

Attachment B - Federal & Private (8200, 8230, 8400, 8450)
 OPERATING BUDGET REPROGRAMMING REQUEST

Government of the District of Columbia		Department of Human Services (JA0)		Agency Fund & Code: Federal Grant (8200)		Budget Fiscal Year: 2019	
APPROVAL REQUIRED FOR THE FOLLOWING:				Agency Director: <i>[Signature]</i>		OBP Control Number:	
Shift Between Agencies				Agency CFO: <i>[Signature]</i>		Grant Number/Phase: 71SPCG17	
Shift Between Control Centers / Activities				Agency Request Number:			
Shift Between Responsibility Centers / Programs				Budget Batch Number:			
Shift Within Responsibility Centers/ Programs				_DATE_		Total # of Pages	
				Prepared By: ADLAI GEORGE		11/28/18	
APPROVAL LEVEL:							
X	Agency						
	Ofc of Budget						
	DC Council						
	US Congress						
Budget Reprogramming Amount Requested: \$1,896,908.66							

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
5039	5000	FSA-HSC GENERAL	HHC87	SC1P7	0111	\$0.00	\$0.00	\$354.53		\$354.53
5039	5000	FSA-HSC GENERAL	HHC87	SC1P7	0147	\$0.00	\$0.00	\$118.81		\$118.81
5039	5000	FSA-HSC GENERAL	HHC14	SHAD7	0111	\$0.00	\$0.00	\$9,945.74		\$9,945.74
5039	5000	FSA-HSC GENERAL	HHC14	SHAD7	0147	\$0.00	\$0.00	\$3,332.95		\$3,332.95
5037	5000	FSA-HSC FAMILIES	HHC57	SR1A7	0506	\$1,306,619.66	\$1,306,619.66	(\$1,306,619.57)		\$0.09
5039	5000	FSA-HSC GENERAL	HHC00	SR1A7	0506	\$0.00	\$0.00	\$303,951.66		\$303,951.66
5039	5000	FSA-HSC GENERAL	HHC52	SPAD7	0506	\$0.00	\$0.00	\$20,471.42		\$20,471.42
5039	5000	FSA-HSC GENERAL	HHC53	SPAE7	0506	\$0.00	\$0.00	\$46,586.12		\$46,586.12
5039	5000	FSA-HSC GENERAL	HHC17	SR2A7	0506	\$0.00	\$0.00	\$1,312,147.34		\$1,312,147.34
5035	5000	FSA-HSC Individuals	HHC83	SR1R7	0506	\$390,289.00	\$390,289.00	(\$390,289.00)		\$0.00
TOTAL						\$1,896,908.66	\$1,896,908.66	(\$1,896,908.57)	\$1,896,908.57	\$1,896,908.66

Justification of Reprogramming Proposal: The funds are needed to align the budget with program spending.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 11/15/18 12:05 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC14 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 SPC TRA2- ADMIN (DHS)
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
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 INQ YEAR: 19 INQ MONTH: 02 ADJUSTED BUDG: .00
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 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 11/15/18 12:05 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC14 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 SPC TRA2- ADMIN (DHS)
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NO RECORD FOUND

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S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 11/15/18 12:05 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

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 PGM LEVEL: 03 SPC TRAI- ADMIN
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
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F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 11/15/18 12:05 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 5000 PGM CODE: HC67 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
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 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 11/15/18 12:04 PM
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AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC57 FUNC CODE: _____
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COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC RENTAL ASSIST, TRAl, FAMILIES

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
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BUDGET AVAIL: 1,306,619.66 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
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09 ORIG EXP BU 1,306,619.66

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 11/15/18 12:04 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC00 FUNC CODE: _____
 AP FUND: _____ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: _____
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 SPC PHS RENTAL ASSISTANCE TRAI TCP
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
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 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 11/15/18 12:04 PM
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AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC52 FUNC CODE: _____
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 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
 PGM LEVEL: 03 SPC PSH ADMIN, TRAI
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
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 INQ YEAR: 19 INQ MONTH: 02 ADJUSTED BUDG: .00
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 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 11/15/18 12:04 PM
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 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
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 BUDGET AVAIL: .00 BUDG % AVAIL: .00
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 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 11/15/18 12:03 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC17 FUNC CODE: _____
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COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC PHS RENTAL ASSISTANCE TRA2 TCP
FUNC LEVEL: ** UNKNOWN FUNCTION CODE **

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
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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 11/15/18 12:03 PM
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ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION
PGM LEVEL: 03 SPC TRAI- RENTAL ASSISTANCE INDIVIDUALS
FUNC LEVEL:

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BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 390,289.00

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

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
CHILD AND FAMILY SERVICES AGENCY
FOR
FISCAL YEAR 2019**

The Memorandum of Understanding (MOU) dated May 14, 2018 was entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), Office of Refugee Resettlement (ORR), the buyer agency, and the Child and Family Services Agency (CFSA), the seller agency, collectively referred to herein as the "Parties."

The Parties now desire to modify the MOU as follows:

- I. SECTION I. INTRODUCTION, Paragraph 2 is hereby deleted and replaced with the following:**

"DHS has requested the services of CFSA to provide residential foster and congregate care services for thirty (30) unaccompanied refugee minors (URM) for the period of October 1, 2018 to September 30, 2019. This is a one hundred percent (100%) cost reimbursement MOU, disbursed on a quarterly basis after approval of financial and programmatic reports by the DHS Agency Fiscal Officer and the DCORR."

- II. SECTION II. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES, Paragraph 2, is hereby deleted and replaced with the following:**

"CFSA shall provide residential foster and congregate care services for thirty (30) URM for the period of October 1, 2018 to September 30, 2019, through service providers located in the District. These services and activities shall include the provision of foster care and health care services, social adjustment programs and the development of vocational programs for URM. The number of URM served and the funding associated with this MOU shall be governed by the terms contained within this MOU."

- III. SECTION III. SCOPE OF SERVICES, Sub-section A. RESPONSIBILITIES OF CFSA, Paragraph 2(k), is hereby deleted and replaced with the following:**

"k. Provide an independent living component for up to thirty (30) URM for the period of October 1, 2018 to September 30, 2019, to teach each referred URM to achieve economic, social and personal self-sufficiency in a manner that is appropriate, to his or her individual needs and abilities. The program shall include life skills and community awareness training to assist the youth to maintain independence in the community."

- IV. SECTION IV. DURATION OF MOU, Sub-section A. PERIOD, is hereby deleted and replaced with the following:**

"A. PERIOD

The Period of this MOU shall be October 1, 2018 through September 30, 2019, unless terminated or modified in writing by the Parties prior to expiration."

V. SECTION VI. FUNDING PROVISIONS, Sub-section A. COST OF SERVICES, Paragraphs 1. and 2., are hereby deleted and replaced with the following:

- "1. Total cost for goods and services under this MOU shall not exceed one million six hundred ninety-eight thousand five hundred forty-seven dollars and fifty-nine cents (\$1,698,547.59) for Fiscal Year (FY) 2019. Funding for the services shall not exceed the actual cost of the goods or services. All costs and expenditures shall not exceed one million six hundred ninety-eight thousand five hundred forty-seven dollars and fifty-nine cents (\$1,698,547.59) for FY 2019. Funding is subject to the availability of FY 2019 funds under the federal Office of Refugee Resettlement grant number 1901DCRCMA.
2. The estimated cost of this MOU is based on the provision of services to be provided to thirty (30) URM in accordance with the terms of the MOU, and during the term of this MOU.

VI. SECTION VI. FUNDING PROVISIONS, Sub-section B. PAYMENT, Paragraph 2., is hereby deleted and replaced with the following:

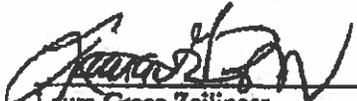
- "2. CFSA shall submit quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include: (1) list of materials and their costs; (2) labor costs including hourly rates for all laborers; and (3) overhead costs, provided all costs and expenditures shall not exceed one million six hundred ninety-eight thousand five hundred forty-seven dollars and fifty-nine cents (\$1,698,547.59) for FY 2019."

VII. Attachment A is attached and incorporated by reference to this MOU.

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

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

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: NOV 7 - 2018

FOR THE CHILD AND FAMILY SERVICES AGENCY:



Brenda Donald
Director

Date: 12-10-18



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



PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: Child and Family Services Agency AGENCY CODE: RLD

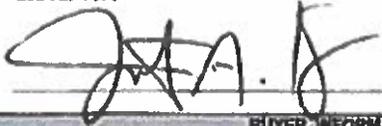
NAME OF CONTACT: Justin Kopca

ADDRESS: 200 I Street, S.E.
Washington, D.C. 20003

TELEPHONE #: 202-727-7676

FAX #: _____

AUTHORIZING OFFICER _____



DATE: 1/16/19

BUYER INFORMATION

AGENCY: Department of Human Service AGENCY CODE: JAG

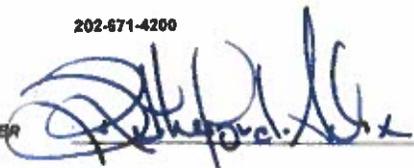
NAME OF CONTACT: Hayden Bernard

ADDRESS: 64 New York Avenue, N.E., 4th Floor
Washington, DC 20002

TELEPHONE #: 202-671-4200

FAX #: _____

AUTHORIZING OFFICER _____



DATE: 01/23/19

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

**MEMORANDUM OF AGREEMENT
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DISTRICT OF COLUMBIA HOUSING AUTHORITY
FOR
FISCAL YEAR 2019**

I. INTRODUCTION

This Memorandum of Agreement (MOA) is entered into on this 1st day of September, 2018, by and between the District of Columbia (District) Department of Human Services (DHS), the buyer agency, and the District Housing Authority (DCHA), an independent authority of the District, the seller agency, to administer rental assistance payments to participating landlords on behalf of the DHS Family Rehousing and Stabilization Program (hereinafter referred to as "FRSP"). DHS and DCHA are each referred to herein as a "Party" and collectively referred to herein as the "Parties." The "Commencement Date" of this MOA shall be the 1st of October, 2018.

II. PROGRAM GOALS

In accordance with the provisions of the Homeless Services Reform Act of 2005 (D.C. Law 16-35; D.C. Official Code §§ 4-751.01, *et seq.*), as amended (HSRA), FRSP provides time-limited housing subsidies and wrap-around supportive services to individuals and families in the District with histories of homelessness to ensure housing stabilization, maximum levels of self-sufficiency, and an overall better quality of life.

DHS received Federal Emergency Solutions Grants Program (ESG) funding in accordance with Subtitle B of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), as amended (42 U.S.C. §11371 *et seq.*), and the accompanying regulations codified at 24 C.F.R. §§576.1 *et seq.* (the "McKinney Act Regulations" or "ESG Regulations"), as amended. DHS will utilize Federal Emergency Solutions Grant ("ESG") funds received from the United States Department of Housing and Urban Development (HUD) (HUD grant numbers "HUD-16-MC-11-0001" and "HUD-17-MC-11-0001") in addition to the local FRSP funding provided to DCHA to cover eligible activities listed under 42 U.S.C. §11374 for the ESG Program. DCHA shall utilize ESG funding provided by DHS pursuant to this MOA to pay first month rents and security deposits to rapidly rehousing individuals and families experiencing homelessness within the District's Continuum of Care as defined in the HSRA (*See* D.C. Official Code §§4-751.01(8) and 4-753.01).

III. PROGRAM OBJECTIVES

The FRSP and ESG funded program is targeted to individuals, unaccompanied youth, and families who are at risk of becoming homeless or are homeless. DHS requires that

recipients of ESG assistance be eligible for homeless services under 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. Verification of this eligibility must be maintained in the Homeless Management Information System (HMIS) by DHS Family Services Administration (FSA) staff requesting the assistance. Funding shall be prioritized to serve the following:

1. Households who are at risk of homelessness or chronically homeless as defined by HUD in 24 C.F.R. §578.3.
2. Households who are currently being served in FRSP and require additional financial assistance or housing stabilization services. FRSP is designed to assist families with exiting shelter as quickly as possible. The FRSP provides a short-term rental subsidy to assist families with obtaining and maintaining permanent housing.

DHS and DCHA are working together in a joint effort to stabilize the housing of FRSP families and streamline the monthly rental payments of FRSP subsidies to participating landlords. The Rental Partnership Initiative (RPI) will allow DHS to pre-pay the entirety of each client's monthly rent to their respective landlords, and clients will pay their monthly rental portions directly to DCHA.

IV. SCOPE OF SERVICES

In order to achieve the goals and objectives described in Section II of this MOA, DHS and DCHA have agreed that DHS shall provide funding and oversight to DCHA as described in Section III.B of this MOA. DHS and DCHA have further agreed that DCHA shall provide administrative and other services as described in Section III.C of this MOA.

A. DHS Obligations and Responsibilities

1. DHS FRSP Contact Person

Noah Abraham
Interim Deputy Administrator, Family Services Administration
64 New York Avenue, N.E.
Washington, DC 20002
Phone: 202-698-3910
Email: Noah.abraham@dc.gov

2. DHS ESG Contact Person

Nada Mohamed
Case Manager, Family Services Administration
Department of Human Services
64 New York Avenue, N.E.

Washington, DC 20002
Phone: (202) 442-4734
Email: Nada.mohamed@dc.gov

3. Resources and Payment Schedule

DHS shall provide the following resources to fulfill its obligations under this MOA:

3.1 The total cost for services under this MOA shall not exceed twenty-five million six hundred nineteen thousand one hundred thirty-three dollars and zero cents (\$25,619,133.00) for FY 2019 as follows:

- **Local Funding:**
 - Twenty three million one hundred forty-two thousand two hundred fifty one dollars (\$23,142,251.00) in local funding.
- **Federal ESG Funding:**
 - Two million four hundred seventy six thousand eight hundred eighty-two dollars and zero cents (\$2,476,882.00) in Federal ESG grant funding.

3.2 DHS shall make payments under this MOA pursuant to the following payment schedule:

- DHS shall transfer up to six million four hundred four thousand seven hundred eighty-three dollars and twenty-five cents (\$6,404,783.25) in local funding to DCHA through a bank check, Automated Clearing House Payment (ACH) or electronic wire on or before October 15, 2018, which will cover rents and security deposits for the months of October 1st, 2018 to December 1st, 2018. Of this initial payment in local funding, DHS shall transfer up to two million one hundred thirty four thousand nine hundred twenty seven dollars and seventy five cents (\$2,134,927.75) on or before September 29, 2018 as an initial advance to cover one month's rental subsidy, security deposits and an administrative fee for the month of October 2018.
- Based on the invoices submitted to DCHA, DHS shall subsequently transfer up to six million four hundred four thousand seven hundred eighty three dollars and twenty five cents (\$6,404,783.25) local funding for the following three quarters with payments to be made on or before the following dates: December 29, 2018, March 30, 2019, and June 30, 2019.

Up to two million four hundred seventy-six thousand eight hundred eighty two dollars and zero cents (\$2,476,882.00) of the total payments shall be utilized to pay first months' rent and security deposits for ESG-eligible clients, as verified by DHS. DHS shall make payments with local funds and subsequently be reimbursed with ESG federal funds.

- Within ten (10) business days of the end of each quarter, DCHA shall provide an invoice and reconciliation of the payments made for rental subsidies and security deposits to the DHS/FSA Program Analyst, Rebecca Worrell, and Grants Management Specialist, Nada Mohamed. The funds for rental subsidies and security deposits 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 first month's rent and security deposits for October 2019, assuming this MOA is extended for another term; or, 2) returned to DHS prior to October 1, 2019.

3.3 As part of the funds transferred in accordance with Section 2.1 above, DCHA shall earn and be entitled to payment of an administrative fee in an amount not to exceed eight percent (8%) of the total funds to be paid by DCHA under this MOA for rental subsidies, and security deposits in the administration of DHS' FRSP and ESG ("Administrative Fee"). Within ten (10) business days of the end of each quarter, DCHA shall provide a statement to Rebecca Worrell and Nada Mohamed at DHS/FSA 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.

3.4 Total DHS proposed activities under this MOA shall include:

- a. Payment of security deposits and first month's rent as one-time assistance for up to 1400 families enrolled in FRSP for FY 2019.
- b. Payment of a monthly Administrative Fee, to cover issuance of monthly payments to landlords, collection of FRSP client

rental payments, issuance of funds to clients (in accordance with FRSP protocol), housing inspections, and coordination with DHS in an amount not to exceed eight percent (8%) of twenty- five million six hundred nineteen thousand one hundred thirty-three dollars and zero cents for FY 2019.

4. Services

DHS shall provide the following services to DCHA:

- 4.1** Make available to DCHA all federal and local laws, regulations, handbooks, directives, documents, data, or other information necessary for DCHA to comply with the requirements of this MOA.
- 4.2** Provide DCHA with the total rental payment amount to be paid to the landlords, along with the amount of any security deposit. In addition, DHS shall determine and provide DCHA with the tenant portion of the rent obligation for all ESG and locally funded FRSP participants referred through September 30, 2019. Current and new FRSP participants will pay the tenant portion of the rent through a Wells Fargo lock-box to DCHA. Existing FRSP families and landlords will be enrolled into the FRSP progressively. DHS shall provide DCHA with a listing of participating FRSP families and their updated monthly rental payment portions.
- 4.3** Provide to DCHA no later than the fifteenth (15th) calendar day of each month, notification of required rental subsidy payments and payments to be made on or to be terminated before the first (1st) day of the next month.
- 4.4** Request a special check-run for ESG and locally funded FRSP participants entering into leases with landlords (“lease ups”) after the fifteenth (15th) of the month. A special check-run occurs when DCHA processes a payment or payments upon DHS’ request as an off-cycle payment in addition to the ongoing payments for rental subsidies made to landlords at the beginning of every month.
- 4.5** Provide information, as necessary, to DCHA for emergency FRSP payments with all necessary and relevant information in order for DCHA to process such payments within two (2) business days of the notification to DCHA from DHS for a FRSP participant with an existing record with DCHA; and within five (5) business days of notification to DCHA from DHS for a FRSP customer without an existing record with DCHA.
- 4.6** Provide an email response within three (3) business days following notification from DCHA that an address on the FRSP rental subsidy

payment documents does not match the FRSP unit address in DCHA's unit files.

- 4.7 Determine FRSP participants' eligibility for ESG assistance in accordance with HUD eligibility requirements and provide DCHA with a separate tracking list of ESG funded clients.
- 4.8 Determine FRSP participants' eligibility for FRSP in accordance with DHS eligibility requirements. DHS or its designee shall conduct interim and annual re-certifications (as applicable) and shall provide DCHA with any changes to rental payment amounts by the fifteenth (15th) calendar day of each month.
- 4.9 Provide a complete landlord leasing package of information, as required by DCHA, for each FRSP unit requiring a DCHA Housing Quality Standards (HQS) inspection.
- 4.10 Make every effort to ensure that the FRSP participant's case manager is available for any special FRSP unit inspection.
- 4.11 Notify DCHA of the continued eligibility of the FRSP participants utilizing DHS' own recertification process. If the FRSP participant's monthly rental portion is updated during the recertification process, DHS shall notify DCHA to reflect the updated family's monthly rental payments. Subsequently, DCHA will, update the program participants monthly rental payment invoice accordingly.
- 4.12 Provide all necessary training to designated DCHA staff on the DHS Step Tool Quick-Base (DHS STEP Tool) data applications and ESG regulations to ensure electronic document transmission and communication between agencies.
- 4.13 Establish with DCHA a mutually agreed upon process, procedure, and protocol for executing all HQS inspection requests.
- 4.14 Ensure that the landlord has provided DCHA with all information necessary to allow the rental subsidy payment to be made in accordance with the requirements of the ESG and FRSP programs.
- 4.15 Ensure that all FRSP unit and landlord information entered into the DHS STEP Tool is accurate and complete prior to request for inspection.
- 4.16 Collaborate with DCHA to enhance automation of the monthly and mid-month payment process, including the implementation of payments through direct deposit.

5. **Program and Financial Records**

DHS shall maintain separated program and financial records regarding the FRSP and ESG funded services provided under this MOA at 64 New York Avenue, NE, Washington, DC 20002. DHS shall retain a copy of all books, records, documents and other documents pertaining to the services provided under this MOA, in such detail as shall properly reflect all costs, direct and indirect, labor, materials, equipment, supplies and other items for a three (3) year period after the termination of this MOA, except that in the case of an audit or investigation relating to the services provided under this MOA, records shall be retained until the audit or investigation has been completed.

B. DCHA Obligations and Responsibilities

DCHA shall be responsible for inspecting properties to ensure that each FRSP unit meets all federal Housing Quality Standards (HQS) and DHS requirements; making security deposit, rental subsidy payments for ESG funded clients; providing activity and financial reports for FRSP; and other responsibilities agreed to by the Parties to this MOA. The obligations and responsibilities of DCHA shall be made in accordance with this MOA, except as modified by DHS and agreed to in writing by DCHA.

1. **DCHA Contact Person**

Ronald McCoy
Director, Housing Choice Voucher Program
1133 North Capitol Street NE
Washington DC 20002.
Phone: (202) 435-3303
E-mail: Rmccoy@dchousing.org

2. **Staffing**

DCHA shall provide qualified staff dedicated to each DHS specific program and service as required by this MOA, to include a current contact person to serve as the liaison to DHS. This contact person shall participate in scheduled conference calls and meetings with FRSP staff.

3. **Services**

DCHA shall provide the following services to DHS:

3.1 Maintain the local FRSP funds in a designated FRSP account separate from other DCHA account(s) and ensure that any interest on the funds is deposited back into the FRSP account for use in the FRSP.

- 3.2 Maintain the Federal ESG grant funds in a designated ESG account separate from other DCHA account(s) and ensure that any interest on the funds is deposited back into the FRSP account for use in the FRSP.**
- 3.3 Process DHS requests for rental subsidy and security deposit payments for all FRSP participants that DHS has determined to be eligible upon confirmation of DCHA receipt of all required documentation.**
- 3.4 Process payment disbursements to DHS authorized landlords, on the first (1st) and fifteenth (15th) business day of each month, for rents, pro-rated rents, security deposits, adjustments, and related costs authorized by DHS for FRSP. DCHA shall ensure that these FRSP payments are disbursed in a timely fashion and no later than the first (1st) business day of the month after DHS notification of the needed payment by the fifteenth 15th day of the previous month.**
- 3.5 DCHA shall mail rental payment invoices to FRSP participants on behalf of DHS. The invoices will be sent with a pre-paid return mail envelope to assist participants with the mailing costs. DCHA shall also facilitate mechanisms for participants to drop off their payment at DCHA during work hours.**
- 3.6 Develop and implement procedures for processing emergency requests for FRSP payments. An "emergency request" is defined by DHS as an unanticipated, unplanned, and unscheduled need for FRSP payment(s) that will result in an adverse impact, such as eviction or threat to health and safety, on a consumer/family if response is delayed. Emergency FRSP payments must be processed and paid within two (2) business days of notification to DCHA by DHS for a FRSP participant with an existing record with DCHA, and within five (5) business days of notification to DCHA by DHS of a FRSP participant without an existing record with DCHA.**
- 3.7 Provide DHS with participant payment information (which may be in the form of monthly invoices, perforated statements, or similar) on or before October 15, 2018, after DHS provides written notice to its active landlords and participants, so that DHS can provide its FRSP participants with information that will enable them to pay their monthly tenant portion of the rent to a DCHA designated account.**
- 3.8 Establish a dedicated payment lockbox to accept payments from FRSP participants in time for tenant's to make their payment to their tenant portion which is due October 1, 2018. The lockbox shall have the following address: Wells Fargo, Department of Human Services, C/O DCHA-FRSP, P.O. Box 49002, Baltimore, MD, 21297-4902.**

- 3.9** Upon successful exit from the FRSP program, DCHA shall make exit bonus payment disbursement(s) to FRSP participants, from the tenant portion of lease rent paid to the DCHA/DHS account by that FRSP participant, as authorized by DHS.
- 3.10** Assist DHS in the development and issuance of solicitations for available FRSP units, providing landlords with program information, viewing available FRSP units, conducting unit inspections and securing FRSP units by making payments for security deposits.
- 3.11** Schedule to inspect rental units prior to occupancy by FRSP consumers within two (2) business days of the request for inspection by DHS; and annually thereafter (if applicable), to ensure compliance with the United States Department of Housing and Urban Development (HUD) HQS or any applicable federal statutes, regulations, and ordinances.
- 3.12** Provide at a minimum the following reports to DHS, in a format agreed to by both parties:
- a. Annual certification of segregation of ESG and local FRSP funding from other DCHA funding (due within thirty (30) days of end of the fiscal year);
 - b. Annual report on end-of-fiscal year ESG and local FRSP funds to be carried over into current fiscal year funds (due within thirty (30) days of end of the fiscal year);
 - c. Monthly payment report to include all security deposits, Federal ESG and local FRSP funded first month rental payments made Monthly variance report listing payments authorized but not made, and the reason for any payment delays(due by the tenth (10th) of each month for the previous month);
 - d. Monthly summary report of ESG and local FRSP funded which includes the following: RPI payments made by clients to DCHA, deposits to account, payments and withdrawals, service charges, interest earned and remaining balance (due by the tenth (10th) of each month for the previous month); and
 - e. Monthly report of all inspections requested, scheduled, completed and not completed with current status, specified by ESG funded clients
 - f. Quarterly invoice and reconciliation of payments, as described in

Section III.B.2 above (due within ten (10) business days of the end of the quarter).

- 3.13** Provide the necessary training to DHS or its designee that shall familiarize DHS or designee staff with any new DCHA procedures or policy changes that impact DCHA's obligations under this MOA.
- 3.14** Input all complete and required landlord and FRSP locally and federally funded participant family information in its system provided by DHS or its contractors for payment purposes. DCHA shall notify DHS whether any required document or package is incomplete and shall enter the information in its database as soon as the document or package is complete.
- 3.15** Process and schedule routine HQS inspections within forty-eight (48) hours or two (2) business days, whichever is later, of the request for inspection. All requests for initial HQS inspections should be scheduled to be conducted within two (2) business days.
- 3.16** Notify DHS through STEP tool of the status of a conducted or attempted inspection within twenty-four (24) hours or the next business day after conducting the HQS inspection. All re-inspections of failed units should be completed no more than ten (10) business days of the initial inspection.
- 3.17** Notify and obtain permission from DHS to make an attempt to recover from landlords participating in FRSP and ESG any overpayments of rents or security deposits.
- 3.18** Conduct a quarterly financial accounting that includes an expenditure report. The format and content of the reconciliation shall be mutually agreed upon by the Parties.
- 3.19** Return to DHS any funds provided to DCHA through this MOA that are not used either due to lower tenant rents, recovered rents, fees, security deposits or unused administrative fee due to lower than expected inspections or rental payments.

4. Exceptions

DCHA shall not be responsible for the enforcement of any terms of a lease between local FRSP and ESG funded participant tenants and landlords.

5. **Program and Financial Records**

DCHA shall maintain local FRSP and ESG funds and financial records regarding the services provided under this MOA at 1133 North Capitol Street, N.E. Washington, D.C. 20002. DCHA shall retain a copy of all books, records, documents and other documents pertaining to the services provided under this MOA for a three (3) year period after the termination of this MOA, except that in the case of an audit or investigation relating to the services provided under this MOA, records shall be retained until the audit or investigation has been completed whenever that shall take place.

C. **Mutual Obligations of DHS and DCHA**

The Parties shall do everything within their respective powers to coordinate and cooperate with each other toward the mutual goal of compliance with all applicable federal and District laws.

V. **AUTHORITY FOR MOA**

The authority for this MOA is 42 U.S.C. §11371 *et seq.*; 24 C.F.R. §§576.1 *et seq.*; D.C. Official Code §4-756.01; D.C. Official Code D.C. Official Code § 1-301.01(k); the Fiscal Year 2019 Local Budget Act of 2018, D.C. Act 22-397, effective July 10, 2018; and any other applicable District and Federal law and regulation.

VI. **TERM OF AGREEMENT**

The term of this MOA shall begin on October 1, 2018, also known as effective date. The MOA shall end on September 30, 2019, unless continued by amendment or terminated earlier, in accordance with the provisions of Section IX and XII herein.

The Parties may extend the term of this MOA by exercising a maximum of four (4) one (1) year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. DHS shall provide a notice of its intent to renew an option prior to the expiration of the MOA.

The exercise of an option period is subject to the availability of federal funds at the time of the exercise of the option.

VII. **FUNDING PROVISIONS**

A. **Cost of Services**

The total cost for services under this MOA shall not exceed twenty five million six hundred nineteen thousand one hundred thirty-three dollars and zero cents (\$25,619,133.00), twenty three million one hundred forty two thousand two

hundred fifty-one dollars (\$23,142,251.00) of which shall be from local funding, and two million four hundred seventy-six thousand eight hundred eighty two dollars and zero cents (\$2,476,882.00) shall be from Federal ESG grant funding, which includes reimbursement to DCHA of the administrative fee associated with administering FRSP and ESG as provided in section III.B.2.2.2.

B. Transfer of Funds

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

C. Payments

Any expenditure disallowed by audit or other DHS or federal government review shall be subject to repayment by DCHA.

DCHA and DHS shall reconcile the funding under this MOA on a quarterly basis or as needed. If DHS chooses to not exercise the option to continue the services of DCHA, then DCHA shall return any unused funds to DHS within thirty (30) days of the end of the fiscal year.

Notwithstanding anything contained herein to the contrary, the Parties understand, acknowledge and agree that if DHS fails to make timely payments to DCHA of the funds set forth in this MOA, including payment of the administrative fee due to DCHA, then DCHA shall not be required to render services or make payments to landlords or other persons.

D. Dispute Resolution

The Parties shall work diligently and in good faith to strengthen inter-agency collaboration to administer FRSP. Disputes that cannot be resolved between the representatives of DHS and DCHA directly involved in the activities covered by this MOA shall be referred to the Director of DHS and the Executive Director of DCHA. The decision of the Directors shall be binding. 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.

E. Monthly Review

Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer of the District (OCFO), all services provided under this MOA shall be reported monthly in the Purchasing Agency FRP submission, submitted to the OCFO Office of Budget and Planning by DHS.

F. 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 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Notwithstanding anything in this MOU 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).

VIII. COMPLIANCE AND ASSURANCE

As this MOA is funded by federal and District funds, DCHA shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements

IX. PRIVACY COMPLIANCE

The Parties and their designees shall use, restrict, safeguard and dispose of all information related to services provided by this MOU; shall comply with the confidentiality provisions of the HSRA (D.C. Official Code §§ 4-754.11(7) and 4-754.21(12)); and, where required, the Privacy Act of 1974 (5 U.S.C. § 552a); and shall comply with any other relevant federal and local confidentiality statutes, regulations, or policies regarding the confidentiality of protected information, including names and social security numbers. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the buyer agency.

This MOA may be terminated by either Party by a written notice provided thirty (30) calendar days before the date of termination, for the following reasons:

- A. Lack of funding;
- B. Lack of Congressionally approved budget;
- C. Changes in applicable law;
- D. Changes in a District or federal policy affecting the services described in this agreement;
- E. Changes in the structure or the nature of the program covered by this MOA;
- F. Elimination of the program or services covered by this MOA;
- G. Failure of the other Party to comply of roles and responsibilities described in this MOA, District laws, rules or regulations; or

H. When either Party determines, in good faith, that the continuation of this MOA is infeasible or contrary to the interests of that Party under this MOA.

In addition, DCHA shall have the right to terminate this MOA for failure of DHS to provide funding pursuant to the terms of this MOA, including quarterly payments of amounts to be paid by DCHA to landlords and payments of administrative fees due to DCHA.

X. TERMINATION

This MOA may be terminated by either Party by a written notice provided thirty (30) calendar days before the date of termination, for the following reasons:

- A. Lack of funding;
- B. Lack of Congressionally approved budget;
- C. Changes in applicable law;
- D. Changes in a District or federal policy affecting the services described in this agreement;
- E. Changes in the structure or the nature of the program covered by this MOA;
- F. Elimination of the program or services covered by this MOA;
- G. Failure of the other Party to comply of roles and responsibilities described in this MOA, District laws, rules or regulations; or
- H. When either Party determines, in good faith, that the continuation of this MOA is infeasible or contrary to the interests of that Party under this MOA.

In addition, DCHA shall have the right to terminate this MOA for failure of DHS to provide funding pursuant to the terms of this MOA, including quarterly payments of amounts to be paid by DCHA to landlords and payments of administrative fees due to DCHA.

XI. NOTICES

Any notice required pursuant to this MOA shall be in writing and shall be deemed to have been delivered and given for all purposes: (a) on the delivery date if delivered by confirmed facsimile, e-mail or delivered personally to the Party to whom the notice is addressed; (b) one (1) business day after deposit with a commercial overnight carrier with written verification of receipt; or (c) five (5) business days after the mailing date, whether or not actually received, if sent by United States Postal Service, return receipt requested, postage and charges prepaid or any other means of rapid mail delivery for which a receipt is available. Notice shall be sent to the following addresses:

DISTRICT OF COLUMBIA HOUSING AUTHORITY:

Tyrone Garrett, Executive Director
1133 North Capitol Street, N.E.
Washington, DC 20002
Telephone: (202) 535-1500
Facsimile: (202) 535-1740
Email: tgarrett@dchousing.org

With a copy to:
1133 North Capitol Street, N.E.
Suite 210
Washington, DC 20002
Attn: Office of General Counsel
Phone: (202) 535-2835
Fax: (202) 535-2521

DEPARTMENT OF HUMAN SERVICES:

Laura Green Zeilinger, Director
64 New York Avenue, N.E. 6th Floor
Washington, DC 20002
Telephone: (202) 671-4355
Email: laura.zeilinger@dc.gov

XII. SEVERABILITY

In the event that any provision of this MOA shall be held unenforceable under the law or equity, all remaining provisions of this MOA shall be valid, binding and enforceable against the Parties hereto.

XIII. MODIFICATIONS

This MOA may only be modified or amended by a written instrument which shall be signed by both Parties.

XIV. NOTICE OF CLAIMS

Each Party shall promptly inform the other Party of any information related to the provision of services under this MOA that could reasonably lead to a claim, demand or liability of or against the other Party or the District by any third party.

XV. AUTHORITY OF THE PARTIES

By executing this MOA, each Party represents to the other Party that it is authorized to enter into this MOA, that the person signing on its behalf is duly authorized to execute this MOA and that no other signatures are necessary.

XVI. NON-ASSIGNMENT

Neither Party may assign this MOA, in whole or in part, without the other Party's written consent.

XVII. RIGHTS NOT WAIVED

The failure of the Parties to insist upon strict performance of any of the terms or conditions

of this MOA shall not be deemed to be a waiver of any rights or remedies that the Parties may have, nor shall it be deemed to be a waiver in the event of any subsequent breach or default.

XVIII. ENTIRE AGREEMENT

This MOA contains the entire understanding of the Parties with respect to the matters contained herein, and supersedes any and all other agreements between the Parties relating to the matters contained herein. No oral or written statements not specifically incorporated or referenced herein shall be of any force or effect.

IN WITNESS WHEREOF, the undersigned have executed this MOA on behalf of their respective organizations as of the _____ day of _____, 2018.

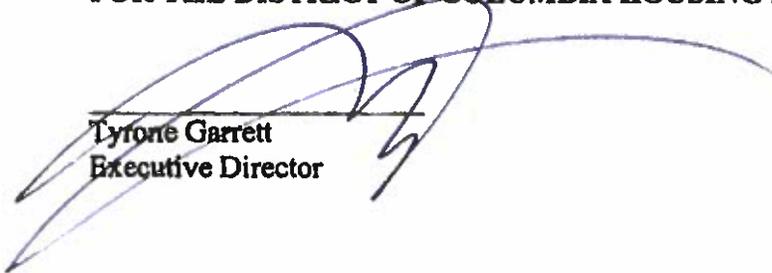
FOR THE DEPARTMENT OF HUMAN SERVICES



Laura Green Zeilinger
Director

SEP 11 2018
Date

FOR THE DISTRICT OF COLUMBIA HOUSING AUTHORITY



Tyrone Garrett
Executive Director

9. 17. 18
Date

TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE MAYOR'S OFFICE OF COMMUNITY AFFAIRS
OFFICE OF LESBIAN, GAY, BISEXUAL, TRANSGENDER AND
QUESTIONING AFFAIRS
FOR
FISCAL YEAR 2019

I. INTRODUCTION

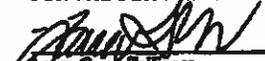
The Memorandum of Understanding (MOU) dated November 19, 2017, was entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), the Buyer agency, and the Mayor's Office of Community Affairs (MOCA), Office of Lesbian, Gay, Bisexual, Transgender and Questioning Affairs (MOLGBTQA), the Seller's agency, collectively referred to herein as the "Parties."

The Parties now desire to modify the MOU as follows:

- II. Section III. **SCOPE OF SERVICE** is hereby modified to replace all references to "2018" with "2019".
- III. Section IV. **PERIOD OF PERFORMANCE** is hereby modified to replace all references to "2017" with "2018", and "2018" with "2019".
- IV. Section VIII. **INTRA-DISTRICT FUNDING PROVISIONS** is hereby modified to replace all references to "2018" with "2019".
- V. Section XIV. **EFFECTIVE DATE** is hereby modified to replace all references to "2017" with "2018", and "2018" with "2019".

IN WITNESS WHEREOF, the Parties hereto have this MOU as of the day and year written below.

FOR THE DEPARTMENT OF HUMAN SERVICES:


Leta Green Zellinger
Director

OCT 24 2018
Date

**FOR THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL, TRANSGENDER
AND QUESTIONING AFFAIRS:**


Sheila Alexander-Reid
Director

12/11/18
Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Office of the Director

MEMORANDUM

TO: Sheila Alexander-Reid
Director
Mayor's Office of Lesbian, Gay, Bisexual,
Transgender and Questioning Affairs

FROM: Laura Green Zeilinger *Shan Keen*
Director

DATE: 11/1/17

SUBJECT: Fiscal Year 2018 Memorandum of Understanding between the District of Columbia Department of Human Services and the Executive Office of the Mayor, Office of Community Affairs, Office of Lesbian, Gay, Bisexual, Transgender and Questioning Affairs – LGBTQ Homeless Youth Training Grant Fund

This memorandum transmits for your review and approval one (1) original of the above-referenced Fiscal Year (FY) 2018 Memorandum of Understanding (MOU) between the District of Columbia (District) Department of Human Services (DHS) and the Executive Office of the Mayor, Office of Community Affairs, Office of Lesbian, Gay, Bisexual, Transgender and Questioning Affairs (MOLGBTQA).

The LGBTQ Homeless Youth Reform Amendment Act (the Act) of 2014, effective May 3, 2014 (D.C Law 20-100; D.C Code §§2-1381, *et seq.*), authorizes the creation of a special fund entitled the LGBTQ Homeless Youth Training Grant Fund (Fund), to be administered by the MOLGBTQA for the purpose of providing grant awards to fund cultural competency training to service providers who serve LGBTQ Homeless youth in the District. In addition, the Act mandates that DHS shall transfer revenue received from other District agencies to the Fund for the purpose of providing services to homeless LGBTQ youth.

This MOU provides the terms and conditions under which: (1) DHS/FSA shall transfer revenue received from other District agencies to the Fund for the purpose of providing services to homeless LGBTQ youth; (2) the MOLGBTQA shall establish criteria for the grants awarded from the Fund; and (3) the MOLGBTQA shall hire an employee to administer the Fund.

The MOU is made pursuant to the Act; D.C. Official Code 1-301.01(k); and any other applicable District or federal law or regulation. The period of the MOU is from October 1, 2017 through September 30, 2018. The amount of the MOU shall not exceed one hundred fifty six thousand dollars and zero cents (\$156,000.00) for FY 2018.

Memorandum to Sheila Alexander-Reid
Page 2

Please sign and return the original to my office. If you have any questions or concerns, please contact Hilary Cairns, Deputy Administrator, DHS Family Services Administration, at (202) 299-2156 or Hilary.Cairns@dc.gov.

LGZ/mb

Attachments

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL, TRANSGENDER
AND QUESTIONING AFFAIRS
FOR
FISCAL YEAR 2018**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA) and the Executive Office of the Mayor (EOM), Office of Community Affairs, Office of Lesbian, Gay, Bisexual, and Transgender Affairs (MOLGBTQA).

DHS/FSA is the agency within the District, which is responsible for providing protection, intervention and social services, including homeless services such as shelter and homelessness prevention, to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency.

The MOLGBTQA is a permanent, cabinet-level office within the Mayor's Office of Community Affairs (MOCA), established by statute in 2006 to address the important concerns of the District's Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) residents. The MOLGBTQA fulfills its mission by providing capacity building services, outreach services, education/training programs, and technical assistance.

II. OVERVIEW/PROGRAM GOALS AND OBJECTIVES

The LGBTQ Homeless Youth Reform Amendment Act (the Act) of 2014, effective May 3, 2014 (D.C. Law 20-100; D.C. Code §§2-1381, *et seq.*), authorizes the creation of a special fund entitled the LGBTQ Homeless Youth Training Grant Fund (Fund), to be administered by the MOLGBTQA for the purpose of providing grant awards to fund cultural competency training to service providers who serve LGBTQ Homeless youth in the District. In addition to appropriated funds, the Act mandates that DHS shall transfer revenue received from other District agencies for the purpose of providing services to homeless LGBTQ youth, to the Fund which shall be administered by the MOLGBTQA. See D.C. Official Code §2-1384(b).

The objective of this MOU is to provide the terms and conditions under which: (1) DHS/FSA shall transfer revenue received from other District agencies for the purpose of providing services to homeless LGBTQ youth, to the Fund which shall be administered by the MOLGBTQA; (2) the MOLGBTQA shall establish criteria for the grants awarded from the Fund; and (3) the MOLGBTQA shall hire an employee to administer the Fund.

III. SCOPE OF SERVICE

A. Responsibilities of the MOLGBTQA

1. Services

The MOLGBTQA shall administer grants to fund training on cultural competency for providing services to LGBTQ homeless youth for providers throughout the District and;

1. Establish criteria for eligibility to receive grant funds.
2. Ensure Providers have demonstrated ability and expertise in the field, and follow best practices regarding training content, delivery and data collection pertaining to LGBTQ homeless youth.
3. Hire appropriate staff with the requisite expertise to administer grants, monitor selected grantees, and evaluate grant-related outcomes.
4. Address the funding priority areas identified for FY 2018 aligned with Mayor Muriel Bowser's administration budget priorities below:
 - i. Education
 - ii. Jobs & Economic Development
 - iii. Public Safety
 - iv. Civic Engagement
 - v. Health & Wellness
 - vi. Youth Engagement
 - vii. Arts & Creative Economy

2. Target Population

- a. Providers that serve LGBTQ homeless youth, and those that would like to build capacity or expand capacity to serve LGBTQ homeless youth in the District; and
- b. LGBTQ youth who are District residents and homeless, or at risk of homelessness.

3. Location of Services

Provider sites throughout the District.

B. Responsibility of DHS/FSA

1. DHS/FSA shall transfer one hundred fifty-six thousand dollars and zero cents (\$156,000.00) to the MOLGBTQA to establish and administer the Fund in accordance with the Act.
2. DHS/FSA shall budget for all services requested in this MOU.

IV. PERIOD OF PERFORMANCE

- A. This MOU shall be effective from October 1, 2017 through September 30, 2018 unless otherwise amended in writing by the Parties.
- B. This MOU shall terminate on September 30, 2018. Contingent upon availability of funds, this MOU may be extended for one (1) year for a total to two (2) years in accordance with the Act.

V. MODIFICATION/AMENDMENT

DHS/FSA and the MOLGBTQA reserve the right to a request modification and/or amendment of the terms and conditions of this MOU at any time, in writing and with the agreement of both Parties.

VI. SPECIAL PROVISIONS FOR TERMINATION OF MOU

DHS/FSA may terminate this MOU on the following grounds:

- A. Funding received from other District agencies for the purpose of providing services to homeless LGBTQ youth ends; or
- B. Change in the Act and any other applicable local or federal laws, rules or regulations.

VII. AUTHORITY OF MOU

This MOU is made pursuant to the Act and D.C. Official Code §1-301.01(k) (2001 ed. & Supp. 2014).

VIII. INTRA-DISTRICT FUNDING PROVISIONS

A. Cost of Services

- 1. The total cost of services shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) for FY 2018.
- 2. In the event of termination of this MOU, payment to the MOLGBTQA shall be held in abeyance until all required fiscal reconciliations are completed, but not longer than September 30, 2018.

B. Payment

- 1. Payment for the goods and services shall be made through an Intra-District transfer by DHS/FSA to the MOLGBTQA in an amount that shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) in FY 18.
- 2. Advances to the MOLGBTQA for services to be performed/goods to be provided shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) for FY 2018.

3. The MOLGBTQA shall maintain payment reconciliation records for all cost expended under this MOU.
4. All adjustments and/or disputes arising from costs provided under this MOU shall be resolved by the Director of DHS and the Director of the MOLGBTQA. In the event that the Parties cannot resolve a financial dispute, the matter shall be referred to the District Office of Financial Operations and Systems.
5. DHS/FSA shall transfer an amount that shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) to the MOLGBTQA to carry out this MOU.
6. Upon final completion of the services outlined in this MOU for which funds have been provided by DHS/FSA, explanation of the term of this MOU, cancellation, or termination of this MOU, the MOLGBTQA shall transfer to DHS/FSA any unspent, excess or surplus funds, to include accounts receivable attributable to the use of the funds.
7. Any expenditure disallowed by DHS or federal government audit shall be subject to repayment by the MOLGBTQA.

B. Anti-Deficiency Consideration

The Parties acknowledge and agree that their obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the availability of funds and the provisions of (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C §§1341, 1342, 1349, 1351, and specific sections in subchapter II, Section 15 of the Title 31 of the U.S. Code) and (ii) the District of Columbia Code Anti-deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285, D.C. Official Code §§1-204,46, 47-205, 47-335-.01-355.08) as amended, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IX. COMPLIANCE AND MONITORING

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

X. RECORDS AND REPORTS

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

XI. CONFIDENTIALITY INFORMATION

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

XII. NOTICE

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

For DHS:

Hilary Cairns, Deputy Administrator
Family Services Administration
Department of Human Services
64 New York Avenue, N.E., 5th Floor
Washington, DC 20002
Phone: (202) 299-2156
Email: Hilary.Cairns@dc.gov

For MOLGBTQA:

Sheila Alexander-Reid, Director
Mayor's Office of Lesbian, Gay, Bisexual,
Transgender and Questioning Affairs
Executive Office of the Mayor
2000 14th Street, N.W., 2nd Floor
Washington, DC 20009
Phone: (202) 442-5143
Email: Sheila.Reid2@dc.gov

XIII. PROCUREMENT PRACTICES ACT AND OTHER RELEVANT AUTHORITY

- A. If the District agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the Procurement Practices Reform Exemption Amendment Act of 2014, effective March 14, 2014 (D.C. Law 20-94; D.C. Official Code §§2-352.01, *et seq.*) to procure the goods or services of the agent or third party.
- B. The application for, acceptance, and use of grant funds specified under this MOU shall abide by the provision of the Planning Grant-making Authority Act of 2010, effective September 24, 2010 (D.C. Law 18-223; D.C. Code §1-328.02); Grant Administration Act of 2013, effective October 1, 2013 (D.C.20-61; D.C. Code §§1-328.11, *et seq.*); Title 1, Chapter 50 of the District of Columbia Municipal Rules; and Mayor's Order 2011-170, effective October 5, 2011.

XIV. EFFECTIVE DATE

This MOU shall be effective October 1, 2017 through September 30, 2018 following execution by the parties.

IN WITNESS WHEREOF, the Parties hereto have this MOU as of the day and year written below.

FOR THE DEPARTMENT OF HUMAN SERVICES:

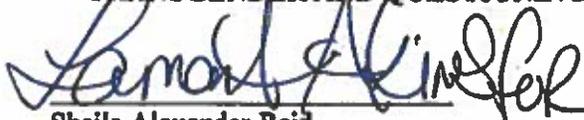


Laura Green Zeilinger
Director

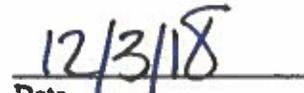


Date

**FOR THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL,
TRANSGENDER AND QUESTIONING AFFAIRS:**



Sheila Alexander-Reid
Director



Date

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 Mayor

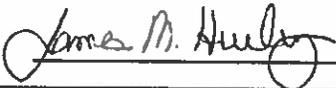
AGENCY CODE: AA0

NAME OF CONTACT: James Hurley - Agency Fiscal Officer

ADDRESS : 441 4th Street, NW Suite 890N
Washington DC 2004

TELEPHONE # : _____

FAX # : _____

AUTHORIZING OFFICER 

DATE: 12/12/18

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard - Agency Fiscal Officer

ADDRESS : 64 New York Avenue, N.E.
Washington, DC 20001

TELEPHONE # : 202-671-4200

FAX # : _____

AUTHORIZING OFFICER 

DATE: 12 / 12 / 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 provide services to LGBTQ Homeless Youths

\$156,000.00

	AGY	YR	ORG CODE	Fund	index	PCA	OBJ	OBJ		PROJECT/PH			
SELLER	AA0	19	1600	0700	LG&JA	50060	4600	4600		LG18JA/01			
BUYER	JA0	19	5000	0100	AYYSP	FYSHB	0501	0501					

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

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

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

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

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

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



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR HEALTH AND HUMAN SERVICES
AND
THE DEPARTMENT OF HUMAN SERVICES
FOR
FISCAL YEAR 2019**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Office of the Deputy Mayor for Health and Human Services (DMHHS), Seller Agency, and the Department of Human Services (DHS), Buyer Agency, collectively referred to as the "Parties".

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to set forth the terms and conditions under which DMHHS shall hire, train, and supervise two (2) Homeless Encampment Outreach Navigators to support outreach services for District residents experiencing homelessness and residing in encampments.

DMHHS is the office within the Executive Office of the Mayor that supports the Mayor in coordinating a comprehensive system of benefits, goods and services across multiple agencies to ensure that children, youth and adults, with and without disabilities, can lead healthy, meaningful and productive lives.

DHS is the District agency responsible for assisting low-income individuals and families in the District to maximize their potential for economic security and self-sufficiency. DHS has two administrations, which include the Economic Security Administration (ESA) and the Family Services Administration (FSA). For the purposes of this MOU, FSA is the Administration within DHS that is responsible for providing protection, intervention and social services to District residents, including but not limited to, Homeless Services.

III. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF SELLER AGENCY

DMHHS shall:

1. Identify two (2) homeless encampment navigators to be recruited and assigned

to support the District's homeless outreach services, including crisis response efforts.

2. Conduct trainings specific to the requirements of the position of homeless encampment navigators specified in Attachment B hereto attached and incorporated by reference.
3. Coordinate with the District Department of Behavioral Health (DBH) and other sister agencies and allow homeless encampment navigators to participate in and receive trainings relevant to their job requirements.
4. Supervise the two (2) homeless encampment navigators and provide office space for them at DMHHS.
5. Utilize DHS client information in the Homeless Management Information System (HMIS) to enhance the services provided in preparation for and during an encampment cleanup (e.g. coordination with existing outreach workers with knowledge of the client's needs), and to ensure that culturally competent engagement is provided. Homeless services client information, including HMIS data, will also be used to evaluate trends in encampment locations and sizes over time. HMIS data will not be used to schedule future encampment cleanups.

B. RESPONSIBILITIES OF BUYER AGENCY

DHS shall:

1. Transfer one hundred sixty-five thousand two hundred forty-two dollars and forty-three cents (\$165,242.43) to DMHHS to cover the two (2) homeless encampment navigators within thirty (30) days of the execution of this MOU.
2. Include homeless encampment navigators in applicable DHS trainings.
3. Provide necessary supplies including blankets and water for homeless outreach activities.

C. JOINT RESPONSIBILITIES

DMHHS and DHS shall meet as appropriate to coordinate encampment services, based on an agreed upon schedule.

IV. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2018 through September 30, 2019 unless terminated in writing by the Parties pursuant to Section X of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4), one (1) year Option periods. Option periods may consist of a fiscal year, a fraction

thereof, or multiple successive fractions of a year. Either party shall provide the other party with written notice of its intent to exercise an option at least thirty (30) business days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

V. LEGAL AUTHORITY FOR MOU

This MOU is being entered into pursuant to D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for the services under this MOU shall not exceed one hundred sixty-five thousand two hundred forty-two dollars and forty-three cents (\$165,242.43) for FY 2019.
2. DHS shall be responsible for providing all funding and making all payments to DMHHS for services under this MOU. DMHHS shall not be responsible for providing any funding for services under this MOU.
3. Funding for the services shall not exceed the actual cost of the services, based upon the provided cost projection in Attachment A hereto attached and incorporated by reference.
4. 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 MOU because of non-appropriation of funds in any fiscal year quarter, there shall be a cancellation ceiling of zero dollars. This shall represent reasonable reproduction and other non-recurring costs, which would be applicable to the services being furnished.

B. PAYMENT

1. Payment for all goods and services shall be made through an Intra-District advance by DHS to DMHHS based on the total amount of this MOU of one hundred sixty-five thousand two hundred forty-two dollars and forty-three cents (\$165,242.43) for FY 2019.
2. The advance to DMHHS for the services to be performed shall not exceed the amount of this MOU of one hundred sixty-five thousand two hundred forty-two dollars and forty-three cents (\$165,242.43).
3. DMHHS shall bill DHS through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. DMHHS shall return any excess funds to DHS by September 30th of the current fiscal year.
4. DMHHS shall notify DHS within forty-five (45) days of the current fiscal year if it has reason to believe that all of the funds will not be billed during the current fiscal year.

5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the District Office of Financial Operations and Systems within the District's Office of the Chief Financial Officer.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the 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 funds, DMHHS may be subject to scheduled and unscheduled monitoring reviews by the District to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

DMHHS 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

All 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.

X. TERMINATION OF THE MOU

Either Party may terminate this MOU in whole or in part by giving sixty (60) 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 DMHHS:
Jay Melder, Chief of Staff
Office of the Deputy Mayor for Health
and Human Services
Executive Office of the Mayor
1350 Pennsylvania Avenue, N.W.
Washington, DC 20002
(202) 727-7973
jay.melder@dc.gov

For DHS:
Tania Mortensen
Deputy Administrator for Operations
Family Services Administration
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
(202) 698-4121
Tania.mortenson@dc.gov

XII. MODIFICATIONS

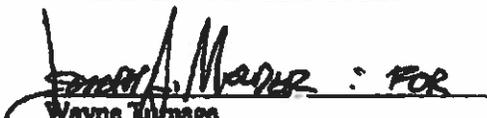
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

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 DEPUTY MAYOR FOR HEALTH
AND HUMAN SERVICES:**


Wayne Turnage
Interim Deputy Mayor

Date: 1/4/2019

FOR THE DEPARTMENT OF HUMAN SERVICES:


Laura Green Zeilinger
Director

Date: 1/2/2019

ATTACHMENT A

Cost Services under MOU

Personnel (PS): Two (2) full-time homeless encampment outreach specialist

Salary (1 1/4; pro-rated): \$118,051.67

Fringe: \$29,630.97

Non-Personnel Support (NPS):

Fleet Share \$10,800.00

Supplies \$2,000.00

Computer \$3,900.00

Cell Phones \$859.80

Total PS: \$147,682.63

Total NPS: \$17,559.80

Total MOU: \$165,242.43

ATTACHMENT B
HOMELESS ENCAMPMENT NAVIGATORS
(OUTREACH) DS-101-11

INTRODUCTION

This position is located within the Office of the Deputy Mayor for Health and Human Services (DMHHS). The incumbent is responsible for working directly with District residents experiencing homelessness and residing in encampments to assist with creative problem solving and help identify other housing arrangements. The incumbent will work closely with other agency partners, referring clients with more complex needs to specialists at the Department of Behavioral Health and the Department of Human Services. The incumbent will also participate in interagency policymaking processes to strengthen the District's homeless services system, and is also responsible for supporting in the coordination of emergency services during times of crisis.

DUTIES AND RESPONSIBILITIES

Performs direct outreach and engagement to individuals experiencing homelessness in encampment locations.

Develops close working relationships with individuals experiencing homelessness in order to identify barriers and needs.

Responsible for developing, implementing, and measuring dynamic and responsive outreach plans targeted to the needs of individuals residing in encampments.

Liaises between individuals experiencing homelessness and District agencies and service providers to move clients forward on a pathway to permanent housing.

Supports the Office of the Deputy Mayor for Health and Human Services in planning for and executing cleanups of public space adjacent to homeless encampments to ensure the safety and health of clients experiencing homelessness.

Contributes to policymaking processes to strengthen supportive services available to individuals experiencing homelessness.

Supports efforts to maintain timely and accurate data about the needs of individuals experiencing homelessness by performing data entry into the Homeless Management Information System (HMIS).

Works with contractors, sub-contractors and partners to coordinate outreach services for consumers.

Assists with developing and maintaining policy and procedural guidelines for outreach services.

Assists with coordination and implementation of the overall response to all emergencies related to unsheltered individuals.

Performs special assignments as assigned.

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of District of Columbia homeless service system policy, programs and resources.

Proficient in evidence-based engagement techniques.

Aptitude for creative and dynamic problem solving.

Strong emotional intelligence; effective at managing relationships and working closely with agency partners to accomplish shared goals. Skill in communicating precisely and effectively, both orally and in writing.

Ability to provide effective training and technical assistance.

Experience in emergency management and mitigation; familiar with de-escalation techniques.

SUPERVISORY CONTROLS

The incumbent works under the direct supervision of the Program Analyst for Homeless Encampment Response in the Office of the Deputy Mayor for Health and Human Services.

The incumbent is responsible for outlining the objectives and boundaries of assignments, identifying resource needs, and arranging for proper coordination with other agencies and external partners. Incumbent's work is reviewed by accomplishment of assignments, effectiveness of work product, and for compliance with project goals/objectives.

GUIDELINES

Guidelines include District and Department policies, directives and pertinent legislation, court decisions, Federal and local laws, etc.

The incumbent must use sound judgement, ingenuity and analytic ability, relying on a comprehensive knowledge base. Guidelines are complex and often conflicting. Frequently there are no precedents to govern behavior in unusual or sensitive situations and the incumbent must exercise independent judgement in adapting and interpreting existing guidelines.

COMPLEXITY

Assignments involve information related to a broad range of subjects involving complex variables and numerous interrelationships in the areas of public assistance, social services and homeless services.

SCOPE AND EFFECT

The purpose of the work is to provide outreach to individuals experiencing homelessness and residing in encampments in order to successfully support clients towards healthier long-term solutions.

PERSONAL CONTACTS

Contact generally involves meeting with individuals experiencing homelessness and obtaining/sharing information related to the provision of services; advising concerned parties and obtaining necessary information in preparing and completing assignments.

PHYSICAL DEMANDS

Majority of work is performed on streets of the District. Walking, handling and carrying light to moderately heavy objects is required. Work is also performed at night, weekends and at other non-traditional work hours. Work conditions are often challenging and physically demanding. Position requires a valid driver's license and ability to operate vehicles during work hours.

WORK ENVIRONMENT

The work is performed primarily outdoors at encampment locations, and in service centers and shelters in the District. Additionally, the incumbent makes trips to the facilities of contractors, service providers and other District agencies to obtain and/or provide information, conduct oversight and monitoring duties and provide technical assistance.

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

PART I

GENERAL

MOU NUMBER: DMHHS1902

DATE OF MOU: 10/1/2018

SELLER INFORMATION

AGENCY: Office of the Deputy Mayor for Health and Human Services AGENCY CODE: HGO

NAME OF CONTACT: Joyce Jeter, Agency Fiscal Officer

ADDRESS: 64 New York Ave, NE, 2nd Floor
Washington, DC 20002

TELEPHONE #: 202.671.3211

FAX #: 202.671.2981

AUTHORIZING OFFICER



DATE: 01/29/19

BUYER INFORMATION

AGENCY: The Department of Human Services AGENCY CODE: JAO

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

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

TELEPHONE #: 202-671-4240

FAX #: 202-671-4201

AUTHORIZING OFFICER



DATE: 01/10/19

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

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia
PART 1

GENERAL

1 OF 2

MOU NUMBER

DATE

SELLER INFORMATION

AGENCY: Office of Asian and Pacific Islander Affairs

AGENCY CODE AP0

NAME OF CONTACT: CHRISTINE MUKOLWE

ADDRESS: 441 4th Street, N.W., Suite 890N
Washington, DC 20002

TELEPHONE #: (202) 727-1027

FAX #: (202) 727-2202

AUTHORIZING OFFICER *C. Mukolwe*

DATE 10/30/2018

BUYER INFORMATION

AGENCY: Department of Human Services

AGENCY CODE: JA0

NAME OF CONTACT: HAYDEN BERNARD

ADDRESS: 64 New York Avenue, N.E., 6th Floor
Washington, DC 20002

TELEPHONE #: (202) 671-4240

FAX #: (202) 671-4203

AUTHORIZING OFFICER *[Signature]*

DATE 11/5/2018

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

Revised by OBP 9/18/98

INTRA-DISTRICT STANDARD REQUEST FORM

Buyer's Initials: _____
 Seller's Initials: _____

PART II

MOU NUMBER: _____ 2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOODS/SERVICES: To provide Asian American Pacific Islanders with social services administered by DHS
REQUEST DATE: _____ **TOTAL: \$ 202,179.00**

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	AG1	AG2	AG3
SELLER	APB	19	APJA9	22000		4600				
BUYER	JA0	19	APEMD	TE115	0409	0409				

Proj/PH
APJA19/19

GOODS/SERVICES: _____
REQUEST DATE: _____ **TOTAL:** _____

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

GOODS/SERVICE: _____
REQUEST DATE: _____ **TOTAL:** _____

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE MAYOR'S OFFICE OF COMMUNITY AFFAIRS
OFFICE ON ASIAN AND PACIFIC ISLANDER AFFAIRS
FOR
FISCAL YEAR 2019**

I. INTRODUCTION

The Memorandum of Understanding (MOU) is entered into by and between the District of Columbia (District) Department of Human Services (DHS), the Buyer agency, and the Mayor's Office of Community Affairs (MOCA), Office on Asian and Pacific Islander Affairs (MOAPIA), the Seller agency, collectively referred to herein as the "Parties."

II. OVERVIEW/PROGRAM GOALS AND OBJECTIVES

DHS is the District agency responsible for assisting low-income individuals and families in the District to maximize their potential for economic security and self-sufficiency. DHS has two administrations, which includes the Economic Security Administration (ESA) and the Family Services Administration (FSA). ESA is responsible for making eligibility determinations for federally and locally funded public assistance programs in the District, including but not limited to, Medicaid benefits, Supplemental Nutrition Assistance Program (SNAP) benefits, formerly known as the Food Stamps Program, and Temporary Assistance for Needy Families (TANF) benefits. FSA is responsible for providing protection, intervention and social services to District residents, including but not limited to, Homeless Services and Adult Protective Services.

MOAPIA's mission is to improve the quality of life for District Asian American and Pacific Islanders (AAPI) through advocacy and engagement. MOAPIA advises the Mayor, the DC Council, and District agencies on the views, needs, and concerns of the AAPI community. MOAPIA provides recommendations on District programs and initiatives affecting the AAPI community, and helps coordinate programs and initiatives within the District government that promote the overall welfare of the AAPI community.

This MOU establishes a collaborative agreement between the Parties to assist Limited English Proficient (LEP) or Non-English Proficient (NEP) AAPI residents with accessing DHS programs and services. DHS shall provide funding to MOAPIA to fund two (2) full-time staff to work with DHS in order to: (1) increase awareness among District AAPI communities on current and upcoming DHS initiatives, (2) provide technical support to DHS on how to best reach District AAPI communities, and (3) ensure the DHS Language Access Customer Advisory Group (LACAG) includes representation from at least one District AAPI community and related language accommodations for this member.

III. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF MOAPIA

MOAPIA shall:

1. Recruit and hire two (2) full-time (FT) employees, one of which will be bilingual in Vietnamese and English and one of which will be bilingual in Mandarin Chinese and English.
 - a. The Vietnamese staff will work the following schedule:
 - i. Three (3) days a week at the Taylor Street DHS Service Center located at 1207 Taylor Street, N.W., Washington, DC; and
 - ii. Two (2) days a week at MOAPIA office, located at 441 4th Street, N.W., Room 721N, Washington, DC.
 - b. The Chinese staff will work the following schedule:
 - i. Three (3) days a week at the DHS Service Center located at 645 H Street, N.E., Washington, DC; and
 - ii. Two (2) days a week at MOAPIA office, located at 441 4th Street, N.W., Room 721N, Washington, DC.
2. Conduct outreach events to District AAPI communities in which MOAPIA will educate AAPI residents about DHS programs and services and provide assistance to AAPI residents in accessing DHS programs and services.
3. Provide services to AAPI residents that include, but are not limited to assistance accessing social services (i.e. applying for public assistance programs) and education and outreach efforts that provide information on programs offered by DHS.
4. Advise DHS on how to engage AAPI representative(s) in the LACAG and provide translation, interpretation and/or language access quality control related to AAPI representative (s) participation in the LACAG.
5. Provide DHS with outreach and technical assistance including strategies for developing effective outreach events for immigrant communities, how to build community relationships within immigrant communities, and how to engage LEP/NEP customers.
6. Provide DHS with quality control review(s) of DHS translated materials in Chinese and Vietnamese for DHS.
7. Inspect work performed under this MOU for quality, timeliness, and compliance with applicable laws, regulations and policies, prior to submission of bi-annual narrative progress reports (to be developed by DHS and MOAPIA) to DHS.

8. Ensure that the funds transferred under this MOU are expended solely for eligible DHS activities and costs specified in this MOU.
9. Respond to DHS requests for project information, records or inspections of applicable case records in the time frames requested by DHS.
10. Submit to DHS, on a bi-annual basis, a "DHS-MOAPIA Language Access Status Report". This report shall include the following, as of the date it is submitted:
 - a. Number of AAPI clients served and languages spoken;
 - b. List and description of events MOAIPA participated in to educate AAPI residents about DHS programs and services and provide assistance to AAPI residents in accessing DHS programs and services;
 - c. Number and description of quality control review(s) MOAIPA performed on DHS translated materials in Chinese and Vietnamese; and
 - d. Summary of any MOAIPA staffing changes.
11. Submit to DHS, annually, a "DHS-MOAPIA Language Access Closeout Report" for the most recently closed fiscal years This report shall include, but not be limited to, the following:
 - a. Number of AAPI clients served and languages spoken;
 - b. List and description of events MOAIPA participated in to educate AAPI residents about DHS programs and services and provide assistance to AAPI residents in accessing DHS programs and services;
 - c. Number and description of quality control review(s) MOAIPA performed on DHS translated materials in Chinese and Vietnamese;
 - d. Summary of any MOAIPA staffing changes; and
 - e. Comparison analysis between the two (2) most two recently closed fiscal years for activities listed in Section III, Sub-section A.10.a-d above.
12. Provide translation of DHS outreach materials including DHS' social media posting when requested by DHS.

B. RESPONSIBILITIES OF DHS

DHS shall:

1. Transfer two hundred two thousand one hundred seventy-nine dollars (\$202,179.00) through the Intra-District Advance process for Fiscal Year (FY) 2019 to MOAIPA.
2. Provide a customer-accessible location for the employees hired under this MOU to work at the Taylor Street Service Center, located at 1207 Taylor Street, N.W. and the H Street Service Center located at 645 H Street, N.E., three days a week.
3. Inform MOAIPA promptly on any new policies, regulations, programs or changes that affect DHS clients, including AAPI clients.

4. Provide MOAPIA with DHS' program materials and contents for outreach and educating District AAPI communities. This includes, but is not limited to, hard copy materials and information added to DHS' webpage.
5. Provide technical assistance and training to MOAPIA regarding DHS' program policy, administration and program requirements when necessary.
6. Facilitate mandatory bi-annual meetings between MOAPIA and DHS designated representatives to review the most immediate DHS-MOAPIA *Language Access Status Report* submitted by MOAPIA.

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, 2019, 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

1. Total cost for goods and services under this MOU shall not exceed two hundred two thousand one hundred seventy nine dollars and zero cents (\$202,179.00) for FY 2019.
2. 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 30, 2019.

B. PAYMENTS

1. Payment for the goods and services shall be made through an Intra-District advance by DHS to MOAPIA based on the total amount of this MOU.
2. Advances to MOAPIA for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
3. MOAPIA shall maintain payment reconciliation records for all cost expended under this MOU.
4. DHS is not obligated to reimburse MOAPIA for costs incurred in excess of two hundred two thousand one hundred seventy-nine dollars (\$202,179.00) the cost ceiling specified in this MOU budget.

5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the District Office of Financial Operations and Systems.
6. DHS shall disburse funds to MOAPIA to carry out the functions of this MOU.
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, 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.

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

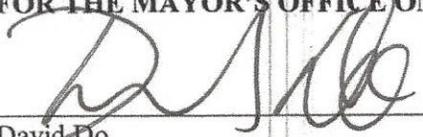
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

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:

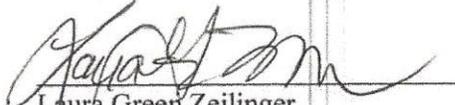
FOR THE MAYOR'S OFFICE ON ASIAN AND PACIFIC ISLANDER AFFAIRS:



David Do
Director

Date: 10/30/2018

FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: OCT 24 2018

BUDGET

SERVICE	ESTIMATION ONLY	AREA	RATIONALE
Hire two (2) full-time (DS-9 Step 3 and DS-9 Step 3) workers who are fluent in Vietnamese and Chinese.	\$140,983.00	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	\$3,000.00	Transportation	For outreach workers to get to various locations (WMATA Smart Trip cards).
Telecommunications	\$1,500.00	Telecom	Cellphone subscription, VPN, and others.
Miscellaneous (printing, translation, interpretation, equipment, etc.)	\$23,000.00		Costs of printing, translation, interpretation, interpretation equipment rental, etc.
Administrative/management cost	\$33,696.00	Administration	Cost to administer work for this MOU agreement (20%).
TOTAL	\$202,179.00		



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



PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

11/5/2018

SELLER INFORMATION

AGENCY: Office of the Chief Technology Officer

AGENCY CODE: TOO

NAME OF CONTACT: Phil Peng

ADDRESS : 2001 I St, NE
Washington, DC 20003

TELEPHONE # :

FAX # :

AUTHORIZING OFFICER 
Anjolette Hudson Beckham

DATE: 11, 30, 18

BUYER INFORMATION

AGENCY: Department of Human Services

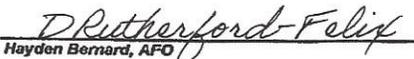
AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard

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

TELEPHONE # : (202) 671-4240

FAX # : (202) 671-4203

AUTHORIZING OFFICER 
Hayden Bernard, AFO

DATE: 12 / 03 / 18

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: To establish OCTO's roles, responsibilities, and procedures to provide technical services and support including coldulting and testing services for DHS's CATCH 2 and DIMS applications.

TOTAL: \$ 75,000.00

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG2	
SELLER	T00	19	1363	9DHSC	20131	4600	4600		9CATCH/02		
BUYER	JA0	19	0100	APJTO	TJ108	0501	0501				

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: _____

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
OFFICE OF THE CHIEF TECHNOLOGY OFFICER
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), the Buyer Agency, and the Office of the Chief Technology Officer (OCTO), the Seller Agency, 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. The DHS Office of Information Services (OIS) develops and owns DHS applications, maintains the applications after initial deployment, and is responsible for funding the Document Imaging Management System (DIMS) and Customer Assessment, Tracking and Case History (CATCH) 2 projects.

OCTO is the District agency charged with the responsibility to develop, implement, and maintain the District's technology infrastructure, including but not limited to, developing and implementing major enterprise applications, establishing and overseeing technology policies and standards, providing technology services and support to District agencies, and developing technology solutions for improving services to businesses, residents, and visitors to the District.

DHS has requested OCTO's Software Quality Assurance (SQA) services for DHS' CATCH 2 application developed by DHS/OIS for Fiscal Year (FY) 2019. The OCTO SQA team will provide testing services (Functionality, Load & Performance, Mobile) to the CATCH 2 application based on OCTO and DHS/ OIS standards and requirements. The CATCH 2 application is used to manage the cases of Temporary Assistance for Needy Families (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.

II. LEGAL AUTHORITY FOR MOU

This MOU is being entered into pursuant to D.C. Official Code § 1-301.01(k); 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 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 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

OCTO shall be responsible for the following:

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 (\$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 the 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 BUYER AGENCY

DHS shall be responsible for the following:

1. DHS shall provide the total amount of funding upfront for the OCTO services defined by 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) for the testing of DHS's 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 requirement 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 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.
9. DHS shall process an advance of seventy-five thousand dollars (\$75,000.00) (as stated in Section VI. COST OF SERVICES below) to OCTO within (30) business days after the execution of this MOU by both Parties.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be for FY 2019 from October 1, 2018 through September 30, 2019 unless terminated in writing by the Parties pursuant to Section XI of this MOU.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and/or services under this MOU shall not exceed seventy-five thousand dollars (\$75,000.00) for FY 2019. 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 (\$75,000.00) for FY 2019.
2. The estimated cost of this MOU is based on approximately twelve (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 for FY 2019. 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.

B. PAYMENT

1. 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, which shall not exceed seventy-five thousand dollars (\$75,000.00).
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 shall not exceed the amount of seventy-five thousand dollars (\$75,000.00) for FY 2019.
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, 2019 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.

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 §§ 47-355.01 355.08); (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 effect of 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 and those related to federal grant relationships.

X. RECORDS AND REPORTS

OCTO, in addition to quarterly financial reports, shall on a quarterly basis submit supporting documentation for use of all funds provided to OCTO to DHS for submission to the Federal granting authorities. OCTO shall provide monthly schedule updates, plan progress, and quarterly expenditure 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 at least three (3) months 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, 2019.

XII. NOTICES

The following individuals are the contact points for each Party:

Boyle Stuckey

Chief Information Officer
Department of Human Services
64 New York Avenue, N.E. #6, 4th Floor
Washington, D.C. 20002
E-mail: Boyle.stuckey@dc.gov
Phone: (202) 442-3273

Mohammad Shibly

Office of the Chief Technology Officer
Government of the District of Columbia
2001 Street, S.E., 4th Floor
Washington, DC 20003
Email: Mohammad.shibly@dc.gov
Phone: (202) 741 8828

III. 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.), as amended, to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

The Parties' Directors, or their designees, shall resolve all disputes and adjustments resulting from goods and 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 related to any referred disputes shall be final. 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 District Office of the Chief Financial Officer.

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:

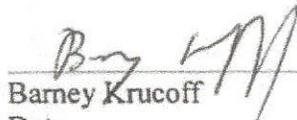


Laura Green Zeilinger
Director

11/5/18

Date

FOR THE OFFICE OF CHIEF TECHNOLOGY OFFICER:



Barney Krucoff
Date
Interim Chief Technology Officer

11/20/18

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: 06/11/2018

SELLER INFORMATION

AGENCY: Dept of Human Services (DHS) AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

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

TELEPHONE # : 202-671-4240

FAX # : 202-442-3246

for AUTHORIZING OFFICER *D Rutherford Felix* DATE: 0 2 1 0 7 1 9

BUYER INFORMATION

AGENCY: Office of the State Superintendant of Education AGENCY CODE: GD0

NAME OF CONTACT: Paris Saunders, Agency Fiscal Officer

ADDRESS : 1050 First Street NE, 3rd Floor, Washington DC 20002

TELEPHONE # : 202-727-3450

FAX # : _____

AUTHORIZING OFFICER *Paris Saunders* DATE: 0 1 3 0 1 9

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 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	GD0	2019	0712	1A712	IATP2	4600	4600		TAPT11/11		
BUYER	JA0	2019	8200	TEPA9	TT100	0501	0501				

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:

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
FOR
FISCAL YEAR 2019**

I. INTRODUCTION

The Memorandum of Understanding (MOU) dated June 11, 2018, was 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), collectively referred to herein as the "Parties."

The Parties now desire to modify the MOU as follows:

II. Section II. PROGRAM GOALS AND OBJECTIVES: Sub-section B. is hereby deleted and replaced with the following:

B. "The purpose of this MOU is to grant eligible TANF recipients up to four thousand dollars (\$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. Section III. SCOPE OF SERVICES: Sub-section B., Paragraph 1. is hereby deleted and replaced with the following:

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) 2019.

IV. Section IV. DURATION OF AGREEMENT: Subsections (A) and (B) are hereby deleted and replaced with the following:

- A. The period of this MOU shall be effective from October 1, 2018 through September 30, 2019.

B. This MOU shall terminate on September 30, 2019, 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 the original MOU was executed.

V. **Section VII. FUNDING PROVISIONS, Sub-sections A and B** are hereby deleted and replaced with the following:

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 2019. 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.

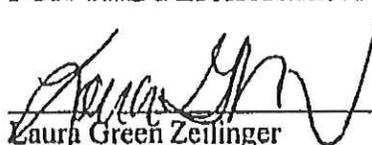
B. Payment

1. Payment for all 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 (\$250,000.00) for FY 2019.
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 2019.
4. OSSE shall relieve the advance and bill DHS/ESA through the Intra-District process only for those goods 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."

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

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 Zeillinger
Director

Date _____

FOR THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION:



Hanseul Kang
State Superintendent of Education

4/3/19
Date

[Redacted]

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

[Redacted]

PART I
GENERAL

MOU NUMBER: _____

DATE OF MOU: 10 / 01 / 18

SELLER INFORMATION

AGENCY: Department of Employment Services (DOES)

AGENCY CODE: CFD

NAME OF CONTACT: Natalie Mayers, Agency Fiscal Officer

ADDRESS: 4058 Minnesota Avenue, N.E., Suite 5700

Washington, D.C. 20019

TELEPHONE #: 202-727-5145

FAX #: _____

AUTHORIZING OFFICER 
Natalie Mayers, AFO, DOES

DATE: 10/30/18

BUYER INFORMATION

AGENCY: Department of Human Services (DHS)

AGENCY CODE: JAO

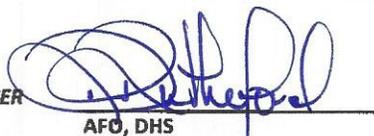
NAME OF CONTACT: Hayden Bernard, Agency Fiscal Officer

ADDRESS: 64 New York Avenue, 4th Floor

Washington, D.C. 20002

TELEPHONE #: 202-671-4240

FAX #: _____

AUTHORIZING OFFICER 
AFO, DHS

DATE: 11/02/18

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

Buyer's initials: _____

Seller's initials: _____

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

REQUESTED DATE: 10 / 29 / 18 GRAND TOTAL: \$ 12,768.68

GOOD/ SERVICE:

FY2019 WIOA Infrastructure Agreement (IFA)

SUB-TOTAL: \$ 12,768.68

	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT
BUYER	JA0	19	APEMD	TE115	0409	0409					12,768.68
SELLER	CF0	19	IFAHS	49000	4600	4600			IFADHS/19		12,768.68

GOOD/ SERVICE:

REQUESTED DATE:

SUB-TOTAL:

	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT
SELLER											
BUYER											

GOOD/ SERVICE:

REQUESTED DATE: ___ / ___ / ___

TOTAL:

	AGY	YR	INDEX	PCA	OBJ	AOBJ	ORG CODE	GRANT/PH	PROJ/PH	AG1	AMT
SELLER											
BUYER											

IFA & SHARED SYSTEMS ALLOCATION COSTS PER REQUIRED PROGRAM

DC Agency	Partner Program	FY19 Budget for AIC	Total Shared											
			Telephone	Energy & Comm	Security	Occupancy	Rental Land Structures (Backus)	Total IFA Contribution	System Cost Contribution	Grand Total				
			Total Estimated Annual Hours	Percentage Share										
DOES			35,360	24.08%	\$ 24,297.44	\$ 13,424.20	\$ 129,233.60	\$ 41,957.83	\$ 49,711.73	\$ 258,624.80	\$ 9,134.04	\$ 267,758.84		
	WIOA -Adult		29,120	19.83%	\$ 20,009.65	\$ 11,055.23	\$ 106,427.67	\$ 34,553.51	\$ 49,711.73	\$ 221,757.79	\$ 7,833.28	\$ 229,591.07		
	WIOA -Dislocated Worker		2,080	1.42%	\$ 1,429.26	\$ 789.66	\$ 7,601.98	\$ 2,468.11	\$ -	\$ 12,289.00	\$ 529.96	\$ 12,818.96		
	WIOA -Youth		39,520	26.92%	\$ 27,155.96	\$ 15,003.52	\$ 144,437.55	\$ 46,894.05	\$ 62,139.66	\$ 295,630.74	\$ 10,169.61	\$ 305,800.35		
	Wagner-Peyser Act ES													
	Unemployment Insurance Compensation Programs		20,800	14.17%	\$ 14,292.61	\$ 7,896.59	\$ 76,019.76	\$ 24,681.08	\$ 37,283.80	\$ 160,173.84	\$ 5,419.58	\$ 165,593.42		
	IVSG programs (VETS)		6,240	4.25%	\$ 4,287.78	\$ 2,368.98	\$ 22,805.93	\$ 7,404.32	\$ 12,427.93	\$ 49,294.95	\$ 1,729.48	\$ 51,024.42		
UDC	Perkins		1,664	1.13%	\$ 1,143.41	\$ 631.73	\$ 6,081.58	\$ 1,974.49	\$ 2,485.59	\$ 12,316.79	\$ 422.98	\$ 12,739.77		
(OSSE provides pass thru funding only)			1,338	0.91%	\$ 919.37	\$ 507.95	\$ 4,889.97	\$ 1,587.61	\$ 2,019.54	\$ 9,924.44	\$ 335.65	\$ 10,260.09		
OSSE	Title II		8,736	5.95%	\$ 6,002.90	\$ 3,316.57	\$ 31,928.30	\$ 10,366.05	\$ 12,427.93	\$ 64,041.75	\$ 2,220.87	\$ 66,262.62		
DDS	Title IV		1,664	1.13%	\$ 1,143.41	\$ 631.73	\$ 6,081.58	\$ 1,974.49	\$ 2,485.59	\$ 12,316.79	\$ 451.89	\$ 12,768.68		
DHS	TANF		300	0.20%	\$ 206.14	\$ 113.89	\$ 1,096.44	\$ 355.98	\$ 597.50	\$ 2,369.95	\$ 75.73	\$ 2,445.68		
Job Corp	Job Corp		146,822	100.0%										
Total					\$ 100,887.93	\$ 55,740.04	\$ 536,604.36	\$ 174,217.52	\$ 231,291.00	\$ 1,098,740.85	\$ 38,323.05	\$ 1,137,063.90		

¹ The total estimated annual hours were computed using information provided by each of the partner programs. The weekly hours for each agency staff person or third party provider at each American Job Center (AJC) location were annualized and the proportionate share of FY19 budgeted AIC expenditures were allocated to each partner program. The Backus rental costs were only allocated amongst partner programs with a co-location presence in this specific AJC.

Each partner program with a virtual presence in the AIC should inform the Workforce Investment Council (WIC) and the OCFO-DOES of its In-Kind Contribution.



**Memorandum of Understanding
Between
The Mayor of the District of Columbia
and
The District of Columbia Workforce Investment Council
and
The District of Columbia Department of Human Services
For Fiscal Year 2019**

1. Parties and Purpose

This Memorandum of Understanding (MOU) is entered into between the Mayor of the District of Columbia (the District), who is its Chief Elected Official, the District of Columbia Workforce Investment Council (DC WIC), the District of Columbia Department of Human Services (DHS), a one-stop partner (Partner), and the District of Columbia Department of Employment Services (DOES)/ Office of the Chief Financial Officer (OCFO) as the Fiscal Agent for the Agreement on Resource Sharing (Attachment C), with responsibility for allocating funds in accordance with policies set by the DC WIC, collectively referred to herein as the "Parties." For the purpose of this MOU, "partner" is defined as "any District agency or local provider that has signed an MOU with DC WIC and the Mayor's Office for the purpose of AJC operation under WIOA," including but not limited to the District agencies and local providers identified in this Section 5 of this MOU.

The Parties to this MOU seek to document the basis for cooperation, collaboration, and alignment, including resource sharing, pertaining to the operation of the American Job Centers (AJCs) of Washington, DC (also referred to as DCAJCs), which function as the one-stop workforce development service delivery system for the District, and to meet the requirements listed in Section 3 of this Agreement.

The purpose of this MOU is to:

- Define the roles and responsibilities of DC WIC and DHS, as they relate to the operation and continued development of the local workforce system, which consists of all Workforce Innovation and Opportunity Act (WIOA) required one-stop partner programs listed in Section 5 of this Agreement, and is led by District's network of AJCs.
- Coordinate resources and avoid duplication of effort and expenditures.
- Ensure the effective and efficient delivery of AJC and partner services for customers.
- Enhance the workforce system and AJC services to create a seamless customer experience.
- Increase and maximize access to workforce services for individuals with barriers to employment.
- Establish coordinated processes and procedures that will, ultimately, enable partners to align and integrate programs and activities across the workforce system.

This document ensures compliance with the federal Workforce Innovation and Opportunity Act



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(Pub. L No. 113-128) and its implementing regulations, and provides the framework to achieve shared goals between the Parties to this MOU and among other workforce development system partners in the District, with regard to providing comprehensive, seamless, customer-focused delivery of employment, training and related services.

2. Background

On July 22, 2014, President Obama signed WIOA into law. WIOA is designed to strengthen and improve the nation's public workforce system and help get Americans, including disconnected youth and those with significant barriers to employment, into high-quality jobs and careers and help businesses hire and retain skilled workers.

In June 2016, the U.S. Department of Labor and the U.S. Department of Education issued final regulations to implement WIOA. The regulations clarify the need and expectation to modernize the nation's workforce system and represent an integrated, job-driven approach to support communities and expand job growth.

The regulations reaffirm the role of the one-stop delivery system as the cornerstone of public workforce development programs and require organizations managing and operating federal partner programs to collaborate to support a seamless customer-focused service delivery network. The regulations further require that programs and providers co-locate, coordinate, and/or otherwise integrate resources, activities and information, so that the system as a whole is accessible for individuals and businesses alike. The ultimate goal of the system is to increase the long-term employment and earnings outcomes for individuals seeking services, especially those with significant barriers to employment.

As indicated, this MOU is an agreement developed and executed by the DC WIC, the Mayor, and DHS relating to the operation of the one-stop delivery system. As the management of the American Job Center network is the shared responsibility of the WIC, the Mayor, WIOA core program partners, the required one-stop partners, other (optional) one-stop partners, and American Job Center Operator (also referred to the One-Stop Operator), the U.S. Department of Labor and other federal agencies expect partners in local workforce systems to work together in developing an MOU that demonstrates the spirit and intent of WIOA, thereby ensuring the successful integration and implementation of partner programs in American Job Centers.



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The District's State Plan

In March 2016, the District submitted a Unified State Plan to the U.S. Departments of Labor and Education detailing how it will use the new law to create an innovative, comprehensive plan to move the city forward. The District's State Plan lays out specific strategies and operational components for overall workforce system improvements, focusing on five key areas: system alignment, access, performance, business alignment, and youth services. There is special attention paid toward high-growth industries to ensure that DC residents are prepared for the jobs of today and of tomorrow.

Implementation of WIOA within the District

The District is taking a phased approach to WIOA implementation over four years (2015 through 2018), prioritizing key decisions and activities described in the District's Unified State Plan and incorporating federal guidance. Over the course of a multi-phased plan, DC WIC continues to work toward and achieve key milestones, including but not limited to: preparing and obtaining approval of the Unified State Plan; harnessing the knowledge of stakeholders through WIOA Working Groups to inform system development; developing a WIOA-compliant policy manual; procuring a WIOA-mandated One-Stop Operator; developing and executing MOUs; and implementing an AJC certification system.

3. WIOA Requirements and References

WIOA prescribes the following with regard to partners and MOUs

- WIOA Section 121(c) requires that DC WIC develop and enter into a memorandum of understanding with the AJC/one-stop system partners.
- WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into an MOU with DC WIC pursuant to WIOA Section 121(c).
- WIOA Section 121(b)(1) identifies the partner programs and requires that the services and activities under each program be made available through and/or in connection with the local AJC system. The entities that receive the funds for each of these programs and/or have the responsibility to administer the respective programs in the District are required partners under WIOA Section 121(b)(1).
- WIOA Section 121(b)(1)(A)(ii) requires each core partner to use a portion of available funding to maintain the one-stop delivery system, including infrastructure costs, as determined by an analysis of benefit to the partner program.



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- WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each partner's authorizing legislation continue to apply under the local workforce system and that participation in the AJC system is in addition to other requirements applicable to each partner's program under each authorizing law.

4. DC WIC – Roles and Responsibilities

The DC WIC, which has oversight of federal workforce funding and programming, is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an effective workforce investment system. Members of the WIC, include representatives from the private sector, government officials, organized labor, youth and community groups, and organizations with workforce investment experience. The WIC also convenes and leads system stakeholders to ensure workforce programs and initiatives align with business needs. The Workforce Investment Council functions as the District's State and local workforce development board in accordance the requirements of WIOA.

DC WIC is responsible for: coordination of partners within the District's workforce system in accordance with WIOA; building partnerships, including those with businesses; convening a leadership team comprised of system partners; aligning and coordinating programs; overseeing the quality and continuous improvement of the workforce system; and certifying AJCs. Some of the foregoing responsibilities will be assigned to a One-Stop Operator competitively procured by the DC WIC.

In addition, WIOA Section 107 requires DC WIC to:

- Develop a State Workforce Plan and coordinate its implementation across the system partners.
- Conduct Workforce Research and Regional Labor Market analysis.
- Convene, broker and leverage local providers, stakeholders and resources.
- Lead employer engagement to promote business representation, develop linkages, implement effective sector strategies, and ensure workforce investments support the needs of employers.
- Lead efforts to develop and implement career pathways.
- Identify and promote proven and promising practices.
- Maximize the use of technology in the provision of services to job seekers and employers.



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- Conduct program oversight to ensure appropriate use, management and investment of workforce resources.
- Negotiate local performance measures.
- Select operators and providers.
- Identify eligible providers of training and career services.
- Coordinate the delivery of core WIOA programs through the one-stop service delivery system.

DC WIC acts on behalf of the District to oversee WIOA Title I resources. Furthermore, DC WIC commits to the adoption of strategies to support talent development, job creation, income progression, business competitiveness and expanded opportunities for citizen prosperity.

5. Core Partners and Other One-Stop Partner Programs

WIOA describes core partner programs, required one-stop/AJC partner programs and additional one-stop/AJC partner programs.

Core Partners: WIOA calls for strengthening the alignment of core workforce programs by imposing unified strategic planning requirements, common performance accountability measures, and requirements governing the one-stop delivery system. The core workforce programs under WIOA include:

- Adult, Dislocated Worker and Youth Programs (Title I of WIOA)
- Adult Education and Family Literacy Act Program (Title II)
- Wagner-Peyser Act Program (Wagner-Peyser Act, as amended by Title III)
- Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by Title IV)

One-Stop/AJC Partner Programs: WIOA identifies the required one-stop partner programs. Generally, the entity that carries out the program serves as the one-stop partner. This may be the grant recipient, administrative entity, or organization responsible for administering the funds of the specified program in a local area. Carrying out a program or activity means that the partner is providing any of the services its grant, contract, or program requires.

The District's one-stop/AJC partner programs, which include the core partners' programs and administrators/providers are:



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	<i>One-Stop/AJC Partner Program</i>	<i>District Agency/Local Provider</i>
U.S. Department of Labor Programs		
1.	Adult (<i>WIOA title I formula</i>)	Department of Employment Services
2.	Dislocated Worker (<i>WIOA title I formula</i>)	Department of Employment Services
3.	Youth (<i>WIOA title I formula</i>)	Department of Employment Services
4.	YouthBuild (<i>WIOA title I</i>)	YouthBuild PCS
5.	Job Corps (<i>WIOA title I</i>)	Potomac Job Corps Center – Exceed Corporation
6.	Senior Community Service Employment Program (title V of the Older Americans Act of 1965)	Department of Employment Services
7.	Trade Adjustment Assistance activities (Trade Act of 1974, as amended)	Department of Employment Services
8.	Jobs for Veterans State Grants (Chapter 41 of title 38)	Department of Employment Services
9.	Unemployment Compensation programs	Department of Employment Services
10.	Wagner-Peyser Act ES, as authorized under the Wagner-Peyser Act, as amended by WIOA title III	Department of Employment Services
U.S. Department of Education Programs		
11.	Adult Education and Family Literacy Act (AEFLA) program (WIOA title II)	Office of the State Superintendent of Education
12.	State VR program, authorized under title I of the Rehabilitation Act of 1973, as amended by WIOA title IV	Department on Disability Services
13.	Career technical education programs at the postsecondary level, authorized under Carl D. Perkins Career and Technical Education Act of 2006	Office of the State Superintendent of Education
U.S. Department of Health and Human Services Programs		
14.	Programs authorized under the Social Security Act title IV, part A (Temporary Assistance for Needy Families (TANF))	Department of Human Services
15.	Community Services Block Grant	Department of Human Services



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	Employment and Training activities (Community Services Block Grant Act)	
<i>U.S. Department of Housing and Urban Development Programs</i>		
16.	Employment and training programs	District of Columbia Housing Authority

Additional One-Stop/AJC Partner Programs: WIOA indicates that, with the approval of the local workforce board and the Chief Local Elected Official, other appropriate Federal, State or local programs may become partners in the local workforce system. In the event that the DC WIC and the Mayor approve the addition of other partners, MOUs will be developed with each.

6. The District's American Job Centers

The following locations comprise the District's network of AJCs:

Comprehensive Center: 4058 Minnesota Ave., NE Washington, DC 20019	Affiliate Center: 2330 Pomeroy Road, SE Washington, DC 20020
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Affiliate Center: 5171 South Dakota Ave., NE Washington, DC 20017	Affiliate Center: 2000 14th St., NW, 3rd Floor Washington, DC 20009
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7. System Access via the Internet

DC WIC shall work with the District's Department of Employment Services (DOES) (to ensure on-going operation of the AJC customer access website: dcnetworks.org, which provides resources for job seekers and businesses. In addition, all partners are encouraged to promote the system and the full range of other partners via their websites through hyperlinks and information about system programs.

8. Service Delivery

The District's workforce system and AJC network has been established by DC WIC in accordance with WIOA and the Unified State Plan. WIOA Section 121 (b)(1)(B) identifies the programs, services and related activities that must be provided through the workforce



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development delivery system. The State Plan further identifies programs that must be accessible through the AJC system. Attachment A, AJC and One-Stop System Services, which describes services available at AJCs and serves as the framework for system service delivery in the District, is hereto attached and incorporated by reference.

In all centers, Basic and Individualized Career Services are provided to assist participants in evaluating and determining their career plans and service requirements. Where new or increased skills are required to achieve the plan, assistance with access to training and education services are available.

Business services are intended to assure that the training and support provided to job seekers also aligns with the needs of the District's employers for recruiting, training and retaining talent and supports career pathways for job seekers. The DC WIC is responsible for coordinating these activities to assure the desired outcomes.

Attachment B, Shared System Services/Roles and Responsibilities which describes the ways in which DHS supports the AJCs and overall workforce system services is hereto attached and incorporated by reference.

9. General Partner Responsibilities

The parties agree to work collaboratively to carry out the provisions of this MOU and advance the quality and effectiveness of the workforce system. In addition, the parties agree to:

- Continuous partnership building.
- Participate in continuous improvement activities.
- Making available to customers, through the AJCs, the services that are applicable to partner's programs.
- Participating in the operation of the AJC system, consistent with the terms of the MOU, the Unified State Plan and requirements of applicable law.
- Participating in staff capacity-building and development, including but not limited to cross-training between partner staff.
- Developing, offering and delivering quality business services that assist targeted industry sectors in overcoming the challenges of recruiting, retaining and developing talent for the regional economy.

Specific responsibilities of DHS are described in Attachment B.



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10. DHS Programs and Services

DHS is committed to delivering services through and in connection with the AJC system in accordance with WIOA, the Unified State Plan and DC WIC policies, as applicable. DHS programs covered by this commitment and MOU include:

- Temporary Assistance for Needy Families (TANF) authorized by Title IV, Part A of the Social Security Act of 1935 effective August 14, 1935 (Pub. L. No. 74-271, 42 U.S.C. Ch. 7).
- Employment and Training activities authorized by the Community Services Block Grant Act (CSBG) of 1998, effective October 27, 1998 (Pub. L. No. 105-285, 42 U.S.C. §§ 9901, *et seq.*), as amended.

Further information on the role of DHS is outlined at Attachment B.

11. Methods for Referring Customers

The referral process includes a commitment of the Parties to the MOU and all other AJC/one-stop partners to implement processes for the referral of customers to services provided on-site at the AJCs and at other locations. At a minimum, the referral process between the AJCs and the one-stop partners shall:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJC programs, services, activities and resources shall be made available to all customers as appropriate.
- Describe how customer referrals are made electronically, through traditional correspondence, verbally, or through other means determined in cooperation with partners and operators.
- Describe how each AJC partner will provide a direct link or access to other AJC partner staff that can provide meaningful information or service, through the use of colocation, cross training of AJC staff, or real-time technology (two-way communication and interaction with AJC partners that results in services needed by the customer).
- Strive to share referral information among the AJCs and each individual partner under a process to be defined by the One-Stop Operator.



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12. System Accessibility and Inclusiveness

The District's AJC system is designed to be universally accessible, customer-centered and able to offer training and related resources that are driven by the needs of the local economy. The DC WIC is committed to ensuring high quality services for job seekers of all skill levels, but especially low-income and other underserved residents, including those receiving public assistance, those with disabilities, and individuals with low basic skills.

Through this MOU, the DC WIC and DHS commit to working together to focus efforts and resources to ensure the needs of job seekers and workers with barriers to employment are effectively addressed in the AJC system. This necessitates that the Parties work together to prioritize services and increase outreach to individuals with barriers to employment, a group that includes members of the following populations:

- Low-income persons
- Basic skills deficient
- Returning citizens
- Individuals with disabilities
- English language learners
- Homeless persons
- Public housing residents
- Public assistance recipients
- Youth disconnected from school and/or work
- Others with significant barriers to employment

13. Equal Opportunity

The Parties agree to comply with all applicable federal and local nondiscrimination laws. The parties shall not unlawfully discriminate against any customer, applicant for employment, or employee of a party to this MOU or other entity. The parties shall adhere to the policies, procedures, and guidance issued by District, other partner agencies and the DC WIC regarding equal opportunity, nondiscrimination, and increased accessibility. Nothing in this Section shall be construed as limiting the parties' agreement to increase and maximize access for individuals with barriers to employment.



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14. Resource Sharing

In accordance with WIOA Section 121 and implementing regulations, each partner must use a portion of its funds to support applicable career services and AJC infrastructure costs. Attachment C, Agreement on Resource Sharing – AJC/One-Stop Infrastructure and Other System Services, identifies the specific infrastructure/shared costs and the method by which those costs will be supported by DHS in accordance with WIOA and Federal cost principles, which require that all costs must be allowable, reasonable, necessary, and allocable to the program as well as all other applicable legal requirements. (Hereto attached and incorporated by reference.) The DC WIC is responsible for managing the Infrastructure Funding Agreement, which is part of the Agreement on Resource Sharing, as well as collecting and disbursing the shared resources outlined within the Agreement.

15. Appeals

If an AJC/one-stop partner and the DC WIC cannot reach agreement on contribution to infrastructure costs, the matter will be referred for resolution to the Mayor, the decision of whom will be final.

16. Confidentiality Requirements and Development of Data Sharing Strategies

WIOA, the DC WIC and the Unified State Plan support alignment and integration of programs and services to better serve common customers. Sharing customer service-level data between partner organizations is a goal of the system. In furtherance of this goal, DHS commits to work with DC WIC and other system partners to identify strategies and approaches to data sharing. The data sharing agreement that the District Department of Employment Services (DOES) currently has in place with other District agencies, including the Office of the State Superintendent of Education (OSSE), can provide a foundation for development of data sharing arrangements across all partners within the local workforce system.

The Parties agree to comply with provisions of WIOA, the Wagner-Peyser Act, the Rehabilitation Act of 1973, and the Adult Education and Family Literacy Act, the District of Columbia Public Assistance Act, the Personal Responsibility and Work Opportunity Reconciliation Act, and any other applicable requirements of the District or federal law to assure that customer information shall be shared solely for the purpose of enrollment, referral, or provision of services.



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When required under applicable law, a release of information shall be obtained from the customer before sharing confidential protected information. In carrying out its respective responsibilities, each party shall respect and abide by the confidentiality policies, procedures, and guidance of the other parties.

17. Term and Renewal

The performance under this MOU shall commence on October 1, 2018, and shall terminate on September 30, 2019, unless previously terminated or updated pursuant to the terms of this MOU. The MOU may be extended for up to two additional one-year terms upon agreement from all parties. The MOU shall be reviewed and renewed not less than once every three years.

18. Modifications, Amendments and Termination

This MOU may be modified, revised, or amended by mutual written consent of all the signatory Parties. A written request must be submitted to the named parties. The modification shall not be effective unless agreed to in writing by all parties in an Amendment to this MOU, properly executed and approved in accordance with applicable law and fiscal requirements.

The MOU will remain in effect in accordance with the expressed term, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- A party breaches any provision of this MOU and such breach is not resolved within thirty (30) days of receiving written notice from DC WIC. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.
- In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.



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Any party may request to terminate its inclusion in this MOU by providing written notice to all other parties.

19. Anti-Deficiency Considerations

The Parties acknowledge and agree the District is not authorized to make any obligations in advance or in the absence of lawfully available appropriations 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 (2007), (iii) D.C. Official Code § 47-105 (2005), and (iv) D.C. Official Code § 1-204.46 (2007 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

20. Point of Contact

The main point of contact for the MOU is:

Executive Director
DC Workforce Investment Council
2235 Shannon Pl., SE, Suite 3031
Washington, DC 20020

21. Attachments to the MOU

The following attachments are incorporated into the MOU:

- A. AJC and One-Stop System Services
- B. DHS – Shared System Services/Roles and Responsibilities
- C. Agreement on Resource Sharing – AJC/One-Stop Infrastructure and Other System Services



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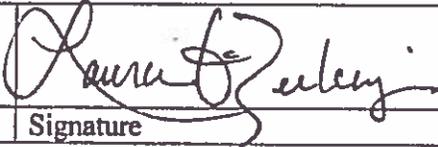
22. Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing:

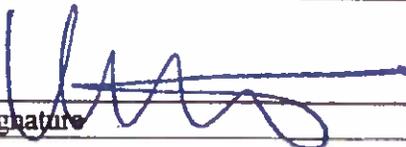
Executive Director, Workforce Investment Council

Todd Lang		10/12/18
Name	Signature	Date

Director, District of Columbia Department of Human Services

Laura Green Zeilinger		10/15/18
Name	Signature	Date

Director, Department of Employment Services

Unique Morris-Hughes		10/15/18
Name	Signature	Date



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ATTACHMENT A

AJC and One-Stop System Services

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

One-Stop System Services

WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services.

Career Services: Career services for adults and dislocated workers are available at all DCAJCs. U.S. DOL has identified three types of career services:

- Basic career services;
- Individualized career services; and
- Follow-up services

Basic Career Services: Basic career services must be made available and, at a minimum, must include the following:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information and other services available through the local workforce system;
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
 - job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
 - appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;



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- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;
- Provision of performance information and program cost information on eligible providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board¹ is performing on local performance accountability measures, as well as any additional performance information relating to the local workforce system;
- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services: Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers; Section 134(c)(2) and (c)(3) list the required local employment and training activities. To satisfy some of these requirements, the use of assessments is necessary. To avoid duplication of services, WIOA allows the use of previous assessments from another education or training program. The previous assessments must be determined to be appropriate by AJCC representatives and must have been completed within the previous six months
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including information regarding eligible training providers;

¹ Within the District, the DC WIC.



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- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;
- Financial literacy services as described in WIOA §129(b)(2)(D);
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

Follow-up Services: These services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities that are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

Training Services: WIOA is designed to increase participant access to training services. Training services are provided to equip individuals to enter the workforce and retain employment. Examples of training services include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;
- Incumbent worker training in accordance with WIOA §134(d)(4);
- Workplace training and cooperative education programs;
- Private sector training programs;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs in accordance with WIOA §134(d)(5);
- Job readiness training provided in combination with other training described above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WIOA clarifies that there is no sequence of service requirement in order to receive training. However, DOL has indicated that, at minimum, to be eligible for training, an individual must



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receive an interview, evaluation, or assessment and career planning or any other method through which the one-stop operator/partner can obtain enough information to make an eligibility determination for training services. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.

Business Services: The District's AJCs are part of a business-focused system. Examples of system services to serve business customers include:

- Customized screening and referral of qualified participants in training services to employers
- Customized employment-related services to employers, employer associations, or similar organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act
- Work-based learning activities, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.
- Activities to provide business services and strategies that meet the workforce investment needs of employers, as determined by the Board and consistent with the local plan.



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ATTACHMENT B

**District of Columbia Department of Human Services (DHS):
Shared System Services/Roles and Responsibilities**

The mission of DHS is to empower all District residents to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services. To fulfill this mission, the agency administers dozens of specialized programs and services. Among these are two WIOA-required partner programs: Temporary Assistance for Needy Families (TANF) and the Community Service Block Grant (CSBG).

DHS has implemented a TANF Employment Program (TEP) that provides clients with an in-depth assessment to determine barriers to employment. Those identified as job ready participate in "job placement services," which consist of activities designed to prepare them for job search and employment. Customers with fewer skills, less work experience and a greater number of barriers need more assistance and are assigned to "work readiness" activities, which may include both basic skills and vocational training. TEP services are provided by organizations with which DHS contracts on a performance basis. Customers engaged in both the "job placement" and "work readiness" categories are likely to benefit from AJC services, particularly as they begin job search. DHS currently works with DOES, which operates the AJCs, under the Learn, Earn, Advance, Prosper (LEAP) program administered by DOES, which provides District residents with opportunities to "earn and learn" in both the government and private sectors. The "Earn and Learn" program provides participants with opportunities to "earn" a salary, while they "learn" new skills.

DHS is the agency responsible for the management, administration and oversight of the CSBG program in the District. The objective of CSBG is to address the causes of poverty by implementing programs and services that empower low-income families and individuals, revitalize low-income communities and improve the economic self-sufficiency of low-income customers. United Planning Organization is the designated Community Action Agency for the District of Columbia, and represents a city-wide network of community and faith-based, not-for-profit organizations that helping to create, coordinate and deliver CSBG programs and services. The targeted program priority areas are as follows: employment, education, income management, housing, emergency services, nutrition, self-sufficiency and health. Many CSBG clients are likely to benefit from the services of the District's AJC and other one-stop partner programs.



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The following information summarizes DHS's role within the District's one-stop/AJC system:

- Shared System Design and Access
- Shared System Knowledge
- Shared Services and Customers

Shared System Design and Access

With regard to system design and access, the system partners and DC WIC agree to use of the following terms to characterize the participation of the DHS and other partners within the local AJC system:

- **Co-Location:** A full- or part-time physical presence by one or more partner representatives at one or more of the District's AJCs.
- **Electronic Connection:** Providing AJC customers direct linkages to partner services to through use of various web-based technology applications, along with using web connections to provide partners' customers access to the AJCs and system partner information and services.

DHS shall, principally, participate in the system through electronic connection, including using hyperlinks on its own website to link participants to the AJCs and to system partners' websites. In addition, DHS customers may use dcnetworks.org to access system information and services. DHS advises all TEP contractors to ensure that participants are registered in and may use of dcnetworks.org.

DHS representatives may periodically have staff on site at the AJCs to determine eligibility and to provide guidance and support to TANF clients using centers. DHS representatives regularly refer TANF clients and other customers to the AJCs for services.

Shared System Knowledge

DHS agrees to participate in cross training partner program staff to increase system capacity. This shall include:

- Providing content to be used in training of partner managers and staff about the programs and services offered by DHS. Such content will, at a minimum, include information about types



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of services offered; program and service eligibility requirements; application processes; and information on outcomes.

- Assisting with the delivery of training, which may include providing content suitable for electronic media format (e.g. PowerPoint, on-line video) or in-person or webcast presentations to partner representatives.
- Participating in training developed and/or provided by all District one-stop system partner agencies listed in Section 5 of the MOU. Such participation may occur through attendance at in-person sessions or by viewing web-based content.

Shared Systems and Customers

As a partner in the District's workforce development delivery system and with its network of AJCs, DHS is committed to working with the DC WIC, DOES (which operates the AJCs), and the full range of system partners to devise, implement and continuously improve workforce strategies benefitting residents and businesses in Washington, DC. As an extension of this commitment, DHS agrees to participate in meetings and activities organized by the One-Stop Operator, which is contracted by the WIC to manage partner activities within the centers and across the local workforce system.

DHS's role in the coordinated delivery of AJC services shall include the following services, participation and collaboration. While the descriptions below contemplate services for customers services by the TANF and CSBG programs, coordination with the AJCs and partners in the local workforce system may benefit customers served under the myriad other programs administered and operated by DHS.

1. Outreach and Recruitment

While DHS serves eligible individuals under its programs, its messages reach a broad cross section of District residents. Therefore, the agency can provide candidates (including those not using its services) with information on the services of the AJCs and the system's partner programs. Information will be provided via web-based media, print materials and verbal communications.

2. Intake

As DHS representatives conduct intake for its programs, it agrees to identify individuals that may be eligible for and/or interested in AJC services or those of the system partners. Such



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individuals will be referred in accordance with the process summarized under item 5, below.

3. *Orientation*

Similar to candidate information derived from outreach and intake processes, orientation and information sessions led by DHS provide a venue and/or opportunity to share with District residents information about other programs and services for which they may be qualified. For those who may benefit from AJC or partner programs, DHS shall make appropriate referrals in accordance with the process summarized under item 5, below.

4. *Initial Assessment*

To the extent permitted by rules governing the funding under which it operates, DHS may provide the AJCs and other partners with results of assessments in which customers participate. Because the TANF Employment Program conducts a comprehensive assessment in order to identify customers' full range of barriers to employment, TEP contractors have access to assessment results that would be useful to service planning in any workforce development program. In cases where customers apply for services from another system partner, this process may help to avoid duplication of effort. Sharing of assessment results will require a release signed by the affected individuals.

5. *Cross Referrals*

As indicated in Section 11 of the MOU, cross referrals among the District's workforce system partners are critical to the goals of collaboration and alignment of programs and to ensuring that services are customer-focused. While the partners will work with the One-Stop Operator to develop specific details for managing and tracking referrals; DHS and the other system partners agree to the following:

- Referrals shall be made when services of a partner program can fulfill an unmet need of an applicant/participant.
- Referrals shall be made via a "hard hand-off," under which DHS will refer individuals to a specific contact person at a partner agency and will provide assistance in scheduling an appointment, if possible.
- Referrals made shall be recorded and shared with the One-Stop Operator.



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6. *Sharing of Local Market Intelligence*

In support of its various employment programs and activities, DHS may receive input from businesses that informs its efforts to train and place customers in employment. Similarly, DC WIC, the AJCs and all partner programs conduct business outreach and engage in gathering local labor market information and industry "intelligence." To the extent practicable, DHS agrees to share such information and intelligence with the AJC/one-stop partners so that entire system is well prepared to meet business and industry needs.

7. *Co-Enrollment/Co-Case Management*

When DHS and one or more other partners serve the same customer (via the participant's co-enrollment), the partners agree to identify opportunities to co-case manage activities to streamline processes and avoid duplication of effort and resources.

8. *Support Services*

DHS directly provides or otherwise connects its customers to a wide range of support services to address their specific barriers and needs. Participants may be referred to the AJCs or other system partners for other services to address their unique circumstances.

9. *Placement Services*

To increase the range of employment opportunities for customers, DHS agrees to refer those seeking employment to the AJCs for placement services and support, when such services are determined as benefitting an individual.



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ATTACHMENT C

**Agreement on Resource Sharing:
AJC/One-Stop Infrastructure and Other System Services**

I. Agreement on Resource Sharing

A consolidated budget for the AJC system includes the proportionate share of co-located partners' contributions to the costs of the infrastructure of the AJCs. Infrastructure costs of one-stop centers are non-personnel costs that are necessary for the general operation of the one-stop center, including: rental of the facilities; utilities and maintenance; equipment (including assessment-related products and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may also be included. Each partner's share of infrastructure costs has been determined using the proportion of partners' staff (FTEs) among all staff at the AJC based on the actual number of hours worked.

II. Cost Allocation Methodology and Steps to Reach Consensus:

The DC WIC facilitated partner meetings on November 20, 2017, January 5, 2018, and October 3, 2018, and worked with partners to achieve consensus regarding the basis for allocating costs. In the process, DC WIC identified and described several potential bases for cost allocation, and ultimately recommended the basis chosen by the partners because it seemed to most appropriately allocate costs across the partners.

The methodology for equitable distribution of costs associated with the Infrastructure Funding Agreement (IFA) will be the proportion of partners' staff FTEs among all staff at the AJC based on actual number of hours worked. The existing FTE basis for allocation skews the distribution of costs, depending on how the IFA partners source their personnel. The DOES/Office of the Chief Financial Officer (OCFO) will allocate costs based on each IFA partner's proportional share of total monthly hours worked, which aligns with all other cost allocation bases utilized for American Job Center operations.

In the future, alternative allocation bases may be considered and are subject to use if the alternative methodology demonstrates a more equitable distribution of costs amongst the IFA partners.

III. IFA Partner Personnel and Data Submission:



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IFA partners must submit to the DC WIC and the Fiscal Agent, DC DOES and keep current the following information, in order to determine the allocation of costs:

Personnel Information

- Number of employees reporting to the AJC
- Staff Name and Title
- AJC Location (Name and Address)
- Expected Tour of Duty
- Anticipated/Actual Staffing or Tour of Duty Changes

Data

- Biweekly hours worked/paid
- 485 Report in MS Excel (Government Entities only)
- PeopleSoft Query (Preferred if applicable)

The DOES/OCFO will use the above information to determine the IFA Partner Cost Share. The data must be signed by an authorized official from the IFA partner's finance team or executive staff upon submission.

IV. Cost Reconciliation and Billing:

The DOES/OCFO will prepare an updated expenditure or budget to actual document monthly and will prepare an invoice for each IFA partner with the actual costs allocable to each partner for the quarter.

Invoicing will occur monthly via email to the designated IFA partner point of contact. The IFA partners understand that the timeliness of the preparation and submission of invoices is contingent upon the timeliness of each partner providing the necessary cost information.

Upon receipt of the invoice, each partner will review and submit payment no later than fifteen (15) days following receipt. Partners should communicate any disputes with costs in the invoice in writing. The DOES/OCFO will review the disputed cost items and respond accordingly to the IFA partner within ten (10) days of receipt of notice of the disputed costs.

V. Method of Payment:



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All District of Columbia government IFA partners must use Intra-District transfers to fund their portion of the IFA costs. The use of Intra-District Advances or Reimbursements is to be determined. All non-government IFA partners must reimburse quarterly via ACH or Check.

VI. Fiscal Agent Role/Responsibility:

- DOES will serve as the fiscal agent for this MOU
- Provide the estimated fixed cost budget for the American Job Center
- Create unique codes in the financial system to track expenditures/revenue for the partners
- Bill partners at least quarterly
- Reconcile expenditures/revenue at least quarterly

**MODIFICATION NUMBER FOUR
TO THE
MEMORANDUM OF AGREEMENT
BETWEEN
THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
AND
THE DISTRICT OF COLUMBIA HOUSING AUTHORITY
FOR
FISCAL YEAR 2019**

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 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 MOA was amended by Modification Number Two to be effective for Fiscal Year 2018 to provide for services and payment for those services during the term of October 1, 2017 through September 30, 2018.

The MOA was amended by Modification Number Three to be effective for Fiscal Year 2018 to increase funding during the term of October 1, 2017 through September 30, 2018.

The Parties now desire to further modify the MOA for Fiscal Year 2019 as follows:

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

"This Memorandum of Agreement (MOA) is entered into on October 1, 2018 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 herein as the "Parties." The "Effective Date" of this MOA shall be October 1, 2018."

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 nine hundred forty-seven thousand four hundred seventy-nine dollars and zero cents (\$12,947,479.00)** for FY 2019. DHS shall make payments under this MOA pursuant to the following schedule:

- a. 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, 2018, which will cover three (3) month’s rental subsidies, security deposits for DHS PSH 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, 2018 as an initial advance to cover one month’s rental housing subsidy, security deposits and an administrative fee for the month of October 2018. DCHA shall apply any unused funding remaining from prior FY 2018 payments made to DCHA as a credit to offset this payment.
- b. Based on the invoices submitted by DCHA, DHS shall subsequently transfer up to nine million seven hundred thirty-seven thousand fifty-one dollars and fifty cents (\$9,737,051.50) for the following three quarters of FY 2019, until September 30, 2019. The remaining three payments shall be made on or before the following dates: December 29, 2018, March 30, 2019, and June 29, 2019.

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 Nada Mohamed, Grants Management Specialist, DHS/FSA, at nada.mohamed@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 2019, assuming this MOA is extended for another term; or, 2) returned to DHS prior to October 1, 2019.

The proposed activities under this MOA shall include:

- a. Payment of rental subsidies and security deposits for DHS PSHP participants in an amount not to exceed twelve million nine hundred forty-seven thousand four hundred seventy-nine dollars and zero cents (\$12,947,479.00); and
- b. Payment of an Administrative Fee to cover issuance of monthly payments to landlords, collection of DHS 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 2019.”

“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 nine hundred forty-seven thousand four hundred seventy-nine dollars and zero cents (\$12,947,479.00) for FY 2019. 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 begin on the Effective Date and shall end on September 30, 2019, based on the availability of funds from DHS.

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 nine hundred forty seven thousand four hundred seventy-nine dollars and zero cents (\$12,947,479.00) for FY 2019, which includes reimbursement to DCHA of the fee associated with administering DHS PSHP 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.”

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:

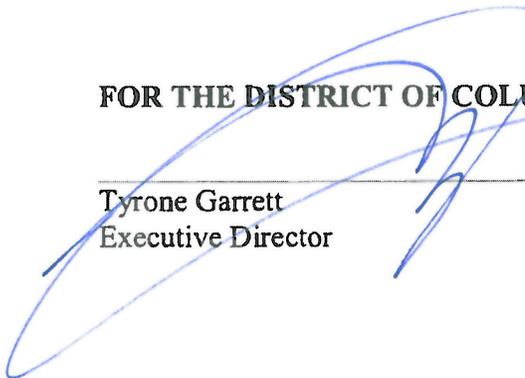
FOR THE DEPARTMENT OF HUMAN SERVICES:



Laura Green Zeilinger
Director

Date: SEP 11 2018

FOR THE DISTRICT OF COLUMBIA HOUSING AUTHORITY:

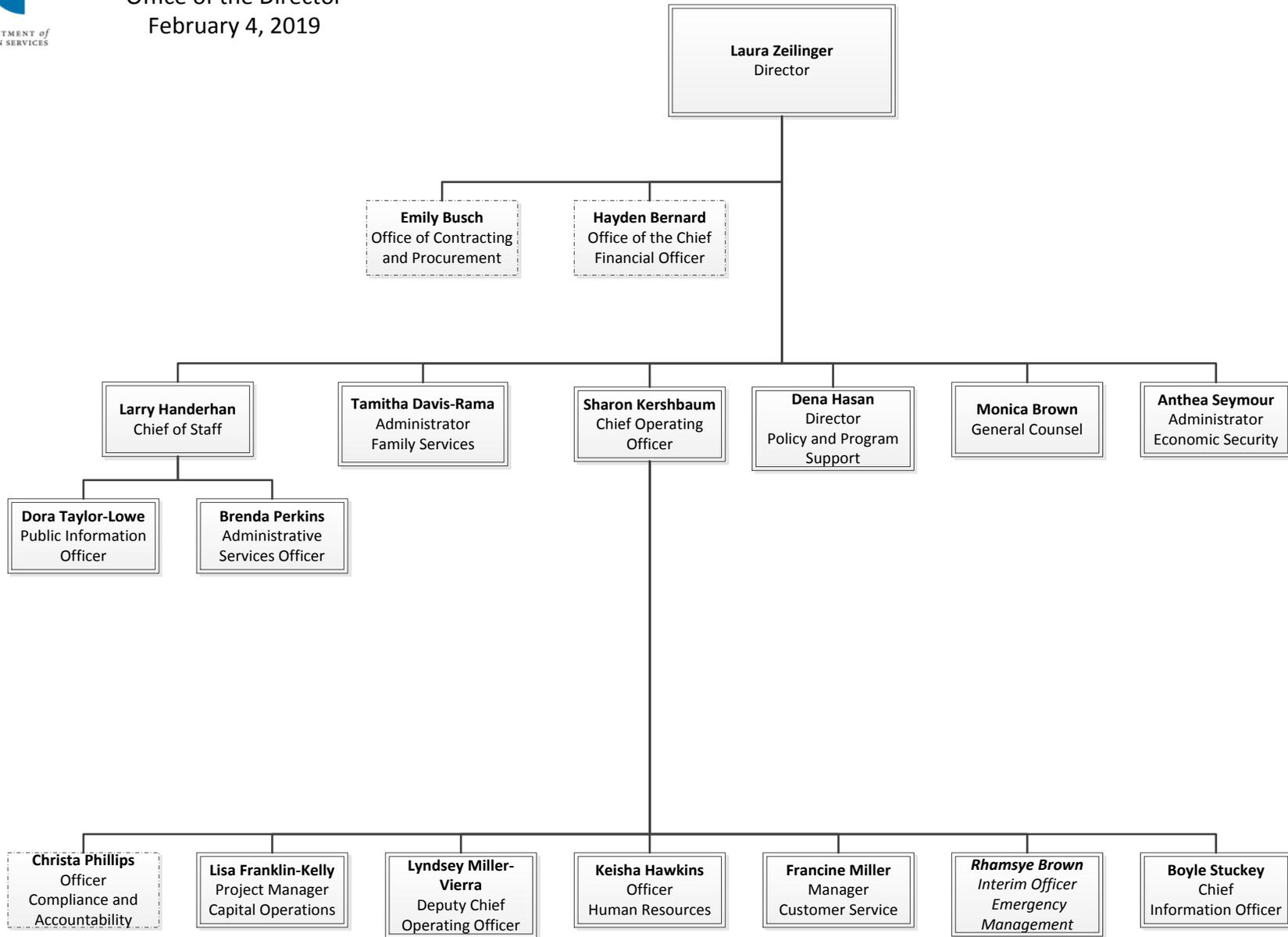


Tyrone Garrett
Executive Director

Date: 9.17.18

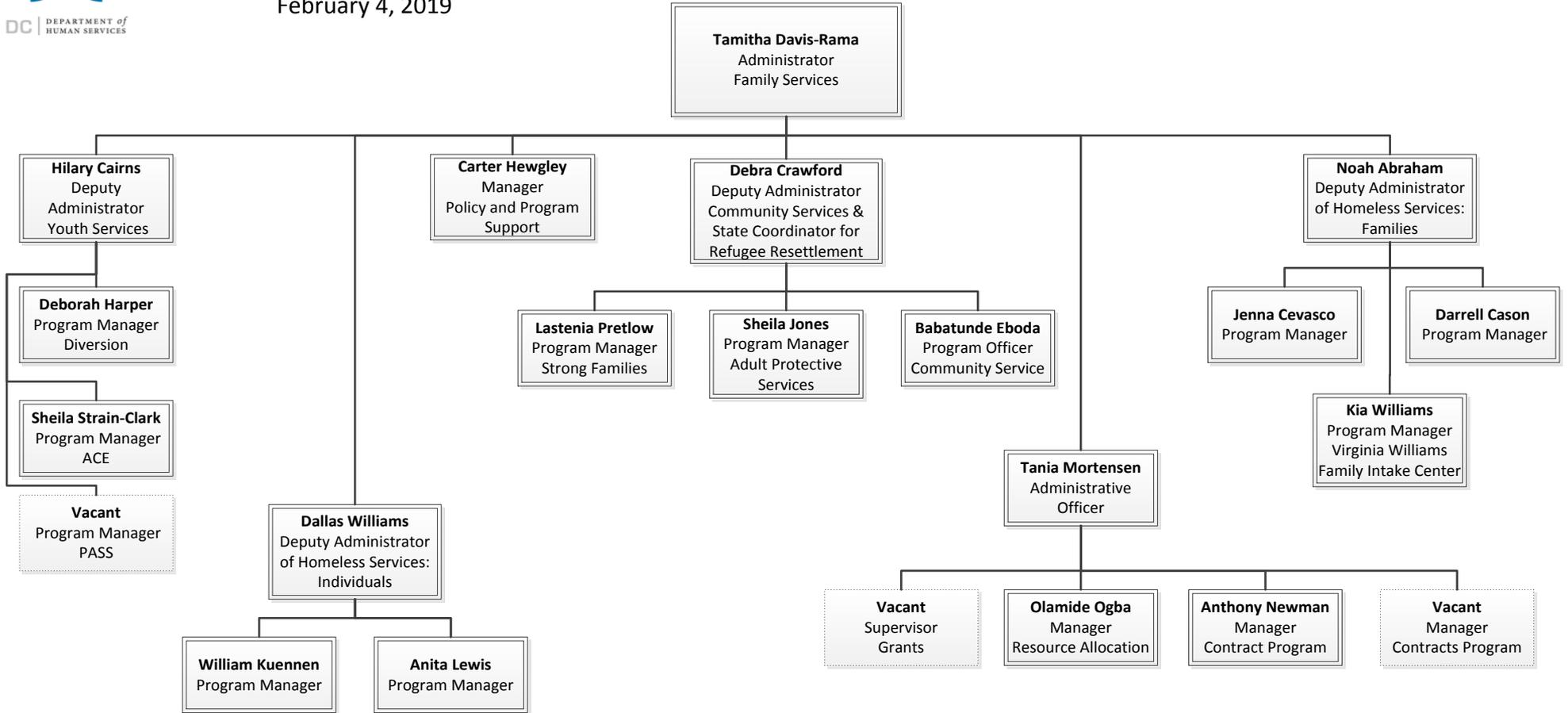


Organizational Chart
Department of Human Services
Office of the Director
February 4, 2019



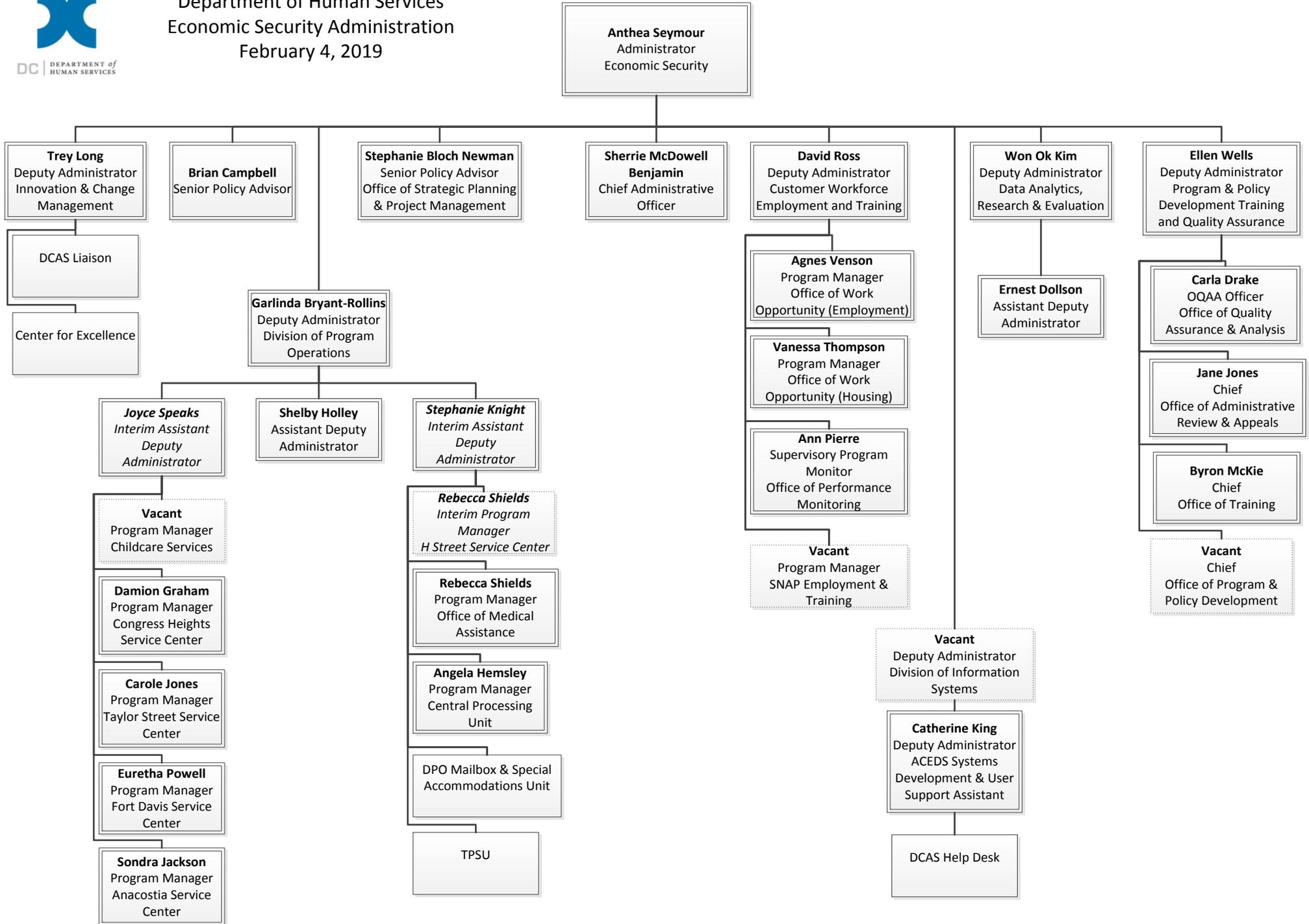


Organizational Chart
Department of Human Services
Family Services Administration
February 4, 2019





Organizational Chart
 Department of Human Services
 Economic Security Administration
 February 4, 2019



Activity**Posn Nbr****RISK MANAGEMENT (1055)**

00000835
00002662
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	00092259
	00092260
	00092261
	00092262
	00092263
	00092264
	00095142
	00095143
	00095144
COMMUNICATION (1080)	00005476
	00020277
	00020624
	00025906
	00026913
	00030775
CUSTOMER SERVICE (1085)	00032745
LABOR MANAGEMENT PARTN (1017)	00015353
	00001516
	00008356
	00012128
	00013603
	00014170
	00014655
	00015871
	00016090
	00017470
	00026841
	00027131
PERFORMANCE MGMT (1090)	00030488
	00035242
	00041813
	00044533
	00046139
	00071759
	00073652
	00082611
	00085177
	00087323
	00090738
	00090770
	00093717
	00000184
	00013607

PERSONNEL (1010)

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LEGAL SERVICES (1060)

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ACCOUNTING OPERATION (120F)

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ACFO (130F)

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BUDGET OPERATIONS (110F)

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CASE MANAGEMENT (2030)

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MONITORING & QUALITY ASSURANCE (2055)

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ADULT PROTECTIVE SERVICES (5010)

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COMMUNITY SERVICES BLOCK GRANT (5090)

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HOMELESS FAMILIES (5037)

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HOMELESS INDIVIDUALS (5038)

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Title	Hire Date	Vac Stat	Grade	Step	Salary	
AGENCY MANAGEMENT PROGRAM (1000)						
Compliance Specialist	12/30/2013	F		11	4	70,831.00
COMPLIANCE SPECIALIST	9/24/2012	F		12	2	82,412.00
EXECUTIVE ASST		V		11	1	59,727.00
Compliance Monitor	9/8/2003	F		12	4	87,376.00
SUPV INVEST	2/27/2012	F		13	0	91,044.80
Investigator	3/21/2016	F		11	1	64,603.00
INVESTIGATOR	9/22/1991	F		12	8	89,957.00
COMPLIANCE SPECIALIST	10/29/1990	F		12	9	99,786.00
SUPV QUALITY CONTROL EXAM	9/19/2016	F		13	0	91,045.08
INVESTIGATOR	11/4/2013	F		12	8	89,957.00
INVESTIGATOR	9/19/2016	F		12	5	83,078.00
Program Support Assistant	9/19/2016	F		7	3	47,473.00
Program Support Specialist	8/20/2018	F		11	4	65,487.00
SUPVY QUALITY CONTROL EXAMINR	11/3/2014	F		12	0	83,127.47
COMPLIANCE SPECIALIST	1/27/2014	F		12	1	79,930.00
Program Support Assistant	9/22/2014	F		7	5	50,557.00
Investigator	9/17/2018	F		12	1	79,930.00
Compliance Specialist	1/4/1999	F		12	5	89,858.00
Compliance Specialist	11/4/2013	F		12	1	79,930.00
COMPLIANCE SPECIALIST	7/21/1986	F		12	3	84,894.00
Investigator	4/18/2006	F		12	5	89,858.00
Investigator	5/16/1994	F		12	9	99,786.00
Compliance & Account. Officer	3/25/2013	F		15	0	151,354.83
Compliance Specialist	3/5/1988	F		12	5	89,858.00
Compliance & Monitoring Offcr.	8/2/1980	F		13	0	119,978.52
SUPV QUALITY CONTROL EXAM	11/3/1985	F		12	0	80,980.11
Management Analyst	6/26/2017	F		12	6	85,371.00
Program Analyst	6/15/1992	F		12	9	99,786.00
Compliance Specialist	12/20/1996	F		12	5	89,858.00
COMPLIANCE SPECIALIST	11/12/1992	F		12	9	99,786.00
INVESTIGATOR	10/14/1997	F		12	9	99,786.00
COMPLIANCE SPECIALIST	3/30/1987	F		12	9	99,786.00
Program Support Specialist	9/28/2008	F		11	9	81,211.00
INVESTIGATOR	11/26/1995	F		12	8	89,957.00
Compliance & Monitoring Offcr.	10/19/2015	F		13	0	91,045.20
Program Support Asst (OA)	10/1/2018	F		7	3	47,473.00
Program Analyst	5/16/2005	F		12	2	82,412.00
Spec. Asst. (Pol. & Prog. Coord)	5/30/1982	F		14	10	129,646.00
PGM SUPPORT SPEC	1/22/2019	F		9	6	57,495.00
Investigator	9/17/2018	F		12	3	84,894.00
Investigator	9/17/2018	F		12	1	79,930.00
Investigator	9/22/2014	F		11	1	64,603.00
Compliance Monitor		V		12	0	79,930.00
Compliance Monitor	2/20/1996	F		9	10	69,037.00
Investigator	3/12/1989	F		11	3	68,755.00
Investigator	1/8/2018	F		11	3	68,755.00

INVESTIGATOR	2/22/2016	F	12	3	84,894.00
Management Analyst	8/20/2018	F	12	1	73,906.00
Investigator	5/19/2014	F	11	6	74,983.00
Investigator	10/24/2011	F	12	1	79,930.00
Investigator	9/5/2006	F	11	5	72,907.00
Investigator	11/14/2016	F	11	6	74,983.00
PGM SUPPORT SPEC	2/22/2016	F	9	1	53,620.00
PGM SUPPORT SPEC	11/8/2018	F	9	2	55,333.00
PGM SUPPORT SPEC	12/14/2015	F	9	1	53,620.00
Investigator	7/23/2018	F	11	4	70,831.00
Investigator	1/7/2019	F	11	2	66,679.00
Investigator	9/17/2018	F	12	3	84,894.00
Compliance Specialist	7/9/2018	F	11	3	68,755.00
Compliance Specialist	11/18/2013	F	11	1	64,603.00
COMPLIANCE SPECIALIST	11/18/2013	F	12	1	79,930.00
ADMIN OFFICER	12/24/1984	F	14	0	134,274.20
Public Information Officer	9/10/2012	F	14	0	104,700.47
Management Analyst	12/7/1987	F	13	6	98,794.00
Graphic Designer	4/22/2013	F	9	4	58,759.00
Special Assistant	5/21/2001	F	12	6	85,371.00
Program Support Assistant	3/6/2017	F	7	1	44,389.00
Program Support Assistant (OA)	3/30/2011	F	8	6	52,248.00
SUPV LABOR RELATIONS COOR	3/20/2006	F	14	0	109,412.98
Chief Operating Officer	4/13/2015	F	10	0	174,989.30
Performance Management Officer	9/14/2015	F	14	0	138,077.40
Legislative Specialist	5/19/2014	F	14	7	119,977.00
Emergency Management Specialis		V	13	0	92,093.00
Hearing Examiner		V	14	0	100,639.00
Policy Advisor	1/22/2018	F	14	6	116,754.00
Emergency Management Specialis		V	12	0	73,906.00
MOTOR VEHICLE OPERATOR	3/31/1999	F	6	10	58,614.40
MOTOR VEHICLE OPERATOR	11/30/1992	F	6	10	57,408.00
EMERGENCY MGMT OFFICER	8/20/2001	F	14	0	114,295.00
STAFF ASSISTANT	10/21/1991	F	9	9	62,250.00
Management & Program Analyst	2/16/2010	F	13	5	96,065.00
Hearing Examiner	11/9/2018	F	12	10	102,268.00
Administrative Support Spec.	7/25/2005	F	12	8	89,957.00
DIRECTOR	1/26/2015	F	E5	0	207,312.16
Policy and Program Support Man	7/2/2012	F	15	0	142,610.55
Program Analyst	10/16/2017	F	12	2	76,199.00
Special Assistant	1/16/2001	F	12	8	89,957.00
Chief of Staff	2/21/2017	F	9	0	146,558.70
Emergency Management Specialis	9/8/2014	F	11	5	72,907.00
Special Assistant	6/20/2016	F	12	8	89,957.00
Policy Analyst	8/21/2017	F	13	10	109,710.00
Program Analyst	12/11/2017	F	9	5	60,472.00
Public Affairs Specialist	12/11/2017	F	13	2	95,046.00
Correspondence and Infor Spec	12/14/1996	F	12	10	94,543.00
Spec Emphasis Prgrm Coor Bil	7/12/1995	F	12	8	89,957.00

STAFF ASSISTANT (HR)	7/7/1986 F	9	9	62,250.00
HUMAN RESOURCES SPEC	5/11/1998 F	11	9	75,087.00
Human Resources Manager	10/29/2018 F	14	0	139,586.00
Management Liaison Spec	11/29/2004 F	13	9	106,981.00
Management Liaison Spec	6/3/2013 F	13	6	98,794.00
ADA Comp. Spec. (Human Svcs.)	7/27/1992 F	13	10	109,710.00
Human Resources Specialist	5/23/2011 F	12	10	94,543.00
Human Resources Asst	V	7	0	41,039.00
Human Resource Specialist (Emp	8/10/2015 F	13	6	98,794.00
Human Resources Officer III	9/18/2017 F	15	0	142,917.32
Capital Operations Project Mgr	4/14/2003 F	15	0	75,707.57
Facilities Services Analyst	5/5/2014 F	13	3	90,607.00
FACILITY PLANNER	4/3/2017 F	12	2	76,199.00
FACILITY PGM MGR	7/30/1966 F	14	0	116,760.80
Facilities Coordinator	12/17/2012 F	13	3	90,607.00
Fleet and Security Services Co	2/19/2001 F	11	3	63,567.00
Program Support Assistant	4/4/2016 F	7	2	45,931.00
Attorney Advisor	12/11/2017 F	12	2	85,467.00
ATTORNEY ADVISOR	5/6/2013 F	14	2	120,104.00
ATTORNEY ADVISOR	11/13/2017 F	14	4	127,856.00
Attorney Advisor	7/11/2016 F	13	5	111,474.00
ATTORNEY ADVISOR	9/5/1986 F	14	10	151,112.00
CLERICAL ASSISTANT	8/31/1998 F	7	9	52,447.00
Operations Manager	9/13/2010 F	13	0	100,504.34
Attorney Advisor	8/3/2015 F	12	10	107,539.00
SUPERVISORY ATTORNEY ADVISOR	9/10/2000 F	2	0	181,785.00
IT Spec (App Software/Internet)	8/27/2012 F	13	10	118,670.00
Information Technology Special	V	11	0	64,603.00
Management Analyst	1/24/2005 F	12	2	76,199.00
TELECOMMUNICATIONS SPECIALIST	10/19/1987 F	11	8	79,135.00
TELECOMMUNICATIONS SPECIALIST	3/26/1990 F	11	10	83,287.00
IT Spec (Application Software)	5/22/2000 F	13	8	112,764.00
IT Spec (Application Software)	1/31/2000 F	13	9	115,717.00
Social Svcs. Program Manager	9/22/2014 F	14	0	146,580.85
IT Spec. (Applic. Software)	11/21/2011 F	12	3	84,894.00
IT Spec (App Sftwre/Data Mgmt)	1/2/2001 F	13	10	118,670.00
IT Spec (Application Software)	7/20/1987 F	13	7	109,811.00
IT Spec. (Customer Support)	V	11	0	64,603.00
InformationTechnology Speciali	10/1/2018 F	12	6	92,340.00
IT Spec (App Software/Internet)	10/1/2018 F	13	8	112,764.00
SUPV INFO TECH SPEC	11/23/1998 F	14	0	133,007.79
IT Project Manager	3/6/2006 F	15	0	140,706.96
Computer Operator	10/25/2010 F	6	10	52,622.00
IT Spec (Application Software)	4/26/1999 F	13	9	115,717.00
IT Spec. (Applic. Software)	2/11/2013 F	12	3	84,894.00
IT Specialist (Syst. Admin.)	2/3/2003 F	13	7	109,811.00
IT Specialist (CUSTSPT)	9/19/2016 F	9	3	57,046.00
IT Specialist (CUSTSPT)	4/2/2018 F	9	2	55,333.00
Computer Operator	2/4/1987 F	8	10	62,723.00

IT Spec (App Software/Internet)	9/19/2016	F	13	9	115,717.00
IT Project Manager	8/23/2004	F	15	0	162,705.24
IT Spec (App Software/Internet)		V	13	0	92,093.00
IT Spec. (Applic. Software)	9/4/2018	F	12	6	92,340.00
IT Spec (App Software/Internet)		V	13	0	92,093.00
Chief Information Officer	7/5/2011	F	16	0	157,590.00
IT Specialist		V	5	0	33,433.00
IT Specialist	7/24/2017	F	5	2	34,595.00
IT Project Manager	11/4/2013	F	14	0	126,715.09
IT Specialist (Network Svcs.)	9/4/2018	F	13	5	103,905.00
IT Specialist	2/6/2017	F	5	1	25,074.75
IT Spec. (Customer Support)	8/11/2014	F	11	2	66,679.00
Information Technology Special	8/7/2017	F	11	3	68,755.00
Social Service Representative		V	11	0	64,603.00
POLICY ANALYST	5/13/1985	F	13	5	96,065.00
Program Specialist	10/31/2016	F	11	1	64,603.00
Program Specialist	10/26/1998	F	11	6	74,983.00
Social Service Representative	1/25/2016	F	9	1	53,620.00
SOCIAL SERVICE PGM MGR	2/22/2016	F	15	0	151,496.52
Social Service Representative	10/7/2013	F	9	1	53,620.00
Social Service Representative	10/3/2016	F	11	1	64,603.00
Social Service Representative	6/17/2013	F	11	1	64,603.00
Supervisory Information Techno	10/16/1995	F	13	0	96,465.92
PROGRAM ANALYST		V	11	0	64,603.00
PROGRAM ANALYST	11/18/2013	F	11	1	64,603.00
Program Analyst	5/5/2014	F	12	1	79,930.00
Program Specialist	9/22/2014	F	11	1	64,603.00
Social Service Representative	7/27/2015	F	9	1	53,620.00
Program Specialist	6/3/2014	F	11	1	64,603.00
Social Svcs. Program Manager	4/4/2016	F	13	0	90,706.95
Supervisory Information Techno	11/13/2006	F	12	0	79,169.01
Program Analyst	5/15/2006	F	12	1	79,930.00
Social Svcs. Program Manager	2/10/2003	F	14	0	104,701.98
Social Service Representative	6/17/2013	F	9	1	53,620.00
Supvy Social Services Represen	3/21/2005	F	12	0	80,197.20
PROGRAM ANALYST	6/1/2015	F	11	1	64,603.00
Supervisory Program Analyst	3/28/1994	F	13	0	91,045.20
Social Service Representative		V	9	0	53,620.00
Program Analyst		V	11	0	64,603.00
Social Service Representative		V	11	0	64,603.00
Supvy Social Services Represen	11/8/1999	F	12	0	80,197.19
Social Service Representative	4/13/2015	F	9	1	53,620.00
Social Service Representative	2/22/2016	F	9	1	53,620.00
Social Service Assistant	6/1/2015	F	7	2	45,931.00
Social Service Representative	6/29/2015	F	9	2	55,333.00
Social Service Representative	3/23/2015	F	11	1	64,603.00
Social Services Rep. (Biling.)		V	11	0	64,603.00
Social Service Representative	8/24/2015	F	9	1	53,620.00
Social Service Representative	8/24/2015	F	9	1	53,620.00

Social Service Representative		V	9	0	53,620.00
PROGRAM ANALYST	6/15/2015	F	11	1	64,603.00
PROGRAM ANALYST	1/28/2015	F	11	1	64,603.00
PROGRAM ANALYST	6/15/2015	F	11	1	64,603.00
PROGRAM ANALYST	6/29/2015	F	11	1	64,603.00
Program Analyst		V	12	0	79,930.00
Social Service Representative	5/20/2013	F	9	1	53,620.00
Social Service Representative	9/19/2016	F	9	1	53,620.00
IT Spec. (Customer Support)		V	11	0	64,603.00

AGENCY FINANCIAL OPERATIONS (100F)

ACCOUNTS PAYABLE SUPV	6/6/1997	F	14	6	126,283.00
STAFF ASSISTANT	6/12/2006	F	11	4	70,830.00
LEAD ACCOUNTING TECH	12/24/1984	F	10	10	75,805.00
COLLECTION AGENT	3/30/1987	F	9	9	67,324.00
STAFF ASSISTANT	9/23/2010	F	11	6	74,984.00
ACCOUNTANT	4/18/2016	F	9	1	53,621.00
ACCOUNTS PAYABLE TECH	3/14/1988	F	10	10	75,797.00
STAFF ASSISTANT	3/5/2007	F	11	6	74,984.00
Supervisor Collection Agent	2/21/2006	F	12	7	94,819.00
COLLECTION AGENT	12/22/2008	F	9	10	69,037.00
Payroll Specialist	10/10/1989	F	9	10	69,037.00
Accounting Officer	12/19/1988	F	16	6	177,051.00
EXECUTIVE ASSISTANT	6/12/2005	F	13	4	100,952.00
Accountant	9/13/1992	F	12	5	89,858.00
ACCOUNTANT	6/22/2009	F	12	5	89,858.00
Clerical Assistant	5/20/2001	F	7	10	58,265.00
AGENCY FISCAL OFFICER	4/18/2005	F	16	6	177,051.00
ASSOC CHIEF FINANCIAL OFFICER	8/4/1997	F	18	4	207,829.00
BUDGET ANALYST	4/18/2017	F	12	9	99,781.00
SENIOR BUDGET ANALYST	5/2/2016	F	13	4	100,952.00
BUDGET OFFICER	11/14/2004	F	15	4	140,083.00
BUDGET ANALYST		V	12	5	89,858.00
BUDGET ANALYST	10/1/2007	F	11	5	72,907.00

ECONOMIC SECURITY ADMINISTRATION (2000)

Vocational Development Special	5/19/2014	F	11	1	64,603.00
Vocational Development Special	4/30/2018	F	11	4	70,831.00
Vocational Development Special	5/29/2018	F	11	5	72,907.00
Vocational Development Special	5/16/2018	F	11	4	70,831.00
Community Liaison Specialist	3/23/2015	F	11	8	79,135.00
Community Liaison Specialist	11/28/2005	F	11	5	72,907.00
COMMUNITY OUTREACH SPEC	1/10/2004	F	12	1	79,930.00
Community Liaison Specialist	4/8/2013	F	11	9	81,211.00
Grants Management Specialist		V	11	0	64,603.00
Program Analyst	5/5/2014	F	12	5	89,858.00
Vocational Development Special	8/17/1998	F	11	10	83,287.00
TRAINING PGM MGR		V	14	0	125,642.00
Vocational Development Special	12/11/2017	F	11	7	77,059.00
Supvy Vocational Dev. Special.		V	12	0	95,003.00
Program Analyst	5/19/2014	F	11	2	66,679.00

Vocational Development Special	1/27/1989	F	11	6	74,983.00
Vocational Development Special	3/21/2005	F	11	6	74,983.00
Social Services Assistant (Cus	9/28/1998	F	7	10	58,267.00
Workforce Development Spec.	11/26/2018	F	11	4	70,831.00
Vocational Development Special	5/19/2014	F	11	5	72,907.00
Vocational Development Special	5/19/2014	F	11	5	72,907.00
Grants Management Specialist	9/18/2017	F	11	8	79,135.00
Vocational Development Special	11/14/2016	F	11	2	66,679.00
Supvy Social Services Represen		V	12	0	95,003.00
Program Analyst		V	12	0	79,930.00
Social Services Assistant (Gen		V	6	0	40,058.00
Social Services Rep. (Biling.)		V	11	0	64,603.00
Grants Management Specialist	9/4/2018	F	11	4	70,831.00
PROGRAM ANALYST		V	11	0	64,603.00
Vocational Development Special	5/30/2006	F	11	7	77,059.00
Vocational Development Special		V	11	1	64,603.00
Vocational Development Special		V	11	1	64,603.00
Vocational Development Special	6/13/1994	F	11	8	79,135.00
Vocational Development Special	10/11/1988	F	11	6	74,983.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	4/18/2011	F	11	3	68,755.00
Training & Employment Program	7/6/1998	F	14	0	106,075.92
Vocational Development Special	3/9/1992	F	11	6	74,983.00
Vocational Development Special	3/26/2001	F	11	7	77,059.00
Vocational Development Special	1/25/2016	F	11	3	68,755.00
Vocational Development Special		V	11	1	64,603.00
Vocational Development Special	6/11/2018	F	11	4	70,831.00
Vocational Development Special	1/11/2016	F	11	4	70,831.00
Vocational Development Special		V	11	0	64,603.00
Program Support Assistant	3/29/1999	F	7	8	55,183.00
Social Service Assistant	8/28/2000	F	7	7	53,641.00
Social Services Assistant (Cus	9/18/2017	F	7	1	44,389.00
Training Specialist (TANF)		V	11	1	64,603.00
Vocational Development Special	6/27/2016	F	11	3	68,755.00
Social Services Assistant (Cus	11/16/2015	F	7	4	49,015.00
Vocational Development Special	10/30/2017	F	11	2	66,679.00
SUPVY VOCATIONAL DEV SPEC	10/11/1988	F	12	0	89,333.63
Vocational Development Special		V	11	1	64,603.00
Vocational Development Special	8/22/1994	F	11	7	77,059.00
Vocational Development Special	10/9/1990	F	11	10	83,287.00
Supvy Vocational Dev. Special.	6/26/2006	F	12	0	87,086.65
Vocational Development Special	3/25/2002	F	11	6	74,983.00
Vocational Development Special	10/7/2013	F	11	5	72,907.00
Program Support Assistant	12/18/1989	F	7	8	55,183.00
Vocational Development Special	8/30/2013	F	11	5	72,907.00
Supvy Vocational Dev. Special.	11/18/2002	F	12	0	79,169.69
Social Services Assistant (Cus	9/18/2017	F	7	1	44,389.00
Program Support Assistant	12/21/1998	F	7	8	55,183.00
SUPVY VOCATIONAL DEV SPEC	6/11/2018	F	12	0	87,923.00

Vocational Development Special	11/27/2017	F	11	1	64,603.00
Vocational Development Special	3/24/2013	F	11	5	72,907.00
SOCIAL SRVS ASST CUSTOMER SVC	11/24/1986	F	7	10	58,267.00
Vocational Development Special	7/11/2016	F	11	3	68,755.00
Vocational Development Special	2/8/2016	F	11	4	70,831.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	5/30/2017	F	11	2	66,679.00
Vocational Development Special		V	11	0	64,603.00
SUPVY VOCATIONAL DEV SPEC	4/21/2014	F	12	0	79,169.00
Vocational Development Special	3/25/2013	F	11	5	72,907.00
Vocational Development Special	12/3/2012	F	11	8	79,135.00
Vocational Development Special	1/25/2016	F	11	5	72,907.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	6/25/2018	F	11	2	66,679.00
Vocational Development Special	3/25/2013	F	11	5	72,907.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	12/17/2012	F	11	5	72,907.00
Vocational Development Special	12/17/2012	F	11	5	72,907.00
Vocational Development Special		V	11	0	64,603.00
Social Service Assistant	5/6/2013	F	7	7	53,641.00
Social Service Assistant		V	7	0	44,389.00
SUPVY VOCATIONAL DEV SPEC	7/11/2016	F	12	0	79,169.34
SUPVY VOCATIONAL DEV SPEC	12/3/2012	F	12	0	79,685.14
Vocational Development Special		V	11	0	64,603.00
Training Specialist (TANF)	12/11/2006	F	11	5	72,907.00
Vocational Development Special	10/30/2017	F	11	2	66,679.00
SUPVY VOCATIONAL DEV SPEC	10/21/2013	F	12	0	80,196.50
SUPVY VOCATIONAL DEV SPEC	10/7/2013	F	12	0	82,480.62
SUPVY VOCATIONAL DEV SPEC	9/4/2007	F	12	0	80,198.00
SUPVY VOCATIONAL DEV SPEC	10/1/2012	F	12	0	79,169.69
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	11/13/2017	F	11	2	66,679.00
Vocational Development Special	5/20/2013	F	11	3	68,755.00
Vocational Development Special	11/4/2013	F	11	5	72,907.00
Vocational Development Special	10/7/2013	F	11	5	72,907.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	11/18/2013	F	11	6	74,983.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	5/5/2014	F	11	5	72,907.00
Vocational Development Special	9/5/2006	F	11	6	74,983.00
Vocational Development Special	12/2/2013	F	11	6	74,983.00
Vocational Development Special	11/4/2013	F	11	5	72,907.00
Vocational Development Special	9/23/2013	F	11	5	72,907.00
Vocational Development Special	11/18/2013	F	11	5	72,907.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	5/30/2017	F	11	2	66,679.00

Vocational Development Special	11/4/2013	F	11	7	77,059.00
Vocational Development Special	11/18/2013	F	11	6	74,983.00
Vocational Development Special	11/18/2013	F	11	9	81,211.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	9/18/2017	F	11	1	64,603.00
Vocational Development Special	5/5/2014	F	11	4	70,831.00
Vocational Development Special	10/21/2013	F	11	7	77,059.00
Vocational Development Special	12/5/1985	F	11	7	77,059.00
Vocational Development Special	5/5/2014	F	11	6	74,983.00
Vocational Development Special	5/19/2014	F	11	5	72,907.00
SUPVY VOCATIONAL DEV SPEC	1/11/2016	F	12	0	80,198.00
SUPVY VOCATIONAL DEV SPEC	4/20/2015	F	12	0	79,169.01
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special	1/8/2018	F	11	2	66,679.00
Vocational Development Special	11/13/2017	F	11	3	68,755.00
Vocational Development Special	11/13/2017	F	11	1	64,603.00
Vocational Development Special	12/11/2017	F	11	1	64,603.00
Vocational Development Special	2/16/2010	F	11	6	74,983.00
Vocational Development Special	10/30/2017	F	11	1	64,603.00
Vocational Development Special	10/30/2017	F	11	4	70,831.00
Vocational Development Special	10/30/2017	F	11	1	64,603.00
Vocational Development Special	1/8/2018	F	11	2	66,679.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special		V	11	0	64,603.00
Vocational Development Special		V	11	0	64,603.00
TRAINING PGM MGR	7/14/2014	F	14	0	111,127.98
Social Service Representative	8/25/2014	F	9	4	58,759.00
Social Service Representative	3/26/1990	F	11	6	74,983.00
Social Service Representative	3/9/2015	F	11	3	68,755.00
Social Service Representative	11/12/1985	F	11	6	74,983.00
Social Service Representative	5/1/2006	F	11	5	72,907.00
Social Service Representative	11/13/2006	F	11	4	70,831.00
Social Svcs. Program Manager	3/28/1994	F	13	0	91,045.00
Social Service Representative	2/12/2001	F	11	6	74,983.00
Supvy Social Services Represen	1/19/1988	F	12	0	79,169.01
Social Service Representative	8/22/2005	F	11	4	70,831.00
Social Service Representative	4/9/1990	F	11	6	74,983.00
Social Service Assistant	10/7/2013	F	7	5	50,557.00
Supvy Social Services Represen	4/20/2015	F	12	0	80,198.00
Social Service Representative	9/8/2014	F	11	3	68,755.00
Social Service Representative	7/18/1994	F	11	5	72,907.00
Social Service Representative	9/22/2014	F	9	4	58,759.00
Social Service Representative	10/7/2013	F	11	3	68,755.00
Social Service Representative	2/21/2006	F	11	3	68,755.00
Social Service Representative	3/9/2015	F	9	1	53,620.00
Social Service Representative	9/24/1990	F	11	6	74,983.00
Social Service Representative		V	11	0	64,603.00

Social Service Representative	9/18/2006	F		11	3	68,755.00
Social Service Representative	11/27/2006	F		11	3	68,755.00
Supv. Medical Officer (General	4/29/2018	F	MD5		0	104,334.67
Supvy Social Services Represen	10/16/2006	F		12	0	79,169.34
Social Service Representative	5/29/2007	F		11	3	68,755.00
Social Service Representative	3/7/2005	F		11	5	72,907.00
Social Service Representative	10/25/2010	F		11	3	68,755.00
Social Service Assistant	11/17/2014	F		7	5	50,557.00
Supvy Social Services Represen	6/1/2007	F		12	0	79,169.34
Social Service Representative	12/14/2015	F		9	4	58,759.00
Program Support Assistant	9/6/2016	F		7	9	56,725.00
Program Analyst		V		12	0	79,930.00
Vocational Development Special		V		11	0	64,603.00
Vocational Development Special		V		11	0	64,603.00
Prgm & Policy Anal (Strat Plan	10/13/2015	F		12	1	79,930.00
Social Worker		V		11	1	70,827.00
Social Worker	12/17/2012	F		11	6	81,207.00
Social Worker	1/19/2010	F		11	6	81,207.00
SUPERVISORY SOCIAL WORKER	11/23/2009	F		13	0	104,301.21
Social Worker	10/30/2017	F		11	1	70,827.00
Dep Admin for Customer Workfor	10/24/2004	F		15	0	133,179.36
Program Support Assistant (OPM	4/30/2007	F		7	7	53,641.00
Program Analyst	11/2/2015	F		11	4	70,831.00
Social Service Representative		V		11	0	64,603.00
Social Service Representative	10/3/2016	F		9	5	60,472.00
Program Support Assistant	8/7/2006	F		7	7	53,641.00
Social Services Rep (Bilingual	1/9/2006	F		9	3	57,046.00
Social Service Representative	1/12/2009	F		9	3	57,046.00
Social Svcs. Program Manager	4/25/1994	F		13	0	91,284.53
Social Services Assistant (Gen		V		6	1	40,058.00
Social Services Representative	10/24/1988	F		12	2	82,412.00
HEARING APPEALS EXAMINER	5/13/1985	F		12	9	92,250.00
Social Service Representative	3/21/2005	F		9	4	58,759.00
SUPVY HEARING & APPEALS EXAM	11/23/1977	F		13	0	104,003.44
Social Services Representative	4/9/1990	F		12	2	82,412.00
Social Service Representative	9/24/1978	F		11	6	74,983.00
Social Service Representative		V		11	0	59,727.00
Social Service Assistant	7/11/2005	F		7	9	56,725.00
PGM SPEC		V		11	1	64,603.00
INFORMATION TECHNOLOGY SPECIAL	1/2/1997	F		12	10	102,268.00
PROGRAM ANALYST		V		12	1	79,930.00
PGM SPEC	10/13/1998	F		11	8	79,135.00
PROGRAM ANALYST	3/17/1997	F		12	3	84,894.00
Program Analyst	4/19/2004	F		12	5	89,858.00
SOCIAL SRVS PGM MGR INFO SYS	3/21/1993	F		14	0	115,170.95
SUPV INFO TECH SPEC		V		15	0	139,462.00
Supervisory IT Specialist	1/8/2018	F		15	0	162,705.37
Program Analyst	12/27/2016	F		12	3	84,894.00
PROGRAM ANALYST		V		12	1	79,930.00

Social Service Representative	8/4/1997	F	11	5	72,907.00
MGMT SYSTEMS SPEC		V	9	1	53,620.00
PROGRAM ANALYST	8/31/1998	F	12	10	102,268.00
Policy Analyst	2/20/2007	F	12	3	84,894.00
Social Services Representative		V	12	0	79,930.00
Policy Analyst	9/10/2012	F	12	3	84,894.00
Policy Analyst		V	12	1	79,930.00
Policy Analyst	2/2/1987	F	12	5	89,858.00
Policy Analyst	10/13/1998	F	13	2	87,878.00
PROGRAM ANALYST	8/10/1992	F	11	10	83,287.00
Program Analyst	12/5/2005	F	12	5	89,858.00
Program Support Assistant	4/9/2001	F	7	8	55,183.00
Program Analyst	7/12/2005	F	11	5	72,907.00
SOCIAL SERVICE PGM MGR	11/2/1992	F	15	0	150,069.21
Multicultural Affairs Coordina	7/10/2006	F	12	3	84,894.00
Program Analyst	7/2/2012	F	12	7	94,822.00
TRAINING SPECIALIST		V	12	0	79,930.00
Social Service Representative	11/18/2002	F	11	5	72,907.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	9/8/2014	F	9	4	58,759.00
Social Service Representative	5/29/2007	F	11	3	68,755.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	8/28/2000	F	11	5	72,907.00
Supvy Social Services Represen	6/4/2001	F	12	0	79,169.01
Social Service Representative	3/30/1979	F	11	0	79,169.01
Social Svcs. Program Manager	10/26/1998	F	13	0	91,045.00
Social Svcs. Program Manager	8/1/1994	F	14	0	104,702.00
Social Service Representative	12/2/2002	F	11	5	72,907.00
Social Svcs. Program Manager	5/31/1993	F	13	0	91,045.00
Social Service Representative	9/24/1990	F	11	3	68,755.00
Social Service Representative	6/12/2006	F	11	3	68,755.00
Social Service Representative	7/12/2005	F	11	4	70,831.00
Supvy Social Services Represen	8/7/2006	F	12	0	79,169.00
Social Svcs. Program Manager	2/25/2001	F	14	0	104,701.75
Social Service Representative	1/7/2019	F	9	4	58,759.00
Social Service Representative	7/2/2012	F	9	3	57,046.00
Social Service Representative	12/30/2002	F	11	5	72,907.00
Social Svcs. Program Manager	8/7/2006	F	13	0	91,045.20
Social Service Assistant	7/14/2014	F	7	3	47,473.00
Social Service Representative	8/11/2014	F	9	5	60,472.00
Supvy Social Services Represen	7/2/1972	F	12	0	79,169.01
Social Service Representative	12/31/2012	F	9	1	53,620.00
Social Service Assistant		V	7	0	44,389.00
Social Service Representative	5/6/2013	F	11	3	68,755.00
Social Service Representative	8/6/2007	F	11	3	68,755.00
Social Svcs. Program Manager		V	13	0	109,254.00
Social Service Representative	8/25/2014	F	9	1	53,620.00
Social Service Representative	7/27/2015	F	9	1	53,620.00
Social Service Representative	3/1/1993	F	11	6	74,983.00

Social Service Assistant	2/13/2005	F	7	7	53,641.00
SUPV SOCIAL SRVS REP		V	12	0	95,003.00
Social Service Representative	9/15/2008	F	11	5	72,907.00
Social Service Representative	1/2/2001	F	11	6	74,983.00
Social Service Representative	7/1/2002	F	11	5	72,907.00
Social Service Representative	7/27/2015	F	11	1	64,603.00
Social Service Representative	10/5/1992	F	9	5	60,472.00
SUPV SOCIAL SRVS REP		V	13	0	109,254.00
Supvy Social Services Represen	5/6/2002	F	12	0	79,169.01
Social Service Assistant	2/8/2016	F	7	2	45,931.00
Social Service Representative	8/28/2000	F	11	6	74,983.00
Social Services Assistant (Cus	11/2/1992	F	7	9	56,725.00
Social Services Assistant (Cus	12/4/1989	F	7	9	56,725.00
Social Service Representative	3/9/2015	F	9	1	53,620.00
Social Service Representative	2/8/2016	F	9	2	55,333.00
Social Svcs. Program Manager	2/26/1984	F	13	0	91,045.20
Social Svcs. Program Manager		V	13	0	109,254.00
Social Service Assistant	3/11/1991	F	7	9	56,725.00
Social Service Representative	9/25/2000	F	11	6	74,983.00
Social Service Representative		V	9	0	53,620.00
Social Service Assistant	8/11/2014	F	7	4	49,015.00
Social Service Representative	5/30/2006	F	9	4	58,759.00
SUPV SOCIAL SRVS REP	2/27/2012	F	12	0	79,169.01
Supvy Social Services Represen		V	12	0	95,003.00
Social Service Representative	6/15/2015	F	9	1	53,620.00
Social Svcs. Program Manager	10/13/1987	F	13	0	92,080.89
Social Service Representative	8/6/2007	F	11	3	68,755.00
Supvy Social Services Represen	4/17/2007	F	12	0	79,169.01
Social Service Representative	7/13/2015	F	11	1	64,603.00
Social Service Representative	1/16/2001	F	11	6	74,983.00
Social Service Representative	9/12/1990	F	11	5	72,907.00
Social Svcs. Program Manager	3/15/1993	F	13	0	91,045.20
Social Service Representative	1/9/2006	F	11	3	68,755.00
Supvy Social Services Represen	9/22/2003	F	12	0	79,169.01
Social Service Representative	9/1/2009	F	11	3	68,755.00
Social Service Representative	1/4/1999	F	11	6	74,983.00
Social Svcs. Program Manager	9/30/1985	F	14	0	104,701.75
Social Service Representative	9/22/2014	F	9	3	57,046.00
Supvy Social Services Represen	1/25/1994	F	12	0	79,169.01
Social Service Representative	3/7/2005	F	11	5	72,907.00
Social Service Representative	12/17/2012	F	9	1	53,620.00
Social Service Representative	5/6/2013	F	9	1	53,620.00
Social Service Representative	4/3/2006	F	9	3	55,928.00
Social Service Representative		V	11	0	64,603.00
Social Service Assistant	1/10/2006	F	7	7	53,641.00
Social Service Assistant	2/1/1999	F	7	9	56,725.00
Social Services Assistant (Cus		V	7	1	44,389.00
Social Service Representative		V	11	0	64,603.00
Social Service Assistant	9/2/1986	F	7	9	56,725.00

Social Service Representative	3/11/2013	F	9	6	62,185.00
Social Service Representative	11/19/1990	F	11	3	68,755.00
Social Service Representative	10/20/2014	F	9	3	57,046.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	4/21/2014	F	9	1	53,620.00
Social Service Representative	5/20/2013	F	9	1	53,620.00
Social Service Representative	10/25/2010	F	11	3	68,755.00
Social Service Representative	9/22/2014	F	9	3	57,046.00
Social Service Representative		V	11	0	64,603.00
Social Service Assistant	12/14/2015	F	7	3	47,473.00
Social Service Representative	11/17/2014	F	9	3	57,046.00
Social Service Representative	12/21/1970	F	11	6	74,983.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative		V	11	0	64,603.00
Social Svcs. Program Manager	4/9/2001	F	14	0	104,702.00
Social Service Assistant	4/21/2014	F	7	3	47,473.00
Social Service Assistant	11/3/2014	F	7	2	45,931.00
Social Service Representative	12/17/2012	F	9	1	53,620.00
Social Service Representative	8/28/2000	F	11	5	72,907.00
Social Service Representative		V	11	0	64,603.00
Supvy Social Services Represen	2/4/2001	F	12	0	79,169.01
Social Service Representative	2/13/2005	F	11	5	72,907.00
Social Service Representative	1/31/2000	F	9	5	60,472.00
Supvy Social Services Represen	9/25/2000	F	12	0	79,169.01
Social Service Representative	1/7/2019	F	9	4	58,759.00
Social Service Assistant	10/9/1990	F	7	9	56,725.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	4/21/2003	F	11	5	72,907.00
Social Service Assistant	9/24/1990	F	7	8	55,183.00
Social Service Representative	10/6/1992	F	11	6	74,983.00
Social Service Representative	3/15/1999	F	11	6	74,983.00
Social Services Assistant (Cus	10/9/1990	F	7	10	58,267.00
Program Support Assistant	7/26/1993	F	7	9	56,725.00
Social Service Assistant	6/1/1999	F	7	9	56,725.00
Social Svcs. Program Manager	11/24/2008	F	13	0	91,045.20
Supvy Social Services Represen	1/8/2007	F	12	0	80,196.48
SUPV SOCIAL SRVS REP	8/16/2010	F	12	0	79,169.34
Social Service Assistant	9/29/2014	F	7	4	49,015.00
Social Service Assistant		V	7	0	44,389.00
Social Service Representative	5/22/2011	F	11	3	68,755.00
Social Service Representative	5/30/2006	F	11	5	72,907.00
Social Service Representative	9/24/1990	F	11	5	72,907.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	12/28/1992	F	11	6	74,983.00
Social Service Representative	2/23/2015	F	11	4	70,831.00
Program Support Assistant	12/23/1974	F	7	9	56,725.00
Social Services Rep. (Biling.)	10/21/2013	F	11	3	68,755.00
Supvy Social Services Represen	6/30/2003	F	12	0	79,169.34
Social Service Representative	10/31/2005	F	11	3	68,755.00

Supvy Social Services Represen	12/28/2015	F	12	0	79,169.34
Social Services Rep (Bilingual	6/2/2014	F	9	3	51,341.40
Social Service Representative	5/1/2006	F	11	5	72,907.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative		V	11	0	64,603.00
Social Svcs. Program Manager	8/24/1992	F	13	0	91,045.00
Social Svcs. Program Manager	2/24/1995	F	14	0	111,417.18
Social Service Representative	3/20/1994	F	11	6	74,983.00
Supvy Social Services Represen	2/26/1990	F	12	0	79,169.01
Supvy Social Services Represen	2/21/2006	F	12	0	80,198.00
Social Svcs. Program Manager	8/3/1990	F	13	0	91,045.00
Social Service Representative	2/22/2016	F	9	1	53,620.00
SUPV SOCIAL SRVS REP	6/11/2007	F	12	0	79,169.01
Social Service Assistant	11/18/2002	F	7	7	53,641.00
SOCIAL SERVICE ASSISTANT	5/7/2001	F	6	10	51,592.00
Social Service Representative		V	9	0	53,620.00
Social Svcs. Program Manager	1/4/1986	F	14	0	116,483.17
Social Service Representative	10/7/2002	F	11	5	72,907.00
Social Service Assistant	3/12/1990	F	7	8	55,183.00
Social Service Representative	11/18/2013	F	9	1	53,620.00
Social Service Representative	11/1/2004	F	11	5	72,907.00
Supvy Social Services Represen	5/4/1992	F	12	0	79,169.34
Social Service Assistant	9/27/1986	F	7	9	56,725.00
Social Service Assistant	8/2/1999	F	7	9	56,725.00
Social Service Assistant	9/22/2014	F	7	1	44,389.00
Social Service Representative	8/22/2005	F	11	3	68,755.00
Social Service Assistant	9/25/2000	F	7	8	55,183.00
Social Service Assistant	2/13/2005	F	7	8	55,183.00
Social Service Representative	9/11/1996	F	11	5	72,907.00
Social Service Assistant		V	7	0	44,389.00
Social Service Assistant	3/15/1999	F	7	8	55,183.00
Social Service Representative	8/2/2015	F	11	2	66,679.00
Social Service Representative	9/23/2013	F	11	3	68,755.00
Social Service Representative	5/15/2006	F	11	3	68,755.00
Social Service Representative	9/22/2014	F	9	1	53,620.00
Social Service Representative	10/17/1994	F	11	5	72,907.00
Social Services Assistant (Gen		V	6	0	40,058.00
Social Services Assistant (Cus		V	7	1	44,389.00
Supvy Social Services Represen	8/21/2006	F	12	0	79,169.01
Social Service Represent.		V	7	0	44,389.00
Social Services Assistant (Cus	5/21/1990	F	7	10	58,267.00
Social Service Representative	8/21/2006	F	11	3	68,755.00
Social Service Representative	3/21/1994	F	11	5	72,907.00
Social Service Representative	9/22/2003	F	11	5	72,907.00
Social Service Assistant	9/4/1978	F	7	9	56,725.00
Social Service Representative	9/29/2014	F	9	1	53,620.00
Program Support Assistant	9/23/1991	F	7	9	56,725.00
Social Service Assistant	1/25/2016	F	7	1	44,389.00
Social Service Representative	11/17/2014	F	9	3	57,046.00

Social Service Representative	8/25/2014	F	9	4	58,759.00
SUPV SOCIAL SRVS REP	11/19/1989	F	12	0	79,169.01
Social Service Representative	2/20/2007	F	11	3	68,755.00
Social Service Assistant	7/23/1986	F	7	9	56,725.00
Social Service Assistant	8/25/2014	F	7	4	49,015.00
SOCIAL SERVICE ASSISTANT		V	6	1	40,058.00
Social Service Representative	9/14/1984	F	11	6	74,983.00
Social Service Assistant	12/28/1992	F	7	9	56,725.00
Supvy Social Services Represen	10/23/1989	F	12	0	79,169.01
Social Service Representative	7/24/2006	F	11	3	68,755.00
Social Service Assistant	10/9/1990	F	7	9	56,725.00
Social Service Representative	10/17/2005	F	9	4	58,759.00
Social Service Assistant	1/13/1992	F	7	9	56,725.00
Social Service Representative	4/6/2015	F	9	1	53,620.00
Supvy Social Services Represen	10/17/2005	F	12	0	79,169.01
Social Service Representative	11/12/1997	F	11	5	72,907.00
Social Service Representative	5/19/2014	F	9	6	62,185.00
Social Service Representative	6/11/1993	F	11	6	74,983.00
Social Service Assistant	4/1/1985	F	7	8	55,183.00
Social Service Assistant	9/14/1998	F	7	8	55,183.00
Social Service Assistant	8/14/2000	F	7	7	53,641.00
Social Service Representative	8/28/2000	F	11	6	74,983.00
Social Service Representative	3/24/2013	F	9	3	57,046.00
Supvy Social Services Represen	11/27/2006	F	12	0	83,127.96
Social Service Assistant	10/5/1992	F	7	9	56,725.00
Social Svcs. Program Manager	10/13/1998	F	14	0	111,416.13
Supvy Social Services Represen	1/21/2009	F	12	0	79,169.01
Social Svcs. Program Manager		V	13	0	109,254.00
Supvy Social Services Represen	7/6/1995	F	12	0	79,169.01
Supvy Social Services Represen	6/1/1999	F	12	0	79,169.01
Social Service Representative	9/17/2018	F	9	4	58,759.00
Social Service Representative	2/20/2007	F	11	3	68,755.00
Social Service Representative	3/7/2005	F	11	5	72,907.00
Social Service Representative		V	11	0	64,603.00
Social Service Assistant	7/10/2006	F	7	6	52,099.00
Social Services Rep. (Biling.)	7/11/2005	F	11	5	72,907.00
Social Svcs. Program Manager	4/7/2003	F	13	0	91,233.05
Social Service Assistant	2/13/2005	F	7	8	55,183.00
Social Service Assistant	2/8/2016	F	7	4	49,015.00
Social Service Representative	6/25/1997	F	11	1	64,603.00
Social Service Represent.		V	7	0	44,389.00
Social Services Assistant (Cus		V	7	0	44,389.00
Social Service Representative	1/7/2019	F	9	4	58,759.00
Supvy Social Services Represen	6/26/2006	F	12	0	79,169.01
Program Support Assistant	6/27/2005	F	7	8	55,183.00
Social Service Representative	9/22/2014	F	9	5	60,472.00
Social Svcs. Program Manager		V	14	0	125,642.00
Social Service Representative	6/1/2007	F	11	3	68,755.00
Supvy Social Services Represen	11/27/2006	F	12	0	79,169.01

Supvy Social Services Represen	9/14/1998	F	12	0	79,169.01
Social Service Representative		V	9	0	53,620.00
Social Service Representative	4/18/2005	F	11	5	72,907.00
Social Service Representative	8/8/2005	F	11	5	72,907.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	3/9/2015	F	9	1	53,620.00
Social Service Representative	4/18/2005	F	11	5	72,907.00
Social Service Representative	9/4/2007	F	11	3	68,755.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	3/21/2005	F	11	5	72,907.00
Social Service Representative	3/7/2005	F	11	5	72,907.00
Supvy Social Services Represen	8/8/2005	F	12	0	79,169.01
Social Service Represent.		V	7	0	44,389.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	11/8/2000	F	9	5	60,472.00
Social Service Representative	8/25/2014	F	9	1	53,620.00
Social Service Representative	11/1/2004	F	11	5	72,907.00
Supvy Social Services Represen		V	12	0	95,003.00
Social Service Assistant	12/15/1989	F	7	9	56,725.00
Social Service Representative	8/7/2006	F	11	4	70,831.00
Social Service Representative	8/21/2006	F	11	4	70,831.00
Social Service Representative	7/30/1979	F	11	5	72,907.00
Supvy Social Services Represen	1/9/2002	F	12	0	79,169.01
Social Service Representative	12/15/2014	F	9	1	53,620.00
Supvy Social Services Represen	11/4/2002	F	12	0	79,169.01
Supvy Social Services Represen	8/30/1999	F	12	0	80,197.19
Social Service Representative	8/6/2007	F	11	3	68,755.00
Social Service Representative	8/22/1994	F	11	5	72,907.00
Social Service Representative	7/10/1995	F	11	5	72,907.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	11/17/2014	F	9	1	53,620.00
Social Service Representative	2/4/2019	F	9	4	58,759.00
Social Service Representative	6/30/2014	F	9	3	57,046.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	7/29/1988	F	11	5	72,907.00
Social Service Representative	8/11/1987	F	11	6	74,983.00
Social Service Representative		V	11	0	64,603.00
Supvy Social Services Represen	10/25/2010	F	12	0	79,169.34
Supvy Social Services Represen	6/18/2001	F	12	0	79,169.01
Social Service Representative	9/5/2006	F	11	5	72,907.00
Social Service Representative	1/22/2019	F	9	4	58,759.00
Social Service Representative		V	11	0	64,603.00
Supvy Social Services Represen	7/28/2003	F	12	0	79,169.01
Supvy Social Services Represen		V	12	0	95,003.00
Social Services Rep (Bilingual	4/21/2014	F	9	5	60,472.00
Social Services Rep (Bilingual	5/5/2014	F	9	3	57,046.00
Program Support Assistant (OAS	11/19/1990	F	7	7	53,641.00
Supvy Social Services Represen	9/26/1994	F	12	0	79,169.34
Social Service Representative	11/4/2013	F	9	3	57,046.00

Social Service Representative	12/16/2013	F	9	3	57,046.00
Social Service Representative	12/17/2012	F	9	3	55,928.00
Social Service Representative	1/7/2019	F	9	4	58,759.00
Social Service Representative	12/2/2013	F	9	5	60,472.00
Social Service Representative	6/1/2015	F	9	2	55,333.00
Social Service Representative	9/22/2014	F	9	4	58,759.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	5/19/2014	F	9	3	57,046.00
Social Services Rep (Bilingual	9/8/2014	F	9	6	62,185.00
Social Service Representative	2/8/2016	F	9	1	53,620.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Services Rep (Bilingual	10/21/2013	F	9	3	57,046.00
Social Service Rep. (Bilingual		V	7	1	44,389.00
Social Services Rep (Bilingual	9/22/2014	F	9	3	57,046.00
Social Service Representative		V	9	0	53,620.00
Social Services Rep (Bilingual	9/29/2014	F	9	3	57,046.00
Social Service Representative		V	5	0	36,153.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	9/22/2014	F	9	3	57,046.00
Social Service Representative	10/20/2014	F	9	6	62,185.00
Social Service Assistant	9/22/2014	F	7	9	56,725.00
Social Service Representative	3/29/2010	F	9	6	62,185.00
Social Service Representative	9/22/2014	F	9	3	57,046.00
Social Services Rep (Bilingual	11/3/2014	F	9	5	60,472.00
Social Services Rep (Bilingual	9/22/2014	F	9	3	57,046.00
Social Service Assistant	12/28/2015	F	7	2	45,931.00
Social Service Assistant	10/12/2009	F	7	5	50,557.00
Supvy Social Services Represen	11/27/2006	F	12	0	79,169.00
Social Service Assistant		V	7	0	44,389.00
Social Service Assistant		V	7	0	44,389.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	7/13/2015	F	11	2	66,679.00
Social Service Representative	6/15/2015	F	9	2	55,333.00
Supvy Social Services Represen	1/16/2001	F	12	0	79,169.34
Supvy Social Services Represen	1/7/2008	F	12	0	79,169.01
Social Service Representative	6/15/2015	F	9	3	57,046.00
Social Service Representative	6/16/2014	F	9	3	57,046.00
Social Service Representative	6/15/2015	F	9	3	57,046.00
Social Service Representative	6/1/2015	F	9	3	57,046.00
Social Service Representative	6/29/2015	F	9	3	57,046.00
Social Service Representative	9/22/2014	F	9	1	53,620.00
Social Service Assistant	6/1/2015	F	7	1	44,389.00
Social Service Assistant	6/1/2015	F	7	1	44,389.00
Social Service Assistant	6/1/2015	F	7	1	44,389.00
Social Service Assistant	6/1/2015	F	7	1	44,389.00
Social Service Assistant	6/1/2015	F	7	1	44,389.00
Social Services Rep (Bilingual	6/1/2015	F	9	2	55,333.00
Social Svcs. Program Manager	1/27/1992	F	13	0	96,465.41
Social Services Rep (Bilingual	6/1/2015	F	9	3	57,046.00

Social Services Rep (Bilingual	6/15/2015	F	9	3	57,046.00
Supvy Social Services Represen	6/2/2003	F	12	0	79,737.39
Social Service Representative	7/13/2015	F	9	3	57,046.00
Social Service Representative	6/1/2015	F	9	1	53,620.00
Social Service Representative	6/1/2015	F	9	1	53,620.00
Social Service Representative	7/27/2015	F	9	1	53,620.00
Supvy Social Services Represen	11/2/2015	F	12	0	79,169.01
Social Service Representative	7/27/2015	F	9	1	53,620.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	7/27/2015	F	9	1	53,620.00
Social Service Representative	10/7/2013	F	9	1	53,620.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	9/4/2018	F	9	1	53,620.00
Social Service Representative		V	9	0	53,620.00
Supvy Social Services Represen	5/6/2013	F	12	0	79,169.01
Social Service Representative		V	11	0	64,603.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	12/28/2015	F	9	1	53,620.00
Social Service Representative	2/22/2016	F	9	1	53,620.00
Social Service Representative		V	5	1	36,153.00
Social Service Representative	1/11/2016	F	9	1	53,620.00
Social Service Representative		V	11	0	64,603.00
Social Services Rep (Bilingual	9/19/2016	F	9	3	57,046.00
Social Services Rep (Bilingual	9/19/2016	F	9	3	57,046.00
Social Service Represent.		V	7	0	44,389.00
Social Service Representative	8/20/2018	F	9	1	53,620.00
Social Service Representative	8/20/2018	F	9	1	53,620.00
Social Service Representative	9/19/2016	F	9	1	53,620.00
Social Services Rep (Bilingual	9/17/2018	F	9	1	53,620.00
Social Service Representative		V	9	0	53,620.00
Social Services Rep (Bilingual	6/2/2014	F	9	3	57,046.00
Social Services Rep (Bilingual	9/17/2018	F	9	1	53,620.00
Social Services Rep (Bilingual	9/21/2015	F	9	1	53,620.00
Social Service Representative	5/19/2014	F	9	6	62,185.00
Program Analyst	11/26/2018	F	12	10	51,134.00
Data Scientist		V	12	0	73,906.00
Social Service Representative	1/7/2019	F	9	4	58,759.00
Social Service Representative	2/4/2019	F	9	4	58,759.00
Social Service Representative	1/22/2019	F	9	4	58,759.00
Social Service Representative	1/7/2019	F	9	4	58,759.00
Social Service Representative	7/11/2016	F	9	6	62,185.00
Social Service Representative	2/4/2019	F	9	4	58,759.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	2/4/2019	F	9	10	69,037.00
Social Service Representative	1/7/2019	F	9	4	58,759.00
Social Service Representative	2/4/2019	F	9	4	58,759.00
Social Service Representative		V	9	0	53,620.00

Social Service Representative	2/4/2019	F	9	4	58,759.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	9/28/2009	F	9	10	69,037.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Services Rep (Bilingual		V	9	0	53,620.00
Social Service Representative	1/11/2016	F	9	2	55,333.00
Social Services Assistant (Cus	9/23/2013	F	7	9	56,725.00
Social Service Representative		V	9	0	53,620.00
Social Service Assistant	5/7/2002	F	7	9	56,725.00
Social Service Representative	7/6/1998	F	11	5	72,907.00
Social Service Representative	3/21/2016	F	9	1	53,620.00
SUPV SOCIAL SRVS REP	10/25/2010	F	12	0	79,169.34
Program Support Assistant	7/18/1979	F	7	9	56,725.00
Social Service Assistant	9/9/1991	F	7	9	56,725.00
Social Service Representative	7/12/1993	F	11	5	72,907.00
Supvy Social Services Represen	1/3/1989	F	12	0	79,169.01
Social Service Representative		V	11	0	64,603.00
Supvy Social Services Represen	6/12/2007	F	12	0	79,169.01
SOCIAL SERVICE ASST CUST SVC		V	6	0	40,058.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	8/10/2015	F	9	1	53,620.00
Supvy Social Services Represen	1/5/1987	F	12	0	81,536.02
Social Service Representative	6/7/1993	F	11	5	72,907.00
Social Svcs. Program Manager	6/1/1992	F	13	0	91,045.00
Social Service Representative	1/7/2019	F	9	4	58,759.00
Social Service Representative	8/1/1994	F	11	5	72,907.00
Supvy Social Services Represen	10/13/1998	F	12	0	82,481.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	7/27/2015	F	9	1	53,620.00
Supvy Social Services Represen	11/14/2005	F	12	0	82,480.46
Social Service Representative	9/19/2016	F	9	3	57,046.00
ADMIN SRVS OFFICER	7/13/1981	F	13	10	109,710.00
Administrative Officer	7/10/2005	F	14	0	139,064.07
Special Assistant	3/19/1991	F	14	0	129,649.23
MOTOR VEHICLE OPERATOR	6/25/2007	F	6	9	57,054.40
PROGRAM ANALYST	9/22/2014	F	11	7	77,059.00
MOTOR VEHICLE OPERATOR	7/7/1999	F	6	10	57,408.00
Management Analyst	7/27/2015	F	12	2	82,412.00
Services Management Specialist	3/12/1990	F	12	5	89,858.00
Services Management Specialist	10/14/1986	F	12	5	89,858.00
MOTOR VEHICLE OPERATOR	9/6/2016	F	6	7	53,934.40

Program Analyst (Suprt Oper).	7/8/1985	F	12	5	89,858.00
Administrative Services Superv	1/16/2002	F	13	0	120,115.10
Clerical Assistant	10/19/2015	F	6	2	41,454.00
Prgm & Policy Anal (Strat Plan	6/1/2012	F	12	4	87,376.00
IT Specialist (CUSTSPT)	2/6/2017	F	9	1	53,620.00
Strategic Planning Officer	12/11/2017	F	7	0	107,339.77
STAFF ASSISTANT	12/15/2003	F	11	9	75,087.00
Program Analyst	1/8/2018	F	12	3	84,894.00
Data Analysis Manager	8/25/2003	F	14	0	132,745.10
Prgm & Policy Anal (Strat Plan		V	12	0	79,930.00
Senior Policy Advisor	1/13/2014	F	14	0	111,047.37
lead social services assistant	8/31/1998	F	8	10	62,723.00
Policy Analyst		V	13	0	85,149.00
Economic Security Administrato	10/15/2007	F	16	0	183,041.04
Program Analyst	9/19/2016	F	12	5	89,858.00
Prgm & Policy Anal (Strat Plan	4/7/2014	F	12	8	97,304.00
Social Svcs. Program Manager	9/22/2014	F	14	0	146,580.85
Applied Research Analyst		V	13	0	85,149.00
Privacy and Records Management	6/3/2013	F	14	4	110,308.00
Management Analyst	12/28/2015	F	12	1	79,930.00
Data Scientist	10/29/2018	F	12	4	80,785.00
Human Resources Specialist	8/24/2017	F	12	5	83,078.00
Senior Policy Advisor	10/1/2007	F	14	0	139,067.92
Strategic Planning Officer	10/31/1994	F	13	0	126,976.74
STAFF ASSISTANT	12/10/1984	F	11	6	69,327.00
Data Scientist	10/29/2018	F	12	4	80,785.00
Program Analyst	1/8/2018	F	12	3	84,894.00
Strategic Planning Officer	10/7/2013	F	13	0	98,843.60
Program Analyst		V	12	0	79,930.00
Program Analyst	1/29/2001	F	12	1	79,930.00
IT Project Manager	1/26/2004	F	15	0	142,623.15
Policy Analyst	1/23/2017	F	12	1	79,930.00
Management Analyst		V	12	0	79,930.00
Program Analyst	11/13/2007	F	11	8	79,135.00
SOCIAL SERVICE PGM MGR	6/14/1971	F	15	0	151,496.52
Social Service Representative	11/3/2014	F	9	4	58,759.00
SOCIAL SERVICE PGM MGR	6/13/2016	F	14	0	104,701.41
Social Service Representative	4/29/1997	F	11	5	72,907.00
Program Specialist		V	11	0	64,603.00
Social Service Representative	9/5/2006	F	9	3	57,046.00
SOCIAL SERVICE PGM MGR	10/17/2005	F	14	0	104,702.00
Office Assistant (OA)	4/7/2014	F	6	10	52,622.00
Social Svcs. Program Manager		V	14	0	125,642.00
MGMT PGM ANALYST	1/2/1985	F	13	7	101,523.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative	2/16/1997	F	11	5	72,907.00
Social Service Representative		V	11	0	64,603.00
Social Service Representative		V	11	0	64,603.00
Supervisory Program Analyst	4/2/2007	F	13	0	100,919.53

IT Spec (App Sftwre/Data Mgmt)	11/14/2016	F	13	9	115,717.00
TRAINING SPECIALIST	12/26/2006	F	12	2	82,412.00
TRAINING SPECIALIST		V	12	1	79,930.00
SUPVY TRAINING SPEC	7/16/2012	F	13	0	98,843.10
Program Support Assistant	4/20/1992	F	7	8	55,183.00
TRAINING SPECIALIST	8/6/2006	F	12	2	82,412.00
TRAINING SPECIALIST	6/12/2006	F	12	8	97,304.00
TRAINING SPECIALIST	6/25/2007	F	12	1	79,930.00
Social Svcs. Program Manager	6/7/1999	F	13	0	91,045.00
Social Service Representative	9/22/2014	F	11	3	68,755.00
Social Service Assistant	6/11/2007	F	7	9	56,725.00
Social Service Representative	12/28/2015	F	9	1	53,620.00
Social Service Representative	5/19/2014	F	9	4	58,759.00
Social Service Representative	7/30/2001	F	11	5	72,907.00
Social Service Representative	8/10/2015	F	9	1	53,620.00
Social Service Assistant	5/19/2014	F	7	3	47,473.00
CHILD CARE ELIGIBILITY SPEC		V	11	1	64,603.00
Social Service Representative	11/4/2013	F	11	3	68,755.00
Social Services Rep. (Biling.)	9/6/2005	F	11	5	72,907.00
Social Service Representative	9/8/2014	F	11	3	68,755.00
Social Service Representative	11/4/2013	F	9	4	58,759.00
Social Service Representative	11/4/2013	F	9	1	53,620.00
Social Service Representative	11/4/2013	F	9	3	57,046.00
Social Service Represent.		V	7	0	44,389.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	12/1/2014	F	9	3	57,046.00
Social Services Assistant (Gen		V	6	0	40,058.00
Social Services Assistant (Gen		V	6	0	40,058.00
Social Service Representative	9/19/2016	F	9	1	53,620.00
Social Service Representative	9/22/2014	F	9	3	57,046.00
Social Service Representative	11/17/2014	F	9	1	53,620.00
Social Service Representative	10/25/2010	F	9	3	57,046.00
Social Service Representative	7/28/2014	F	9	1	53,620.00
Social Service Representative	12/6/2010	F	9	3	57,046.00
Social Service Representative	12/20/2010	F	9	3	57,046.00
Social Service Representative	7/13/2015	F	9	2	55,333.00
Program Support Assistant (OAS	4/9/1990	F	7	10	58,267.00
Social Service Representative	11/6/1989	F	9	6	62,185.00
Social Service Representative	8/6/2007	F	11	4	70,831.00
Social Service Representative	3/12/2012	F	11	3	68,755.00
Social Service Representative	4/4/2005	F	9	4	58,759.00
Social Service Representative	2/27/2012	F	11	3	68,755.00
Social Service Representative	3/8/2003	F	11	3	68,755.00
Social Service Representative	6/4/2012	F	11	3	68,755.00
Social Service Representative	6/12/2006	F	9	3	57,046.00
Social Service Representative	3/12/2012	F	9	3	57,046.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative		V	9	0	53,620.00
Social Service Representative	7/27/2015	F	9	1	53,620.00

Social Services Rep (Bilingual	10/17/2016 F	9	3	57,046.00
Supvy Social Services Represen	9/5/2006 F	12	0	83,125.11
Social Services Rep. (Biling.)	6/15/2015 F	11	1	64,603.00
Social Services Rep. (Biling.)	9/19/2016 F	11	2	66,679.00
Program Analyst	6/18/2001 F	12	9	99,786.00
Supervisory Program Analyst	11/14/2005 F	12	0	96,113.58
Supervisory Program Analyst	1/22/1993 F	13	0	103,218.06
Program Analyst	6/30/2007 F	12	4	87,376.00
QA & ANALYSIS OFFICER	12/7/1998 F	14	0	115,172.03
Program Analyst	7/11/2005 F	12	1	79,930.00
Program Analyst	10/5/1982 F	12	9	99,786.00
Program Analyst	8/8/2005 F	12	3	84,894.00
Program Analyst	6/14/1982 F	12	9	99,786.00
Program Analyst	2/13/2005 F	12	5	89,858.00
Program Analyst	12/28/1982 F	12	10	102,268.00
SUPVY PGM ANALYST	12/7/1987 F	12	0	81,593.86
Program Support Assistant	8/25/2014 F	7	9	56,725.00
Program Analyst	12/31/2001 F	12	2	82,412.00
Program Analyst	8/24/2015 F	12	0	102,262.25
Program Analyst	8/24/2015 F	12	9	99,786.00
Program Analyst	8/24/2015 F	12	3	84,894.00
Investigator	8/22/2005 F	12	3	84,894.00
INVESTIGATOR	6/29/1993 F	12	9	99,786.00
SOCIAL SERVICE ASSISTANT	8/6/2018 F	6	4	44,246.00
Investigator	12/9/1997 F	12	9	99,786.00
SUPVY INVEST	12/31/2012 F	12	0	80,197.70
Supervisory Investigator	4/8/1988 F	13	0	106,649.82
Investigator	12/22/2008 F	12	4	87,376.00
SUPVY INVEST	8/28/2000 F	12	0	101,572.13
Investigator	10/3/2005 F	12	5	89,858.00
Program Analyst	8/22/2016 F	12	1	79,930.00
INVESTIGATOR	11/4/2002 F	12	9	99,786.00
INVESTIGATOR	V	12	1	79,930.00
Program Analyst	4/14/1993 F	12	8	97,304.00
Supervisory Program Monitor	4/18/2006 F	14	0	104,702.00
Program Analyst	11/4/2013 F	11	7	77,059.00
Supervisory Program Analyst	11/2/2015 F	12	0	79,169.34
SUPVY PGM ANALYST	V	12	1	95,003.00
Program Analyst	11/27/2006 F	11	6	74,983.00
Program Analyst	12/24/1991 F	11	7	77,059.00
PROGRAM ANALYST	10/26/1987 F	11	10	83,287.00
Program Analyst	5/5/2014 F	11	5	72,907.00
Program Analyst	9/3/1998 F	11	5	72,907.00
Program Analyst	2/10/2003 F	11	5	72,907.00
Program Analyst	V	11	0	64,603.00
Program Analyst	V	11	0	64,603.00
Program Analyst	V	11	0	64,603.00
Supervisory Program Analyst	V	13	0	109,254.00

FAMILY SERVICES ADMINISTRATION (5000)

Social Worker	1/8/2018	F	11	3	74,979.00
Social Worker	12/6/2010	F	12	10	102,268.00
SOCIAL WORKER	10/1/2007	F	11	10	89,511.00
Social Services Assistant	12/29/2014	F	8	4	53,405.00
SOCIAL WORKER	12/12/2016	F	12	3	84,894.00
SUPERVISORY SOCIAL WORKER	12/19/2011	F	13	0	101,166.88
HEARING EXAMINER	7/23/2018	F	12	4	80,785.00
Social Worker	9/26/2003	F	11	10	89,511.00
SUPERVISORY SOCIAL WORKER	6/20/2011	F	13	0	98,843.90
DEP ADM, FAMILY SERVICES ADM	1/4/2009	F	15	0	112,806.08
SOCIAL WORKER	3/1/1999	F	11	10	89,511.00
Social Worker	1/22/2018	F	11	5	79,131.00
Program Analyst	11/27/2017	F	12	2	82,412.00
Adult Protect. Svcs Prog. Mgr.	1/5/2010	F	14	0	127,469.17
Supvy. Soc. Wkr. (Unit Supvr)	1/21/1986	F	13	0	112,487.37
Social Worker	3/2/2008	F	12	7	94,822.00
Social Worker	11/13/2007	F	12	9	99,786.00
ADMIN SUPPORT SPEC	4/28/1969	F	11	9	81,211.00
Social Worker	8/22/2016	F	12	3	84,894.00
Human Resources Specialist	12/8/2008	F	12	4	80,785.00
Social Worker	5/20/2013	F	12	7	94,822.00
Social Worker	5/29/2018	F	11	1	70,827.00
Policy Analyst	10/20/2014	F	14	6	116,754.00
Program Analyst	7/27/2015	F	12	6	92,340.00
Program Officer (Community Ser	3/14/1992	F	14	0	109,935.62
CLERICAL ASSISTANT(OA)		V	6	1	29,449.00
Secretary (Office Automation)	1/22/2005	F	7	10	58,267.00
Program Analyst		V	12	0	73,906.00
Grants Management Specialist	7/10/1993	F	11	7	71,247.00
SUPV SOCIAL WORKER		V	13	1	17,029.80
Deputy Admin., Homeless Svcs.		V	15	1	128,764.00
Policy Analyst	3/25/2013	F	12	6	92,340.00
Program Manager	1/2/2015	F	14	0	135,520.77
Facilities Planner		V	12	0	73,906.00
Facilities Coordinator		V	11	0	59,727.00
Supervisory Case Manager	12/14/2015	F	12	0	94,144.27
Social Service Assistant	3/19/2018	F	7	1	44,389.00
Special Assistant		V	14	0	100,639.00
Special Assistant	9/19/2016	F	12	1	73,906.00
Case Manager	3/7/2016	F	11	3	68,755.00
Case Manager	3/7/2016	F	11	3	68,755.00
Housing Coordinator	7/13/2015	F	11	8	79,135.00
Housing Coordinator	7/13/2015	F	11	3	68,755.00
Contract Administrator	3/24/2014	F	12	9	99,786.00
Case Manager	9/19/2016	F	11	3	68,755.00
Case Manager	2/20/2018	F	11	1	64,603.00
Case Manager	9/19/2016	F	11	3	68,755.00
Case Manager	9/19/2016	F	11	3	68,755.00
Program Analyst	4/25/2005	F	12	8	97,304.00

Case Manager	9/19/2016	F	11	3	68,755.00
Case Manager		V	11	0	64,603.00
Case Manager	9/19/2016	F	11	3	68,755.00
Case Manager	9/19/2016	F	11	3	68,755.00
Case Manager	9/19/2016	F	11	3	68,755.00
Case Manager	9/19/2016	F	11	3	68,755.00
Case Manager	9/19/2016	F	11	3	68,755.00
Supervisory Case Manager	9/19/2016	F	12	0	79,169.01
Program Analyst	7/11/2016	F	12	1	79,930.00
Supervisory Case Manager	2/8/2016	F	12	0	79,169.01
Program Analyst		V	11	0	64,603.00
Program Analyst	9/19/2016	F	11	3	68,755.00
Supervisory Homeless Coordinat	8/20/2018	F	13	0	95,370.00
Deputy Admin., Homeless Svcs.	1/17/2015	F	15	0	116,219.00
Case Manager		V	11	0	64,603.00
InformationTechnology Speciali	7/23/2017	F	12	5	89,858.00
Program Support Assistant	9/19/2016	F	8	3	51,852.00
Program Support Assistant	9/19/2016	F	8	3	51,852.00
Program Analyst		V	12	0	79,930.00
Program Support Specialist	3/5/2018	F	11	4	70,831.00
Housing Coordinator		V	11	0	64,603.00
Social Service Assistant	10/3/2016	F	7	3	47,473.00
Social Service Assistant	9/19/2016	F	7	3	47,473.00
Social Service Assistant	4/3/2017	F	7	2	45,931.00
Program Manager	10/30/2006	F	14	0	104,702.00
Social Worker	4/3/2017	F	11	3	74,979.00
Maintenance Worker	11/27/2017	F	6	2	46,134.40
Case Manager	5/19/2014	F	11	5	72,907.00
Supervisory Homeless Coordinat		V	13	0	109,254.00
Staff Assistant	9/19/2016	F	9	1	53,620.00
Program Manager	7/23/2007	F	14	0	105,671.24
Social Worker		V	12	0	79,930.00
Social Worker		V	12	0	79,930.00
Social Worker		V	12	0	79,930.00
Case Manager	7/27/2015	F	11	4	70,831.00
Case Manager	7/27/2015	F	11	4	70,831.00
Case Manager		V	11	0	64,603.00
Supervisory Homeless Coordinat		V	13	0	109,254.00
Program Manager		V	14	0	125,642.00
Supervisory Case Manager	8/10/2015	F	12	0	79,169.01
Case Manager	11/13/2017	F	11	2	66,679.00
Supervisory Homeless Coordinat		V	13	0	109,254.00
Case Manager	9/19/2016	F	11	3	68,755.00
Program Support Assistant		V	8	0	48,746.00
Case Manager	11/21/2011	F	9	6	62,185.00
Social Worker	11/22/2010	F	11	10	89,511.00
Social Worker	8/24/2015	F	11	4	77,055.00
Social Servi ces Assistant	6/18/1979	F	8	10	62,723.00
Social Worker	8/11/2014	F	11	5	79,131.00

Staff Assistant	10/7/2002	F	9	8	65,611.00
Policy Analyst	8/18/2003	F	14	10	129,646.00
Grants MAnagement Specialist	2/8/2016	F	12	1	39,965.00
Capital Operations Project Mgr	4/14/2003	F	15	0	75,707.57
Data Scientist	5/16/2018	F	12	4	80,785.00
PGM SUPPORT SPEC	8/20/2018	F	11	1	64,603.00
Family Services Administrator	8/16/2010	F	16	0	163,811.59
Deputy Admin., Homeless Svcs.	7/20/1998	F	15	0	142,777.90
Homeless Coordinator	4/7/2014	F	13	7	109,811.00
Homeless Svcs. Program Coord.		V	13	0	109,254.00
Staff Assistant		V	11	0	64,603.00
Deputy Administrator for Opera	4/3/2017	F	15	0	148,939.00
Program Support Assistant	7/9/2018	F	8	1	48,746.00
Administrative Officer		V	14	0	125,642.00
Policy and Program Support Man	4/3/2017	F	15	0	152,081.70
Program Analyst		V	12	0	79,930.00
Program Analyst	12/11/2017	F	12	5	89,858.00
Investigator	10/1/2018	F	11	2	66,679.00
Program Analyst	9/23/2013	F	13	1	92,093.00
Social Service Assistant		V	7	0	44,389.00
Data Scientist	5/29/2018	F	12	10	94,543.00
Staff Assistant	7/27/2015	F	9	1	53,620.00
InformationTechnology Speciali	11/2/2015	F	13	1	92,093.00
Program Analyst	9/24/2018	F	12	4	87,376.00
Resource Allocation Officer	8/17/2009	F	14	0	131,975.25
Program Manager	7/1/2013	F	14	0	142,000.00
Program Support Assistant	8/31/1998	F	8	8	59,617.00
Case Manager		V	11	0	64,603.00
Grants MAnagement Specialist		V	12	0	79,930.00
Supervisory Grants Management		V	13	0	109,254.00
Contract Administrator	1/11/2016	F	12	3	84,894.00
Contract Administrator	10/15/2018	F	12	4	87,376.00
Contract Liaison Specialist		V	12	0	79,930.00
Social Worker	12/31/2012	F	12	9	99,786.00
Case Manager		V	11	1	64,603.00
Social Service Assistant	5/30/2017	F	7	2	45,931.00
Applied Research Analyst		V	13	0	85,149.00
Social Worker	7/14/2014	F	12	6	92,340.00
Social Worker	5/16/2016	F	12	5	89,858.00
SOCIAL WORKER	3/24/2014	F	11	5	79,131.00
Program Support Assistant	12/8/2008	F	8	3	51,852.00
Homeless Coordinator (Outreach	9/8/2003	F	12	8	97,304.00
Program Support Specialist	12/11/2006	F	11	6	74,983.00
Case Manager	10/17/2016	F	11	4	70,831.00
Case Manager	7/15/2013	F	11	6	74,983.00
Program Manager	5/24/1986	F	14	0	137,065.56
SUPERVISORY SOCIAL WORKER	4/17/2007	F	13	0	114,295.82
Case Manager	4/12/2010	F	11	8	79,135.00
Case Manager	4/26/2010	F	11	4	70,831.00

Case Manager	6/16/2014	F	11	4	70,831.00
Case Manager	9/9/2013	F	11	5	72,907.00
Program Analyst	11/13/2018	F	12	5	89,858.00
Case Manager	4/3/2013	F	11	4	70,831.00
Program Support Assistant	4/21/2014	F	8	2	50,299.00
Case Manager	8/11/2014	F	11	8	79,135.00
Homeless Coordinator (Outreach	2/22/2016	F	12	1	79,930.00
Case Manager	4/30/2018	F	9	1	53,620.00
Case Manager	5/18/2015	F	11	4	70,831.00
Case Manager	5/4/2015	F	11	4	70,831.00
Homeless Svcs. Program Coord.	12/20/2010	F	13	0	102,723.49
Case Manager	9/8/2014	F	11	3	68,755.00
Case Manager	9/5/2017	F	11	5	72,907.00
Case Manager	8/7/2017	F	11	2	66,679.00
Staff Assistant	9/29/2014	F	9	2	55,333.00
Social Service Assistant	2/22/2016	F	7	3	47,473.00
Social Service Assistant	12/26/2017	F	7	3	47,473.00
Housing Coordinator	7/27/2015	F	11	3	68,755.00
Homeless Coordinator (Outreach		V	12	0	79,930.00
SUPERVISORY SOCIAL WORKER	10/5/2015	F	13	0	97,390.62
Supervisory Case Manager	2/1/2010	F	12	0	79,168.84
Social Service Assistant	9/22/2014	F	7	3	47,473.00
Supervisory Homeless Coordinat	11/7/1988	F	13	0	114,303.72
Case Manager		V	9	0	53,620.00
Social Worker	3/7/2016	F	11	2	72,903.00
Social Worker	4/18/2017	F	11	3	74,979.00
Program Support Assistant		V	7	0	44,389.00
Social Worker	7/27/2015	F	9	5	69,052.00
Case Manager	8/7/2017	F	11	2	66,679.00
SUPERVISORY SOCIAL WORKER		V	13	0	109,254.00
Program Support Specialist	6/29/2015	F	11	5	72,907.00
Case Manager	1/9/2017	F	11	2	66,679.00
Case Manager	5/31/2016	F	11	2	66,679.00
Social Worker	2/23/2015	F	12	7	94,822.00
Program Analyst	9/8/2015	F	12	2	82,412.00
Program Support Specialist	10/31/2018	F	11	4	70,831.00
Social Worker	11/1/2016	F	11	3	74,979.00
Social Worker	9/5/2017	F	12	2	82,412.00
SUPERVISORY SOCIAL WORKER	9/17/2018	F	13	0	91,392.00
Program Manager	5/29/2018	F	14	0	104,701.98
Social Worker		V	9	0	62,184.00
SUPERVISORY SOCIAL WORKER		V	13	0	109,254.00
Grants MAnagement Specialist	2/8/2016	F	12	1	9,591.60
Grants MAnagement Specialist	2/8/2016	F	12	1	30,373.40
CASE MGR	3/7/2016	F	11	3	68,755.00
Program Support Specialist	1/27/2003	F	11	4	70,831.00
Case Manager	3/25/2013	F	11	5	72,907.00
Supervisory Case Manager	9/22/2003	F	12	0	82,481.20
Social Worker		V	11	0	70,827.00

Homeless Coordinator (Outreach	7/1/2002	F	12	5	89,858.00
SUPERVISORY SOCIAL WORKER		V	13	0	109,254.00
Social Worker		V	12	0	79,930.00
Program Support Specialist		V	11	0	64,603.00
SOCIAL WORKER		V	11	1	70,827.00
Program Analyst	2/4/2019	F	12	2	82,412.00
DEP ADM, FAMILY SERVICES ADM	1/4/2009	F	15	0	37,602.03
CASE MGR		V	11	1	64,603.00
Social Worker	11/13/2018	F	12	6	92,340.00
SOCIAL WORKER	5/20/2013	F	12	5	89,858.00
SOCIAL WORKER	8/3/1992	F	12	10	102,268.00
Case Manager	8/13/2012	F	11	7	77,059.00
Social Worker	4/17/2018	F	11	1	70,827.00
Strong Families Progrm Manager	2/21/1988	F	14	0	116,679.21
CASE MGR	9/8/2003	F	11	9	81,211.00
Social Worker	5/2/2005	F	11	6	81,207.00
SOCIAL WORKER	5/15/1987	F	11	10	89,511.00
Case Manager	8/30/2010	F	11	6	74,983.00
SUPV SOCIAL WORKER	10/22/1979	F	13	0	109,619.91
Social Worker	6/4/1990	F	11	10	89,511.00
SUPERVISORY SOCIAL WORKER	2/6/2005	F	13	0	110,287.00
Social Worker	3/5/2012	F	11	7	83,283.00
Program Support Specialist	7/30/1996	F	11	9	81,211.00
PROGRAM SUPPORT ASSISTANT OA	1/22/2007	F	6	8	49,830.00
SUPERVISORY SOCIAL WORKER	10/1/1986	F	13	0	112,487.37
SOCIAL WORKER	8/6/2018	F	11	3	74,979.00
Social Worker	4/3/2017	F	11	9	87,435.00
SUPERVISORY SOCIAL WORKER		V	13	0	109,254.00
Social Worker	10/1/2018	F	12	6	92,340.00
Program Support Assistant	4/3/2017	F	8	2	50,299.00
Clinical Director	1/21/2009	F	15	0	133,738.00
Case Manager	6/29/2015	F	11	10	83,287.00
Case Manager	8/24/2015	F	11	8	79,135.00
SUPERVISORY SOCIAL WORKER	10/3/2016	F	13	0	93,503.40
Case Manager	10/21/2013	F	11	5	72,907.00
Case Manager	8/7/2017	F	9	2	55,333.00
Case Manager	3/5/2018	F	11	1	64,603.00
Case Manager	10/5/2015	F	11	6	74,983.00
Social Worker	11/26/2018	F	11	1	70,827.00
Social Worker	4/21/2014	F	11	4	77,055.00
Case Manager	8/22/2016	F	11	3	68,755.00
Case Manager	8/22/2016	F	11	3	68,755.00
Case Manager	8/22/2016	F	11	3	68,755.00
Case Manager	3/6/2017	F	11	2	66,679.00
Case Manager	4/18/2017	F	11	2	66,679.00
Case Manager	5/1/2017	F	11	2	66,679.00
Case Manager	10/1/2018	F	11	1	64,603.00
Social Worker	1/7/2013	F	11	3	74,979.00
Case Manager	2/25/2013	F	9	5	60,472.00

Social Worker	1/8/2018	F	11	2	72,903.00
Case Manager		V	11	0	64,603.00
Case Manager		V	11	0	64,603.00
INFORMATION TECHNOLOGY SPECIAL	3/19/2018	F	12	4	87,376.00
Program Analyst	6/11/2018	F	12	3	84,894.00
Social Worker		V	11	0	70,827.00
Social Worker	1/22/2018	F	11	7	83,283.00
SUPERVISORY SOCIAL WORKER	3/22/2010	F	13	0	105,081.42
Special Assistant	5/29/2018	F	14	10	129,646.00
Contract Administrator	10/30/2017	F	12	9	99,786.00
Social Services Assistant (Cus		V	7	0	44,389.00
Program Analyst	5/29/2018	F	12	3	84,894.00
Case Manager		V	11	0	64,603.00
Case Manager		V	11	0	64,603.00
Case Manager		V	11	0	64,603.00
SUPERVISORY SOCIAL WORKER	2/23/2015	F	13	0	91,045.00
Contract Liaison Specialist		V	12	0	79,930.00
Program Manager		V	14	0	125,642.00
Program Support Assistant		V	6	0	40,058.00
Program Support Assistant		V	8	0	48,746.00
Social Worker		V	12	0	79,930.00
Program Manager		V	14	0	125,642.00
Social Worker	9/5/2017	F	11	2	72,903.00
Case Manager	5/1/2017	F	11	1	64,603.00
Case Manager	2/5/2018	F	11	2	66,679.00
Case Manager	11/3/2014	F	11	10	83,287.00
Case Manager	10/31/2018	F	11	1	64,603.00
CASE MGR		V	11	1	64,603.00
Program Manager		V	14	0	125,642.00
Program Analyst	9/19/2016	F	12	1	79,930.00
Case Manager	8/12/2013	F	11	5	72,907.00
Supervisory Case Manager	8/2/2010	F	12	0	97,038.67
Case Manager	12/4/2012	F	9	7	63,898.00
Case Manager	12/15/2014	F	11	5	72,907.00
SUPERVISORY SOCIAL WORKER	7/10/2006	F	13	0	98,843.32
Case Manager	10/1/2018	F	11	1	64,603.00
Case Manager	12/17/2012	F	11	6	74,983.00
Program Analyst	2/10/2014	F	13	1	92,093.00
Case Manager		V	11	0	64,603.00
Case Manager	2/24/2014	F	11	5	72,907.00
Case Manager	1/27/2014	F	11	5	72,907.00
Social Worker		V	11	0	70,827.00
Case Manager	5/18/2015	F	11	4	70,831.00
Case Manager	5/1/2017	F	11	2	66,679.00
Social Worker	10/5/2015	F	9	7	72,486.00
Staff Assistant	2/24/2014	F	9	1	53,620.00
Supervisory Case Manager	8/16/2010	F	12	0	89,334.25
Case Manager	8/18/2014	F	9	2	55,333.00
Case Manager	6/13/2016	F	11	3	68,755.00

Case Manager	5/2/2016	F	11	5	72,907.00
Supervisory Case Manager		V	12	0	95,003.00
PINS Diversion Program Manager	1/9/2017	F	14	0	131,325.00
Case Manager	4/8/2013	F	11	4	70,831.00
Case Manager	10/17/2016	F	11	3	68,755.00
Social Worker	7/10/2017	F	11	10	89,511.00
Social Worker	10/31/2016	F	11	6	81,207.00
Program Analyst	3/23/2015	F	11	4	70,831.00
SUPERVISORY SOCIAL WORKER	7/12/1982	F	13	0	112,491.94
Case Manager	10/16/2017	F	11	2	66,679.00
Social Worker	9/6/2016	F	9	5	69,052.00
Case Manager	9/22/2014	F	11	2	66,679.00
Case Manager	9/5/2017	F	11	4	70,831.00
Social Worker	9/5/2017	F	11	2	72,903.00
Social Worker	2/5/2018	F	11	2	72,903.00
Social Worker		V	12	0	79,930.00
Case Manager	2/5/2018	F	11	4	70,831.00
SUPERVISORY SOCIAL WORKER	10/5/2015	F	13	0	91,045.20
Program Analyst	12/30/2013	F	12	7	94,822.00
SUPERVISORY SOCIAL WORKER	6/11/2018	F	13	0	100,514.88
Case Manager	5/20/2013	F	11	1	64,603.00
Deputy Administrator, Youth Se	5/24/2010	F	15	0	151,120.64
Social Worker		V	9	0	62,184.00
Case Manager	11/14/2016	F	11	5	72,907.00
Case Manager	10/17/2016	F	11	3	68,755.00

Fringe	Appr Year	Agency	F/P Time	Reg/Temp/Term	WAE
17,778.58	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
14,991.48	19	JA0	F	Career	N
21,931.38	19	JA0	F	Career	N
22,852.24	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
22,579.21	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
22,852.32	19	JA0	F	MSS	N
22,579.21	19	JA0	F	Career	N
20,852.58	19	JA0	F	Career	N
11,915.72	19	JA0	F	Career	N
16,437.24	19	JA0	F	Career	N
20,864.99	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
12,689.81	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
37,990.06	19	JA0	F	MSS	N
22,554.36	19	JA0	F	Career	N
30,114.61	19	JA0	F	MSS	N
20,326.01	19	JA0	F	MSS	N
21,428.12	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
20,383.96	19	JA0	F	Career	N
22,579.21	19	JA0	F	Career	N
22,852.35	19	JA0	F	MSS	N
11,915.72	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
32,541.15	19	JA0	F	Career	N
14,431.25	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
17,328.29	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N

21,308.39	19	JA0	F	Career	N
18,550.41	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,888.58	19	JA0	F	Term	N
13,458.62	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
33,702.82	19	JA0	F	MSS	N
26,279.82	19	JA0	F	MSS	N
24,797.29	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
21,428.12	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
13,114.25	19	JA0	F	Career	N
27,462.66	19	JA0	F	MSS	N
43,922.31	19	JA0	F	Excepted Service	N
34,657.43	19	JA0	F	MSS	N
30,114.23	19	JA0	F	Career	N
23,115.34	19	JA0	F	Career	N
25,260.39	19	JA0	F	Career	N
29,305.25	19	JA0	F	Career	N
18,550.41	19	JA0	F	Career	N
14,712.21	19	JA0	F	Career	N
14,409.41	19	JA0	F	Career	N
28,688.05	19	JA0	F	MSS	N
15,624.75	19	JA0	F	Career	N
24,112.32	19	JA0	F	Career	N
25,669.27	19	JA0	P	Temp	Y
22,579.21	19	JA0	F	Career	N
52,035.35	19	JA0	F	Excepted Service	N
35,795.25	19	JA0	F	MSS	N
19,125.95	19	JA0	F	Career	N
22,579.21	19	JA0	F	Career	N
36,786.23	19	JA0	F	Excepted Service	N
18,299.66	19	JA0	F	Career	N
22,579.21	19	JA0	F	Career	N
27,537.21	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N
23,856.55	19	JA0	F	Career	N
23,730.29	19	JA0	F	Career	N
22,579.21	19	JA0	F	Career	N

15,624.75	19	JA0	F	Career	N
18,846.84	19	JA0	F	Career	N
35,036.09	19	JA0	F	MSS	N
26,852.23	19	JA0	F	Career	N
24,797.29	19	JA0	F	Career	N
27,537.21	19	JA0	F	Career	N
23,730.29	19	JA0	F	Career	N
10,300.79	19	JA0	F	Career	N
24,797.29	19	JA0	F	Career	N
35,872.25	19	JA0	F	MSS	N
19,002.60	19	JA0	F	MSS	N
22,742.36	19	JA0	F	Career	N
19,125.95	19	JA0	F	Career	N
29,306.96	19	JA0	F	MSS	N
22,742.36	19	JA0	F	Career	N
15,955.32	19	JA0	F	Career	N
11,528.68	19	JA0	F	Career	N
21,452.22	19	JA0	F	Career	N
30,146.10	19	JA0	F	Career	N
32,091.86	19	JA0	F	Career	N
27,979.97	19	JA0	F	Career	N
37,929.11	19	JA0	F	Career	N
13,164.20	19	JA0	F	Career	N
25,226.59	19	JA0	F	MSS	N
26,992.29	19	JA0	F	Career	N
45,628.04	19	JA0	F	Career	N
29,786.17	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
19,125.95	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	N
20,905.04	19	JA0	F	Career	N
28,303.76	19	JA0	F	Career	N
29,044.97	19	JA0	F	Career	N
36,791.79	19	JA0	F	MSS	N
21,308.39	19	JA0	F	Career	N
29,786.17	19	JA0	F	Career	N
27,562.56	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
23,177.34	19	JA0	F	Career	N
28,303.76	19	JA0	F	Career	N
33,384.96	19	JA0	F	MSS	N
35,317.45	19	JA0	F	MSS	N
13,208.12	19	JA0	F	Career	N
29,044.97	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
27,562.56	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
15,743.47	19	JA0	F	Career	N

29,044.97	19	JA0	F	Career	N
40,839.02	19	JA0	F	MSS	N
23,115.34	19	JA0	F	Career	N
23,177.34	19	JA0	F	Career	N
23,115.34	19	JA0	F	Career	N
39,555.09	19	JA0	F	MSS	N
8,391.68	19	JA0	P	Temp	N
8,683.35	19	JA0	F	Career	N
31,805.49	19	JA0	F	MSS	N
26,080.16	19	JA0	F	Career	N
6,293.76	19	JA0	P	Temp	N
16,736.43	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
24,112.32	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
38,025.63	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
24,212.95	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
22,767.44	19	JA0	P	MSS	Y
19,871.42	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
26,280.20	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
20,129.50	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
22,852.35	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
20,129.49	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
11,528.68	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N

13,458.62	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
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16,215.35	19	JA0	F	Career	N

31,697.03	19	JA0	F	Career	N
17,778.33	19	JA0	F	Career	N
19,027.06	19	JA0	F	Career	N
16,898.32	19	JA0	F	Career	N
18,820.98	19	JA0	F	Career	N
13,458.87	19	JA0	F	Career	N
19,025.05	19	JA0	F	Career	N
18,820.98	19	JA0	F	Career	N
23,799.57	19	JA0	F	Career	N
17,328.29	19	JA0	F	Career	N
17,328.29	19	JA0	F	Career	N
44,439.80	19	JA0	F	Career	N
25,338.95	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
14,624.52	19	JA0	F	Career	N
44,439.80	19	JA0	F	Career	N
52,165.08	19	JA0	F	Career	N
25,045.03	19	JA0	F	Career	N
25,338.95	19	JA0	F	Career	N
35,160.83	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N

16,215.35	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
20,383.96	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
20,905.04	19	JA0	F	Career	N
31,536.14	19	JA0	F	MSS	N
19,341.81	19	JA0	F	Career	N
23,845.75	19	JA0	F	MSS	N
16,736.43	19	JA0	F	Career	N

18,820.73	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
14,625.02	19	JA0	F	Career	N
17,778.58	19	JA0	F	Term	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
23,845.75	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
10,054.56	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
19,341.81	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	Y
17,257.51	19	JA0	F	Career	N
26,625.06	19	JA0	F	MSS	N
18,820.73	19	JA0	F	Career	N
19,341.81	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
13,463.89	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
12,302.77	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
22,422.74	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
19,341.81	19	JA0	F	Career	N
20,905.04	19	JA0	F	Career	N
21,858.75	19	JA0	F	MSS	N
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18,299.66	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
19,871.59	19	JA0	F	MSS	N
11,141.64	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
22,068.67	19	JA0	F	MSS	N

16,215.35	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
14,625.02	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	Y
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
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19,862.89	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
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16,215.35	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,463.89	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
19,871.50	19	JA0	F	MSS	N
20,000.97	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
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20,702.64	19	JA0	F	MSS	N
20,129.70	19	JA0	F	MSS	N
19,871.59	19	JA0	F	MSS	N
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16,215.35	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
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18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N

19,341.81	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
20,383.96	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
19,341.81	19	JA0	F	Career	N
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18,820.73	19	JA0	F	Career	N
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19,871.42	19	JA0	F	MSS	N
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16,736.43	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
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16,215.35	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
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16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
27,893.12	19	JA0	F	MSS	N
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18,820.73	19	JA0	F	Career	N
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18,820.73	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
22,852.30	19	JA0	F	MSS	N
18,820.73	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
17,778.58	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
12,689.81	19	JA0	F	Career	N
20,129.70	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N

17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
26,188.00	19	JA0	P	Temp	Y
19,871.50	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
12,689.81	19	JA0	F	Career	N
19,871.50	19	JA0	F	MSS	N
14,748.51	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
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17,777.58	19	JA0	F	Career	N
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20,382.96	19	JA0	F	Career	N
26,179.60	19	JA0	F	MSS	N
17,777.58	19	JA0	F	Career	N
33,428.02	19	JA0	F	MSS	N
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17,778.58	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N
13,463.89	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
22,912.42	19	JA0	F	MSS	N
10,054.56	19	JA0	F	Career	Y
20,685.41	19	JA0	F	Career	N
23,154.75	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
26,104.86	19	JA0	F	MSS	N
20,685.41	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
14,991.48	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
25,669.27	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
28,907.91	19	JA0	F	MSS	N
35,004.96	19	JA0	F	MSS	N
40,839.05	19	JA0	P	MSS	Y
21,308.39	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N

18,299.66	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
25,669.27	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
22,057.38	19	JA0	F	Career	N
20,905.04	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
37,667.37	19	JA0	F	MSS	N
21,308.39	19	JA0	F	Career	N
23,800.32	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
19,871.42	19	JA0	F	Career	N
22,852.30	19	JA0	F	MSS	N
26,280.20	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
22,852.30	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
26,280.14	19	JA0	F	MSS	N
14,748.51	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
22,852.35	19	JA0	F	MSS	N
11,915.72	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
17,257.51	19	JA0	F	Term	N
17,257.51	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N

13,463.89	19	JA0	F	Career	N
23,845.75	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
19,871.42	19	JA0	F	MSS	N
11,528.68	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
22,852.35	19	JA0	F	MSS	N
27,422.75	19	JA0	F	MSS	N
14,237.98	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
12,302.77	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
23,845.75	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
23,112.30	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
22,852.35	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
26,280.14	19	JA0	F	MSS	N
14,318.55	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
14,037.93	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,463.89	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N

15,608.44	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
11,915.72	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
26,280.20	19	JA0	F	MSS	N
11,915.72	19	JA0	F	MSS	N
11,528.68	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
14,748.51	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
14,625.02	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
22,852.35	19	JA0	F	MSS	N
20,129.32	19	JA0	F	MSS	N
19,871.50	19	JA0	F	MSS	N
12,302.77	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
19,871.50	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N

19,871.50	19	JA0	F	MSS	N
12,886.69	19	JA0	F	Career	Y
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
22,852.30	19	JA0	F	MSS	N
27,965.71	19	JA0	F	MSS	N
18,820.73	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
20,129.70	19	JA0	F	MSS	N
22,852.30	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
13,463.89	19	JA0	F	Career	N
12,949.59	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
29,237.28	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
19,871.50	19	JA0	F	MSS	N
14,237.98	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
10,054.56	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
11,141.64	19	JA0	F	Career	N
14,625.02	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N

14,748.51	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
12,302.77	19	JA0	F	Career	N
10,054.56	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
15,608.44	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
13,850.93	19	JA0	F	Career	N
13,463.89	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
20,865.12	19	JA0	F	MSS	N
14,237.98	19	JA0	F	Career	N
27,965.45	19	JA0	F	MSS	N
19,871.42	19	JA0	F	MSS	N
27,422.75	19	JA0	F	MSS	N
19,871.42	19	JA0	F	MSS	N
19,871.42	19	JA0	F	MSS	N
14,748.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,076.85	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
22,899.50	19	JA0	F	MSS	N
13,850.93	19	JA0	F	Career	N
12,302.77	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
13,850.93	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N
31,536.14	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N

19,871.42	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
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17,257.51	19	JA0	F	Career	N
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18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
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13,458.62	19	JA0	F	Career	N
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13,458.62	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
23,845.75	19	JA0	F	MSS	N
14,237.98	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
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19,871.42	19	JA0	F	MSS	N
20,129.49	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
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19,871.42	19	JA0	F	MSS	N
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23,845.75	19	JA0	F	MSS	N
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13,463.89	19	JA0	F	Career	N
19,871.50	19	JA0	F	MSS	N
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14,037.93	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
15,608.44	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
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9,074.40	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
15,608.44	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
15,608.44	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
11,528.68	19	JA0	F	Career	N
12,689.81	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
11,141.64	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
19,871.50	19	JA0	F	MSS	N
19,871.42	19	JA0	F	MSS	N
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14,318.55	19	JA0	F	Career	N
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13,458.62	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
11,141.64	19	JA0	F	Term	N
11,141.64	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
24,212.82	19	JA0	F	MSS	N
14,318.55	19	JA0	F	Career	N

14,318.55	19	JA0	F	Career	N
20,014.08	19	JA0	F	MSS	N
14,318.55	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
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13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
9,074.40	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
15,608.44	19	JA0	F	Career	N
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18,550.41	19	JA0	F	Career	N
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15,608.44	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
17,328.29	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N

14,748.51	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
17,328.29	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
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13,458.62	19	JA0	F	Career	N
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13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
19,871.50	19	JA0	F	MSS	N
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14,237.98	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
10,054.56	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
20,465.54	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
22,852.30	19	JA0	F	MSS	N
14,748.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
20,702.73	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
20,702.60	19	JA0	F	MSS	N
14,318.55	19	JA0	F	Career	N
27,537.21	19	JA0	F	Career	N
34,905.08	19	JA0	F	MSS	N
32,541.96	19	JA0	F	Career	N
14,320.65	19	JA0	F	Career	N
19,341.81	19	JA0	F	Career	N
14,409.41	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
13,537.53	19	JA0	F	Career	N

22,554.36	19	JA0	F	Career	N
30,148.89	19	JA0	F	MSS	N
10,404.95	19	JA0	F	Career	N
21,931.38	19	JA0	F	Term	N
13,458.62	19	JA0	F	Career	N
26,942.28	19	JA0	F	Career	N
18,846.84	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
33,319.02	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
27,872.89	19	JA0	F	MSS	N
15,743.47	19	JA0	F	Career	N
21,372.40	19	JA0	F	Career	N
45,943.30	19	JA0	F	MSS	N
22,554.36	19	JA0	F	Career	N
24,423.30	19	JA0	F	Career	N
36,791.79	19	JA0	F	MSS	N
21,372.40	19	JA0	F	Career	N
27,687.31	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
20,277.04	19	JA0	F	Career	N
20,852.58	19	JA0	F	Career	N
34,906.05	19	JA0	F	MSS	N
31,871.16	19	JA0	F	MSS	N
17,401.08	19	JA0	F	Career	N
20,277.04	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
24,809.74	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
35,798.41	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	N
38,025.63	19	JA0	F	MSS	N
14,748.51	19	JA0	F	Career	N
26,280.05	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
26,280.20	19	JA0	F	MSS	N
13,208.12	19	JA0	F	Career	N
31,536.14	19	JA0	F	MSS	N
25,482.27	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
25,330.80	19	JA0	F	MSS	N

29,044.97	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
24,809.62	19	JA0	F	MSS	N
13,850.93	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
24,423.30	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
22,852.30	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
14,237.98	19	JA0	F	Career	N
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18,299.66	19	JA0	F	Career	N
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16,215.35	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
14,748.51	19	JA0	F	Term	N
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13,458.62	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
10,054.56	19	JA0	F	Career	N
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13,458.62	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
14,625.02	19	JA0	F	Career	N
15,608.44	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
14,748.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
14,318.55	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N

14,318.55	19	JA0	F	Career	N
20,864.40	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
24,124.51	19	JA0	F	MSS	N
25,907.73	19	JA0	F	MSS	N
21,931.38	19	JA0	F	Career	N
28,908.18	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
25,669.27	19	JA0	F	Career	N
20,480.06	19	JA0	F	MSS	N
14,237.98	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
25,667.82	19	JA0	P	Temp	Y
25,046.29	19	JA0	P	Temp	Y
21,308.39	19	JA0	P	Temp	Y
21,308.39	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
11,105.75	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
20,129.62	19	JA0	F	MSS	N
26,769.10	19	JA0	F	MSS	N
21,931.38	19	JA0	F	Career	N
25,494.60	19	JA0	F	MSS	N
22,554.36	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
24,423.30	19	JA0	F	Career	N
26,280.20	19	JA0	F	MSS	N
19,341.81	19	JA0	F	Career	N
19,871.50	19	JA0	F	MSS	N
23,845.75	19	JA0	F	MSS	N
18,820.73	19	JA0	F	Career	N
19,341.81	19	JA0	F	Career	N
20,905.04	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N

18,819.73	19	JA0	F	Career	N
25,669.27	19	JA0	F	Career	N
22,467.26	19	JA0	F	Career	N
13,404.66	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
25,392.89	19	JA0	F	MSS	N
20,277.04	19	JA0	F	Career	N
22,467.26	19	JA0	F	Career	N
24,809.82	19	JA0	F	MSS	N
28,314.32	19	JA0	F	MSS	N
22,467.26	19	JA0	F	Career	N
19,861.88	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
31,994.76	19	JA0	F	MSS	N
28,234.33	19	JA0	F	MSS	N
23,800.32	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
20,383.96	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
20,277.04	19	JA0	F	Career	N
23,800.32	19	JA0	F	Career	N
17,777.58	19	JA0	F	Career	N
29,305.25	19	JA0	F	Career	N
23,177.34	19	JA0	F	Career	N
27,593.84	19	JA0	F	MSS	N
7,391.70	19	JA0	F	Career	N
14,625.02	19	JA0	F	Career	N
18,550.41	19	JA0	F	Career	N
17,883.00	19	JA0	F	Career	N
4,274.48	19	JA0	F	Career	N
32,319.76	19	JA0	F	Career	N
23,177.34	19	JA0	F	Career	N
34,015.71	19	JA0	F	MSS	N
18,550.41	19	JA0	F	Career	N
14,991.48	19	JA0	F	Career	N
23,630.21	19	JA0	F	MSS	N
11,141.64	19	JA0	F	Career	N
25,260.39	19	JA0	F	Career	N
18,550.41	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	Y
17,257.51	19	JA0	P	Career	Y
25,046.29	19	JA0	F	Career	Y
17,257.51	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
24,423.30	19	JA0	F	Career	N

17,257.51	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
19,871.42	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
23,937.87	19	JA0	F	MSS	N
29,170.97	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
13,014.85	19	JA0	F	Career	N
13,014.85	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
11,915.72	19	JA0	F	Career	N
11,915.72	19	JA0	F	Career	N
11,528.68	19	JA0	F	Career	N
26,280.20	19	JA0	F	MSS	N
18,819.73	19	JA0	F	Career	N
11,579.73	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
26,523.48	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
31,536.14	19	JA0	F	MSS	Y
19,871.42	19	JA0	F	MSS	N
16,736.43	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
12,235.25	19	JA0	F	Career	N
15,608.44	19	JA0	F	Career	N
22,467.26	19	JA0	F	Career	N
19,340.81	19	JA0	F	Career	N
15,743.47	19	JA0	F	Career	N
19,861.88	19	JA0	F	Career	N

16,468.36	19	JA0	F	Career	N
32,541.15	19	JA0	F	Career	N
10,031.22	19	JA0	F	Career	N
19,002.60	19	JA0	F	MSS	N
20,277.04	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
41,116.71	19	JA0	F	MSS	N
35,837.25	19	JA0	F	MSS	N
27,562.56	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
37,383.69	19	JA0	F	MSS	N
12,235.25	19	JA0	F	Career	N
31,536.14	19	JA0	F	MSS	N
38,172.51	19	JA0	F	MSS	Y
20,062.43	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
23,115.34	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
23,730.29	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
23,115.34	19	JA0	F	Career	N
21,931.38	19	JA0	F	Career	N
33,125.79	19	JA0	F	MSS	N
35,642.00	19	JA0	F	MSS	N
14,963.87	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
21,308.39	19	JA0	F	Career	N
21,931.38	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
11,528.68	19	JA0	F	Career	N
21,372.40	19	JA0	F	Career	N
23,177.34	19	JA0	F	Career	N
22,554.36	19	JA0	F	Career	N
19,861.88	19	JA0	F	Career	N
13,014.85	19	JA0	F	Career	N
24,423.30	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
34,403.46	19	JA0	F	MSS	N
28,688.25	19	JA0	F	MSS	N
19,862.89	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N

17,778.58	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
22,554.36	19	JA0	F	Term	N
17,778.58	19	JA0	F	Term	N
12,625.05	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
25,783.60	19	JA0	F	MSS	N
17,257.51	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
11,915.72	19	JA0	F	Career	N
11,915.72	19	JA0	P	Career	N
17,257.51	19	JA0	F	Career	Y
20,062.43	19	JA0	F	Career	N
24,445.05	19	JA0	F	MSS	N
19,871.38	19	JA0	F	MSS	N
11,915.72	19	JA0	F	Career	N
28,690.23	19	JA0	F	MSS	N
13,458.62	19	JA0	F	Career	N
18,298.65	19	JA0	F	Career	N
18,819.73	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
17,332.05	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
23,800.32	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
18,819.73	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
22,939.39	19	JA0	F	MSS	N
26,280.20	19	JA0	F	MSS	N
15,608.18	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
2,407.49	19	JA0	F	Career	N
7,623.72	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
20,702.78	19	JA0	F	MSS	N
17,777.58	19	JA0	F	Career	N

22,554.36	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
17,777.58	19	JA0	F	Career	N
20,685.41	19	JA0	F	Career	N
9,438.11	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
23,177.34	19	JA0	F	Term	N
22,554.36	19	JA0	F	Career	N
25,669.27	19	JA0	F	Career	N
19,341.81	19	JA0	F	Career	N
17,777.58	19	JA0	F	Career	N
29,286.48	19	JA0	F	MSS	N
20,383.96	19	JA0	F	Career	N
20,382.96	19	JA0	F	Career	N
22,467.26	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
27,514.60	19	JA0	F	MSS	N
22,467.26	19	JA0	F	Career	N
27,682.04	19	JA0	F	MSS	N
20,904.03	19	JA0	F	Career	N
20,383.96	19	JA0	F	Career	N
12,507.33	19	JA0	F	Career	N
28,234.33	19	JA0	F	MSS	N
18,819.73	19	JA0	F	Career	N
21,946.19	19	JA0	F	Career	N
27,422.75	19	JA0	F	MSS	N
23,177.34	19	JA0	F	Career	N
12,625.05	19	JA0	F	Career	N
33,568.24	19	JA0	F	MSS	N
20,905.04	19	JA0	F	Career	N
19,862.89	19	JA0	F	Career	N
23,469.35	19	JA0	F	MSS	N
18,299.66	19	JA0	F	Career	N
13,888.58	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
17,777.58	19	JA0	F	Term	N
19,340.81	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
18,819.73	19	JA0	F	Career	N
15,178.47	19	JA0	F	Career	N

18,298.65	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
21,931.38	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
17,777.58	19	JA0	F	Career	N
20,904.03	19	JA0	F	Career	N
26,375.44	19	JA0	F	MSS	N
32,541.15	19	JA0	F	Career	N
25,046.29	19	JA0	F	Career	N
11,141.64	19	JA0	F	Career	N
21,308.39	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
22,852.30	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
31,536.14	19	JA0	F	MSS	N
10,054.56	19	JA0	F	Career	N
12,235.25	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
31,536.14	19	JA0	F	MSS	N
18,298.65	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
20,905.04	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
31,536.14	19	JA0	F	MSS	N
20,062.43	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
24,356.71	19	JA0	F	MSS	N
16,038.40	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
24,809.67	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
18,820.73	19	JA0	F	Career	N
23,115.34	19	JA0	F	Career	N
16,215.35	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
17,777.58	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
18,193.99	19	JA0	F	Career	N
13,458.62	19	JA0	F	Career	N
22,422.90	19	JA0	F	MSS	N
13,888.58	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N

18,299.66	19	JA0	F	Career	N
23,845.75	19	JA0	F	MSS	N
32,962.58	19	JA0	F	MSS	N
17,778.58	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N
22,467.26	19	JA0	F	Career	N
20,382.96	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
28,235.48	19	JA0	F	MSS	N
16,736.43	19	JA0	F	Career	N
17,332.05	19	JA0	F	Career	N
16,736.43	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
18,298.65	19	JA0	F	Career	N
18,298.65	19	JA0	F	Career	N
20,062.43	19	JA0	F	Career	N
17,778.58	19	JA0	F	Career	N
22,852.35	19	JA0	F	MSS	N
23,800.32	19	JA0	F	Career	N
25,229.23	19	JA0	F	MSS	N
16,215.35	19	JA0	F	Career	N
37,931.28	19	JA0	F	MSS	N
15,608.18	19	JA0	F	Career	N
18,299.66	19	JA0	F	Career	N
17,257.51	19	JA0	F	Career	N

Name of Traveler/Trainee	Position Title	Dates of Travel or Training	Location	Purpose	Total Expenditures	Additional Notes
Laura Zeilinger	Director	10/17/17-10/19/17	Aspen, CO	2Gen Policymakers Institute 2017	\$ 185.00	Sponsored by Aspen Institute
Laura Zeilinger	Director	8/7/18 - 8/8/18	Boston, MA	SNAP Mid-Atlantic Commissioners Meeting	\$ 639.47	
Laura Zeilinger	Director	11/5/17 -11/12/17	Honolulu and Hilo Hawaii	State of Hawaii, Department of Human Services/Leadership Academy	\$ 442.50	Sponsored by Hawaii
Laura Zeilinger	Director	10/25/18 - 10/28/18	Cambridge, MA	Human Services Summit Harvard	\$ 1,622.37	
Laura Zeilinger	Director	8/15/18 -8/16/18	Atlanta, GA	Family First Prevention Services Act Meeting	\$ 148.11	Sponsored by Casey Foundation
Jacki Buckley	Labor Relations Coordinator	8/21/18 -8/23/18	Chicago, IL	Natioanl Labor Management Conference	\$ 1,716.22	
Montae Brockett	Security Assurance Specialist	8/21/18 - 8/27/18	Vienna, VA	Quad Cisco Certified Network Associate (CCNA) Flex Pro Boot Camp Training	\$ 3,795.00	
Zina Anderson	Telecommunications Specialist	9/14/2018	Washington, DC	StarBoard Training	\$ 2,388.41	
Jerome Plater	IT Specialist	9/14/2018	Washington, DC	StarBoard Training		
Hezekiah Smith	IT Specialist (Network System Analyst)	9/14/2018	Washington, DC	StarBoard Training		
Timothy Thurston	Program Specialist	9/14/2018	Washington, DC	StarBoard Training		
Causandra Fludd	Program Specialist	9/14/2018	Washington, DC	StarBoard Training		
Tiffany Brown	Social Service Representative	9/14/2018	Washington, DC	StarBoard Training		
Felicia Bryan	Social Service Assistant	9/14/2018	Washington, DC	StarBoard Training		
Jennefer Singleton	Business Analyst	9/14/2018	Washington, DC	StarBoard Training		
Youhanna Miller	IT Specialist	9/14/2018	Washington, DC	StarBoard Training		
Ashley Harris	Vocational Development Specialist	9/14/2018	Washington, DC	StarBoard Training		
Dexter Clemons	Supervisory Information Tech. Specialist	9/14/2018	Washington, DC	StarBoard Training		
Trina Roberts	Telecommunications Specialist	9/14/2018	Washington, DC	StarBoard Training		
Eric Bunn	IT Specialist (Customer Support)	9/14/2018	Washington, DC	StarBoard Training		
Gerald Green	IT Specialist (System Administrator)	9/14/2018	Washington, DC	StarBoard Training		
Taneika Farmer	Social Service Representative	9/14/2018	Washington, DC	StarBoard Training		
Alisha Broadus	Program Specialist	9/14/2018	Washington, DC	StarBoard Training		
Ashaki Watson		9/14/2018	Washington, DC	StarBoard Training		
Roy Tabb	IT Specialist (Application Software)	9/14/2018	Washington, DC	StarBoard Training		
Montae Brockett	Security Assurance Specialist	9/14/2018	Washington, DC	StarBoard Training		

Stephanie Knight	Supervisory Program Analyst	9/14/2018	Washington, DC	StarBoard Training		
Christian Alfaro	IT Application Software Intern	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	.NET Framework 4.5.1, Part 1, .NET Framework 4.5.1, Park 2, ASP.NET MVC 2and 3 Using Visual Basic 2010, ASP.NET Using Visual Baid 2010, ASP.NET Using Visual C#2010, C++11, Park 3: Data Structures and Pointers, CompTIA A+ Cert, Part 1, Entity Framework 6.1, Park 5, SQL Server Features, Exploring SQL Server 2005, SQL 2014 Developer, Park 06: Advanced SQL CLR		Courses can be taken at employees leisure within the PoP
Anthony Burnett	IT Specialist (Application Software)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	ASP.NET 4 AJAX and jQuery Using Visual Basic 2010, ASP.NET MVC 2 and 3 Using Visual C# 2010, CEH, Part 3: Threats and System Hacking, JavaScript, Part 3: Functions, JavaScript, Part 5: Web, JavaScript, Part 6: Objects, Android Dev: Using Eclipse, Java EE: Servelets and JSP Fundamentals, Java EE: Web Developement, MVC 5.2: One ASP.NET, Upgrading and Bootstrap		Courses can be taken at employees leisure within the PoP
Crystal Dixon	IT Specialist (Application Software)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline			Courses can be taken at employees leisure within the PoP
Robiel Gerezgiher	IT Specialist (Application Software)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	Programming C# 6, Part 12: Arrays and Sorting, Entity Framework 5.0, Identity 2.0:Introduction, Learning to Program		Courses can be taken at employees leisure within the PoP
Susan Hainey	IT Specialist (Application Software)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	SharePoint 2010: Administrator, SharePoint 2013 Developer: Designer, SharePoint 2013: Features,Delivery and		Courses can be taken at employees leisure within the PoP
Brenda Monroe-Carr	Project Manager	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	Application Development		Courses can be taken at employees leisure within the PoP
Han Lee	Program and Management Analyst	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	SSAS 2014, Part 10: Data Mining	\$	3,887.00 Courses can be taken at employees leisure within the PoP

Kumar Manickam	IT Specialist (Application Software/Internet)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	NoSQL: What is NoSQL, SQL 2012 Developer, Part 7: Design and Deployment, SQL 2012 Developer, Part 8: Advanced T-SQL Queries, SQL 2014 Developer, Part 7: Design and Deployment, SQL 2014 Developer, Part 8: Advanced T-SQL Queries, Windows Aqure 2012, Park 1: Hello Cloud			Courses can be taken at employees leisure within the PoP
Alfred Patterson	IT Specialist (Application Software)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	Exploring SQL Server 2016, Part 1: First Look, Exploring Visual Studio 2010 Using Visual C#, Programming C#6, Part 1: Getting Started			Courses can be taken at employees leisure within the PoP
Yasir Rafi	IT Specialist (Application Software)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	Angular 2, Part 1: Introduction and Components			Courses can be taken at employees leisure within the PoP
Aarthi Reddy	IT Specialist (Application Software)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	Microsoft Azure 2017, Part 1: Introduction to Azure			Courses can be taken at employees leisure within the PoP
Phelan Sanders	IT Specialist (Application Software)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	Application Development			Courses can be taken at employees leisure within the PoP
Wesley Smith	IT Specialist	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	Application Development			Courses can be taken at employees leisure within the PoP
Kamala Mayo	IT Specialist (Customer Support)	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	Application Development			Courses can be taken at employees leisure within the PoP
Kehinde Barber	Business Analyst	PoP: 7/31/18 - 7/30/19	Online -LearnNowOnline	SharePoint 2013 Administrator, Part 1: Installing, SharePoint 2013 Developer, Park 1: Components of a Site, SharePoint 2013, Part 1: Features, Devlivery and Development			Courses can be taken at employees leisure within the PoP
Karen Watts	Supervisory Social Service Representative	9/15/18 - 9/19/18	Seattle, Washington	APHSA-ISM Annual Conference 2018	\$	2,703.88	
Montae Brockett	Security Assurance Specialist	9/16/18 - 9/19/18	Seattle, Washington	APHSA-ISM Annual Conference 2018	\$	2,608.18	

Eric Bunn	IT Specialist (Customer Support)	9/15/18 - 9/19/18	Seattle, Washington	APHSA-ISM Annual Conference 2018	\$ 2,995.81	
Stephanie Knight	Social Services Program Manager	9/15/18 - 9/19/18	Seattle, Washington	APHSA-ISM Annual Conference 2018	\$ 3,102.78	
Brenda Monroe-Carr	Project Manager	9/15/18 - 9/19/18	Seattle, Washington	APHSA-ISM Annual Conference 2018	\$ 2,910.72	
Boyle Stuckey	Chief Information Officer	9/15/18 - 9/19/18	Seattle, Washington	APHSA-ISM Annual Conference 2018	\$ 407.00	
Won-ok	Data Management & Analytics Project Manager	10/22 - 10/25/17	National Harbor, MD	APHSA	\$697.00	
Anthea Seymour	Administrator	10/22 - 10/25/17	National Harbor, MD	APHSA	\$135.00	Sponsored by APHSA
Trey Long	Deputy Administrator	4/5 - 4/6/18	Baltimore, MD	APHSA	\$0	Sponsored by APHSA
Catherine King	Asst. Deputy Administrator	4/5 - 4/6/18	Baltimore, MD	APHSA	\$137.68	Sponsored by APHSA
Anthea Seymour	Administrator	4/26 - 4/29/18	Washington, DC	Child Welfare League of America	\$900.00	
Denise Nedab	Asst. Deputy Administrator	4/26 - 4/29/18	Washington, DC	Child Welfare League of America	\$900.00	
Anthea Seymour	Administrator	5/6 - 5/9/18	Arlington, VA	APHSA	\$0	Sponsored by APHSA
Tamitha Davis	Deputy Administrator	5/6 - 5/9/18	Arlington, VA	APHSA	\$0	Sponsored by APHSA
Trey Long	Deputy Administrator	5/6 - 5/9/18	Arlington, VA	APHSA	\$900.00	
Garlinda Bryant-Rollins	Deputy Administrator	5/6 - 5/9/18	Arlington, VA	APHSA	\$1,011.00	
Anthea Seymour	Adminrator	5/30 - 6/1/18	Washington, DC	Administration for Children and Families	\$0	Sponsored by ACF
Garlinda Bryant-Rollins	Deputy Administrator	6/4 - 6/7/18	Virginia Beach, VA	USDA	\$831.92	State Exchange Traveler
Sonya Crudup	Program Analyst	6/19 - 6/20/18	Chicago, IL	DC Dept of Correction	\$811.71	
Monique Holliday Buchanan	Voc. Dev. Specialist	6/19 - 6/20/18	Chicago, IL	DC Dept of Correction	\$811.71	
Dwayne Dawson	Voc. Dev. Specialist	6/19 - 6/20/18	Chicago, IL	DC Dept of Correction	\$761.71	
Harold Morgan	Voc. Dev. Specialist	6/19 - 6/20/18	Chicago, IL	DC Dept of Correction	\$814.71	
Iesha Rogers	Voc. Dev. Specialist	6/19 - 6/20/18	Chicago, IL	DC Dept of Correction	\$848.79	
Denise Nedab	Asst. Deputy Administrator	6/20 - 6/23/18	Washington, DC	National Association of Social Workers	\$734.00	
Sherrie McDowell	Administrative Officer	6/25 - 6/27/18	Philadelphia, PA	USDA	\$955.71	
Ann Pierre	Supervisory Program Analyst	7/24 - 7/26/18	Boston, MA	Office of Family Assistance, Administration for Children and Families	\$0	Sponsored by OFA
David Ross	Chief , OPM	7/24 - 7/26/18	Boston, MA	Office of Family Assistance, Administration for Children and Families	\$0	Sponsored by OFA
Stephanie Bloch	Chief Strategic Planning and Project Mangaer	8/07 - 8/09/18	Boston, MA	USDA	\$949.08	
Alicia Porter	Supervisory Program Analyst	8/13 - 8/16/18	Tampa, FL	APHSA	\$1,249.41	
Anthea Seymour		8/26 - 8/29/18	Reno, NV	APHSA	\$1,898.25	

Mary Thea Proctor	Program Manager	8/25 - 8/30/18	Reno, NV	APHSA	\$2,491.50	State Exchange Traveler
David Ross	Interim Deputy Administrator	8/25 - 8/30/18	Reno, NV	APHSA	\$2,567.12	State Exchange Traveler
Mary Thea Proctor	Program Manager	8/25 - 8/30/18	Reno, NV	APHSA	\$2,567.12	
Bridgette Acklin	Program Analyst	8/25 - 8/30/18	Reno, NV	APHSA	\$2,545.14	
Brandon Warner	Voc. Dev. Specialist	8/25 - 8/30/18	Reno, NV	APHSA	\$2,454.69	
Brian Campbell	Senior Policy Advisor	9/20 - 9/21/18	New York, NY	Administration for Children and Families	\$773.26	
David Ross	Deputy Administrator	9/20 - 9/21/18	New York, NY	Administration for Children and Families	\$810.82	
Sonya Crudup	Program Analyst	9/23 - 9/25/18	Atlanta, GA	Aha Process, Inc	\$1,781.94	
Byron Mckie	Training Supervisor	9/29 - 10/3/18	Columbus, OH	APHSA	\$1,740.41	
Christa Phillips	Chief Accountability Officer	February 5-7,2018	Richmond, Virginia	Quality Control Training	\$964.16	
Lilliam DeJesus	Program Support Specialist	February 5-7,2018	Richmond, Virginia	Quality Control Training	\$964.16	
Yamilka Ramos	Supervisory Quality Control Examiner	February 5-7,2018	Richmond, Virginia	Quality Control Training	\$964.16	
Christa Phillips	Chief Accountability Officer	March 26-29, 2018	Washington, DC	Certified Fraud Examiners(CFE) Exam Review Course	\$231.76	
Christa Phillips	Chief Accountability Officer	August 13-16,2018	Tampa, Florida	National Association for Program Information and Performance Measurement(NAPIPM) 2018 Education conference	\$1,805.56	
Yamilka Ramos	Supervisory Quality Control Examiner	August 13-16,2018	Tampa, Florida	National Association for Program Information and Performance Measurement(NAPIPM) 2018 Education conference	\$1,805.56	
Yamilka Ramos	Supervisory Quality Control Examiner	September 11-13,2018	Mercerville, New Jersey	FNS SNAP Quality Control Technical Training	\$1,077.48	
Wassila Jordan	Supervisory Quality Control Examiner	September 11-13,2018	Mercerville, New Jersey	FNS SNAP Quality Control Technical Training	\$1,077.48	
Christa Phillips	Chief Accountability Officer	September 10-13,2018	Milwaukee, Wisconsin	United Counsel of Welfare Fraud Conference	\$1,252.11	
Ebony Davis	Fraud Investigation Division(FID) Manager	September 10-13,2018	Milwaukee, Wisconsin	United Counsel of Welfare Fraud Conference	\$1,367.97	
Clarence Craig	Social Worker	June 20-23 -18	Washington, DC	Conference	\$ 560.00	National Conference of Social Workers
Barbara Brewer	Social Worker	June 20-23-18	Washington, DC	Conference	\$ 675.00	National Conference of Social Workers
Sina Baktash	Social Worker	June 20-23-18	Washington, DC	Conference	\$ 560.00	National Conference of Social Workers
Sammie Johnson	Social Worker	June 20-June 23	Washington, DC	Conference	\$ 560.00	National Conference of Social Workers
Leslie Meyers	Social Worker	August 27-August 31 -18	Anaheim, California	Conference	\$ 1, 567.59	APS National Conference

La Cresha Morris	Social Worker	June 20-18	Washington, DC	Conference	\$ 699.00	NASW
Angela Hardiman	Social Worker	June 20-18	Washington, DC	Conference	\$ 699.00	NASW
Amanda Dobbs	Social Worker	June 20-18	Washington, DC	Conference	\$ 475.00	NASW
Chiquita Parker	Social Worker	June 20-18	Washington, DC	Conference	\$ 699.00	NASW
Judy Williams	Supervisory Soc.Worker	June 20-18	Washington, DC	Conference	\$ 475.00	NASW
Kim Tenor	Social Worker	June 20-18	Washington, DC	Conference	\$ 699.00	NASW
Marilyn Dickerson	Supervisory Spoc.Worker	June 20-18	Washington, DC	Conference	\$ 475.00	NASW
Anita Lewis	Program Manager	June 20-18	Washington, DC	Conference	\$ 475.00	NASW
Vanessa Franklin	Social Worker	June 20-18	Washington, DC	Conference	\$ 475.00	NASW
Leslie Meyers	Social Worker	May 22-May 25	Miami, Florida	Conference	\$ 826.79	Grant mgt state administrators coalition's
Jerrienne Anthony	Adm.for Families	Feb-19/-Feb-22-18	New Orleans	Conference	\$ 988.99	Homeless in Community
Carmen Hernandez	Program Analyst	February 20-February 21	New Orleans	Training	\$ 1,186.67	Built Zero
Carmen Hernandez	Program Analyst	June 20-June 27	Detroit, MI	Training	\$ 1,052.51	Built Zero
Christopher Lewis	Supervisory Social Worker	June 26-June 27	Detroit, MI	Training	\$ 1,697.51	Built Zero
Judy Williams	Supervisory Social Worker	June 18-June 19	Seattle, Washington	Conference	\$ 1,605.29	Site Visit
Hewgley Carter	Senior Advisory to Adm.	June18-June19	Seattle, Washington	Conference	\$ 694.60	Site Visit
Melvyn Smith	Homeless Coordinator	June 18-June 19	Seattle, Washington	Conference	\$ 1,910.50	Site Visit
Yolanda Scott	Social Worker	April 4 -April 7	San Diego, California	Conference	\$ 1,921.51	Association of Black Social Workers
Cheryl Stancell	Social Worker	April 4-April 7	San Diego, California	1Conference	\$ 1,921.51	Association of Black Social Workers
Brandon James	Supervisory Case Mgt.	January 16-19-18	Cleveland, Ohio	Training	\$ 1,755.31	Learn best practice for diversion program
Demarcus Yarborough	Case Manager	January 16-19-18	Cleveland, Ohio	Training	\$ 1,623.39	Learn best practices for diversion program
Brenda Hall	Program Specialist	January 16-19-18	Cleveland, Ohio	Training	\$ 1,623.39	Learn best practices for diversion program
Hewgley, Carter	Senior Advisory Adm.	January 16-19-18	Cleveland, Ohio	Training	\$ 869.13	Learn best practices for diversion program
Christopher Lewis	Supervisory Social Worker	February 20-21-18	New Orleans	Training	\$ 1,186.57	Built Zero Session 2
Marvarene Carnegie	Social Worker	April 17,2017	Bowie, Maryland	Training	\$ 219.00	Grief and Grieving
Esther Williams	Social Worker	2-Mar-17	Laurel, MD	Training	\$ 175.00	HIV & Ethics Seminar
Sharon Jones	Social Worker	March 15-17-17	Washington, DC	Training	\$ 175.00	HIV & Ethics Seminar
Noah Abraham	Interim Adm. For Homeless Families	March 2-3-18	Los Angeles, California	Conference	\$ 2,141.26	Ending Homelessness
Brandon James	Supervisory Case Mgt	June 20-27-18	Detroit, MI	Training	\$ 1,052.51	Built Zero Session 2

Brandon James	Supervisory Case Mgt.	June 20-27-18	Detroit, MI	Training	\$ 1,092.91	Built Zero Session 2
Dallas Williams	Deputy Administrator	June 20/18	Washington, DC	Conference	\$ 475.00	NASW
Shelia Jones	Program Manager	August 28-30-18	Milwaukee, WI	Conference	\$ 982.00	Conference
Nada Mohamed	Program Analyst	May 24-26-17	Tyson Corner, VA	Training	\$ 929.00	Management Concept
Jerriane Anthony	Program Manager	June 7-10-17	Denver, Colorado		\$ 1,535.55	Built Zero Session 2
Carmen Hernandez	Program Analyst	October 31-11/01/17	Los Angeles, California	Conference	\$ 1,398.98	Rapid Housing Institute
Jerriane Anthony	Program Manager	Feb—22-25-17	Houston, Texas	Conference	\$ 1,430.50	Ending Family and Youth Homelessness
Kia Williams	Entry Coordinator	July 17-19-17	Washington, DC	Conference	\$ 585.00	Ending Family Homelessness
Kia Williams	Entry Coordinator.	Feb-22-25-17	Houston, Texas	Conference	\$ 1,514.68	Ending Family Homelessness
Anita Lewis	Program Manager	Sept-26-10-1-17-	Denver, Colorado	Conference	\$ 1,726.55	Built Zero Session 2
Carmen Hernandez	Program Analyst	Sept-27-29-17	Denver Colorado	Conference	\$ 1,535.55	Built Zero Session 2
Delanie Browning	Program Analyst	Feb-22-24-17	Houston, Texas	Conference	\$ 1,733.69	Ending Homeless ess
Jayne Davis	Special Assistant	Feb-22-24-17	Houston, Texas	Conference	\$ 1,733.69	Ending Homelessness
Noah Abraham	Interim Deputy Families	Feb-22-27-17	Houston, Texas	Conference	\$ 1,733.69	Ending Homelessness
Shawntell Nesmith	Social Worker	4/3/18-4/7/18	San Diego, CA	Association of Black Social Workers	\$ 1,912.51	
Yolanda Scott	Social Worker	4/3/18-4/7/18	San Diego, CA	Association of Black Social Workers	\$ 1,912.51	
Esther Williams	Social Worker	4/3/18-4/7/18	San Diego, CA	Association of Black Social Workers	\$ 2,021.77	
Christa Phillips	Chief Accountability Officer	11/28/17-11/30/17	Richmond, Virginia	Quality Control Training	\$912.70	
Yamilka Ramos	Supervisory Quality Control Examiner	11/27/17-11/30/17	Richmond, Virginia	Quality Control Training	\$912.70	
Lilliam DeJesus	Program Support Specialist	11/27/17-11/30/17	Richmond, Virginia	Quality Control Training	\$912.70	

<i>Name</i>	<i>Amount</i>	<i>Reason for Bonus</i>
Armstrong, Karen	\$25,000	Retirement Award for years of District government service
Berkely, Bettie	\$25,000	Retirement Award for years of District government service
Borden, Gwendolyn	\$25,000	Retirement Award for years of District government service
Bullock, Bernadette	\$20,000	Retirement Award for years of District government service
Calhoun, Willie	\$25,000	Retirement Award for years of District government service
Carter, Pamela	\$25,000	Retirement Award for years of District government service
Chase, Patricia	\$25,000	Retirement Award for years of District government service
Derebe, Genet	\$25,000	Retirement Award for years of District government service
Dickenson, Marilyn	\$25,000	Retirement Award for years of District government service
Fletcher, Tawanda	\$25,000	Retirement Award for years of District government service
Gordon, Richard	\$20,000	Retirement Award for years of District government service
Johnson, Cheryl	\$25,000	Retirement Award for years of District government service
Johnson, Daniel	\$25,000	Retirement Award for years of District government service
Jones, Henry	\$25,000	Retirement Award for years of District government service
Kuhman, Charles	\$25,000	Retirement Award for years of District government service
Levi, Deborah	\$25,000	Retirement Award for years of District government service
Mcglenn, Jacqueline	\$25,000	Retirement Award for years of District government service
Miler, Vincent	\$25,000	Retirement Award for years of District government service
Morris, Diane	\$20,000	Retirement Award for years of District government service
Mumford, Beverly	\$25,000	Retirement Award for years of District government service
Nedab, Denise	\$25,000	Retirement Award for years of District government service
Ojeda, Angel	\$25,000	Retirement Award for years of District government service
Proctor, Mary	\$25,000	Retirement Award for years of District government service
Redding , Janet	\$25,000	Retirement Award for years of District government service
Rollins, Ann	\$20,000	Retirement Award for years of District government service
Sansbury Collins, Cynthia	\$20,000	Retirement Award for years of District government service

Thompson, Arthur	\$25,000	Retirement Award for years of District government service
Turner(Baker), Chiquita	\$25,000	Retirement Award for years of District government service
Tyler, Johnel	\$25,000	Retirement Award for years of District government service
Wanzer, Deborah	\$25,000	Retirement Award for years of District government service
Woodland, Larry	\$25,000	Retirement Award for years of District government service
Young, Gail	\$25,000	Retirement Award for years of District government service
Young, Theresa K	\$25,000	Retirement Award for years of District government service
Akodu, Abibat	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Baskerville, Suzanne	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Byrd, Damon	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Cacho, Andrew	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Carnegie, Marvarene	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Clark, Shontay	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Doty, Brittany	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Franklin, Vanessa	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Frost, Chaun	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Garrett, Tonia	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Hardiman, Angela	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Hepburn-Nelson, Nija	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Holland, Kyra	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Johnson, Iyon	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Jones, Sheila	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Aiken, Matthew	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Baxter, Kimberly	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Brown, Rhamsye	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Carson, Antonio	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Charles, Angela	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire

Douglas, Harry	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Gentry, Dwayne	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Gilliam, Naomi	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Meyers, Leslie	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Miles, Gregory	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Montgomery, Wanda	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Moreno, Cristina	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Morris, LaCresha	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Nesmith, Shawntelle	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Pretlow, Lastenia	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Price, Denise	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Scott, Yolanda	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Thompson, Pearl	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Thornton, Gene	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Vasquez Melgar, Mayra	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Wilkins, Sherith	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Williams, Esther	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Young, Thomas	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Guy, LeShae	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Johnson, Tonia	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Martin, Demtria	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Sibley, Scott	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Smith, Lekia	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Thomas, Ramona	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire
Ventura, Angel	\$250	Instant Cash-In-Your Account Award for above and beyond performance in response to the Arthur Capper Senior Building fire

PROGRAM	ACTIVITY No.	ACTIVITY	Approp Fund	FUND	FY 2017 APPROVED BUDGET	FY2017 REVISED BUDGET	FY2017 ACTUALS	VARIANCE	Variance Explanations
AGENCY MANAGEMENT	1010	PERSONNEL	0100	LOCAL FUND	534,300.67	534,300.67	487,092.22	47,208.45	Surplus due to the following: Positions were eliminated by Council for FY18, so those positions had to remain vacant for the balance of FY17. In addition, Peoplesoft upgrade resulted in moratorium on position classifications and postings for Q4. Change of DCAS leadership during the year slowed hiring; moving to contracted O+M. Fixed cost expenditures less than DGS' projected assessment.
			0200	FEDERAL GRANT FUND	667,469.97	667,469.97	667,475.83	(5.86)	
		PERSONNEL		- Total	1,201,770.64	1,201,770.64	1,154,568.05	47,202.59	
	1017	LABOR MANAGEMENT PARTN	0100	LOCAL FUND	132,053.74	132,053.74	131,474.57	579.17	
		LABOR MANAGEMENT PARTN		- Total	132,053.74	132,053.74	131,474.57	579.17	
	1030	PROPERTY MANAGEMENT	0100	LOCAL FUND	2,067,832.85	2,053,993.32	1,755,140.69	298,852.63	
			0250	FEDERAL MEDICAID PAYMENTS	616,086.91	616,086.91	601,805.17	14,281.74	
		PROPERTY MANAGEMENT		- Total	2,683,919.76	2,670,080.23	2,356,945.86	313,134.37	
	1040	INFORMATION TECHNOLOGY	0100	LOCAL FUND	19,060,659.10	19,060,659.10	18,480,714.52	579,944.58	
			0200	FEDERAL GRANT FUND	4,777,268.11	5,503,962.08	5,298,081.50	205,880.58	
			0250	FEDERAL MEDICAID PAYMENTS	13,382,015.48	19,410,104.21	19,516,940.84	(106,836.63)	
			0700	OPERATING INTRA-DISTRICT FUNDS	-	-	-	-	
		INFORMATION TECHNOLOGY		- Total	37,219,942.69	43,974,725.39	43,295,736.86	678,988.53	
	1055	RISK MANAGEMENT	0100	LOCAL FUND	1,749,580.92	1,749,580.92	1,746,950.99	2,629.93	
			0200	FEDERAL GRANT FUND	2,753,458.11	2,689,040.57	2,652,122.91	36,917.66	
			0250	FEDERAL MEDICAID PAYMENTS	780,956.70	661,446.00	661,446.00	-	
			0600	SPECIAL PURPOSE REVENUE FUNDS (200,000.00	200,000.00	65,030.74	134,969.26	
		RISK MANAGEMENT		- Total	5,483,995.73	5,300,067.49	5,125,550.64	174,516.85	
	1060	LEGAL SERVICES	0100	LOCAL FUND	734,846.40	734,846.40	616,578.08	118,268.32	
			0200	FEDERAL GRANT FUND	737,991.15	753,266.26	618,492.94	134,773.32	
	LEGAL SERVICES		- Total	1,472,837.55	1,488,112.66	1,235,071.02	253,041.64		
	1080	COMMUNICATIONS	0100	LOCAL FUND	278,861.82	278,861.82	230,777.83	48,083.99	
			0250	FEDERAL MEDICAID PAYMENTS	388,094.20	388,094.20	296,626.64	91,467.56	
	COMMUNICATIONS		- Total	666,956.02	666,956.02	527,404.47	139,551.55		
	1085	CUSTOMER SERVICE	0250	FEDERAL MEDICAID PAYMENTS	61,271.40	61,271.40	67,669.21	(6,397.81)	
		CUSTOMER SERVICE		- Total	61,271.40	61,271.40	67,669.21	(6,397.81)	
	1090	PERFORMANCE MGMT	0100	LOCAL FUND	1,864,112.08	1,864,112.08	1,367,677.27	496,434.81	
			0200	FEDERAL GRANT FUND	412,619.24	333,027.75	293,434.32	39,593.43	
		0250	FEDERAL MEDICAID PAYMENTS	809,743.42	809,743.42	802,258.28	7,485.14		
PERFORMANCE MGMT			- Total	3,086,474.74	3,006,883.25	2,463,369.87	543,513.38		
TOTAL AGENCY MANAGEMENT					52,009,222.27	58,501,920.82	56,357,790.55	2,144,130.27	

PROGRAM	ACTIVITY No.	ACTIVITY	Approp Fund	FUND	FY 2017 APPROVED BUDGET	FY2017 REVISED BUDGET	FY2017 ACTUALS	VARIANCE	Variance Explanations
AGENCY FINANCIAL OPERATIONS	110F	BUDGET OPERATIONS	0100	LOCAL FUND	316,583.76	316,583.76	299,979.57	16,604.19	Reprogramming inadvertently posted to Agency Management Program. Agency overall budget is in balance.
			0200	FEDERAL GRANT FUND	1,107,415.25	1,024,852.65	524,927.94	499,924.71	
		BUDGET OPERATIONS		- Total	1,423,999.01	1,341,436.41	824,907.51	516,528.90	
	120F	ACCOUNTING OPERATIONS	0100	LOCAL FUND	277,182.41	277,182.41	332,541.09	(55,358.68)	
			0200	FEDERAL GRANT FUND	2,439,332.36	2,925,050.73	3,842,134.57	(917,083.84)	
		ACCOUNTING OPERATIONS		- Total	2,716,514.77	3,202,233.14	4,174,675.66	(972,442.52)	
	130F	ACFO	0100	LOCAL FUND	261,496.96	261,496.96	225,391.97	36,104.99	
		ACFO		- Total	261,496.96	261,496.96	225,391.97	36,104.99	
	140F	AGENCY FISCAL OFFICER	0100	LOCAL FUND	31,040.00	31,040.00	26,660.40	4,379.60	
		AGENCY FISCAL OFFICER		- Total	31,040.00	31,040.00	26,660.40	4,379.60	
TOTAL AGENCY FIN		TOTAL AGENCY FINANCIAL OPERATIONS			4,433,050.74	4,836,206.51	5,251,635.54	(415,429.03)	

PROGRAM	ACTIVITY No.	ACTIVITY	Approp Fund	FUND	FY 2017 APPROVED BUDGET	FY2017 REVISED BUDGET	FY2017 ACTUALS	VARIANCE	Variance Explanations
ECONOMIC SECURITY ADMINISTRATION	2011	BURIAL ASSISTANCE	0100	LOCAL FUND	328,231.00	328,231.00	288,300.00	39,931.00	Surplus due to less than expected CASH payments to TANF clients. Positions eliminated by Council as part of FY18 budget had to remain vacant all year. Fixed cost expenditures less than anticipated; TANF Jobs expenditure less than anticipated due to the postponement of the issuance of the new TEP Contracts due to the need to update the CATCH system to accommodate the requirement of these contracts, and underspending in MOUs funds.
		BURIAL ASSISTANCE		- Total	328,231.00	328,231.00	288,300.00	39,931.00	
	2012	GENERAL ASSISTANCE FOR CHILDREN	0100	LOCAL FUND	806,404.00	806,404.00	695,186.92	111,217.08	
		GENERAL ASSISTANCE FOR CHILDREN		- Total	806,404.00	806,404.00	695,186.92	111,217.08	
	2013	INTERIM DISABILITY ASSISTANCE	0100	LOCAL FUND	2,507,994.70	2,507,994.70	2,898,284.38	(390,289.68)	
			0600	SPECIAL PURPOSE REVENUE FUNDS (1,500,000.00	1,500,000.00	1,500,000.00	-	
		INTERIM DISABILITY ASSISTANCE		- Total	4,007,994.70	4,007,994.70	4,398,284.38	(390,289.68)	
	2020	TEMPORARY ASST TO NEEDY FAMILIE	0200	FEDERAL GRANT FUND	23,860,685.78	47,995,060.25	54,079,118.81	(6,084,058.56)	
		TEMPORARY ASST TO NEEDY FAMILIES (TANF)			23,860,685.78	47,995,060.25	54,079,118.81	(6,084,058.56)	
	2021	CASH ASSISTANCE (TANF)	0100	LOCAL FUND	44,899,480.00	44,899,480.00	41,552,128.79	3,347,351.21	
			0200	FEDERAL GRANT FUND	23,242,170.00	14,259,196.00	16,307,405.00	(2,048,209.00)	
			0700	OPERATING INTRA-DISTRICT FUNDS	1,300,000.00	1,300,000.00	1,299,984.14	15.86	
		CASH ASSISTANCE (TANF)		- Total	69,441,650.00	60,458,676.00	59,159,517.93	1,299,158.07	
	2022	JOB OPPORTUNITY AND TRAINING (T	0100	LOCAL FUND	13,243,803.93	13,243,803.93	12,584,391.26	659,412.67	
			0200	FEDERAL GRANT FUND	22,838,695.14	19,503,852.08	11,386,982.52	8,116,869.56	
	JOB OPPORTUNITY AND TRAINING (TANF)			36,082,499.07	32,747,656.01	23,971,373.78	8,776,282.23		
	2024	SUPPLEMENTAL FOOD ASSISTANCE	0100	LOCAL FUND	1,300,000.00	1,300,000.00	1,155,189.00	144,811.00	
		SUPPLEMENTAL FOOD ASSISTANCE		- Total	1,300,000.00	1,300,000.00	1,155,189.00	144,811.00	
	2030	CASE MANAGEMENT	0100	LOCAL FUND	6,711,130.77	6,711,130.77	6,301,990.97	409,139.80	
			0200	FEDERAL GRANT FUND	5,471,543.65	7,496,590.90	6,230,101.56	1,266,489.34	
			0250	FEDERAL MEDICAID PAYMENTS	3,009,084.34	2,752,720.67	537,016.00	2,215,704.67	
		CASE MANAGEMENT		- Total	15,191,758.76	16,960,442.34	13,069,108.53	3,891,333.81	
	2040	ELIGIBILITY DETERMINATION SERVICE	0100	LOCAL FUND	43,066,374.95	40,844,257.24	41,212,594.41	(368,337.17)	
			0200	FEDERAL GRANT FUND	11,681,309.64	10,006,383.06	11,208,800.90	(1,202,417.84)	
			0250	FEDERAL MEDICAID PAYMENTS	7,759,399.29	6,844,051.30	8,392,927.53	(1,548,876.23)	
			0600	SPECIAL PURPOSE REVENUE FUNDS (775,000.00	447,131.72	447,131.73	(0.01)	
0700			OPERATING INTRA-DISTRICT FUNDS	1,463,899.12	1,328,766.39	1,328,766.39	-		
ELIGIBILITY DETERMINATION SERVICES		- Total	64,745,983.00	59,470,589.71	62,590,220.96	(3,119,631.25)			
2055	MONITORING AND QUALITY ASSURA	0100	LOCAL FUND	761,644.48	761,644.48	231,686.46	529,958.02		
		0200	FEDERAL GRANT FUND	4,136,001.41	2,910,289.77	2,958,963.27	(48,673.50)		
		0250	FEDERAL MEDICAID PAYMENTS	-	-	666,828.44	(666,828.44)		
MONITORING AND QUALITY ASSURANCE			4,897,645.89	3,671,934.25	3,857,478.17	(185,543.92)			
2065	EARLY EDUCATION SUBSIDY TRANSFE	0200	FEDERAL GRANT FUND	36,971,920.00	36,973,195.00	36,973,195.00	-		
	EARLY EDUCATION SUBSIDY TRANSFER			36,971,920.00	36,973,195.00	36,973,195.00	-		
TOTAL ECONOMIC SECURITY ADMINISTRATION					257,634,772.20	264,720,183.26	260,236,973.48	4,483,209.78	

PROGRAM	ACTIVITY No.	ACTIVITY	Approp Fund	FUND	FY 2017 APPROVED BUDGET	FY2017 REVISED BUDGET	FY2017 ACTUALS	VARIANCE	Variance Explanations
FAMILY SERVICES	5010	ADULT PROTECTIVE SERVICES	0100	LOCAL FUND	1,305,202.72	1,283,502.72	1,526,842.54	(243,339.82)	The balance is due primarily following: Five positions were eliminated by Council for FY18, so those positions had to remain vacant for the balance of FY17. Concerns about overspending on emergency shelter for families resulted in OCFO freeze on hiring 12 new Youth Division positions until Q3. In Homeless Services Continuum, the challenges with finding willing landlords to lease to our clients led to delay in housing placements. Delays in expanding RRH provider pool/human care agreements slowed ability to meet demand. In addition to less than anticipated Fixed Cost expenditures, lapse in administrative component of the Shelter Plus Care Grant.
			0200	FEDERAL GRANT FUND	1,728,245.84	1,598,300.56	1,273,790.54	324,510.02	
		ADULT PROTECTIVE SERVICES		- Total		3,033,448.56	2,881,803.28	2,800,633.08	
	5020	DOMESTIC VIOLENCE SERVICES	0100	LOCAL FUND	1,269,000.00	1,269,000.00	1,267,618.63	1,381.37	
			0200	FEDERAL GRANT FUND	704,220.00	740,958.00	740,958.00	-	
		DOMESTIC VIOLENCE SERVICES		- Total	1,973,220.00	2,009,958.00	2,008,576.63	1,381.37	
	5022	YOUTH SERVICES	0100	LOCAL FUND	12,745,515.05	12,369,555.59	11,968,568.84	400,986.75	
			0200	FEDERAL GRANT FUND	331,598.26	293,796.37	293,796.37	-	
			0700	OPERATING INTRA-DISTRICT FUNDS	88,000.00	547,656.59	547,656.59	-	
		YOUTH SERVICES		- Total	13,165,113.31	13,211,008.55	12,810,021.80	400,986.75	
	5035	PERMANENT SUPPORTIVE HOUSING-	0100	LOCAL FUND	-	-	17.65	(17.65)	
		PERMANENT SUPPORTIVE HOUSING-INDIVID			-	-	17.65	(17.65)	
	5037	HOMELESS SERVICES CONTINUUM - F	0100	LOCAL FUND	57,404,284.92	65,503,325.38	63,747,429.05	1,755,896.33	
			0150	FEDERAL PAYMENTS	0.01	0.01	-	0.01	
			0200	FEDERAL GRANT FUND	8,555,068.98	8,151,091.73	8,178,541.16	(27,449.43)	
		HOMELESS SERVICES CONTINUUM - FAMILIES			65,959,353.91	73,654,417.12	71,925,970.21	1,728,446.91	
	5038	HOMELESS SERVICES CONTINUUM-IN	0100	LOCAL FUND	44,132,430.79	43,710,530.79	41,943,427.27	1,767,103.52	
			0200	FEDERAL GRANT FUND	3,999,783.54	2,934,434.62	2,936,618.73	(2,184.11)	
		HOMELESS SERVICES CONTINUUM-INDIVIDUALS			48,132,214.33	46,644,965.41	44,880,046.00	1,764,919.41	
	5039	HOMELESS SERVICES CONTINUUM - C	0100	LOCAL FUND	39,388,737.90	39,140,421.24	38,830,888.82	309,532.42	
			0200	FEDERAL GRANT FUND	1,544,885.49	1,072,370.54	1,156,865.55	(84,495.01)	
		HOMELESS SERVICES CONTINUUM - GENERAL			40,933,623.39	40,212,791.78	39,987,754.37	225,037.41	
	5040	REFUGEE RESETTLEMENT	0100	LOCAL FUND	-	-	11,618.61	(11,618.61)	
			0200	FEDERAL GRANT FUND	1,399,534.00	2,302,136.38	1,537,780.40	764,355.98	
		REFUGEE RESETTLEMENT		- Total	1,399,534.00	2,302,136.38	1,549,399.01	752,737.37	
	5060	STRONG FAMILIES	0100	LOCAL FUND	1,722,354.23	1,694,910.23	1,671,813.11	23,097.12	
		0200	FEDERAL GRANT FUND	1,664,169.03	1,480,786.58	1,480,786.58	-		
STRONG FAMILIES			- Total	3,386,523.26	3,175,696.81	3,152,599.69	23,097.12		
5090	COMMUNITY SERVICES BLOCK GRAN	0200	FEDERAL GRANT FUND	11,371,751.00	11,444,258.84	11,444,258.84	-		
	COMMUNITY SERVICES BLOCK GRANT		-Total	11,371,751.00	11,444,258.84	11,444,258.84	-		
5095	SUBSIDY TRANSFER	0200	FEDERAL GRANT FUND	230,526.37	252,791.00	252,791.00	-		
	SUBSIDY TRANSFER		- Total	230,526.37	252,791.00	252,791.00	-		
TOTAL FAMILY SERVICES ADMINISTRATION					189,585,308.13	195,789,827.17	190,812,068.28	4,977,758.89	
DEPARTMENT OF HUMAN SERVICES					503,662,353.34	523,848,137.76	512,658,467.85	11,189,669.91	

ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2018 APPROVED BUDGET	FY2018 REVISED BUDGET	FY2018 EXPENDITURES	VARIANCE	VARIANCE EXPLANATIONS
1010	PERSONNEL	0100	LOCAL FUND	670,754.12	670,754.12	1,004,546.36	(333,792.24)	The surplus in Federal and Medicaid funds is due to the following: 1) \$14M in Medicaid was a placeholder for DCAS from original budget formulation and was later added in the DHCF budget when project management moved to that agency; 2) \$5M in Federal funds were not used in FY18 due to a DCAS contract delay. DHS had a shortfall in local funds due to lack of eligible Federal expenditures and a decrease in the Indirect Cost Rate. The budget was not revised to align with Federal expenditures at year-end close.
		0200	FEDERAL GRANT FUND	675,981.83	675,981.83	331,170.52	344,811.31	
	PERSONNEL	- Total		1,346,735.95	1,346,735.95	1,335,716.88	11,019.07	
1017	LABOR MANAGEMENT PARTN	0100	LOCAL FUND	130,699.88	130,699.88	135,706.70	(5,006.82)	
		- Total		130,699.88	130,699.88	135,706.70	(5,006.82)	
1030	PROPERTY MANAGEMENT	0100	LOCAL FUND	1,646,988.31	1,368,830.49	1,512,018.25	(143,187.76)	
		0250	FEDERAL MEDICAID PAYMEN	750,998.61	750,998.61	547,290.02	203,708.59	
	PROPERTY MANAGEMENT	- Total		2,397,986.92	2,119,829.10	2,059,308.27	60,520.83	
1040	INFORMATION TECHNOLOGY	0100	LOCAL FUND	18,673,934.56	18,068,020.82	17,369,082.04	698,938.78	
		0200	FEDERAL GRANT FUND	6,576,694.75	11,299,049.50	6,766,263.06	4,532,786.44	
		0250	FEDERAL MEDICAID PAYMEN	17,346,385.25	17,346,385.25	2,349,784.31	14,996,600.94	
	INFORMATION TECHNOLOGY	- Total		42,597,014.56	46,713,455.57	26,485,129.41	20,228,326.16	
1055	RISK MANAGEMENT	0100	LOCAL FUND	1,524,267.96	1,520,219.41	2,129,440.10	(609,220.69)	
		0200	FEDERAL GRANT FUND	3,160,774.10	3,544,265.82	2,721,706.80	822,559.02	
		0250	FEDERAL MEDICAID PAYMEN	795,874.56	795,874.56	544,017.00	251,857.56	
		0600	SPECIAL PURPOSE REVENUE F	200,000.00	200,000.00	188,265.08	11,734.92	
		0700	OPERATING INTRA-DISTRICT I	-	3,604.79	3,604.79	-	
	RISK MANAGEMENT	- Total		5,680,916.62	6,063,964.58	5,587,033.77	476,930.81	
1060	LEGAL SERVICES	0100	LOCAL FUND	592,349.01	592,349.01	889,370.45	(297,021.44)	
		0200	FEDERAL GRANT FUND	751,457.98	751,457.98	296,471.01	454,986.97	
	LEGAL SERVICES	- Total		1,343,806.99	1,343,806.99	1,185,841.46	157,965.53	
1080	COMMUNICATIONS	0100	LOCAL FUND	278,411.92	278,411.92	475,792.49	(197,380.57)	
		0250	FEDERAL MEDICAID PAYMEN	366,636.70	366,636.70	151,157.68	215,479.02	
	COMMUNICATIONS	- Total		645,048.62	645,048.62	626,950.17	18,098.45	
1085	CUSTOMER SERVICE	0100	LOCAL FUND	-	-	960,543.74	(960,543.74)	
		0250	FEDERAL MEDICAID PAYMEN	60,702.71	60,702.71	28,538.38	32,164.33	
	CUSTOMER SERVICE	- Total		60,702.71	60,702.71	989,082.12	(928,379.41)	
1090	PERFORMANCE MGMT	0100	LOCAL FUND	1,345,311.53	1,526,063.53	2,050,182.62	(524,119.09)	
		0200	FEDERAL GRANT FUND	780,980.24	872,975.10	744,388.42	128,586.68	
		0250	FEDERAL MEDICAID PAYMEN	820,201.09	820,201.09	383,023.21	437,177.88	
	PERFORMANCE MGMT	- Total		2,946,492.86	3,219,239.72	3,177,594.25	41,645.47	
TOTAL AGENCY MANAGEMENT PROGRAM				57,149,405.11	61,643,483.12	41,582,363.03	20,061,120.09	
110F	BUDGET OPERATIONS	0100	LOCAL FUND	250,507.16	266,935.16	256,671.10	10,264.06	
		0200	FEDERAL GRANT FUND	1,043,142.10	951,147.24	559,598.09	391,549.15	
	BUDGET OPERATIONS	- Total		1,293,649.26	1,218,082.40	816,269.19	401,813.21	
120F	ACCOUNTING OPERATIONS	0100	LOCAL FUND	248,368.58	199,956.58	235,837.37	(35,880.79)	
		0200	FEDERAL GRANT FUND	2,473,216.08	3,024,693.06	3,385,193.13	(360,500.07)	
	ACCOUNTING OPERATIONS	- Total		2,721,584.66	3,224,649.64	3,621,030.50	(396,380.86)	
130F	ACFO	0100	LOCAL FUND	258,945.41	258,945.41	232,300.14	26,645.27	
	ACFO	- Total		258,945.41	258,945.41	232,300.14	26,645.27	
TOTAL AGENCY FINANCIAL OPERATION				4,274,179.33	4,701,677.45	4,669,599.83	32,077.62	
2011	BURIAL ASSISTANCE	0100	LOCAL FUND	378,231.00	378,231.00	217,624.47	160,606.53	
		- Total		378,231.00	378,231.00	217,624.47	160,606.53	
2012	GENERAL ASSISTANCE FOR CHILDREN	0100	LOCAL FUND	806,404.00	806,404.00	663,959.76	142,444.24	
		- Total		806,404.00	806,404.00	663,959.76	142,444.24	
2013	INTERIM DISABILITY ASSISTANCE	0100	LOCAL FUND	2,529,209.82	2,483,457.00	3,222,946.71	(739,489.71)	
		0600	SPECIAL PURPOSE REVENUE F	1,500,000.00	1,500,000.00	1,293,455.00	206,545.00	
	INTERIM DISABILITY ASSISTANCE	- Total		4,029,209.82	3,983,457.00	4,516,401.71	(532,944.71)	
2020	TEMPORARY ASST TO NEEDY FAMILIES (TANF)	0200	FEDERAL GRANT FUND	5,319,000.00	23,657,101.77	15,532,467.35	8,124,634.42	
	TEMPORARY ASST TO NEEDY FAMILIES (TANF)	- Total		5,319,000.00	23,657,101.77	15,532,467.35	8,124,634.42	

ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2018 APPROVED BUDGET	FY2018 REVISED BUDGET	FY2018 EXPENDITURES	VARIANCE	VARIANCE EXPLANATIONS
2021	CASH ASSISTANCE (TANF)	0100	LOCAL FUND	52,756,113.00	52,256,113.00	47,475,532.24	4,780,580.76	The surplus in Federal and Medicaid is due to the following: 1) DHS received TANF contingency cash; 2) DHS postponed the use of SNAP Bonus funds for FY19 purchases; 3) TEP contracts were delayed until October 1 of FY19; and 4) Medicaid is an entitlement grant so the District is reimbursed based on eligible expenditures incurred. Of the total surplus, about \$1.6M was local and that was used to offset local fund shortfalls in Interim Disability Assistance and in AMP related to the Indirect Cost Rate.
		0200	FEDERAL GRANT FUND	15,894,587.00	11,644,318.35	12,356,371.89	(712,053.54)	
		0700	OPERATING INTRA-DISTRICT FUND	1,300,000.00	1,182,290.85	1,182,290.85	-	
CASH ASSISTANCE (TANF) - Total			69,950,700.00	65,082,722.20	61,014,194.98	4,068,527.22		
2022	JOB OPPORTUNITY AND TRAINING (TANF)	0100	LOCAL FUND	9,005,601.10	9,005,601.10	14,379,591.55	(5,373,990.45)	
		0200	FEDERAL GRANT FUND	21,461,475.00	24,981,425.78	3,185,244.08	21,796,181.70	
JOB OPPORTUNITY AND TRAINING (TANF) - Total			30,467,076.10	33,987,026.88	17,564,835.63	16,422,191.25		
2024	SUPPLEMENTAL FOOD ASSISTANCE	0100	LOCAL FUND	1,300,000.00	1,300,000.00	1,069,633.00	230,367.00	
		SUPPLEMENTAL FOOD ASSISTANCE - Total			1,300,000.00	1,300,000.00	1,069,633.00	
2030	CASE MANAGEMENT	0100	LOCAL FUND	7,107,847.79	7,076,847.61	6,530,316.88	546,530.73	
		0200	FEDERAL GRANT FUND	7,537,119.41	12,002,211.12	8,162,728.43	3,839,482.69	
		0250	FEDERAL MEDICAID PAYMEN	3,232,807.12	3,262,807.12	234,612.00	3,028,195.12	
		CASE MANAGEMENT - Total			17,877,774.32	22,341,865.85	14,927,657.31	7,414,208.54
2040	ELIGIBILITY DETERMINATION SERVICES	0100	LOCAL FUND	42,358,972.12	42,805,913.31	42,012,474.35	793,438.96	
		0200	FEDERAL GRANT FUND	13,749,612.99	14,770,979.45	14,402,320.56	368,658.89	
		0250	FEDERAL MEDICAID PAYMEN	7,875,955.69	7,845,955.69	7,253,411.02	592,544.67	
		0600	SPECIAL PURPOSE REVENUE FUND	100,000.00	100,000.00	-	100,000.00	
		0700	OPERATING INTRA-DISTRICT FUND	1,482,183.04	1,260,116.28	1,260,116.28	-	
ELIGIBILITY DETERMINATION SERVICES - Total			65,566,723.84	66,782,964.73	64,928,322.21	1,854,642.52		
2040	MONITORING AND QUALITY ASSURANCE	0100	LOCAL FUND	758,671.08	758,671.08	273,730.97	484,940.11	
		0200	FEDERAL GRANT FUND	4,034,517.24	4,015,007.88	3,784,019.54	230,988.34	
		0250	FEDERAL MEDICAID PAYMEN	-	-	447,673.23	(447,673.23)	
MONITORING AND QUALITY ASSURANCE - Total			4,793,188.32	4,773,678.96	4,505,423.74	268,255.22		
2055	EARLY EDUCATION SUBSIDY TRANSFER	0200	FEDERAL GRANT FUND	36,973,195.00	36,973,195.00	36,973,195.00	-	
2065	EARLY EDUCATION SUBSIDY TRANSFER	- Total		36,973,195.00	36,973,195.00	36,973,195.00	-	
TOTAL ECONOMIC SECURITY ADMINISTRATION				237,461,502.40	260,066,647.39	221,913,715.16	38,152,932.23	
5010	ADULT PROTECTIVE SERVICES	0100	LOCAL FUND	1,294,309.38	1,294,309.38	2,472,173.56	(1,177,864.18)	
		0200	FEDERAL GRANT FUND	1,782,508.74	1,859,928.51	415,031.82	1,444,896.69	
		ADULT PROTECTIVE SERVICES - Total			3,076,818.12	3,154,237.89	2,887,205.38	267,032.51
5020	DOMESTIC VIOLENCE SERVICES	0100	LOCAL FUND	1,350,575.00	1,350,575.00	1,287,961.25	62,613.75	
		0200	FEDERAL GRANT FUND	726,886.00	741,653.00	741,653.00	-	
		DOMESTIC VIOLENCE SERVICES - Total			2,077,461.00	2,092,228.00	2,029,614.25	62,613.75
5022	YOUTH SERVICES	0100	LOCAL FUND	19,365,403.72	19,365,403.72	18,766,162.65	599,241.07	
		0200	FEDERAL GRANT FUND	329,939.43	329,939.43	204,286.97	125,652.46	
		0700	OPERATING INTRA-DISTRICT FUND	84,712.76	445,975.88	445,975.88	-	
YOUTH SERVICES - Total			19,780,055.91	20,141,319.03	19,416,425.50	724,893.53		
5037	HOMELESS SERVICES CONTINUUM - FAMILIES	0100	LOCAL FUND	114,415,673.84	114,396,247.84	118,345,618.24	(3,949,370.40)	
		0200	FEDERAL GRANT FUND	10,378,567.38	5,127,564.55	3,359,789.57	1,767,774.98	
		HOMELESS SERVICES CONTINUUM - FAMILIES - Total			124,794,241.22	119,523,812.39	121,705,407.81	(2,181,595.42)
5038	HOMELESS SERVICES CONTINUUM-INDIVIDUALS	0100	LOCAL FUND	44,013,861.38	44,013,861.38	39,428,411.83	4,585,449.55	
		0200	FEDERAL GRANT FUND	4,517,883.75	6,795,592.74	6,287,071.86	508,520.88	
		HOMELESS SERVICES CONTINUUM-INDIVID. - Total			48,531,745.13	50,809,454.12	45,715,483.69	5,093,970.43
5039	HOMELESS SERVICES CONTINUUM - GENERAL	0100	LOCAL FUND	41,004,247.83	39,727,119.00	38,481,710.65	1,245,408.35	
		0200	FEDERAL GRANT FUND	1,047,290.59	1,027,821.62	1,088,540.57	(60,718.95)	
		HOMELESS SERVICES CONTINUUM - GENERAL - Total			42,051,538.42	40,754,940.62	39,570,251.22	1,184,689.40
5040	REFUGEE RESETTLEMENT	0200	FEDERAL GRANT FUND	3,165,772.14	3,137,224.14	1,869,139.65	1,268,084.49	
		REFUGEE RESETTLEMENT - Total			3,165,772.14	3,137,224.14	1,869,139.65	1,268,084.49
		5060	STRONG FAMILIES	0100	LOCAL FUND	1,202,995.92	1,104,869.64	1,116,254.34
0200	FEDERAL GRANT FUND			1,667,692.65	1,667,692.65	1,393,730.10	273,962.55	
STRONG FAMILIES - Total			2,870,688.57	2,772,562.29	2,509,984.44	262,577.85		
5090	COMMUNITY SERVICES BLOCK GRANT	0200	FEDERAL GRANT FUND	12,143,414.01	11,931,919.99	11,261,779.57	670,140.42	
COMMUNITY SERVICES BLOCK GRANT - Total			12,143,414.01	11,931,919.99	11,261,779.57	670,140.42		
5095	SUBSIDY TRANSFER	0200	FEDERAL GRANT FUND	230,526.00	230,526.00	229,251.00	1,275.00	
SUBSIDY TRANSFER - Total			230,526.00	230,526.00	229,251.00	1,275.00		
TOTAL FAMILY SERVICES ADMINISTRATION				258,722,260.52	254,548,224.47	247,194,542.51	7,353,681.96	

ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2018 APPROVED BUDGET	FY2018 REVISED BUDGET	FY2018 EXPENDITURES	VARIANCE	VARIANCE EXPLANATIONS
	TOTAL DEPARTMENT OF HUMAN SERVICES			557,607,347.36	580,960,032.43	515,360,220.53	65,599,811.90	In total DHS had a local funds surplus of ~\$27,000; the Federal and Medicaid surplus generally result from lack of eligible expenditures. For Federal grants expenditures are based on the approved cost allocation plans.

**Department of Human Services
FY 2018 BUDGET VS ACTUALS BY ACTIVITY**

PROGRAM	ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2019 APPROVED BUDGET	FY2019 REVISED BUDGET As of 12.31.18	FY2019 YTD As of 12.31.18
AGENCY MANAGEMENT	1010	PERSONNEL	0100	LOCAL FUND	4,412,816.13	4,412,816.13	217,976.23
			0200	FEDERAL GRANT FUND	539,440.64	539,440.64	135,221.22
		PERSONNEL - Total				4,952,256.77	4,952,256.77
	1017	LABOR MANAGEMENT PARTN	0100	LOCAL FUND	134,191.81	134,191.81	34,778.70
			LABOR MANAGEMENT PARTN - Total				134,191.81
	1030	PROPERTY MANAGEMENT	0100	LOCAL FUND	1,075,095.22	1,075,095.22	168,713.41
			0250	FEDERAL MEDICAID PAYMENTS	154,511.02	154,511.02	40,715.12
		PROPERTY MANAGEMENT - Total				1,229,606.24	1,229,606.24
	1040	INFORMATION TECHNOLOGY	0100	LOCAL FUND	5,328,511.11	5,328,511.11	1,366,015.89
			0200	FEDERAL GRANT FUND	8,298,166.46	8,298,166.46	415,333.03
			0250	FEDERAL MEDICAID PAYMENTS	3,577,660.39	3,577,660.39	789,525.77
	INFORMATION TECHNOLOGY - Total				17,204,337.96	17,204,337.96	2,570,874.69
	1055	RISK MANAGEMENT	0100	LOCAL FUND	1,492,347.65	1,492,347.65	388,356.02
			0200	FEDERAL GRANT FUND	3,595,968.26	3,595,968.26	842,818.59
			0250	FEDERAL MEDICAID PAYMENTS	1,242,087.02	1,242,087.02	275,392.27
			0600	SPECIAL PURPOSE REVENUE FUI	200,000.00	200,000.00	-
	RISK MANAGEMENT - Total				6,530,402.93	6,530,402.93	1,506,566.88
	1060	LEGAL SERVICES	0100	LOCAL FUND	612,362.37	612,362.37	242,780.26
			0200	FEDERAL GRANT FUND	319,107.82	319,107.82	60,715.12
	LEGAL SERVICES - Total				931,470.19	931,470.19	303,495.38
1080	COMMUNICATIONS	0100	LOCAL FUND	286,767.17	286,767.17	114,118.42	
		0250	FEDERAL MEDICAID PAYMENTS	235,780.83	235,780.83	61,415.93	
COMMUNICATIONS - Total				522,548.00	522,548.00	175,534.35	
1085	CUSTOMER SERVICE	0250	FEDERAL MEDICAID PAYMENTS	64,081.17	64,081.17	18,465.88	
CUSTOMER SERVICE - Total				64,081.17	64,081.17	18,465.88	
1090	PERFORMANCE MGMT	0100	LOCAL FUND	1,996,390.77	1,996,390.77	488,816.05	
		0200	FEDERAL GRANT FUND	598,217.00	598,217.00	145,697.46	
		0250	FEDERAL MEDICAID PAYMENTS	421,992.86	421,992.86	119,754.12	
PERFORMANCE MGMT - Total				3,016,600.63	3,016,600.63	754,267.63	
TOTAL AGENCY MANAGEMENT PROGRAM					34,585,495.70	34,585,495.70	5,926,609.49

**Department of Human Services
FY 2018 BUDGET VS ACTUALS BY ACTIVITY**

PROGRAM	ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2019 APPROVED BUDGET	FY2019 REVISED BUDGET As of 12.31.18	FY2019 YTD As of 12.31.18	
AGENCY FINANCIAL OPERATIONS	110F	BUDGET OPERATIONS	0100	LOCAL FUND	255,124.58	255,124.58	76,935.17	
			0200	FEDERAL GRANT FUND	868,732.44	868,732.44	58,226.89	
		BUDGET OPERATIONS - Total			1,123,857.02	1,123,857.02	135,162.06	
	120F	ACCOUNTING OPERATIONS	0100	LOCAL FUND	159,955.26	159,955.26	166,148.25	
			0200	FEDERAL GRANT FUND	1,413,293.71	1,413,293.71	318,901.92	
		ACCOUNTING OPERATIONS - Total			1,573,248.97	1,573,248.97	485,050.17	
	130F	ACFO	0100	LOCAL FUND	265,863.68	265,863.68	57,521.46	
		ACFO - Total			265,863.68	265,863.68	57,521.46	
	TOTAL AGENCY FINANCIAL OPERATION					2,962,969.67	2,962,969.67	677,733.69

**Department of Human Services
FY 2018 BUDGET VS ACTUALS BY ACTIVITY**

PROGRAM	ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2019 APPROVED BUDGET	FY2019 REVISED BUDGET As of 12.31.18	FY2019 YTD As of 12.31.18
ECONOMIC SECURITY ADMINISTRATION	2011	BURIAL ASSISTANCE	0100	LOCAL FUND	438,231.00	438,231.00	16,250.00
		BURIAL ASSISTANCE - Total			438,231.00	438,231.00	16,250.00
	2012	GENERAL ASSISTANCE FOR CHILDREN	0100	LOCAL FUND	806,404.00	806,404.00	234,396.00
		GENERAL ASSISTANCE FOR CHILDREN - Total			806,404.00	806,404.00	234,396.00
	2013	INTERIM DISABILITY ASSISTANCE	0100	LOCAL FUND	3,486,687.80	3,486,687.80	1,504,370.00
			0600	SPECIAL PURPOSE REVENUE FU	832,431.00	832,431.00	-
		INTERIM DISABILITY ASSISTANCE - Total			4,319,118.80	4,319,118.80	1,504,370.00
	2020	TEMPORARY ASST TO NEEDY FAMILIES (TANF)	0200	FEDERAL GRANT FUND	6,682,974.10	6,682,974.10	4,787.00
		TEMPORARY ASST TO NEEDY FAMILIES (TANF) - Total			6,682,974.10	6,682,974.10	4,787.00
	2021	CASH ASSISTANCE (TANF)	0100	LOCAL FUND	72,456,113.00	72,456,113.00	24,153,280.78
			0200	FEDERAL GRANT FUND	1,043,689.00	1,043,689.00	3,036,635.00
			0700	OPERATING INTRA-DISTRICT FU	1,300,000.00	1,300,000.00	241,540.71
		CASH ASSISTANCE (TANF) - Total			74,799,802.00	74,799,802.00	27,431,456.49
	2022	JOB OPPORTUNITY AND TRAINING (TANF)	0100	LOCAL FUND	4,737,379.56	4,737,379.56	1,688.44
			0200	FEDERAL GRANT FUND	28,709,398.90	28,709,398.90	570,508.06
		JOB OPPORTUNITY AND TRAINING (TANF) - Total			33,446,778.46	33,446,778.46	572,196.50
	2024	SUPPLEMENTAL FOOD ASSISTANCE	0100	LOCAL FUND	1,300,000.00	1,300,000.00	339,144.00
		SUPPLEMENTAL FOOD ASSISTANCE - Total			1,300,000.00	1,300,000.00	339,144.00
	2030	CASE MANAGEMENT	0100	LOCAL FUND	7,226,973.84	7,226,973.84	1,711,260.78
			0200	FEDERAL GRANT FUND	8,707,859.01	8,707,859.01	1,123,942.10
			0250	FEDERAL MEDICAID PAYMENTS	4,546,608.38	4,546,608.38	702,080.84
		CASE MANAGEMENT - Total			20,481,441.23	20,481,441.23	3,537,283.72
	2040	ELIGIBILITY DETERMINATION SERVICES	0100	LOCAL FUND	44,792,176.46	44,792,176.46	11,366,213.26
			0200	FEDERAL GRANT FUND	15,995,946.57	15,995,946.57	2,908,462.90
			0250	FEDERAL MEDICAID PAYMENTS	7,047,204.20	7,047,204.20	1,859,144.73
			0600	SPECIAL PURPOSE REVENUE FU	-	-	0.06
			0700	OPERATING INTRA-DISTRICT FU	1,535,164.27	1,535,164.27	324,017.93
	ELIGIBILITY DETERMINATION SERVICES - Total			69,370,491.50	69,370,491.50	16,457,838.88	
2055	MONITORING AND QUALITY ASSURANCE	0100	LOCAL FUND	685,309.76	685,309.76	192,188.12	
		0200	FEDERAL GRANT FUND	4,191,263.91	4,191,263.91	844,253.05	
	MONITORING AND QUALITY ASSURANCE - Total			4,876,573.67	4,876,573.67	1,036,441.17	
2065	EARLY EDUCATION SUBSIDY TRANSFER	0200	FEDERAL GRANT FUND	36,973,195.00	36,973,195.00	-	
	EARLY EDUCATION SUBSIDY TRANSFER - Total			36,973,195.00	36,973,195.00	-	

**Department of Human Services
FY 2018 BUDGET VS ACTUALS BY ACTIVITY**

PROGRAM	ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2019 APPROVED BUDGET	FY2019 REVISED BUDGET As of 12.31.18	FY2019 YTD As of 12.31.18
TOTAL ECONOMIC SECURITY ADMINISTRATION					253,495,009.76	253,495,009.76	51,134,163.76

**Department of Human Services
FY 2018 BUDGET VS ACTUALS BY ACTIVITY**

PROGRAM	ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2019 APPROVED BUDGET	FY2019 REVISED BUDGET As of 12.31.18	FY2019 YTD As of 12.31.18
FAMILY SERVICES	5010	ADULT PROTECTIVE SERVICES	0100	LOCAL FUND	1,303,570.06	1,303,570.06	228,968.46
			0200	FEDERAL GRANT FUND	1,849,044.29	1,849,044.29	450,106.13
			0250	FEDERAL MEDICAID PAYMENTS	90,641.65	90,641.65	-
			ADULT PROTECTIVE SERVICES - Total		3,243,256.00	3,243,256.00	679,074.59
	5020	DOMESTIC VIOLENCE SERVICES	0100	LOCAL FUND	1,269,000.00	1,269,000.00	-
			0200	FEDERAL GRANT FUND	741,653.00	741,653.00	-
				DOMESTIC VIOLENCE SERVICES - Total	2,010,653.00	2,010,653.00	-
	5022	YOUTH SERVICES	0100	LOCAL FUND	24,637,997.32	24,637,997.32	2,829,243.88
			0200	FEDERAL GRANT FUND	321,518.79	321,518.79	41,528.77
			0700	OPERATING INTRA-DISTRICT FU	89,105.51	89,105.51	23,922.31
				YOUTH SERVICES - Total	25,048,621.62	25,048,621.62	2,894,694.96
	5037	HOMELESS SERVICES CONTINUUM - FAMILIES	0100	LOCAL FUND	114,567,920.75	114,567,920.75	26,945,920.24
			0200	FEDERAL GRANT FUND	7,656,187.01	9,486,663.86	164,084.56
				HOMELESS SERVICES CONTINUUM - FAMILIES - Total	122,224,107.76	124,054,584.61	27,110,004.80
	5038	HOMELESS SERVICES CONTINUUM-INDIVIDUALS	0100	LOCAL FUND	50,767,585.66	50,767,585.66	10,206,142.10
			0200	FEDERAL GRANT FUND	6,395,070.09	6,395,070.09	280,208.42
				HOMELESS SERVICES CONTINUUM-INDIVID. - Total	57,162,655.75	57,162,655.75	10,486,350.52
	5039	HOMELESS SERVICES CONTINUUM - GENERAL	0100	LOCAL FUND	37,781,847.34	37,781,847.34	3,206,700.54
			0200	FEDERAL GRANT FUND	1,556,288.89	1,556,288.89	1,127,385.56
				HOMELESS SERVICES CONTINUUM - GENERAL - Total	39,338,136.23	39,338,136.23	4,334,086.10
	5040	REFUGEE RESETTLEMENT	0200	FEDERAL GRANT FUND	2,428,803.27	2,428,803.27	56,499.45
				REFUGEE RESETTLEMENT - Total	2,428,803.27	2,428,803.27	56,499.45
	5060	STRONG FAMILIES	0100	LOCAL FUND	1,219,679.07	1,219,679.07	145,539.49
		0200	FEDERAL GRANT FUND	1,751,414.86	1,751,414.86	455,925.27	
			STRONG FAMILIES - Total	2,971,093.93	2,971,093.93	601,464.76	
5090	COMMUNITY SERVICES BLOCK GRANT	0200	FEDERAL GRANT FUND	12,058,305.64	12,058,305.64	2,708,410.92	
			COMMUNITY SERVICES BLOCK GRANT - Total	12,058,305.64	12,058,305.64	2,708,410.92	
5095	SUBSIDY TRANSFER	0200	FEDERAL GRANT FUND	229,251.00	229,251.00	-	
			SUBSIDY TRANSFER - Total	229,251.00	229,251.00	-	
TOTAL FAMILY SERVICES ADMINISTRATION					266,714,884.20	268,545,361.05	48,870,586.10
DHS PCARD POOL		PAYROLL DEFAULT	0100	LOCAL FUND	-	-	(38,393.00)
		PAYROLL DEFAULT			-	-	(38,393.00)

**Department of Human Services
FY 2018 BUDGET VS ACTUALS BY ACTIVITY**

PROGRAM	ACTIVITY No.	ACTIVITY	Aprop FUND	FUND	FY 2019 APPROVED BUDGET	FY2019 REVISED BUDGET As of 12.31.18	FY2019 YTD As of 12.31.18
DHS PCARD POOL	9221	DHS PCARD POOL	0100	LOCAL FUND	-	-	77,197.40
		DHS PCARD POOL	- Total		-	-	77,197.40
TOTAL DEPARTMENT OF HUMAN SERVICES					557,758,359.33	559,588,836.18	106,725,094.84

VARIANCE
4,194,839.90
404,219.42
4,599,059.32
99,413.11
99,413.11
906,381.81
113,795.90
1,020,177.71
3,962,495.22
7,882,833.43
2,788,134.62
14,633,463.27
1,103,991.63
2,753,149.67
966,694.75
200,000.00
5,023,836.05
369,582.11
258,392.70
627,974.81
172,648.75
174,364.90
347,013.65
45,615.29
45,615.29
1,507,574.72
452,519.54
302,238.74
2,262,333.00
28,658,886.21

VARIANCE
178,189.41
810,505.55
988,694.96
(6,192.99)
1,094,391.79
1,088,198.80
208,342.22
208,342.22
2,285,235.98

VARIANCE
421,981.00
421,981.00
572,008.00
572,008.00
1,982,317.80
832,431.00
2,814,748.80
6,678,187.10
6,678,187.10
48,302,832.22
(1,992,946.00)
1,058,459.29
47,368,345.51
4,735,691.12
28,138,890.84
32,874,581.96
960,856.00
960,856.00
5,515,713.06
7,583,916.91
3,844,527.54
16,944,157.51
33,425,963.20
13,087,483.67
5,188,059.47
(0.06)
1,211,146.34
52,912,652.62
493,121.64
3,347,010.86
3,840,132.50
36,973,195.00
36,973,195.00

VARIANCE
202,360,846.00

VARIANCE
1,074,601.60
1,398,938.16
90,641.65
2,564,181.41
1,269,000.00
741,653.00
2,010,653.00
21,808,753.44
279,990.02
65,183.20
22,153,926.66
87,622,000.51
9,322,579.30
96,944,579.81
40,561,443.56
6,114,861.67
46,676,305.23
34,575,146.80
428,903.33
35,004,050.13
2,372,303.82
2,372,303.82
1,074,139.58
1,295,489.59
2,369,629.17
9,349,894.72
9,349,894.72
229,251.00
229,251.00
219,674,774.95
38,393.00
38,393.00

VARIANCE
(77,197.40)
(77,197.40)
452,940,938.74

FY 2017 Projected Lapsed Grants Report

Grant Name	Program Manager	Grant Type = F = Federal P = Private	CFDA # (Federal)	Grant Number	Grant Phase	Grant Begin Date	Grants with end dates between 10/1/2016 and 09/30/17	Total Grant Award Amount	Expenditures prior to FY 2017 (Including IDCR)	Year-to-date Grant Balance	Revised FY 17 Budget	Cash/Accr/ID Expend's	Grant Lapse (Grant Award less Total Oblig's)	Comments
Shelter Plus Care Grant	Dallas Williams	F	14.267	51SPCG	15	2/1/2016	1/31/2017	\$4,772,036.00	\$2,930,049.56	\$1,841,986.44	\$1,841,986.44	\$1,631,604.97	210,381.47	Shelter Plus Care Grant lapse is primarily related to less than projected administrative expenditures. DHS requested that a portion of the admin budget be reallocated to service; HUD rejected the request.
TOTAL								\$4,772,036.00	\$2,930,049.56	\$1,841,986.44	\$1,841,986.44	\$1,631,604.97	\$ 210,381.47	JA0 Total Projected Lapse

FY 2018 Projected Lapsed Grants Report

Grant Name	Program Manager	Grant Type F = Federal P = Private	CFDA # (Federal)	Grant Number	Grant Phase	Grant Begin Date	Grants with end dates between 10/1/2017 and 09/30/18	Total Grant Award Amount	Expenditures prior to FY 2018 (Including IDCR)	Year-to-date Grant Balance	Revised FY 18 Budget	Cash/Accr/ID Expend's	Grant Lapse (Grant Award less Total Oblig's)	Comments
Elder Justice Initiative Grant	Dr. Shiela Jones	F	93.048	62EJIG	16	10/1/2016	8/31/2018	\$200,000.00	\$122,580.23	\$77,419.77	\$77,419.77	\$62,665.89	14,753.88	
Shelter Plus Care Grant	Dallas Williams	F	14.267	61SPCG	16	2/1/2017	1/31/2018	\$4,772,036.00	\$3,075,127.35	\$1,696,908.65	\$1,696,908.65	\$1,643,011.15	53,897.50	Shelter Plus Care Grant lapse is primarily related to less than projected administrative expenditures. DHS requested that a portion of the admin budget be reallocated to service; HUD rejected the request.
TOTAL								\$4,972,036.00	\$3,197,707.58	\$1,774,328.42	\$1,774,328.42	\$1,705,677.04	\$68,651.38	JA0 Total Projected Lapse

DEPARTMENT OF HUMAN SERVICES (JA0)
FY2018 INTRA-DISTRICT

SELLER Agency	BUYER Agency	Program / Activity Code	FUND	DESCRIPTION OF MOU	MOU AMOUNT	Transfer Date	Letter of Intent Received
EOM	DHS	Family Service Administration / 5022	LOCAL	To provide an LGBTQ housing specialist (FTE) at the Office of LGBTQ Affairs, small grants to develop LGBTQ organizations, and the creation (and now implementation) of the LGBTQ competency training all DC housing providers are required to attend.	156,000.00	12/6/2017	NO
DHS	DYRS	Family Service Administration / 5022	INTRA-DISTRICT	To provide funding for Youths under the supervision of DYRS to receive Transitional Housing services	370,000.00	03/08/18	NO
DOH	DHS	Family Service Administration / 5039	LOCAL	Pest Control for various Shelter locations	46,000.00	12/19/2017	NO
OAG	DHS	Family Service Administration/ 5010	LOCAL	To establish the terms and conditions under which OAG shall provide legal services to DHS' Vulnerable Adult population	60,000.00	11/17/17	YES
DCHR	DHS	Economic Security Administration/ 2040 Family Services Administration/5038	LOCAL	To support one (1) intern for DLP Year Round internship program and (1) intern for the Summer Internship program	25,800.00	12/19/17	NO
OCP	DHS	Agency Management program/1010	LOCAL	To support training, travel, equipment, supplies, & other services to DHS procurement team	10,000.00	12/1/17	NO
DGS	DHS	Economic Security Administration/ 2040 Family Services Administration/5039 Agency Management Program / 1090	LOCAL/FEDERAL	Parking permits for DHS	156,587.80	1/30/18	NO
DCHR	DHS	Economic Security Administration/ 2040 Family Services Administration/5039/5038 Agency Management Program / 1010	LOCAL	To provide suitability checks for employment	37,675.00	10/18/17	NO
OAPIA	DHS	Economic Security Administration/ 2040	LOCAL	To provide guidance to public benefits & other DHS svcs for Asian Pacific Islanders	193,058.00	12/22/17	NO
DOES	DHS	Economic Security Administration/ 2030	FEDERAL	FSET expansion of year round youth employment program; provide occupational skills training, work-based learning, job readiness, placement - MODIFICATION 2 - increases number of participants	2,126,686.40	12/27/17 ; 6/18/18; 09/30/18	YES
DOH	DHS	Economic Security Administration/ 2020	FEDERAL	Teen Pregnancy Prevention Program	800,000.00	1/8/18	NO
DHCF	DHS	Agency Management program/1040	LOCAL/FEDERAL	To lay out the responsibilities of DHS and DHCF with regards to the implementation, Operation & Maintenance of the DCAS System and to clarify the terms with regard to the cost allocation and funding.	27,483,149.75	10/13/2017	NO
OAG	DHS	Agency Management Program /1055	SPECIAL PURPOSE REVENUE	To provide litigation, advice-giving & programmatic support with reference to welfare fraud cases	191,140.00	02/21/18	YES
MORCA	DHS	Economic Security Administration/ 2030	FEDERAL	To expand upon ESA/FSET program by providing educational services, resources and job placement for Returning Citizens	150,000.00	03/01/18; 06/18/18	NO
DCHA	DHS	Family Services Administration/ 5037	LOCAL	DHS to provide funding and other resources to DCHA required to administer FRSP rental assistance payments, and for DHCA and DHS to work together to stabilize the housing of FRSP families and streamline the monthly rental payments of FRSP subsidies participating landlords	25,619,133.00	N/A	NO
DCHA	DHS	Family Services Administration/ 5038	LOCAL	DHS to provide funding and other resources to DCHA required to administer PSHP rental assistance payments, and for DHCA and DHS to work together to stabilize the housing of PSHP families and streamline the monthly rental payments of PSHP subsidies participating landlords	12,841,710.00	N/A	NO

OSSE	DHS	Economic Security Administration/ Family Service 2065/5095	FEDERAL	To subsidize child care services for low-income families, so that they may participate in work-related activities & reduce their dependence on public benefits	37,202,446.00	09/04/18	YES
DOH	DHS	Economic Security Administration	FEDERAL	The purpose of the MOU is to establish the terms and conditions under which DOH shall implement the provision of SNAP-Ed programs and Services.	1,555,778.00	N/A	NO
DHS	CFSA	Family Service Administration / 5022	INTRA-DISTRICT	To support the expansion of the PASS program	84,712.00	7/31/18	YES
CFO/OFT	DHS	Economic Security Administration/ 2040	FEDERAL	EBT - The issuance of TANF Electronic Benefits Transfer (EBT) cards, training, customer services, & services to implement the federal Middle Class Tax Relief and Job Creation Act of 2012.	326,970.00	7/30/18	NO
CFO/OFT	DHS	Economic Security Administration	FEDERAL	EBT - Food Stamp electronic benefit transactions. DHS invoices OFT for administration of the issuance of Food Stamp benefits & re-issuance of EBT cards, training and customer service provided by OFT in coordination with the District's EBT contractor, eFunds Corp.	509,975.00	N/A	NO
DBH	DHS	Economic Security Administration/ 2022	LOCAL	To implement substance abuse treatment plans for approximately 230 ESA clients, to include access to Non-Medicaid funded services such as detoxification, case management, etc.	284,600.00	03/1/18	YES
OSSE	DHS	Economic Security Administration/ 2020	FEDERAL	To provide financial assistance for eligible TANF recipients to pursue post-secondary degrees or certificate programs offered by accredited colleges, universities or 2 yr community colleges	250,000.00	06/18/18	YES
DBH	DHS	Economic Security Administration/ 2022	LOCAL	To co-locate 4 DBH mental health staff @ 2 ESA Assessmt Ctrs to help TANF customers overcome mental health barriers, and guide & assist ESA staff.	433,075.00	03/15/18	YES
OCTO	DHS	Economic Security Administration/ 2022	LOCAL	Software assurance services, i.e., verification and testing, for compliance with OCTO Standard for DHS/OIS developed Customer Assessment and Tracking Case History (CATCH2) application, and documentation.	75,000.00	02/28/18	NO
DHS	OSSE	Economic Security Administration/ 2040	INTRA-DISTRICT	To support the DHS Child Care Services Division to determine eligibility for child care services under the subsidy	1,463,899.00	09/04/18	YES
DHS	DDOE	Economic Security Administration/ 2021	INTRA-DISTRICT	To transfer an standard utility allowance (SUA) energy assistance benefit of \$20.01 to SNAP recipients in accordance with the Heat & Eat program under the Low Income Home Energy Assistance Program (LIHEAP)	1,300,000.00	02/23/18	YES
UDC	DHS	Economic Security Administration/ 2020	FEDERAL	TANF portion - Paving Access Trails for Higher Security (PATHS) training and employment support services for TANF customers.	2,900,000.00	N/A	NO
OCA	DHS	Economic Security Administration/ 2040 Family Services Administration/5038 Agency Management Program/1010	LOCAL	Record Retention for DHS	27,557.00	11/27/17	NO
OLA	DHS	Economic Security Administration/ 2040	LOCAL/FEDERAL	To provide guidance to public benefits & other DHS services for Latino District residents	200,000.00	1/31/17	NO
DOES	DHS	Economic Security Administration/ 2020	FEDERAL	To establish the process for identifying and referring District TANF customers to the Learn Earn Advance Prosper (LEAP) program.	989,610.21	3/22/2018	NO
ODR	DHS	Economic Security Administration/ 2040	LOCAL	sign language interpretation for meetings, conferences, trainings, & other interactions with District residents and consumers who are deaf and hard-of-hearing. This MOU does not cover interpreter services for District government employees. - split funded with FSA AHPSS/HHC61	3,606.50	9/30/2018	NO
CFSA	DHS	Family Service Administration / 5040	FEDERAL	To provide residential foster care and social services to unaccompanied refugee minors.	1,751,686.15	06/04/18	Yes
DGS	DHS	Family Service Administration/ 5038	LOCAL	To provide security coverage as needed at the District's homeless shelters, and to serve as supplemental coverage, in addition to the security coverage provided by TCP as needed.	266,559.88	05/10/18	NO

DEPARTMENT OF HUMAN SERVICES (JA0)

FY 2019 INTRA-DISTRICT

SELLER Agency	BUYER Agency
OSSE	DHS
DOH	DHS
DBH	DHS
OSSE	DHS
OLA	DHS
OAPIA	DHS
CFSA	DHS
OCTO	DHS
DHS	DDOE
MORCA	DHS
UDC	DHS
EOM	DHS
DMHH	DHS
OAG	DHS
DCHA	DHS

DCHA	DHS
OAG	DHS
DHS	OSSE
DHS	CFSA
CFO/OFT	DHS
CFO/OFT	DHS
DBH	DHS
DOES	DHS
DOH	DHS
DOES	DHS
DHS	DME
DHCF	DHS
DOES	DHS
DGS	DHS

Program / Activity Code	FUND
Economic Security Administration/ Family Service 2065/5095	FEDERAL
Economic Security Administration	FEDERAL
Economic Security Administration/2022	LOCAL
Economic Security Administration/2020	FEDERAL
Economic Security Administration/ 2040	LOCAL/FEDERAL
Economic Security Administration/ 2040	LOCAL
Family Service Administration / 5040	FEDERAL
Economic Security Administration/ 2022	LOCAL
Economic Security Administration/ 2021	INTRA-DISTRICT
Economic Security Administration/ 2030	FEDERAL
Economic Security Administration/ 2020	FEDERAL
Family Service Administration / 5022	LOCAL
Family Service Administration / 5037	LOCAL
Family Service Administration/ 5010	LOCAL
Family Services Administration/ 5037	LOCAL

Family Services Administration/ 5038	LOCAL
Agency Management Program /1055 Economic Security Administration / 2040	SPECIAL PURPOSE REVENUE/ FEDERAL
Economic Security Administration/ 2040	INTRA-DISTRICT
Family Service Administration / 5022	INTRA-DISTRICT
Economic Security Administration/ 2040	FEDERAL
Economic Security Administration	FEDERAL
Economic Security Administration/ 2022	LOCAL
Economic Security Administration/ 2030	FEDERAL
Economic Security Administration/ 2020	FEDERAL
Economic Security Administration/ 2020	FEDERAL
Family Services Administration/ 5037	INTRA-DISTRICT
Agency Management program/1040	FEDERAL
Economic Security Administration/ 2040	LOCAL
Family Services Administration/ 5037	LOCAL

DESCRIPTION OF MOU

To subsidize child care services for low-income families, so that they may participate in work-related activities & reduce their dependence on public benefits

The purpose of the MOU is to establish the terms and conditions under which DOH shall implement the provision of SNAP-Ed programs and Services.

To implement substance abuse treatment plans for approximately 230 ESA clients, to include access to Non-Medicaid funded services such as detoxification, case management, etc.

To provide financial assistance for eligible TANF recipients to pursue post-secondary degrees or certificate programs offered by accredited colleges, universities or 2 yr community colleges

To provide guidance to public benefits & other DHS services for Latino District residents

To provide guidance to public benefits & other DHS svcs for Asian Pacific Islanders

To provide residential foster care and social services to unaccompanied refugee minors.

Software assurance services, i.e., verification and testing, for compliance with OCTO Standard for DHS/OIS developed Customer Assessment and Tracking Case History (CATCH2) application, and documentation.

To transfer an standard utility allowance (SUA) energy assistance benefit of \$20.01 to SNAP recipients in accordance with the Heat & Eat program under the Low Income Home Energy Assistance Program (LIHEAP)

To expand upon ESA/FSET program by providing educational services, resources and job placement for Returning Citizens

TANF portion - Paving Access Trails for Higher Security (PATHS) training and employment support services for TANF customers.

To provide an LGBTQ housing specialist (FTE) at the Office of LGBTQ Affairs, small grants to develop LGBTQ organizations, and the creation (and now implementation) of the LGBTQ competency training all DC housing providers are required to attend.

To establish the terms and conditions under which DMHHS shall hire, train, and supervise two (2) Homeless Encampment Outreach Navigators to support outreach services for District residents experiencing homelessness and residing in encampments.

To establish the terms and conditions under which OAG shall provide legal services to DHS' Vulnerable Adult population

DHS to provide funding and other resources to DCHA required to administer FRSP rental assistance payments, and for DHCA and DHS to work together to stabilize the housing of FRSP families and streamline the monthly rental payments of FRSP subsidies participating landlords

DHS to provide funding and other resources to DCHA required to administer PSHP rental assistance payments, and for DHCA and DHS to work together to stabilize the housing of PSHP families and streamline the monthly rental payments of PSHP subsidies participating landlords

To provide litigation, advice-giving & programmatic support with reference to welfare fraud cases

To support the DHS Child Care Services Division to determine eligibility for child care services under the subsidy

To support the expansion of the PASS program

EBT - The issuance of TANF Electronic Benefits Transfer (EBT) cards, training, customer services, & services to implement the federal Middle Class Tax Relief and Job Creation Act of 2012.

EBT - Food Stamp electronic benefit transactions. DHS invoices OFT for administration of the issuance of Food Stamp benefits & re-issuance of EBT cards, training and customer service provided by OFT in coordination with the District's EBT contractor, eFunds Corp.

To co-locate 4 DBH mental health staff @ 2 ESA Assessmt Ctrs to help TANF customers overcome mental health barriers, and guide & assist ESA staff.

FSET expansion of year round youth employment program; provide occupational skills training, work-based learning, job readiness, placement - MODIFICATION 2 - increases number of participants

Teen Pregnancy Prevention Program

To establish the process for identifying and referring District TANF customers to the Learn Earn Advance Prosper (LEAP) program.

To provide additional transportation resources for students whose families are experiencing homelessness in DHS' Short-Term Family Housing Program

To lay out the responsibilities of DHS and DHCF with regards to the implementation, Operation & Maintenance of the DCAS System and to clarify the terms with regard to the cost allocation and funding.

Workforce Innovation and Opportunity Act (WIOA) Implementation

To procure a provider to perform consolidated maintenance services for up to seven (7) Short Term Family sites.

MOU TOTAL	Transfer Date	Letter of Intent Received
37,202,446.00	TBD	YES
1,515,769.00	N/A	NO
284,600.00	TBD	YES
250,000.00	02/7/19	YES
200,000.00	TBD	NO
202,179.00	11/5/2018	NO
1,698,547.59	1/23/2019	YES
75,000.00	12/4/2019	NO
1,200,000.00	TBD	YES
150,000.00	TBD	NO
2,900,000.00	N/A	NO
156,000.00	12/12/2018	NO
165,242.44	1/10/2019	NO
60,000.00	TBD	YES
25,619,133.00	N/A	NO

12,947,479.00	N/A	NO
201,615.00	TBD	YES
1,535,164.27	TBD	YES
89,105.51	TBD	YES
275,000.00	TBD	NO
450,000.00	N/A	NO
433,075.00	TBD	YES
2,126,686.40	TBD	YES
800,000.00	TBD	YES
990,000.00	TBD	YES
120,000.00	TBD	NO
5,846,011.00	TBD	YES
12,768.68	11/2/2018	NO
1,410,054.00	2/8/2019	NO

**ATTACHMENT 16 - REPROGRAMMINGS INTO/OUT OF DHS
FY2018**

DEPARTMENT OF HUMAN SERVICES (JA0)
FY2018 REPROGRAMMING (Out of DHS)

RECEIVING AGENCY	DATE	AMOUNT	FUNDING	FROM - PROG/ACTIVITY/CSG	TO - PROG/ACTIVITY/CSG	REASON
DCOA	6/21/18	\$ 495,000	LOCAL	Family Services /HSC Families (5037) CSG 0501	DC Office of Aging DCOA (9400) In-Homes Services (9420) - CSG 0050	This reprogramming covered a shortfall for the Safe at Home program.
DGS	10/17/2018	\$ 2,619,111	LOCAL	Family Services/Strong Families (5060)/ HSC Individuals (5038); Economic Security Admin/ Eligibility Determination (2040); Agency Management Program/ Information Systems (1040); Property Management (1030); Risk Management (1055); CSG 0309	Dept. of General Services/ Centrally Managed program(7000); Electricity (7004); Water (7006) - CSG 0030	This reprogramming covered the cost of higher than anticipated electricity and water bills.
FEMS	10/19/2018	\$ 500,000	LOCAL	Economic Security Administration/ Cash Assistance (2021) - CSG 0050	D.C. Fire & Emergency/ Operations Bureau Division (3000)/ Operations Dept. Chief OPS (3100) - CSG 0015	This reprogramming covered a shortfall due to overtime at FEMS.
DC Health	6/19/2018	\$ 152,676	LOCAL	Economic Security Administration/ Eligibility Determination (2040) - CSG 0011; 0014	Dept. of Health/ Community Health Administration (8500); Family Health Bureau (8506); Health Care Access Bureau (8505)- CSG 0050	This reprogramming provided 40 hours of nursing and Allied Health coverage at DC Public Schools.

**ATTACHMENT 17 - REPROGRAMMINGS WITHIN DHS
FY2018**

DATE	AMOUNT	FUNDING	FROM - PROG/ACTIVITY/CSG	TO - PROG/ACTIVITY/CSG	REASON
10/11/2017	\$ 2,267,289	FEDERAL	Economic Security Admin/ Cash Assistance (2021) - CSG 0050	Economic Security Administration - TANF Initiative (2020)/ TANF Employment Program (2022) - CSG 0050	Funds are needed to support the TANF Home Visits Initiative and CATCH IT Redesign Project.
10/17/2017	\$ 540,956	FEDERAL	Economic Security Admin - TANF Employment Program (2022) - CSG 0050	Economic Security Admin - Cash Assistance (2021) - CSG 0050	These funds are needed to align budget with projected expenditures for TANF Cash Assistance.
11/15/2017	\$ 91,995	FEDERAL	Agency Financial Operations/ Budget Operations (110F) - CSG 0050	Agency Management Program/ Performance Management (1090) - CSG 0041	To provide fixed cost management services and reporting via the Department of General Services (DGS) for eighty (80) parking permits for DHS as allocated in the lease for 64 New York Avenue, NE.
12/12/2017	\$ 11,488	FEDERAL	Family Services Administration/ Refugee (5040) - CSG 0050	Family Services Administration/ Refugee (5040) - CSG 0050	To support critical Health, Immunization and screening services for Refugees in the District.
12/19/2017	\$ 19,000	FEDERAL	Economic Security Admin/ Case Management (2030)- CSG 0050, 0070	Economic Security Admin/ Case Management (2030)- CSG 0040	Funds are needed to support the contractual agreement and modification for Art & Soul.
1/3/2018	\$ 1,060,626	FEDERAL	Economic Security Administration/ Cash Assistance (2021) - CSG 0050	Economic Security Admin/ Case Management (2030)- CSG 0041, 0012, 0014; Eligibility Determination (2040) - CSG 0012; 0014 Monitoring & Quality Assurance (2055) - CSG 0012; 0014	These funds are for additional staff to support TANF Case Management, and the purchase of an enhanced case management assessment system.
1/9/2018	\$ 775,646	FEDERAL	Family Services Admin/HSC Families (5037) - CSG 0050	Family Services Admin/HSC Families (5037) - CSG 0050	To support the sub-grantee agreement with The Community Partnership for Rental Assistance Payments and connection to Case Management services for chronically homeless individuals and families.
1/17/2018	\$ 5,537,562	FEDERAL	Economic Security Administration/ Cash Assistance (2021) - CSG 0050	Economic Security/ Cash Assistance (2021); TANF Employment Program (2022) - CSG 0050; Eligibility Determination (2040) - CSG 0040; Case Management (2030)- CSG 0040; 0041	Funds are needed to develop and enhance the TANF Catch 2.0 system that is used primarily by TANF vendors for customer work participation information and billing and overseen by the program.
1/17/2018	\$ 296,492	FEDERAL	Agency Management Program/ Information Technology (1040) - CSG 0011,0012, 0014	Agency Management Program/Risk Management (1055) - CSG 0012; 0014	The funds are needed to support the increase of six (6) additional FTE's in the Office of Program Review, Monitoring and Investigation (OPRMI) Fraud Unit.
2/7/2018	\$ 27,841	FEDERAL	Family Services Admin/Domestic Violence (5020) - CSG 0020, 0040	Family Services Admin/Domestic Violence (5020) - CSG 0041	To support the sub grantee award to provide survivors of Domestic Violence with individualized case management and other supportive services targeted to move families from emergency to transitional and ultimately to permanent housing with an achievement of a safety plan.
3/23/2018	\$ 3,654,149	FEDERAL	Family Services Admin/HSC Families (5037) - CSG 0050; HSC Individuals - CSG 0050; 0014; 0012	Family Services Admin - HSC General (5039) - CSG 0012;0014 HSC Individuals (5038) - CSG 0012; 0014; 0050	To support the sub-grantee agreement with The Community Partnership for Rental Assistance Payments and connection to Case Management services for chronically homeless individuals and families.
3/25/2018	\$ 30,000	FEDERAL	Economic Security Admin/ Eligibility Determination (2040) - CSG 0040	Economic Security Admin/ Case Management (2030) - CSG 0070	Funds are needed to procure a replacement embosser/printer machine for Medicaid Cards that prints the customer information on blank Medicaid cards and are mailed to them to receive the medical services for which they were determine eligible.
4/4/2018	\$ 355,143	FEDERAL	Agency Management Program/Information Systems (1040) - CSG 0011; 0012; 0014.	Economic Security Admin/ Case Management (2030)- CSG 0040	Funds needed to align budget with projected expenditures for the SNAP Employment & Training Program (FSET).
4/4/2018	\$ 3,700,000	FEDERAL	Economic Security Admin/TANF (2020) - CSG 0050	Economic Security Admin/TANF (2020) - CSG 0050	These funds are needed to supplement the Homeless Services budget to provide shelter, housing, and other assistance to TANF eligible families who are seeking or are now receiving services in the homeless services continuum of care.
4/26/2018	\$ 500,000	LOCAL	Family Services Admin/Youth Services (5022)- CSG 0011; 0014	Family Services Admin/ Youth Services (5022) - CSG 0050	Additional funding is critical to accommodate the growing number of youths served in the PASS and ACE program.
5/1/2018	\$ 4,615,209	FEDERAL	Economic Security Admin/ Cash Assistance (2021) - CSG 0050	Economic Security Admin/ Cash Assistance (2021) - CSG 0050	Funds are needed to align budget with projected expenditures for TANF Contingency.

**ATTACHMENT 17 - REPROGRAMMINGS WITHIN DHS
FY2018**

5/2/2018	\$ 742,766	FEDERAL	Economic Security Admin/Case Management (2030) - CSG 0011, 0014; TANF Employment Program (2022) - CSG 0050	Economic Security Admin/ Case Management (2030) - CSG 0041; Eligibility Determination (2040)- CSG 0041	These funds are needed for additional functional support for development and purchase of an enhanced TANF case assessment management system and the purchase of other eligibility support systems upgrades and assessment software.
6/6/2018	\$ 42,000	FEDERAL	Economic Security Admin/ Case Management (2030) - CSG 0040	Economic Security Admin/ Case Management (2030) - CSG 0050	Funds are needed for a new sub-grantee agreement pilot during the last 3-4 months of the fiscal year with the intent to provide additional services to TANF customers to fill in service gaps and to assist those underserved customers as they work towards obtaining and/ or maintaining stable employment to become self- sufficient.
6/20/2018	\$ 11,208	FEDERAL	Family Services Admin/Community Services Block Grant (5090) - CSG 0041	Family Services Admin/Community Services Block Grant (5090) - CSG 0050	To support the increase in funding for UPO's sub-grantee agreement for Community Wellness.
6/22/2018	\$ 1,043,430	FEDERAL	Economic Security Admin/ Cash Assistance (2021) - CSG 0050	Economic Security Admin/ Cash Assistance (2021) - CSG 0050	Funds are needed to align budget with projected expenditures for TANF Contingency.
7/12/2018	\$ 7,253	FEDERAL	Family Services Admin /Adult Protective Services (5010) - CSG 0050	Family Services Admin /Adult Protective Services (5010) - CSG 0040	Funds are needed to pay for accreditation with the Council of Accreditation for Human Services organizations.
9/4/2018	\$ 54,247	FEDERAL	Family Services Admin/HSC General (5039) - CSG 0011; 0014	Family Services Admin/HSC General (5039) - CSG 0070	Fund are needed to facilitate computer purchases that will be used for the new Short Term Family Housing Sites.

**ATTACHMENT 17 - REPROGRAMMINGS WITHIN DHS
FY2019**

Attachment 18 - Special Purpose Revenue Funds

Revenue Source name	Fund Detail	About the Fund		FY 2018		FY 2019		YTD FUND BALANCE 12.31.18
		Description	Fee and How it is Set	REVENUE	ACTUALS	YTD REVENUE 12.31.18	YTD EXPEND 12.31.18	
SSI Payback	0603	The state recoups funds for Interim Disability Assistance paid to clients	Funds are received based on payments disbursed during the interim period	817,296.00	1,293,455.00	144,453.00	-	161,816.00
Food Stamps Collections	0613	The state recovers funds from litigating fraudulent claims	Funds are based on 50% of collections of fraudulent claims.	197,224.00	188,265.00	15,865.00	-	15,865.00
				1,014,520.00	1,481,720.00	160,318.00	-	177,681.00

Attachment 20 - Capital Projects

Project Name	Project No	Ward	Start FY	Current Budget	Budget Shortfall	Dollars Spent	Project Description	Contractor/Vendor	Current Project Phase	Next Major Project Milestone	Substantial Completion Date	Final Completion Date	Project on Schedule (Y/N)	Project Status/Notes
801 East Men's Shelter	PL101C	8	2016	\$635,675	\$0	\$635,675	Replace/repair HVAC	Adrian L. Merton Inc.	CONCLUDED	None	12/8/2017	1/26/2018	Y	Closed
Madison Shelter		6	2016	\$1,938,663	\$0	\$1,938,663	Exterior upgrades/Site Improvement	Keystone Plus/Architrave	CONCLUDED	None	3/31/2017	4/28/2017	Y	Closed
Naylor Road Renovations	PL101C	8	2016	\$691,947	\$0	\$691,947	Critical Upgrades	Bedd Group	CONCLUDED	None	12/31/2017	2/28/2018	Y	Closed
Various Generators Design	PL101C	All	2017	\$197,935	\$0	\$0	Emergency Generator Installation	Global Engineering Solutions	CA	Permit		Completion of Construction	Y	Closed
Phase 1-Generator Installation (4 Sites)	PL101C/TFS01	5, 6, 7	2017	\$890,000	\$0	\$0	Emergency Generator Installation	Paige Industrial Sevcies	IN PROGRESS/Construction	Permit/ Issue PO	7/9/2018		N	Contract awarded, 4th generator pending relocation of electrical service
810 5th Street Laundry Room	PL101C	2	2016	\$194,000	\$0	\$0	New Laundry Room	ARS	IN PROGRESS Design/Feasibility	DHS Decide on Location	3/14/2018	4/14/2018	N	Contract has reviewed basement option and submitted proposal
STFH WARD 1 SHELTER	HSW01C	1	2017	\$ 32,429,099.00	\$0	\$0	Short Term Family Housing	GCS Inc.	Design Phase	Design & write scope of work based on DHS program requirements.	TBD	TBD	Y	A/E in design phase, Awaiting Foundation-to-Grade permit
STFH WARD 3 SHELTER	HSW03C / THK16C	3	2016	\$ 32,936,520.00	\$0	\$10,462,810	Short Term Family Housing	Smoot	Construction Phase	Awaiting Council GMP Approval	12/31/2019	1/31/2020	Y	Garage under construction
STFH WARD 4 SHELTER	HSW04C / THK16C	4	2015	\$ 16,650,000.00	\$0	\$13,608,679	Short Term Family Housing	Fifth Street Partners/Mosley Construction Group	Closeout Phase	Complete Closeout and Turnover	8/31/2018	9/30/2018	N	FSP/MCG are withholding payments from subcontractors under the pretense that DGS has not paid them to date. DGS attorney and FSP attorneys have met and developed a strategy to ensure payment to said subcontractors as soon as possible.
STFH WARD 5 SHELTER	HSW05C /THK16C	5	2016	\$ 22,996,584.00	\$0	\$8,941,733	Short Term Family Housing	Chiaromonte Const. Company	Construction Phase	Submit Final GMP to Council, Building dry-in	5/31/2019	6/30/2019	Y	Building concrete superstructure completed, installing exterior building materials, interior wall framing.
STFH WARD 6 SHELTER	HSW06C / THK16C	6	2016	\$ 21,887,664.00	\$0	\$7,761,088	Short Term Family Housing	Blue Sky Construction	Construction Phase	Finalize GMP	5/31/2019	6/30/2019	Y	Note: Delay Claim under current review, may delay Substantial completion from 1 to 3 months. Const: Building concrete superstructure completed, installing exterior building framing and interior wall framing
STFH WARD 7 SHELTER	HSW07C / THK16C	7	2016	\$ 21,164,084.00	\$0	\$18,887,645	Short Term Family Housing	MCN	Closeout Phase	Final Punch List/Closeout	10/1/2018	11/1/2018	N	Missed Substantial and Final Completion. Construction is complete and working through misc final punch list/Closeout/Turnover
STFH WARD 8 SHELTER	HSW08C / THK16C	8	2016	\$ 26,023,621.00	\$0	\$23,653,290	Short Term Family Housing	MCN	Closeout Phase	Final Punch List/Closeout	10/1/2018	11/1/2018	N	Missed Substantial and Final Completion. Construction is complete and working through misc final punch list/Closeout/Turnover
4300 12th Street	THK16C	8	2017	\$11,504,117	\$0	\$7,749,225	PSH for Families	Winmar	Construction	Obtain Construction Permits	3/31/2019	6/30/2019	N	Under construction
801 East Single Men's Shelter Replacement	THK19	8	2019	\$40,000,000	TBD	\$0	Single Men's Shelter	TBD	Procurement	RFP Responses due 2/15/19	12/23/2020	1/13/2021	Y	Completing RFP procurement activity and anticipate to release contract in March 2019
Emery Men's Shelter/Blair Men's Shelter	THK17C	5,6	2018	\$13,007,000	TBD	\$69,762	Single Men's Shelter - Interior and Exterior renovation	iStudio Architects	Design phase	Construction Documents	4/30/2020	5/31/2020	Y	Currently in Schematic Design Phase
1355 New York Avenue Shelter	THK18	5	2019	\$8,535,000	TBD	\$0	Single Men's Shelter major renovation	TBD	Procurement	Select AE Firm	12/23/2020	1/13/2021	Y	Select and issue AE contract to begin Design Phase
Senior Women's Shelter + PSH	PSH01	TBD	2019	\$28,190,000	TBD	\$0	Single Women's Shelter + Permanent Supportive Housing	TBD	Site Selection	RFP Responses due 2/15/19	12/23/2020	1/13/2021	Y	Evaluating potential project site, if approved budget will increase to \$60M
Phase 2-Generator Installation (6 locations)	TFS01		2019	\$890,000	\$0	\$0	Emergency Generator Installation	TBD	Procurement	Award GC contract	1/15/2020	N/A	N	Process of issuing IFB to procure Contractor
Pat Handy Womens Shelter	TFS01	2	2020	\$365,945	TBD	\$0	Interior renovation	TBD	Procurement	Procurement	9/15/2019	N/A	Y	Procuring operational funding for HVAC assessment
37th Street Family Shelter	TFS01		2020	\$170,000	TBD	\$0	HVAC Upgrades	TBD	Planning	Procurement	10/15/2019	N/A	Y	
Madison Shelter Renovation	TFS01	6	2020	\$1,140,000	TBD	\$0	Interior renovation/HVAC upgrade	TBD	Planning	Procurement	TBD		Y	
Spring Road	TFS01		2019	\$300,000	\$0	\$0	Roof Replacement	TBD	Procurement	Construction	10/15/2019	N/A	Y	RFP will be released and procure GC by April 2019
Malcolm X Opportunity Center	TFS01	8	2019	\$850,000	\$0	\$847,000	Interior Renovation	Keystone Plus	Closeout Phase	none	12/22/2018	1/10/2019	Y	closeout and turnover, final bill to bill remaining \$3k
1355 New York Avenue Shelter	TFS01	5	2019	\$825,000	\$0	\$0	Roof Replacement	TBD	Procurement	Award GC contract	3/25/2019	8/25/2019	Y	
Naylor Road Renovations	TFS01	8	2020	\$400,000	TBD	\$0	HVAC Upgrades	TBD	Procurement	Procurement	11/1/2019		Y	
DC Village	TFS01	8	2019	\$1,520,000	\$0	\$0	Interior renovation	TBD	Procurement	Design Phase	6/15/2019	7/15/2019	Y	Releasing RFP to procure a Design-Builder

*Final costs under review by DGS

DHS Total **\$286,332,854.00**

Attachment 20 - Capital Projects

**Attachment 21 - Grants Awarded to DHS
FY2019**

Grant Title (Number)	Grant Amount Received To-Date	Funding Source	Expenditures YTD 12/31/18	Purpose	Period of Performance	FTE's	Funding Allocation / Multi-Year Grant Information
Social Services Block Grant (92CSSL)	\$ 3,657,183	U.S. Department of Health and Human Services Administration, Children and Families	\$ 875,372	Provides financial assistance to states for the provision of services that are directed toward assisting families and individuals achieve economic self-sufficiency; preventing or remedying neglect, abuse or exploitation of children or adults; and preserving families and preventing institutionalization when appropriate and possible.	10/1/18- 09/30/2020	35.00	The full amount of the grant is allocated in the first year. All unspent funds from the first year can be spent during the grant's final year.
Community Services Block Grant (92CSCS)	\$ 5,875,014	U.S. Department of Health and Human Services Administration, Children and Families	\$ 2,709,718	Provides financial assistance to states to meet the goals of reducing poverty, revitalizing low-income communities and empowering low-income families and individuals to become self-sufficient. Funding is provided to a designated Community Action Agency (CAA) which coordinates approaches that address the causes and reduction of poverty in DC through a network of service providers.	10/1/18- 09/30/2020	6.20	The full amount of the grant is allocated in the first year. All unspent funds from the first year can be spent during the grant's final year.
Refugee Cash and Medical Assistance Grant (92FSRR)	\$ 57,017	U.S. Department of Health and Human Services Administration on Children and Families, Office of Refugee Resettlement	\$ 57,017	Promotes the health of recently resettled refugees by helping refugees enroll in medical assistance programs, referring refugees for health screenings, identifying barriers to refugee self-sufficiency and well-being, providing basic health education and tools to refugees, and assisting clients with resolution of health verification and billing issues.	10/1/18- 09/30/2020	2.25	The full amount of the grant is allocated in the first year. However, only funds obligated for unaccompanied minors can be used in the final year of the grant.
Refugee Social Services Grant (92FSSS)	\$ -	U.S. Department of Health and Human Services Administration on Children and Families, Office of Refugee Resettlement	\$ -	Provides vital social services for adults who resettle within the District as a refugee, asylee, or victim of human trafficking, to promote economic self-sufficiency. Assistance is provided through the effective, coordinated use of federally-funded cash assistance and supportive social services.	10/1/18- 09/30/2020	N/A	The full amount of the grant is allocated in the first year. All unspent funds from the first year can be spent during the grant's final year.

**Attachment 21 - Grants Awarded to DHS
FY2019**

Family Violence and Prevention Grant (82FSFV)	\$ 749,294	U.S. Department of Health and Human Services Administration, Children and Families	\$ -	The Family Violence Prevention and Services Program is committed to: Providing shelter and other supportive services for victims and their children; Coordinating statewide improvements within local communities, social service systems, and programming regarding the prevention and intervention; public awareness about the prevalence of domestic violence, dating violence and family violence Supporting local and community-based domestic violence programs with specialized technical assistance addressing emerging issues such as trauma-informed care; the co-occurrence of domestic violence and child maltreatment; culturally specific domestic violence services; and effective interventions for children exposed to domestic violence.	10/1/2017 - 9/30/2019	N/A	The full amount of the grant is allocated in the first year. All unspent funds from the first year can be spent during the grant's final year.
Emergency Solutions Grant (72ESGH)	\$ 1,240,411	U.S. Department of Housing and Urban Development	\$ -	Provides funding to support five eligible components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS.	1/19/2018 - 01/18/2020	N/A	The full amount of the grant is allocated; funds must be spent within 24 months of grant award signature.
Shelter Plus Care Grant (81SPCG)	\$ 5,131,460	U.S. Department of Housing and Urban Development	\$ -	Provides shelter, through subsidized rent payments, and supportive services to formerly chronically homeless individuals and families that are disabled by substance use disorder or mental illness.	02/1/2018-01/31/2019	N/A	N/A
Food Stamp Administration Grant (91JAFS)	\$ 16,670,887	U.S. Department of Agriculture	\$ 3,308,624	Entitlement that is reimbursed based on DHS' approved cost allocation plan.	10/1/2018 - 09/30/2019	164.22	N/A
Temporary Assistance for Needy Families (99AFTF)	\$ 47,229,035	U.S. Department of Health & Human Services, Office of Family Assistance	\$ 6,728,723	Provides funds to assist needy families achieve self-sufficiency.	10/1/2018 -00/00/00	154.00	The full amount of the grant is allocated in the first year. All unspent funds from the first year are available until spent.
Medicaid (91JAMA)	\$ 13,186,531	U.S. Department of Health & Human Services	\$ 2,880,695	Entitlement that is reimbursed based on DHS' approved cost allocation plan.	10/1/2018 - 09/30/2019	175.73	N/A

**Attachment 21 - Grants Awarded to DHS
FY2018**

Grant Title (Number)	Grant Amount	Funding Source	Expenditures	Purpose	Period of Performance	FTE's	Funding Allocation / Multi-Year Grant Information
Social Services Block Grant (82C5SS)	\$ 7,264,382	U.S. Department of Health and Human Services Administration, Children and Families	\$ 3,852,919.00	Provides financial assistance to states for the provision of services that are directed toward assisting families and individuals achieve economic self-sufficiency; preventing or remedying neglect, abuse or exploitation of children or adults; and preserving families and preventing institutionalization when appropriate and possible.	10/1/17- 09/30/2019	35.00	The full amount of the grant is allocated in the first year. Any unspent funds from the first year can be spent through the grant's performance period.
Community Services Block Grant (82C5CS)	\$ 11,705,868	U.S. Department of Health and Human Services Administration, Children and Families	\$ 10,973,275.00	Provides financial assistance to states to meet the goals of reducing poverty, revitalizing low-income communities and empowering low-income families and individuals to become self-sufficient. Funding is provided to a designated Community Action Agency (CAA) which coordinates approaches that address the causes and reduction of poverty in DC through a network of service providers.	10/1/17- 09/30/2019	6.20	The full amount of the grant is allocated in the first year. Any unspent funds from the first year can be spent through the grant's performance period.
Refugee Cash and Medical Assistance Grant (82FSRR)	\$ 1,727,390	U.S. Department of Health and Human Services Administration on Children and Families, Office of Refugee Resettlement	\$ 1,727,390	Promotes the health of recently resettled refugees by helping refugees enroll in medical assistance programs, referring refugees for health screenings, identifying barriers to refugee self-sufficiency and well-being, providing basic health education and tools to refugees, and assisting clients with resolution of health verification and billing issues.	10/1/17- 09/30/2019	2.25	The full amount of the grant is allocated in the first year. However only funds obligated for unaccompanied minors can be used in the second year of the grant.
Refugee Social Services Grant (82FS5S)	\$ 154,278	U.S. Department of Health and Human Services Administration on Children and Families, Office of Refugee Resettlement	\$ 141,750.00	Provides vital social services for adults who resettle within the District as a refugee, asylee, or victim of human trafficking, to promote economic self-sufficiency. Assistance is provided through the effective, coordinated use of federally-funded cash assistance and supportive social services.	10/1/2016 - 09/30/2018	N/A	The full amount of the grant is allocated in the first year. Any unspent funds from the first year can be spent through the grant's performance period.
Family Violence and Prevention Grant (72FSFV)	\$ 741,653	U.S. Department of Health and Human Services Administration, Children and Families	\$741,653	The Family Violence Prevention and Services Program is committed to: Providing shelter and other supportive services for victims and their children; Coordinating statewide improvements within local communities, social service systems, and programming regarding the prevention and intervention; public awareness about the prevalence of domestic violence, dating violence and family violence Supporting local and community-based domestic violence programs with specialized technical assistance addressing emerging issues such as trauma-informed care; the co-occurrence of domestic violence and child maltreatment; culturally specific domestic violence services; and effective interventions for children exposed to domestic violence.	10/1/2016 - 9/30/2018	N/A	The full amount of the grant is allocated in the first year. All unspent funds from the first year can be spent during the grant's final year.

**Attachment 21 - Grants Awarded to DHS
FY2018**

Shelter Plus Care Grant (71SPCG)	\$ 5,131,460	U.S. Department of Housing and Urban Development	\$ 3,410,901.00	Provides shelter, through subsidized rent payments, and supportive services to formerly chronically homeless individuals and families that are disabled by substance use disorder or mental illness.	02/1/2017-01/31/2018	N/A	N/A
Food Stamp Administration Grant (81JAFS)	\$ 17,317,001	U.S. Department of Agriculture	\$ 17,317,001.00	Entitlement that is reimbursed based on DHS' approved cost allocation plan.	10/1/2016 -09/30/2017	145.97	N/A
Temporary Assistance for Needy Families (89AFTF)	\$ 98,642,134	U.S. Department of Health & Human Services, Office of Family Assistance	\$ 60,062,618.34	Provides funds to assist needy families achieve self-sufficiency.	10/1/2016 -00/00/00	146.00	The full amount of the grant is allocated in the first year. All unspent funds from the first year are available until spent.
Medicaid (81JAMA)	\$ 8,929,632	U.S. Department of Health & Human Services	\$ 8,929,632	Entitlement that is reimbursed based on DHS' approved cost allocation plan.	10/1/2016 -09/30/2017	144.65	N/A

Contractor	Contract Number	Contract Type	Contract Description
Transitional Housing Corporation	CW29396	Human Care Agreement	Permanent Supportive Housing Case Management Services
Pathways to Housing	CW29403	Human Care Agreement	Permanent Supportive Housing Case Management Services
Miriam's Kitchen	CW29405	Human Care Agreement	Permanent Supportive Housing
Community of Hope	CW29492	Human Care Agreement	Permanent Supportive Housing-Case Management Services
Community Connections, Inc.	CW29494	Human Care Agreement	Permanent Supportive Housing Case Management
Catholic Charities	CW29496	Human Care Agreement	Permanent Supportive Housing-Case Management Services
Friendship Place	CW29777	Human Care Agreement	Permanent Supportive Housing Case Management
Metropolitan Education Solutions	CW30986	Human Care Agreement	Permanent Supportive Housing Case Management Services
Xerox Corporation	CW39669	Federal Supply Schedule TO	DHS Copier Enterprise Solution

Document Systems Inc	CW39677	Federal Supply Schedule TO	DHS DCAS FY15 IBM Production Imaging Edition Add On
Midtown Personnel Inc.	CW39785	Firm Fixed Price Contract	Temporary Staffing Services - Compliance Specialist
Days Inn	CW40387	IDIQ Contract	City Council Package for Overflow Shelter Accommodations
Home Care Partners	CW40409	IDIQ Contract	In-Home Care Aides
Quality Inn	CW40679	IDIQ Contract	City Council Package for Overflow Shelter Accommodations
Mathematica Policy Research	CW40687	Firm Fixed Price Contract	Technical Services to Support Q5i
Hotel Arboretum	CW40717	IDIQ Contract	Accommodations for Homeless Families during the 2016-2017
Covenant House of Washington	CW44143	Human Care Agreement	Crisis Beds for Parenting Youth
The Community Partnership for the Prevention of Homelessness - TCP	CW46211	Firm Fixed Price Contract w/ Requirements component	Oversight and Management for homeless services/shelters
Art and Soul Solutions	CW47306	Human Care Agreement	Community Support Services
Sasha Bruce	CW47309	Human Care Agreement	Permanent Supportive Housing Case Management Services

Georgetown University	CW47310	Human Care Agreement	Community Support Services
Bradley & Associates	CW49959	Human Care Agreement	Case Management - Outlying Hotels
Life Deeds, Inc.	CW47368	Human Care Agreement	Permanent Supportive Housing Case Management Services
Access Youth	CW47372	Human Care Agreement	Restorative Justice
MBI Health Services	CW47374	Human Care Agreement	Permanent Supportive Housing Case Management Services
Metropolitan Educational Solutions	CW47376	Human Care Agreement	Permanent Supportive Housing Case Management Services
Open Arms	CW47430	Human Care Agreement	NEW-Permanent Supportive Housing Case Management Services
Community Connections	CW47432	Human Care Agreement	NEW-Permanent Supportive Housing Case Management Services
School Talk	CW47440	Human Care Agreement	Restorative Justice
Collaborative Solutions	CW47442	Human Care Agreement	Restorative Justice

DC Doors	CW47472	Human Care Agreement	Permanent Supportive Housing Case Management Services
Wheeler Creek	CW47474	Human Care Agreement	Permanent Supportive Housing Case Management Services
The Institute for Emotional Regulation LLC	CW47476	Human Care Agreement	Community Support Services
Change and Innovation	CW47840	Cooperative Agreement	BPR Maintenance Services
National Center for Children and Families	CW47914	Human Care Agreement	Permanent Supportive Housing Case Management Services
Annexa, Inc.	CW51145	DCSS TO	TANF - Redesign 2.0 CATCH IT Resources - DCSS Holders ONLY
CSZNet, Inc.	CW51147	DCSS TO	TANF - Redesign 2.0 CATCH IT Resources - DCSS Holders ONLY
District Services Management, Inc.	CW51149	DCSS TO	TANF - Redesign 2.0 CATCH IT Resources - DCSS Holders ONLY
NFFI, Inc.	CW51151	DCSS TO	TANF - Redesign 2.0 CATCH IT Resources - DCSS Holders ONLY
Life Deeds, Inc.	CW51204	Human Care Agreement	Community Support Services

N Street Village, Inc.	CW52576	Human Care Agreement	Permanent Supportive Housing Case Management Services
Life Deeds, Inc.	CW54093	Human Care Agreement	New - Rapid Re-Housing-I
Bradley & Associates, LLC	CW54095	Human Care Agreement	New - Rapid Re-Housing-I
Echelon Community Services, Inc.	CW54098	Human Care Agreement	New - Rapid Re-Housing-I
Wheeler Creek	CW54101	Human Care Agreement	New - Rapid Re-Housing-I
Collaborative Solutions for Communities	CW54103	Human Care Agreement	New - Rapid Re-Housing-I
Dr. Bailey	CW55015	Firm Fixed Price Contract	Medical Review Team (MRT) Services
TALX - Equifax	CW55344	Federal Supply Schedule TO	TALX - Provide Employment Verification Services
Right at Home dba Lamar Home Care	CW55601	Human Care Agreement	Home Care Services
Community of Hope	CW56285	Human Care Agreement	Permanent Supportive Housing Case Management Services
Constituents Services Worldwide	CW58026	Human Care Agreement	NEW-Vocational Job Training

Agile Management	CW59801	Firm Fixed Price Contract	FAC Training
Midtown Personnel Inc.	CW59908	DCSS TO	Temporary Staffing Services
DB Grant Associates	CW60129	Human Care Agreement	TANF EOT
Fedcap	CW60131	Human Care Agreement	TANF EOT
Washington Literacy Center	CW60133	Human Care Agreement	TANF EOT
America Works of DC	CW60545	Human Care Agreement	TANF JP
Career TEAM	CW60547	Human Care Agreement	TANF JP
Fedcap	CW60550	Human Care Agreement	TANF JP
KRA Corporation	CW60552	Human Care Agreement	TANF JP
Maximus Human Services	CW60554	Human Care Agreement	TANF JP
Contemporary Family Services	CW60677	Human Care Agreement	TANF JP

DB Grant Associates	CW60760	Human Care Agreement	TANF JP
Excalibur Legal Staffing	CW60762	Human Care Agreement	TANF JP
JHP	CW60764	Human Care Agreement	TANF JP
Data Builders	CW62081	Firm Fixed Price Contract	Qi5
Life Deeds	CW63185	Human Care Agreement	Short Term Family Housing
NCCF	CW63222	Human Care Agreement	Short Term Family Housing
Community of Hope	CW63372	Human Care Agreement	Short Term Family Housing
MDM Office Systems Inc dba Standard Business Furniture	CW63775	DCSS TO	Moving - CoC
Capital Services and Supplies	CW63779	DCSS TO	Moving - CoC
MDM Office Systems Inc dba Standard Business Furniture	CW63807	DCSS TO	Furniture - CoC
Ronald Taylor Funeral Home	CW64153	BPA	Burial Services

Hackett's Funeral Parlor	CW64158	BPA	Burial Services
Quality Furniture Wholesales	CW64687	IFB	Furniture - CoC
Hunt Funeral Services	CW65184	BPA	Burial Services
Capitol Mortuary Burial and Cremation Services	CW65186	BPA	Burial Services
WH Bacon Funeral Home	CW65238	BPA	Burial Services
George Washington University	CW66840	Firm Fixed Price	MSS Leadership Development Program
Maximus Human Services	CW15095	Human Care Agreement	TANF - Job Placement
Maximus Human Services	CW15107	Human Care Agreement	TANF - Work Readiness
America Works of Washington DC	CW15109	Human Care Agreement	TANF - Job Placement
America Works of Washington DC	CW15116	Human Care Agreement	TANF - Work Readiness
DB Grant Associates	CW14326	Human Care Agreement	TANF - Work Readiness

KRA Corporation - Work Readiness	CW15084	Human Care Agreement	TANF - Work Readiness
Career Team, LLC - Work Readiness	CW15092	Human Care Agreement	TANF - Work Readiness
Career Team, LLC - Job Placement	CW15111	Human Care Agreement	TANF - Job Placement
KRA Corporation - Job Placement	CW41689	Human Care Agreement	TANF - Job Placement
Contemporary Family Services	CW47317	Human Care Agreement	Permanent Supportive Housing - Case Management Services

Contract's outputs and deliverables	Contract Administrator	Sub-Contract Status	Solicitation Method	CBE Status	FY18 PO Amount
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$589,212.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$492,225.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$317,613.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$742,323.16
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$751,156.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$1,062,917.64
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$997,228.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	CBE	\$850,187.20
http://app.ocp.dc.gov/RUI/information/award/search.asp	Kelley Rodgers	Exempt (GSA/Cooperative)	GSA RFTOP	Non-CBE	\$499,356.12

http://app.ocp.dc.gov/RUI/information/award/search.asp	Brenda Monroe-Carr	CBE (not needed)	GSA RFTOP	CBE	\$295,242.30
http://app.ocp.dc.gov/RUI/information/award/search.asp	Lilliam Dejesus	CBE (not needed)	RFP	CBE	\$260,000.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Zikia Harris	Waiver	RFP	Non-CBE	\$1,162,800.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	George Shepard	D&F (Under 250k)	RFP	Non-CBE	\$35,202.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Zikia Harris	Waiver	RFP	Non-CBE	\$1,245,985.76
http://app.ocp.dc.gov/RUI/information/award/search.asp	Brian Campbell	D&F (Under 250k)	Exempt	Non-CBE	\$44,177.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Zikia Harris	Waiver	RFP	Non-CBE	\$6,668,518.50
http://app.ocp.dc.gov/RUI/information/award/search.asp	Tamara Mooney	Waiver		Non-CBE	\$423,471.08
http://app.ocp.dc.gov/RUI/information/award/search.asp	TBD	Sub-Contract Plan	RFP	Non-CBE	\$51,835,417.25
http://app.ocp.dc.gov/RUI/information/award/search.asp	Rashanna Roach	CBE (not needed)	Request for Qualifications	CBE	\$503,836.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$135,060.00

http://app.ocp.dc.gov/RUI/information/award/search.asp	Rashanna Roach	D&F (Under 250k)	Request for Qualifications	Non-CBE	\$135,000.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Martin	CBE (not needed)	Request for Qualifications	CBE	\$1,670,240.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	D&F (Under 250k)	Request for Qualifications	Non-CBE	\$546,813.89
http://app.ocp.dc.gov/RUI/information/award/search.asp	Rashanna Roach	D&F (Under 250k)	Request for Qualifications	Non-CBE	\$54,135.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	SBE	\$215,989.48
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	SBE	\$707,032.88
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$414,292.29
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$454,513.44
http://app.ocp.dc.gov/RUI/information/award/search.asp	Rashanna Roach	D&F (Under 250k)	Request for Qualifications	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Rashanna Roach	D&F (Under 250k)	Request for Qualifications	Non-CBE	NA

http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$389,433.09
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$282,082.86
http://app.ocp.dc.gov/RUI/information/award/search.asp	Rashanna Roach	Waiver	Request for Qualifications	Non-CBE	\$371,080.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Sloand	Waiver	Request for Qualifications	Non-CBE	\$240,000.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$271,768.71
http://app.ocp.dc.gov/RUI/information/award/search.asp	Boyle Stuckey	CBE (not needed)	DCSS	CBE	\$110,000.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Boyle Stuckey	CBE (not needed)	DCSS	CBE	\$68,660.00 \$68,660.00 \$68,660.00 \$68,660.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Boyle Stuckey	CBE (not needed)	DCSS	CBE	\$73,520.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Boyle Stuckey	CBE (not needed)	DCSS	CBE	\$127,270.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Rashanna Roach	D&F (Under 250k)	Request for Qualifications	Non-CBE	\$30,000.03

http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$108,432.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	William Kuennen	Partial Waiver	Request for Qualifications	Non-CBE	\$112,373.91
http://app.ocp.dc.gov/RUI/information/award/search.asp	William Kuennen	CBE (not needed)	Request for Qualifications	CBE	\$148,734.08
http://app.ocp.dc.gov/RUI/information/award/search.asp	William Kuennen	Partial Waiver	Request for Qualifications	Non-CBE	\$148,734.08
http://app.ocp.dc.gov/RUI/information/award/search.asp	William Kuennen	Partial Waiver	Request for Qualifications	Non-CBE	\$148,734.08
http://app.ocp.dc.gov/RUI/information/award/search.asp	William Kuennen	Waiver	Request for Qualifications	Non-CBE	\$493,870.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Anetria Smart	D&F (Under 250k)	Exempt	Non-CBE	\$24,823.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Sherrie McDowell	Exempt (GSA/Cooperative)	GSA RFTOP	Non-CBE	\$386,200.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Darrell Chase	Waiver	Request for Qualifications	Non-CBE	\$175,000.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$55,720.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Tamara Mooney	D&F (Under 250k)	Request for Qualifications	Non-CBE	\$47,954.70

http://app.ocp.dc.gov/RUI/information/award/search.asp	Ann Pierre	Waiver	Request for Qualifications	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Ann Pierre	Partial Waiver	Request for Qualifications	CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Ann Pierre	Waiver	Request for Qualifications	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Brian Campbell	D&F (Under 250k)	Exempt	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Kris Sutton	Sub-Contract Plan	Request for Qualifications	Non-CBE	\$157,067.58
http://app.ocp.dc.gov/RUI/information/award/search.asp	Joseph Mitchell	Sub-Contract Plan	Request for Qualifications	Non-CBE	\$131,950.53
http://app.ocp.dc.gov/RUI/information/award/search.asp	Joseph Mitchell	Sub-Contract Plan	Request for Qualifications	Non-CBE	N/A
http://app.ocp.dc.gov/RUI/information/award/search.asp	Zikia Harris	CBE (not needed)	DCSS	CBE	\$75,000.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Zikia Harris	CBE (not needed)	DCSS	CBE	\$75,000.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Zikia Harris	CBE (not needed)	DCSS	CBE	\$50,000.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Anetria Smart	D&F (Under 250k)	Request for Quotes	Non-CBE	NA

http://app.ocp.dc.gov/RUI/information/award/search.asp	Anetria Smart	D&F (Under 250k)	Request for Quotes	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Zikia Harris	D&F (Under 250k)	IFB	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Anetria Smart	D&F (Under 250k)	Request for Quotes	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Anetria Smart	D&F (Under 250k)	Request for Quotes	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Anetria Smart	D&F (Under 250k)	Request for Quotes	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	Cana Carroll	D&F (Under 250k)	Exempt	Non-CBE	NA
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$988,737.11
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$2,245,413.51
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$893,567.04
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$1,933,024.80
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$3,787,500.80

http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$2,576,572.80
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$1,915,035.90
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$1,092,460.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	David Ross	Waiver	Request for Qualifications	Non-CBE	\$1,215,375.00
http://app.ocp.dc.gov/RUI/information/award/search.asp	Amelia Marian	Waiver	Request for Qualifications	Non-CBE	\$356,582.61

FY19 PO Amount	Start Date	End Date	Current Period
\$1,197,768.00	05/27/18	05/26/19	Option Year 4
\$1,805,414.00	05/23/18	08/22/19	Option Year 4
\$958,020.00	05/23/18	05/22/19	Option Period 4
\$1,573,551.60	05/28/18	05/27/19	Option Year 4
\$1,502,312.00	05/27/18	05/26/19	Option Year 4
\$2,125,835.28	05/27/18	05/26/19	Option Year 4
\$2,090,502.00	05/28/18	05/27/19	Option Year 4
\$1,787,281.84	05/28/18	05/27/19	Option Year 4
\$499,356.00	09/28/18	09/27/19	Option Period 3

\$324,768.10	10/01/18	09/30/19	Option Period 3
\$275,892.04	10/01/18	09/30/19	Option Period 3
\$4,421,700.00	12/16/18	12/15/19	Option Period 3
\$35,202.00	10/01/18	09/30/19	Option Period 3
\$4,098,931.20	12/29/18	12/28/19	Option Period 3
\$100,504.00	12/02/18	12/01/19	Option Period 3
\$3,911,740.20	11/25/18	05/25/19	Option Period 3
\$81,388.56	06/24/18	02/28/19	Option Two
\$25,324,891.83	02/01/19	01/31/20	Option Period 2
\$294,960.00	10/03/18	10/02/19	Option Period 2
\$78,785.00	05/01/18	04/30/19	Base Period

\$133,760.00	03/15/18	03/14/19	Option Period 1
\$555,408.00	10/01/18	09/30/19	Extension
\$852,814.08	10/26/18	10/25/19	Option Period 2
N/A	10/14/17	10/13/18	Option Period 1
\$982,580.00	10/20/18	10/19/19	Option Year tWO
\$886,200.00	10/20/18	10/19/19	Option Year Two
\$716,954.00	10/21/18	10/20/19	2
\$559,980.00	10/21/18	10/20/19	Option Period 2
NA	10/14/18	10/13/19	Option Period 1
NA	10/12/18	10/11/19	Option Period 2

\$480,120.00	10/07/18	10/06/19	Option Period 2
\$689,910.00	10/20/18	10/19/19	Option Year Two
\$549,184.00	10/07/18	10/06/19	Option Year 2
\$395,252.00	10/31/18	04/30/19	Option Period 2
\$541,300.00	10/20/18	10/21/19	Option Period 2
\$71,500.00	04/11/18	04/10/19	Option Period One (1)
\$44,629.00	04/11/18	04/10/19	Option Period One (1)
N/A	04/11/18	04/10/19	Option Period One (1)
\$137,451.60	04/11/18	04/10/19	Option Period One (1)
N/A	04/18/18	04/17/19	Option Period 1

\$320,778.00	07/06/18	07/05/19	Option Period 1
\$867,626.09	08/29/18	08/28/19	Option Period One (1)
\$831,265.92	08/18/18	08/17/19	Option Period One (1)
\$831,265.92	08/18/18	08/17/19	Option Period One (1)
\$831,265.92	08/18/18	08/17/19	Option Period One (1)
\$867,626.09	10/18/18	10/17/19	Option Period One (1)
\$62,528.00	04/12/18	04/11/19	Base Period
\$438,900.00	11/08/18	11/07/19	Option Period One (1)
\$175,000.00	01/24/18	01/23/19	Option Period 1
\$11,044.00	12/01/18	11/30/19	Option Period 1
\$47,954.70	03/01/18	02/28/19	Base Period

\$49,999.97	04/09/18	04/08/19	Base Period
\$233,600.00	04/12/18	04/11/19	Base Period
\$3,740,252.00	10/01/18	09/30/19	Base Period
\$2,130,023.00	10/01/18	09/30/19	Base Period
\$2,130,023.00	10/01/18	09/30/19	Base Period
\$1,839,295.00	10/01/18	09/30/19	Base Period
\$1,839,295.00	10/01/18	09/30/19	Base Period
\$1,839,295.00	10/01/18	09/30/19	Base Period
\$1,839,295.00	10/01/18	09/30/19	Base Period
\$1,839,295.00	10/01/18	09/30/19	Base Period
TBD	10/01/18	09/30/19	Base Period

\$3,040,773.00	10/01/18	09/30/19	Base Period
\$1,839,295.00	10/01/18	09/30/19	Base Period
\$1,839,295.00	10/01/18	09/30/19	Base Period
\$177,140.98	08/30/18	08/29/19	Base Period
\$2,605,746.00	09/15/18	01/14/18	Base Period
\$3,212,443.60	09/01/18	08/30/19	Base Period
\$2,913,001.00	10/15/18	10/14/19	Base Period
\$64,225.00	12/10/18	12/09/19	Base Period
\$80,125.00	09/01/18	08/31/19	Base Period
\$93,898.00	09/14/18	09/13/19	Base Period
\$80,000.00	10/01/18	09/30/19	Base Period

\$50,000.00	10/01/18	09/30/19	Base Period
\$135,000.00	10/12/18	10/11/19	Base Period
\$40,000.00	10/01/18	09/30/19	Base Period
\$60,000.00	10/25/18	10/24/19	Base Period
\$50,000.00	10/26/18	10/25/19	Base Period
\$87,954.00	01/11/19	09/30/19	Base Period
NA	10/1/2017	9/30/2018	12 Month Extension
NA	10/1/2017	9/30/2018	12 Month Extension
NA	10/1/2017	9/30/2018	12 Month Extension
NA	10/1/2017	9/30/2018	12 Month Extension
NA	10/1/2017	9/30/2018	12 Month Extension

NA	10/1/2017	9/30/2018	12 Month Extension
NA	10/1/2017	9/30/2018	12 Month Extension
NA	10/1/2017	9/30/2018	12 Month Extension
NA	10/1/2017	9/30/2018	12 Month Extension
NA	10/19/2017	10/18/2018	Option Year One

Leases

BUILDING ADDRESS	BUILDING NAME	DISTRICT BUILDING USE	LEASE TERM	LEASE COMMENCEMENT	LEASE EXPIRATION	TOTAL FY18 COST	TOTAL FY19 COST
1107 11TH STREET NW	11th Street	FSA - Permanent Supportive Housing	3 year extension	11/1/2011	10/31/2019	\$ 901,011.44	\$ 928,359.87
1207 TAYLOR STREET NW	Taylor Street Service Center	ESA Service Center	5 year lease	6/15/2015	6/14/2020	\$ 1,020,821.43	\$ 1,049,867.57
1355 VALLEY PLACE SE	Valley Place	FSA Shelter	2 year extension	8/9/2018	7/31/2029	\$ -	\$ -
2100 MARTIN LUTHER KING JR AVENUE SE	Anacostia Service Center	ESA Service Center	10 year lease ; 1 (5) year option to renew	1/1/2010	12/31/2019	\$ 2,257,493.08	\$ 2,289,083.20
2210 ADAMS PLACE NE	Adams Place	FSA Shelter	2 year extension	12/1/2011	4/30/2023	\$ -	\$ -
2210 ADAMS PLACE NE	Adams Place Day Center	Day Center	2 year extension	12/1/2011	4/30/2023	\$ 917,567.17	\$ 1,226,506.51
3851 ALABAMA AVENUE SE	Fort Davis Service Center	ESA Service Center	10 year lease	2/1/2013	1/31/2023	\$ 764,114.71	\$ 763,603.19
4049 SOUTH CAPITOL STREET SE	Congress Heights Service Center	ESA Service Center	10 year lease	8/10/2015	12/11/2026	\$ 1,116,070.00	\$ 1,320,676.83
64 NEW YORK AVENUE NE	DHS Headquarters	SPECIAL USE- DHS Head Quarters	14 year lease	9/1/2012	1/10/2027	\$ 4,946,067.74	\$ 4,887,972.09
64 NEW YORK AVENUE NE	DHS Headquarters - East Side Expansion	SPECIAL USE- DHS Head Quarters	11 year lease	8/1/2015	1/10/2027	\$ 2,750,578.74	\$ 2,806,351.90
645 H STREET NE	H Street Service Center	ESA Service Center	14 year lease	2/4/2015	2/28/2029	\$ 4,114,614.15	\$ 4,200,995.13
920 RHODE ISLAND AVENUE NE	Virginia Williams Family Recourse Center	OFFICE- Family Assessment Center	11 year lease	1/1/2014	1/31/2025	\$ 992,852.03	\$ 1,019,230.45
810 5TH ST NW	Patricia Handy	FSA Shelter	20 year lease ; 1 (5) year option to renew	7/16/2014	1/31/2036	\$ 1,502,669.00	\$ 1,554,056.63
TOTAL						\$ 21,283,859.49	\$ 22,046,703.36

**Attachment 24/25 – Pending Lawsuits and Settlements
FISCAL YEAR 2018/2019**

Matter Number	Matter Description	Category	Opened Date	Assigned Attorney	Status	Disposition Value
1	Shanel Proctor & Charlaine Braxton v. District of Columbia, et al.	Lawsuit alleging that the District unlawfully took Homeless Services Program customers' belongings during the breakdown of homeless encampment sites	4/3/18	AAG Fernando Amarillas	Open	\$0
2	Garnett, et al. v. Zeilinger, Civil Action No. 17-1757	Lawsuit alleging failure to timely process SNAP applications and recertifications	8/29/17	AAG Conrad Risher	Open – In Discovery Phase	\$0
3	Melvern Reid, et al. v. District of Columbia, et al., Case 2014 CA 001238 B (D.C. Superior Court)	Class action brought by homeless families alleging denial of their right to appropriate shelter under the Homeless Services Reform Act of 2005, as amended	2/28/14	AAG Andy Saindon	Open (<i>Court issued a permanent injunction against the District on 7/21/15 requiring the District to place homeless families in apartment-style shelter or private rooms as defined by the Court during the hypothermia season.</i>)	\$0
4	Infosys Public Services, Inc., v. District of	Contractor Infosys filed a complaint with	6/24/15	AAG Sheila Schreiber	Closed –The District reached	(<i>Case settled for \$1,000,000</i>)

	Columbia, et al., CAB No. D-1502 Under Contract No. CW16474	the DC Contract Appeals Board, seeking payment of \$2,490,549.63 under Contract No. CW16474, based on breach of contract.			settlement with IPS on 4/23/18 payable by 4/30/18.	<i>and was executed on April 18, 2018)</i>
5	Maria Amaya Torres, et al. v. D.C., et al. 15-7701 (464326)	Federal Civil Rights (Title VI) and DC Human Rights Act – Language Access Case against DHS	10/20/15	AAG William Causey & AAG Fernando Amarillas	Open	<i>(The parties reached a Settlement in the amount of \$120,000.00 ,effective November 21, 2016. The Settlement Agreement expired” on June 26, 2018, however DHS is still required to maintain the Ombudsman Position and Language Access Customer Advisory Group (LACAG) for a three-year term, until November 21, 2019).</i>
6	Oscar Salazar, et al. v. District of Columbia, et al. Civil Action No. 93-452 (GK)	Court of Appeals reversed District Court’s Order requiring the District to provide	7/12/16	Chief of Equity Section Fernando Amarillas AAG Gregory Cumming	Closed – DC Court of Appeals reversed the District Court’s Order.	\$0

		provisional Medicaid eligibility to any (non-disability) Medicaid applicant who identifies himself or herself to the District with a good-faith claim that he or she has applied for Medicaid and that his or her application has not been acted upon in 45 days.				
7	Tanya I. Rodgers vs. The District of Columbia and Anthea Seymour, 2017 CA 005342	Lawsuit alleging violations of the D.C. Whistleblower Act	8/1/17	AAG AAG Benjamin Bryant	Open (Parties have negotiated a Settlement but are still finalizing the language)	<i>(Case settled for \$400,000 and was executed on November 1, 2018)</i>
8	Bey Allah Thabit v. Muriel Bowser, et al.	Plaintiff alleged that, <i>inter alia</i> , DHS placed him in substandard housing under the Homeless Services Reform Act of 2005, as amended	1/19/18	AAG Joshua Dansby	Dismissed on 6/1/18	\$0
9	Brittani Mason v. District of Columbia, 2018 CA 004236	Plaintiff is seeking damages for a slip and fall at the DHS Service Center on 2100 Martin Luther King, Jr. Avenue, S.E.	7/12/18	AAG Pegah Ebrahimi Eftekhari	Open	\$0

10	Lorraine Joiner v. Nancy Berryhill, et al., Case No. 1:17-cv-02476-ABJ	Denial of Social Security Benefits and Medicare Insurance	3/20/18	AAG Portia Roundtree	Open	\$0
11	Blair White, et al. v. D.C. Department of Human Services, et al., CA 2018 4986	Lawsuit alleging negligence on the part of DHS and the Community for Creative Non-Violence	8/6/18	AAG Patricia Oxendine	Open	\$0
12	Cedric Keith Jones v. D.C., CA 2018 2046	Allegations of theft, kidnapping, forgery, fraud and extortion	4/9/18	AAG Patricia Oxendine	Open	\$0
13	Richard Eldridge, et al. v. D.C. Department of Human Services and D.C. Department of Health Care Finance, DC Court of Appeals No. 18-AA-664	Administrative appeal seeking to require the District to use post-eligibility treatment of income Medicaid rules when determining income eligibility for the EPD Waiver program at recertification	6/15/18	Deputy SG Caroline Van Zile	Open	\$0
14	Tymica Jones v. D.C. Department of Human Services, DC Court of Appeals No. 17-AA-0820	Administrative appeal challenging OAH's authority to compel the Mayor to change District policies under the District's Public Assistance Act	3/16/18 (date record transmitted from OAH to Court of Appeals)	Senior AAG Richard S. Love	Stayed pending outcome of Administrative Appeal of Ebony Coe v. DHS	\$0
15	Joyelle Johnson v. D.C, Civil	Allegations of abuse and retaliation by	1/31/18	AAG Safie DaCosta Soares	Open	\$0

	Action No. 2017 CA 008297	an Adult Protective Services Social Worker				
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\$0

Department of Human Services FY2018

FY2018 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

Mission

The mission of the D.C. Department of Human Services is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services.

Summary of Services

The mission of the Department of Human Services (DHS) is achieved via three agency programs. Agency Management and the Office of the Director provide executive management, policy direction, strategic and financial planning, human capital management, information technology, capital programs, legislative and community relations, and performance management. The Office of Program Review, Monitoring, and Investigation includes internal affairs/agency risk management, fraud investigation, homeless shelter monitoring, and a quality control division.

The Family Services Administration (FSA) helps individuals and families experiencing homelessness, low-income people, adults at-risk for abuse or neglect, teenage parents, youth, troubled families, and refugees to become gradually stable and fully self-sufficient through an array of social services, assessments, and case-management and crisis-intervention services.

The Economic Security Administration (ESA) determines and maintains eligibility for cash, food, child care, and medical benefits. ESA also, through a Two Generational approach, administers the Temporary Assistance for Needy Families (TANF) and Supplemental Nutritional Assistance Program (SNAP), Employment and Training (SNAP E&T) programs, which provide employment and training-related activities designed to improve long-term employability and achieve sustaining income.

FY18 Top Accomplishments

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
<p>In FY18, DHS advanced the closure of DC General and the opening of neighborhood based Short Term Family Housing sites.</p>	<p>Our plan to end homelessness is working. For the second year in a row, family homelessness is down 20%, including a 52% decrease in families becoming homeless for the first time. A big part of advancing services is replacing DC General with Short Term Family Housing sites that are designed specifically to meet the needs of families experiencing homelessness.</p> <p>Beginning in May 2018, DHS ceased new placements at DC General. Since that time, DHS and partners worked to support families and swiftly exit them from DC General and into permanent housing. By the end of FY18 all 32 remaining families at DC General were matched to permanent housing and wraparound services. In FY18 DHS also selected the providers and programs to open the first Short Term Family Housing (STFH) sites. In October, we closed the DC General Family Shelter and opened three STFH Programs in Wards 4, 7, and 8.</p>	<p>The outdated facilities at DC General were never intended to support individuals and families with children as a temporary housing shelter. The transition from DC General has and will continue to contribute to DHS's ability to reduce homelessness in the District by allowing families to better leverage services in community-based settings.</p> <p>The smaller, community-based Short Term Family Housing programs are the centerpiece of the transformation of DHS's emergency response system for adults with children. This also represents a key strategy of Homeward DC, the Bowser Administration's strategic plan to make homelessness rare, brief, and nonrecurring.</p>

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
	<p>Today families needing shelter are entering service-enriched, community-based environments. The new Short Term Family Housing sites will provide more dignified facilities and a superior standard of service that will help families stabilize and exit homelessness. By locating facilities throughout the city, service providers will be better able to reach customers and connect them with nearby community resources to get back on their feet and back into permanent housing quickly.</p> <p>Concurrently, we've been consolidating reforms to the Family Homeless Service System (preventing homelessness more frequently and reducing length of homelessness) and have 20% fewer families in shelter than this time last year – placing us on track for historic reductions in homelessness among families for the third consecutive year.</p>	
<p>In FY18, DHS laid the foundation for a Downtown Day Services Center for individuals experiencing homelessness or at risk of homelessness.</p>	<p>In August 2018, Mayor Bowser granted \$1.7 million to fund a Downtown Day Services Center that will provide critical services to individuals experiencing homelessness. The program will be housed in the New York Avenue Presbyterian Church and managed by the DowntownDC Business Improvement District, with social services provided by Pathways to Housing DC, District agencies and additional partners.</p> <p>During daytime hours customers will be able to receive services including connections to case management, behavioral health resources, employment support, and housing assessments. Programming will promote wellness and harm reduction, and customers will be able to utilize transportation assistance, legal services, and assistance with securing vital documents. In addition, customers will have access to meals, computers, showers, and laundry facilities.</p>	<p>A Downtown Day Services Center has for many years been the missing piece in the District's effort to comprehensively address the needs of individuals experiencing homelessness. This program is a critical component in advancing the efforts to access individuals who choose to sleep in encampments rather than shelters by bridging the gap between the District's street outreach teams and service providers.</p>
<p>In FY18, DHS launched a new TANF Policy to incorporate a Two Generational approach to enhance support of District families.</p>	<p>With policy debates and legislative changes to the District's Temporary Assistance for Needy Families (TANF) program achieved, as of October 1, DHS is fully implementing a TANF program that takes a whole family approach to breaking cycles of poverty.</p> <p>Since April 1, 2018, the District increased the benefit level of families who have received TANF for longer than 60 months and eliminated the 60-month time limit so that families are eligible for cash assistance to support minor children in their care without a time limit. The TANF program changes will both enhance the security and wellbeing of children in a household with cash income as well as support parents to replace income from TANF with income from work through engagement in meaningful education and employment activities that increase their economic security.</p> <p>On October 1, 2018, DHS went live with new performance-based contracts that emphasize long-term education gains, living-wage</p>	<p>This policy distinguishes the District from any other jurisdiction in the nation by integrating the value that keeping cash in the home protects children regardless of how long a family has been receiving TANF. In addition, aligning the new TANF policy with DHS's two generational approach addresses the needs of both parents and children, and puts the whole family on a path to stable and sustainable economic security. This inclusive and long-term strategy is intended to not only bolster current family self-sufficiency but also to ultimately end reliance on public benefits for future generations.</p>

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
	employment, promotion, and exits from TANF. Supportive services in the new program focus on the needs of the children and the parents taking into account the mutually reinforcing benefits of children and parents thriving. To support sustainable gains in economic security, DHS worked with the Workforce Investment Council to identify six high growth industries to target in the development of customer employment goals. In addition, DHS's TANF Employment Program revised the incentive structure to reward long-term employment gains including promotions and exits from TANF.	

2018 Strategic Objectives

Objective Number	Strategic Objective
1	Develop an effective crisis response system for unaccompanied adults who experience homelessness.
2	Develop an effective system of care for families who experience homelessness.
3	Implement a system of services and supports for youth, parenting youth and their families
4	Empower DHS clients to improve their economic stability and well-being.
5	Improve the customer experience at DHS service centers.
6	Safeguard and improve the quality of life for vulnerable adults.
7	Create and maintain a highly efficient, transparent and responsive District government.**

2018 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
1 - Develop an effective crisis response system for unaccompanied adults who experience homelessness. (3 Measures)									
Percentage of individuals returning to homelessness within 6- 12 months	Annually	Not Available%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6.8%	No Target Set	
Individuals becoming homeless for the first time	Quarterly	Not Available	1533	2650	1201	1549	6933	No Target Set	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Average length of time (days) experiencing homelessness (individuals)	Quarterly	Not Available	109	105	121	118	113	No Target Set	
2 - Develop an effective system of care for families who experience homelessness. (3 Measures)									
Percentage of families returning to homelessness within 6- 12 months	Annually	Not Available%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1.6%	No Target Set	
Families becoming homeless for the first time	Quarterly	Not Available	125	99	96	95	415	No Target Set	
Average length of time (days) experiencing homelessness (families)	Quarterly	Not Available	380	268	395	357	350	No Target Set	
3 - Implement a system of services and supports for youth, parenting youth and their families (7 Measures)									
Percent of youth engaged in the ACE and PASS programs who show more than 15% improvement in attendance when truancy is an issue at the time of referral	Annually	65%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	47%	Unmet	Prior to FY18, PASS only reported attendance for youth who "successfully completed" the program. A successful completion means that the youth shows improvement in 3 of 4 outcome measures. In FY18, the Youth Services Division began to report data for all completions. Those who did not meet minimums for "successful" completions are now included in the data. We made this shift to be consistent across programs and recognize that sometimes our focus has to be on other areas of improvement—behavioral health, home functioning, etc.—and not just the presenting issue of truancy. In other words, a youth can complete ACE or PASS without showing improvement in all the areas, such as school attendance. The performance target for this KPI was not revised in response to the new PASS methodology.
Percent of youth engaged in the ACE and PASS programs who complete the	Quarterly	85%	88%	94%	86%	95%	90.8%	Met	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
programs without additional legal involvement									
Percent of youth engaged in the Parent and Adolescent Support Services Program (PASS) and the Alternatives to the Court Experience Diversion Program (ACE) who show functional improvement at closure as indicated by statistically significant declines in their Child and Adolescent Functional Assessment Scale (CAFAS) scores	Quarterly	85%	86%	79%	70%	88%	80.8%	Neutral Measure	
Percent of teen parents receiving services from the Teen Parent Assessment Program who do not have additional pregnancies during the reporting year	Quarterly	95%	100%	100%	98%	98%	99%	Met	
Percent of teen parents receiving services from the Teen Parent Assessment program who are consistently attending their educational program (high school, GED, or other program) or who consistently	Quarterly	70%	82%	77%	78%	67%	76%	Met	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
attended and fulfilled the other requirements to successfully complete their educational program									
Youth Shelter Exits to Permanency	Quarterly	New Measure	2	7	7	34	50	No Target Set	
Youth Diverted from Shelter Placement	Quarterly	New Measure	4	3	1	0	8	No Target Set	
4 - Empower DHS clients to improve their economic stability and well-being. (4 Measures)									
# of New Employment Placements per 1,000 TANF Work-eligible Customers (Monthly Average)	Quarterly	20	18.7	15.4	16.1	10.5	15.2	Unmet	DHS is currently in the middle of a contract conversion cycle for existing service providers and has been stepping down case management while pivoting to a new contract model in Q1 of FY19. A return to full customer engagement will be realized once the new contract is in effect.
% of TANF Employment Program Participants Who Participated in Eligible Activities	Quarterly	25%	23%	22%	14%	15%	18.5%	Unmet	DHS is currently in the middle of a contract conversion cycle for existing service providers and has been stepping down case management while pivoting to a new contract model in Q1 of FY19. A return to full customer engagement will be realized once the new contract is in effect.
# of New Education or Training Placements per 1,000 TANF Work-eligible Customers (Monthly Average)	Quarterly	10	7.5	11.8	9.1	11	10	Met	
% of Newly Employed	Quarterly	25%	37%	34%	29%	34%	33.5%	Met	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Customers Earning a DC Living Wage									
5 - Improve the customer experience at DHS service centers. (7 Measures)									
SNAP Error Rate	Quarterly	8%	13.3%	17.5%	12.8%	14.7%	14.6%	Unmet	SNAP errors, representing payment errors, are often triggered by discrepancies between data obtained from federal or local agencies and information directly submitted by customers. The enhancement of the data interface incorporated in the District's new eligibility system (DCAS) that launched in FY17, however, resulted in an increase of such discrepancies and subsequently an increase of the SNAP error rate. Many of the system issues we have identified as contributing to payment errors have been addressed and the SNAP error rate is expected to decrease in the upcoming fiscal year.
Call Center: Abandonment Rate	Quarterly	15%	40%	52%	48%	61%	50.2%	Unmet	In FY18 the DHS Call Center received spikes in call volume in both Q2 and Q4, representing two of the largest quarterly call volumes for the Call Center on record. In addition to a cyclical increase in calls during the Medicaid open enrollment period, these spikes are likely resulting from customers calling to confirm positive changes to their benefits due to the new TANF Policy and calls related to delayed SNAP mid-certification processing, and EBT

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
									<p>notice/disbursement.</p> <p>During this same period of increased call volume, the Call Center had to contend with system delays and errors which had to be routed up to IT developers. As these systemic issues take time to resolve, clients make repeated calls to the Call Center to follow up on the status of their initial inquiry as they wait for their benefits to be processed and awarded.</p> <p>Not only did these two quarters represent notably high call volume, but FY18 represents the highest annual call volume on record for DHS. This increased volume leads to increased wait times which cause clients to make and abandon repeated calls looking for a lower volume time to call thus exacerbating the abandonment rate and wait time metrics (please see workload measure correlation of total number of calls received). Complicating all of the challenges the DHS Call Center encountered in FY18, DHS has been working to address staff attrition to maintain a fully staffed operation.</p> <p>To remedy the increased wait time and abandonment rates, DHS is working to address complicated certification report and systemic notice error issues. To support the increased volume of calls, DHS is</p>

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
									also backfilling for and hiring new Social Service Representatives to augment the current Call Center staff.
Call Center: Average Wait Time (Minutes)	Quarterly	5	12	17	14	21	16	Unmet	<p>In FY18 the DHS Call Center received spikes in call volume in both Q2 and Q4, representing two of the largest quarterly call volumes for the Call Center on record. In addition to a cyclical increase in calls during the Medicaid open enrollment period, these spikes are likely resulting from customers calling to confirm positive changes to their benefits due to the new TANF Policy and calls related to delayed SNAP mid-certification processing, and EBT notice/disbursement.</p> <p>During this same period of increased call volume, the Call Center had to contend with system delays and errors which had to be routed up to IT developers. As these systemic issues take time to resolve, clients make repeated calls to the Call Center to follow up on the status of their initial inquiry as they wait for their benefits to be processed and awarded.</p> <p>Not only did these two quarters represent notably high call volume, but FY18 represents the highest annual call volume on record for DHS. This increased volume leads to increased wait times which cause clients to make and abandon repeated calls</p>

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
									<p>looking for a lower volume time to call thus exacerbating the abandonment rate and wait time metrics (please see workload measure correlation of total number of calls received). Complicating all of the challenges the DHS Call Center encountered in FY18, DHS has been working to address staff attrition to maintain a fully staffed operation.</p> <p>To remedy the increased wait time and abandonment rates, DHS is working to address complicated certification report and systemic notice error issues. To support the increased volume of calls, DHS is also backfilling for and hiring new Social Service Representatives to augment the current Call Center staff.</p>
Service Center Average Wait Time in non-Lobby (days)	Quarterly	4	5	7	7	7	6.5	Unmet	<p>During FY18, DHS did not meet the initial target on this measure due to unexpected changes and adjustment on the workload and process of non-lobby cases. Despite that Service Center management has demonstrated strong progress in BPR management techniques and non-lobby delivery. ESA non-lobby work includes a wide variety of case types and case processing activities across ESA programs. Some non-lobby activities, such as processing an E-SNAP application, require immediate turnarounds;</p>

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
									while others, such as Mid-certification processing, simply need to be addressed within the same month as they are received. Service Center managers understand these timing requirements and must balance their staff to achieve both lobby and non-lobby targets to the best of their ability. ESA believes that the target wait time for non-lobby cases will be adjusted in FY19 to reflect diverse non-lobby processing schedules.
Service Center Same Day Completion Rate (% of Lobby Cases)	Quarterly	90%	86%	84%	85%	84%	84.8%	Nearly Met	During FY18, DHS did not meet the initial target on this measure due in part to the unrealistic target set based on lack of understanding on the business process. Immediately upon implementation of BPR, ESA lobby completion rates jumped up to 85% and remained consistent throughout the fiscal year. Overall, completion rates differ by case type due to varying program requirements and process complexity. The average completion rate for most case types is between 80% - 95%. Certain type of applications, such as TANF, however, require additional process that cannot be completed on the same day due to the nature of the requirement. It affects the overall completion rate. In FY19, ESA plans to adjust this measure while continuing to work to increase completion rates across all programs.

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Service Center Average Wait Time in Lobby (minutes)	Quarterly	100	121	106	104	120	113	Unmet	Average lobby wait times decreased through Q1 (119), Q2 (105), and Q3 (104) proximal to these target levels. However, two changes increased the average lobby wait time to 120 minutes in Q4, affecting the average wait time for FY18. Most importantly, ESA experienced significant caseworker attrition. The administration is in the process of backfilling those positions and, in FY19, aims to stand-up a hiring pipeline to prevent future staffing shortages. Additionally, during Q4, ESA adjusted Service Center hours of operation by opening the door earlier than before to start serving customers waiting outside the building in the morning, which affected the measurable wait time - the amount of customer wait time that is officially recorded and tracked in our service center operation tracking system.
SNAP Application Timely Processing Rate (applications processed within 7 days for e-SNAP and 30 days for regular SNAP)	Quarterly	95%	98.1%	94.1%	94.9%	94.5%	95.4%	Met	
6 - Safeguard and improve the quality of life for vulnerable adults. (2 Measures)									
Percent of referrals in non-	Quarterly	95%	97%	97%	98%	97%	97.3%	Met	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
emergency cases where initial client contact and investigation takes place within ten working by Adult Protective Services									
Percent of Emergencies Responded to Within 24 Hours by Adult Protective Services	Semi-Annually	80%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
1 - Homeless Services Continuum- Individuals (6 Measures)						
Number of individuals experiencing homelessness (annual)	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	12,343
Number of individuals experiencing homelessness, January Point-in-Time (PIT)	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3770
Number of homeless Veterans, Point-in-Time (PIT)	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	302
Number of individuals experiencing chronic homelessness, Point-in-Time (PIT)	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1586
Average monthly housing placements (Individuals experiencing homelessness)	Quarterly	186	221	189	156	188
Average monthly housing placements (Veterans)	Quarterly	109	145	120	99	115
2 - Homeless Services Continuum- Families (4 Measures)						

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
Number of family households experiencing homelessness (annual)	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1545
Number of housing placements annually (family households)	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	621
Number of family households experiencing homelessness, January Point-in-Time (PIT)	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	924
Average monthly census in family shelter	Quarterly	745	687	623	605	670
3 - Youth-Focused Diversion Services (4 Measures)						
Number of teen parents served by the Teen Parent Assessment Program (TPAP)	Quarterly	34	31	44	38	51
Number of youth served by the Parent and Adolescent Support Services Program (PASS)	Quarterly	272	245	298	374	498
Average monthly placements of youth experiencing homelessness placed through the coordinated entry system	Quarterly	9.6	16	14	15.6	13.8
Number of youth served in the Alternatives to the Court Experience Program (ACE)	Quarterly	351	340	376	201	693
4 - TANF & FSET Case Management and Employment Assistance (7 Measures)						
Total Number of Work-Eligible TANF Customers (Monthly Average)	Quarterly	8223	8227	8414	7605	8118
Average Number of Families Entering TANF (Per Month)	Quarterly	393	338	467	410	402
Total Number of Children Receiving TANF Cash Benefits (Monthly Average)	Quarterly	19,598	19,900	20,328	18,363	19,547
Average TANF Caseload (Per Month)	Quarterly	11,756	11,413	11,610	11,823	11,651
Average Number of Families Exiting TANF (Per Month)	Quarterly	541	401	341	367	413
Number of Families Re-certified for TANF Eligibility (Per Month)	Quarterly	545	511	647	716	604.8
Total Number of Adults Receiving TANF Cash Benefits (Monthly Average)	Quarterly	9675	9679	9903	8947	9551
5 - Eligibility Determination and Enrollment Support (12 Measures)						
SNAP: Number of Households Re-certified for SNAP Eligibility (Per Month)	Quarterly	3237	3506	3472	3143	3340
Medical Assistance: Number of Medicaid Applications	Quarterly	3941	3388	3413	3329	3518
SNAP: Number of SNAP Applications (Monthly Average)	Quarterly	3109	3350	3479	3531	3367

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
Medical Assistance: Number of Medicaid Applications that are Approved	Quarterly	3830	3594	3504	3327	3564
SNAP: Average SNAP Caseload (Per Month)	Quarterly	70,779	69,550	67,932	67,050	68,828
SNAP: Number of Households New Approved for SNAP and Receiving SNAP Benefits (Per Month)	Quarterly	2541	2295	2515	2703	2514
Medical Assistance: Average Medicaid (MAGI + Non-MAGI) Enrollment (Per Month)	Quarterly	263,075	260,386	257,368	257,403	259,558
Medical Assistance: Average Alliance Medical Assistance Program Enrollment (Per Month)	Quarterly	15,578	15,335	15,166	15,179	15,315
Service Centers: Average Daily Number of Client Visits at Service Centers, Including Lobby Cases (Per Month)	Quarterly	791	776	798	749	779
Service Centers: Average Daily Number of Non-lobby Cases at Service Centers (Per Month)	Quarterly	541	551	586	647	581
Call Center: Average Number of Calls Received, Includes Served + Abandoned (Per Month)	Quarterly	34,012	39,597	35,047	39,856	37,128
Call Center: Average Number of Calls Served (Per Month)	Quarterly	20,541	19,059	18,299	15,385	18,321
6 - Supportive Services to Vulnerable Adults (3 Measures)						
Number of cases investigated in APS	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1785
Number of court Appointed Guardians/Conservators	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	97
Number of referrals received in APS	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2099

2018 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
ADULT PROTECTIVE SERVICES (1 Strategic Initiative)				
Implement the Elder Justice Initiative Grant.	In FY17, the United States Department of Health and Human Services' Administration for Community Living approved a no-cost extension to complete The National Adult Maltreatment Reporting System (NAMRS), which will include data components, customization, and	Complete	In FY18 DHS implemented a strategic and systematic evidence-based approach to real-time elder abuse, neglect, and fraud investigations (Age-Friendly DC, Domain 10). In FY18, DHS	

Title	Description	Complete to Date	Status Update	Explanation
	<p>implementation of the Structured Decision Making Model (SDM) assessments in 2018. The full implementation of these two components will position DHS/APS to annually submit key requisite data elements in fulfillment of the NAMRS, while also moving to a mobile environment that will facilitate real time information from the field. This project will ultimately enhance the program's consistency at critical decision-making points as part of case investigations using the SDM.</p>		<p>completed 3,840 assessments across all four SDM tools. This approach allowed DHS to address more complex cases while also completing 1,783 investigations (5% more than FY17 and 20% more than FY16). The uniform assessment and reporting protocol has also strengthened collaboration commitments among system stakeholders.</p>	
ELIGIBILITY DETERMINATION SERVICES (2 Strategic initiatives)				
<p>Improve access to benefit eligibility and enrollment services.</p>	<p>During FY17, ESA made significant operational improvements in its five service centers in terms of processing benefits more quickly and accurately. During FY18, ESA will make further improvements to the benefit enrollment experience. First, ESA is enhancing its outreach team to expand in-home visits for individuals with mobility issues as well as coverage at sites like nursing homes and the DC jail. The outreach team will grow and staff will receive standard training and equipment to ensure the quality of the customer experience matches service centers. Second, DHS will develop a mobile application that will allow customers to upload and electronically submit required documents without coming to a service center. Finally, ESA will continue to make it easier for non-English speaking customers to access benefits. In FY17, ESA added bilingual staff, placed a language ombudsman in every service center, and ensured forms were available in multiple languages. In FY18, ESA will expand language options on the call center self-service IVR prompts and ensure information on the DHS website is in multiple languages.</p>	<p>Complete</p>	<p>In FY18, DHS hired additional outstation staff, added new remote service locations for better coverage, and co-located at three DOES jobs centers. As a result, DHS saw a 20% increase in cases at outstation sites. To decrease language barriers, DHS developed multilingual materials, hired more bilingual staff, and added more languages to the Call Center IVR.</p>	
<p>Reduce early morning lines outside of the service centers.</p>	<p>For years, customers have started lining up outside of ESA service centers in the early morning, resulting in lines down the block by the time the doors open at 7:30 AM. The long wait times meant customers were not guaranteed to meet with an ESA social service representative unless they arrived at dawn. The business process redesign initiative implemented in FY17 is effectively reducing the need for repeat visits and</p>	<p>Complete</p>	<p>To honor DHS's commitment to customer service, improvements to Service Center operations were implemented in FY18. As a result, average wait times are at or below two hours and customers who choose to wait in early morning lines are served approximately 45 minutes earlier than in prior</p>	

Title	Description	Complete to Date	Status Update	Explanation
	ultimately wait times. Despite this progress, a significant number of customers continue to line up early to ensure they can receive their benefits. During FY18, ESA will establish and monitor the business process redesign performance targets, to ensure the reduction in wait time continues. ESA will also conduct marketing and outreach to customers to communicate the operational improvements and instill confidence that customers can be enrolled in benefits regardless of when they arrive at a service center.		years thanks to revised operating hours which now begin at 7:30am. Even with increased service volume in FY18, Service Centers have an 85% same-day completion rate and non-lobby wait times have decreased.	
HOMELESS SERVICES CONTINUUM - FAMILIES (4 Strategic initiatives)				
Develop a coordinated entry system for families seeking homeless assistance services.	In FY17, DHS began engaging community partners and stakeholders in the planning and development of a coordinated entry system for households experiencing an episode of homelessness. In FY18, DHS will fully implement Coordinated Assessment and Housing Placement (CAHP) for Homeless Families, which will establish a standardized assessment as well as a coordinated referral and housing placement process to ensure that families experiencing homelessness are prioritized in accordance with those who are most vulnerable and have the most severe service needs.	Complete	In FY18 DHS fully implemented CAHP for Homeless Families (F-CAHP), resulting in 2,189 assessments and 378 customers matched with appropriate housing resources. By standardizing assessments and ensuring supports and resources match family needs, DHS has realized a 20% decrease in the amount of time from system entry to housing placement.	
Expand supports for TANF-eligible families by integrating efforts between the Family Services Administration (FSA) and the Economic Security Administration (ESA).	For years, both FSA and ESA have provided case management and referral services to same population of families, with FSA focused on housing stability and ESA focused on employment security. Even with the different focus areas, there was invariably some level of redundancy and a risk of conflicting guidance. In FY17, DHS began blending case management across administrations by assigning ESA's Office of Work Opportunity (OWO) staff to serve as comprehensive case managers for families in Rapid Re-housing (RRH), Rapid Exit for families in emergency hotels, and the Homeless Service Prevention Program. During FY18, DHS will continue to identify opportunities to consolidate case	50-74%	In FY18, DHS began assessing eligible clients from FSA operated program sites and assigning them to ESA service providers for job training and placement support. To do this, ESA OWO established a split leadership structure with program management divided between housing assistance and employment/training functions. ESA and FSA also collaborated on a number of marketing and outreach efforts to integrate case management.	The integrated case management system envisioned for DCAS Release 3.0 is in the requirements development phase. In addition, while programmatic collaboration between ESA and FSA has been successful in FY18, DHS is still developing a unified case management strategy. To aid in these next steps, DHS was recently awarded a grant to define a case coaching model that can be

Title	Description	Complete to Date	Status Update	Explanation
	management efforts across the administrations as well as develop consistent standards for case management services. The refinement and consolidation of case management will support the rollout of an integrated case management system within the DC Access System (DCAS) beginning in FY18.			piloted through OWO and implemented throughout DHS's employment continuum.
Reduce length of stay in emergency shelter.	During FY18, DHS will have a renewed focus on reducing the length of time that families stay in emergency shelter. For a number of years, the average time a family remained in emergency or temporary shelter was approximately one year. The goal is 90 days. A number of efforts are being pursued to exit families more quickly, which includes: improved case management with employment supports; regular outcome reporting by providers; and strategies to make Rapid Re-housing (RRH) work. There are also a number of efforts being implemented to address the challenge of finding affordable rental units for families trying to exit the shelter system. These strategies include changing the rental payment process so landlords are no longer at risk of partial payments and increased landlord engagement efforts. Additionally, the reduced length of stay will have a significant effect on the number of hotel rooms required.	Complete	In FY18 DHS brought the median length of stay for families exiting shelter down by 29.5%, from 301 days in FY17 to 212 days in FY18. To accomplish this expedited transition from shelter to stable housing, DHS focused on shelter exits from the time of entry, including the development of an exit plan in initial housing stabilization meetings with customers. The closure of DC General and a data driven methodology also allowed DHS to focus on exiting long stayer families into permanent housing.	
Move closer toward closure of DC General..	During FY18, the District will gradually stop placing families experiencing homelessness at DC General as it exits families currently living there into permanent housing and other more stable housing alternatives. Abatement and demolition activities are scheduled to be conducted on three facilities on the DC General campus starting in Q3 of FY18. The first three neighborhood-based, short-term family housing sites in Wards 4, 7 and 8 will open by the end of the year. Construction activities will	Complete	Beginning in May 2018, DHS ceased new placements at DC General. By the end of FY18, all 32 remaining families were matched with units and on track to transition to housing in October 2018. DHS also selected the providers and programs to open the first three Short Term Family Housing sites in Ward 4, 7, and 8 – all sites are open in the fall of 2018.	

Title	Description	Complete to Date	Status Update	Explanation
	continue on the remaining short-term family housing sites currently scheduled to open in FY19. During the year, FSA will complete operational standards and conduct solicitations to secure providers to run these facilities.			
HOMELESS SERVICES CONTINUUM-INDIVIDUALS (4 Strategic initiatives)				
Lay the foundation for leveraging Medicaid to cover eligible PSH services.	With support from the Interagency Council on Homelessness (ICH), DHS has been working with a sub-group of providers to collaboratively develop standards for Permanent Supportive Housing (PSH), which includes, but is not limited to, outreach services, housing navigation services, and case management services. DHS is currently finalizing the standards for those services, leveraging guidance from our HUD Technical Assistance provider. From there, DHS is developing performance metric and monitoring tools, and developing staffing/qualification models to deliver caseloads based on acuity and levels of service needs. All of this work will eventually lead to a methodologically-sound approach for establishing new rates for services and incorporating those standards and rates into future PSH contracts. Eventually, through on ongoing collaboration with the Department of Health Care Finance (DHCF), DHS will ensure our monitoring and billing for these standardized PSH services align with Medicaid requirements for reimbursement.	75-99%	In FY18, DHS standardized contract requirements across its PSH provider community to ensure consistent service delivery, and to enhance reporting and performance requirements. Timetables for onboarding new staff and infrastructure for reporting deliverables were established; DHS trained providers on these as well as service delivery requirements. DHS is in the process of finalizing PSH service standard performance metrics and monitoring tools that were captured in the contract modification.	In FY18 DHS made great strides towards standardizing the scope and performance expectations for the PSH Program leveraging substantive input from the PSH community, as well as consolidating service requirements under the existing contracting vehicles. Additional efforts remain to standardize PSH rates, streamline service delivery models, finalize performance metrics and monitoring strategies, and further align PSH program activities to housing supportive services reimbursable by Medicaid.
Improve coordinated entry for unaccompanied adults and youth.	DHS continues to improve our coordinated entry system as well as outreach and in-reach	Complete	In FY18 DHS realized a 55% increase in successful matches over last year by	

Title	Description	Complete to Date	Status Update	Explanation
	<p>services for individuals, which accounts for 58% of referrals to housing resources since March 2016. The Coordinated Entry system utilizes a live registry and routinely convenes providers to match vulnerable adults to available housing resources. In addition, coordinated entry participants are routinely making improvements to the process, which have included the creation of decision tree/flow diagrams for those who refuse housing, stronger communication materials about the role of the SPDAT in coordinated entry, and pilot referral models for Targeted Affordable Housing (TAH) vouchers.</p>		<p>improving TAH Coordinated Entry and implementing clinical assessments for each referred individual. DHS also refined the prioritization criteria, ultimately resulting in more appropriate housing connections.</p>	
<p>Launch Rapid Re-housing (RRH) for individuals.</p>	<p>DHS conducted a successful Rapid Re-housing (RRH) pilot for single adults experiencing homelessness in FY17 (RRH-I). During FY18, DHS will bring the RRH-I program to scale by awarding multiple human care agreements (HCAs) to an expanded group of providers. DHS plans to award these HCAs by the end of FY17, with full program implementation in FY18. With this expanded capacity, DHS will be able to serve a minimum of 400 individuals through this program in FY18. Program participants will receive financial assistance and case management to assist with housing stability for up to six months, as well as connection to longer term community-based supports as needed. DHS expects that at least 80% of individuals</p>	<p>Complete</p>	<p>Following the FY17 RRH-I pilot, DHS scaled the program in FY18 and successfully exited 314 individuals. DHS implemented a referral process, increased customer engagement, expanded provider capacity, and improved appropriate identification.</p>	

Title	Description	Complete to Date	Status Update	Explanation
	participating in the RRH-I program will maintain permanent housing.			
Reform the low barrier shelter system	FSA will continue to implement improvements to the low barrier shelter system for unaccompanied adults in FY18. A significant increase in local funds in FY18 will reduce DHS' dependency on uncertain federal carry over funds each year, which will allow for more stable contract and grant commitments. The low barrier shelter hours were expanded at the end of FY17 and will allow shelters to open two hours earlier in the evening and remain open two hours later in the morning. The extended hours will further allow shelter providers to meet their expanded requirements in terms of case management services provided on-site and expanded in-reach targeting the shelter long-stayers who have not previously engaged in services. For the first time, DHS provided grants in late FY17 for SNAP employment and training services targeting individuals currently or previously experiencing homelessness. DHS is also pursuing expanded day center options to have more opportunities to connect clients to housing and employment supports.	Complete	FY18 improvements to the low barrier shelter system include providers completing 33% more assessments in Q4 than in Q1 to connect customers to supportive services and housing placement. DHS launched an Overdose Prevention Pilot Program training shelter staff to administer Narcan, which resulted in four effective overdose responses. In August 2018, Mayor Bowser granted \$1.7M to fund a Downtown Day Services Center that will provide access to hard to reach unaccompanied adults living on the street.	

Title	Description	Complete to Date	Status Update	Explanation
TEMPORARY ASST TO NEEDY FAMILIES (TANF) (3 Strategic initiatives)				
Identify and implement more impactful outreach and communication methods to ensure information is reaching clients.	<p>The Economic Security Administration (ESA) regularly sends notification to clients regarding benefit recertification requirements, program changes, and service offerings. Based on input from a client survey and feedback from partners and advocates, it is clear that information is not always effectively reaching our clients. ESA, working with the LAB@DC, will pilot and assess alternative communication methods (i.e. flyers vs robocalls vs simplified language on notifications). The pilot exercise will also track which communication method is effectively reaching clients based on response rates and compliance with instructions. The first correspondence in the pilot will be TANF recertification notices and will include a control group to see if one group of clients is more responsive based on alert method. ESA will shape its broader client communication strategy based on pilot results.</p>	Complete	In response to findings that a supplemental mailing resulted in a 15% increase in the response rate for TANF recertifications, DHS incorporated the supplemental mailing practice into the standard process for customer TANF recertifications. As a result of this successful collaboration, DHS and the Lab @ DC continue to work together to determine whether additional process enhancements can similarly improve outcomes for customers.	

Title	Description	Complete to Date	Status Update	Explanation
<p>Expand the Targeted Mobility Coaching pilot to include families new to TANF.</p>	<p>In FY16, ESA's Office of Work Opportunities (OWO) piloted the Targeted Mobility Coaching with families who had a history of not engaging in case management and employment programs. Targeted Mobility Coaching is a family-centered case management model to empower customers by building skills and behaviors through peer mentorship. The pilot for this hard-to-reach population showed improved engagement levels compared to standard case management. In FY18, DHS is going to pilot Targeted Mobility Coaching to new families receiving TANF, to track whether participating families are moved off of TANF more quickly than those receiving standard case management through the TANF Employment Program. The Targeted Mobility Coaching will be led by staff from OWO, who will carry smaller caseloads than standard. Results from the pilot will inform whether to pursue a broader rollout or if the method should</p>	<p>Complete</p>	<p>The TMC pilot was the first program to implement DHS's new Two Generation (2Gen) approach, which focuses on the needs of the entire family. DHS continued to enroll and expand the TMC cohort throughout FY18, serving 590 customers. DHS also received an Administration for Children and Families (ACF) grant to expand the TMC model across TANF service providers. DHS is analyzing the data from the pilot to inform the path forward with the ACF grant.</p>	

Title	Description	Complete to Date	Status Update	Explanation
	be targeted to a certain subpopulation.			
Implement new TANF policy and new TANF employment program human care agreements (Employment/Occupational Training and Job Placement)	<p>The TANF program changes implemented in FY18 will both guarantee the security and wellbeing of children in a household with cash income as well as support parents to replace income from TANF with income from work through engagement in meaningful education and employment activities that increase their economic security.</p> <p>The District's new TANF policy distinguishes the District from any other jurisdiction in the nation by institutionalizing the value that keeping cash in the home is an important protective factor for children. A TANF household's grant will never drop below 94% of the maximum level due to work sanction. By April 2018, DHS will execute a communications plan to explain the program changes, perform technical upgrades to the DCAS system, train staff and providers, and draft regulations to operationalize the new policy.</p>	Complete	<p>In FY18 DHS successfully changed the TANF program to better guarantee the security and wellbeing of children in a household, and to engage parents in strategies to increase their economic security. The successful transition included stakeholder engagement, communication, and IT system updates.</p> <p>New performance-based contracts emphasize customer outcomes including long-term education gains, employment, promotion, and exits from TANF.</p>	

Title	Description	Complete to Date	Status Update	Explanation
	<p>DHS is committed to building stronger pathways to employment for TANF recipients. During FY17, ESA crafted requirements for new TANF employment program (TEP) providers to address client input on program effectiveness received through a survey as well as best practices and the employment market in the District. The new TEP human care agreements were awarded at the end of FY17 and will be fully implemented by the end of FY18. During FY18, DHS will implement required IT system changes and train providers on the new program standards to ensure a smooth adoption.</p>			
Youth Services (2 Strategic initiatives)				
Expand youth homeless programs.	<p>In FY18, the FSA Youth Services Division (YSD) received nearly \$4M in new funds for youth homeless services including transitional housing, permanent supportive housing, rapid rehousing, shelter beds and youth housing stabilization support</p>	Complete	<p>In FY18, DHS enhanced youth homeless services including extended supportive housing and youth housing stabilization support services. DHS added 124 new beds and facilitated housing placements for 166 youth. In addition, drop in centers served 683 youth,</p>	

Title	Description	Complete to Date	Status Update	Explanation
	<p>services. These funds are aligned with the needs and program models identified in the Solid Foundations DC youth homelessness strategic plan. YSD will award grants to a number of providers to manage the expanded services, as well as enhance existing grant monitoring processes.</p>		<p>street outreach served 397 youth, and low-barrier beds served 10,506 youth. Youth Homeless Prevention Services reconnected 64 youth to natural family and community supports.</p>	
<p>Increase the capacity of the Youth Services Division including the rollout of the STEP initiative in support of runaway youth and their families.</p>	<p>Alternatives to the Court Experience (ACE) and the Parent and Adolescent Support Services (PASS) programs have demonstrated effective outcomes for the youth served since their inception. In FY18 the programs will receive approximately \$3.8M in additional funding to add two new teams of caseworkers and supervisors. There will be a dedicated PASS team redeployed to support the Mayor's new cross-agency effort (Strengthening Teens Enriching Parents, or STEP) to support youth reported missing to MPD. The design and protocols of the STEP team will be completed in early FY18. As part of the STEP initiative,</p>	<p>Complete</p>	<p>In FY18, STEP served 132 vulnerable youth who were reported missing by MPD; staff developed strategies and best practices for serving youth reported missing to decrease Missing Person's Reports. PASS completed strategic outreach to stakeholders and established a PASS Crisis and Stabilization Team. In addition, YSD hired staff to increase data and reporting accuracy and hired bi-lingual staff to serve more youth. Combined, STEP, ACE, and PASS received over 3,000 referrals in FY18.</p>	

Title	Description	Complete to Date	Status Update	Explanation
	<p>referrals which traditionally came from schools and service providers will be coming from MPD. Another PASS team will be dedicated specifically to high risk youth and providing a higher intensity of services. The other new staff will be focused on growing both programs to better meet demand.</p>			

Department of Human Services FY2019

Agency Department of Human Services

Agency Code JA0

Fiscal Year 2019

Mission The mission of the D.C. Department of Human Services is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services.

2019 Strategic Objectives

Objective Number	Strategic Objective
1	Develop an effective crisis response system for unaccompanied adults who experience homelessness.
2	Develop an effective system of care for families who experience homelessness.
3	Implement a system of services and supports for youth, parenting youth and their families
4	Through a Two Generational Approach, empower DHS customers to improve their economic stability and well-being.
5	Improve the customer experience at DHS service centers.
6	Safeguard and improve the quality of life for vulnerable adults.
7	Create and maintain a highly efficient, transparent and responsive District government.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Develop an effective crisis response system for unaccompanied adults who experience homelessness. (3 Measures)					
Percent of individuals returning to homelessness within 6- 12 months	Down is Better	5.6%	6%	6.8%	Not Available
Individuals becoming homeless for the first time	Down is Better	5257	5172	6933	Not Available
Average length of time (days) experiencing homelessness (individuals)	Down is Better	247	126	113	Not Available
2 - Develop an effective system of care for families who experience homelessness. (3 Measures)					
Percent of families returning to homelessness within 6- 12 months	Down is Better	4.9%	2%	1.6%	Not Available
Families becoming homeless for the first time	Down is Better	1139	861	415	Not Available

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Average length of time (days) experiencing homelessness (families)	Down is Better	269	328	350	Not Available
3 - Implement a system of services and supports for youth, parenting youth and their families (7 Measures)					
Percent of youth engaged in the ACE and PASS programs who complete the programs without additional legal involvement	Up is Better	87%	88.3%	90.8%	85%
Percent of youth who completed the ACE and PASS programs and show improvement in school attendance when truancy is an issue at the time of referral	Up is Better	62.5%	63%	47%	60%
Percent of youth engaged in PASS, ACE, and STEP who show improved functioning at closure as indicated by declines in their Child and Adolescent Functional Assessment Scale (CAFAS) scores	Neutral	88%	90%	80.8%	85%
Percent of teen parents receiving services from the Teen Parent Assessment Program who do not have additional pregnancies	Up is Better	98.8%	98%	99%	85%
Percent of teen parents receiving services from TPAP who are enrolled in an educational or vocational training program and are meeting the requirements of the Educational component of their Individual Responsibility Plan (IRP)	Up is Better	66.3%	67%	76%	75%
Youth Shelter Exits to Permanency	Up is Better	Not Available	Not Available	50	8
Youth Diverted from Shelter Placement	Up is Better	Not Available	Not Available	8	16
4 - Through a Two Generational Approach, empower DHS customers to improve their economic stability and well-being. (4 Measures)					
Number of New Education or Training Placements per 1,000 TANF Work-eligible Customers (Monthly Average)	Up is Better	Not Available	Not Available	10	10
Number of New Employment Placements per 1,000 TANF Work-eligible Customers (Monthly Average)	Up is Better	Not Available	Not Available	15.2	18
Percent of TANF Employment Program Participants Who Participated in Eligible Activities	Up is Better	Not Available	Not Available	18.5%	25%
Percent of Newly Employed Customers Earning a DC Living Wage	Up is Better	Not Available	Not Available	33.5%	35%
5 - Improve the customer experience at DHS service centers. (7 Measures)					
Call Center: Abandonment Rate	Down is Better	35%	37%	50.2%	40%
SNAP Error Rate	Down is Better	7.5%	15.9%	14.5%	10%
SNAP Application Timely Processing Rate (applications processed within 7 days for e-SNAP and 30 days for regular SNAP)	Up is Better	Not Available	Not Available	95.4%	95%

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Service Center Average Wait Time in Lobby (minutes)	Down is Better	Not Available	Not Available	113	110
Service Center Average Wait Time in non-Lobby (days)	Down is Better	Not Available	Not Available	6.5	7
Service Center Same Day Completion Rate (Percent of Lobby Cases)	Up is Better	Not Available	Not Available	84.8%	85%
Call Center: Average Wait Time (Minutes)	Down is Better	9	9	16	12
6 - Safeguard and improve the quality of life for vulnerable adults. (2 Measures)					
Percent of referrals in non- emergency cases where initial client contact and investigation takes place within ten working by Adult Protective Services	Up is Better	99.1%	98.5%	97.3%	95%
Percent of Emergencies Responded to Within 24 Hours by Adult Protective Services	Up is Better	Not Available	Not Available	100%	95%
7 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)					
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	No data available	71%	Not Available
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	96.7%	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	No data available	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	5%	8.1%	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Up is Better	Not Available	18.1	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	96%	106%	Waiting on Data	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	No data available	100%	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	16.2%	6.5%	Waiting on Data	Not Available
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Develop an effective crisis response system for unaccompanied adults who experience homelessness. (1 Activity)			
HOMELESS SERVICES CONTINUUM-INDIVIDUALS	Homeless Services Continuum- Individuals	The Family Services Administration provides a continuum of services to individuals experiencing homelessness or at risk of homelessness, so that they can obtain and/or maintain improved housing. The continuum of services includes outreach, coordinated entry, low barrier shelter, rapid rehousing, day programs, feeding programs, and permanent supportive housing. FSA also provides targeted support for Veterans experiencing homelessness as well as resources and services during hypothermia and cold emergency alerts.	Daily Service
2 - Develop an effective system of care for families who experience homelessness. (1 Activity)			
HOMELESS SERVICES CONTINUUM - FAMILIES	Homeless Services Continuum- Families	The Family Services Administration provides a continuum of services to 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 at the Virginia Williams Family Resource Center, prevention services, emergency shelter, rapid rehousing, housing navigation and permanent supportive housing.	Daily Service
3 - Implement a system of services and supports for youth, parenting youth and their families (1 Activity)			
Youth Services	Youth-Focused Diversion Services	<p>DHS, Family Services Administration (FSA), Youth Services Division (YSD) provides youth-focused services through the following programs:</p> <ul style="list-style-type: none"> • Parent and Adolescent Support Services (PASS), which works with youth up to the age of 17 years old who have committed status offenses (mainly truancy) by conducting comprehensive youth assessments and providing intensive case management and linkages to other supportive services. • PASS Crisis and Stabilization Team (PCAST), provides crisis assessment, intervention, and stabilization services to youth and their families that are referred to the Parent and Adolescent Support Services Program (PASS). Staff provide outreach, advocacy and coordination of services while engaging community resources. In addition, PCAST works to enhance coping skills and empower youth and their families to achieve stability. • Functional Family Therapy (FFT) is an intensive, short term intervention/preventive service that offers in-home family counseling designed specifically to address status-offending behaviors and juvenile delinquency from a relational/ family-based perspective. FFT services target adolescents who are experiencing a high level of conflict in the home, exposure to domestic violence, truancy, curfew violations, running away, and substance abuse. In addition, FFT services are also used as part of the homeless youth prevention services. FFT sessions are held at least once per week for 3-6 months; every session includes all key members of the family. FFT therapists use a national FFT evidence-based model to work with the referred youth and families. This model assesses family behaviors that have contributed to the youth's delinquent behavior, modifies strained family communication, improves parenting skills, and generalizes changes to community contexts and relationships. • Alternatives to the Court Experience (ACE), the sole diversion program in Washington, DC, which offers individually tailored and clinically-appropriate services to youth up to 17 years old and families as alternatives to arrest and 	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
		<p>prosecution. ACE's goal is to reduce recidivism, reengage youths in school, and improve overall youth functioning</p> <ul style="list-style-type: none"> • The Teen Parent Assessment Program (TPAP), which provides case management and support services to teen parents ages 17 and under who receive TANF or self-refer to the program. TPAP's goal is to move program participants towards self-sufficiency through completion of their high school or GED program. • Strengthening Teens Enriching Parents (STEP), which works with youth up to 17 years old who are reported missing to the police. Case managers provide outreach to assess why the youth has left home and together with the family, implement services with community partners--particularly Sasha Bruce--and other District agencies to reduce the likelihood of future missing persons reports, and increase family stability. • Homeless Youth Services works with youth up to 24 years old who are experiencing homelessness—or at risk of experiencing homelessness—connect with services to reunite them with their family and resolve family conflicts. Community organizations provide services such as drop-in centers, street outreach and housing. 	
<p>4 - Through a Two Generational Approach, empower DHS customers to improve their economic stability and well-being. (1 Activity)</p>			
<p>TEMPORARY ASST TO NEEDY FAMILIES (TANF)</p>	<p>TANF and FSET Case Management and Employment Assistance</p>	<p>The Economic Security Administration provides case management and employment assistance through the Temporary Assistance for Needy Families (TANF) Education and Employment Program and Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program, which provide job readiness and training activities designed to improve long-term employability and achieve sustaining income.</p>	<p>Daily Service</p>
<p>5 - Improve the customer experience at DHS service centers. (1 Activity)</p>			
<p>ELIGIBILITY DETERMINATION SERVICES</p>	<p>Eligibility Determination and Enrollment Support</p>	<p>The Economic Security Administration provides eligibility determination and enrollment support for Federal and District case, food, child care, and medical benefits. These include:</p> <ul style="list-style-type: none"> • Temporary Assistance for Needy Families (TANF), which provides temporary income support assistance for low income families while helping them improve their long-term employability and achieve family-sustaining income; • Supplemental Nutrition Assistance Program (SNAP), which is designed to provide supplemental nutrition assistance to individuals and families in need, and support their return to long-term employability; • District of Columbia Interim Disability Assistance program, which provides assistance to Supplemental Security Income (SSI) applicants pending SSI determination; • District of Columbia's child care subsidy program; and • Federal and District medical assistance programs, including Medicaid, Children's Health Insurance Program (CHIP), and the D.C. Healthcare Alliance Program.. 	<p>Daily Service</p>
<p>6 - Safeguard and improve the quality of life for vulnerable adults. (1 Activity)</p>			

Operations Header	Operations Title	Operations Description	Type of Operations
ADULT PROTECTIVE SERVICES	Supportive Services to Vulnerable Adults	DHS provides supportive services to vulnerable adults through the following programs: <ul style="list-style-type: none"> • Adult Protective Services (APS), a crisis-centered and investigation-based program that receives referrals for alleged abuse, neglect, self-neglect and exploitation 24 hours a day, seven days a week. • The Strong Families Program, which provides immediate crisis intervention, stabilization and assessment services to District families experiencing acute crisis through intense case management and referral services. The Strong Families also provides relocation services to District families experiencing crisis due to emergency situations (critical incidents) such as building closures, natural disasters, fire emergencies, power outages and crime emergencies. • The Family Violence Prevention and Services Program, which is an initiative that supports the establishment, maintenance and expansion of programs to prevent incidents of family violence. It also provides immediate shelter and related assistance for victims of family violence and their dependents that meet the needs of all victims, including those in underserved communities. • The Office of Refugee Resettlement serves to transition District of Columbia Refugees from dependency on public assistance to self-sufficiency. 	Daily Service
7 - Create and maintain a highly efficient, transparent and responsive District government. (1 Activity)			
AGENCY MANAGEMENT/PERFORMANCE MGMT	Agency Management/Performance Management	The Office of the Director provides executive management, policy direction, strategic and financial planning, human capital management, information technology, capital programs, legislative and community relations, legal guidance, and performance management. The Office of Program Review, Monitoring, and Investigation includes agency risk management, fraud investigation, homeless shelter monitoring and a quality control division.	Daily Service

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Homeless Services Continuum- Individuals (6 Measures)			
Number of individuals experiencing homelessness (annual)	11,144	11,334	12,343
Number of individuals experiencing homelessness, January Point-in-Time (PIT)	3673	3583	3770
Number of homeless Veterans, Point-in-Time (PIT)	338	285	302
Number of individuals experiencing chronic homelessness, Point-in-Time (PIT)	1501	1470	1586

Measure	FY 2016	FY 2017	FY 2018
Average monthly housing placements (Individuals experiencing homelessness)	150	142	188
Average monthly housing placements (Veterans)	99	94	115
2 - Homeless Services Continuum- Families (4 Measures)			
Number of family households experiencing homelessness (annual)	2256	1753	1545
Number of housing placements annually (family households)	699	471	621
Number of family households experiencing homelessness, January Point-in-Time (PIT)	1491	1166	924
Average monthly census in family shelter	948	872	670
3 - Youth-Focused Diversion Services (4 Measures)			
Number of teen parents served by the Teen Parent Assessment Program (TPAP)	67	47	51
Number of youth served by the Parent and Adolescent Support Services Program (PASS)	326	456	498
Average monthly placements of youth experiencing homelessness placed through the coordinated entry system	14	14	13.8
Number of youth served in the Alternatives to the Court Experience Program (ACE)	860	767	693
4 - TANF and FSET Case Management and Employment Assistance (7 Measures)			
Total Number of Work-Eligible TANF Customers (Monthly Average)	11,693	9619	8118
Average Number of Families Entering TANF (Per Month)	Waiting on Data	304	402
Total Number of Children Receiving TANF Cash Benefits (Monthly Average)	24,472	24,059	19,547
Average TANF Caseload (Per Month)	Not Available	Not Available	11,651
Average Number of Families Exiting TANF (Per Month)	397	641	413
Number of Families Re-certified for TANF Eligibility (Per Month)	Not Available	Not Available	605
Total Number of Adults Receiving TANF Cash Benefits (Monthly Average)	Not Available	12,052	9551
5 - Eligibility Determination and Enrollment Support (12 Measures)			
SNAP: Number of Households Re-certified for SNAP Eligibility (Per Month)	Not Available	3354	3340
Medical Assistance: Number of Medicaid Applications	Not Available	4982	3518

Measure	FY 2016	FY 2017	FY 2018
SNAP: Number of SNAP Applications (Monthly Average)	Not Available	4813	3367
Medical Assistance: Number of Medicaid Applications that are Approved	Not Available	5489	3564
SNAP: Average SNAP Caseload (Per Month)	Not Available	71,743	68,828
SNAP: Number of Households New Approved for SNAP and Receiving SNAP Benefits (Per Month)	Not Available	Not Available	2514
Medical Assistance: Average Medicaid (MAGI + Non-MAGI) Enrollment (Per Month)	Not Available	Not Available	259,558
Medical Assistance: Average Alliance Medical Assistance Program Enrollment (Per Month)	Not Available	Not Available	15,315
Service Centers: Average Daily Number of Client Visits at Service Centers, Including Lobby Cases (Per Month)	Not Available	Not Available	779
Service Centers: Average Daily Number of Non-lobby Cases at Service Centers (Per Month)	Not Available	Not Available	581
Call Center: Average Number of Calls Received, Includes Served + Abandoned (Per Month)	Not Available	36,375	37,128
Call Center: Average Number of Calls Served (Per Month)	Not Available	Not Available	18,321
6 - Supportive Services to Vulnerable Adults (3 Measures)			
Number of cases investigated in APS	Waiting on Data	1061	1785
Number of court Appointed Guardians/Conservators	Waiting on Data	20	97
Number of referrals received in APS	Waiting on Data	1705	2099

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Agency Management/Performance Management (1 Strategic Initiative)		
Increase employee engagement and launch a leadership development strategy.	In FY19 DHS will use three years' worth of employee viewpoint surveys (EVS) to drive improvements to culture specifically tied to employee engagement, equity and inclusion and leadership capacity. This will include a combination of follow up surveys and focus groups to create an employee engagement framework, develop leadership values that align to agency values, and inform a comprehensive leadership development strategy for	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
	the different management tiers at DHS. The agency will conduct tailored leadership development assessment and training for executive staff, mid-level managers, and frontline supervisors. The agency will also determine an ongoing support structure for managers, incoming managers, and newly promoted managers.	
Eligibility Determination and Enrollment Support (2 Strategic initiatives)		
Improve access to benefit eligibility and enrollment services.	Using new FY19 funding and workload trend data, ESA will expand its Service Center staffing complement and better deploy its workforce to continue to reduce customer lobby wait times. In FY18, ESA worked with The Lab @ DC to pilot various customer notification strategies to identify which were effective at inducing customer compliance with certification activities. In FY19 ESA will fully operationalize the most effective strategies. ESA plans to assess the outreach services provided to Community Based Organizations (CBO) and DC Department of Employment Services (DOES)-operated American Jobs Centers and determine if the level of outreach needs to be bolstered. The agency will also conduct marketing and communications to encourage more customers to take advantage of available self-service options, including a new mobile application. Finally, ESA will collaborate with FSA to conduct monthly matching of cases and provide robust eligibility services to shared customers.	09-30-2019
Connect customers with range of needed services.	During FY19, ESA will work to provide additional CWE&T, FSA, and DHS partner communications and materials to caseworkers in ESA Service Centers. ESA will also implement close-out checklists for SSRs for each application or renewals which include information about available District resources to increase referrals for customers. Finally, ESA will increase customer engagement with child care, DHS' Office of Work Opportunity (OWO), and SNAP Employment and Training (SNAP E&T) resources by co-locating these services in each Service Center.	09-30-2019
Homeless Services Continuum- Families (2 Strategic initiatives)		
Replace DC General with neighborhood-based Short Term Family Housing.	In FY19, DC General (DCG) will be replaced with dignified and service-enriched Short Term Family Housing (STFH) in all eight wards. By the end of the calendar year, Wards 4, 7, 8 and 4300 12th Street STFH sites will be open with service providers on board and families moved in. During the summer 2019, the STFH sites in Wards 3, 5 and 6 are expected to open. In addition to family living units, the new facilities offer computer labs, age-appropriate indoor and outdoor recreation space, study and meeting lounges and space for providers. The specialized providers will employ effective models for exiting families to permanency and will work to meet a target length of stay of less than 90 days. The smaller settings and higher staffing ratios will allow for more intensive case management to better remediate barriers faced by families. DHS will provide effective performance monitoring, technical assistance and build positive collaboration between providers, families and communities.	09-30-2019
Address identified barriers and enhance the Rapid Re-housing program.	In FY19, DHS will continue making improvements to the Rapid Re-housing Program. DHS will provide forums for families to share how the program should be refined to better meet their needs and will make adjustments accordingly. DHS will work towards improving Rapid Re-housing case management to help households increase income, get connected to mainstream services and efficiently transition to long term housing as appropriate. Finally, DHS will explore modifying the incentive structure in its Family Re-Housing and Stabilization Program to further improve outcomes.	09-30-2019
Homeless Services Continuum- Individuals (5 Strategic initiatives)		
Reform Rapid Re-Housing for individuals.	During FY19, DHS will expand and re-target the customer base for the Rapid Re-Housing-Individuals (RRH-I) program to improve program outcomes. In FY18 DHS, in conjunction with RRH-I providers, expanded each providers' capacity to allow the program to serve up to 300 unaccompanied adults at any given time and up to 600 unaccompanied adults over a course of FY19. The program will target individuals	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
	in transitional housing, work bed programs, and DC Department of Employment Services (DOES) identified individuals, since these participants will be most equipped to make rental payments at the end of the subsidy. Continued discussions will occur to modify Coordinated Assessment and Housing Placement (CAHP) prioritization for RRH-I to identify individuals who are more likely to be successful in the program. With this improved program focus, DHS expects that the vast majority of individuals participating in the RRH-I program will maintain permanent housing.	
Enhance the low barrier shelter system.	FSA will continue to improve the low barrier shelter system for unaccompanied adults in FY19. DHS will introduce day services programming in the downtown area of DC which, in addition to serving more individuals during the daytime hours, will address a significant and demonstrable need for services. Individuals can access showers, laundry facilities, basic personal health services, as well as more opportunities to connect to housing and employment support. DHS will also implement enhanced case management quality assurance monitoring for our low barriers programs to guarantee effective and appropriate interventions. Finally, DHS will complete renovations to expand capacity at Harriet Tubman women's shelter and begin design of an 801 East men's shelter replacement.	09-30-2019
Implement more harm reduction practices throughout the system of care.	In FY18 DHS began the process of addressing the opioid crisis by partnering with the Department of Health and Department of Behavioral Health to conduct trainings and implement the use Narcan in low barrier shelters. In FY19 DHS will expand and evaluate trainings and best practices for the management of Narcan to reduce fatalities as a result of opioid use in our system and connect individuals to treatment. DHS will also expand on our partnerships with community stakeholders to educate our providers in national harm reduction best practices in the areas of pre-exposure prophylaxis (PReP) use, safe sex resources, safe needle exchanges, proper HIV/Hepatitis C testing, and resource connections. These efforts will aim to increase the knowledge of our staff providing services, as well as reduce the risk of death from overdoses, reduce the transmission of HIV/STI's, increase primary care connection, reduce crisis escalation and exposure to violence.	09-30-2019
Establish a singles diversion/rapid exit program.	Despite aiding over 1,200 single adults exit the streets or shelter to permanent housing between the 2017 and 2018 Point-in-Time (PIT) counts, the data reflects inflows currently outpacing outflows in our homelessness system. DHS works hard to minimize the impact and effect of intergenerational systemic poverty, and believes we can intervene early in the specific crisis and empower the individual. In FY19 DHS will implement a diversion and rapid exit program to create an effective outcome that minimizes use of low-barrier shelter and empowers our clients to think creatively about their strengths and support networks. This approach supports DHS' goal of making homelessness brief, rare, and non-recurring by permanently reuniting clients with friends and family, temporarily diverting them as they seek new housing, or permanently relocating them to a safe place.	09-30-2019
Improve the system of care for unaccompanied women experiencing homelessness.	According to the 2018 PIT count, approximately 30% of homeless individuals are women. In FY19 DHS will increase the number of low-barrier beds available to women by expanding capacity at the Harriet Tubman shelter. As a majority of women involved in homeless services have experienced violence and trauma, DHS will work to streamline domestic violence (DV) survivors' transition from shelter to long term housing. DHS will implement safety and planning protocols to integrate the shelter matching process of DV service providers with those operated through the Coordinated Assessment Housing Placement (CAHP) system, while protecting confidentiality and legal protections. In FY19 DHS will enhance training to incorporate best practices around trauma informed care and DV support in low barrier shelter services. DHS will explore the development of a program for women without dependent children and their partners so they may continue their supportive relationship.	09-30-2019
Supportive Services to Vulnerable Adults (1 Strategic Initiative)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Increase the level of mass care preparedness.	In FY19, DHS will provide new and enhanced staff training and resources to increase the Districts level of preparedness for mass care activities, in coordination with the Districts preparedness framework. DHS will develop and conduct a new emergency shelter manager training to expand the number of employees equipped to take on this role. In addition, DHS will conduct District-wide shelter operations training to support mass care operations. DHS will also increase the emergency mass care cache of supplies and materials to support residents in the case of an emergency.	09-30-2019
TANF and FSET Case Management and Employment Assistance (4 Strategic initiatives)		
Implement targeted outreach and incentives to increase engagement in education and work activities.	In FY19, ESA will refine strategies for engaging TANF customers in employment and education opportunities to help them grow their economic security. DHS is launching a Learn and Earn campaign to orient TANF customers to the changes in the TANF Education and Employment Program (TEP), which shifts the focus from compliance and counting work hours to a system which is flexible, customer-centric and participant defined career goals. Learn and Earn and other new strategies will be promoted through roadshows and with stakeholders to reach customers through avenues beyond direct mail and email. ESA is also building a TANF Ambassadors program in which Ambassadors serve as role models and provide peer to peer support for customers who have not participated fully in TEP. Ambassadors will participate in community events and focus groups to help shape outreach and engagement. Finally, the new TEP contracts include performance-based outcomes and incentives for providers to align with program goals.	09-30-2019
Introduce the next phase of Two Generational strategy.	In FY18, DHS implemented a Two Generational (2Gen) TANF policy focusing on the well-being of the whole family. Recognizing the connection of parent/child well-being with workforce outcomes, DHS is reshaping programs to support the 2Gen model. In FY19, DHS will launch a communication campaign for customers, staff and stakeholders. The new TANF Employment and Education Program (TEP) 2Gen focus will remove barriers to employment and including relevant standards in the participants' Individual Responsibility Plans (IRP). In FY19 ESA will assess outcomes and feasibility to determine next steps for three 2Gen programs: <ul style="list-style-type: none"> • Targeted Mobility Coaching (TMC): Empowering customers by building skills through family-centered case management and peer mentors. • BRIDGES: Addresses customer barriers to traditional work/education participation. • Mental health Outreach for MotherS (MOMS): Reduces depressive symptoms among overburdened and under-resourced mothers in a community-based peer group. 	09-30-2019
Align workforce development initiatives to leverage high growth areas and key partnerships.	In FY17 DHS created The Division of Customer Workforce, Employment and Training, which centralizes DHS workforce and job training functions, to coordinates with workforce initiatives across the city. To support these efforts, DHS will: <ul style="list-style-type: none"> • Design industry pipeline for high growth industries for TANF customers to support industry needs. DHS will develop the initiative with industry District Stakeholders. • Integrate DHS workforce resources into co-located American Job Center (AJCs) locations. • Implement career pathway models for the high growth industries (hospitality, healthcare, construction, infrastructure, business administration and Information Technology, and security). DHS will work with the Workforce Investment Council's Career Pathways Taskforce and will develop specific models. 	09-30-2019
Integrated case management services.	In FY18, DHS began blending case management across administrations by assigning ESA's Office of Work Opportunity (OWO) staff to serve as comprehensive case managers for families in Rapid Re-housing (RRH), Rapid Exit for families in emergency hotels, and the	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
	<p>Homeless Prevention Program (HSP). OWO also established a Homeless Services Integration Coordination Unit (HSI-CU) to ensure enhanced case coordination between homeless services and TANF Employment Program (TEP) case management teams.</p> <p>During FY19, DHS will expand the integrated case management model into the TEP, RRH and Short Term Family Housing (STFH) contracts, ensuring providers are trained on consistent standards for case management services, coordinating case plans, and systems. The refinement and coordination of case management will support the future rollout of an integrated case management system within the DC Access System (DCAS).</p>	
Youth-Focused Diversion Services (2 Strategic initiatives)		
<p>Refine and expand homeless youth interventions as directed by Solid Foundations DC Youth Homeless Plan</p>	<p>During FY19, the FSA YSD will continue to support and monitor expanded youth homeless services including housing and housing stabilization support services. These YSD services are aligned with the needs and program models identified in the Solid Foundations DC: Strategic Plan to Prevent and End Youth Homelessness. YSD will award grants to a number of providers to manage the expanded services, as well as enhance existing grant monitoring processes. In FY19, YSD will solicit proposals for a new 24-hour drop in center to support the needs of youth experiencing homelessness/housing instability.</p>	<p>09-30-2019</p>
<p>Increase the capacity of the Youth Services Division's STEP program in support of youth reported missing and their families and PCAST team to reduce risk of danger to youth.</p>	<p>In support of the Mayor's new cross-agency effort, in FY19 YSD will further develop the Strengthening Teens Enriching Parents (STEP) program to assist families with youth reported missing to the Metropolitan Police Department (MPD) and the PASS Crisis and Stabilization Team (PCAST) which assesses crises to reduce imminent risk of danger. YSD will refine the protocols of the STEP and PCAST teams and will build capacity by ensuring that a new clinical director develops a strategic plan for providing more direct services through YSD staff and decrease the division's reliance on outside service providers to address the clinical needs of the youth and families. Lastly, YSD will refine the Key Performance Indicators, Standard Operating Procedures, and Theory of Change for each program, while developing robust data analysis and monitoring dashboards.</p>	<p>09-30-2019</p>

Agency Name
Department of Human Services ("DHS")

Annual Freedom of Information Act Report for Fiscal Year 2018
October 1, 2017 through September 30, 2018
Robert C. Warren, Jr.

FOIA Officer Reporting _____

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period.....	53
2. Number of FOIA requests pending on October 1, 2017.....	6
3. Number of FOIA requests pending on September 30, 2018.....	3
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2018.....	7

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....	31
6. Number of requests granted, in part, denied, in part.....	10
7. Number of requests denied, in whole.....	2
8. Number of requests withdrawn.....	0
9. Number of requests referred or forwarded to other publicbodies.....	1
10. Other disposition (No responsive documents existed for these FOIA requests within DHS)	9

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....	0
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....	0
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)	
Subcategory(A).....	0
Subcategory(B).....	0
Subcategory(C).....	0
Subcategory (D)	0
Subcategory (E)	0
Subcategory (F)	0
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)	5
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....	0

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)	
Subcategory (A).....	7
Subcategory (B).....	0
17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....	0
18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....	0
19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....	0
20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....	0
21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....	0
22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....	0

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....	39
24. Number of FOIA requests processed between 16 and 25 days.....	6
25. Number of FOIA requests processed in 26 days or more.....	5
26. Median number of days to process FOIA Requests.....	13.5

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests.....	648
28. Total dollar amount expended by public body for processing FOIA requests.....	\$34,444.00

FEEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body.....	\$0.00
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PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act.....	0
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QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

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

Individuals who submit FOIA requests to DHS are typically indigent or fall within the public interest payment waiver exception. One request did result in an e-mail production of over 160,000 e-mails for the FOIA Officer to search and review with an approximate cost of \$12,000. The requester said that she would accept all of the other disclosable materials and talk to her firm about paying for the search and review costs for the e-mails. The remainder of this FOIA request is still pending as the requester has not decided whether to remit payment. Also, DHS had four very large and sensitive FOIA requests (i.e. related to ongoing litigation, heightened media scrutiny, etc.) in 2018 in which multiple extensions were granted and rolling disclosure was accepted by the requesters. These requests also had multiple layers of review (i.e. FOIA Officer, General Counsel, Office of the Director, OAG

and/or DMHHS) which adds to the response time.

Attachment 38 - Electronic Databases

Division	Dataset Name	Age of Data Sets	Dataset Summary	Any discussion of substantial upgrades that have been made or are planned to the system	Public Access
ESA	Automated Client Eligibility Determination System (ACEDS)	25	<p>The Automated Client Eligibility Determination System (ACEDS) stores a range of demographic and income data to determine eligibility for Medical benefits based on the Modified Adjusted Gross Income(MAGI). Based upon the new MAGI methodology, the Medicaid Renewal Form M1 will collect information on the applicant and members of the applicant's household including:</p> <ul style="list-style-type: none"> • Employment and income • Tax filing information • Current health insurance coverage or Medicaid, if applicable • Medicaid and non-Medicaid applicants • Citizenship and eligible immigration status 	ACEDS is in the process of being replaced by DCAS. It is a 5 year plan that is in its 4th year.	No
ESA	Customer Assessment Tracking and Case History 2 (CATCH 2)	7	<p>Customer Assessment Tracking and Case History (CATCH 2) is a case management application that tracks and records customers' participation in work activities and generates monthly invoices (reimbursement payments to service providers) based on participation. The system provides access to customers' engagement information for purposes of policy development, program enhancement, and resource allocation. The application provides visibility for the services TANF customers receive from assessment to the moment they are ready to transition from welfare to self-sufficiency.</p>	The upgrade has been done to implement TANF 2.0 policies.	No

Attachment 38 - Electronic Databases

Division	Dataset Name	Age of Data Sets	Dataset Summary	Any discussion of substantial upgrades that have been made or are planned to the system	Public Access
ESA	Food Stamp Employment and Training Referral Program (FSET)	21	<p>The mission of the Food Stamp Employment Program is to assist SNAP recipients in gaining employment or skills that would increase self-sufficiency. The FSET application captures customer information, who as a condition of their SNAP eligibility, must comply with work requirements unless otherwise exempt. What services are available?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transportation Costs <input type="checkbox"/> Childcare Costs <input type="checkbox"/> Educational Services <input type="checkbox"/> On the Job Training <input type="checkbox"/> Job Placement Services <input type="checkbox"/> Case Management <input type="checkbox"/> Use of the Computer Lab <input type="checkbox"/> Resume Development <input type="checkbox"/> Interviewing Techniques <input type="checkbox"/> And other support services 	Work in progress to upgrade the system	No
ESA	Service Center Intake Log	6	SCIL is used to schedule SNAP customers for SNAP Comprehensive assessment interviews. Information in the dataset will include client demographics, housing statuses, language preferences, and special needs.	This system was replaced by a vendor provided solution by the name of PATHOS and retired.	No
ESA	SNAP Comprehensive Assessment (SCA)	3	The SNAP Comprehensive Assessment (SCA) is a comprehensive online resource used to improve the assessment of SNAP participants. SCA is a critical tool in helping to meet the primary objectives OF SNAP to help income eligible residents and families buy food, p increase employment, and improve self-sufficiency among the most vulnerable DC populations. This database contains information relating to participants such as barriers to employment, household, demographic, housing, and health.	No	No

Attachment 38 - Electronic Databases

Division	Dataset Name	Age of Data Sets	Dataset Summary	Any discussion of substantial upgrades that have been made or are planned to the system	Public Access
ESA	TANF Comprehensive Assessment (TCA)	5	The TANF Comprehensive Assessment (TCA) formerly the Online Work Readiness Assessment (OWRA) created by the Federal Office of Family Assistance (OFA) is a comprehensive online resource used to improve the assessment of TANF participants. TCA is a critical tool in helping to meet the primary objectives of TANF to promote stronger families, increase employment, and improve self-sufficiency among the most vulnerable DC populations. This database contains information relating to participants such as barriers to employment, household, demographic, housing, and health.	TCA has been upgrad to improve performance and usability.	No
FSA	Shelter To Exit Plan (STEP) Tool	7	The Shelter To Exit Plan (STEP) tool addresses all stages of a customer's transition to housing. The Quick Base DHS STEP Tool application tracks households, Lease-Ups, programs (Permanent Supportive Housing, Rapid Rehousing, Emergency Shelter, Transitional Housing, Frontline Shelters, provides, buildings, inspections, Housing Code Violation, Furniture requests, and Grants) all with the ability to upload documentation.	No	No
FSA	Adult Protective Service	7	The Adult Protective Service (APS) application is used to store reported adult abuse and neglect case referrals and follow- ups.	No	No
FSA	DHS Clients	4	The DHS Clients application serves as the central repository for PASS, APS, ERAP, HTH, TPAP , STEP Program and Strong Families customer demographic information.	No	No
FSA	Emergency Rental Assistance Program (ERAP)	6	DHS ERAP tracks the disbursement of funds to approved housing sources. The system enables Providers representatives to create, view and accept rental assistance applications.	No	No
FSA	Housing the Homeless	7	The HTH application tracks individuals and families with histories of homelessness to ensure housing stabilization, maximum levels of self-sufficiency and an overall better quality of life.	No	No
FSA	Parent and Adolescent Support Services (PASS)	7	PASS tracks and indicates trends in DC families of youth who are committing status offenses. PASS works cooperatively with families and service providers to reduce these challenging behaviors before child welfare, and/or juvenile justice intervention is needed.	No	No

Attachment 38 - Electronic Databases

Division	Dataset Name	Age of Data Sets	Dataset Summary	Any discussion of substantial upgrades that have been made or are planned to the system	Public Access
FSA	Refugee and Resettlement	6	Refugee and Resettlement captures registered refugees and tracks their benefits, services, and health assessments.	No	No
FSA	Strong Families	6	Strong Families tracks heads of household service referrals for subsidized housing, mental health, special education, and information on their children.	No	No
FSA	Teen Parent Assessment Program (TPAP)	3	TPAP assists case workers in tracking services and referrals to teen parents.	No	No
FSA	Virginia Williams Family Resource Center (VWFRC)	2	The Virginia Williams Family Resource Center provides an opportunity for DHS to better serve the District's families experiencing homelessness by several critical services, Homeless Services, TANF Assistance and Child Care Services, all within one service location	No	No
FSA	Strengthening Teens Enriching Parents (STEP) Program	1	STEP is committed to understand why youth end up running away from home, help youth and their families' access appropriate services, and provide appropriate support as they navigate these challenging times. DHS STEP Program application captures Youth's and Parents information, Missing youths Case details and follow-up information.	No	No
OD/OIS	Office of Program Review Monitoring and Investigation Correspondence	7	The application captures DHS program and homeless shelter allegations and complaints.	No	No
OD/OIS	Call Center Analytics	6	The Call Center Customer Service Log captures telephone inquiries for the Economic Security Administration. Call center agents log the nature of the phone calls and the activity associated with handling the call's effectiveness and resolution.	No	No
OIS	Document Imaging Management System (DIMS)	7	Document Imaging Management System (DIMS) is a secure management system for scanned documents processed at service centers. The index converts documents to digital images for future reference.	Yes. DIMS uses FileNet and we are 6 versions behind the current version. We need to update to the current version.	No
OIS	FRSP - Payment Tracking Application	Less than 1 year	DHS, DCHA, & the Community Partnership accounting application for tracking Family Rehousing & Stabilization Program (FRSP) Payments to landlords and FRSP Payment disputes/challenges.	No	No
OIS	DHS HSP Day Center	3	Adams Day Center Application used to track all client walk-ins, length of stay (LOS), referred services, client contacts, and unusual incident reporting.	No	No

Attachment 38 - Electronic Databases

Division	Dataset Name	Age of Data Sets	Dataset Summary	Any discussion of substantial upgrades that have been made or are planned to the system	Public Access
OIS	DHS FSA Supplies Inventory Management	2.5	Internal Supplies Inventory Application used to track supplies in storage rooms and the disbursement of items to FSA program staff	No	No
OIS	DC Flex	1	Four-year "shallow subsidy" program, where participants are given access to a checking account managed by a private Administrative Agent who leads money from a linked escrow account every month to help the individual family cover a portion of rental expenses	No	No
OIS	DHS Rapid Re-Housing	1	The purpose of RRH is for individuals to exit homelessness and return to permanent housing in a timely fashion with the use of time-limited case management assistance, with co-occurring financial assistance as needed.	No	No
OIS	FSA Gift Card Tracking	4	Disbursement of giftcards to clients in various DHS programs.	No	No

Protocol for Unaccompanied Minors Seeking Shelter or Other Assistance

This document outlines protocol for helping an unaccompanied minor on the street to access assistance within the District of Columbia.

To whom does this protocol apply?

This protocol applies to children between the ages of 12 and 17 who have left or been forced from their home and have no safe place to be.

- For children under the age of 12, please contact the DC Child and Family Services Agency Hotline at **202.671.7233** or the Metropolitan Police Department by calling 911. These agencies coordinate closely and either may be contacted for assistance.
- For Transition Age Youth (TAY) between the ages of 18 and 24, contact the District of Columbia Shelter Hotline at **202.399.7093**.

What number should I call?

When an unaccompanied minor between the ages of 12 and 17 needs help, the best number to call is the Safe Place Hotline, operated by Sasha Bruce Youthwork, at **202.547.7777**.

This hotline is operated out of Bruce House and staffed 24 hours a day.

It is important to note that Sasha Bruce works closely with District Government agencies, including the Department of Human Services, the Child and Family Services Agency, and the Metropolitan Police Department, to get young people home safely. However, we know young people may be intimidated if they are immediately referred to the government or picked up by police, so the District works closely with its nonprofit partners to make sure young people have a safe and welcoming place to go when they need help.

Where Should an Unaccompanied Minor Be Directed?

If a young person has access to transportation and would like to go on their own, he/she can be directed to the following locations:

- During the Day
 - Sasha Bruce Drop-in Center
741 8th Street SE (Eastern Market Station on the orange and blue lines)
Monday – Friday, 8am until 6pm
202.547.7777
 - LAYC Drop-In Center (fully bilingual staff)
3045 15th NW (Columbia Heights Station on the green and yellow lines)
Monday – Friday, 9am – 6pm
202.768.7801

- Evening/Night:
 - Bruce House
1022 Maryland Ave NE (10 blocks from Union Station on the red line; Bus lines X8, X2, D6, 90, and 92)
Open 24 hours a day
202.546.4900

Note: If a young person does not have access to transportation and calls the Safe Place Hotline, an outreach worker or cab (depending on the time of day and availability of staff) will be dispatched to bring the youth to safety.

**QUESTION 63 - ATTACHMENT - DC COUNCIL DHS PERFORMANCE OVERSIGHT -
HOMELESS SHELTER MONITORING UNIT COMPLAINTS - FY18 IN GREEN AND FY19 IN BLUE**

<u>Allegations/Complaint - Allegation Record ID#</u>	<u>Allegations/Complaint - Location of Incident</u>	<u>Status</u>	<u>Date Assigned to Monitor</u>	<u>Closed Date</u>	<u>Days To Resolve</u>	<u>Complaint Classification</u>	<u>Disposition</u>
40254	N Street Village,PSH 1107 11th Street NW	Closed	10/6/2017	10/17/2017	11	Health and Environmental	No further action required.
40255	Catholic Charities,801 Making Life Better Lane,SE	Closed	10/4/2017	10/10/2017	6	Issues/Violations	Unfounded
40437	Catholic Charities,Harriett Tubman Center at DC General Hospital	Closed	10/11/2017	11/3/2017	23	Issues/Violations	Duplicate
40834	Capitol Group Ministry RRH	Closed	9/29/2017	10/18/2017	19	Case Management	No further action required.
40909	Catholic Charities,Harriett Tubman Center at DC General Hospital	Closed	10/31/2017	11/8/2017	8	Program Rules	No further action required.
40918	House of Ruth,Madison,651 10th Street,NE	Closed	10/25/2017	10/26/2017	1	Health and Environmental	No further action required.
40925	Catholic Charities,1355-57 New York Avenue	Closed	10/30/2017	10/30/2017	0	Health and Environmental	No further action required.
40926	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001	Closed	10/17/2017	11/3/2017	17	Issues/Violations	No further action required.
41314	House of Ruth,Madison,651 10th Street,NE	Closed	11/14/2017	11/14/2017	0	Issues/Violations	Resolved
41531	House of Ruth,Madison,651 10th Street,NE	Closed	11/21/2017	11/21/2017	0	Health and Environmental	Referred
41726	Community Partnership,DC General Family Shelter,1900 Massachusetts Ave,SE	Closed	11/27/2017	11/27/2017	0	Health and Environmental	No further action required.
41904	Catholic Charities,1355-57 New York Avenue	Closed	11/13/2017	12/29/2017	46	Issues/Violations	No Action Required
42077	Catholic Charities,Harriett Tubman Center at DC General Hospital	Closed	12/12/2017	12/22/2017	10	Health and Environmental	No Action Required
42589	House of Ruth,Madison,651 10th Street,NE	Closed	12/20/2017	1/2/2018	13	Issues/Violations	Unfounded
43416	Unknown - Hotline Call - Caller not responsive to returned call attempts	Closed	1/16/2018	1/31/2018	15	Program Rules	No further action required.
43418	Unknown - Hotline Call - Caller not responsive to returned call attempts	Closed	1/16/2018	1/31/2018	15	Issues/Violations	No further action required.
43458	Kia Place 3	Closed	2/1/2018	2/2/2018	1	Health and Environmental	Unsubstantiated
44272	N Street Village Patricia Handy Shelter	Closed	2/26/2018	2/26/2018	0	Issues/Violations	Unfounded
44472	Calvary Women's Services,Calvary Women's Shelter,1217 Good Hope Rd,SE	Closed	3/2/2018	3/12/2018	10	Issues/Violations	No further action required.
44489	Catholic Charities,801 Making Life Better Lane,SE	Closed	3/5/2018	3/8/2018	3	Issues/Violations	No further action required.
46077	Catholic Charities,Harriett Tubman Center at DC General Hospital	Closed	4/4/2018	4/4/2018	0	Issues/Violations	No further action required.

**QUESTION 63 - ATTACHMENT - DC COUNCIL DHS PERFORMANCE OVERSIGHT -
HOMELESS SHELTER MONITORING UNIT COMPLAINTS - FY18 IN GREEN AND FY19 IN BLUE**

46260	House of Ruth, Madison, 651 10th Street, NE	Closed	5/7/2018	5/15/2018	8	Issues/Violations	Unfounded
46313	N Street Village Patricia Handy Shelter	Closed	4/30/2018	5/3/2018	3	Issues/Violations	No further action required.
47669	Unknown - Hotline Call - Caller not responsive to returned call attempts	Closed	6/21/2018	6/21/2018	0	Housing	No further action required.
48402	Catholic Charities, 801 Making Life Better Lane, SE	Closed	8/14/2018	8/24/2018	10	Program Rules	No further action required, at this time.
48714	Catholic Charities, 2210 Adams Place, NE	Closed	7/25/2018	7/25/2018	0	Issues/Violations	No further action required.
49579	Catholic Charities, Harriett Tubman Center at DC General Hospital	Closed	10/2/2018	10/2/2018	0	Health and Environmental	Resolved
49943	Catholic Charities, 1355-57 New York Avenue	Closed	8/21/2018	8/30/2018	9	Maintenance	No further action required, at this time.
49946	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001	Closed	10/4/2018	12/19/2018	76	Health and Environmental	Partially Substantiated / Partially Unsubstantiated
50838	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001	Closed	11/15/2018	11/15/2018	0	Issues/Violations	No further action required.
50845	Catholic Charities, 801 Making Life Better Lane, SE	Closed	10/31/2018	12/31/2018	61	Program Rules	Unfounded
50949	Catholic Charities, Harriett Tubman Center at DC General Hospital	Closed	11/15/2018	1/9/2019	55	Issues/Violations	Substantiated
51114	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001	Open	11/16/2018	2/8/2019	84	Issues/Violations	Unsubstantiated
51563	Catholic Charities, Harriett Tubman Center at DC General Hospital	Closed	12/10/2018	12/31/2018	21	Program Rules	Unsubstantiated
53596	Catholic Charities, Harriett Tubman Center at DC General Hospital	Open	1/29/2019	OPEN	OPEN	Issues/Violations	OPEN - DUPLICATE
53636	Catholic Charities, Harriett Tubman Center at DC General Hospital	Open	1/31/2019	OPEN	OPEN	Issues/Violations	OPEN - DUPLICATE
53718	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001	Open	2/4/2019	OPEN	OPEN	Issues/Violations	OPEN
53723	Unknown - Hotline Call - Caller not responsive to outreach attempts	Closed	11/5/2018	12/31/2018	56	Program Rules	No Response from Customer
53731	N Street Village Patricia Handy Shelter	Closed	10/4/2018	12/19/2018	76	Program Rules	Unfounded
53739	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001	Closed	10/15/2018	1/22/2019	99	Maintenance	Unfounded
53847	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001	Closed	12/12/2018	12/27/2018	15	Maintenance	Unfounded
53848	Patricia Handy Place for Women, 810 5th St NW, Washington, DC 20001	Closed	11/28/2018	12/27/2018	29	Maintenance	Unsubstantiated
					Average = 19		
					Highest = 99		
					Lowest = 0		
Legend - FY18 In Green FY 19 To Date In Blue							

Name of Agency	Facility/Program Name	Population Served
Capitol Hill Group Ministry	Family Rehousing & Stabilization Program (FRSP)	Families
Catholic Charities	Family Rehousing & Stabilization Program (FRSP)	Families
Collaborative Solutions for Communities	Family Rehousing & Stabilization Program (FRSP)	Families
Community of Hope	Family Rehousing & Stabilization Program (FRSP)	Families
Dept. of Human Services/OWO	Family Rehousing & Stabilization Program (FRSP)	Families
East of The River Family Support Collaborative	Family Rehousing & Stabilization Program (FRSP)	Families
Echelon Community Services	Family Rehousing & Stabilization Program (FRSP)	Families
Edgewood-Brookland Family Support Collaborative	Family Rehousing & Stabilization Program (FRSP)	Families

Far Southeast Family Support Collaborative	Family Rehousing & Stabilization Program (FRSP)	Families
Georgia Avenue Family Support Collaborative	Family Rehousing & Stabilization Program (FRSP)	Families
Housing Up	Family Rehousing & Stabilization Program (FRSP)	Families
North Capitol Family Support Collaborative	Family Rehousing & Stabilization Program (FRSP)	Families
So Others Might Eat	Family Rehousing & Stabilization Program (FRSP)	Families
Catholic Charities	Families in Transition	Families
Catholic Charities	Tenants Empowerment Network	Families
Bradley & Associates	Singles Rapid Rehousing Program	Single Men and Women
Echelon Community Services	Singles Rapid Rehousing Program	Single Men and Women
Life Deeds	Singles Rapid Rehousing Program	Single Men and Women
Collaborative Solutions for Communities	Singles Rapid Rehousing Program	Single Men and Women
Wheeler Creek	Singles Rapid Rehousing Program	Single Men and Women

Units/Number of Households that can be served at a given time	Total Households Served During Report Period	Households Exiting During Report Period	Households Remaining at the end of Report Period	HMIS Data Completeness Rate	Unit Utilization Rate for Report Period	Median Length of Stay (days) among Households Exiting During Report Period	Median Length of Stay (days) among Households Remaining at the end of Report Period	
	55	63	11	52	99.00%	94.10%	516	264
	100	111	19	92	97.50%	96.60%	565	372
	90	102	12	90	96.70%	100.00%	390	131
	211	235	35	200	98.40%	97.50%	476	333
DHS		365	56	309	87.80%	98.40%	701	265
	40	43	3	40	100.00%	100.00%	1574	177
	125	136	17	119	99.30%	97.10%	560	146
	50	53	5	48	95.60%	98.50%	552	131

	35	39	4	35	98.80%	99.80%	691	331
	136	160	19	141	60.50%	100.00%	522	178
	300	308	35	273	94.50%	93.60%	510	314
	315	345	24	321	83.80%	96.90%	919	334
	21	20	0	20	84.40%	90.40% n/a		584
	14	16	8	8	99.50%	92.50%	729	285
	20	28	11	17	99.00%	79.50%	729	360
DHS		27	6	21	42.90%	38.40%	50	118
DHS		34	6	28	64.50%	48.60%	150	209
DHS		29	1	28	53.60%	47.50%	71	101
DHS		63	0	63	86.62	100.00%	23	115
DHS		60	10	50	46.10%	66.50%	67	78

Rate of Exit to Permanent Housing at End of Subsidy	Rate of Return to CoC among Households that Exited (Oct-Dec 2016)	Rate of Income Increase from Employment, Households Exiting During Report Period	Rate of Income Increase from Benefits, Households Exiting During Report Period	Rate of Income Increase from Employment, Households Remaining at the end of Report	Rate of Income Increase from Benefits, Households Remaining at the end of Report
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45.50%	0.00%	13.60%	27.30%	22.00%	26.80%
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35.90%	n/a	2.60%	5.10%	2.80%	2.80%
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75.00%	0.00%	8.30%	16.70%	2.20%	2.20%
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55.20%	n/a	22.40%	39.70%	13.00%	62.10%
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67.20%	n/a	1.70%	6.90%	2.90%	11.70%
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50.00%	n/a	50.00%	16.70%	18.90%	67.60%
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39.50%	n/a	23.30%	20.90%	17.20%	46.20%
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80.00%	n/a	0.00%	40.00%	2.10%	27.10%
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44.40%	n/a	0.00%	11.10%	0.00%	0.00%
89.50%	n/a	0.00%	21.10%	3.50%	12.10%
49.10%	n/a	7.50%	26.40%	4.00%	14.70%
100.00%	6.70%	8.30%	20.80%	1.90%	3.70%
n/a	0.00%	n/a	n/a	15.00%	50.00%
100.00%	n/a	60.00%	80.00%	25.00%	25.00%
100.00%	n/a	36.40%	36.40%	11.80%	29.40%
0.00%	n/a	0.00%	0.00%	0.00%	0.00%
33.30%	n/a	0.00%	0.00%	0.00%	0.00%
0.00%	n/a	0.00%	0.00%	0.00%	3.60%
0.00%	n/a	n/a	n/a	0.00%	0.00%
20.00%	n/a	0.00%	0.00%	0.00%	2.00%

CHAPTER 75 EMERGENCY RENTAL ASSISTANCE PROGRAM

7503 ELIGIBILITY CRITERIA

7503.1 In order to be eligible for assistance under this program, each applicant shall meet the following criteria:

- (a) Be presented with an emergency as defined in section 7599;
- (b) Be part of an applicant unit with an emergency with at least one member who is:
 - (1) A minor child age eighteen (18) years or younger;
 - (2) Age sixty (60) years or older; or
 - (3) A person with a disability.
- (c) Demonstrate that he or she has no other available resources for resolving the emergency, including resources actually available from a community resource, but excluding those exempted in section 7503.13; and
- (d) Demonstrate that the provision of emergency rental assistance services will substantially, if not entirely, alleviate the emergency during the thirty (30) day period immediately following the authorization of payment. If the permissible assistance payment does not entirely eliminate the emergency, the applicant shall provide reliable, convincing information that the remaining necessary amount is actually available from another source or that the landlord will accept a partial payment or longer-term repayment plan, which is within the applicant's financial means to execute. Failure to demonstrate that the emergency can be resolved shall result in a denial of eligibility for emergency rental assistance.

- 7503.2 An applicant shall agree to and participate in case management services, if the provider determines that the circumstances leading to the emergency remain unresolved. Failure to agree to or cooperate in such case management may result in ineligibility.
- 7503.3 An applicant shall be living in the District of Columbia at the time of application.
- 7503.4 The applicant shall be considered to be living in the District if he or she:
- (a) Is maintaining a home in the District as his or her principal residence; or
 - (b) Is homeless, physically present in the District, and not a resident of another state.
- 7503.5 An adult applicant shall be denied emergency rental assistance if the emergency is the result of his or her refusal without “good cause” to accept employment or training for employment.
- 7503.6 An applicant shall be considered to have refused employment or training if the applicant:
- (a) Voluntarily quit employment or a bona fide training program within three (3) months prior to application; or
 - (b) Rejected an employment or a bona fide training program opportunity within the three (3) months prior to the application.
- 7503.7 “Good Cause” reasons for voluntarily quitting a job or not participating in an employment training program include circumstances beyond the individual’s control, such as, but not limited to, the following, when the applicant can show, with reliable or credible information, that:
- (a) Wages are below the minimum wage;
 - (b) The applicant is physically or mentally unable to perform the work or gain access to the worksite;
 - (c) Working conditions violate health, safety, or worker’s compensation regulations and present a substantial risk to health or safety;
 - (d) The employer discriminated against the applicant based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income or place of residence or business in violation

of D.C. Official Code § 2-1401.01 *et seq.* (D.C. Law 2-38, effective December 13, 1977);

- (e) The requirements of the job would be contrary to his or her religious beliefs;
- (f) There existed a household emergency (including domestic violence);
- (g) The resignation is recognized by the employer as retirement;
- (h) Child care, which is necessary for the adult applicant to accept work or training, is not available; or
- (i) The applicant could not maintain work or participate in a training program because it was necessary for the applicant to take care of a family member who is either ill or has a disability.

7503.8 The applicant unit's combined net income, as specified in section 7503.10, in the thirty (30) day period immediately preceding the date of application, and non-excluded assets, as specified in section 7503.15, on the date of application, must not exceed one hundred and twenty-five percent (125%) of the monthly Federal Poverty Level as defined by the U.S. Department of Health and Human Services for the specified household size.

7503.9 The following shall not be counted in calculating income available to the applicant unit in the budget month:

- (a) Discontinued income, unless actually available in the budget month;
- (b) Any income in-kind including, but not limited to, Food Stamps, Women, Infants, and Children Program (WIC), school lunches, homemaker services, and benefits received under the Older Americans Act;
- (c) Deductions from earnings which are limited to actual amounts deducted by the employer for federal income tax, D.C. Income Tax, Social Security, Civil Service Retirement, life insurance, health insurance and any other deduction which is mandatory. Garnishments from wages are not considered mandatory deductions and will be counted in the determination of available income;
- (d) Payments for children in foster care;
- (e) Vendor payments made by the federal or District governments on behalf of the applicant directly to a vendor, except that any Department administered Rental Vendor Payments made on behalf of a Temporary Aid for Needy Families (TANF) client will be counted as income;

- (f) Value of Low Income Energy Assistance;
- (g) Earnings of persons fourteen (14) years of age and under;
- (h) Earnings from the first eighty (80) hours of employment per month of students ages fifteen (15) years or older and enrolled in secondary school;
- (i) Summer earnings of a student who was enrolled in school when school was dismissed for the summer vacation, but has not yet graduated from high school, regardless of the number of hours employed;
- (j) Work incentive payments, training stipends, or allowances to facilitate employment;
- (k) Income from any source which is used to pay court ordered child support in the budget month to another household; and
- (l) Expenses related to self-employment which may be reasonably associated with the cost of producing income, such that only net income from the self-employment is considered as available to the applicant.

7503.10 All income of an applicant unit that is not specifically exempted in section 7503.9 shall be considered in calculating the income of the applicant unit in the budget month.

7503.11 The following shall be considered in calculating the income of the applicant in the budget month:

- (a) The net amount of ongoing income received during the budget month including, but not limited to:
 - (1) Income from a boarder;
 - (2) Earned income;
 - (3) TANF grant;
 - (4) Interim Disability Assistance grant;
 - (5) General Assistance for Children grant;
 - (6) Child support payments received;
 - (7) Social Security retirement, survivors or disability insurance benefits;

- (8) Alimony;
 - (9) Veterans Administration benefits;
 - (10) Worker's compensation benefits, unemployment benefits and other governmental unemployment benefits;
 - (11) Payments from private sick and accident insurance plans;
 - (12) Pensions;
 - (13) Retirement benefits;
 - (14) Strike benefits; and
 - (15) Military allotments.
- (b) The value of a rental vendor payment made to a vendor under the TANF program on behalf of the applicant;
 - (c) The net amount of discontinued, sporadic, or lump sum income, if it is received in the budget month or has been received in an earlier month and is still available to the applicant;
 - (d) The net amount of any proceeds from lottery winnings, cash gifts, or loans, except that need-based educational loans are exempt; and
 - (e) The income of a recipient of Supplemental Security Income.

7503.12 The equity value of all assets, unless specifically exempt under section 7503.13, shall be added to the applicant's income to determine the total amount of resources available to the applicant in the budget month.

7503.13 The following resources or assets shall not be considered in calculating income available in the budget month:

- (a) The home and surrounding land in which the applicant lives. Surrounding land does not include adjoining lots separately taxed and zoned;
- (b) All household furnishings and all personal belongings;
- (c) The value of motor vehicles used for transportation;
- (d) Tools, machinery and other property used for employment or self-employment, whether or not in the home;

- (e) Taxi, truck or similar vehicle necessary for employment or self-employment;
- (f) Cash or money in bank accounts that was obtained from a need-based loan made to an applicant for school related expenses;
- (g) Pre-paid burial plans or cemetery plots; and
- (h) Money on hand which is specifically earmarked for contribution towards the resolution of the crisis.

7503.14 The value of an asset jointly owned by the applicant and any person who is not a member of the applicant unit shall be prorated according to the number of owners, unless the applicant can demonstrate a different division based on legal ownership.

7503.15 The following assets and resources shall be considered income available to the applicant in the budget month:

- (a) The equity in all real property except the home and surrounding land in which the applicant lives;
- (b) The equity in any interest in recreational vehicles, including, but not limited to, boats, campers, trailers, motorcycles not exempted under section 7503.14(c), snowmobiles, or aircraft;
- (c) The equity of any interest in machinery, livestock, or other property or items that are not used for employment or self-employment;
- (d) The loan value available to the applicant in insurance plans or the cash or loan value available to the applicant pursuant to an agreement in an escrow or trust fund;
- (e) The cash value of an Individual Retirement Account or another deferred compensation plan, or pension funds that have been distributed from a plan and are actually available to an applicant;
- (f) The actual value of cash including, but not limited to, a checking account, a savings account, a certificate of deposit, stocks, and bonds;
- (g) The actual cash value of a non-exempt asset that was converted to cash in the thirty (30) days prior to the date of application; and
- (h) The equity value of non-exempt assets which are sold, transferred, or traded for less than fair market value within the twelve (12) months prior

to the date of application, when there is reason to believe that the action was taken for the purpose of becoming eligible for Emergency Rental Assistance.