

Government of the District of Columbia  
**OFFICE OF CABLE TELEVISION  
FILM, MUSIC AND ENTERTAINMENT**



February 15, 2019

The Honorable Kenyan McDuffie  
Chairman, Committee on Business and Economic Development  
Council of the District of Columbia  
1350 Pennsylvania Avenue, N.W., Suite 506  
Washington, DC 20004

Dear Chairman McDuffie:

In response to the Committee on Business and Economic Development's performance oversight questions related to the Office of Cable, Television, Film, Music and Entertainment (OCTFME), I respectfully submit the attached responses and documentation.

Thank you for the opportunity to provide prehearing responses to your questions related to OCTFME's FY18 activities. Let us know if you have further questions or if you would like to meet in person prior to the hearing.

Sincerely,

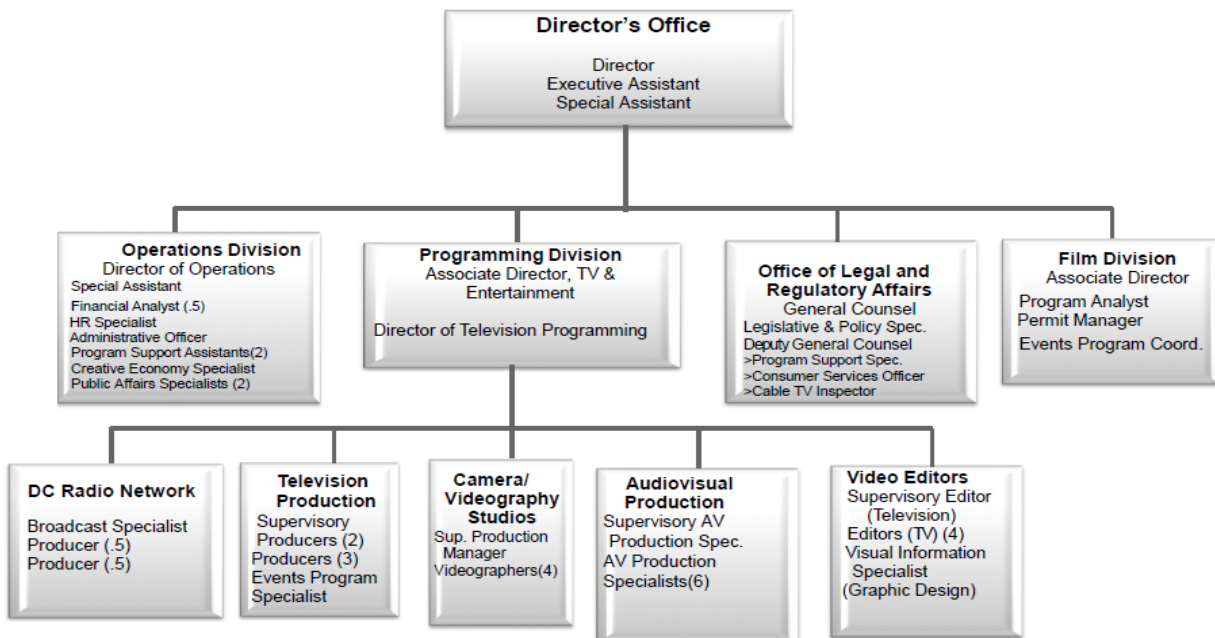
  
Angie M. Gates  
Director



## General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel, and note the date that the information was collected on the chart.

## Office of Cable Television, Film, Music and Entertainment



50.5 FTE's  
11/5/18

### **Titles of all senior personnel:**

- Angie Gates, Director
- Steven Johnson, Director of Operations
- Herbert Niles, Associate Director, Film
- Bruce Walker, Associate Director, Television and Entertainment
- Lawrence Cooper, General Counsel

The organizational information was collected January 18, 2019.

Note: OCTFME has no vacant positions.

- a. Please provide an explanation of the roles and responsibilities of each division and subdivision.
- The Legal and Regulatory Affairs (“LARA”) Division supports all OCTFME divisions and operations by providing legislative/regulatory guidance and legal oversight to ensure compliance with applicable District and federal laws and regulations. As a primary responsibility, the LARA Division regulates cable service and cable service providers in the District of Columbia through the enforcement of the District’s cable franchise agreements in compliance with District and federal cable laws and regulations. The LARA Division protects the rights of District cable consumers; ensures quality customer service by mediating and resolving customer billing and service concerns or disputes with cable providers; and addresses cable infrastructure issues. In order to achieve its overall goals, the LARA Division directly engages District residents through community outreach (e.g., meetings, forums, and civic groups) to promote consumer awareness and inform residents of agency services and initiatives. LARA further oversees the negotiation, drafting, and/or review of all agency agreements including broadcast, content production, program acquisition, distribution, and related licensing agreements as well as event-related agreements. LARA also handles pre-broadcast standards and practices/rights management content review.
  - The Operations Division provides leadership, direction, and oversight of all administrative functions in support of the mission of the agency. These functions include support services, human resources, customer service, contracts and procurement, fleet administration, information technology, budget, and financial management.

The Operations Division is responsible for production support of critical city-wide events, including the DC Emancipation Concert, Mayor Muriel Bowser’s State of the District Address, #202Creates Opening and Closing Events logistics, among other events.

In addition, Operations maintains strong relationships with DC-based colleges and universities, recruiting students for on-the-job training in any of OCTFME’s Divisions. Throughout the contract procurement process, the Operations division works closely with DSLBD on securing CBE contractors, as well as focusing on a safe work environment with quality controls.

- The Film Division is a one-stop shop for film permits and manages the logistics, interagency coordination, and communications for all film and television production

activities in District of Columbia. The Division assists productions with permitting and other resources, such as location scouting/mapping, cast and crew assistance, and our Film Production Rebate Fund.

The Rebate Fund critically impacts the District economy and labor force by incentivizing the use of the District of Columbia as a location for production and business development. In addition, District residents are employed as cast and crew, providing a pathway for the middle class.

OCTFME is the home base for CECAP (Creative Economy Career Access Program), an on-the-job media literacy training initiative that offers underserved DC residents an opportunity to receive the experience and job placement support required to establish sustainable careers in the creative economy.

- OCTFME's Programming Division provides video and audio content for three television channels: The District of Columbia Network – DCN; the District of Columbia Council Channel – DCC; and the District Knowledge Network – DKN. The Programming Division also engages in media literacy and community affairs programming. Programming is created by a stellar, award-winning team of videographers, editors, producers, and AV production specialists. Programming includes live Council and Board of Education proceedings, live Mayoral events, announcements, studio programming, field packages, public service announcements, emergency updates, an array of community events, and 'info-tainment' programming. This programming is distributed 24 hours per day, seven days per week via channels provided by three cable providers (Comcast, RCN, and Verizon), as well as the agency's YouTube website at [entertainment.dc.gov](http://entertainment.dc.gov) and conversion broadcasts on [DCRadio.gov](http://DCRadio.gov).
- The Radio Division, DC Radio 96.3 HD4, manages the city's non-commercial radio station, which provides information and programming on emergency updates and preparedness, government resources, news, education, music, arts, and entertainment. DC Radio 96.3 HD4, a partnership with WHUR, is the second municipally managed full-power radio station in the country and the first government radio station for the District of Columbia. DC Radio invests in our economy and jobs through support of media literacy, and by providing DC students and residents with on-site radio media access, opportunities and training.
- The Music Division enhances both the lives of the creators and the audience, both on the national and local levels. The Division provides **700** hours of original

programming. “Display” and “The Sound” are programs on both DCN and DC Radio that are solely dedicated to music.

We also provide “Reel Music,” a showcase and networking digital agent, exposing talented District performers to other musicians, businesses, venues, and film productions. We encourage all resident musicians, artists, and local bands to register. Listings are free to create and the online application typically takes 10 minutes to complete.

- b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

There have been no changes to the organization chart from the previous year.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee’s title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Please see **Appendix A**

3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee’s projected date of return.

There are no employees detailed to or from OCTFME.

4. Please provide the Committee with:
  - a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY18 and FY19, to date;

<b>Title</b>	<b>Employee Name</b>	<b>Device</b>
Director	Gates, Angie	Cell Phone/VPN
Executive Assistant	Jolley, Diana	Cell Phone/VPN
Director of Operations	Johnson, Steven	Cell Phone/ iPad /VPN
Associate Director, Film	Niles, Herbert	Cell Phone/VPN
Associate Director, Television & Entertainment	Walker, Bruce	Cell Phone/VPN
HR Specialist	Jackson-Jones, Carol	Cell Phone/VPN
Administrative Officer	Dickens, Detra	Cell Phone/VPN
Director of Programming	Tolson, Karen	Cell Phone/ iPad /VPN
HR Specialist	Jackson-Jones, Carol	Cell Phone/VPN
Deputy General Counsel	Alexander, Damien	Cell Phone/VPN
Legislative & Policy Advisor	Roy, D'Annette	Cell Phone
Program Support Assistant	Hanks, Anngela	Cell Phone/VPN
General Counsel	Cooper, Lawrence	Cell Phone/ iPad /VPN
Events Program Coordinator	Ellis, Roberts	Cell Phone /VPN
Supervisory Videographer	Avery, John	Cell Phone
Videographer	Oluyole, Silas	Cell Phone
Videographer	Parker, Shaun	Cell Phone
Videographer	Petty, Eugene	Cell Phone
Videographer	Vigas, Oscar	Cell Phone
Production Program Assistant	Wooden, Michael	Cell Phone
Supervisory Audiovisual Production Specialist	Mallory, Brenda	Cell Phone

Supervisory Producer	Patterson, Ferman	Cell Phone
Producer	Carter-Knight, Kelly	Cell Phone
Producer	Picciotto, Adrienne	Cell Phone
Producer	Fernandez, Cecily	Cell Phone
Producer	Thorpe, Eugene	Cell Phone
Producer	Granto, Matthew	Cell Phone
Editor	Dorsey, Nicholas	Cell Phone
Editor	Holmes, Stacy	Cell Phone
Editor	Phan, Francis	Cell Phone
Creative Economy Specialist	Lombardi, Maryann	Cell Phone
Cable Television Inspector	Gist, Mabel	Cell Phone/ iPad
Consumer Services Officer	Hicks, Marcella	Cell Phone/ iPad
Graphics Designer	Djimbanou, Salah	Cell Phone
Branded Content & Media Strategist	Tay, Akua	Cell Phone/ iPad / VPN
Audiovisual	Walck, Mitchell	Cell Phone
Audiovisual	Anthony Vanessa	Cell Phone
Program Analyst	Wilson, Loretta	Cell Phone
Financial Analyst	Yeldell, Robin	Cell Phone
Assistant General Counsel	Alexander, Damien	Cell Phone
Supervisory Editor	Shameem, Mohamed	Cell Phone
Supervisory Audiovisual Specialist	Reed, Maurice	Cell Phone
Chief Communications Officer	Michael Mitchell	Cell Phone

Audiovisual	Dove, Dion	Cell Phone
Audiovisual	Borden, Kenneth	Cell Phone
Program Support Specialist	Lee, Andre	Cell phone
Chief of Staff	Michelle Rogers	Cell Phone
Public Space Coordinator	Vikki Johnson	Cell Phone
Program Support Assistant	Boddie, Jeffrey	Cell Phone

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY18 and FY19, to date;

<b>MAKE</b>	<b>YEAR</b>	<b>MODEL</b>	<b>DRIVER</b>	<b>TAG #</b>
Dodge	2018	Grand Caravan	Silas Oluyole	DC12364
Dodge	2018	Grand Caravan	Eugene Petty	DC11923
Dodge	2018	Grand Caravan	Oscar Vigas	DC11933
Dodge	2018	Grand Caravan	Mabel Gist	DC12361
Chevrolet	2016	Colorado	Shaun Parker	DC11104
Chrysler	2014	Town & Country	DAG	DC10477
Dodge	2012	Grand Caravan	OCTFME	DC8155
Toyota	2018	Sienna	OCTFME	DC11969

There have been no vehicular accidents during FY18 and FY19, to date.

- c. A list of travel expenses, arranged by employee for FY18 and FY19, to date, including the justification for travel; and



## **OCTFME Travel FY18**

- Angie M. Gates:
  - Park City, Utah - Sundance Film Festival - \$4,214.19
  - New York, NY – 60<sup>th</sup> Annual GRAMMY Awards - \$3,064.88
  - New York, NY – 2018 Tribeca Film Festival - \$1,857.00
- Maryann Lombardi:
  - Austin, TX - 2018 SXSW Conference - \$1,854.14
  - Pittsburgh, PA – The CREATE Festival - \$893.24
- Steven Johnson:
  - Las Vegas, NV - National Association of Broadcasters (NAB) 2018 - \$2,075.52
  - Philadelphia, PA - National Association of Telecommunications Officers and Advisors (NATOA) 2018 Annual Conference - \$834.33
- Derek Younger:
  - New York, NY – 60<sup>th</sup> Annual GRAMMY Awards - \$731.77
- Maurice Reed:
  - Las Vegas, NV - National Association of Broadcasters (NAB) 2018 - \$2,141.81
- John Herbert Niles:
  - Toronto, CA – 2018 Toronto International Film Festival - \$3,217.98
- Bruce Walker:
  - New York, NY - 60th Annual GRAMMY Awards - \$760.52
  - Bath, PA – Executive Meeting with RCN - \$322.93
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$1,482.88
- Winfred Myrick:
  - New York, NY - 60th Annual GRAMMY Awards - \$792.60
- Karen Tolson:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$2,020.89

- Cecily Fernandez:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$561.80
- Damien Alexander:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$2,009.97
- Eugene Petty:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$391.50
- Francis Phan:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$434.00
- Kenneth Borden:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$314.00
- Lawrence Cooper:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$2,376.32
- Mitchell Walck:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$430.00
- Shaun Parker:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$350.00
- Stacy Holmes:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$607.64
- Vanessa Anthony:
  - Philadelphia, PA – 2018 National Association of Telecommunications Officers and Advisors (NATOA) Annual Conference - \$387.08

## **OCTFME Travel FY19, to-date**

- No travel requests have been submitted to-date.
- d. A list of the total workers' compensation payments paid in FY18 and FY19, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

There have been no workers' compensation payments paid during FY18 and FY19 to date.

5. For FY18 and FY19, to date, what was the total cost for mobile communications and devices, including equipment and service plans?

The total cost for mobile communications and devices for FY18 and FY19, to date is \$46,690.43

6. For FY18 and FY19, to date, please list all intra-District transfers to or from the agency. For each transfer, include the following details:
- a. Buyer agency;
  - b. Seller agency;
  - c. The program and activity codes and names in the sending and receiving agencies' budgets;
  - d. Funding source (i.e. local, federal, SPR);
  - e. Description of MOU services;
  - f. Total MOU amount, including any modifications;
  - g. Whether a letter of intent was executed for FY18 or FY19 and if so, on what date,
  - h. The date of the submitted request from or to the other agency for the transfer;
  - i. The dates of signatures on the relevant MOU; and
  - j. The date funds were transferred to the receiving agency.

Please see **Appendix B**

7. Please list any additional intra-district transfers planned for FY19, including the anticipated agency(ies), purposes, and dollar amounts.

Please see **Appendix B**

8. For FY18 and FY19, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

- a. The revenue source name and code;
- b. The source of funding;
- c. A description of the program that generates the funds;
- d. The amount of funds generated by each source or program;
- e. Expenditures of funds, including the purpose of each expenditure; and
- f. The current fund balance.

Please see **Appendix C**

9. For FY18 and FY19, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Please see **Appendix D**

10. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY18 and FY19, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Please see **Appendix E**

11. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY18 and FY19, to date.

OCTFME/202Creates is involved with two national groups that collaborate with analogous agencies all over the country.

The first is Americans For The Arts (AFTA) Private Sector Network Council, which works to grow the connection between business and the arts. AFTA collaborates with the National Endowment for the Arts, and the Council includes members from The New Jersey State Council on the Arts, the City of Sacramento, Arlington County, State Arts Councils from Nashville, Western Connecticut, Walton County FL, Chicago, Baton Rouge, and others.

The second is the Music Cities Think Tank, which takes place in Austin, Texas every year during SXSW which includes City representatives from Seattle, Alberta Canada, San Francisco, Austin, London Ontario, Victoria BC, San Antonio, and Toronto.

OCTFME/202Creates has also partnered with over 200 organizations in the Monthly Co-Working Days during FY17 and FY18. These partners are a mix of NGO's, traditional arts or business non-profits, and business providers.

12. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations. If the recommendation has not yet been implemented, please explain why.

Email received from DC Office of Financial Operations and Systems, dated April 13, 2017 re: Quick Payment Act

Recommendations:

- (1) To establish new procurement procedures

Agency Actions:

- When submitting requisitions to OCP, required information from vendors will be included in the proposal and/or quotes.
- Require vendor to include company name, current address, EIN, and payment remittance address
- Notify OCTFME staff in writing of updated vendor procedures

- (2) Ensure improper invoices are rejected in a timely manner

Agency Actions:

- OCTFME rejected invoices that were inaccurate and returned them immediately to the vendor.
- OCTFME immediately informed EDRC's AP that the vendor invoice was rejected.
- OCTFME will use a tracking sheet to note and monitor timeliness of invoice rejection.

- (3) Update and document where needed OCTFME's Standard Operating Procedures that incorporates steps one and two above

Agency Actions:

- OCTFME's Operating Procedures have been updated.

13. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY18 and FY19, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

- a. An update on all capital projects begun, in progress, or concluded in FY17, FY18, and FY19, to date, including the amount budgeted, actual dollars spent, and any remaining balances.

There were no capital projects in the financial plans during these fiscal years.

- b. An update on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23.

No capital projects planned in FY18, FY19, or planned for FY20, FY21, FY22, and FY23.

- c. A description of whether the capital projects begun, in progress, or concluded in FY17, FY18, or FY19, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

There were no capital projects begun, in progress or concluded in FY17, FY18 or FY19, to date. Therefore, no impact on the operating budget of the agency.

14. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for fiscal years 2017, 2018, and the first quarter of 2019. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).

- a. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for fiscal years 2017 and 2018 for each program and activity code.

Please see **Appendix F**

- b. Attach the cost allocation plans for FY17 and FY18.

Please see **Appendix F**

- c. In FY17 or FY18, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

OCTFME did not receive any federal funds.

15. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY18 and FY19, to date. For each, include a description of the need and the amount of funding requested.

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

16. Please list, in chronological order, each reprogramming in FY18 and FY19, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY18 and FY19, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number. Please also include the program, activity, and CSG codes for the originating and receiving funds.

FY 2018 Reprogrammings (Council Approved)							
Office of Cable Television, Film, Music and Entertainment							
OPERATING BUDGET (PS & NPS)							
#	REASON	FROM	TO	DATE	AMOUNT	ORIGINAL BUDGET	REVISED BUDGET
Fund 0600 - Special Purpose Revenue Funds Reprogramming					\$2,450,963.76		
1	FY2018-To align NPS expenditures with budget and to ensure there is sufficient budget to cover operating expenditures through September 30, 2018. Expenditures include telecommunications, staffing contracts, travel and training, supplies, 202 creates program, production support and equipment/equipment rentals.	CSG 50 Subsidies & Transfers Activity 3010	CSG 31-Telecomms, 40-Other Services, 70-Equipment Activities 1030,1090,2010,3010	6/6/2018	\$1,197,417.51	\$5,067,360.68	\$5,067,360.68
2	FY2018-To align PS expenditures with budget and to cover personnel services expenditures.	CSG 11-Reg Pay,12-Term Pay,14-Fringe,15-Overtime, 40-Other Services Activities 1010, 1040, 1080, 2010, 2020	CSG 11-Reg Pay,12-Term Pay,14-Fringe,15-Overtime Activities 1020, 1085, 1090, 2010, 3020	6/6/2018	\$910,846.25	\$3,079,845.35	\$3,079,845.35
3	FY2018-To align PS and NPS expenditures with budget to cover all operating expenditures through September 30, 2018.	CSG 11-Reg Pay,12-Term Pay,14-Fringe, 40-Other Services Activities and 31- Telecommunications Activities	CSG 11-Reg Pay,12-Term Pay,14-Fringe,15-Overtime Activities 1020, 1085, 1090, 2010, 3020	10/3/2018	\$342,700.00	\$2,098,688.97	\$6,621,938.88
Fund 0100 - Local Funds Reprogramming					\$212,680.00		
4	FY2018-To align PS expenditures with budget and to cover personnel services expenditures.	CSG12-Term Pay,14-Fringe, Activities 1060, 1090, 3020	CSG 11-Reg Pay,12-Term, 13-Additional Gross Pay, 14-Fringe, 15-Overtime, 40-Other Services, 31-Telecommunications and 70-Equipment & Equipment Rentals Activities 1020, 1030, 1050, 1085, 1090, 2010, 2030, 3020	10/3/2018	\$212,680.00	\$849,028.51	\$849,028.51
\$2.7M TOTAL FY 2018 REPROGRAMMINGS					\$2,663,643.76		

### FY 2019 Reprogrammings (Council Approved)

*Office of Cable Television, Film, Music and Entertainment*

#### OPERATING BUDGET (PS & NPS)

#	REASON	FROM	TO	DATE	AMOUNT	ORIGINAL BUDGET	REVISED BUDGET
Fund 0600 - Special Purpose Revenue Funds Reprogramming					\$0.00		
	NONE						
Fund 0100 - Local Funds Reprogramming					\$0.00		
	NONE						
\$2.7M TOTAL FY 2018 REPROGRAMMINGS					\$0.00		

17. Please list each grant or sub-grant received by your agency in FY18 and FY19, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

The agency has not received any grants or sub-grants.

- a. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

No OCTFME FTEs are dependent on grant funding.

18. Please describe every grant your agency is, or is considering, applying for in FY20.

OCTFME will not apply for any grants in FY20.

19. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY18 and FY19, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. Contract number;
- c. Contract type (e.g. HCA, BPA, Sole Source, sing/exempt from competition award, etc.)
- d. The nature of the contract, including the end product or service;
- e. Contract's outputs and deliverables;
- f. Status of deliverables;
- g. The dollar amount of the contract, including amount budgeted and amount actually spent;
- h. The term of the contract;
- i. Whether the contract was competitively bid;



- j. Subcontracting status (i.e. Did the Contractor sub any provision of the goods and/or services with another vendor);
- k. CBE status;
- l. Division and activity within OCTFME utilizing the goods and/or services;
- m. The name of the agency's contract monitor and the results of any monitoring activity; and
- n. The funding source.

Please see **Appendix G**

20. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

The Agency is not aware of any pending lawsuits naming the agency as a party.

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

- Charlyn Zlotnik ("Claimant"): Settlement Amount: (\$5,000): Description of case:  
Claimant alleged a claim of copyright infringement for the unauthorized use of Claimant's photo of DC music legend Chuck Brown in the broadcast and re-airs of a 2012 episode of a program known as "The Sound." OCTFME did not admit liability, believed it had legitimate defenses to the claim, but settled the claim to avoid unnecessary litigation costs and waste of government resources.

The Agency is not aware of the District entering into any other settlements on behalf of the Agency.

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

The agency has not received any complaints or grievances.

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

The agency has received no allegations of sexual harassment or misconduct in FY18 and FY19, to date, by or against its employees. However, the agency did receive one allegation of unwelcomed compliments by one of its contractors against a contractor of another agency. The agency's procedures for investigating sexual harassment or misconduct committed by or against its employees comply with Mayor's Order 2017-313, effective December 18, 2017. The agency's Human Resources Specialist is the designated Sexual Harassment Officer and investigates all claims with the agency's EEO Officer as the backup for claim reporting. All agency personnel are advised of the reporting processes and have received and been requested to review copies of the Mayor's Order. Agency reporting, review, and investigation of all reported claims will be conducted strictly in compliance with the Mayor's Order. All agency employees completed on-line Sexual Harassment Prevention Training by 2/16/18. All OCTFME managers and supervisors have attended special training.

24. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY18 and FY19, to date.

There are no ongoing investigations, studies, audits or reports on the agency or any employee of the agency, or any such items completed during FY18 or FY19, to date.

25. Please describe any spending pressures the agency experienced in FY18 and any anticipated spending pressures for the remainder of FY19. Include a description of the pressure and the estimated amount. If the spending pressure was in FY18, describe how it was resolved, and if the spending pressure is in FY19, describe any proposed solutions.

The agency has not experienced any spending pressures in FY18 or FY19, to date, nor does it anticipate any spending pressures for the remainder of FY19.

26. Please provide a copy of the agency's FY18 performance plan. Please explain which performance plan objectives were completed in FY18 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Please see **Appendix H**

27. Please provide a copy of your agency's FY19 performance plan as submitted to the Office of the City Administrator.

Please see **Appendix I**

28. Please provide the number of FOIA requests for FY18 and FY19, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

OCTFME received five FOIA requests in FY 18 and three FOIA requests in FY 19, to date. In FY18, the agency granted one FOIA request in whole and the remaining four FOIA requests were either abandoned by the requesters or the agency had no documents to produce. In FY19, to date, OCTFME granted two FOIA requests in whole. There is currently one FOIA request pending. On average, the agency responded to FOIA requests within 15 days as required by statute. On average, two to three FTEs, including the FOIA officer, are required to respond to these requests. We have no projected cost of compliance as the threshold for billing FOIA requestors was not exceeded for any of these requests. Non-billable time spent in responding to the requests was not tracked.

29. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY18 and FY19, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

OCTFME commissioned an Economic Impact Study of the DC Film, Television, and Entertainment Rebate Fund Program for both FY17 and FY18. An independent economic research and analysis firm has been retained to do the study. The purpose of the study is to provide an impartial, independent analysis of the economic impact of the Film Rebate Fund Program for the respective fiscal years.

The FY2018 study is ongoing and will be made available to the Committee when completed.

30. Please separately list each employee whose salary was \$100,000 or more in FY18 and FY19, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Name	Posn Nbr	Title	Program Code	Activity Code	Salary \$	Fringe \$	FY18 Overtime \$	FY19 Overtime \$	Bonus Pay FY18-FY19	FTE
Gates, Angie Marie	00048866	Director	1000	1090	179,448	41,094	0	0	0	1
Cooper, Lawrence	00041839	General Counsel	1000	1060	145,014	33,208	0	0	0	1
Hicks, Marcella L	00001115	Consumer Services Officer	2000	2010	140,230	32,113	0	0	0	1
Johnson, Steven G.	00051480	Director of Operations	1000	1090	127,841	29,276	0	0	0	1
Tolson, Karen A	00044398	Director Television Programing	2000	2010	126,397	28,945	0	0	0	1
Patterson, Ferman	00044441	Supervisory Producer	2000	2010	119,217	27,301	0	0	0	1
Gist, Mabel O	00000727	Cable Television Inspector	2000	2010	118,670	27,175	0	0	0	1
Holmes, Stacy T.	00038807	Editing Systems Specialist	2000	2010	118,670	27,175	7,941	1,619	0	1
Petty, Eugene R	00008600	Videographer Programming	2000	2010	118,670	27,175	40,400	9,000	0	1
Alexander, Damien	00041840	Attorney Advisor	1000	1060	117,176	26,833	0	0	0	1
Niles, John H	00083140	Associate Director, Film Divis	1000	1090	114,705	26,267	0	0	0	1
Avery, John C	00094723	Supervisory Production Manager	2000	2010	114,303	26,175	0	0	0	1
Shameem, Mohamed S	00044468	Supv Editor (Television)	2000	2010	113,029	25,884	0	0	0	1
Parker, Shaun	00012476	Videographer	2000	2010	112,764	25,823	26,181	6,446	0	1
Lombardi, Maryann	00044476	Creative Economy Specialist	1000	1090	109,710	25,124	0	0	0	1
Reed, Maurice L	00044467	Supv Audiovisual Prod Spec	2000	2010	109,413	25,056	0	0	0	1
Walker, Bruce U.R.	00005389	Associate Director, Television	3000	3020	102,801	23,541	0	0	0	1
Brown, James D	00043306	Special Assistant	1000	1090	102,542	23,482	0	0	0	1
Borden, Kenneth M	00000291	Audiovisual Production Specialist	2000	2010	102,268	23,419	4,045	1,252	0	1
Carter, Kelly M.	00044798	Producer	2000	2010	102,268	23,419	2,051	0	0	1
Fernandez, Cecily A	00044799	Producer	2000	2010	102,268	23,419	4,496	295	0	1
Pinckney, Troy	00044797	Editor (Television)	2000	2010	102,268	23,419	5,704	258	0	1
Dickens, Detra D	00085290	Administrative Officer	1000	1020	101,523	23,249	0	0	0	1
TOTALS thru pay period ending 1.5.19					2,701,193	618,573	90,818	18,871	0	23

31. Please list in descending order the top 25 overtime earners in your agency in FY18 and FY19, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

Office of Cable Television, Film, Music & Entertainment - FY 2018 - FY 2019 Top 25 Overtime Earners										
#	Name	Position	Position Title	Program	Activity	FY18 OT \$	FY19 OT \$	Aggregate \$	Salary \$	Fringe \$
1	Petty, Eugene R	00008600	VIDEOGRAPHER PROGRAMMING	20000	2010	\$40,400.09	\$9,000.09	\$49,400.18	\$118,670.00	\$27,175.43
2	Oluyole, Silas	00019192	VIDEOGRAPHER - PROGRAMMING	20000	2010	\$30,024.21	\$8,077.26	\$38,101.47	\$99,786.00	\$22,850.99
3	Parker, Shaun	00012476	VIDEOGRAPHER	20000	2010	\$26,180.69	\$6,445.82	\$32,626.51	\$112,764.00	\$25,822.96
4	Vigas, Oscar J	00044792	Videographer	20000	2010	\$17,680.12	\$4,254.28	\$21,934.40	\$97,304.00	\$22,282.62
5	Anthony, Vanessa D	00047010	Audiovisual Production Spec	20000	2010	\$11,250.79	\$1,108.25	\$12,359.04	\$63,898.00	\$14,632.64
6	Dove, Dion K	00044802	Audiovisual Production Spec	20000	2010	\$9,585.40	\$1,728.09	\$11,313.49	\$79,135.00	\$18,121.92
7	Walck, Mitchell	00077474	Audiovisual Production Spec	20000	2010	\$9,721.74	\$1,325.87	\$11,047.61	\$69,037.00	\$15,809.47
8	Holmes, Stacy T.	00038807	EDITING SYSTEMS SPEC	20000	2010	\$7,941.12	\$1,619.29	\$9,560.41	\$118,670.00	\$27,175.43
9	Djimbonaou, Salah E	00046730	VISUAL INFO SPECIALIST-Graphic	20000	2010	\$7,763.93	\$738.23	\$8,502.15	\$89,858.00	\$20,577.48
10	Pinckney, Troy	00044797	Editor (Television)	20000	2010	\$5,704.24	\$258.13	\$5,962.37	\$102,268.00	\$23,419.37
11	Dorsey, Nicholas G	00086083	Editor (Television)	20000	2010	\$4,861.96	\$1,087.65	\$5,949.61	\$89,858.00	\$20,577.48
12	Wooden, Michael A	00046826	Audiovisual Production Spec	20000	2010	\$4,652.47	\$943.78	\$5,596.24	\$57,046.00	\$13,063.53
13	Borden, Kenneth M	00000291	AUDIOVISUAL PRODUCTION SPECIAL	20000	2010	\$4,045.41	\$1,252.32	\$5,297.73	\$102,268.00	\$23,419.37
14	Fernandez, Cecily A	00044799	Producer	20000	2010	\$4,495.68	\$295.00	\$4,790.68	\$102,268.00	\$23,419.37
15	Boddie, Jeffrey	00044591	Program Support Assistant (OA)	20000	2010	\$3,954.32	\$340.56	\$4,294.88	\$48,169.00	\$11,030.70
16	Thorpe Jr., Edward E	00046827	Audiovisual Production Spec	20000	2010	\$3,810.53	\$298.72	\$4,109.24	\$69,037.00	\$15,809.47
17	Granato, Matthew S	00044780	Producer	20000	2010	\$2,586.12	\$677.07	\$3,263.19	\$62,185.00	\$14,240.37
18	Phan, Francis Q.	00044796	Editor (Television)	20000	2010	\$3,102.71	\$68.38	\$3,171.09	\$94,822.00	\$21,714.24
19	Carter, Kelly M.	00044798	Producer	20000	2010	\$2,050.70	\$0.00	\$2,050.70	\$102,268.00	\$23,419.37
Total						\$199,812.21	\$39,518.79	\$239,331.00	\$1,679,311.01	\$384,562.22

32. For FY18 and FY19, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

No employees from OCTFME have received bonuses or special pay in FY18 or FY19 to date.

33. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

Please see **Appendix J**.

34. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY18 or FY19, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

There are no boards or commissions associated with OCTFME.

35. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

The agency has various general reporting requirements as a District agency, including, but not limited to, FOIA Reporting and Risk Management, and is in current compliance with these requirements.

In addition to these requirements, D.C. Official Code § 34-1252.02 provides that the agency shall submit an annual report to Council to include an account of franchise fees received and collected, any cable operator plans for development of new services, and operator compliance with the Cable Act, regulations, and the franchise agreements. The information required in the annual report for FY 18 has already been provided to the Council as part of the agency's submissions during the approval of the Comcast and RCN Franchise Renewal Agreements and will also be provided during the Performance Oversight and Budget approval processes.

36. Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for FY17, FY18 and FY19, to date.

- a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Has your agency submitted the required information for fiscal year 2018? Please provide a copy as an attachment.

Yes, the agency has submitted the required information for FY17. Please see **Appendix K**.

37. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

<b><u>Subject of the Training</u></b>	<b><u>Names of the Trainers</u></b>	<b><u>Number of Agency Employees that were Trained</u></b>
Sexual Harassment Training	online	51
General Ethics Training	OCTFME	10
DC Vendor Portal	OCFO	5
HSEMA Training Course	HSEMA	1
Studio Teleprompter	online	3
Video Engineering	online	3
NATOA	online	8
Cybersecurity	online	51
JP Morgan PaymentNet Session	online	5
PCARD TRAINING	online	3
PASS Buyer Training	DCHR	1
Versio	OCTFME	3
LCS System Upgrade Training	OCTFME	3
Expression System Training	OCTFME	3
Studio Upgrade Training	OCTFME	18
Audio Board Training	OCTFME	4
Camera Control	OCTFME	4
Teleprompter	OCTFME	4
Steady Camera Training	OCTFME	4
Hootsuite	online	3

Electronic File Sharing	OCTFME	6
Writing with Flair: How to Become an Exceptional Writer	online	1
Learning Typography for Video Editors	online	1
Yammer 2018 Essential Training	online	1
Premiere Pro CC 2018 New Features (2017)	online	1
After Effects CC 2018: Editors and Post Essential Training	online	2
Photoshop CC 2018 Essential Training: The Basics	online	1
Agile Marketing Foundations	online	1
Learning System Center 2016 Orchestrator	online	1
Photoshop CC 2018 Essential Training: Design	online	1

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

The agency follows the mandates of the performance evaluation process designated for managers and employees in accordance with the standards set by the Department of Human Resources. These standards also incorporate protocols for training and development for both managers and employees to ensure efficiency and effectiveness in meeting agency goals and objectives and to provide optimal levels of customer service.

#### Agency Operations

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

With the participation of the District's Small Business Enterprises (SBEs), Certified Business Enterprises (CBEs) and women-owned businesses OCTFME was able to implement the following:

### **Dedicated Chiller System**

In order to eliminate certain recurring issues involving moisture and heat spikes in the Tech Core, Production/Post production systems, Master Control and the studios, a dedicated Chiller system was installed for these areas only. The installation was successful and the stand alone chiller system has alleviated these issues.

### **Fire Alarm Pull Station**

Per the recommendations of the Office of Risk Management (ORM), three Fire Alarm pull stations in the facility were relocated to facilitate easier access by staff and the general public. OCTFME is fully compliant with ORM operating standards.

### **OCTFME Parking Lot Lighting**

The agency has the responsibility to program three channels and a radio station, twenty four hours a day, 365 days a year. Therefore, the broadcast facility must be open to staff and public during evenings and late night hours. Safety is important for all who work and attend the facility. As an upgrade and compliment to the existing lighting, six LED lights were added to the parking lot.

40. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in **FY19**. How did the agency address its top priorities listed for this question last year?

1) Technical Equipment Upgrades to Studio B at OCTFME Headquarters

Description: In FY19, OCTFME will supervise the completion of the technical/audio visual equipment upgrade to Studio B at 1899 9th Street NE. The broadcast technical upgrade to Studio B is necessary to increase the capacity and flexibility of OCTFME broadcast operations and ensure the efficient and reliable delivery of open and transparent open government programming and emergency public safety notifications to District of Columbia residents.

2) Broadcast Two Full-length High School Sporting Events on DKN Sports

Description: In FY19, OCTFME will broadcast at least two (2) high school sporting events from start to finish (football or basketball) on DKN Sports. These full-length sports program specials will expand OCTFME's sports programming portfolio from clips, packages and highlights. This new programming offering will upgrade the level and quality of sports coverage on DKN, and bring attention to the academic and athletic achievements of District student athletes as well as the contributions of the dedicated educators that teach and coach them.

3) Host Two 202Creates Residency Program Classes



Description: In FY19, OCTFME will select and host two 202Creates Residency program classes. This program advances OCTFME's mission to support the creative economy and District resident artists, creative economy entrepreneurs, and creative businesses. The residency program provides participants access to OCTFME resources for a period of up to 4 months with the goal of helping the program participants advance their creative projects, expand their businesses, network with government partners, and further develop their creative business endeavors. The program seeks to support creative entrepreneurs from all 8 Wards, working in a wide range of creative industries.

4) Quarterly OCTFME Technical Training Class Program for DC Resident IATSE Members

Description: In FY19, OCTFME will host and teach a technical training class in the area of television broadcast production. There will be 4 classes held during the fiscal year, and OCTFME staff will serve as instructor/mentors. Each class will have 10 to 15 participants from the IATSE Local 22 union referral list. This program will offer DC resident IASTE members the opportunity to improve their technical skills, make them qualified for higher paying jobs, and pursue a pathway to the middle class.

5) Complete the Development and Implementation of Three Salesforce Modules

Description: In FY19, OCTFME will complete the development, implementation and online integration of three Salesforce modules for: (1) Cable Subscriber Customer Service Administration; (2) Film Permit Administration; and (3) Agency Scheduling. The adoption of the Salesforce modules will improve, streamline and automate the administration of three important agency functions. The application implementation will improve OCTFME's administrative efficiency, reporting, and transparency. Salesforce is a cloud-based application used to manage customer relationships and customize administrative tasks

41. Please list each new program implemented by the agency during FY18 and FY19, to date. For each initiative, please provide:

- a. A description of the initiative;
- b. The funding required to implement to the initiative; and
- c. Any documented results of the initiative.

Program/Initiative: IATSE Local 22 DC Resident Training Program.

Description: In FY18, OCTFME launched a creative economy job training support program in partnership with the International Alliance of Theatrical Stage Employees

(IATSE) Local 22. The program provides District residents financial subsidies to defray the cost of IASTE technical training classes, offering District resident IASTE members the opportunity to acquire the professional certifications required rise up the IATSE classification tier, qualifying them for higher paying jobs and a pathway to the middle class.

Funding Required: The initial funding to implement this initiative requires \$2,500. OCTFME plans to expand the program and increase the support level again in FY2019.

Documented Results: A list of DC residents that have taken part in the program is currently being compiled by IATSE Local 22. As soon as that data has been received by OCTFME it can be made available to the committee.

42. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY18 and FY19, to date.

The agency measures programmatic success through various means with respect to operations and many key initiatives. The Key Performance Indicators (KPIs) and workload measures that are established as part of the annual performance plans are critical in this effort. In addition, the agency measures programmatic success through hours of training we offer and jobs created, the voice and feedback we receive from our residents, social media imprints, Google metrics, views on YouTube, likes/ shares on Facebook, favorable references in print media, active community engagement, and Government Programming Awards received. The agency also measures success through and by the expanded partnership with RCN which has opened up additional distribution programming blocks in other markets and, extends the exposure of DC creative talent to a wider audience.

43. What are the top metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

The top metrics used by the agency in evaluating its operations are KPIs and workload measures submitted quarterly. With respect to agency programming content, the amount of content generated is logged daily and calculated weekly for submissions in quarterly reports. The content is measured by number of field and studio productions completed each week and number of completed programs forwarded for broadcast. Additionally, OCTFME measures the number of agencies and organizations served by productions.

44. Please list the task forces and organizations of which the agency is a member.

OCTFME is a member of:

- The Mayor's Special Event Task Group;
- National Association of Telecommunications Officers and Advisors (NATOA);
- Association of Film Commissioners International; and
- The National Capital Chesapeake Bay Chapter of The National Academy of Television Arts and Sciences.

45. Please describe any steps the agency took in FY18 and FY19, to date, to improve the transparency of agency operations.

- OCTFME generally operates with an "Open Door" motto and provides District residents and other visitors the opportunity to tour our facility and interact directly with our agency staff.
- OCTFME has participated in city sponsored Open Houses such as the Open House for The Deputy Mayor of Planning and Economic Development, 26 ANC meetings, and 20 other community events.
- OCTFME managed the CECAP Program, which placed residents in motion picture and television jobs and maximized awareness and transparency CECAP program through job fairs and other events where OCTFME discussed and actively marketed the program to both potential program participants as well as potential employer partners.
- OCTFME interfaced with stakeholder communities during 2020 Creates sponsored events (4,362 participants) as well as events hosted by the DC Economic Partnership, allowing the agency to provide exposure to its services and initiatives, and leading to additional meetings and other engagement in support of stakeholder ideas and business efforts within the motion picture and television industry.
- The agency publishes items in its monthly newsletter that are sent citywide to provide updates on its activities and highlight the great work of District residents in the motion picture and television industry.
- OCTFME has sought to increase transparency and stakeholder understanding of film division programs like the DC Film, Television, and Entertainment Rebate Fund by having OCTFME executive representatives attend community and industry events, film festivals, meet-ups, and other events where the goals and instructions on how to apply for the program are explained to local filmmakers and aspiring filmmakers. This includes the most important goal of supporting local, indigenous filmmaking activity and not just the activity that comes from producers based out of state. These efforts are continuing and ongoing.

- OCTFME continues to utilize DC Radio to increase transparency after its launch in FY17. The immediate nature of the digital platform allows DC residents to have 24 hour, up to date information about the city government, resident events, and resident concerns.

46. Please identify all electronic databases maintained by your agency, including the following:

- a. A detailed description of the information tracked within each system;
  - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
  - c. Whether the public can be granted access to all or part of each system.
- Broadview On Air Scheduling system maintains and executes program schedules for DCN, DCC, and DKN. The system is five years old and OCTFME is currently exploring other scheduling systems for potential replacement. The database is not accessible to the public.
  - Harris Automation system executes scheduled file data base of programs to run on air for DCN, DCC, and DKN. The system is four years old and will be upgraded within the agency's infrastructure upgrade. The database is not accessible to the public.
  - Spectra Logic Archive Server holds files/media that are archived for the agency and is two years old. The system was upgraded in FY17 and is not accessible to the public.
  - Elemental server is a database for on-demand files that are linked to OCTFME's website, YouTube, and sent out files (links). The system was upgraded in FY17 and is not accessible to the public.
  - DC Reel Scout – Since FY12 OCTFME has provided this online database for industry professionals to search locations and recruit vendors for their production projects. This system is available to the public through our website [entertainment.dc.gov](http://entertainment.dc.gov). In FY17, OCTFME added an upgrade to DC Reel Scout called Location Submission Engine (LSE). LSE allows the public to submit a single location directly into the database however, only OCTFME has access to manage the submission.
  - DC Reel Crew- As an extension of DC Reel Scout, DC Reel Crew is OCTFME's online tool that enables the district's film industry workforce and support service companies to showcase their skills and services to producers considering filming in the city. Like DC Reel Scout, this service is available to our public through our website for submissions and review. The administration process is again managed by OCTFME.
  - Salesforce: In FY19, OCTFME plans to complete the final implementation of three (3) Salesforce applications. Salesforce is a cloud-based customer relationship

management and administration platform businesses and organizations use to automate workflow and improve work efficiencies. OCTFME is currently using Salesforce to improve the administration of the following agency functions: (1) Film Permitting Administration; (2) Cable Subscriber Customer Service; and (3) Agency Scheduling.

47. Please provide a detailed description of any new technology acquired in FY18 and FY19, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

**LIVE U units:** Purchased for: \$148,146.13

Increased demand for live on-air services required the agency to purchase additional live transmission gear. Live U units enable live video links via wireless cellular networks to be transmitted back to the OCTFME headquarters. The agency can now at a moment's notice transmit LIVE from anywhere in the District of Columbia to any designated OCTFME channel.

The installation has been successful.

**Field Teleprompters:** Purchased for: \$7,021.00.

Because of an increase in field and off site productions produced by OCTFME, field Teleprompters were procured. A teleprompter is a replacement for using cue cards. The screen is in front of, and usually below, the lens of a professional video camera, and the words on the screen are reflected to the eyes of the presenter using a sheet of clear glass or a specially prepared beam splitter.

For the purpose of our presenters including the Mayor, Council members, the general public and agency staff they are able to read prepared text communicating to viewers with the accuracy of the intended message.

The installation and operation of the equipment has been successful.

**Lighting Equipment for Studio B:** Purchased for: \$115,627.83

To date Studio A has been the only full functional production studio housed in the OCTFME facility. The agency has the responsibility to program three channels and a radio station, twenty-four hours a day, 365 days a year. As it increases its programming offerings, studio productions, and facilities usage, expansion is necessary to maximize space usage and production opportunities. For the planned build out of Studio B the agency purchased lighting as phase 1 of the Studio B infrastructure equipment requirements.

The installation is in progress as part of the overall Studio B upgrade. OCTFME does not see any problems with the completed upgrade.

Studio B – Tech Core Expansion (Phase I): Purchase for \$675,589

Studio A&B – Infrastructure and Video Wall (Phase II): Purchased for \$553,426.83

In order to expand its cable channels, social media platforms and the radio station operations, OCTFME was required to perform an upgrade to its technical infrastructure. This Tech Core is comprised of routing systems, video servers and storage systems all working in tandem to produce and broadcast programming on multiple channels and digital platforms including the radio station.

OCTFME purchased and installed the Tech Core expansion improvements and upgraded the infrastructure in Studio A&B in two phases. Phase 1. Storage/Servers (archives of the programming, upgrade of editing rooms to the CORE) and The Routing System, (upgrade transport system to core) and Phase 2. The Infrastructure and Video Wall installation.

The installation has been successful.

**HSEMA/ OCTFME Press Room Transmission Bridge and Upgrade: Purchased for \$176,705.84**

OCTFME completed the upgrade for the Homeland Security and Emergency Management Agency (HSEMA) press room and transmission infrastructure to match the technology with its other remote locations including the John A. Wilson building and One Judiciary Square. A direct point to point low video latency link was installed between OCTFME headquarters and the HSEMA headquarters. In addition, the HSEMA press room was outfitted with state of the art infrastructure to compliment the latest transmission upgrade.

The installation has been successful.

48. How many in-person training programs has the agency conducted in FY18 and FY19, to date?

Group Training opportunities included:

- eXposure Youth Symposium March 2018;
- SmartPhilm Youth Workshop May 2018;
- 8 Arts & Culture student training July 2018;
- Household Faith & Family Youth Group July 2018;
- Cape TV student Project August 2018;
- DC Girls Who Brunch October 2018;
- Techbridge Girls January 2018;
- Disability Mentoring Program October 2018; and

- IATSE Mobile Production Studio training November 2018
- IATSE Camera Fly Pack Training at OCTFME November 2018
- The agency also hosted 19 interns and one CECAP Apprentice.

49. What training deficiencies, if any, did the agency identify during FY18 and FY19, to date?

The agency has not experienced any training deficiencies.

### Legislative and Regulatory Requirements

50. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.

We do not lack resources to implement any legislative requirements.

51. Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.

Chapter 30 of Title 15 of the DCMR, Cable Access to Residential Rental Property (9/30/88)

Chapter 31 of Title 15 of the DCMR, Customer Service Standards (7/19/02)

Chapter 33 of Title 15 of the DCMR, Allocation of Public, Educational, and Government (PEG) Cable Television Channels (9/5/03)

52. Please explain the impact of any legislation passed at the federal level during the FY18 and FY19, to date, that significantly affected your agency's operations.

There has been no federal legislation passed in FY18 and FY19, to date, that has significantly impacted the Agency's operations. However, on September 26, 2018, the FCC approved an order that impacts cable franchise fees by allowing cable operators to deduct from franchise fees the value of in-kind contributions such as the value of courtesy services to schools and government bldgs., and even the value of PEG channel capacity. A second FCC order would make it difficult for local jurisdictions to refuse industry demands to deploy small cells in their public rights-of-way. These orders are currently the subject of various legal challenges. If made effective, these orders and draft legislation previously circulated in Congress by cable industry lobbyists could potentially reduce, cap, or eliminate the franchise and other fees collected by the District relating to the use of the public rights of way, and limit the District's authority to control the deployment of small cell facilities in the public rights-of-way. As part of a coalition of

local government entities, we are opposing these orders and will continue to monitor the FCC's activities.

53. Please identify any legislation and regulations the agency plans to introduce in FY20.

The agency works with the Deputy Mayor for Planning and Economic Development and the Executive Office of the Mayor on potential legislation and regulations. The agency is happy to share plans for legislation and regulations when they are finalized.

#### Cable Franchise Agreements

54. Since the Franchise Agreements for Comcast and RCN were signed in the last Council Period, please provide any updates on how the terms of the Agreements have been implemented.

Legislation approving both Franchise Agreements (Comcast of the District, LLC Cable Television System Franchise Act of 2018, and the Starpower Communications Open Video System Franchise Act of 2018) has been passed by Council, signed by the Mayor, and transmitted to Congress. Both agreements are expected to take effect on February 26, 2019, and will be signed on behalf of the District on or after the effective date.

OCTFME has already commenced weekly discussions with both Comcast and RCN on some of the new community benefits that will be provided as part of the franchise renewals including the HD channel launches now tentatively scheduled for Q2 and Q3 FY2019. Comcast has begun issuing the \$5,000 digital learning grants to most of the 17 community partners that will be a part of the Internet Essentials Learning Zone. In addition, the OCTFME Regulatory Team has commenced its engagement with our District seniors, veterans and advocacy groups to support both the roll out of Comcast Essentials discounted internet services as well as the new senior/veteran discount being offered by RCN. The agency is also having preliminary discussions regarding the establishment of at least 2 computer learning centers to be supported by RCN as well as a RCN supported apprenticeship program in traditional and non-traditional industries, including infrastructure and cable service industry.

- a. Please provide an update on how the terms of the Verizon Franchise Agreement that was signed in 2008 have been implemented.

The Verizon, Comcast and RCN franchise agreements are generally implemented consistent with the response to Question 55 below.



55. What actions has the agency taken to regulate the District's cable television service providers (Comcast, RCN, and Verizon) to ensure that they are in compliance with their respective franchise agreements and federal and District cable television laws?

OCTFME regulates the three cable providers as follows:

- All of the cable service providers are required, per their franchise agreements, to provide OCTFME with monthly, quarterly, and annual reports. These reports cover information regarding their financial commitments to the District, subscriber numbers, the nature of the complaints the cable companies have received directly, technical performance, and any power or service outages that have taken place in the District. OCTFME reviews each of these reports and conducts follow-ups with the cable providers as necessary to discuss any issues and ways to improve the service they provide.
- OCTFME regulates how the Cable providers address customer service and infrastructure issues that inevitably arise. With respect to customer service, OCTFME routinely ensures compliance with the District Cable law and the franchise agreement's customer service requirements and intervenes in those instances where OCTFME has found a cable provider to have acted inappropriately. While "billing complaints" are by far the most common, the nature of complaints range from inaccurate billing to requesting assistance in understanding the content of customer bills.
- OCTFME has quarterly meetings with each cable provider (Comcast, Verizon, and RCN) to cover various items including, but not limited to: questions/issues that may arise from their reporting; the resolution of customer inquiries; and; with respect to Verizon, the status of their buildout.
- Finally, OCTFME makes daily inspections of the cable infrastructure. By way of example, OCTFME's cable inspector regularly checks for down or loose hanging cables that pose a threat to public safety and responds to calls from the cable provider or customers when there is a known issue with the cable system.

#### Cable Programming

56. Has the cable division been forced to cut any programs or services due to decreased federal funding?

Currently, OCTFME does not receive any federal funding, and therefore has not been forced to cut any programs or services due to decreased federal funding.

57. Please list all public, educational, and government access (“PEGA”) cable channels provided for in FY18, denoting any new channels. Please provide information regarding the number of viewers of each PEGA channel the agency provides. Please include daily viewership number for a sample week of FY18 and also during a different sample week of FY19, if available. If exact numbers are unavailable, please provide best estimates.

Please see the chart below for a listing of all of the District’s Public, Education and Government (“**PEG**”) channels:

District of Columbia PEG Channel Listing			
	COMCAST	RCN	VERIZON
<b>DCN</b>	16	16	16
<b>DCC</b>	13	13	18
<b>DKN</b>	99	18	12
<b>UDC</b>	98	19	9, 21
<b>DCTV</b>	95, 96	10, 11	10, 11, 28

We do not subscribe to Nielsen thus the absolute number of viewership cannot accurately be determined. However, the network is broadcast in DC over Comcast, Verizon and RCN potentially reaching the over 700,000 residents of Washington DC as well as additional viewership through the streaming platform

At this time, OCTFME is unable to track the number of viewers for each of the District’s PEG channels. We are, however, actively exploring various options and strategies for securing services or capabilities that will allow OCTFME to track viewership information, including social media integration. Approximately 30 percent of District residents routinely view the District’s PEG channels according to our 2016 cable needs assessment.

58. Please describe how the agency worked to expand the knowledge of District children by increasing the amount of educational video programming produced by OCTFME and cablecast on DKN and also by training District students in television production.

The agency worked to expand the knowledge of District children by increasing the amount of educational video programming produced by OCTFME that focused on media literacy, life skills, and safety. This year, several new locally produced programs were added to the roster to create a Saturday morning programming block geared towards school aged children. These programs include *Lil Bruce Gamer*, an interactive video gaming review guide that navigates through the rules, development, coding and pitfalls of many popular games of interest to children between the ages of seven and thirteen, *Kiddie Kitchen* which provides hands on demonstrations of meals prepared by youngsters aged four through six and led by local celebrity Chef E Marshall, and *Learning with Go Go*, an animated series with teachable moments accompanied by a Go Go beat.

Additional educational programming includes *Biz Kids*, a program focused on the financial needs and spending habits of teenagers. *Think Big* features teen inventors with big ideas; *Animal Rescue*, where you can travel the world and witness the heroic efforts people take every day helping animals; *Better Planet*, a program that informs teens on how to help the environment; and *Dog Tales*, a series that brings you the stories about every kind of dog and the people who love them.

Programming that supports the STEM (Science, Technology, Engineering, and Mathematics) disciplines is also available via featured programs such as *STEM 30* and *Smithsonian Science How*.

Also added to DKN is *Skillz*, a front row look at opportunities that can arise from the talents one possesses and how to capitalize on those... skills. Returning programming on the channel include *I Wish You Knew*, a series that charts the life experiences of millennials and their navigation through areas such as employment, relationships, social interactions and financial affairs, which also won second place in the category of Children/Young Adult Programming at the 2018 Government Programming Awards hosted by the National Association of Telecommunications Officers and Advisors (NATOA). OCTFME continues to work with MPD in sharing information on the city's missing children through a series that provides photos, last seen information and age progression to assist in the location of missing youngsters. OCTFME also achieved another first place award at NATOA in community event coverage for its second annual DC State Athletic Association (DCSAA) Hall of Fame Induction Ceremony.

Sports on DKN has expanded to include Inside DKN Sports, a 30 minute sports wrap up show highlighting multiple segments with local and national sports figures (e.g. athletes, coaches, trainers, and journalists) reporting on a variety of topics in the sports world. DKN continues to present DC high school games in their entirety, including the 2018 championship football game between Friendship Collegiate and Woodson Senior High School.

OCTFME continues to host students from various schools, organizations and work study programs during FY18, providing hands-on training in the areas of camera and teleprompter operation, server and character generator operation, floor directing, audio and on-camera talent. OCTFME continues to work with students from local universities, high schools and regional community organizations such as Techbridge Girls (an award winning after-school STEM program for underrepresented minority girls), the eXposure Group and the MBSYEP. OCTFME has capitalized on the talent of young people and provided learning opportunities in the studio, in the field and in office environments.

59. Please describe how the agency has further facilitated open access to the District government through your government and education cable channels in FY18 and FY19, to date.

The agency promotes open access to District government agencies through the production of profiles, public service announcements, event consultation and coverage, facility usage, and DC Radio. OCTFME continues to increase the volume of messaging among government and community organizations. Also, the agency continues to increase its closed captioning and sign language interpretation offerings, particularly while hosting citywide events such as Emancipation Day, DC Radio one year anniversary, *Straight Crankin': A Go Go Documentary* screening, and 202 Creates opening and closing events.

OCTFME continues to provide live and 'gavel to gavel' coverage of legislative proceedings, and announcements produced by the Executive Office of the Mayor and Office of the State Superintendent of Education. The agency has hosted a number of community events and provided media literacy to several youth groups and organizations, including entering into a partnership with the International Alliance of Theatrical Stage Employees (IATSE) where the agency provided training in the areas of switcher and camera operation and mobile production set up and operation. On the District Council Channel (DCC), in addition to capturing and producing the legislative activities occurring in the Wilson Building, OCTFME recorded Council field hearings, press conferences, and the Arts in Politics program hosted at the JAWB. This year, the agency continues to produce the now award winning *Off the Dais*, which focuses on the incredible work involved with the day-to-day challenges and accomplishments of the DC Councilmembers, while getting to know them a little better. The show is hosted by radio and TV personality Britt Waters, who spends time with the Councilmembers "Off the Dais," exploring who they are; their challenges and successes and their goals and ambitions. By the end of each program, residents know District councilmembers a little better and come away with a greater understanding of how their successful careers drive their motivation and passion to serve their communities. This program was awarded third place in the Information Series category at this year's Government Programming Awards

administered by the National Association of Telecommunications Officers and Advisors (NATOA).

Community engagement has expanded to also include the agency's first Spanish language program, *Cambios de Vida*, a show that explores the resources that the most powerful city in the world has to offer to help improve the lives of its residents. Additional firsts for the agency include the production of three documentary-style programs. *DC Black Pride: Answering the Call*, brought awareness to the devastation and determination of the District's black LGBTQ population as it struggled to respond to the HIV/AIDS epidemic that ravaged its community in the 1980's and early 1990's. The special also offers an insightful look at the challenges and the triumphs still affecting the city's growing black LGBTQ community. *Black History through Song*, featured during Black History Month, highlights music from some of the DC areas top gospel artists providing the soundtrack for this special. For generations, songs of inspiration have provided the backdrop for the African American fight for freedom, civil rights and social justice. The District of Columbia has been a pivotal place for the events and leadership that have significantly impacted and inspired contributions, not just to Black history but history nationally and globally. *Straight Crankin': A Go Go Documentary*, has given voice to the icons of Go Go music, and takes a candid journey through its evolution and chronicles the growth of DC's native sound.

In addition, the agency broadcasted approximately 600 hours of live programming and covered the following events that were later aired on DCC:

- a. CM Trayon White Sr.'s State of Ward 8 Address in October 2017;
- b. CM Bonds Community Roundtable in November 2017;
- c. CM Todd State of the Ward 4 Senior Address in October 2017 & 2018;
- d. Ward 7 Councilmember Gray's State of the Ward Address 2018 in March 2018
- e. Politics & Art at The Wilson Building in June 2018
- f. AG Racine & CM Allen "Do The Write Thing" in July 2018; and
- g. Council Committee on Jud. Public Safety Public Oversight Roundtable on Policing & Public Safety in Wards 7 & 8 in July 2018

The agency has also opened its doors to host and support various agency and local organizations' such as the Minor Football League's signing announcement in April 2018, the local Ethiopian community's 'A Touch of Ethiopia2018' and DCCAH's Poetry Out Loud in March 2018. Additionally, OCTFME has used its platform to assist the Department of Forensic Sciences promote their 0% backlog of rape kits, a major feat compared to other urban areas across the country and the agency also supported DCHR by conducting and recording Sexual Harassment training for District employees.

60. Please provide an update as to whether OCTFME has provided for more live programming utilizing wireless communications to broadcast remotely from anywhere in the District in FY18 and FY19, to date.

OCTFME continues to increase its coverage of live events. The agency covered weekly live announcements pertaining to housing, education, public safety, home rule, health, event preparedness and employment initiatives, as well as emergency weather and fire updates, (Hurricane Florence and the dwelling fire at Arthur Capper senior housing complex), the 2018 State of the District Address, Marion Barry's Statue Unveiling, Emancipation Day 2018 and the Washington Capitals Victory Parade and Rally. OCTFME was awarded first place for Live Community Event Coverage for "DCN Presents DC Radio Launch" and second place in the category of Public Affairs for live coverage of "Mayor Bowser's Year 3 Accountability Report" and first place for programming excellence at the 2018 Government Programming Awards hosted by the National Association of Telecommunications Officers and Advisors (NATOA).

OCTFME increased the number of live presentations on DCN and DKN from 86 live events in FY16 to 121 live events in FY17 and to 153 live events in FY18. In addition to the enhanced technology that enables live coverage of Council Hearings with closed captioning on a High Definition (HD) signal, the agency has increased its redundancy of live transmissions with the acquisition of additional field transmission units that permits more flexibility and the delivery of live programming from multiple locations.

#### Cable Service Competition, Statistics and Expansion

61. Please detail any new and on-going efforts OCTFME is making to help lower cable bills through encouraging competition or by directly working with cable providers.

OCTFME continually seeks opportunities to help make cable bills lower through encouraging competition, working directly with cable providers, and educating cable consumers. OCTFME's efforts to encourage competition have been primarily through facilitating and mediating issues between current and potential customers and the cable providers as well as identifying areas, buildings, or communities in which cable providers may be desired. The agency has been successful in getting cable into buildings and homes which did not previously have a cable provider; facilitating the entry of additional cable providers into communities; and mediating disputes between customers, landlords, and cable providers. In addition, OCTFME works with customers to help them understand their bills, correct inaccuracies such as technical and billing conflicts, and also identify ways the customer could get greater value on their services.

Often, the perceived higher cable rates are associated with the rates charged for High Definition, Interactive equipment, premium channels, and many services that are outside of the agency's regulatory authority. Despite our limitations, OCTFME often reviews services

and charges with customers and may suggest ways in which the customer can save by re-examining bundled services, conducting price comparisons between the three companies, and closely reviewing monthly bills. OCTFME also assists customers by suggesting they contract for services that will meet their particular needs from a technological and financial standpoint. OCTFME continues to find that as consumers become savvier, they themselves increase the competition between cable providers through the use of their knowledge to leverage better deals.

As a result of the negotiations of renewal franchise agreements with Comcast and RCN, qualified District seniors and veterans will have lower cable and internet service rates or certain seniors will continue to receive existing discounted rates for 10 years.

62. Please provide information concerning cable service penetration in the District. How many residents subscribe to cable television? If possible, please provide a breakdown of the number of customers subscribing to Comcast, RCN, and Verizon.

Based on reporting reviewed by our agency, we believe cable service penetration is approximately 62-63 percent. OCTFME is unable to disclose the specific number of subscribers for each of the cable providers due to the proprietary nature of that information. However, the agency can report that there are approximately 175,000 cable subscribers in the District as of December 2018.

63. Please provide information on how many residents in the District use satellite television providers, in FY18 and FY19, to date.

OCTFME is unable to provide information on District resident use of satellite providers as these providers are not locally regulated and are not required to provide subscriber information.

64. Please detail in which areas of the city customers have only one option for a cable provider.

While every Ward in the District has access to at least two cable providers, there are neighborhoods within certain Wards with only one cable provider available at this time. Based on our research, these neighborhoods are listed below and represent approximately 8 percent of the distinct neighborhoods in the District. Verizon is currently building out in these areas and expect completion of their full build-out in 2019. Upon completion of the Verizon build-out obligation, these neighborhoods will have an option between cable providers. In addition, there could be residents within any neighborhood who do not have access to multiple providers due to circumstances such as access or construction issues. These issues are investigated by our agency on a case-by-case basis and we work together with the customer and cable provider to find solutions to the unavailability of cable

service. We note that RCN does not have build-out obligations, but plans to extend their footprint in the DC area.

District cable providers, by Ward

Ward	Provider
1	Comcast and Verizon
2	Comcast, RCN, and Verizon
3	Comcast, RCN, and Verizon
4	Comcast, RCN, and Verizon
5	Comcast, RCN, and Verizon
6	Comcast, RCN, and Verizon
7	Comcast, RCN, and Verizon
8	Comcast, RCN, and Verizon

Currently, every ward has access to at least two providers.

List of neighborhoods within Wards where there is one provider:

**Ward 3**

- Observatory Circle
- Woodland Normanstone

**Ward 5**

- Eckington

**Ward 6**

- Barney Circle
- Capitol Hill
- Mount Vernon Triangle
- NoMa
- Sursum Corda

**Ward 7**

- Civic Betterment
- Hillbrook
- Fairfax Village



65. Please provide an update of Verizon's commitment to provide FIOS services throughout all eight wards in the District?

- a. Please provide an estimated time on when Verizon intends to satisfy its commitment.

Verizon will complete its buildout commitment to provide FIOS service throughout all 8 wards by April 2019.

- b. Please provide a map identifying the locations where FIOS services are available in the District.

Recently, OCTFME added a new interactive cable provider map on our website for our residents to search by address and readily determine availability of cable television service providers in their area. This map provides the most up to date information on locations where Verizon FIOS services are available. The map can be accessed at <https://entertainment.dc.gov/external-link/cable-provider-map>.

66. Please provide ways in which the agency has adopted to reduce the digital divide in the District.

During the course of its negotiations of the franchise renewals for both Comcast and RCN, OCTFME secured commitments from these operators to support the District's efforts in its provision of broadband services to vulnerable communities as well as our senior population.

Comcast has launched an Internet Essentials Learning Zone by providing courtesy internet service and digital literacy grants to 17 community partners throughout the District, as well as \$500 stipends per class for those community who host computer classes. This Learning Zone will create a web of internet connectivity for use by students and their families, from anchor institutions like schools and libraries, to community centers and homes.

Comcast has further agreed to help close the digital divide in underserved communities by expanding its low-cost internet program, Internet Essentials, to qualifying seniors and veterans. This program will enable the District's qualifying seniors/veterans internet usage at approximately ten dollars (\$10) per month plus tax, and an opportunity to purchase low-cost computers for one hundred fifty dollars (\$150) plus tax.

RCN will provide courtesy high speed internet service to one leaning center in Ward 7 and one learning center in Ward 8 with a grant of up to \$50,000 to cover the purchase of computers and related equipment.

## Additional Questions

67. What steps were taken in FY18 and FY19, to date to reduce the following:

- a. Energy use;
- b. Communication costs; and
- c. Space utilization.

a. Energy use:

**Fire Alarm Pull Station: Purchase price: \$12,361.22**

In response to discussions with the Office of Risk Management (ORM), OCTFME examined the placement of Fire Alarm pull stations in the facility. After a review it was decided that three pull stations be relocated for access to staff and the general public.

**OCTFME Parking Lot Lighting: Purchase Price: \$6,420.54**

The agency has the responsibility to program three channels and a radio station, twenty four hours a day, 365 days a year. The activity requires staff and public to be on site evenings and late night. Safety is important for all who work and attend the facility. As an upgrade and compliment to the existing lighting, OCTFME added 6 LED lights to the parking lot.

68. What has the agency done in the past year to make the activities of the agency more transparent to the public? Please identify ways in which the activities of the agency and information retained by the agency could be made more transparent.

OCTFME continues to make sure that information about the agency's activities are available to the public, and that the agency remains transparent by increasing the use of its media platforms, including cable television; the internet; social media; and, most recently, our radio broadcasts. Through conscious media strategies and engagement, OCTFME consistently communicates with District residents to inform them of activities and initiatives of OCTFME and the District at large.

69. How does the agency solicit feedback from customers?

The agency primarily solicits feedback from its cable customers through calls, emails received through the "Ask the Director" section of our website, random cable service center site visits, and community engagement events including ANC meetings, town hall meetings, senior centers, advocacy group meetings, and other District wide events. We also collect customer surveys at some of the community events we attend.

70. Has the agency changed its practices as a result of such feedback?

In addressing feedback received from cable customers, beginning in FY17, the agency produced a program to address common cable billing concerns that currently airs on DCN, “Ask Marcella.” See response to Question 73(c). In FY19, OCTFME will continue to focus our efforts on educating District residents, particularly seniors, about cable services and billing issues by attending community meetings, speaking at senior centers throughout all eight wards and attending meetings with various advisory groups.

71. Please describe the services and assistance you provide to filmmakers and the film industry. Please provide a percentage breakdown of the categories of assistance provided by OCTFME.

In addition to the financial support provided through the Film Rebate Fund, OCTFME provides service and assistance to filmmakers by responding to their emails, telephone calls, and fielding walk-in inquiries. Filmmakers are typically curious about film permit requirements and procedures; where in the District they are allowed to film; finding specific locations; and parking-related matters in the District.

OCTFME assists filmmakers by finding or referring them to District locations and offering pre- and post-production resources and services needed to produce their project. This is accomplished by either providing them with the information directly or referring them to our online film resources for production assistance, locations gallery, associations and networking opportunities, and film events.

OCTFME also offers filmmakers who reside in the District the opportunity to sign up for ReelCrew, an in-house, online database of crew and production services for District businesses and residents only.

OCTFME posts casting and crew opportunities that are relevant to District residents on our website, as well as production alerts of current film production activity in the city to raise the awareness of District residents, tourists, potential producers and directors, and other interested persons.

OCTFME responds directly to walk-in inquiries, and to telephone and email inquiries within 24-hours or the next business day.

Overall, the assistance that OCTFME provides to filmmakers can be broken down into the following categories and percentages:

- Film, television, multimedia, and still photography permitting support – 35 percent;

- Support and marketing of community media events and professional organizations -30 percent;
- Location and technical assistance through online gallery (OCTFME's website and ReelScout) related to local production – 30 percent; and
- Concierge services (assistance with temporary office space, hotels, and other miscellaneous needs) – 5 percent.

72. How does OCTFME work with other District government agencies, the federal government, and the private sector to increase film production in the District?

One of the most effective ways that OCTFME has worked with municipal government and federal partners to increase film production in the District, is through the Mayor's Special Events Task Group (MSETG). OCTFME's involvement with MSETG helps OCTFME to effectively coordinate production company requests for government support services and permits which makes DC a more "film friendly" place for producers to do business. The success in attracting the blockbuster film Wonder Woman 1984 to the District was directly attributable to inter-agency coordination.

Members of the MSETG with the greatest impact on improving the filmmaking experience in the District include, but are not limited to: the District Department of Transportation; Metropolitan Police Department (MPD); Department of Consumer and Regulatory Affairs (DCRA); Department of General Services (DGS); Fire and EMS Department (FEMS); DC Commission on the Arts and Humanities (DCCAH); and federal government agencies like the National Park Service (NPS), United States Secret Service (USSS), Capitol Police, and Transportation Security Administration (TSA).

OCTFME believes that these strong working relationships with partner agencies will help to eliminate obstacles faced in the past, and increase our effectiveness at getting more film production in the District.

With respect to the private sector, OCTFME will continue its participation and professional networking through attendance at strategically selected industry events, conferences and festivals.

73. From the feedback you have received from customer surveys, please provide the following information:

- a. The number of customer surveys received;

For FY18 and FY19 to date, we received 23 customer surveys in connection with the film permitting process, and 32 surveys from cable customers in connection with community events.

- b. What the agency learned from the feedback; and

All of the surveys received from film permit applicants were “very satisfied” or “satisfied.”

The primary concern for cable customers continues to be billing and promotional rates. 60% of all surveyed felt that billing and promotional rates were concerns.

- c. What changes the agency implemented as a result of such feedback.

OCTFME secured certain senior benefits in our recent renewal franchise agreements with Comcast and RCN. **See response to Question 54.**

Also, as indicated above, we produced a show to address billing issues. This show is also slated to be broadcast on DC radio for FY18. “Ask Marcella” is designed to share information that helps District residents understand the rules and regulations regarding their Cable TV services. The show informs viewers of their options, their rights, and provides assistance to customers that seek help from the OCTFME. This show also further defines the agency’s role in helping DC residents have a better relationship with their Cable TV provider.

74. Please provide an analysis of the complaints the office has received regarding the operational aspects of the agency. Please include:

- a. A description of the most common complaints;
- b. A breakdown of the percentages of the most common complaints; and
- c. A description of the actions taken to address and reduce these common complaints.

The agency has not received any complaints in FY18 or FY19, to date, regarding its operational aspects.

75. How many shoots took place in FY18 and FY19, to date? Please provide a detailed description of the types of shoots that took place.

In FY18, there were 262 permits issued by OCTFME for media production projects. In FY18, OCTFME permitted a range of productions from feature films, documentaries, television series, specials, commercials, and web series. Projects included blockbuster films such as *Wonder Woman 1984* and network series such as *Scandal* and *This is Us*. By the end of Q1 of FY19, OCTFME issued 41 permits.

76. What was the economic impact of film and television industry activity in Washington, D.C. for FY18 and FY19, to date? Include the following information:

- a. How much revenue was generated for Washington, D.C.;

OCTFME only tracks the revenue generated from productions that are a part of the DC Film, Television and Entertainment Rebate Fund. Media production revenue generated from other projects permitted by OCTFME and additional projects permitted by federal authorities are not tracked. Of the eight (8) projects that were a part of the Rebate Fund in FY18 there was a total of \$5.5M in direct revenues generated based on total Rebate Fund awards of \$1.6M. The direct, indirect and induced DC direct spending impact was \$8.3M. The direct ROI of that activity was \$3.15 for every dollar of rebates awards issued to the Rebate Fund productions and a direct, indirect and induced ROI was \$4.73 for every dollar in rebates issued.

There are no available records for FY19 to date.

- b. How many DC residents were employed by the film and television projects undertaken in Washington, DC;

The eight (8) projects in the Rebate Fund during FY2018 generated a total of 230 District resident hires.

- c. What formula will OCTFME use to measure these economic indicators; and

The economic impact figures are calculated by an independent economic impact consulting firm, and based on their proprietary economic impact model. The data used in that model is taken from the independently audited expenditure reports submitted by the Rebate Fund awardees.

- d. Projections for the remainder of FY19 and FY20.

There are no current projections for the remainder of FY19 as OCTFME doesn't tabulate the impact figures until the end of the fiscal year.

77. What percentage of time does OCTFME devote to the following activities?

- a. Permitting;
- b. Site location;
- c. Marketing and Promotion; and
- d. Other (please describe).

The percentage of time devoted to these activities by the OCTFME Film, TV, and Entertainment Division is as follows:

- a. Permitting – 40%;
- b. Site location - 10%;
- c. Marketing and Promotion – 5%; and
- d. Other (please describe).

- Rebate Fund: 35%
- Workforce Development/CECAP: 10%

Taking into account the broader overall operations of OCTFME including cable provider regulation and television programming, among other duties, the estimated activity percentages are as follows:

- Permitting, locations/ site assistance -15%;
- Marketing and Promotion – 5%;
- Media Workforce Training and Media Education Opportunities – 5%;
- Administrative/Other – 5%;
- Programming and Production – 30%;
- Regulatory and Customer Service Support – 25%; and
- Film Rebate Administration – 15%.

78. What industry infrastructure improvements is OCTFME working on this year and how do these infrastructure improvements increase workforce development in the District?

OCTFME will be further expanding the technical infrastructure in its Studio A production facility and building out the technical infrastructure in its Studio B production facility. These technical and equipment upgrades include: the Tech Core expansion, studio infrastructure improvements and a Video Wall installation.

These infrastructure improvements as well as prior improvements to the overall Tech Core of OCTFME's broadcast operations will provide a fertile environment for valuable training of those who desire to pursue careers in content production, broadcast media and engineering. Specifically, through our IATSE Local 22 DC Resident Training Program, participants can receive training in our production environment that will enhance their skillsets in production lighting and event audio installation and make them competitive with workers in the top concert venues and production facilities throughout the District. Participants in our CECAP program can also receive production and media broadcast training in an upgraded environment that will better position them for employment opportunities in the private sector.

79. Please discuss plans for developing educational programs to train District students and residents in film and television production and related fields.

OCTFME proactively supports youth training development. Not only does OCTFME support and sponsor community-based media education programs through its community sponsorship program, OCTFME also hosts occasional media training classes and

workshops for District youth as well as scheduled student tours of our production and broadcast facilities.

In addition to our direct agency internships, OCTFME's CECAP program, the training program with IATSE Local 22, and OCTFME's participation in the Marion Barry Summer Youth Employment Program provides further training opportunities for District students and residents in the media production space. Through our DKN network, OCTFME has distributed Go-pro cameras to the schools and assists with their use in providing our play-by-play coverage of DCPS sporting events and highlights focused on student athletes. In FY19, we plan to develop and train student co-hosts for our DKN sports coverage and segments.

80. During the performance oversight season last year, the Committee asked for the agency's plan to reduce the hurdles that producers experience to obtain film permits in the District. The agency listed some of its collaborative efforts with sister agencies (such as DGS and MPD) and the federal agencies in addressing this issue.

- a. What are some of the outcomes the agency has observed since it began these collaborative efforts with other agencies? Please be specific in your response.
- b. Has the agency adopted new ways since the last performance oversight season to address this issue?

Although there are challenges presented to production companies filming in the District due to federal authority over some District locations and security concerns, OCTFME had taken great leaps to improve the ease of filming in the District. The fact that the District attracted a major production in 2018, *Wonder Woman 1984*, speaks to the success of these collaborative efforts. In addition, OCTFME worked with the DC Housing Authority to identify and facilitate the use of certain building space in the filming of the George Pelecanos film, *DC Noir*.

OCTFME continues to work closely with our federal and district agency partners to continue to streamline this process and has devoted additional efforts toward coordination with the members of the Mayors Special Events Task Group (MSETG) to further improve ease of filming.

81. Please provide the process for obtaining a film permit issued by OCTFME.

OCTFME has an online process (at [entertainment.dc.gov](http://entertainment.dc.gov)) which requires applicants to describe elements of their shoot, including providing a time-line; the nature of filming; whether there will be mock weapons or explosives; and if animals are involved. We now use the content management database Salesforce to process permit applications. Upon receiving a completed application, we input the locations, dates, and times into the citywide public space system (TOPS) which shows any potential conflicting roadwork, construction, parade, etc. If there are no conflicts, and in coordination with other District



agencies, when applicable, we send an invoice based on our established fees. After payment is received, we issue the permit via email.

Producers and filmmakers interested in filming in the District and learning more about the permitting process can go to the film permit page on the OCTFME website:

<https://entertainment.dc.gov/page/film-permits>

82. What are your plans to enhance engagement with the local film/TV community and to continue to attract both independent films as well as major picture productions?

OCTFME is proud to report that over the last 3 years of the DC Film, Television, and Entertainment Rebate Fund Program, out of a total of 32 projects that received production support rebates, 12 of the projects came from local production companies. OCTFME is committed to leveraging its program resources to support local companies in addition to attracting out of state companies that bring added economic impact to the District.

OCTFME has also established great relationships with local media professional organizations like Women in Film and Video (WIFV); the Television, Internet, and Video Association (TIVA); and others to help offer networking and resource access that will help advance and sustain the local creative economy.

Additionally, OCTFME is actively working with local production crew professionals and locally based production support vendors to highlight their talents and offerings and communicate to the film and TV production community that DC is “open for business.” OCTFME highlights that not only does DC have great locations it also has a vibrant media professional and crew community and a growing community of media support vendors.

OCTFME will also be working with DSLBD to identify and create a directory of local businesses that could offer media support services for the industry and then market that list to incoming productions.

OCTFME will also engage local unions, media professionals, and District-based media business and non-profits for their input on how the District can leverage its existing media industry ecosystem to attract even more revenue-producing and job creation activity.

83. Hollywood continues to indicate that one of the District’s limitations is the need for a sizable “state of the art” soundstage. Please provide an update of the plan the agency has developed for assessing the feasibility of building a soundstage and a timeline for doing so?

OCTFME recognizes that having soundstage inventory in the District would provide additional support for media production in the city. The agency is still in the process of considering various options. Despite the non-existence of an active state of the art soundstage in the District, OCTFME has used its relationships and knowledge of available warehouse space in the District to accommodate several films that needed soundstage equivalent space to film. A recent project that utilized non-soundstage warehouse capacity here in the District was the George Pelecanos independent film, *DC Noir*.

84. Our neighboring jurisdictions, the state film commissions of Maryland and Virginia, continue to increase their film incentive funds. Please discuss OCTFME's plan for competing with these jurisdictions?

OCTFME is proud to report that DC is becoming fully competitive with our regional neighbors. The fact that OCTFME was able to recruit and attract a major production like *Wonder Woman 1984* in FY18, a production that previously would not likely have been filmed in the District, is a testament to our aggressive and successful marketing efforts implemented in recent years. OCTFME plans to continue those successful efforts and continue to pro-actively promote the District and the Rebate Fund to the industry both through professional networking and by attending strategically selected industry events, conferences and festivals.

Regarding the issue of our regional neighbors having "higher incentive funding" it is OCTFME's position that our funding has been sufficient to get the District a "seat at the table", and has allowed us to attract larger and more impactful projects to the District.

85. Please provide a description and explanation of the Rebate Fund and the qualifications required to receive a Production Rebate and an Infrastructure Rebate.
- a. How much funding was used for the Rebate Fund for FY18 and FY19, to date?
  - b. How many productions have applied to the Rebate Fund for FY17 and FY18, to date?

Below please find a summary of the rebate fund and the qualifications to apply. More detailed information can also be found on the Incentive Page of the OCTFME website: <https://entertainment.dc.gov/page/production-incentives>

**The District of Columbia Film, Television and Entertainment Rebate Fund ("Rebate Fund")** is administered by OCTFME subject to the District of Columbia Film Television and Entertainment Fund Act of 201

5 (D.C. Law 2-1204.11, *et. seq.*). The goal of the Rebate Fund is to encourage the use of the District of Columbia as a production location for film, television, interactive, and digital video content; support the development of media industry infrastructure projects; and incentivize the hiring of District residents as cast and crew.

Subject to the availability of funds, the Rebate Fund may provide to an eligible production company for the production of movies, television shows, or other video productions in the District, an incentive rebate of:

- (1) Up to 35% of the company's qualified production expenditures that are subject to taxation in the District;
- (2) Up to 21% of the company's qualified production expenditures spent in the District of Columbia with District of Columbia registered vendors, cast, or crew; but not subject to taxation in the District;
- (3) Up to 30% of the company's qualified personnel expenditures that are subject to taxation in the District (resident cast and crew);
- (4) Up to 10% of the company's qualified personnel expenditures that are not subject to taxation in the District (non-resident cast and crew);
- (5) Up to 50% of the company's qualified job training expenditures; and
- (6) Up to 25% of the company's base infrastructure investment; provided the facility is primarily used for business functions related to media production or postproduction activity.

To qualify, an approved applicant must: (i) spend at least \$250,000 in the District of Columbia on qualified expenditures, (ii) file an application and enter into a rebate agreement with OCTFME, and (iii) not be delinquent in any tax obligation owed to the District of Columbia.

Factors considered when evaluating an application include the production's potential to:

- Create jobs, job training opportunities, and apprenticeships for District residents including District youth;
- Offer contracting and procurement opportunities for District businesses (certified business enterprises);
- Promote the District as a tourist destination;
- Encourage economic development and neighborhood revitalization; and
- Attract private investment for the production of qualified productions or infrastructure investments.

a. How much funding was used for the Rebate Fund for FY18 and FY19, to date?

OCTFME assigned \$1.6M in rebates to FY18 Rebate Fund Projects. There have been no funds issued to Rebate Fund awardees in FY19. Rebate awards are not issued until the production is completed and the producers submit an independently audited expense report. Those figures are reconciled at the end of the fiscal year.

b. How many productions have applied to the Rebate Fund for FY18 and FY19, to date?

FY18 Total Applications: 14

FY19 to date (as of 1/16/19) Applications: 10

86. Please provide a description and explanation of the Filmmaker of the Month initiative and the funding used for the program for FY18 and FY19, date.

The “Filmmaker of the Month” initiative is a vehicle for highlighting the talents and creative contributions of filmmakers in the District of Columbia. The Filmmaker of the Month initiative is part of OCTFME’s mission to elevate the national and international profile of the District’s talented filmmakers. In FY18 OCTFME utilized cross functional collaboration and launched radio interviews of the Filmmaker of the Month on DC Radio.

More information about Filmmaker of the Month can be found on OCTFME’s Filmmaker of the Month Page: <https://entertainment.dc.gov/page/filmmaker-month>

The “Location of the Month” initiative is part of the agency’s mission to market and support District locales as media production locations, and to bring attention to the wide range of cinematically compelling locations that are available as locations for film and television productions.

More information about Location of the Month can be found on OCTFME’s Location of the Month Page: <https://entertainment.dc.gov/page/location-months>

Both of the initiatives are supported by OCTFME administrative support funding assigned to the Film Division.

87. Please provide a description and explanation of the 202Creates program and the funding used for the program for FY18 and FY19, date.

Mayor Muriel Bowser launched 202Creates in September 2016 to amplify and celebrate DC’s creative culture. Through an array of events and opportunities, 202Creates has consistently showcased the diversity of the artists, makers, and entrepreneurs who contribute to the District’s thriving creative industries in all 8 Wards. What started as a monthly celebration has turned into a fast growing movement with no intention of slowing down. 202Creates does three important things:

- 1) It promotes and amplifies the District’s Creative Economy and creative residents through digital media marketing, content creation, and original television programming;

2) It connects District residents with government resources, educational opportunities, and space to support their creative work and grow their creative businesses; and

3) It builds an interdisciplinary community by connecting creative District residents with each other through events and networking activities.

In FY18, 202Creates has:

1) Supported over 3,401 events and generated over 63.3 million hashtag impressions.

2) Held 100 educational and skill building sessions, attended by 696 local creatives.

3) Launched the 202Creates Residency Program, the 202Creates Podcast Studio, and the 202Creates Photo Studio.

4) Saved creatives an estimated \$1,291,440 million dollars by providing creative residents much needed space, educational, and skill building opportunities at no cost.

**202Creates is supported by OCTFME administrative support funding assigned to the Operations Division.**

88. The DC Cultural Plan is intended to strengthen arts, humanities, culture, and heritage in neighborhoods across the city by increasing cultural participation, supporting artists and talent development, stimulating cultural production and informing decision-making. This effort was launched in July 2016 and is anticipated to be completed in the spring of 2018. Please provide an update on the status of the plan, as well as the anticipated timeline for completion.

The Office of Planning led the DC Cultural Plan planning process in coordination with CAH and OCTFME. Throughout the planning process, more than 1,500 community members and cultural stakeholders provided input for a robust foundation. The Mayor released a draft Plan in January 2018 for public review. OP received more than 600 comments on the draft Plan, which it carefully assessed and used as a guide to significantly revise and refine the draft. The revised Plan is currently in the final approval process.

**SCHEDULE A**  
**Office of Cable Television, Film, Music and Entertainment**  
**As Of Date: 1/8/2019**

Posn Nbr	Title	Hire Date	Vac Stat	Grade	Step	Salary	Fringe	Total Comp	Index	PCA	Fund Code	Prgm Code	F/P Time	Reg/Term	FTE
00085290	Administrative Officer	11/5/2001	F	13	7	\$101,523.00	\$23,350.29	\$124,873.29	1000L	AMP20	0100	1020	F	Reg	1
	<b>Subtotal Local Program 1020</b>					<b>\$101,523.00</b>	<b>\$23,350.29</b>	<b>\$124,873.29</b>							<b>1</b>
00041839	General Counsel	10/19/2015	F	2	0	\$145,014.32	\$33,353.29	\$178,367.61	1000L	AMP60	0100	1060	F	Reg	1
00041840	Deputy General Counsel	8/7/2017	F	1	0	\$117,175.56	\$26,950.38	\$144,125.94	1000L	AMP60	0100	1060	F	Reg	1
00088661	Legislation and Policy Special	12/17/2018	F	12	4	\$80,785.00	\$18,580.55	\$99,365.55	1000L	AMP60	0100	1060	F	Temp	1
	<b>Subtotal Local Program 1060</b>					<b>\$342,974.88</b>	<b>\$78,884.22</b>	<b>\$421,859.10</b>							<b>3</b>
00048866	Director	1/2/2015	F	E2	0	\$179,447.63	\$41,272.95	\$220,720.58	1000L	AMP90	0100	1090	F	Reg	1
00083140	Associate Director, Film Divis	10/12/2010	F	13	0	\$114,704.51	\$26,382.04	\$141,086.55	1000L	AMP90	0100	1090	F	Reg	1
	<b>Subtotal Local Program 1090</b>					<b>\$294,152.14</b>	<b>\$67,654.99</b>	<b>\$361,807.13</b>							<b>2</b>
00044769	Program Support Assistant (OA)	10/3/2016	F	7	7	\$49,595.00	\$11,406.85	\$61,001.85	1000O	AMP20	0600	1020	F	Reg	1
00088654	Human Resources Specialist	4/18/2016	F	12	10	\$94,543.00	\$21,744.89	\$116,287.89	1000O	AMP20	0600	1020	F	Reg	1
	<b>Subtotal SPR Program 1020</b>					<b>\$144,138.00</b>	<b>\$33,151.74</b>	<b>\$177,289.74</b>							<b>2</b>
00082017	FINANCIAL ANALYST	9/23/2013	F	13	3	\$72,485.60	\$16,671.69	\$89,157.29	1000O	AMP50	0600	1050	P	Reg	0.5
	<b>Subtotal SPR Program 1050</b>					<b>\$72,485.60</b>	<b>\$16,671.69</b>	<b>\$89,157.29</b>							<b>0.5</b>
00044589	Public Affairs Specialist	3/20/2017	F	12	5	\$83,078.00	\$19,107.94	\$102,185.94	1000O	AMP85	0600	1085	F	Term	1
00085809	Program Analyst	7/10/2017	F	11	10	\$77,007.00	\$17,711.61	\$94,718.61	1000O	AMP85	0600	1085	F	Reg	1
	<b>Subtotal SPR Program 1085</b>					<b>\$160,085.00</b>	<b>\$36,819.55</b>	<b>\$196,904.55</b>							<b>2</b>
00036267	Special Assistant	7/6/2015	F	7	0	\$84,048.00	\$19,331.04	\$103,379.04	1000O	AMP90	0600	1090	F	Reg	1
00041983	Executive Assistant	7/10/2017	F	12	5	\$83,078.00	\$19,107.94	\$102,185.94	1000O	AMP90	0600	1090	F	Reg	1
00043306	Special Assistant	10/22/2012	F	8	0	\$102,541.50	\$23,584.55	\$126,126.05	1000O	AMP90	0600	1090	F	Reg	1
00044476	Creative Economy Specialist	10/3/2016	F	13	10	\$109,710.00	\$25,233.30	\$134,943.30	1000O	AMP90	0600	1090	F	Reg	1
00044768	Events Program Coordinator	9/6/2016	F	11	5	\$67,407.00	\$15,503.61	\$82,910.61	1000O	AMP90	0600	1090	F	Reg	1
00051480	Director of Operations	8/17/2015	F	15	0	\$127,840.68	\$29,403.36	\$157,244.04	1000O	AMP90	0600	1090	F	Reg	1
	<b>Subtotal SPR Program 1085</b>					<b>\$574,625.18</b>	<b>\$132,163.79</b>	<b>\$706,788.97</b>							<b>6</b>
00000291	AUDIOVISUAL PRODUCTION SPECIAL	4/1/1999	F	12	10	\$102,268.00	\$23,521.64	\$125,789.64	2000O	20010	0600	2010	F	Reg	1
00000727	CABLE TELEVISION INSPECTOR	9/9/2002	F	13	10	\$118,670.00	\$27,294.10	\$145,964.10	2000O	20010	0600	2010	F	Reg	1
00001115	CONSUMER SRVS OFFICER	4/27/1999	F	14	10	\$140,230.00	\$32,252.90	\$172,482.90	2000O	20010	0600	2010	F	Reg	1
00008600	VIDEOGRAPHER PROGRAMMING	4/1/1999	F	13	10	\$118,670.00	\$27,294.10	\$145,964.10	2000O	20010	0600	2010	F	Reg	1
00012476	VIDEOGRAPHER	3/6/2006	F	13	8	\$112,764.00	\$25,935.72	\$138,699.72	2000O	20010	0600	2010	F	Reg	1
00019192	VIDEOGRAPHER - PROGRAMMING	4/1/1999	F	12	9	\$99,786.00	\$22,950.78	\$122,736.78	2000O	20010	0600	2010	F	Reg	1
00038807	EDITING SYSTEMS SPEC	2/6/2006	F	13	10	\$118,670.00	\$27,294.10	\$145,964.10	2000O	20010	0600	2010	F	Reg	1
00044398	Director Television Programing	2/12/1996	F	15	0	\$126,396.65	\$29,071.23	\$155,467.88	2000O	20010	0600	2010	F	Reg	1
00044441	Supervisory Producer	8/28/2000	F	13	0	\$119,216.75	\$27,419.85	\$146,636.60	2000O	20010	0600	2010	F	Reg	1
00044467	Supv Audiovisual Prod Spec	2/4/1996	F	14	0	\$109,412.98	\$25,164.99	\$134,577.97	2000O	20010	0600	2010	F	Reg	1
00044468	Supv Editor (Television)	4/15/2002	F	13	0	\$113,028.95	\$25,996.66	\$139,025.61	2000O	20010	0600	2010	F	Reg	1
00044591	Program Support Assistant (OA)	1/9/2017	F	7	6	\$48,169.00	\$11,078.87	\$59,247.87	2000O	20010	0600	2010	F	Reg	1
00044780	Producer	12/29/2014	F	9	6	\$62,185.00	\$14,302.55	\$76,487.55	2000O	20010	0600	2010	F	Reg	1
00044792	Videographer	4/1/2002	F	12	8	\$97,304.00	\$22,379.92	\$119,683.92	2000O	20010	0600	2010	F	Reg	1
00044796	Editor (Television)	11/26/2007	F	12	7	\$94,822.00	\$21,809.06	\$116,631.06	2000O	20010	0600	2010	F	Reg	1

<b>SCHEDULE A</b> <b>Office of Cable Television, Film, Music and Entertainment</b> <b>As Of Date: 1/8/2019</b>															
Posn Nbr	Title	Hire Date	Vac Stat	Grade	Step	Salary	Fringe	Total Comp	Index	PCA	Fund Code	Prgm Code	F/P Time	Reg/Temp Term	FTE
00044797	Editor (Television)	5/1/2017	F	12	10	\$102,268.00	\$23,521.64	\$125,789.64	20000	20010	0600	2010	F	Reg	1
00044798	Producer	2/4/2002	F	12	10	\$102,268.00	\$23,521.64	\$125,789.64	20000	20010	0600	2010	F	Reg	1
00044799	Producer	3/28/2005	F	12	10	\$102,268.00	\$23,521.64	\$125,789.64	20000	20010	0600	2010	F	Reg	1
00044802	Audiovisual Production Spec	3/7/2005	F	11	8	\$79,135.00	\$18,201.05	\$97,336.05	20000	20010	0600	2010	F	Reg	1
00046433	Events Program Specialist	12/3/2018	F	3	0	\$52,166.41	\$11,998.27	\$64,164.68	20000	20010	0600	2010	F	Reg	1
00046730	VISUAL INFO SPECIALIST-Graphic	8/11/2014	F	12	5	\$89,858.00	\$20,667.34	\$110,525.34	20000	20010	0600	2010	F	Reg	1
00046826	Audiovisual Production Spec	10/29/2007	F	9	3	\$57,046.00	\$13,120.58	\$70,166.58	20000	20010	0600	2010	F	Reg	1
00046827	Audiovisual Production Spec	3/16/2008	F	9	10	\$69,037.00	\$15,878.51	\$84,915.51	20000	20010	0600	2010	F	Reg	1
00047010	Audiovisual Production Spec	11/14/2016	F	9	7	\$63,898.00	\$14,696.54	\$78,594.54	20000	20010	0600	2010	F	Reg	1
00051174	Producer	2/6/2017	F	9	10	\$39,896.88	\$9,176.28	\$49,073.16	20000	20010	0600	2010	P	Term	0.5
00077474	Audiovisual Production Spec	10/31/2016	F	9	10	\$69,037.00	\$15,878.51	\$84,915.51	20000	20010	0600	2010	F	Reg	1
00083528	Producer	2/5/2018	F	9	4	\$33,953.12	\$7,809.22	\$41,762.34	20000	20010	0600	2010	P	Reg	0.5
00083528	Producer		V	9	4	\$33,953.12	\$7,809.22	\$41,762.34	20000	20010	0600	2010	P	Reg	0.5
00086083	Editor (Television)	3/16/2008	F	12	5	\$89,858.00	\$20,667.34	\$110,525.34	20000	20010	0600	2010	F	Reg	1
00092225	Program Support Specialist	1/6/1997	F	11	10	\$83,287.00	\$19,156.01	\$102,443.01	20000	20010	0600	2010	F	Reg	1
00094715	Supervisory Producer	3/10/2008	F	13	0	\$91,045.00	\$20,940.35	\$111,985.35	20000	20010	0600	2010	F	Reg	1
00094722	Broadcast Specialist (Radio)	10/3/2016	F	12	1	\$73,906.00	\$16,998.38	\$90,904.38	20000	20010	0600	2010	F	Reg	1
00094723	Supervisory Production Manager	7/1/2002	F	14	0	\$114,303.35	\$26,289.77	\$140,593.12	20000	20010	0600	2010	F	Reg	1
<b>Subtotal SPR Program 1085</b>						<b>\$2,928,777.21</b>	<b>\$673,618.76</b>	<b>\$3,602,395.97</b>							<b>31.5</b>
00005389	Associate Director, Television	9/19/2016	F	7	0	\$102,801.21	\$23,644.28	\$126,445.49	3000F	30020	0600	3020	F	Reg	1
00083220	Public Affairs Specialist	5/16/2018	F	12	4	\$80,785.00	\$18,580.55	\$99,365.55	3000F	30020	0600	3020	F	Reg	1
00085214	Public Space Coordinator	12/17/2018	F	12	4	\$80,785.00	\$18,580.55	\$99,365.55	3000F	30020	0600	3020	F	Reg	1
<b>Subtotal SPR Program 1085</b>						<b>\$264,371.21</b>	<b>\$60,805.38</b>	<b>\$325,176.59</b>							<b>3</b>
						<b>\$4,883,132.22</b>	<b>\$1,123,120.41</b>	<b>\$6,006,252.63</b>							<b>51</b>

**Office of Cable Television, Film, Music and Entertainment (CI0)**

**FY 2017 Intra-Districts- Special Purpose Revenue - 0600**

**FY 2017 Intra-Districts- CI0 as the Buyer**

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	Original Advance Amount	Amount Expended in FY 2017	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
AM0	Department of	Contract security guard			\$741.92	\$741.92	MOU Executed	MOU Executed	8/28/2017	9/14/2017
AM0	DGS-Department of General Services	DGS-Energy	1000	1030	\$304,644.00	\$285,324.51	Fixed Cost No MOU	N/A	N/A	N/A
AM0	DGS-Department of General Services	DGS-Security	1000	1030	\$159,081.00	\$150,241.78	Fixed Cost No MOU	N/A	N/A	N/A
AM0	DGS-Department of General Services	DGS- Occupancy	1000	1030	\$540,000.00	\$491,210.78	Fixed Cost No MOU	N/A	N/A	N/A
AT0	OCFO	MOU with OCFO for Financial Services	1000	1050	\$150,000.00	\$150,000.00	MOU Executed	MOU Executed	MOU Executed	MOU Executed
EB0	DMPED- Deputy Mayor for Planning and Economic Development	DMPED Economic Impact Study A technical and financial and labor market analysis of the OCTFME Film projects.	2000	2030	\$8,000.00	\$8,931.78	MOU Executed	9/30/2017	9/30/2017	9/30/2017
KT0	DPW-Department of Public Works	DPW- Fleet	1000	1070	\$37,058.01	\$33,202.04	Fixed Cost No MOU	N/A	N/A	N/A
PX0	OCP- Office of Contracting and Procurement	Pcard (multiple advances)	Multiples	Multiples	\$413,208.90	\$413,208.90	No MOU	N/A	N/A	N/A
TO0	OCTO	OCTO- Telecom Services	1000	1040	\$236,248.10	\$164,616.52	Fixed Cost No MOU	N/A	N/A	N/A
TO0	OCTO-	IT Assessment	1000	1040	\$85,965.01	\$62,756.27	Fixed Cost No MOU	N/A	N/A	N/A
TO0	OCTO- Office of Chief Technology	Dedicated IT Staff - FTE	1000	1030	\$21,736.61	\$21,736.61	Electronic MOU Executed	7/14/2017	7/7/2017	7/14/2017
<b>Total</b>					<b>\$1,956,683.55</b>	<b>\$1,781,971.11</b>				
		<u>Operating</u>								
	Public Access Corporation of DC	Creative Economy Career Access Program (CECAP) to establish on-the-job training for underserved DC residents			\$14,775.00	\$14,775.00	MOU Executed	9/1/2017	9/6/2017	9/30/2017



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# Office of Cable Television, Film, Music and Entertainment (C10)

## FY 2018 Intra-Districts- Special Purpose Revenue - 0600

### FY 2018 Intra-Districts- C10 as the Buyer

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	Original Advance Amount	Amount Expended & Committed in 2018	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
AM0	DGS-Department of General Services	Phase 2 OCTFME Headquarters Project	Capital	Capital	\$1,000,000.00	\$1,000,000.00	MOU Executed	8/16/2018	7/11/2018	9/30/2018
AM0	DGS-Department of General Services	DGS-Energy Services	1000	1030	\$267,584.00	\$266,140.61	Fixed Cost No MOU	N/A	N/A	N/A
AM0	DGS-Department of General Services	DGS-Security Services	1000	1030	\$179,303.00	\$178,718.33	Fixed Cost No MOU	N/A	N/A	N/A
AM0	DGS-Department of General Services	DGS- Occupancy Fixed Costs	1000	1030	\$685,046.00	\$661,302.05	Fixed Cost No MOU	N/A	N/A	N/A
AS0	OCTO-OFRM	OCTO-Telecom -Telepho	1000	1040	\$117,900.00	\$121,055.56	Fixed Cost No MOU	N/A	N/A	
AS0	OFRM-Office of Finance & Resource Management	OFRM- Telecom Advance Collections- Telephones	1000	1040	\$71,991.84	\$8,335.17	Fixed Cost No MOU	N/A	N/A	N/A
AT0	OCFO- Office of the Chief Financial Officer	MOU with OCFO for Financial Services	1000	1050	\$150,000.00	\$150,000.00	MOU Executed	10/1/2017	11/1/2017 & 10/3/2017	1/17/2018
AT0	OCFO- Office of the Chief Financial Officer	Merchant Services	3000	3010	\$3,341.98	\$0.00	MOU Executed	10/1/2017	5/4/2018	N/A
BE0	DCHR	Executive-level learning & development	2000	2010	\$12,500.00	\$12,500.00	MOU Executed	10/1/2017	1/17/2018	3/28/2018
CF0	DOES- Department of Employment Services	MOU with DOES for Creative Economy Career Access Program (CECAP)	2000	2010	\$124,942.88	\$124,942.88	MOU Executed	12/12/2017	10/24/2017 & 11/17/2017	12/12/2017
JR0	ODR - Office of Disability Rights	Sign Language Interpreter Services	2000	2010	\$1,040.00	\$1,040.00	No MOU	N/A	N/A	9/30/2018
JR0	ODR - Office of Disability Rights	Sign Language Interpreter Services	2000	2010	\$2,800.00	\$2,800.00	No MOU	N/A	N/A	8/31/2018
KT0	DPW-Department of Public Works	DPW- Fleet Services	1000	1070	\$100,000.00	\$0.00	Fixed Cost No MOU	N/A	N/A	N/A

**FY 2018 Intra-Districts- Special Purpose Revenue - 0600**

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	Original Advance Amount	Amount Expended & Committed in 2018	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
PX0	OCP- Office of Contracting and Procurement	Pcard	Multiple	Multiple	\$110,000.00	\$240,354.38	No MOU	N/A	N/A	N/A
TO0	OCTO- Office of Chief Technology	IT Assessment- IT Server	1000	1040	\$90,891.60	\$78,154.05	Fixed Cost No MOU	N/A	N/A	N/A
TO0	OCTO- Office of Chief Technology	Dedicated IT Staff - FTE	2000	2010	\$69,927.96	\$69,927.96	Electronic MOU Executed	12/7/2017	2/21/2018	2/22/2018
TO0	OCTO- Office of Chief Technology	Microsoft Office 365 Subs	1000	1040	\$5,000.00	\$5,359.41	MOU Executed	12/5/2017	11/16/2017 & 11/15/2017	11/16/2017 & 11/15/2017
<b>Total</b>					<b>\$2,992,269.26</b>	<b>\$2,920,630.40</b>				

[illegible]

## Office of Cable Television, Film, Music and Entertainment (CI0)

FY 2018 Intra-Districts- Special Purpose Revenue - 0600

**FY 2018 Intra-Districts- CIO as the Buyer**

[illegible]

**Office of Cable Television, Film, Music and Entertainment (CI0)**

**FY 2019 Intra-Districts- Special Purpose Revenue - 0600**

*Note: Highlighted items are pending advancement of funds*

**FY 2019 Intra-Districts- CI0 as the Buyer**

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	Original Advance Amount	Amount Expended & Committed in 2019	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
AM0	DGS-Department of General Services	DGS- Occupancy Fixed Costs	1000	1030	\$600,000.00	TBD	Fixed Cost No MOU	N/A	N/A	11/21/2018
AM0	DGS-Department of General Services	DGS-Energy Services	1000	1030	\$209,402.27	TBD	Fixed Cost No MOU	N/A	N/A	11/28/2018
AM0	DGS-Department of General Services	DGS-Energy Services	1000	1030	\$22,915.23	TBD	Fixed Cost No MOU	N/A	N/A	11/28/2018
AM0	DGS-Department of General Services	DGS-Energy Services	1000	1030	\$7,967.37	TBD	Fixed Cost No MOU	N/A	N/A	11/21/2018
AM0	DGS-Department of General Services	DGS-Energy Services	1000	1030	\$5,106.25	TBD	Fixed Cost No MOU	N/A	N/A	11/27/2018
AM0	DGS-Department of General Services	DGS-Energy Services	1000	1030	\$28,155.23	TBD	Fixed Cost No MOU	N/A	N/A	11/27/2018
AM0	DGS-Department of General Services	DGS-Security Services	1000	1030	\$222,150.00	TBD	Fixed Cost No MOU	N/A	N/A	11/21/2018
AS0	OFRM-Office of Finance & Resource Management	OFRM- Telecom Advance Collections- Telephones	1000	1040	\$60,460.25	TBD	Fixed Cost No MOU	N/A	N/A	10/1/2018
AT0	OCFO- Office of the Chief Financial Officer	MOU with OCFO for Financial Services	1000	1050	\$150,000.00	TBD	Pending	10/1/2018	10/3/2018	TBD
BA0	Office of the Secretary and Office of the City Administrator	MOU with CA for records management and archives	1000	1040	\$22,743.00	TBD	MOU Executed	10/1/2018	10/17/2018	TBD
CF0	DOES- Department of Employment Services	MOU with DOES for Creative Economy Career Access Program (CECAP)	2000	2010	\$184,279.20	TBD	MOU Executed	10/1/2017	10/22/2018 & 11/30/2018	TBD
JR0	ODR - Office of Disability Rights	Sign Language Interpreter Services	2000	2010	\$7,680.00	TBD	Notice of Multi-agency MOU	10/1/2018	12/17/2018	TBD

# Office of Cable Television, Film, Music and Entertainment (CI0)

## FY 2019 Intra-Districts- Special Purpose Revenue - 0600

*Note: Highlighted items are pending advancement of funds*

### FY 2019 Intra-Districts- CI0 as the Buyer

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	Original Advance Amount	Amount Expended & Committed in 2019	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
PX0	OCP- Office of Contracting and Procurement	Pcard	Multiple	Multiple	\$210,000.00	\$68,192.92	No MOU	N/A	N/A	10/1/2018
TO0	OCTO- Office of Chief Technology	IT Telecomms	1000	1040	\$99,733.06	TBD	Fixed Cost No MOU	N/A	N/A	10/1/2018
TO0	OCTO- Office of Chief Technology	FY19 Web Maint ITA Collection	1000	1040	\$24,884.20	TBD	Fixed Cost No MOU	N/A	N/A	10/5/2018
TO0	OCTO- Office of Chief Technology	FY19 Appl ITA Collection	1000	1040	\$19,461.81	TBD	Fixed Cost No MOU	N/A	N/A	10/5/2018
TO0	OCTO- Office of Chief Technology	FY19 OCTO HELPS ITA Collection	1000	1040	\$14,380.40	TBD	Fixed Cost No MOU	N/A	N/A	10/5/2018
TO0	OCTO- Office of Chief Technology	IT Assessment	1000	1040	\$14,050.68	TBD	Fixed Cost No MOU	N/A	N/A	10/5/2018
TO0	OCTO- Office of Chief Technology	IT Assessment	1000	1040	\$6,342.54	TBD	Fixed Cost No MOU	N/A	N/A	10/5/2018
TO0	OCTO- Office of Chief Technology	FY19 PASS ITA Collection	1000	1040	\$2,764.39	TBD	Fixed Cost No MOU	N/A	N/A	10/5/2018
TO0	OCTO- Office of Chief Technology	FY19 CDW ITA Collection	1000	1040	\$2,500.00	TBD	Fixed Cost No MOU	N/A	N/A	10/5/2018
TO0	OCTO- Office of Chief Technology	Dedicated IT Staff - FTE	2000	2010	<b>\$69,927.96</b>	TBD	Electronic MOU TBD	TBD	TBD	TBD
<b>Total</b>					<b>\$1,984,903.84</b>	<b>\$68,192.92</b>				

## Office of Cable Television, Film, Music and Entertainment (CI0)

<b>FY 2019 Intra-Districts- Special Purpose Revenue - 0600</b>	
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**Note: Highlighted items are pending advancement of funds**

**FY 2019 Intra-Districts- CI0 as the Buyer**

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	Original Advance Amount	Amount Expended & Committed in 2019	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
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**FY 2019 Intra-Districts CI0 as the Seller (NONE YTD)**

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	Original Advance Amount	Amount Expended & Committed in 2019	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
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[illegible]

## Question #8

<u>OCTFME FRANCHISE FEES SPECIAL PURPOSE REVENUE (FY2018 - FY2019)</u>		
Revenue Source	Cable Franchise/PEG fees/Production support	
Revenue Code for collecting revenue	DC Law 43-143; DC Law 4-193; DC Official code 42-2601	
Authority to carry forward/status of availability	DC Law 43-1807.01, DC Law 4-193	
Source of Funding	Franchise fees from authorized cable providers - Comcast, RCN and Verizon. Also production sales for studio rental, production assistance and sales of tapings and film production permits.	
Program description	Franchise fees contracted with authorized providers, revenue is posted as received. Production sales based on contracts as needed for space, production assistance and tapings.	
FY 2018 (As of 9/30/18)		
Budget and Revenue		
Final budget	13,196,973.30	
Total Expenditures	13,189,378.94	
Total Revenue collection	11,711,425.11	
Actual Expenditures		
0011 - REGULAR PAY - CONT FULL TIME	2,769,320.20	
0012 - REGULAR PAY - OTHER	1,189,052.28	
0013 - ADDITIONAL GROSS PAY	15,450.57	
0014 - FRINGE BENEFITS - CURR PERSONNEL	882,720.21	
0015 - OVERTIME PAY	206,059.50	
0020 - SUPPLIES AND MATERIALS	62,282.94	
0030 - ENERGY, COMM. AND BLDG RENTALS	268,972.50	
0031 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC	191,196.98	
0034 - SECURITY SERVICES	178,718.33	
0035 - OCCUPANCY FIXED COSTS	661,302.05	
0040 - OTHER SERVICES AND CHARGES	2,330,858.08	
0041 - CONTRACTUAL SERVICES - OTHER	771,023.70	
0050 - SUBSIDIES AND TRANSFERS	1,042,047.43	
0070 - EQUIPMENT & EQUIPMENT RENTAL	2,620,374.17	
<u>Total Expenditures</u>	<u>13,189,378.94</u>	0.00
FY 2019 (As of 12/11/2018)		
Budget and Revenue		
Budget	12,988,012.24	
YTD Expenditures & commitments	4,048,615.20	
YTD Revenue collection	0.00	
YTD Expenditures and Commitments		Available Balance
0011 - REGULAR PAY - CONT FULL TIME	420,112.43	2,525,235.76
0012 - REGULAR PAY - OTHER	175,831.67	896,940.68
0013 - ADDITIONAL GROSS PAY	1,426.14	(1,426.14)
0014 - FRINGE BENEFITS - CURR PERSONNEL	131,924.50	835,311.10
0015 - OVERTIME PAY	25,079.40	224,920.60
0020 - SUPPLIES AND MATERIALS	70,000.00	10,000.00
0030 - ENERGY, COMM. AND BLDG RENTALS	273,546.35	0.00
0031 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC	191,873.31	(31,680.00)
0034 - SECURITY SERVICES	222,150.00	0.00
0035 - OCCUPANCY FIXED COSTS	600,000.00	0.00
0040 - OTHER SERVICES AND CHARGES	823,608.90	660,721.51
0041 - CONTRACTUAL SERVICES - OTHER	876,320.00	15,925.00
0050 - SUBSIDIES AND TRANSFERS	(4,173.54)	2,508,423.54
0070 - EQUIPMENT & EQUIPMENT RENTAL	240,916.04	1,295,024.99
<u>Total Expenditures and Commitments</u>	<u>4,048,615.20</u>	<u>8,939,397.04</u>



9. For FY18 and FY19, to date, please list any purchase card spending by the agency,

FY18 K.TOLSON

TRANSACTION DATE	COMPANY VENDOR	TRANSACTION	REQUESTED BY	DESCRIPTION
10/16/2017	National Academy of Television Arts and Sciences- National Capital Chesapeake Bay Chapter (NATAS - NCCB)	\$1,575.00	Karen Tolson	Membership Renewal and activation.
10/18/2017	Dale W. Smith	\$150.00	Karen Tolson	Piano Tuning
10/27/2017	Omnimusic	\$2,016.00	Karen Tolson	Blanket license agreement.
10/27/2017	The Home Depot	\$126.79	Karen Tolson	Supplies for agency shower room.
10/27/2017	The Home Depot	\$28.70	Karen Tolson	Supplies for agency shower room.
10/29/2017	The Home Depot	\$16.64	Karen Tolson	Supplies for agency shower room.
11/13/2017	HomeGoods	\$280.00	Karen Tolson	Storage Rack: Changing Room/Shower
11/17/2017	Vendini (Icon Omnimedia)	\$2,500.00	Herbert Niles	Sponsorship Event at Duke Ellington
11/20/2017	Pen/Faulkner Foundation (Eudora Welty Lecture)	\$5,000.00	Herbert Niles	Sponsorship of Event
11/21/2017	Dale W. Smith	\$150.00	Karen Tolson	Piano Tuning
11/22/2017	Broadcast Electronics	\$2,112.00	Bruce Walker	Renewal: Annual License for DC Radio
11/28/2017	TeamViewer	\$1,006.80	Bruce Walker	Remote access to all DC Radio computers & studios
11/28/2017	Think Local First DC	\$2,500.00	Herbert Niles	Sponsorship of Event
11/30/2017	Longtrain Productions	\$2,400.00	Bruce Walker	Monthly Imaging retainer
12/21/2017	Control Video LLC	\$2,922.50	Karen Tolson	LCD Monitors
12/28/2017	Veritas Consulting Group	\$4,883.00	Steven Johnson	PTZ Camera
1/2/2018	International Telecommunications Services	\$1,840.00	Karen Tolson	Blanket license: "Teen Kids News"
1/2/2018	Veritas Consulting Group	\$1,303.00	Steven Johnson	Mag Locks Installation
1/9/2018	Control Video LLC	\$1,277.50	Karen Tolson	Audiovisual equipment
1/17/2018	Future Media Concepts	\$1,196.00	Karen Tolson	Adobe After Effects Training
1/17/2018	Future Media Concepts	\$956.00	Karen Tolson	Advance Premier Pro Training
1/17/2018	Amananet	\$1,590.00	Karen Tolson	Intro to Premier Pro Training
1/22/2018	Red Giant	\$999.00	Karen Tolson	3D Motion graphics in After Effects
1/23/2018	Capital Emmy	\$2,240.00	Karen Tolson	Program Entry Fees
1/23/2018	The Coles Group	\$2,499.78	Karen Tolson	Programming Acquisition for DKN (122 Episodes/5 Series)
1/30/2018	National Association of Telecommunications Officers and Advisors	\$1,270.00	Karen Tolson	Renewal: NATOA Agency Membership
2/9/2018	Dale W. Smith	\$150.00	Karen Tolson	Piano Tuning
2/9/2018	RCS Sound Software	\$995.00	Bruce Walker	License Renewal: RCS G Selector Content Scheduler for DC Radio
2/26/2018	Pure Media Group	\$3,500.00	Bruce Walker	Acquisition: Talent Service for Cynthia Bailey & Noelle Robinson & Makeup Supplies for Staff
3/6/2018	Skehan Communications, LLC	\$4,150.00	Karen Tolson	Acquisition: Equipment and operator for satellite signal transmission
3/21/2018	Bryant Johnson Photography	\$3,500.00	Karen Tolson	Photography Services: Editing
3/27/2018	National Association of Telecommunication Officers and Advisors	\$1,700.00	Karen Tolson	Programming Entry Fees

4/4/2018	American Stage Curtains	\$362.50	Karen Tolson	(1) 50 yard roll of 12 oz Black Duv for SODA
4/9/2018	Wristband Express	\$72.93	Steven Johnson	500 (3/4) Tyvek Wristbands & Tyvek Setup
4/9/2018	Capitol Services Management Inc (Greystone)	\$1,200.00	Steven Johnson	Half Page News Paper Ad for 2 consecutive runs in April's Capital News Paper & E-mail blast
4/9/2018	The Afro American Newspaper	\$2,500.00	Steven Johnson	Advertising for Emancipation Day
4/10/2018	The Washington Informer	\$2,500.00	Steven Johnson	Display Advertising 2 half page print ads, & 3 e-blasts
4/11/2018	Hudson Industry	\$600.00	Director Gates	Hudson Industry Pass@ Tribeca Film Festival
4/19/2018	Best Buy	\$95.14	Bruce Walker	Two Batteries, One charger for agency's Canon DSLR Cameras.
4/24/2018	Control Video	\$5,000.00	Karen Tolson	AV Support Equipment Rental, Delivery, & Set UP
4/30/2018	Gild Hall/Thompson Hotel	\$747.00	Director Gates	Lodging for Director Gates @ Tribeca FF
5/9/2018	National Association of Telecommunications Officers and Advisors	\$240.00	Karen Tolson	Registration for six, (6) e-Webinars
5/23/2018	Andean Consulting Solutions Int, LLC	\$1,550.12	Karen Tolson	Transcription services for premier episode of Cambios la Vida
5/24/2018	Telescript DC Inc.	\$1,637.50	Karen Tolson	Teleprompter equipment and operator
6/1/2018	All Posters	\$756.00	Karen Tolson	(8) 48" x 64" Sports posters
6/4/2018	Perfect Production Management	\$2,480.00	Steven Johnson	Rental Equipment for Emancipation Day 2018
6/6/2018	S&L Marketing	\$3,000.00	Bruce Walker	Field Pass Sports (6) project Episodes of TV Series
6/6/2018	60th Emmy Awards (Brown Paper Tickets)	\$1,750.00	Karen Tolson	Reservation of one table (10 seats)
6/22/2018	Willard Intercontinental Hotel	\$5,000.00	Steven Johnson	Lodging for DC Emancipation Day Guest Artists
6/28/2018	Humanities DC	\$5,000.00	Bruce Walker	Support of Part One of 1968 Film Series
7/13/2018	Control Video, LLC	\$2,354.00	Karen Tolson	Projection equipmnet rental for SODA
7/17/2018	Legacy Productions (Tim Reid)	\$2,500.00	Bruce Walker	Acquisition delivered content
7/20/2018	Baldhead ENT./Noisemaker Nation/DJ Rico	\$1,750.00	Bruce Walker	DJ Muisic performance for DJ Cypher, DCSAA Hall of Fame, Summer Programming Upfront, and Go Go Music Documentary
7/23/2018	PayPal (Tony Walters/HedRush Music Group)	\$2,500.00	Bruce Walker	Production and Delivery: "What It Feels Like"
7/27/2018	B&H	\$99.00	Bruce Walker	Bose Companion 2 Series III Multimedia Speakers
7/30/2018	Amtrak	\$133.00	Karen Tolson	Train Ticket to Philadelphia for NATOA Conference in September
8/4/2018	Smart City	\$4,130.00	Karen Tolson	Live transmission of the Mayor's address to: Embassy of Ethiopia's Celebration
8/8/2018	The Coles Group	\$1,399.90	Bruce Walker	(10) pair of Sony MDR 7506 Headphones for DC Radio Studio

8/10/2018	Wheatstone Corporation	\$268.63	Bruce Walker	Repaired WIP3-88a Analog Blade for DC Radio
8/16/2018	NATO A	\$3,400.00	Karen Tolson	Registration for Bruce Walker, Lawrence Cooper, Karen Tolson
8/21/2018	Futuri Media	\$450.00	Bruce Walker	License Renewal: Futuri Media for DC Radio streaming services
8/20/2018	NATO A	\$150.00	Karen Tolson	Vanessa Anthony/Storytelling Workshop
8/21/2018	NATO A	\$350.00	Karen Tolson	Day Registraton for Francis Phan, Editor
8/20/2018	NATO A	\$350.00	Karen Tolson	Day Registraton for Cecily Fernandez, Producer
8/20/2018	NATO A	\$150.00	Karen Tolson	Kenneth Borden/Storytelling Workshop
8/21/2018	NATO A	\$150.00	Karen Tolson	Eugene Petty/Storytelling Workshop
8/21/2018	NATO A	\$150.00	Karen Tolson	Mitch Walck/Storytelling Workshop
8/21/2018	NATO A	\$150.00	Karen Tolson	Shaun Parker/Storytelling Workshop
8/22/2018	NATO A	\$350.00	Karen Tolson	Day Registraton for Stacy Holmes, Producer
8/22/2018	Carasoft	\$852.63	Herbert Niles	Training on Salesforce software for Ray Williams
8/22/2018	NATO A	\$350.00	Steven Johnson	Day Registraton for Steven Johnson, Dir of Ops
9/4/2018	Entercom	\$500.00	Bruce Walker	Facebook targeted ad for Straight Crankin promotion.
9/4/2018	TIFF Industry/Toronto	\$599.98	Herbert Niles	Registration Fee for Toronto International Film Festival
9/4/2018	International Fee	\$9.00		In association w/Toronto IFF registration
9/5/2018	Pay Pal/Capital Emmys	\$3,000.00	Karen Tolson	Award Recognition Plaques
9/13/2018	Without A Box	\$110.00	Steven Johnson	Entry fee to Sundance Film Festival for "Straight Crankin"
9/15/2018	Apple Store for STATE & LOCAL GOV.	\$2,309.00	Bruce Walker	13-inch MacBookPro computer for DC Radio Producer
9/15/2018	Apple Store for STATE & LOCAL GOV.	\$199.00	Bruce Walker	Apple Care Service Plan for MacBook Pro
9/17/2018	Baldhead ENT./ Noisemaker Nation	\$500.00	Bruce Walker	DJ performer for GO GO Doc. premier.
9/19/2018	EJB Production, LLC	\$500.00	Bruce Walker	Quintet band for Red Carpet arrivals at OCTFME's Radio One Year Ann. Event
9/19/2018	Creative Party Designs, llc	\$675.00	Bruce Walker	Remote access to all DC Radio computers & studios
9/20/2018	Deaf Access	\$2,331.02	Karen Tolson	Sign Language interpreter for Go Go Doc. premier.
9/6/2018	The Derand Group, Inc	\$5,000.00	Bruce Walker	Accompaniment band for DC Radio One Year Anniversary Event
9/21/2018	Broadcast Electronics--Itelco	\$512.00	Bruce Walker	License and Maintenance License Renewal: DC Radio AV flex Software
9/25/2018	Local 16	\$500.00	Bruce Walker	Venue Rental for DC Radio One Year Ann. Event

\$130,057.06

#### FY18 A. Hanks

TRANSACTION DAT	COMPANY	AMOUNT	REQUESTED BY	DESCRIPTION
10/13/2017	DESTINATION DC	\$ 1,000.00	Steven Johnson	Destination DC Annual Membership
10/13/2017	DUPONT COMPUTERS, INC.	\$ 455.00	Steven Johnson	Mini Refrigerator for Dir. Gates
10/23/2017	HOOTSUITE MEDIA INC.	\$ (164.94)	Steven Johnson	Refund for previously paid months
10/29/2017	Petworth Alliance Inc.	\$ 600.00	Steven Johnson	Sponsorship-Petworth Alliance Inc.
11/2/2017	Multicultural Media Telecom & Internet Council	\$ 5,000.00	Steven Johnson	Sponsorship-Multicultural Media Telecom & Internet Council

11/2/2017	THE HOME DEPOT	\$ 148.00		Microwave Replacement for Agency
11/3/2017	International Ticketing Association	\$ 245.00	Derek Younger	International Ticketing Association Annual Membership
11/6/2017	Spectrum Management	\$ 2,102.60	Steven Johnson	Labor materials for air cooled units
11/9/2017	TIVA	\$ 2,500.00	Herbert Niles	Sponsorship - TIVA - DC Peer Awards
11/15/2017	WDCEP	\$ 2,000.00	Herbert Niles	Sponsorship - WDCEP Annual Meeting and Economic Showcase
11/16/2017	DC TRENDING TOPICS	\$ 5,000.00	Herbert Niles	DC Trending Topics Sponsorship
11/17/2017	DC TRENDING TOPICS	\$ (5,000.00)	Herbert Niles	Refund from Marcus Downing
11/17/2017	Social Driver	\$ 499.55	Steven Johnson	Social Driver Ad - 202Creates team
11/17/2017	Love Life Foundation	\$ 1,000.00	Herbert Niles	Sponsorship - Love Life Foundation
11/21/2017	Multicultural Media Telecom & Internet Council	\$ 5,000.00	Herbert Niles	DC Trending Topics Sponsorships
12/15/2017	Association of Film Commissioners International (AFCI)	\$ 750.00	Herbert Niles	Association of Film Commissioners International (AFCI) Annual Membership Fee Requested by Herbert Niles
12/15/2017	WASHINGTON MUSIC CENTER	\$ 2,144.00	Steven Johnson	Equipment from the Washington Music Center for 202Creates Podcast Studio.
12/18/2017	THE HOME DEPOT	\$ 367.90	Steven Johnson	Carpet requested by production team for a set in Studio A. The amount of the charge is lower than the cover memo because 2.5 percent was taken off for being a FED Customer.
12/19/2017	THE HOME DEPOT	\$ 306.30	Steven Johnson	Vinyl Sheet Flooring for Stage in Studio A for Gospel Performance on Friday, December 22,2017
1/12/2018	American Airlines	\$ 124.60	Steven Johnson	Director Gates flight to NY for the Grammy's 2018
1/12/2018	American Airlines	\$ 124.60	Steven Johnson	Derek Younger flight to the Grammy's in NY 2018
1/16/2018	HOLIDAY INN EXPRESS	\$ 2,005.00	Steven Johnson	Director Gates Holiday Inn Express Hotel Charge for Sundance Film Festival, Salt Lake City, 2018
1/27/2018	MARRIOTT NY MARQUIS	\$ 492.00	Steven Johnson	New York Marriott Marquis Hotel for Director Angie Gates travel to the Grammy's 2018
1/27/2018	MARRIOTT NY MARQUIS	\$ 492.00	Steven Johnson	Marriott Marriott Marquis Hotel Stay for Derek Younger during his attendance at the 2018 Grammy
1/29/2018	MVS INC	\$ 2,664.51	Steven Johnson	ADOBE creative CLOUD MULTIPLE PLATFORM LICENSE RENEWAL FOR THE RADIO STAAATION
1/29/2018	society of cable telecommunications engineers SCTE	\$ 85.00	Steven Johnson	Renew membership with the society of cable telecommunications engineers SCTE. Offers technical educational and specialized training, resources, and other career development benefits and tools to improve technical cable expertise. Membership for Mable Gist
2/2/2018	Catch Lighting LLC	\$ 3,000.00	Steven Johnson	Acquisition of the television series, "Garnish" (six 22 min episodes) from producer Antonio Hernandez
2/21/2018	Hootsuite Media Inc.	\$ 1,476.90	Steven Johnson	Hootsuite Platform certifications for comms team
2/20/2018	Tech Painting Company	\$ 750.00	Steven Johnson	202Creates Proposal for painting of 200 I street suite 1800 Storage Room.
2/26/2018	Best Buy	\$ 79.99	Steven Johnson	2 Power Adapter with magnetic DC connector (power cord) for the communications team apple laptop
3/7/2018	American Airlines	\$ 579.50	Steven Johnson	Maryann Lombardi flight to SXSW 2018 Austin, TX
3/8/2018	TPW Consultants	\$ 2,880.03	Steven Johnson	Photography equipment for 202 Creates Photo lab at 200 I St.
3/15/2018	DUPONT COMPUTERS, INC.	\$ 2,650.00	Steven Johnson	AED defibrillators: main level and lower level of 1899 9th St. NE
3/16/2018	DC Webfest	\$ 2,500.00	Herbert Niles	Sponsorship - DC Webfest
3/16/2018	Culturified Foundation International Children	\$ 2,500.00	Herbert Niles	Sponsorship - international Children's Festival
3/19/2018	Samanage USA Inc	\$ 715.50	Steven Johnson	Subscription Inventory database for operations team
3/26/2018	DUPONT COMPUTERS, INC.	\$ 4,999.90	Steven Johnson	iMac computers for radio station and Dir. Office.
3/30/2018	DC CHAMBER OF COMMERCE	\$ 1,170.00	Steven Johnson	DC CHAMBER OF COMMERCE annual membership renewal.
3/30/2018	Constant Contact	\$ 444.71	Steven Johnson	6 months subscription for the communications team. The correct amount to be charged is \$422.21. The company accidently over charged for \$444.71 but credited back \$22.50. see attachment.
3/30/2018	Medium PR Agency	\$ 2,500.00	Herbert Niles	Sponsorship for "So You Want to be a Rapper" at the R.I.S.E demonstration Center in DC.
3/30/2018	OZ Publishing	\$ 2,605.00	Steven Johnson	OZ Publishing Production Resource Guides with Full Page Add \$2,605.00
4/2/2018	Philesciono Canty	3,000.00	Steven Johnson	Acquisition of six programs of the "EZ Street Report" show, a local DC produced series that will focus on the people, places, and events across the District of Columbia and hosted by radio personality EZ Street. Cost for the six episodes provided via flash drive
4/3/2018	Constant Contact	\$ (22.50)		Credit for the miss charged amount of \$444.71. The correct charged amount is \$422.21. The \$22.50 is the credited difference between the two amounts
04/11/2018	DNP Investigation and Security Service	1,500.00	Steve Johnson	DNP Investigation and Security Services - Security services for DC emancipation day 2018
04/11/2018	Capitol Document Solutions	626.44	Steve Johnson	copier repair for 200 I St satilite location

04/13/2018	Capitol Service Management	698.25	Steve Johnson	Sidewalls for 10-60 tent for DC Emancipation Day
4/13/2018	SESAC	4,481.58	Steve Johnson	SESAC Music Performance License for Municipalities will enable OCTFME to obtain music licenses and it will help secure that OCTFME is legally licensed to use various music.
04/13/2018	Thee Kym Lee	1,500.00	Steve Johnson	Makeup and Hair Services for celebrity guest Regina Hall for Emancipation Day
04/17/2018	Willard Intercontinental Washington	1,585.00	Steve Johnson	Willard Intercontinental Washington, DC Hotel, Grand Suite for Media Room for Emancipation Day
04/19/2018	Amtrack Train	201.00	Steve Johnson	Amtrack Train Travel to Tribeca Film Festival 2018 for Director Angie Gates
04/23/2018	Global Print Master	298.00	Steve Johnson	Global Print Master Master Badges with Holders and Lanyards for Emancipation Day
04/26/2018	Westlaw	380.85	Steve Johnson	Westlaw online legal research service for lawyers and legal professionals - for general counsel
05/04/2018	Us Helping Us, People Into Living, Inc.	1,200.00	Steve Johnson	Sponsorship for Us Helping Us, People into Living Inc.
05/07/2018	Capitol Service Management	664.95	Steve Johnson	Setup and breakdown for metal chairs, erect table and metal tables for DC Emancipation Day.
05/17/2018	Lynda Pro	1,020.81	Steve Johnson	Lynda Pro Annual Subscription Lynda Pro- is an American online education company offering video courses taught by industry experts in software, creative, and business skills
05/31/2018	Bust Buy	46.98	Steve Johnson	Bust Buy Apple 6.6 Lighting USB 2.0 Cable and Apple SB Power Adapter for Director's Work Iphone - one-time charge \$46.98
05/31/2018	GSA Office of Information, Integrity, and Access, Office of Governmentwide Policy	400.00	Steve Johnson	GSA Office of Information, Integrity, and Access, Office of Governmentwide Policy - Domain Name: DCRADIO.GOV
06/05/2018	Perfect Production Management Production	2,750.00	Steve Johnson	Rental Equipment for Democracy Breakfast 2018
06/15/2018	SESAC	407.42	Steve Johnson	LICENSE FEES
06/22/2018	Willard Intercontinental Washington	2,500.00	Steve Johnson	Hotel Stay for the guest artist performing at DC Emancipation Day 2018
06/28/2018	Control Video	1,937.50	Steve Johnson	Control Video - Video Monitor Services for Marion Barry Statue Unveiling Ceremony
08/07/2018	Washington Informer	3,000.00	Steve Johnson	Print, e-blasts and web ads for 202Creates
08/07/2018	Capital Community News	2,150.00	Steve Johnson	Capital Community News 1/2 page ad for East of the River, Hill Rag, and MidCity DC magazine for 202Creates
08/07/2018	POPville	1,998.00	Steve Johnson	promoted post on POPvill.com for 202Creates
08/07/2018	Georgetown Media Group	1,200.00	Steve Johnson	Georgetown Media Group Display ad and web ad campaign for 202Creates
08/07/2018	El Tiempo	2,500.00	Steve Johnson	6 newspaper ads, and website ad for 202Creates
08/08/2018	iHeart Radio	2,000.00	Steve Johnson	digital audio promotion for 2018 202Creates
08/08/2018	The Afro Newspaper Company	3,000.00	Steve Johnson	The Afro Newspaper Company - E-blast, tile add, and print add for 202Creates
08/13/2018	Capital Community News	2,150.00	Steve Johnson	Full page newspaper ad in August 2018 Captial Newspaper for 202Creates
08/13/2018	American University WAMU 88.5	1,749.99	Steve Johnson	American University WAMU 88.5 DCist Cube Ad for 202Creates
08/24/2018		118.87	Steve Johnson	Gobo for 202Creates
09/04/2018	Samange	1,236.00	Steve Johnson	1-year professional asset management
09/05/2018	Comcast	92.70	Steve Johnson	Comcast - TV Box for Tech Core at OCTFME
09/12/2018	urban integration event	5,000.00	Steve Johnson	urban integration event services for 202Creates
09/14/2018	Best Buy	65.98	Steve Johnson	(2) Apple lighting SD Card Camera Readers
09/14/2018	Gelberg Signs	2,779.95	Steve Johnson	Emergency No Parking (ENP) Signs for Film Projects
09/14/2018	Constant Contact	176.00	Steve Johnson	Constant Contact - Email Marketing Software
09/17/2018	Global Print Master	687.50	Steve Johnson	"Straight Crankin" Gogo Documentary Posters
09/17/2018	Asteroid Titanium Productions and Entertainment	775.00	Steve Johnson	Guest Artist Benjamin Gates for Swearing in Ceremony
09/18/2018	Fast Signs	620.99	Steve Johnson	"Straight Crankin" Gogo Documentary Marquee Posters

09/21/2018	Capitol Service Management	2,495.00	Steve Johnson	Production & Consulting Services for 202Creates Co-working Day
09/21/2018	Splash Enterprise	3,000.00	Steve Johnson	Splash - Enterprise integrated platform to manage emails registration, check-in, and reporting.
09/21/2018	WPGC-FM Digital	500.00	Steve Johnson	WPGC-FM Digital: Facebook Targeted Ad
09/24/2018	Gotta Go Now Inc.	750.00	Steve Johnson	Lux Trailer Stall rental for One Year Radio Anniversary Event.
09/24/2018	Capitol Service Management	2,499.95	Steve Johnson	Tents for Mayor Arts Awards
09/27/2018	Artjar	1,100.00	Steve Johnson	Artjar - Painting for DC Rec Day
9/27/2018	Social Driver	1,750.00	Steve Johnson	Advertising for Mayor's Arts Awards

\$ 127,364.86

#### FY18 D. DICKENS

TRANSACTION DA	COMPANY	TRANSACTION A	REQUESTED BY	DESCRIPTION
10/03/2017	CLEEZY	\$1,000.00	Herbert Niles	Clarity Media Productions - Joe Claire Sponsorship
10/06/2017	CAPITOL HILL JAZZ	\$2,500.00	Herbert Niles	Capitol Hill Jazz Sponsorship
07/21/2017	DISPUTE REBILL EA	\$353.50	Steven Johnson	Online subscription fees for Marketing Database used by Communications Team
10/17/2017	MFH	\$2,500.00	Herbert Niles	Break the Internet (BTI) Sponsorship
10/18/2017	INTUIT *IN *TECHWEEK	\$5,000.00	Herbert Niles	TechWeek/DC Global Hub of Inclusive Innovation Sponsorship
10/19/2017	TSTREET DEVELOPMENT	\$5,000.00	Herbert Niles	T Street Corner (#LIVEfromDC) Sponsorship
10/23/2017	TSTREET DEVELOPMENT	(\$5,000.00)	Herbert Niles	REFUND - T Street Corner (#LIVEfromDC) Sponsorship
10/26/2017	AUDIOVISUAL	\$4,000.00	Herbert Niles	Moroccan American Network Sponsorship
10/27/2017	OTP VIDEO	\$5,000.00	Herbert Niles	T Street Cornerstone Sponsorship Repayment - Original payment declined/refunded due to vendor error
10/30/2017	BYT MEDIA INC	\$5,000.00	Herbert Niles	Brightest Young Things (BYT) Media/Bentzen Ball Sponsorship
11/01/2017	DC SHORTS	\$2,500.00	Herbert Niles	DC Film Alliance - Real2Reel Sponsorship
11/07/2017	THE DC CENTER	\$2,500.00	Herbert Niles	Reel Affirmation Film Festival Sponsorship
11/28/2017	STEPHANIE CR	\$1,500.00	Herbert Niles	The 48 Hour Film Project Sponsorship
12/05/2017	THE HERITAGE CENTER	\$2,758.75	Herbert Niles	Taylor and Brooks (The Heritage Center) Virgin Island Event Sponsorship
12/12/2017	SUNDANCE INSTITUTE	\$65.00	Angie Gates	Sundance Film Festival Membership Fee
12/13/2017	SUNDANCE FILM FESTIVAL	\$1,075.00	Angie Gates	Sundance Film Festival 2018 Registration Fees
12/13/2017	SMITH PUBLIC TRUST	\$3,000.00	Steven Johnson	Karaoke 4 A Cause 2017 Sponsorship
12/13/2017	DEMETRIUS BU	\$2,500.00	Herbert Niles	Flee Market Gallery 202Creates Holiday Vendor Pop-up Sponsorship
12/05/2017	DISPUTE CREDIT LW	(\$1,758.75)	Herbert Niles	Taylor and Brooks LLC Sponsorship Dispute Credit. Vendor charge the wrong amount \$2758.75 instead of the correct amount of the sponsorship which is \$1,000. Therefore the charge was disputed by the cardholder.
01/08/2018	DELTA AIRLINES	\$583.60	Angie Gates	Delta Airlines Airfare - Sundance Film Festival - Director Angie Gates - January 17 - 22, 2018
01/09/2018	DC MUSIC DOWNLOAD	\$2,000.00	Herbert Niles	DC Music Download Sponsorship
01/20/2018	DELTA AIRLINES	(\$12.00)	Angie Gates	Delta Airlines Airfare Refund - Sundance Film Festival (DAG)
01/22/2018	AMTRAK	\$274.00	Winfred Myrick	Amtrak Fees - GRAMMY Awards - Winfred Myrick
01/23/2018	AMTRAK	\$244.00	Bruce Walker	Amtrak Receipt NY - GRAMMY Awards -Bruce Walker
01/27/2018	MARRIOTT NY MARQUIS	\$492.00	Winfred Myrick	Marriott Marquis NY Hotel - GRAMMY Awards - Winfred Myrick
01/26/2018	MUSIC IN ME FO	\$5,000.00	Herbert Niles	Peer Positive Sponsorship
01/27/2018	MARRIOTT NY MARQUIS	\$328.00	Bruce Walker	Marriott Marquis NY Hotel - GRAMMY Awards - Bruce Walker
01/27/2018	MARRIOTT NY MARQUIS	\$164.00	Bruce Walker	Marriott Marquis NY Hotel - GRAMMY Awards - Bruce Walker
02/27/2018	NAB SHOW REGISTRATION	\$505.00	Maurice Reed	NAB 2018 Registration Fees - Maurice Reed
02/27/2018	NAB SHOW REGISTRATION	\$505.00	Steven Johnson	NAB 2018 Registration Fees - Steven Johnson
02/27/2018	SOUTHWEST AIRLINES	\$285.96	Maurice Reed	Southwest Airlines Airfare - Maurice Reed - Travel to NAB 2018
02/27/2018	SOUTHWEST AIRLINES	\$285.96	Steven Johnson	Southwest Airlines Airfare - Steven Johnson - Travel to NAB 2018
04/13/2018	SOCIALDRIVER.COM SOCIA	\$875.00	Steven Johnson	Social Driver - Emancipation Day Advertising Campaign
04/16/2018	EORSTEELBAN	\$1,000.00	Herbert Niles	East of the River Steelband Sponsorship
04/24/2018	IMDB	\$158.61	Herbert Niles	IMDB Annual Subscription
04/24/2018	NEO ELITE	\$2,500.00	Herbert Niles	Neo Elite LLC Sponsorship
04/30/2018	INT IN ALL ONE CITY	\$5,000.00	Herbert Niles	Funk Parade Sponsorship
05/02/2018	DCIFF	\$2,500.00	Herbert Niles	DC Independent Film Festival (DCIFF) Sponsorship
05/02/2018	DUPONT FESTIVAL	\$1,500.00	Herbert Niles	Dupont Festival Sponsorship
05/16/2018	IA22 TRAIN IN	\$2,500.00	Herbert Niles	IATSE Local 22 Training Sponsorship
05/23/2018	AMERICAN AIRLINES	\$344.41	Maryann Lombardi	American Airlines Airfare for Travel to Pittsburgh PA - Maryann Lombardi - 6-5-7.18
05/24/2018	FABMANIASTU	\$2,500.00	Herbert Niles	Learning with GoGo/FabMania Studios Sponsorship

05/25/2018	DC BLACK FILM	\$2,500.00	Herbert Niles	DC Black Film Festival Sponsorship
06/13/2018	NATIONAL CAPITAL INDUSTRIAL	\$600.00	Herbert Niles	National Capital Industries Inc. Emergency No Parking (ENP) Signs for Film Projects
06/14/2018	W STREET HOA	\$500.00	Herbert Niles	W Street Garden Project Artist Sponsorship
06/25/2018	INTERCONTINENTAL WILLA	\$2,500.00	Steven Johnson	Willard Hotel - Hotel stay for guest artist performing at DC Emancipation Day 2018
06/25/2018	INTERCONTINENTAL WILLARD	\$548.00	Steven Johnson	Willard Hotel - Hotel stay for guest artist performing at DC Emancipation Day 2018
06/26/2018	SPL PACKAGES	\$15.00	Steven Johnson	SplashThat.com Email Subscriptions for Comms Team
06/28/2018	MADE IN THE DM	\$2,500.00	Herbert Niles	Made in the DMV - DMV TrackStars Sponsorship
07/06/2018	ALLIANCE FOR COMMUNITY	\$400.00	Lawrence Cooper	Registration Fees for Alliance for Community Media 2018 Annual Conference Attendee: General Counsel
07/12/2018	BEST BUY	\$40.99	Steven Johnson	Best Buy - iPad Mini 4 Case for Administrative Officer
07/25/2018	CEASE FIRE DON	\$2,500.00	Herbert Niles	Cease Fire Don't Smoke the Brothers & Sisters Sponsorship
07/26/2018	LASER ART INC	\$600.00	Steven Johnson	General Office Supplies
07/27/2018	MUSICIANSHIP	\$750.00	Herbert Niles	The MusicianShip Sponsorship
08/07/2018	WORLD REGGAE	\$1,500.00	Herbert Niles	DC World Reggae Festival Sponsorship
08/17/2018	PETWORTHALL	\$2,000.00	Herbert Niles	Celebrate Petworth Festival Sponsorship
08/20/2018	DC SHORTS	\$2,500.00	Herbert Niles	DC Shorts Film Festival Sponsorship
08/22/2018	AMTRAK AIRLINES	\$189.00	Bruce Walker	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Bruce Walker
08/22/2018	AMTRAK AIRLINES	\$116.00	Kenneth Borden	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Kenneth Borden
08/23/2018	AMTRAK AIRLINES	\$152.00	Shaun Parker	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Shaun Parker
08/23/2018	AMTRAK AIRLINES	\$152.00	Vanessa Anthony	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Vanessa Anthony
08/23/2018	AMTRAK AIRLINES	\$136.80	Eugene Petty	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Eugene Petty
08/29/2018	BEST BUYCOM	\$77.98	Steven Johnson	Best Buy (2) iPad Cases for Comms Team to use for 202Creates Opening/Closing Events
08/30/2018	DROPBOX	\$840.00	Herbert Niles	Dropbox Subscription
08/30/2018	BEST BUY	\$69.99	Steven Johnson	Best Buy iPad Case for Communications Team to use for 202Creates
08/30/2018	AMTRAK AIRLINES	-\$12.00	Bruce Walker	Amtrak Change in Fare (REFUND) - Bruce Walker return from NATOA Conference in PA
08/30/2018	BEST BUYCOM	-\$38.99	Steven Johnson	REFUND - Charge in error - incorrect amount
08/30/2018	BEST BUYCOM	\$38.99	Steven Johnson	Charge in error - incorrect amount
08/30/2018	CULTURAL DC	\$2,500.00	Herbert Niles	Cultural DC Sponsorship
08/30/2018	STAFFORD TURNER LLC -B	\$805.00	Steven Johnson	Montague Project - Letters rental for 202Creates Opening Event
09/03/2018	INTERNATIONAL TRANSACTION	\$24.41	Herbert Niles	International Transaction Fees for Hyatt Regency Toronto for John Herbert Niles Attending Toronto Film Festival
09/03/2018	AMERICAN AIRLINES	\$438.46	Herbert Niles	American Airlines Airfare to Toronto Film Festival - Traveler: John Herbert Niles, Assoc. Director
09/03/2018	SWEET NINJAF	\$5,000.00	Herbert Niles	United Skates Sponsorship
09/03/2018	HYATT REGENCY TORONTO	\$1,627.50	Herbert Niles	Hyatt Regency Hotel - Toronto Film Festival - Traveler: John Herbert Niles
09/07/2018	TRAVELCARE	\$925.00	Steven Johnson	DNP Security Services for 202Creates Opening Event
09/17/2018	DOCTORS TO YOU	\$5,000.00	Herbert Niles	House Call Media: Earnest Medicine Sponsorship
09/17/2018	JOLIE AGENCY	\$2,000.00	Herbert Niles	The Jolie Agency Sponsorship
09/17/2018	DAMIEN MINISTRIES	\$4,500.00	Herbert Niles	Damien Ministries Community Music/Fashion/Art Showcase Sponsorship
09/19/2018	SV LUNCHTIME	\$5,000.00	Herbert Niles	Shaw Streat Market Sponsorship
09/19/2018	TERK ENTERTAINMENT	\$5,000.00	Herbert Niles	Terk Entertainment Sponsorship
09/20/2018	WOMEN IN MUSIC	\$1,000.00	Herbert Niles	Women in Music DC Sponsorship
09/25/2018	THINK BROCCOLI	\$5,000.00	Herbert Niles	Think Broccoli LLC Sponsorship
09/25/2018	STEM4US	\$500.00	Herbert Niles	STEM4US Sponsorship
09/25/2018	ASSOCIATION	\$2,500.00	Herbert Niles	African American Vintners Sponsorship
09/27/2018	GLYNN JACKSON	\$5,000.00	Herbert Niles	Glynn Jackson's DC Power Players Sponsorship

\$137,023.17

Grand Total

\$394,445.09

**FY19 A. HANKS**

TRANSACTION DATE	COMPANY	AMOUNT	REQUESTED BY	DESCRIPTION
10/04/2018	Capitol Hill Jazz Foundation	2,500.00	Steve Johnson	Capitol Hill Jazz Foundation
10/12/2018	Sonix, Inc	466.00	Steve Johnson	Sonix, Inc Transcription Services for Communications Team
11/08/2018	Capital Services Management	2,375.00	Steve Johnson	Equipment rental for the musical band to provide entertainment services for the DC One Fund Event at OCTFME.
11/10/2018	Smart Sheet	540.00	Steve Johnson	A software services application used to assign tasks, track project progress, and manage calendars and other work
11/14/2018	Comcast	394.44	Steve Johnson	Service to the HD boxes located in the lower level of OCTFME
11/14/2018	Lynda pro.com	2,245.83	Steve Johnson	Lynda pro.com is an online education company offering video courses taught by industry experts in software, creative and business skills.
11/15/2018	Constant Contact	798.00	Steve Johnson	Constant Contact - Email Marketing Software Annual Subscription
11/26/2018	Suite Nation	5,000.00	Steve Johnson	Suite Nation Sponsorship for the Sandlot Project
11/28/2018	WDCEP	2,000.00	Steve Johnson	WDCEP Annual Meeting Econ Showcase
11/28/2018	Radio One	1,500.00	Steve Johnson	Half page program ad sponsorship - Urban One Honors
12/04/2018		3,395.00	Steve Johnson	
12/10/2018		1,999.00	Steve Johnson	
12/11/2018		419.88	Steve Johnson	

\$23,633.15

**FY19 K.TOLSON**

TRANSACTION DATE	COMPANY	TRANSACTION AMOUNT	REQUESTED BY	DESCRIPTION
10/4/2018	Kinetic Artistry	\$48.00	Karen Tolson	Lighting Gobos
10/12/2018	Asteroid Titanium Productions	\$315.00	Karen Tolson	Cellist Performer
10/18/2018	International Telecommunications	\$2,000.00	Karen Tolson	Teen Kids News Renewal
10/19/2018	Futuri Media	\$2,700.00	Bruce Walker	Radio Streaming License Fee
10/22/2018	Omni Music	\$2,016.00	Karen Tolson	Music License Renewal
10/22/2018	VideoBlocks	\$199.00	Karen Tolson	Unlimited Video Subscription
10/23/2018	Broadcast Electronics	\$2,112.00	Bruce Walker	AV Flex Automation License & Maintenance
10/23/2018	Broadcast Electronics	\$480.00	Bruce Walker	AV Flex Software License
10/24/2018	Sound Exchange	\$500.00	Bruce Walker	Music Royalty Fee
10/25/2018	We Transfer	\$120.00	Bruce Walker	DC Radio Storage/Archive
10/25/2018	Longtrain Productions	\$2,400.00	Bruce Walker	Radio Production/Promo/Imaging Agreement
10/27/2018	TeamViewer	\$1,060.00	Bruce Walker	Radio Remote Access License
11/15/2018	Capitol Percussion	\$3,290.00	Steven Johnson	Backline rental for field Sound tapings
11/16/2018	Without a Box Film Festival	\$45.00	Herbert Niles	Entry of "Straight Crankin" in Nantucket Film Festival
11/19/2018	Pixel Labs	\$40.00	Karen Tolson	Video Production Pack for Element 3D
11/19/2018	Home Depot	\$3,733.35	Karen Tolson	Materials for set building, lumber, paint, supplies, etc. for "The 202", "We Are Washington", "The Sound", "DKN Sports"



11/21/2018	Perfect Sound	\$2,750.00	Steven Johnson	Equipment & audio mix for field Sound tapings
11/27/2018	NATAS	\$1,955.00	Karen Tolson	Membership fees for 26 staff members to local chapter of National Association of Television Arts & Sciences
11/27/2018	Without a Box Film Festivals (2)	\$80.00	Herbert Niles	Entry of "Straight Crankin" in AFI Docs (\$50) & American Black Film Festivals (\$30)
11/16/2018	Maeion Bryant Cosmetics, LLC	\$210.00	Karen Tolson	Pressed and Blotting powders for on air staff

\$26,053.35

**FY19 D. DICKENS**

TRANSACTION DATE	COMPANY	AMOUNT	REQUESTED BY	DESCRIPTION
10/18/2018	SXSW, LLC	\$110.00	Herbert Niles	SXSW Fall Film Festival Submission of Straight Crankin Documentary
10/18/2018	DESTINATION DC	\$1,000.00	Angie Gates	Destination DC Annual Membership
10/18/2018	DC CHAMBER OF COMMERCE	\$1,170.00	Angie Gates	DC Chamber of Commerce Annual Membership
10/26/2018	DREAMTEAMLL	\$5,000.00	Herbert Niles	Urban Integration - Culture Sense Launch Event Sponsorship
10/30/2018	INT IN THINK LOCAL FI	\$2,500.00	Herbert Niles	Think Local First DC Sponsorship
10/31/2018	WITHOUTABOX INDIEFILM	\$80.00	Angie Gates	Tribeca Film Festival ?Straight Crakin? Documentary Fall Film Festival Submission
11/01/2018	WORDSBEATSL	\$2,500.00	Herbert Niles	Words Beats & Life Inc. Juste Debout US Qualifier Sponsorship
11/02/2018	YOUTHINMEDI	\$800.00	Herbert Niles	Youth in Media and Education Sponsorship
11/12/2018	DC SHORTS	\$2,500.00	Herbert Niles	Metro DC Community Center Reel Affirmation DC LGBTQ International Film Festival Sponsorship
11/16/2018	INT IN COLUMBIA HEIGHT	\$500.00	Herbert Niles	District Bridges 2nd Annual Dia de los Muertos Celebration Sponsorship
11/16/2018	ASK ME TEES	\$2,500.00	Herbert Niles	Tech Makers Studio WOC Media Sponsorship
11/20/2018	FORKED ROADS	\$2,500.00	Herbert Niles	Forked Road Studios Top Tips Sponsorship
11/20/2018	LOVE LIFE FOUNDATION	\$1,500.00	Herbert Niles	Love Life Foundation Sponsorship
11/28/2018	TIVA DC	\$2,500.00	Herbert Niles	TIVA DC Sponsorship

\$25,160.00

**Grand Total**

**\$91,673.35**

FY18 K.TOLSON

<u>TRANSACTION DATE</u>	<u>COMPANY</u>	<u>TRANSACTION AMOUNT</u>	<u>REQUESTED BY</u>	<u>DESCRIPTION</u>
DATE	VENDOR			
10/16/2017	National Academy of Television Arts and Sciences National Capital Chesapeake Bay Chapter (NATAS - NCCB)	\$1,575.00	Karen Tolson	Membership Renewal and activation.
10/18/2017	Dale W. Smith	\$150.00	Karen Tolson	Piano Tuning
10/27/2017	Omnimusic	\$2,016.00	Karen Tolson	Blanket license agreement.
10/27/2017	The Home Depot	\$126.79	Karen Tolson	Supplies for agency shower room.
10/27/2017	The Home Depot	\$28.70	Karen Tolson	Supplies for agency shower room.
10/29/2017	The Home Depot	\$16.64	Karen Tolson	Supplies for agency shower room.
11/13/2017	HomeGoods	\$280.00	Karen Tolson	Storage Rack: Changing Room/Shower
11/17/2017	Vendini (Icon Omnimedia)	\$2,500.00	Herbert Niles	Sponsorship Event at Duke Ellington
11/20/2017	Pen/Faulkner Foundation (Eudora Welty Lecture)	\$5,000.00	Herbert Niles	Sponsorship of Event
11/21/2017	Dale W. Smith	\$150.00	Karen Tolson	Piano Tuning
11/22/2017	Broadcast Electronics	\$2,112.00	Bruce Walker	Renewal: Annual License for DC Radio
11/28/2017	TeamViewer	\$1,006.80	Bruce Walker	Remote access to all DC Radio computers & studios
11/28/2017	Think Local First DC	\$2,500.00	Herbert Niles	Sponsorship of Event
11/30/2017	Longtrain Productions	\$2,400.00	Bruce Walker	Monthly Imaging retainer
12/21/2017	Control Video LLC	\$2,922.50	Karen Tolson	LCD Monitors
12/28/2017	Veritas Consulting Group	\$4,883.00	Steven Johnson	PTZ Camera
1/2/2018	International Telecommunications Services	\$1,840.00	Karen Tolson	Blanket license: "Teen Kids News"
1/2/2018	Veritas Consulting Group	\$1,303.00	Steven Johnson	Mag Locks Installation
1/9/2018	Control Video LLC	\$1,277.50	Karen Tolson	Audiovisual equipment
1/17/2018	Future Media Concepts	\$1,196.00	Karen Tolson	Adobe After Effects Training
1/17/2018	Future Media Concepts	\$956.00	Karen Tolson	Advance Premier Pro Training
1/17/2018	Amananet	\$1,590.00	Karen Tolson	Intro to Premier Pro Training
1/22/2018	Red Giant	\$999.00	Karen Tolson	3D Motion graphics in After Effects
1/23/2018	Capital Emmy	\$2,240.00	Karen Tolson	Program Entry Fees
1/23/2018	The Coles Group	\$2,499.78	Karen Tolson	Programming Acquisition for DKN (122 Episodes/5 Series)

1/30/2018	National Association of Telecommunications Officers and Advisors	\$1,270.00	Karen Tolson	Renewal: NATOA Agency Membership
2/9/2018	Dale W. Smith	\$150.00	Karen Tolson	Piano Tuning
2/9/2018	RCS Sound Software	\$995.00	Bruce Walker	License Renewal: RCS G Selector Content Scheduler for DC Radio
2/26/2018	Pure Media Group	\$3,500.00	Bruce Walker	Acquisition: Talent Service for Cynthia Bailey & Noelle Robinson & Makeup Supplies for Staff
3/6/2018	Skehan Communications, LLC	\$4,150.00	Karen Tolson	Acquisition: Equipment and operator for satellite signal transmission
3/21/2018	Bryant Johnson Photography	\$3,500.00	Karen Tolson	Photography Services: Editing
3/27/2018	National Association of Telecommunication Office	\$1,700.00	Karen Tolson	Programming Entry Fees
4/4/2018	American Stage Curtains	\$362.50	Karen Tolson	(1) 50 yard roll of 12 oz Black Duv for SODA
4/9/2018	Wristband Express	\$72.93	Steven Johnson	500 (3/4) Tyvek Wristbands & Tyvek Setup
4/9/2018	Capitol Services Management Inc (Greystone)	\$1,200.00	Steven Johnson	Half Page News Paper Ad for 2 consecutive runs in April's Capital News Paper & E-mail blast
4/9/2018	The Afro American Newspaper	\$2,500.00	Steven Johnson	Advertising for Emancipation Day
4/10/2018	The Washington Informer	\$2,500.00	Steven Johnson	Display Advertising 2 half page print ads, & 3 e-blasts
4/11/2018	Hudson Industry	\$600.00	Director Gates	Hudson Industry Pass@ Tribeca Film Festival
4/19/2018	Best Buy	\$95.14	Bruce Walker	Two Batteries, One charger for agency's Canon DSLR Cameras.
4/24/2018	Control Video	\$5,000.00	Karen Tolson	AV Support Equipment Rental, Delivery, & Set UP
4/30/2018	Gild Hall/Thompson Hotel	\$747.00	Director Gates	Lodging for Director Gates @ Tribeca FF
5/9/2018	National Association of Telecommunications Office	\$240.00	Karen Tolson	Registration for six, (6) e-Webinars
5/23/2018	Andean Consulting Solutions Int, LLC	\$1,550.12	Karen Tolson	Transcription services for premier episode of Cambios la Vida
5/24/2018	Telescript DC Inc.	\$1,637.50	Karen Tolson	Teleprompter equipment and operator

6/1/2018	All Posters	\$756.00	Karen Tolson	(8) 48" x 64" Sports posters
6/4/2018	Perfect Production Management	\$2,480.00	Steven Johnson	Rental Equipment for Emancipation Day 2018
6/6/2018	S&L Marketing	\$3,000.00	Bruce Walker	Field Pass Sports (6) project Episodes of TV Series
6/6/2018	60th Emmy Awards (Brown Paper Tickets)	\$1,750.00	Karen Tolson	Reservation of one table (10 seats)
6/22/2018	Willard Intercontinental Hotel	\$5,000.00	Steven Johnson	Lodging for DC Emancipation Day Guest Artists
6/28/2018	Humanities DC	\$5,000.00	Bruce Walker	Support of Part One of 1968 Film Series
7/13/2018	Control Video, LLC	\$2,354.00	Karen Tolson	Projection equipmnet rental for SODA
7/17/2018	Legacy Productions (Tim Reid)	\$2,500.00	Bruce Walker	Acquisition delivered content
7/20/2018	Baldhead ENT./Noisemaker Nation/DJ Rico	\$1,750.00	Bruce Walker	DJ Muisc performance for DJ Cypher, DCSAA Hall of Fame, Summer Programming Upfront, and Go Go Music Documentary
7/23/2018	PayPal (Tony Walters/HedRush Music Group)	\$2,500.00	Bruce Walker	Production and Delivery: "What It Feels Like"
7/27/2018	B&H	\$99.00	Bruce Walker	Bose Companion 2 Series III Multimedia Speakers
7/30/2018	Amtrak	\$133.00	Karen Tolson	Train Ticket to Philidelphia for NATOA Conference in September
8/4/2018	Smart City	\$4,130.00	Karen Tolson	Live transmission of the Mayor's address to: Embassy of Ethiopia's Celebration
8/8/2018	The Coles Group	\$1,399.90	Bruce Walker	(10) pair of Sony MDR 7506 Headphones for DC Radio Studio
8/10/2018	Wheatstone Corporation	\$268.63	Bruce Walker	Repaired WIP3-88a Analog Blade for DC Radio
8/16/2018	NATOA	\$3,400.00	Karen Tolson	Registration for Bruce Walker, Lawrence Cooper, Karen Tolson
8/21/2018	Futuri Media	\$450.00	Bruce Walker	License Renewal: Futuri Media for DC Radio streaming services
8/20/2018	NATOA	\$150.00	Karen Tolson	Vanessa Anthony/Storytelling Workshop
8/21/2018	NATOA	\$350.00	Karen Tolson	Day Registraton for Francis Phan, Editor
8/20/2018	NATOA	\$350.00	Karen Tolson	Day Registraton for Cecily Fernandez, Producer
8/20/2018	NATOA	\$150.00	Karen Tolson	Kenneth Borden/Storytelling Workshop
8/21/2018	NATOA	\$150.00	Karen Tolson	Eugene Petty/Storytelling Workshop
8/21/2018	NATOA	\$150.00	Karen Tolson	Mitch Walck/Storytelling Workshop

8/21/2018	NATO A	\$150.00	Karen Tolson	Shaun Parker/Storytelling Workshop
8/22/2018	NATO A	\$350.00	Karen Tolson	Day Registraton for Stacy Holmes, Producer
8/22/2018	Carasoft	\$852.63	Herbert Niles	Training on Salesforce software for Ray Williams
8/22/2018	NATO A	\$350.00	Steven Johnson	Day Registraton for Steven Johnson, Dir of Ops
9/4/2018	Entercom	\$500.00	Bruce Walker	Facebook targeted ad for Straight Crankin promotion.
9/4/2018	TIFF Industry/Toronto	\$599.98	Herbert Niles	Registration Fee for Toronto International Film Festival
9/4/2018	International Fee	\$9.00		In association w/Toronto IFF registration
9/5/2018	Pay Pal/Capital Emmys	\$3,000.00	Karen Tolson	Award Recognition Plaques
9/13/2018	Without A Box	\$110.00	Steven Johnson	Entry fee to Sundance Film Festival for "Straight Crankin"
9/15/2018	Apple Store for STATE & LOCAL GOV.	\$2,309.00	Bruce Walker	13-inch MacBookPro computer for DC Radio Producer
9/15/2018	Apple Store for STATE & LOCAL GOV.	\$199.00	Bruce Walker	Apple Care Service Plan for MacBook Pro
9/17/2018	Baldhead ENT./ Noisemaker Nation	\$500.00	Bruce Walker	DJ performer for GO GO Doc. premier.
9/19/2018	EJB Production, LLC	\$500.00	Bruce Walker	Quintet band for Red Carpet arrivals at OCTFME's Radio One Year Ann. Event
9/19/2018	Creative Party Designs, llc	\$675.00	Bruce Walker	Remote access to all DC Radio computers & studios
9/20/2018	Deaf Access	\$2,331.02	Karen Tolson	Sign Language interpreter for Go Go Doc. premier.
9/6/2018	The Derand Group, Inc	\$5,000.00	Bruce Walker	Accompaniment band for DC Radio One Year Anniversary Event
9/21/2018	Broadcast Electronics--Itelco	\$512.00	Bruce Walker	License and Maintenance License Renewal: DC Radio AV flex Software
9/25/2018	Local 16	\$500.00	Bruce Walker	Venue Rental for DC Radio One Year Ann. Event

\$130,057.06

## FY19 K.TOLSON

<u>TRANSACTION DATE</u>	<u>COMPANY</u>	<u>TRANSACTION AMOUNT</u>	<u>REQUESTED BY</u>	<u>DESCRIPTION</u>
10/4/2018	Kinetic Artistry	\$48.00	Karen Tolson	Lighting Gobos
10/12/2018	Asteroid Titanium Productions	\$315.00	Karen Tolson	Cellist Performer
10/18/2018	International Telecommunications	\$2,000.00	Karen Tolson	Teen Kids News Renewal
10/19/2018	Futuri Media	\$2,700.00	Bruce Walker	Radio Streaming License Fee

10/22/2018	Omni Music	\$2,016.00	Karen Tolson	Music License Renewal
10/22/2018	VideoBlocks	\$199.00	Karen Tolson	Unlimited Video Subscription
10/23/2018	Broadcast Electronics	\$2,112.00	Bruce Walker	AV Flex Automation License & Maintenance
10/23/2018	Broadcast Electronics	\$480.00	Bruce Walker	AV Flex Software License
10/24/2018	Sound Exchange	\$500.00	Bruce Walker	Music Royalty Fee
10/25/2018	We Transfer	\$120.00	Bruce Walker	DC Radio Storage/Archive
10/25/2018	Longtrain Productions	\$2,400.00	Bruce Walker	Radio Production/Promo/Imaging Agreement
10/27/2018	TeamViewer	\$1,060.00	Bruce Walker	Radio Remote Access License
11/15/2018	Capitol Percussion	\$3,290.00	Steven Johnson	Backline rental for field Sound tapings
11/16/2018	Without a Box Film Festival	\$45.00	Herbert Niles	Entry of "Straight Crankin" in Nantucket Film Festival
11/19/2018	Pixel Labs	\$40.00	Karen Tolson	Video Production Pack for Element 3D
11/19/2018	Home Depot	\$3,733.35	Karen Tolson	Materials for set building, lumber, paint, supplies, etc. for "The 202", "We Are Washington", "The Sound", "DKN Sports"
11/21/2018	Perfect Sound	\$2,750.00	Steven Johnson	Equipment & audio mix for field Sound tapings
11/27/2018	NATAS	\$1,955.00	Karen Tolson	Membership fees for 26 staff members to local chapter of National Association of Television Arts & Sciences
11/27/2018	Without a Box Film Festivals (2)	\$80.00	Herbert Niles	Entry of "Straight Crankin" in AFI Docs (\$50) & American Black Film Festivals (\$30)
11/16/2018	Maeion Bryant Cosmetics, LLC	\$210.00	Karen Tolson	Pressed and Blotting powders for on air staff

\$26,053.35

## FY18 A. Hanks

TRANSACTION DATE	COMPANY	AMOUNT	REQUESTED BY	DESCRIPTION
10/13/2017	DESTINATION DC	\$ 1,000.00	Steven Johnson	Destination DC Annual Membership
10/13/2017	DUPONT COMPUTERS, INC.	\$ 455.00	Steven Johnson	Mini Refrigerator for Dir. Gates
10/23/2017	HOOTSUITE MEDIA INC.	\$ (164.94)	Steven Johnson	Refund for previously paid months
10/29/2017	Petworth Alliance Inc.	\$ 600.00	Steven Johnson	Sponsorship-Petworth Alliance Inc.
11/2/2017	Multicultural Media Telecom & Internet Council	\$ 5,000.00	Steven Johnson	Sponsorship-Multicultural Media Telecom & Internet Council
11/2/2017	THE HOME DEPOT	\$ 148.00		Microwave Replacement for Agency
11/3/2017	International Ticketing Association	\$ 245.00	Derek Younger	International Ticketing Association Annual Membership
11/6/2017	Spectrum Management	\$ 2,102.60	Steven Johnson	Labor materials for air cooled units
11/9/2017	TIVA	\$ 2,500.00	Herbert Niles	Sponsorship - TIVA - DC Peer Awards
11/15/2017	WDCEP	\$ 2,000.00	Herbert Niles	Sponsorship - WDCEP Annual Meeting and Economic Showcase
11/16/2017	DC TRENDING TOPICS	\$ 5,000.00	Herbert Niles	DC Trending Topics Sponsorship
11/17/2017	DC TRENDING TOPICS	\$ (5,000.00)	Herbert Niles	Refund from Marcus Downing
11/17/2017	Social Driver	\$ 499.55	Steven Johnson	Social Driver Ad - 202Creates team
11/17/2017	Love Life Foundation	\$ 1,000.00	Herbert Niles	Sponsorship - Love Life Foundation
11/21/2017	Multicultural Media Telecom & Internet Council	\$ 5,000.00	Herbert Niles	DC Trending Topics Sponsorships
12/15/2017	Association of Film Commissioners International (AFCI)	\$ 750.00	Herbert Niles	Association of Film Commissioners International (AFCI) Annual Membership Fee Requested by Herbert Niles
12/15/2017	WASHINGTON MUSIC CENTER	\$ 2,144.00	Steven Johnson	Equipment from the Washington Music Center for 202Creates Podcast Studio.
12/18/2017	THE HOME DEPOT	\$ 367.90	Steven Johnson	Carpet requested by production team for a set in Studio A. The amount of the charge is lower than the cover memo because 2.5
12/19/2017	THE HOME DEPOT	\$ 306.30	Steven Johnson	Vinyl Sheet Flooring for Stage in Studio A for Gospel Performance on Friday, December 22, 2017
1/12/2018	American Airlines	\$ 124.60	Steven Johnson	Director Gates flight to NY for the Grammy's 2018
1/12/2018	American Airlines	\$ 124.60	Steven Johnson	Derek Younger flight to the Grammy's in NY 2018
1/16/2018	HOLIDAY INN EXPRESS	\$ 2,005.00	Steven Johnson	Director Gates Holiday Inn Express Hotel Charge for Sundance Film Festival, Salt Lake City, 2018
1/27/2018	MARRIOTT NY MARQUIS	\$ 492.00	Steven Johnson	New York Marriott Marquis Hotel for Director Angie Gates travel to the Grammy's 2018
1/27/2018	MARRIOTT NY MARQUIS	\$ 492.00	Steven Johnson	Marriott Marriott Marquis Hotel Stay for Derek Younger during his attendance at the 2018 Grammy
1/29/2018	MVS INC	\$ 2,664.51	Steven Johnson	ADOBE creative CLOUD MULTIPLE PLATFORM LICENSE RENEWAL FOR THE RADIO STAATION
1/29/2018	society of cable telecommunications engineers SCTE	\$ 85.00	Steven Johnson	Renew membership with the society of cable telecommunications engineers SCTE. Offers technical
2/2/2018	Catch Lighting LLC	\$ 3,000.00	Steven Johnson	Acquisition of the television series, "Garnish" (six 22 min episodes) from producer Antonio Hernandez
2/21/2018	Hootsuite Media Inc.	\$ 1,476.90	Steven Johnson	Hootsuite Platform certifications for comms team
2/20/2018	Tech Painting Company	\$ 750.00	Steven Johnson	202Creates Proposal for painting of 200 I street suite 1800 Storage Room.
2/26/2018	Best Buy	\$ 79.99	Steven Johnson	2 Power Adapter with magnetic DC connector (power cord) for the communications team apple laptop
3/7/2018	American Airlines	\$ 579.50	Steven Johnson	Maryann Lombardi flight to SXSW 2018 Austin, TX
3/8/2018	TPW Consultants	\$ 2,880.03	Steven Johnson	Photography equipment for 202 Creates Photo lab at 200 I St.
3/15/2018	DUPONT COMPUTERS, INC.	\$ 2,650.00	Steven Johnson	AED defibrillators: main level and lower level of 1899 9th St. NE

3/16/2018	DC Webfest	\$ 2,500.00	Herbert Niles	Sponsorship - DC Webfest
3/16/2018	Culturified Foundation International Children	\$ 2,500.00	Herbert Niles	Sponsorship - international Children's Festival
3/19/2018	Samanage USA Inc	\$ 715.50	Steven Johnson	Subscription Inventory database for operations team
3/26/2018	DUPONT COMPUTERS, INC.	\$ 4,999.90	Steven Johnson	iMac computers for radio station and Dir. Office.
3/30/2018	DC CHAMBER OF COMMERCE	\$ 1,170.00	Steven Johnson	DC CHAMBER OF COMMERCE annual membership renewal.
3/30/2018	Constant Contact	\$ 444.71	Steven Johnson	6 months subscription for the communications team. The correct amount to be charged is \$422.21. The company accidentally over
3/30/2018	Medium PR Agency	\$ 2,500.00	Herbert Niles	Sponsorship for "So You Want to be a Rapper" at the R.I.S.E demonstration Center in DC.
3/30/2018	OZ Publishing	\$ 2,605.00	Steven Johnson	OZ Publishing Production Resource Guides with Full Page Add \$2,605.00
4/2/2018	Philesciono Cnty	3,000.00	Steven Johnson	Acquisition of six programs of the "EZ Street Report" show, a local DC produced series that will focus on the people, places, and events across the District of Columbia and hosted by radio personality EZ Street. Cost for the six episodes provided via flash drive
4/3/2018	Constant Contact	\$ (22.50)		Credit for the miss charged amount of \$444.71. The correct charged amount is \$422.21. The \$22.50 is the credited difference between the two amounts
04/11/2018	DNP Investigation and Security Service	1,500.00	Steve Johnson	DNP Investigation and Security Servies - Security services for DC emancipation day 2018
04/11/2018	Capitol Document Solutions	626.44	Steve Johnson	copier repair for 200 I St satilite location
04/13/2018	Capitol Service Management	698.25	Steve Johnson	Sidewalls for 10-60 tent for DC Emancipation Day
4/13/2018	SESAC	4,481.58	Steve Johnson	SESAC Music Performance License for Municipalities will enable OCTFME to obtain music licenses and it will help secure that OCTFME is legally licensed to use various music.
04/13/2018	Thee Kym Lee	1,500.00	Steve Johnson	Makeup and Hair Services for celebrity guest Regina Hall for Emancipation Day
04/17/2018	Willard Intercontinental Washington	1,585.00	Steve Johnson	Willard Intercontinental Washington, DC Hotel, Grand Suite for Media Room for Emancipation Day
04/19/2018	Amtrack Train	201.00	Steve Johnson	Amtrack Train Travel to Tribeca Film Festival 2018 for Director Angie Gates
04/23/2018	Global Print Master	298.00	Steve Johnson	Global Print Master Master Badges with Holders and Lanyards for Emancipation Day
04/26/2018	Westlaw	380.85	Steve Johnson	Westlaw online legal research service for lawyers and legal professionals - for general counsel
05/04/2018	Us Helping Us, People Into Living, Inc.	1,200.00	Steve Johnson	Sponsorship for Us Helping Us, People into Living Inc.
05/07/2018	Capitol Service Management	664.95	Steve Johnson	Setup and breakdown for metal chairs, erect table and metal tables for DC Emancipation Day.
05/17/2018	Lynda Pro	1,020.81	Steve Johnson	Lynda Pro Annual Subscription Lynda Pro- is an American online education company offering video courses taught by industry experts in software, creative, and business skills
05/31/2018	Bust Buy	46.98	Steve Johnson	Bust Buy Apple 6.6 Lighting USB 2.0 Cable and Apple SB Power Adapter for Director's Work Iphone - one-time charge \$46.98



05/31/2018	GSA Office of Information, Integrity, and Access, Office of Governmentwide Policy	400.00	Steve Johnson	GSA Office of Information, Integrity, and Access, Office of Governmentwide Policy - Domain Name: DCRADIO.GOV
06/05/2018	Perfect Production Management Production	2,750.00	Steve Johnson	Rental Equipment for Democracy Breakfast 2018
06/15/2018	SESAC	407.42	Steve Johnson	LICENSE FEES
06/22/2018	Willard Intercontinental Washington	2,500.00	Steve Johnson	Hotel Stay for the guest artist performing at DC Emancipation Day 2018
06/28/2018	Control Video	1,937.50	Steve Johnson	Control Video - Video Monitor Services for Marion Barry Statue Unveiling Ceremony
08/07/2018	Washington Informer	3,000.00	Steve Johnson	Print, e-blasts and web ads for 202Creates
08/07/2018	Capital Community News	2,150.00	Steve Johnson	Capital Community News 1/2 page ad for East of the River, Hill Rag, and MidCity DC magazine for 202Creates
08/07/2018	POPVille	1,998.00	Steve Johnson	promoted post on POPvill.com for 202Creates
08/07/2018	Georgetown Media Group	1,200.00	Steve Johnson	Georgetown Media Group Display ad and web ad campaign for 202Creates
08/07/2018	El Tiempo	2,500.00	Steve Johnson	6 newspaper ads, and website ad for 202Creates
08/08/2018	iHeart Radio	2,000.00	Steve Johnson	digital audio promotion for 2018 202Creates
08/08/2018	The Afro Newspaper Company	3,000.00	Steve Johnson	The Afro Newspaper Company - E-blast, tile add, and print add for 202Creates
08/13/2018	Capital Community News	2,150.00	Steve Johnson	Full page newspaper ad in August 2018 Captial Newspaper for 202Creates
08/13/2018	American University WAMU 88.5	1,749.99	Steve Johnson	American University WAMU 88.5 DCist Cube Ad for 202Creates
08/24/2018		118.87	Steve Johnson	Gobo for 202Creates
09/04/2018	Samange	1,236.00	Steve Johnson	1-year professional asset management
09/05/2018	Comcast	92.70	Steve Johnson	Comcast - TV Box for Tech Core at OCTFME
09/12/2018	urban integration event	5,000.00	Steve Johnson	urban integration event services for 202Creates
09/14/2018	Best Buy	65.98	Steve Johnson	(2) Apple lighting SD Card Camera Readers
09/14/2018	Gelberg Signs	2,779.95	Steve Johnson	Emergency No Parking (ENP) Signs for Film Projects
09/14/2018	Constant Contact	176.00	Steve Johnson	Constant Contact - Email Marketing Software
09/17/2018	Global Print Master	687.50	Steve Johnson	"Straight Crankin" Gogo Documentary Posters
09/17/2018	Asteroid Titanium Productions and Entertainment	775.00	Steve Johnson	Guest Artist Benjamin Gates for Swearing in Ceremony
09/18/2018	Fast Signs	620.99	Steve Johnson	"Straight Crankin" Gogo Documentary Marquee Posters
09/21/2018	Capitol Service Management	2,495.00	Steve Johnson	Production & Consulting Services for 202Creates Co-working Day
09/21/2018	Splash Enterprise	3,000.00	Steve Johnson	Splash - Enterprise integrated platform to manage emails registration, check-in, and reporting.
09/21/2018	WPGC-FM Digital	500.00	Steve Johnson	WPGC-FM Digital: Facebook Targeted Ad
09/24/2018	Gotta Go Now Inc.	750.00	Steve Johnson	Lux Trailer Stall rental for One Year Radio Anniversary Event.
09/24/2018	Capitol Service Management	2,499.95	Steve Johnson	Tents for Mayor Arts Awards
09/27/2018	Artjar	1,100.00	Steve Johnson	Artjar - Painting for DC Rec Day
9/27/2018	Social Driver	1,750.00	Steve Johnson	Advertising for Mayor's Arts Awards

#### FY19 A. HANKS

TRANSACTION DATE	COMPANY	AMOUNT	REQUESTED BY	DESCRIPTION
10/04/2018	Capitol Hill Jazz Foundation	2,500.00	Steve Johnson	Capitol Hill Jazz Foundation
10/12/2018	Sonix, Inc	466.00	Steve Johnson	Sonix, Inc Transcription Services for Communications Team

11/08/2018	Capital Services Management	2,375.00	Steve Johnson	Equipment rental for the musical band to provide entertainment services for the DC One Fund Event at OCTFME.
11/10/2018	Smart Sheet	540.00	Steve Johnson	A software services application used to assign tasks, track project progress, and manage calendars and other work
11/14/2018	Comcast	394.44	Steve Johnson	Service to the HD boxes located in the lower level of OCTFME
11/14/2018	Lynda pro.com	2,245.83	Steve Johnson	Lynda pro.com is an online education company offering video courses taught by industry experts in software, creative and business skills.
11/15/2018	Constant Contact	798.00	Steve Johnson	Constant Contact - Email Marketing Software Annual Subscription
11/26/2018	Suite Nation	5,000.00	Steve Johnson	Suite Nation Sponsorship for the Sandlot Project
11/28/2018	WDCEP	2,000.00	Steve Johnson	WDCEP Annual Meeting Econ Showcase
11/28/2018	Radio One	1,500.00	Steve Johnson	Half page program ad sponsorship - Urban One Honors
12/04/2018		3,395.00	Steve Johnson	
12/10/2018		1,999.00	Steve Johnson	
12/11/2018		419.88	Steve Johnson	

## FY18 D. DICKENS

TRANSACTION DATE	COMPANY	TRANSACTION AMOUNT	REQUESTED BY	DESCRIPTION
10/03/2017	CLEEZY	\$1,000.00	Herbert Niles	Clarity Media Productions - Joe Claire Sponsorship
10/06/2017	CAPITOL HILL JAZZ	\$2,500.00	Herbert Niles	Capitol Hill Jazz Sponsorship
07/21/2017	DISPUTE REBILL EA	\$353.50	Steven Johnson	Online subscription fees for Marketing Database used by Communications Team
10/17/2017	MFH	\$2,500.00	Herbert Niles	Break the Internet (BTI) Sponsorship
10/18/2017	INTUIT *IN *TECHWEEK	\$5,000.00	Herbert Niles	TechWeek/DC Global Hub of Inclusive Innovation Sponsorship
10/19/2017	TSTREET DEVELOPMENT	\$5,000.00	Herbert Niles	T Street Corner (#LIVEfromDC) Sponsorship
10/23/2017	TSTREET DEVELOPMENT	(\$5,000.00)	Herbert Niles	REFUND - T Street Corner (#LIVEfromDC) Sponsorship
10/26/2017	AUDIOVISUAL	\$4,000.00	Herbert Niles	Moroccan American Network Sponsorship
10/27/2017	OTP VIDEO	\$5,000.00	Herbert Niles	T Street Cornerstone Sponsorship Repayment - Original payment declined/refunded due to vendor error
10/30/2017	BYT MEDIA INC	\$5,000.00	Herbert Niles	Brightest Young Things (BYT) Media/Bentzen Ball Sponsorship
11/01/2017	DC SHORTS	\$2,500.00	Herbert Niles	DC Film Alliance - Real2Reel Sponsorship
11/07/2017	THE DC CENTER	\$2,500.00	Herbert Niles	Reel Affirmation Film Festival Sponsorship
11/28/2017	STEPHANIE CR	\$1,500.00	Herbert Niles	The 48 Hour Film Project Sponsorship
12/05/2017	THE HERITAGE CENTER	\$2,758.75	Herbert Niles	Taylor and Brooks (The Heritage Center) Virgin Island Event Sponsorship
12/12/2017	SUNDANCE INSTITUTE	\$65.00	Angie Gates	Sundance Film Festival Membership Fee
12/13/2017	SUNDANCE FILM FESTIVAL	\$1,075.00	Angie Gates	Sundance Film Festival 2018 Registration Fees
12/13/2017	SMITH PUBLIC TRUST	\$3,000.00	Steven Johnson	Karaoke 4 A Cause 2017 Sponsorship
12/13/2017	DEMETRIUS BU	\$2,500.00	Herbert Niles	Flee Market Gallery 202Creates Holiday Vendor Pop-up Sponsorship
12/05/2017	DISPUTE CREDIT LW	(\$1,758.75)	Herbert Niles	Taylor and Brooks LLC Sponsorship Dispute Credit. Vendor charge the wrong amount \$2758.75 instead of the correct amount of the sponsorship which is \$1,000. Therefore the charge was disputed by the cardholder.
01/08/2018	DELTA AIRLINES	\$583.60	Angie Gates	Delta Airlines Airfare - Sundance Film Festival - Director Angie Gates - January 17 - 22, 2018
01/09/2018	DC MUSIC DOWNLOAD	\$2,000.00	Herbert Niles	DC Music Download Sponsorship
01/20/2018	DELTA AIRLINES	(\$12.00)	Angie Gates	Delta Airlines Airfare Refund - Sundance Film Festival (DAG)
01/22/2018	AMTRAK	\$274.00	Winfred Myrick	Amtrak Fees - GRAMMY Awards - Winfred Myrick
01/23/2018	AMTRAK	\$244.00	Bruce Walker	Amtrak Receipt NY - GRAMMY Awards - Bruce Walker
01/27/2018	MARRIOTT NY MARQUIS	\$492.00	Winfred Myrick	Marriott Marquis NY Hotel - GRAMMY Awards - Winfred Myrick
01/26/2018	MUSIC IN ME FO	\$5,000.00	Herbert Niles	Peer Positive Sponsorship
01/27/2018	MARRIOTT NY MARQUIS	\$328.00	Bruce Walker	Marriott Marquis NY Hotel - GRAMMY Awards - Bruce Walker
01/27/2018	MARRIOTT NY MARQUIS	\$164.00	Bruce Walker	Marriott Marquis NY Hotel - GRAMMY Awards - Bruce Walker
02/27/2018	NAB SHOW REGISTRATION	\$505.00	Maurice Reed	NAB 2018 Registration Fees - Maurice Reed
02/27/2018	NAB SHOW REGISTRATION	\$505.00	Steven Johnson	NAB 2018 Registration Fees - Steven Johnson
02/27/2018	SOUTHWEST AIRLINES	\$285.96	Maurice Reed	Southwest Airlines Airfare - Maurice Reed - Travel to NAB 2018
02/27/2018	SOUTHWEST AIRLINES	\$285.96	Steven Johnson	Southwest Airlines Airfare - Steven Johnson - Travel to NAB 2018
04/13/2018	SOCIALDRIVER.COM SOCIA	\$875.00	Steven Johnson	Social Driver - Emancipation Day Advertising Campaign
04/16/2018	EORSTEELBAN	\$1,000.00	Herbert Niles	East of the River Steelband Sponsorship
04/24/2018	IMDB	\$158.61	Herbert Niles	IMDB Annual Subscription
04/24/2018	NEO ELITE	\$2,500.00	Herbert Niles	Neo Elite LLC Sponsorship
04/30/2018	INT IN ALL ONE CITY	\$5,000.00	Herbert Niles	Funk Parade Sponsorship
05/02/2018	DCIFF	\$2,500.00	Herbert Niles	DC Independent Film Festival (DCIFF) Sponsorship
05/02/2018	DUPONT FESTIVAL	\$1,500.00	Herbert Niles	Dupont Festival Sponsorship
05/16/2018	IA22 TRAIN IN	\$2,500.00	Herbert Niles	IATSE Local 22 Training Sponsorship
05/23/2018	AMERICAN AIRLINES	\$344.41	Maryann Lombardi	American Airlines Airfare for Travel to Pittsburgh PA - Maryann Lombardi - 6.5-7.18
05/24/2018	FABMANIASTU	\$2,500.00	Herbert Niles	Learning with GoGo/FabMania Studios Sponsorship
05/25/2018	DC BLACK FILM	\$2,500.00	Herbert Niles	DC Black Film Festival Sponsorship
06/13/2018	NATIONAL CAPITAL INDUSTRIAL	\$600.00	Herbert Niles	National Capital Industries Inc. Emergency No Parking (ENP) Signs for Film Projects
06/14/2018	W STREET HOA	\$500.00	Herbert Niles	W Street Garden Project Artist Sponsorship
06/25/2018	INTERCONTINENTAL WILLA	\$2,500.00	Steven Johnson	Willard Hotel - Hotel stay for guest artist performing at DC Emancipation Day 2018
06/25/2018	INTERCONTINENTAL WILLARD	\$548.00	Steven Johnson	Willard Hotel - Hotel stay for guest artist performing at DC Emancipation Day 2018
06/26/2018	SPL PACKAGES	\$15.00	Steven Johnson	SplashThat.com Email Subscriptions for Comms Team
06/28/2018	MADE IN THE DM	\$2,500.00	Herbert Niles	Made in the DMV - DMV TrackStars Sponsorship
07/06/2018	ALLIANCE FOR COMMUNITY	\$400.00	Lawrence Cooper	Registration Fees for Alliance for Community Media 2018 Annual Conference Attendee: General Counsel

07/12/2018	BEST BUY	\$40.99	Steven Johnson	Best Buy - iPad Mini 4 Case for Administrative Officer
07/25/2018	CEASE FIRE DON	\$2,500.00	Herbert Niles	Cease Fire Don't Smoke the Brothers & Sisters Sponsorship
07/26/2018	LASER ART INC	\$600.00	Steven Johnson	General Office Supplies
07/27/2018	MUSICIANSHIP	\$750.00	Herbert Niles	The MusicianShip Sponsorship
08/07/2018	WORLD REGGAE	\$1,500.00	Herbert Niles	DC World Reggae Festival Sponsorship
08/17/2018	PETWORTHALL	\$2,000.00	Herbert Niles	Celebrate Petworth Festival Sponsorship
08/20/2018	DC SHORTS	\$2,500.00	Herbert Niles	DC Shorts Film Festival Sponsorship
08/22/2018	AMTRAK AIRLINES	\$189.00	Bruce Walker	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Bruce Walker
08/22/2018	AMTRAK AIRLINES	\$116.00	Kenneth Borden	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Kenneth Borden
08/23/2018	AMTRAK AIRLINES	\$152.00	Shaun Parker	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Shaun Parker
08/23/2018	AMTRAK AIRLINES	\$152.00	Vanessa Anthony	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Vanessa Anthony
08/23/2018	AMTRAK AIRLINES	\$136.80	Eugene Petty	Amtrak Fare to 2018 NATOA Annual Conference in PA - Traveler: Eugene Petty
08/29/2018	BEST BUYCOM	\$77.98	Steven Johnson	Best Buy (2) iPad Cases for Comms Team to use for 202Creates Opening/Closing Events
08/30/2018	DROPBOX	\$840.00	Herbert Niles	Dropbox Subscription
08/30/2018	BEST BUY	\$69.99	Steven Johnson	Best Buy iPad Case for Communications Team to use for 202Creates
08/30/2018	AMTRAK AIRLINES	-\$12.00	Bruce Walker	Amtrak Change in Fare (REFUND) - Bruce Walker return from NATOA Conference in PA
08/30/2018	BEST BUYCOM	-\$38.99	Steven Johnson	REFUND - Charge in error - incorrect amount
08/30/2018	BEST BUYCOM	\$38.99	Steven Johnson	Charge in error - incorrect amount
08/30/2018	CULTURAL DC	\$2,500.00	Herbert Niles	Cultural DC Sponsorship
08/30/2018	STAFFORD TURNER LLC -B	\$805.00	Steven Johnson	Montague Project - Letters rental for 202Creates Opening Event
09/03/2018	INTERNATIONAL TRANSACTION	\$24.41	Herbert Niles	International Transaction Fees for Hyatt Regency Toronto for John Herbert Niles Attending Toronto Film Festival
09/03/2018	AMERICAN AIRLINES	\$438.46	Herbert Niles	American Airlines Airfare to Toronto Film Festival - Traveler: John Herbert Niles, Assoc. Director
09/03/2018	SWEET NINJAF	\$5,000.00	Herbert Niles	United Skates Sponsorship
09/03/2018	HYATT REGENCY TORONTO	\$1,627.50	Herbert Niles	Hyatt Regency Hotel - Toronto Film Festival - Traveler: John Herbert Niles
09/07/2018	TRAVELCARE	\$925.00	Steven Johnson	DNP Security Services for 202Creates Opening Event
09/17/2018	DOCTORS TO YOU	\$5,000.00	Herbert Niles	House Call Media: Earnest Medicine Sponsorship
09/17/2018	JOLIE AGENCY	\$2,000.00	Herbert Niles	The Jolie Agency Sponsorship
09/17/2018	DAMIEN MINISTRIES	\$4,500.00	Herbert Niles	Damien Ministries Community Music/Fashion/Art Showcase Sponsorship
09/19/2018	SV LUNCHTIME	\$5,000.00	Herbert Niles	Shaw Streat Market Sponsorship
09/19/2018	TERK ENTERTAINMENT	\$5,000.00	Herbert Niles	Terk Entertainment Sponsorship
09/20/2018	WOMEN IN MUSIC	\$1,000.00	Herbert Niles	Women in Music DC Sponsorship
09/25/2018	THINK BROCCOLI	\$5,000.00	Herbert Niles	Think Broccoli LLC Sponsorship
09/25/2018	STEM4US	\$500.00	Herbert Niles	STEM4US Sponsorship
09/25/2018	ASSOCIATION	\$2,500.00	Herbert Niles	African American Vintners Sponsorship
09/27/2018	GLYNN JACKSON	\$5,000.00	Herbert Niles	Glynn Jackson's DC Power Players Sponsorship

**FY19 D. DICKENS**

TRANSACTION DATE	COMPANY	TRANSACTION AMOUNT	REQUESTED BY	DESCRIPTION
10/18/2018	SXSW, LLC	\$110.00	Herbert Niles	SXSW Fall Film Festival Submission of Straight Crankin Documentary
10/18/2018	DESTINATION DC	\$1,000.00	Angie Gates	Destination DC Annual Membership
10/18/2018	DC CHAMBER OF COMMERCE	\$1,170.00	Angie Gates	DC Chamber of Commerce Annual Membership
10/26/2018	DREAMTEAMLL	\$5,000.00	Herbert Niles	Urban Integration - Culture Sense Launch Event Sponsorship
10/30/2018	INT IN THINK LOCAL FI	\$2,500.00	Herbert Niles	Think Local First DC Sponsorship
10/31/2018	WITHOUTABOX INDIEFILM	\$80.00	Angie Gates	Tribeca Film Festival ?Straight Crakin? Documentary Fall Film Festival Submission
11/01/2018	WORDSBEATSL	\$2,500.00	Herbert Niles	Words Beats & Life Inc. Juste Debout US Qualifier Sponsorship
11/02/2018	YOUTHINMEDI	\$800.00	Herbert Niles	Youth in Media and Education Sponsorship
11/12/2018	DC SHORTS	\$2,500.00	Herbert Niles	Metro DC Community Center Reel Affirmation DC LGBTQ International Film Festival Sponsorship
11/16/2018	INT IN COLUMBIA HEIGHT	\$500.00	Herbert Niles	District Bridges 2nd Annual Dia de los Muertos Celebration Sponsorship
11/16/2018	ASK ME TEES	\$2,500.00	Herbert Niles	Tech Makers Studio WOC Media Sponsorship
11/20/2018	FORKED ROADS	\$2,500.00	Herbert Niles	Forked Road Studios Top Tips Sponsorship
11/20/2018	LOVE LIFE FOUNDATION	\$1,500.00	Herbert Niles	Love Life Foundation Sponsorship
11/28/2018	TIVA DC	\$2,500.00	Herbert Niles	TIVA DC Sponsorship

**QUESTION 10****Office of Cable Television, Film, Music and Entertainment (C10)****FY 2018 & 2019 Memorandum of Understanding - 0600****FY 2018**

Agency Code	Seller Agency	Funding Description	Original Advance Amount	Amount Expended in FY 2017	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
A10	OCFO	MOU with OCFO for Financial Services	\$150,000.00	\$150,000.00	MOU Executed	10/1/2017	10/3/2017 & 11/1/2017	1/17/2018
CFO	Department of Employment Services	Creative Economy Career Access Program (CECAP) to establish on-the-job training for underserved DC residents	\$124,942.88	\$124,942.88	MOU Executed	12/12/2017	10/24/2017 & 11/17/2017	12/12/2017
BEO	DCHR	Executive - Level Learning & Development	\$12,500.00	\$12,500.00	MOU Executed	10/1/2017	1/17/2018	3/28/2018

ATO	OCFO	Merchant Services	\$3,341.98	\$3,341.98	MOU Executed	10/1/2017	5/4/2018	N/A
TOO	OCTO-Office of Chief Technology	Microsoft Office 365 Subsystem	\$5,000.00	\$5,359.41	MOU Executed	12/5/2017	11/15/2017 & 11/16/2017	11/15/2017 & 11/16/2017
TOO	OCTO-Office of Chief Technology	Dedicated IT Staff - FTE	\$69,927.96	\$69,927.96	Electronic MOU Executed	12/7/2017	2/21/2018	2/22/2018
<b>TOTAL</b>			<b>\$195,253.53</b>	<b>\$196,185.31</b>				

## FY 2018

Agency Code	Seller Agency	Funding Description	Original Advance Amount	Amount Expended in FY 2017	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
A10	OCFO	MOU with OCFO for Financial Services	\$150,000.00	TBD	Pending	10/1/2018	10/3/2018	TBD

CFO	Department of Employment Services	Creative Economy Career Access Program (CECAP) to establish on-the-job training for underserved DC residents	\$184,279.20	TBD	MOU Executed	10/1/2018	10/22/2017 & 11/30/2018	TBD
JRO	ODR - Office of Disability Rights	Sign Language Interpreter Services	\$7,680.00	TBD	Notice of Multi-agency MOU	10/1/2018	12/17/2018	TBD
BAO	Office of the Secretary & the Office of the City Administrator	MOU w/ CA for records management & archives	\$22,743.00	TBD	MOU Executed	10/1/2018	10/17/2018	TBD

## OFFICE OF CABLE TV,FILM,MUSIC & ENTERTAINMENT

### FY 2017 BUDGET - FUND DETAIL

Approp	Fund	Approp Fund Title	Agy Fund	Agy Fund Title	Revised Budget	Actual Expenditures
0100	LOCAL FUND	0100	LOCAL FUNDS		\$826,727	\$825,876
		1115	DESIGNATED FUND BALANCE		\$3,353,284	\$3,353,284
	LOCAL FUND Total				\$4,181,511	\$4,180,660
0100 Total					\$4,181,511	\$4,180,660
0600	SPECIAL PURPOSE	0600	SPECIAL PURPOSE REVENUE		\$12,089,496	\$11,378,147
	SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total				\$12,089,496	\$11,378,147
0600 Total					\$12,089,496	\$11,378,147



Budget & Exps Variance	Variance Explanation
\$851	
\$0	
<b>\$851</b>	
\$851	
\$711,349	
<b>\$711,349</b>	
\$711,349	

# OFFICE OF CABLE TV,FILM,MUSIC & ENTNMENT

## FY 2017 BUDGET - COMP SOURCE GROUP

Comp Source Group2	Comp Source Group	Comp Source Group Title	Revised Budget	Actual Expenditures	Budget & Exps Variance	Variance Explanation
Personnel Services	11	REGULAR PAY - CONT FULL TIME	\$ 3,249,156	\$ 3,197,588	\$ 51,568	underspending due to salary savings
	12	REGULAR PAY - OTHER	\$ 1,086,815	\$ 997,406	\$ 89,409	underspending due to salary savings
	13	ADDITIONAL GROSS PAY	\$ -	\$ 22,216	\$ (22,216)	overspending due to unanticipated payments
	14	FRINGE BENEFITS - CURR PERSONNEL	\$ 909,289	\$ 880,963	\$ 28,326	underspending due to salary savings
	15	OVERTIME PAY	\$ 79,381	\$ 214,740	\$ (135,359)	overspending due to special events, covered by salary savings
Personnel Services Total			<b>\$ 5,324,641</b>	<b>\$ 5,312,913</b>	<b>\$ 11,728</b>	
Non-Personnel Services	20	SUPPLIES AND MATERIALS	\$ 51,020	\$ 45,088	\$ 5,932	
	30	ENERGY, COMM. AND BLDG RENTALS	\$ 304,644	\$ 285,325	\$ 19,319	
	31	TELECOMMUNICATIONS	\$ 236,248	\$ 164,617	\$ 71,631	
	34	SECURITY SERVICES	\$ 159,081	\$ 150,242	\$ 8,839	
	35	OCCUPANCY FIXED COSTS	\$ 540,000	\$ 491,211	\$ 48,789	
	40	OTHER SERVICES AND CHARGES	\$ 2,794,649	\$ 2,636,886	\$ 157,763	
	41	CONTRACTUAL SERVICES - OTHER	\$ 350,400	\$ 358,536	\$ (8,136)	
	50	SUBSIDIES AND TRANSFERS	\$ 4,698,284	\$ 4,466,024	\$ 232,260	
Non-Personnel Services Total	70	EQUIPMENT & EQUIPMENT RENTAL	\$ 1,812,040	\$ 1,647,967	\$ 164,073	
			<b>\$ 10,946,366</b>	<b>\$ 10,245,896</b>	<b>\$ 700,470</b>	
<b>Grand Total</b>			<b>\$ 16,271,007</b>	<b>\$ 15,558,809</b>	<b>\$ 712,198</b>	

# OFFICE OF CABLE TV,FILM,MUSIC & ENTNMENT

## FY 2017 BUDGET - NPS PROGRAM-ACTIVITY

Program Code 2	Program Code 2 Title	Program Code 3	Program Code 3 Title	Revised Budget	Actual Expenditures	Budget & Exps Variance	Variance Explanation
1000	AGENCY MANAGEMENT	1015	TRAINING AND EDUC DEVELOPMENT	\$ 101,535	\$ 105,424	\$ (3,889)	overspending in other services
		1030	PROPERTY MANAGEMENT	\$ 1,230,530	\$ 1,086,287	\$ 144,243	
		1040	INFORMATION TECHNOLOGY	\$ 121,932	\$ 115,141	\$ 6,791	
		1050	FINANCIAL MANAGEMENT	\$ 150,000	\$ 145,091	\$ 4,909	
		1070	FLEET MANAGEMENT	\$ 59,685	\$ 10,640	\$ 49,045	
		1085	CUSTOMER SERVICE	\$ 367,244	\$ 479,408	\$ (112,164)	overspending in other services
	<b>AGENCY MANAGEMENT</b>	<b>Total</b>		<b>\$ 2,030,926</b>	<b>\$ 1,941,991</b>	<b>\$ 88,935</b>	
1000 Total						\$ -	
2000	OCTFME TELEVISION DIVISION	2010	ORIGINATED PROGRAMMING	\$ 3,500,656	\$ 3,180,707	\$ 319,949	
		2020	FEE FOR SERVICE PROGRAMMING	\$ 1,585,000	\$ 1,515,428	\$ 69,572	
		2030	FRANCHISE REGULATION	\$ 40,000	\$ 13,180	\$ 26,820	
		2040	CUSTOMER SERVICE	\$ 200,000	\$ 140,613	\$ 59,387	
	<b>OCTFME TELEVISION DIVISION</b>	<b>Total</b>		<b>\$ 5,325,656</b>	<b>\$ 4,849,928</b>	<b>\$ 475,728</b>	
2000 Total						\$ -	
3000	OCTFME FILM DIVISION	3010	MARKETING AND PROMOTIONS	\$ 111,000	\$ 2,292	\$ 108,708	
		3020	PRODUCTION SUPPORT	\$ 125,500	\$ 98,397	\$ 27,103	
	<b>OCTFME FILM DIVISION</b>	<b>Total</b>		<b>\$ 236,500</b>	<b>\$ 100,689</b>	<b>\$ 135,811</b>	
<b>Grand Total</b>				<b>\$ 7,593,082</b>	<b>\$ 6,892,609</b>	<b>\$ 700,473</b>	

**OFFICE OF CABLE TV,FILM,MUSIC & ENTNMENT**
**FY 2017 BUDGET - NPS CONTRACTS & OTHER**

Program Code 2	Program Code 2 Title	Program Code 3	Program Code 3 Title	Comp Source Group	Comp Source Group Title	Revised Budget	Actual Expenditures	Budget & Exps Variance	Variance Explanation
1000	AGENCY MANAGEMENT	1015	TRAINING AND EDUC DEVELOPMENT	40	OTHER SERVICES AND CHARGES	\$ 101,535	\$ 105,424	\$ (3,889)	
		1030	PROPERTY MANAGEMENT					\$ -	
				20	SUPPLIES AND MATERIALS			\$ -	
				31	TELECOMMUNICATIONS	\$ 236,248	\$ 164,617	\$ 71,631	
				40	OTHER SERVICES AND CHARGES			\$ -	
				30	ENERGY, COMM. AND BLDG RENTALS	\$ 295,201	\$ 280,218	\$ 14,983	
				34	SECURITY SERVICES	\$ 159,081	\$ 150,242	\$ 8,839	
				35	OCCUPANCY FIXED COSTS	\$ 540,000	\$ 491,211	\$ 48,789	
		1040	INFORMATION TECHNOLOGY					\$ -	
				31	TELECOMMUNICATIONS			\$ -	
		40	OTHER SERVICES AND CHARGES	\$ 121,932	\$ 115,141	\$ 6,791			
		1050	FINANCIAL MANAGEMENT	40	OTHER SERVICES AND CHARGES	\$ 150,000	\$ 145,091	\$ 4,909	
								\$ -	
		1070	FLEET MANAGEMENT	30	ENERGY, COMM. AND BLDG RENTALS	\$ 9,443	\$ 5,106	\$ 4,337	
				40	OTHER SERVICES AND CHARGES	\$ 33,202	\$ 5,534	\$ 27,668	
				70	EQUIPMENT & EQUIPMENT RENTAL	\$ 17,040	\$ -	\$ 17,040	
		1085	CUSTOMER SERVICE					\$ -	
				20	SUPPLIES AND MATERIALS	\$ 10,000	\$ 10,504	\$ (504)	
				40	OTHER SERVICES AND CHARGES	\$ 332,244	\$ 455,845	\$ (123,601)	
				70	EQUIPMENT & EQUIPMENT RENTAL	\$ 25,000	\$ 13,059	\$ 11,941	
								\$ -	
		AGENCY MANAGEMENT Total						\$ 2,030,926	\$ 1,941,992
1000 Total					\$ 2,030,926	\$ 1,941,992	\$ 88,935		
2000	OCTFME TELEVISION DIVISION	2010	ORIGINATED PROGRAMMING	20	SUPPLIES AND MATERIALS	\$ 30,000	\$ 29,826	\$ 174	
				40	OTHER SERVICES AND CHARGES	\$ 1,360,256	\$ 1,253,501	\$ 106,755	
				41	CONTRACTUAL SERVICES - OTHER	\$ 350,400	\$ 349,604	\$ 796	
				50	SUBSIDIES AND TRANSFERS	\$ 1,250,000	\$ 1,112,740	\$ 137,260	
				70	EQUIPMENT & EQUIPMENT RENTAL	\$ 510,000	\$ 435,036	\$ 74,964	
								\$ -	
		2020	FEE FOR SERVICE PROGRAMMING	20	SUPPLIES AND MATERIALS	\$ 5,000	\$ 4,757	\$ 243	
				40	OTHER SERVICES AND CHARGES	\$ 320,000	\$ 310,799	\$ 9,201	
				70	EQUIPMENT & EQUIPMENT RENTAL	\$ 1,260,000	\$ 1,199,872	\$ 60,128	
		2030	FRANCHISE REGULATION					\$ -	
				40	OTHER SERVICES AND CHARGES	\$ 40,000	\$ 4,248	\$ 35,752	
				41	CONTRACTUAL SERVICES - OTHER	\$ -	\$ 8,932	\$ (8,932)	
		2040	CUSTOMER SERVICE					\$ -	
				40	OTHER SERVICES AND CHARGES	\$ 200,000	\$ 140,613	\$ 59,387	
		OCTFME TELEVISION DIVISION Total						\$ 5,325,656	\$ 4,849,928
2000 Total						\$ 5,325,656	\$ 4,849,928	\$ 475,728	
3000	OCTFME FILM DIVISION	3010	MARKETING AND PROMOTIONS	40	OTHER SERVICES AND CHARGES	\$ 16,000	\$ 2,292	\$ 13,708	
				50	SUBSIDIES AND TRANSFERS	\$ 95,000	\$ -	\$ 95,000	
		3020	PRODUCTION SUPPORT					\$ -	
				40	OTHER SERVICES AND CHARGES	\$ 1,500	\$ 1,500	\$ -	
				20	SUPPLIES AND MATERIALS	\$ 6,020	\$ -	\$ 6,020	
				40	OTHER SERVICES AND CHARGES	\$ 117,980	\$ 96,897	\$ 21,083	
		OCTFME FILM DIVISION Total						\$ 236,500	\$ 100,689
3000 Total						\$ 236,500	\$ 100,689	\$ 135,811	
Grand Total						\$ 7,593,082	\$ 6,892,609	\$ 700,474	

Contracts and Procurement

The Columns indicate each of the following:

- 1. The name of the Contract;
- 2. The nature of the contract, including the end product or service;
- 3. The dollar amount of the contract, including budgeted amount and actually spent;
- 4. The term of the contract;
- 5. Whether the contract was competitively bid or not;
- 6. The name of the agency's contract monitor and the results of any monitoring activity (please refer to RESPONSE for question #48 for more specifics);
- 7. The funding source; and
- 8. Whether the contractor is a CBE

FY18					FY18						
Contractor	Contract Number	Contract Type	Contract Purpose	Contract Details	Amount (\$)	Amount Spent	Contract Term	Bid Competitively	Contract Monitor and Monitoring Activity	Funding Source	CBE
Advanced Employee Intelligence	C1875-V3	IDIQ	Administrative Staffing Support	Administrative Staffing Support	\$ 460,413.00	\$ 438,127.09	current Opt Year 1. # of opt years 2 5 Year (Base year + 4 Option Year) Base	Yes	Yes	O-Type	Yes
All Pro All Services	CW53518	Labor Hour	Production Staffing Support	Production Staffing Support	\$ 245,000.00	\$ 176,883.90	Year	Yes	Yes	O-Type	Yes
American Film Institute	N/A	N/A	Sponsorship	American Film Institute (AFI) DOCS Film Festival Sponsorship	\$ 10,000.00	\$ 10,000.00	1 Year	No	Yes	O-Type	No
Andean Consulting Solutions	CW58753	N/A	TRANSLATION SERVICES	TRANSLATION SERVICES	\$ 7,750.60	\$ 6,200.48	1 Year	No	Yes	O-Type	Yes
Baseline, LLC	N/A	N/A	Professional Service	Professional Service	\$ 7,920.00	\$ 7,920.00	1 Year	No	Yes	O-Type	No
Benji Holdings	N/A	N/A	Uniforms	Clothing, including uniforms	\$ 10,000.00	\$ 10,000.00	1 Year	No	Yes	O-Type	Yes
Best Best & Krieger LLP	CW34706	IDIQ	Cable Franchise Support	Cable Franchise Support	\$ 50,000.00	\$ 49,680.53	5 Year (Base year + 4 Option Year) Opt Year 3	Yes	Yes	O-Type	No
Broadcasters General Store Inc	N/A	N/A	Radio Equipment	Radio Equipment	\$ 6,244.00	\$ 6,244.00	1 Year	Yes	Yes	O-Type	No
Broadview Software, INC.	N/A	N/A	Support Services	Broadcasting Software	\$ 26,915.00		1 Year	No	Yes	O-Type	No
Building Bridges Across River	N/A	N/A	Sponsorship	ANACOSTIA RIVER FESTIVAL	\$ 5,000.00	\$ 5,000.00	1 Year	No	N	O-Type	No
Cannon Financial Services	CW29906	N/A	Copier Lease and Maintenance	Copier Lease and Maintenance	\$ 5,897.63	\$ 4,276.15	5 Year (Base year + 4 Option Year) Opt Year 4	No	Yes	O-Type	No
CAPITAL FRINGE	N/A	N/A	Sponsorship	Capital Fringe Festival 2018	\$ 5,000.00	\$ 5,000.00	1 Year	No	Yes	O-Type	No
Captioning Services	CW25232	Firm Fixed Price	Transcribing Support	All Closed Captioning Transcribing Support	\$ 147,000.00	\$ 133,224.00	5 Year (Base year + 4 Option Year) Opt Year 4	Yes	Yes	O-Type	No
CBE Partners, LLC	CW59852	N/A	TECH CORE EXPANSION	Tech Core Expansion (Studio B)	\$ 959,226.15	\$ 957,092.53	1 Year	Yes	Yes	O-Type	Yes
CBE Partners, LLC	CW61190	N/A	Equipment	Storage/MAM/KVM Expansion	\$ 898,902.97	\$ 898,902.97	1 Year	Yes	Yes	O-Type	Yes
CBE Partners, LLC	CW54583	N/A	Equipment	Studio B Infrastructure and Video Wall (Phase II)	\$ 553,426.83	\$ 553,426.83	1 Year	Yes	Yes	O-Type	Yes
CBE Partners, LLC	CW54583	N/A	Equipment and Technical Services	Studio B Infrastructure and Video Wall (Phase II)	\$ 145,762.11	\$ 145,762.11	1 Year	Yes	Yes	O-Type	Yes
Dave's Comedy Special	N/A	N/A	Film Incentive Fund	Dave's Comedy Special (The Untitled Chappelle September Comedy Special)	\$ 145,000.00	\$ 100,586.00	1 Year	No	Yes	Local	No
DC Film Group	N/A	N/A	Film Incentive Fund	District Film Group (You Can't Hurry Love)	\$ 93,941.00	\$ 93,941.00	1 Year	No	Yes	Local	No
DC Film Group	N/A	N/A	Film Incentive Fund	District Film Group (Couples Night)	\$ 86,025.00	\$ 86,025.00	1 Year	No	Yes	Local	No
DC Jazz Festival	N/A	N/A	Film Incentive Fund	DC JAZZ FESTIVAL (DC JAZZ: DISCOVERING THE UNEXPECTED)	\$ 50,000.00	\$ 50,000.00	1 Year	No	Yes	O-Type	No
DC Noir	N/A	N/A	Film Incentive Fund	DC NOIR (DC NOIR)	\$ 174,025.00	\$ 174,025.00	1 Year	No	Yes	Local	No
EAST OF THE RIVER FILM LLC	N/A	N/A	Sponsorship	EAST OF THE RIVER FILM	\$ 5,000.00	\$ 5,000.00	1 Year	No	Yes	O-Type	No
ENVIRONMENTAL FILM FESTIVAL	N/A	N/A	Sponsorship	ENVIRONMENTAL FILM FESTIVAL	\$ 2,500.00	\$ 2,500.00	1 Year	No	Yes	O-Type	No
FEDERAL EXPRESS	N/A	N/A	COURIER SERVICE/FEDERAL EXPRESS	COURIER SERVICE/FEDERAL EXPRESS	\$ 500.00	\$ 25.47	1 Year	No	Yes	O-Type	No
Friends of Carter Barron	N/A	N/A	Sponsorship	BENEFIT CONCERT EVENT	\$ 2,500.00	\$ 2,500.00	1 Year	No	Yes	O-Type	No
Howard University	CW60715	Firm Fixed Price	RADIO TRANSMISSION WITH WHUR	RADIO TRANSMISSION WITH WHUR	\$ 50,400.00	\$ 50,400.00	5 Year (Base year + 4 Option Year) Opt Base	No	Yes	O-Type	No
H St Main Street	N/A	N/A	Sponsorship	Art All Night Sponsorship	\$ 5,000.00	\$ 5,000.00	1 Year	No	Yes	O-Type	No
Human Circuit	CW24738	Labor Hour	AUDIOVISUAL SUPPORT	Television Broadcasting AV Support	\$ 554,126.85	\$ 554,119.78	5 Year (Base year + 4 Option Year) Opt Year 4	Yes	Yes	O-Type	No
HALCYON HOUSE	N/A	N/A	Sponsorship	HALCYON - BY THE PEOPLE	\$ 5,000.00	\$ 5,000.00	1 Year	No	Yes	O-Type	No
Jenkins Limousines	N/A	N/A	Transportation Services	Transportation Services	\$ 10,000.00	\$ 6,064.00	1 Year	Yes	Yes	O-Type	No
LiveU	N/A	N/A	Satellite Broadcasting Signal	Satellite Broadcasting Signal	\$ 10,620.00	\$ 9,735.00	1 Year	Yes	Yes	O-Type	No
March On Washington Film Festival	N/A	N/A	Sponsorship	MARCH ON WASHINGTON FILM FESTIVAL	\$ 5,000.00	\$ 5,000.00	1 Year	No	Yes	O-Type	No
Maslow Media Group, Inc	CW36877	GSA	TV Programming Staffing Support	TV Programming Staffing Support	\$ 241,000.00	\$ 185,277.55	5 Year (Base year + 4 Option Year) Opt Year 3	Yes	Yes	O-Type	No
MEGA MIND MEDIA LLC	N/A	N/A	Film Incentive Fund	MEGA MIND MEDIA (AVAILABLE WIFE)	\$ 100,000.00	\$ 100,000.00	1 Year	No	Yes	Local	No
Metropolitan Office Products	C14347	N/A	MAINTENANCE AGREEMENT	MAINTENANCE AGREEMENT (RICOH COPIER)	\$ 8,010.00	\$ 6,503.64	1 Year	Yes	Yes	O-Type	Yes
MVS, Inc	C1651-V7	N/A	Licenses	ADOBE CREATIVE CLOUD LICENSES (RENEWAL)	\$ 19,200.00	\$ 19,200.00	1 Year	No	Yes	O-Type	Yes
NBC Universal	N/A	N/A	Film Incentive Fund	NBC UNIVERSAL/UNIVERSAL TELEVISION (THE ENEMY WITHIN)	\$ 130,000.00	\$ 122,976.00	1 Year	No	Yes	Local	No
North Capital Partners	N/A	N/A	MOVING SERVICES	MOVING SERVICES	\$ 6,000.00	\$ 4,257.00	1 Year	Yes	Yes	O-Type	Yes
Pandora	N/A	N/A	Audio Advertisement	Audio Advertisement for 202Creates	\$ 6,850.00	\$ 6,850.00	1 Year	No	Yes	O-Type	No
PERFECT PRODUCTION MANAGEMENT	N/A	N/A	Sound Equipment Rental	Sound Equipment Rental DC Emancipation Day 2018	\$ 9,950.00	\$ 9,950.00	1 Year	No	Yes	O-Type	No
Portfolio Media Inc	N/A	N/A	Subscription	LAW360 SUBSCRIPTION	\$ 3,531.00	\$ 3,531.00	1 Year	No	Yes	O-Type	No
Reed Elsevier Incorporated	N/A	N/A	Research System	REGULATORY-LEXIS NEXIS ANNUAL SUBSCRIPTION	\$ 4,015.00	\$ 4,015.00	1 Year	No	Yes	O-Type	No
Reel Scout, INC	N/A	N/A	Software	Location Software	\$ 13,500.00	\$ 13,500.00	1 Year	No	Yes	O-Type	No
Restaurant Association	N/A	N/A	Sponsorship	THE RAMMYS (RAWM)	\$ 5,000.00	\$ 5,000.00	1 Year	No	Yes	O-Type	No
Senoda Inc	C1783-V4	N/A	Printing Services	Printing	\$ 11,532.00	\$ 8,555.75	1 Year	Yes	Yes	O-Type	Yes
Skehan Communications, LLC	N/A	N/A	Broadcasting Services	Ceremonial Taping Support	\$ 34,350.00	\$ 34,147.79	1 Year	Yes	Yes	O-Type	No
SKY LLC DBA/US OFFICE SOL	C12714	N/A	Office Supplies	OFFICE SUPPLIES	\$ 50,000.00	\$ 49,990.93	1 Year	Yes	Yes	O-Type	Yes
Social Driver	N/A	N/A	Social Media Reporting	Social Media Reporting	\$ 6,000.00	\$ 6,000.00	1 Year	Yes	Yes	O-Type	No
Social Driver	N/A	N/A	Event Advertising Campaign	Event Advertising Campaign	\$ 5,000.00	\$ 5,000.00	1 Year	Yes	Yes	O-Type	No

Spectrum Management	N/A	N/A	Building Repairs	Management to provide labor and materials	\$	98,995.54	\$	26,545.54	1 Year	No	Yes	O-Type	Yes
Star Power Communications	N/A	N/A	Internet Services	1 GB Dedicated Internet Access AND 8 IP DEDICATION	\$	21,900.00	\$	21,900.00	1 Year	Yes	Yes	O-Type	No

Star Power Communications	N/A	N/A	RCN IP Addresses	PROGRAMMING-32 IP ADDRESSES	\$	9,861.50	\$	9,780.00	1 Year	Yes	Yes	O-Type	No
SM FILMS PRODUCTIONS INC.	N/A	N/A	Film Incentive Fund	SM Film Productions, Inc. (Summer of George)	\$	63,237.00	\$	63,237.00	1 Year	No	Yes	Local	No
STRAIGHT NO CHASER MEDIA LLC	N/A	N/A	Film Incentive Fund	Straight No Chase Media LLC (Love Dot Com)	\$	60,000.00	\$	60,000.00	1 Year	No	Yes	Local	No
Strategic Impact Advisors	N/A	N/A	Independent Annalist	ECONOMIC IMPACT CONSULTANT FOR REBATE FUND	\$	18,357.92	\$	7,212.04	1 Year	Yes	Yes	O-Type	No
										5 Year (Base year + 4 Option Year) Opt			
Sylver Rain Consulting L	CW53518	Labor Hour	Production Staffing Support	Production Staffing Support	\$	425,000.00	\$	421,610.00	Base	Yes	Yes	O-Type	Yes
Tecknomic LLC	C13947	N/A	Cable Franchise Support	CABLE INSTALLATION SUPPORT	\$	2,000.00	\$	2,000.00	1 Year	Yes	Yes	O-Type	Yes
Tecknomic LLC	C13947	N/A	Cable Franchise Support	CABLE INSTALLATION SUPPORT	\$	20,000.00	\$	17,150.00	1 Year	Yes	Yes	O-Type	Yes
Telescript DC, INC	N/A	N/A	PORTABLE TELEPROMPTER FIELD EQUIPMENT	PORTABLE TELEPROMPTER FIELD EQUIPMENT	\$	7,021.00	\$	7,021.00	1 Year	No	Yes	O-Type	No
The Content Farm LLC	N/A	N/A	Film Incentive Fund	The Content Farm (The Perfect Venue)	\$	100,000.00	\$	100,000.00	1 Year	No	Yes	Local	No
The Content Farm LLC	N/A	N/A	Film Incentive Fund	DON'T STOP THE MUSIC	\$	150,587.00	\$	-	1 Year	No	Yes	Local	No
The Impact Group LLC	C14059	N/A	Radio Redundancy Equipment	Backup Replacement Equipment	\$	10,047.00	\$	10,047.00	1 Year	Yes	Yes	O-Type	No
Touchstone Television Productions	N/A	N/A	Film Incentive Fund	Touchstone Television Productions LLC/ABC Studios (Scandal)	\$	175,000.00	\$	118,523.00	1 Year	No	Yes	Local	No
Twenty Century Fox	N/A	N/A	Film Incentive Fund	TWENTIETH CENTURY FOX (THIS IS US)	\$	185,000.00	\$	140,725.00	1 Year	No	Yes	Local	No
Washington DC International Film Festival	N/A	N/A	Sponsorship	DC International Film Festival 2018	\$	10,000.00	\$	10,000.00	1 Year	No	Yes	O-Type	No
Women in Film & Video, Inc.	N/A	N/A	Sponsorship	Film DC Economic Incentive Fund	\$	15,000.00	\$	15,000.00	1 Year	No	Yes	Local	No

## FY19

## FY19

Contract Monitor and											
Contractor	Contract Number	Contract Type	Contract Purpose	Contract Details	Amount (\$)	Amount Spent	Contract Term	Bid Competitively	Monitoring Activity	Funding Source	CBE
A DIGITAL SOLUTIONS INC.	N/A	N/A	Printing Services	Printing Services	\$ 10,525.00	\$ -	1 Year	Yes	Yes	O-Type	Yes
ADVANCED EMPLOYEE INTELLIGENCE	CW43554	IDIQ	Administrative Staffing Support	Administrative Staffing Support	\$ 500,000.00	\$ 124,586.47	current opt year 2. # of opt years 2	Yes	Yes	O-Type	Yes
ALL PRO ALL SERVICES	CW53518	Labor Hour	Production Staffing Services	Production Staffing Services	\$ 135,000.00	\$ 33,723.56	current opt year 1. # of opt years 4	Yes	Yes	O-Type	Yes
BASELINE, LLC	N/A	Contract Type	Film Support	Source of Film, TV and Digital Information	\$ 7,920.00	\$ -	1 Year	No	Yes	O-Type	No
BEST BEST & KRIEGER LLP	CW34706	IDIQ	Legal and Consulting Services	Legal and Consulting Services	\$ 125,000.00	\$ 5,844.73	current opt year 4. # of Opt years 4	Yes	Yes	O-Type	No
CANON SOLUTIONS AMERICA, INC	CW65861	N/A	Maintenance & Support	2 New iR Advance c5353i Canon Copiers	\$ 20,862.36	\$ -	1 Year	No	Yes	O-Type	No
CAPTIONING SERVICES LLC	CW64819	Firm Fixed Price	Programming Support	Captioning services for 3 cable channels	\$ 146,520.00	\$ 17,160.00	current opt year Base. # of opt years 4	Yes	Yes	O-Type	No
CBE PARTNERS LLC	CW64229	Firm Fixed Price	Studio B Build Out	Lighting Fixtures and Supplies	\$ 138,700.00	\$ 118,562.90	1 Year	Yes	Yes	O-Type	Yes
CROWN CITY PICTURES INC.	N/A	N/A	Film Incentive Fund	Crown City Pictures (Magic Hour)	\$ 800,000.00	\$ -	1 Year	No	Yes	Local	No
FEDERAL EXPRESS CORPORATION	N/A	N/A	COURIER SERVICE	FEDERAL EXPRESS	\$ 400.00	\$ 6.17	1 Year	No	Yes	O-Type	No
HOWARD UNIVERSITY	CW60715	Firm Fixed Price	Radio Programming	RADIO TRANSMISSION WITH WHUR	\$ 50,400.00	\$ -	current opt year 1. # of opt years 4	Yes	Yes	O-Type	No
HUMAN CIRCUIT, INC.	CW64772	Labor hour	Engineering Services and Repairs	BROADCAST EQUIPMENT MAINTENANCE	\$ 279,000.00	\$ 27,659.41	current opt year Base. # of opt years 4	Yes	Yes	O-Type	No
					transportation services for performers and guests that are						
JENKINS LIMOUSINES & TRAN	N/A	N/A	TRANSPORTATION SERVICES	invited to appear on programs	\$ 6,000.00	\$ -	1 Year	No	Yes	O-Type	Yes
MASLOW MEDIA GROUP, INC.	CW36877	GSA	Broadcast, Film & Multimedia Staffing	Broadcast, Film & Multimedia Staffing	\$ 225,000.00	\$ 59,368.72	current opt year 4. # of Opt years 4	Yes	Yes	O-Type	No
NORTH CAPITOL PARTNERS INC	N/A	N/A	MOVING SERVICES	MOVING SERVICES	\$ 8,000.00	\$ 551.68	1 Year	Yes	Yes	O-Type	Yes
ROCK MABREY VIDEO PRODUCT	N/A	N/A	SET DESIGN CONSTRUCTION & ASSEMBLY	Assembly of multiple television production sets in its studio A	\$ 9,998.00	\$ 9,998.00	1 Year	Yes	Yes	O-Type	No
SKEHAN COMMUNICATIONS, LLC	N/A	N/A	CEREMONIAL TAPINGS	CEREMONIAL TAPINGS	\$ 54,400.00	\$ 26,345.00	1 Year	Yes	Yes	O-Type	No
SKY LLC DBA/US OFFICE SOL	C12714	N/A	OFFICE SUPPLIES	OFFICE SUPPLIES	\$ 55,000.00	\$ -	1 Year	Yes	Yes	O-Type	Yes
SOUND MUSIC CITIES INC	N/A	N/A	DC Music Census	DC Music Census	\$ 40,000.00	\$ -	1 Year	No	Yes	O-Type	No
SPECTRUM MANAGEMENT, LLC	N/A	N/A	Elevator modernization services	Elevator modernization services	\$ 72,450.00	\$ -	1 Year	Yes	Yes	O-Type	Yes
STARPOWER COMMUNICATIONS	N/A	N/A	Internet Access	1 GB Dedicated Internet Access AND 8 IP DEDICATION	\$ 21,900.00	\$ 5,475.00	1 Year	Yes	Yes	O-Type	No
STARPOWER COMMUNICATIONS	N/A	N/A	Internet transmission service	32 IP ADDRESSES	\$ 9,880.00	\$ 2,445.00	1 Year	Yes	Yes	O-Type	No
SYLVER RAIN CONSULTING	CW53516	Labor hour	Supplemental Production Staff	Production staffing services	\$ 475,000.00	\$ 123,280.00	current opt year 1. # of opt years 4	Yes	Yes	O-Type	Yes
TECKNOMIC LLC	C13947	N/A	CABLE INSTALLATION SUPPORT	CABLE INSTALLATION SUPPORT	\$ 10,000.00	\$ 2,735.00	1 Year	Yes	Yes	O-Type	Yes
VERITAS CONSULTING GROUP	N/A	N/A	Security Equipment	Security Equipment	\$ 9,582.00	\$ -	1 Year	Yes	Yes	O-Type	Yes
WASHINGTON, DC INTERNATIONAL	N/A	N/A	SPONSORSHIP	DC INTERNATIONAL FILM FESTIVAL (FILMFEST DC)	\$ 10,000.00	\$ -	1 Year	No	Yes	O-Type	No
WOMEN IN FILM & VIDEO, INC.	N/A	N/A	SPONSORSHIP	Women in Film and Video	\$ 15,000.00	\$ -	1 Year	No	Yes	O-Type	No

## P-Card

FY18

Vendor Name	CBE
DUPONT COMPUTERS, INC.	Y
SPECTRUM MANAGEMENT LL	Y
SOCIALDRIVER.COM SOCIA	Y
VERITAS CONSULTING GRO	Y
VERITAS CONSULTING GRO	Y
THE COLES GROUP LLC	Y
MVS INC	Y
DUPONT COMPUTERS	Y
DUPONT COMPUTERS	Y
SOCIALDRIVER.COM SOCIA	Y
DEAN CONSULTING (ACSI) TRANSLATI	Y
LASER ART INC	Y
GEORGETOWN MEDIA GROUP	Y
THE COLES GROUP LLC	Y
CAPITOL SERVICES	Y
GELBERG SIGNS	Y
CAPITOL SERVICES	Y
CAPITOL SERVICES	Y
SOCIALDRIVER.COM SOCIA	Y

FY19

Vendor Name	CBE
Capitol Services	Y
The Coles Group	Y

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FY18

[illegible]



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[illegible]

SYLVER RAIN CONSULTING L	Y
SYLVER RAIN CONSULTING L	Y
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SPECTRUM MANAGEMENT, LLC	Y
TECKNOMIC LLC	Y
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TECKNOMIC LLC	Y

FY19

Vendor	CBE
AEI TRAINING PARTNERS	Y
AEI TRAINING PARTNERS	Y
AEI TRAINING PARTNERS	Y
AEI TRAINING PARTNERS	Y
ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
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ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
CBE PARTNERS LLC	Y
CBE PARTNERS LLC	Y
CBE PARTNERS LLC	Y
METROPOLITAN OFFICE PRODUCTS	Y
NORTH CAPITOL PARTNERS, INC.	Y
SYLVER RAIN CONSULTING L	Y

SYLVER RAIN CONSULTING L	Y
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SYLVER RAIN CONSULTING L	Y
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SYLVER RAIN CONSULTING L	Y
SYLVER RAIN CONSULTING L	Y
TECKNOMIC LLC	Y
TECKNOMIC LLC	Y

<b>SBE</b>	<b>Expenditure Amount</b>	<b>Payment Date</b>
Y	\$455	10/13/2017
Y	\$2,102.60	11/6/2017
Y	\$499.55	11/17/2017
Y	\$4,883	12/28/2017
Y	\$1,303	1/2/2018
Y	\$2,499.78	1/23/2018
Y	\$2,664.51	1/29/2018
Y	\$2,650	3/15/2018
Y	\$4,999.90	3/26/2018
Y	\$875	4/12/2018
Y	\$1,550.12	5/23/2018
Y	\$600	7/24/2018
Y	\$1,200	8/7/2018
Y	\$1,399.90	8/8/2018
Y	\$2,150	8/13/2018
Y	\$2,779.95	9/14/2018
Y	\$2,495	9/21/2018
Y	\$2,499.95	9/24/2018
Y	\$1,750	9/27/2018

<b>SBE</b>	<b>Expenditure Amount</b>	<b>Payment Date</b>
Y	\$2,375.00	11/9/2018
Y	\$2,500.00	12/27/2018

<b>SBE</b>	<b>Amount</b>	<b>Payment Date</b>
Y	20,658.10	11/6/17
Y	19,558.09	11/9/17
Y	15,161.14	12/1/17
Y	13,003.00	12/1/17
Y	13,713.76	1/2/18
Y	12,670.48	1/11/18
Y	9,222.93	2/1/18
Y	11,256.88	2/1/18
Y	12,214.96	2/13/18
Y	12,214.96	3/6/18
Y	10,177.99	4/26/18
Y	13,501.12	4/19/18
Y	21,780.28	5/4/18

Y	28,164.78	6/22/18
Y	13,991.01	7/2/18
Y	16,584.43	7/2/18
Y	17,785.77	7/24/18
Y	20,836.72	8/7/18
Y	21,467.67	8/15/18
Y	29,937.81	9/14/18
Y	27,116.42	9/18/18
Y	18,964.81	10/22/18
Y	11,485.48	4/10/18
Y	20,870.53	9/13/18
Y	32,744.98	10/22/18
Y	14,510.66	5/31/18
Y	2,726.33	11/9/17
Y	703.10	11/9/17
Y	2,654.20	11/7/17
Y	1,085.36	11/8/17
Y	1,196.21	12/5/17
Y	4,025.76	12/15/17
Y	2,160.86	12/15/17
Y	2,718.84	12/22/17
Y	506.40	1/8/18
Y	337.60	1/9/18
Y	675.20	2/12/18
Y	5,811.24	4/10/18
Y	8,113.52	4/18/18
Y	3,996.96	4/18/18
Y	4,349.62	5/4/18
Y	1,747.32	5/4/18
Y	6,577.66	5/18/18
Y	5,523.18	5/21/18
Y	2,883.66	5/23/18
Y	1,402.75	6/5/18
Y	92.06	6/5/18
Y	2,431.37	6/26/18
Y	1,195.20	6/26/18
Y	92.06	6/26/18
Y	4,720.49	8/13/18
Y	5,173.70	7/17/18
Y	4,147.60	7/25/18
Y	4,293.77	7/25/18
Y	2,663.36	8/14/18
Y	3,688.72	8/31/18
Y	3,237.78	8/7/18
Y	4,498.04	8/17/18
Y	3,471.18	9/19/18
Y	5,840.32	9/4/18

Y	7,754.88	9/19/18
Y	5,417.60	9/19/18
Y	9,471.28	10/16/18
Y	8,164.76	9/19/18
Y	10,993.56	10/26/18
Y	14,929.12	10/23/18
Y	15,411.28	10/23/18
Y	221,638.84	10/24/18
Y	531,921.08	1/4/18
Y	17,844.38	2/1/18
Y	145,762.11	2/22/18
Y	3,661.00	2/22/18
Y	84,458.18	5/29/18
Y	26,578.47	6/7/18
Y	174,995.89	7/2/18
Y	201,141.41	7/27/18
Y	248,279.74	8/16/18
Y	42,457.49	10/5/18
Y	150,407.39	10/19/18
Y	515,298.05	8/2/18
Y	32,520.80	9/4/18
Y	14,107.50	10/9/18
Y	113,111.74	10/5/18
Y	31,000.00	10/24/18
Y	1,500.00	7/16/18
Y	750.00	7/16/18
Y	750.00	9/14/18
Y	750.00	9/14/18
Y	750.00	9/25/18
Y	750.00	10/16/18
Y	1,500.00	7/16/18
Y	750.00	7/16/18
Y	750.00	9/14/18
Y	750.00	9/14/18
Y	750.00	9/25/18
Y	750.00	10/16/18
Y	19,200.00	5/22/18
Y	442.00	9/18/18
Y	1,598.50	9/18/18
Y	1,276.00	10/22/18
Y	940.50	10/22/18
Y	11,960.00	10/26/17
Y	7,725.00	11/7/17
Y	8,722.50	11/3/17
Y	9,622.50	11/7/17
Y	8,172.50	12/4/17
Y	6,500.00	12/12/17



Y	6,495.00	12/12/17
Y	4,155.00	12/14/17
Y	3,410.00	12/21/17
Y	1,125.00	1/4/18
Y	1,125.00	1/5/18
Y	1,125.00	1/8/18
Y	900.00	1/26/18
Y	1,125.00	2/1/18
Y	900.00	2/1/18
Y	1,125.00	2/9/18
Y	1,125.00	2/13/18
Y	840.00	3/26/18
Y	2,600.00	3/26/18
Y	840.00	3/26/18
Y	6,920.00	3/27/18
Y	9,560.00	4/9/18
Y	12,740.00	4/9/18
Y	17,915.00	4/19/18
Y	16,960.00	5/3/18
Y	24,710.00	5/3/18
Y	16,820.00	5/18/18
Y	18,897.50	5/18/18
Y	17,290.00	5/22/18
Y	13,757.50	6/4/18
Y	11,370.00	6/4/18
Y	8,630.00	6/22/18
Y	9,070.00	6/25/18
Y	6,030.00	7/2/18
Y	6,390.00	7/2/18
Y	1,327.50	7/16/18
Y	1,720.00	7/24/18
Y	6,920.00	7/24/18
Y	9,760.00	7/23/18
Y	8,440.00	8/9/18
Y	10,340.00	8/13/18
Y	10,560.00	8/20/18
Y	9,880.00	8/31/18
Y	11,180.00	9/10/18
Y	13,445.00	9/10/18
Y	14,940.00	9/25/18
Y	9,220.00	9/20/18
Y	11,270.00	10/12/18
Y	11,615.00	10/16/18
Y	14,340.00	10/22/18
Y	26,545.54	10/19/18
Y	400.00	11/21/17
Y	400.00	12/7/17

Y	400.00	1/11/18
Y	600.00	2/1/18
Y	400.00	2/13/18
Y	200.00	2/13/18
Y	200.00	2/13/18
Y	400.00	3/5/18
Y	400.00	2/27/18
Y	600.00	2/27/18
Y	500.00	4/9/18
Y	400.00	5/18/18
Y	475.00	5/18/18
Y	1,900.00	5/24/18
Y	2,200.00	6/15/18
Y	250.00	7/16/18
Y	450.00	7/26/18
Y	400.00	8/9/18
Y	2,450.00	7/24/18
Y	450.00	10/16/18
Y	475.00	8/16/18
Y	4,800.00	9/14/18
Y	400.00	10/22/18

SBE	Amount	Payment Date
Y	34,537.55	11/13/18
Y	26,618.08	11/23/18
Y	24,672.47	12/4/18
Y	38,758.37	1/17/19
Y	8,208.24	10/22/18
Y	11,601.11	11/13/18
Y	9,141.11	11/13/18
Y	3,158.64	11/21/18
Y	331.52	12/14/18
Y	663.04	12/18/18
Y	619.90	1/4/19
Y	8,208.24	10/22/18
Y	11,601.11	11/13/18
Y	9,141.11	11/13/18
Y	3,158.64	11/21/18
Y	331.52	12/14/18
Y	663.04	12/18/18
Y	619.90	1/4/19
Y	20,000.75	
Y	14,605.76	12/28/18
Y	83,956.39	1/10/19
Y	1,253.64	11/15/18
Y	551.68	12/18/18
Y	6,400.00	10/25/18

Y	8,220.00	10/25/18
Y	8,320.00	11/9/18
Y	9,680.00	11/9/18
Y	12,820.00	11/23/18
Y	9,780.00	11/23/18
Y	10,000.00	11/30/18
Y	9,480.00	12/4/18
Y	6,600.00	12/13/18
Y	6,780.00	1/3/19
Y	7,680.00	1/25/19
Y	11,190.00	1/10/19
Y	10,230.00	1/25/19
Y	1,885.00	1/22/19
Y	850.00	1/14/19



## **FY2018 PERFORMANCE PLAN**

### **Office of Cable Television, Film, Music and Entertainment**

#### **Mission**

The mission of the **Office of Cable Television, Film, Music and Entertainment** (OCTFME) is to produce and broadcast programming for the District of Columbia's public, educational, and government access (PEG) cable television channels and digital radio station; regulate the District of Columbia's cable television service providers; provide customer service for cable subscribers; and support a sustainable film, music, and entertainment creative economy and labor market in the District of Columbia.

#### **Summary of Services**

OCTFME is responsible for regulating cable television in the District and managing the District's government television access channels: the District Council Channel (DCC), the District of Columbia Network (DCN), and the District Knowledge Network (DKN). OCTFME manages and programs the DC Radio 96.3 HD4 digital radio station. OCTFME creates content that informs, educates, and entertains viewers via the District of Columbia's public, educational, and government (PEG) channels and other content platforms. OCTFME's award-winning content provides resourceful information on government activity, education, current events, history, and arts and entertainment.

OCTFME provides 24-hour informative, open government, public interest programming on the District Council Channel (DCC), District of Columbia Network (DCN), the District Knowledge Network (DKN), and DC Radio 96.3 HD4. Programming includes coverage of the activities of Executive Offices of the Mayor and the executive branch; the District of Columbia City Council, the Office of the Attorney General, and the State Board of Education. OCTFME provides transparent public access to the governmental process and insights into life in the District. OCTFME is dedicated to providing quality, diverse programming and services that educate, enlighten, and empower the residents of the District of Columbia.

OCTFME offers a number of support services to local and out-of-state film, television, video, entertainment, interactive, multimedia, and digital media content creators, including: media production permitting; location scouting; production support; production and infrastructure incentives; job placement assistance and workforce development programs. OCTFME also administers a media production incentive program, the DC Film, Television and Entertainment Rebate fund.

OCTFME also supports the creative economy through the Mayor Muriel Bowser Presents: 202Creates initiative, and administers programs and initiatives that support the growth and sustainability of the music and entertainment economies in the District.

OCTFME engages the community to create a greater understanding of the creative economy as a whole, the media production process, and access to training opportunities required to become marketable creative economy industry professionals.



## **FY2018 OBJECTIVES & STRATEGIC INITIATIVES**

### **Office of Cable Television, Film, Music and Entertainment**

**Agency Operation #1:** Provide District residents informative, educational government programming via the District Council Channel (DCC), the District of Columbia Network (DCN), the District Knowledge Network (DKN), and DC Radio 96.3 HD4.

#### **INITIATIVE 1.1: Install Remote Master Control Station at OCTFME Broadcast Facility**

**Description:** In FY18, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will supervise the completion of master control technical equipment upgrades at the OCTFME production facility at 1899 9<sup>th</sup> Street NE, allowing OCTFME to remotely manage broadcast coverage of public hearings and other special events that take place at the John A. Wilson Building and 441 4<sup>th</sup> Street NW. These technical upgrades will allow OCTFME to deliver efficient, reliable, open and transparent government information to District residents. This is an upgrade to OCTFME's quality control capacity, operational redundancy, and emergency preparedness.

**Due Date:** 6/30/2018

#### **INITIATIVE 1.2: Technical Equipment upgrades to HSEMA Media Center**

**Description:** In FY18, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will supervise the completion of the technical/audio visual equipment upgrade to the current master control production facility at the Homeland Security and Emergency agency (HSEMA). The broadcast technical upgrade of HSEMA's master control production facility is necessary to ensure the efficient and reliable delivery of official government emergency management notifications and media communications to District of Columbia residents.

**Due Date:** 9/30/2018

**Agency Operation #2:** Regulate the District of Columbia's cable service providers and enforce federal and District government cable television laws and regulations

#### **INITIATIVE 2.1: Cable Service Provider Privacy Regulations Update**

**Description:** In FY18, as part of the Office of the Deputy Mayor for Planning and Economic Development (DMPED) Fall legislative roundup, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will submit new regulations or amendments to the current District of Columbia Cable Law. This effort will ensure increased consumer privacy protection for cable and internet service customers in the District of Columbia.

**Due Date:** 6/30/18

**Agency Operation #3:** Implement, administer, and support programs, education and employment initiatives that advance the District of Columbia's film, television, music, and entertainment industries.

#### **INITIATIVE 3.1: IATSE Local 22 DC Resident Job Training Assistance Program**

**Description:** In FY18, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will launch a creative economy job training support program in partnership with the International Alliance of Theatrical Stage Employees (IATSE) Local 22 that will provide District residents financial subsidies to defray the cost of IASTE technical training classes, offering District resident



IASTE members the opportunity to acquire the professional certifications required rise up the IATSE classification tier, qualifying them for higher paying jobs and a pathway to the middle class.

Due Date: 9/30/18

**INITIATIVE 3.2: 202Creates Creative Co-Working Days Program**

Description: In FY18, the Office of Cable Television, Film, Music and Entertainment (OCTFME) launch a co-working program to support District of Columbia artists, creatives and creative businesses. The program will support artists, creatives and creative businesses by providing access to government support services, and space to do their work, and grow their business enterprises. This program will join OCTFME’s portfolio of activities supporting the creative economy, directly leveraging City resources to connect innovative and creative residents with the workspace and Government resources.

Due Date: 6/30/18

**INITIATIVE 3.3: ReelMusic Interactive Networking Resource and Mobile Application**

Description: In FY18, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will launch a new interactive music industry networking resource and mobile application that will allow District resident musicians and music venues to market themselves and establish sustainable careers and businesses enterprises in the local music industry.

Due Date: 6/30/18

**Agency Operation #4:** Create and maintain a highly efficient, transparent and responsive District government. Maintain a dynamic, transparent website (and social media strategy) that provides District residents relevant and useful information related to the agency's operations, administration and services. Produce and distribute a monthly agency newsletter.

**INITIATIVE 4.1: OCTFME Website Redesign**

Description: In FY18, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will launch a redesigned agency website, consolidating three existing OCTFME websites (film.dc.gov, octo.dc.gov, and entertainment.dc.gov) into one single website interface with a new, dynamic look and design. This project will allow OCTFME to more effectively and efficiently deliver to District residents OCTFME’s programming and transparent information related to the agency’s operation, administration and services.

Due Date: 6/30/18

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## **FY2018 Key Performance Indicators (KPI) Recommendations**

**Agency Operation #1: Provide District residents informative, educational government programming via the District Council Channel (DCC), the District of Columbia Network (DCN), the District Knowledge Network (DKN), and DC Radio 96.3 HD4.**

<b>FY18 Recommendation</b>	<b>FY18 TARGET</b>
Percent increase of locally-originated programs on the District Knowledge Network (DKN). [Annual reporting]	50%

**Agency Operation #2: Regulate the District of Columbia's cable service providers and enforce federal and District government cable television laws and regulations**

<b>FY18 Recommendation</b>	<b>FY18 TARGET</b>
Percent of customer service <b>requests</b> responded to within 48 hours. [Quarterly reporting]	95%

**Agency Operation #3: Implement, administer, and support programs, education and employment initiatives that advance the District of Columbia's film, television, music, and entertainment industries.**

<b>FY18 Recommendation</b>	<b>FY18 TARGET</b>
Percent of permit invoices processed or issued within 5 business days of receiving a final completed application.	95%
Percent clients receiving permits from OCTFME that rank the agency's overall production support service as "satisfactory" or "very satisfactory"	95%
Percent of Rebate Fund Obligated to Program Awardees by the close of the fiscal year.	90%

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## **FY2018 Workload Measures Recommendations**

**OBJECTIVE/OPERATION #1: Provide District residents informative, educational government programming via the District Council Channel (DCC), the District of Columbia Network (DCN), the District Knowledge Network (DKN), and DC Radio 96.3 HD4.**

- 1) Number of hours of programming broadcast on DCN
- 2) Number of hours of programming broadcast on DKN
- 3) Number of hours broadcast on DCC
- 4) Number of hours broadcast on DC Radio 96.3 HD4

**OBJECTIVE/OPERATION #2: Regulate the District of Columbia's cable service providers and enforce federal and District government cable television laws and regulations.**

- 5) Number of cable subscriber service requests received (calls, emails, via website)
- 6) Number of community events hosted or attended to get programming or cable service feedback from or disseminate information to the District cable subscribers.

**OBJECTIVE/OPERATION #3: Implement, administer, and support programs, education and employment initiatives that advance the District of Columbia's film, television, music, entertainment industries.**

- 7) Number of permits issued
- 8) Revenue from permits issued
- 9) Total number of sponsored industry events, programs or initiatives (number of sponsorship agreements executed)
- 10) Number of incentive rebate program pre-certified awardees
- 11) Total amount of rebate funds obligated to awardees (dollar amount)



## **FY2019 PERFORMANCE PLAN**

### **Office of Cable Television, Film, Music and Entertainment**

#### **Mission**

The mission of the **Office of Cable Television, Film, Music and Entertainment (OCTFME)** is to produce and broadcast programming for the District of Columbia's public, educational, and government access (PEG) cable television channels and digital radio station; regulate the District of Columbia's cable television service providers; provide customer service for cable subscribers; and support a sustainable film, music, and entertainment creative economy and labor market in the District of Columbia.

#### **Summary of Services**

OCTFME is responsible for regulating cable television in the District and managing the District's government television access channels: the District Council Channel (DCC), the District of Columbia Network (DCN), and the District Knowledge Network (DKN). OCTFME manages and programs the DC Radio 96.3 HD4 digital radio station. OCTFME creates content that informs, educates, and entertains viewers via the District of Columbia's public, educational, and government (PEG) channels and other content platforms. OCTFME's award-winning content provides resourceful information on government activity, education, current events, history, and arts and entertainment.

OCTFME provides 24-hour informative, open government, public interest programming on the District Council Channel (DCC), District of Columbia Network (DCN), the District Knowledge Network (DKN), and DC Radio 96.3 HD4. Programming includes coverage of the activities of Executive Offices of the Mayor and the executive branch; the District of Columbia City Council, the Office of the Attorney General, and the State Board of Education. OCTFME provides transparent public access to the governmental process and insights into life in the District. OCTFME is dedicated to providing quality, diverse programming and services that educate, enlighten, and empower the residents of the District of Columbia.

OCTFME offers a number of support services to local and out-of-state film, television, video, entertainment, interactive, multimedia, and digital media content creators, including: media production permitting; location scouting; production support; production and infrastructure incentives; job placement assistance and workforce development programs. OCTFME also administers a media production incentive program, the DC Film, Television and Entertainment Rebate fund.

OCTFME also supports the creative economy through the Mayor Muriel Bowser Presents: 202Creates initiative, and administers programs and initiatives that support the growth and sustainability of the music and entertainment economies in the District.

OCTFME engages the community to create a greater understanding of the creative economy as a whole, the media production process, and access to training opportunities required to become marketable creative economy industry professionals.

## **OCTFME FY19 Agency Strategic Initiatives**

**Agency Operation #1:** Provide District residents informative, educational government programming via the District Council Channel (DCC), the District of Columbia Network (DCN), the District Knowledge Network (DKN), and DC Radio 96.3 HD4.

### **1.1 Technical Equipment Upgrades to Studio B at OCTFME Headquarters**

Description: In FY19, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will supervise the completion of the technical/audio visual equipment upgrade to Studio B at 1899 9<sup>th</sup> Street NE. The broadcast technical upgrade to Studio B is necessary to increase the capacity and flexibility of OCTFME broadcast operations and ensure the efficient and reliable delivery of open and transparent open government programming and emergency public safety notifications to District of Columbia residents.

Due Date: 9/30/2019

### **1.2 Broadcast Two Full-length High School Sporting Events on DKN Sports**

Description: In FY19, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will broadcast at least two (2) high school sporting events from start to finish (football or basketball) on DKN Sports. These full-length sports program specials will expand OCTFME's sports programming portfolio from clips, packages and highlights. This new programming offering will upgrade the level and quality of sports coverage on DKN, and bring attention to the academic and athletic achievements of District student athletes as well as the contributions of the dedicated educators that teach and coach them.

Due Date: 9/30/2019

**Agency Operation #2:** Regulate the District of Columbia's cable service providers and enforce federal and District government cable television laws and regulations. Develop legislation and regulatory policies in support OCTFME's mission and operations.

### **2.1 Mayor's Order 2005-162 (Media Production Services) Update Recommendation**

Description: In FY19, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will draft and submit a recommendation to update and reissue Mayor's Order 2005-162. The updated order will formalize a directive for DC Government agencies to utilize OCTFME for agency-related video programming and content production needs.

Due Date: 12/31/2018

### **2.2 Draft and Submit Updates to the Film Rebate Fund Regulations**

Description: In FY19, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will draft and submit updates to the rules and regulations governing the DC Film, Television and Entertainment Rebate Fund. The new rules will incorporate best practices and improve the administration of the program.

Due Date: 12/31/2018

**Agency Operation # 3** - Implement, administer, and support programs, education and employment initiatives that advance the District of Columbia's film, television, music, and entertainment industries.

**3.1 Host Two 202Creates Residency Program Classes**

Description: In FY19, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will select and host two 202Creates Residency program classes. This program advances OCTFME's mission to support the creative economy and District resident artists, creative economy entrepreneurs, and creative businesses. The residency program provides participants access to OCTFME resources for a period of up to 4 months with the goal of helping the program participants advance their creative projects, expand their businesses, network with government partners, and further develop their creative business endeavors. The program seeks to support creative entrepreneurs from all 8 Wards, working in a wide range of creative industries.

Due Date: 9/30/2019

**3.2 Quarterly OCTFME Technical Training Class Program for DC Resident IATSE Members**

Description: In FY19, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will host and teach a technical training class in the area of television broadcast production. There will be 4 classes held during the fiscal year, and OCTFME staff will serve as instructor/mentors. Each class will have 10 to 15 participants from the IATSE Local 22 union referral list. This program will offer DC resident IASTE members the opportunity to improve their technical skills, make them qualified for higher paying jobs, and pursue a pathway to the middle class.

Due Date: 9/30/2019

**Agency Operation # 4** - Create and maintain a highly efficient, transparent and responsive District government. Maintain a dynamic, transparent website (and social media strategy) that provides District residents relevant and useful information related to the agency's operations, administration and services. Produce and distribute a monthly agency newsletter.

**4.1 Complete the Development and Implementation of Three Salesforce Modules**

Description: In FY19, the Office of Cable Television, Film, Music and Entertainment (OCTFME) will complete the development, implementation and online integration of three Salesforce modules for: (1) Cable Subscriber Customer Service Administration; (2) Film Permit Administration; and (3) Agency Scheduling. The adoption of the Salesforce modules will improve, streamline and automate the administration of three important agency functions. The application implementation will improve OCTFME's administrative efficiency, reporting, and transparency. Salesforce is a cloud-based application used to manage customer relationships and customize administrative tasks.

Due Date: 4/1/2019

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### **FY19 Key Performance Indicators (KPI) Recommendations**

**OBJECTIVE/OPERATION #1: Provide District residents informative, educational government programming via the District Council Channel (DCC), the District of Columbia Network (DCN), and the District Knowledge Network (DKN).**

FY19 KPI	FY19TARGET
Percent increase of regional broadcast markets broadcasting OCTFME PEG programming. ( <i>note: programming team plans to increase markets OCTFME programming is available from 1 (DC only) to at least 5 in FY19</i> )	400%

**OBJECTIVE/OPERATION #2: Regulate the District of Columbia's cable service providers and enforce federal and District government cable television laws and regulations.**

FY19 KPI	FY19 TARGET
Percent of customer service <b>requests</b> responded to within 48 hours. [Quarterly reporting]	95%

**OBJECTIVE/OPERATION #3: Implement, administer, and support programs, education and employment initiatives that advance the District of Columbia's film, television, music, entertainment industries.**

FY19 KPI	FY19 TARGET
Percent of permit invoices processed or issued within 5 business days of final application submission.	95%
Percent clients receiving permits from OCTFME that rank the agency's overall production support service as "satisfactory" or "very satisfactory"	95%
Percent of Rebate Fund Budget assigned to Program Awardees by the close of the fiscal year ( <i>amount assigned via pre-certification letters divided by total Rebate Fund budget</i> )	90%

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## **FY19 Workload Measures**

**OBJECTIVE/OPERATION #1: Provide District residents informative, educational government programming via the District Council Channel (DCC), the District of Columbia Network (DCN), the District Knowledge Network (DKN), and DC Radio 96.3 HD4.**

- 1) Number of hours of programming broadcast on DCN
- 2) Number of hours of programming broadcast on DKN
- 3) Number of hours broadcast on DCC
- 4) Number of hours broadcast on DC Radio 96.3 HD4

**OBJECTIVE/OPERATION #2: Regulate the District of Columbia's cable service providers and enforce federal and District government cable television laws and regulations.**

- 5) Number of cable subscriber service requests received (calls, emails, or via website)
- 6) Number of community events hosted or attended to get programming or cable service feedback from or disseminate information to the District cable subscribers.

**OBJECTIVE/OPERATION #3: Implement, administer, and support programs, education and employment initiatives that advance the District of Columbia's film, television, music, entertainment industries.**

- 7) Number of permits issued
- 8) Revenue from permits issued
- 9) Total number of sponsored industry events, programs or initiatives (number of sponsorship agreements executed)
- 10) Number of incentive rebate program pre-certified awardees
- 11) Total rebate awards issued to certified program awardees (dollar amount)

**FY17 Annual Small Business Enterprise (SBE) Expenditure Report**

PCARD	Vendor Name	CBE Number	CBE	SBE	Expenditure Amount	Payment Date
Y	ABC TECHNICAL SOLUTION	LSDZ18223122019	Y	Y	\$813.76	12/9/2016
Y	ABC TECHNICAL SOLUTION	LSDZ18223122019	Y	Y	\$565.50	5/5/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$16,754	11/16/2016
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$17,702.98	11/17/2016
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$13,052.52	12/7/2016
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$13,227.24	12/13/2016
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$15,016.40	1/23/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$13,059	1/26/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$14,233.54	1/27/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$13,335.60	2/9/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$17,416.32	2/24/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$18,565.40	3/6/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$15,395.46	3/23/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$18,833.46	3/31/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$13,239.66	4/13/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$15,216.48	4/28/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$14,725.27	5/11/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$14,140.16	5/23/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$14,537.22	6/16/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$168.42	6/16/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$12,070.50	6/22/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$15,915.02	7/6/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$21,884.33	7/27/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$10,256.93	8/10/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$4,426.19	8/10/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$21,922.60	8/23/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$23,730.77	9/7/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$25,750.81	9/7/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$28,410.32	9/30/2017
N	AEI TRAINING PARTNERS	LSDZ5080052018	Y	Y	\$24,844.39	9/30/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$1,148.84	8/23/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$5,961.30	8/29/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$5,425.86	9/8/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$5,425.86	9/11/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$6,789.76	9/14/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$1,750.52	9/30/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$4,149.52	9/30/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$1,286.24	9/30/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$3,011.12	9/30/2017
N	ALL PRO ALL SERVICES	LSDZR35469032017	Y	Y	\$14.04	9/30/2017
N	CORPORATE SYSTEMS RESOURC	LSDZR48323072018	Y	Y	\$168,494	7/6/2017
N	DUPONT COMPUTERS	LSDX59723102018	Y	Y	\$68.90	12/13/2016
N	DUPONT COMPUTERS	LSDX59723102018	Y	Y	\$3,060	12/13/2016
N	DUPONT COMPUTERS	LSDX59723102018	Y	Y	\$1,387	12/13/2016
N	DUPONT COMPUTERS	LSDX59723102018	Y	Y	\$12,535	2/28/2017
Y	DUPONT COMPUTERS, INC.	LSDX59723102018	Y	Y	\$2,257.95	11/1/2016
Y	DUPONT COMPUTERS, INC.	LSDX59723102018	Y	Y	\$1,701	3/17/2017
Y	DUPONT COMPUTERS, INC.	LSDX59723102018	Y	Y	\$75	3/17/2017
Y	DUPONT COMPUTERS, INC.	LSDX59723102018	Y	Y	\$99	4/20/2017
Y	DUPONT COMPUTERS, INC.	LSDX59723102018	Y	Y	\$1,269.50	7/25/2017
N	GELBERG SIGNS	LSXM47408112018	Y	Y	\$37,715	9/1/2017
Y	GELBERG SIGNS	LSXM47408112018	Y	Y	\$2,234.90	9/11/2017
Y	GELBERG SIGNS	LSXM47408112018	Y	Y	\$1,619.95	9/13/2017
Y	HI-TECH ELECTRIC LLC	LSZ13717032020	Y	Y	\$887.50	1/2/2017
Y	METROPOLITAN OFFICE PR	LSDZR5567062018	Y	Y	\$500	11/3/2016
Y	METROPOLITAN OFFICE PR	LSDZR5567062018	Y	Y	\$860.94	6/30/2017
Y	METROPOLITAN OFFICE PR	LSDZR5567062018	Y	Y	\$4,311.15	7/24/2017
Y	METROPOLITAN OFFICE PR	LSDZR5567062018	Y	Y	\$3,229.95	8/18/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$272.73	3/31/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$409.09	3/31/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$547.27	3/31/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$820.91	3/31/2017

N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$136.36	5/25/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$136.36	5/25/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$273.64	5/25/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$273.64	5/25/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$136.36	7/6/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$273.64	7/6/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$136.36	8/2/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$136.36	8/2/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$273.64	8/2/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$273.64	8/2/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$1,192.80	8/23/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$136.38	9/30/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$273.62	9/30/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$410	9/30/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$113.40	9/30/2017
N	METROPOLITAN OFFICE PRODUCTS	LSDZR5567062018	Y	Y	\$492.96	9/30/2017
N	MVS INC	LSDZR82052072018	Y	Y	\$14,983	3/14/2017
N	MVS INC	LSDZR82052072018	Y	Y	\$40,767	8/4/2017
N	NORTH CAPITOL PARTNERS, INC.	LSDZR65906012017	Y	Y	\$328	9/5/2017
N	NORTH CAPITOL PARTNERS, INC.	LSDZR65906012017	Y	Y	\$912	9/12/2017
N	NORTH CAPITOL PARTNERS, INC.	LSDZR65906012017	Y	Y	\$442	9/30/2017
N	NORTH CAPITOL PARTNERS, INC.	LSDZR65906012017	Y	Y	\$3,492	9/30/2017
Y	SENODA INC	LS48404092019	Y	Y	\$1,154.55	12/20/2016
Y	SENODA INC	LS48404092019	Y	Y	\$2,634	4/5/2017
Y	SENODA INC	LS48404092019	Y	Y	\$727	4/7/2017
Y	SENODA INC	LS48404092019	Y	Y	\$1,950	4/25/2017
Y	SENODA INC	LS48404092019	Y	Y	\$1,987	6/5/2017
Y	SENODA INC	LS48404092019	Y	Y	\$8,989	9/16/2017
Y	SENODA INC	LS48404092019	Y	Y	\$3,056	9/16/2017
Y	SOCIALDRIVER.COM SOCIA	LSDZR35966012019	Y	Y	\$2,575	9/16/2017
N	SPECTRUM MANAGEMENT, LLC	LSDZR51573092019	Y	Y	\$88,079.76	9/30/2017
N	STAR OFFICE PRODUCTS, INC	LS61097012019	Y	Y	\$6,011.60	6/19/2017
N	STAR OFFICE PRODUCTS, INC	LS61097012019	Y	Y	\$8,125.53	7/28/2017
N	STAR OFFICE PRODUCTS, INC	LS61097012019	Y	Y	\$5,666.01	9/30/2017
N	STAR OFFICE PRODUCTS, INC	LS61097012019	Y	Y	\$4,318.74	9/30/2017
N	STAR OFFICE PRODUCTS, INC	LS61097012019	Y	Y	\$9,932.66	9/30/2017
N	SUPRETECH, INC.	LSDZR96362032019	Y	Y	\$102,616.90	3/20/2017
N	SYLVER RAIN CONSULTING L	LSDZR47836082019	Y	Y	\$14,617.50	9/30/2017
N	SYLVER RAIN CONSULTING, LLC	LSDZR47836082019	Y	Y	\$24,077.50	9/13/2017
N	SYLVER RAIN CONSULTING, LLC	LSDZR47836082019	Y	Y	\$12,707.50	9/14/2017
N	SYLVER RAIN CONSULTING, LLC	LSDZR47836082019	Y	Y	\$14,940	9/30/2017
N	SYLVER RAIN CONSULTING, LLC	LSDZR47836082019	Y	Y	\$15,203.75	9/30/2017
N	SYLVER RAIN CONSULTING, LLC	LSDZR47836082019	Y	Y	\$16,952.50	9/30/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	12/8/2016
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$687.50	12/9/2016
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	12/12/2016
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$330	12/13/2016
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	2/9/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$1,200	2/13/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	3/2/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	3/2/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	3/31/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	5/5/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$600	5/23/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$600	6/1/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	6/22/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$750	6/30/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$875	8/10/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$5,212.50	8/10/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	8/30/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	9/30/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$600	9/30/2017
N	TECKNOMIC LLC	LSD36464032019	Y	Y	\$400	9/30/2017
Y	THE COLES GROUP LLC	LSDZR94255062019	Y	Y	\$1,019.88	10/31/2016
Y	THE COLES GROUP LLC	LSDZR94255062019	Y	Y	\$1,080	1/12/2017

Y	THE COLES GROUP LLC	LSDZR94255062019	Y	Y	\$799.80	6/21/2017
Y	THE COLES GROUP LLC	LSDZR94255062019	Y	Y	\$889.70	6/21/2017
Y	THE COLES GROUP LLC	LSDZR94255062019	Y	Y	\$2,000	9/14/2017
N	TOUCAN PRINTING AND PROMO	LSZ4330082018	Y	Y	\$3,005.60	8/29/2017
N	TOUCAN PRINTING AND PROMO	LSZ4330082018	Y	Y	\$633	9/30/2017
N	TOUCAN PRINTING AND PROMO	LSZ4330082018	Y	Y	\$200	9/30/2017
N	TOUCAN PRINTING AND PROMO	LSZ4330082018	Y	Y	\$1,395	9/30/2017
N	TOUCAN PRINTING AND PROMO	LSZ4330082018	Y	Y	\$1,664.45	9/30/2017
N	TOUCAN PRINTING AND PROMO	LSZ4330082018	Y	Y	\$1,959	9/30/2017
N	WAMWAW LLC DBA SOCIAL DRI	LSDZR35966012019	Y	Y	\$4,050	1/31/2017



## P-Card

**FY18**

Vendor Name	CBE
DUPONT COMPUTERS, INC.	Y
SPECTRUM MANAGEMENT LL	Y
SOCIALDRIVER.COM SOCIA	Y
VERITAS CONSULTING GRO	Y
VERITAS CONSULTING GRO	Y
THE COLES GROUP LLC	Y
MVS INC	Y
DUPONT COMPUTERS	Y
DUPONT COMPUTERS	Y
SOCIALDRIVER.COM SOCIA	Y
DEAN CONSULTING (ACSI) TRANSLATI	Y
LASER ART INC	Y
GEORGETOWN MEDIA GROUP	Y
THE COLES GROUP LLC	Y
CAPITOL SERVICES	Y
GELBERG SIGNS	Y
CAPITOL SERVICES	Y
CAPITOL SERVICES	Y
SOCIALDRIVER.COM SOCIA	Y

FY19

Vendor Name	CBE
Capitol Services	Y
The Coles Group	Y

PO's

FY18

[illegible]

[illegible]

[illegible]

SYLVER RAIN CONSULTING L	Y
SYLVER RAIN CONSULTING L	Y
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SYLVER RAIN CONSULTING L	Y
SPECTRUM MANAGEMENT, LLC	Y
TECKNOMIC LLC	Y
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TECKNOMIC LLC	Y

FY19

Vendor	CBE
AEI TRAINING PARTNERS	Y
AEI TRAINING PARTNERS	Y
AEI TRAINING PARTNERS	Y
AEI TRAINING PARTNERS	Y
ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
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ALL PRO ALL SERVICES	Y
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ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
ALL PRO ALL SERVICES	Y
CBE PARTNERS LLC	Y
CBE PARTNERS LLC	Y
CBE PARTNERS LLC	Y
METROPOLITAN OFFICE PRODUCTS	Y
NORTH CAPITOL PARTNERS, INC.	Y
SYLVER RAIN CONSULTING L	Y

SYLVER RAIN CONSULTING L	Y
SYLVER RAIN CONSULTING L	Y
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SYLVER RAIN CONSULTING L	Y
SYLVER RAIN CONSULTING L	Y
TECKNOMIC LLC	Y
TECKNOMIC LLC	Y

<b>SBE</b>	<b>Expenditure Amount</b>	<b>Payment Date</b>
Y	\$455	10/13/2017
Y	\$2,102.60	11/6/2017
Y	\$499.55	11/17/2017
Y	\$4,883	12/28/2017
Y	\$1,303	1/2/2018
Y	\$2,499.78	1/23/2018
Y	\$2,664.51	1/29/2018
Y	\$2,650	3/15/2018
Y	\$4,999.90	3/26/2018
Y	\$875	4/12/2018
Y	\$1,550.12	5/23/2018
Y	\$600	7/24/2018
Y	\$1,200	8/7/2018
Y	\$1,399.90	8/8/2018
Y	\$2,150	8/13/2018
Y	\$2,779.95	9/14/2018
Y	\$2,495	9/21/2018
Y	\$2,499.95	9/24/2018
Y	\$1,750	9/27/2018

<b>SBE</b>	<b>Expenditure Amount</b>	<b>Payment Date</b>
Y	\$2,375.00	11/9/2018
Y	\$2,500.00	12/27/2018

<b>SBE</b>	<b>Amount</b>	<b>Payment Date</b>
Y	20,658.10	11/6/17
Y	19,558.09	11/9/17
Y	15,161.14	12/1/17
Y	13,003.00	12/1/17
Y	13,713.76	1/2/18
Y	12,670.48	1/11/18
Y	9,222.93	2/1/18
Y	11,256.88	2/1/18
Y	12,214.96	2/13/18
Y	12,214.96	3/6/18
Y	10,177.99	4/26/18
Y	13,501.12	4/19/18
Y	21,780.28	5/4/18

Y	28,164.78	6/22/18
Y	13,991.01	7/2/18
Y	16,584.43	7/2/18
Y	17,785.77	7/24/18
Y	20,836.72	8/7/18
Y	21,467.67	8/15/18
Y	29,937.81	9/14/18
Y	27,116.42	9/18/18
Y	18,964.81	10/22/18
Y	11,485.48	4/10/18
Y	20,870.53	9/13/18
Y	32,744.98	10/22/18
Y	14,510.66	5/31/18
Y	2,726.33	11/9/17
Y	703.10	11/9/17
Y	2,654.20	11/7/17
Y	1,085.36	11/8/17
Y	1,196.21	12/5/17
Y	4,025.76	12/15/17
Y	2,160.86	12/15/17
Y	2,718.84	12/22/17
Y	506.40	1/8/18
Y	337.60	1/9/18
Y	675.20	2/12/18
Y	5,811.24	4/10/18
Y	8,113.52	4/18/18
Y	3,996.96	4/18/18
Y	4,349.62	5/4/18
Y	1,747.32	5/4/18
Y	6,577.66	5/18/18
Y	5,523.18	5/21/18
Y	2,883.66	5/23/18
Y	1,402.75	6/5/18
Y	92.06	6/5/18
Y	2,431.37	6/26/18
Y	1,195.20	6/26/18
Y	92.06	6/26/18
Y	4,720.49	8/13/18
Y	5,173.70	7/17/18
Y	4,147.60	7/25/18
Y	4,293.77	7/25/18
Y	2,663.36	8/14/18
Y	3,688.72	8/31/18
Y	3,237.78	8/7/18
Y	4,498.04	8/17/18
Y	3,471.18	9/19/18
Y	5,840.32	9/4/18



Y	7,754.88	9/19/18
Y	5,417.60	9/19/18
Y	9,471.28	10/16/18
Y	8,164.76	9/19/18
Y	10,993.56	10/26/18
Y	14,929.12	10/23/18
Y	15,411.28	10/23/18
Y	221,638.84	10/24/18
Y	531,921.08	1/4/18
Y	17,844.38	2/1/18
Y	145,762.11	2/22/18
Y	3,661.00	2/22/18
Y	84,458.18	5/29/18
Y	26,578.47	6/7/18
Y	174,995.89	7/2/18
Y	201,141.41	7/27/18
Y	248,279.74	8/16/18
Y	42,457.49	10/5/18
Y	150,407.39	10/19/18
Y	515,298.05	8/2/18
Y	32,520.80	9/4/18
Y	14,107.50	10/9/18
Y	113,111.74	10/5/18
Y	31,000.00	10/24/18
Y	1,500.00	7/16/18
Y	750.00	7/16/18
Y	750.00	9/14/18
Y	750.00	9/14/18
Y	750.00	9/25/18
Y	750.00	10/16/18
Y	1,500.00	7/16/18
Y	750.00	7/16/18
Y	750.00	9/14/18
Y	750.00	9/14/18
Y	750.00	9/25/18
Y	750.00	10/16/18
Y	19,200.00	5/22/18
Y	442.00	9/18/18
Y	1,598.50	9/18/18
Y	1,276.00	10/22/18
Y	940.50	10/22/18
Y	11,960.00	10/26/17
Y	7,725.00	11/7/17
Y	8,722.50	11/3/17
Y	9,622.50	11/7/17
Y	8,172.50	12/4/17
Y	6,500.00	12/12/17

Y	6,495.00	12/12/17
Y	4,155.00	12/14/17
Y	3,410.00	12/21/17
Y	1,125.00	1/4/18
Y	1,125.00	1/5/18
Y	1,125.00	1/8/18
Y	900.00	1/26/18
Y	1,125.00	2/1/18
Y	900.00	2/1/18
Y	1,125.00	2/9/18
Y	1,125.00	2/13/18
Y	840.00	3/26/18
Y	2,600.00	3/26/18
Y	840.00	3/26/18
Y	6,920.00	3/27/18
Y	9,560.00	4/9/18
Y	12,740.00	4/9/18
Y	17,915.00	4/19/18
Y	16,960.00	5/3/18
Y	24,710.00	5/3/18
Y	16,820.00	5/18/18
Y	18,897.50	5/18/18
Y	17,290.00	5/22/18
Y	13,757.50	6/4/18
Y	11,370.00	6/4/18
Y	8,630.00	6/22/18
Y	9,070.00	6/25/18
Y	6,030.00	7/2/18
Y	6,390.00	7/2/18
Y	1,327.50	7/16/18
Y	1,720.00	7/24/18
Y	6,920.00	7/24/18
Y	9,760.00	7/23/18
Y	8,440.00	8/9/18
Y	10,340.00	8/13/18
Y	10,560.00	8/20/18
Y	9,880.00	8/31/18
Y	11,180.00	9/10/18
Y	13,445.00	9/10/18
Y	14,940.00	9/25/18
Y	9,220.00	9/20/18
Y	11,270.00	10/12/18
Y	11,615.00	10/16/18
Y	14,340.00	10/22/18
Y	26,545.54	10/19/18
Y	400.00	11/21/17
Y	400.00	12/7/17

Y	400.00	1/11/18
Y	600.00	2/1/18
Y	400.00	2/13/18
Y	200.00	2/13/18
Y	200.00	2/13/18
Y	400.00	3/5/18
Y	400.00	2/27/18
Y	600.00	2/27/18
Y	500.00	4/9/18
Y	400.00	5/18/18
Y	475.00	5/18/18
Y	1,900.00	5/24/18
Y	2,200.00	6/15/18
Y	250.00	7/16/18
Y	450.00	7/26/18
Y	400.00	8/9/18
Y	2,450.00	7/24/18
Y	450.00	10/16/18
Y	475.00	8/16/18
Y	4,800.00	9/14/18
Y	400.00	10/22/18

<b>SBE</b>	<b>Amount</b>	<b>Payment Date</b>
Y	34,537.55	11/13/18
Y	26,618.08	11/23/18
Y	24,672.47	12/4/18
Y	38,758.37	1/17/19
Y	8,208.24	10/22/18
Y	11,601.11	11/13/18
Y	9,141.11	11/13/18
Y	3,158.64	11/21/18
Y	331.52	12/14/18
Y	663.04	12/18/18
Y	619.90	1/4/19
Y	8,208.24	10/22/18
Y	11,601.11	11/13/18
Y	9,141.11	11/13/18
Y	3,158.64	11/21/18
Y	331.52	12/14/18
Y	663.04	12/18/18
Y	619.90	1/4/19
Y	20,000.75	
Y	14,605.76	12/28/18
Y	83,956.39	1/10/19
Y	1,253.64	11/15/18
Y	551.68	12/18/18
Y	6,400.00	10/25/18

Y	8,220.00	10/25/18
Y	8,320.00	11/9/18
Y	9,680.00	11/9/18
Y	12,820.00	11/23/18
Y	9,780.00	11/23/18
Y	10,000.00	11/30/18
Y	9,480.00	12/4/18
Y	6,600.00	12/13/18
Y	6,780.00	1/3/19
Y	7,680.00	1/25/19
Y	11,190.00	1/10/19
Y	10,230.00	1/25/19
Y	1,885.00	1/22/19
Y	850.00	1/14/19