

Department of Human Services  
FY2019 REPROGRAMMING (within DHS)

DATE	AMOUNT	FUNDING	FROM - PROG/ACTIVITY/CSG	TO - PROG/ACTIVITY/CSG	REASON
10/26/2018	\$ 142,062.20	MEDICAID	Agency Management Program/Office of Information Systems-(1040)-CSG 0011 & 0014	Agency Management Program/Office of Information Systems-(1040)-CSG 0040 & 0041	Funds are needed to support the purchase of DIMS software for the DC Access System and the Change and Innovation Contract.
10/30/2018	\$ 1,300,000.00	FEDERAL	Economic Security Administration/Job Opportunity & Training (TANF) (2022) - CSG 0050	Economic Security Admin/TANF (2020) - CSG 0050	Funds are needed for the Home Visits program to identify barriers to employment for TANF customers.
10/31/2018	\$ 96,821.17	FEDERAL	Agency Management Program/Office of Information Systems-(1040)-CSG 0011 & 0014	Agency Management Program/Office of Information Systems-(1040)-CSG 0040	Funds are needed to support the purchase of DIMS software for the DC Access System.
11/15/2018	\$ 1,696,908.57	FEDERAL	Family Service Administration/ HSC Families (5037)/ HSC Individual (5038)- CSG 0050	Family Service Administration/ HSC General(5039)- CSG 0011; 0014; 0050	To support the sub-grantee agreement with The Community Partnership for Rental Assistance Payments and connection to Case Management services for chronically homeless Individuals and Families.
11/30/2018	\$ 31,488.00	FEDERAL	Family Services Admin/Refugee (5040); CSG 0011; 0014	Family Services Admin/Refugee (5040); CSG 0050	To support critical Health, Immunization and screening services for Refugees in the District.
12/11/2018	\$ 207,500.00	FEDERAL	Economic Security Admin/Case Management (2030); CSG 0040	Economic Security Admin/Case Management (2030); CSG 0050	These funds are needed for the vendor to market the One Congregation, One Family program to various congregations; recruit 25-30 congregations per year; administer stipends to congregations; and monitor congregations' participants.
12/12/2018	\$ 50,000.00	FEDERAL	Economic Security Admin/ Case Management (2030) - CSG 0040	Economic Security Admin/ Case Management (2030) - CSG 0050	Funds are needed to continue a new grantee for Workforce for All (WFA) pilot project for TANF customers.
1/7/2019	\$ 254,231.75	FEDERAL	Economic Security Admin/ Case Management (2030) - CSG 0040	Economic Security Admin/ Case Management (2030) - CSG 0050	The purpose of this reprogramming is to separate the budget for participant reimbursement for the SNAP E&T program per the guidance from FNS.
1/8/2019	\$ 1,992,946.00	FEDERAL	Economic Security Administration/Job Opportunity & Training (TANF) (2022) - CSG 0050	Economic Security Admin/ Cash Assistance (TANF) (2021) - CSG 0050	Funds are needed to align budget with projected expenditures for TANF Contingency. As a Federal requirement, DHS is required to delineate TANF funds according to how it is awarded. Contingency funds are awarded separately from the yearly award.
1/29/2019	\$ 326,000.00	FEDERAL	Economic Security Administration/Job Opportunity & Training (TANF) (2022) - CSG 0050	Economic Security Admin/ Cash Assistance (TANF) (2021) - CSG 0050	Funds are needed for the following: 1) to bring on consultant resources to perform critical systems programming and software development upgrade activities required for the Document Imaging Management System (DIMS). 2) Funds for DHS leadership training of ESA staff during a critical time of change and transition within the organization.
3/11/2019	\$ 1,300,000.00	FEDERAL	Economic Security Administration/TANF (2020) - CSG 0050	Economic Security Administration/Job Opportunity & Training (TANF) (2022) - CSG 0050	Funds are needed to support the increase in two (2) TANF Employment & Training providers' client base to serve more TANF eligible clients.
3/21/2019	\$ 15,000.00	FEDERAL	Economic Security Admin/ Case Management (2030) - CSG 0050	Economic Security Admin/ Case Management (2030) - CSG 0040	Funds are needed to market the One Congregation, One Family program's obligation to congregations; recruit 25-30 congregations per year; administer stipends to congregations; and monitor congregation's participants
3/26/2019	\$ 122,258.00	FEDERAL	Agency Fiscal Operations/Budget Operations (110F)-CSG 0050	Agency Fiscal Operations/Budget Operations (110F)-CSG 0041	Funds are needed to align budget with projected expenditures for the single audit/
4/18/2019	\$ 5,000.00	FEDERAL	Family Services Admin/HSC General (5039); CSG 0011; 0014	Family Services Admin/HSC General(5039); CSG 0050	Funds are needed to support the sub-grantee agreement with The Community Partnership.
4/30/2019	\$ 800,228.28	FEDERAL	Economic Security Admin/Eligibility Determination (2040) - CSG 0011, 0012, & 0014	Economic Security Admin/Eligibility Determination (2040) - CSG 0011, 0014, & 0041	Funds are needed to align budget with projected expenditures and (1) extending redesign to all DPO business processes; (2) improving QA and management practices; (3) integrating the workflow system with DCAS and supporting systems; and (4) aligning agency fraud monitoring with industry best practices.
5/15/2019	\$ 20,500.00	FEDERAL	Economic Security Admin/Eligibility Determination (2040) - CSG 0020	Economic Security Admin/Eligibility Determination (2040) - CSG 0040	Funds are needed to avoid operational and service delays and to procure support services and related items for staff that will have an impact on improving operations.
6/12/2019	\$ 50,000.00	FEDERAL	Economic Security Admin/ Case Management (2030) - CSG 0050	Economic Security Admin/ Case Management (2030) - CSG 0040 & 0070	Funds are needed to assist operations in upgrading their current computer operating systems of 100% TANF staff, which will soon no longer be supported by Microsoft to Windows 10 so that the program can continue work and function to provide the services to DC residents. The funds are also needed for other smaller staff support services for which the administration intends to complete before fiscal year end.

6/27/2019	\$ 10,190.00	FEDERAL	Family Service Administration/ HSC Families (5037)- CSG 0011 & 0014	Family Service Administration/ HSC Families (5037)- CSG 0070	Funds are needed to purchase computer equipment for FSA social workers working with TANF eligible families.
6/27/2019	\$ 175,272.00	FEDERAL	Family Services Admin/HSC General (5039); CSG 0011; 0014	Family Services Admin/HSC General (5039); CSG 0070	Funds are needed to purchase computer equipment for FSA social workers and additional equipment for new staff members so that they may work efficiently and effectively.
7/1/2019	\$ 70,000.00	FEDERAL	Agency Fiscal Operations/Budget Operations (110F)-CSG 0050	Agency Fiscal Operations/Budget Operations (110F)-CSG 0070	Microsoft is no longer supporting systems that are older than Windows 10; therefore, the OCFO needs to upgrade systems by purchasing equipment for staff.
7/1/2019	\$ 750,000.00	FEDERAL	Economic Security Admin/Eligibility Determination (2040) - CSG 0011, 0012, & 0014	Economic Security Admin/Eligibility Determination (2040) - CSG 0070	Funds are needed for reallocation of grant funding due to Microsoft no longer supporting systems that are older than Windows 10; therefore, ESA needs to upgrade their systems.
7/10/2019	\$ 211,000.00	FEDERAL	Economic Security Admin/Eligibility Determination (2040) - CSG 0041	Agency Management Program/Risk Management (1055) - CSG 0041	Funds are needed for (1) extending redesign to all DPO business processes; (2) improving QA and management practices; (3) integrating the workflow system with DCAS and support systems; and (4) aligning agency fraud monitoring with industry best practices.
8/8/2019	\$ 144,460.20	FEDERAL	Family Services Admin/ Community Services Block Grant (5090); CSG 0011; 0014	Family Services Admin/ Community Services Block Grant (5090); CSG 0011; 0014	Funds are needed to be passed through towards the United Planning Organization (UPO) and to meet the Federal requirement of 90% of the grant award as a pass-through.
8/9/2019	\$ 70,000.00	MEDICAID	Agency Management Program/Risk Management (1055)-CSG 0012 & 0014	Agency Management Program/Risk Management (1055)-CSG 0040	Microsoft is no longer supporting systems that are older than Windows 10; therefore, the Office of Program Review, Investigations & Monitoring needs to upgrade systems by purchasing equipment for staff.
8/13/2019	\$ 32,000.00	FEDERAL	Agency Fiscal Operations/Budget Operations (110F)-CSG 0050	Agency Fiscal Operations/Budget Operations (110F)-CSG 0040	Funds are needed to align budget with projected expenditures for employee travel and to replace postage meter.
9/10/2019	\$ 5,000,000.00	FEDERAL	Economic Security Admin/ Cash Assistance (TANF)/ (2021) - CSG 0050	Economic Security Admin/TANF (2020) - CSG 0050	Funds are needed to align budget with projected expenditures for TANF Other Basic Assistance.
10/8/2019	\$ 8,729,958.00	FEDERAL	Economic Security Admin/TANF (2020)/Job Opportunity & Training(TANF) (2022)-CSG 0050	Economic Security Admin/ Cash Assistance (TANF) (2021) - CSG 0050	Funds are needed to align budget with projected expenditures for TANF Contingency.



**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the grant or project number and title (if applicable) and general purpose
  - The six standardized questions have been answered in detail with structure

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressional amount (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS
- SOAR 61 Screen prints have been attached to validate that funds are available
- **O-type reprogrammings must include the latest version of the ORA Certificate** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire**

Grant Number: 91IDCR/19

Amount of Request: \$32,000.00

Reviewed By: *BA Bernal*

Review Date: 8/13/19

(Budget Officer/ Supervisor)

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

**FROM:** Hayden Bernard *HA Bernard*  
Agency Fiscal Officer, Department of Human Services

**DATE:** August 13, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Agency Financial Operations (AFO).

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This memo is to request the reprogramming of \$32,000 for the Indirect Cost Recovery Grant (91IDCR/19). The reprogramming request will align the budget with projected expenditures.

**Why are the funds needed?**

The funds are needed to align budget with project expenditures for employee travel and to replace a postage.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Agency Management Operations, (organization code 1000); *Index UCUB9, Central Service Indirect Cost, (object class 0522) to Travel – Local and Office Support (object classes 0522 & 0410)*

**Why are the funds available?**

The funds are available due to a change in planned program spending.

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

If the funds are not reprogrammed AFO employees will be unable to get the training needed to manager Federal Grants and mail out notices and checks to clients.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

Originating Agency Name and Code: Department of Human Services (JAO)		Agency Fund & Code : Federal Grant (8200)	Budget Fiscal Year: 2019
APPROVAL LEVEL:			
Agency Director: Hayden Bernard		OBP Control Number : 91DCR/19	
Agency CFO: Delicia V. Moore		Grant Number/ Phase	
Associate CFO:		Agency Request Number:	
Budget Reprogramming Amount Request: 32,000		Budget Batch Number:	
Prepared By: MICHAEL TROYER		DATE:	
Total # of Pages			

Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
110F	1000	OCFO - BUDGET OPERATIONS	ABUDG	UCUB9	0522	\$450,000.00	\$257,742.00	(\$32,000.00)		\$225,742.00
110F	1000	OCFO - BUDGET OPERATIONS	ABUDG	UCUB9	0401	\$0.00	\$0.00		\$25,000.00	\$25,000.00
110F	1000	OCFO - BUDGET OPERATIONS	ABUDG	UCUB9	0410	\$0.00	\$0.00		\$7,000.00	\$7,000.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>TOTAL</b>						\$450,000.00	\$257,742.00	(\$32,000.00)	\$32,000.00	\$257,742.00

Government of the District of Columbia

APPROVAL REQUIRED FOR THE FOLLOWING:

Shift Between Agencies

Shift Between Control Centers / Activities

Shift Between Responsibility Centers / Programs

Shift Within Responsibility Centers / Programs

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

**Department of Human Services**  
**Agency Fiscal Operations**  
**FY2019 Grants w\ Index and PCA**  
**For Period Ending August 31, 2019**

91IDCR

**FY19 INDIRECT COST RECOVERY GRANT**

Index Code	PCA	CSG	Comp Object	Budget	YTD Expenditures	Encum & Pre-Encum	Intra-District Balance	Available Balance	YTD Revenue
UCUB9	ABUDG	0011	0111	88,809.82	132,308.3	0	0	-43,498.48	0
		<b>0011</b>		<b>88,809.82</b>	<b>132,308.3</b>	<b>0</b>	<b>0</b>	<b>-43,498.48</b>	<b>0</b>
		0014	0141	0	78.24	0	0	-78.24	0
			0142	0	24,725.74	0	0	-24,725.74	0
			0147	22,291.26	0	0	0	22,291.26	0
			0148	0	7,542.44	0	0	-7,542.44	0
			0154	0	136.27	0	0	-136.27	0
			0155	0	397.72	0	0	-397.72	0
			0158	0	1,761.08	0	0	-1,761.08	0
			0159	0	6,613.16	0	0	-6,613.16	0
			0161	0	1,219.92	0	0	-1,219.92	0
		<b>0014</b>		<b>22,291.26</b>	<b>42,474.57</b>	<b>0</b>	<b>0</b>	<b>-20,183.31</b>	<b>0</b>
		0020	0201	13,000	13,947.18	0	0	-947.18	0
		<b>0020</b>		<b>13,000</b>	<b>13,947.18</b>	<b>0</b>	<b>0</b>	<b>-947.18</b>	<b>0</b>
		0040	0401	0	321.39	0	0	-321.39	0
			0402	5,269	14,069.7	0	0	-8,800.7	0
			0406	7,000	996	0	0	6,004	0
		<b>0040</b>		<b>12,269</b>	<b>15,387.09</b>	<b>0</b>	<b>0</b>	<b>-3,118.09</b>	<b>0</b>
		0041	0409	179,258	179,258	0	0	0	0
		<b>0041</b>		<b>179,258</b>	<b>179,258</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		0050	0501	-122,258	0	0	0	-122,258	0
			0522	380,000	0	0	0	380,000	0
		<b>0050</b>		<b>257,742</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>257,742</b>	<b>0</b>
		0070	0710	70,000	0	66,235	0	3,765	0
		<b>0070</b>		<b>70,000</b>	<b>0</b>	<b>66,235</b>	<b>0</b>	<b>3,765</b>	<b>0</b>



**Department of Human Services**  
**Agency Fiscal Operations**  
**FY2019 Grants w\Index and PCA**  
**For Period Ending August 31, 2019**

Index Code	PCA	CSG	Comp Object	Budget	YTD Expenditures	Encum & Pre-Encum	Intra-District Balance	Available Balance	YTD Revenue
UCUB9	ABUDG			643,370.08	383,375.14	66,235	0	193,759.94	0
UCUB9				643,370.08	383,375.14	66,235	0	193,759.94	0
UTCA9	AACCT	0011	0111	990,131.72	808,753.24	0	0	181,378.48	0
		0011		990,131.72	808,753.24	0	0	181,378.48	0
		0013	0135	0	232.01	0	0	-232.01	0
		0013		0	232.01	0	0	-232.01	0
		0014	0141	0	421.19	0	0	-421.19	0
			0142	0	109,407.08	0	0	-109,407.08	0
			0147	248,523.07	0	0	0	248,523.07	0
			0148	0	40,745.61	0	0	-40,745.61	0
			0152	0	5,417.44	0	0	-5,417.44	0
			0154	0	557.99	0	0	-557.99	0
			0155	0	2,355.22	0	0	-2,355.22	0
			0157	0	371.23	0	0	-371.23	0
			0158	0	9,805.17	0	0	-9,805.17	0
			0159	0	34,297.18	0	0	-34,297.18	0
			0161	0	4,999.07	0	0	-4,999.07	0
		0014		248,523.07	208,377.18	0	0	40,145.89	0
		0040	0401	0	167.65	0	0	-167.65	0
			0402	0	8,240.27	0	0	-8,240.27	0
			0408	18,000	3,649.8	0	0	14,350.2	0
			0424	0	7,900	0	0	-7,900	0
		0040		18,000	19,957.72	0	0	-1,957.72	0
	AACCT			1,256,654.79	1,037,320.15	0	0	219,334.64	0
UTCA9				1,256,654.79	1,037,320.15	0	0	219,334.64	0
FY19 INDIRECT COST RECOVERY GRANT				1,900,024.87	1,420,695.29	66,235	0	413,094.58	0
91IDCR				1,900,024.87	1,420,695.29	66,235	0	413,094.58	0

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 08/13/19 11:17 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 100F PGM CODE: BUDG FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 91IDCR 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 AGENCY FINANCIAL OPERATIONS  
PGM LEVEL: 03 BUDGET OPERATIONS (SERVICE LEVEL)  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 11 ADJUSTED BUDG: 257,742.00  
BUDGET AVAIL: 257,742.00 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 450,000.00  
10 EXP BUD REV 192,258.00-  
13 PENDING AME .00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 91IDCR/19

Amount of Request: \$70,000.00

Reviewed By:

Sharon P. Felix

(Budget Officer/ Supervisor)

Review Date:

7/1/2019


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** July 1, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Agency Financial Operations (AFO)

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This memo is to request the reprogramming of \$ \$70,000.00 within fund 8200, **IDCR Grant (91IDCR/19)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

Microsoft is no longer supporting systems that are older than Windows 10; therefore, the OCFO needs to upgrade their systems by purchasing equipment for staff.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Agency Financial Operations, (organization code 100F) from UCUB9, (Object Class 0522) to (Object Class 0710).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the subsequent fiscal year, OCFO will not be able to meet the needs of the program to which they provide critical services.

**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 or services will be delayed as a result of this action.



Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

Attachment B -- Federal & Private (8200, 8230, 8400, 8450)				Attachment B -- Grants (8200, 8230, 8400, 8450)						
OPERATING BUDGET REPROGRAMMING REQUEST				Originating Agency Name and Code: Department of Human Services (JAO)			Agency Fund & Code : Federal Grant (8200)		Budget Fiscal Year: 2019	
Government of the District of Columbia				APPROVAL LEVEL:			Agency Director: (signature) 		OBP Control Number :	
APPROVAL REQUIRED FOR THE FOLLOWING:				X    Agency			Agency CFO:  Hayden Bernard		Grant Number/ Phase: 91IDCR/19	
Shift Between Agencies							Associate CFO: Delicia V. Moore		Agency Request Number:	
Shift Between Control Centers / Activities							Budget Reprogramming Amount Request \$ 70,000.00		Budget Batch Number:	
Shift Between Responsibility Centers / Programs				DC Council			Prepared By: Michael Troyer		DATE: 07/01/19	
X    Shift Within Responsibility Centers/ Programs				US Congress					Total # of Pages	
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
110F	100F	OCFO - Budget Operations	ABUDG	UCUB9	0522	\$450,000.00	\$327,742.00	(\$70,000.00)	\$0.00	\$257,742.00
110F	100F	OCFO - Budget Operations	ABUDG	UCUB9	0710	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00
										\$0.00
										\$0.00
										\$0.00
TOTAL						\$450,000.00	\$327,742.00	(\$70,000.00)	\$70,000.00	\$327,742.00
Justification of Reprogramming Proposal: Computer upgrade to Windows 10 for ESA & OCFO										

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 06/27/19 02:46 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 100F PGM CODE: BUDG FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 91IDCR 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 AGENCY FINANCIAL OPERATIONS  
PGM LEVEL: 03 BUDGET OPERATIONS (SERVICE LEVEL)  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 327,742.00  
BUDGET AVAIL: 327,742.00 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 450,000.00  
10 EXP BUD REV 122,258.00-  
13 PENDING AME .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 06/27/19 02:46 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 100F PGM CODE: BUDG FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 91IDCR 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 AGENCY FINANCIAL OPERATIONS  
 PGM LEVEL: 03 BUDGET OPERATIONS (SERVICE LEVEL)  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 09 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



**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

**A reprogramming request package should include:**

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 91IDCR

Amount of Request: \$122,258.00

Reviewed By: Sutherland

Review Date: 3/26/2019

(Budget Officer/ Supervisor)

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** March 26, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Agency Financial Operations (AFO)

---

This memo is to request the reprogramming in the amount of \$122,258.00 for the Indirect Cost Recovery Grant (91IDCR). The reprogramming request will align the budget with projected expenditures.

**Why are the funds needed?**

The funds are needed to align the budget with projected expenditures for the single audit.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Agency Financial Operations (AFO), Organization code 100F from Index UCUB9 (object 0501) to Index UCUB9 (object 0409).

**Why are the funds available?**

The funds are available due to a change in planned program spending.

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

If this action is postponed, DHS will be unable to fund their portion of the single audit.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

cc: Gordon McDonald, Deputy CFO for Budget and Planning



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 03/22/19 10:56 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 100F PGM CODE: BUDG FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 91IDCR 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 AGENCY FINANCIAL OPERATIONS  
PGM LEVEL: 03 BUDGET OPERATIONS (SERVICE LEVEL)  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 05 ADJUSTED BUDG: 450,000.00  
BUDGET AVAIL: 450,000.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 450,000.00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 03/22/19 10:55 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 100F PGM CODE: BUDG FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 91IDCR 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 AGENCY FINANCIAL OPERATIONS  
PGM LEVEL: 03 BUDGET OPERATIONS (SERVICE LEVEL)  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 05 ADJUSTED BUDG: 57,000.00  
BUDGET AVAIL: 57,000.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 57,000.00

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

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

**A reprogramming request package should include:**

Cover Memo requesting reprogramming must be signed and formatted as follows:

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- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 91IDCR/19

Amount of Request: \$70,000.00

Reviewed By: B. Ruthford

Review Date: 8/9/2019

(Budget Officer/ Supervisor)






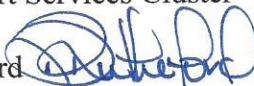
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** August 9, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: AGENCY MANAGEMENT PROGRAM (AMP).

---

This memo is to request the reprogramming of \$70,000.00 in fund 8250 **Grant (91IDCR/19)**. These funds are needed to for the purchase of Office 360 software licenses.

**Why are the funds needed?**

The agency is in the process of a computer refresh due to Microsoft no long supporting older versions of Windows. Along with this comes the need for software licenses to be renewed and updated.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Agency Management Program, (organization code 1000); *Index UMIC9, Term full-time, (object class 0125) and fringe benefits (object class 0147) to IT Software Maintenance (object class 0442)*

**Why are the funds available?**

Funds are available due to vacancies.

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

If the funds are not reprogrammed the program will not have to ability to perform core functions for program operations.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 08/08/19 02:34 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 1000 PGM CODE: C100 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8250 GRANT/PH: 91IDCR 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 OFFICE OF INVESTIGATION & COMPLIANCE  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
INQ YEAR: 19 INQ MONTH: 11 ADJUSTED BUDG: 304,328.00  
BUDGET AVAIL: 304,328.00 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 304,328.00  
15 CASH EXPEND .00  
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 08/08/19 02:34 PM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 1000 PGM CODE: C100 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8250 GRANT/PH: 91IDCR 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 MANAGEMENT SERVICES  
 PGM LEVEL: 03 OFFICE OF INVESTIGATION & COMPLIANCE  
 FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
 INQ YEAR: 19 INQ MONTH: 11 ADJUSTED BUDG: 76,386.32  
 BUDGET AVAIL: 52,543.92 BUDG % AVAIL: 68.79  
 EXPEND/BUDG %: 31.21 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 23,842.40- UNEXPND ALLOT: 23,842.40-  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 09 ORIG EXP BU 76,386.32  
 15 CASH EXPEND 23,842.40  
 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 08/09/19 10:14 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 1000 PGM CODE: C100 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8250 GRANT/PH: 91IDCR 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 MANAGEMENT SERVICES  
 PGM LEVEL: 03 OFFICE OF INVESTIGATION & COMPLIANCE  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 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

NO RECORD FOUND

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

TABLE 2  
 FY 2019 PERSONAL SERVICES EXPENDITURE FORECAST  
 As of June 30, 2019  
 Office of Program Review, Monitoring, and Investigation

Department of Human Services (JA0)

Fund Type: Medicaid Funds 91IDCR (0250)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			PS Forecast for Remaining Pay Periods															
Pay Period End Dates:			Budgeted FTEs	PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Straight-Line YE Forecast (F+K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L+M)	Adjustment Per Projected Revenue	Revised YE PS Forecast	Add'l YE On-Board FTEs	FTE Variation (Over) Under Ceiling (D-G-Q)	Variance, Year End Variation (Over) Under PS Budget (E-P)
Pay Group 1:																		
Pay Group 2:	6/22/2019																	
Pay Group 6:																		
CSG 11, 12, 13, 14 Permanent, Temp, Fringe)																		
	Pay Group 1		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Pay Group 2		-	380,714	113,726	0.00	-	-	6.57	-	113,726	-	113,726	(113,726)	0	-	-	380,714
	Pay Group 6		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal, CSG 11, 12, 13, 14			-	380,714	113,726	0.00	-	-	6.57	-	113,726	-	113,726	(113,726)	0	-	-	380,714
CSG 15 (Overtime)			-	-	6,934	-	-	-	6.57	-	6,934	-	6,934	(6,934)	0	-	-	(0)
CSG 99 (Payroll Default)			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Fund			-	380,714	120,661	0.00	-	-	6.57	-	120,661	-	120,661	(120,660)	1	-	-	380,714
corresponding totals in Table 1			-	380,714									120,661	-	-			380,714
variance				-									-	-				-

Adjustment to Remaining Pay Period Worksheet

Item	Amount	Explanation
<b>Total</b>	-	
Adjustment Based on Projected Earnings		
Amount	Explanation	
(113,726)	OPRMI reclass to 91JAMA	
(6,934)	Overtime adjustment to Medicaid	
<b>Total Projected Earnings Adjustment</b>	<b>(120,660)</b>	
<b>Total</b>	<b>(120,660)</b>	(This total should = the Total Fund amount of column M in the above table)


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** October 31, 2018

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Agency Management Program (AMP)/OIS

---

Agency Management Program (AMP) is requesting the reprogramming of \$96,821.17 in fund 8200 for the Food Stamps Grant JAFS91. The funds are needed to support the purchase of DIMS software for the DC Access System.

**Why are the funds needed?**

The funds are needed to align the budget with program spending and to support the DC Access System within the Office of Information Systems (OIS).

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within the Office of Information Systems (OIS), Organization Code 1000: Index FOCI9 (objects 0012 and 0014) to Index FOCI9 (objects 0409 and 0442).

**Why are the funds available?**

The funds are available due to a change in planned program spending.

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

If this action is postponed, the District will face possible audit findings as DIMS is used to scan client applications into the DC Access System.

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

No programs, services or other purchases will be delayed as a result of this action. This action aligns with the agency's strategic mission, goals, and values.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

**Attachments**

cc: Gordon McDonald, Deputy CFO for Budget and Planning



**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

**A reprogramming request package should include:**

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- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: JAFS91

Amount of Request: \$96,821.17

Reviewed By: S. Rutherford

(Budget Officer/ Supervisor)

Review Date: 10/31/2018

Government of the District of Columbia

Department of Human Services (JAD)

Budget Fiscal Year: 2019  
 Agency Fund & Code:  
 Federal Grant (2010)

Originating Agency Name and Code:

Agency Name and Code:  
 A-1101 - 2010 - 1101 - 1101  
 (Signature)  
 Myrleen Bernard  
 Delicia V. Moore

OSP Control Number:

JAF09/19

Approval Level:

Budget Request Number:  
 DATE: 10/31/18

Budget Reprogramming Amount Requested:  
 \$ 0.00

Amount of Increase (+)  
 \$0.00

Revised Budget Amount:  
 \$0.00

Total # of Pages: 1

Activity Code (Frg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
	1000	AMF/OIS-DCAS Match Operations Funds	AS107	FOC18	0012	\$425,520.43	\$418,049.07	(\$72,615.80)	\$0.00	\$418,049.07
	1000	AMF/OIS-DCAS Match Operations Funds	AS107	FOC18	0014	\$171,924.60	\$169,110.69	(\$24,205.29)	\$0.00	\$169,110.69
	1000	AMF/OIS-DCAS Match Operations Funds	AS107	FOC18	0409	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	1000	AMF/OIS-DCAS Match Operations Funds	AS107	FOC18	0442	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL						\$607,445.03	\$607,159.76	(\$285,831.17)	\$0.00	\$607,159.76

Identification of Reprogramming Request: FTE increase request to assist with the Admin Lines on the grant in accordance with the MOU as received.

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/31/18 04:24 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: JAFS91 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS  
FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D	
INQ YEAR: 19	INQ MONTH: 01	ADJUSTED BUDG:	425,520.43
BUDGET AVAIL:	418,049.07	BUDG % AVAIL:	98.24
EXPEND/BUDG %:	1.76	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	7,471.36-	UNEXPND ALLOT:	7,471.36-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	425,520.43		
15 CASH EXPEND	7,471.36		

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/31/18 04:25 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: JAFS91 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS  
FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D	
INQ YEAR: 19	INQ MONTH: 01	ADJUSTED BUDG:	171,924.60
BUDGET AVAIL:	169,110.69	BUDG % AVAIL:	98.36
EXPEND/BUDG %:	1.64	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	2,813.91-	UNEXPND ALLOT:	2,813.91-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	171,924.60		
15 CASH EXPEND	2,813.91		

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/31/18 04:00 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 19 ORG CODE: \_\_\_\_\_ PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: \_\_\_\_\_ GRANT/PH: JAFS91 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL:  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
INQ YEAR: 19 INQ MONTH: 01 ADJUSTED BUDG: 97,875.00  
BUDGET AVAIL: 27,502.17 BUDG % AVAIL: 28.10  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 97,875.00  
19 PRE-ENCUM O 70,372.83

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/26/18 09:55 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: \_\_\_\_\_ GRANT/PH: JAFS91 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS  
FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 01 ADJUSTED BUDG: .00  
BUDGET AVAIL: .00 BUDG % AVAIL: .00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

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

Fund Type: FOOD STAMP 8200

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
Pay Period End Dates: Pay Group 2: CSG 11, 12, 13, 14 Performance, Temp, Fringe)	Budgeted FTEs	PS Budget	YTD PS Expenditures	Current No. On-Board	Vacant Positions	Current Pay Period PS	No. Pay Periods	Expenditures for Remaining Pay Periods	Straight-Line VE Forecast (4-8)	Adjustment To Remaining Pay Periods	Adjusted VE PS Forecast (10 + 11)	Adjusted Per Projected Revenue	Revised VE Forecast	Add'l VE On- Board	Variance Year End FTE Variation (Over/ Under)	Variance (Over/ Under) PS
Subtotal, CSG 11, 12, 13, 14 CSG 15 (Overhead) CSG 99 (Payroll Detail)	5.00	856,883	36,894	4.50	1.35	2,909	22.93	66,696	103,590	100,052	212,641	212,641	212,641	1.35	3.2	644,242
Pay Group 1 Pay Group 2 Pay Group 6		856,883	36,894	4.50	1.4	2,909	22.93	66,696	103,590	100,052	212,641	212,641	212,641	1.35	3.2	644,242
Total Fund		856,883	37,586	4.50	1.4	2,982	22.93	68,379	106,845	100,052	215,407	215,407	215,407	1.35	3.2	641,866

Adjustment to Remaining Pay Period Worksheet

Item	Amount	Explanation
	1,348	Adjustment for COLA
	107,594	New Hire Adjustment for 1.4 FTEs
Adjustment Based on Projected Earnings	109,052	Explanation
Total	109,052	
Total Projected Earnings Adjustment		

Total 109,052 (This total should = the Total Fund amount of column 11 in the above table)

**Department of Human Services**  
**Agency Management Program**  
**For Period Ending October 31, 2018**  
**FEDERAL**

0200

GAAP Category/ Title	CSG\TITLE	Budget	YTD Expenditures	Enc & Pre-Enc	Intra district Balance	Available Balance
PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	259,438.03	10,218.75	0	0	249,219.28
	0012 - REGULAR PAY - OTHER	425,520.43	19,112.52	0	0	406,407.91
	0013 - ADDITIONAL GROSS PAY	0	89.85	0	0	-89.85
	0014 - FRINGE BENEFITS - CURR PERSONNEL	171,924.6	7,472.72	0	0	164,451.88
	0015 - OVERTIME PAY	0	692.22	0	0	-692.22
<b>PERSONNEL SERVICES</b>		<b>856,883.06</b>	<b>37,586.06</b>	<b>0</b>	<b>0</b>	<b>819,297</b>
NON-PERSONNEL SERVICES	0041 - CONTRACTUAL SERVICES - OTHER	97,875	0	70,372.83	0	27,502.17
<b>NON-PERSONNEL SERVICES</b>		<b>97,875</b>	<b>0</b>	<b>70,372.83</b>	<b>0</b>	<b>27,502.17</b>
<b>0200</b>		<b>954,758.06</b>	<b>37,586.06</b>	<b>70,372.83</b>	<b>0</b>	<b>846,799.17</b>



S502 V2.1  
LINK TO: \_\_\_\_\_

PRD

DISTRICT OF COLUMBIA R\*STARS 2.1  
BATCH BALANCING

11/01/18 12:56 PM  
DSNF

BATCH AGENCY: JA0  
BATCH DATE: 110118  
BATCH TYPE: 1  
BATCH NUMBER: 147

BATCH BALANCING:

ENTERED COUNT: 00004  
COMPUTED COUNT: 00004

ENTERED AMOUNT: 00000193642.34  
COMPUTED AMOUNT: 00000193642.34

PAYMENT DIST TYPE:

DISB METH IND:

USER ID: R6JACW9  
USER CLASS: 04

CRYSTAL WHITTAKER

BATCH HAS BEEN SUCCESSFULLY RELEASED

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

S502 V2.1

PRD

DISTRICT OF COLUMBIA R\*STARS 2.1

11/01/18 12:16 PM

LINK TO: \_\_\_\_\_

BATCH BALANCING

DSNF

BATCH AGENCY: JA0  
BATCH DATE: 110118  
BATCH TYPE: 1  
BATCH NUMBER: 147

BATCH BALANCING:

ENTERED COUNT: 00004

ENTERED AMOUNT: 00000193642.34

COMPUTED COUNT: 00004

COMPUTED AMOUNT: 00000193642.34

PAYMENT DIST TYPE:

DISB METH IND:

USER ID: R6JACW9

CRYSTAL WHITTAKER

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

S520 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 11/01/18 12:16 PM  
LINK TO: \_\_\_\_\_ VIEW A BATCH DSNF

BATCH ID: AGENCY JAO DATE 110118 TYPE 1 NO 147 SEQUENCE 00001  
MODE EDIT & POST EFF DATE 110118 STATUS H PRINTER ID: \_\_\_\_\_

S	P	SEQ	CUR DOC/SFX	REF DOC/SFX	M	AGY	TC	INDEX	PCA	AY	AMOUNT	R
-		00001	APJAFSCW 001			JAO	017	FOCI9	AS107	19	72615.88	R
-		00002	APJAFSCW 002			JAO	017	FOCI9	AS107	19	24205.29	R
-		00003	APJAFSCW 003			JAO	017	FOCI9	AS107	19	43234.43	
-		00004	APJAFSCW 004			JAO	017	FOCI9	AS107	19	53586.74	

ENTERED COUNT: 00000 ENTERED AMOUNT: 000000000000.00  
 COMPUTED COUNT: 00004 COMPUTED AMOUNT: 00000193642.34  
 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


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** **October 26, 2018**

**SUBJECT:** Request for Reprogramming of Medicaid Funds for FY 2019: Agency Management Program (AMP)/OIS

---

Agency Management Program (AMP)/OIS is requesting the reprogramming of \$142,062.20 in fund 8250 for the TANF Grant JAMA91. The funds are needed to support the purchase of DIMS software for the DC Access System and the Change and Innovation contract.

**Why are the funds needed?**

The funds are needed to align the budget with program spending and to support the DC Access System within the Office of Information Systems (OIS).

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Office of Information Systems (OIS), Organization Code 1000: Index MOIC9 (objects 0011 and 0014) to Index APOIC (objects 0409 and 0442).

**Why are the funds available?**

The funds are available due to a change in planned program spending.

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

If this action is postponed, the District will face possible audit findings as DIMS is used to scan client applications into the DC Access System.

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

No programs, services or other purchases will be delayed as a result of this action. This action aligns with the agency's strategic mission, goals, and values.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

**Attachments**

cc: Gordon McDonald, Deputy CFO for Budget and Planning

ORF&ATNG BUDGET REPROGRAMMING REQUEST

Government of the District of Columbia

Department of Human Services (JMJ)

MOONEY Fund & Grant  
Medicaid Grant (2550)

Budget Fiscal Year  
2018

APPROVAL REQUIRED FOR THE FOLLOWING:

Originating Agency Name and Code:

Agency Director

OBP Control Number:

JAN431/19

Shift Between Agencies	
Shift Between Control Centers / Activities	X
Shift Between Responsibility Centers / Programs	
Shift Within Responsibility Center / Programs	

Agency	
Off of Budget	
DC Council	
IG Committee	

Agency CDO:	Hyden Bernard
Agency CDO:	Chellia V Moore
Budget Reprogramming Amount Requested:	\$142,042.20
Requested By:	Crysal Whiteaker

Agency Request Phase:	
Agency Request Number:	
Budget Batch Number:	
DATE:	10/20/18

Total # of Pages

Activity Code (Frg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
1000	AAMP/OIS-DCCAS Match Operations Funds		AS107	MOICB	0011	\$710,212.08	\$710,212.08	(\$106,546.43)	\$0.00	\$603,665.65
1000	AAMP/OIS-DCCAS Match Operations Funds		AS107	MOICB	0014	\$421,075.37	\$421,075.37	(\$35,518.55)	\$0.00	\$385,556.82
1000	AAMP/OIS-DCCAS Match Operations Funds		AS107	MOICB	0409	\$268,312.50	\$268,312.50	\$10,501.12	\$10,501.12	\$278,813.62
1000	AAMP/OIS-DCCAS Match Operations Funds		AS107	MOICB	0442	\$0.00	\$0.00	\$131,491.08	\$131,491.08	\$131,491.08
TOTAL						\$1,399,599.95	\$1,399,599.95	(\$142,042.20)	\$142,042.20	\$1,399,599.95

Authentication of Reprogramming Request: FTE Increase request to establish the Admin Issue on the front in accordance with the NDD4s provided.

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/24/18 10:47 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8250 GRANT/PH: JAMA91 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS

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>01</u>	ADJUSTED BUDG:	710,212.08
BUDGET AVAIL:	710,212.08	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	710,212.08		

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/24/18 10:48 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8250 GRANT/PH: JAMA91 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS  
FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S	
INQ YEAR: 19	INQ MONTH: 01	ADJUSTED BUDG:	421,075.37
BUDGET AVAIL:	421,075.37	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	421,075.37		

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



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/24/18 10:53 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8250 GRANT/PH: JAMA91 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS  
FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S	
INQ YEAR: 19	INQ MONTH: 01	ADJUSTED BUDG:	268,312.50
BUDGET AVAIL:	268,312.50	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	268,312.50		

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/26/18 10:26 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: \_\_\_\_\_ GRANT/PH: JAMA91 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS

FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S	
INQ YEAR: 19	INQ MONTH: 01	ADJUSTED BUDG:	.00
BUDGET AVAIL:	.00	BUDG % AVAIL:	.00
EXPEND/BUDG %:	0.00	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	.00	UNEXPND ALLOT:	.00
BT TITLE	AMOUNT	BT TITLE	AMOUNT

NO RECORD FOUND

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

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Pay Period End Date:	Budgeted FTEs	FY Budget	FY Actuals	Current On-Budget FTEs	Unused Positions D-9	Current Pay Period Expenditures	No. Pay Periods Remaining	Expenditures Not Remaining (Budget Line)	Straight-Line VS Forecast (Adj)	Adjustment To Remaining Pay Periods	Adjusted FY PB Forecast (9 + 11)	Adjusted Per Projected Revenue	Projected FY PB Forecast	Adj'd VS Based FTEs	Voluntary FTE Withdrawal (Over) Under Budget D-12
Pay Group 1: Pay Group 2: Pay Group 3: Pay Group 4: Pay Group 5: Pay Group 6: Pay Group 7: Pay Group 8: Pay Group 9: Pay Group 10: Pay Group 11: Pay Group 12: Pay Group 13: Pay Group 14: Pay Group 15: Pay Group 16: Pay Group 17: Pay Group 18: Pay Group 19: Pay Group 20:															
Permanent, Temp, Prog)															
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COB 41, 42, 43, 44, 45, 46, 47, 48, 49, 50															
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COB 611, 612, 613, 614, 615, 616, 617, 618, 619, 620															
COB 621, 622, 623, 624, 625, 626, 627, 628, 629, 630															
COB 631, 632, 633, 634, 635, 636, 637, 638, 639, 640															
COB 641, 642, 643, 644, 645, 646, 647, 648, 649, 650															
COB 651, 652, 653, 654, 655, 656, 657, 658, 659, 660															
COB 661, 662, 663, 664, 665, 666, 667, 668, 669, 670															
COB 671, 672, 673, 674, 675, 676, 677, 678, 679, 680															
COB 681, 682, 683, 684, 685, 686, 687, 688, 689, 690															
COB 691, 692, 693, 694, 695, 696, 697, 698, 699, 700															
COB 701, 702, 703, 704, 705, 706, 707, 708, 709, 710															
COB 711, 712, 713, 714, 715, 716, 717, 718, 719, 720															
COB 721, 722, 723, 724, 725, 726, 727, 728, 729, 730															
COB 731, 732, 733, 734, 735, 736, 737, 738, 739, 740															
COB 741, 742, 743, 744, 745, 746, 747, 748, 749, 750															
COB 751, 752, 753, 754, 755, 756, 757, 758, 759, 760															
COB 761, 762, 763, 764, 765, 766, 767, 768, 769, 770															
COB 771, 772, 773, 774, 775, 776, 777, 778, 779, 780															
COB 781, 782, 783, 784, 785, 786, 787, 788, 789, 790															
COB 791, 792, 793, 794, 795, 796, 797, 798, 799, 800															
COB 801, 802, 803, 804, 805, 806, 807, 808, 809, 810															
COB 811, 812, 813, 814, 815, 816, 817, 818, 819, 820															
COB 821, 822, 823, 824, 825, 826, 827, 828, 829, 830															

**Department of Human Services  
 Agency Management Program  
 For Period Ending October 31, 2018  
 MEDICAID**

0250

GAAP Category Title	CSG\TITLE	Budget	YTD Expenditures	Enc & Pre-Enc	Intra district Balance	Available Balance
PERSONNEL SERVICES	0011- REGULAR PAY - CONT FULL TIME	710,212.08	11,352.46	0	0	698,859.62
	0012- REGULAR PAY - OTHER	967,379	23,049.71	0	0	944,329.29
	0013- ADDITIONAL GROSS PAY	0	129,28	0	0	-129,28
	0014- FRINGE BENEFITS - CURR PERSONNEL	421,075.37	8,715.7	0	0	412,359.67
	0015- OVERTIME PAY	0	732.53	0	0	-732.53
<b>PERSONNEL SERVICES</b>		<b>2,098,666.45</b>	<b>43,979.68</b>	<b>0</b>	<b>0</b>	<b>2,054,686.77</b>
NON-PERSONNEL SERVICES	0041- CONTRACTUAL SERVICES - OTHER	268,312.5	0	0	0	268,312.5
<b>NON-PERSONNEL SERVICES</b>		<b>268,312.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>268,312.5</b>
<b>0250</b>		<b>2,366,978.95</b>	<b>43,979.68</b>	<b>0</b>	<b>0</b>	<b>2,322,999.27</b>
<b>Summary</b>		<b>5,509,888.25</b>	<b>101,133.16</b>	<b>55,133</b>	<b>0</b>	<b>5,353,622.09</b>

**Department of Human Services**  
**Agency Management Program**  
**For Period Ending October 31, 2018**  
**MEDICAID**

0250

GAAP Category Title	CSG/TITLE	Budget	YTD Expenditures	Enc & Pre-Enc	Intra district Balance	Available Balance
PERSONNEL SERVICES	0011- REGULAR PAY - CONT FULL TIME	710,212.08	-619.57	0	0	710,831.65
	0012- REGULAR PAY - OTHER	967,379	-1,519.81	0	0	968,898.81
	0014- FRINGE BENEFITS - CURR PERSONNEL	421,075.37	-538.33	0	0	421,613.7
	0015- OVERTIME PAY	0	-115.96	0	0	115.96
<b>PERSONNEL SERVICES</b>		<b>2,096,666.45</b>	<b>-2,793.67</b>	<b>0</b>	<b>0</b>	<b>2,101,460.12</b>
NON-PERSONNEL SERVICES	0041- CONTRACTUAL SERVICES - OTHER	268,312.5	0	0	0	268,312.5
<b>NON-PERSONNEL SERVICES</b>		<b>268,312.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>268,312.5</b>
<b>0250</b>		<b>2,366,978.95</b>	<b>-2,793.67</b>	<b>0</b>	<b>0</b>	<b>2,369,772.62</b>
<b>Summary</b>		<b>5,509,898.25</b>	<b>-8,277.6</b>	<b>103,049.67</b>	<b>0</b>	<b>5,415,116.18</b>

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: IAMA91

Amount of Request: \$142,062.20

Reviewed By: Rutherford  
(Budget Officer/ Supervisor)

Review Date: 10/26/2018

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

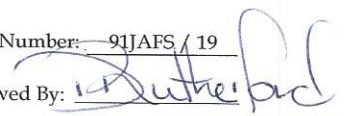
- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 91JAFS / 19

Amount of Request: \$254,231.75

Reviewed By: 

(Budget Officer/ Supervisor)

Review Date: 4/7/19

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

**FROM:** *for* Hayden Bernard *Rutherford*  
Agency Fiscal Officer, Department of Human Services

**DATE:** January 4, 2019

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

---

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

**Why are the funds needed?**

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

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.



**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index FTIJ9, Travel - Local (Object Class 0401) and Subsidies and Transfers (Object Class 0501) to Index FTPR9, Subsidies and Transfers (Object Class 0501),

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year, DHS will be out of compliance with Federal requirements and budget will not be aligned with the program's approved spend plan.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
HUMAN SUPPORT SERVICES CLUSTER**

**POLICY AND PROCEDURES MANUAL**

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

OPERATING BUDGET REPROGRAMMING REQUEST		Department of Human Services (JAO)		Agency Fund & Code : Federal Grant (8200)	Budget Fiscal Year: 2019				
Government of the District of Columbia		Original Agency Name and Code:		Agency Control Number : 91JAFS / 19					
APPROVAL REQUIRED FOR THE FOLLOWING:									
X	Shift Between Agencies			Agency Director: (signature) Agency CFO: <i>[Signature]</i> Hayden Bernard Associate CFO: Delicia V. Moore Budget Reprogramming Amount Req: \$254,231.75 Prepared By: Michael Troyer Budget Batch Number: DATE: 01/07/19 Total # of Pages					
	Shift Between Control Centers / Activities								
	Shift Between Responsibility Centers / Programs								
	Shift Within Responsibility Centers/ Programs								
X		PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
2030	2000	TCM10	FTU9	0501	\$2,071,952.70	\$2,071,952.70	(\$234,294.94)	\$0.00	\$1,837,657.76
2030	2000	TCM10	FTU9	0401	\$16,561.31	\$16,561.31	(\$16,561.31)	\$0.00	\$0.00
2030	2000	TCM10	FTU9	0402	\$3,000.00	\$3,000.00	(\$3,000.00)	\$0.00	\$0.00
2030	2000	TCM10	FTU9	0410	\$375.50	\$375.50	(\$375.50)	\$0.00	\$0.00
2030	2000	TCM01	FTPR9	0501	\$0.00	\$0.00	\$0.00	\$234,294.94	\$234,294.94
2030	2000	TCM01	FTPR9	0401	\$0.00	\$0.00	\$0.00	\$19,936.81	\$19,936.81
<b>TOTAL</b>					<b>\$2,091,889.51</b>	<b>\$2,091,889.51</b>	<b>(\$254,231.75)</b>	<b>\$254,231.75</b>	<b>\$2,091,889.51</b>

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

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

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM10 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 91JAFS 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 CASE MGMT: JOB READINESS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 2,071,952.70  
BUDGET AVAIL: 2,071,952.70 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 2,071,952.70

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

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

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM10 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 91JAFS 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 CASE MGMT: JOB READINESS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 19,936.81  
BUDGET AVAIL: 19,936.81 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 19,936.81

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**  
Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF/19

Amount of Request: \$207,500.00

Reviewed By:

S. Retha

(Budget Officer/ Supervisor)

Review Date:

12/11/2018

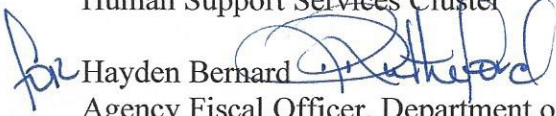
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** December 11, 2018

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

---

This memo is to request the reprogramming of \$207,500.00 within fund 8200, **TANF Grant (99AFTE/19)**. The purpose of this reprogramming is to provide funds to a vendor that will assist in providing services to the participants of the One Congregation, One Family program. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

These funds are needed for the vendor to market the One Congregation, One Family program's obligation program to congregations; recruit 25-30 congregations per year; administer stipends to congregations; and, monitor congregations' participants.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCMF9, Prof. Service Fees and Contracts (Object Class 0408) to Index TCMF9, Subsidies and Transfers (Object Class 0501).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year, ESA's One Congregation, One Family program will not be able to meet its obligation to the participants and congregations who are mentoring the TANF clients to become self-sufficient.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
 OFFICE OF THE CHIEF FINANCIAL OFFICER  
 HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

Attachment B -- Federal & Private (8200, 8230, 8400, 8450)

OPERATING BUDGET REPROGRAMMING REQUEST		Department of Human Services (JAO)		Agency Fund & Code : Federal Grant (8200)		Budget Fiscal Year: 2019				
Government of the District of Columbia		Original Agency Name and Code:		Agency Director: (signature) <i>Hayden Bernard</i>		OBP Control Number : 99AFTF/19				
APPROVAL REQUIRED FOR THE FOLLOWING:		APPROVAL LEVEL:		Agency CFO: <i>Delicia V. Moore</i>		Grant Number/ Phase				
<input type="checkbox"/> Shift Between Agencies <input checked="" type="checkbox"/> Shift Between Control Centers / Activities <input type="checkbox"/> Shift Between Responsibility Centers / Programs <input type="checkbox"/> Shift Within Responsibility Centers/ Programs		<input checked="" type="checkbox"/> Agency <input type="checkbox"/> Ofc of Budget <input type="checkbox"/> DC Council <input type="checkbox"/> US Congress		Associate CFO: Prepared By: Michael Troyer		Agency Request Number: Budget Batch Number:				
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	FCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
2030	2000	ESA TANF Case Management	TCM19	TCMF9	0408	\$219,500.00	\$219,500.00	(\$207,500.00)	\$0.00	\$12,000.00
2030	2000	ESA TANF Case Management	TCM19	TCMF9	0501	\$10,000.00	\$10,000.00	\$0.00	\$207,500.00	\$217,500.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
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										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>TOTAL</b>						<b>\$229,500.00</b>	<b>\$229,500.00</b>	<b>(\$207,500.00)</b>	<b>\$207,500.00</b>	<b>\$229,500.00</b>

Justification of Reprogramming Proposal: to provide funds to a vendor that will assist in providing services to the participants of the One Congregation One Family program.



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 12/07/18 11:43 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM19 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 10,000.00  
BUDGET AVAIL: 10,000.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 10,000.00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 12/07/18 11:42 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM19 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT  
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 219,500.00  
 BUDGET AVAIL: 219,500.00 BUDG % AVAIL: 100.00  
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 09 ORIG EXP BU 219,500.00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
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- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**  
Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF/19

Amount of Request: \$326,000.00

Reviewed By:

B. Rutherford

(Budget Officer/ Supervisor)

Review Date:

1/29/2019


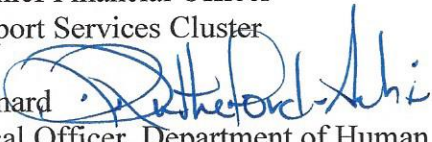
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** January 29, 2019

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

---

This memo is to request the reprogramming of \$326,000.00 within fund 8200, **TANF Grant (99AFTE/19)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

These funds are needed for two (2) reasons: 1) To bring on consultant resources to perform critical systems programming and software development upgrade activities required for the Document Imaging Management System (DIMS) to bring the scanning system up-to-date. This is to resolve the current scanning/upload issues that are faced by the staff providing eligibility determination/re-determination services for public assistance benefits; 2) Funds for DHS leadership training of ESA staff during a critical time of change and transition within the organization and the ESA

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TADM9, Contractual Services (Object Class 0409) to Index TMDE9, Contractual Services (Object Class 0409).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year, it will have a negative impact on District residents/customers as they will continue to experience more time delays with assistance due to systems issues with uploading documentation into the eligibility systems via DIMS for determinations to be completed because the upgrade is in dire need. It will have a negative impact on the ESA's ability to meet its mission and objective to provide timely services to residents. Also, if the leadership training is not completed during this critical time of change and transition to provide the tools for staff to move progressively forward to meet performance objectives, it will have a trickle down impact on staff and customers in having services executed.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 01/29/19 08:46 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E144 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD (ADMIN/ADMIN)  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 854,249.14  
BUDGET AVAIL: 657,604.16 BUDG % AVAIL: 76.98  
EXPEND/BUDG %: 2.58 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 196,644.98- UNEXPND ALLOT: 22,020.87-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 854,249.14  
15 CASH EXPEND 22,020.87  
17 ACCRUED EXP .00  
18 ENCUMB OUTS 174,624.11  
19 PRE-ENCUM O .00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 01/29/19 08:46 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 387,000.00  
 BUDGET AVAIL: 131,884.04 BUDG % AVAIL: 34.08  
 EXPEND/BUDG %: 14.11 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 255,115.96- UNEXPND ALLOT: 54,587.98-  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 09 ORIG EXP BU 387,000.00  
 15 CASH EXPEND 45,766.70  
 17 ACCRUED EXP 8,821.28  
 18 ENCUMB OUTS 200,527.98  
 19 PRE-ENCUM O .00

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





HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
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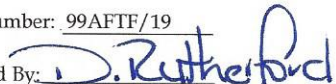
Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF/19

Amount of Request: \$1,992,946.00

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

1/9/19


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** January 8, 2019

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

---

This memo is to request the reprogramming of \$1,992,946.00 within fund 8200, **TANF Grant (99AFTF/19)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

Funds are needed to align budget with projected expenditures for TANF Contingency. As a Federal requirement, DHS is required to delineate TANF funds according to how it is awarded. Contingency funds are awarded separately from the yearly award. These funds are used to provide cash assistance to TANF eligible customers.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TJOB9, Subsidies and Transfers (Object Class 0501) to Index TCNF9, Cash Assistance (Object Class 0501).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not reprogrammed, the agency will lapse TANF Contingency Funds which must be expended by the end of the fiscal year.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

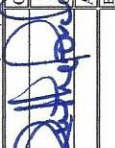
Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

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

OPERATING BUDGET REPROGRAMMING REQUEST		Department of Human Services (JAO)		Agency Fund & Code:	Budget Fiscal Year:					
Government of the District of Columbia		Federal Grant (8200)		2019						
<b>APPROVAL REQUIRED FOR THE FOLLOWING:</b>										
APPROVAL LEVEL:										
Agency Director: (signature) 		OBP Control Number:		99AFTF/19						
Agency CFO: Haydeeh Boudard		Grant Number/ Phase								
Associate CFO: Delicia V. Moore		Agency Request Number:								
Budget Reprogramming Amount Request: \$ 1,992,946.00		Budget Batch Number:		DATE: 01/09/19						
Prepared By: Michael Troyer		Total # of Pages								
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
2022	2000	ESA TANF Employment Program	T-108	T-JOB9	0501	\$24,709,398.00	\$23,409,398.00	(\$1,992,946.00)	\$0.00	\$21,416,452.00
2021	2000	ESA TANF Contingency	TCA24	TCNF9	-0504	\$0.00	\$0.00	\$0.00	\$1,992,946.00	\$1,992,946.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>TOTAL</b>						\$24,709,398.00	\$23,409,398.00	(\$1,992,946.00)	\$1,992,946.00	\$23,409,398.00

Justification of Reprogramming Proposal: This is to align budget with projected expenditures for the FY19 TANF Contingency Funds.

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 01/08/19 01:54 PM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM  
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 23,409,398.90  
 BUDGET AVAIL: 4,635,564.36 BUDG % AVAIL: 19.80  
 EXPEND/BUDG %: 2.49 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 16,934,539.54- UNEXPND ALLOT: 583,976.46-  

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	24,709,398.90	19	PRE-ENCUM O	1,839,295.00
10	EXP BUD REV	1,300,000.00-			
13	PENDING AME	.00			
15	CASH EXPEND	583,976.46			
17	ACCRUED EXP	.00			
18	ENCUMB OUTS	16,350,563.08			

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 01/09/19 02:56 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CA24 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 TANF CASH: CONTINGENCY FUNDS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: .00  
BUDGET AVAIL: 3,398,465.00- BUDG % AVAIL: .00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 3,398,465.00- UNEXPND ALLOT: 3,398,465.00-  
BT TITLE AMOUNT BT TITLE AMOUNT  
15 CASH EXPEND 3,398,465.00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

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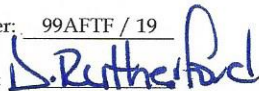
Required Back up documentation

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- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF / 19

Amount of Request: \$1,300,000.00

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

10/30/2018

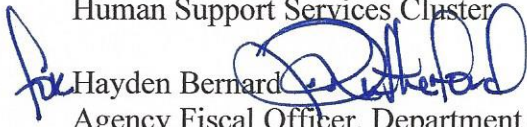
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** October 30, 2018

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

---

This memo is to request the reprogramming of \$1,300,000 within fund 8200, **TANF Grant (99AFTF/19)** for a Home Visits program to identify barriers to employment for TANF customers. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

These funds are needed to provide services as needed for TANF Home Visits Initiative.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TJOB9 (0501) to Index TVHA9 (0501).

**Why are the funds available?**

These funds are available due to a change in planned program spending.



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

If these funds are not reprogrammed for the TANF Home Visits Initiative, TANF clients who have been sanctioned or in danger of being sanctioned will be at risk of not receiving critical services that help remove barriers to employment.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/30/18 09:07 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: T106 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 TANF: HOME VISITS  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 01 ADJUSTED BUDG: .00  
 BUDGET AVAIL: .00 BUDG % AVAIL: .00  
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/30/18 09:06 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 01 ADJUSTED BUDG: 24,709,398.90  
BUDGET AVAIL: 3,709,710.79 BUDG % AVAIL: 15.01  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 16,036,894.69- UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 24,709,398.90  
18 ENCUMB OUTS 16,036,894.69  
19 PRE-ENCUM O 4,962,793.42

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

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- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF/19

Amount of Request: \$50,000.00

Reviewed By:

S. Rutherford

(Budget Officer/ Supervisor)

Review Date:

12/12/18

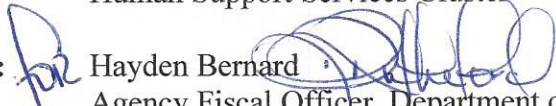
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** December 11, 2018

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

---

This memo is to request the reprogramming of \$50,00.00 within fund 8200, **TANF Grant (99AFTF/19)**. The purpose of this reprogramming is to provide a continuation of funds to a new grantee for a Workforce For All (WFA) Pilot project. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

These funds are needed to continue a new sub-grantee agreement pilot in FY19 for Temporary Assistance for Needy Families (TANF) customers. This is needed to fill in service gaps and to assist those underserved customers as they work toward obtaining and/or maintaining stable employment to become self-sufficient.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCTM9, Prof. Service Fees and Contracts (Object Class 0408) to Index TCTM9, Subsidies and Transfers (Object Class 0501).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year, it will have a negative impact on District residents/customers that experience service gaps or are underserved to sustain their families. It will also have a negative impact on the ESA's ability to meet its mission and objective to find new and innovative ways to engage and assist the customers with overall stability to sustain employment for self-sufficiency, as soon as possible, as not to delay any progression.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
 OFFICE OF THE CHIEF FINANCIAL OFFICER  
 HUMAN SUPPORT SERVICES CLUSTER  
 POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

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

Attachment B – Federal & Private (8200, 8230, 8400, 8450)

OPERATING BUDGET REPROGRAMMING REQUEST

Originating Agency Name and Code: Department of Human Services (JAO)		Agency Fund & Code: Federal Grant/8200		Budget Fiscal Year: 2018						
APPROVAL LEVEL:			Agency Director: (signature)		OBP Control Number:					
X Agency Ofc of Budget DC Council US Congress			Agency CFO: Hayden-Bernard		Grant Number/Phase: 99AFTF/19					
Shift Between Agencies Shift Between Control Centers / Activities X Shift Between Responsibility Centers / Programs Shift Within Responsibility Centers/ Programs			Associate CFO: Delicia V. Moore		Agency Request Number: Budget Batch Number:					
APPROVAL REQUIRED FOR THE FOLLOWING:			Budget Reprogramming Amount Request \$ 50,000.00		Total # of Pages					
Prepared By: Michael Troyer										
Activity Code (Prq Structure)	Resp Cir Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
2030	2000	ESA TANF Case Management	TOM11	TCTM9	0408	\$135,000.00	\$135,000.00	(\$50,000.00)	\$0.00	\$85,000.00
2030	2000	ESA TANF Case Management	TOM11	TCTM9	0501	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>TOTAL</b>						\$135,000.00	\$135,000.00	(\$50,000.00)	\$50,000.00	\$135,000.00

Justification of Reprogramming Proposal: to provide additional services to Temporary Assistance for Needy Families (TANF) customers to fill in service gaps and to assist those underserved customers as they work toward obtaining and/or maintaining stable employment to become self-sufficient



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 12/11/18 03:36 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: .00  
 BUDGET AVAIL: .00 BUDG % AVAIL: .00  
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 12/11/18 03:35 PM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN  
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 03 ADJUSTED BUDG: 135,000.00  
 BUDGET AVAIL: 128,564.00 BUDG % AVAIL: 95.23  
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 6,436.00- UNEXPND ALLOT: .00  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 09 ORIG EXP BU 135,000.00  
 18 ENCUMB OUTS 6,436.00  
 19 PRE-ENCUM O .00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF / 19

Amount of Request: \$1,300,000.00

Reviewed By:

*S. Rutherford*

(Budget Officer/ Supervisor)

Review Date:

*3/14/19*

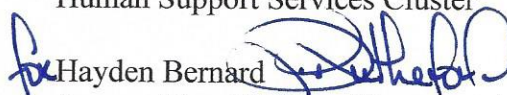
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** March 11, 2019

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

---

This memo is to request the reprogramming of \$1,300,000 within fund 8200, **TANF Grant (99AFTF/19)** for two TANF Employment and Training providers increasing their client base size to serve more TANF eligible customers. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

These funds are needed to provide services as needed for TANF JOBS program.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TVHA9 (0501) to Index TJOB9 (0501).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not reprogrammed for the TANF Employment and Training initiative, TANF eligible clients will be at risk of not receiving critical services that help remove barriers to employment and becoming self-sufficient.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 03/11/19 12:13 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: T106 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 TANF: HOME VISITS

FUNC LEVEL:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 1,300,000.00  
BUDGET AVAIL: 1,300,000.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
10 EXP BUD REV 1,300,000.00  
13 PENDING AME .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 03/11/19 11:53 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM

FUNC LEVEL:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 21,416,452.90  
BUDGET AVAIL: 2,361,423.18 BUDG % AVAIL: 11.03  
EXPEND/BUDG %: 7.34 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 17,215,734.72- UNEXPND ALLOT: 1,571,005.16-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 24,709,398.90 18 ENCUMB OUTS 15,644,729.56  
10 EXP BUD REV 3,292,946.00- 19 PRE-ENCUM O 1,839,295.00  
13 PENDING AME .00  
15 CASH EXPEND 1,098,313.25  
16 INTRA-DIST .00  
17 ACCRUED EXP 472,691.91

INTERRUPTED FUNCTION RESTARTED

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



HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
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- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
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- Authorized personnel have signed in the required fields

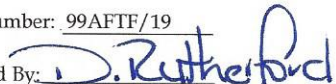
Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF/19

Amount of Request: \$1,992,946.00

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

1/9/19


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** January 8, 2019

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

---

This memo is to request the reprogramming of \$1,992,946.00 within fund 8200, **TANF Grant (99AFTF/19)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

Funds are needed to align budget with projected expenditures for TANF Contingency. As a Federal requirement, DHS is required to delineate TANF funds according to how it is awarded. Contingency funds are awarded separately from the yearly award. These funds are used to provide cash assistance to TANF eligible customers.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TJOB9, Subsidies and Transfers (Object Class 0501) to Index TCNF9, Cash Assistance (Object Class 0501).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not reprogrammed, the agency will lapse TANF Contingency Funds which must be expended by the end of the fiscal year.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 01/08/19 01:54 PM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM  
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: 23,409,398.90  
 BUDGET AVAIL: 4,635,564.36 BUDG % AVAIL: 19.80  
 EXPEND/BUDG %: 2.49 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 16,934,539.54- UNEXPND ALLOT: 583,976.46-  

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	24,709,398.90	19	PRE-ENCUM O	1,839,295.00
10	EXP BUD REV	1,300,000.00-			
13	PENDING AME	.00			
15	CASH EXPEND	583,976.46			
17	ACCRUED EXP	.00			
18	ENCUMB OUTS	16,350,563.08			

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 01/09/19 02:56 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CA24 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 TANF CASH: CONTINGENCY FUNDS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 04 ADJUSTED BUDG: .00  
BUDGET AVAIL: 3,398,465.00- BUDG % AVAIL: .00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 3,398,465.00- UNEXPND ALLOT: 3,398,465.00-  
BT TITLE AMOUNT BT TITLE AMOUNT  
15 CASH EXPEND 3,398,465.00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
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- The amount in the increase and decrease columns should net to zero
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- Authorized personnel have signed in the required fields

Required Back up documentation

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- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 89AFTF/18

Amount of Request: \$5,000,000.00

Reviewed By: D. Rutherford

(Budget Officer/ Supervisor)

Review Date: 9/12/2019

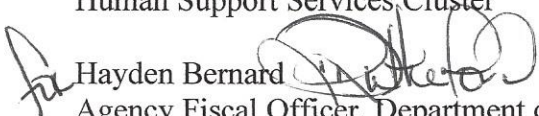
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** September 10, 2019

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

---

This memo is to request the reprogramming of \$5,000,000.00 within fund 8200, **TANF Grant (89AFTF/18)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

Funds are needed to align budget with projected expenditures for TANF Other Basic Assistance.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.



**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCSH8, Financial Aid (Object Class 0504) to Index TOBA8, Cash Assistance (Object Class 0501).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not reprogrammed, the agency will be deficient in funding for this program.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 09/10/19 01:41 PM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CA23 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 TANF CASH  
 FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 12 ADJUSTED BUDG: 12,406,978.63  
 BUDGET AVAIL: 6,006,423.13 BUDG % AVAIL: 48.41  
 EXPEND/BUDG %: 51.59 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 6,400,555.50- UNEXPND ALLOT: 6,400,555.50-  

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
10	EXP BUD REV	12,406,978.63			
13	PENDING AME	.00			
15	CASH EXPEND	6,400,555.50			

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 09/10/19 01:43 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: T126 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 89AFTF 18 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 TANF: OTHER BASIC ASSISTANCE  
FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D
INQ YEAR: 19	INQ MONTH: 12	ADJUSTED BUDG: 1,726,198.12
BUDGET AVAIL:	5,000,000.00-	BUDG % AVAIL: .00
EXPEND/BUDG %:	367.94	ALLOT/BUDG %: 0.00
ALLOTMENT BAL:	6,726,198.12-	UNEXPND ALLOT: 6,351,459.20-
BT TITLE	AMOUNT	BT TITLE
10 EXP BUD REV	1,726,198.12	
13 PENDING AME	.00	
15 CASH EXPEND	6,351,459.20	
17 ACCRUED EXP	.00	
18 ENCUMB OUTS	374,738.92	

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet
- Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: 99AFTF/19

Amount of Request: \$8,729,958.00

Reviewed By:

B. Rutherford

(Budget Officer/ Supervisor)

Review Date:

10/8/2019

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** October 8, 2019

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

---

This memo is to request the reprogramming of \$8,729,958.00 within fund 8200, **TANF Grant (99AFTF/19)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

Funds are needed to align budget with projected expenditures for TANF Contingency.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TJOB9 and TPOA9, Subsidies and Transfers (Object Class 0501) to Index TCNF9, Cash Assistance (Object Class 0504).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not reprogrammed, the budget will not be aligned with projected expenditures for TANF Contingency.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

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

APPROVAL REQUIRED FOR THE FOLLOWING:		Originating Agency Name and Code:		Department of Human Services (JAO)		Agency Fund & Code:		Budget Fiscal Year:	
Government of the District of Columbia		8200		8200		8200		2019	
OPERATING BUDGET REPROGRAMMING REQUEST		APPROVAL LEVEL:		Agency Director: (Signature)		OBP Control Number:			
Shift Between Agencies		X		Hayden Bernard		99AFTF/19			
Shift Between Control Centers / Activities				Associate CFO: Delicia V. Moore		Grant Number/Phase			
Shift Between Responsibility Centers / Programs				Budget Reprogramming Amount Request \$ 8,729,958.00		Agency Request Number:			
Shift Within Responsibility Centers/ Programs				Prepared By: Michael Troyer		Budget Batch Number:		1007/19	
Activity Code (Prg Structure)		Resp Cir Code (Org Structure)		Control Center / Responsibility Center Name		PCA		Index	
2020		2000		ESA TANF Program Operations		TJ109		TJOB9	
2020		2000		ESA TANF Program Operations		TT112		TPOA9	
2021		2000		ESA TANF Program Operations		TCA24		TCNF9	
TOTAL				\$26,709,398.90		(\$8,729,958.00)		\$18,000,000.00	

Justification of Reprogramming Proposal: To upgrade computer systems with Window 10 and other office support services.



S061 V2.1 PRD  
LINK TO: \_\_\_\_\_

DISTRICT OF COLUMBIA R\*STARS 2.1  
AGENCY BUDGET FINANCIAL INQUIRY

10/07/19 04:05 PM  
DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: J109 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 TANF: EMPLOYMENT PROGRAM  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 13 ADJUSTED BUDG: 22,716,452.90  
BUDGET AVAIL: 7,919,950.06 BUDG % AVAIL: 34.86  
EXPEND/BUDG %: 49.77 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 14,796,502.84- UNEXPND ALLOT: 11,553,741.79-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 24,709,398.90 18 ENCUMB OUTS 3,242,761.05  
10 EXP BUD REV 1,992,946.00- 19 PRE-ENCUM O .00  
13 PENDING AME .00  
15 CASH EXPEND 10,838,355.10  
16 INTRA-DIST 247,412.66  
17 ACCRUED EXP 467,974.03

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/07/19 04:09 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: T112 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 TANF: OTHER PROGRAMS  
 FUNC LEVEL:  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 13 ADJUSTED BUDG: 2,000,000.00  
 BUDGET AVAIL: 2,000,000.00 BUDG % AVAIL: 100.00  
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 09 ORIG EXP BU 2,000,000.00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/07/19 04:09 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CA24 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 TANF CASH: CONTINGENCY FUNDS  
FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 13 ADJUSTED BUDG: 1,992,946.00  
BUDGET AVAIL: 8,729,958.00- BUDG % AVAIL: .00  
EXPEND/BUDG %: 538.04 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 10,722,904.00- UNEXPND ALLOT: 10,722,904.00-  
BT TITLE AMOUNT BT TITLE AMOUNT  
10 EXP BUD REV 1,992,946.00  
13 PENDING AME .00  
15 CASH EXPEND 10,722,904.00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**  
Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF/19

Amount of Request: \$15,000.00

Reviewed By: D. Rutherford

(Budget Officer/ Supervisor)

Review Date: 3/28/2019

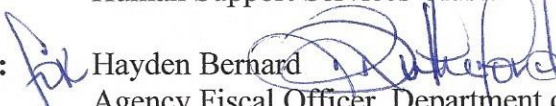
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** March 21, 2019

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

---

This memo is to request the reprogramming of \$15,000.00 within fund 8200, **TANF Grant (99AFTF/19)**. The purpose of this reprogramming is to align expenditures with projected spending in providing services to the participants of the One Congregation, One Family program. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

These funds are needed for to market the One Congregation, One Family program's obligation to congregations; recruit 25-30 congregations per year; administer stipends to congregations; and, monitor congregations' participants.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCMF9, Subsidies and Transfers (Object Class 0501) to Index TCMF9, Prof. Service Fees and Contracts (Object Class 0408).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year, ESA's One Congregation, One Family program will not be able to meet its obligation to the participants and congregations who are mentoring the TANF clients to become self-sufficient.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 03/21/19 11:47 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM19 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 06 ADJUSTED BUDG: 12,000.00  
BUDGET AVAIL: 870.27 BUDG % AVAIL: 7.25  
EXPEND/BUDG %: 29.37 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 3,523.95- UNEXPND ALLOT: 3,523.95-

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	219,500.00			
10	EXP BUD REV	207,500.00-			
13	PENDING AME	.00			
15	CASH EXPEND	3,523.95			
16	INTRA-DIST	.00			
19	PRE-ENCUM O	7,605.78			

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



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 03/21/19 11:47 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM19 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 CASE MGMT: ONE CONGREGATN/FAMILY INITIAT  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 06 ADJUSTED BUDG: 217,500.00  
BUDGET AVAIL: 217,500.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 10,000.00  
10 EXP BUD REV 207,500.00  
13 PENDING AME .00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:



Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification



All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields



Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 29FSBA/12

Amount of Request: \$20,500.00

Reviewed By:

S. Rutherford

(Budget Officer/ Supervisor)

Review Date:

5/15/2019


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** May 15, 2019

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

---

This memo is to request the reprogramming of \$20,500.00 in fund 8200, **SNAP Bonus (29FSBA/12)**. These funds are needed to avoid operational and service delays. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

The funds are needed to procure support services and related items for the staff that will have an impact on improving operations.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from (Index FSBA2), *Supplies and Materials* (object class 0201) to (Index FSBA2) *Office Support* (object class 0410).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year, it will have a negative impact on the staffs' ability to serve the needs of the District residents in a timely manner.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

Attachment B -- Federal & Private (8200, 8230, 8400, 8450)

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

OPERATING BUDGET REPROGRAMMING REQUEST										
Government of the District of Columbia			Originating Agency Name and Code: Department of Human Services (JA0)				Agency Fund & Code : Federal Grant (8200)		Budget Fiscal Year: 2019	
APPROVAL REQUIRED FOR THE FOLLOWING:			APPROVAL LEVEL:				Agency Director: (signature)		OBP Control Number :	
							Agency CFO: Hayden Bernard		Grant Number/ Phase 29FSBA/12	
			X				Associate CFO: Delicia V. Moore		Agency Request Number:	
<input type="checkbox"/> Shift Between Agencies <input type="checkbox"/> Shift Between Control Centers / Activities <input type="checkbox"/> Shift Between Responsibility Centers / Programs <input checked="" type="checkbox"/> Shift Within Responsibility Centers/ Programs			<input type="checkbox"/> Agency <input type="checkbox"/> Ofc of Budget <input type="checkbox"/> DC Council <input type="checkbox"/> US Congress				Budget Reprogramming Amount Request \$ 20,500.00		Budget Batch Number:	
							Prepared By: Michael Troyer		DATE 05/15/19	
Total # of Pages										
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
2040	2000	Eligibility Determination	TE137	FSBA2	0201	\$25,500.00	\$25,500.00	(\$20,500.00)	\$0.00	\$5,000.00
2040	2000	Eligibility Determination	TE137	FSBA2	0410	\$25,928.34	\$25,928.34	\$0.00	\$20,500.00	\$46,428.34
										\$0.00
										\$0.00
										\$0.00
										\$0.00
<b>TOTAL</b>						\$51,428.34	\$51,428.34	(\$20,500.00)	\$20,500.00	\$51,428.34

Justification of Reprogramming Proposal: The funds are needed to procure support services and related items for the staff that will have an impact on improving operations.

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 05/15/19 09:19 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E137 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 29FSBA 12 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: FOOD STAMP BONUS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 08 ADJUSTED BUDG: 25,928.34  
BUDGET AVAIL: 25,928.34 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
10 EXP BUD REV 25,928.34  
13 PENDING AME .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 05/15/19 09:19 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E137 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 29FSBA 12 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 ELIG SVCS: FOOD STAMP BONUS  
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 08 ADJUSTED BUDG: 25,500.00  
 BUDGET AVAIL: 25,500.00 BUDG % AVAIL: 100.00  
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 10 EXP BUD REV 25,500.00  
 13 PENDING AME .00

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


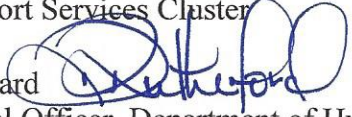
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** June 12, 2019

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

---

This memo is to request the reprogramming of \$50,000.00 in fund 8200, **TANF Grant (99AFTF/19)**. These funds are needed to upgrade equipment to Windows 10 due to Microsoft not supporting earlier versions.

**Why are the funds needed?**

These funds are needed to assist operations in upgrading their current computer operating systems of 100% TANF staff, which will soon no longer be supported by Microsoft to Windows 10, so that the program can continue work and function to provide the services to DC Residents. The funds are also needed for other smaller staff support services for which the administration intends to complete before for fiscal year end.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Index TCTM9, *Subsidies and Transfers* (object class 0501) to *Office Support & Equipment and Machinery* (object classes 0410 & 0702)



**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year the agency will (1) fall significantly behind on development of mission-critical strategic initiatives; (2) incur consequences of operating without a completed service delivery model, including: backlogs, complaints, inquiries, and staff burnout; (3) submit to potential legal and administrative consequences, such as additional fair hearings, investigations, litigation, and required oversight; (4) incur potential financial consequences in the form of incorrect payments, settlements, and even Federal sanctions. All delays in these activities have a negative impact on the operations of administering public assistance benefits to the residents of the District of Columbia.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 06/06/19 08:53 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN  
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 5,500.00  
 BUDGET AVAIL: 5,500.00 BUDG % AVAIL: 100.00  
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 09 ORIG EXP BU 5,500.00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 06/06/19 08:53 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN  
 FUNC LEVEL:

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D	
INQ YEAR: 19	INQ MONTH: 09	ADJUSTED BUDG:	85,000.00
BUDGET AVAIL:	78,564.00	BUDG % AVAIL:	92.43
EXPEND/BUDG %:	7.57	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	6,436.00-	UNEXPND ALLOT:	6,436.00-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	135,000.00	18 ENCUMB OUTS	.00
10 EXP BUD REV	50,000.00-	19 PRE-ENCUM O	.00
13 PENDING AME	.00		
15 CASH EXPEND	6,436.00		
16 INTRA-DIST	.00		
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 06/06/19 08:52 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: CM11 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 CASE MGMT: TANF JOBS/TANF ADMIN  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 50,000.00  
BUDGET AVAIL: 50,000.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
10 EXP BUD REV 50,000.00  
13 PENDING AME .00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF/19

Amount of Request: \$50,000.00

Reviewed By: D. Ruthford

Review Date: 6/7/19

(Budget Officer/ Supervisor)

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency in memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the age the grant or project number and title (if applicable) and general purpose
  - The six standardized questions have been answered in detail with strong

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS cost
- SOAR 61 Screen prints have been attached to validate that funds are available in the current budget
- O-type reprogrammings must include the latest version of the ORA Certification. Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award

Grant Number: 99AFTF/19

Amount of Request: \$211,000.00

Reviewed By:

S. Ruthford

(Budget Officer/ Supervisor)

Review Date:

7/10/2019


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** July 10, 2019

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

---

This memo is to request the reprogramming of \$211,000.00 in fund 8200, **TANF Grant (99AFTF/19)**. These funds are needed to acquire the specialized expertise and critical delivery capacity necessary for updating the service delivery model and achieve compliance. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

The funds are needed for (1) extending redesign to all DPO business processes; (2) improving QA and management practices; (3) integrating the workflow system with DCAS and supporting systems; and (4) aligning agency fraud monitoring with industry best practices.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed from Economic Security Administration, (organization code 2000) (Index TMDE9), *Contractual Services* (object class 0409) to Agency Management Program: Office of Program Review, Monitoring and Investigation (Index TCIM9) *Contractual Services* (object class 0409).



**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year the agency will (1) fall significantly behind on development of mission-critical strategic initiatives; (2) incur consequences of operating without a completed service delivery model, including: backlogs, complaints, inquiries, and staff burnout; (3) submit to potential legal and administrative consequences, such as additional fair hearings, investigations, litigation, and required oversight; (4) incur potential financial consequences in the form of incorrect payments, settlements, and even Federal sanctions. All delays in these activities have a negative impact on the operations of administering public assistance benefits to the residents of the District of Columbia.

And, reprogramming is needed to align budget with projected expenditures in personal services.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

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

APPROVAL REQUIRED FOR THE FOLLOWING:		Government of the District of Columbia		Department of Human Services (J40)		Agency Fund & Code:		Budget Fiscal Year:		
OPERATING BUDGET REPROGRAMMING REQUEST		Shift Between Agencies		Shift Between Control Centers / Activities		Shift Between Responsibility Centers / Programs		2018		
Activity Code (Prq Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
X										
2040	2000	Eligibility Determination	TMDE9	TE115	0409	\$387,000.00	\$1,174,000.00	(\$711,000.00)	\$0.00	\$963,000.00
1055	1000	Investigation & Compliance	TCIM9	AC100	0409	\$0.00	\$0.00	\$0.00	\$211,000.00	\$211,000.00
										\$0.00
										\$0.00
<b>TOTAL</b>						<b>\$387,000.00</b>	<b>\$1,174,000.00</b>	<b>(\$211,000.00)</b>	<b>\$211,000.00</b>	<b>\$1,174,000.00</b>

Justification of Reprogramming Proposal: (1) extending redesign to all DPO business processes, (2) improving QA and management practices, (3) integrating the workflow system with DCAS and supporting systems, and (4) aligning agency fraud monitoring with industry best practices.

Original Agency Name and Code: Department of Human Services (J40)  
 APPROVAL LEVEL:  
 X Agency  
 DC Council  
 US Congress  
 Agency Director (signature)  
 Associate CTO: Delicia V Moore  
 Budget Reprogramming Amount Requested \$ 211,000.00  
 Prepared By: Michael T'oyer  
 Grant Number/Phase: 99AFTF19  
 Agency Request Number:  
 Budget Batch Number:  
 DATE: 07/10/19  
 Total # of Pages

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 07/10/19 11:46 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
INQ YEAR: 19 INQ MONTH: 10 ADJUSTED BUDG: 1,174,000.00  
BUDGET AVAIL: 339,324.00 BUDG % AVAIL: 28.90  
EXPEND/BUDG %: 20.96 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 834,676.00- UNEXPND ALLOT: 283,521.14-

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	387,000.00	18	ENCUMB OUTS	551,154.86
10	EXP BUD REV	787,000.00	19	PRE-ENCUM O	.00
13	PENDING AME	.00			
15	CASH EXPEND	246,043.29			
16	INTRA-DIST	37,477.85			
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 07/10/19 11:46 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 1000 PGM CODE: \_\_\_\_\_ FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL:  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
INQ YEAR: 19 INQ MONTH: 10 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  
15 CASH EXPEND .00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 99AFTF/19

Amount of Request: \$750,000.00

Reviewed By:

Bionne Rutherford  
(Budget Officer/ Supervisor)

Review Date:

7/1/2019

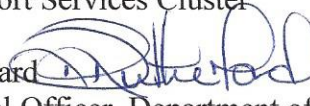
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

**FROM:** *for* Hayden Bernard   
Agency Fiscal Officer, Department of Human Services

**DATE:** July 1, 2019

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

---

This memo is to request the reprogramming of \$750,000.00 within fund 8200, **TANF Grant (99AFTE/19)**. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

Microsoft is no longer supporting systems that are older than Windows 10; therefore, ESA needs to upgrade their systems.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from Indexes TMDE9, TERI9 & TCME9, (Object Classes 0111, 0121, 0147, 0133, 0501) to (Object Class 0710).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year, it will have a negative impact on District residents/customers and staff. Customers will experience service gaps and/or be underserved to sustain their families, while staff will be unable to work and provide services because they do not have the appropriate resources to perform their duties.

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

There will be no delays in programs or services as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

Attachment B -- Federal & Private (8200, 8230, 8400, 8450)

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

OPERATING BUDGET REPROGRAMMING REQUEST										
Government of the District of Columbia			Originating Agency Name and Code: Department of Human Services (JA0)				Agency Fund & Code : Federal Grant (8200)		Budget Fiscal Year: 2019	
APPROVAL REQUIRED FOR THE FOLLOWING:			APPROVAL LEVEL:				Agency Director: (signature)		OBP Control Number :	
							Agency CFO: Hayden Bernard		Grant Number/ Phase	
							Associate CFO: Delicia V. Moore		Agency Request Number:	
							Budget Reprogramming Amount Requested \$ 750,000.00		DATE	
X Shift Within Responsibility Centers/ Programs			US Congress				Prepared By: Michael Troyer		07/09/19	
Shift Between Agencies			Agency							
Shift Between Control Centers / Activities			Ofc of Budget							
Shift Between Responsibility Centers / Programs			DC Council							
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
2040	2000	Eligibility Determination	TMDE9	TE115	0111	\$777,195.41	\$645,238.95	(\$250,124.00)	\$0.00	\$395,114.95
2040	2000	Eligibility Determination	TMDE9	TE115	0121	\$267,196.99	\$267,196.99	(\$69,648.61)	\$0.00	\$197,548.38
2040	2000	Eligibility Determination	TERI9	TQM11	0111	\$567,859.59	\$567,859.59	(\$200,000.00)	\$0.00	\$367,859.59
2040	2000	Eligibility Determination	TERI9	TQM11	0147	\$142,532.76	\$142,532.76	(\$50,000.00)	\$0.00	\$92,532.76
2040	2000	Eligibility Determination	TCME9	TE128	0111	\$144,066.66	\$144,066.66	(\$144,066.66)	\$0.00	\$0.00
2040	2000	Eligibility Determination	TCME9	TE128	0147	\$36,160.73	\$36,160.73	(\$36,160.73)	\$0.00	\$0.00
2040	2000	Eligibility Determination	TMDE9	TE115	0710	\$218,000.00	\$218,000.00	\$0.00	\$750,000.00	\$968,000.00
										\$0.00
										\$0.00
<b>TOTAL</b>						<b>\$2,153,012.14</b>	<b>\$2,021,055.68</b>	<b>(\$750,000.00)</b>	<b>\$750,000.00</b>	<b>\$2,021,055.68</b>

Justification of Reprogramming Proposal: Computer upgrade to Windows 10 for ESA & OCFO



S061 V2.1 PRD  
LINK TO: \_\_\_\_\_

DISTRICT OF COLUMBIA R\*STARS 2.1  
AGENCY BUDGET FINANCIAL INQUIRY

06/27/19 09:42 AM  
DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
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>09</u>	ADJUSTED BUDG:	645,238.95
BUDGET AVAIL:	252,642.15	BUDG % AVAIL:	39.15
EXPEND/BUDG %:	60.85	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	392,596.80-	UNEXPEND ALLOT:	392,596.80-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	777,195.41		
10 EXP BUD REV	131,956.46-		
13 PENDING AME	.00		
15 CASH EXPEND	392,596.80		
17 ACCRUED EXP	.00		

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

S061 V2.1 PRD  
LINK TO: \_\_\_\_\_

DISTRICT OF COLUMBIA R\*STARS 2.1  
AGENCY BUDGET FINANCIAL INQUIRY

06/27/19 09:42 AM  
DSNF

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 267,196.99  
BUDGET AVAIL: 223,656.76 BUDG % AVAIL: 83.70  
EXPEND/BUDG %: 16.30 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 43,540.23- UNEXPND ALLOT: 43,540.23-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 267,196.99  
15 CASH EXPEND 43,540.23  
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 06/27/19 09:42 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD

FUNC LEVEL:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 187,676.57  
BUDGET AVAIL: 47,482.25 BUDG % AVAIL: 25.30  
EXPEND/BUDG %: 74.70 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 140,194.32- UNEXPND ALLOT: 140,194.32-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 262,142.53  
10 EXP BUD REV 74,465.96-  
13 PENDING AME .00  
15 CASH EXPEND 140,194.32  
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 06/27/19 09:43 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0015 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 90,000.00  
BUDGET AVAIL: 60,176.16 BUDG % AVAIL: 66.86  
EXPEND/BUDG %: 33.14 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 29,823.84- UNEXPND ALLOT: 29,823.84-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 90,000.00  
15 CASH EXPEND 29,823.84  
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 07/01/19 01:20 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: QM11 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ESA: ELIG REVIEW & INVESTIGATIO UNIT  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 10 ADJUSTED BUDG: 567,859.59  
BUDGET AVAIL: 387,530.08 BUDG % AVAIL: 68.24  
EXPEND/BUDG %: 31.76 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 180,329.51- UNEXPND ALLOT: 180,329.51-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 567,859.59  
15 CASH EXPEND 180,329.51  
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 07/01/19 01:20 PM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: QM11 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 ESA: ELIG REVIEW & INVESTIGATIO UNIT  
 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>10</u>	ADJUSTED BUDG:	142,532.76
BUDGET AVAIL:	103,158.91	BUDG % AVAIL:	72.38
EXPEND/BUDG %:	27.62	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	39,373.85-	UNEXPND ALLOT:	39,373.85-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
09 ORIG EXP BU	142,532.76		
15 CASH EXPEND	39,373.85		
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 07/01/19 11:22 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E128 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTE 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG DETER SRVC/IMA/CM #2  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 10 ADJUSTED BUDG: 144,066.66  
BUDGET AVAIL: 144,066.66 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 144,066.66

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

S061 V2.1 PRD  
LINK TO: \_\_\_\_\_

DISTRICT OF COLUMBIA R\*STARS 2.1  
AGENCY BUDGET FINANCIAL INQUIRY

07/01/19 11:22 AM  
DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E128 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG DETER SRVC/IMA/CM #2  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 10 ADJUSTED BUDG: 36,160.73  
BUDGET AVAIL: 36,160.73 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 36,160.73

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



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 06/27/19 10:26 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
 FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 218,000.00  
 BUDGET AVAIL: .00 BUDG % AVAIL: .00  
 EXPEND/BUDG %: 50.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 218,000.00- UNEXPND ALLOT: 109,000.02-  

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	218,000.00			
15	CASH EXPEND	109,000.02			
17	ACCRUED EXP	.00			
18	ENCUMB OUTS	108,999.98			
19	PRE-ENCUM O	.00			

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

TABLE 2  
 FY 2019 PERSONAL SERVICES EXPENDITURE FORECAST  
 For Month Ending 5/31/2019

Department of Human services (JA0): Economic Security Administration

YEAR END 10/1/2019

Fund Type: Case Management 100%

A	B	C	D	E	F	G	H	I	PS Forecast for Remaining Pay Periods					O	P	Variance, Year End		
									J	K	L	M	N			Q	R	S
Pay Period End Dates:			Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Straight-Line YE Forecast (F+K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L + M)	Adjustment Per Projected Revenue	Revised Adjusted YE PS Forecast (N + O)	Add'l YE On-Board FTEs	FTE (Over) Under Budgeted FTEs (D-G-Q)	PS Forecast (Over) Under Budget (E-P)
Pay Group 1:		5/25/2019																
Pay Group 2:																		
Pay Group 6:																		
CSG 11, 12, 13, 14																		
Permanent, Temp, Fringe)																		
Pay Group 1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pay Group 2			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pay Group 6			54.0	4,719,581	2,283,460	45.0	9.0	146,751	8.71	1,278,830	3,562,290	176,656	3,738,946	-	3,738,946	7.0	2.0	980,635
Subtotal, CSG 11, 12, 13, 14			54.0	4,719,581	2,283,460	45.0	9.0	146,751	8.71	1,278,830	3,562,290	176,656	3,738,946	-	3,738,946	7.0	2.0	980,635
CSG 15 (Overtime)					8,803			252		2,199	11,002		11,002		11,002			(11,002)
CSG 99 (Payroll Default)																		
Total Fund			54.0	4,719,581	2,292,262	45.0	9.0	147,003	8.71	1,281,029	3,573,291	176,656	3,749,948	-	3,749,948	7.0	2.0	969,633
corresponding totals in Table 1				4,719,581	2,292,262							176,656	3,749,948	-	3,749,948			969,633
variance																		

Adjustment to Remaining Pay Period Worksheet

Item	Amount	Explanation (Organize your Items by CSG to better reflect them in Table 1)
	176,540	New Hire Adjustment - 7 FTEs
	116	Other Adjustment (Out of cycle, Annual Leave payout, LWOP, promotions)
<b>Total</b>	<b>176,656</b>	

Adjustment Based on Projected Earnings	Amount	Explanation

Total Projected Earnings Adjustment -

Total 176,656 (This total should = the Total Fund amount of column M in the above table)

**TABLE 2  
FY 2019 PERSONAL SERVICES EXPENDITURE FORECAST  
For Month Ending 5/31/2019**

**Department of Human services (JA0): Economic Security Administration**

YEAR END 10/1/2019

**Fund Type: TANF ADMIN (RMS)**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
PS Forecast for Remaining Pay Periods													Variance, Year End					
Pay Period End Dates:			Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Straight-Line YE Forecast (F+K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L + M)	Adjustment Per Projected Revenue	Revised Adjusted YE PS Forecast (N + O)	Add'l YE On-Board FTEs	FTE (Over) Under Budgeted FTEs (D-G-Q)	PS Forecast (Over) Under Budget (E-P)
Pay Group 1:																		
Pay Group 2: 5/25/2019																		
Pay Group 6:																		
CSG 11, 12, 13, 14 Permanent, Temp, Fringe)																		
Pay Group 1			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pay Group 2			55.0	4,725,128	2,664,119	48.0	7.0	169,743	8.71	1,479,186	4,143,305	96,324	4,239,629	(872,988)	3,366,641	2.0	5.0	1,358,487
Pay Group 6			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal, CSG 11, 12, 13, 14			55.0	4,725,128	2,664,119	48.0	7.0	169,743	8.71	1,479,186	4,143,305	96,324	4,239,629	(872,988)	3,366,641	2.0	5.0	1,358,487
CSG 15 (Overtime)				90,000	95,593			3,765	8.71	32,805	128,399		128,399		128,399			(38,399)
CSG 99 (Payroll Default)																		
Total Fund			55.0	4,815,128	2,759,712	48.0	7.0	173,507	8.71	1,511,992	4,271,704	96,324	4,368,028	(872,988)	3,495,040	2.0	5.0	1,320,088
corresponding totals in Table 1				4,815,128	2,759,712							96,324	4,368,028	(872,988)	3,495,040			1,320,088
variance																		

Adjustment to Remaining Pay Period Worksheet

Item	Amount	Explanation (Organize your Items by CSG to better reflect them in Table 1)
	45,294	New Hire Adjustment - 2 FTEs
	51,030	Other Adjustment (Out of cycle, Annual Leave payout, LWOP, promotions)
<b>Total</b>	<b>96,324</b>	
Adjustment Based on Projected Earnings	Amount	Explanation
	(872,988)	Adjustment from TANF RMS to LOCAL to align budget with projected earnings
<b>Total Projected Earnings Adjustment</b>	<b>(872,988)</b>	
<b>Total</b>	<b>(1,649,652)</b>	(This total should = the Total Fund amount of column M in the above table)

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:



Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the age the grant or project number and title (if applicable) and general purpose of
  - The six standardized questions have been answered in detail with strong



All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in \$ budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields



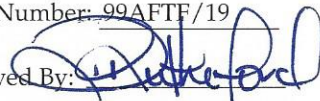
Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached
- This is to ensure that the revised budget authority will support anticipated PS cost
- SOAR 61 Screen prints have been attached to validate that funds are available in the
- **O-type reprogrammings must include the latest version of the ORA Certification**
- Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award**

Grant Number: 99AFTF/19

Amount of Request: \$800,228.28

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

4/30/19


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** April 30, 2019

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

---

This memo is to request the reprogramming of \$800,228.28 in fund 8200, **TANF Grant (99AFTF/19)**. These funds are needed to acquire the specialized expertise and critical delivery capacity necessary for updating the service delivery model and achieve compliance. The funds are also needed to cover projected Personal Services deficit. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

The funds are needed to align budget with projected expenditures and, (1) extending redesign to all DPO business processes; (2) improving QA and management practices; (3) integrating the workflow system with DCAS and supporting systems; and (4) aligning agency fraud monitoring with industry best practices.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Economic Security Administration, (organization code 2000) from (Indexes TMDE9, TDIS9 and TIAI9), *Regular Pay Cont Full Time and Fringe Benefits* (object classes 0111, 0125 and 0147) to (Indexes TMDE9 and TTIT9) to *Contractual*

*Services* (object class 0409) and *Regular Pay Cont Full Time, Regular Pay Other and Fringe Benefits* (object classes 0111, 0125, 0147).

**Why are the funds available?**

These funds are available due to a change in planned program spending.

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

If these funds are not approved until the next fiscal year the agency will (1) fall significantly behind on development of mission-critical strategic initiatives; (2) incur consequences of operating without a completed service delivery model, including: backlogs, complaints, inquiries, and staff burnout; (3) submit to potential legal and administrative consequences, such as additional fair hearings, investigations, litigation, and required oversight; (4) incur potential financial consequences in the form of incorrect payments, settlements, and even Federal sanctions. All delays in these activities have a negative impact on the operations of administering public assistance benefits to the residents of the District of Columbia.

And, reprogramming is needed to align budget with projected expenditures in personal services.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
HUMAN SUPPORT SERVICES CLUSTER

POLICY AND PROCEDURES MANUAL

EXHIBIT 3: Example Attachment B Template (Federal, Private, Private Donations)

Attachment B -- Federal & Private (8200, 8230, 8400, 8450)

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

OPERATING BUDGET REPROGRAMMING REQUEST												
Government of the District of Columbia				Originating Agency Name and Code: Department of Human Services (JA0)				Agency Fund & Code : Federal Grant (8200)		Budget Fiscal Year: 2019		
APPROVAL REQUIRED FOR THE FOLLOWING:				APPROVAL LEVEL:				Agency Director: (signature) 		OBP Control Number :		
								Agency CFO: Hayden Bernart		Grant Number/ Phase 99AFTF/19		
								Associate CFO: Delicia V. Moore		Agency Request Number:		
<input type="checkbox"/> Shift Between Agencies				<input checked="" type="checkbox"/> Agency				Budget Reprogramming Amount Requested \$ 800,228.28		Budget Batch Number:		
<input type="checkbox"/> Shift Between Control Centers / Activities				<input type="checkbox"/> Ofc of Budget						DATE		Total # of Pages
<input type="checkbox"/> Shift Between Responsibility Centers / Programs				<input type="checkbox"/> DC Council						04/30/19		
<input checked="" type="checkbox"/> Shift Within Responsibility Centers/ Programs				<input type="checkbox"/> US Congress						Prepared By: Michael Troyer		
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	Index	PCA	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount		
2040	2000	Eligibility Determination	TMDE9	TE115	0111	\$777,195.41	\$777,195.41	(\$131,956.46)	\$0.00	\$645,238.95		
2040	2000	Eligibility Determination	TMDE9	TE115	0147	\$262,142.53	\$262,142.53	(\$74,465.96)	\$0.00	\$187,676.57		
2040	2000	Eligibility Determination	TDIS9	TE110	0111	\$578,258.00	\$578,258.00	(\$207,139.73)	\$0.00	\$371,118.27		
2040	2000	Eligibility Determination	TDIS9	TE110	0147	\$166,309.72	\$166,309.72	(\$47,437.85)	\$0.00	\$118,871.87		
2040	2000	Eligibility Determination	TMDE9	TE115	0409	\$387,000.00	\$713,000.00	\$0.00	\$461,000.00	\$1,174,000.00		
2040	2000	Eligibility Determination	TIAI9	TE109	0111	\$89,857.85	\$89,857.85	(\$55,162.38)	\$0.00	\$34,695.47		
2040	2000	Eligibility Determination	TIAI9	TE109	0125	\$214,902.88	\$214,902.88	(\$214,902.88)	\$0.00	\$0.00		
2040	2000	Eligibility Determination	TIAI9	TE109	0147	\$76,494.94	\$76,494.94	(\$69,163.02)	\$0.00	\$7,331.92		
2040	2000	Eligibility Determination	TTIT9	TE124	0111	\$0.00	\$0.00	\$0.00	\$246,855.28	\$246,855.28		
2040	2000	Eligibility Determination	TTIT9	TE124	0147	\$28,962.06	\$28,962.06	\$0.00	\$92,373.00	\$121,335.06		
2040	2000	Eligibility Determination								\$0.00		
										\$0.00		
										\$0.00		
										\$0.00		
<b>TOTAL</b>						<b>\$2,581,123.39</b>	<b>\$2,907,123.39</b>	<b>(\$800,228.28)</b>	<b>\$800,228.28</b>	<b>\$2,907,123.39</b>		

Justification of Reprogramming Proposal: to provide additional services to Temporary Assistance for Needy Families (TANF) customers to fill in service gaps and to assist those underserved customers as they work toward obtaining and/or maintaining stable employment to become self-sufficient

TABLE 2  
 FY 2019 PERSONAL SERVICES EXPENDITURE FORECAST  
 For Month Ending 3/31/2019  
 YEAR END 10/1/2019

Department of Human services (JAO): Economic Security Administration

Fund Type: TOTAL TANF GRANT (99AFTF/19)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Straight-Line YE Forecast (F+K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L+M)	Adjustment Per Projected Revenue Forecast	Revised Adjusted YE PS Forecast (N+O)	Add'l YE On-Board FTEs	FTE (Over) Under Budgeted FTEs (D-G-Q)	Variances, Year End PS Forecast (Over) Under Budget (E-P)
Pay Period End Dates:																		
Pay Group 1:																		
Pay Group 2:																		
Pay Group 6:																		
CSG 11, 12, 13, 14																		
Permanent, Temp, Ftnqs)																		
Subtotal CSG 11, 12, 13, 14			132.0	12,317,197	4,545,821	94.0	38.0	339,159	13.07	4,433,283	8,979,114	1,131,366	10,110,471	(451,086)	9,659,385	29.0	9.0	2,857,812
CSG 18 (Overtime)			132.0	12,317,197	4,545,821	94.0	38.0	339,159	13.07	4,433,283	8,979,114	1,131,366	10,110,471	(451,086)	9,659,385	29.0	9.0	2,857,812
CSG 29 (Payroll Default)				30,000	95,133			4,369		97,110	153,243		153,243		193,243			(65,243)
Total Fund corresponding totals in Table 1			132.0	12,407,197	4,641,954	94.0	38.0	343,528	13.07	4,490,404	9,132,357	1,131,366	10,263,713	(451,086)	9,812,627	29.0	9.0	2,894,570
Adjustment to Remaining Pay Period Worksheet				12,407,197	4,641,954							1,131,366	10,263,713	(451,086)	9,812,627			2,894,570
Item			Amount	Explanation	(Organize your items by CSG to better reflect them in Table 1)													
			950,497	New Hires - 13 FTEs														
			180,859	Other Adjustment (Out of cycle, Annual Leave payout, LWOP, promotions)														
Total			1,131,356															
Adjustment Based on Projected Earnings			Amount	Explanation														
			(451,086)	Adjustment from TANF RMS to LOCAL to align budget with projected earnings														
Total Projected Earnings Adjustment			(451,086)															
Total			680,270	(This total should = the Total Fund amount of column M in the above table)														



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 04/26/19 09:24 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 777,195.41  
BUDGET AVAIL: 377,330.21 BUDG % AVAIL: 48.55  
EXPEND/BUDG %: 51.45 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 399,865.20- UNEXPND ALLOT: 399,865.20-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 777,195.41  
15 CASH EXPEND 399,865.20  
17 ACCRUED EXP .00

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

S061 V2.1 PRD  
LINK TO: \_\_\_\_\_

DISTRICT OF COLUMBIA R\*STARS 2.1  
AGENCY BUDGET FINANCIAL INQUIRY

04/26/19 09:25 AM  
DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 262,142.53  
BUDGET AVAIL: 126,090.02 BUDG % AVAIL: 48.10  
EXPEND/BUDG %: 51.90 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 136,052.51- UNEXPND ALLOT: 136,052.51-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 262,142.53  
15 CASH EXPEND 136,052.51  
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 04/26/19 09:25 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E110 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: OFFICE OF DEPUTY  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 578,258.00  
BUDGET AVAIL: 354,573.19 BUDG % AVAIL: 61.32  
EXPEND/BUDG %: 38.68 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 223,684.81- UNEXPND ALLOT: 223,684.81-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 578,258.00  
15 CASH EXPEND 223,684.81  
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 04/26/19 09:25 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E110 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: OFFICE OF DEPUTY  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 166,309.72  
BUDGET AVAIL: 95,970.12 BUDG % AVAIL: 57.71  
EXPEND/BUDG %: 42.29 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 70,339.60- UNEXPND ALLOT: 70,339.60-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 166,309.72  
15 CASH EXPEND 70,339.60  
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 04/26/19 09:26 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY \_\_\_\_\_ DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E115 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 ELIG SVCS: IMA/ IMD  
 FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 713,000.00  
 BUDGET AVAIL: 237,028.19 BUDG % AVAIL: 33.24  
 EXPEND/BUDG %: 21.09 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 441,651.81- UNEXPND ALLOT: 187,877.74-  

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	387,000.00	18	ENCUMB OUTS	253,774.07
10	EXP BUD REV	326,000.00	19	PRE-ENCUM O	34,320.00
13	PENDING AME	.00			
15	CASH EXPEND	150,399.89			
16	INTRA-DIST	37,477.85			
17	ACCRUED EXP	.00			

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

S061 V2.1 PRD  
LINK TO: \_\_\_\_\_

DISTRICT OF COLUMBIA R\*STARS 2.1  
AGENCY BUDGET FINANCIAL INQUIRY

04/26/19 09:51 AM  
DSNF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E109 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: OFFICE OF ACEDS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 89,857.82  
BUDGET AVAIL: 55,162.38 BUDG % AVAIL: 61.39  
EXPEND/BUDG %: 38.61 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 34,695.44- UNEXPND ALLOT: 34,695.44-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 89,857.82  
15 CASH EXPEND 34,695.44  
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 04/26/19 09:52 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E109 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: OFFICE OF ACEDS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 214,902.88  
BUDGET AVAIL: 214,902.88 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 214,902.88

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 04/26/19 09:52 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 19 ORG CODE: 2000 PGM CODE: E109 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 INCOME MAINTENANCE  
PGM LEVEL: 03 ELIG SVCS: OFFICE OF ACEDS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 76,494.94  
BUDGET AVAIL: 69,163.02 BUDG % AVAIL: 90.42  
EXPEND/BUDG %: 9.58 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 7,331.92- UNEXPND ALLOT: 7,331.92-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 76,494.94  
15 CASH EXPEND 7,331.92  
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 04/26/19 11:35 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E124 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 ELIG SVCS: IMA/ TIT  
 FUNC LEVEL:  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: .00  
 BUDGET AVAIL: 132,023.71- BUDG % AVAIL: .00  
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 132,023.71- UNEXPND ALLOT: 132,023.71-  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 15 CASH EXPEND 132,023.71  
 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 04/26/19 11:36 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNEF

AGENCY: JA0 AY: 19 ORG CODE: 2000 PGM CODE: E124 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 99AFTF 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 INCOME MAINTENANCE  
 PGM LEVEL: 03 ELIG SVCS: IMA/ TIIT  
 FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 28,962.06  
 BUDGET AVAIL: 10,750.63- BUDG % AVAIL: .00  
 EXPEND/BUDG %: 137.12 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 39,712.69- UNEXPND ALLOT: 39,712.69-  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 09 ORIG EXP BU 28,962.06  
 15 CASH EXPEND 39,712.69  
 17 ACCRUED EXP .00

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

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: 92FSFR 19

Amount of Request: \$ 31,488.00

Reviewed By:   
(Budget Officer/ Supervisor)

Review Date: 4/30/2018


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** November 30, 2018

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Family Services Administration (FSA).

---

This memo is to request the reprogramming of \$31,488.00 in fund 8200 **Grant (92FSRR/19)**. This reprogramming is necessary to support critical health immunization and screening services for refugee in the District.

**Why are the funds needed?**

Funds are needed to ensure the continuation of this program, which provides critical health immunization and screening services to the refugee population that resettles in the District, through the end of the Fiscal Year.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Family Services Administration, (organization code 5000); from *Index RRUM9, Subsidies & Transfer (object class 0501)* to *Index RRAM9 Maintenance of Persons (object class 0504)*.

**Why are the funds available?**

The funds are available because the budget line item was not used as planned; the budget needs to be re-aligned with the expenditures and the state plan.

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

Those who qualify for and seek refugee resettlement services in the District will not have access to critical health care screenings which can prevent serious illness and disease among this population and those whom they may encounter.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 11/30/18 01:02 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: R102 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 92FSRR 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 REFUGEE SETTELEMENT RUMF  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 02 ADJUSTED BUDG: 1,800,000.00  
BUDGET AVAIL: 1,800,000.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 1,800,000.00

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 11/30/18 02:05 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: R104 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 92FSRR 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 REFUGEE SETTELEMENT- CMA MED ASSISTANCE

FUNC LEVEL:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 02 ADJUSTED BUDG: 43,512.00  
BUDGET AVAIL: 43,512.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 43,512.00

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



**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

**A reprogramming request package should include:**

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- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

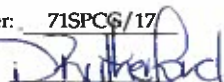
Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet**  
Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 71SPCG/17

Amount of Request: \$1,696,908.57

Reviewed By:



(Budget Officer/ Supervisor)

Review Date:

11/20/2018



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** November 15, 2018

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Family Services Administration (FSA).

---

This memo is to request the reprogramming of \$1,696,908.57 in fund 8200 Grant (71SPCG/17). These funds are needed to support the sub-grantee agreement with the Community Partnership. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

These funds are needed to align funding in order for vendors to be paid.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index SIRA7, Grants & Gratuities (object class 0506) and SIRS7 Grants and Gratuities (object class 0506) to Index SR2A7 Grants and Gratuities (object class 0506), SPAE7 Grant and Gratuities (object class 0506), SPAD7 Grants and Gratuities (object class 0506), SP1A7 Grant and Gratuities (object class 0506). SHAD7 term pay other (object class 0111) SHAD7 Fringe Benefits (object class 0147), SC1P7 term pay other (object class 0111) SC1P7 Fringe Benefits (object class 0147),*

**Why are the funds available?**

The funds are available due to a change in planned program spending.

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

If this reprogramming is not approved, the District Funds will not be aligned to promptly pay vendors.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

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

Government of the District of Columbia		Department of Human Services (JA0)		Agency Fund & Code: Federal Grant (8200)		Budget Fiscal Year: 2019	
APPROVAL REQUIRED FOR THE FOLLOWING:				Agency Director: <i>[Signature]</i>		OBP Control Number:	
Government of the District of Columbia				Ayden Bernard		Grant Number/Phase:	
Shift Between Agencies				Delicia V. Moore		Agency Request Number:	
Shift Between Control Centers / Activities				[Redacted]		Budget Batch Number:	
Shift Between Responsibility Centers / Programs				[Redacted]		DATE: 11/28/18	
Shift Within Responsibility Centers/ Programs				[Redacted]		Total # of Pages	
APPROVAL LEVEL:				Budget Reprogramming Amount Requested: \$1,896,908.66		Prepared By: ADLAI GEORGE	
X Agency				Current Budget Amount		Amount of Increase (+)	
X Ofc of Budget				Original Budget Amount		Amount of Decrease (-)	
X DC Council				Object		Revised Budget Amount	
X US Congress				Index		Total	
PCA				Object		Total	
Control Center / Responsibility Center Name				Object		Total	
Resp Ctr Code (Org Structure)				Index		Total	
Activity Code (Prg Structure)				Object		Total	
5039	5000	FSA-HSC GENERAL	HHC87	SC1P7	0111	\$0.00	\$354.53
5039	5000	FSA-HSC GENERAL	HHC87	SC1P7	0147	\$0.00	\$118.81
5039	5000	FSA-HSC GENERAL	HHC14	SHAD7	0111	\$0.00	\$9,945.74
5039	5000	FSA-HSC GENERAL	HHC14	SHAD7	0147	\$0.00	\$3,332.95
5037	5000	FSA-HSC FAMILIES	HHC57	S1RA7	0506	\$1,306,619.66	\$0.09
5039	5000	FSA-HSC GENERAL	HHC00	S1RA7	0506	\$0.00	\$303,951.66
5039	5000	FSA-HSC GENERAL	HHC52	SPAD7	0506	\$0.00	\$20,471.42
5039	5000	FSA-HSC GENERAL	HHC53	SPAE7	0506	\$0.00	\$46,586.12
5039	5000	FSA-HSC GENERAL	HHC17	SR2A7	0506	\$0.00	\$1,312,147.34
5035	5000	FSA-HSC Individuals	HHC83	S1RS7	0506	\$390,289.00	\$0.00
<b>TOTAL</b>						\$1,896,908.66	\$1,896,908.66

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

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

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC14 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 SPC TRA2- ADMIN (DHS)  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 02 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 11/15/18 12:05 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC14 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 SPC TRA2- ADMIN (DHS)  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 02 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 11/15/18 12:05 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC67 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 SPC TRAI- ADMIN  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 02 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 11/15/18 12:05 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: 5000 PGM CODE: HC67 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 SPC TR1- ADMIN  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 02 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 11/15/18 12:04 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC57 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 SPC RENTAL ASSIST, TRAl, FAMILIES

FUNC LEVEL:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 02 ADJUSTED BUDG: 1,306,619.66  
BUDGET AVAIL: 1,306,619.66 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 1,306,619.66

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

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

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC00 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 SPC PHS RENTAL ASSISTANCE TRAI TCP  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 02 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 11/15/18 12:04 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC52 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 SPC PSH ADMIN, TRAI  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 02 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 11/15/18 12:04 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC53 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 SPC PSH ADMIN, TRA2  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 02 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 11/15/18 12:03 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC17 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 SPC PHS RENTAL ASSISTANCE TRA2 TCP  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 02 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 11/15/18 12:03 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC63 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 SPC TRAI- RENTAL ASSISTANCE INDIVIDUALS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 02 ADJUSTED BUDG: 390,289.00  
BUDGET AVAIL: 390,289.00 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 390,289.00

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

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet
- Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: 71SPCG/17

Amount of Request: \$5,000.00

Reviewed By:

S. Rutherford

(Budget Officer/ Supervisor)

Review Date:

4/26/19


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** April 18, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Family Services Administration (FSA).

---

This memo is to request the reprogramming of \$5,000.00 in fund 8200 **Grant (71SPCG/17)**. These funds are needed to support the sub-grantee agreement with the Community Partnership. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

These funds are needed to align funding in order for vendors to be paid.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index SHAD7, term pay other SHAD7 fringe benefits (object class 0147) to Index SPAE7 Grants and Gratuities (object class 0506), SPAE7.*

**Why are the funds available?**

The funds are available due to a change in planned program spending.



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

If this reprogramming is not approved, the District Funds will not be aligned to promptly pay vendors.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

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

Government of the District of Columbia Department of Human Services (JAO)		Agency Fund & Code: Federal Grant (8200)		Budget Fiscal Year: 2019	
Originating Agency Name and Code: Department of Human Services (JAO)		Agency Fund & Code: Federal Grant (8200)		OBP Control Number: 71SPCG17	
APPROVAL LEVEL: X Agency Ofc of Budget DC Council US Congress		Agency Director: [Signature] Agency CFO: [Signature] Agency Request Number: [Blank]		Grant Number/Phase: [Blank]	
Shift Between Agencies Shift Between Control Centers / Activities Shift Between Responsibility Centers / Programs Shift Within Responsibility Centers/ Programs		Agency Request Number: [Blank]		Budget Batch Number: [Blank]	
X		Delicia V. Moore		DATE: 04/18/19	
APPROVAL REQUIRED FOR THE FOLLOWING: Government of the District of Columbia		Budget Request/Amendment Amount Requested: \$1,823,352.19		Total # of Pages: [Blank]	
Prepared By: ADA GEORGE		[Blank]		[Blank]	

Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
5039	5000	FSA-HSC GENERAL	HHC87	SC1P7	0111	\$0.00	\$0.00			\$0.00
5039	5000	FSA-HSC GENERAL	HHC87	SC1P7	0147	\$0.00	\$0.00			\$0.00
5039	5000	FSA-HSC GENERAL	HHC14	SHAD7	0111	\$16,541.21	\$8,008.57	(\$3,745.00)		\$4,263.87
5039	5000	FSA-HSC GENERAL	HHC14	SHAD7	0147	\$5,543.18	\$3,637.83	(\$1,255.00)		\$2,382.83
5037	5000	FSA-HSC FAMILIES	HHC57	SR1A7	0506	\$0.00	\$0.00			\$0.00
5039	5000	FSA-HSC GENERAL	HHC00	SR1A7	0506	\$0.00	\$0.00			\$0.00
5039	5000	FSA-HSC GENERAL	HHC52	SPAD7	0506	\$0.00	\$0.00			\$0.00
5039	5000	FSA-HSC GENERAL	HHC53	SPAE7	0506	\$60,955.90	\$0.00		\$5,000.00	\$5,000.00
5039	5000	FSA-HSC GENERAL	HHC17	SR2A7	0506	\$0.00	\$0.00	\$0.00		\$0.00
5038	5000	FSA-HSC Individualis	HHC83	SR1S7	0506	\$0.00	\$0.00			\$0.00
TOTAL						\$83,040.29	\$11,846.40	(\$5,000.00)	\$5,000.00	\$11,846.40

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 04/18/19 09:06 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: \_\_\_\_\_ PGM CODE: HC53 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: \_\_\_\_\_ GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: \_\_\_\_\_  
PGM LEVEL: 03 SPC PSH ADMIN, TRA2

FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 60,955.90  
BUDGET AVAIL: .00 BUDG % AVAIL: .00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 60,955.90 UNEXPND ALLOT: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
10	EXP BUD REV	60,955.90			
13	PENDING AME	.00			
18	ENCUMB OUTS	60,955.90			
19	PRE-ENCUM O	.00			

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 04/18/19 09:05 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 19 ORG CODE: \_\_\_\_\_ PGM CODE: HC14 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: \_\_\_\_\_ GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: \_\_\_\_\_  
PGM LEVEL: 03 SPC TRA2- ADMIN (DHS)

FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S

INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 5,543.18

BUDGET AVAIL: 4,997.39 BUDG % AVAIL: 90.15

EXPEND/BUDG %: 9.85 ALLOT/BUDG %: 0.00

ALLOTMENT BAL: 545.79- UNEXPND ALLOT: 545.79-

BT TITLE AMOUNT BT TITLE AMOUNT

10 EXP BUD REV 5,543.18

13 PENDING AME .00

15 CASH EXPEND 545.79

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 04/18/19 09:05 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: \_\_\_\_\_ PGM CODE: HC14 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: \_\_\_\_\_ GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: \_\_\_\_\_  
PGM LEVEL: 03 SPC TRA2- ADMIN (DHS)

FUNC LEVEL: \_\_\_\_\_

INQ TYPE: <u>MC</u>	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: <u>S</u>	
INQ YEAR: <u>19</u>	INQ MONTH: <u>07</u>	ADJUSTED BUDG:	16,541.21
BUDGET AVAIL:	13,902.70	BUDG % AVAIL:	84.05
EXPEND/BUDG %:	15.95	ALLOT/BUDG %:	0.00
ALLOTMENT BAL:	2,638.51-	UNEXPND ALLOT:	2,638.51-
BT TITLE	AMOUNT	BT TITLE	AMOUNT
10 EXP BUD REV	16,541.21		
13 PENDING AME	.00		
15 CASH EXPEND	2,638.51		

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 04/18/19 09:05 AM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: \_\_\_\_\_ PGM CODE: \_\_\_\_\_ FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: \_\_\_\_\_ GRANT/PH: 71SPCG 17 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: \_\_\_\_\_ OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: \_\_\_\_\_  
 PGM LEVEL: \_\_\_\_\_  
 FUNC LEVEL: \_\_\_\_\_  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
 INQ YEAR: 19 INQ MONTH: 07 ADJUSTED BUDG: 1,720,559.33  
 BUDGET AVAIL: 17,730.40 BUDG % AVAIL: 1.03  
 EXPEND/BUDG %: 95.34 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 1,702,828.93- UNEXPND ALLOT: 1,640,363.64-  

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
09	ORIG EXP BU	1,696,908.66	17	ACCRUED EXP	3,880.26-
10	EXP BUD REV	23,650.67	18	ENCUMB OUTS	62,465.29
12	CASH REVENU	856,236.50	19	PRE-ENCUM O	.00
13	PENDING AME	.00			
15	CASH EXPEND	1,644,243.90			
16	INTRA-DIST	.00			

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

TABLE 2  
 FY 2017 PERSONAL SERVICES EXPENDITURE FORECAST  
 March 31, 2019

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
Pay Period End Date:	Pay Group 1:	Pay Group 2:	Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-9)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures Remaining for Remaining Pay Periods (Straight Line)	Straight-Line Forecast (F+M)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L+M)	Adjusted PS Projected Revenue	Revised YE PS Forecast	ADPT YE On-Board FTEs	Variance, Year End FTE (Over) Under Budgeted FTEs (D-E-Q)	PS Forecast (Over) Under Budget (E-M)
CSG 11, 12, 13, 14	Pay Group 1	Pay Group 2	0.50	23,033	3,613	-	0.5	-	13.07	-	3,613	10,438	14,051	-	14,051	-	0.5	8,982
CSG 15 (Overturns)	Pay Group 2	Pay Group 6	0.5	23,033	3,613	-	0.5	-	13.07	-	3,613	10,438	14,051	-	14,051	-	0.5	8,982
CSG 98 (Payroll Default)			-	-	231	-	-	-	-	-	231	-	231	-	231	-	-	(231)
<b>Total Fund</b>			0.5	23,033	3,643	-	0.5	-	13.07	-	3,643	10,438	14,281	-	14,281	-	0.5	8,752
corresponding totals in Table 1				23,033								10,438	14,281					8,752
variance																		0
Adjustment to Remaining Pay Period Worksheet																		
Item	Amount	Explanation	(Organize your items by CSG to better reflect them in Table 1)															
	10,438	Adjustment from 81SPCCG																
<b>Total</b>	10,438	(This total should = the Total Fund amount of column M in the above table)																
Adjustment Based on Projected Earnings Amount																		
		Explanation																
<b>Total Projected Earnings Adjustment</b>	-																	
<b>Total</b>	10,438																	

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

A reprogramming request package should include:

X

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

X

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

X

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: 99AFTF/19

Amount of Request: \$10,190.00

Reviewed By:

D. Ruthford

(Budget Officer/ Supervisor)

Review Date:

7/1/2019




GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

**FROM:** *hb* Hayden Bernard   
Agency Fiscal Officer, Department of Human Services

**DATE:** June 27, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Family Services Administration (FSA).

---

This memo is to request the reprogramming of \$10,190.00 in fund 8200 **Grant (99AFTF/19)**. These funds are needed to purchase computer equipment for FSA social workers working with TANF eligible families. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

The computer equipment used by FSA social workers working with TANF eligible families has been in service for an extended period so the equipment is beyond its useful life. This has caused an increase in computer malfunctions, lost data and work in some cases, and a decrease in efficiency for those serving clients and for those in critical support roles.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index TSFS9, Regular pay – cont. full time, (object class 0111) and fringe benefits (object class 0147) to IT Hardware Acquisitions (object class 0710)*

**Why are the funds available?**

The funds are available due to a change in planned program spending.

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

FSA will not be in a position to fulfill its mission without the proper tools for its dedicated staff members. This will tend to cause deterioration in staff morale as well as dissatisfaction among the many client groups that depend on FSA services. Potentially, FSA, the Agency, and the District could be viewed as unresponsive to the needs of the many vulnerable clients that are served by FSA.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment



S061 V2.1 PRD DISTRICT OF COLUMBIA R+STARS 2.1 AGENCY BUDGET FINANCIAL INQUIRY 06/27/19 04:48 PM DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: SFL0 FUNC CODE: \_\_\_\_\_

AP FUND: FUND: 8200 GRANT/PH: 99AFLE 19 PROJECT/PH: \_\_\_\_\_

COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION

PGM LEVEL: 03 STRONG FAMILY CASE MANAGEMENT

FUNC LEVEL: \*\* UNKNOMN FUNCTION CODE \*\*

MC (MA, YA, MY, MC, YX, YC) \_\_\_\_\_

INQ YEAR: 19

BUDGET AVAIL: \_\_\_\_\_

EXPEND/BUDG & \_\_\_\_\_

ALLOTMENT BAL: \_\_\_\_\_

BT TITLE AMOUNT

ADJUSTED BUDG: \_\_\_\_\_

BUDG & AVAIL: \_\_\_\_\_

ALLOT/BUDG & \_\_\_\_\_

UNEXPND ALLOT: \_\_\_\_\_

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 AGENCY BUDGET FINANCIAL INQUIRY 06/27/19 04:51 PM DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: SF10 FUNC CODE: \_\_\_\_\_  
AP FUND: FUND: 8200 GRANT/PH: 99AFLF 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 STRONG FAMILY CASE MANAGEMENT

FUNC LEVEL: \_\_\_\_\_  
INQ TYPE: MC (MA, YA, MY, YX, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 ADJUSTED BUDG: 1,400,011.89  
BUDGET AVAIL: 535,698.38 BUDG & AVAIL: 38.26  
EXPEND/BUDG & ALLOT/BUDG: 61.74 ALLOT/BUDG & 0.00  
ALLOTMENT BAL: 864,313.51- UNEXPND ALLOT: 864,313.51- AMOUNT

BT TITLE  
09 ORIG EXP BU 1,400,011.89  
15 CASH EXPEND 864,313.51  
17 ACCRUED EXP .00

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

8061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 AGENCY BUDGET FINANCIAL INQUIRY 06/27/19 04:52 PM DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: SFL0 FUNC CODE: AGENCY BUDGET FINANCIAL INQUIRY  
AP FUND: 8200 FUND: 8200 GRANT/PH: 99AFFE 19 PROJECT/PH: AGENCY BUDGET FINANCIAL INQUIRY  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: AGENCY BUDGET FINANCIAL INQUIRY  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION

PGM LEVEL: 03 STRONG FAMILY CASE MANAGEMENT  
FUNC LEVEL: MC (M, YA, MY, MC, YC) DETAIL/SUMMARY: D  
ING YEAR: 19 ING MONTH: 09 ADJUSTED BUDG: 351,402.97  
BUDGET AVAIL: 133,240.33 BUDG & AVAIL: 37.92  
EXPEND/BUDG & ALLOT/BUDG & AVAIL: 62.08

ALLOTMENT BAL: 218,162.64- UNEXPND ALLOT: 218,162.64- AMOUNT  
BT TITLE BT TITLE AMOUNT  
09 ORIG EXP BU 351,402.97  
15 CASH EXPEND 218,162.64  
17 ACCRUED EXP .00

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

TABLE 2  
FY 2017 PERSONAL SERVICES EXPENDITURE FORECAST  
May 31, 2019

Family Services Administration - Department of Human Services (JAO)  
Fund Type: Federal Grants (0200) - Temporary Assistance for Needy Families Grant (99AFTF19)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
			Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	PS Forecast for Remaining Pay Periods	No. Pay Periods Remaining	Straight-Line YE Forecast (F+J)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L+M)	Adjusted Per Projected Revenue	Revised YE PS Forecast	Addl YE On-Board FTEs	FTE (Over) Under Budgeted FTEs (D-Q)	PS Forecast (Over) Under Budget (E-N)
Pay Period End Dates:																		
Pay Group 1:																		
Pay Group 2:																		
Pay Group 5:																		
CSG 11, 12, 13, 14																		
Permanent, Temp, Fringe)																		
Pay Group 1																		
Pay Group 2			20.0	2,072,934	1,213,162	17.0	3.0	71,987	627,403	8.71	1,840,565	20,960	1,861,545		1.0	2.0	211,388	
Pay Group 6																		
Subtotal, CSG 11, 12, 13, 14			20.0	2,072,934	1,213,162	17.0	3.0	71,987	627,403	8.71	1,840,565	20,960	1,861,545		1.0	2.0	211,388	
CSG 15 (Overtime)																		
CSG 99 (Payroll Defaults)					87,500			581	5,063		72,963		72,963					(72,963)
Total Fund			20.0	2,072,934	1,290,662	17.0	3.0	72,578	632,466	8.71	1,913,148	20,960	1,934,108		1.0	2.0	138,825	
corresponding totals in Table 1				2,072,934								20,960	1,934,108					138,825
variance																		
Adjustment to Remaining Pay Period Worksheet																		
Item			Amount	Explanation (Organize your items by CSG to better reflect them in Table 1)														
			25,073	New hire adjustment (FTEs)														
			(4,113)	Transfer to Local (Georgia Callender)														
Total			20,960	(This total should = the Total Fund amount of column M in the above table)														
Adjustment Based on Projected Earnings Amount																		
Explanation																		
Total Projected Earnings Adjustment																		
Total			20,960															

HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET

A reprogramming request package should include:

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 92CSCS/19

Amount of Request: \$144,460.20

Reviewed By: D. Rutherford

Review Date: 8/8/2019

(Budget Officer/ Supervisor)



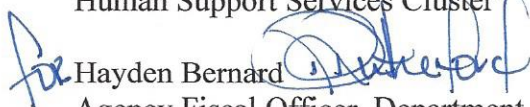
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** August 8, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Family Services Administration (FSA).

---

This memo is to request the reprogramming of \$144,460.20 in fund 8200 **Grant (92CSCS/19)**. These funds are needed to be passed through towards the United Planning Organization (UPO).

**Why are the funds needed?**

UPO is the designated organization for the District to provide the grant's programs and services. The funds are needed to meet the Federal requirement of 90% of the grant award to be passed through to the organization.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index CSBG9, Regular pay – cont. full time, (object class 0111) and fringe benefits (object class 0147) to Subsidies and Transfers (object class 0501)*

**Why are the funds available?**

Actual grant award was more than what was planned during budget development.

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


If the funds are not reprogrammed FSA will not meet the Federal requirement for the grant and would jeopardize funding.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment

OPERATING BUDGET REPROGRAMMING REQUEST											
Government of the District of Columbia			<b>Originating Agency Name and Code:</b> Department of Human Services (JA0)				<b>Agency Fund &amp; Code :</b> Federal Grant (8200)		<b>Budget Fiscal Year:</b> 2019		
<b>APPROVAL REQUIRED FOR THE FOLLOWING:</b> <input type="checkbox"/> Shift Between Agencies <input type="checkbox"/> Shift Between Control Centers / Activities <input checked="" type="checkbox"/> Shift Between Responsibility Centers / Programs <input type="checkbox"/> Shift Within Responsibility Centers/ Programs			<b>APPROVAL LEVEL:</b> <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Ofc of Budget <input type="checkbox"/> DC Council <input type="checkbox"/> US Congress				<b>Agency Director:</b>  <b>Agency CFO:</b> Hayden Barnard <b>Associate CFO:</b> Delicia V. Moore		<b>OBP Control Number :</b> <b>Grant Number/ Phase :</b> 92CSSS/19 <b>Agency Request Number:</b> <b>Budget Batch Number:</b>		<b>Total # of Pages</b>
						<b>Budget Reprogramming Amount Reqt:</b> 144,460.20		<b>DATE:</b> 08/08/19			
						<b>Prepared By:</b> MICHAEL TROYER					
Activity Code (Prg Structure)	Resp Ctr Code (Org Structure)	Control Center / Responsibility Center Name	PCA	Index	Object	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount	
5090	5000	FSA-COMMUNITY SERVICES	FCS11	CSBG9	0111	\$354,358.21	\$354,358.21	(\$115,475.78)		\$238,882.43	
5039	5000	FSA-COMMUNITY SERVICES	FCS11	CSBG9	0147	\$112,121.09	\$112,121.09	(\$28,984.42)		\$83,136.67	
5039	5000	FSA-COMMUNITY SERVICES	FCS13	CCSA9	0501	\$10,430,564.00	\$10,430,564.00		\$144,460.20	\$10,575,024.20	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
<b>TOTAL</b>						\$10,897,043.30	\$10,897,043.30	(\$144,460.20)	\$144,460.20	\$10,897,043.30	

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 08/08/19 02:20 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 19 ORG CODE: 5000 PGM CODE: CS11 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 92CSCS 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 CSBG ACTIVITY  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 11 ADJUSTED BUDG: 354,358.21  
BUDGET AVAIL: 146,220.89 BUDG % AVAIL: 41.26  
EXPEND/BUDG %: 58.74 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 208,137.32- UNEXPND ALLOT: 208,137.32-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 354,358.21  
15 CASH EXPEND 208,137.32  
17 ACCRUED EXP .00

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

CSBG9  
FCS11

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 08/08/19 02:20 PM  
 LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: CS11 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 92CSCS 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 CSBG ACTIVITY  
 FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 11 ADJUSTED BUDG: 112,121.09  
 BUDGET AVAIL: 41,661.23 BUDG % AVAIL: 37.16  
 EXPEND/BUDG %: 62.84 ALLOT/BUDG %: 0.00  
 ALLOTMENT BAL: 70,459.86- UNEXPND ALLOT: 70,459.86-  
 BT TITLE AMOUNT BT TITLE AMOUNT  
 09 ORIG EXP BU 112,121.09  
 15 CASH EXPEND 70,459.86  
 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 08/08/19 02:11 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JAO AY: 19 ORG CODE: 5000 PGM CODE: CS13 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 92CSCS 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 CSBG ACTIVITY

FUNC LEVEL:	INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D
	INQ YEAR: 19	INQ MONTH: 11	ADJUSTED BUDG: 10,430,565.00
BUDGET AVAIL:		.00	BUDG % AVAIL: .00
EXPEND/BUDG %:		91.67	ALLOT/BUDG %: 0.00
ALLOTMENT BAL:		10,430,565.00-	UNEXPND ALLOT: 9,561,351.25-
BT TITLE		AMOUNT	BT TITLE AMOUNT
09 ORIG EXP BU		10,430,565.00	
15 CASH EXPEND		8,692,137.50	
17 ACCRUED EXP		869,213.75	
18 ENCUMB OUTS		869,213.75	
19 PRE-ENCUM O		.00	

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

CCSAA  
FCS13

TABLE 2  
 FY 2017 PERSONAL SERVICES EXPENDITURE FORECAST  
 June 30, 2019

Family Services Administration - Department of Human Services (JA0)  
 Fund Type: Federal Grants (0200) - Community Services Block Grant (92CSCS/19)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
Pay Period End Dates:			PS Forecast for Remaining Pay Periods															
			Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Straight-Line YE Forecast (F+K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L + M)	Adjusted Per Projected Revenue	Revised YE PS Forecast	Add'l YE On-Board FTEs	Variance, Year End FTE (Over) Under Budgeted FTEs (D-G-O)	PS Forecast (Over) Under Budget (E-N)
Pay Group 1:																		
Pay Group 2:		22-Jun-19																
Pay Group 6:																		
CSG 11, 12, 13, 14 Permanent, Temp, Fringe)																		
	Pay Group 1		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Pay Group 2		6.20	558,819	276,319	3.0	3.20	13,802	6.57	90,700	367,019	17,592	384,611		384,611	1.0	2.2	174,208
	Pay Group 6		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal, CSG 11, 12, 13, 14			6.2	558,819	276,319	3.0	3.2	13,802	6.57	90,700	367,019	17,592	384,611	-	384,611	1.0	2.2	174,208
CSG 15 (Overtime)									6.57									
CSG 99 (Payroll Default)																		
Total Fund			6.2	558,819	276,319	3.0	3.2	13,802	6.57	90,700	367,019	17,592	384,611	-	384,611	1.0	2.2	174,208
corresponding totals in Table 1				558,819								17,592	384,611					174,208
variance																		

Adjustment to Remaining Pay Period Worksheet

Item	Amount	Explanation (Organize your items by CSG to better reflect them in Table 1)
	17,592	New Hire adjustment for 1 FTE
Total	17,592	(This total should = the Total Fund amount of column M in the above table)

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

**A reprogramming request package should include:**

X

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

X

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

X

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: 92CSSS/19

Amount of Request: \$175,242.00

Reviewed By: S. Rutherford

Review Date: 7/1/2017

(Budget Officer/ Supervisor)




GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

**FROM:** *for* Hayden Bernard   
Agency Fiscal Officer, Department of Human Services

**DATE:** June 27, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2019: Family Services Administration (FSA).

---

This memo is to request the reprogramming of \$175,272.00 in fund 8200 **Grant (92CSSS/19)**. These funds are needed to purchase computer equipment for FSA social workers. The request for the reallocation of grant funding is submitted in accordance with the grantor's terms and conditions.

**Why are the funds needed?**

The computer equipment used by FSA social workers and other staff members has been in service for an extended period so the equipment is beyond its useful life. This has caused an increase in computer malfunctions, lost data and work in some cases, and a decrease in efficiency for those serving clients and for those in critical support roles. Additionally, the staffing levels of FSA programs have increased to better serve FSA clients and to move the mission of FSA forward. This requires additional equipment for new staff members so that they may work efficiently and effectively.

**Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?**  
This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Family Services Administration, (organization code 5000); *Index SCGO9, Regular pay – cont. full time, (object class 0111) and fringe benefits (object class 0147) to IT Hardware Acquisitions (object class 0710)*

**Why are the funds available?**

The funds are available due to a change in planned program spending.

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

FSA will not be in a position to fulfill its mission without the proper tools for its dedicated staff members. This will tend to cause deterioration in staff morale as well as dissatisfaction among the many client groups that depend on FSA services. Potentially, FSA, the Agency, and the District could be viewed as unresponsive to the needs of the many vulnerable clients that are served by FSA.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachment



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 06/27/19 04:38 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC49 FUNC CODE: \_\_\_\_\_  
 AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 92CSSS 19 PROJECT/PH: \_\_\_\_\_  
 COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
 ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
 PGM LEVEL: 03 HSC - GENERAL OPERATIONS  
 FUNC LEVEL: \*\* UNKNOWN FUNCTION CODE \*\*  
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 19 INQ MONTH: 09 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 06/27/19 04:38 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC49 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 92CSSS 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 HSC - GENERAL OPERATIONS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 299,914.34  
BUDGET AVAIL: 200,166.55 BUDG % AVAIL: 66.74  
EXPEND/BUDG %: 33.26 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 99,747.79- UNEXPND ALLOT: 99,747.79-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 299,914.34  
15 CASH EXPEND 99,747.79  
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 06/27/19 04:37 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 19 ORG CODE: 5000 PGM CODE: HC49 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: 92CSSS 19 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 FAMILY SERVICES ADMINISTRATION  
PGM LEVEL: 03 HSC - GENERAL OPERATIONS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 19 INQ MONTH: 09 ADJUSTED BUDG: 1,194,877.87  
BUDGET AVAIL: 693,698.97 BUDG % AVAIL: 58.06  
EXPEND/BUDG %: 41.94 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: 501,178.90- UNEXPND ALLOT: 501,178.90-  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 1,194,877.87  
15 CASH EXPEND 501,178.90  
17 ACCRUED EXP .00

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

TABLE 2  
 FY 2017 PERSONAL SERVICES EXPENDITURE FORECAST  
 May 31, 2018

Family Services Administration - Department of Human Services (JAO)  
 Fund Type: Federal Grants (0200) - Social Services Block Grant (92CSSS/19)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
Pay Period End Dates:			Budgeted FTEs	Revised PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (D-G)	Current Pay Period PS Expenditures	PS Forecast for Remaining Pay Periods (Straight Line)	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight Line)	Straight-Line YE Forecast (F-K)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (L+M)	Adjusted Per Projected Revenue	Revised YE PS Forecast	Add'l YE Ch-Board FTEs	FTE (Over) Under Budgeted FTEs (D-G-O)	Variance, Year End PS Forecast (Over) Under Budget (E-h)
Pay Group 1:	Pay Group 2:	Pay Group 6:																	
28-May-19																			
Pay Group 1																			
Pay Group 2																			
Pay Group 6																			
Permanent, Temp, Fills)																			
Subtotal, CSG 11, 12, 13, 14			35.00	4,183,136	2,177,366	30.0	5.0	134,895	1,175,514	8.71	3,352,860	134,739.94	3,487,620	3,487,620	3,487,620	3.0	2.0	665,516	
CSG 15 (Overtime)			35.0	4,183,136	2,177,366	30.0	5.0	134,895	1,175,514	8.71	3,352,860	134,740	3,487,620	3,487,620	3.0	2.0	665,516		
CSG 89 (Payroll Default)					28,377			534	4,857		34,034		34,034					(34,034)	
Total Fund corresponding totals in Table 1			35.0	4,183,136	2,206,743	30.0	5.0	135,429	1,180,371	8.71	3,386,914	134,740	3,521,654	3,521,654	3.0	2.0	881,482		
variance				4,183,136								134,740	3,521,654					661,662	
Adjustment to Remaining Pay Period Worksheet																			
Item	Amount	Explanation	(Organize your items by CSG to better reflect them in Table 1)																
	134,740	(New hire adjustment 4 FTEs)																	
Total	134,740	(This total should = the Total Fund amount of column M in the above table)																	
Adjustment Based on Projected Earnings Amount																			
Total	134,740																		


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

**FROM:** *fb* Hayden Bernard   
Agency Fiscal Officer, Department of Human Services

**DATE:** October 8, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2020: AMP/OIS-DCAS  
Match Operation Funds

---

This memo is to request the reprogramming in the amount of \$33,207.39 for the Food Stamps Grant (JAFS20). The reprogramming request will align the budget with projected expenditures.

**Why are the funds needed?**

The funds are needed to align the budget with projected expenditures for the purchase of DIMS Software and the BPR Maintenance contract.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within AMP/OIS-DCAS, Organization code 1000 from Index FHCFO (object 0409) to Index FOCIO (objects 0442 & 0409).

**Why are the funds available?**

The funds are available due to a change in planned program spending.



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

If this action is postponed, DHS will be unable to fund the DIMS software and BPR Maintenance contract.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

**Attachments**

cc: Gordon McDonald, Deputy CFO for Budget and Planning

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

**A reprogramming request package should include:**

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- **O-type reprogrammings must include the latest version of the ORA Certification Sheet** Ensure current budget does not exceed the certified amount
- **Grant and intra-District reprogrammings must include a copy of the entire award or MOU**

Grant Number: JAFS20/20

Amount of Request: \$33,207.39

Reviewed By:

B. Ruthford

(Budget Officer/ Supervisor)

Review Date:

10/8/2019



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/08/19 10:16 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: JA0 AY: 20 ORG CODE: 1000 PGM CODE: \_\_\_\_\_ FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: JAFS20 20 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: \_\_\_\_\_ OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL:  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
INQ YEAR: 20 INQ MONTH: 01 ADJUSTED BUDG: 6,437,295.89  
BUDGET AVAIL: 6,437,295.89 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 6,437,295.89

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

S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/08/19 10:17 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JAO AY: 20 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: JAFS20 20 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 20 INQ MONTH: 01 ADJUSTED BUDG: 46,425.39  
BUDGET AVAIL: 46,425.39 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 46,425.39

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

S084 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/08/19 10:17 AM  
LINK TO: \_\_\_\_\_ ACCOUNTING EVENT RECORD INQUIRY DSNF

ACTIVE  
BATCH: AGENCY BC1 DATE 083019 TYPE 1 NO 881 SEQ NO 01776 REC TYPE: A STATUS: A

GL: DR1 2900 CR1 2705 DR2 2912 CR2 2712 DR3 2911 CR3 2711 DR4 CR4  
DOC AGY: JA0 DOC DATE: 083019 EFF DATE: 100119 DUE DATE:  
SERV DATE: CUR DOC/SFX/CLASS: BA083019 001 MOD: BANK ID:  
REF DOC/SFX/CLASS: AGENCY: JA0 TRANS CODE: 060  
INDEX: FOCIO PCA: AS107 AY: 20 COMP/AGY/GRANT OBJ: 0442 0442  
AMOUNT: 46425.39 RVS: DISCOUNT: .00 FO: PDT:  
CI: PROP #: 1099: INV-NO: DT:

VEND/MC: DESC:  
NAME: CONT NO:  
CITY: ST: ZIP: CTRY: RTI: D  
PMT-NO: DT: AP NO: 12000 FUND: 8200 GL AC/AGY: 2900  
GRANT NO/PH: JAFS20 20 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: 08312019 TIME: 0001 ORIG SEQ NO: APPROVAL DT: 083019  
Z06 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 10/08/19 10:18 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 20 ORG CODE: 1000 PGM CODE: S107 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: JAFS20 20 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_

ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 AMP/OIS - DCAS MATCH OPERATIONS FUNDS  
FUNC LEVEL: \_\_\_\_\_

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 20 INQ MONTH: 01 ADJUSTED BUDG: 78,000.00  
BUDGET AVAIL: 78,000.00 BUDG % AVAIL: 100.00  
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00  
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00  
BT TITLE AMOUNT BT TITLE AMOUNT  
09 ORIG EXP BU 78,000.00

INTERRUPTED FUNCTION RESTARTED

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

S084 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/08/19 10:18 AM  
LINK TO: \_\_\_\_\_ ACCOUNTING EVENT RECORD INQUIRY DSNF

ACTIVE  
BATCH: AGENCY BC1 DATE 083019 TYPE 1 NO 881 SEQ NO 01842 REC TYPE: A STATUS: A

GL: DR1 2900 CR1 2705 DR2 2912 CR2 2712 DR3 2911 CR3 2711 DR4 CR4  
DOC AGY: JAO DOC DATE: 083019 EFF DATE: 100119 DUE DATE:  
SERV DATE: CUR DOC/SFX/CLASS: BA083019 001 MOD: BANK ID:  
REF DOC/SFX/CLASS: AGENCY: JAO TRANS CODE: 060  
INDEX: FOCIO PCA: AS107 AY: 20 COMP/AGY/GRANT OBJ: 0409 0409  
AMOUNT: 78000.00 RVS: DISCOUNT: .00 FO: PDT:  
CI: PROP #: 1099: INV-NO: DT:

VEND/MC: DESC:  
NAME: CONT NO:  
CITY: ST: ZIP: CTRY: RTI: D  
PMT-NO: DT: AP NO: 12000 FUND: 8200 GL AC/AGY: 2900  
GRANT NO/PH: JAFS20 20 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: 08312019 TIME: 0001 ORIG SEQ NO: APPROVAL DT: 083019  
Z06 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 10/08/19 10:19 AM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 20 ORG CODE: 1000 PGM CODE: S112 FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: JAFS20 20 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 MANAGEMENT SERVICES  
PGM LEVEL: 03 DC ACCESS MOU/DHCF (LOCAL MATCH)  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
INQ YEAR: 20 INQ MONTH: 01 ADJUSTED BUDG: 5,782,081.59  
BUDGET AVAIL: 5,782,081.59 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 5,782,081.59

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

S084 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/08/19 10:20 AM  
LINK TO: \_\_\_\_\_ ACCOUNTING EVENT RECORD INQUIRY DSNF

ACTIVE  
BATCH: AGENCY BC1 DATE 083019 TYPE 1 NO 881 SEQ NO 01834 REC TYPE: A STATUS: A

GL: DR1 2900 CR1 2705 DR2 2912 CR2 2712 DR3 2911 CR3 2711 DR4 CR4  
DOC AGY: JA0 DOC DATE: 083019 EFF DATE: 100119 DUE DATE:  
SERV DATE: CUR DOC/SFX/CLASS: BA083019 001 MOD: BANK ID:  
REF DOC/SFX/CLASS: AGENCY: JA0 TRANS CODE: 060  
INDEX: FHCFO PCA: AS112 AY: 20 COMP/AGY/GRANT OBJ: 0409 0409  
AMOUNT: 5782081.59 RVS: DISCOUNT: .00 FO: PDT:  
CI: PROP #: 1099: INV-NO: DT:

VEND/MC: DESC:  
NAME: CONT NO:  
CITY: ST: ZIP: CTRY: RTI: D  
PMT-NO: DT: AP NO: 12000 FUND: 8200 GL AC/AGY: 2900  
GRANT NO/PH: JAFS20 20 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: 08312019 TIME: 0001 ORIG SEQ NO: APPROVAL DT: 083019  
Z06 RECORD SUCCESSFULLY RECALLED

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



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES



OFFICE OF THE AGENCY FISCAL OFFICER

**MEMORANDUM**

**TO:** Delicia V. Moore  
Associate Chief Financial Officer  
Human Support Services Cluster

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

**DATE:** October 2, 2019

**SUBJECT:** Request for Reprogramming of Federal Funds for FY 2020: Agency Financial Operations (AFO)

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This memo is to request the reprogramming in the amount of \$36,740.00 for the Indirect Cost Recovery Grant (IDCR20). The reprogramming request will align the budget with projected expenditures.

**Why are the funds needed?**

The funds are needed to align the budget with projected expenditures for the single audit.

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

This reprogramming does not restore a budget cut authorized by the Mayor and/or Council.

**How will the funds be reprogrammed?**

The funds will be reprogrammed within Agency Financial Operations (AFO), Organization code 100F from Index UCUB0 (object 0522) to Index UCUB0 (object 0409).

**Why are the funds available?**

The funds are available due to a change in planned program spending.

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

If this action is postponed, DHS will be unable to fund their portion of the single audit.

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

No programs, services or other purchases will be delayed as a result of this action.

Should you have any questions, please contact Dionne Rutherford-Felix, Budget Officer at (202) 671-4232.

Attachments

cc: Gordon McDonald, Deputy CFO for Budget and Planning

**HUMAN SUPPORT SERVICES CLUSTER (HSSC)  
REPROGRAMMING MODIFICATION REVIEW SHEET**

**A reprogramming request package should include:**

Cover Memo requesting reprogramming must be signed and formatted as follows:

- If the request is federal, Medicaid, private, private donation or intra-District w/ agency in HSSC memo s/b addressed to ACFO, HSSC and from AFO, Agency
- If the request is local, federal payment, O-type revenue or intra-District w/ agency outside of the HSSC, memo s/b addressed to Lolita Alston, Director, Office of Legislative Support, EOM, thru ACFO, HSSC and From AFO, and Agency Director
- The request memo should be in the HSSC format fwd to agencies at the beginning of FY including:
  - The Subject line includes the fiscal year, the fund type and agency name
  - The first paragraph includes, the amount of the request, the fund, the agency, the program the grant or project number and title (if applicable) and general purpose of request
  - The six standardized questions have been answered in detail with strong justification

All columns on the Reprogramming spreadsheet have been completed and are accurate

- The funds in the Approved Budget Column represent the Congressionally approved budget (or amount on BT 09 in SOAR)
- The funds in the Current Budget column represent the current budget in SOAR (or the adjusted budget line in SOAR: BT lines 09 +10)
- The object is at the comp object level (not comp source group)
- The amount in the increase and decrease columns should net to zero
- Current expenditures cannot exceed the Revised Budget Amount (by object)
- Authorized personnel have signed in the required fields

Required Back up documentation

- If funds are being reduced from PS; Table 2: PS Forecast (from the FRP) must be attached. This is to ensure that the revised budget authority will support anticipated PS costs for the fiscal year
- SOAR 61 Screen prints have been attached to validate that funds are available in the respective object
- O-type reprogrammings must include the latest version of the ORA Certification Sheet Ensure current budget does not exceed the certified amount
- Grant and intra-District reprogrammings must include a copy of the entire award or MOU

Grant Number: IDCR20

Amount of Request: \$36,740.00

Reviewed By: B. Rutherford

(Budget Officer/ Supervisor)

Review Date: 10/7/2019



S061 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/02/19 04:20 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 20 ORG CODE: 100F PGM CODE: BUDG FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: IDCR20 20 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0050 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 AGENCY FINANCIAL OPERATIONS  
PGM LEVEL: 03 BUDGET OPERATIONS (SERVICE LEVEL)  
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
INQ YEAR: 20 INQ MONTH: 01 ADJUSTED BUDG: 358,005.00  
BUDGET AVAIL: 358,005.00 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 358,005.00

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

S084 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/02/19 04:21 PM  
LINK TO: \_\_\_\_\_ ACCOUNTING EVENT RECORD INQUIRY DSNF

ACTIVE

BATCH: AGENCY BC1 DATE 083019 TYPE 1 NO 881 SEQ NO 01843 REC TYPE: A STATUS: A

GL: DR1 2900 CR1 2705 DR2 2912 CR2 2712 DR3 2911 CR3 2711 DR4 CR4  
DOC AGY: JA0 DOC DATE: 083019 EFF DATE: 100119 DUE DATE:  
SERV DATE: CUR DOC/SFX/CLASS: BA083019 001 MOD: BANK ID:  
REF DOC/SFX/CLASS: AGENCY: JA0 TRANS CODE: 060  
INDEX: UCUB0 PCA: ABUDG AY: 20 COMP/AGY/GRANT OBJ: 0522 0522  
AMOUNT: 358005.00 RVS: DISCOUNT: .00 FO: PDT:  
CI: PROP #: 1099: INV-NO: DT:

VEND/MC: DESC: CONT NO:  
NAME: CTRY: RTI: D  
CITY: ST: ZIP: AP NO: 12000 FUND: 8200 GL AC/AGY: 2900  
PMT-NO: DT: SUB GRANTEE: PROJ NO/PH:  
GRANT NO/PH: IDCR20 20 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: 08312019 TIME: 0001 ORIG SEQ NO: APPROVAL DT: 083019  
Z06 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 10/02/19 04:20 PM  
LINK TO: \_\_\_\_\_ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: JA0 AY: 20 ORG CODE: 100F PGM CODE: BUDG FUNC CODE: \_\_\_\_\_  
AP FUND: \_\_\_\_\_ FUND: 8200 GRANT/PH: IDCR20 20 PROJECT/PH: \_\_\_\_\_  
COMP SRC/GRP: 0041 OBJ/COBJ/AGY OBJ: \_\_\_\_\_ AGY OBJ GROUP: \_\_\_\_\_  
ORG LEVEL: 02 AGENCY FINANCIAL OPERATIONS  
PGM LEVEL: 03 BUDGET OPERATIONS (SERVICE LEVEL)

FUNC LEVEL:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S  
INQ YEAR: 20 INQ MONTH: 01 ADJUSTED BUDG: 128,148.00  
BUDGET AVAIL: 128,148.00 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 128,148.00

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

S084 V2.1 PRD DISTRICT OF COLUMBIA R\*STARS 2.1 10/02/19 04:21 PM  
LINK TO: \_\_\_\_\_ ACCOUNTING EVENT RECORD INQUIRY DSNF

ACTIVE  
BATCH: AGENCY BC1 DATE 083019 TYPE 1 NO 881 SEQ NO 01836 REC TYPE: A STATUS: A

GL: DR1 2900 CR1 2705 DR2 2912 CR2 2712 DR3 2911 CR3 2711 DR4 CR4  
DOC AGY: JA0 DOC DATE: 083019 EFF DATE: 100119 DUE DATE:  
SERV DATE: CUR DOC/SFX/CLASS: BA083019 001 MOD: BANK ID:  
REF DOC/SFX/CLASS: AGENCY: JA0 TRANS CODE: 060  
INDEX: UCUB0 PCA: ABUDG AY: 20 COMP/AGY/GRANT OBJ: 0409 0409  
AMOUNT: 128148.00 RVS: DISCOUNT: .00 FO: PDT:  
CI: PROP #: 1099: INV-NO: DT:

VEND/MC: DESC: CONT NO:  
NAME:  
CITY: ST: ZIP: CTRY: RTI: D  
PMT-NO: DT: AP NO: 12000 FUND: 8200 GL AC/AGY: 2900  
GRANT NO/PH: IDCR20 20 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: 08312019 TIME: 0001 ORIG SEQ NO: APPROVAL DT: 083019  
Z06 RECORD SUCCESSFULLY RECALLED

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

ACTIVITY	SOAR FUND	SOAR INDEX	SOAR PCA	Grant	CONTRACT NAME	DESCRIPTION	VENDOR	EXTERNAL (E) INTRA-DISTRICT (I)	CONTRACT STATUS NEW (N) EXISTING (E)	START DATE	END DATE	FY2020 PROPOSED BUDGET
100F: AFO	8200	UCUBO	ABUDG	IDCR20/20		single audit		I	E	10/1/2019	9/30/2020	128,148.00
100F: AFO	8200	TBUCC	ABUDG	AFTF00/20		single audit		I	E	10/1/2019	9/30/2020	57,000.00
100F: AFO	8200	CCTAD	AACCT	CSCS02/20		single audit		I	E	10/1/2019	9/30/2020	30,000.00
<b>Total Federal (8200)</b>												<b>215,148.00</b>
<b>GRAND TOTAL</b>												<b>215,148.00</b>

*Reprogram \$361,740  
 from CS6,0050 to 0041*