

Answers of the
Office of Advisory Neighborhood Commissions (OANC)
To
Committee on Facilities and Procurement's
Pre-Hearing Questions

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

The mission of the Office of Advisory Neighborhood Commissions (“OANC”) is to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions. The OANC is intended to support the efforts of Advisory Neighborhood Commissions, review Commission quarterly financial reports, and approve or disapprove the release of Commission quarterly allotments pursuant to section 1-309.13.

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

The staffing that was provided the OANC to carry out the responsibility of reviewing quarterly financial reports was less than the task demands which has resulted in a diminution of resources to support the efforts of ANCs more generally.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 19 and FY20, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the inundated timeline, please explain why.

The OANC was reported to report its spending plans and experience to the Department of Small, Local, and Business Development, and we did so timely.

4. Please list and describe any regulations promulgated by the agency in FY 19 or FY 20, to date, and the status of each.

No regulations were promulgated by the OANC in FY19 or FY20 to date.

5. Please explain any significant impacts on your agency, if any, of any legislation passed at the federal or local level during FY 19 and FY 20, to date.

There was no federal or local legislation passed in FY19 or FY20 that had a significant impact on the OANC.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY20.

Reviewing and approving ANC quarterly financial reports, using OANC-developed software.

Providing on-going assistance to Commissions and individual Commissioners regarding ANC administrative processes and internal ANC operations.

Providing technical assistance with ANC email and websites, including help with site maintenance.

Implementing the authorization for a new position in FY20, i.e. creating the new position, recruiting a new hire, then training them to carry out their responsibilities.

Facilitating the filling of SMD vacancies that occur during the remainder of 2020, by managing special elections for the affected ANCs and providing training and other assistance to the new Commissioners.

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

The OANC's most discrete responsibility is the review and approval of ANC quarterly reports. Accordingly, we watch to ensure that each quarter we process the reports of the 40 ANCs, and that by the end of the year all 160 reports (if all ANCs have submitted all of their reports) have been examined.

8. Please provide a copy of the agency's FY 19 performance plan, if one was prepared. Please explain which performance plan objectives were completed in FY 19 and whether they were completed. If they were not completed, please provide an explanation.

9. Please provide a copy of your agency's FY 20 performance plan as submitted to the Office of the City Administrator, if one was prepared.

The OANC does not report to the City Administrator.

10. Please describe any new initiatives or programs that the agency implemented in FY 19 and FY 20, to date, to improve the operations of the agency. Please describe any funding utilized for these initiative or program and the results, or expected results, of each initiative.

While we strive to improve our continuing operations on an on-going basis, there no efforts that would be considered new "initiatives or programs" that we impleted in FY19 or FY20.

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



a. Please provide an explanation of the roles and responsibilities for each division and subdivision.

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

There have been no changes to the OANC organization chart.

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

Please see attachment #1

13. 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.

No employees have been detailed to or from the OANC.

18. Please provide the Committee with:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 19 and FY 20, to date;

b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 19 and FY20, to date;

c. A list of travel expenses, arranged by employee for FY 19 and FY 20, to date, including justification for travel;

d. A list of total workers' compensation payments paid in FY 19 and FY 20, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

No OANC employees have received agency cell phones or similar devices. The OANC does not own or lease vehicles. No OANC employees incurred travel expenses. Finally, no OANC employees received workers' compensation payments.

15. Please separately list each employee whose salary was \$100,000 or more in FY 19 and FY 20, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Please see attachment #1

16. Please list in descending order the top 25 overtime earners in your agency in FY 19 and FY20, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

No OANC employees earned overtime.

17. For FY 19 and FY 20, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

No OANC employees received bonuses, special pay or separation pay.

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

No collective bargaining agreements apply to the OANC.

19. Please provide a list of any training or continuing education opportunities made available to agency employees. For each 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.

Kathy Williams, Special Assistant to the Executive Director, has participated in continuing education opportunities provided by the DC Bar of which she is a member.

20. Does the agency conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? If not, what steps are taken to ensure that all agency employees are meeting individual job requirements?

We are all in close physical proximity. Performance feedback is immediate and ongoing. It should be noted that the trend in private industry is to move away from annual performance evaluations. See “The Performance Management Revolution, by Peter Cappelli and Anna Tavis, October 2016, Harvard Business Review (<https://hbr.org/2016/10/the-performance-management-revolution>)

21. *Please describe what strategies the agency is using to improve employee retention.*

The OANC has not experienced any problems with employee retention.

22. *For FY 19 and FY20, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?*

The OANC does not pay for mobile communications.

23. *For FY 19 and FY20, to date, please list all intro-District transfers to or from the agency.*

FY	Transfer To	Amount
2019	Office of Disability Rights (RJ0)	\$15,535.26
2019	PCARD	\$5,000.00
2020	PCARD	\$3,000.00

24. *For FY 19 and FY20, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:*

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

The OANC has no special purpose revenue funds.

25. *For FY 19 and FY20, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.*

All purchase card spending, as shown below, is initiated by Lynard Barnum, Staff Assistant, on behalf of the OANC:

Date	Vendor	Amount	Purpose
01/09/19	EIG Power	\$14.95	Internet services
04/01/19	STANDARD OFFICE SUPPLY	\$124.99	Office supplies
05/09/19	EIG Power	\$16.99	Internet services
06/11/19	EIG Power	\$47.88	Internet services
08/05/19	STANDARD OFFICE SUPPLY	\$73.50	Office supplies
08/05/19	STANDARD OFFICE SUPPLY	\$28.55	Office supplies
08/09/19	Amazon	\$35.94	Mirascreen app
08/30/19	Amazon	\$8.06	Fenzer 25ft HD
09/02/19	EIG Power	\$114.35	Internet services
09/23/19	STANDARD OFFICE SUPPLY	\$19.06	Office supplies
09/26/19	DMI Dell	\$1,139.00	Laptop computer
09/26/19	DMI Dell	\$1,419.00	Laptop computer
09/30/19	STANDARD OFFICE SUPPLY	\$529.00	Office supplies
01/20/20	STANDARD OFFICE SUPPLY	\$124.99	Office supplies

26. Please list and provide a copy of all memoranda of understanding ("MOU") entered into by your agency during FY 19 and FY20, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Please see attached.

27. Please list all open capital projects and capital projects in the financial plan under the agency's purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays or which require additional funding.

The OANC has no capital projects.

28. Please provide a table showing your agency's Council-approved budget, revised, budget (after reprogrammings, etc.) and actual spending, by program, activity, and funding source for FY 19 and the first quarter of FY 20. Please detail any over- or under-spending and if the agency had any federal funds that lapsed.

Please see attachment #1

29. Please provide a list of all budget enhancement requests (including capital improvement needs) made for FY 19, FY20, or FY 21. For each, include a description of the need and the amount of funding requested.

The OANC has made no budget enhancement requests.

30. Please list, in chronological order, each reprogramming that impacted the agency in FY 19 and FY20, to date, including those that moved funds into the agency, out of the agency, and

within the agency. Include the revised, final budget for your agency after the reprogrammings for FY 19 and FY 20, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.

			Funds Transferred From:	Funds Transferred To:		
FY	Primary Doc Key	Eff Date	CSG 0011	CSG 0040	Net Effect on the Agency's Budget	Remark
2019	BJDX0815	8/15/19	(24,001.44)	24,001.44	\$0.00	Reprogramming to pay OCTO for Office 365 licenses for ANCs

31. Please list each grant or sub-grant received by your agency in FY 19 and FY 20, to date. List the date, amount, source, purpose of the grant or sub grant received, and amount expended.

The OANC received no grants.

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

No OANC positions are dependent on grant funding.

33. Please list each contract, procurement, and lease entered into or extended by your agency during FY 19 and FY 20, to date. For each contract, please provide the following information where applicable:

- a. The name of the contracting party;*
- b. The nature of the contract, including the end product or service;*
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;*
- d. The term of the contract;*
- e. Whether the contract was competitively bid;*

1 The name of the agency's contract monitor and the results of any monitoring activity; and

- f. The funding source.*

No contracts have been entered into so far in FY20 or previously in FY19.

34. *What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?*

Our adjusted expendable budget is \$2,757.41 and our goal is \$1,378.70 and \$1,396.40 has been spent with SBEs yielding 101.28% as the percentage of the OANC budget that has been spent with SBEs.

35. *Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.*

There are no pending lawsuits against the OANC.

36. *Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 19 or FY 20, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).*

There have been no settlements entered into by the OANC.

37. *Please list the administrative complaints or grievances that the agency received in FY 19 and FY 20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 19 or FY 20, to date, describe the resolution.*

The OANC has received no administrative complaints or grievances.

38. *Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any sexual harassment allegations received by the agency in FY 19 and FY 20, to date, whether or not those allegations were resolved.*

The OANC will follow the procedures for investigating allegations of sexual harassment outlined in the Policy Statement on Sexual Harassment of the Office of the Secretary of the Council of the District of Columbia. No allegations of sexual harassment were received by the OANC in FY19 or FY20.

39. *Please list and describe any spending pressures the agency experienced in FY 19 and any anticipated spending pressures for the remainder of FY 20. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 19, describe how it was resolved, and if the spending pressure is in FY 20, describe any proposed solutions.*

We are experiencing work pressures, but no spending pressures.

40. Please provide the number of FOIA requests for FY 19, and FY 20, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.

The OANC received one FOIA request. The requested record was readily provided and took less than a half-hour to fulfill.

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

- a. A detailed description of the information tracked within each system;
- b. The age of the system and any substantial upgrades that were made in FY 19 or FY 20, to date, or that are planned for the system;
- c. Whether the public is currently granted access to all or part of each system; and
- d. Whether the public could be granted access to all or part of each system.

The OANC maintains a database of ANC Commissioners and their contact information which is updated as Commissioners leave or fill vacancies and is available at <http://anc.dc.gov>; some Commissioners, however, have requested that certain information, e.g. apartment unit numbers, or telephone numbers, not be listed there. This site also includes information on the date, time, and location of Commission monthly meetings, and it is updated as the OANC identifies changes or the Commissions report changes.

42. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 19 and FY 20, to date.

No ongoing investigations, audits, or reports on the OANC or its employees were completed during FY19 or FY20.

43. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 19 and FY 20, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.

The OANC did not prepare or funded any such efforts.

44. If there are any boards, commissions, or similar entities for which your agency provides administrative support, please provide a chart listing the names, confirmation dates, terms,

wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each meeting in FY 19 and FY20, to date, if minutes were prepared.

There are no boards or commissions associated with the OANC, apart from ANCs which are excluded from this item.

45. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

The OANC does not participate in any advisory bodies or membership organizations.

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS

46. Please list all currently vacant ANC positions.

Single Member Districts: 1B07, 1C02, 1C08, 3F01, 3F07, 5A04, and 7F07.

47. What new programming and services were developed or implemented by the Office to support Advisory Neighborhood Commissioners in serving District residents in FY 19 and FY 20, to date?

We provided FOIA training in conjunction with the Office of Open Government.

48. Has the Office developed any recommendations on whether a formal system for dispute resolution between individual Commissioners is necessary? If so, please provide that recommendation.

Most of the disputes that come to the attention of those outside of an ANC are rooted in inter-personal differences. They are thus unlike disputes that are largely objective in nature, as for instance complaints about late-night noise or a neighbor who allows their dog to invade another's backyard. Accordingly, we have not identified a formal dispute resolution that would be likely to be effective or practical within the current structure. We will, however, continue to provide informal assistance, mediation, and counseling in an effort to mitigate these strains within Commissions when burst forward.

49. Has the Office identified the professional development needs of the Office's staff? If so, has the Office developed a budget for meeting those needs?

The OANC Program Analyst, who reviews ANC Quarterly Financial Reports, has proposed agency support for becoming a Certified Fraud Examiner. This would require a one-time cost of \$1,451 and then \$195 annually.

50. Has the Office adopted a policy for addressing sexual harassment allegations. If so, has this policy been communicated to Office staff? If not, why not?

Please see #38 above.

51. Please provide the roles and responsibilities for each member of the Office's staff.

The Special Assistant, provides assistance to the Executive Director in all office matters, generally except for matters relating to QFRs, and offers legal counsel and research as may be required from to time.

The Staff Assistant in conjunction with OCTO maintains online information regarding ANC meetings (which have frequent changes), handles OANC pcard and procurement responsibilities, coordinates with DGS security Commissioner access to building, helps with daily telephone inquires, and as former Auditor in the ODCA is able to assist with a variety of financial issues related to ANC quarter financial reports and financial activity.

The Program Analyst is responsible for reviewing ANC quarterly financial reports, interacting ANC treasurers and chairpersons regarding the QFRs and financial activity generally, and recommending the approval or disapproval to the Executive Director of the ANCs' QFRs.

The Executive Director's duties are outlined in DOC § 1-309.15. and also include responsibility for various reporting responsibilities typical for agency directors.

52. Has the Office developed a plan of coordination with the Office of Open Government? In how many cases has the OANC been asked to serve as an ANC's FOIA officer?

Yes. We have worked together on a training session presented three times in January, and we plan to repeat it during the summer.

53. How many Freedom of Information Act requests were directed to Advisory Neighborhood Commissions in FY 19 and FY 20, to date?

Approximately two dozen FOIA requests were submitted to ANCs, most which were referred to the OANC with the request that we act as the FOIA officer for the ANC.

54. How many training sessions were provided by the Office to Advisory Neighborhood Commissioners in FY 19 and FY20, to date? Please provide the subjects covered, dates, and attendance for each training offered.

Please attachment #2.

55. How many training sessions were provided by District government agencies or non-profit organizations to ANCs in FY 19 and FY 20, to date? Please provide the subjects covered, dates, and attendance for each training offered.

Office of Zoning

ABRA
Office of Planning
DDOT
Office of Open Government
Budget Office, DC Council

56. *Have any trainings for ANCs been recorded and made available online? If so, how? If not, why not?*

No OANC

57. *How does the Office communicate with ANCs regarding the availability of templates for ANC documents and contact lists for agencies?*

That information is included in the ANC Handbook.

58. *Please describe the efforts of the Office to increase public awareness of the work of the Advisory Neighborhood Commissions.*

This is an area that we intend to expand in the near future. Our most recent efforts in this regard have been a few Tweets calling attention to ANC activities or actions.

59. *Please provide the standard Advisory Neighborhood Commissions logo created by the Office for the use of Advisory Neighborhood Commissions.*



We have more than one design that can be customized to meet ANC preferences.

60. *Please provide a list of support services that have been requested by ANCs in FY 19, or FY 20 to date, but that were not available.*

We cannot recall any support services that were requested by ANCs in FY19 or FY20 that were unavailable.

61. Please provide an update on the use of the budget allotment provided for ANC Communications Access in FY 19, and FY20, to date. How much has been expended and how many meetings have been translated for that expenditure? What is the process for Advisory Neighborhood Commissions to request Communications Access assistance?

Type of Service	Number of meetings	Cost	Cost Per Meeting
ASL	20	\$13,938.50	\$696.93
CART	3	\$2,265.75	\$755.25
Total	23	\$16,204.25	\$704.53

Commissions that wish to have services for the deaf or hard of hearing at their meetings may fill out a request form on the ODR web site. It should be noted that the expenditures reported above would undoubtedly have been greater except that a deaf Commissioner resigned his position in mid-term when he moved out of his SMD.

62. Please provide an update on the use of the budget allotment provided for language access for ANCs in FY20. How much has been expended? What is the process for Advisory Neighborhood Commissions to request language access assistance?

OHR has developed a form in consultation with the OANC which they are in the process of making available to the ANCs. At least one ANC has submitted a request, but it has not yet been fulfilled.

63. Please provide an update on the use of the budget allotment provided to procure or license a mobile or desktop application to assist Advisory Neighborhood Commission with outreach and engagement with their constituents. Has procurement begun? How has the Office engaged with ANCs to develop the requirements for this application? When does the Office anticipate this application will be available to ANCs?

The OANC has contacted the OCP which has agreed to provide procurement assistance to the OANC. As the OANC has not previously procured anything that exceeded the limits on a purchase card, such assistance is essential. In order to develop the scope of work which is required for such a procurement, we have met with two groups of ANC Chairpersons and with a local software developer. Most recently we have met with OCTO and are working to further refine what might be required. We have been advised that an undertaking of this sort is likely to consume a large part of the current fiscal year.

64. Does the Office receive annual reports from the ANCs prepared pursuant to D.C. Code § 1-309.100W? If so, how many Commission reports have been received for FY 19?

We have received approximately a dozen ANC annual reports and believe a few more are currently in preparation. We intend to place all that we receive on the anc.dc.gov website.

65. *How many recommendations regarding legislation pending before the Council by ANCs were provided to the Office pursuant to D.C. Code § 1-309.10(p) in FY 19, and FY 20 to date? Please provide all such recommendations as an attachment.*

Please see attachment #2.

66. *Please provide the number of resolutions by ANCs submitted to Executive agencies. Does the Office track whether these resolutions are acknowledged or responded to? If not, why not?*

Please see attachment #2.

67. *Does the Office receive fiscal year spending plan budgets prepared by ANCs pursuant to D.C. Code § 1-309.10(n)? If so, how many Commissions submitted a budget for FY 19 and FY20?*

Please see attachment #2.

68. *Does the Office maintain a database of allowed and disallowed grant proposals by ANCs? If so, please provide a list of allowed and disallowed grant proposals to the Committee? If not, why not?*

We don't maintain such a database because it is not necessary for our day-to-day operations.

69. *How many Advisory Neighborhood Commissioners have been reimbursed for qualifying travel or childcare expenses pursuant to D.C. Code § 1-309.13(1-1) in FY 19 and FY 20, to date? How much money has been reimbursed to Commissioners for qualifying travel or childcare expenses in FY 19 and FY 20, to date?*

Only one Commissioner to our ready knowledge has been reimbursed for qualifying travel or childcare expenses in FY19 or FY20.

70. *How many Advisory Neighborhood Commissions have obtained a debit card pursuant to D.C. Code § 1-309.13(b-1) in FY 19 and FY 20, to date? How much has been expended on Commission debit cards in FY 19 and FY 20, to date?*

No Commissions have obtained a debit card in accordance with the above provision of the DC Official Code since that provision was adopted. We have consulted with Wells-Fargo, PNC, and SunTrust and they either do not issue debit cards to government bodies (although they will issue government credit cards) or their debit cards (unlike their credit cards) do not allow for two-factor approval, or both. Based on their information, it does not appear that any debit card issuer will meet the requirements of the Code. We strongly recommend, therefore, that the Committee revisit the original proposal to authorize ANCs to have credit cards.

71. Please provide an update on the status of the financial reporting software utilized by the OANC for ANCs.

The financial reporting software developed by the OANC is being used by all ANCs at savings of several thousand dollars each year.

72. For the most recent reporting cycle, how many quarterly financial reports were submitted by Commissions late? How many are still outstanding?

The most recent reporting cycle would be for the 4th Quarter of FY19. Those reports were due 11/14/2019. Of 40 ANCs, 26 Commissions submitted their reports by the deadline, 9 Commissions submitted their reports after the deadline, and 6 Commissions still have not submitted their reports.

73. Are ANC quarterly financial reports made available to Commissions and the public online? If so, please provide the web address. If not, why not?

The ANCs' quarterly financial reports are not yet available online due to difficulty with our current website at <http://www.anc.dc.gov>. However, we met recently with OCTO's webitor, and we have worked out the design problems and expect to have the reports online before the end of next month, if not sooner.

74. Please provide a chart listing the dates of ANC allocation disbursements for each ANC in FY 19 and FY 20, to date.

Please see attachment #1

75. How has the Office worked with ANCs to inform them of the changes to Advisory Neighborhood Commission financial reporting in the Fiscal Year 2020 Budget Support Act and the subsequent emergency legislation?

Yes, we have. We have sent out emails describing the change, set up "appointments" showing them their individual due dates, included that information in our January training sessions, and have mentioned it at every opportunity with individual chairpersons and treasurers.

76. Please list any Advisory Neighborhood Commission allotments whose release was disallowed or reduced by the Office in FY 19, and FY 20, to date. For each, please provide the reason for the disallowance or reduction

Please see attachment #2.

77. Does the Office track bank account balances for ANCs? If so, please list the top five largest account balances for ANCs.

We have monthly bank statements for all ANCs.

78. Are ANCs currently permitted to return unutilized funds? If so, how so?

79. Please provide a list of all ANCs that have had their checkbook or debit card withheld, or that have had their bank accounts frozen in FY 19, or FY 20, to date, and the reason for each action.

Please see attachment #2.

80. Please list any recommendations from the District of Columbia Auditor that are not yet implemented, either by the Office, or by individual Advisory Neighborhood Commissions. For each open recommendation, please detail the Office's role in ensuring the implementation of the recommendation and any steps taken toward implementation.

We do not know the status of ODCA audit recommendations to individual Advisory Neighborhood Commissions. There is one open recommendation to the OANC, namely that we review the bylaws of all ANCs. We plan to complete this recommendation during summer, hopefully with the assistance of a summer intern.

Atacchment #1

Question# 15

OFFICE OF FADVISORY NEIGHBORHOOD COMMISSIONS (DX0)

Schedule A as of 01/13/2020

Posn Nbr	Title	Name	Program	Program Name	Activity	Activity Name	Salary	Fringe 15.3%	Salary + Fringe	Hire Date	Reg/Temp /Term	Vac Stat	FTE	Overtime & Bonus
00013598	EXECUTIVE DIR	Simon, Gottlieb C	1000	Agency Management	1085	Customer Services	110,191.00	16,859.22	127,050.22	06/18/01	Reg	F	1	\$ -
Grand Total							110,191.00	16,859.22	127,050.22	37,060.00			1	\$ -

Question# 28

OFFICE OF FADVISORY NEIGHBORHOOD COMMISSIONS (DX0)

Budget and Actual Spending by program and Activity

						FY 19 APPROVED BUDGET	FY 19 REVIDED BUDGET	FY 19 ACTUAL
	Agy Fund	Approp Year	Program	Activity	Comp Source Group			
DX0	0100	2019	1000 - AGENCY MANAGEMENT	1080 - COMMUNICATIONS	0020 - SUPPLIES AND MATERIALS			915.33
DX0	0100	2019	1000 - AGENCY MANAGEMENT	1080 - COMMUNICATIONS	0040 - OTHER SERVICES AND CHARGES	19,503.59	73,505.03	19,857.59
DX0	0100	2019	1000 - AGENCY MANAGEMENT	1080 - COMMUNICATIONS	0070 - EQUIPMENT & EQUIPMENT RENTAL			2,558.00
DX0	0100	2019	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0011 - REGULAR PAY - CONT FULL TIME	346,980.22	322,978.78	258,631.72
DX0	0100	2019	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0012 - REGULAR PAY - OTHER	33,983.31	33,983.31	41,989.83
DX0	0100	2019	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0014 - FRINGE BENEFITS - CURR PERSONNEL	54,858.74	54,858.74	55,793.23
DX0	0100	2019	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0020 - SUPPLIES AND MATERIALS	5,000.00	5,000.00	392.18
DX0	0100	2019	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0040 - OTHER SERVICES AND CHARGES	7,600.00	7,600.00	163.04
			1000 - AGENCY MANAGEMENT TOTAL			467,925.86	497,925.86	380,300.92
DX0	0100	2019	2000 - ANCS	0200 - ANCS	0050 - SUBSIDIES AND TRANSFERS	677,688.00	677,688.00	596,113.43
			2000 - ANCS TOTAL			677,688.00	677,688.00	596,113.43
Grand Total						1,145,613.86	1,175,613.86	976,414.35

						FY 20 APPROVED BUDGET	FY 20 REVIDED BUDGET	FY 20 ACTUAL (1ST QUARTER)
Agy	Agy Fund	Approp Year	Program	Activity	Comp Source Group			
DX0	0100	2020	1000 - AGENCY MANAGEMENT	1080 - COMMUNICATIONS	0040 - OTHER SERVICES AND CHARGES	56,302.89	56,302.89	-
DX0	0100	2020	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0011 - REGULAR PAY - CONT FULL TIME	285,038.00	285,038.00	70,502.48
DX0	0100	2020	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0012 - REGULAR PAY - OTHER	113,155.50	113,155.50	8,473.60
DX0	0100	2020	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0014 - FRINGE BENEFITS - CURR PERSONNEL	60,923.61	60,923.61	14,792.48
DX0	0100	2020	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0020 - SUPPLIES AND MATERIALS	3,000.00	3,000.00	-
DX0	0100	2020	1000 - AGENCY MANAGEMENT	1085 - CUSTOMER SERVICES	0040 - OTHER SERVICES AND CHARGES	182,000.00	182,000.00	-
			1000 - AGENCY MANAGEMENT TOTAL			700,420.00	700,420.00	93,768.56
DX0	0100	2019	2000 - ANCS	0200 - ANCS	0050 - SUBSIDIES AND TRANSFERS	799,688.00	799,688.00	35,334.71
			2000 - ANCS TOTAL			799,688.00	799,688.00	35,334.71
Grand Total						1,500,108.00	1,500,108.00	129,103.27

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS (DX0)

Allotment By Date for ANCs

ANC	Payment Date	FY 19 Allotment Payment
2F	10/29/18	\$4,692.52
	06/17/19	\$4,692.52
	09/26/19	\$8,823.92
2F Total		\$18,208.96
1A	06/17/19	\$6,674.56
	06/25/19	\$6,674.56
	09/11/19	\$6,674.56
	09/19/19	\$6,674.56
1A Total		\$26,698.24
1B	04/29/19	\$6,708.45
	05/03/19	\$0.00
	06/25/19	\$6,708.45
	06/28/19	\$0.00
	09/11/19	\$6,708.45
	09/13/19	\$0.00
	09/19/19	\$6,708.45
	09/24/19	\$0.00
1B Total		\$26,833.80
1C	07/18/19	\$4,624.76
	07/22/19	\$0.00
	09/11/19	\$4,624.76
	09/24/19	\$0.00
	09/26/19	\$4,624.76
	09/30/19	\$4,624.76
1C Total		\$18,499.04
1D	10/29/18	\$2,947.65
	11/02/18	\$0.00
	04/29/19	\$2,947.65
	05/03/19	\$0.00
	07/01/19	\$2,947.65
	07/05/19	\$0.00
	08/13/19	\$2,947.65
	08/16/19	\$0.00
	1D Total	
2A	10/29/18	\$4,844.98
	11/02/18	\$0.00
	04/29/19	\$4,844.98
	05/03/19	\$0.00
	07/01/19	\$4,844.98
	07/05/19	\$0.00
	08/13/19	\$4,844.98
	08/16/19	\$0.00
	2A Total	
2B	04/29/19	\$5,099.09
	05/03/19	\$0.00
	06/25/19	\$5,099.09
	06/28/19	\$0.00
	07/01/19	\$5,099.09
	07/05/19	\$0.00
	08/13/19	\$5,099.09

ANC	Payment Date	FY 20 Allotment Payment
2F	11/04/19	\$5,535.28
2F	11/12/19	\$0.00
2F	12/18/19	
2F Total		\$0.00
1B	11/04/19	\$7,919.15
1B	11/07/19	\$0.00
1B Total		\$7,919.15
2A	11/04/19	\$5,719.67
2A	11/07/19	\$0.00
2A Total		\$5,719.67
2C	11/04/19	\$1,821.05
2C	11/07/19	\$0.00
2C Total		\$1,821.05
2D	11/04/19	\$899.76
2D	11/07/19	\$0.00
2D Total		\$899.76
5A	11/04/19	\$5,430.28
5A	11/07/19	\$0.00
5A Total		\$5,430.28
5D	11/04/19	\$4,827.26
5D	11/07/19	\$0.00
5D Total		\$4,827.26
6C	11/04/19	\$3,946.78
6C	11/07/19	\$0.00
6C Total		\$3,946.78
6D	11/04/19	\$4,770.76
6D	11/07/19	\$0.00
6D Total		\$4,770.76
Grand Total		\$35,334.71

	08/16/19	\$0.00
2B Total		\$20,396.36
2C	04/29/19	\$1,541.59
	05/03/19	\$0.00
	06/25/19	\$1,541.59
	06/28/19	\$0.00
	07/01/19	\$1,541.59
	07/05/19	\$0.00
	08/13/19	\$1,541.59
	08/16/19	\$0.00
2C Total		\$6,166.36
2D	10/29/18	\$762.32
	11/02/18	\$0.00
	04/29/19	\$762.32
	05/03/19	\$0.00
	07/01/19	\$762.32
	07/05/19	\$0.00
	09/30/19	\$762.32
2D Total		\$3,049.28
2E	10/29/18	\$4,641.70
	11/02/18	\$0.00
	04/29/19	\$4,641.70
	05/03/19	\$0.00
	07/01/19	\$4,641.70
	07/05/19	\$0.00
	08/13/19	\$4,641.70
	08/16/19	\$0.00
2E Total		\$18,566.80
3B	10/29/18	\$2,930.71
	11/02/18	\$0.00
	04/29/19	\$2,930.71
	05/03/19	\$0.00
	09/26/19	\$2,930.71
	09/30/19	\$2,930.71
3B Total		\$11,722.84
3C	04/29/19	\$5,116.03
	05/03/19	\$0.00
	06/25/19	\$5,116.03
	06/28/19	\$0.00
	09/19/19	\$5,116.03
	09/24/19	\$0.00
	09/30/19	\$5,116.03
3C Total		\$20,464.12
3D	04/29/19	\$5,624.25
	05/03/19	\$0.00
	06/25/19	\$5,624.25
	06/28/19	\$0.00
	09/26/19	\$5,624.25
	09/30/19	\$5,624.25
3D Total		\$22,497.00
3E	04/29/19	\$2,896.83
	05/03/19	\$0.00
	06/25/19	\$2,896.83
	06/28/19	\$0.00
	09/30/19	\$5,793.66
3E Total		\$11,587.32
3F	04/29/19	\$3,896.32
	05/03/19	\$0.00

	06/25/19	\$3,896.32
	06/28/19	\$0.00
3F Total		\$7,792.64
3G	04/29/19	\$3,997.96
	05/03/19	\$0.00
	06/25/19	\$3,997.96
	06/28/19	\$0.00
	07/01/19	\$3,997.96
	07/05/19	\$0.00
	08/13/19	\$3,997.96
	08/16/19	\$0.00
3G Total		\$15,991.84
4A	09/30/19	\$8,137.70
4A Total		\$8,137.70
4B	04/29/19	\$5,217.67
	05/03/19	\$0.00
	09/12/19	\$4,709.62
	09/16/19	\$0.00
	09/30/19	\$9,195.12
4B Total		\$19,122.41
4C	09/17/19	\$5,448.64
	09/20/19	\$0.00
	09/30/19	\$14,896.57
4C Total		\$20,345.21
4D	10/29/18	\$3,557.51
	11/02/18	\$0.00
	06/17/19	\$3,557.51
	06/21/19	\$0.00
	09/30/19	\$7,115.02
4D Total		\$14,230.04
5A	10/29/18	\$4,607.82
	11/02/18	\$0.00
	06/17/19	\$4,607.82
	06/21/19	\$0.00
	09/11/19	\$4,607.82
	09/13/19	\$0.00
	09/19/19	\$4,607.82
	09/24/19	\$0.00
5A Total		\$18,431.28
5B	09/30/19	\$11,112.96
5B Total		\$11,112.96
5C	09/11/19	\$3,896.32
	09/13/19	\$0.00
	09/30/19	\$11,688.96
5C Total		\$15,585.28
5D	09/17/19	\$16,330.64
	09/20/19	\$0.00
5D Total		\$16,330.64
5E	09/30/19	\$22,158.16
5E Total		\$22,158.16
6A	09/25/19	\$4,607.82
	09/30/19	\$13,823.46
6A Total		\$18,431.28
6B	06/17/19	\$5,692.01
	06/21/19	\$0.00
	06/25/19	\$5,692.01
	06/28/19	\$0.00
	09/30/19	\$11,384.02

6B Total		\$22,768.04
6C	04/29/19	\$3,337.28
	05/03/19	\$0.00
	06/25/19	\$3,337.28
	06/28/19	\$0.00
	07/01/19	\$3,337.28
	07/31/19	\$0.00
	09/11/19	-\$3,337.28
	09/17/19	\$3,337.28
	09/20/19	\$0.00
	09/30/19	\$3,337.28
6C Total		\$13,349.12
6D	10/29/18	\$4,048.78
	11/02/18	\$0.00
	04/29/19	\$4,048.78
	05/03/19	\$0.00
	09/11/19	\$4,048.78
	09/13/19	\$0.00
	09/19/19	\$4,048.78
	09/24/19	\$0.00
6D Total		\$16,195.12
6E	09/30/19	\$5,632.32
6E Total		\$5,632.32
7B	09/30/19	\$15,885.15
7B Total		\$15,885.15
7C	04/29/19	\$3,964.08
	05/03/19	\$0.00
	06/25/19	\$3,964.08
	06/28/19	\$0.00
	07/01/19	\$3,964.08
	07/05/19	\$0.00
	08/13/19	\$3,964.08
	08/16/19	\$0.00
7C Total		\$15,856.32
7D	04/29/19	\$3,896.32
	05/03/19	\$0.00
	09/30/19	\$2,553.33
7D Total		\$6,449.65
7E	04/29/19	\$3,828.55
	05/03/19	\$0.00
	05/30/19	-\$3,828.55
	06/25/19	\$7,657.10
	06/28/19	\$0.00
	07/01/19	\$3,828.55
	07/05/19	\$0.00
	08/13/19	\$3,828.55
	08/16/19	\$0.00
7E Total		\$15,314.20
7F	09/30/19	\$12,283.42
7F Total		\$12,283.42
8A	07/18/19	\$4,044.96
	07/22/19	\$0.00
	09/11/19	\$4,116.54
	09/24/19	\$0.00
	09/26/19	\$4,116.54
	09/30/19	\$4,116.54
8A Total		\$16,394.58
8B	10/29/18	\$4,014.90

	11/02/18	\$0.00
8B Total		\$4,014.90
8C	09/30/19	\$3,116.54
8C Total		\$3,116.54
8D	06/17/19	\$4,184.30
	06/21/19	\$0.00
	09/30/19	\$12,552.90
8D Total		\$16,737.20
8E	09/11/19	\$4,302.89
	09/13/19	\$0.00
	09/30/19	\$4,283.90
8E Total		\$8,586.79
Grand Total		\$596,113.43