul,

This MOU is legally sufficient. Please note that going forward Treva Saunders and Chaia Morgan will be handling MOU reviews. All submissions should go to Ocfmo.oureview@dc.gov.

Steve

Stephen B. Lyons
Deputy General Counsel
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Room 200
Washington, DC 20004
(202) 727-4219 - Office
(202) 724-4217 - Fax

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From: Blake, Paul (OFRM)
Sent: Monday, October 23, 2017 2:53 PM
To: Lyons, Steve (OCFO); Tseng, David (OCFO)
Cc: Lee, Laverne (OCFO); Frazier, Tonya (OFRM)
Subject: OS MOU
Importance: High

Please review the attached MOU for legal sufficiency. Thanks.

Paul

ATTACHMENT A

Agency Acronym	Participating Agency Name	Size	FTE's	Amount
DCPS	District of Columbia Public Schools	Large	9143	\$ 48,618.60
MPD	Metropolitan Police Department	Large	4239	\$ 48,618.60
FEMS	Fire and Emergency Medical Services Department	Large	1941	\$ 48,618.60
DPW	Department of Public Works	Large	1333	\$ 48,618.60
DBH	Department of Behavioral Health	Large	1306	\$ 48,618.60
DHS	Department of Human Services	Medium	1021	\$ 27,557.40
DDOT	District Department of Transportation	Large	955	\$ 48,618.60
DPR	Department of Parks and Recreation	Large	900	\$ 48,618.60
DOC	Department of Corrections	Large	880	\$ 48,618.60
DGS	Department of General Services	Large	639	\$ 48,618.60
DOH	Department of Health	Large	526	\$ 48,618.60
DYRS	Department of Youth Rehabilitation Services	Large	507	\$ 48,618.60
DCRA	Department of Consumer and Regulatory Affairs	Medium	321	\$ 27,557.40
DFS	Department of Forensic Sciences	Small	148	\$ 22,743.00
OUC	Office of Unified Communications	Medium	315	\$ 27,557.40
DHCD	Department of Housing and Community Development	Small	149	\$ 22,743.00
DDS	Department on Disability Services	Medium	387	\$ 27,557.40
OSSE	Office of the State Superintendent of Education	Medium	319	\$ 27,557.40
OCP	Office of Contracting and Procurement	Small	197	\$ 22,743.00
OCTO	Office of the Chief Technology Officer	Medium	291	\$ 27,557.40
DCHR	Department of Human Resources	Small	134	\$ 22,743.00
DISB	Department of Insurance, Securities, and Banking	Small	113	\$ 22,743.20
DMV	Department of Motor Vehicles	Medium	232	\$ 27,557.40
DOEE	Department of Energy and the Environment	Medium	380	\$ 32,266.73
Option Year One Not To Exceed Grand Total				\$ 873,688.30

Summary of agency Sizes		
Large	>500	11
Medium	201 to 500	8
Small	<200	5

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

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: DC Department of Human Services *Resources*

AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street, NW Suite 890 North

Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # :

AUTHORIZING OFFICER



DATE: 11/14/17

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard - AF0

ADDRESS : 64 New York Avenue, 6th Floor

Washington, DC 20002

TELEPHONE # : 202.671 - 4240

FAX # :

AUTHORIZING OFFICER



DATE: 12/19/17

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

PART II

MOU NUMBER: _____

2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: procurement support, funds, & responsibilities

DATE: _____

TOTAL: \$25,800.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	
SELLER	BE0	2018	0001	700	JABE8	3300	4600	4600				
BUYER	JA0	2018	5000	100	AHPSS	HHC61	0409	0409			\$12,900.00	
BUYER	JA0	2018	2000	100	APEMD	TE115	0409	0409			\$12,900.00	
BUYER												
BUYER												

GOOD/ SERVICE: _____

DCHR to Administer the DLP Program



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF HUMAN RESOURCES
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 Human Resources ("DCHR" or "Seller"), collectively the "Parties."

II. LEGAL AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k) (2014 Repl.), and any other applicable District and federal laws, regulations and policies.

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

DCHR administers the District Leadership Program ("DLP"), a program which provides interns with unique opportunities to work on a wide range of practical and developmental projects alongside leading professionals and practitioners. The interns will be able to readily apply these experiences to their future challenges and pursuits.

DHS wishes to employ two (2) DLP interns to further its mission, goals and objectives, and provide quality service to the residents of the District. The interns will be supporting the Economic Security Administration ("ESA") and the Family Services Administration ("FSA"). In ESA, one (1) intern will assist with the implementation of One Congregation One Family ("OCO") program. In FSA, one (1) intern will assist with the development, implementation, and monitoring of initiatives with the Flexible Rent Subsidy Pilot Program.

Accordingly, the Parties are partnering in an effort to administer and execute a DLP to jointly provide Upper Level Undergraduate (such as juniors or seniors) and Graduate students with valuable experience through the DLP Year Round Fiscal Year (FY) 2018, and the Summer 2018 Internship Programs.

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 hereby agree as follows:

A. RESPONSIBILITIES OF SELLER

Throughout the duration of this MOU, DCHR shall provide the following services:

1. A comprehensive process for the recruitment, assessment and identification of potential program candidates to serve at DHS. The candidates must be enrolled at an accredited university with a minimum GPA of 2.5, submit a letter of recommendation from a school official, submit an unofficial transcript, submit three essays, and interview with two DCHR staff and the host agency;
2. A learning and development program for interns, which includes orientation, workforce development courses, seminars facilitated by guest speakers and engagement activities with leaders of agencies and emerging leaders program participants and alumni;
3. DCHR shall coordinate with DHS in all intern matters related to recognition, evaluation, management and discipline; and
4. As needed, reasonable program guidance to DHS in support of the selected interns.
5. DCHR shall provide a total of two (2) interns for DHS. One (1) intern will be fully funded by DCHR for the DLP Year Round FY 2018 Program and the DLP Summer 2018 Program. DCHR shall provide an additional one (1) intern for the DLP Year Round FY 2018 Program and the DLP Summer 2018 Program that shall be fully funded by DHS through this MOU.

B. RESPONSIBILITIES OF BUYER

In support of the above services, DHS shall:

1. Provide the funding outlined in this MOU to support one (1) intern for the DLP Year Round FY 2018 Internship Program and one (1) intern for the DLP Summer 2018 Internship Program; and
2. As necessary, provide required information and support to the host agencies (i.e. District agencies that request interns) of DLP interns.

V. DURATION OF THIS MOU

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

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and services under this MOU shall not exceed twenty-five thousand eight hundred dollars and zero cents (\$25,800.00) for the duration of this MOU indicated in Section V. The cost for an intern is sixteen thousand dollars and zero cents (\$16,000.00) per DLP Year Round Program and nine thousand eight hundred dollars and zero cents (\$9,800.00) per DLP Summer Program. Funding for goods and services shall not exceed the actual cost of the goods and services provided, including labor, materials and overhead, provided all costs and expenditures shall not exceed twenty-five thousand eight hundred dollars and zero cents (\$25,800.00) for FY 2018.

B. PAYMENT

1. Payment for the goods and services shall be made through an Intra-District advance by DHS to DCHR based on the total amount of this MOU which shall not exceed twenty-five thousand eight hundred dollars and zero cents (\$25,800.00).
2. DCHR shall submit monthly reconciliations, which shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all staff/workers; and (3) actual cost of overhead.
3. Advances to DCHR for the services to be performed and goods to be provided shall not exceed the amount of this MOU, twenty-five thousand eight hundred dollars and zero cents (\$25,800.00).
4. DCHR shall receive 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. DCHR shall notify DHS within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. DCHR shall return any excess advance to DHS within thirty (30) days of the end of the current fiscal year.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that 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 §§ 47-355.01-355.05 (2015 Repl. & 2017 Supp.); (iii) D.C. Official Code § 47-105 (2015 Repl.); and (iv) D.C. Official Code § 1-204.46 (2016 Repl.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties

VIII. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, rules and regulations whether now in effect of hereafter enacted or promulgated, and agree to be governed by the Comprehensive Merit Personnel Act, as implemented by the District Personnel Manual.

IX. COMPLIANCE AND MONITORING

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

X. RECORDS AND REPORTS

DCHR shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three 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 representatives of DHS and other officials as may be specified by the District in its sole discretion.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party. In the event of termination of this MOU, payment to DCHR shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

Department of Human Services

Jason Kim, Performance Management Officer
64 New York Avenue, NE 6th Floor
Washington, D.C. 20002
Phone: (202) 671-4449

Department of Human Resources

Willair St. Vil, Human Resources Specialist (HR Development)
441 4th Street NW
Suite 320S
Washington, D.C. 20001
Phone: (202) 442-9601

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 2010 (D.C. Official Code § 2-351.01, *et seq.* (2012 Repl. and June 2015 Supp.)) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

The Directors for DHS and DCHR, or their designees, shall resolve all disputes and/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 Financial Operations and Systems.

XV. 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. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of DHS.

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

DEPARTMENT OF HUMAN SERVICES


Laura Green Zeilinger
Director

9/22/17
Date

D.C. DEPARTMENT OF HUMAN RESOURCES


Ventris C. Gibson
Director

11/13/2017
Date

Lyon, Christina (DHS)

From: Lyon, Christina (DHS)
Sent: Tuesday, November 28, 2017 11:03 AM
To: Saunders, Treva (OCFO)
Subject: RE: DHS-18-001-DCHR-25,800.00

Thank you.

From: Saunders, Treva (OCFO)
Sent: Monday, November 27, 2017 10:54 AM
To: Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>; Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>
Cc: Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Anderson, Diane (DHS) <diane.anderson@dc.gov>; Troyer, Michael (DHS) <michael.troyer@dc.gov>; Moureview (OCFO) <Ocfo.moureview@dc.gov>; Moureview (OCFO) <Ocfo.moureview@dc.gov>
Subject: RE: DHS-18-001-DCHR-25,800.00

Thank you. The MOU is legally sufficient.

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: Monday, November 27, 2017 10:38 AM
To: Saunders, Treva (OCFO) <treva.saunders@dc.gov>; Lyon, Christina (DHS) <Christina.Lyon2@dc.gov>; Moureview (OCFO) <Ocfo.moureview@dc.gov>
Cc: Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Anderson, Diane (DHS) <diane.anderson@dc.gov>; Troyer, Michael (DHS) <michael.troyer@dc.gov>; Moureview (OCFO) <Ocfo.moureview@dc.gov>
Subject: RE: DHS-18-001-DCHR-25,800.00

Hi Treva,

Local funds will be used to support this MOU

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: Monday, November 27, 2017 10:24 AM
To: Lyon, Christina (DHS); Moureview (OCFO)
Cc: Bernard, Hayden (DHS); Anderson, Diane (DHS); Troyer, Michael (DHS); Rutherford-Felix, Dionne (DHS); Moureview (OCFO)
Subject: RE: DHS-18-001-DCHR-25,800.00

Hi Christina,

Please confirm that local funds will be used for this MOU.

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: Lyon, Christina (DHS)
Sent: Wednesday, November 22, 2017 12:39 PM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Cc: Bernard, Hayden (DHS) <hayden.bernard@dc.gov>; Anderson, Diane (DHS) <diane.anderson@dc.gov>; Troyer, Michael (DHS) <michael.troyer@dc.gov>; Rutherford-Felix, Dionne (DHS) <dionne.rutherford-felix@dc.gov>
Subject: DHS-18-001-DCHR-25,800.00

All MOUs must have OCFO General Counsel's approval prior to advancing funds. Attached is a MOU between DHS and DCHR for \$25,800.00 for your approval. The purpose for the MOU is to provide support for summer 2018 internship program.

Thank you,
-Christina

12:13:59 Tuesday, December 19, 2017

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/19/17 12:15 PM
LINK TO: _____ BATCH BALANCING DSNF

BATCH AGENCY: JAO
BATCH DATE: 121917
BATCH TYPE: 4
BATCH NUMBER: 113

BATCH BALANCING:
ENTERED COUNT: 00003 ENTERED AMOUNT: 00000051600.00
COMPUTED COUNT: 00003 COMPUTED AMOUNT: 00000051600.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: R6JAAG8 ADLAI GEORGE
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

IDDHSDHR

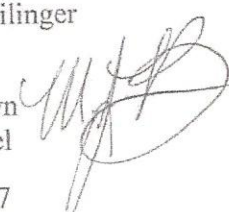
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the General Counsel

MEMORANDUM

TO: Laura Green Zeilinger
Director

FROM: Monica J. Brown 
General Counsel

DATE: August 24, 2017

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of Human Resources for Enhanced Suitability Screening

The District of Columbia (District) 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 DHS and Department of Human Resources (DCHR), and has determined that it is legally sufficient and appropriate for your signature.

The purpose of this MOU is for DCHR to provide DHS with suitability related services for its candidates, employees, and volunteers who are subject to enhanced suitability screenings (hereinafter referred to as "ESS"). The objective of the suitability screenings is to determine whether each specific candidate, employee, or volunteer is suitable for District employment consistent with Title 6B, Chapter 4, of the District of Columbia Municipal Regulations (DCMR).

This MOU is made in accordance with D.C. Official Code § 1-301.01(k); and any other applicable federal and District law.

The total cost for services under this MOU shall not exceed thirty seven thousand six hundred seventy five dollars and zero cents (\$37,675.00) for FY 2018. The period of this MOU is from October 1, 2017 through September 30, 2018.

If you have any questions or concerns, please let me know.

MJB/rl
Attachment


GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Ventris C. Gibson
Director
Department of Human Resources

FROM: Laura Green Zeilinger 
Director

DATE: 9/1/17

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Department of Human Resources for Enhanced Suitability Screening

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 Human Resources (DCHR).

The purpose of this MOU is for DCHR to provide DHS with suitability related services for its candidates, employees, and volunteers who are subject to enhanced suitability screenings (hereinafter referred to as "ESS"). The objective of the suitability screenings is to determine whether each specific candidate, employee, or volunteer is suitable for District employment consistent with Title 6B, Chapter 4, of the District of Columbia Municipal Regulations (DCMR).

This MOU is made in accordance with D.C. Official Code § 1-301.01(k); and any other applicable federal and District law.

The total cost for services under this MOU shall not exceed thirty-seven thousand six hundred seventy-five dollars and zero cents (\$37,675.00) for FY 2017. 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 Karen Gerald, Human Resources Manager, at (202) 671-4200.

LGZ/mb

Attachment



FY/2018

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF HUMAN SERVICES:
AND
THE DEPARTMENT OF HUMAN RESOURCES
FOR FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered between the District of Columbia (District) Department of Human Services ("DHS" or "Buyer") and the Department of Human Resources ("DCHR" or "Seller"), collectively known as the Parties.

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 (hereinafter "ESA") and the Family Services Administration (hereinafter "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 to Needy Families (TANF) benefits. FSA is responsible for providing protection, intervention and social services to meet the needs of vulnerable individuals and families, including but not limited to, Homeless Services and Adult Protective Services (APS). DHS employs Case Managers, Social Workers, Vocational Development Specialists, Social Service Representatives, Program Managers, Community Liaisons, and Social Services Assistants into permanent and term positions, who assist the agency provide the services listed above.

DCHR is the District Agency with personnel authority for agencies under the authority of the Mayor. DCHR shall provide DHS with suitability related services for its candidates, employees, and volunteers who are subject to enhanced suitability screenings (hereinafter referred to as "ESS"). The objective of the suitability screenings is to determine whether each specific candidate, employee, or volunteer is suitable for District employment consistent with Title 6B, Chapter 4, of the District of Columbia Municipal Regulations (DCMR).

III. SCOPE OF SERVICES

In pursuit of the shared goals of the Parties to carry out the program goals and objectives expeditiously and economically, the Parties agree as follows:

A. RESPONSIBILITIES OF SELLER

1. The Seller shall ensure that suitability screenings are conducted in a manner consistent with prevailing District and federal law for each of the Buyer's

candidates, employees, and volunteers who are subject to suitability screenings. The Seller shall, at a minimum, provide for the enhanced suitability screenings outlined in the table found in section VI (A).

2. For each candidate, employee, and volunteer who undergoes ESS, the Seller shall make a suitability determination in accordance with 6B DCMR § 400 *et seq.* Each suitability determination shall be provided to the Buyer through an electronic means established by the Seller, such as e-mail.
3. Candidates, employees and volunteers providing legal services within the DHS Office of the General Counsel (OGC) are excluded from the requirements of this MOU.
4. Whenever an employee is determined to be not suitable under paragraph (2), the parties agree that the Seller may carry-out any required adverse action in consultation with the Buyer. To this extent --
 - (a) The Parties agree that the DCHR Compliance Manager is designated as a proposing official for purposes of this paragraph and 6B DCMR § 1618.4; and
 - (b) The Buyer designates the DCHR Associate Director for Policy and Compliance as the deciding official in these matters for purposes of 6B DCMR § 1623.1.
 - (c) If either the Compliance Manager or the Associate Director are unavailable to serve as the proposing or deciding official, respectively, DCHR may designate another management official to execute these functions.
 - (d) Notwithstanding the authorization and designations established in this paragraph, the Buyer may elect to carry-out any required adverse action necessitated by a suitability determination.

B. RESPONSIBILITIES OF THE BUYER

1. The Buyer shall advance to the Seller thirty-seven thousand six hundred seventy-five dollars and zero cents (\$37,675.00) for suitability and compliance services.
2. The Buyer shall ensure the Seller receives all documentation necessary to carry out its responsibilities under this MOU in the event that any documentation is so needed or requested.
3. The Buyer agrees to be bound by the provisions contained in Title 6B, Chapter 4, of the DCMR. Moreover, the Buyer agrees that for purposes of that chapter, the

Seller serves as the Program Administrator as it is defined in Chapter 4 referenced here.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated in accordance with Section XI prior to the expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. The Buyer 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

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k) (2016 Repl.) and any other applicable District and federal laws, regulations and policies. This MOU is entered into to carry out the provisions of 6B DCMR § 400 *et seq.*

VI. FUNDING PROVISIONS

A. COST OF SERVICES

- 1. Total cost for services under this MOU shall not exceed thirty-seven thousand six hundred seventy-five dollars and zero cents (\$37,675.00) for Fiscal Year 2018. Funding for services shall not exceed the actual cost of the goods and services.
- 2. The estimated cost of this MOU is based upon the projected service costs outlined in the table below. These projections are only estimates and do not account for all suitability and compliance services that may be provided under this MOU. For example, the Buyer may request weekend service collections which may result in overtime fees. However, the total resulting service cost shall not exceed the maximum amount of this MOU established in subsection (A) (1), thirty-seven thousand six hundred seventy-five dollars and zero cents (\$37,675.00).
- 3. In the event a Party terminates this MOU, payment to the Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.

DHS	Positions	Criminal Checks	Drug Screening	Alcohol Testing	Credit Checks
Agency Population (904)	Safety	7	7	7	
	Protection	117	117	117	
	Security	862			862
	Volunteers	100			
	Summer Hires	0	0		
	Turnover	0.083	0.083	0.083	0.083
Projection	Applicants	181	10		71
	Recerts/Random	452	3	0	
	Total Positions	633	13	0	71
Service Cost	Unit Cost	\$30.00	\$42.00	\$34.00	\$10.00
	Personnel Cost	\$27.00	\$26.00	\$0.00	\$0.00
	Sub-Totals	\$57.00	\$68.00	\$34.00	\$10.00
\$37,675.00	Grand Total	\$36,081.00	\$884.00	\$0.00	\$710.00

B. PAYMENT

1. Payment for the goods and services shall be made through an Intra-District advance by the Buyer to the Seller based on the total amount of this MOU, thirty-seven thousand six hundred seventy-five dollars and zero cents (**\$37,675.00**) for FY 2018.
2. The Seller shall submit quarterly reconciliations that shall include the amounts billed for that period. The invoices shall include: (1) a list of services and their costs; and (2) a list of labor costs including hourly rates for all laborers.
3. Advances to the Seller for the services to be performed and goods to be provided shall not exceed the amount of this MOU, thirty-seven thousand six hundred seventy-five dollars and zero cents (**\$37,675.00**) for FY 2018.
4. The Seller shall receive the advance and bill the Buyer through the Intra-District process only for those goods and services actually provided pursuant to the terms of this MOU. The Seller shall return any excess advance to the Buyer within thirty (30) days of the end 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 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.

VII. 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); (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.

VIII. COMPLIANCE AND MONITORING

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

IX. 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 this MOU and, upon the District of Columbia'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.

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. Information received by either Party in the performance of responsibilities associated with this MOU shall remain property of the Buyer.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) 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 DCHR:

Justin Zimmerman, Esq., Associate Director
Department of Human Resources
Policy and Compliance Administration
441 4th Street, N.W., Suite 310S
Washington, DC 20001
(202) 727-1568

For DHS:

Karen Gerald
Human Resources Manager
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
(202) 671-4403

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 effect or hereafter enacted or promulgated, and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

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

FOR THE DEPARTMENT OF HUMAN SERVICES:




Laura Green Zeilinger
Director

9/11/17

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES:



Ventris C. Gibson
Director

9/28/2017

Date

Lyon, Christina (DHS)

From: Lyons, Steve (OCFO)
Sent: Monday, September 18, 2017 2:43 PM
To: Lyon, Christina (DHS); Mills, Stacie (OCFO); Lee, Laverne (OCFO)
Cc: Bernard, Hayden (DHS); Rutherford-Felix, Dionne (DHS); Anderson, Diane (DHS); Whittaker, Crystal (DHS)
Subject: RE: Emailing: DHS-17-033-DCHR 37.675.00.xls, FY17 DCHR and DHS MOU \$37,675.00.pdf

Christina,

This MOU is legally sufficient.

Steve

Stephen B. Lyons
Deputy General Counsel
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Room 200
Washington, DC 20004
(202) 727-4219 - Office
(202) 724-4217 - Fax

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 this message.

-----Original Message-----

From: Lyon, Christina (DHS)
Sent: Monday, September 18, 2017 1:41 PM
To: Lyons, Steve (OCFO); Mills, Stacie (OCFO)
Cc: Bernard, Hayden (DHS); Rutherford-Felix, Dionne (DHS); Anderson, Diane (DHS); Whittaker, Crystal (DHS)
Subject: Emailing: DHS-17-033-DCHR 37.675.00.xls, FY17 DCHR and DHS MOU \$37,675.00.pdf

Steve,

All MOUs must have OCFO General Counsel's approval prior to advancing funds. Attached is a MOU between DHS and DCHR for \$37,675.00 for your approval. The purpose for the MOU is for DCHR to provide DHS with suitability related services for its candidates, employees and volunteers who are subject to enhanced suitability screenings.

-Christina

Your message is ready to be sent with the following file or link attachments:

DHS-17-033-DCHR 37.675.00.xls
FY17 DCHR and DHS MOU \$37,675.00.pdf

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

PART 1
GENERAL

1 OF 2

MOU NUMBER

DATE

SELLER INFORMATION

AGENCY: DC DEPARTMENT OF HUMAN RESOURCES

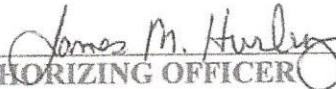
AGENCY CODE BE0

NAME OF CONTACT: JAMES HURLEY - AFO

ADDRESS: 441 4TH STREET, NW, SUITE 890N
WASHINGTON, DC 20001

TELEPHONE #: (202) 727-3605

FAX #: (202) 727-0659


AUTHORIZING OFFICER

9/26/17
DATE

BUYER INFORMATION

AGENCY: DEPARTMENT OF HUMAN SERVICES

AGENCY CODE: JA0

NAME OF CONTACT: HAYDEN BERNARD - AFO

ADDRESS: 64 NEW YORK AVENUE, NE, 6TH FLOOR
WASHINGTON, DC 20002

TELEPHONE #: (202) 671-4240

FAX #:


AUTHORIZING OFFICER

9/26/2017
DATE

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

Revised by OBP 9/18/98

MOU NUMBER: _____

2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: DC Department of Human Resources

To provide suitability check for employment

DATE:

TOTAL: \$37,675.00

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	
SELLER	BE0	2018	JAB18	45100	4600	4600		JABE18-01		
BUYER	JA0	2018	AHPSS	HHC61	0409	0409			\$4,332.62	
BUYER	JA0	2018	ASOSG	HHC77	0409	0409			\$4,332.63	
BUYER	JA0	2018	APJHU	AD108	0408	0408			\$6,404.75	
BUYER	JA0	2018	APEMD	TE115	0409	0409			\$22,605.00	

GOOD/ SERVICE:

DATE:

TOTAL:[illegible]

GOOD/ SERVICE:

DATE: ____/____/____

TOTAL:[illegible]

GOOD/ SERVICE:

DATE: ____/____/____

TOTAL:[illegible]

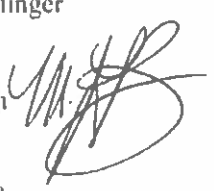
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the General Counsel

MEMORANDUM

TO: Laura Green Zeilinger
Director

FROM: Monica J. Brown 
General Counsel

DATE: January 10, 2018

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and Office of the Attorney General – Legal Services for the Prosecution of Welfare Fraud Cases

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 Memorandum of Understanding (MOU) between DHS, and the Office of the Attorney General (OAG), and has determined that it is legally sufficient and appropriate for your signature.

The purpose of this MOU is for DHS to fund OAG staff to actively prosecute, pursuant to the District's civil and criminal laws, cases of Temporary Assistance of Needy Families (TANF), and Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps) fraud and misrepresentation in the Criminal Section and the Civil Enforcement Section of the Public Safety Division of OAG. The purpose is to recover fraudulently obtained TANF and SNAP benefits and to deter future attempts to fraudulently obtain benefits. This MOU is 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; 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; the Medicaid Fraud Enforcement and Recovery Amendment Act of 2012, effective March 19, 2013 (D.C. Law 19-232; D.C. Official Code §§ 2-381.01-.05 and .07-.10); D.C. Official Code § 1-301.01(k); and any applicable local and federal law, regulation, and policy.

This MOU provides funding in the amount of one hundred ninety one thousand, one hundred forty dollars and zero cents (\$191,140.00) for FY 2018. Of this amount, the cost for personnel services shall not exceed one hundred fifty eight thousand six hundred forty dollars and zero cents (\$158,640.00), and the cost of services for non-personnel services shall not exceed thirty two thousand five hundred dollars and zero cents (\$32,500.00) for FY 2018. The MOU period is from October 1, 2017 through September 30, 2018.

If you have any questions, please let me know.
MJB/rl
Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL
AND
THE 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 Human Services (DHS), the Buyer, and the Office of the Attorney General, (OAG), the Seller, collectively referred to herein as the "Parties."

The District has the responsibility to keep fraudulently obtained Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamp, benefits and Temporary Assistance for Needy Families (TANF) benefits to a minimum through criminal prosecution and restitution efforts. D.C. Official Code § 4-218.02 (2001) authorizes the Attorney General to prosecute individuals for public assistance fraud, which encompasses the SNAP, TANF, Medicaid and Interim Disability Assistance Programs. Section 16(a) of the Food Stamp Act of 1977, enacted August 14, 1979, (Pub. L. No. 95-113, 7 U.S.C. 2011 *et seq.*) as amended, authorizes the United States Department of Agriculture (USDA) to reimburse each state agency not less than fifty percent (50%) of the cost of the SNAP Program investigations and prosecutions. The District law also provides mechanisms for civil recovery through the District's False Claims Act, (D.C. Official Code § 2-381.02) and common law.

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is for DHS to fund OAG staff to actively prosecute, pursuant to the District's civil and criminal laws, cases of TANF and SNAP fraud and misrepresentation in the Criminal Section and the Civil Enforcement Section of the Public Safety Division of OAG. The purpose is to recover fraudulently obtained TANF and SNAP benefits and to deter future attempts to fraudulently obtain benefits. DHS and OAG have agreed to establish the terms and conditions that shall permit DHS to meet its responsibilities established pursuant to federal law.

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 OAG

OAG shall:

1. Recruit, hire and train OAG staff at the appropriate grade levels for the Welfare Fraud Unit;
2. Provide daily supervisory authority over OAG staff of the Welfare Fraud Unit, including oversight and monitoring, and administering payroll, leave and attendance issues;
3. Ensure that OAG staff within the Welfare Fraud Unit carry a caseload dedicated solely to the prosecution and the recovery of fraudulently obtained TANF and SNAP benefits cases;
4. Collaborate with DHS to establish standards and guidelines necessary to refer cases to the Welfare Fraud Unit;

5. Accept DHS referrals of individuals suspected of TANF and SNAP fraud, based upon agreed-upon standards and guidelines established between the Welfare Fraud Unit and DHS;
6. Prosecute TANF and SNAP fraud cases and bring civil actions according to the standards and guidelines established by the Welfare Fraud Unit, District and federal regulations; and
7. Take appropriate legal action against individuals who fail to make court ordered restitution.

B. RESPONSIBILITIES OF DHS

DHS shall through their Office of Program Review, Monitoring and Investigation (OPRMI):

1. Investigate cases of suspected fraud in the TANF and SNAP programs.
2. Refer TANF and SNAP fraud cases to the OAG Welfare Fraud Unit (Welfare Fraud Unit) according to the standards and guidelines established between DHS/OPRMI and OAG pursuant to Sections III. A.4 and III. A.5 above. As part of the referral process, DHS/OPRMI shall:
 - a. Collect, assemble and present all relevant DHS documents and forms;
 - b. Interview all necessary witnesses and prepare written statements or memoranda;
 - c. Prepare a final investigative report in accordance with the standards and guidelines established by the Welfare Fraud Unit, in accordance with DHS/OPRMI;
 - d. Provide any additional evidence, witnesses, data or services requested by the Welfare Fraud Unit including the serving of subpoenas and summons;
 - e. Refer cases; and
3. Provide annual input to OAG for the purpose of preparing the annual evaluation of the staff of the Welfare Fraud Unit.
- 8.

IV. DURATION OF MOU

- 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.
- B. The parties may extend the term of this MOU by exercising a maximum of three (3) one-year option periods for a total of four (4) years. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. Buyer 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).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. OAG shall hire, train and assign (Option 1) one full-time attorney to perform services under this MOU. The annualized cost for Fiscal Year (FY) 2018 is not to exceed the

annual cost of one hundred ninety one thousand, one hundred and forty dollars and zero cents (\$191,140). Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials and overhead.

Staff (Personal Services)

Assistant Attorney General:	Tanya Pierce
Salary (14/5)	\$127,115
Bonus (2%)	\$ 2,542 ¹
COLA (1.8%)	\$ 2,288 ²
Benefits (21%)	\$ 26,695
Subtotal	\$158,640

Non Personal Services

Expert Witness Services (handwriting experts)	\$ 15,000
Books/Research Tools	5,000
Training and Travel	2,500
Supplies and other litigation support	10,000
Subtotal	\$ 32,500
Total	\$191,140

2. In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th 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 the OAG in an amount which shall not exceed one hundred ninety one thousand, one hundred forty dollars and zero cents (\$191,140).
2. The OAG 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. OAG shall invoice DHS for the actual costs incurred in the civil recovery and the prosecution (including pre-trial, trial and post-trial prosecutorial functions) of TANF and SNAP fraud cases only. Costs involved in prosecuting fraud in TANF and SNAP programs shall be accounted for separately. Funding for the services shall not exceed the actual cost of the services. OAG will return any excess advance to DHS.
3. OAG shall submit to DHS a quarterly expenditures report and an account of all SNAP cases closed by the 10th day following the end of each quarter. This case count shall be the basis for allocating costs by DHS to USDA for the SNAP Program.
4. Advances to the OAG for the services to be performed/goods to be provided shall not exceed the amount of this MOU of one hundred ninety one thousand, one hundred and forty dollars and zero cents (\$191,140.00).
5. The OAG 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. OAG

¹ The bonus is required by the collective bargaining agreement for attorneys rated as "excellent" or "outstanding".

² Cost of living adjustment for attorneys effective Oct. 01, 2017.

will notify DHS within forty-five (45) days of the current FY if it has reason to believe that all of the advance will not be billed during the current FY. The OAG will return any excess advance to DHS by September 30th of the current FY.

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 (2001), (iii) D.C. Official Code § 47-105 (2001), 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 shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. FEDERAL ROLE

USDA shall have the right to monitor the activities, and all records pertaining to the SNAP Program, covered under this MOU. DHS and OAG shall agree to maintain records of all cases closed or on appeal for a minimum of three (3) years or until restitution is completely paid, whichever is later.

IX. 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.

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, policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of Buyer.

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:

Monica Brown, General Counsel
Office of the General Counsel
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 671-4346
Fax: (202) 671-4454
MonicaJ.Brown@dc.gov

For OAG:

Tarifah Coaxum, Chief Administrative Officer
Office of the Attorney General
for the District of Columbia
441 4th Street, N.W., Suite 1100 South
Washington, DC 20001
Phone: (202) 724-5508
Fax: (202) 741-8819
Tarifah.Coaxum@dc.gov

XIII. MODIFICATIONS

- A. The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. The parties shall renegotiate if changes to applicable District or federal laws and/or regulations require changes to this MOU, or if revisions are necessitated by changes in pay levels of District employees, or if there is a significant increase in the level of cases presented by DHS for prosecution.
- B. Any procedures that may be required to implement this MOU shall be jointly established by the Chief, Office of Program Review, Monitoring and Investigation, DHS, the Administrator of the Economic Security Administration, and the Deputy Attorney General for Public Safety.

XIV. PROCUREMENT PRACTICES 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 Act of 1985 (D.C. Official Code § 2-301.01 *et seq.*) to procure the goods or services of the agent or third party.

XV. 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: JAN 31 2018

FOR THE OFFICE OF THE ATTORNEY GENERAL

Karl A. Racine
Karl A. Racine
Attorney General

Date: 11/06/17

OCFO MOU Authorization

Agency Request Number:

DHS-18-003-OAG

Date:

2/12/2018

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:

Office of the Attorney General

Seller Agency OCFO:

Tarifah Coaxum

Seller Agency OCFO Phone #:

202-724-5508

4237

Agency Contact:

Monica Brown

E-mail Address:

Monicajbrown@dc.gov

Phone Number:

202-671-4401

Agency Contact:

Tarifah Coaxum

E-mail Address:

Tarifah.Coaxum@dc.gov

Phone Number:

202-724-5508

Amount of MOU

\$191,140.00

Source of Funds

Brief Description

The purpose of the MOU is for DHS to fund OAG staff to recover fraudulently obtained TANF and SNAP benefits and to deter future attempts to fraudulently obtain benefits.

Timetable for Approval

OGC Tracking Information

Assigned To:

Date Assigned:

OGC Comments

Whittaker, Crystal (DHS)

From: Moureview (OCFO)
Sent: Thursday, November 09, 2017 2:26 PM
To: Simms, Paul (OAG)
Cc: Moureview (OCFO); Morgan, Chaia (OCFO)
Subject: RE: FY 18 MOU between OAG-DHS WF for \$191,140

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) / Fax: 202.478.9254 (f) / chaia.morgan@dc.gov

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is intended only for the purpose 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.

From: Simms, Paul (OAG)
Sent: Wednesday, November 08, 2017 3:19 PM
To: Moureview (OCFO) <Ocfo.moureview@dc.gov>
Subject: FY 18 MOU between OAG-DHS WF for \$191,140

Please review for legal sufficiency. Thanks

Paul L. Simms Sr.
Budget Analyst
Office of the Attorney General
Office of the Chief Financial Officer
441 4th St. N.W. Suite 1130 North
202-442-9844 (Office)

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

PART I
GENERAL

MOU NUMBER: _____

DATE OF MOU: 1/10/2018

SELLER INFORMATION

AGENCY: Office of Attorney General

AGENCY CODE CB0

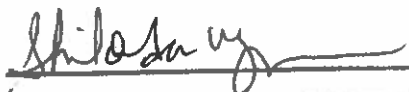
NAME OF CONTACT: Shilonda Wiggins

ADDRESS : 441 4th Street, N.W., Suite 1130N
Washington, DC 20001

TELEPHONE # : (202) 724-5570

FAX # : _____

AUTHORIZING OFFICER



BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE JA0

NAME OF CONTACT: Hayden Bernard, AFO

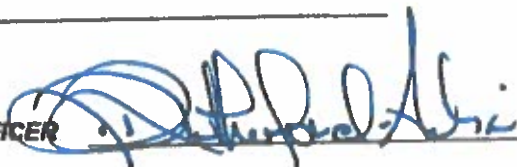
ADDRESS : 64 New York Avenue, N.E., 4th fl.

Washington, DC 20002

TELEPHONE # : (202) 671-4240

FAX # : _____

AUTHORIZING OFFICER



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

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

PART I
GENERAL

MOU NUMBER: _____

DATE OF MOU: 1/10/2018

SELLER INFORMATION

AGENCY: Office of Attorney General

AGENCY CODE CB0

NAME OF CONTACT: Shilonda Wiggins

ADDRESS : 441 4th Street, N.W., Suite 1130N
Washington, DC 20001

TELEPHONE # : (202) 724-5570

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

PART II

MOU NUMBER: _____

OF

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: To provide litigation, advice-giving and programmatic support

DATE: __

TOTAL: \$191,140

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	CB0	18	0061A	7WFR8	4600	4600		001477/18			
BUYER	JA0	18	R0613	AC100	409	409			\$191,140		

GOOD/ SERVICE:

DATE: _____

TOTAL:[illegible]**GOOD/ SERVICE:**

DATE: _____ / _____ / _____

TOTAL:[illegible]

GOOD/ SERVICE:

DATE: ____ / ____ / ____

TOTAL:[illegible]

15:15:18 Wednesday, February 21, 2018

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/21/18 03:16 PM
LINK TO: BATCH BALANCING DSNF

BATCH AGENCY: JAO
BATCH DATE: 022118
BATCH TYPE: 4
BATCH NUMBER: 151

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000382280.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000382280.00

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

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/21/18 01:12 PM
LINK TO: _____ BATCH BALANCING DSNF

BATCH AGENCY: JA0
BATCH DATE: 022118
BATCH TYPE: 4
BATCH NUMBER: 151

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000382280.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000382280.00

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

S520 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/21/18 01:12 PM
 LINK TO: VIEW A BATCH DSNF

BATCH ID: AGENCY JA0 DATE 022118 TYPE 4 NO 151 SEQUENCE 00001
 MODE EDIT & POST EFF DATE 022118 STATUS H PRINTER ID:

S	P	SEQ	CUR DOC/SFX	REF DOC/SFX	M	AGY TC	INDEX	PCA	AY	AMOUNT	R
—		00001	IDCB0CRW 001			JA0 440	R0613	AC100	18	191140.00	
—		00002	IDCB0CRW 002			CB0 441	0061A	7WFR8	18	191140.00	

ENTERED COUNT: 00000 ENTERED AMOUNT: 00000000000.00
 COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000382280.00
 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

12:37:16 Wednesday, February 21, 2018

S084 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/21/18 12:38 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY DSNF
ACTIVE
BATCH: AGENCY BC1 DATE 082917 TYPE 1 NO 817 SEQ NO 00542 REC TYPE: A STATUS: A

GL: DR1 2900 CR1 2705 DR2 2912 CR2 2712 DR3 2911 CR3 2711 DR4 CR4
DOC AGY: CB0 DOC DATE: 082917 EFF DATE: 100117 DUE DATE:
SERV DATE: CUR DOC/SFX/CLASS: BA082917 001 MOD: BANK ID:
REF DOC/SFX/CLASS: AGENCY: CB0 TRANS CODE: 060
INDEX: 0061A PCA: 7WFR8 AY: 18 COMP/AGY/GRANT OBJ: 0125 0125
AMOUNT: 127115.00 RVS: DISCOUNT: .00 FO: W PDT:
CI: PROP #: 1099: INV-NO: DT:

VEND/MC: DESC:
NAME: CONT NO:
CITY: ST: ZIP: CTRY: RTI: D
PMT-NO: DT: AP NO: 20000 FUND: 1477 GL AC/AGY: 2900
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH: 001477 18
MPCD: AGY CD-1: 2: 3: CASH FUND: 00100
DEBT/INVEST ISSUE #: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
LAST PROC - DT: 08292017 TIME: 2247 ORIG SEQ NO: APPROVAL DT: 082917
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F9-INT ENTER-INQ

**MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH CARE FINANCE, AND THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Health Care Finance (DHCF) and the District Department of Human Services (DHS). Together these signatories will be referred to as the Parties. This MOU delineates Fiscal Year 2018 (FY18) with respect to funding and operational responsibilities for the District of Columbia Access System (DCAS). DCAS is a project undertaken by the District to integrate all health and human services programs including Advance Premium Tax Credits/Cost Sharing Reductions (APTC/CSR), Medicaid, SNAP and TANF, in order to provide a seamless eligibility, renewal and enrollment process for District residents applying for or receiving public assistance programs.

II. LEGAL AUTHORITY FOR MOU

The general legal authority for MOUs between District agencies is found at D.C. Official Code § 1-301.01(k). DHCF's authority as an agency derives from Section 7-771-05(4) of the Department of Health Care Finance Establishment Act of 2007, effective February 27, 2008 (D.C. Law 17-109); D.C. Official Code § 7-771.05(4). DHCF's authority to delegate the portions of the Medicaid eligibility determination process to be conducted by DCAS arises from 42 CFR § 431.10(d). Other controlling law regarding the design, development, or installation of mechanized needs-based benefit claim processing and information retrieval systems is found at § 1903(a)(3) of the Social Security Act, as amended, 42 CFR §§ 433.110 – 433.131, and 45 CFR §§ 95.601 – 95.641. The authority of DHS as an agency to fund and assist in the development and maintenance of DCAS derives from the Data Sharing Act and accompanying regulations at 29 DCMR §§3000-3099, Mayor's Order 2011-169, the ACA, MOUs with DHCF to conduct eligibility determinations for various medical assistance programs, MOU with the District Health Benefit Exchange Authority (HBX) to provide ESA support for eligibility determinations for APTC and CSR, the Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. §§ 2011, *et seq.*); 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 (PRWORA); the Health Insurance Portability and Accountability Act of 1996, approved August 21, 1996 (Pub. L. No. 104-191; 42 U.S.C. § 1320d *et seq.*), as amended, and its corresponding regulations located at 45 C.F.R. Parts 160, 162, and 164 (collectively referred to as HIPAA). This MOU is governed by Title XIX of the Social Security Act of 1965, effective July 30, 1965 (Pub. L. No. 89-97; 42 U.S.C. §§ 1396, *et seq.*), as amended, the Advanced Planning Document (IAPD) approved by the United States Department of Health and Human Services (HHS) and the United States

Department of Agriculture in December 2011 and attached as Appendix A to this MOU, 45 C.F.R. Part 95, and any other applicable local and Federal law, regulation and policy.

III. OVERVIEW OF THE PARTIES

DHCF is the single state agency responsible for the administration of the District's Medicaid program and is responsible for ensuring that it is in compliance with federal program requirements. Nothing in this MOU should be construed as DHCF abrogating its authority or responsibility as the single state Medicaid agency for the District. DHCF develops and oversees the implementation of eligibility policy, criteria for service coverage, and payment policies regarding the District's Medicaid and CHIP programs. DHCF also ensures the District's health care programs maximize federal funding to finance health care services for the indigent and develops effective methods for managing the utilization of services. DHCF is responsible for the administration of the D.C. Health Care Alliance Program (the Alliance) and the Immigrant Children's Program (ICP), the District's safety-net programs for District residents without health insurance.

On May 31, 2017, The Office of the City Administrator assigned DHCF the full management and operation of DCAS. DHCF assumes complete responsibility and oversight for DCAS (R1, R2, R3) application development, operations, and maintenance.

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 is the District agency responsible for implementing DHCF's eligibility policies for Medicaid, CHIP, the Alliance, and other programs pursuant to a separate MOU between DHS and DHCF. DHS is the single state agency responsible for the Supplemental Nutrition Assistance Program (SNAP). 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, 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.

IV. DEFINITIONS

A. For the purposes of this MOU, all parties agree that the following definitions will apply:

- i. **Automated Client Eligibility Determination System (ACEDS)** is the Health and Human Service program information technology system that has been historically used for determining eligibility of all human services programs in the District and which is being progressively replaced.

- ii. **Affordable Care Act (ACA)** is the comprehensive health care reform law enacted in March 2010. The law was enacted in two parts: The Patient Protection and Affordable Care Act was signed into law on March 23, 2010 and was amended by the Health Care and Education Reconciliation Act on March 30, 2010. The name "Affordable Care Act" is used to refer to the final, amended version of the law. These laws include provisions for the establishment of American Health Benefit Exchanges.
- iii. **Central Program Management** - is management of staff, budget, resources, project plans, contracts, communication and execution of deliverables.
- iv. **Curam Healthcare Reform (Curam HCR)** - is an eligibility and case management software solution that the District implemented to address the Affordable Care Act (ACA) requirements for eligibility determinations for ACA's insurance affordability programs -- Medicaid, APTC, and CSR.
- v. **Curam Global Income Support (CGISS)** - is a commercial integrated service delivery solution that equips organizations with a powerful, proven set of business tools and processes designed specifically for the effective management of income support programs.
- vi. **The District of Columbia Access System (DCAS)** is a project undertaken by the District to integrate all health and human services assistance programs including Advance Premium Tax Credits/Cost Sharing Reductions (APTC/CSR), Medicaid, SNAP and TANF, in order to provide a seamless eligibility, renewal and enrollment process.
- vii. **IBM Curam** is the eligibility enrollment application used in DCAS. The Curam user interface is developed using Java and comprises of a number of user interface elements that can be combined together. The main element of the interface is a User Interface Meta-data (UIM) page. A UIM page defines the data to be displayed in a page. UIM pages are combined together to provide a view of Curam known as an application. Curam applications reduce the complexity of developing web applications by providing mechanisms to generate client screens which define content, layout and navigation. The current implementation features two parallel, but not integrated, Curam instances – one HCR environment, and one CGISS.
- viii. **Release One (R1)** is a project undertaken by the District to integrate all ACA health programs under Curam HCR, including Advance Premium Tax Credits/Cost Sharing Reductions (APTC/CSR), and Medicaid based on Modified Adjusted Gross Income (MAGI) under the ACA.
- ix. **Release Two (R2)** is a project undertaken by the District to integrate food and cash assistance public benefits programs, SNAP and TANF, under CGISS in order to provide a seamless eligibility, renewal and enrollment process for District residents applying for or receiving these public assistance programs.
- x. **Release Three (R3)** is a project that will ensure non-MAGI Medicaid, local health programs, case management and local human services programs have an integrated application and enrollment experience.

- xi. A **Responsible Agency** is the agency that is assigned oversight of a DCAS deliverable.
- xii. **Stakeholder** is an individual or entity with a vested interest in any or all of the policy decisions related to the implementation of DCAS in the District of Columbia.

IV. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The overall business objective of DCAS is to be an integrated eligibility and enrollment system for all health and human services assistance programs being offered by the District of Columbia, including Advance Premium Tax Credits/Cost Sharing Reductions (APTC/CSR), Medicaid, Alliance, Immigrant Children's Program, SNAP, TANF, and other human services programs.

In order to meet the requirements of the ACA, and corresponding regulations, DHS and DHCF have partnered to redesign the IT infrastructure used to process health and human services program eligibility determinations in the District of Columbia. The DCAS project was created in accordance with the requirements of the ACA, is compliant with Medicaid Information Technology Architecture (MITA), and assists the District in complying with other requirements of the ACA.

The District has been engaged in the design, development, and implementation of DCAS since 2011. At the completion of this project, DCAS is envisioned to:

1. Provide all the systems support needed to determine eligibility and renewals for all Insurance Affordability Programs (IAP) as defined by the ACA including eligibility and verifications needed to determine MAGI and Advanced Premium Tax Credits (APTC).
2. Provide all the systems support needed for other federal assistance programs like SNAP/TANF and other local public benefit programs.
3. Automate eligibility and verification systems support needed to determine Non-MAGI Medicaid for District residents.
4. Provide a streamlined, no wrong door, single point of service for residents applying for or found eligible for assistance
5. Provide a streamlined, single case management system for caseworkers servicing residents applying for or found eligible for public assistance

The purpose of this MOU is to set forth the terms and conditions upon which the Parties will disperse funding to support the cost allocated services included under the DCAS IAPD budget for FY 18. This MOU sets forth the terms and conditions upon which the Parties shall work together to operate and fund DCAS and as agreed to by both agencies and approved in the IAPD which is included as Appendix A to this MOU as is incorporated herein by reference. If additional IAPD budget submissions are made and approved for cost allocated services under this MOU, such IAPD will be incorporated herein as a part of Appendix A.

Nothing in the MOU shall be construed as in any way impairing the general powers of the Parties for supervision, regulation, and control of each respective agency's property under applicable laws, regulations, and rules.

V. BUDGET MANAGEMENT

The Parties hereby agree to the terms and conditions set forth below for the management of the budget for DCAS for FY18. Pursuant to the applicable authorities, and in the furtherance of the shared goals, the Parties agree to carry out the purposes of this MOU expeditiously and economically.

A. BUDGET MANAGEMENT

i. DHCF RESPONSIBILITIES

1. DHCF shall submit all IAPD's (or APD's as required) to the Centers for Medicare and Medicaid Services (CMS) for the Medicaid Eligibility and Enrollment (E&E) work as defined at 42 CFR 433.111(b) required to implement the remaining Medicaid related portions of the DCAS project in accordance with the federal regulations.
2. DHCF shall oversee the funds received from CMS and account to CMS for funds expended in accordance with District and CMS upon request.
 - a. This includes reviewing all expenditures and assuring all Medicaid funds are spent according to regulations
3. DHCF shall ensure any cost allocation plan that governs the reimbursement of allowable costs associated with the design, development, and implementation of DCAS shared among multiple health and human service programs is in accordance with CMS requirements.

ii. DHS RESPONSIBILITIES

1. DHS shall submit all IAPD's (or APD's as required) to the Food and Nutrition Services (FNS) for the SNAP Eligibility and Enrollment (E&E) work to implement the remaining SNAP related portions of the DCAS project in accordance with the federal regulations.
2. DHS is responsible for reporting all expenditures to FNS.

B. TRANSFER OF FUNDING

- i. Upon execution of this Agreement, money will be loaded and then distributed from DHS to DHCF in accordance with this MOU to support the DCAS project deliverables as set forth below:

1. Payment for all of the goods and services shall be made through a one-time intra-District advance from DHS to DHCF.
2. DHS shall transfer the following funding to DHCF for DCAS deliverables rendered under this MOU pursuant to the Appendix A and as outlined in the DHS Summary Detail (Appendix B):
 - i. Local Capital funding in the amount of \$5,298,011.43
 - ii. Local Operating funding in the amount of \$12,463,691.90
 - iii. FNS funding in the amount of \$9,721,446.42 subject to approval by FNS.
3. Funding in the amount of \$1,537,910 shall remain in the DHS budget for FY18 rent.
 - a. DHS shall use \$449,338 for rent at L'Enfant Plaza.

C. PAYMENT AND BUDGET REPORTING RESPONSIBILITIES

i. DHS RESPONSIBILITIES

1. DHS shall provide a monthly report to DHCF for DCAS expenditures.
2. Ensure all expenditures are in compliance with the terms and conditions set forth by FNS and CMS.
3. Should there be any costs incurred that are deemed disallowable, the Party that incurred the cost shall be responsible for the amount that is disallowed.

ii. DHCF RESPONSIBILITIES

1. DHCF shall oversee the DCAS budget and provide a monthly report of all cost allocated expenditures to DHS.
2. Pay for all services and costs associated with design, development, implementation, operations and maintenance of DCAS pursuant to Appendix A.
3. Use all funding listed in Appendix A to provide federal and local match toward DCAS project deliverables as set forth in Appendix A in accordance with all relevant CMS statutes and regulations.
4. Ensure all expenditures are in compliance with the terms and conditions set forth in Title XIX of the SSA, including but not limited to the following requirements:
 - a. Cost must be "proper and efficient" for the state's administration of its Medicaid state plan (Section 1903(a)(7) of the SSA).
 - b. Costs related to multiple programs must be allocated in accordance with the benefits received by each participating program (OMB Circular A-87, as revised

and now located at 2 CFR 200). This is accomplished by developing a method to assign costs based on the relative benefit to the Medicaid program and the other government or non-government programs.

- c. Costs must be supported by an allocation methodology that appears in the state's approved Public Assistance Cost Allocation Plan (42 CFR §433.34).
 - d. Costs must not include funding for a portion of general public health initiatives that are made available to all persons, such as public health education campaigns.
 - e. Costs must not duplicate payment for activities that are already being offered or should be provided by other entities, or paid through other programs.
 - f. Costs may not supplant funding obligations from other federal sources.
 - g. Costs must be supported by adequate source documentation.
- 5. Provide all requested justification and documentation to DHS in order to justify matches allocated to FNS.
 - 6. Ensure all expenditures are in compliance with the terms and conditions set forth by FNS.
 - 7. Should there be any costs incurred that are deemed disallowable, the Party that incurred the cost shall be responsible for the amount that is disallowed.

VI. COST OF SERVICES

Total cost for goods and/or services under this MOU shall not exceed \$27,483,149.75 for FY 2018. Funding for the services shall not exceed the actual cost provided. All cost and expenditures shall not exceed \$27,483,149.75 for FY 2018.

VII. SCOPE OF SERVICES

The Parties hereby agree to the terms and conditions set forth below for the implementation of the goals and objectives discussed herein. Pursuant to the applicable authorities, and in the furtherance of the shared goals, the Parties agree to carry out the purposes of this MOU expeditiously and economically.

A. DHS RESPONSIBILITIES

- i. DHS shall provide operational SME's to DHCF who, based on their experience with current systems, will provide the input necessary to develop a system that will satisfy the operational processes in R3.
- ii. DHS shall provide Business and Policy staff to DHCF who will interpret current and future laws regarding federal and local human service programs; these interpretations must be reflected in the new system functionalities.
- iii. DHS shall identify technical SME's for all legacy systems that will be changed by DCAS (ACEDS/CATCH/QuickBase) to DHCF who, based on their experience with current systems, will provide the input necessary to develop a system that will satisfy the technical processes in R3.
- iv. DHS shall provide input and work with DHCF in the modification of all legacy systems to account for changes in data sources and benefit calculations in DCAS.
- v. DHS shall identify resources and work with DHCF to perform data extracts, transforms, ETL and cleansing from ACEDS to support data conversion from ACEDS to R3 and the eventual sunset of ACEDS.
- vi. DHS shall provide knowledge transfer as requested to DHCF employees and staff regarding DCAS as requested.
- vii. DHS shall provide training staff to DHCF to support the R3 training implementation.
- viii. DHS shall manage the DCAS Help Desk, Training team, and Special projects.

B. DHCF RESPONSIBILITIES

- i. DHCF shall provide Central Program Management for all DCAS including R1/R2/R3/O&M, which includes oversight and management of development and maintenance of Medicaid, SNAP, TANF, and other local programs in DCAS.
- ii. DHCF shall support development, design, implementation, operations and maintenance of the DCAS project by providing a Program Manager and lead staff that will provide governance oversight of the DCAS project, which shall include the following services for this MOU:
 1. DHCF shall cultivate and manage the list of enterprise-wide goals. DHCF should use this list to manage all competing interests.
 2. DHCF shall be responsible for the management of the operational planning, coordination, and control of the DCAS system-level projects to achieve DCAS's strategic objectives and benefits determined by the DCAS Executive Committee (DEC).
 3. DHCF shall manage the relationship between all Parties and the stakeholder community to support the DCAS program in communicating issues, concerns, and other critical matters, especially those requiring new and/or changed functionality and/or business processes with absolute impartiality.
 4. DHCF shall develop a project charter to clearly delineate the processes that will be used to achieve the above.
 5. DHCF shall develop a communication plan so that decisions made by any agency will be properly communicated with proper lead time.

6. DHCF shall support the program management structure, governance structure, project activities, and alignment of program resources to achieve the DCAS goals and objectives. DHCF shall engage all Parties to incorporate and coordinate relevant business and IT standards and practices in adherence to standard methodology across the projects and contracts.
 7. DHCF shall develop a DCAS IT Program Management Plan (PMP) to ensure:
 - a. DCAS goals and objectives are met.
 - b. A single point of visibility into the program schedules, and status for DCAS and its component projects.
 - c. Visibility into DCAS IT risks/issues
 - d. DCAS business process and IT system changes meet core requirements
- iii. DHCF shall manage IT operations and maintenance of Curam HCR and CGISS by providing IT staffing support which shall include the following services for this MOU:
1. DHCF shall work with HBX and DHS to define and develop the operations plan for managing the DCAS Curam O&M by developing an Operations & Maintenance Manual (OMM).
 2. DHCF shall be responsible for DCAS Curam Production Operations Center incident/crisis management. Provide knowledgeable and experienced staff capable of supporting the following items:
 - a. Operations Management (oversight of program operations, coordination of system schedules, etc.)
 - b. Event Management (triage, monitoring, ticketing, prioritization, categorization, etc.)
 - c. Alert Management (Identification, actionable, non-actionable, etc.)
 - d. Crisis Management (coordination with all Parties, timely communication, resolution, etc.)
 - e. Reporting/ Monitoring of systems performance to all Parties;
 3. Establish and maintain a set of metrics and measures for evaluating the overall health of the system that
 4. ;Establish benchmarking processes to evaluate progress to include system performance, end-user performance, business performance, and quality performance measures ;
 5. Establish a formal production issue escalation process.;
 6. Security Infrastructure
 7. IAM infrastructure
 8. Perform forecasting and planning for additional capacity (capacity planning) based upon historical data, future growth expectations and operational analysis (i.e., storage).
- iv. Provide an overall change management project manager.
- v. Provide an experienced budget and financial professional to fill the role of

controller.

- vi. DHCF shall oversee Medicaid program work by another Party by:
 - 1. Reviewing project plans to ensure compliance with the APD.
- vii. DHCF will create and finalize Service Level Agreements (SLAs) for services rendered by DHCF no later than the end of the first quarter of FY18.
 - 1.
- viii. Maintain a contract with an independent validation and verification (IV&V) vendor, as required by the CCIIO, CMS and FNS, for R3 of the project to ensure high quality deliverables from the Implementation Vendors.
- ix. DHCF shall manage a security and compliance team to adhere to District and federal (IRS, SSA and FNS) guidelines.
 - 1. DHCF shall gain input from DHS in the adherence to security guidelines.

C. SHARED RESPONSIBILITIES

- i. The DCAS Governance Charter will be the living document that delineates all Parties roles and responsibilities relevant to DCAS Governance. See Appendix C.

VIII. DURATION OF THIS MOU

This agreement will be effective from October 1, 2017, through September 30, 2018 unless terminated in writing by the Parties prior to expiration.

The Parties anticipate that this MOU will need to be renegotiated for fiscal years after September 30, 2018. Beginning sixty (60) days prior to the expiration of this MOU, and continuing until September 30, 2018, the Parties agree to engage in good faith negotiations to expeditiously renegotiate the terms of this MOU.

IX. TERMINATION

Any of the Parties may terminate this MOU in whole or in part by giving the other Party sixty (60) days' notice, in writing, based 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; or
- E. Failure of parties to follow District laws, rules, or regulations.

Such termination shall not be deemed a breach of the MOU. Notice shall be effective if delivered to contact persons for each of the Parties, listed below.

X. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that 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.

XI. PROCUREMENT PRACTICES ACT

If a District agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01, *et seq.*) to procure the services.

XII. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009, as amended by the HIPAA Omnibus Rule of 2013, and all other relevant federal and local statutes, regulations, and policies. Information received by any Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the originating Agency.

XIII. NOTICES

The following individuals are the contact points for each Party:

DHCF:

Katheryne Lawrence
DCAS Project Manager
DC Department of Health Care Finance
609 H Street NE, 204
Washington, D.C. 20002
Office: (202) 442-8446
E-Mail: katheryne.lawrence@dc.gov

DHS:

Boyle Stuckey
Chief Information Officer
DC Department of Human Services
64 New York Avenue NE
Washington, D.C. 20002
Office: (202) 422-3273
E-Mail: boyle.stuckey@dc.gov

In the event that any contact person listed above ends his or her employment at any of the Parties, notice will be effective if delivered to the Director of each respective agency.

XIV. RECORDS AND REPORTS

DHCF shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than ten years from the date of expiration or termination of this MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DHS and other officials as may be specified by the District of Columbia in its sole discretion.

XV. COMPLIANCE AND MONITORING

DHCF and DHS may be subject to scheduled and unscheduled monitoring reviews or audits to ensure compliance with all applicable requirements.

XVI. RESOLUTION OF DISPUTES

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. The decision of the Parties' Directors related to any disputes referred shall be final. 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. In event the Parties cannot resolve a dispute, the matter shall be referred to the District City Administrator. The District City Administrator's decision shall be final.

XVII. MODIFICATIONS


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

XVIII. CONSISTENT WITH LAW

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

IN WITNESS WHEREOF, DHCF and DHS have executed this Memorandum of Understanding as of the day and year written below.

DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH CARE FINANCE

By: 
Wayne Turnage
Director

Date 9/29/17

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES

By: 
Laura Zeilinger
Director

Date 9/29/17



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 Care Finance

AGENCY CODE:

HTO

NAME OF CONTACT: Darrin Shaffer

ADDRESS : 441 4th Street, NW

Suite 960N

Washington, D.C. 20001

TELEPHONE # : (202) 442-9079

FAX # : (202) 478-1373

AUTHORIZING OFFICER

Darrin Shaffer, AFO DHCF

DATE: 10 / 13 / 2017

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE:

JAO

NAME OF CONTACT: Bernard Hayden

ADDRESS : 64 New York Avenue, N.E.

6th Floor

Washington, D.C. 20002

TELEPHONE # : (202) 671-4240

FAX # : (202) 265-0380

AUTHORIZING OFFICER

Bernard Hayden, AFO, Department of Human Services

DATE: 10 / 13 / 17

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

SOAR INT0002

10/1/98

PART II

MOU NUMBER: _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: Operating Medicaid Match and TANF (LOCAL) Funds

DATE: __/__/__

TOTAL: \$12,338,691.53

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AMOUNT
SELLER	HTO	18	0711	CJ150	M1150	4600	4600		DCASOP/18	\$96,792.00
SELLER	HTO	18	0711	CJ170	M1170	4600	4600		DCASOP/18	\$869,756.83
SELLER	HTO	18	0711	2J1ML	M1010	4600	4600		DCASOP/18	\$624,672.67
SELLER	HTO	18	0711	2J4ML	M1040	4600	4600		DCASOP/18	\$258,283.58
SELLER	HTO	18	0711	2J5ML	M1050	4600	4600		DCASOP/18	\$549,919.55
SELLER	HTO	18	0711	2J6ML	M1060	4600	4600		DCASOP/18	\$1,055,050.49
SELLER	HTO	18	0711	2J9ML	M1090	4600	4600		DCASOP/18	\$975,135.82
SELLER	HTO	18	0711	2J7ML	M1070	4600	4600		DCASOP/18	\$565,930.80
SELLER	HTO	18	0711	2J0ML	M1100	4600	4600		DCASOP/18	\$666,862.69
SELLER	HTO	18	0711	212ML	M1120	4600	4600		DCASOP/18	\$56,250.00
SELLER	HTO	18	0711	214TL	M1140	4600	4600		DCASOP/18	\$6,620,037.11
BUYER	JAO	18	100	APOIC	AS107	0408	0408	NA	NA	\$ 4,125,409.50
BUYER	JAO	18	100	APOIC	AS107	0409	409	NA	NA	\$ 8,213,282.03

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
THE DEPARTMENT OF HUMAN SERVICES
AND
THE OFFICE OF CONTRACTING AND PROCUREMENT
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), and the Office of Contracting and Procurement (OCP), collectively referred to herein as the "Parties."

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' mission is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services.

OCP, under the direction of the Chief Procurement Officer, provides contracting services for selected agencies and offices in the District. The mission of OCP is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to provide the terms and conditions under which DHS shall transfer funds to OCP to support training, travel, equipment, supplies, and other services to the DHS procurement team providing oversight of procurement processing and management.

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 OCP

OCP shall:

- a. Provide oversight on procurement processing and management, which includes the development and execution of all DHS solicitations and

contracts. This includes, but is not limited to, providing technical assistance with creative contracting techniques, negotiation strategies, and project management; and

- b. Provide expert knowledge on District procurement regulations and contracting principles, including the latest procedures and techniques necessary to negotiate highly complex and/or unusual contracts; and
- c. Negotiate contracts with high level business and government officials.

B. RESPONSIBILITIES OF DHS

DHS shall advance ten thousand dollars and zero cents (\$10,000.00) to OCP to support training, travel, equipment, supplies, and other services costs for the purpose described in Section III.A of this MOU.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2017 through September 30, 2018, unless terminated or modified in writing by the Parties pursuant to Sections X and XII of this MOU.

V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k) (2014 Repl.).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and services under this MOU shall not exceed ten thousand dollars and zero cents (\$10,000.00). Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor, materials, and overhead, provided, all costs and expenditures shall not exceed ten thousand dollars and zero cents (\$10,000.00) for FY 2018.

B. PAYMENT

1. Payment for all of the goods and services shall be made through an Intra-District advance by DHS to OCP in an amount which shall not exceed ten thousand dollars and zero cents (\$10,000.00). Funding for the goods and services shall not exceed the actual cost of the goods and services.
2. The advance to OCP for the services to be performed/goods to be provided shall not exceed the amount of this MOU which is ten thousand dollars and zero cents (\$10,000.00).

3. OCP shall be reimbursed by DHS through the Intra-District process only for those goods and services actually provided pursuant to the terms of this MOU.
4. OCP shall notify DHS within ninety (90) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. OCP will return any excess advance to DHS by September 30th in the current fiscal year.
5. OCP shall be responsible for any amounts ultimately disallowed by audit or other review by DHS, the District, or the federal government.

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

VIII. RECORDS AND REPORTS

OCP 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.

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, and 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. 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. In the event of the termination of the MOU, payment to OCP shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.

XI. NOTICE

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

For DHS:

Sharon Kershbaum
Chief Operating Officer
Office of the Director
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
Phone: (202) 671-4332
Sharon.Kershbaum@dc.gov

For OCP:

Gina Toppin
Chief of Staff
Office of the Director
Office of Contracting and Procurement
441 4th Street, N.W., Suite 700 South
Washington, DC 20001
Phone: (202) 724-4089
Gina.Toppin@dc.gov

XII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. The Parties shall renegotiate if changes to applicable District or federal laws and/or regulations require changes to this MOU or if revisions are necessitated by changes in pay levels of District of Columbia employees.

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia 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.*), as amended to procure the goods or services of the agent or third party.

XIV. RESOLUTION OF DISPUTES

The DHS Director and the OCP Chief Procurement Officer or their designees shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the Parties cannot resolve a dispute, the matter shall be

referred to the District City Administrator. The District City Administrator's decision shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the District Office of Financial Operations and Systems (OFOS).

XV. 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: OCT 25 2017

FOR THE OFFICE OF CONTRACTING AND PROCUREMENT:



George A. Schutter, III
Chief Procurement Officer

Date: 1 Nov 17


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: October 20, 2017

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Office of Contracting and Procurement

The District of Columbia (District) 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 DHS and the Office of Contracting and Procurement (OCP), and has determined that it is legally sufficient and appropriate for your signature.

The purpose of this FY 2018 MOU is to provide the terms and conditions under which DHS shall transfer funds to OCP to support training, travel, equipment, supplies, and other services to the DHS procurement team providing oversight of procurement processing and management FOR DHS programs.

This MOU is made in accordance with D.C. Official Code § 1-301.01(k); and any other applicable federal or District law and regulations.

The total cost for services under this MOU shall not exceed ten thousand dollars and zero cents (\$10,000.00) for FY 2018. The period of this MOU is from October 1, 2017, through September 30, 2018.

If you have any questions or concerns, please let me know.

MJB/rl

Attachment

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: George A. Schutter, III
Director

FROM: Laura Green Zeilinger 
Director

DATE: OCT 25 2017

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Office of Contracting and Procurement

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 Office of Contracting and Procurement (OCP).

The purpose of this FY 2018 MOU is to provide the terms and conditions under which DHS shall transfer funds to OCP to support training, travel, equipment, supplies, and other services to the DHS procurement team providing oversight of procurement processing and management FOR DHS programs.

This MOU is made in accordance with D.C. Official Code § 1-301.01(k); and any other applicable federal or District law and regulations.

The total cost for services under this MOU shall not exceed ten thousand dollars and zero cents (\$10,000.00) 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 Jason Kim, Performance Management Officer, DHS, at (202) 671-4449.

LGZ/mb

Attachment

Whittaker, Crystal (DHS)

From: Kim, Jason (DHS)
Sent: Wednesday, November 08, 2017 1:10 PM
To: Whittaker, Crystal (DHS)
Cc: Rutherford-Felix, Dionne (DHS); Kershbaum, Sharon (DHS)
Subject: FY18 OCP/DHS \$10K MOU: Funding Attributes

Crystal,

Good afternoon, could you please use the following funding attributes to fund the FY18 DHS/OCP MOU in the amount of \$10K? Thanks so much.

Index: APJHU
PCA: AD108
Object: 0409
Fund: 0100

Jason Kim
Performance Management Officer
Department of Human Services
64 New York Avenue NE – 6th Floor
202-671-4449 (desk)
202-230-7609 (mobile)

OCFO MOU Authorization

Agency Request Number:

DHS-18-001-OCF

OGC Decision:

Date:

11/29/2018

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:

Office of Contracting and Procurement

Seller Agency OCFO:

Gina Toppin

Seller Agency OCFO Phone #:

202-724-4089

4237

Agency Contact:

Sharon Kershbaum

E-mail Address:

Sharon.Kershbaum@dc.gov

Phone Number:

202-671-4332

Agency Contact:

Gina Toppin

E-mail Address:

Gina.toppin@dc.gov

Phone Number:

202-724-4089

Amount of MOU

\$10,000.00

Source of Funds

Brief Description

The purpose for the MOU is to provide support for training, travel, equipment, supplies and other services to the DHS procurement team providing oversight of procurement processing and management for DHS programs. This MOU is supported by local funds.

Timetable for Approval

OGC Tracking Information

Assigned To:

Date Assigned:

OGC Comments

Whittaker, Crystal (DHS)

From: Saunders, Treva (OCFO)
Sent: Thursday, November 30, 2017 5:54 PM
To: Lyon, Christina (DHS)
Cc: Bernard, Hayden (DHS); Rutherford-Felix, Dionne (DHS); Whittaker, Crystal (DHS); Anderson, Diane (DHS); Moureview (OCFO)
Subject: RE: Emailing: FY18 MOU Copy of DHS-18-001-OCP 10,000.00 AMP.xls, FY18 MOU AMP DHS-OCP \$10,000.00.pdf

Hi Christina,

The MOU is legally sufficient.

Thanks for providing the necessary information in your email below about the funding. This makes the review process quicker on our end.

Regards,
Treva

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, November 30, 2017 8:51 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>; Whittaker, Crystal (DHS) <crystal.whittaker@dc.gov>; Anderson, Diane (DHS) <diane.anderson@dc.gov>
Subject: Emailing: FY18 MOU Copy of DHS-18-001-OCP 10,000.00 AMP.xls, FY18 MOU AMP DHS-OCP \$10,000.00.pdf

All MOUs must have OCFO General Counsel's approval prior to advancing funds. Attached is a MOU supported by local funds between DHS and OCP for \$10,000.00 for your approval. The purpose for the MOU is to provide support for training, travel, equipment, supplies and other services to the DHS procurement team providing oversight of procurement processing and management for DHS programs. This MOU is supported by local funds.

Thank you,
Christina Lyon

Your message is ready to be sent with the following file or link attachments:

FY18 MOU Copy of DHS-18-001-OCP 10,000.00 AMP.xls

FY18 MOU AMP DHS-OCP \$10,000.00.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: 12-Sep-17

SELLER INFORMATION

AGENCY: Office of Contracting and Procurement AGENCY CODE: PO0

NAME OF CONTACT: Alemayehu Awas, Agency Fiscal Officer

ADDRESS : 441 4th Street, NW, Suite 880 N
Washington, DC 20001

TELEPHONE # : 202-727-6636

FAX # : _____

AUTHORIZING OFFICER

DATE: 12/01/17

BUYER INFORMATION

AGENCY: Department of Human Services AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS : 64 New York Avenue, NE
Washington, DC 20002

TELEPHONE # : 202-671-4242

FAX # : _____

AUTHORIZING OFFICER

DA1

12/01/17

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

PART II

2 OF 2

SERVICE INFORMATION AND FUNDING CODES

DATE:		TOTAL:		\$10,000.00
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[illegible]

DATE: TOTAL:

Downloaded from <http://www.sagepub.com> at NANYANG TECH UNIV LIBRARY on June 11, 2015

[illegible]

DATE: ____/____/____ TOTAL: _____

DATE: ____/____/____ TOTAL: _____

[illegible]

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/01/17 03:42 PM
LINK TO: _____ BATCH BALANCING DSNF

BATCH AGENCY: JAO
BATCH DATE: 120117
BATCH TYPE: 4
BATCH NUMBER: 147

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000020000.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000020000.00

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

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/01/17 03:30 PM
LINK TO: _____ BATCH BALANCING DSNF

BATCH AGENCY: JAO
BATCH DATE: 120117
BATCH TYPE: 4
BATCH NUMBER: 147

BATCH BALANCING:
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000020000.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000020000.00

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

S520 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/01/17 03:30 PM
LINK TO: VIEW A BATCH DSNF

BATCH ID: AGENCY JA0 DATE 120117 TYPE 4 NO 147 SEQUENCE 00001
MODE EDIT & POST EFF DATE 120117 STATUS H PRINTER ID:

S	P	SEQ	CUR	DOC/SFX	REF	DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
-		00001	IDPO0CRW	001				JA0	440	APJHU	AD108	18	10000.00	
-		00002	IDPO0CRW	002				PO0	441	PO8JA	00001	18	10000.00	

ENTERED COUNT: 00000 ENTERED AMOUNT: 00000000000.00
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000020000.00
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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF GENERAL SERVICES
FOR
FISCAL YEAR 2019**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS) and the Department of General Services (DGS), Facilities Management Division (FMD), referred to individually as "Party" and collectively as "Parties".

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 include the Economic Security Administration (ESA) and the Family Services Administration (FSA). For purposes of this MOU, FSA is the Administration responsible for providing a continuum of services to individuals and families experiencing homelessness or at risk of homelessness, so that they can obtain and/or maintain improved housing. The continuum of family services includes centralized intake and eligibility assessment, prevention services, emergency shelter, rapid rehousing, housing navigation and permanent supportive housing.

DGS is responsible for planning and managing the District's real estate to achieve its highest and best use. The mission of DGS is to elevate the quality of life for the District with superior construction, first-rate maintenance and expert real estate management. By building and maintaining safe and green state-of-the art facilities, which foster economic growth and elevate educational environments; DGS' trusted and skillful employees create modern and vibrant communities across all of the District of Columbia. FMD is responsible for maintenance, repair, and alterations of all properties owned, leased or otherwise under the control of the Government of the District.

DHS is requesting DGS/FMD to procure a provider to perform consolidated maintenance services for up to seven (7) short term family housing (STFH) sites for DHS families experiencing homelessness.

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 hereby agree to the following:

A. RESPONSIBILITIES OF DHS

DHS shall:

- i. Pay DGS/FMD an advance of one million four hundred ten thousand and fifty-four dollars and zero cents (\$1,410,054.00) for the estimated prorated cost of contracted consolidated maintenance services at the following STFH sites, with services estimated to begin on the dates listed below:
 - i. Ward 4: 5505 5th St NW, Washington, DC – October 1, 2018
 - ii. Ward 7: 5004 D St. SE, Washington, DC – October 1, 2018
 - iii. Ward 8: 4233 6th St SE, Washington, DC –November 1, 2018
 - iv. Ward 8: 4300 12th Street SE, Washington DC- February 2019
 - v. Ward 5: 1700 :Rhode Island Ave. NE, Washington DC–TBD
 - vi. Ward 6: 850 Delaware Ave., SW, Washington DC -TBD
 - vii. Ward 3:3320 Idaho Island NW, Washington DC -TBD
2. Provide DGS/FMD with a designated room at each site.
3. Ensure onsite DHS provider coordinates with DGS/FMD when programmatic use could potentially conflict with services is being rendered.
4. Provide (30) thirty days advance notice to cancel the consolidated maintenance services. Cancellations will become effective at the beginning of the following month after notice is given.

B. RESPONSIBILITIES OF DGS

DGS shall procure contractors to provide comprehensive consolidated maintenance services at seven (7) planned STFH sites located in Wards 3, 4, 5, 6, 7, and 8. At a minimum, the contracted services to be provided shall include the provision of maintenance and repair work detailed in the Request for Proposal (RFP) of the Consolidated Maintenance Services Contract (CMC), which is hereto incorporated by reference:

1. Electrical Services
2. Mechanical Services
3. Plumbing Services
4. Elevator and Lift Services
5. Energy Management Control System Services
6. Fire Protection Systems
7. Architectural and Structural Services
8. Operations, Maintenance, Repair, and Improvement Services
9. Snow and Ice Removal Services
10. Landscaping Services
11. Utility Company Services
12. Security and Building Systems Support

- 13. Pest Control Services
- 14. Locksmith Services
- 15. Turnover Services (All units, once per year)

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2018 through September 30, 2019, 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 four one-year option periods identified in the CMC referenced in Section III.B, above. 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. Any extension of the MOU shall include new cost estimates provided by DGS/FMD and agreed to by DHS.
- D. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option and a review of the expenses incurred and capacity of DGS/FMD to provide said services at that time.

V. AUTHORITY FOR MOU

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, October 1, 2011; D.C. Official Code § 10-551.01 *et seq.*); and any other applicable District or federal law or regulation.

VI. FUNDING PROVISIONS

A. Cost of Services

- 1. Total cost for services under this MOU shall not exceed the two million dollar and zero cent (\$2,000,000.00) cap allocated for this MOU for FY 2019. Funding for the services shall not exceed the actual cost of the contracted CMC services and shall be reconciled on a quarterly basis once site opening dates are available and CMC estimates can be established.
- 2. The estimated cost of this MOU is based on a prorated cost of estimated annual services for the term of this MOU as listed in the chart showing the cost breakdown below.

3. In the event of termination of the MOU or termination of the contract, payment to DGS/FMD shall be held in abeyance until all required fiscal reconciliation is completed.
4. The cost breakdown for the agreed upon consolidated maintenance services are as follows:

Operational Service	Est Annual Cost	Pro-rated FY19 Cost
Consolidated Maintenance Services (10/1/18-9/30/19) – Ward 4	\$333,036.00	\$333,036.00
Consolidated Maintenance Services (10/1/18-9/30/19) – Ward 7	\$330,064.00	\$330,064.00
Consolidated Maintenance Services (10/16/18-9/30/19) – Ward 8	\$346,954.00	\$346,954.00
Consolidated Maintenance Services – 12 th Street (TBD)	\$380,000.00	\$250,000.00
Consolidated Maintenance Services – Ward 6 (TBD)	TBD	TBD
Consolidated Maintenance Services – Ward 5 (TBD)	TBD	TBD
Consolidated Maintenance Services – Ward 3 (TBD)	TBD	TBD
Reimbursement Fund for costs not included in CMC	\$525,000.00	\$150,000.00
Total Estimated Cost	\$1,915,054.00	\$1,410,054.00

B. PAYMENT

1. DHS shall make payment for all the goods and services through Intra-District advance to DGS/FMD based on the total amount of this MOU. Payment for all goods and services shall not exceed the actual cost of goods and services.
2. Advances to DGS/FMD for the services to be performed/goods to be provided shall be one million four hundred ten thousand and fifty-four dollars and zero cents (\$1,410,054.00), which includes the full cost for the initial sites opening in Wards 4, 7 and 8, an estimated cost for the 12th Street site and a portion of the reimbursement fund.
3. The Parties' Directors or 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.

4. DGS/FMD shall be responsible for any amounts ultimately disallowed by an audit.
5. DHS shall make an advance payment for CMC by October 15, 2019. On a quarterly basis, the total cost of the MOU will be reconciled to the estimated FY 2019 cost of the CMC. At the beginning of each quarter, DHS and DGS shall review the timing and projected CMC service costs for the new sites to be opened as well as the spend down of the reimbursement fund. Any additional funds required for new sites and/or reimbursement fund shall be determined and DHS will make an additional payment to DGS for that amount.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that 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.

VII. COMPLIANCE AND MONITORING

The Parties agree to comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated and to observe and perform any contracts, delegations, assignments or other agreements entered into in furtherance of this MOU.

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

VIII. RECORDS AND REPORTS

DGS/FMD 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 DHS and other officials as may be specified by the District at its sole discretion.

IX. 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.

X. CONFIDENTIAL INFORMATION

Both Parties to this MOU shall use, restrict, safeguard and dispose of all information related to services provided by this MOU, including any information developed through an investigation or prosecution of a case, 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 the DHS.

XI. SPECIAL PROVISIONS FOR TERMINATION OF THE MOU

Either Party 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 contact points for each Party under this MOU:

For DHS:
Synina Pugh
Facilities Coordinator
Department of Human Services, DHS
64 New York Avenue
Washington DC 20002
202-671-4399
Synina.pugh-jackson@dc.gov

For DGS:
Robert Saunders
Building Manager, Facilities Management Division
2000 14th Street Northwest, 5th Floor
Washington, DC 20009
202-359-0702
robert.saunders5@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.

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


DEPARTMENT OF HUMAN SERVICES



Laura Green Zeilinger
Director

Date: 11/30/18

DEPARTMENT OF GENERAL SERVICES



Keith A. Anderson
Director

Date: 12/21/18

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

PART I

MOU NUMBER: _____

Services: _____

AMOUNT: _____

SELLER INFORMATION

AGENCY: Department of General Services

AGENCY CODE: AMO

NAME OF CONTACT: Henry WongADDRESS: 2000 14th St. NW
Washington, DC, 20009

TELEPHONE #: _____

FAX #: _____

AUTHORIZING OFFICER

12/6/18
11/30/18
Dr. [Signature] for HW

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden BernardADDRESS: 64 New York Avenue, NE
Washington, DC 200021

TELEPHONE #: (202)671-4240

FAX #: _____

AUTHORIZING OFFICER

Dr. [Signature]
for Hayden Bernard, AFO

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

**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: 91JAFS / 19

Amount of Request: \$254,231.75

Reviewed By: [Signature]

(Budget Officer/ Supervisor)

Review Date: 4/7/19

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: *for* Hayden Bernard *[Signature]*
Agency Fiscal Officer, Department of Human Services

DATE: January 4, 2019

SUBJECT: Request for Reprogramming of Federal Funds for FY 2019: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$254,231.75 within fund 8200, **SNAP E&T (91JAFS/19)**. The purpose of this reprogramming under the direction of FNS is to split out the budget for the Participant Reimbursement component of the approved grant.

Why are the funds needed?

These funds are needed to reimburse SNAP E&T participants for costs relating to transportation, training and education, child care and uniforms and work-related supplies. FNS is requiring DHS to separate out these grant approved costs on a separate line item.

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 FTIJ9, Travel - Local (Object Class 0401) and Subsidies and Transfers (Object Class 0501) to Index FTPR9, 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, DHS will be out of compliance with Federal requirements and budget will not be aligned with the program's approved spend plan.

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

Attachment B -- Federal & Private (8200, 8230, 8400, 8450) EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

OPERATING BUDGET REPROGRAMMING REQUEST				Department of Human Services (JAO)				Agency Fund & Code : Federal Grant (8200)		Budget Fiscal Year: 2019	
Government of the District of Columbia				APPROVAL LEVEL:				Agency Director: (signature) Hayden Bernard		OBP Control Number : 91JAFS / 19	
X				X				Associate CFB: Delicia V. Moore		Grant Number/ Phase	
Shift Between Agencies				X				Agency Request Number:		Total # of Pages	
Shift Between Control Centers / Activities				X				Budget Reprogramming Amount Req: \$254,231.75		DATE: 01/07/19	
Shift Between Responsibility Centers / Programs				X				Prepared By: Michael Troyer			
Shift Within Responsibility Centers/ Programs				X							
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	Case Mgmt - Job Readiness	TCM10	FTU9	0501	\$2,071,952.70	\$2,071,952.70	(\$234,294.94)	\$0.00	\$1,837,657.76	
2030	2000	Case Mgmt - Job Readiness	TCM10	FTU9	0401	\$16,561.31	\$16,561.31	(\$16,561.31)	\$0.00	\$0.00	
2030	2000	Case Mgmt - Job Readiness	TCM10	FTU9	0402	\$3,000.00	\$3,000.00	(\$3,000.00)	\$0.00	\$0.00	
2030	2000	Case Mgmt - Job Readiness	TCM10	FTU9	0410	\$375.50	\$375.50	(\$375.50)	\$0.00	\$0.00	
2030	2000	Case Mgmt - Job Readiness	TCM01	FTPR9	0501	\$0.00	\$0.00	\$0.00	\$234,294.94	\$234,294.94	
2030	2000	Case Mgmt - Job Readiness	TCM01	FTPR9	0401	\$0.00	\$0.00	\$0.00	\$19,936.81	\$19,936.81	
						\$2,091,889.51	\$2,091,889.51	(\$254,231.75)	\$254,231.75	\$2,091,889.51	
TOTAL											

Justification of Reprogramming Proposal: To align budget with approved SNAP state plan for participant reimbursement costs.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/04/19 11:05 AM
LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: CM10 FUNC CODE: _____
AP FUND: FUND: 8200 GRANT/PH: 91JAFS 19 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 CASE MGMT: JOB READINESS
FUNC LEVEL:
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INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 2,071,952.70
BUDGET AVAIL: 2,071,952.70 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 2,071,952.70

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/04/19 11:03 AM
LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: CM10 FUNC CODE: _____
AP FUND: FUND: 8200 GRANT/PH: 91JAFS 19 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: 19 INQ MONTH: 04 ADJUSTED BUDG: 19,936.81
BUDGET AVAIL: 19,936.81 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 19,936.81

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
- 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
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☐

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- 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: 99AFTF/19

Amount of Request: \$207,500.00

Reviewed By:

S. Rathabadi

(Budget Officer/ Supervisor)

Review Date:

12/11/2018

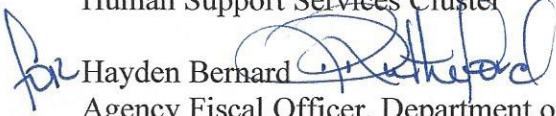
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



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: December 11, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2019: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$207,500.00 within fund 8200, **TANF Grant (99AFTE/19)**. The purpose of this reprogramming is to provide funds to a vendor that will assist in providing services to the participants of the One Congregation, One Family program. 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 the vendor to market the One Congregation, One Family program's obligation program to congregations; recruit 25-30 congregations per year; administer stipends to congregations; and, monitor congregations' participants.

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 TCMF9, Prof. Service Fees and Contracts (Object Class 0408) to Index TCMF9, 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, ESA's One Congregation, One Family program will not be able to meet its obligation to the participants and congregations who are mentoring the TANF clients to become self-sufficient.

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

POLICY AND PROCEDURES MANUAL

Attachment B -- Grants (8200, 8230, 8400, 8450)

2333.2884

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/07/18 11:43 AM
LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM19 FUNC CODE: _____
AP FUND: FUND: 8200 GRANT/PH: 99AFTE 19 PROJECT/PH: _____
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 INCOME MAINTENANCE
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT
FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 10,000.00
BUDGET AVAIL: 10,000.00 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 10,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/07/18 11:42 AM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: CM19 FUNC CODE: _____
 AP FUND: FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: _____
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 INCOME MAINTENANCE
 PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT
 FUNC LEVEL:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 219,500.00
 BUDGET AVAIL: 219,500.00 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 219,500.00

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: 99AFTF/19

Amount of Request: \$326,000.00

Reviewed By:

B. Rutheford

(Budget Officer/ Supervisor)

Review Date:

1/29/2019


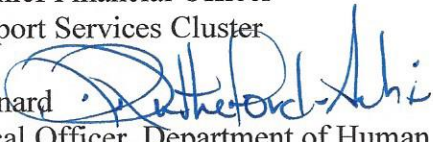
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



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 29, 2019

SUBJECT: Request for Reprogramming of Federal Funds for FY 2019: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$326,000.00 within fund 8200, **TANF Grant (99AFTE/19)**. 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 two (2) reasons: 1) To bring on consultant resources to perform critical systems programming and software development upgrade activities required for the Document Imaging Management System (DIMS) to bring the scanning system up-to-date. This is to resolve the current scanning/upload issues that are faced by the staff providing eligibility determination/re-determination services for public assistance benefits; 2) Funds for DHS leadership training of ESA staff during a critical time of change and transition within the organization and the ESA

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 TADM9, Contractual Services (Object Class 0409) to Index TMDE9, 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 as they will continue to experience more time delays with assistance due to systems issues with uploading documentation into the eligibility systems via DIMS for determinations to be completed because the upgrade is in dire need. It will have a negative impact on the ESA's ability to meet its mission and objective to provide timely services to residents. Also, if the leadership training is not completed during this critical time of change and transition to provide the tools for staff to move progressively forward to meet performance objectives, it will have a trickle down impact on staff and customers in having services executed.

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 01/29/19 08:46 AM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E144 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 99AFTF 19 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 (ADMIN/ADMIN)
 FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D	
INQ YEAR: 19	INQ MONTH: 04	ADJUSTED BUDG:	854,249.14
BUDGET AVAIL:	657,604.16	BUDG % AVAIL:	76.98
EXPEND/BUDG %:	2.58	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	196,644.98-	UNEXPND ALLOT:	22,020.87-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	854,249.14		
15 CASH EXPEND	22,020.87		
17 ACCRUED EXP	.00		
18 ENCUMB OUTS	174,624.11		
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 01/29/19 08:46 AM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 99AFTF 19 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: 19

INQ MONTH: 04

ADJUSTED BUDG:

387,000.00

BUDGET AVAIL:

131,884.04

BUDG % AVAIL:

34.08

EXPEND/BUDG %:

14.11

ALLOT/BUDG %:

0.00

ALLOTMENT BAL:

255,115.96-

UNEXPND ALLOT:

54,587.98-

BT TITLE

AMOUNT

BT TITLE

AMOUNT

09 ORIG EXP BU

387,000.00

15 CASH EXPEND

45,766.70

17 ACCRUED EXP

8,821.28

18 ENCUMB OUTS

200,527.98

19 PRE-ENCUM O

.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

POLICY AND PROCEDURES MANUAL

Attachment B -- Grants (8200, 8230, 8400, 8450)

2333.2884

**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
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- 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
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 - The six standardized questions have been answered in detail with strong justification

☐

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☐

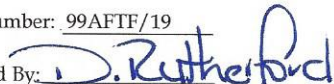
Required Back up documentation

- 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: 99AFTF/19

Amount of Request: \$1,992,946.00

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

1/9/19


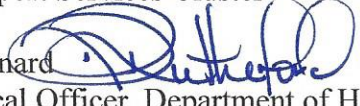
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



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 8, 2019

SUBJECT: Request for Reprogramming of Federal Funds for FY 2019: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$1,992,946.00 within fund 8200, **TANF Grant (99AFTF/19)**. 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. As a Federal requirement, DHS is required to delineate TANF funds according to how it is awarded. Contingency funds are awarded separately from the yearly award. These funds are used to provide cash assistance to TANF eligible customers.

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 TJOB9, Subsidies and Transfers (Object Class 0501) to Index TCNF9, 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

POLICY AND PROCEDURES MANUAL

Attachment B --- Grants (8200, 8230, 8400, 8450)

Justification of Reprogramming Proposal: This is to align budget with projected expenditures for the FY19 TANF Contingency Funds.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/08/19 01:54 PM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 99AFTF 19 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: 19 INQ MONTH: 04 ADJUSTED BUDG: 23,409,398.90
 BUDGET AVAIL: 4,635,564.36 BUDG % AVAIL: 19.80
 EXPEND/BUDG %: 2.49 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 16,934,539.54- UNEXPND ALLOT: 583,976.46-

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	24,709,398.90	19	PRE-ENCUM O	1,839,295.00
10	EXP BUD REV	1,300,000.00-			
13	PENDING AME	.00			
15	CASH EXPEND	583,976.46			
17	ACCRUED EXP	.00			
18	ENCUMB OUTS	16,350,563.08			

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 01/09/19 02:56 PM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CA24 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 99AFTF 19 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: 19 INQ MONTH: 04 ADJUSTED BUDG: .00
 BUDGET AVAIL: 3,398,465.00- BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 3,398,465.00- UNEXPND ALLOT: 3,398,465.00-
 BT TITLE AMOUNT BT TITLE AMOUNT
 15 CASH EXPEND 3,398,465.00

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:

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☐

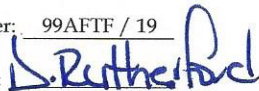
Required Back up documentation

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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: 99AFTF / 19

Amount of Request: \$1,300,000.00

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

10/30/2018

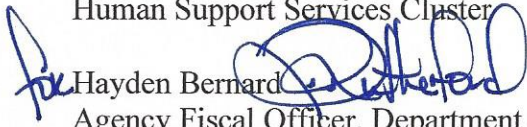
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



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: October 30, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2019: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$1,300,000 within fund 8200, **TANF Grant (99AFTF/19)** for a Home Visits program to identify barriers to employment for TANF customers. 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.

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 TJOB9 (0501) to Index TVHA9 (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 being sanctioned 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

POLICY AND PROCEDURES MANUAL

Attachment B -- Grants (8200, 8230, 8400, 8450)

OPERATING BUDGET REPROGRAMMING REQUEST

[illegible]

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 10/30/18 09:07 AM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: T106 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 99AFTF 19 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: 19 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 10/30/18 09:06 AM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: _____
 AP FUND: FUND: 8200 GRANT/PH: 99AFTF 19 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: 19 INQ MONTH: 01 ADJUSTED BUDG: 24,709,398.90
 BUDGET AVAIL: 3,709,710.79 BUDG % AVAIL: 15.01
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 16,036,894.69- UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 24,709,398.90
 18 ENCUMB OUTS 16,036,894.69
 19 PRE-ENCUM O 4,962,793.42

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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- **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: 99AFTF/19

Amount of Request: \$50,000.00

Reviewed By:

S. Rutherford

(Budget Officer/ Supervisor)

Review Date:

12/12/18


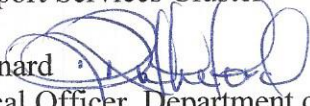
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



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: December 11, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2019: Economic Security Administration (ESA)

This memo is to request the reprogramming of \$50,00.00 within fund 8200, **TANF Grant (99AFTF/19)**. The purpose of this reprogramming is to provide a continuation of funds to a new grantee for a Workforce For All (WFA) Pilot project. 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 continue a new sub-grantee agreement pilot in FY19 for Temporary Assistance for Needy Families (TANF) customers. This is needed 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 TCTM9, Prof. Service Fees and Contracts (Object Class 0408) to Index TCTM9, 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

POLICY AND PROCEDURES MANUAL

Attachment B -- Grants (8200, 8230, 8400, 8450)

2333.2884

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/11/18 03:36 PM
LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
AP FUND: _____ FUND: 8200 GRANT/PH: 99AFTF 19 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: 19 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 12/11/18 03:35 PM
LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: _____
AP FUND: FUND: 8200 GRANT/PH: 99AFTF 19 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: 19 INQ MONTH: 03 ADJUSTED BUDG: 135,000.00
BUDGET AVAIL: 128,564.00 BUDG % AVAIL: 95.23
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 6,436.00- UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 135,000.00
18 ENCUMB OUTS 6,436.00
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:

☒ X

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

☒ X

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

☒ X

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: 92FSRR

19

Amount of Request: \$ 31,488.00

Reviewed By:

Review Date:

Budget Officer/ Supervisor

4/30/2018


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: November 30, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2019: Family Services Administration (FSA).

This memo is to request the reprogramming of \$31,488.00 in fund 8200 **Grant (92FSRR/19)**. 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); from *Index RRUM9, Subsidies & Transfer (object class 0501)* to *Index RRAM9 Maintenance of Persons (object class 0504)*.

Why are the funds available?

The funds are available because the budget line item was not used as planned; the budget needs to be re-aligned with the expenditures and the state plan.

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

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

CONCLUSIONS

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 11/30/18 01:02 PM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 5000 PGM CODE: R102 FUNC CODE: _____
 AP FUND: FUND: 8200 GRANT/PH: 92FSRR 19 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: 19 INQ MONTH: 02 ADJUSTED BUDG: 1,800,000.00
 BUDGET AVAIL: 1,800,000.00 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 1,800,000.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 11/30/18 02:05 PM
 LINK TO: AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: R104 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 92FSRR 19 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: 19 INQ MONTH: 02 ADJUSTED BUDG: 43,512.00
 BUDGET AVAIL: 43,512.00 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 43,512.00

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:

☒ X

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

☒ X

All columns on the Reprogramming spreadsheet have been completed and are accurate

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- 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

☒ X

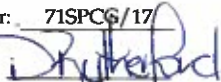
Required Back up documentation

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- 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: 71SPCG/17

Amount of Request: \$1,696,908.57

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

11/26/2018



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: November 15, 2018

SUBJECT: Request for Reprogramming of Federal Funds for FY 2019: Family Services Administration (FSA).

This memo is to request the reprogramming of \$1,696,908.57 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 S1RS7 Grants and Gratuities (object class 0506) to Index SR2A7 Grants and Gratuities (object class 0506), SPAE7 Grant and Gratuities (object class 0506), SPAD7 Grants and Gratuities (object class 0506), SP1A7 Grant and Gratuities (object class 0506). SHAD7 term pay other (object class 0111) SHAD7 Fringe Benefits (object class 0147), SC1P7 term pay other (object class 0111) SC1P7 Fringe Benefits (object class 0147),*

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 District Funds will not be aligned to promptly pay vendors.

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