



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COMMISSION ON THE ARTS AND HUMANITIES**

**RESPONSES TO COMMITTEE QUESTIONS ON  
AGENCY PERFORMANCE IN  
FY 2019 AND FY 2020 TO DATE**

**Heran Sereke-Brhan, PhD**  
Acting Executive Director  
Commission on the Arts and Humanities

Submitted to the

Committee of the Whole  
Council of the District of Columbia  
Phil Mendelson, Chairman

February 18, 2020

Committee of the Whole  
John A. Wilson Building  
1350 Pennsylvania Ave., NW  
Washington, DC 20004



DC COMMISSION ON THE ARTS & HUMANITIES

Heran Sereke-Brhan, PhD  
Acting Executive Director

February 18, 2020

The Honorable Phil Mendelson  
Chairman  
Committee of the Whole  
Council of the District of Columbia  
1350 Pennsylvania Avenue, N.W., Suite 504  
Washington, D.C. 20004

Dear Chairman Mendelson:

Please find enclosed the Commission on the Arts and Humanities responses to the Committee's FY 2019 and FY 2020 performance hearing questions. Both Commission Chair Kay Kendall and myself look forward to presenting on the agency's performance at our upcoming hearing.

If you have any questions or concerns, or need additional information, please contact me or our Legislative Affairs Director Melvin Witten at (202)724-5613.

Sincerely,

Heran Sereke-Brhan, PhD  
Acting Executive Director

1. Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel. Also include the effective date on the chart.

See “Q1 - Attachment A CAH Org Chart as of January 31, 2020”

**ACTING EXECUTIVE DIRECTOR (HERAN SEREKE-BRHAN, PhD).** Provides executive oversight and leadership; policy direction; strategic and financial planning; public relations; resource management; human resources and consultation to the Chair of the Commission and members of the Commission on the Arts and Humanities. Controls and disseminates work assignments and coordinates agency operations to ensure the attainment of the agency’s goals and objectives. These functions are standard for all agencies using performance-based budgeting.

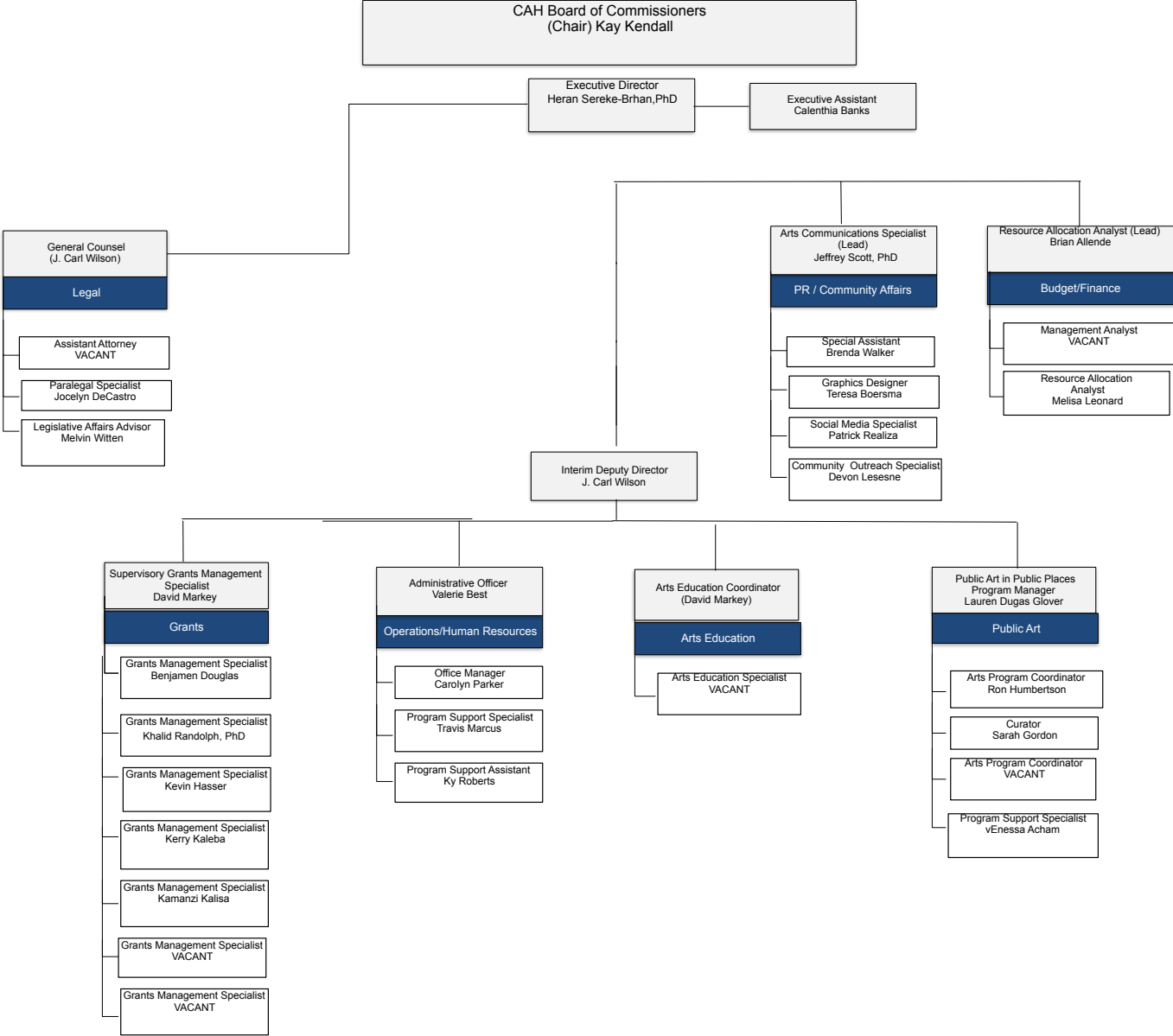
**INTERIM DEPUTY DIRECTOR & GENERAL COUNSEL (J. CARL WILSON).** Provides legal support and advice to CAH Management and its various administrations on a wide variety of legal issues necessary to accomplish CAH’s mission. Also provides legal services and advises the agency on a wide range of human resources, contractual and art/humanities matters that may arise under District rules and regulations where applicable. Provides executive oversight and leadership; policy direction; strategic and financial planning; public relations; resource management; human resources and consultation to the Executive Director and members of the Commission.

**INTERIM SUPERVISORY GRANTS MANAGEMENT SPECIALIST**

**(DAVID MARKEY).** Serves as the Agency’s “Chief Grant Maker” responsible for the successful implementation of grant making programming available to the public. CAH grants are administered through three departments – Grants, Arts Education and Public Art. While there are similarities amongst each department, there are also key distinctions. CAH abides by District Government policies on grantee compliance, and this position ensures compliance amongst all grantees and work to troubleshoot and resolve problems as they arise. Responsible for proposing structural changes to grant programs, as necessary.

**ADMINISTRATIVE OFFICER (VALERIE BEST).** Provides analytical, operational, and managerial oversight and support in maintaining the daily operational functions of the agency. Identifies and analyzes methods for improving the organizational efficiency and effectiveness of the agency. Provides human capital support based on agency practices and policies; Human Resources Standard Operating Procedures and monitors the PeopleSoft HRIS automated system. Provides management with consultation regarding FMLA, EEO, and Performance Management and Employee Relations matters.

# Commission on the Arts and Humanities Organizational Chart FY20



2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of February 1, 2020. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

**See “Q2 - Schedule A by Program”**

**Commission on the Arts and Humanities (BX0)**  
**Schedule A (List of Positions) - By Program and Activity**  
**As of January 31, 2020**

Vac Stat	Program	Program Title	Activity	Position No.	Title	Name	Hire Date	Sal Plan	Grade	Step	Reg/Temp/Term	FTEs	Annual Salary	Fringe Benefits	Total
F	1000	AGENCY MANAGEMENT	1010	00091475	Executive Assistant	Banks,Calenthia	11/7/16	DS0087	11	6	Reg	1	71,406.00	16,851.82	88,257.82
				00091479	Paralegal Specialist	de Castro,Jocelyn Pearl	8/19/19	DS0087	12	3	Term	1	80,848.00	19,080.13	99,928.13
				00091480	Program Support Assistant	Roberts,Ky D.	8/19/19	DS0087	8	5	Reg	1	52,336.00	12,351.30	64,687.30
			<b>1010 Total</b>									<b>3</b>	<b>204,590.00</b>	<b>48,283.24</b>	<b>252,873.24</b>
			1050	00035167	Resource Allocation Analyst	Allende,Brian	9/4/16	DS0087	13	7	Reg	1	104,569.00	24,678.28	129,247.28
				00046128	Resource Allocation Analyst	Leonard,Melisa Rene	5/5/14	DS0087	11	2	Reg	1	63,498.00	14,985.53	78,483.53
			<b>1050 Total</b>									<b>2</b>	<b>168,067.00</b>	<b>39,663.81</b>	<b>207,730.81</b>
			1080	00065415	Arts Communications Specialist	Scott,Jeffrey	7/11/16	DS0087	13	7	Reg	1	104,569.00	24,678.28	129,247.28
				00071941	Legislative Comm Affs Advisor	Witten,Herman Melvin	8/16/13	DS0087	12	4	Reg	1	83,209.00	19,637.32	102,846.32
				00077409	Graphic Designer	Boersma,Teresa Wolejiko	7/25/17	DS0087	11	6	Reg	1	71,406.00	16,851.82	88,257.82
				00091523	Community Outreach Specialist	Lesesne,Devon	10/26/15	DS0087	12	9	Term	1	95,017.50	22,424.13	117,441.63
			<b>1080 Total</b>									<b>4</b>	<b>354,201.50</b>	<b>83,591.55</b>	<b>437,793.05</b>
			1085	00043380	Office Manager	Parker,Carolyn E	11/26/07	DS0087	11	8	Reg	1	75,360.00	17,784.96	93,144.96
				00091481	Social Media Specialist	Realiza,Patrick	11/7/16	DS0087	11	5	Reg	1	69,429.00	16,385.24	85,814.24
				00097463	Program Support Specialist	Marcus,Travis A.	11/7/16	DS0087	9	2	Reg	1	52,691.00	12,435.08	65,126.08
			<b>1085 Total</b>									<b>3</b>	<b>197,480.00</b>	<b>46,605.28</b>	<b>244,085.28</b>
			1090	00000711	Executive Director, Commission	Sereke-Brhan,Heran	2/10/14	DX0000	E2	0	Temp	1	135,000.00	31,860.00	166,860.00
				00015450	Deputy Director	Wilson Jr.,Jerusa Carl	12/10/01	DS0086	16	0	Temp	1	173,000.00	40,828.00	213,828.00
				00097455	Grants Management Specialist	Kaleba,Kerry Rebecca	12/9/19	DS0087	11	1	Term	1	61,521.00	14,518.96	76,039.96
				00097456	Administrative Officer	Best,Valerie	12/26/17	DS0086	13	0	Reg	1	94,760.00	22,363.36	117,123.36
				00098138	Special Assistant	Walker,Brenda D	8/19/19	DS0087	14	8	Reg	1	126,897.00	29,947.69	156,844.69
			<b>1090 Total</b>									<b>5</b>	<b>591,178.00</b>	<b>139,518.01</b>	<b>730,696.01</b>
			<b>1000 Total</b>									<b>17</b>	<b>1,515,516.50</b>	<b>357,661.89</b>	<b>1,873,178.39</b>
	3000	DC CREATES PUBLIC ART	3010	00008454	ART IN PUBLIC PLACES PGN	Dugas Glover,Lauren	2/6/17	DS0087	12	10	Reg	1	97,375.00	22,980.50	120,355.50
				00047562	Curator	Gordon,Sarah A.	9/3/19	DS0087	11	10	Reg	1	79,314.00	18,718.10	98,032.10
				00091511	Program Support Specialist	Acham,vEnessa	5/29/18	DS0087	9	3	Reg	1	54,323.00	12,820.23	67,143.23
			<b>3010 Total</b>									<b>3</b>	<b>231,012.00</b>	<b>54,518.83</b>	<b>285,530.83</b>
			<b>3000 Total</b>									<b>3</b>	<b>231,012.00</b>	<b>54,518.83</b>	<b>285,530.83</b>
	4000	ARTS LEARNING AND OUTR	4040	00047460	Arts Program Coordinator	Humbertson,Ronald	3/21/16	DS0087	11	6	Reg	1	71,406.00	16,851.82	88,257.82
			<b>4040 Total</b>									<b>1</b>	<b>71,406.00</b>	<b>16,851.82</b>	<b>88,257.82</b>
			<b>4000 Total</b>									<b>1</b>	<b>71,406.00</b>	<b>16,851.82</b>	<b>88,257.82</b>
	5000	ADMINISTRATION	5010	00046132	Grants Management Specialist	Kalisa,Kamanzi G.	6/10/19	DS0087	11	10	Term	1	79,314.00	18,718.10	98,032.10
				00071939	Grants Management Specialist	Douglas,Benjamin	5/16/16	DS0087	11	3	Reg	1	65,475.00	15,452.10	80,927.10
				00091476	Grants Management Specialist	Randolph,Khalid R	11/7/16	DS0087	12	1	Reg	1	76,126.00	17,965.74	94,091.74
				00091906	Grants Management Specialist	Hasser,Kevin	6/24/19	DS0087	11	2	Term	1	63,498.00	14,985.53	78,483.53
				00097410	Grants Management Specialist	Nunez,Robert	5/28/19	DS0087	11	1	Term	1	61,521.00	14,518.96	76,039.96
				00098136	Supervisory Grants Management	Markey,David J.	12/16/13	DS0086	13	0	Temp	1	101,918.00	24,052.65	125,970.65
			<b>5010 Total</b>									<b>6</b>	<b>447,852.00</b>	<b>105,693.07</b>	<b>553,545.07</b>
			<b>5000 Total</b>									<b>6</b>	<b>447,852.00</b>	<b>105,693.07</b>	<b>553,545.07</b>
<b>F Total</b>												<b>27</b>	<b>2,265,786.50</b>	<b>534,725.61</b>	<b>2,800,512.11</b>
V	1000	AGENCY MANAGEMENT	1060	00047461	General Counsel	(blank)	(blank)	LX0001	1	4	Reg	1	148,447.00	35,033.49	183,480.49
			<b>1060 Total</b>									<b>1</b>	<b>148,447.00</b>	<b>35,033.49</b>	<b>183,480.49</b>
			<b>1000 Total</b>									<b>1</b>	<b>148,447.00</b>	<b>35,033.49</b>	<b>183,480.49</b>
	3000	DC CREATES PUBLIC ART	3010	00071940	Arts Program Coordinator	(blank)	(blank)	DS0087	11	0	Reg	1	61,521.00	14,518.96	76,039.96
			<b>3010 Total</b>									<b>1</b>	<b>61,521.00</b>	<b>14,518.96</b>	<b>76,039.96</b>
			<b>3000 Total</b>									<b>1</b>	<b>61,521.00</b>	<b>14,518.96</b>	<b>76,039.96</b>
	4000	ARTS LEARNING AND OUTR	4040	00020020	Arts Education Coordinator	(blank)	(blank)	DS0087	12	0	Reg	1	76,126.00	17,965.74	94,091.74
				00046632	Management Analyst	(blank)	(blank)	DS0087	12	0	Reg	1	76,126.00	17,965.74	94,091.74
				00091474	Grants Management Specialist	(blank)	(blank)	DS0087	11	0	Reg	1	61,521.00	14,518.96	76,039.96
			<b>4040 Total</b>									<b>3</b>	<b>213,773.00</b>	<b>50,450.43</b>	<b>264,223.43</b>
			<b>4000 Total</b>									<b>3</b>	<b>213,773.00</b>	<b>50,450.43</b>	<b>264,223.43</b>
	5000	ADMINISTRATION	5010	00026523	Grants Management Specialist	(blank)	(blank)	DS0087	13	0	Reg	1	87,703.00	20,697.91	108,400.91
			<b>5010 Total</b>									<b>1</b>	<b>87,703.00</b>	<b>20,697.91</b>	<b>108,400.91</b>
			<b>5000 Total</b>									<b>1</b>	<b>87,703.00</b>	<b>20,697.91</b>	<b>108,400.91</b>
<b>V Total</b>												<b>6</b>	<b>511,444.00</b>	<b>120,700.78</b>	<b>632,144.78</b>
<b>Grand Total</b>												<b>33</b>	<b>2,777,230.50</b>	<b>655,426.40</b>	<b>3,432,656.90</b>

3. Please list as of February 1 all employees detailed to or from your agency, if any, anytime this fiscal year (up to the date of your answer). For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date the detail began, and the employee's actual or projected date of return.

Detailee	Agency detailed from	Scope of detail	Start date	End date
ShaQuana Carter	Department of Human Resources (DCHR)	DCHR shall provide CAH with one (1) grade 12 HR Specialist for three (3) months to assist with the Buyer's transition from a subordinate agency to an independent agency.	10/28/19	1/31/202

- 4(a). For fiscal year 2019, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay.

<b>Commission on the Arts and Humanities (BX0)</b>								
<b>FY 2019 - List of Employees with Salaries over \$125,000</b>								
As of September 30, 2019								
<b>Position No.</b>	<b>Title</b>	<b>Name</b>	<b>Hire Date</b>	<b>Grade</b>	<b>Step</b>	<b>Annual Salary</b>	<b>Overtime Paid</b>	<b>Bonus</b>
00047461	General Counsel	Wilson, Jr. Jerusa Carl	12/10/2001	1	0	152,883.31		
00000711	Acting Executive Director	Rouse-Rosario, Terrie Suzette	12/17/2018	E2	0	146,588.70		
00098138	Special Assistant	Walker, Brenda D	8/19/2019	14	8	126,897.00		

- 4(b). For fiscal year 2020, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay as of the date of your response.

<b>Commission on the Arts and Humanities (BX0)</b>								
<b>FY 2020 - List of Employees with Salaries over \$125,000</b>								
As of January 31, 2020								
<b>Position No.</b>	<b>Title</b>	<b>Name</b>	<b>Hire Date</b>	<b>Grade</b>	<b>Step</b>	<b>Annual Salary</b>	<b>Overtime Paid</b>	<b>Bonus</b>
00015450	Deputy Director	Wilson Jr., Jerusa Carl	12/10/2001	16	0	173,000.00		
00000711	Executive Director, Commission	Sereke-Brhan, Heran	2/10/2014	E2	0	135,000.00		
00098138	Special Assistant	Walker, Brenda D	8/19/2019	14	8	126,897.00		



5. Please list, in descending order, the top 15 overtime earners in your agency for fiscal year 2019. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

<b>Commission on the Arts and Humanities (BX0)</b>					
<b>Fiscal Year 2019 : Top 15 Overtime Earners</b>					
<b>Fiscal Year</b>	<b>Employee Name</b>	<b>Position No.</b>	<b>Position Title</b>	<b>Salary</b>	<b>Overtime Amount Paid</b>
2019	Martin, JaKenna	00091479	Events Assistant	57,495.00	221.13
<b>2019 Total</b>					<b>221.13</b>

6. For fiscal years 2019 and 2020 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

**There were no bonuses or Special Award Payments paid in FY2019 or FY2020 to date.**

7. For fiscal years 2019 and 2020 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

**CAH did not have any employees separate from the agency with separation pay for fiscal years FY2019 and FY2020 through January 31, 2020.**

8. For fiscal years 2018, 2019, and 2020 (through January 31), please state the total number of employees receiving worker's compensation payments.

**CAH did not have any employees receive worker's compensation payments for FY2018, FY2019, and FY2020 through January 31, 2020.**

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2019 and 2020 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2020).

<b>CAH Administrative Leave FY 2019 &amp; FY 2020 (through January 31)</b>				
<b>Name</b>	<b>Dates Taken</b>	<b>Description</b>	<b>Quantity</b>	<b>Reason</b>
Randolph, Khalid R	11/1/2018	Administrative Leave With Pay	8	NASAA Conference
Randolph, Khalid R	11/2/2018	Administrative Leave With Pay	8	NASAA Conference
Randolph, Khalid R	12/6/2019	Administrative Leave With Pay	8	Per Executive Director' s Request
Boersma, Teresa	11/4/2019	Administrative Leave With Pay	8	Conference
Boersma, Teresa	11/5/2019	Administrative Leave With Pay	8	Conference
Boersma, Teresa	11/6/2019	Administrative Leave With Pay	8	Conference
Boersma, Teresa	11/7/2019	Administrative Leave With Pay	8	Conference
Boersma, Teresa	11/8/2019	Administrative Leave With Pay	8	Conference
Markey, David J.	11/1/2018	Administrative Leave With Pay	8	NASAA Conference
Markey, David J.	10/30/2018	Administrative Leave With Pay	8	NASAA Conference
Markey, David J.	10/31/2018	Administrative Leave With Pay	8	NASAA Conference
Sereke-Brhan, Heran	11/1/2018	Administrative Leave With Pay	8	NASAA Conference
Sereke-Brhan, Heran	11/2/2018	Administrative Leave With Pay	8	NASAA Conference

Humbertson, Ronald	11/2/2018	Administrative Leave With Pay	8	NASAA Conference
Humbertson, Ronald	12/24/2019	Administrative Leave With Pay	4	Early dismissal
Humbertson, Ronald	12/31/2019	Administrative Leave With Pay	4	Early dismissal
Scott, Jeffrey	11/1/2018	Administrative Leave With Pay	8	NASAA Conference
Scott, Jeffrey	11/2/2018	Administrative Leave With Pay	8	NASAA Conference
Scott, Jeffrey	1/13/2020	Administrative Leave With Pay	4	Attend funeral service
Banks, Calenthia	10/23/2018	Administrative Leave With Pay	8	Training
Dugas Glover, Lauren	11/1/2018	Administrative Leave With Pay	8	NASAA Conference
Dugas Glover, Lauren	11/2/2018	Administrative Leave With Pay	8	NASAA Conference
Dugas Glover, Lauren	6/12/2019	Administrative Leave With Pay	8	Arts Conference
Dugas Glover, Lauren	6/13/2019	Administrative Leave With Pay	8	Arts Conference
Dugas Glover, Lauren	6/14/2019	Administrative Leave With Pay	8	Arts Conference
Dugas Glover, Lauren	12/6/2019	Administrative Leave With Pay	8	Training
Acham, Venessa	11/2/2018	Administrative Leave With Pay	8	NASAA Conference

**\*All employees are currently active**

10. For fiscal years 2019 and 2020 (through January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

**See “Q10 - Intra-District”**

**Commission on the Arts and Humanities (BX0)**

**List of Intra-District Transfers**

<b>1) FY 2019 Intra-District Transfers from Other Agencies</b>				
<b>Project No.</b>	<b>Description</b>	<b>Seller Agency</b>	<b>Buyer Agency</b>	<b>Amount</b>
LPA19N	Library Public Art Project	Commission on the Arts and Humanities (CAH)	DC Public Library (DCPL)	15,000.00
MDC19N	Murals DC Program	Commission on the Arts and Humanities (CAH)	Department of Public Works (DPW)	80,000.00
SY19N	Summer Youth Employment Program	Commission on the Arts and Humanities (CAH)	Department of Employment Services (DOES)	57,500.00
<b>Total</b>				<b>152,500.00</b>
<b>2) FY 2019 Intra-District Transfers to Other Agencies</b>				
<b>Project No.</b>	<b>Description</b>	<b>Buyer Agency</b>	<b>Seller Agency</b>	<b>Amount</b>
000SAP	DCPS Study Abroad Program	Commission on the Arts and Humanities (CAH)	District of Columbia Public Schools (DCPS)	998,809.77
9DETBX	DC NET Sweep	Commission on the Arts and Humanities (CAH)	Office of the Chief Technology Officer (OCTO)	4,750.00
9FMBX0	Fleet Services	Commission on the Arts and Humanities (CAH)	Department of Public Works (DPW)	882.50
ARTFES	Arts All Night Festival	Commission on the Arts and Humanities (CAH)	Department of Small and Local Business Development (DSLBD)	202,500.00
BABX19	Record Retention Agreement	Commission on the Arts and Humanities (CAH)	Office Of the Secretary	22,743.00
BZBX19	District 2019 Hispanic Heritage Month	Commission on the Arts and Humanities (CAH)	Mayor's Office of Latino Affairs (MOLA)	50,000.00
IDCASL	Sign Language Interpretation	Commission on the Arts and Humanities (CAH)	Office of Disability Rights (ODR)	6,538.00
J308BX	Telecommunications	Commission on the Arts and Humanities (CAH)	Office of Finance and Resources Management (OFRM)	309.51
PX0BX0	Purchase/Travel Card	Commission on the Arts and Humanities (CAH)	Purchase Card Transaction (PX0)	138,296.98
<b>Total</b>				<b>1,424,829.76</b>
<b>3) FY 2020 Intra-District Transfers from Other Agencies - January 31, 2020</b>				
<b>Project No.</b>	<b>Description</b>	<b>Seller Agency</b>	<b>Buyer Agency</b>	<b>Amount</b>
DPA20N	District Public Art Projects	Commission on the Arts and Humanities (CAH)	Office of Planning (OP)	240,000.00
<b>Total</b>				<b>240,000.00</b>
<b>4) FY 2020 Intra-District Transfers to Other Agencies - January 31, 2020</b>				
<b>Project No.</b>	<b>Description</b>	<b>Buyer Agency</b>	<b>Seller Agency</b>	<b>Amount</b>
000SAP	DCPS Study Abroad Program	Commission on the Arts and Humanities (CAH)	District of Columbia Public Schools (DCPS)	523,000.00
PX0BX0	Purchase/Travel Card	Commission on the Arts and Humanities (CAH)	Purchase Card Transactions (PX0)	100,000.00
ARTFES	Arts All Night Festival	Commission on the Arts and Humanities (CAH)	Department of Small and Local Business Development (DSLBD)	150,000.00
9FMBX0	Fleet Services	Commission on the Arts and Humanities (CAH)	Department of Public Works (DPW)	1,000.25
<b>Total</b>				<b>774,000.25</b>



11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2019 and 2020 (through January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

**There was no reprogramming of funds into or out of the agency for fiscal years 2019 or 2020.**

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2020 to date. Also, include both known and anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

<b>Commission on the Arts and Humanities (BX0)</b>			
<b>Reprogramming Actions for Fiscal Years 2019 &amp; 2020 (through January 31)</b>			
<b>FY 2019</b>			
<b>Effective Date</b>	<b>Document No.</b>	<b>Description</b>	<b>Amount</b>
9/30/2019	BJBXDE19	Chinatown Archway Project. The project involves erecting, maintaining, and dismantling of a super structure scaffolding system that will surround the Archway to allow artisans to repair and restore the historic structure that spans across H street (between 6th and 7th Street, NW) for up to 3 months, as well as implementation of a traffic control plan to address pedestrian and vehicle traffic in the area.	385,763.15
9/30/2019	BJBX0763	Charles Hamilton Houston Bronze Statue Project. Project involves the oversight of the selection of an artist/artist, design, fabrication and installation of bronze statue to honor native Washingtonian Charles Hamilton Houston	300,000.00
<b>Total</b>			<b>685,763.15</b>
<b>FY 2020 - (through January 31, 2020)</b>			
<b>Effective Date</b>	<b>Document No.</b>	<b>Description</b>	<b>Amount</b>
There has been no reprogramming in FY 2020, to date.			

12 (cont.). Anticipated reprogramming request(s) to be submitted:

**CAH will submit a reprogramming request to adjust the allocations for two Cohorts:**

**1. FACILITIES AND BUILDINGS (FAB) COHORT – 2011**

**The current allocation for this Cohort is short by \$231,000. The FY2020 budget formulation process was completed prior to the passing of the legislation that now requires CAH to allot 17% of the total Grant funding to this cohort. Current funding level is at \$4,348,534; the funding level should be \$4,579,534.**

**2. HUMANITIES GRANT PROGRAM COHORT – 2014**

**The current allocation for this cohort is at \$1,159,000. Based on the required 5% of the total grant funding requirement, the budget allocation should have been \$1,348,616.50. The allocation will be increased by \$188,949.50.**

**The funds to be reprogrammed will be identified from currently unobligated funds and from the agency admin budget.**

13. For fiscal years 2019 and 2020 (as of February 10), please identify each special purpose revenue fund maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the programs that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) provide specific data for fiscal years 2018, 2019, and 2020 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

**See “Q13 – Special Purpose Revenue”**

**Commission on the Arts and Humanities (BX0)**  
**Fiscal Year 2019 and 2020 Special Purpose Revenue Fund**

Commission on the Arts and Humanities has one Special Purpose Revenue Fund. The revenue comes from rental of the historic Lincoln Theatre and Ticket Sales.  
 Budget, expenditures, revenue and fund balance details are listed below for FY 2019 and 2020.

Fiscal Year	Fund Code	Fund Title	DC. Code Establishing the fund	Source of Funding	Purpose of Expenditures	Revised Budget	Expenditures	Revenue	Fund Balance
2019	0600	Arts and Humanities Enterprise Fund	§§ 39-205.01; 39-204	Rental of the historic Lincoln Theatre and Ticket Sales	There were no expenditures in FY2019	0.00	0.00	0.00	332,753.74
2020	0600	Arts and Humanities Enterprise Fund	§§ 39-205.01; 39-204	Rental of the historic Lincoln Theatre and Ticket Sales	There are no expenditures yet	133,000.00	0.00	0.00	199,753.74

14. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2018, 2019, and the first quarter of 2020. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2018 and 2019.

**See "Q14 - FY18, FY19, FY20 Budget and Spending"**

**Commission on the Arts and Humanities (BX0)**

**Fiscal Year 2018 Budget and Actual Expenditures**

Division Code	Division Title	Fund Type	Expenditure Category	Approved Budget	Revised Budget	Expenditures	Available Balance
1000	AGENCY MANAGEMENT	FEDERAL GRANT FUND	PERSONNEL SERVICES	122,320.40	122,320.40	33,586.69	88,733.71
		LOCAL FUND	PERSONNEL SERVICES	820,562.65	820,562.65	793,038.94	27,523.71
			NON-PERSONNEL SERVICES	29,192.36	39,192.36	16,060.83	23,131.53
<b>1000 Total</b>				<b>972,075.41</b>	<b>982,075.41</b>	<b>842,686.46</b>	<b>139,388.95</b>
2000	ARTS BUILDING COMMUNITIES	FEDERAL GRANT FUND	PERSONNEL SERVICES	155,504.14	147,204.14	233,637.11	(86,432.97)
			NON-PERSONNEL SERVICES	15,000.00	15,000.00	10,866.73	4,133.27
		LOCAL FUND	PERSONNEL SERVICES	493,394.75	438,394.75	434,517.12	3,877.63
			NON-PERSONNEL SERVICES	16,466,934.24	16,436,934.24	16,477,206.16	(40,271.92)
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	100,000.00	75,995.00	75,995.00	0.00
<b>2000 Total</b>				<b>17,230,833.13</b>	<b>17,113,528.13</b>	<b>17,232,222.12</b>	<b>(118,693.99)</b>
3000	DC CREATES PUBLIC ART	CAPITAL FUND - OTHER	NON-PERSONNEL SERVICES	-	425,000.00	0.00	425,000.00
		FEDERAL GRANT FUND	PERSONNEL SERVICES	57,115.14	57,115.14	55,060.82	2,054.32
		LOCAL FUND	PERSONNEL SERVICES	369,258.93	369,258.93	388,499.47	(19,240.54)
			NON-PERSONNEL SERVICES	3,260,000.00	2,425,000.00	2,393,791.00	31,209.00
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	0.00	13,182.25	13,182.25	0.00
<b>3000 Total</b>				<b>3,686,374.07</b>	<b>3,289,556.32</b>	<b>2,850,533.54</b>	<b>439,022.78</b>
4000	ARTS LEARNING AND OUTREACH	FEDERAL GRANT FUND	PERSONNEL SERVICES	220,773.98	219,673.98	220,615.30	(941.32)
			NON-PERSONNEL SERVICES	54,040.40	53,840.40	53,840.00	0.40
		LOCAL FUND	PERSONNEL SERVICES	202,132.07	202,132.07	194,423.93	7,708.14
			NON-PERSONNEL SERVICES	6,412,963.00	6,412,963.00	6,411,187.34	1,775.66
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	68,000.00	60,530.31	60,530.31	0.00
		SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	NON-PERSONNEL SERVICES	133,000.00	0.00	60,530.31	0.00
<b>4000 Total</b>				<b>7,090,909.45</b>	<b>6,949,139.76</b>	<b>7,001,127.19</b>	<b>8,542.88</b>
5000	ADMINISTRATION	FEDERAL GRANT FUND	PERSONNEL SERVICES	95,445.94	95,445.94	102,993.35	(7,547.41)
		LOCAL FUND	PERSONNEL SERVICES	0.00	0.00	5,816.32	(5,816.32)
			NON-PERSONNEL SERVICES	781,000.00	866,000.00	643,240.12	222,759.88
<b>5000 Total</b>				<b>876,445.94</b>	<b>961,445.94</b>	<b>752,049.79</b>	<b>209,396.15</b>
<b>Grand Total</b>				<b>29,856,638.00</b>	<b>29,295,745.56</b>	<b>28,678,619.10</b>	<b>677,656.77</b>
FY 2018 variance (budget surplus) of \$677,656.77							
\$14k is in PS due to vacancy savings.							
\$238k is in NPS because of slightly lower spending for contractual services, telecommunications and other services							
\$425,000 for Chinatown Friendship Archway renovation pay-as-you-go capital fund							

**Commission on the Arts and Humanities (BX0)**  
**Fiscal Year 2019 Budget and Actual Expenditures**

Division Code	Division Title	Fund Type	Expenditure Category	Approved Budget	Revised Budget	Expenditures	Available Balance
1000	AGENCY MANAGEMENT	DEDICATED TAXES	PERSONNEL SERVICES	1,319,393.86	1,319,393.86	1,370,642.00	(51,248.14)
			NON-PERSONNEL SERVICES	30,000.00	30,000.00	14,709.24	15,290.76
<b>1000 Total</b>				<b>1,349,393.86</b>	<b>1,349,393.86</b>	<b>1,385,351.24</b>	<b>(35,957.38)</b>
2000	ARTS BUILDING COMMUNITIES	CAPITAL FUND - OTHER	NON-PERSONNEL SERVICES	0.00	300,000.00	0.00	300,000.00
		FEDERAL GRANT FUND	PERSONNEL SERVICES	0.00	428,230.00	428,229.42	0.58
			NON-PERSONNEL SERVICES	0.00	278,763.93	278,763.93	0.00
		LOCAL FUND	NON-PERSONNEL SERVICES	2,861,767.00	2,815,000.00	2,815,000.00	(0.00)
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	100,000.00	80,000.00	80,000.00	0.00
		DEDICATED TAXES	PERSONNEL SERVICES	394,471.42	394,471.42	298,596.65	95,874.77
			NON-PERSONNEL SERVICES	16,098,682.51	16,098,682.51	16,445,279.36	(346,596.85)
<b>2000 Total</b>				<b>19,454,920.93</b>	<b>20,395,147.86</b>	<b>20,345,869.36</b>	<b>49,278.50</b>
3000	DC CREATES PUBLIC ART	CAPITAL FUND - OTHER	NON-PERSONNEL SERVICES	0.00	385,763.15	0.00	385,763.15
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	0.00	15,000.00	15,000.00	0.00
		DEDICATED TAXES	PERSONNEL SERVICES	335,409.19	335,409.19	320,676.81	14,732.38
			NON-PERSONNEL SERVICES	3,866,900.00	3,566,900.00	3,376,647.66	190,252.34
<b>3000 Total</b>				<b>4,202,309.19</b>	<b>4,303,072.34</b>	<b>3,712,324.47</b>	<b>590,747.87</b>
4000	ARTS LEARNING AND OUTREACH	OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	68,000.00	57,500.00	57,500.00	0.00
		SPECIAL PURPOSE REVENUE FUNDS (O'TYPE)	NON-PERSONNEL SERVICES	199,000.00	0.00	0.00	0.00
		DEDICATED TAXES	PERSONNEL SERVICES	326,962.55	326,962.55	112,646.64	214,315.91
			NON-PERSONNEL SERVICES	4,974,000.00	4,974,000.00	4,688,404.15	285,595.85
<b>4000 Total</b>				<b>5,567,962.55</b>	<b>5,358,462.55</b>	<b>4,858,550.79</b>	<b>499,911.76</b>
5000	ADMINISTRATION	DEDICATED TAXES	PERSONNEL SERVICES	94,413.47	94,413.47	79,869.69	14,543.78
			NON-PERSONNEL SERVICES	698,000.00	359,003.85	360,071.22	(1,067.37)
<b>5000 Total</b>				<b>792,413.47</b>	<b>453,417.32</b>	<b>439,940.91</b>	<b>13,476.41</b>
<b>Grand Total</b>				<b>31,367,000.00</b>	<b>31,859,493.93</b>	<b>30,742,036.77</b>	<b>1,117,457.16</b>
FY 2019 variance (budget balance) is due:							
\$288,219.28 is in PS due to vacancy savings							
\$143,474.73 is in NPS because of slightly lower spending for other service and charges, contractual services and telecommunications							
\$385,763.15 additional fund for Chinatown Friendship Archway renovation pay-as-you-go capital fund							
300,000.00 Charles Hamilton Houston Bronze Statue capital Project							



**Commission on the Arts and Humanities (BX0)**  
**Fiscal Year 2020 Budget and Actual Expenditures (First Quarter)**

Division Code	Division Title	Fund Type	Expenditure Category	Approved Budget	Revised Budget	Expenditures	Available Balance
1000	AGENCY MANAGEMENT	LOCAL FUND	PERSONNEL SERVICES	1,159,000.30	1,159,000.30	207,513.83	951,486.47
			NON-PERSONNEL SERVICES	536,986.69	536,986.69	13,530.52	523,456.17
		DEDICATED TAXES	PERSONNEL SERVICES	920,389.55	920,389.55	249,294.63	671,094.92
<b>1000 Total</b>				<b>2,616,376.54</b>	<b>2,616,376.54</b>	<b>470,338.98</b>	<b>2,146,037.56</b>
2000	ARTS BUILDING COMMUNITIES	DEDICATED TAXES	PERSONNEL SERVICES	0.00	0.00	(15,335.04)	15,335.04
			NON-PERSONNEL SERVICES	26,526,114.00	26,526,114.00	807,750.00	25,718,364.00
<b>2000 Total</b>				<b>26,526,114.00</b>	<b>26,526,114.00</b>	<b>792,414.96</b>	<b>25,733,699.04</b>
3000	DC CREATES PUBLIC ART	LOCAL FUND	NON-PERSONNEL SERVICES	354,612.00	354,612.00	0.00	354,612.00
			OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	85,000.00	85,000.00	0.00
		DEDICATED TAXES	PERSONNEL SERVICES	361,136.09	361,136.09	95,400.88	265,735.21
			NON-PERSONNEL SERVICES	674,389.00	674,389.00	966.83	673,422.17
<b>3000 Total</b>				<b>1,475,137.09</b>	<b>1,475,137.09</b>	<b>96,367.71</b>	<b>1,378,769.38</b>
4000	ARTS LEARNING AND OUTREACH	FEDERAL GRANT FUND	PERSONNEL SERVICES	187,043.88	187,043.88	25,611.95	161,431.93
			NON-PERSONNEL SERVICES	165,000.00	165,000.00	783.07	164,216.93
		LOCAL FUND	PERSONNEL SERVICES	0.01	0.01	0.00	0.01
			NON-PERSONNEL SERVICES	0.00	0.00	11,421.99	(11,421.99)
		OPERATING INTRA-DISTRICT FUNDS	NON-PERSONNEL SERVICES	75,000.00	75,000.00	0.00	75,000.00
		SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	NON-PERSONNEL SERVICES	133,000.00	133,000.00	0.00	133,000.00
		DEDICATED TAXES	PERSONNEL SERVICES	180,868.82	180,868.82	9,989.04	170,879.78
			NON-PERSONNEL SERVICES	2,040,000.00	2,040,000.00	219.67	2,039,780.33
<b>4000 Total</b>				<b>2,780,912.71</b>	<b>2,780,912.71</b>	<b>48,025.72</b>	<b>2,732,886.99</b>
5000	ADMINISTRATION	FEDERAL GRANT FUND	PERSONNEL SERVICES	361,456.12	361,456.12	89,854.36	271,601.76
		LOCAL FUND	NON-PERSONNEL SERVICES	945,389.00	945,389.00	0.00	945,389.00
		DEDICATED TAXES	PERSONNEL SERVICES	243,739.20	243,739.20	52,668.38	191,070.82
			NON-PERSONNEL SERVICES	79,611.00	79,611.00	5,193.47	74,417.53
<b>5000 Total</b>				<b>1,630,195.32</b>	<b>1,630,195.32</b>	<b>147,716.21</b>	<b>1,482,479.11</b>
<b>Grand Total</b>				<b>35,028,735.66</b>	<b>35,028,735.66</b>	<b>1,554,863.58</b>	<b>33,473,872.08</b>
FY 2020 variance (budget balance) is due to expenditures showing only First Quarter.							

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2019 and 2020 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

**See “Q 15 – Schedule of MOUs”**

**Commission on the Arts and Humanities (BX0)**  
**Memoranda of Understanding (MOU) Executed or in Process**  
**For Fiscal Years 2019 & 2020**

Project Name : Study Abroad Program (FY2019 & 2020)	
Buyer Agency: Commission on the Arts and Humanities	Seller Agency: DC Public Schools
start date: October 1, 2018	Anticipated end date: September 30 ,2019
<p><b>Scope of Project:</b>  DCPS Study Abroad: DCPS Study Abroad is the nation’s first fully funded district-wide global travel program of its size, for students at the K-12 level in a public-school system. DCPS contracts an educational travel vendor(s) that can work to tailor its programming to meet the unique needs of DCPS Study Abroad and whose staff has professionalism, expertise, and cultural competency necessary for creating positive travel experiences for diverse groups of travelers, including but not limited to travelers of color; LGBTQ+ travelers; travelers with disabilities; and first-time, first-generation travelers.</p> <p>\$523,000 has been designated to support the contracting of educational travel vendor(s) and for the salaries and benefits associated with a full-time Global Programs Manager and a full-time Global Education Coordinator for DCPS Study Abroad in School Year 2019-2020, Fiscal Year 2020.</p>	
<b>Project Name : Art All Night Program (FY2019 &amp; 2020)</b>	
Buyer Agency: Commission on the Arts and Humanities	Seller Agency: Department of Small and Local Business Development (DSLBD)
Start date: October 1, 2018	Anticipated end date: September 30 ,2019
<p><b>Scope of Project:</b>  For the purpose of facilitating the successful production and public presentation of the Art All Night Festival, the Parties have agreed to enter into this MOU, the terms of which provide, in part, as follows: (1) CAH shall advance one lump sum of One Hundred Fifty Thousand Dollars (\$150,000.00) ("MOU Amount") to DSLBD through an Intra-District Transfer, for the purpose of funding the FY20 Art All Night Festival; and (2) DSLBD shall, in accordance with the mandates of this MOU, use the MOU Amount to facilitate the successful production and presentation of the District’s FY20 Art All Night Festival.</p>	

**Commission on the Arts and Humanities (BX0)**  
**Memoranda of Understanding (MOU) Executed or in Process**  
**For Fiscal Years 2019 & 2020**

Project Name : Playable Art – Minnesota Ave, 34 <sup>th</sup> and D Street SE	
Buyer Agency: Commission on the Arts and Humanities	Seller: Department of General Services / Parks & Recreation
start date: October 1, 2018	Anticipated end date: September 30 ,2019
<p>Scope of Project:</p> <p>Regards use and access to install a work of art designed and fabricated as part of CAH’s “Playable Art DC” public art project in an outdoor area of a District-owned triangle park that is located at Minnesota Avenue, 34th and D Streets, SE</p>	
<b>Project Name</b> : Playable Art – Anacostia Library	
Buyer Agency: Commission on the Arts and Humanities	Seller Agency: Department of General Services / Parks & Recreation
start date: October 1, 2018	Anticipated end date: September 30 ,2019
<p><b>Scope of Project:</b></p> <p>Regards use and access to install a work of art designed and fabricated as part of CAH’s “Playable Art DC” public art project on the plaza of the Anacostia Library, 1800 Good Hope Road.</p>	

**Commission on the Arts and Humanities (BX0) Memoranda  
of Understanding (MOU) Executed or in Process  
For Fiscal years 2019 & 2020**

Project Name : Hispanic Heritage Month Celebration (FY2019 & 2020)	
Buyer Agency: Commission on the Arts and Humanities	Seller: Mayor’s Office on Latino Affairs
start date: October 1, 2018	Anticipated end date: September 30 ,2019
<p>Scope of Project:</p> <p>To help accomplish these goals, CAH will collaborate with MOLA, as the Parties jointly work to fully administer and coordinate a variety of culturally- and linguistically-appropriate events related to the District’s Hispanic Heritage Month Celebration. MOLA will work with a variety of organizations to support up to five (5) events that are related to the District’s Hispanic Heritage Month Celebration. MOLA will identify an individual who will serve as the primary liaison between CAH and MOLA and who will support the successful implementation of this MOU (<i>i.e.</i>, the "Project Coordinator").</p>	
Project Name : Transition Support – HR Services (FY2020)	
Buyer Agency: Commission on the Arts and Humanities	Seller: Agency: Department of Human Resources (DCHR)
start date: October 28, 2019	Anticipated end date: January 31, 2020
<p>Scope of Project:</p> <p>DCHR shall provide CAH with one (1) grade 12 HR Specialist for three (3) months to assist with the Buyer’s transition from a subordinate agency to an independent agency.</p>	

**Commission on the Arts and Humanities (BX0)**  
**Memoranda of Understanding (MOU) Executed or in Process**  
**For Fiscal years 2019 & 2020**

Project Name : Sign Language Interpretation Services (FY2019 & 2020)	
Buyer Agency: Commission on the Arts and Humanities	Seller: Office of Disability Rights
start date: October 1, 2018	Anticipated end date: September 30 ,2019
Scope of Project:	
<b>Project Name</b> : Chinatown Archway Restoration (FY2020)	
Buyer Agency: Commission on the Arts and Humanities	Seller: Department of General Services
Start date: TBD	Anticipated end date: September 30 ,2019
<b>Scope of Project:</b>	
Regarding securing scaffolding services, project management relating to the scaffolding services and implementation of a Traffic Control Plan prepared by DDOT.	

**Commission on the Arts and Humanities (BX0)  
Memoranda of Understanding (MOU) Executed or in Process  
For Fiscal Years 2019 & 2020**

<b>Project Name : OP-CAH Playable Art – (FY2019)</b>	
Buyer Agency: : Commission on the Arts and Humanities	Seller Agency: Office of Planning
start date: October 1, 2018	Anticipated end date: September 30 ,2019
<p><b>Scope of Project:</b></p> <p>A partnership with Office of Planning to administer the design competition for the Playable Art DC project for three sites in the District of Columbia. Includes intra-district funds transfer from OP to CAH from an Art Place America grant to be awarded to artists to design, fabricate and install unique works of art at three sites.</p>	
<b>Project Name : Murals DC (FY2019 &amp; 2020)</b>	
Buyer Agency: : Department of Public Works (DPW)	Seller Agency: Commission on the Arts and Humanities
start date: Spring	Anticipated end date: September 30
<p><b>Scope of Project:</b></p> <p>MuralsDC was created to combat and prevent illegal graffiti tagging, to revitalize public spaces within the community, and to teach young people the art of aerosol painting. DPW, which is responsible for administering the graffiti prevention initiative and CAH seek artists or artist teams to design, create and install aerosol inspired murals ("Murals") in DPW-identified locations ("Sites") throughout the District of Columbia ("DC" or "District").</p>	

**Commission on the Arts and Humanities (BX0)  
 Memoranda of Understanding (MOU) Executed or in Process  
 For Fiscal Years 2019 & 2020**

<b>Project Name : Capitol View Library (FY2019)</b>	
Buyer Agency: : Commission on the Arts and Humanities	Seller Agency: District of Columbia Public Library
start date: October 1, 2018	Anticipated end date: September 30 ,2019
<b>Scope of Project:</b>	
<p>A partnership with Office of Planning to administer the design competition for the Playable Art DC project for three sites in the District of Columbia. Includes intra-district funds transfer from OP to CAH from an Art Place America grant to be awarded to artists to design, fabricate and install unique works of art at three sites.</p>	
<b>Project Name :</b>	
Buyer Agency: :	Seller Agency:
Start date:	Anticipated end date:
<b>Scope of Project:</b>	



16. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, such as the “Form B” for all District agencies (See D.C. Code § 47- 318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2018, 2019, and 2020.

**CAH did not submit any budget enhancement requests for fiscal years 2018, 2019, or 2020.**

17. Please list all currently open capital projects for your agency (as of January 31st) including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

**A. CHINATOWN FRIENDSHIP ARCHWAY RENOVATION**

**PROJECT DESCRIPTION:** Restoration of the iconic architectural/artistic archway in Chinatown that spans across H Street between 7th and 6th Streets, NW. This unique work of art was part of the 1986 Sister Cities agreement between Beijing and the District of Columbia. This public monument includes seven roofs up to 60 feet high, 7000 tiles, and 272 painted dragons in the style of the Ming and Qing dynasties. The Archway was last restored in 2009. Since then it has experienced additional deterioration and requires restoration. CAH has contracted with the original architect to perform the renovation. In order for the restoration to occur, a scaffolding superstructure needs to be constructed around the archway’s footprint spanning across H Street near the intersection of 7th Street, NW. This will allow the artisans to enter the scaffolding superstructure to safely work on the repairs without road closures. While there are no street closures, the footprint of the scaffolding and construction work zones requires a traffic control plan for temporary relocation of bus stops and other pedestrian and vehicular traffic management matters. **Project team:** Overall project management and renovation under the auspices of CAH; technical support provided by Department of General Services for scaffolding required to perform the restoration and related project management, including traffic control implementation; and, DC Department of Transportation for traffic control planning, permits and WMATA coordination.

**ESTIMATED COSTS:**

<b>Cost Estimates: Restoration Architectural (contract held by CAH)</b>	<b>\$425,000</b>
<b>Technical Support (intra-district funds transfer from CAH to DGS)</b>	<b>\$385,763</b>
<b>Total</b>	<b>\$810,763</b>

**EXPENDITURES TO DATE:** None

**TIMING:** Renovation targeted – May - August 2020. Scaffolding — April - August 2020

**STATUS:** Planning in progress with agency partners and artist/architect

## **B. CHARLES HAMILTON HOUSTON BRONZE STATUE**

**PROJECT DESCRIPTION:** Development of a commemorative bronze sculpture of Civil Rights icon Charles Hamilton Houston per the FY19 Budget Support Act of 2018 (Subtitle Commission on Arts and Humanities, Section 7142). In collaboration with the Senior Advisor to the Mayor and the Mayoral appointed Commission to Commemorate and Recognize Charles Hamilton Houston. CAH will administer a call for artists for a site-specific design competition as well as oversee the fabrication and installation of the project.

**PROJECT TEAM:** CAH, overall project management

**COST ESTIMATES:** Design, fabrication and installation: \$300,000

**EXPENDITURES TO DATE:** None

**TIMING:** Pending site finalization, approximately 18-24 months from artist solicitation to installation.

**STATUS:** The project continues to move forward with the planning process, including finalizing the site recommendation for the project, which will be followed by solicitation for an artist and design.

18. Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.

**The Commission on the Arts and Humanities is not a named party in any pending lawsuit.**

19(a). Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2019 or 2020 (through January 31).

**In November of FY19, CAH issued a contract for the Center for Effective Philanthropy to conduct a study on grant making practices and grantee perceptions to compare CAH programs and activities to industry benchmarks.**

**The Commission on the Arts and Humanities (“Commission”) initiated and completed one (1) sexual harassment investigation during the subject time period. The Commission is not aware of any other investigation, study, audit, or report on the Commission (or on any of its employees) that was completed in fiscal years 2019 or 2020 (through January 31, 2020).**

19(b). Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

**The Commission on the Arts and Humanities (“Commission”) is not aware of any ongoing investigation, audit, or report on the Commission or on any of its employees.**

20. How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2018, 2019, and 2020 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2020. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

**There have not been any formal grievances filed against Commission management during fiscal years 2018, 2019 or 2020 (through January 31, 2020).**

21(a). Please describe the agency's procedures for investigating allegations of sexual harassment committed by or against its employees.

**CAH currently follows the District of Columbia's Human Resources guidelines to investigate any complaint of sexual harassment, and the agency has a designated Sexual Harassment Officer.**

21(b). If different, please describe the agency's procedures for investigating allegations of misconduct.

**Not Applicable; CAH follows applicable District of Columbia guidelines and policies regarding misconduct, as set forth in the District's Personnel Manual.**

21(c). List and describe each allegation received by the agency in FY 2019 and FY 2020 (as of January 31) and the resolution of each as of the date of your answer.

**The Commission on the Arts and Humanities ("Commission") initiated and completed one (1) sexual harassment investigation during the subject time period of FY20. The resolution of the complaint was found to be unsubstantiated and has been resolved to date.**

22. In table format, please list the following for fiscal years 2019 and 2020 (through January 31, 2020) regarding the agency’s use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

**See “Q22 - Purchase Card Cardholders and Transactions”**

<b>CAH FY 2019 PCARD Transactions</b>		
<b>Cardholder First Name</b>	<b>Cardholder Last Name</b>	<b>Total</b>
CAROLYN	PARKER	72,247.95
EARICA	BUSBY	18,601.53
EBONY	BROWN	8,390.20
JAKENNA	MARTIN	187.50
TRAVIS	MARCUS	38,869.80
<b>Grand Total</b>		<b>138,296.98</b>
<b>CAH FY 2020 PCARD Transactions – (through Jan 31, 2020)</b>		
<b>Cardholder First Name</b>	<b>Cardholder Last Name</b>	<b>Total</b>
CAROLYN	PARKER	12,599.40
TRAVIS	MARCUS	7,675.04
<b>Grand Total</b>		<b>20,274.44</b>

**NB: In accordance to the delegation of authority memo issued by the Office of Contracting and Procurement (OCP), each card has been allotted the following spending threshold(s);**

- **Single Purchase limit for Services - \$2,500 per transaction, per card**
- **Single Purchase limit for Goods - \$5,000 per transaction, per card**

**Monthly Cycle limit - \$20,000 per card (regardless of purchase type)**



23. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2019 and 2020 (through January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

**See “Q 23 Contracts Issued in FY 2019 & FY 2020”**

<b>FY 2019 CONTRACTS</b>			
<b>Vendor Name</b>	<b>Purchase Order #</b>	<b>Contract Purpose - Description of Services</b>	<b>Contract Amount</b>
ABC Technical Solutions	PO608766	Purchase of 12 Dell Desktop Computers	\$ 14,709.24
Atlas Performing Arts Center	PO605899	Funds will be used for the MBSYEP	\$ 10,000.00
Bluebay Office, Inc.	PO597588	Blanket Purchase Agreement for Office Supplies	\$ 14,999.30
Capital Community News, Inc.	PO601608	Advertisement for CAH program in Capital Community News publications.	\$ 10,200.00
Carlyn Madden	PO600818	Capacity building and development for grants.	\$ 137,256.00
Center for Effective Philanthropy	PO602217	The vendor will conduct a survey on CAH's grant process for CAH grantees perception report.	\$ 34,000.00
Corporate Systems Resources	PO592189	Provide temporary services for multiple positions.	\$ 92,770.39
DAL Entertainment Group, LLC	PO609243	Production design and management for the 2019 Labor Day Weekend Music festival.	\$ 58,300.00
DC Arts & Humanities Education	PO609143	Funding used for the FY19 Teaching Artist Institute	\$ 14,500.00
Ely, Inc.	PO601934	Providing Art Installation of Artwork in various District government buildings throughout the city.	\$ 24,265.80
ELY, Inc.	PO604797	Art handling, installation, transportation and storage of artwork for various installations from the DC Commission on the Arts and Humanities.	\$ 37,276.41
Experts in Framing, LLC	PO593843	Provide professional framing for artwork in the Art Bank Collection and other works.	\$ 88,962.54

Frame of Mine, Inc.	PO593844	Provide professional framing for artwork in the Art Bank Collection and other works.	\$ 30,229.08
Gallery Systems, LLC	PO593086	Annual maintenance and license fees for the agency's art collection content management system and art collection website.	\$ 11,860.00
Hip Hop Theater Festival, INC.	PO607012	Sponsorship for the 2019 Hip Hop Theater Festival with marketing	\$ 10,000.00
It's My Theatre, Inc.	PO594716	It's My Theatre (IMT) is in partnership with CAH to provide free or reduced-cost rentals of the Lincoln Theatre to District government agencies and District non-profit organizations.	\$ 91,142.50
Jungle Lasers, LLC	PO595292	Agency's grants database to administer grants, receive information, collect and store data.	\$ 85,125.00
Mas TV/ El Planeta, LLC	PO606969	Advertising for CAH Grants and Events	\$ 10,000.00
MDE City Paper Holdings, LLC	PO606274	Advertising for CAH grants and events.	\$ 10,850.00
MDM Office Systems, DBA Standard Office Supply	PO605448	Construction renovation of the office.	\$ 62,280.16
Mid-Atlantic Arts Foundation	PO597585	FY2019 Mid-Atlantic Arts Foundation membership/partnership	\$ 30,000.00
MTB Enterprises	PO600547	To produce nine (9) podcast episodes for the CAH 50th Anniversary and to edit existing 4-minute long 50th Anniversary video to a 1-minute format.	\$ 14,848.50
PMGL, LLC	PO601897	Procurement of FY19 contract to facilitate maintenance and wall repairs to CAH's 200 I Street office and art gallery.	\$ 25,000.00
Polihire Strategy, LLC	PO609119	Executive Recruitment Services	\$ 17,410.00
Senoda, Inc.	PO601607	Printing of CAH events related materials.	\$ 14,475.00

Smithsonian Institution	PO592468	Sponsorship agreement with Smithsonian National Museum of African American History and Culture to support the African American Film Festival.	\$ 25,000.00
Southern Methodist Univ.	PO601034	2019 Partnership agreement between CAH and SMU Data Arts (formerly Cultural Data Arts).	\$ 15,000.00
The Coles Group, LLC	PO598384	Provide temporary services for multiple positions.	\$ 124,328.75
The Coles Group, LLC	PO600778	Vendor will secure and compensate talent for services for several agency events that are listed on the attached SOW.	\$ 53,000.00
The Coles Group, LLC	PO600781	Vendor will secure and compensate talent for services for several agency events that are listed on the attached SOW.	\$ 50,133.72
The MusicianShip 2	PO606980	Sponsorship for 2019 DC Funk Parade POP:	\$ 14,000.00
Walton & Green Consultants	PO598431	Provide temporary services for multiple positions.	\$ 28,209.21
Xerox Corporation	PO595531	Copier maintenance and leasing fees	\$ 16,786.85
		<b>TOTAL</b>	<b>\$ 1,276,918.45</b>

<b>FY 2020 CONTRACTS TO DATE (JANUARY 31, 2020)</b>			
<b>Vendor Name</b>	<b>Purchase Order #</b>	<b>Contract Purpose - Description of Services</b>	<b>Contract Amount</b>
Carlyn Madden Consulting Services	PO615879	Grants Capacity Building consultant for UPSTART grant program - Carlyn Madden.	\$ 142,044.00
Ely, Inc.	PO615675	To fund the remaining portion of the base year contract with Ely, Inc.	\$ 62,723.69
Experts In Framing, LLC	PO618694	Provide professional framing for artwork in the Art Bank Collection and other works	\$ 75,000.00
Jungle Lasers, LLC	PO618171	Good done great - grants application and award database. This database has been designed to the specifications required by CAH. This procurement request is to continue with the licensing and maintenance costs for FY20.	\$ 90,175.00
The Coles Group, LLC	PO615541	Temporary services - the Coles Group, LLC	\$ 24,000.00
Walton & Green Consultants	PO619413	Vendor shall provide temporary support services to CAH.	\$ 100,000.00
Walton & Green Consultants	PO616129	Task order 2 for Temporary Help FY20 - funding for interns for the grants management team during grant issuance process	\$ 30,000.00
Xerox Corporation	PO620518	FY20 portion of the Copier Lease with Xerox.	\$ 25,000.00
		<b>TOTAL</b>	<b>\$ 548,942.69</b>

24(a) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

**Our agency telecommunications are managed through the DC Government Fixed Cost Management System (FCMS). At the start of the New Year funds are loaded into the system which allows access to FCMS and shows how many landlines and mobile phones are being used by the agency. Monthly inventory checks are completed. This recertifies numbers that are active in the agency. The ones that are no longer in use are submitted through a Request for Telephone Service (RTS), then disconnected and the number removed so that the agency is no longer charged for it.**

**(b) All FTE's are authorized to have cell phones and mobile devices through the approval of the Executive Director. They are used for when employees are out in the field conducting workshops and community meetings. CAH is under the AT&T Government Standard Pool Plan which is priced \$49.99 per device.**

	<b>Name</b>	<b>Title</b>	<b>Cell Phone</b>	<b>FTE</b>	<b>Other Devices by Dept.</b>
	<b>EXECUTIVE</b>				<b>4</b>
<b>1</b>	<b>Heran Sereke-Brhan</b>	<b>Executive Director</b>	704-6137	√	
<b>2</b>	Calenthia Banks	Executive Assistant	304-2895	√	
	<b>FINANCE</b>				<b>3</b>
<b>3</b>	<b>Brian Allende</b>	<b>Finance Manager</b>	230-7653	√	
<b>4</b>	Melisa Leonard	Finance Assistant	538-0925	√	
	<b>GRANTS</b>				
<b>5</b>	<b>David Markey</b>	<b>Interim Supervisory Grants Manager</b>	769-6929	√	
<b>6</b>	Benjamin Douglas	Grants Program Manager	704-6140	√	
<b>7</b>	Khalid Randolph	Grants Program Manager	6643269	√	
<b>8</b>	Kamanza Kalisa	Grants program Manager	769-6939	√	
<b>9</b>	Kevin Hasser	Grants Program Manager	213-8848	√	
<b>10</b>	Robert Nunez	Grants Program Manager	TBD		
<b>11</b>	Kerry Kaleba	Grants Program Manager	TBD		
	<b>COMMUNICATIONS</b>				<b>4</b>
<b>12</b>	<b>Jeffrey Scott</b>	<b>Chief of External Affairs</b>	341-9908	√	

13	Brenda Walker	Special Assistant	769-6870	√	
14	Teresa Boersma	Graphic Designer	255-9069	√	
14	Patrick Realiza	Social Media Specialist	251-1971	√	
15	Devon Lesesne	Public Affairs Assistant	330-3815	√	
<b>OPERATIONS</b>					<b>5</b>
<b>16</b>	<b>Valerie Best</b>	<b>Administrative Officer</b>	<b>676-7176</b>	√	
17	Carolyn Parker	Office Manager	251-8982	√	
18	Travis Marcus	Program Support Specialist	704-6136	√	
19	Ky Roberts	General Clerk	TBD	√	
<b>LEGAL</b>					<b>5</b>
<b>20</b>	<b>Carl Wilson</b>	<b>General Counsel Interim Deputy Director</b>	207-6087	√	
21	Jocelyn de Castro	Paralegal	TBD		
22	Melvin Witten	Legislation & Policy Advisor	674-8916	√	
<b>PUBLIC ART</b>					<b>6</b>
<b>23</b>	<b>Lauren Glover</b>	<b>Public Art Manager</b>	341-8771	√	
24	Ron Humbertson	Art Collections Registrar	538-1204	√	
25	Sarah Gordon	Curator	TBD	√	
26	vEnessa Acham	Public Art Program Assistant	538-0915	√	

25(a). Does your agency have or use one or more government vehicles? If so, for fiscal years 2019 and 2020 (through January 31), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.); and (6) what employee discipline resulted, if any.

**CAH owns one government vehicle:**

**Year: 2013**

**Make: Dodge**

**Color: White**

**Tag No: DC10120**

**VIN: 2C4RDGCG8DR644838**

**To operate the agency vehicle, employees must complete a Vehicle Operator's Acknowledgment form and provide a copy of a valid driver's license.**

25(b). Please list all vehicle accidents involving your agency's vehicles for fiscal years 2018, 2019, and 2020 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

**There have not been any vehicle accidents in 2018, 2019 and 2020.**



26. Please list every lawsuit against the agency that was settled or decided by a trial court in FY 2019 and FY 2020 to date. Briefly describe each and the sanction, if any.

**The Commission on the Arts and Humanities was not engaged in any lawsuit that was settled or decided by a trial court in fiscal year 2019 or in fiscal year 2020 (to date).**

27. D.C. Law requires the Mayor to pay certain settlements and judgments from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.

**Because the Commission on the Arts and Humanities was not engaged in any lawsuit that was settled or decided by a trial court in fiscal year 2019 or in fiscal year 2020 (to date), no such settlement- or judgment-related “charge-back” has occurred.**

28(a). D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?

**Yes - the Commission on the Arts and Humanities remains in compliance with this law.**

28(b). Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to use the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffeur or take-home status.

**Because the Commission on the Arts and Humanities remains in compliance with the above-referenced law, its answer to this question is “not applicable” (“N/A”).**

29. In table format, please provide the following information for fiscal years 2019 and 2020 (through January 31) regarding your agency's authorization of employee travel: (1) each trip outside the region on official business or agency expense; (2) individuals (by name and title/position) who traveled outside the region; (3) total expense for each trip (per person, per trip, etc.); (4) what agency or entity paid for the trips; and (5) justification for the travel (per person and trip).

**See "Q29 – Agency Travel"**

**Commission on the Arts and Humanities (BX0)**

**Agency Authorized Employee Travel for Fiscal Year(s) 2019 & 2020**

As of January 31, 2020

FY2019						
Employee Name	Title	Conference Name and Location	Date(s)	(Organization or Fund Type)	Cost per Employee	Justification for travel
Heran Sereke-Brhan	Senior Grants Officer	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/1/18-11/3/18	CAH - Local Funds	\$ 595.58	The conference is tailored to the needs of state arts funders and cultural advocates. Participants explore significant trends and challenges faced by state art agencies, consult with field experts and share best practices thereby gaining insight into the sector's challenges and solutions.
Michael Bigley	Deputy Director	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/1/18-11/2/18	CAH - Local Funds	\$ 337.40	
Khalid Randolph	Grants Management Specialist	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/1/18-11/2/18	CAH - Local Funds	\$ 337.40	
Lauren Dugas-Glover	Public Art Manager	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/1/18-11/3/18	CAH - Local Funds	\$ 384.24	
Keona Pearson	Public Art Coordinator	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/1/18-11/1/18	CAH - Local Funds	\$ 157.37	
Erika Hawthorne	Grants Management Specialist	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/1/18-11/3/18	CAH - Local Funds	\$ 142.42	
Ronald Humbertson	Public Art Registrar	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/2/18-11/2/18	CAH - Local Funds	\$ 129.58	
Zoma Wallace	Public Art Curator	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/1/18-11/1/18	CAH - Local Funds	\$ 121.51	
Venessa Acham	Public Art Program Assistant	National Assembly of State Arts Agencies Conference - 2019 - Baltimore MD.	11/2/18-11/2/18	CAH - Local Funds	\$ 109.81	
					<b>\$ 2,315.31</b>	

FY2020						
Employee Name	Title	Conference Name and Location	Date(s)	(Organization or Fund Type)	Cost per Employee	Justification for travel
Heran Sereke-Brhan	Senior Grants Officer	Grantmakers in the Arts Conference 2019 - Denver, Colorado	10/13/19-10/16/19	CAH - NEA Grant	\$ 1,549.75	Annual conference for thought leaders and policymakers in arts and humanities to discuss issues in grantmaking and share knowledge and resources for cultivating best practices.
Benjamin Douglas	Grants Program Manager	Grantmakers in the Arts Conference 2019 - Denver, Colorado	10/12/19-10/16/19	CAH - NEA Grant	\$ 1,616.63	
Khalid Randolph	Grants Program Manager	Grantmakers in the Arts Conference 2019 - Denver, Colorado	10/13/19-10/16/19	CAH - NEA Grant	\$ 2,594.39	
Teresa Boersma	Graphic Designer	Adobe Max 2019, San Diego, California	11/2/19-11/7/19	CAH - Local Funds	\$ 1,978.16	Annual graphic design conference. Attendance enhances the employee's skills in InDesign, Adobe Illustrator, Adobe Photoshop and Adobe Creative Cloud and offers specialized classes and hands-on labs and workshops.
					\$ 7,738.93	

30. Please provide and itemize, as of January 31, 2020, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

**CAH does not have any WAE employees. We have six term status employees and one contract personnel as of January 31, 2020.**

31. What efforts has your agency made in the past year to increase transparency? Explain.

**CAH's Public Art department conducted several community meetings as well as online polling for the Playable Art DC project, which encompasses three sites in the District. This project is in partnership with the DC Office of Planning and is made possible through a national grant from Art Place America. Three locations were determined as a result of research by the Office of Planning. CAH conducted a solicitation and finalists design competition for site-specific designs that activate location with interactive artwork. These works are intended to engage youth and adults in areas along common routes that lack "playable" spaces. In addition, CAH posted on its website finalists designs for each site and solicited community feedback on the designs.**



32. What efforts will your agency be making to increase transparency? Explain.

**CAH's grantmaking process continues to be a transparent one. Each set of grant program guidelines details the application, paneling, and funding process. This process is further clarified in accompanying technical assistance workshops. Panels are comprised of artists, administrators, and business professionals with a deep understanding of the work of non-profit arts and humanities organizations in the District. They review and score applications and determine the final ranking of applicants within a cohort. Funding cut-offs are determined through the identification of significant variances between applicants. Award amounts are decided either by predetermined amounts assigned to the cohort in advance of the panel or based on the aggregated and averaged score of the applicant, which is then converted to a percentile, and the amount awarded is this percent of the applicant's request amount.**

**Our Public Art department will continue to conduct community engagement sessions for agency-led public art projects. We will thereby develop community outreach programs to engage initiate interest in public art grant opportunities. In FY20, CAH will facilitate additional community engagement sessions through the Public Art Master Plan Update.**

**Internally, CAH will work to strengthen a more collaborative culture based on open communication vertically and laterally among staff members, supervisors, and senior management. This includes team building and bolstering employee relations so that each staff member feels valued and continues to be productive in their role at the agency and remains engaged with the agency mission.**

33. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.

**The Commission on the Arts and Humanities is unaware of any legislative requirement that it is unable to properly implement due to a lack of sufficient resources.**

34. Please identify any statutory or regulatory impediments to your agency's operations.

**As is discussed in greater detail below, the District government's general prohibition against using District government funds to purchase food and/or beverages serves as a significant impediment to our Commission's operations (Note: It is our understanding that this prohibition is a District-wide policy, rather than the subject of an existing statute or regulation.). Our Commission respectfully suggests that this impediment would be conditionally abated by the enactment of a new law that authorizes our Commission to purchase food and/or beverages, on the condition that the subject food and/or beverages are served during specific Commission training sessions and "Advisory Panel" training and evaluation sessions that the DC Board of Ethics and Government Accountability ("BEGA") has advised are exceptions to the above-referenced prohibition.**

**Over the course of the past several fiscal years (until this fiscal year), the Commission on the Arts and Humanities has requested and received, from the DC Office of Contracting and Procurement ("OCP"), a waiver of the District government's general prohibition against using District government funds to purchase food and/or beverages ("Food Waiver"). Our Commission requested Food Waivers so that it could purchase food and beverages to serve to volunteer members of the Commission's recurring Advisory Panels and similar training sessions. These Advisory Panels (the establishment of which are authorized by D.C. Official Code § 39-204 (6)) are comprised of individuals who: (a) have substantive experience participating in one or more of the various fields of the arts and/or humanities; and (b) have volunteered to help our Commission evaluate the merits of the many grant award applications that the Commission receives throughout the year.**

**CAH engaged 210 panelists who attended a total of 45 panels in FY19 and spent a combined estimated 4,340 hours reviewing 5,266 grant applications. Panelists take 30 days to review approximately 30 applications each, and then meet in person for a day of deliberations. These Advisory Panel sessions run approximately one full work day, and a significant portion of each of these Advisory Panel sessions is devoted to grant award-related training. Each of our Advisory Panels is hosted by a Commissioner Convener and two or more CAH employees, at least one of whom conducts a training session for the involved members of the Advisory Panel ("Panelists").**

**Our Commission conducts these training sessions to ensure that the Panelists (and new Commission employees) fully understand (among other things): (a) our Commission's Mission; (b) the purposes of our Commission's various grants; (c) the criteria that our Commission uses to rank the various grant applications that it receives; and (d) how our Commission's "On-line Grants Portal" works. In addition to training our Panelist so that they are able to effectively evaluate and rank the grant applications received by the Commission, these sessions serve the additional purpose of training Commission employees so that they are able to effectively and efficiently conduct future Commission Grant Application Advisory Panels.**

**Because our Advisory Panel sessions last approximately an entire work day (and require most of our volunteer Panelist to take a day of leave from their regular jobs), our Commission has to work hard to secure enough peer volunteer Panelists to review and evaluate grant applications. Because we are now unable to provide a modest lunch, water, coffee, etc. to our Panelists, we are concerned that we may soon be unable to secure the number of volunteers needed to staff our Advisory Panels. If that happens, CAH will, effectively, be unable to conduct one of its cardinal agency functions – that is, the function of awarding art-related grants. In a nutshell – CAH cannot effectively conduct its above-referenced grant-related training without being able to provide food during these day-long training and advisory sessions.**

**Until this fiscal year, our Commission’s Food Waiver requests to OCP were regularly approved, in accordance with BEGA’s legal advice and the federal Government Accounting Office’s “Training Exception” to the federal government’s similar food-related prohibition (*see* 5 U.S. C. § 4109 and BEGA’s related January 29, 2014 Legal Memorandum, a copy of which is appended hereto). The above-referenced authority provides, in pertinent part, that a government agency may provide food at formal conferences if the agency determines that: (1) the subject meals are incidental to the formal conference; (2) attendance at the meals is important to ensure the attendees’ full participation in the conference; and (3) the subject meals are part of a formal conference that includes not just the meals, but also includes substantial functions occurring separately from when the food is served.**

**In the past, OCP had agreed that our Commission’s Advisory Panel sessions (and certain other Commission activities) were covered by the above-referenced authority. Our Commission respectfully suggests that the above-discussed operational impediment can (and should) be removed by the enactment of a new law that conditionally authorized our Commission to purchase food and/or beverages, provided that the subject food and/or beverages are served during specific Commission training sessions and “Advisory Panel” training/application evaluation sessions that the DC Board of Ethics and Government Accountability (“BEGA”) has advised fall into the Training Exception to the above-referenced food and beverage purchase prohibition.**

35. Did your agency receive any FOIA requests in fiscal year 2019? If yes, did the agency file a report for FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment. Also state here the total cost incurred by your agency for each fiscal year 2018, 2019 and 2020 (as of January 31, 2020) related to FOIA.

**Yes – during fiscal year 2019, the Commission on the Arts and Humanities received and timely processed five (5) Freedom of Information Act (“FOIA”) document requests. Through the Executive Office of the Mayor, CAH submitted to the Council a report regarding the Commission’s fiscal year 2019 FOIA disclosure activities.**

**The Commission did not incur, during the above-referenced fiscal years, any FOIA-related costs. Although several different Commission employees did spend some time working to gather documents that were responsive to the above-referenced FOIA requests, the total amount of that search time was small, relative to the time spent by these same employees resolving other Commission matters. IN light of this fact, and because the Commission did not incur FOIA-related copying (or similar administrative) costs during the subject fiscal years, the Commission did not assess, to any of the five above-referenced FOIA document requestors, FOIA-related fees.**

**See “Q35 – CAH Fiscal Year 2019 FOIA Report”**

**DC Commission on the Arts and Humanities**

**Annual Freedom of Information Act Report for Fiscal Year 2019  
October 1, 2018 through September 30, 2019**

**FOIA Officer Reporting / J. Carl Wilson**

**PROCESSING OF FOIA REQUESTS**

1. Number of FOIA requests received during reporting period.....	5
2. Number of FOIA requests pending on October 1, 2018.....	0
3. Number of FOIA requests pending on September 30, 2019.....	0
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2019 .....	0

**DISPOSITION OF FOIA REQUESTS**

5. Number of requests granted, in whole.....	5
6. Number of requests granted, in part, denied, in part.....	0
7. Number of requests denied, in whole.....	0
8. Number of requests withdrawn.....	0
9. Number of requests referred or forwarded to other public bodies.....	0
10. Other disposition .....	0

**NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION**

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

“Q35 – CAH Fiscal Year 2019 FOIA Report”

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

**TIME-FRAMES FOR PROCESSING FOIA REQUESTS**

23. Number of FOIA requests processed within 15 days.....	5
24. Number of FOIA requests processed between 16 and 25 days.....	0
25. Number of FOIA requests processed in 26 days or more.....	0
26. Median number of days to process FOIA requests.....	12

**RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS**

27. Number of staff hours devoted to processing FOIA requests.....	10
28. Total dollar amount expended by public body for processing FOIA requests.....	0

**FEEES FOR PROCESSING FOIA REQUESTS**

29. Total amount of fees collected by public body.....	0
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**PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA**

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

The FOIA requests that our Commission received and responded to in Fiscal Year 2019 (“FY19”) regarded: (1) information concerning certain grant awards (and related grant applications) that the Commission on the Arts and Humanities (“CAH”) awarded to certain grant applicants in FY19; and (2) information related to certain unsuccessful grant applications made to CAH in FY19.

36. For purposes CBE agency compliance purposes, what is your agency’s current adjusted expendable budget; how much has been spent with SBES; and what percent of your agency’s expendable budget was spent with SBES? Further, where SBES were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2018, 2019 and 2020 (through January 31).

**FY 2018**

FY18 – SBE spending goal (per Green Book)	Adjusted Expendable Budget Goal	Amount spent with CBE vendors	% spent with CBE vendors vs. expendable budget	% spent with SBE vendors vs. expendable budget	# of CBE Waivers	Total CBE waivers (in dollars)
\$1,004,278	\$920,835	\$920,835	N/A	N/A		\$25,154,073

***NB: Access to the percentages of CBE vs expendable budget for FY 2018 were not available. The DSLBD office has migrated to a new database for FY 2020.***

**FY 2019**

FY19 – SBE spending goal (per Green Book)	Adjusted Expendable Budget Goal	Amount spent with CBE vendors	% spent with CBE vendors vs. expendable budget	% spent with SBE vendors vs. expendable budget	# of CBE Waivers	Total CBE waivers (in dollars)
\$876,968	\$438,807	\$859,156	100 %	100 %	13	\$26,866,413



**FY 2020 (as of January 31, 2020)**

FY20 – SBE spending goal (per Green Book)	Adjusted Expendable Budget Goal	Amount spent with CBE vendors	% spent with CBE vendors vs. expendable budget	% spent with SBE vendors vs. expendable budget	# of CBE Waivers	Total CBE waivers (in dollars)
\$1,013,472	\$701,471.72	*	N/A	N/A	25	\$28,810,658

*\*1<sup>st</sup> quarter expenditures have yet to be released by the DSLBD Office.*

**Due to the percentage of agency funds allocated for personnel and grants, CAH remains committed to spending its contractual services portion of the budget with eligible CBE vendors (when possible). Unfortunately, some contracts remain specialized in nature or are contracts for proprietary services.**

37. Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.

**See "Q 37 – CAH Performance Plan"**

**Commission on the Arts and Humanities FY2019**

Agency Commission on the Arts and Humanities

Agency Acronym CAH

Agency Code BXO

Agency Performance POCs Benjamin (CAH) Douglas; Brenda Walker; Valerie (CAH) Best

Agency Budget POCs Bright Ahaiwe

Fiscal Year 2019

**FY2019 Agency Top Accomplishments**

Add Add Accomplishment

Accomplishment

Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
Poetry Out Loud program completion		CAH executed the Poetry Out Loud program once again in FY19. Poetry Out Loud is an initiative of the National Endowment of the Arts (NEA) that works with local jurisdictions around the country to engage high school students in poetry recitation. CAH hired teaching artists to work with 1,954 students in 11 DC schools. Each school selects one student to compete in the DC Poetry Out Loud Finals, which occurred on March 7. The winner – Rosalie Ngatchou from DC International School – matriculated up to the National Finals that occurred in May.
Facilities Investments		Through the Facilities and Buildings program, CAH has supported 22 facilities-related awards from the largest - a once-in-a-generation opportunity for Ford's Theatre to purchase an adjacent building, to the smallest - purchase of office furniture by Story District. Nonprofit organizations often have difficulties raising such funds through private means. CAH's support showcases District Government's commitment to supporting the arts and humanities institutions that provide valuable services to the community.
Arts and humanities field trip experiences for youth		In total, 16,597 students across Pre-K through 12th grade from all eight wards of the city attended field trips and participated in pre-experience and/or post-experience workshops to complement the field trip itself.

**Agency's Operating Budget**

[Lookup Your Agency's Operating Budget](#)

**2019 Objectives**

Strategic Objectives

Objective Number	Strategic Objective
1	Grantmaking - Provide investments through grantmaking that strengthen the District's creative sector of nonprofits arts and humanities organizations and practitioners to stimulate a thriving creative economy, enhance the quality of life of DC residents and provides access to all.
2	Arts Education - Promote systemic improvement in pre-K – 12 arts education both in- and out-of-school through arts integration, arts experience, and arts learning utilizing a collective impact approach, aligning the mutual efforts of the numerous stakeholders in the educational ecosystem.
3	Policy Leadership - Establish policy and program initiatives that will further promote arts and cultural development of the District while acting as a convener within the arts and humanities community to leverage the myriad ways in which the District government intersects with the interests of the arts, cultural and creative sectors.
4	Building Community - Promote inclusiveness and a sense of belonging to neighborhoods while bringing diverse peoples together through the arts, utilizing creative placemaking to improve the vibrancy of place, by building community as a means of improving quality of life.
5	Public Art - Establish and maintain artworks that are bold and befitting of a world-class city, while remaining grounded in the tradition of supporting local artists and enriching District neighborhoods.
6	Create and maintain a highly efficient, transparent and responsive District government.

Add Add Strategic Objective

Strategic Objective

**2019 Key Performance Indicators**

Key Performance Indicators

Measure	New Measure/Benchmark Year	Directionality	FY 2017 Actual Report	FY 2018 Actual Report	FY 2019 Target Report	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Report	Was 2019 KPI Met?	Are Explanations of Barriers to Meeting KPIs Complete
<b>1 - Grantmaking - Provide investments through grantmaking that strengthen the District's creative sector of nonprofits arts and humanities organizations and practitioners to stimulate a thriving creative economy, enhance the quality of life of DC residents and provides access to all. (2 Measures)</b>												
Percent of grant payments processed within six to eight weeks	<input type="checkbox"/>	Up is Better	98.9%	99.9%	100%	100%	100%	100%	100%	100%	Met	
Percent of first-time applicants to the Commission on the Arts and Humanities	<input type="checkbox"/>	Up is Better	27.2%	19.6%	10%	17%	1.2%	23.4%	5.6%	18.2%	Met	
<b>2 - Arts Education - Promote systemic improvement in pre-K – 12 arts education both in- and out-of-school through arts integration, arts experience, and arts learning utilizing a collective impact approach, aligning the mutual efforts of the numerous stakeholders in the educational ecosystem. (1 Measure)</b>												
Percent of District of Columbia Public Schools and District of Columbia Public Charter Schools receiving Commission on the Arts and Humanities funded programming	<input type="checkbox"/>	Up is Better	180%	79.6%	75%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	123.4%	Met	
<b>3 - Policy Leadership - Establish policy and program initiatives that will further promote arts and cultural development of the District while acting as a convener within the arts and humanities community to leverage the myriad ways in which the District government intersects with the interests of the arts, cultural and creative sectors. (1 Measure)</b>												
Per Capita Spending on the Arts in the District	<input type="checkbox"/>	Neutral	\$23.4	\$54.5	\$26.3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	\$47.5	Neutral Measure	
<b>4 - Building Community - Promote inclusiveness and a sense of belonging to neighborhoods while bringing diverse peoples together through the arts, utilizing creative placemaking to improve the vibrancy of place, by building community as a means of improving quality of life. (1 Measure)</b>												

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual Report	FY 2018 Actual Report	FY 2019 Target Report	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Report	Was 2019 KPI Met?	Are Explanations of Barriers to Meeting KPIs Complete
Number of subsidized days provided to the community at the Lincoln Theatre	<input type="checkbox"/>	Up is Better	18	18	12	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15	Met	
<b>5 - Public Art - Establish and maintain artworks that are bold and befitting of a world-class city, while remaining grounded in the tradition of supporting local artists and enriching District neighborhoods. (1 Measure)</b>												
Number of public art projects completed	<input checked="" type="checkbox"/>	Up is Better	New in 2019	76	20	Annual Measure	Annual Measure	Annual Measure	Annual Measure	24	Met	
<b>6 - Create and maintain a highly efficient, transparent and responsive District government. (8 Measures)</b>												
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	<input checked="" type="checkbox"/>	Down is Better	New in 2019	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update	No Target Set	
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	<input checked="" type="checkbox"/>	Up is Better	New in 2019	100%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90.9%	No Target Set	
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	<input checked="" type="checkbox"/>	Up is Better	New in 2019	95.2%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update	No Target Set	
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	<input checked="" type="checkbox"/>	Up is Better	New in 2019	100%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	No Target Set	
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	<input checked="" type="checkbox"/>	Down is Better	New in 2019	3.2%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update	No Target Set	
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	<input checked="" type="checkbox"/>	Up is Better	New in 2019	90.2%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update		
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	<input checked="" type="checkbox"/>	Up is Better	New in 2019	100%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	No Target Set	
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	<input checked="" type="checkbox"/>	Down is Better	New in 2019	0%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update	No Target Set	

2019 Operations

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Grantmaking - Provide investments through grantmaking that strengthen the District's creative sector of nonprofits arts and humanities organizations and practitioners to stimulate a thriving creative economy, enhance the quality of life of DC residents and provides access to all. (2 Activities)</b>			
LEGISLATIVE AND GRANTS MANAGEMENT	Legislative And Grants Management	Supporting arts and humanities practitioners through professional development, technical assistance, site visits and grants.	Key Project
CUSTOMER SERVICE	Customer Service	Ensure operational efficiency with a focus on improving systems and transparency throughout all facets of operations.	Daily Service
<b>2 - Arts Education - Promote systemic improvement in pre-K - 12 arts education both in- and out-of-school through arts integration, arts experience, and arts learning utilizing a collective impact approach, aligning the mutual efforts of the numerous stakeholders in the educational ecosystem. (2 Activities)</b>			
ARTS LEARNING FOR YOUTH	Arts Learning For Youth	Professional development training for teachers, teaching artists and arts administrators.	Daily Service
ARTS LEARNING FOR YOUTH	Arts Learning For Youth	In- and out-of-school time arts-based programming.	Daily Service
<b>3 - Policy Leadership - Establish policy and program initiatives that will further promote arts and cultural development of the District while acting as a convener within the arts and humanities community to leverage the myriad ways in which the District government intersects with the interests of the arts, cultural and creative sectors. (1 Activity)</b>			
PROPERTY MANAGEMENT	Property Management	District partnerships and the Lincoln Theatre program.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
<b>4 - Building Community - Promote inclusiveness and a sense of belonging to neighborhoods while bringing diverse peoples together through the arts, utilizing creative placemaking to improve the vibrancy of place, by building community as a means of improving quality of life. (1 Activity)</b>			
ARTS BUILDING COMMUNITIES	Arts Building Communities	Discipline-based events and programs.	Key Project
<b>5 - Public Art - Establish and maintain artworks that are bold and befitting of a world-class city, while remaining grounded in the tradition of supporting local artists and enriching District neighborhoods. (2 Activities)</b>			
NEIGHBORHOOD & PUBLIC ART	Neighborhood and Public Art	Commission public art projects.	Daily Service
ARTS BUILDING COMMUNITIES	Arts Building Communities	Installation and exhibition of public and fine art.	Daily Service
<b>6 - Create and maintain a highly efficient, transparent and responsive District government. (1 Activity)</b>			
CUSTOMER SERVICE	Customer Service	Initiatives and programming that focus on I.D.E.A. (Inclusion, Diversity, Equity and Access), ensuring the public in all 8 Wards have opportunities to engage in the arts and humanities.	Key Project

2019 Workload Measures

Workload Measures - Operations

Measure	New Measure/ Benchmark Year	Numerator Title	Units	FY 2016 Actual Report	FY 2017 Actual Report	FY 2018 Actual Report	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019
<b>1 - Customer Service (1 Measure)</b>											
Number of service calls to the front desk	<input type="checkbox"/>	Number of service calls to the front desk	Numerical	Needs Update	Not Available	2018	266	190	320	520	1296
<b>1 - Legislative And Grants Management (4 Measures)</b>											
Number of grant awards	<input type="checkbox"/>	Number of grant awards	Numerical	Needs Update	669	773	663	3	6	102	774
Dollar amount of grants awarded	<input type="checkbox"/>	Dollar amount of grants awarded	Numerical	Needs Update	\$14,367,711	\$23,098,470	\$23,955,656	\$85,227	\$80,000	\$1,870,103	\$25,990,986
Dollar amount of grants requested	<input type="checkbox"/>	Dollar amount of grants requested	Numerical	\$34,700,000	\$30,919,823	\$51,753,878	\$54,180,700	\$12,182,204	\$10,513,298	\$11,555,040	\$88,431,242
Number of grant applicants	<input type="checkbox"/>	Number of grant applicants	Numerical	Needs Update	Not Available	1718	24	172	685	267	1148
<b>2 - Arts Learning For Youth (4 Measures)</b>											
Number of students participating in CAH-sponsored field trip experiences	<input type="checkbox"/>	Number of students participating in CAH-sponsored arts education experiences in DC schools	Numerical	Needs Update	Not Available	19,431	0	4216	11,601	780	16,597
Number of students participating in Poetry Out Loud and Creative Spark residency programs	<input type="checkbox"/>	Number of students participating in Poetry Out Loud and Creative Spark residency programs	students	Needs Update	Not Available	4267	1905	1954	1260	98	5217
Amount of grant dollars awarded to arts education projects	<input type="checkbox"/>	Amount of grant dollars awarded to arts education projects	Numerical	Needs Update	Not Available	\$1,297,000	\$1,291,000	\$0	\$0	\$0	\$1,291,000
Number of arts education-related grants awarded	<input type="checkbox"/>	Number of arts education-related grants awarded	Numerical	Needs Update	Not Available	47	47	0	0	0	47
<b>3 - Property Management (1 Measure)</b>											
Number of CAH-produced community events	<input type="checkbox"/>	Number of CAH-produced community events	Numerical	Needs Update	Not Available	19	0	1	3	5	9
<b>4 - Arts Building Communities (3 Measures)</b>											
Number of grants awarded to individuals or organizations residing in Wards 7 and 8	<input type="checkbox"/>	Number of grants awarded to individuals or organizations residing in Wards 7 and 8	Numerical	Needs Update	Not Available	104	74	0	65	17	156
Amount of grants awarded to individuals or organizations residing in Wards 7 and 8	<input type="checkbox"/>	Amount of grants awarded to individuals or organizations residing in Wards 7 and 8	Numerical	Needs Update	Not Available	\$1,971,310	\$1,698,954	\$0	\$1,550,404	\$202,418	\$3,451,776
Number of Business of the Arts workshop attendees	<input checked="" type="checkbox"/>	Number of Business of the Arts workshop attendees	Numerical	Not Available	New in 2019	New in 2019	155	93	137	137	522
<b>5 - Arts Building Communities (2 Measures)</b>											
Amount of funds awarded to public art projects	<input type="checkbox"/>	Amount of funds awarded to public art projects	Numerical	Needs Update	Not Available	\$1,505,386	\$1,122,798.9	\$85,227	\$80,000	\$658,775	\$1,946,800.9

Measure	New Measure/ Benchmark Year	Numerator Title	Units	FY 2016 Actual Report	FY 2017 Actual Report	FY 2018 Actual Report	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019
Total number of public art projects awarded	<input type="checkbox"/>	Total number of public art projects awarded	Numerical	Needs Update	Not Available	70	77	3	6	24	110
<b>5 - Neighborhood and Public Art (2 Measures)</b>											
Number of new works acquired into the Art Bank Collection/The Washingtonia Collection	<input type="checkbox"/>	Number of new works acquired into the Art Bank Collection/The Washingtonia Collection	Numerical	50	86	86	109	0	1	0	110
Number of Art Bank/Washingtonia installations and de-installations	<input checked="" type="checkbox"/>	Number of Art Bank/Washingtonia installations and de-installations	Numerical	Not Available	New in 2019	New in 2019	5	3	10	16	34
<b>6 - Customer Service (1 Measure)</b>											
Number of E-Museum Website Visits	<input type="checkbox"/>	Amount of E-Museum website visits	Numerical	Needs Update	36,284	19,777	4522	5692	11,025	8606	29,845

2019 Initiatives

Strategic Initiatives	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update for PAR
<b>Arts Building Communities (1 Strategic Initiative)</b>				
	50th anniversary celebration	In partnership with OCTFME and DC Radio, CAH will develop podcast episodes to celebrate its 50th anniversary. The podcast episodes will spotlight an artist, organization and community member that has been impacted by CAH over the years. In addition, 50th anniversary community activations will take place throughout all eight wards.	06-30-2019	
<b>Arts Learning For Youth (2 Strategic initiatives)</b>				
	Arts and humanities field trip experiences for youth	CAH will provide \$1 million in grant funds to arts and humanities nonprofits to conduct field trip experiences to 20,000 DCPS and DCPCS youth. This grant program includes all grade levels District-wide, providing funds for field trips and pre- and post-event workshops to align the experience to curricular classroom themes.	09-30-2019	
	Access and inclusion workshops	In conjunction with the agency's IDEA policy for Inclusion, Diversity, Equity and Access, CAH will host three workshops with the aim of deepening access and inclusion practices within nonprofit arts and humanities organizations. Two organizations will receive in-depth consulting to implement access and inclusion-based practices into their daily practices and be the subject of a training session to dispense key outcomes to the public.	09-30-2019	
<b>Customer Service (1 Strategic Initiative)</b>				
	Design of a new agency website	CAH will develop an agreement with OCTO to design a new agency-wide website. The website will spotlight key agency initiatives for the community and be a comprehensive resource for arts and humanities organizations and individual practitioners.	09-30-2019	
<b>Legislative And Grants Management (1 Strategic Initiative)</b>				
	Cultural facilities investments	CAH will invest \$7 million in competitive grant funds to support project planning, facility renovation and repair, and facility acquisition for Washington, DC nonprofit arts and humanities organizations. This funding will assist grantees with leveraging government funds with private dollars to increase stability and address critical facility needs in the arts and humanities community that are identified in the DC Cultural Plan.	12-31-2018	
<b>Neighborhood and Public Art (1 Strategic Initiative)</b>				
	Commemorative statue to honor Charles Hamilton Houston	CAH will award a competitive grant of \$300,000 for the creation of a statue to honor native Washingtonian Charles Hamilton Houston with a plaque or other display element that recognizes his role as a champion of civil rights, a Dean of Howard University Law School and the first special counsel for the NAACP.	09-30-2019	

2019 Initiative Updates

Initiative Updates	Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter
<b>50th anniversary celebration (4 Initiative Updates)</b>								
	50th anniversary celebration	CAH is refining its list of free community engagement activities that will be spotlighted through 50th anniversary celebrations. Annual events such as Poetry Out Loud and the Mayor's Arts Awards will be joined by newer initiatives. The 50th anniversary podcast has recorded and produced 41 episodes, with an additional 9 episodes in development. A preview episode aired on DC Radio on November 29, 2018, which was the anniversary date of CAH's establishment. The podcast interviews feature key community leaders in the arts and humanities, and how CAH has impacted DC.	0-24%	High	Incremental	The podcast series, when aired on DC Radio, will provide a deeper understanding for listeners of how CAH has developed the arts and humanities sector in the city. The series also serves as an oral history archive of DC's cultural community. Other 50th anniversary activities will range in discipline and will activate all eight wards of the city within the year. Activities are expected to impact over 15,000 residents and visitors.		Q1

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter
50th anniversary celebration	CAH is nearing completion of the full series of 50 podcast episodes, to be aired on DC Radio. CAH is also in the editing phase for a one-minute video showing the effect and impact the agency has had on the District. This video is slated to be broadcast on the in-car screens in DC taxi cabs, allowing it to be seen by residents and visitors alike.	25-49%	High	Incremental	The podcast series, when aired on DC Radio, will provide a deeper understanding for listeners of how CAH has developed the arts and humanities sector in the city. The series also serves as an oral history archive of DC's cultural community. The video provides some of the highlights of the city's artistic community for potentially tens of thousands of passengers in DC taxis.		Q2
50th anniversary celebration	Final editing for both the podcast series and anniversary video should be completed in August 2019.	50-74%	High	Incremental	The podcast series, when aired on DC Radio, will provide a deeper understanding for listeners of how CAH has developed the arts and humanities sector in the city. The series also serves as an oral history archive of DC's cultural community. The video provides some of the highlights of the city's artistic community for potentially tens of thousands of passengers in DC taxis.		Q3
50th anniversary celebration	Both the podcasts series and video are complete. The video was sent to DFHV for their review and approval prior to distributing through DC taxi monitors.	Complete		Transformative	distribution pending		Q4
<b>Access and inclusion workshops (4 Initiative Updates)</b>							
Access and inclusion workshops	The first workshop, titled "Organizational Frameworks for Access and Inclusion," will take place on January 30, 2019. So far, 43 participants are currently registered. The two organizations that received consulting services in FY18 will report out on their progress. A second workshop for those working directly with youth will take place on May 2019.	0-24%	High	None	Impact yet to be determined.		Q1
Access and inclusion workshops	The Frameworks for Organizational Access and Inclusion workshop originally scheduled for January 30, 2019 was cancelled because of inclement weather. The rescheduled workshop took place on February 11, 2019. A total of 49 grantees registered for the event. A second workshop targeting teaching artists and their direct service work with students will take place on May 22, 2019.	25-49%	High	Incremental	An exit survey administered to attendees noted all of the participants found the workshop useful, relevant to their work and that they learned something new about the topic. As a follow-up to this experience, four organizations will work with facilitator Diane Nutting through a mentorship program to assist them in training for their staffs and to help them create a plan for access and inclusion at their organizations.		Q2
Access and inclusion workshops	Inclusion Best Practices in Arts Education Settings is the most recent workshop in the "Access and Inclusion" series that took place on May 22nd with 34 teaching artists in attendance. Facilitator Diane Nutting has also begun working on mini-consulting residencies with four organizations to assist them in developing plans for access and inclusion. Those organizations are: Old Naval Hospital, National Building Museum, Theatre Lab and Thomas Circle Singers.	75-99%	High	Incremental	Facilitator, Diane Nutting will create a final report on her work with CAH by the end of fiscal year.		Q3
Access and inclusion workshops	Diane Nutting, the facilitator working on this initiative spent the late-Spring/Summer working with four organizations in helping them better understand the scope of possibilities in providing services for people with disabilities. These mini-consultancies included: (a) trainings for leadership, staff, and adjunct/part-time staff; (b) meetings with leadership to identify priority areas; and (c) the creation of a draft strategic plan to address organizational access and inclusion over time.	Complete		Transformative	The report determined that all four organizations were able to intersect with the work from where they were in their own journey and understanding of disability. Each organization was able to engage in the process of generating a nascent strategic plan around access and inclusion for their organization.		Q4
<b>Arts and humanities field trip experiences for youth (4 Initiative Updates)</b>							
Arts and humanities field trip experiences for youth	A total of 23 arts and humanities organizations have received grants to offer field trips and complementary workshops to approximately 28,000 students in FY19.	0-24%	High	Incremental	CAH staff have begun to conduct site visits of grantee field trip programming. Updated participation numbers will not be available until organizations submit their interim reports in April 2019.		Q1

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter
Arts and humanities field trip experiences for youth	Of the 23 grantee recipients for the Field Trip Experiences Grant, 18 have begun to implement student field trips along with pre- and post-field trip student workshops and professional development workshops for teachers.	25-49%	High	Incremental	The deadline for receipt of interim reports is April 19, 2019 so data is forthcoming. Five organizations have submitted reports early detailing over 4,200 students served in the program to date. More complete data will be available for the 3rd quarter, and post-experience surveys for teachers and students will be available in October.		Q2
Arts and humanities field trip experiences for youth	Thus far, a total of 11,601 students have been served in field trips and associated workshops as of April 19, 2019 (the due date for interim reports).	50-74%	High	Incremental	Impact will be determined once final reports are submitted in mid-October.		Q3
Arts and humanities field trip experiences for youth	An additional 4,996 students attended field trips as part of the Field Trip Experiences grant initiative.	Complete		Transformative	In total, 16,597 students across Pre-K through 12th grade from all eight wards of the city attended field trips and participated in pre-experience and/or post-experience workshops to complement the field trip itself.		Q4
<b>Commemorative statue to honor Charles Hamilton Houston (4 Initiative Updates)</b>							
Commemorative statue to honor Charles Hamilton Houston	In collaboration with the Executive Office of the Mayor, CAH is working to identify potential sites and other parameters relating to the project for consideration by the Mayor's Commission to Commemorate and Recognize Charles Hamilton Houston at its inaugural meeting, anticipated to occur in early February 2019.	0-24%	Low	None	Impact yet to be determined until the Mayoral Commission convenes and begins the site and artist selection process later in 2019.		Q1
Commemorative statue to honor Charles Hamilton Houston	The Charles Hamilton Houston Commission toured five sites to recommend to Mayor. The project will include a partnership with DPR to activate the surrounding neighborhood with existing capital investments, which will include the sculpture.	0-24%	Medium	Incremental	Once a site has been determined the artist selection process may begin. The partnership with DPR will leverage existing capital funds to create an environment for the sculpture, resulting in shared constructions and infrastructure costs that will have net savings for the District.		Q2
Commemorative statue to honor Charles Hamilton Houston	A second tour of the five original sites plus two additional sites was conducted with two members of the Charles Hamilton Houston Commission. Analysis of the sites continues.	0-24%	Low	None	Once the Charles Hamilton Houston Commission finalizes a location, CAH will begin to implement necessary steps to secure the site for the sculpture project, as well as begin the process to set up the solicitation to identify an artist and sculpture design.		Q3
Commemorative statue to honor Charles Hamilton Houston	Project is pending	0-24%		None	Project Pending		Q4
<b>Cultural facilities investments (2 Initiative Updates)</b>							
Cultural facilities investments	CAH has awarded \$1,659,300 through the Facilities and Buildings program, and \$6,292,500 in facility-related funding through the legislated Budget Enhancement Grants, for a total of \$7,951,800 to support planning, facility renovation and repair, and facility acquisition.	Complete	High	Transformative	Through the Facilities and Buildings program, CAH has supported 22 facilities-related awards from the largest - a once-in-a-generation opportunity for Ford's Theatre to purchase an adjacent building, to the smallest - purchase of office furniture by Story District. Nonprofit organizations often have difficulties raising such funds through private means. CAH's support showcases District Government's commitment to supporting the arts and humanities institutions that provide valuable services to the community.		Q1
Cultural facilities investments	Already completed	Complete		Transformative	Already completed		Q4
<b>Design of a new agency website (4 Initiative Updates)</b>							



Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter
Design of a new agency website	CAH has reviewed the agency's current website, as well as websites for other State Arts Agencies and OCTFME's site, to develop a plan for the new website's taxonomy and content management. CAH has also reached out to OCTO to begin the process of establishing an MOU for the development of the new website.	0-24%	High	Incremental	The new website will provide more effective communications regarding the agency's work to the public, and will be more accessible and user-friendly for users, particularly grant applicants and grant recipients.		Q1
Design of a new agency website	CAH has been in conversation with OCTO regarding the design of a new agency website, and has received several options on how to proceed. CAH and OCTO will be scheduling user testing of the current website to gather data on how visitors navigate the site to help inform the design of the new site.	0-24%	Medium	Incremental	By developing a deeper understanding of how visitors interact with our website through user testing, CAH and OCTO will be able to ensure that prioritized information is easily accessible, allowing for an improved customer experience online.		Q2
Design of a new agency website	CAH staff have done a page-by-page review of the current website and provided copy edits to ensure information is accurate and up to date. This updated webcopy will be used by OCTO in the development of the new website.	0-24%	Low	Incremental	The updated webpage copy should streamline the process by which visitors to the website are able to access needed information.		Q3
Design of a new agency website	OCTO's workload would not allow them to begin work on the website until mid-FY20 at the earliest. CAH continues to complete as much preparatory work as possible to have ready for OCTO once they are able to begin work.	0-24%		None	Project Pending OCTO's availability		Q4

**Internal: Unfinished 2018 Initiatives**

This year, the OCA is requesting updates on any unfinished initiatives from FY18. Updates will not be published, but will be used to report progress to the City Administrator and the Mayor as needed.

**Strategic Initiatives**

Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update - Rolled Over Initiatives
<b>LEGISLATIVE AND GRANTS MANAGEMENT (1 Strategic Initiative)</b>						
<b>NEIGHBORHOOD &amp; PUBLIC ART (1 Strategic Initiative)</b>						
Public Art Master Plan update	A revision of the 2009 Public Art Master Plan will occur throughout FY18. CAH will engage a consultant with experience developing comprehensive citywide public art master plans. The consultant will consider feedback learned from community sessions to create a final revision to the written narrative, to be adopted by CAH, describing public art opportunities and locations, strategies for implementation and other recommendations for CAH to consider over the next five years.	0-24%	CAH postponed the development of a new Public Art Master Plan. The agency will continue to explore methods to efficiently and effectively provide public art installations throughout the District of Columbia.	Please note that an assessment was conducted by CAH's interim executive leadership that determined standard operating procedures needed to be set prior to the development of the Public Art Master Plan.	09-30-2019	

**Int: Unfinished 2018 Initiative Updates**

Strategic Initiative Title	Anticipated completion date	New initiative created for FY19	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	FY19 Reporting Quarter
Public Art Master Plan update	09-30-2019	<input type="checkbox"/>	<input type="checkbox"/>	The update to the Public Art Master Plan was put on hold several times in FY18. A SOW has been crafted in collaboration with OCP. CAH anticipates moving forward with the solicitation in the coming months.	0-24%	High	Incremental	Impact has yet to be determined until a Public Art Master Plan consultant has been identified.		Q1
Public Art Master Plan update	09-30-2019	<input type="checkbox"/>	<input type="checkbox"/>	Prior to releasing the Public Art Master Plan SOW, staff are conducting market research to determine potential costs associated with such planning efforts.	0-24%	Medium	None	Once the market research has been completed, a revision of the draft Public Art Master Plan SOW will then be submitted to OCP to solicit for a consultant to develop the plan.		Q2
Public Art Master Plan update	09-30-2019	<input type="checkbox"/>	<input type="checkbox"/>	Staff prepared an updated SOW with market research to determine potential costs and planning steps.	0-24%	Medium	Incremental	OCP has begun the process to release a contract solicitation, which will result in the hire of a vendor to conduct the Public Art Master Plan.		Q3

Strategic Initiative Title	Anticipated completion date	New initiative created for FY19	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	FY19 Reporting Quarter
Public Art Master Plan update	09-30-2019	<input type="checkbox"/>	<input type="checkbox"/>	OCP has begun the process to release a contract solicitation, which will result in the hire of a vendor to conduct the Public Art Master Plan.	25-49%	Medium	None	Pending		Q4

2019 Capital Projects

Capital projects - performance plans links

Project Number	Project Title	Owner Agency Acronym	Implementing Agency Acronym	Milestone Description	Fiscal Year Allotment
No capital projects - performance plans links found					

[Operating Budget](#)

Administrative Information

Record ID# 528

Performance Plan ID 528 [Blank Initiative Updates](#) [Blank Initiative Updates](#)

Created on Dec. 26, 2017 at 4:23 PM (EST). Last updated by [Katz, Lia \(EOM\)](#) on June 18, 2018 at 1:51 PM (EDT). Owned by [Katz, Lia \(EOM\)](#).

38(a). What are your agency's key performance indicators and what has been your agency's performance (for each of these KPIs) in fiscal year (or calendar year) 2018, 2019, and 2020 (through the first quarter).

**CAH's key performance indicators (KPIs) in fiscal years 2019 and prior were developed through consultation and process with DMPED. That process was discontinued in fiscal year 2020 with the re-establishment of CAH as an independent agency. As such, the agency is still in the process of finalizing KPIs for fiscal year 2020 as part of the transition to independent status.**

**See "Q38 – Key Performance Indicators"**

38(b). What KPIs have been dropped (or changed) since 2018? List each specifically and explain why it was dropped or changed.

**The 50th Anniversary Celebration KPI was time-specific and has been dropped from the agency's goals.**

**OCA: District Performance Plans : Measures | Embedded for Measures FY2019\_1**

**Q 38 - Key Performance Indicators**

Embedded for Measures FY2019\_1

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual Report	FY 2018 Actual Report	FY 2019 Target Report	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Report	Was 2019 KPI Met?	Are Explanations of Barriers to Meeting KPIs Complete
<b>1 - Grantmaking - Provide investments through grantmaking that strengthen the District's creative sector of nonprofits arts and humanities organizations and practitioners to stimulate a thriving creative economy, enhance the quality of life of DC residents and provides access to all. (2 Measures)</b>												
Percent of grant payments processed within six to eight weeks		Up is Better	98.9%	99.9%	100%	100%	100%	100%	100%	100%	Met	
Percent of first-time applicants to the Commission on the Arts and Humanities		Up is Better	27.2%	19.6%	10%	17%	1.2%	23.4%	5.6%	18.2%	Met	
<b>2 - Arts Education - Promote systemic improvement in pre-K - 12 arts education both in- and out-of-school through arts integration, arts experience, and arts learning utilizing a collective impact approach, aligning the mutual efforts of the numerous stakeholders in the educational ecosystem. (1 Measure)</b>												
Percent of District of Columbia Public Schools and District of Columbia Public Charter Schools receiving Commission on the Arts and Humanities funded programming		Up is Better	180%	79.6%	75%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	123.4%	Met	
<b>3 - Policy Leadership - Establish policy and program initiatives that will further promote arts and cultural development of the District while acting as a convener within the arts and humanities community to leverage the myriad ways in which the District government intersects with the interests of the arts, cultural and creative sectors. (1 Measure)</b>												
Per Capita Spending on the Arts in the District		Neutral	\$23.4	\$54.5	\$26.3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	\$47.5	Neutral Measure	
<b>4 - Building Community - Promote inclusiveness and a sense of belonging to neighborhoods while bringing diverse peoples together through the arts, utilizing creative placemaking to improve the vibrancy of place, by building community as a means of improving quality of life. (1 Measure)</b>												
Number of subsidized days provided to the community at the Lincoln Theatre		Up is Better	18	18	12	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15	Met	
<b>5 - Public Art - Establish and maintain artworks that are bold and befitting of a world-class city, while remaining grounded in the tradition of supporting local artists and enriching District neighborhoods. (1 Measure)</b>												
Number of public art projects completed	✓	Up is Better	New in 2019	76	20	Annual Measure	Annual Measure	Annual Measure	Annual Measure	24	Met	
<b>6 - Create and maintain a highly efficient, transparent and responsive District government. (8 Measures)</b>												

6,38 key performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual Report	FY 2018 Actual Report	FY 2019 Target Report	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Report	Was 2019 KPI Met?	Are Explanations of Barriers to Meeting KPIs Complete
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	✓	Down is Better	New in 2019	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update	No Target Set	
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	✓	Up is Better	New in 2019	100%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90.9%	No Target Set	
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	✓	Up is Better	New in 2019	95.2%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update	No Target Set	
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	✓	Up is Better	New in 2019	100%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	No Target Set	
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	✓	Down is Better	New in 2019	3.2%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update	No Target Set	
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	✓	Up is Better	New in 2019	90.2%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update		
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	✓	Up is Better	New in 2019	100%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	No Target Set	
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	✓	Down is Better	New in 2019	0%	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Needs Update	No Target Set	

39. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2019 and 2020.

**1. Complete both a new agency strategic plan and a new public art master plan; when combined, the two documents will form a comprehensive plan for the agency. Previously, the strategic plans and public art master plans were developed in isolation of one another, which was problematic for determining agency priorities, and aligning resources to address those priorities. In fiscal year 2020, CAH will contract with consultants to research, develop, and write both plans with assistance, input, feedback, and guidance from Commission members and staff. The consultant for the public art master plan is in the final stages of selection through a competitive solicitation managed by OCP; the strategic plan consultant will be selected in the coming weeks, also via an OCP competitive solicitation. The consultants for both plans will be required to be in regular communication with each other to facilitate the integration of both documents into an agency comprehensive plan.**

**2. Complete agency realignment and related organizational tasks subsequent to CAH's recent re-establishment as an independent agency within the District government. This will include finalizing a new organizational chart for the agency, reclassifying some existing staff positions and creating additional positions (particularly additional grants management specialist positions), formalizing a management and reporting structure with new MSS positions, and creating and implementing agency HR standard operating procedures. The implementation of these tasks will contribute towards establishing a more efficient work culture, improve morale and productivity, and allow the agency to continue to improve its services to residents and the arts and humanities communities.**

**3. Develop and implement new metrics to measure and assess CAH grant programs, the impact of grant funds, and grantee activities in the District. CAH has always been in compliance with OPGS guidelines in regards to grantee performance monitoring and reporting requirements. However, the data received in a grantee report depends largely on the questions being asked. The research and development process of the strategic plan should help identify knowledge areas that are currently lacking substantive datasets, which will give direction to the development of new metrics. In order to learn from best practices in the field, CAH also intends to consult with other arts agencies at the local, state, and national level as these metrics are being developed. This will include the agency's arts and humanities general support, project-specific, and public art grants.**

**In FY20, CAH will also implement new assessment tools for two of its grant programs: Field Trip Experiences and UPSTART. Dr. Anthony Setari of the University of Massachusetts has designed tools to measure impact on the attitudes and behaviors of students attending field trip opportunities as part of the Field Trip Experiences grant program. Now in its fourth year, this program brings close to 20,000 public school students and their teachers to over 25 cultural institutions across the city to experience**

performances and museum collections and to engage in workshops around the themes of the art. UPSTART, one of CAH's longtime capacity-building programs is undergoing an impact assessment this year to ensure it is on track in meeting the needs of the community and realizing its desired outcome. This program targets mid-size organizations with budgets between \$250K and \$1.25M.

4. Design and deploy a new agency website. CAH has entered into an MOU with OCTO to complete a total overhaul of the agency's website, [dcarts.dc.gov](http://dcarts.dc.gov). The project includes creating a new hierarchical structure for the website, new graphics and images, a new layout for individual webpages, and rewritten copy across the site. The agency's website is one of CAH's most mission-critical assets, as it is an entry point to access and submit grant applications as well as obtain information about the agency. The current iteration of the agency's website is not the most intuitive or user-friendly in terms of layout, navigation, and overall structural hierarchy. By addressing these areas, the new website will allow CAH to provide improved customer service with increased accessibility and transparency.

5. Reaffirm CAH's role as a leading voice for the arts and culture in the District of Columbia. The agency was legislatively established for the purpose of evaluating and initiating action on matters relating to the arts and humanities, and encouraging programs and the development of programs that promote progress in the arts and humanities; CAH's re-establishment as an independent agency of the District government gives that purpose even greater importance. While grant-making is one of CAH's primary lines of business, and public funding for the arts is always vital, there is more that the agency can and should be doing to encourage programs and the development of programs that promote progress in the arts and culture. What specifically the agency can do as a leading voice for arts and culture will be informed by the new agency comprehensive plan and information gathered from new metrics used to assess grantees. Public feedback will also play a critical role in shaping future agency plans. CAH seeks to position itself as the primary authority for any and all issues dealing with the arts and culture in the District, and will be available as a partner, consultant, or point of reference to public and private entities.