

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator



Rashad M. Young
City Administrator

February 5, 2019

The Honorable Brandon Todd
Chairperson, Committee on Government Operations
Council of the District of Columbia
1350 Pennsylvania Avenue, NW
Washington, DC 20004

Dear Councilmember Todd:

By letter dated January 23, 2019, you requested that the Office of the City Administrator (“OCA”) provide responses to a series of questions in preparation for the Committee on Government Operations’ oversight hearing on Thursday, February 7, 2019, on the performance of OCA during Fiscal Years 2018 and 2019 (to date).

Answers to those questions are provided in the enclosed document.

If you have any additional questions, or need any additional information, please do not hesitate to contact me at (202) 727-7316 or have your staff contact Barry Kreiswirth, General Counsel and Senior Policy Advisor, at (202) 615-2091.

Sincerely,

/signed/

Rashad M. Young

Enclosure

**OFFICE OF THE CITY ADMINISTRATOR RESPONSES
TO THE COMMITTEE ON GOVERNMENT OPERATIONS’
FY18 – 19 PERFORMANCE OVERSIGHT PRE-HEARING QUESTIONS**

I. Agency Organization

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

Response: Please see Attachment A.

2. **Question:** Please attach in Excel a current Schedule A for the agency, as of February 1, 2019, with the following information for each position:
- a. Employee’s name, if the position is filled;
 - b. Program and activity name and code as appears in the budget;
 - c. Office name, if different from activity code;
 - d. Title/position name;
 - e. Position number;
 - f. Grade, series, and step;
 - g. Salary and fringe benefits (please separate salary and fringe and include the FY18 fringe benefit rate);
 - h. Job status (e.g. continuing/term/temporary);
 - i. Type of appointment (e.g. career, MSS);
 - j. Full-time part-time, or WAE;
 - k. Seasonal or year-round;
 - l. Start date in the position (i.e. effective date);
 - m. Start date with the agency;
 - n. Previous office (program) and position (job title) with the agency, if relevant;
 - o. Position status (A-active, R-frozen, P-proposed, etc.);
 - p. Date of vacancy or freeze, if relevant; and
 - q. Whether the position must be filled to comply with federal or local law (and if so, please specify what federal or local law applies).

Response: Please see the attached Excel spreadsheet titled, “OCA_Schedule A”.

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

Response: The following employees hold term or temporary positions in OCA and were filled in FY18 or FY19 (to date):

1. Namita H. Mody, Operations Analyst, The Lab @ DC;
2. Danielle Moore, Operations Analyst , The Lab @ DC;
3. Paris Palmer, Staff Assistant, OCA; and
4. Michael Levy, Interim Director, OLRCB.

Two of these employees were hired on a term or temporary basis because their salaries are funded through temporary grant funding, one position is for entry level support opportunities for students, and one temporary employee was serving in the role of Interim Director.

4. **Question:** Please provide the following information on any contract workers in your agency:
- a. Position name;
 - b. Organizational unit assigned to;
 - c. Hourly rate; and
 - d. Type of work duties.

Response: OCA does not have any contract workers. However, four OCA employees worked under personnel exchange agreements between universities and OCA during FY18. Information regarding those employees are provided below:

1. Chrysanthi Hatzimasoura
 - a. Senior Social Scientist
 - b. The Lab @ DC
 - c. Personnel exchange agreement for \$161,980 between September 1, 2017 and August 31, 2018 and for \$166,839.40 between September 1, 2018 and August 31, 2019.
 - d. Provides scientific knowledge and quantitative analysis capacity to District government.
2. Donald Braman
 - a. Senior Social Scientist
 - b. The Lab @ DC
 - c. Personnel exchange agreements for \$187,191.31 between November 1, 2017 and August 15, 2018 and a personnel exchange agreement between August 15, 2018 and August 15, 2019, paid for entirely by George Washington University.
 - d. Provides scientific knowledge and quantitative analysis capacity to District government.

3. Pierre Vigilance
 - a. Senior Operations Analyst
 - b. The Lab @ DC
 - c. Personnel exchange agreement for \$65,000 between February 15, 2017 and June 30, 2018.
 - d. Provides scientific knowledge and qualitative analysis capacity to District government.

4. Jennifer Doleac
 - a. Senior Social Scientist
 - b. The Lab @ DC
 - c. Personnel exchange agreement for \$80,000 between February 3, 2017 and February 2, 2018.
 - d. Provides scientific knowledge and quantitative analysis capacity to District government.

5. **Question:** Please complete the following chart about the residency of new hires in FY18 or FY19 (to date):

Response:

Number of OCA Employees Hired in FY18 and FY19 (to date)		
<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>
Continuing	12	10
Term	4	2
Temporary	2	1
WAE	0	0
TOTAL	18	13

6. **Question:** 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.

Response:

DETAILED EMPLOYEES					
Employee Name	Detailed From	Detailed To	Reason for Detail	Date of Detail	Projected Date of Return
Morgan, Sharona	Department of Consumer and Regulatory Affairs	Office of the City Administrator	To assist with administrative functions	1/2/15	TBD
Jones, Ida	Office of the City Administrator	District of Columbia Public Schools	To assist in college and career engagement	2/5/18	7/31/18
Yuckenberg, Jason	Department of Parks and Recreation	Office of the City Administrator	To assist in the reorganization of certain offices	1/18/18	TBD

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

Response: Please see Attachment B for a list of travel expenses.

- OCA employees may be reimbursed for work-related, out-of-pocket travel expenses incurred when on travel.
- Employees generally may be reimbursed for transportation expenses, lodging, and meals and incidental expenses. Each expense generally must be documented by an invoice or receipt. Employees must submit a travel expense reimbursement form to the OCA office administrator within ten days after travel is completed.

8. **Question:** Please provide the Committee with a list of the total workers' compensation payments paid in FY18 and FY19, to date, including
- The number of employees who received workers' compensation payments;
 - The amounts of compensation paid; and
 - The reasons for the compensation payments.

Response: No OCA employee received workers' compensation payments in FY18 or FY19 (to date).

9. **Question:** For Fiscal Years 2018 and 2019, to date, please list each employee separated from the agency, other than due to retirement. Also include:
- Amount of separation pay, if relevant;
 - Number of weeks of pay, if relevant; and
 - The reason for the separation.

Response: Three employees separated from OCA in FY18 and FY19 to date: Judah Gluckman, John McGaw, and Seth Miller Gabriel. Two employees received 10 weeks of separation pay. Based on the District's personnel law and regulations, OCA is unable to provide the reasons for separation or the names of the individuals who received separation pay in this document.

10. **Question:** Please provide the Committee with a list of employees who received bonuses or special award pay granted in FY18 and FY19, to date, and identify:
- The employee receiving the bonus or special pay;
 - The amount received; and
 - The reason for the bonus or special pay.

Response: No OCA employee received a bonus or special award pay in FY18 or FY19 (to date).

11. **Question:** Please provide the name of each employee who was or is on administrative leave in FY18 and FY19, to date. In addition, for each employee identified, please provide:
- Their position;
 - A brief description of the reason they were placed on leave;
 - The dates they were/are on administrative leave;
 - Expected date of return;
 - Whether the leave was/is paid or unpaid; and
 - Their current status (as of February 1, 2019).

Response: Two OCA employees were on administrative leave status in FY18 or FY19. Both employees were on paid administrative leave status pending their voluntary or involuntary separation from OCA. The length of administrative leave for one employee was three weeks and the length of administrative leave for the other employee was slightly less than three weeks. Based on the District's personnel law and regulations, the OCA is unable to provide the names of the individuals who were on administrative leave status in this document.

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

Response: No collective bargaining agreements are currently in effect for OCA employees.

13. **Question:** Please list in chronological order, any grievances filed by labor unions against the agency or agency management in FY17, FY18, or FY19, to date, broken down by source.
- a. For each grievance, give a brief description of the matter as well as the current status.
 - b. Include on the chronological list any earlier grievance that is still pending in any forum.
 - c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - d. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution or outcome.

Response: We are not aware of any labor union grievances filed against OCA in FY18 or FY19 (to date).

- 14. Question:** Please list in chronological order, any additional employee grievances or complaints that the agency received in FY18 and FY19, to date, broken down by source.
- a. For each, give a brief description of the matter as well as the current status.
 - b. Include on the chronological list any earlier grievance that is still pending in any forum.
 - c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - d. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution or outcome.

Response: We are not aware of any employee grievances filed against OCA in FY18 or FY19 (to date).

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

Response: OCA's general policy and the procedures for investigating and addressing allegations of sexual harassment are described in Mayor's Order 2017-313, dated December 18, 2017. We are not aware of any allegations of sexual harassment or misconduct that were received by OCA in FY18 or FY19 to date.

- 16. Question:** For any boards or commissions associated with your agency, please provide a chart listing the following for each:
- a. For each member:
 - i. The member's name;
 - ii. Confirmation date;
 - iii. Term expiration date;
 - iv. Whether the member is a District resident or not; and
 - v. Attendance at each meeting in FY18 and FY19, to date.
 - b. List any vacancies.
 - c. Describe the board's or commission's responsibilities and activities in FY18.
 - d. Attach agendas and minutes of each board or commission meeting in FY18 or FY19, to date, if minutes were prepared.

Response: OCA does not manage or administer any boards or commissions.

17. **Question:** Please list the task forces and organizations of which the agency is a member and any associated membership dues paid.

Response: OCA is represented by individual OCA employees on the following task forces and committees:

1. 100 Resilient Cities;
2. Open Government Advisory Group;
3. Statehood DC Advocacy Advisory Committee;
4. Mayor's Council on Physical Fitness, Health, and Nutrition; and
5. Interagency Working Group on Autonomous Vehicles.

OCA does not pay any membership dues to any of the above task forces or committees.

II. Budget and Expenditures

18. **Question:**

Budget

- a. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for Fiscal Years 2017, 2018, and the first quarter of 2019. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
- b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY18 and FY19 for each program and activity code.
- c. Attach the cost allocation plans for FY18 and FY19.
- d. In FY18 or FY19, 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.

Response: Please see Attachment C for answers to parts a. and b. Since OCA does not receive any federal funds, OCA does not have cost allocation plans for FY18 or FY19, and OCA did not have any federal funds that lapsed in FY18 or FY19.

19. Question: Please provide a table listing all intra-District transfers for FY18 and FY19 (to date), as well as anticipated transfers for the remainder of FY19.

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

Response: Please see Attachment D. The services provided under the memorandums of understanding were generally to provide routine services of OCA or our partner agencies. The one exception, the memorandum of understanding for the Lab @ DC's services to the Metropolitan Police Department (executed on September 21, 2017), is included with Attachment D.

20. Question: Please provide a table listing every reprogramming of funds (i.e., local, federal and SPR) into and out of the agency for FY18 and FY19, to date, as well as anticipated inter-agency reprogrammings for the remainder of FY19. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart. For each reprogramming, include:

- a. The reprogramming number;
- b. The sending or receiving agency name;
- c. The date;
- d. The dollar amount;
- e. The funding source (i.e., local, federal, SPR);
- f. The program, activity, and CSG codes for the originating funds;
- g. The program, activity, and CSG codes for the received funds; and
- h. A detailed rationale for the reprogramming.

Response: Please see Attachment E, which also includes the request memorandum and supporting documentation.

21. Question: Please list, in chronological order, every reprogramming *within* your agency during FY18 and FY19, to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:

- a. The date;
- b. The dollar amount;
- c. The funding source (i.e. local, federal, SPR);
- d. The program, activity, and CSG codes for the originating funds;
- e. The program, activity, and CSG codes for the received funds; and
- f. A detailed rationale for the reprogramming.

Response: Please see Attachment E, which also includes the request memorandums and supporting documentation.

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

- a. The revenue source name and fund code;
- b. A description of the program that generates the funds;
- c. The revenue funds generated annually by each source or program;
- d. Expenditures of funds, including the purpose of each expenditure; and
- e. The current fund balance (i.e. budget versus revenue).

Response: Please see Attachment F.

23. Question: Please list all memoranda of understanding (“MOU”) and memoranda of agreement (“MOA”) entered into by your agency during FY18 and FY19, to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers).

- a. For each MOU, indicate:
 - i. The parties to the MOU or MOA;
 - ii. Whether a letter of intent was signed in the previous fiscal year and if so, on what date;
 - iii. The date on which the MOU or MOA was entered;
 - iv. The actual or anticipated termination date;
 - v. The purpose; and
 - vi. The dollar amount.
- b. Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.

- c. Please list any additional MOUs and MOAs planned for FY19, including the anticipated agency(ies), purposes, and dollar amounts.

Response: The memorandums of understanding for intra-District funding entered into by OCA during FY18 and FY19 to date are listed in the charts provided in the response to Question 19 (see Attachment D).

- 24. Question:** Please list all capital projects in the financial plan and provide an update on all capital projects under the agency’s purview in FY18 and FY19, to date, including projects that are managed or overseen by another agency or entity. Please provide:

- a. A brief description of each project begun, in progress, or concluded in FY17, FY18, and FY19, to date;
- b. A status report on all capital projects including:
 - i. The amount budgeted, actual dollars spent, and any remaining balances;
 - ii. Start and completion dates; and
 - iii. Current status of the project.
- c. A list of which projects are experiencing delays and which require additional funding;
- d. A status report on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23; and
- e. 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.

Response: There are no capital projects under OCA’s purview in FY18 or FY19 to date.

- 25. Question:**

Part I

The committee would like to better understand the agency’s programmatic needs and the associated budgetary costs. Please submit copies of your FY19 budget submission to the Mayor’s Office of Budget and Finance (OBF). In FY19, this includes:

- a. The Operating Budget Submission Memo;
 - i. Attachment A, Vacancy List;
- b. Form 1 (Impact of Agency’s Marc);
- c. Form 2 (Enhancement Requests); and
- d. Attachment B, List of intra-districts.

Part II

In addition, please identify:

- a. Which of your agency's MARC reductions and hypothetical 2% cuts (Form 1) were accepted or rejected (i.e. if the cut was rejected, the funds were not swept and if the cuts were accepted, the funds were swept) ; and
- b. Which of your agency's enhancement requests (Form 2) were accepted (i.e. which enhancements were added to your agency's FY19 budget).

For FY18 and FY19, please include each Fiscal Year's information for Part I and Part II. Please indicate if your agency is willingly omitting any information requests in Part I and Part II.

Response: OCA is working with the Mayor's Office of Budget and Performance Management on developing our Fiscal Year 2020 budget. The Mayor's Fiscal Year 2020 budget will be submitted to the Council on March 20, 2019.

- 26. Question:** Please list each grant or sub-grant, including multi-year grants, received by your agency in FY18 and FY19, to date. List the following:

- a. Source;
- b. Purpose;
- c. Timeframe;
- d. Dollar amount received;
- e. Amount expended;
- f. How the grant is allocated if it is a multi-year grant; and
- g. How many FTEs are dependent on each grant's funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.

Response: Please see Attachment G.

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

Response: OCA submitted a proposal to the State and Local Innovation Competition hosted by the Abdul Latif Jameel Poverty Action Lab (J-PAL), a research center at the Massachusetts Institute of Technology. The competition is intended for state and local leaders interested in designing and implementing randomized evaluations and using the evidence generated to inform their decision-making. OCA, through the Lab @ DC, proposed the exploration and design of two projects: (1) using behavioral science to support employment among Temporary Assistance for Needy Families recipients; and (2) piloting a low-income fare product with the Washington Metropolitan Area Transit Authority. If one or both of these projects prove feasible, OCA may apply for additional funding to evaluate the implementation and impact of the program(s). J-PAL will issue the first round of grants in March 2019.

OCA reviews grant opportunities on an ongoing basis and may apply for additional grants in FY19.

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

Part I

- a. Contractor/Vendor Name;
- b. Contract Number;
- c. Contract type (e.g., HCA, BPA, Sole Source, single/exempt from competition award, etc.);
- d. Description of contractual goods and/or services;
- e. Contract’s outputs and deliverables;
- f. Status of deliverables (e.g., whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g., reports, presentations);
- h. Contract Administrator name and title assigned to each contract and/or procurement;
- i. Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- j. Target population for each contract (e.g., unemployed adults, homeless youth, DOES staff, etc.);
- k. Subcontracting status (i.e., Did the Contractor sub any provision of goods and/or services with another vendor);
- l. Solicitation method (e.g., competitive bid via GSA or DCSS, sole source, task order against other agency’s contract);
- m. CBE status;
- n. Division and activity within OCA utilizing the goods and/or services;
- o. Requisitions and purchase order numbers established under each contract;
- p. Corresponding, obligated amounts for each purchase order;
- q. Corresponding, expended amounts (actuals) for each purchase order;
- r. Funding source for each requisition and purchase order;
- s. Index and PCA codes used each requisition and purchase order;
- t. Activity code and name for each index and PCA used under requisitions and purchase orders;
- u. Total contract or procurement value in FY18;
- v. Total contract or procurement value in FY19 (YTD);
- w. Period of performance (e.g., May 31 to April 30);
- x. Current year of contract (e.g., Base Year, Option Year 1, etc.);

Part II

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

Response: OCA entered into one procurement, contract, or lease in FY18 or FY19, to date, with a value of \$10,000 or more: an agreement with EBSCO Information Services. Information on that agreement is provided below.

EBSCO Agreement

- a. EBSCO Information Services
- b. PO584226
- c. Sole source
- d. Journal access to the EBSCO research materials, criminal justice abstracts with full text, psychology and economics articles with full text, psychology and behavioral sciences materials, and search functions.
- e. Year-long access to the above mentioned materials and search engines.
- f. Deliverables have been met and are ongoing for the duration of the service.
- g. N/A
- h. Priscilla Mack, Office of Contracting and Procurement
- i. N/A
- j. The Lab @ DC staff
- k. There are no subcontractors involved in this contract.
- l. Sole source
- m. EBSCO is not a CBE
- n. The Lab @ DC
- o. One lump-sum invoice was paid by the District to EBSCO on August 21, 2018.
- p. \$32,360
- q. \$32,360
- r. The Laura and John Arnold Foundation grant to The Lab @ DC
- s. Index = ARN18; PCA = 20010
- t. Activity = 0040 Contractual Services; Index = ARN18; PCA = 20010
- u. \$32,360
- v. \$0 (a lump-sum payment to EBSCO was made on August 21, 2018)
- w. June 2, 2018 – May 31, 2019
- x. Base Year

- 29. Question:** Please list each grant awarded by your agency during FY18 and FY19 (year-to-date) for good and/or services provided by your agency. Please attach any documentation of monitoring, including any reports developed. For each grant, please include the following information, where applicable:

Part I

- a. Grant/Program Title;
- b. Grant/Program Number;
- c. Grantee Name;
- d. Description of goods and/or services;
- e. Grant's outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Program Manager name and title assigned to each grant;
- i. Grant Administrator name and title assigned to each grant;
- j. Oversight/monitoring plan for each grant and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- k. Target population for each grant (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- l. Sub-granting status (i.e. Did the Grantee sub any provision of goods and/or services with another vendor);
- m. Solicitation method (e.g. competitive RFA or sole source);
- n. CBE status;
- o. Division and activity within DOES utilizing the goods and/or services;
- p. Requisitions and purchase order numbers established under each grant;
- q. Corresponding, obligated amounts for each purchase order;
- r. Corresponding, expended amounts (actuals) for each purchase order;
- s. Funding source for each requisition and purchase order;
- t. Index and PCA codes used each requisition and purchase order;
- u. Activity code and name for each index and PCA used under requisitions and purchase orders;
- v. Total grant award value in FY18;
- w. Total grant award value in FY19 (YTD);
- x. Period of performance (e.g. May 31 to April 30);
- y. Current year of grant award (e.g. Base Year, Option Year 1, etc.).

Part II

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

Response: OCA has not awarded any grant in FY18 or FY19 to date.

III. Agency performance, evaluation, and disputes

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

Response: According to the Office of the Attorney General, there are no pending lawsuits that name OCA as a party.

- 31. Question:** Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, to date, including any covered by D.C. Code § 2-402(a)(3), which requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years. For each, provide
- a. The parties' names;
 - b. The amount of the settlement; and
 - c. If related to litigation, the case name, court where claim was filed, case docket number, and a brief description of the case, or
 - d. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. Administrative complaint, etc.).

Response: According to the Office of the Attorney General, no settlements of lawsuits were entered into by OCA or by the District on behalf of OCA in FY18 or FY19 to date.

- 32. Question:** Please list in chronological order, all administrative grievances or complaints filed by parties outside the agency against the agency in FY18 or FY19, to date, broken down by source. Include on the chronological list any earlier grievance that is still pending in any judicial forum.
- a. For each grievance or complaint, give a brief description of the matter as well as the current status.
 - b. 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.
 - c. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution.

Response: We are not aware of any administrative grievances or complaints filed by parties outside OCA against OCA in FY18 or FY19.

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

Response: We are not aware of any investigation, audit, or report on the OCA or any employee of OCA that was completed during FY18 or FY19, to date.

- 34. Question:** Please provide a copy of the agency's FY18 performance accountability report.

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

Response: Please see Attachment H.

- 35. Question:** Please provide a copy of your agency's FY19 performance plan.

- a. Please discuss any changes to outcomes measurements in FY18 or FY19, including the outcomes to be measured or changes to the targets or goals of outcomes.
 - i. List each specifically and explain why it was dropped, added, or changed.

Response: Please see Attachment I for a copy of OCA's FY19 performance plan.

FY18

In FY18, OCA replaced the following key performance indicators (KPIs) in support of fostering strong labor relations through good faith engagement with duly elected and authorized employee labor representatives. The new measures more accurately capture the objectives of the Office of Labor Relations and Collective Bargaining.

- KPIs replaced:
 - Percent of collective bargaining agreements successfully negotiated through the bargaining process;
 - Percent of grievance cases successfully mediated before a third party;
 - Percent of grievance cases successfully litigated before the Public Employee Relations Board;
 - Percent of collective bargaining agreements referred to third party arbitrators that are ruled in the government's favor; and
 - Percent of collective bargaining agreements referred to a third party arbitrator.

- KPIs replaced with:
 - Number of collective bargaining agreements reached without arbitration;
 - Number of collective bargaining agreements reached with arbitration;
 - Number of collective bargaining negotiations without an agreement reached; and
 - Number of cases where litigation resulted in lawyer fees being awarded to opposing counsel.

In FY18, OCA piloted the following KPIs in its annual performance plan:

- Share of randomized controlled trials that produced evidence leading to program improvements;
- Share of process improvement projects completed that demonstrated performance improvement;
- Share of CapStats that led to the development of new initiatives or measurable improvements in performance;
- Number of projects undertaken to examine efficiency of spending;
- Number of procurements initiated for new public-private partnership projects;
- Percent of collective bargaining agreements successfully negotiated through the bargaining process;
- Percent of collective bargaining agreements referred to third party arbitrators that are ruled in the District government's favor; and
- Percent of collective bargaining agreements referred to a third party arbitrator.

Each of these KPIs was added to support the OCA's measurement of the following strategic objectives:

- Continuously improve District government programs and services by developing and utilizing rich data, robust performance management, and innovation;
- Develop and utilize a priority driven-budget process that focuses on efficient and effective use of limited resources;
- Expand and enhance the use of public-private partnerships to revitalize and expand the District's infrastructure; and
- Foster strong labor relations through good faith engagement with duly elected and authorized employee labor representatives.

All of these KPIs, except "Number of procurements initiated for new public-private partnership projects", were revised to include measures that were more objectively quantifiable and that better reflect agency performance.

FY19

In FY19, the Office of the City Administrator removed the following KPIs because they proved difficult to track in a substantive manner, as many improvements are ongoing and necessitate reports across several fiscal years:

- Share of randomized controlled trials that produced evidence leading to program improvements;
- Share of process improvement projects completed that demonstrated performance improvement;
- Share of CapStats that led to the development of new initiatives or measurable improvements in performance; and
- Number of projects undertaken to examine efficiency of spending.

In FY19, the following KPIs have been introduced to help track the performance of the District in advancing District government services through the development of a priority driven budget process informed by scientific research and performance management practices:

- Percent of executive agencies participating in the annual performance training (excludes independent agencies);
- Average rating given by performance training participants;
- Percent of relevant investments that go through the Investment Review Board; and
- Percent of all current core business measures with data reported.

In FY19, the following KPIs have been introduced to the performance plans of all executive agencies in order to advance the creation and maintenance of a highly efficient, transparent, and responsive District government:

- Average number of days to fill vacancy from post to offer acceptance;
- Percent of eligible employees completing and finalizing a performance plan in PeopleSoft;
- Percent of eligible employee performance evaluations completed and finalized in PeopleSoft;
- Quick Payment Act Compliance — Percent of QPA eligible invoices paid within 30 days;
- Percent of local budget de-obligated to the general fund at the end of year;
- Average number of calendar days between requisition and purchase orders issued;
- Percent of small business enterprise (SBE) annual goal spent;
- Percent of “open” data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal; and
- Percent of FOIA requests processed in more than 25 business days.

36. Question: Please provide the number of FOIA requests for FY18 and FY19 (to date) that were submitted to your agency.

- a. Include the number granted, partially granted, denied, and pending.
- b. Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
- c. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia?
 - i. Please provide a copy of that report as an attachment.

Response: Please see the chart below for responses to parts a. and b. A copy of OCA’s FY18 FOIA report is included as Attachment J.

Freedom of Information Act Requests	
Number of FOIA requests for FY18	36
Number of FOIA requests for FY19 (to date)	25
Number granted in whole	21
Number partially granted	6
Number denied in whole	5
Number transferred to responsive agency or no responsive documents	34
Number pending	1
Average response time	6 business days
Estimated number of FTEs required to process requests	1
Estimated number of hours spent responding to requests	OCA does not calculate the number of hours spent responding to requests
Cost of compliance	OCA does not calculate the cost of compliance

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

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

Response: Please see Attachment K.

38. Question: Please list all reports or reporting currently required of the agency in federal law, the District of Columbia Code, or Municipal Regulations. For each, include

- a. The statutory code or regulatory citation;
- b. Brief description of the requirement;
- c. Any report deadlines;
- d. Most recent submission date; and
- e. A description of whether the agency is in compliance with these requirements, and if not, why not.

Response: OCA is not subject to any agency-specific reporting requirements. (OCA is subject to the District-wide performance plan and performance accountability report requirements, which are discussed elsewhere in this document.)

39. Question: 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.

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

Response: OCA led two trainings in January and June of 2018, both entitled, “inFORMed: How to Comprehensively Revamp Government Forms”. These trainings provided education on user-centered design in form development. The trainings were led by Karissa Minnich (Lab @ DC), David Yokum (Lab @ DC), and Amy Hasselkus (Executive Director of the Center for Plain Language) and were eight hours each. Thirty District employees attended from eleven agencies.

Trainings provided by DCHR and other District agencies, as well as trainings provided by outside organizations, were available to OCA employees. OCA did not identify any training deficiencies during FY18 or FY19 to date.

40. Question: Please discuss performance evaluations.

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

Response: OCA conducts annual performance evaluations. The evaluations are conducted by employees' supervisors. Feedback is provided during the performance review process, and during day-to-day supervision, to help ensure that all OCA employees are meeting their individual job requirements.

41. Question: Please list all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY17, FY18, or FY19, to date.

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

Response:

FY17

OCA received two recommendations from the Office of the D.C. Auditor in FY17: (1) "The City Administrator should ensure that agencies incorporate [Child Fatality Review Committee (CFRC)] recommendations into annual performance plans and reports, as required by law"; and (2) "The Chief Performance Officer of the Office of the City Administrator should develop and implement procedures to retain documentation detailing OCA's activities related to the review and approval of [key performance indicators (KPIs)]."

In response to the first recommendation, OCA worked with the Office of the Chief Medical Examiner to review the recommendation and implemented the recommendation starting with the issuance of the FY18 CFRC annual report. In response to the second recommendation, OCA implemented a procedure that documents and tracks the review and approval of annual performance plans, including key performance indicators, and also ensures the retention of that documentation.

FY18

OCA received two recommendations from the Office of the D.C. Auditor in FY18: (1) “The Office of Budget and Performance Management (OBPM) should develop and incorporate into DBH’s annual Performance Accountability Report performance metrics that effectively capture and measure DBH’s work with justice-involved consumers”; and (2) “The appropriate divisions within the Office of the City Administrator work with DBH to develop, implement, and report on internal performance metrics, both department-wide and division-specific, that measure DBH’s outcomes vis-à-vis justice-involved consumers.”

In response to these recommendations, OBPM coordinated with DBH to incorporate new metrics into DBH’s FY19 performance plan and created a new initiative at DBH in order to measure the agency’s work with justice-involved consumers. The two new metrics introduced were: (1) percent of inpatient consumers restored to competency; and (2) consumers who are in need of linkage support at the Department of Corrections who are actually linked by DBH staff. The new initiative is called the Pre-Arrest Diversion Program. This program seeks to reduce the number of people who cycle through the criminal justice system by connecting low-level offenders with drug and mental health treatment and social services rather than jail time. Targeted outreach to justice-involved consumers will help enhance public health and public safety through intervention strategies and an opportunity to initiate health, safety, and recovery.

FY19

OCA received two recommendations from the Office of the D.C. Auditor in FY19: (1) “The Office of the City Administrator should finalize updated District-wide travel regulations and forms with particular emphasis on provisions that address sales and use tax exemptions and proper calculation of per diem payments and ground transportation costs”; and (2) “The Office of the City Administrator should work with the Office of the Chief Financial Officer (OCFO) clusters and agency leadership to educate District government travelers on travel policy and best practice when booking, conducting, and submitting documentation for travel.”

In response to these recommendations, OCA expects to issue updated travel regulations for public comment in March 2019. Following the finalization of the travel regulations, OCA anticipates outreach to District agencies by early summer 2019.

IV. Agency Operations

42. **Question:** How did the agency address its top five priorities in FY18? What are the agency's top five priorities in FY19? Please explain how the agency expects to address these priorities in FY19.

Response: As described below, OCA took significant strides to address its FY18 priorities (in bold below).

1. **Produced a balanced budget that meets District residents' top priorities.** OCA's Office of Budget and Performance Management (OBPM) is responsible for preparing the District's annual operating and capital budgets, each of which aims to meet District residents' top priorities. OBPM worked to increase transparency in the budget process, including new opportunities for public involvement before the budget is proposed. In FY18, OBPM hosted three public budget engagement forums to provide a direct opportunity for residents to share their ideas and concerns about government programs and services prior to the Mayor's submission of the FY19 proposed budget to Council. In addition to the in-person forums, telephone town halls were held to solicit input from seniors and District government employees. As a result, the FY18 budget meets District residents' top priorities by increasing access to affordable housing, making the District safer and stronger, advancing public education, and connecting residents to jobs, healthcare, and housing.

In July 2018, Moody's Investors Service upgraded the District's credit rating to the highest possible level, Aaa, and the District's tax increment financing bonds were upgraded from Aa3 to Aa2, demonstrating the District's strong fiscal governance structures. The credit-rating service cited the District's exemplary fiscal governance and low expenses for public-employee pensions as part of the rationale behind the upgrade. Practically, these upgrades mean that it will be less expensive for the District to finance capital projects because we are a more attractive investment for borrowers. This will result in more available funding for capital improvements across the city.

2. **Continued to build a rigorous performance management framework for the District government.** In FY18, OCA continued to build a rigorous performance management framework to continuously improve the programs and services offered by the District to its residents, businesses, and organizations and to implement a performance and results-driven culture in the District government. OCA did so primarily through the use of three tools: (1) annual agency performance plans and accountability reports; (2) CapStats; and (3) projects performed by The Lab @ DC. In FY18, over 75 agencies participated in the performance plan and accountability report process, which helped maintain oversight of program

outcomes and initiatives of District agencies. Additionally, OCA hosted seven CapStats to examine a number of complex issues affecting District residents and District government operations. CapStat is a data-driven performance management tool administered by OCA, with the goal of improving agency performance by presenting the Mayor and City Administrator with data and information on timely policy issues and agency processes in a forum to spark thoughtful discussion and lead to actionable outcomes. OCA staff work in coordination with agency partners to identify and recommend solutions to pressing challenges utilizing tools such as data analysis, mapping, business process reviews, and best practice research.

3. **Created a comprehensive, Districtwide resilience strategy.** In FY18, the Chief Resilience Officer within OCA continued to guide the development of the Resilient DC strategy with the support of the Mayor's Resilience Cabinet and 17 agency directors and deputy mayors who guide the Resilient DC initiative. OCA drew on its engagement of stakeholders and experts across the District to develop a strategy focused on solutions to key issues that will help ensure the District thrives in the face of change, including climate change, technological change, and population and economic growth.
4. **Improved customer service.** Building on the progress made in previous fiscal years, OCA continued hosting a monthly working group with agency stakeholders to oversee and help steer process improvement projects at 311, including technological enhancements and bringing in new types of service requests to the system. During FY18, OCA worked with the Office of Unified Communications (OUC) and the 311 working group to consider new upgrades and changes to 311 to improve residents' experiences with 311. This included providing regular communication with residents throughout the lifecycle of a service request, and including pictures in closeout emails for service request to demonstrate the work that was completed. OUC continues to work on these upgrades and continues to answer 90 percent of the calls received within 90 seconds.

In addition, OCA's Lab @ DC hosted Form-a-Palooza 2.0, originally introduced by the Lab in FY17 as a first-of-its-kind event. The event brought together District agencies, residents, and stakeholders to systematically improve some of the most-used District forms through guided facilitation (forms included: the District of Columbia Public Schools student enrollment form; the Department of Health's food truck application packet; the Department of Transportation's disability parking application; the Department of Motor Vehicles' application for disability parking placards and tags; the Department of Consumer and Regulatory Affairs' certificate of occupancy form; and the Office of the State Superintendent of Education's child care subsidy application packet).

Each of the forms revised by OCA has substantially improved customer service in a number of ways: (1) giving valuable time back to parents enrolling students in District schools; (2) streamlining the process for those starting a food truck; and (3) utilizing plain language for applying for disability parking, a certificate of occupancy, and child care subsidies.

Form-a-Palooza 2.0 also resulted in the continued revision of forms with agencies across the District. Other revised forms include: the DCPS enrollment packet; the basic business license application, and the District's driver license application.

5. **Implemented the first phase of major public-private partnership project.** The Office of Public-Private Partnerships (OP3) has continued the procurement process for the street lighting/Wi-Fi project which will result in the modernization of our more than 75,000 streetlights throughout the District and expanded access to public Wi-Fi.

OP3 has presented at dozens of Advisory Neighborhood Committee meetings and other community meetings to explain the project benefits and unique P3 procurement process.

In FY19, OCA will address the following top five priorities:

1. **Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities.** OCA will continue to provide management across agencies to coordinate key projects, such as the District responses to snow and weather events, and to ensure execution of the Mayor's priorities. OCA will convene agencies and deputy mayors to ensure that policies are consistent and operations are well-coordinated. In FY19, one such project was OCA's assistance in implementing the new Kids Ride Free program with the District Department of Transportation, Office of the Deputy Mayor for Education, Office of the Deputy Mayor for Planning and Economic Development, Office of the Chief Technology Officer, DCPS, public charter schools, and WMATA.
2. **Advance efficient and effective District government services by developing a priority-driven budget process informed by scientific research and performance management practices.** A key goal of OCA continues to be to develop and implement a data-informed and results-driven culture in the performance management practices of the District government. In FY19, OCA will address this priority in a number of ways.

Improved Data Governance: In FY19, in collaboration with OCA, the Office of the Chief Technology Officer (OCTO) will improve data governance by: (a) establishing an e-data sharing agreement tool and process that will include standard data sharing agreements and will be tied to the Enterprise Dataset Inventory; (b) issuing data submission guidelines for District agencies; (c) undertaking at least one joint project leveraging OCTO’s searchable “Data Lake”; (d) migrating at least one agency’s data sets into the Data Lake; and (e) in collaboration with the Office of the State Superintendent of Education and DCPS, develop a multi-agency data sharing requirements checklist for the Family Educational Rights and Privacy Act of 1974 (FERPA) (a federal law that protects the privacy of student education records).

Establish Investment Review Boards: As part of the broader effort to infuse data analytics into District government decision-making, OCA will work with the Office of the Chief Financial Officer and relevant agencies to stand up investment review boards. These boards will provide year-round vetting and oversight of major capital investments to ensure the District understands the multi-year business case for capital proposals and monitors the performance of those investments. In FY19, these boards will be set up to focus on District facilities and information technology systems. The intent is to have these boards work alongside the traditional budget committees to formulate the FY20 budget, providing oversight and ongoing monitoring of the District’s significant investments.

Improve the Customer Experience: The customer experience transformation initiative is a cross-agency effort focused on improving the customer experience to achieve District government goals. Using fact-based analysis and focusing on stakeholder engagement and enablement, OCA is working with agencies to provide residents with a better customer experience when interacting with the District government. The foundation for this work will come from conducting a listening tour (meeting with customer experience stakeholders to collect insights, ideas and context), implementing a customer experience working group (a monthly interagency meeting focused on sharing best practices and providing feedback on the initiative), and increasing the touchpoints and relevance of this critical area.

3. **Foster strong labor relations through good faith engagement with duly elected and authorized employee labor representatives.** Good labor relations begin with open, honest, bilateral communication. To that end, OCA, through the Office of Labor Relations and Collective Bargaining, will continue to engage in both formal and informal discussions with our labor partners. As always, it is our goal to use the open lines of communication to resolve labor-management issues early.

We will also participate with the unions at events like the monthly trainings at the Public Employee Relations Board. This monthly training has been a useful forum for both sides to discuss and learn the law in a relaxed environment. OCA will also continue to develop tools to facilitate interactions between the unions and the District, such as the automation of union enrollment and dues deduction. We believe that these initiatives will foster strong relations with our labor partners.

4. **Implement the Districtwide resilience strategy, launch two Resilience DC pilot projects, and improve the management of federal grants Districtwide.** Once the Resilience Strategy is finalized, OCA will coordinate its implementation. Later this spring, we look forward to launching Resilient DC's first two pilot projects.

In FY18, OCA developed the Single Audit Guidebook in order to educate agencies about the Single Audit and ultimately increase the District's compliance with federal grant policies and procedures. OCA continued to improve the management of federal grants in the District by holding the second annual District-wide Grants Management Conference. The conference engaged almost 250 grant professionals from across District agencies in a one-day training with the District's federal grant partners to educate about new policies, initiatives, and collaborative efforts to strengthen the District's grant programs.

5. **Create and maintain a highly efficient, transparent, and responsive District government.** OCA is responsible for overseeing District agencies and their operations and ensuring that they provide the highest level of customer service to District residents and businesses. OCA tracks agency performance through quarterly cluster meetings, where each agency reports progress on an established set of key performance indicators. OCA also uses these measures in determining annual budget priorities.

43. **Question:** 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.

Response: During FY18 and FY19 (to date), OCA improved the internal operations of OCA by taking the following actions:

1. OCA established the Division of Communications and External Affairs to increase its capacity to respond to external inquiries; monitor and grow relationships with stakeholders, residents, and industry experts; and address issues arising from OCA operations and activities. The division will also serve as an internal clearing house to support and expand community engagement activities organized by OCA divisions such as the Office of Budget and Performance Management.

2. OCA established the Office of Budget and Performance Management (OBPM) by combining the Office of Performance Management and the Office of Budget and Finance. The newly created Office of Budget and Performance Management leverages data, strategic planning, and innovation to ensure the efficient and effective use of resources and drive continuous improvements to the programs and services residents, businesses, and visitors receive. OBPM is also responsible for formulating the District government's annual operating and capital budgets and administering the District government's annual performance planning process. The combined team will be able to more efficiently and effectively advance the District's priorities through key investments, including increasing affordable housing, making the District safer and stronger, advancing public education, and connecting residents to jobs, educational opportunities, healthcare, and housing. Furthermore, the combined team will be able to improve agency performance by improving transparency and accountability in both the budget and performance management space.

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

- a. A description of the program;
- b. The funding required to implement to the program;
- c. The program and activity codes in the budget; and
- d. Any documented results of the program.

Response: In FY18 and FY19 to date, OCA has continued to build out the capacity of the new programs implemented in FY17: The Lab @ DC, a unit within OCA that uses scientific insights and methods to test and improve policies and provide timely, relevant, and high-quality analysis to inform the District's most important decisions, and Resilient DC, a unit within OCA that seeks to build the District's resilience to man-made and natural shocks and stresses that threaten our communities through the development and implementation of a comprehensive resilience strategy.

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

Response: No legislation passed or regulations adopted at the federal level during FY18 and FY19 to date significantly affect ongoing OCA operations.

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

Response: Budgeted funds are adequate to meet the agency's ongoing legislative requirements.

47. **Question:** Please discuss any legislation your agency plans to submit to the Council in FY19 or FY20.

Response: The Office of the City Administrator is working with agencies across the District on the development of the Fiscal Year 2020 Budget Support Act, which will be transmitted with the Mayor's submittal of the proposed Fiscal Year 2020 Budget and Financial Plan. Information on any other legislation to be submitted in FY19 or FY20 will be provided with the transmittal of the legislation to the Council.

48. **Question:** Please identify any statutory or regulatory impediments to your agency's operations.

Response: Current statutory and regulatory provisions do not impose significant impediments to the internal operations of the Office of the City Administrator.

49. **Question:** Please list all regulations for which the agency is responsible for oversight or implementation.

- a. For each regulation, please list the chapter and subject heading, and the date of the most recent revision.
- b. Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

Response: Through the Office of Public-Private Partnerships, which is a unit within OCA that is subject to a separate oversight hearing, OCA implements regulations covering the public-private partnership process. OCA is not responsible for the oversight or implementation of any other regulations nor are there any pending regulatory actions.

50. **Question:** Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for FY17 and FY18.

- a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including:
 - i. A description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and
 - ii. A description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal.
- b. Has your agency submitted the required information for FY18? Please provide a copy as an attachment.

Response: Please see Attachment L for copies of the required annual SBE expenditure reports.

In order to achieve OCA's fiscal year SBE expenditure goal, OCA examined the scope of individual procurements and worked to identify available SBEs to provide the required goods or services. OCA also set aside procurements as appropriate in the certified business enterprise market. OCA plans to continue to take these actions in FY19 in order to fully achieve its SBE goal.

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

Response: OCA maintains the following enterprise level databases:

1. OCA District Performance Plans
 - a. This database enables agencies to upload their performance plan data to provide a District-wide perspective on agency performance.
 - b. This dataset houses agency performance planning data from fiscal year 2016 to 2019. The database contains information on agency missions, objectives, operations, workload measures, KPIs, and strategic initiatives.
 - c. Agency performance plans and performance accountability reports are posted to OCA's website.
2. eFrontburner
 - a. The eFrontBurner application organizes agency reporting to the Executive Office of the Mayor. This dataset includes information related to program and policy initiatives, noteworthy items, contract issues, critical topics, projects, events, announcements, and important achievements.
 - b. From January 2016.
 - c. This database is comprised of deliberative information and may include personal data. It would therefore not be appropriate to provide public access to this database.
3. Grants Management
 - a. This database contains information on grant awards to the District, such as the grant name, grant category, amount of award, description, duration, and reporting schedule.
 - b. From January 2016.
 - c. This database includes preliminary and working information and therefore the database is not publicly accessible. However, the Office of the Chief Financial Officer regularly produces public information on grants that are awarded to the District.

4. Ktensor
 - a. This secure repository built by The Lab @ DC is used to safely store District data sets shared with The Lab for projects. All data obtained is done so with a signed data use agreement in place between OCA and the partner agency.
 - b. From March 2017.
 - c. Since the repository stores confidential information, it would not be appropriate to provide public access to this database.

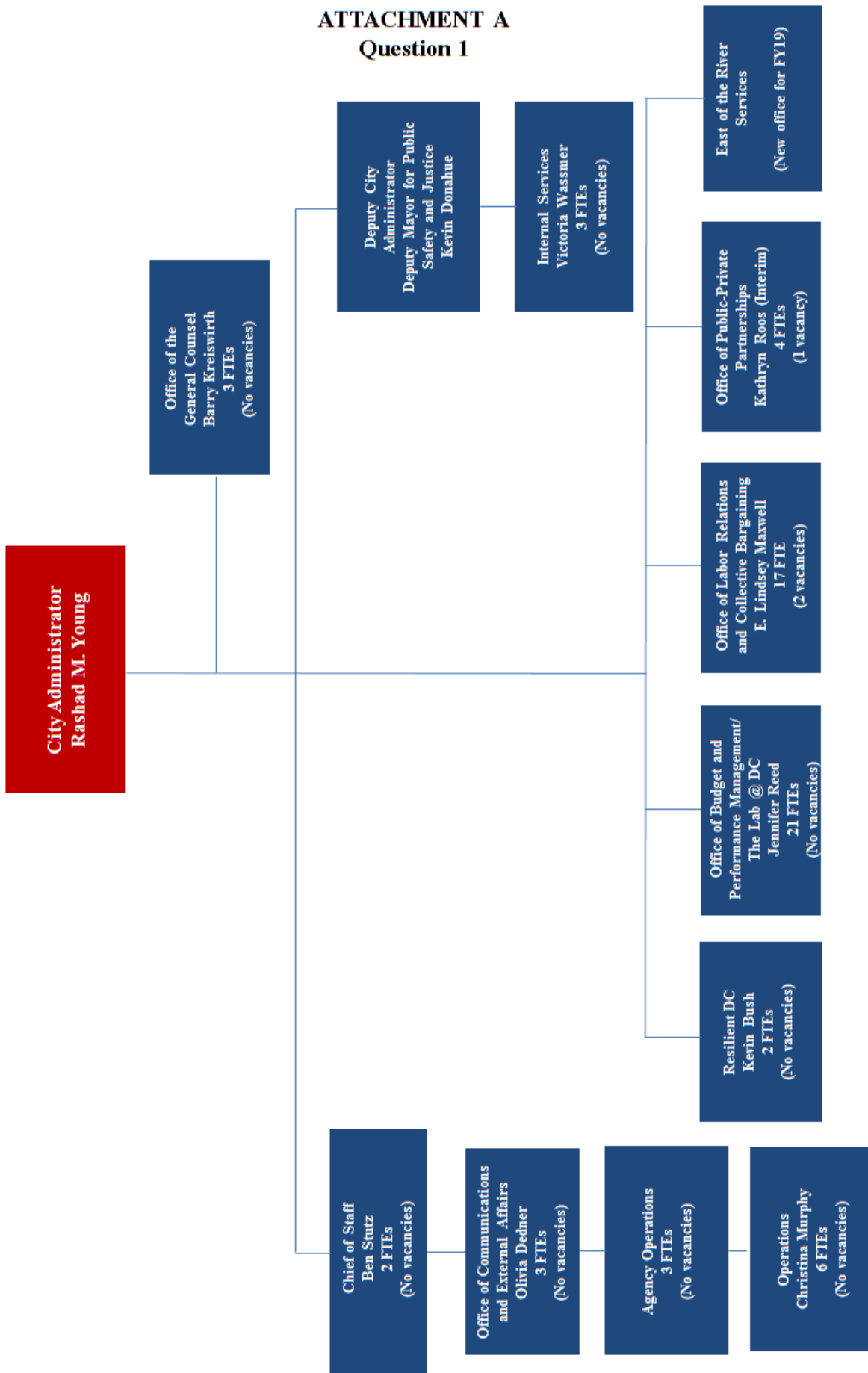
52. Question: Please provide a detailed description of any new technology acquired or any upgrades to existing technology in FY18 and FY19, to date, or anticipated for the remainder of FY19.

- a. Include the cost, what it does, and the budget program and activity codes that fund it.
- b. Cross reference to any relevant contracts (name or number) in the responses above.
- c. Please explain if there have there been any issues with implementation.

Response: OCA is in the process of acquiring the following new technology:

1. Qualtrics
 - a. This technology is expected to cost OCA \$32,000 per year. It will provide a secure, customizable survey platform with a customizable customer management database that allows for targeted surveying of select District residents. It will be paid for out of the Bloomberg Philanthropies Mayor's Challenge grant and once finalized will be able to be used by other District agencies, in addition to OCA.
 - b. OCA expects to have an approved contract with Qualtrics in the coming weeks.
 - c. Implementation has not yet begun.

**ATTACHMENT A
Question 1**



Updated: February 4, 2019

ATTACHMENT A
Question 1

Names and titles of all senior personnel

Title	Division	Name
City Administrator	Office of the City Administrator	Young, Rashad
Deputy City Administrator	Office of the City Administrator	Donahue, Kevin
Chief of Staff	Office of the City Administrator	Stutz, Ben
General Counsel	Office of the City Administrator	Kreiswirth, Barry
Director, Office of Budget and Performance Management	Office of the City Administrator	Reed, Jennifer
Director	Office of Communications and External Affairs	Dedner, Olivia
Interim Director	Office of Public-Private Partnerships	Roos, Kathryn
Chief Resilience Officer	Resilient DC	Bush, Kevin
Director	Office of Labor Relations and Collective Bargaining	Maxwell, E. Lindsey
Interim Director	The Lab @ DC	Quinney, Sam
Special Assistant to the City Administrator	Office of the City Administrator	Murphy, Christina
Director of Government Operations*	Office of the City Administrator	Wassmer, Victoria
Director	Office for East of the River Services	White, Timothy

* The position of Director of Government Operations will be converted to the position of Assistant City Administrator.

Roles and responsibilities of each division and subdivision

- **Office of the General Counsel:** Provides guidance and advice on all legal matters pertaining to the Office of the City Administrator.
- **Office of Communications and External Affairs:** Manages communications and external affairs for the Office of the City Administrator.
- **Office of Agency Operations:** Provides support to the City Administrator and District agencies in the areas of management and policy.
- **Operations:** Provides administrative, financial, and logistical support to the Office of the City Administrator.
- **Internal Services:** Provides direct leadership and support to agencies that provide services directly to other District government agencies, such as the Department of General Services, the Office of the Chief Technology Officer, and the Office of Contracting and Procurement. Internal services also provides support on an interim basis to certain public-facing operational and infrastructure agencies (Department of Public Works and Department of Motor Vehicles) that will soon report to a new Office of the Deputy Mayor for Operations and Infrastructure.
- **Resilient DC:** Provides support to the City Administrator, Mayor, and the Mayor's Resilience Cabinet to build DC's resilience to catastrophic shocks and chronic stresses in order to ensure that the District thrives in the face of change.
- **The Office of Budget and Performance Management:** Responsible for assisting the Mayor and City Administrator in formulating the District government's annual operating and capital budgets; administering the District government's annual performance planning process; implementing the CapStat program and performance management activities; leading the District's strategic planning work and development and execution of monitoring and accountability tools; and working to drive innovation by helping agencies apply rigorous, scientific methods to their service of District residents.
- **Office of Labor Relations and Collective Bargaining:** Represents the District as the principal management advocate in the administration of the District's comprehensive labor management program.
- **Office of Public-Private Partnerships:** Provides support to the City Administrator and District agencies to facilitate the procurement and administration of public-private partnerships in the District of Columbia.
- **Office for East of the River Services:** Will convene and coordinate between agencies and clusters to bring a "whole government" approach to communities east of the Anacostia River. It will be a catalytic force to accelerate change through cross-systems collaboration, leveraged resources, and strategic partnerships.

Explanation of changes to the organizational chart made during Fiscal Year 2018

- OCA established the Division of Communications and External Affairs to increase its capacity to perform the following duties: respond to external inquiries; monitor and grow relationships with stakeholders, residents, and industry experts; address issues arising from OCA operations and activities; and serve as a liaison with the EOM Communications Office for agencies in the Government Operations and Public Safety and Justice clusters. The expanded division serves as an internal clearing house to support and expand community engagement activities organized by OCA divisions such as the Office of Public-Private Partnerships, Resilient DC, and the Office of Budget and Performance Management.
- OCA established the Office of Budget and Performance Management (OBPM) by combining the Office of Performance Management and the Office of Budget and Finance. The newly created office leverages data, strategic planning, and innovation to ensure the efficient and effective use of resources and drive continuous improvements to the programs and services residents, businesses and visitors receive. OBPM is responsible for formulating the District government's annual operating and capital budgets and administering District government's annual performance planning process. OBPM consists of three functional teams: budget, performance, and The Lab @ DC. Budget advises the Mayor and City Administrator on financial and budgetary operations of District government as well as develops the annual budget and financial plan. Performance leads the District's strategic planning work and development and execution of monitoring and accountability tools. Finally, The Lab @ DC works to drive innovation by helping agencies apply rigorous scientific methods to their service of District residents.

The combined team helps OCA and District agencies more efficiently and effectively advances the District's priorities, including increasing affordable housing, making the District safer and stronger, advancing public education, and connecting residents to jobs, educational opportunities, healthcare, and housing. Furthermore, the combined team helps improve agency performance by improving transparency and accountability in both the budget and performance management space.

Explanation of changes to be made to the organizational chart during Fiscal Year 2019

- The Mayor established the Office for East of the River Services to increase the District's capacity to coordinate and respond to residents and neighborhoods east of the Anacostia River. The newly created office will leverage the resources of the entire government to ensure that residents and neighborhoods east of the river enjoy the same socio-economic benefits that all District residents deserve.
- OCA is in the process of reorganizing the Government Operations Division into the Internal Services Division. Internal Services will oversee and support agencies that provide services directly to other District government agencies, such as the Department of General Services, the Office of the Chief Technology Officer, and the Office of Contracting and Procurement. Public-facing agencies that currently report to the Government Operations Division will instead report to a new Office of the Deputy Mayor for Operations and Infrastructure.

ATTACHMENT B
Question 7

OCA EMPLOYEE AGENCY TRAVEL FY18				
Name	Position/Title	Reason for Travel/ Location	Total Spent	Date
Young, Rashad	City Administrator	NFBPA Leadership Meeting Sugar Land, TX	\$1,110.09	October 5-8, 2017
Herrell, Arlen	Policy Advisor	NFBPA Leadership Meeting Sugar Land, TX	\$1,015.50	October 5-8, 2017
Young, Rashad	City Administrator	Hospital Tour Atlanta, GA	\$1,210.73	October 25-26, 2017
Stutz, Ben	Chief of Staff	Hospital Tour Atlanta, GA	\$1,210.73	October 25-26, 2017
Felder, Wendell	Program Analyst	Hospital Tour Atlanta, GA	\$1,400.62	October 25-26, 2017
Miller-Gabriel, Seth	Director, Public-Private Partnerships	Canadian Council for P3 Conference Toronto, ON	\$1,449.00	November 5-7, 2017
Shapiro, Anna	Project Manager, Public-Private Partnerships	Canadian Council for P3 Conference Toronto, ON	\$1,978.60	November 5-7, 2017
Jones, Ida	Grants Management Specialist	GPA Grants Conference San Diego, CA	\$2,502.10	November 8-12, 2017
McGaw, John	Director, Capital Improvements Program	Power Plan PLANET Conference Phoenix, AZ	\$1,801.17	November 12-16, 2017
Harris, Shae	Policy Advisor	American Correctional Association Conference Orlando, FL	\$1,325.43	January 4-8, 2018
Young, Rashad	City Administrator	Large Cities Executive Forum Fort Worth, TX	\$2,114.77	January 17-21, 2018
Young, Rashad	City Administrator	Large Cities Executive Forum Fort Worth, TX	\$1,259.45	January 17-21, 2018
Gluckman, Judah	Deputy Director, Public-Private Partnerships	North American Infrastructure Dialogue New York, NY	\$98.00	January 25, 2018
Gluckman, Judah	Deputy Director, Public-Private Partnerships	North American Infrastructure Dialogue New York, NY	\$98.00	January 25, 2018
Miller-Gabriel, Seth	Director, Public-Private Partnerships	P3C Annual Conference Dallas, TX	\$359.00	February 26-28, 2018

Gluckman, Judah	Deputy Director, Public-Private Partnerships	P3C Annual Conference Dallas, TX	\$342.60	February 26-28, 2018
Shapiro, Anna	Director of Projects, Public-Private Partnerships	P3C Annual Conference Dallas, TX	\$342.60	February 26-28, 2018
Harris, Shae	Policy Advisor	Columbia University Emerging Young Adult Program New York, NY	\$1,279.46	February 28 - March 3, 2018
Young, Rashad	City Administrator	Rating Agencies Meeting New York, NY	\$700.00	April 8-9, 2018
Reed, Jennifer	Budget Director	Rating Agencies Meeting New York, NY	\$700.00	April 8-9, 2018
Young, Rashad	City Administrator	NFBPA Annual Forum Cleveland, OH	\$2,277.50	April 19-23, 2018
Jones, Ida	Grants Management Specialist	NFBPA Annual Forum Cleveland, OH	\$1,766.60	April 19-23, 2018
Young, Rashad	City Administrator	NFBPA Board of Directors Leadership Meeting Dallas, TX	\$920.93	July 20-24, 2018
Giles, Ariel	Program Analyst	NFBPA Board of Directors Leadership Meeting Dallas, TX	\$787.29	July 20-24, 2018
Jones, Ida	Grants Management Specialist	NFBPA Board of Directors Leadership Meeting Dallas, TX	\$776.50	July 26-28, 2018
Langan, Trevor	Capital City Fellow	ICMA Annual Conference Baltimore, MD	\$619.00	September 23-26, 2018
Breems, Joseph	Program Analyst	ICMA Annual Conference Baltimore, MD	\$728.00	September 23-26, 2018
Popat, Sajeed	Senior Operations Analyst	ICMA Annual Conference Baltimore, MD	\$872.00	September 23-26, 2018
Herrell, Arlen	External Affairs Manager	FUSE Corps Fellows Orientation Los Angeles, CA	\$572.10	September 26-27, 2018
Wassmer, Victoria	Director of Agency Operations	ICMA Annual Conference Toronto, OH	\$872.00	September 27-29, 2018
Young, Rashad	City Administrator	Hospital Visits New Orleans, LA/ Las Vegas, NV	\$2,684.86	September 29 - October 3, 2018
Smith, Devon	Program Analyst	Hospital Visits New Orleans, LA/ Las Vegas, NV	\$2,684.96	September 29 - October 3, 2018

OCA EMPLOYEE AGENCY TRAVEL				
FY19 (to date)				
Name	Position/Title	Reason for Travel/ Location	Total Spent	Date
Stutz, Ben	Chief of Staff	Hospital Visit Las Vegas, NV	1,378.82	October 1-3, 2018
Giles, Ariel	External Affairs Manager	National League of Cities Conference Los Angeles, CA	\$1,630.31	November 7-11, 2018
Young, Rashad	City Administrator	National League of Cities Conference Los Angeles, CA	\$3,348.81	November 7-11, 2018
Harris, Shae	Policy Advisor	Vera Institute of Justice Montgomery, AL	\$2,237.84	November 11-13, 2018
Bush, Kevin	Chief Resilience Officer	Resilience Panel Chicago, IL	\$421.40	November 14, 2018
Harris, Shae	Policy Advisor	Trauma Response Program New York, NY	\$3,558.55	December 19-22, 2018
Giles, Ariel	External Affairs Manager	NFBPA Conference Ft. Lauderdale, FL	\$1,046.66	January 24-27, 2019

* Please note that some travel expenses in FY18 and FY19, to date, were donated by outside organizations

ATTACHMENT C
Question 18

Budget and actual spending, by program and activity, for Fiscal Year 2017, Fiscal Year 2018, and the first quarter of Fiscal Year 2019

FISCAL YEAR 2017							
Program/ Activity Code	Approp Fund	Approved Budget FY17	Revised Budget FY17	Actual Spending FY17	Variance (Revised Budget – Actual Spending)	Variance as % of Revised Budget	Explanation of Variance
1090	0100 (LOCAL)	1,219,909	1,202,009	1,395,047	-193,037	-16%	Shifted FTEs
1090	TOTAL	1,219,909	1,202,009	1,395,047	-193,037	-16%	
2001	0100 (LOCAL)	824,994	824,994	853,935	-28,940	-4%	Shifted FTEs
2001	TOTAL	824,994	824,994	824,994	-28,940	-4%	
2002	0100 (LOCAL)	648,580	831,330	866,315	-34,985	-4%	Shifted FTEs
2002	8400 (GRANT)	---	887,459	887,459	0	0%	n/a
2002	0700 (INTRA)	---	57,103	57,103	0	0%	n/a
2002	TOTAL	648,580	1,775,892	1,810,878	-34,985	-2%	
2004	0100 (LOCAL)	1,071,476	1,073,476	790,378	283,098	26%	Surplus in CSG 40
2004	0600 (SPR)	---	50,000	0	50,000	100%	Funds were not needed
2004	TOTAL	1,071,476	1,123,476	790,378	333,097	30%	
2007	0100 (LOCAL)	1,298,404	1,338,404	1,294,458	43,946	3%	Shifted FTEs
2007	TOTAL	1,298,404	1,338,404	1,294,458	43,946	3%	
2009	0100 (LOCAL)	313,109	241,009	195,839	45,170	19%	Shifted FTEs
2009	TOTAL	313,109	241,009	195,839	45,170	19%	
3005	0100 (LOCAL)	1,692,854	1,558,104	1,500,141	57,963	4%	Vacancy savings
3005	0600 (SPR)	330,000	330,000	330,000	0	0%	n/a
3005	0700 (INTRA)	---	345,000	345,000	0	0%	n/a
3005	TOTAL	2,022,854	2,233,104	2,175,141	57,963	3%	

FISCAL YEAR 2018							
Program/ Activity Code	Approp Fund	Approved Budget FY18	Revised Budget FY18	Actual Spending FY18	Variance (Revised Budget – Actual Spending)	Variance as % of Revised Budget	Explanation of Variance
1090	0100 (LOCAL)	1,226,845	1,255,782	1,096,482	159,300	13%	Vacancy savings
1090	TOTAL	1,226,845	1,255,782	1,096,482	159,300	13%	
2001	0100 (LOCAL)	942,313	951,991	718,790	233,201	24%	Vacancy savings
2001	8400 (GRANT)	982,901	1,236,312	1,236,312	0	0%	n/a
2001	8450 (Private Donations)	0	466	466	0	0%	n/a
2001	TOTAL	1,925,214	2,188,769	1,955,568	233,201	11%	
2002	0100 (LOCAL)	689,614	900,961	1,363,814	-462,853	-51%	Shifted FTE's
2002	8400 (GRANT)	0	149,335	149,335	0	0%	n/a
2002	0700 (INTRA)	---	44,618	44,618	0	0%	n/a
2002	TOTAL	689,614	1,094,914	1,557,767	-462,853	-42%	
2004	0100 (LOCAL)	999,838	2,308,482	1,614,125	694,357	30%	Funds were not used from PO's issued
2004	0600 (SPR)	250,000	50,000	20,000	30,000	60%	\$20,000 is the amount of revenue actually received
2004	TOTAL	1,249,838	2,358,482	1,634,125	724,357	31%	
2005	0100 (LOCAL)	0	0	-74	74	0	n/a
2005	TOTAL	0	0	-74	74	0%	
2007	0100 (LOCAL)	1,298,605	1,329,236	1,556,153	-226,917	-17%	n/a
2007	TOTAL	1,298,605	1,329,236	1,556,153	-226,917	-17%	
2009	0100 (LOCAL)	507,263	518,831	407,235	111,596	22%	Vacancy savings
2009	TOTAL	507,263	518,831	407,235	111,596	22%	
3005	0100 (LOCAL)	1,992,843	1,975,326	1,430,618	544,708	28%	PS funds shifted to Intra-District and SPR
3005	0700 (INTRA)	0	334,352	334,566	-214	0%	n/a
3005	0600 (INTRA)	30,000	330,000	242,213	87,787	27%	n/a
3005	TOTAL	2,022,843	2,639,678	2,007,397	632,281	24%	

FISCAL YEAR 2019 (to Date)							
Program/ Activity Code	Approp Fund	Approved Budget FY19	Revised Budget FY19	Actual Spending FY19	Variance (Revised Budget – Actual Spending)	Variance as % of Revised Budget	Explanation of Variance
1090	0100 (LOCAL)	1,182,391	1,182,391	304,223	878,168	74%	Current year to date spending
1090	TOTAL	1,182,391	1,182,391	304,223	878,168.00	74%	
2001	0100 (LOCAL)	0	0	0	0	0%	Current year to date spending
2001	8400 (GRANT)	0	86,232	-383	86,615	100%	Current year to date spending
2001	TOTAL		86,232	-383	86,615	100%	
2002	0100 (LOCAL)	456,241	456,241	117,801	338,440	74%	Current year to date spending
2002	TOTAL	456,241	456,241	117,801	338,440	74%	
2004	0100 (LOCAL)	1,032,629	1,032,629	570,143	462,486	45%	Current year to date spending
2004	0600 (SPR)	250,000	250,000	0	250,000	100%	n/a
2004	TOTAL	1,282,629	1,282,629	570,143	712,486	56%	
2007	0100 (LOCAL)	2,447,700	2,447,700	627,189	1,820,511	74%	Current year to date spending
2007	8400 (GRANT)	949,551	949,551	83,612	865,939	91%	n/a
2007	TOTAL	3,397,250	3,397,250	710,801	2,686,450	79%	
2009	0100 (LOCAL)	523,209	523,209	112,247	410,962	79%	Current year to date spending
2009	TOTAL	523,209	523,209	112,247	410,962	79%	
2011	8400 (GRANT)	159,475	159,475	40,742	118,733	74%	Current year to date spending
2011	TOTAL	159,475	159,475	40,742	118,733	74%	
2012	0100 (LOCAL)	276,889	276,889	108,726	168,163	61%	Current year to date spending
2012	TOTAL	276,889	276,889	108,726	168,163	61%	
2013	0100 (LOCAL)	507,824	507,824	108,726	399,098	79%	Current year to date spending
2013	TOTAL	507,824	507,824	108,726	399,098	79%	
3005	0100 (LOCAL)	2,242,483	2,242,483	475,468	1,767,015	79%	Current year to date spending
3005	0700 (INTRA)	---	225,000.00	0.00	0	0%	n/a
3005	TOTAL	2,242,483	2,467,483	475,468	1,767,015	72%	

ATTACHMENT D
Question 19

Fiscal Year 2018 and Fiscal Year 2019 (to date) Intra-District Transfers

INTRA-DISTRICT TRANSFERS / MEMORANDUMS OF UNDERSTANDING								
Fiscal Year 2018								
Buyer Agency	Seller Agency	Program/ Activity Codes/ Names for Buyer Agency	Program/ Activity Codes/ Names for Seller Agency	Funding Source (Local, Federal, SPR)	Description of MOU Services	Total MOU Amount (incl. mods)	Date Signed	Fund Transfer Date
MPD	OCA	n/a	2000/20020	Intra-District	Lab @ DC services	\$61,355.00	9/21/2017	11/30/2017
OCA	DPW	2000/20020	n/a	Local	Fleet services	\$975.45	10/1/2017	12/1/2017
OCA	OCP	2000/20040	n/a	Local	Contracting services	\$150,000.00	10/23/2017	2/22/2018
OCA	DCPS	2000/20020	n/a	Intra-District	Security	\$88.05	10/26/2017	4/9/2018
OCA	OCTO	2000/20020	n/a	Local	Microsoft 365	\$5,710.92	11/15/2017	11/27/2017
OCA	EOM	2000/20070	n/a	Intra-District	EOM support services	\$7,000.00	11/18/2017	2/26/2018
OCA	EOM	3000/30050	n/a	Intra-District	EOM support service	\$7,000.00	11/18/2017	2/26/2018
OSSE	OCA	n/a	3000/30050	Intra-District	Labor relations services	\$225,000.00	12/18/2017	1/11/2018

DCPL	OCA	n/a	3000/30050	Intra-District	Labor relations services	\$70,000.00	12/22/2017	1/9/2018
DDOT	OCA	n/a	2000/20040	Intra-District	Street light system project	\$450,000.00	1/11/2018	1/23/2018
UDC	OCA	n/a	3000/30050	Intra-District	Labor relations services	\$30,000.00	1/18/2018	9/11/2018
FEMS	OCA	3000/30050	n/a	Intra-District	Collective bargaining	\$41,000.00	3/5/2018	3/12/2018
OSSE	OCA	2000/20020	n/a	Intra-District	Grants management and training	\$2,200.00	4/16/2018	6/4/2018
UMC	OCA	3000/30050	n/a	SPR	Collective bargaining	\$300,000.00	5/9/2018	7/6/2018

INTRA-DISTRICT TRANSFERS / MEMORANDUMS OF UNDERSTANDING								
Fiscal Year 2019 (to date)								
Buyer Agency	Seller Agency	Program/ Activity Codes/ Names for Buyer Agency	Program/ Activity Codes/ Names for Seller Agency	Funding Source (Local, Federal, SPR)	Description of MOU Services	Total MOU Amount (incl. mods)	Date Signed	Fund Transfer Date
OCA	DPW	2000/20020	n/a	Local	Fleet services	\$501.06	10/1/2018	12/23/2018
OCA	UDC	n/a	2000/20070	Grants	Lab @ DC services	\$10,000.00	10/30/2018	12/24/2018
OSSE	OCA	n/a	3000/30050	Intra-District	Labor relations services	\$225,000.00	11/29/2018	12/27/2018

ATTACHMENT D
Question 19

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
METROPOLITAN POLICE DEPARTMENT
AND THE OFFICE OF THE CITY ADMINISTRATOR
REGARDING THE CRIME GUN INTELLIGENCE CENTER**

I. INTRODUCTION

- A. This Memorandum of Understanding (“MOU”) is entered into by and between the METROPOLITAN POLICE DEPARTMENT (“MPD”) and the OFFICE OF THE CITY ADMINISTRATOR (“OCA”), collectively referred to in this MOU as the “Parties” and each individually referred to in this MOU as a “Party”.
- B. One of the ten largest local police agencies in the United States, MPD is the primary law enforcement agency for the District of Columbia. Founded in 1861, the MPD of today is on the forefront of technological crime fighting advances, from highly developed advances in evidence analysis to state-of the-art-information technology. These modern techniques are combined with a contemporary community policing philosophy that seeks to bond the police and residents in a working partnership designed to organize and mobilize residents, merchants and professionals to improve the quality of life for all who live, work, and visit the nation's capital.
- C. OCA directly oversees all executive agencies in the District that report to the Mayor. It is responsible for the day-to-day management of the District government, setting operational goals and implementing the legislative actions and policy decisions of the Mayor and the D.C. Council. As part of OCA’s operations, The Lab @ DC, which is housed within OCA, conducts quantitative research to evaluate and inform policy and program decisions. Staff members of The Lab @ DC are applied research scientists with expertise in statistics, experimental design, quantitative research methods, and various social science disciplines.
- D. MPD has requested The Lab @ DC to advise on and evaluate the Crime Gun Intelligence Center (“CGIC”) program in accordance with US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance – Award #2016-DG-BX-0010 (hereinafter referred to as the “BJA Grant”). MPD is the agency designated to administer the BJA Grant.

II. PROGRAM GOALS AND OBJECTIVES

The BJA Grant funding will be used by MPD to implement a CGIC, which is an interagency collaboration focused on the real-time collection, management, and analysis of crime gun evidence (e.g., shell casings), in an effort to identify shooters, disrupt criminal activity, and prevent future violence. Part of the BJA Grant funding is dedicated

to providing the resources and capacity to rigorously evaluate the impact and processes of the CGIC. OCA, through The Lab @ DC, will provide the CGIC-related evaluation services described in this MOU.

III. SCOPE OF SERVICES

A. RESPONSIBILITIES OF OCA

1. OCA, through The Lab @ DC, shall:
 - a. Facilitate at least two (2) evaluation workshops, which will include facilitators, materials, and space. Each workshop shall further the assessment of existing procedures for processing casings at MPD, the Department of Forensic Sciences (“DFS”), and/or CGIC, identify potential changes to the procedures for processing casings, or share the results of the impact evaluation conducted by The Lab @ DC (the impact evaluation is described in sub-paragraph e of this paragraph);
 - b. Employ an evaluation lead to evaluate existing processes of MPD, DFS, and CGIC related to the National Integrated Ballistic Information Network and to evaluate the impact of changes to MPD, DFS, or CGIC processes made as a part of the BJA Grant project;
 - c. Employ a graduate research assistant, as needed (as determined by The Lab @ DC) and if funds allow, to assist the evaluation lead in carrying out his or her responsibilities;
 - d. Prepare and submit the reports required by Section VI of this MOU; and
 - e. Accomplish the following tasks and deliverables:
 - i. Facilitate the experiments and evaluations described in section II.E. of the approved BJA Grant application (Attachment A);
 - ii. Establish a plan for the collection of data needed to carry out the experimentations and evaluations described in sub-paragraph i of this paragraph and timelines for the collection of such data;
 - iii. Participate in, and prepare a program evaluation report describing the results of, the program evaluation of CGIC process and impact described in section II.E. of the

approved BJA Grant application (Attachment A); and

- iv. Prepare an impact evaluation report describing the results of the experiments described in in sub-subparagraph i of this paragraph.

- f. Prepare semi-annual progress reports that include a summary of The Lab @ DC's activities and accomplishments under this MOU and any completed results from evaluation activities performed under this MOU. The reports shall also summarize The Lab @ DC's proposed activities under this MOU for the upcoming reporting period. In addition, The Lab @ DC shall prepare a final report. The final report shall include the program evaluation report and impact evaluation report described in sections III. A. e. iii and III. A. e. iv of this MOU. The semi-annual reports and final report shall cover the periods set forth in the chart below and shall be due from OCA on the dates indicated in the chart below:

Report Number	Reporting Period	Report Type	Report Due Date
1	01-Jan-2017 thru 30-Jun-2017	Semi-annual	15-Jul-2017
2	01-Jul-2017 thru 31-Dec-2017	Semi-annual	15-Jan-2018
3	01-Jan-2018 thru 30-Jun-2018	Semi-annual	15-Jul-2018
4	01-Jul-2018 thru 30-Sep-2018	Final Report	As agreed to by the Parties' authorized representative (see section IV.H), but no later than 31-Dec-2018

B. RESPONSIBILITIES OF MPD

1. MPD shall fulfill all functions and responsibilities of the District of Columbia under the BJA Grant award, including program and financial oversight and operations, performance measures, and deliverables, except for those functions and responsibilities of OCA described in subsection A of this section.

2. MPD shall reimburse OCA for the costs that OCA incurs in performing its responsibilities under this MOU; provided, that the amount that MPD shall reimburse shall not exceed Fifty-Five Thousand One Hundred Three dollars (\$55,103) in fiscal year 2017 or Sixty-One Thousand Three Hundred and Fifty-Five dollars (\$61,355) in fiscal year 2018. Reimbursement shall occur pursuant to the process set forth in Section VI.B. of this MOU.

IV. EFFECTIVE DATE; PERIOD OF PERFORMANCE

This MOU shall be effective as of February 6, 2017. The period of performance of this MOU is from the effective date through September 30, 2018.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k)

VI. INTRA-DISTRICT FUNDING PROVISIONS

A. Cost of Services

1. The total cost for the goods and services provided under this MOU shall not exceed One Hundred Sixteen Thousand Four Hundred Fifty-eight Dollars (\$116,458); of that amount, the total cost in fiscal year 2017 shall not exceed Fifty-Five Thousand One Hundred Three dollars (\$55,103) and the total cost in fiscal year 2018 shall not exceed Sixty-One Thousand Three Hundred and Fifty-Five dollars (\$61,355). Funding for the goods and services shall not exceed the actual cost of the goods and services, including labor and materials.
2. In the event of termination of this MOU, payment to OCA shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. Payment

1. Payment for the goods purchased and services provided by OCA under this MOU shall be made on a cost reimbursable basis through one or more Intra-District advances by MPD to OCA not to exceed the total amount of this MOU.
2. *The Intra-District advances will be provided only after costs are incurred by OCA.* OCA shall request an advance from MPD once charges are reflected against the established SOAR account. OCA shall provide documentation supporting the Intra-District advance (i.e. vouchers, receipts, invoices, paid checks, and payroll registers, etc.). The

documentation shall explain the amounts billed for that period. It shall be the responsibility of MPD to ensure that the amounts billed are allowable costs under the approved federal grant budget.

3. Advances to OCA for the services provided and goods purchased in its performance of its responsibilities under this MOU shall not exceed the amount of this MOU.

VII. MODIFICATIONS

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

VIII. RECORDS MAINTENANCE

OCA shall maintain records pertinent to this MOU for a period of no less than three (3) years. In addition, records pursuant to the resolution of an audit or monitoring finding shall be maintained for a period of not less than three (3) years after resolution.

IX. REQUIRED AND STANDARD CLAUSES

A. Non-Discrimination: The Parties shall abide by the provisions of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended (78 Stat. 252; 42 U.S.C. §§ 2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended (87 Stat. 394; 29 U.S.C. § 794); the Age Discrimination Act of 1975, as amended (89 Stat. 728; 42 U.S.C. §§ 6101 et seq.); and with all other Federal laws and regulations prohibiting discrimination on the grounds of race, color, national origin, disability, religion, or sex, in employment and in providing facilities and services to the public. Nothing in the advertising for employees shall be done which prevent those covered by these laws from qualifying for employment.

B. Anti-Deficiency Acts:

1. Pursuant to the Anti-Deficiency Act, 31 U.S.C. § 1341(a)(1), nothing contained in this MOU shall be construed as binding on the United States or the District of Columbia to expend in any one (1) fiscal year any sum in excess of the appropriations made by Congress for the purposes of this MOU for that fiscal year, or as involving the United States or the District of Columbia in any contract or other obligation for the further expenditure of money in excess of such appropriations.
2. The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the

provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

- C. Interest of Members of Congress: Nothing herein contained shall be deemed to be inconsistent with or contrary to the purpose or intent of any Act of Congress or the law of the District of Columbia establishing, affecting, or relating to this MOU. Pursuant to 41 U.S.C. § 22, no member of Congress shall be admitted to any share of part of this MOU, or to any benefits that may arise there from.
- D. Lobby Prohibition: The Parties shall abide by the provisions of 18 U.S.C. § 1913, which states:

No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of Section 1352(a) of Title 31.

- E. Resolution of Disputes: The Director of The Lab @ DC and the Chief of Police, or their authorized representatives, shall resolve all adjustments and/or disputes arising from services provided under this MOU; provided, that the Director of The Lab @ DC and the Chief of Police, or their authorized representatives may refer a financial issue to the Office of Financial Operations and Systems for resolution.
- F. Compliance with Applicable Law: The Parties shall comply with all applicable

laws, regulations, and rules. This MOU is subject to all laws regulations and rules governing the Parties hereinafter enacted or promulgated. Meeting the terms of this MOU shall not excuse any failure to comply with all applicable laws, regulations, and rules, whether or not these laws and regulations are specifically listed in this MOU.

G. Severance of Terms: If any term or provision of this MOU is held to be invalid or illegal, such term or provision shall not affect the validity or enforceability of the remaining terms and provisions of this MOU.

H. Communications; Agency Contact Persons: Communications that are required to be in writing, and all concerns regarding the implementation and interpretation of this MOU, shall be personally delivered, faxed, emailed, or mailed to the persons listed below:

MPD's Authorized Representative and Grant Administrator is:

Marvin L. Johnson, Grant Programs Manager
Metropolitan Police Department
Grant Programs Administration
300 Indiana Ave., NW – Room 4002
Washington, DC 20001
marvinl.johnson@dc.gov
(202) 727-2173

OCA's Authorized Representative is:

David Yokum, Director
The Lab @ DC
Office of the City Administrator
1350 Pennsylvania Ave NW
Washington, DC 20004
david.yokum@dc.gov
(202) 308-7888

X. SIGNATORIES

The Parties have, by their authorized representatives, signed this MOU on the dates set forth below.

**METROPOLITAN POLICE
DEPARTMENT**

By: _____

Peter Newsham
Chief of Police, MPD
300 Indiana Avenue, NW
Washington, DC 20001

**OFFICE OF THE CITY
ADMINISTRATOR**

By: _____

Rashad Young
City Administrator
1350 Pennsylvania Ave, NW
Washington, DC 20004

Date: SEP 21 2017

Date: 9/22/17

ATTACHMENT E
Questions 20 and 21

REPROGRAMMINGS					
Fiscal Year 2018 and 2019 (to date)					
Reprogramming No.	Description	Amount	Fund	Submitted	Date Completed
1	Reprogramming from paygo capital budget to non-personal services to cover contracts for OP3	\$1,601,405	0100	2/23/2018	5/1/2018
2	Reprogramming from OCTO, OCP, and ODR personal services to non-personal services to cover supplies, equipment, and travel within OCA	\$190,000	0100	4/30/2018	5/18/2018
3	Reprogramming from OFRM to OCA from telephones/telegraphs to other services and charges	\$100,000	0602	8/2/2017	6/14/2018
4	Reprogramming within OCA from OP3 to OLRCB for other services and charges	\$200,000	0602	8/1/2018	9/27/2018
5	Reprogramming within OCA from personal services to non-personal services	\$576,428	8400	11/20/2018	12/6/2018

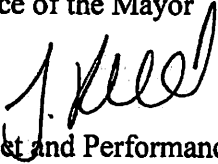
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the City Administrator

MEMORANDUM

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

FROM: Jennifer Reed 
Director
Office of Budget and Performance Management

DATE: February 22, 2018

SUBJECT: Request to Reprogram \$2,219,130 from Paygo Capital Budget to the FY 2018 Operating Budget of the Office of City Administrator and the Department of General Services

This memo requests to reprogram \$2,219,130 from Paygo capital budget to the FY 2018 operating budget of the Office of City Administrator and the Department of General Services.

Why are the funds needed?

The budget is needed to support the cost of consulting services for the evaluation of the Daly Building modernization as a Public/Private Partnership.

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

No, the reprogramming is not to restore a budget cut authorized by the Mayor and/or Council.



How will the funds be reprogrammed?

Paygo capital budget will be reprogrammed in reverse from the Department of Transportation, project KA0 AD304C, Streetlight Management.

Why are the funds available?

The Paygo capital budget is available because it is not needed in FY 2018 for the Streetlight Management project.

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

If the reprogramming is postponed, the OCA and DGS will not be able to proceed with the analysis of the Daly Building modernization as a P3 project. This will severely impact the District's ability to improve the Daly Building.

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

No programs and services will be negatively impacted as the result of the reprogramming.

Should you have any questions, please contact Seth Miller Gabriel, Director of the P3 office, at (202) 724-6683.

Attachment

Attachment - Paygo Capital to Local Funds

Government of the District of Columbia Originating Agency Name and Code: _____

Approval Level: Paygo Capital (0201) to Local (0100)

<input checked="" type="checkbox"/>	Both Between Agencies	<input checked="" type="checkbox"/>	Both
<input checked="" type="checkbox"/>	Both Between Capital Section / Activities	<input checked="" type="checkbox"/>	Both of Budget
<input checked="" type="checkbox"/>	Both Between Responsibility Centers / Programs	<input checked="" type="checkbox"/>	DC Central
<input checked="" type="checkbox"/>	Both Within Responsibility Center Programs	<input checked="" type="checkbox"/>	US Congress

Agency Director Signature: *J. Wood* Date: 2/23/18

Assistant CFO Signature: _____ Date: _____

Budget Responsibility Amount Requested: \$2,219,130.00

Prepared By: _____ DATE: February 21, 2018

Paygo Capital Attributes

Revenue Source	Project Title	Appr Year	AG	LAG	Project Number	Project Phase	Appro Number	Index	PCA	Object	Current Budget Amount	Amount of Increase	Revised Budget Amount
0881	Strategic Management	2003	K40	K40	AD006	3	70285	L-437	0040	0510	\$0.00	\$2,219,130.00	\$2,219,130.00
0881	REVERSE PAYGO PROJECT	2018	PA0	PA0	RP202C	01	45271	RP202C	RP-001	0510	\$0.00	\$4,438,260.00	\$2,219,130.00
TOTAL											\$0.00	\$2,219,130.00	\$0.00

Local Operating Budget Attributes

CCJ Program Code	RCJ Org Code	Control Center / Responsibility Center/Program Name	Agency Code	Fiscal Year	Index	PCA	Fund Detail	Comp Object	C9G	Object	Current Budget Amount	Amount of Increase (*)	Revised Budget Amount
2004	2004	Other Services and Charges		2018	70040	20040		408	0040	0040	\$0.00	\$1,607,485.00	\$1,607,485.00
		WSP Contract			A2001	20004		408	0040	0040	\$0.00	\$617,725.00	\$617,725.00
TOTAL											\$0.00	\$2,219,130.00	\$0.00

JUSTIFICATION:

Confirmation by Agency CFO: _____ (Title) _____ (Signature) _____ (Date)

Confirmation by Agency CVO: _____ (Title) _____ (Signature) _____ (Date)

For OBP Use Only - SOAR Journal Budget Entry:

Approved By: _____

Requested in SOAR By: _____

Approved By: _____

Document Information For OBP Use Only:

Doc Number: _____

Batch Agency / Number: _____

Batch Line Item Description: _____

Doc Date: _____

Effective Date: _____

Office of Budget and Planning Distribution Sheet

OBP Transmittal #: 18-0462

**CFO Transmittal #:
(If Applicable)**

**FROM: Gordon McDonald
Deputy CFO for Budget & Planning**

TO: Immediate Supervisor

SUBJECT: FY 2018 request to reprogram \$190,000 of Local Funds from the Office of Contracting and Procurement, Office of the Chief Technology Officer and Non-Departmental Agency to the Office of the City Administrator (AE0)

Director's Office:	Information Systems:	Operations & Mgt. Services	Financial Planning and Analysis
McDonald, Gordon _____	Terry, Samuel _____	Myers, Margaret _____	Stroman, Tayloria _____
Sattar, Sadia _____	Johnson, Robert (BJ) _____	Nelson, Sharon _____	Taing, Sue _____
Spaulding, Jim _____	Miller, Darryl _____		
Stephenson, Leti _____	Osorio, Carlotta _____		
Williams, Lakeia <u>X</u>	Smith, Duane _____		

Budget Administration: Economic Div. /Government Operations	Budget Administration: Grants Management	Budget Administration: Human Services	Budget Administration: Public Education Public Safety/Works/ Enterprise Funds
Holman, Cynthia _____	Cannady, Eric _____	Myers, Randall <u>X</u>	Mulaw, Seblewengel _____
Powell, William <u>X</u>	White, Stacy-Ann <u>X</u>	Lavasani, Melissa _____	Agbebakun, Joshua _____
Hayward, Lee _____	Alford, Renee <u>X</u>	Tengra, Naila <u>X</u>	Dawodu, Rasheed _____
Oluwatosin, Onifade _____		Pryor, Charles _____	Iyun, Benjamin _____
Akporji, Alex _____		Hunter, Veda _____	Moore, Robin _____

Capital Improvement Projects:

Clark, David _____

Greenfield, Sherrie _____

Kothari, Bharat _____

Herzi, Omar _____

Tessema, Alex _____

Dumbuya, Haroun _____

.....

COMMENTS: MAYOR'S APPROVAL

.....

External Use Only: File ___ Fax ___ Copies ___ Email X Mail ___ Hand Delivered ___



MURIEL BOWSER
MAYOR

MAY 2 2018

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

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram FY18 Local Funds in the amount of \$190,000 from the Office of Contracting and Procurement, Office of the Chief Technology Officer, Office of Disability Rights and Non-Departmental Agency to the Office of the City Administrator to cover the cost of Non-Personnel Service needs. The funds will be reprogrammed as outlined on the attached attribute sheet.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".

Muriel Bowser

Enclosure

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

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



Office of the City Administrator

MEMORANDUM

TO: Deborah George-Johnson, Office of Policy and Legislative Affairs, EOM
FROM: Jenny Reed, Director, Office of Budget and Performance Management, OCA *J. Reed*
DATE: April 30, 2018
SUBJECT: FY 2018 request to reprogram \$190,000 of Local Funds from the Office of Contracting and Procurement, Office of the Chief Technology Officer and Non-Departmental Agency to the Office of the City Administrator

This memo requests the reprogramming of \$190,000 of local funds from the Office of Contracting and Procurement (OCP), Office of the Chief Technology Officer (OCTO), Office of Disability Rights (ODR) and Non-Departmental Agency to the Office of the City Administrator (OCA) to support non-personnel services (NPS) needs.

Why are the funds needed?

The funds are needed to offset unanticipated travel, supplies, professional service fees, telecom services and vehicle maintenance.

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

No, this reprogramming does not restore a budget cut authorized by the Mayor of Council.

How will the funds be reprogrammed?

See the attached worksheet for details.

Why are the funds available?

The funds are available from OCP, OCTO and ODR due to salary lapse and from Non-Departmental due to projected underspending.



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

The agency would not be able to procure needed supplies, and professional, telecom and vehicle maintenance services. In addition, all travel would be suspended eliminating any presence at outside training, conferences or seminars, which would inhibit employee development as well as restrict public policy outreach.

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

No negative impact is anticipated as a result of this reprogramming.

Should you have any questions, please contact Christopher Murray, Senior Budget Analyst, Office of Budget and Performance Management, OCA at 442-7633.

Attachment B -- Local (0100)

Attachment B -- Local (0100)
OPERATING BUDGET REPROGRAMMING REQUEST

APPROVAL REQUIRED FOR THE FOLLOWING:		Government of the District of Columbia		Originating Agency Name and Code: Office of the City Administrator (AEO)		Fund and Code: Local (0100)				
APPROVAL LEVEL:		Agency		Agency Director:		Associate CFO:				
X		X		AFO		Associate CFO:				
Shift Between Agencies		X		Office of Budget		DC Council				
Shift Between Control Centers / Activities		X		US Congress		Budget Reprogramming Amount Requested: \$				
Shift Within Responsibility Centers / Programs		X		Prepared By: Chris Murray 202-442-7633						
Shift Within Responsibility Centers / Programs		X								
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center/Program Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
7000	7020	POO - LEARNING AND DEVELOPMENT	00053	10000	0111	\$ 757,272.10	\$ 757,272.10	\$ 50,000.00		\$ 807,272.10
5010	5000	TOO - Information Security	50100	50001	0111	1,931,708.79	1,931,708.79	40,000.00		1,971,708.79
1100	1000	DOO - Non Departmental Agency	10000	10000	0111	1,504,080.00	1,504,080.00	60,000.00		1,564,080.00
1090	1000	JR0 - AGENCY MANAGEMENT	10900	1090L	0125	48,754.98	48,754.98	33,600.00		15,154.98
1090	1000	JR0 - AGENCY MANAGEMENT	10900	1090L	0147	73,514.23	73,514.23	6,400.00		67,114.23
2000	2002	AEO - OFFICE OF AGENCY OPERATIONS	20020	20020	0201	13,784.00	13,784.00		\$ 35,000.00	\$ 48,784.00
1000	1090	AEO - Agency Management Program	10090	1090L	0308				\$ 4,000.00	\$ 4,000.00
2000	2002	AEO - OFFICE OF AGENCY OPERATIONS	20020	20020	0401				\$ 200.00	\$ 200.00
2000	2002	AEO - OFFICE OF AGENCY OPERATIONS	20020	20020	0404	605.60	605.60		\$ 800.00	\$ 1,405.60
2000	2002	AEO - OFFICE OF AGENCY OPERATIONS	20020	20020	0402				\$ 40,000.00	\$ 40,000.00
2000	2002	AEO - OFFICE OF AGENCY OPERATIONS	20020	20020	0408	80,163.23	80,163.23		\$ 110,000.00	\$ 190,163.23
2000	2002	AEO - OFFICE OF AGENCY OPERATIONS	20020	20020	0701	5,000.00	5,000.00			\$ 5,000.00
TOTAL						\$4,414,882.93	\$3,012,223.65	\$190,000.00	\$190,000.00	\$3,192,223.65

Justification of Reprogramming Proposal:

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE CHIEF FINANCIAL OFFICER

Office of Budget and Planning



Gordon M. McDonald
Deputy Chief Financial Officer

MEMORANDUM

TO: Angelique Hayes Rice
Associate Chief Financial Officer
Government Operations Cluster

Rashad Young
City Administrator

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

DATE: JUN 14 2018

SUBJECT: FY 2018 Reprogramming Request for \$100,000 of Special Purpose Revenue Funds Budget Authority from the Office of Finance and Resource Management to the Office of the City Administrator

The Office of Budget and Planning has reviewed the Office of the City Administrator's (OCA) request to reprogram \$100,000 of Fiscal Year 2018 Special Purpose Revenue funds budget authority from the Office of Finance and Resource Management (OFRM). Funds are needed to allow the Office of Labor Relations and Collective Bargaining (OLRCB) within OCA to expend funds obtained from the United Medical Center for services rendered.

Funds will be reprogrammed from OFRM's Financial Management program, Comptroller Source Group (CSG) 31 (Telephone, Telegraph, Etc.), to OCA's OLRCB program, CSG 40 (Other Services and Charges). Budget authority is available because actual revenues are less than projected for OFRM.

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

If you have any questions, please contact William Powell at (202) 724-4736.

cc: Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator
Jennifer Budoff, Budget Director, Council of the District of Columbia
Christine Mukolwe, Budget Director, Government Operations Cluster
Paul Blake, Agency Fiscal Officer, Office of the City Administrator
Alemayehu Awas, Agency Fiscal Officer, Office of Finance and Resource Management
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning
Stacy-Ann White, Manager, Operating Budget, Office of Budget and Planning
William Powell, Operating Budget Advisor, Office of Budget and Planning
Alana Intrieri, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER
MAYOR

MAY 31 2018

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

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram FY18 Special Purpose Revenue Budget Authority from the Office of Finance and Resource management to the Office of the City Administrator in the amount of \$100,000 to allow the Office of Labor Relations and Collective Bargaining to expend funds obtained from the United Medical Center through a Memorandum of Understanding for services rendered. The funds will be reprogrammed as outlined on the attached attribute sheet.

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

Sincerely,

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

Muriel Bowser

Enclosure

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER
OFFICE OF FINANCE AND RESOURCE MANAGEMENT



MEMORANDUM

To: Deborah George Johnson, Director
Office of Legislative Support

From: Angelique Rice, Associate Chief Financial Officer
Government Operations Cluster

A handwritten signature in blue ink that reads "Angelique Rice".

Rashad Young, City Administrator
Office of the City Administrator

A handwritten signature in blue ink that reads "Rashad Young".

Thru: Paul Blake, Agency Fiscal Officer
Government Operations Cluster

A handwritten signature in blue ink that reads "Paul K. Blake".

Date May 21, 2018

Subject: Request for Reprogramming of \$100,000.00 of Special Purpose Revenue
Budget Authority from the Office of Finance and Resource Management (AS0) to
the Office of the City Administrator (AE0)

The Office of the City Administrator (AE0) is requesting a reprogramming of \$100,000.00 in Special Purpose Revenue Budget Authority from the Office of Finance and Resource Management (AS0).

Why are the funds needed?

The reprogramming of budget authority will allow the Office of Labor Relations and Collective Bargaining (OLRCB) to expend funds obtained from the United Medical Center through a Memorandum of Understanding (MOU) for services rendered.

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

No, this reprogramming does not restore a budget cut authorized by the Mayor nor Council.

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

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER
OFFICE OF FINANCE AND RESOURCE MANAGEMENT**



If the reprogramming is not approved the Office of the Administrator would not be able to spend the funds received from United Medical Center, which could result in a spending pressure for the agency.

How will the funds be reprogrammed?

The funds will be reprogrammed from the Office of Finance and Resource Management (AS0) Special Purpose Fund 1150, CSG 31 (OBJECT 0308) to the Office of the City Administrator (AE0) Special Purpose Fund 0602 CSG 40 (0408).

Why are the funds available?

The budget authority is available because revenue generation is less than projected for the Office of Finance and Resource Management (AS0).

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

We do not anticipate a negative impact as a result of the reprogramming.

Should you have any questions, please feel free to contact Paul Blake, Agency Fiscal Officer at 202-727-9833.

Attachment

SOAR Reprogramming Entry Form

Attachment B -- Special Purpose Revenue Funds (0600)

Attachment B -- Special Purpose Revenue Funds (0600)

Government of the District of Columbia
 OPERATING BUDGET REPROGRAMMING REQUEST

Original Agency Name and Code: AEO/ Office of the City Administrator
 Budget Fiscal Year: 2018

APPROVAL LEVEL:

<input checked="" type="checkbox"/> Shift Between Agencies	<input checked="" type="checkbox"/> Agency
<input checked="" type="checkbox"/> Shift Between Activities	<input checked="" type="checkbox"/> ORP
<input type="checkbox"/> Shift Between Programs	<input type="checkbox"/> DC Council
<input type="checkbox"/> Shift Within Programs	

Agency Director: *Paul G. Blake*
 Agency CFO: *Anthony Di...*
 Agency Request Number: *100,000*
 Budget Reprogramming Amount Requested: *100,000*
 Prepared By: *...*
 DATE: 05/22/18
 Total # of Pages: 1 of 1

Agency Code	Program Code	Activity Code	Program Name	Agency Fund	Index	PCA	Object	Object Class	Approved Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
AS0	1150		Financial Management	1150	138H	25000	0308	0308	\$442,218	\$442,218	\$100,000.00		\$342,218
AEO	3005	3005	Office of Labor Relations and Collective Bargain	0602	NFPHX	30050	0408	0408				\$100,000.00	\$100,000
													\$0
													\$0
													\$0
TOTAL									\$442,218.38	\$442,218.38	\$100,000.00	\$100,000.00	\$442,218.38

Justification of Reprogramming Proposal:
 The Office of the City Administrator is seeking Special Purpose Revenue Budget Authority in order to expend funds received through a MOU with the United Medical Center for services rendered. The Office of Finance and Resource Management has budget authority available due to lower revenue collections than projected.

2

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER
OFFICE OF FINANCE AND RESOURCE MANAGEMENT



MEMORANDUM

To: Deborah George-Johnson
Director, Office of Legislative Support

From: Angelique Rice, Associate Chief Financial Officer
Government Operations Cluster

Rashad Young, City Administrator
Office of the Administrator

Date August 1, 2018

Subject: Request for Reprogramming of \$200,000.00 of Special Purpose Revenue
Budget Authority within the Office of the City Administrator

The Office of the City Administrator (OCA) is requesting a reprogramming of \$200,000.00 in Special Purpose Revenue Budget Authority within the Office of the City Administrator (AE0).

Why are the funds needed?

The reprogramming of budget authority will allow the Office of Labor Relations and Collective Bargaining (OLRCB) which is a program within the Office of the City Administrator (AE0) to expend the funds from MOU with United Medical Center.

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

No, this reprogramming does not restore a budget cut authorized by the Mayor nor Council.

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

If the reprogramming is not approved the Office of the Administrator would not be able to spend the Special Purpose Revenue they have collected from MOU with United Medical Center.

How will the funds be reprogrammed?

See the attached worksheet for details.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER
OFFICE OF FINANCE AND RESOURCE MANAGEMENT



Why are the funds available?

The budget authority is available because revenue generation is less than projected for the Office of Public Private Partnerships (AE0).

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

We do not anticipate a negative impact as a result of the reprogramming.

Should you have any questions, please feel free to contact James Hurley, Agency Fiscal Officer at 202-727-3605.

Attachment

SOAR Reprogramming Entry Form

Attachment B – Special Purpose Revenue Funds (0600)

Attachment B – Special Purpose Revenue Funds (0600)

OPERATING BUDGET REPROGRAMMING REQUEST												
Government of the District of Columbia				Originating Agency Name and Code: AEO/ Office of the City Administrator					Budget Fiscal Year: 2018			
APPROVAL REQUIRED FOR THE FOLLOWING:				APPROVAL LEVEL:					Agency Director: <i>[Signature]</i> Agency CFO: <i>[Signature]</i> Agency CIO: <i>[Signature]</i> Agency Request Number:			
<input type="checkbox"/>	Shift Between Agencies			<input checked="" type="checkbox"/>	Agency							
<input type="checkbox"/>	Shift Between Activities			<input checked="" type="checkbox"/>	DRP							
<input checked="" type="checkbox"/>	Shift Between Programs				DC Council							
<input type="checkbox"/>	Shift Within Programs											
Budget Reprogramming Amount Requested: \$200,000										DATE: 02/07/18	Total # of Pages: 1 of 1	
Prepared by:												

Agency Code	Program Code	Activity Code	Program Name	Agency Fund	Index	PCA	Object	Object Class	Approved Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
AEO	2000	2004	Office of Public Private Partnerships	1243	PPP02	20040	0408	0408	\$250,000	\$250,000	\$200,000		\$50,000
AEO	3005	3005	Office of Labor Relations and Collective Bargain	0602	NFPHX	30050	0408	0408	\$100,000	\$100,000		\$0	\$100,000
AEO	3005	3005	Office of Labor Relations and Collective Bargain	0602	NFPHX	30050	0701	0701	\$0	\$0		\$27,414	\$27,414
AEO	3005	3005	Office of Labor Relations and Collective Bargain	0602	NFPHX	30050	0201	0201	\$0	\$0		\$23,062	\$23,062
AEO	3005	3005	Office of Labor Relations and Collective Bargain	0602	NFPHX	30050	0111	0111	\$0	\$0		\$105,584	\$105,584
AEO	3005	3005	Office of Labor Relations and Collective Bargain	0602	NFPHX	30050	0147	0147	\$0	\$0		\$13,940	\$13,940
AEO	3005	3005	Office of Labor Relations and Collective Bargain	0602	UDC18	30050	0111	0111	\$0	\$0		\$22,500	\$22,500
AEO	3005	3005	Office of Labor Relations and Collective Bargain	0602	UDC18	30050	0147	0147	\$0	\$0		\$7,500	\$7,500
TOTAL									\$350,000.00	\$350,000.00	\$200,000.00	\$200,000.00	\$350,000.00

Justification of Reprogramming Proj: special purpose budget authority

Prepared by: _____

Approved By: _____

BOARD CHAIR CONTRACT APPROVAL COVER SHEET



NOT-FOR-PROFIT HOSPITAL CORPORATION

The Hospital shall not execute any contracts or modifications without approval by the Chair of the Board if the amount exceeds \$200,000.

Date: April 24, 2018 Contract Number: MOU

Vendor: OLRCB Capital Expenditure: _____

Scope: Collective Bargaining


NTE Amount: \$300,000.00 Previous NTE Amount: _____


Contract Length: Fiscal Year 2018 (October 1, 2017 - September 30, 2018) Option Periods Remaining: _____

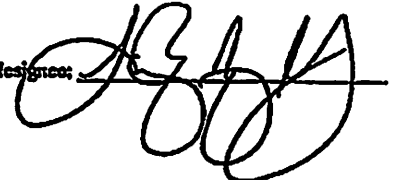
Comments: Office of Labor Relations Collective Bargaining represents NFPHC in third party cases, grievances & dispute resolutions.

Legal Sufficiency by Counsel:  Name: Eric J. Janson

Title: Partner Date: 4/24/18

Certification of Funds by CFO:  Name: LILLIAN CHUKWUMA
Date: 4/24/18

Approved by CEO or designee:  Name: MATTHEW HAMILTON
Date: 4/24/18

Approved by Board Chair or designee:  Name: LaRuey Mary
Date: 4/25/18

Contracting Officer may not execute the above-referenced contract until all signatures above have been obtained.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
OFFICE OF THE CITY ADMINISTRATOR/
OFFICE OF LABOR RELATIONS AND COLLECTIVE BARGAINING
AND THE
NOT-FOR-PROFIT HOSPITAL CORPORATION**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into by the Office of the City Administrator, Office of Labor Relations and Collective Bargaining ("OLRCB") and the Not-For-Profit Hospital Corporation ("NFPHC"), collectively referred to in this MOU as the "Parties" and each individually referred to in this MOU as a "Party".

II. PROGRAM GOALS AND OBJECTIVES

- A. NFPHC employs approximately nine hundred and twenty-one (921) unionized employees who are represented by four (4) international labor organizations, inclusive of four (4) local unions. These employees are covered by collective bargaining agreements with the District of Columbia Nurses Association (DCNA), 1199 Service International Union, Healthcare Workers East MD/DC Region, International Union of Operating Engineers, Local 99-99a, AFL-CIO, and the United Federation of Special Police and Security Officers (UFSPO).
- B. OLRCB in fiscal year 2017 represented NFPHC in third party cases, grievances, and dispute resolutions and has provided labor relations and collective bargaining training to NFPHC managers, supervisors, and employees.
- C. NFPHC has requested that OLRCB continue to provide its expertise and assistance to handle these matters in fiscal year 2018, and OLRCB has agreed to provide the requested services.
- D. Pursuant to D.C. Code §1-531.01, "any agency that is represented by the [OLRCB] in third-party cases, grievances, and dispute resolution shall pay the cost of representation established through an intra-district agreement with the OLRCB".
- E. This MOU establishes the terms and conditions under which OLRCB will provide labor relations and collective bargaining services to NFPHC and the responsibilities of each Party, including the obligation of NFPHC to compensate OLRCB for the provision of these services.

III. SCOPE OF SERVICES

In the furtherance of the shared goals of the Parties and in consideration of the mutual premises contained herein, NFPHC and OLRCB agree as follows:

A. OBLIGATIONS OF NFPHC

NFPHC shall:

- 1. Ensure that the payments required by section IV.A.3 of this MOU are made in full by the dates set forth in that section;**
- 2. Promptly provide OLRCB with all information that is relevant and necessary to allow OLRCB to effectively perform the services outlined in this MOU;**
- 3. Designate a labor liaison and other appropriate management representatives to ensure effective performance by OLRCB under this MOU;**
- 4. Ensure timely responses to requests for information;**
- 5. Ensure effective administration of the collective bargaining agreements and implementation of OLRCB advice and counsel, at the agency level;**
- 6. For all arbitration hearings that may arise as a result of the collective bargaining agreements covered by this MOU, be responsible for all costs, including costs incurred by OLRCB and including costs for court reporters and transcripts, arbitrators, and expert witnesses as specified in the applicable collective bargaining agreements.**

B. OBLIGATIONS OF OLRCB

OLRCB shall:

- 1. Ensure that all third-party cases and matters for dispute resolution impacting NFPHC are timely prepared and all relevant filing are submitted to NFPHC for vetting before the relevant hearing or filing deadline;**
- 2. Assist the NFPHC in providing training on all agreements resulting from the labor and collective bargaining negotiations contemplated by this MOU;**
- 3. Assist the NFPHC with implementation of agreements resulting from the services provided under this MOU;**
- 4. Coordinate training as may be necessary based on the OLRCB's interaction with NFPHC as a result of this MOU; and**
- 5. Establish an agency internal service fund with a corresponding index that ties to the fund and agency organization structure.**

IV. FUNDING PROVISIONS

A. COST OF SERVICES/PAYMENT

1. The total costs for goods and services under this MOU shall not exceed three hundred thousand dollars and no cents (\$300,000.00) for Fiscal Year (FY) 2018. The Parties understand that depending on the number of arbitrations and dispute resolutions that arise and the number of trainings needed, the MOU may be modified by mutual agreement of the Parties to reflect an increased cost associated with providing goods and services under this MOU. OLR CB shall not be required to provide any goods or services under this MOU if the costs of providing those goods or services would increase the total costs chargeable to NFP HC under this MOU to more than three hundred thousand dollars and no cents (\$300,000.00). Costs billed for goods and services shall not exceed actual costs.
2. The estimated cost of this MOU is based upon the number of NFP HC personnel covered by the subject collective bargaining agreements and the number of current (and estimated for FY 2018) grievances, arbitrations, and related labor relations matters the OLR CB will be required handle on behalf of NFP HC.
3. NFP HC shall make the following intra-District payments to OLR CB by the dates indicated:

Amount	Payment Due Date
One hundred and fifty thousand dollars and no cents (\$150,000.00)	April 15, 2018
Seventy-five thousand dollars and no cents (\$75,000.00)	May 15, 2018
Seventy-five thousand dollars and no cents (\$75,000.00)	July 1, 2018

B. PAYMENT

1. Payment for all of the goods and services shall be made through intra-District transfers of funds by NFP HC to OLR CB for the total amount of this MOU. NFP HC shall make the intra-District transfers in the amounts set forth in section IV.A.3 of this MOU by the dates set forth in that section.
2. OLR CB shall ensure that the revenues for the goods and services required under this MOU are reflected in the budget entry/budget line item detail screen and the appropriate accumulators.
3. Advances to OLR CB for the services to be performed/goods to be provided shall not exceed the amount of this MOU.

V. RESOLUTION OF DISPUTES

The CEO of NFPHC and the Director of OLRCB or their designees shall resolve all disputes arising under this MOU. If the CEO of NFPHC and the Director of OLRCB are unable to resolve a dispute, the matter shall be referred to the City Administrator for resolution.

VI. EFFECTIVE DATE

This MOU shall be effective upon the signature of the Parties.

VII. MODIFICATIONS

The terms and conditions of this Agreement may be modified as mutually agreed by the Parties.

VIII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IX. DURATION OF MOU

The period of this MOU shall be from October 1, 2017, to September 30, 2018, unless earlier terminated as provided in section XV of this MOU.

X. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k); and D.C. Official Code § 1-531.01.

XI. COMPLIANCE AND MONITORING

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

XII. RECORDS AND REPORTS

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

XIII. CONFIDENTIAL INFORMATION

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

XIV. NOTICE

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

For NFPHC:

**Chief Executive Officer
Not-For-Profit Hospital Corporation
1310 Southern Avenue, SE
Washington, DC 20032
Phone: 202-574-6611
Email:**

**Lilian Chukwuma
Chief Financial Officer
Not-For-Profit Hospital Corporation
1310 Southern Avenue, SE
Washington, DC 20032
Phone: 202-574-6008
Email: L.Chukwuma@United-MedicalCenter.com**

**For OLR CB: Repunzelle Bullock
Interim Director
Office of Labor Relations and Collective Bargaining
441 4th Street, NW
Suite 820 North
Washington, DC 20001
Phone: 202-724-4953
Email: Repunzelle.Bullock@dc.gov**


**Paul Blake
OLRCB Agency Fiscal Officer
Office of the Chief Financial Officer
441 4th Street, NW
Suite 890-N
Washington, DC 20001
Phone: 202-727-9833
Email: Paul.Blake@dc.gov**

XV. TERMINATION

Either Party may terminate this MOU in whole or in part by giving ninety (90) calendar days advance notice to the other Party.

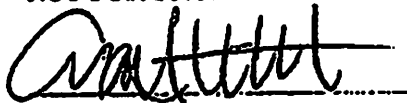
IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

OFFICE OF LABOR RELATIONS AND COLLECTIVE BARGAINING:


Repuzelli R. Billock
Interim Director

Date: 1/29/2018

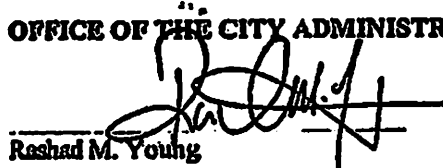
NOT-FOR-PROFIT HOSPITAL CORPORATION:



Date: 4/24/18

Chief Executive Officer

OFFICE OF THE CITY ADMINISTRATOR:


Rashad M. Young
City Administrator

Date: 5.9.2018

INTRA-DISTRICT SPENDING PLAN

Office of the City Administrator

DATE: 5/15/18
 Agency Name: Office of the City Administrator
 PROJECT AWARD/SOAR #: 1-10-17
 PROJECT Name: OLRCB and NPHC \$300,000.00
 Project Phase: AEO
 FTE Request: 18

EXPENDITURE TYPE	PLANATION/JUSTIFICATION	INDEX	PCA	CSG	AMOUNT
INTRA DISTRICT FUNDS					
Personnel	Attorney Advisor	NPHC	30005	11	\$ 140,000.00
	Fridge	NPHC	30005	14	\$ 35,000.00
NPS	Other Services	NPHC	30005	408	\$ 125,000
					\$ 300,000.00

Notes:

Prepared by:

Approved by:

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
OFFICE OF THE CITY ADMINISTRATOR/
OFFICE OF LABOR RELATIONS AND COLLECTIVE BARGAINING
AND THE
UNIVERSITY OF THE DISTRICT OF COLUMBIA**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered by the Office of the City Administrator, Office of Labor Relations and Collective Bargaining ("OLRCB") and the University of the District of Columbia ("UDC"), collectively referred to in this MOU as the "Parties" and each individually referred to in this MOU as a "Party".

II. PROGRAM. GOALS AND OBJECTIVES

- A. UDC employs approximately one hundred and seventy-eight (178) unionized employees who are represented by the American Federation of State, County, and Municipal Employees, Local 2087. These employees are covered under the Compensation Units 1 and 2 collective bargaining agreement.
- B. UDC is in need of OLRCB's expertise and assistance to provide consultation and counseling services regarding a number of labor issues arising out of the Compensation Units 1 and 2 collective bargaining agreements, including labor matters related to specific University personnel covered by those agreements.
- C. UDC has requested that OLRCB provide its expertise and assistance to handle a number of labor relations issues arising out of the matters described in paragraph B of this section in fiscal year 2018, and OLRCB has agreed to provide the requested services.
- D. Pursuant to D.C. Code §1-531.01, "any agency that is represented by the [OLRCB] in third-party cases, grievances, and dispute resolution shall pay the cost of representation established through an intra-district agreement with the OLRCB".
- E. This MOU establishes the terms and conditions under which OLRCB will provide labor relations and collective bargaining services to UDC and the responsibilities of each Party, including the obligation of UDC to compensate OLRCB for the provision of these services.

III. SCOPE OF SERVICES

In furtherance of the shared goals of the Parties and in consideration of the mutual premises contained herein, UDC and OLRCB agree as follows:

A. OBLIGATIONS OF UDC

UDC shall:

1. **Ensure that the payment required by section IV.A.1 of this MOU is made as provided in section IV.B.1 of this MOU;**
2. **Promptly provide OLRCB all information that is relevant and necessary to allow OLRCB to effectively perform the services outlined in this MOU;**
3. **Designate a labor liaison and, as issues arise, identify other appropriate management representatives to engage with OLRCB to ensure timely responses to requests for information, participate in advice and counsel meetings, and engage as otherwise necessary to allow OLRCB to provide the services contemplated by this MOU;**
4. **Ensure effective administration of the collective bargaining agreement negotiated by OLRCB as applicable to UDC employees; and**
5. **For all arbitration hearings that may arise as a result of the Compensation Units 1 and 2 collective bargaining agreements, be responsible for all costs including costs incurred by OLRCB and including costs for court reporters and transcripts, arbitrators, and expert witnesses as specified in the applicable collective bargaining agreement.**

B. OBLIGATIONS OF OLRCB

OLRCB shall:

1. **Ensure that all third-party cases and matters for dispute resolution impacting UDC are timely prepared and filings are submitted to UDC for vetting before the relevant hearing or filing deadline;**
2. **Establish an agency internal service fund with a corresponding index that ties to the fund and agency organization structure;**
3. **When necessary, provide training on the interpretation and proper administration of the Compensation Units 1 and 2 collective bargaining agreements; and**
4. **Recommend other training as may be necessary based on OLRCB's interaction with UDC as a result of this MOU.**

IV. FUNDING PROVISIONS

A. COST OF SERVICES/PAYMENT

1. The total costs for goods and services under this MOU shall not exceed thirty thousand dollars and no cents (\$30,000.00) for Fiscal Year (FY) 2018. The Parties understand that depending on the number of arbitrations and dispute resolutions that arise out of the Compensation Units 1 and 2 collective bargaining agreements and the number of training sessions and consultations needed, the MOU may be modified by mutual agreement of the Parties to reflect an increased cost associated with providing goods and services under this MOU. OLRCB shall not be required to provide any goods or services under this MOU if the costs of providing those goods or services would increase the total costs chargeable to UDC under this MOU to more than thirty thousand dollars and no cents (\$30,000.00). Costs for goods and services shall not exceed actual costs.
2. The estimated cost of this MOU is based upon the number of UDC personnel covered by the subject collective bargaining agreements and the average of the number of advice and consultations requested by UDC in previous years as well as an estimate of labor matters the OLRCB will be required to handle on behalf of UDC.

B. PAYMENT

1. Payment for all of the goods and services shall be made by UDC to OLRCB for the total amount of this MOU, as set forth in section IV.A.1 of this MOU. UDC shall pay OLRCB no later than ten (10) business days after the effective date of this MOU.
2. OLRCB shall ensure that the revenues for the goods and services required under this MOU are reflected in the budget entry/budget line item detail screen and the appropriate accumulators.
3. Advances to OLRCB for the services to be performed/goods to be provided shall not exceed the amount of this MOU.

V. RESOLUTION OF DISPUTES

The President of UDC and the Director of OLRCB or their designees shall resolve all disputes arising from services performed under this MOU. If the President of UDC and the Director of OLRCB are unable to resolve a dispute, the matter shall be referred to the City Administrator for resolution.

VI. EFFECTIVE DATE

This MOU shall be effective upon the signature of the Parties.

VII. MODIFICATIONS

The terms and conditions of this Agreement may be modified as mutually agreed by the Parties.

VIII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§47-355.01-355.08 (2001), (iii) D.C. Official Code §47-105 (2001), and (iv) D.C. Official Code §1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned,

IX. DURATION OF MOU

The period of this MOU shall be from October 1, 2017 to September 30, 2018, unless earlier terminated as provided in section XV of this MOU.

X. AUTHORITY FOR MOU

D.C. Official Code §1-301.01(k); and D.C. Official Code §1-531.01.

XI. COMPLIANCE AND MONITORING

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

XII. RECORDS AND REPORTS

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

XIII. CONFIDENTIAL INFORMATION

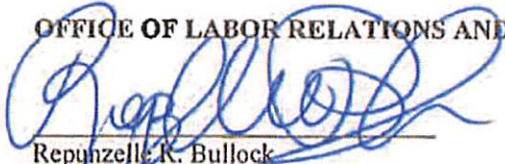
The Parties shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and District statutes, regulations, and policies.

XIV. NOTICE

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

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

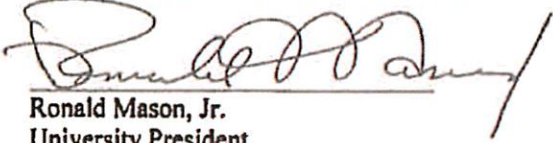
OFFICE OF LABOR RELATIONS AND COLLECTIVE BARGAINING:



Repunzelle K. Bullock
Interim Director

Date: 1/4/2018

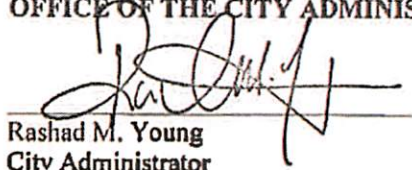
UNIVERSITY OF THE DISTRICT OF COLUMBIA:



Ronald Mason, Jr.
University President

Date: 12.22.17

OFFICE OF THE CITY ADMINISTRATOR:



Rashad M. Young
City Administrator

Date: 1/8/18

For UDC: Ronald Mason, Jr., J.D.
President
University of the District of Columbia
4200 Connecticut Avenue, NW
Washington, DC 20008
Phone: 202-274-5212
Email: Ronald.Mason@udc.edu

Shaina Cooper
Chief Financial Officer
University of the District of Columbia
4200 Connecticut Avenue, NW
Washington, DC 20008
Phone: 202-274-6410
Email: Shaina.cooper@udc.edu

For OLRCB: Repunzelle R. Bullock
Interim Director
Office of Labor Relations and Collective Bargaining
441 4th Street, NW
Suite 820 North
Washington, DC 20001
Phone: 202-724-4953
Email: Repunzelle.Bullock@dc.gov

Paul Blake
OLRCB Agency Fiscal Officer
Office of the Chief Financial Officer
441 4th Street, NW
Suite 890-N
Washington, DC 20001
Phone: 202-727-9833
Email: Paul.Blake@dc.gov

XV. TERMINATION

Either Party may terminate this MOU in whole or in part by giving ninety (90) calendar days advance notice to the other Party.

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/16/18 12:04 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 18 ORG CODE: 3005 PGM CODE: 3005 FUNC CODE: _____
AP FUND: _____ FUND: 0602 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 1138 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 03 LABOR RELATIONS/COLLECTIVE BARGAINING
PGM LEVEL: 02 LABOR RELATIONS/COLLECTIVE BARGAINING
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 11 ADJUSTED BUDG: .00
BUDGET AVAIL: .00 BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
12 CASH REVENUE 300,000.00
14 ACCUMULATED REV .00

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

S084 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/16/18 12:04 PM
LINK TO: _____ ACCOUNTING EVENT RECORD INQUIRY DSNF

ACTIVE
BATCH: AGENCY ATC DATE 070618 TYPE Y NO 645 SEQ NO 00001 REC TYPE: A STATUS: A

GL: DR1 0076 CR1 3100 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: ATC DOC DATE: 070618 EFF DATE: 070618 DUE DATE:
SERV DATE: CUR DOC/SFX/CLASS: DP059586 001 MOD: BANK ID:
REF DOC/SFX/CLASS: AGENCY: AEO TRANS CODE: 733
INDEX: HPHX PCA: 30050 AY: 18 COMP/AGY/GRANT OBJ: 6111 6111
AMOUNT: 300000.00 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: INV-NO: 00000000056564 DT: 070618

VEND/MC: DESC: OFT INOVAH CASHIERING SYSTEM
NAME: CONT NO:
CITY: ST: ZIP: CTRY: RTI:
PMT-NO: DT: AP NO: 16000 FUND: 0602 GL AC/AGY: 0076
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: CASH FUND: 00100
DEBT/INVEST ISSUE #: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
LAST PROC - DT: 07072018 TIME: 0138 ORIG SEQ NO: APPROVAL DT: 070618
206 RECORD SUCCESSFULLY RECALLED

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/16/18 12:04 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AEO AY: 18 ORG CODE: 3005 PGM CODE: 3005 FUNC CODE: _____
 AP FUND: _____ FUND: 0602 GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 03 LABOR RELATIONS/COLLECTIVE BARGAINING
 PGM LEVEL: 02 LABOR RELATIONS/COLLECTIVE BARGAINING
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 11 ADJUSTED BUDG: 100,000.00
 BUDGET AVAIL: 27,630.98 BUDG % AVAIL: 27.63
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 8,016.01- UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT
 10 EXP BUD REV 100,000.00
 18 ENCUMB OUTS 8,016.01
 19 PRE-ENCUM O 64,353.01

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 08/16/18 12:04 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AEO AY: 18 ORG CODE: 3005 PGM CODE: 3005 FUNC CODE: _____
 AP FUND: _____ FUND: 0602 GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 03 LABOR RELATIONS/COLLECTIVE BARGAINING
 PGM LEVEL: 02 LABOR RELATIONS/COLLECTIVE BARGAINING

FUNC LEVEL:
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 11 ADJUSTED BUDG: 30,000.00
 BUDGET AVAIL: 2,586.36 BUDG % AVAIL: 8.62
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 30,000.00
 19 PRE-ENCUM O 27,413.64

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

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



Office of the City Administrator

MEMORANDUM

To: Angelique Rice, Associate Chief Financial Officer
Government Operations Cluster

From: Jenny Reed, Director, Office of Budget and Performance Management
Office of the City Administrator

Thru: James Hurley, Agency Fiscal Officer
Government Operations Cluster

Date November 20, 2018

Subject: Request for Reprogramming of \$576,428.00 of grant funds for the Office of the City Administrator (AE0)

The Lab @ DC in the Office of the City Administrator is requesting a reprogramming of \$576,428.00 to correct for a clerical error and to adjust for several operational changes since the FY19 budget was formulated. Key changes include vacancy savings from the Director's departure and a staffing shift from Personnel Exchange Agreements (PEAs) to FTEs.

Why are the funds needed?

The funds are needed in large part due to vacancy savings from the Director's departure and a staffing shift from PEA agreements to FTEs. The funds fall into the same budget category for the grant, but need to be shifted from CSG 0401 to CSG 0125 and 0148.

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

No, this reprogramming does not restore a budget cut authorized by the Mayor nor Council.

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

The agency would not be able to maintain The Lab @ DC team and would fail to be in compliance with our Laura and John Arnold Foundation grant terms.

SOAR BUDGET ENTRY

DOCUMENT INFORMATION		BATCH AGY:	
DOC NO:	apae1206	DOC DATE:	
Batch Type 1		EFFECTIVE DATE:	12/05/2018
FY	19	DOC AMT:	576,428

Instructions

Complete this budget form manually or electronically for all budget entries.

Batch # 206

MPCD allotment code should be **two** digits and match the fiscal month. For example June would be 09.

SFX	Appn Year	AGY	TRAN CODE	INDEX	PCA	GRANT	PH	MPCD	PROJ	PH	AGY CODE 1	COMP OBJ	AGY OBJ	FUND DETAIL	COMP G/L	AGENCY G/L	APPN NO	Amount
001	19	ae0	017	19ARN	20070	arnold	18	3				0111	0111	8400			14000	(127,528.00)
002	19	ae0	017	19ARN	20070	arnold	18	3				0125	0125	8400			14000	302,608.00
003	19	ae0	017	19ARN	20070	arnold	18	3				0148	0148	8400			14000	33,441.00
004	19	ae0	017	19ARN	20070	arnold	18	3				0201	0201	8400			14000	725.00
005	19	ae0	017	19ARN	20070	arnold	18	3				0408	0408	8400			14000	239,654.00
006	19	ae0	017	19ARN	20070	arnold	18	3				0409	0409	8400			14000	(447,700.00)
007	19	ae0	017	19ARN	20070	arnold	18	3				0701	0701	8400			14000	(1,200.00)
008																		
009																		
0.00																		

DESCRIPTION

SFX	REASON FOR BUDGET ENTRY - REQUIRED FIELD
001	Reprogramming due to funds loaded incorrectly in the budget per the NOGA
002	

Approvals				
TASK	NAME	DATE	TITLE	PHONE
Prepared By:	Tonya Frazier	12/6/2018	Financial Manager	2/727-1004
Authorized by:	Jim Hurley	12/6/2018	AFO	2/727-3605
Keyed into SOAR By:				
Approved by:				

\\OFRMFILE01\Home\Tonya.Frazier\My Documents\arnold SOAR Budget Entry template 2016Jun22.xlsx\Sheet 1

S520 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/06/18 04:05 PM
LINK TO: _____ VIEW A BATCH DSNF

BATCH ID: AGENCY AEO DATE 120618 TYPE 1 NO 206 SEQUENCE 00001
MODE EDIT & POST EFF DATE 120618 STATUS H PRINTER ID: _____

S	P	SEQ	CUR DOC/SFX	REF DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
-		00001	APAE1206 001			AE0	017	19ARN	20070	19	127528.00	R
-		00002	APAE1206 002			AE0	017	19ARN	20070	19	302608.00	
-		00003	APAE1206 003			AE0	017	19ARN	20070	19	33441.00	
-		00004	APAE1206 004			AE0	017	19ARN	20070	19	725.00	
-		00005	APAE1206 005			AE0	017	19ARN	20070	19	239654.00	
-		00006	APAE1206 006			AE0	017	19ARN	20070	19	447700.00	R
-		00007	APAE1206 007			AE0	017	19ARN	20070	19	1200.00	R

ENTERED COUNT: 00000 ENTERED AMOUNT: 00000000000.00
COMPUTED COUNT: 00007 COMPUTED AMOUNT: 00001152856.00

NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR-EXIT

S502 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/06/18 04:06 PM
LINK TO: _____ BATCH BALANCING DSNF

BATCH AGENCY: AEO
BATCH DATE: 120618
BATCH TYPE: 1
BATCH NUMBER: 206

BATCH BALANCING:
ENTERED COUNT: 00007 ENTERED AMOUNT: 00001152856.00
COMPUTED COUNT: 00007 COMPUTED AMOUNT: 00001152856.00

PAYMENT DIST TYPE:
DISB METH IND:
USER ID: R6ASTFO TONYA FRAZIER
USER CLASS: 04

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION

F1-HELP F2-RECALL BATCH F3-DEL HDR F6-RELEASE F7-DETAILS F8-DOC TRK
F9-INTERRUPT F10-HOLD F11-HDR ENTRY F12-HEADERS CLEAR-EXIT

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



Office of the City Administrator

How will the funds be reprogrammed?

Object Class	Current Budget	Total Modification Amount	Total Revised Budget	Justification
0111	234,194.83	-127,528.00	106,666.83	Vacancy savings due to Director's departure.
0125	0.00	302,608.00	302,608.00	Clerical error excluded funds for The Lab's FTEs. Additionally, more funds needed to support two new FTEs.
0148	44,731.21	33,441.00	78,172.21	Additional funds needed to support two new FTEs.
0201	14,475.00	725.00	15,200.00	Small increase in supply needs.
0040	0.00	239,654.00	239,654.00	Correcting for miscategorization of funds in 0401 that should have been in 0040. These funds will pay for team conference travel, the Innovation Fund, and other professional services.
0041	644,304.96	-447,700.00	196,604.96	Correcting for miscategorization of funds in 0401 that should have been in 0040. Remaining funds cover PEAs and university partnerships.
0701	7,200.00	-1,200.00	6,000.00	Computer needs for the team now less than originally anticipated.

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

We do not anticipate a negative impact as a result of the reprogramming.

Should you have any questions, please feel free to contact James Hurley, Agency Fiscal Officer at 202-727-3605.

CC: Mike Bolden, Director of Financial Operations; Gordon McDonald, Deputy Chief Financial Officer

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/03/18 02:37 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 18 ORG CODE: 2000 PGM CODE: _____ FUNC CODE: _____
 AP FUND: _____ FUND: 8400 GRANT/PH: ARNOLD 18 PROJECT/PH: _____
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 CITY ADMINISTRATOR
 PGM LEVEL:
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 18 INQ MONTH: 13 ADJUSTED BUDG: 148,118.61
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 100.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 148,118.61- UNEXPND ALLOT: 148,118.61-
 BT TITLE AMOUNT BT TITLE AMOUNT
 10 EXP BUD REV 148,118.61
 13 PENDING AME .00
 15 CASH EXPEND 145,719.17
 17 ACCRUED EXP 2,399.44

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/03/18 02:39 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 19 ORG CODE: 2000 PGM CODE: 2007 FUNC CODE: _____
 AP FUND: _____ FUND: 8400 GRANT/PH: ARNOLD 18 PROJECT/PH: _____
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 CITY ADMINISTRATOR
 PGM LEVEL: 02 OFFICE OF BUDGET AND PERFORM. MGMT
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 234,194.83
 BUDGET AVAIL: 231,040.29 BUDG % AVAIL: 98.65
 EXPEND/BUDG %: 1.35 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: 3,154.54- UNEXPND ALLOT: 3,154.54-
 BT TITLE AMOUNT BT TITLE AMOUNT
 09 ORIG EXP BU 234,194.83
 15 CASH EXPEND 3,154.54
 17 ACCRUED EXP .00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/03/18 02:39 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 19 ORG CODE: 2000 PGM CODE: 2007 FUNC CODE: _____
AP FUND: _____ FUND: 8400 GRANT/PH: ARNOLD 18 PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 CITY ADMINISTRATOR
PGM LEVEL: 02 OFFICE OF BUDGET AND PERFORM. MGMT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 44,731.21
BUDGET AVAIL: 44,310.22 BUDG % AVAIL: 99.06
EXPEND/BUDG %: 0.94 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 420.99- UNEXPND ALLOT: 420.99-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 44,731.21
15 CASH EXPEND 420.99
17 ACCRUED EXP .00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/03/18 02:40 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 19 ORG CODE: 2000 PGM CODE: 2007 FUNC CODE: _____
AP FUND: _____ FUND: 8400 GRANT/PH: ARNOLD 18 PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 CITY ADMINISTRATOR
PGM LEVEL: 02 OFFICE OF BUDGET AND PERFORM. MGMT
FUNC LEVEL: ** UNKNOWN FUNCTION CODE **

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: .00
BUDGET AVAIL: .00 BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/03/18 02:40 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 19 ORG CODE: 2000 PGM CODE: 2007 FUNC CODE: _____
AP FUND: _____ FUND: 8400 GRANT/PH: ARNOLD 18 PROJECT/PH: _____
COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 CITY ADMINISTRATOR
PGM LEVEL: 02 OFFICE OF BUDGET AND PERFORM. MGMT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 14,475.00
BUDGET AVAIL: 14,475.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 14,475.00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/03/18 02:40 PM
 LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 19 ORG CODE: 2000 PGM CODE: 2007 FUNC CODE: _____
 AP FUND: _____ FUND: 8400 GRANT/PH: ARNOLD 18 PROJECT/PH: _____
 COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: 02 CITY ADMINISTRATOR
 PGM LEVEL: 02 OFFICE OF BUDGET AND PERFORM. MGMT
 FUNC LEVEL:

INQ TYPE: <u>MC</u>	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: <u>D</u>	
INQ YEAR: <u>19</u>	INQ MONTH: <u>03</u>	ADJUSTED BUDG:	644,304.96
BUDGET AVAIL:	608,810.96	BUDG % AVAIL:	94.49
EXPEND/BUDG %:	0.00	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	29,854.00-	UNEXPND ALLOT:	29,854.00-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	644,304.96		
16 INTRA-DIST	29,854.00		
19 PRE-ENCUM O	5,640.00		

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 12/03/18 02:40 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: AE0 AY: 19 ORG CODE: 2000 PGM CODE: 2007 FUNC CODE: _____
AP FUND: _____ FUND: 8400 GRANT/PH: ARNOLD 18 PROJECT/PH: _____
COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 CITY ADMINISTRATOR
PGM LEVEL: 02 OFFICE OF BUDGET AND PERFORM. MGMT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 7,200.00
BUDGET AVAIL: 7,200.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 7,200.00

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

ATTACHMENT F
Question 22

SPECIAL PURPOSE REVENUE FUNDS					
Fiscal Year 2018					
Name of Fund	Fund Code	Source of Revenue (how generated)	Amount of Revenue Generated in FY18	Amount of Expenditures from Fund in FY18	End of FY18 Fund Balance
Public-Private Partnership Administration Fund	1243	Administrative fees collected by OP3	\$20,000.00	\$20,000.00	\$0.00
Labor Relations/ Collective Bargaining	0602	Special purpose revenue transferred to OLRCB pursuant to MOUs with third-party agencies	\$330,000.00	\$242,213.18	\$87,786.82*

* Funds return to third-party agencies after end of fiscal year

SPECIAL PURPOSE REVENUE FUNDS					
Fiscal Year 2019 (to date)					
None					

ATTACHMENT G
Question 26

GRANTS Fiscal Year 2018						
Grant Source	Purpose of Grant	Timeframe of Grant	Dollar Amount Received in FY18	Dollar Amount Expended in FY18	Allocation of Grant Amount Across Years (if applicable)	# of FTEs Funded by Grant During FY18
Laura and John Arnold Foundation	To fund the creation and operation of The Lab @ DC	June 2016 – May 2020	\$1,741,754	\$1,222,544.69	\$3,164,536 over three years	6
Bloomberg Philanthropies	Mayor’s Challenge grant to develop the District’s consolidated survey platform project – SpeakUp DC – as a proof of concept	June 2018 – February 2019	\$100,000	\$13,767.79	\$100,000 lump sum for FY18 and FY19	0
Rockefeller Advisors	To fund Resilience DC which will assist the District in building its capacity to sustain and recover from shocks and stresses to the District’s residents, communities, and systems	August 2017 – August 2019	\$155,870	\$149,335	Up to \$203,992 per year for two years	1

GRANTS

Fiscal Year 2019 (to date)

Grant Source	Purpose of Grant	Timeframe of Grant	Dollar Amount Received in FY19 to date	Dollar Amount Expended in FY19 to date	Allocation of Grant Amount Across Years (if applicable)	# of FTEs Funded by Grant During FY19
Laura and John Arnold Foundation	To fund the creation and operation of The Lab @ DC	June 2016 - May 2020	\$50,000	\$192,979.05	\$3,164,536 over three years and 9 months	4
Rockefeller Advisors	To fund Resilience DC which will assist the District in building its capacity to sustain and recover from shocks and stresses to the District's residents, communities, and systems	August 2017 - August 2019	\$101,996	\$46,675	Up to \$203,992 per year for two years	1

ATTACHMENT H
Question 34

Office of the City Administrator FY2018

▼ **FY2018 Performance Accountability Report**

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

▼ **Mission**

The mission of the Office of the City Administrator (OCA) is to facilitate the effective and efficient implementation of the Mayor's policies by providing leadership, support, and oversight of District government agencies.

▼ **Summary of Services**

The OCA provides oversight and support to the Deputy Mayors and District Agencies by increasing government effectiveness through cross-agency and targeted improvement initiatives, including the integration of strategic policy priorities, budgetary planning, and operational directives. The City Administrator manages the District's performance management activity and organizes multi-agency accountability sessions with the Mayor. OCA also includes the Office of Public Private Partnerships; Resilient DC; The Lab@DC; and the Office of Labor Relations and Collective Bargaining (OLRCB), which represents the District of Columbia as the principal management advocate during labor negotiations and in administering the District's Labor Relations activities.

▼ **FY18 Top Accomplishments**

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
DC's Credit Rating Upgraded to Highest Level	In July 2018, Moody's Investors Service upgraded DC's credit rating to the highest possible level, Aaa. In a press release, the credit-rating service cited DC's exemplary fiscal governance and low expenses for public-employee pensions as part of the rationale behind the upgrade. Practically, this upgrade means that it will be less expensive for the District to finance capital projects because we are a more attractive investment for borrowers and the result will be more funding available to build on our progress in funding much needed capital improvements across the city.	An excellent credit rating demonstrates the District's strong fiscal governance structures. In July 2018, Moody's Investors Service upgraded the District of Columbia's General Obligation (GO) bond rating to Aaa. This provides the District with the highest possible credit rating for all outstanding General Obligation Bonds. In addition, Tax Increment Financing bonds were upgraded from Aa3 to Aa2.
Kids Ride Free	This year, Washington Metropolitan Area Transit Authority (WMATA) requested that students participating in the Kids Ride Free program receive and use traditional SmarTrip cards in place of DC One Cards to ride Metrobus, Metrorail, and the DC Circulator. In years past, eligible students used their DC One Cards for transportation by loading a Kids Ride Free pass onto the card. District agencies (Office of the Chief Technology Officer, Office of the City Administrator, District Department of Transportation, Office of the Deputy Mayor for Education, District of Columbia Public Schools, and the Public Charter School Board) worked to distribute the new Kids Ride Free SmarTrip cards to eligible students before school started and throughout the school year. So far, the number of Kids Ride Free SmarTrip cards issued this school year has passed the number of Kids Ride Free passes loaded onto DC One Cards last year (already 12,000 more users of the program in SY1819 than SY17-18). The Kids Ride Free SmarTrip card is easier to use because it requires	This was a major programmatic change that the Office of the City Administrator was able to execute through the coordination of various agencies (Office of the Chief Technology Officer, District Department of Transportation, Office of the Deputy Mayor for Education, District of Columbia Public Schools, and the Public Charter School Board). OCA hosted eight successful summer distribution events, one in each Ward, to ensure as many students as possible could receive their SmarTrip card prior to the school year starting. From these events, 11,720 students received a Kids Ride Free SmarTrip card (nearly half the number of Kids Ride Free participants from the entire previous school year).

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
	no activation. This accomplishment impacts many residents throughout the District. It provides eligible students a free and easy to use way to get to and from school and school-related activities. Students who do not have the option to be taken to school can access the Kids Ride Free program to ensure they are at school every day and on-time.	
Three Major Labor Collective Bargaining Agreements - (1) Comps 1 & 2, (2) MPD & (3) FEMS (via arbitration).	The Administration's recent collective bargaining agreements completed with the sworn Police Officers at the Metropolitan Police Department (MPD) and the Firefighters at the Fire and Emergency Medical Services Department (FEMS) [achieved through arbitration] demonstrate a strong commitment to providing meaningful wage and benefits increases to the District's primary first responders. This is evidence of the Mayor's ongoing commitment to building a safer, stronger Washington, DC. These agreements ensure that the District attracts and retains engaged first responders who ensure the safety and welfare of the residents of the District on a daily basis. Similarly, the Compensation Units 1 & 2 agreement covers the largest single block of unionized District employees (over 9,000) who offer a wide range of services to the District's residents across the entire city.	The successor agreement between the District of Columbia and Compensation Units 1 & 2, which represents the largest compensation unit in the District, was negotiated and ratified by the participating unions in January 2018. The successor agreement with the DC Police Union - Fraternal Order of Police/Metropolitan Police Department (MPD) Labor Committee- represented the first mutually agreed upon collective bargaining agreement in almost 20 years, as prior agreements were not reached without impasse and interest arbitration. The impact of these successful negotiations cannot be overstated, as they help ensure employee productivity and satisfaction.

2018 Strategic Objectives

Objective Number	Strategic Objective
1	Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities
2	Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices.
3	Expand and enhance the use of public-private partnerships to revitalize and expand the District's infrastructure
4	Foster strong labor relations through good faith engagement with duly elected and authorized employee labor representatives
5	Create and maintain a highly efficient, transparent and responsive District government.**

2018 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
1 - Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities (2 Measures)									
Percentage of fiscal year key performance indicators either fully or partially achieved	Annually	88%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	76.3%	Unmet	OCA assisted DC agencies with setting ambitious targets. Although OCA did not meet this established target, we will continue to coordinate with agencies to meet this target annually.
Percentage of fiscal year agency initiatives either fully or partially achieved	Annually	95%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	77.6%	Unmet	DC agencies set an ambitious number of initiatives to achieve in FY18, and there are a number of initiatives that are multi-year projects. OCA will continue to strive for full completion of achievable initiatives annually.
2 - Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices. (2 Measures)									
Percent of District agencies completing a fiscal year performance plan	Annually	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
Percent of District agencies participating in the performance management program completed training	Annually	95%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
3 - Expand and enhance the use of public-private partnerships to revitalize and expand the District's infrastructure (1 Measure)									
Number of procurements initiated for new P3 projects	Annually	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1	Unmet	The time and resources required to complete the current projects have prevented a larger number of new projects from moving forward. However, it is expected that more projects will be moved into procurement in FY19.
4 - Foster strong labor relations through good faith engagement with duly elected and authorized employee labor representatives (4 Measures)									
Number of collective bargaining agreements reached without arbitration	Annually	New Measure	Annual Measure	Annual Measure	Annual Measure	Annual Measure	7	No Target Set	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Number of collective bargaining agreements reached with arbitration	Annually	New Measure	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3	No Target Set	
Number of collective bargaining negotiations without an agreement reached	Annually	New Measure	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4	No Target Set	
Number of cases where litigation resulted in lawyer fees being awarded to opposing counsel	Quarterly	New Measure	0	0	0	0	0	No Target Set	

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

2018 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
1 - Agency Operations (1 Measure)						
Number of annual multiagency and cross cluster projects coordinated by OCA	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	34
1 - Grants Management (3 Measures)						
Total dollar amount of Federal grant money given to DC	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data
Number of Single Audit Findings	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data
Number of single audit repeat findings	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data
2 - CapSTAT (1 Measure)						
Total number of CapStat meetings held	Quarterly	2	1	2	2	7
2 - Developing the Mayor's Budget (1 Measure)						
Number of budget engagement forums hosted	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
2 - Performance Management & Strategic Planning (1 Measure)						
Number of cluster meetings held to review progress on FY annual performance plans	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9
2 - The Lab@DC (3 Measures)						
Number of Rapid Randomized Control Trials (RCTs) completed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5
Number of Randomized Control Trials (RCTs) completed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1
Number of applied analytics projects completed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9
3 - Public Private Partnerships (1 Measure)						
Number of meetings with impacted ANC's held	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	10
4 - Collective Bargaining (6 Measures)						
Number of non-compensation collective bargaining agreements currently under negotiation	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1
Total compensation collective bargaining agreements currently under negotiation	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4
Number of cases pending at the start of year	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	146
Number of cases referred to OLRCB during the fiscal year	Quarterly	10	15	14	14	53
Number of cases closed (withdrawn, settled, or reached judgement)	Quarterly	11	7	20	12	50
Number of union dues applications received	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5091
4 - Training (1 Measure)						
Total number of employees trained in labor relations and collective bargaining	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	241

2018 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
GRANTS MANAGEMENT (2 Strategic initiatives)				
Annual Grants Conference	In FY18, OCA will host an Annual Grants Conference and launch a new survey of participants to assess the quality of the annual training.	Complete	The Grants Management Division hosted the 2nd Annual Grants Management Conference on Thursday, July 19th at Georgetown School of Continuing Education. 187 District of Columbia Grant Managers attended the Conference.	
Grants Management Policy	In FY18, OCA will finalize and issue a policy for grants management district-wide.	Complete	This has been finalized and completed. Our goal is to send it to the print and have it ready for distribution at the Annual Grants Conference training on July 19, 2018.	
OFFICE OF AGENCY OPERATIONS (1 Strategic Initiative)				
Coordination of short-term family housing plans	In FY18, OCA will support DMHHS in implementing the Mayor's plan to close and replace DC General with dignified, short-term housing for families experiencing homelessness. The FY18 implementation activities will include overseeing coordination between DGS and DHS to deliver new short-term family housing facilities and programs, and to execute the closure of DC General.	Complete	The interagency leadership team has worked together consistently throughout FY18 to coordinate the closure of DC General and the construction and opening of the replacement short term family housing units. The interagency team has successfully coordinated to address internal logistics and communications issues in a timely manner. As of the end of the fiscal year, the Mayor has opened 2 of the 6 short term family housing units. DHS has implemented its strategy to reduce the number of families staying in DC General by identifying permanent housing options. Deconstruction and abatement of several buildings on the site is already underway.	
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT (7 Strategic initiatives)				
Identity 5 new "Lab Affiliates" at DC agencies and local universities	In FY18, The Lab @ DC will identify 5 new "Lab Affiliates" at DC agencies and local universities who will join the The Lab part time, for at least one define project in their area of interest.	Complete	The Lab finalized an onboarding process for affiliates that requires data security and confidentiality paperwork. To date, it has entered affiliate agreements with researchers at University of Virginia, American University, The George Washington University, OCTO, MPD, Department of Defense, University of the District of Columbia and the Association for Psychological Science.	
Establish two new partnerships with local universities	In FY18, The Lab @ DC will establish 2 new partnerships with local universities to share staff and collaborate on research projects to benefit District residents.	75-99%	The Lab has built and maintained successful partnerships with American University and University of the District of Columbia. The Lab has also formalized a pipeline for Lab projects to feed into The George Washington University Masters in Data Science Program, but our goal is to establish a more robust partnership that includes exchange of faculty members and	The Lab focused on developing The Forum, a full-day conference for area researchers in February 2018. This led to new inroads with local universities, but formal partnerships require a longer development period.

Title	Description	Complete to Date	Status Update	Explanation
			research assistants, so this initiative is not fully complete.	
Form-a-Palooza TWO!	As a followup to the successful and first ever "Form-A-Palooza" held in FY17, The Lab@DC will coordinate a second "Form-A-Palooza," wherein we use insights from the behavioral sciences and rapid A/B testing to systematically improve the quality of District form processes. A set of the highest priority forms will be selected in the opening year and targeted for improvement.	Complete	The second Form-a-Palooza was hosted on June 30, 2018 bringing together the public and DC government to rework challenging forms. In the following months, forms were further refined, tested, and finalized for public use. The event was highlighted, in both the Washington Post and the New York Times in November 2018, in articles discussing the revision of school enrollment forms.	
Paid Leave Implementation	In FY 2018, OCA will assist DOES in the implementation of the paid leave act, including coordinating the vital program start-up work streams of technology procurement and development and securing space for the new program. Additionally, OCA will support the Mayor in evaluating paid leave amendments put forth by Council. OCA will ensure DOES is well supported in its endeavor to establish a paid leave program that collects the employer tax and administers the benefits provided for in the Act.	Complete	DOES, at the direction of OCA, is pushing forward with four primary implementation works streams, including human resources, communications and outreach, legislation and policy, and technology procurement. As of the end of the fiscal year, 22 positions have been filled, 17 on the program implementation team, three on the IT team, and two on the contracting side. Communication and outreach activities have commenced and DOES will host additional events in Q1 of FY19. Program rules and regulations - for both tax collection and benefits - have been drafted. The Paid Family Leave Tax System (PFLTS) Request for Proposal (RFP) was publicly released on August 10, 2018, and closed on September 21, 2018. The tax rules are in the final phases prior to publication will be submitted to OPLA by October 26, 2018.	This is a multi-year project.
Core Business Function Measures Implementation	In FY18, OCA intends to develop and track 6-10 initial KPIs across all agencies in the following functional areas: Human Resource Management, Financial Management, Contracts and Procurement, Knowledge Management, and Customer Service. While many of these functions have an "agency owner", there is utility in tracking measures across all agencies to help the CA identify "challenge areas" on a quarterly basis.	Complete	OCA has successfully started tracking a variety of "good government" KPIs in the Human Resource Management, Financial Management, Contracts and Procurement, IT and FOIA requests. The systems setup are designed to pull from centralized databases on a quarterly basis as a means to report out to agencies and the City Administrator on progress and challenges in these areas. Since starting the program, OCA has identified nine measures to begin publicly reporting in FY19 performance plans.	

Title	Description	Complete to Date	Status Update	Explanation
311 System Improvements	In FY18, OCA will: hold at least one 311 CapSTAT; integrate DCRA into the 311 system (including vacant property and illegal construction service requests); and integrate at least one more agency into the 311 service request system.	50-74%	During FY18, OUC and DCRA worked together to incorporate two new service requests to 311: vacant properties and illegal construction. The 311 working group continued to work on additional projects, including resident communication, photo integration, and improving user experience by reducing duplicate requests and the improving the process to transfer requests from one agency to another.	Due to OUC's planned upgrades to the 311 system, OCA did not host a 311 CapSTAT in FY18 and did not integrate a second agency into 311. The 311 upgrade is anticipated to be completed in FY19. Once complete, OCA will coordinate with OUC to integrate another agency into 311.
Customer Service Initiative	In FY18, OCA will continue to host Customer Care working group meetings; will launch at least two multi-agency customer care projects, and will pursue the issuance of a Mayoral Memo on Customer Service for the entire district.	50-74%	The customer care working group (a) developed a number of draft materials, such as a guidance framework and proposed measures for agencies to adopt for high-volume service, (b) pilot tested a kiosk feedback system with the support of The Lab@DC, (c) setup an established forum for ongoing cross-agency discussions on customer care, and (d) Form-a-Palooza was successful in the major re-formation of six forms used by residents/businesses for District services using design thinking processes.	The customer care working group meetings served as a community of interest forum to share best practices. Mid-year the group was canvassed on the usefulness of the sessions and the participants reaffirmed their interest in the forum. We faced several challenges launching multi-agency customer care projects that were longer-term endeavors. Furthermore, upon evaluation it was determined that a Mayoral Memo on customer service may not serve as the best means to communicate administrative improvements and processes at this juncture.
OFFICE OF PUBLIC PRIVATE PARTNERSHIPS (2 Strategic initiatives)				
Street Lighting/Wi-Fi Project	In FY18 the OP3 will reach commercial close on this innovative and environmentally beneficial project. With commercial close achieved the private partner should be able to reach financial close soon after with design and construction underway.	50-74%	The smart street lighting project, "Safer. Smarter. Greener." is being procured through a solicited procurement process under the P3 Act. A Request for Qualifications (RFQ) was issued in Summer 2017 and Statements of Qualification (SOQs) were received from 11 teams in Fall 2017. OP3 anticipates announcing a shortlist of bidders in Fall 2018 that will be able to respond to the Request for Proposals (RFP) that will be issued in Winter of 2018/2019.	OP3's Street Lighting project required a re-evaluation of the responses to the RFQ. OP3 is still in the re-evaluation period, with a goal to short list in the second quarter of FY19.
Henry J. Daly Building Project:	In FY18 the OP3 will select the preferred bidder for this important project to save one of the District's most historic	50-74%	The renovation of the Daly Building is being procured through the Unsolicited Proposal process under the P3 Act. A Request for Alternative Proposals-	The OP3, along with DGS and MPD have been evaluating the qualifications received from three

Title	Description	Complete to Date	Status Update	Explanation
	facilities. By that point in the procurement the District will have a clear idea as to what the interior of a renovate Daly Building will look like.		Qualifications (RFAP-Q) was released in spring 2018 and Statements of Qualifications were received in July 2018 and are currently being evaluated. The Project team is also currently drafting the full Request for Alternative Proposals (RFAP), Project Agreement and Project Technical Specifications for release to shortlisted bidders after proposal evaluations are completed.	additional proposal teams. During this evaluation, additional design and environmental review work has been taking place to ensure that, once a short list of bidding teams is selected, the District will be able to issue a draft RFP and project agreement quickly.
Resilient DC (2 Strategic initiatives)				
Generate a Preliminary Resilience Assessment & Discovery Areas	Resilient DC will perform detailed analysis and extensive stakeholder outreach to develop a baseline assessment of DC's resilience and to identify opportunities for further discovery. This analysis will include a resilience perceptions assessment; shocks, stresses, and risk assessment; and inventory of existing and planned actions/initiatives. Findings will be synthesized into a Preliminary Resilience Assessment, which will also identify 4-5 key areas for further analysis in the resilience strategy.	Complete	Resilient DC completed a Preliminary Resilience Assessment, identifying key focus areas including: governance, climate action, economic mobility, technological change, the Anacostia River, and inequality. These were accepted and approved by the CA, Mayor's Resilience Cabinet and Commission on Climate Change and Resiliency in early March 2018.	
Publish Resilience Strategy	Resilient DC will identify and validate DC's key resilience goals and initiatives in a public and inspirational document. The Resilience Strategy will be the result of detailed analysis, research, and outreach into 4-5 key discovery areas (each with their own inter-agency and stakeholder working group). Findings will be synthesized and presented to the Resilience Cabinet to identify agreed upon resilience goals and initiatives.	75-99%	In FY18, Resilient DC staff produced a Preliminary Resilience Assessment summarizes that work and provides a high-level assessment of DC's threats, strengths and weaknesses, capacity, and challenges and opportunities for building greater resilience. The assessment was reviewed by the City Administrator, the Mayor's Resilience Cabinet, and the Commission on Climate Change and Resiliency, and approved by 100 Resilient Cities in March 2018. During Q3 and Q4, staff convened 100+ individuals from multiple areas of government and sectors of society to form working groups around five focus areas to better understand DC's critical issues	Resilient DC is a multi-year engagement. Staff and working groups have laid the foundation of the strategy throughout FY18, which will ultimately lead to a published strategy in March 2019.

Title	Description	Complete to Date	Status Update	Explanation
			and identify ways to increase urban resilience.	

ATTACHMENT I
Question 35

Office of the City Administrator FY2019

Agency Office of the City Administrator

Agency Code AEO

Fiscal Year 2019

Mission The mission of the Office of the City Administrator (OCA) is to facilitate the effective and efficient implementation of the Mayor's policies by providing leadership, support, and oversight of District government agencies.

2019 Strategic Objectives

Objective Number	Strategic Objective
1	Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities
2	Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices.
3	Expand and enhance the use of public-private partnerships to revitalize and expand the District's infrastructure
4	Foster strong labor relations through good faith engagement with duly elected and authorized employee labor representatives
5	Create and maintain a highly efficient, transparent and responsive District government.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities (2 Measures)					
Percent of fiscal year agency initiatives either fully or partially achieved	Up is Better	84.2%	90%	77.6%	90%
Percent of fiscal year key performance indicators either fully or partially achieved	Up is Better	74.7%	75%	76.3%	80%
2 - Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices. (5 Measures)					
Percent of executive agencies completing a fiscal year performance plan (excludes independent agencies)	Up is Better	100%	100%	100%	100%
Percent of executive agencies participating in the annual performance training (excludes independent agencies)	Up is Better	71.6%	96.2%	90.4%	95%
Average rating given by performance training participants (1-5 likert scale, where 5 = very helpful)	Up is Better	Not Available	Not Available	4.5	4
Percent of relevant investments that go through Investment Review Board	Up is Better				

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
		Not Available	Not Available	Not Available	New Measure
Percent of all current core business measures with data reported	Up is Better	Not Available	Not Available	Not Available	New Measure
3 - Expand and enhance the use of public-private partnerships to revitalize and expand the District's infrastructure (1 Measure)					
Number of procurements initiated for new P3 projects	Up is Better	Not Available	3	1	3
4 - Foster strong labor relations through good faith engagement with duly elected and authorized employee labor representatives (4 Measures)					
Number of collective bargaining agreements reached without arbitration	Up is Better	Not Available	Not Available	7	3
Number of collective bargaining agreements reached with arbitration	Down is Better	Not Available	Not Available	3	2
Number of collective bargaining negotiations without an agreement reached	Down is Better	Not Available	Not Available	4	4
Number of cases where litigation resulted in lawyer fees being awarded to opposing counsel	Down is Better	Not Available	Not Available	0	0
5 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)					
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	Not Available	30.2%	90%
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	22.2%	Waiting on Data	90%
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	Not Available	Waiting on Data	100%
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	0.4%	1.9%	Waiting on Data	1.5%
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Up is Better	Not Available	16.9	Waiting on Data	14
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	81.5%	123.2%	Waiting on Data	100%
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	Not Available	0%	100%
	Down is Better	20%	9.5%		5%

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)				Waiting on Data	
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	No data available	60

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Coordinate multi-agency projects, implement District-wide initiatives, and provide agencies with guidance and support to achieve progress on the Mayor's priorities (4 Activities)			
OFFICE OF AGENCY OPERATIONS	Agency Operations	Provides support to the City Administrator and District agencies in the areas of management and policy.	Daily Service
GOVERNMENT OPERATIONS	Government Operations	Lead the Government Operations cluster and Government Operations agencies by driving high-quality performance, continuous improvement, innovation, and cost-effective solutions.	Daily Service
GRANTS MANAGEMENT	Grants Management	The Division of Grants Management is charged with providing guidance on grants management issues and is tasked with fostering collaboration among agencies who receive federal grant funds. The Division develops and maintains Grants Management policies and procedures and provides training opportunities for internal employees managing grants and all grant related programs.	Daily Service
Resilient DC	Resilient DC	Help to stand up the 100 Resilient Cities effort in DC. The District was selected as one of the final 37 cities to be inducted into Rockefeller Foundation's 100 Resilient Cities (100 RC) – a prestigious global network. Membership in the network establishes the District as a leader in the movement toward urban resilience, which challenges government to find new ways to learn and adapt, girding the city against likely shocks and lessening its susceptibility to chronic stresses.	Key Project
2 - Advance efficient and effective DC government services by developing a priority driven budget process informed by scientific research and performance management practices. (5 Activities)			
GOVERNMENT OPERATIONS	Government Operations	Lead the Government Operations cluster and Government Operations agencies by driving high-quality performance, continuous improvement, innovation, and cost-effective solutions.	Daily Service
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT	CapSTAT	CapSTAT takes a deep-dive into important issues facing DC, and works with all stakeholders to develop recommendations to improve programs and services.	Daily Service
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT	The Lab@DC	The Lab uses scientific insights and methods to test and improve policies and provide timely, relevant, and high-quality analysis to inform the District's most important decisions. Research teams provide additional capacity to agencies to run Randomized Control Trials (RCTs), rapid RCTs, and applied analytics projects.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT	Performance Management and Strategic Planning	The Office of Performance Management uses data, strategic planning and innovation to continuously improve the programs and services that DC government delivers. OPM produces a weekly dashboard of key data trends for the Mayor, works with agencies and Deputy Mayor to develop specific initiatives to help move the needle on District priority goals and agency objectives. We also look for innovative ways to make improvements to key programs and services in DC.	Daily Service
OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT	Budget Formulation and Execution	Design an operating budget and capital budget for future fiscal years by allocating scarce resources in an efficient manner aligned with the Mayor's priorities.	Daily Service
3 - Expand and enhance the use of public-private partnerships to revitalize and expand the District's infrastructure (1 Activity)			
OFFICE OF PUBLIC PRIVATE PARTNERSHIPS	Public Private Partnerships	The Office of Public-Private Partnerships (OP3) is charged with building collaborations between private sector businesses and District government to support large-scale projects such as infrastructure development and enhancements.	Daily Service
4 - Foster strong labor relations through good faith engagement with duly elected and authorized employee labor representatives (2 Activities)			
LABOR RELATIONS/COLLECTIVE BARGAINING	Training	OLRCB provides training to labor liaisons, managers, supervisors and management officials concerning their rights and obligations under the CMPA and applicable labor law, policies and procedures.	Daily Service
LABOR RELATIONS/COLLECTIVE BARGAINING	Collective Bargaining	OLRCB effectively represents the District as the principal management advocate in the administration of a comprehensive labor management program.	Daily Service

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Agency Operations (1 Measure)			
Number of annual multiagency and cross cluster projects coordinated by OCA	26	22	34
1 - Government Operations (3 Measures)			
Number of investments reviewed by the Investment Review Boards	Not Available	Not Available	Not Available
Number of investments referred for incorporation into the Capital Investment Plan	Not Available	Not Available	Not Available
Number of Investment Review Board meetings	Not Available	Not Available	Not Available
1 - Grants Management (3 Measures)			

Measure	FY 2016	FY 2017	FY 2018
Total dollar amount of Federal grant money given to DC	3,878,087,444	4,087,558,417	Waiting on Data
Number of Single Audit Findings	26	26	Waiting on Data
Number of single audit repeat findings	18	18	Waiting on Data
2 - Budget Formulation and Execution (1 Measure)			
Number of budget engagement forums hosted	3	3	3
2 - CapSTAT (2 Measures)			
Total number of CapSTAT meetings held	9	14	7
Number recommendations made with closeout deadlines within the fiscal year	Not Available	Not Available	Not Available
2 - Performance Management and Strategic Planning (5 Measures)			
Number of cluster meetings held to review progress on FY annual performance plans	Not Available	13	9
Number of executive agencies or offices participating in performance plans	Not Available	52	52
Number of independent (non-executive) agencies or offices participating in performance plans	Not Available	17	22
Number of agencies that send a representative to the annual OBPM training on performance management	Not Available	65	60
Number of agency points of contact taking the annual survey of OBPM performance activities	Not Available	Not Available	Not Available
2 - The Lab@DC (3 Measures)			
Number of Rapid RCTs completed	Not Available	Not Available	8
Number of RCTs completed	Not Available	Not Available	4
Number of applied analytics projects completed	Not Available	Not Available	6
3 - Public Private Partnerships (1 Measure)			
Number of meetings with impacted ANC's held	Not Available	23	10
4 - Collective Bargaining (6 Measures)			
Number of non-compensation collective bargaining agreements currently under negotiation	Not Available	Not Available	1
Total compensation collective bargaining agreements currently under negotiation	Not Available	Not Available	4

Measure	FY 2016	FY 2017	FY 2018
Number of cases pending at the start of year	Not Available	Not Available	146
Number of cases referred to OLRCB during the fiscal year	Not Available	Not Available	53
Number of cases closed (withdrawn, settled, or reached judgement)	Not Available	Not Available	50
Number of union dues applications received	Not Available	Not Available	5091
4 - Training (1 Measure)			
Total number of employees trained in labor relations and collective bargaining	549	244	241

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update
Budget Formulation and Execution (2 Strategic initiatives)			
Investment Review Boards	As part of the broader effort to infuse data analytics into Government decision-making, GovOps will work with OBPM, OCFO and relevant agencies to stand up Investment Review Boards. These Boards will provide year-round vetting and oversight of major capital investments to ensure the Government understands the multi-year business case for capital proposals and monitors the performance of those investments. In FY19, these Boards will be set up to focus on District facilities and IT systems. The intent is to have these Boards work alongside the traditional budget committees to formulate the FY20 budget, providing oversight and ongoing monitoring of the District's significant investments.	09-30-2019	Add Initiative Update
Improved Capital Budget Monitoring Mechanism	In FY19, OBPM will work to introduce an improved capital budget monitoring mechanism that will enhance strategic level oversight with updates that combine project management, contracts/procurement, and financial/accounting functions.	09-30-2019	Add Initiative Update
Government Operations (6 Strategic initiatives)			
Customer Experience Transformation	The Customer Experience Transformation is a cross-agency effort focused on improving the customer experience to achieve Government goals. Using fact-based analysis and focus on stakeholder engagement and enablement, we are working with agencies to make DC government more delightful for residents. The foundation for this work will come from conducting a Listening Tour (meeting with customer experience stakeholders to collect insights, ideas and context), reinvigorating the Working Group (a monthly interagency meeting focused on sharing best practices and providing feedback on the initiative), and increasing touchpoints and relevance of this critical area.	09-30-2019	Add Initiative Update
Customer Experience Transformation	The Customer Experience Transformation is a cross-agency effort focused on improving the customer experience to achieve Government goals. Using fact-based analysis and focus on stakeholder engagement and enablement, we are working with agencies to make DC government more delightful for residents. The foundation for this work will come from conducting a Listening Tour (meeting with customer experience stakeholders to collect insights, ideas and context), reinvigorating the Working Group (a monthly interagency meeting focused on sharing best practices and providing feedback on the initiative), and increasing touchpoints and relevance of this critical area.	09-30-2019	Add Initiative Update

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update
Investment Review Boards	As part of the broader effort to infuse data analytics into Government decision-making, GovOps will work with OBPM, OCFO and relevant agencies to stand up Investment Review Boards. These Boards will provide year-round vetting and oversight of major capital investments to ensure the Government understands the multi-year business case for capital proposals and monitors the performance of those investments. In FY19, these Boards will be set up to focus on District facilities and IT systems. The intent is to have these Boards work alongside the traditional budget committees to formulate the FY20 budget, providing oversight and ongoing monitoring of the District's significant investments.	09-30-2019	Add Initiative Update
Mayor's Management Agenda	The goal of this initiative is to develop a Mayor's Management Agenda (MMA) that would focus the aims of operations improvement initiatives across Government support services. The MMA will draw on and inform the Mayor's broader set of Priority Goals and budget priorities, and would be refreshed periodically.	09-30-2019	Add Initiative Update
Core Business Measures	GovOps will work with OBPM to improve the reporting of existing core business measures. Additionally, refinements will be made to ensure measures align with the Mayor's Management Agenda and FY20 budget priorities.	09-30-2019	Add Initiative Update
Cybersecurity	GovOps will continue to promote and build on the District's cybersecurity strategy. Improvements to the strategy will be pursued across multiple domains including governance, legislation, technology and training. This will include supporting OCTO in its goals to better track critical systems, monitor threats, and mitigate attacks, as well as ensure further integration of the strategy across Government.	09-30-2019	Add Initiative Update
Performance Management and Strategic Planning (5 Strategic initiatives)			
Core Business Measures	GovOps will work with OBPM to improve the reporting of existing core business measures. Additionally, refinements will be made to ensure measures align with the Mayor's Management Agenda and FY20 budget priorities.	09-30-2019	Add Initiative Update
Data Governance	In FY19 in collaboration with OCA, OCTO will (a) establish an e-Data Sharing Agreement Tool and Process that will include standard data sharing agreements and will be tied to the Enterprise Dataset Inventory; (b) issue data submission guidelines for District agencies; (c) migrate at least one agency's data sets into the Data Lake; (d) undertake at least one joint project with The Lab @ DC leveraging OCTO's searchable "Data Lake"; (e) in collaboration with OSSE and DCPS, develop a multi-agency data sharing requirements checklist for the Family Educational Rights and Privacy Act of 1974 (FERPA) (a federal law that protects the privacy of student education records).	09-30-2019	Add Initiative Update
Inventory of Agency Dashboards	In FY19, OBPM will complete an inventory of internal and external data dashboards across all executive agencies in the district. The inventory will help OCA understand (a) which agencies are leveraging dashboards to understand their data, and (b) which data sets are being automatically updated to inform decision-makers. OBPM hopes to leverage existing dashboards to liberate data and utilize the information for decision-making.	09-30-2019	Add Initiative Update
What Works Cities	Achieve gold certification in data-driven governance, by demonstrating the District's ability to understand data, track progress, and use data and evidence to inform decisions.	09-30-2019	Add Initiative Update
Customer Experience Transformation	The Customer Experience Transformation is a cross-agency effort focused on improving the customer experience to achieve Government goals. Using fact-based analysis and focus on stakeholder engagement and enablement, we are working with agencies to make DC government more delightful for residents. The foundation for this work will come from conducting a Listening Tour (meeting with customer experience stakeholders to collect insights, ideas and context),	09-30-2019	Add Initiative Update

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update
	reinvigorating the Working Group (a monthly interagency meeting focused on sharing best practices and providing feedback on the initiative), and increasing touchpoints and relevance of this critical area.		
Public Private Partnerships (2 Strategic initiatives)			
Issuance of final streetlight RFP by end of FY19	In FY19, the OP3 will issue the final RFP for this performance based and environmentally beneficial project. This will allow the OP3 to select a preferred bidder and reach commercial close shortly thereafter.	09-30-2019	Add Initiative Update
Issuance of final Daly building RFAP	In FY19, the OP3 will issue the final RFAP to completely renovate and maintain the historic Daly building. This will allow the OP3 to select a preferred bidder and reach commercial close shortly thereafter.	09-30-2019	Add Initiative Update
Resilient DC (1 Strategic Initiative)			
Publish the Resilient DC Strategy	In FY18, Resilient DC conducted detailed analysis, research, and outreach into 4-5 key discovery areas (each with their own inter-agency and stakeholder working group). In FY19, Resilient DC will identify and validate DC's key resilience goals and initiatives in a public and inspirational document. The strategy will identify a number of actions that various District agencies will have the responsibility to execute.	03-04-2019	Add Initiative Update
The Lab@DC (2 Strategic initiatives)			
Innovation Fund	The Lab will run an innovation competition within DC government for agencies to propose research projects they would like to conduct. The Lab will award \$150,000 worth of work across 2-5 projects.	09-30-2019	Add Initiative Update
Agency Fellowships	The Lab will identify 8 new Lab Fellows at DC agencies who will join The Lab part time for at least one defined project in their area of expertise.	09-30-2019	Add Initiative Update
Training (1 Strategic Initiative)			
Rolling Out Training Citywide	OLRCB will ramp up its dynamic outreach to agencies Districtwide to provide targeted, critical training in "Managing Strategically in a Unionized Environment" and "Progressive Discipline" in order to equip Agency Directors, senior leaders and managers to manage the labor relations efforts within their agencies in the most effective manner possible with a view to limiting unnecessary litigation and the attendant costs. These efforts will involve taking the trainings to the agencies themselves and hosting others at One Judiciary Square.	09-30-2019	Add Initiative Update

ATTACHMENT J
Question 36

Agency Name _____

Annual Freedom of Information Act Report for Fiscal Year 2018
October 1, 2017 through September 30, 2018

FOIA Officer Reporting _____

PROCESSING OF FOIA REQUESTS

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

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....
6. Number of requests granted, in part, denied, in part.....
7. Number of requests denied, in whole.....
8. Number of requests withdrawn.....
9. Number of requests referred or forwarded to other public bodies.....
10. Other disposition

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION
--

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

One request used both
Exemption 1 and 4

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

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

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

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

- 27. Number of staff hours devoted to processing FOIA requests.....
- 28. Total dollar amount expended by public body for processing FOIA requests.....

FEEES FOR PROCESSING FOIA REQUESTS

- 29. Total amount of fees collected by public body.....

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

- 30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

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

ATTACHMENT K
Question 37

OCA Reports from Fiscal Year 2018 and 2019 (to date)				
Name	Purpose	Status	Author	Grant/ Fund
Rodent Abatement Predictive Analysis	Development of a predictive model that generalizes data coming in through the District's 311 system to identify locations where rodent infestations are likely.	Study complete; paper published	OCA	Laura and John Arnold Foundation Grant (LJAF)
Dockless Bikeshare	Provide policy makers with relevant data analytics as they decide whether and how to regulate dockless bikeshare systems in the District of Columbia.	Analysis complete; results shared with DDOT	OCA	LJAF
DC Body-Worn Camera Evaluation	Evaluation of the District's randomized controlled trial to examine the effects of MPD's body-worn camera program	Study complete; paper published online; academic paper under review	OCA/MPD	LJAF
Form-a-Palooza	Systematic improvement of District forms through guided facilitation.	Year 2 event complete; report under internal review	OCA	LJAF

TANF A/B Letter Testing	Implementation of strategies aimed at increasing recertification rates in the TANF program by sending a supplementary reminder letter	Study complete; academic paper under review	OCA	LJAF
Consolidated Survey Platform - SpeakUp DC	Piloting through Bloomberg Philanthropies' Mayor's Challenge grant, a streamlined and accessible way for residents to engage with District government.	Pilot complete; full proposal submitted to Bloomberg, but not selected for funding	OCA	LJAF
DCRA Permitting Process Improvement	Evaluation of changes to the existing DCRA building permit application submission process.	Experiment complete; publication expected in FY19	OCA	LJAF
NEAR Act Report: Analysis of Crime Trends in the District of Columbia	Annual report outlining trends in crime statistics in the District.	Analysis complete; submitted to council by DMPSJ	DMPSJ	LJAF
Improving Housing Inspections with Predictive Modeling	Improving the proactive inspection program by automating the process for researching qualification, reducing travel times for inspectors, and, crucially, exploring a notion of risk to prioritize certain buildings for inspection.	Experiment complete; publication expected in FY19	OCA	LJAF
Encouraging Police Officer Applications with Direct Mail	Review of MPD's hiring process and helping MPD test possible improvements to its recruiting practices.	Study complete; report published	OCA/MPD	LJAF

457b Enrollment Campaign	Evaluation of methods to increase employee enrollment in 457(b) accounts through an evidence-based email marketing campaign.	Experiment complete; analysis in progress	OCA	LJAF
Affordable Housing Survey	Conduct a representative survey of District residents' needs for affordable housing in partnership with the Office of the Deputy Mayor for Planning and Economic Development.	Survey complete; results shared with DMPED for inclusion in larger Family Unit Amendment Act report	OCA	LJAF
Smartcans and Litter Reduction	Leverage SmartCan technology and its associated data to: (1) optimize trash truck routes to save time and money; and (2) apply behavioral insights to reduce litter and increase proper recycling.	Experiment complete; publication under internal review; publication expected FY19	OCA	LJAF
OVSJG SUSO Improvement Project	Evaluation and improvement of the "Show Up, Stand Out" program outreach to families with students that have five or more unexcused absences.	Experiment complete; analysis in progress; publication expected FY19	OCA	LJAF
911 Nurse Triage Line	An evaluation of the 911 Nurse Triage Line program, wherein eligible non-emergency 911 cases are randomly assigned to nurses who arrange for non-ambulance transportation to a primary or urgent care clinic.	Experiment in the field (the study period ends in March 2019)	OCA	LJAF
Flexible Rent Subsidy	Evaluation of a new program that allocates a fixed annual subsidy for low-income families' use for rent and housing maintenance.	Experiment in the field	OCA	LJAF

Transportation Subsidy Program for Families in Emergency Shelter (Every Ride Counts)	Evaluation of the enhanced package of Every Ride Counts on school absences. The basic package provides prepaid metro and bus passes to all participating families in emergency shelter. The enhanced package provides additional fuel and ride-share credits to a randomly selected group.	Experiment in the field	OCA	LJAF
National Museum of African American History and Culture Training Evaluation	Evaluation of a joint training program between MPD, the National Museum of African American History and Culture, and history professors from George Washington University and the University of the District of Columbia for police recruits and all sworn members. The goal of this program is to provide MPD members with more historical context about the police profession and its relationship with African Americans in the United States and in the District in particular.	Experiment in the field	OCA/MPD	LJAF
Alternatives to Court Experience (ACE) Program Exploratory Analysis	Analysis of administrative data from diversion program for youth with low-level delinquency or status offenses.	Study complete; summary posted online	OCA	LJAF
Crime Gun Intelligence Center	Process and impact evaluation of MPD's collaboration with the Department of Forensic Science, Prince George's County Police Department, and the Bureau of Alcohol, Tobacco, Firearms, and Explosives to reduce gun crime by getting both the guns and those who use them off the street.	Study in the field	OCA/MPD	DOJ via MPD

Preliminary Resilience Assessment	Summarizes Resilient DC's evaluation of existing resilience actions and plans and provides a high-level assessment of the District's threats, strengths, weaknesses, and opportunities for building greater resilience.	Complete	OCA	ROCKFL18
Resilience Phase II Scope of Work	Provides additional background and articulates a suite of research and engagement activities that occurred during the following phase of work in developing a Resilience Strategy.	Complete	OCA	ROCKFL18

ATTACHMENT L

Question 50



... FY... FY... C... C... FY17... FY... C... FY... O... G... O... FY... Ca... O... O...

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Return

▼ Agency

Agency Name Budget Code

This is your agency's DSLBD Compliance & Enforcement point of contact.

▼ Annual Allocation (for Directors)

Annual Allocation Letter and Director Authorization

In accordance with 27 DCMR 831.1, each Agency Director must sign and acknowledge the agency's Expendable Budget and Small Business Enterprises (SBEs) minimum expenditures for the fiscal year. By selecting I accept, the agency Director acknowledges the requirement to allocate and expend 50% of its expendable budget with SBEs.

I accept

I do not accept

Authorized by:

Name Email

Please enter the Date Authorized:

Date

Allocated Budget Information

Appropriated Operating Budget	\$7,399,325.90	Appropriated Capital budget		Total Appropriated Monitored Budget	\$7,399,325.90	Baseline SBE Goal	\$3,699,662.95		
Total Initial Exclusions	\$6,407,515.36	Initial Approved Expendable Budget	\$991,810.54	Initial Approved SBE Goal	\$495,905.27				
Total Exclusions	\$6,407,515.36	Total Exceptions	\$877,996.00	Adjusted Approved Expendable Budget	\$112,323.54	Adjusted Approved SBE Goal	\$56,161.77	Based on Anticipated Transfers	-\$1,491.00

▼ Budget Summary Information

This section contains the Preliminary Expendable Budget of each agency based on budget information provided by the Office of the Chief Financial Officer, reduced by funding sources, object classes, objects, and other items identified and excluded by the Director of the Department of Small and Local Business Development (27 DCMR 830.1). The information contained here will be adjusted following review and approval of Special Exceptions requested by Agencies

FY 17 Revised Budget Data loaded as of end of Q3

Agencies may use the Operating Budget Worksheet below to request Special Exceptions, (i.e., to exclude additional budget line items not excluded by DSLBD).

Fiscal Year Procurement Plan Total

APPROPRIATED BUDGET

\$7,399,325.90	\$2,612,059.00	\$10,011,384.90	\$511,676.93	\$9,499,707.97
Allocation Appropriated Capital Budget	Capital Budget Adjustment	Current Appropriated Capital Budget	Capital Transfer Amt	**Adj Appropriated Capital Budget**
\$0.00	\$0.00			\$0.00
Total Appropriated Monitored Budget (Gross Funds)	Baseline SBE Goal			
\$9,499,707.97	\$4,749,853.99			

INITIAL EXCLUSIONS

Total Initial Exclusions	Initial Approved Expendable Budget	Initial Approved SBE Goal
\$7,616,694.36	\$1,883,013.61	\$941,506.81

ADJUSTMENTS

Total Exclusions	Allocation Exceptions	Exception Changes	Total Exceptions	Adjusted Approved Expendable Budget
\$7,616,694.36	\$877,996.00	\$797,770.00	\$1,675,766.00	\$207,247.61

Anticipated Calculations

Anticipated Op Transfers In	Anticipated Op Transfers Out	Anticipated Cap Transfers In	Anticipated Cap Transfers Out	Anticipated Expendable Budget	** Adjusted Approved SBE Goal **
\$24,922.12				\$232,169.73	\$116,084.87

Submission Status

Tracks all reports submitted by the agency detail for the fiscal year reporting, per D.C. Official Code 2-218.41, 2-218.53 and Chapter 8 of Title 27 DCMR.

Expendable Budget SBE Goal Indicator		Expendable Budget SBE Goal Status	Goal Attained	Good Faith Effort Indicator		Good Faith Effort Status							
Procurement line Plan Status	Submitted	Budget Operating budget line items Status	Submitted	1st Quarter Report Status	Submitted	2nd Quarter Report Status	Submitted	3rd Quarter Report Status	Submitted	4th Quarter Report Status	Submitted		
Procurement line Plan Indicator		Budget Operating budget line items Indicator		1st Quarter Report Indicator		2nd Quarter Report Indicator		3rd Quarter Report Indicator		4th Quarter Report Indicator			
Adjusted Approved SBE Goal	\$116,084.87	SOAR and PCard SBE Exp Expenditure Total	\$142,964.27	SOAR and PCard SBE Expenditure Total	\$142,964.27	ITSA/Pipeline SBE Expenditure Total		Additional Approved SBE Expenditures	\$0.00	Grand Total SBE Expenditure Amount	\$142,964.27	SBE Expenditures as a % of SBE Goal	123.15%
Expendable Budget SBE Goal Indicator													

End of the Year Narrative Status

End of Year Narrative Status	Submitted	End of Year Narrative Indicator	
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> Operating Budget Worksheet

> Capital Budget Worksheet

> Agency Procurement Plan

> Quarterly Expenditure Reports

> Expenditures Summary

> DSLBD Only Expenditure Adjustments

Per D.C. Official Code § 2-218.53, Agency details are required to provide an end of year narrative about goals set forth in § 2-218.41

Did the Agency Spend all allocated funds in the fiscal year (Yes or No)	If NO provide shortfall explanation	Description of the FY activities, including programs/projects performed to achieve goals	Description of Changes the Agency Intends to Make to Achieve Goal Next Year
Yes <input type="checkbox"/>	<input type="checkbox"/>	<p>The Office of the City Administrator has met and exceeded its yearly set-aside expenditure goal for CBE FY2017. Within OCA there is Performance Management, Budget and Public Safety & Justice.</p> <p>The funds are used for goods and services to support the daily operations of the agency which provides OCA with more opportunities to do business with CBE vendors by using the agency purchase card</p>	For FY 18 OCA will continue to make as many purchases as possible with the CBE Vendors outside of the purchase orders contracts previously awarded to other vendors.

Check the Narrative Complete checkbox only after you have entered comments above.

Narrative Complete

Supporting Documents Library

Provide any additional information here regarding operating budget line items' request(s) as well as receive update notices from DSLBD.

of Agency users

[11](#)

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ATTACHMENT L

Question 50



...	FY18...	FY...	C...	C...	FY...	FY...	C...	FY...	O...	G...	O...	FY...	Ca...	O...	O...
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Agency

Agency Name Budget Code

This is your agency's DSLBD Compliance & Enforcement point of contact.

Annual Allocation (for Directors)

Annual Allocation Letter and Director Authorization

In accordance with 27 DCMR 831.1, each Agency Director must sign and acknowledge the agency's Expendable Budget and Small Business Enterprises (SBEs) minimum expenditures for the fiscal year. By selecting I accept, the agency Director acknowledges the requirement to allocate and expend 50% of its expendable budget with SBEs.

I accept

I do not accept

Authorized by:

Name Email

Please enter the Date Authorized:

Date

Allocated Budget Information

Appropriated Operating Budget	\$8,920,220.09	Appropriated Capital budget		Total Appropriated Monitored Budget	\$8,920,220.09	Baseline SBE Goal	\$4,460,110.04
Total Initial Exclusions	\$7,753,615.18	Initial Approved Expendable Budget	\$1,166,604.91	Initial Approved SBE Goal	\$583,302.45		
Total Exclusions	\$7,753,615.18	Total Exceptions	\$1,062,693.00	Adjusted Approved Expendable Budget	\$102,420.31	Adjusted Approved SBE Goal	\$51,210.16
						Based on Anticipated Transfers	-\$1,491.60

Budget Summary Information

This section contains the Preliminary Expendable Budget of each agency based on budget information provided by the Office of the Chief Financial Officer, reduced by funding sources, object classes, objects, and other items identified and excluded by the Director of the Department of Small and Local Business Development (27 DCMR 830.1). The information contained here will be adjusted following review and approval of Special Exceptions requested by Agencies

[Q3 Revised Budget Data Load](#)

Agencies may use the Operating Budget Worksheet below to request Special Exceptions, (i.e., to exclude additional budget line items not excluded by DSLBD).

Fiscal Year	Procurement Plan Total
2018	\$320,182.03

APPROPRIATED BUDGET

\$8,920,220.09	\$4,746,904.53	\$13,667,124.62	\$168,253.27	\$13,498,871.35
Allocation Appropriated Capital Budget	Capital Budget Adjustment	Current Appropriated Capital Budget	Capital Transfer Amt	**Adj Appropriated Capital Budget**
\$0.00	\$0.00			\$0.00
Total Appropriated Monitored Budget (Gross Funds)	Baseline SBE Goal			
\$13,498,871.35	\$6,749,435.68			

INITIAL EXCLUSIONS

Total Initial Exclusions	Initial Approved Expendable Budget	Initial Approved SBE Goal
\$8,753,122.74	\$4,745,748.61	\$2,372,874.31

ADJUSTMENTS

Total Exclusions	Allocation Exceptions	Exception Changes	Total Exceptions	Adjusted Approved Expendable Budget
\$8,753,122.74	\$1,062,693.00	\$2,734,873.65	\$3,797,566.65	\$948,181.96

Anticipated Calculations

Anticipated Op Transfers In	Anticipated Op Transfers Out	Anticipated Cap Transfers In	Anticipated Cap Transfers Out	Anticipated Expendable Budget	** Adjusted Approved SBE Goal **
\$3,349.17				\$951,531.13	\$475,765.57

Submission Status

Tracks all reports submitted by the agency detail for the fiscal year reporting, per D.C. Official Code 2-218.41, 2-218.53 and Chapter 8 of Title 27 DCMR.

Expendable Budget SBE Goal Indicator		Expendable Budget SBE Goal Status	Goal Attained	Good Faith Effort Indicator		Good Faith Effort Status							
Procurement line Plan Status	Submitted	1st Quarter Report Status	Submitted	2nd Quarter Report Status	Submitted	3rd Quarter Report Status	Submitted	4th Quarter Report Status	Submitted				
Procurement line Plan Indicator		1st Quarter Report Indicator		2nd Quarter Report Indicator		3rd Quarter Report Indicator		4th Quarter Report Indicator					
Adjusted Approved SBE Goal	\$475,765.57	SOAR and PCard SBE Exp Expenditure Total	\$463,181.88	SOAR and PCard SBE Expenditure Total	\$463,208.86	Pipeline SBE Expenditure Total		Additional Approved SBE Expenditures	\$15,398.95	Grand Total SBE Expenditure Amount	\$478,607.81	SBE Expenditures as a % of SBE Goal	100.60%
Expendable Budget SBE Goal Indicator													

End of the Year Narrative Status

End of Year Narrative Status	Submitted	End of Year Narrative Indicator	
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> Operating Budget Worksheet

> Capital Budget Worksheet

> Agency Procurement Plan

> Quarterly Expenditure Reports

> Expenditures Summary

> DSLBD Only Expenditure Adustments

> Agency Detail End Of Year Narrative

Did the Agency Spend all allocated funds in the fiscal year (Yes or No)

Yes

If NO provide shortfall explanation

Description of the FY activities, including programs/projects performed to achieve goals

The Office of the City Administrator has met and exceeded its yearly set-aside expenditure goal for CBE FY2018. Within OCA there is Performance Management, P3, Budget and Public Safety & Justice.

The funds are used for goods and services to support the daily operations of the agency which provides OCA with more opportunities to do business with CBE vendors by using the agency purchase card

Description of Changes the Agency Intends to Make to Achieve Goal Next Year

Exceptions need to be put into the system to adjust the SBE goals. OCA continues to ensure SBE goals are accomplished each quarter.

✓ Narrative Complete

> Supporting Documents Library

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