

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE SECRETARY**



Responses to 2021 OS Performance Oversight Questions

**Kimberly A. Bassett
Secretary of the District of Columbia**

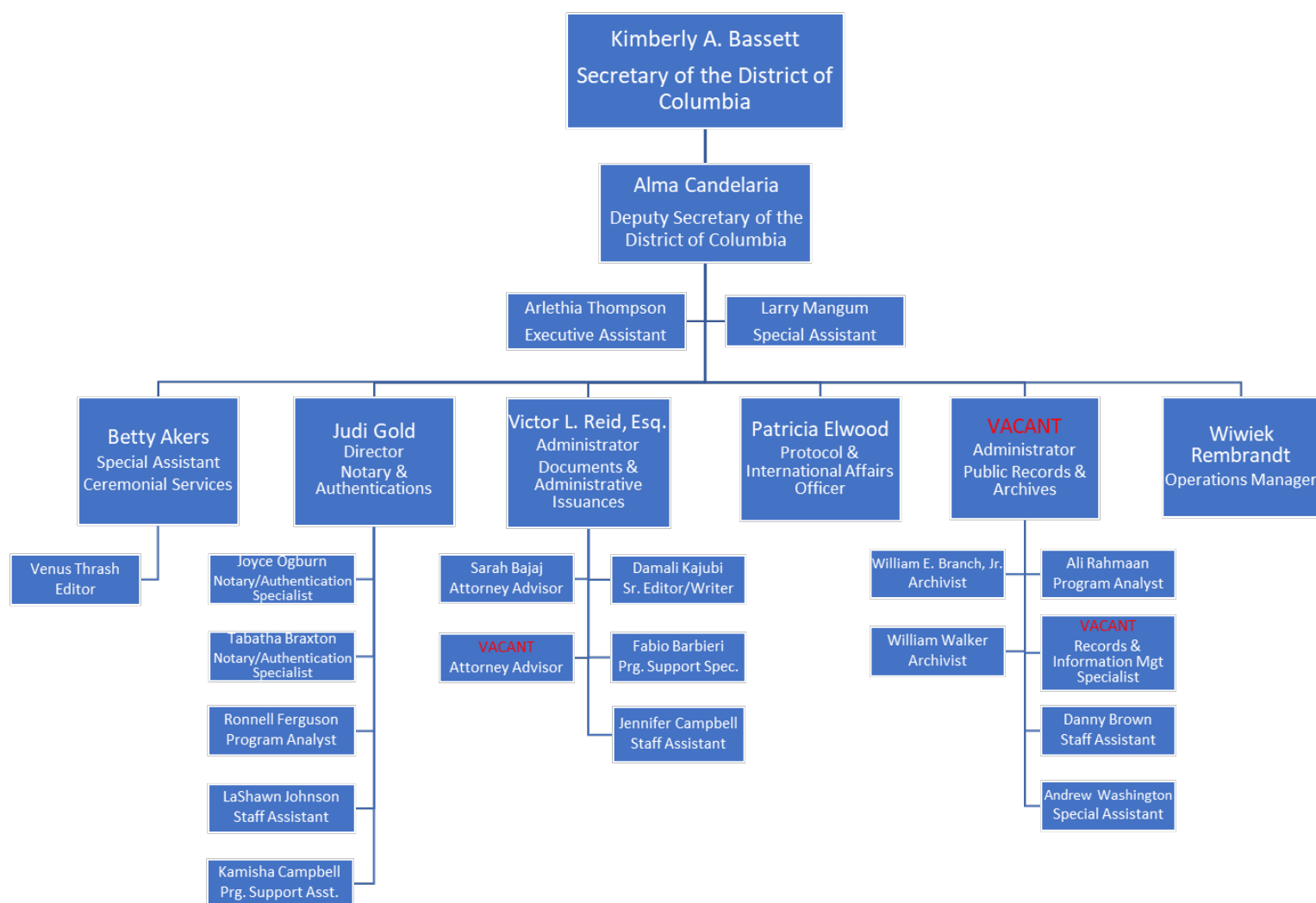
**Submission to
Committee on Housing and Executive Administration
Council of the District of Columbia
The Honorable Anita Bonds, Chairperson**

**John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004**

2021 OS PERFORMANCE OVERSIGHT QUESTIONS

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

Response:



The Office of the Secretary of the District of Columbia consists of four offices and one unit:

- The Office of Documents and Administrative Issuances (ODAI) publishes the *District of Columbia Register* and the *District of Columbia Municipal Regulations*.
- The Office of Public Records and Archives (OPR) manages the District of Columbia Archives, Records Center, and the Library of Government Information.
- The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use.
- The Office of Protocol and International Affairs manages the Sister City program and serves as the liaison between the Executive Office of the Mayor and the diplomatic community in Washington.
- The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents.

Changes in the Office of the Secretary during the previous year:

- In FY20, Alma Candelaria was brought on board as Deputy Secretary of the District.
- In FY20, an Archivist in OPR left, we reclassified the position to Records and Information Management Analyst, and we are in the process to fill the vacancy.
- In FY20, an Attorney Advisor in ODAI left, we promoted internally, and the vacancy is in the process to be filled.
- In FY21, the Administrator for OPR separated from the agency and we are in the process to fill the vacancy.

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

Response:

See Attachment 1.



Attachment 1

Schedule A as of February 16, 2021

Posn Nbr	Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe	Prgm Code	Activity	Department Name	F/ P Time	Reg/ Temp/ Term	Salary Plan
00041021	Executive Assistant	Thompson,Arlethia D	10/21/2002	F	12	7	\$90,292.00	\$17,877.82	1080	1080	OTS-Secretary's Office	F	Reg	DS0087
00099690	Operations Analyst	Rembrandt,Wiwiek	10/22/2012	F	14	4	\$113,617.00	\$22,496.17	1080	1080	OTS-Secretary's Office	F	Reg	DS0087
00021182	Special Assistant	Mangum,Larry C	10/2/2017	F	7	0	\$110,559.96	\$21,890.87	1090	1090	OTS-Secretary's Office	F	Reg	XS0001
00042711	Secretary of the District	Bassett,Kimberly Ann	1/2/2015	F	E3	0	\$150,955.46	\$29,889.18	1090	1090	OTS-Secretary's Office	F	Temp	DX0000
00042727	Deputy Secretary of DC	Candelaria,Alma	3/2/2020	F	8	0	\$113,129.02	\$22,399.55	1090	1090	OTS-Secretary's Office	F	Reg	XS0001
00077339	Special Assistant	Washington,Andrew J. C.	1/18/2011	F	12	7	\$90,292.00	\$17,877.82	1090	1090	OTS-Secretary's Office	F	Reg	DS0087
00042784	Protocol Officer	Elwood,Patricia Sue	1/2/2007	F	8	0	\$122,889.46	\$24,332.11	1200	1200	International Relations	F	Reg	XS0001
00020526	Spec. Asst. Ceremonial Serv	Akers,Betty J	3/7/1982	F	13	9	\$110,191.00	\$21,817.82	1300	1300	Ceremonial Services Unit	F	Reg	DS0087
00099388	Editor	Thrash,Venus	8/19/2019	F	11	2	\$63,498.00	\$12,572.60	1300	1300	Ceremonial Services Unit	F	Reg	DS0087
00047454	Senior Writer-Editor	Kajubi,Damali B	5/30/2006	F	14	5	\$116,937.00	\$23,153.53	1401	1401	Documents & Admin Issuances	F	Reg	DS0087
00011355	Administrator, Ofc of Document	Reid,Victor L	2/28/2011	F	8	0	\$144,895.61	\$28,689.33	1402	1402	Documents & Admin Issuances	F	Reg	XS0001
00020497	Staff Assistant	Campbell,Jennifer N	5/8/2017	F	9	6	\$59,219.00	\$11,725.36	1402	1402	Documents & Admin Issuances	F	Term	DS0087
00046721	Attorney Advisor	VACANT		V	12	0	\$86,366.00	\$17,100.47	1402	1402	Documents & Admin Issuances	F	Reg	LA0001
00077340	Attorney Advisor	Bajaj,Sarah	9/21/2015	F	13	2	\$106,134.00	\$21,014.53	1402	1402	Documents & Admin Issuances	F	Reg	LA0001
00097567	Program Support Specialist	Barbieri,Fabio L.	4/1/2019	F	11	2	\$63,498.00	\$12,572.60	1402	1402	Documents & Admin Issuances	F	Term	DS0087
00042770	Notary & Authentications Offr	Gold,Judi A	3/31/2008	F	14	0	\$120,541.99	\$23,867.31	1501	1501	Notary Commissions Section	F	Reg	DS0086
00044630	Program Analyst	Ferguson,Ronnell	11/13/2001	F	12	6	\$87,931.00	\$17,410.34	1501	1501	Notary Commissions Section	F	Reg	DS0087
00045445	Notary and Authentication Spec	Braxton,Tabatha R	6/22/1990	F	12	6	\$87,931.00	\$17,410.34	1501	1501	Notary Commissions Section	F	Reg	DS0087
00046400	Notary and Authentication Spec	Ogburn,Joyce M	2/3/1983	F	13	6	\$101,758.00	\$20,148.08	1501	1501	Notary Commissions Section	F	Reg	DS0087
00082660	Program Support Assistant	Campbell,Kamisha	10/17/2016	F	7	2	\$43,741.00	\$8,660.72	1501	1501	Notary Commissions Section	F	Reg	DS0087
00099249	Staff Assistant	Johnson,LaShawn	4/18/2016	F	11	2	\$63,498.00	\$12,572.60	1501	1501	Notary Commissions Section	F	Reg	DS0087
00041667	Archivist	Walker,William A	10/4/2004	F	12	9	\$95,014.00	\$18,812.77	1600	1600	Office of Public Records	F	Reg	DS0087
00087577	Public Records Administrator	VACANT		V	7	0	\$109,767.00	\$21,733.87	1600	1600	Office of Public Records	F	Reg	XS0001
00033159	Archivist	Branch Jr.,William E	10/18/2004	F	13	7	\$104,569.00	\$20,704.66	1601	1601	Office of Public Records	F	Reg	DS0087
00041666	Records & Information Mgt	VACANT		V	12	0	\$76,126.00	\$15,072.95	1601	1601	Office of Public Records	F	Reg	DS0087
00047946	Staff Assistant	Brown,Danny O	9/15/2008	F	9	7	\$60,851.00	\$12,048.50	1601	1601	Office of Public Records	F	Reg	DS0087
00091983	Program Analyst	Rahmaan,Ali	10/4/2004	F	12	5	\$85,570.00	\$16,942.86	1601	1601	Office of Public Records	F	Reg	DS0087

3. For any term or temp position included in the schedule A and filled in FY20 or FY21, please provide a brief narrative for why the hire was done on a term or temporary basis and not on a continuing basis.

Response:

OS follows the hiring guidelines set by DCHR. New employees are usually hired as term appointments while they serve their probationary period, with the aim of transition to permanent appointments.

4. Please provide the following information on any contract workers in your agency:
- Position name
 - Organizational unit assigned to
 - Hourly rate
 - Type of work duties

Response:

OS does not have any contract workers.

5. Please complete the following chart about the residency of new hires in FY20 or FY21, to date:

Response:

Number of Employees Hired in FY 2020 and FY 2021 to date

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>
Continuing	1	1
Term	0	0
Temporary	0	0
WAE	0	0

6. For FY20 and FY21, to date, please list each employee separated from the agency, other than due to retirement. Also include:
- Amount of separation pay, if relevant
 - Number of weeks of pay, if relevant; and
 - The reason for the separation.

Response:



Position	Amount of separation pay	Number of leave paid	Reason for the Separation
Staff Assistant	\$3,910.96	3 weeks	Temporary Appointment
Archivist	\$2,431.88	1.5 weeks	Left the DC Government for other employment
Attorney Advisor	N/A	N/A	Transferred to different District agency
Administrator for the Office of Public Records and Archives	\$18,237.34	11 weeks	Excepted Appointment

7. Please provide the Committee with a list of employees who received bonuses or special award pay granted in FY20 and FY21, to date, and identify:
- The employee receiving the bonus or special pay,
 - The amount received, and
 - The reason for the bonus or special pay.

Response:

OS did not grant any bonuses or special award pay in FY20 and FY21, to date.

8. Please provide the name of each employee who was or is on administrative leave in FY20 and FY21, to date. In addition, for each employee identified, please provide:
- Their position;
 - A brief description of the reason they were placed on leave;
 - The dates they were/are on administrative leave;
 - Expected date of return;
 - Whether the leave was/is paid or unpaid; and
 - Their current status (as of February 1, 2021).

Response:

OS did not have any employees on administrative leave in FY20 and does not currently have any employees on administrative leave in FY21.

9. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for



the detail, the date of the detail, and the employee's projected date of return.

Response:

One employee, Emily Martin, was detailed from the Office of Senior Advisor in April 2020 as the Executive Assistant and Public Information Officer (PIO). She manages the social media platform for the Office of the Secretary and assists the Secretary with OS' special events.

10. Please provide the Committee with:

1. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY20 and FY21, to date;
2. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY20 and FY21, to date;
3. A list of travel expenses, arranged by employee for FY20 and FY21, to date, including the justification for travel; and
4. A list of the total workers' compensation payments paid in FY20 and FY21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response:

1. List of employees who received or retained cellphones, personal digital assistants, or similar communications devices in FY20:

First Name	Last Name	Device Type
BETTY	AKERS	iPhone
SARAH	BAJAJ	iPhone
KIMBERLY	BASSETT	iPad
KIMBERLY	BASSETT	iPhone
WILLIAM	BRANCH	iPhone 7
TABATHA	BRAXTON	iPhone
ROSA	BURCH	iPad Mini
ROSA	BURCH	iPad Mini
KAMISHA	CAMPBELL	iPhone
ALMA	CANDELARIA	iPhone
PATRICIA	ELWOOD	iPhone
ONCA		iPad
ONCA		iPad



JULIA	HUDSON	iPhone
JULIA	HUDSON	iPad
LASHAWN	JOHNSON	iPhone
REBECCA	KATZ	iPad
REBECCA	KATZ	iPhone
EMILY	MARTIN	iPhone
JOYCE	OGBURN	iPhone
ALI	RAHMAAN	iPhone
VICTOR	REID	iPhone
WIWIEK	REMBRANDT	iPhone
WIWIEK	REMBRANDT	iPad
ARLETHIA	THOMPSON	iPhone
WILLIAM	WALKER	iPhone

List of employees who received or retained cellphones, personal digital assistants, or similar communications devices in FY21, to date:

First Name	Last Name	Device Type
BETTY	AKERS	iPhone
SARAH	BAJAJ	iPhone
KIMBERLY	BASSETT	iPad
KIMBERLY	BASSETT	iPhone
WILLIAM	BRANCH	iPhone
TABATHA	BRAXTON	iPhone
ROSA	BURCH	iPad Mini
ROSA	BURCH	iPad Mini
KAMISHA	CAMPBELL	iPhone
ALMA	ANDELARIA	iPhone
PATRICIA	ELWOOD	iPhone
ONCA		iPad
ONCA		iPad
LASHAWN	JOHNSON	iPhone
EMILY	MARTIN	iPhone
JOYCE	OGBURN	iPhone
ALI	RAHMAAN	iPhone
VICTOR	REID	iPhone
WIWIEK	REMBRANDT	iPhone
WIWIEK	REMBRANDT	iPad
ARLETHIA	THOMPSON	iPhone



WILLIAM	WALKER	iPhone
---------	--------	--------

2. List of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY20 and FY21, to date:

Year	Make	Model	Assigned to	Ownership	Incident
2012	Dodge	Caravan	Office of Public Records	DC Owned	None
2012	Dodge	Caravan	Office of Public Records	DC Owned	None
2014	Isuzu	Diesel Truck	Office of Public Records	DC Owned	None

3. OS did not have any travel expenses for FY20 and FY21, to date.
4. There has not been any workers' compensation payments paid in FY20 and FY21, to date.

11. For FY20 and FY21, to date, please list all intra-District transfers to or from the agency.

- a. For each transfer, include the following details:
- Buyer agency
 - Seller agency
 - The program and activity codes and names in the sending and receiving agencies' budgets
 - Funding source (i.e. local, federal, SPR)
 - Description of MOU services
 - Total MOU amount, including any modifications
 - Whether a letter of intent was executed for FY20 and FY21 and if so, on what date
 - The date of the submitted request from or to the other agency for the transfer
 - The dates of signatures on the relevant MOU; and
 - The date funds were transferred to the receiving agency
- b. Please attach copies of all intra-district transfer MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
- c. Please list any additional intra-district transfers planned for FY21, including the anticipated agency(ies), purposes, and dollar amounts.



Response:

FY 2020:

Amount	Buyer Agency	Seller Agency	Service	Signature Date	Transfer Date	Program	Activity
\$6,000.00	Office of the Secretary	EOM Support Services	Administrative, Courier and Transportation	10/28/2019	1/13/2020	1401	1004
\$14,010.02	Office of the Secretary	Office of Chief Financial Officer	Merchant Services	10/28/2019	9/18/2020	1401	1004
\$472.00	Office of the Secretary	Office of Disability Rights	Sign Language Interpretation	1/21/2020	9/30/2020	1401	1004

FY 2021 to date:

Amount	Buyer Agency	Seller Agency	Service	Signature Date	Transfer Date	Program	Activity
\$8,310.43	Office of the Secretary	Office of Chief Financial Officer	Merchant Services	9/17/2020		1401	1004
\$14,646.00	Office of the Secretary	Office of the Chief Technology Officer	DCRegs Maintenance Support			1401	1004

12. Please provide a list of each collective bargaining agreement that is currently in effect for agency employees.

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

Response:

OS entered into a compensation collective bargaining agreement between the District of Columbia, the Office of the Attorney General, and the American Federation of Government Employees, Local 1403. The effective date of the agreement is October 1, 2017, through September 30, 2020. One employee was covered.

Contact for Local 1403:

Sabrina Brown, Support Enforcement Specialist

E-mail: Sabrina.brown@dc.gov

Phone: 202-724-2274

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



For those identified, please include an explanation about the issues involved in each case.

Response:

There are no pending lawsuits against OS.

14. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY20 or FY21, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Response:

There have been no settlements entered into by OS in FY20 or FY21, to date.

15. Please list the administrative complaints or grievances that the agency received in FY20 and FY21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY20 or FY21, to date, describe the resolution.

Response:

There have been no administrative grievances or complaints filed by parties outside OS in FY20 or FY21, to date.

16. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY20 and FY21, to date, whether or not those allegations were resolved.

Response:

OS's sexual harassment policy follows Mayor's Order 2017-313. Within 30 days after the effective date, the agency designated a Sexual Harassment Officer (SHO) who managers and supervisors are required to report to and document any complaints of harassment. The SHO will ensure an investigation is conducted and take appropriate action based on sufficient documentation.



At this time, each employee of the Office of the Secretary has completed the online sexual harassment training developed by DCHR. New hires will be required to take the course as part of their on-boarding process.

17. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY20 and FY21, to date.

Response:

There have been no investigations, audits, or reports regarding OS or any OS employee during FY20 and FY21, to date.

18. For any boards or commissions associated with your agency, please provide a chart listing the following for each:
- a. For each member:
 1. The member's name,
 2. Confirmation date,
 3. Term expiration date,
 4. Whether the member is a District resident or not, and
 5. Attendance at each meeting in FY20 and FY21, to date.
 - b. List any vacancies.
 - c. Describe the board's or commission's responsibilities and activities in FY20.
 - d. Attach agendas and minutes of each board or commission meeting in FY20 or FY21, to date, if minutes were prepared.

Response:

• **District of Columbia Emancipation Day Commission**

The Emancipation Commemoration Commission was established to advise the Mayor on programs and activities to celebrate the public holiday on April 16, the DC Compensated Emancipation Act.

Mayor's Order 2017-165, dated July 20, 2017, is the current Order that impacts the Emancipation Day Commission. The Mayor appointed the following persons as public members of the District of Columbia Emancipation Day Commission:

- a. Dr. Helga Baskett-Tippett
- b. Christine Haley
- c. Mary Ivey
- d. Junel Jeffrey
- e. Howard Marks



- f. Dorjan Short
- g. Frank Smith
- h. Kassandra Whitt
- i. Ann Wicker

The following persons were appointed to the Commission as representatives from the District government as ex officio members:

- a. Lamont Akins, from the Executive Office of the Mayor
- b. Ebony Brown, from the Commission on the Arts and Humanities
- c. Sheryl Newman, from the Council of the District of Columbia
- d. Lauren Vaughan, as the Secretary of the District of Columbia (Replaced by Kimberly Bassett)
- e. Derek Younger, from the Office of Cable Television, Film, Music and Entertainment (Replaced by Angie Gates)

Activities in FY 20:

Date	Event	Location
April 16, 2020	DC Emancipation Day On-Line Commemoration Program – the collaboration between the Commission and The Friends of DC Emancipation Day, with panelists included Ayo Handy-Kendi, Lucy Murphy, C.R. Gibbs, Peter Hanes, Anise Jenkins, Frank Smith and Kimberly Bassett	Zoom Platform
April 16, 2020	Rebroadcast the FY19 DC Annual Parade and fireworks	Channel 16

See Attachment 2 for the Commission's agendas and minutes.

- **Commission on the Martin Luther King Jr. Holiday**

Commission assists the Mayor on the District's celebration to commemorate the birth of Dr. King. The Commission recommends and helps to implement events to be sponsored by the District of Columbia government. They also encourage educational programs related to the holiday and the day of service.



Members of the Commission:

First Name	Last Name	Seat Designation (specific role)	Term end	Ward of Residence
Ryan	Wegman	Public Member	10/1/2020	Ward 3
Israel	Lyons	Public Member	1/2/2021	Ward 5
Lee Brian	Reba	Public Member	1/16/2021	Ward 3
Denise	Barnes	Public Member	1/16/2021	Ward 8
Robert Vinson	Brannum	Public Member	1/16/2021	Ward 5
Charles R.	Hicks	Public Member	1/16/2021	Ward 6
Audra	Grant	Public Member	1/16/2021	Ward 1
Maurice	Dorsey	Public Member	1/16/2021	Ward 2
Carlos	Davis	Public Member	1/16/2021	Ward 5
Felicia	Davis Hipkins	Public Member	1/16/2021	Ward 5
Jesse	Johnson	Public Member	1/16/2021	Ward 8
Calvin	Nophlin	Public Member	1/16/2021	Ward 7
Vacant		District of Columbia Public Schools (DCPS) Designee		
Vacant		Commission on the Arts and Humanities (CAH) designee		
Vacant		Executive Office of the Mayor (EOM) - Mayor's Office of Community Affairs (MOCA) Designee		
Kimberly	Bassett	Secretary of the District of Columbia Designee		Ward 4
Delano	Hunter	Executive Office of the Mayor (EOM), Chief Service Officer - ServeDC Designee	1/2/2019	Ward 5
Vacant		District of Columbia Public Library (DCPL) designee	1/2/2019	
Monica	Palacio	Office of Human Rights (OHR) designee	1/2/2019	Ward 4
Angie	Gates	Office of Cable Television, Film, Music and Entertainment (OCTFME) designee	1/2/2019	Ward 4
Thennie	Freeman	Marion Barry Youth Leadership Institute, Designee	1/2/2019	Ward 7
Vacant		Chairman of the Council of the District of Columbia designee		

Activities in FY 20:

Date	Event	Location
January 17, 2020	United Planning Organization 36th Annual MLK JR. Memorial Breakfast	Washington Marriot at Metro Center
January 18, 2020	MLK Holiday DC Prayer Breakfast by Washington Informer Charities	The Temple of Praise
January 20, 2020	39th Annual MLK Jr. Holiday Parade & Peace Walk	Good Hope Road and Martin Luther King, Jr. Ave, SE
January 29, 2020	UDC- Institute of Politics, Policy, and History: Partnership with Sharon Pratt Kelly - Life and Legacy of MLK, Jr.	UDC Student Center

See Attachment 3 for the Commission's agendas and minutes.





**OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA
EMANCIPATION DAY HOLIDAY COMMISSION MEETING**

Conference Call #: 1-866-510-8610
Participant Code: 3043011
Wednesday, February 5, 2020
6:00PM - 7:00PM

AGENDA

- **Call to Order**..... Secretary Kimberly A. Bassett
- **Roll Call**.....Tyler A. Brown
- **2019 Emancipation Day Events Recap**
- **Potential Events for 2020 Emancipation Day Week**
 - **Event Description**
 - **Potential Partners**
 - **Proposed Date and Time**
 - **Proposed Locations**
 - **Proposed Next Steps**
- **New Business**
- **Upcoming Events**
 - **Annual Full Democracy Champions Breakfast**
 - **Who:** Mayor Muriel Bowser's Office of the Senior Advisor
 - **What:** Political leaders and District residents gather to celebrate a significant point in our history, the 158th anniversary of DC Emancipation Day.
 - **When:** Friday, April 17, 2020, 8:00 AM – 10:00 AM
 - **Where:** Marriot Marquis, 901 Massachusetts Avenue, NW, Washington, DC, 20001
- **Next Meeting Date** – TBD 2020
- **Adjournment**



**OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA
MARTIN LUTHER KING, JR. DAY COMMISSION**

John A Wilson Building
1350 Pennsylvania Avenue, NW
Room 427
Conference Call #: 1-203-480-8311
Participant Code: 3043011
Wednesday, February 5, 2020
6:00 PM - 7:00 PM

MEETING MINUTES

1. **Call meeting to order:** The meeting was called to order at 6:00 PM by Secretary Kimberly Bassett.
2. **Roll call:** Completed at 6:05 pm.
3. **Commissioner attendees:**
 - a) In person: No in-person attendees.
 - b) Via phone: Commissioner William Branch, Senior Archivist, Office of Public Records.
4. **OS Staff:**
 - a) Kimberly A. Bassett, Secretary of State of Washington DC.
 - b) Tyler Brown, Public Information Officer.
5. **OS Update. . . .6:09 PM**
 - a) Secretary Bassett moved to update Commissioner Branch about OS needs for event planning and for creative suggestions about what events will be planned.

Community Projects and Events

6. **Emancipation Day 2020 Events. . . .6:11 PM**
 - a) Secretary Bassett invited Commissioner Branch to detail the preliminary plans for the Commission's 2020 series of events. Commissioner Branch provided the following event concepts:
 - 2020 Emancipation Proclamation Viewing and Open House
 - DCPS Education Sessions
 - Civil War vets and Reenactors at DCPS 4th grade classes
 - African American Civil War Museum Emancipation Day Panel Discussion
 - African American History Museum/National Archives Event
 - Potential Church Symposiums

7. 2020 Emancipation Day Parade and Float. . . . 6:20 PM

- a) The Emancipation Day Parade has become a signature Washington, DC event.

Potential Ideas include:

- Creation of a unique Emancipation Day Planning Commission parade float.
- Reenactors march in parade while reading the Emancipation Proclamation out loud.

8. Open Discussion. . . .6:23 PM – 6:37 PM

- a) Secretary Bassett and Emancipation Day holiday commissioners will develop an outline of Emancipation Day 2020 events by February 12, 2020.
- b) Commissioner Branch will share a booklet and documentary that highlight how the DC Emancipation Day holiday and DC home rule are intrinsically connected issues.

9. Upcoming Events. . . .6:38 PM

a) Annual Full Democracy Champions Breakfast

Who: Mayor Muriel Bowser's Office of the Senior Advisor

What: Political leaders and district residents gather to celebrate a significant point in our history, the 158th anniversary of DC Emancipation Day.

When: Friday, April 17, 2020, 8:00 AM – 10:00 AM

Where: Marriot Marquis, 901 Massachusetts Avenue, NW, Washington, DC, 20001

10. Next Meeting Date - To be determined based on schedule availability meeting will be conducted via conference call.

11. Motion to Adjourn: Meeting adjourned at 6:40 PM by Secretary Kimberly A. Bassett.



**OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA
MARTIN LUTHER KING, JR. DAY COMMISSION**

Conference Call #: 1-203-480-8311
Participant Code: 3043011
Tuesday, December 17, 2019
6:00PM- 7:00PM

AGENDA

- **Call to Order**..... Secretary Kimberly A. Bassett
- **Roll Call**.....Tyler A. Brown
- **“Reading MLK” Project**
 - **Description:** The Martin Luther King Holiday Commission will sponsor a city-wide event entitled "Reading Dr. King" - a special program that will be held at various locations on Saturday, Jan 18, or Sunday, January 19, 2020, in the afternoon. Mayor Bowser, city council chairman or councilmembers, religious and community leaders, labor leaders, and MLK commissioners will be invited to select 3-minute excerpts from Dr. King's speeches and read them out loud in a coordinated celebration of Dr. King's message. Churches, synagogues, mosques and inter-faith groups will be invited to select three people to individually read out loud a 3-minute excerpt from a Dr. King speech.
 - **Potential Partners:** the Martin Luther King Library, Downtown Cluster of Churches, the Martin Luther King Parade Committee, the DC Black History Committee, the National Baptist Association of DC Inc., and others.
 - **Proposed Date and Time:** Sunday, January 19, 2020. (time needs to be set)
 - **King's Locations:** NY Presbyterian Church, New Hope Baptist Church, Martin Luther King Jr. Memorial Library. More submissions needed.
 - **Proposed Next Steps:** Invitation letter needs drafting, DC government agencies need to be engaged for support: MORA, MOCA, MOAAA, press release needs to be drafted and approved for distribution.
- **2020 MLK Day Parade and DC Government Float**
- **MLK, Jr. Global Youth Leadership Conference**
 - UDC is hosting this conference. We are expecting between 200 and 300 high school students on January 17 and 18, 2020.
 - **Thursday, January 16**
 - Town Hall Panel Discussion with key topics, Gun Violence in our Community and Opioid Abuse in our Community, held at The Navel Memorial
 - NOTE: Mayor invited to sit on Panel

- **Friday, January 17**
 - VIP Reception held at UDC
 - NOTE: Mayor and MLK Commissioners invited – and would be honored guests
- **Saturday, January 18 and Sunday, January 19**
 - MLK Global Youth Leadership Conference, held at UDC
 - NOTE: MLK Commissioners invited to make remarks to each class – each morning. ROS – TBD
- **Monday, January 20**
 - Wreath Laying at the MLK Memorial
 - NOTE: Mayor and/or MLK Commissioners are welcomed to speak at event
- **Institute of Politics Policy and History**
 - **THEME:** “*The Power of the March, MLK and Activism*”
 - **TIME:** 7:00 pm to 9:00 pm
 - **DATE:** Wednesday, January 29
 - **MODERATOR:** Rev. Mark Thompson
 - Waiting for confirmations from the following panelist :
 - Rachelle Horowitz (*former Senior Aide to Bayard Rustin*)
 - The Honorable John Lewis
 - The Honorable Eleanor Holmes Norton
 - Mark Thompson is recruiting two new-generation activists.
 - NOTE: Secretary Bassett invited to sit on panel. MLK Commissioners to be honored guests
- **New Business**
 - **Ringling of Church Bells on MLK Day across Washington, DC**
- **Upcoming Events**
 - **36th Annual MLK JR. Memorial Breakfast**
 - **Who:** United Planning Organization
 - **What:** Martin Luther King, Jr. Memorial Breakfast. Annual fundraiser for the Joseph A. Beavers Scholarship.
 - **When:** Friday, January 17, 2020, 8:30 AM – 11:00 AM
 - **Where:** Washington Marriot at Metro Center: 775 12th Street NW, Washington, DC, 20005
- **Next Meeting Date – TBD 2020**
- **Adjournment**



**OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA
MARTIN LUTHER KING, JR. DAY COMMISSION**

John A Wilson Building
1350 Pennsylvania Avenue
Room 427
Conference Call #: 1-203-480-8311
Participant Code: 3043011
Tuesday, December 17, 2019
6:00PM - 7:00PM

MEETING MINUTES

1. **Call meeting to order:** The meeting was called to order at 6:00 PM by Secretary Kimberly Bassett.
2. **Roll call:** Completed at 6:05pm. A quorum was met to conduct the meeting.
3. **Commissioner attendees:**
 - a) In person: Lee Brian Reba.
 - b) Via phone: Monica Palacios, Thomas Bowen, Charles Hicks, Thennie Freeman, Felicia Davis Hipkins, Carlos Davis, Omar Umah, and Steve Johnson (on behalf of Director Angie Gates).
4. **OS Staff:**
 - a) Secretary Kimberly A. Bassett, and Tyler Brown, Public Information Officer.
5. **OS Update. . . .6:09 PM**
 - a) Secretary Bassett moved to update Commissioners on the activities of the OS between the Commission's last June 17, 2019 meeting and December 17, 2019. Secretary Bassett detailed the Ethiopian Delegation mission and Beijing Day - DC 35th Anniversary. 6:10 PM

Community Projects and Events

6. **Martin Luther King, Jr. Day 2020 Event. . . .6:11 PM**
 - a) Secretary Bassett reviewed this proposed event with Mayor Muriel Bowser and MMB declined to produce a separate MLK Day 2020 event. The Commission will proceed with planning a symbolic event as discussed in the proceeding notes.
7. **2020 MLK Day Parade and DC Government Float. . . . 6:14 PM**
 - a) The MLK Day Parade has become a signature Washington, DC event. Secretary Bassett moved to encourage the Commission to facilitate creation of a unique float in the parade. Commissioner Charles Hicks moved to recommend Peg Anderson as a good point of contact to secure a float. Point of contact was noted by OS staff.

8. “Reading MLK” Project. . . .6:16 PM

- a) Commissioner Charles Hicks moved to explain his “Reading MLK project in detail.
- b) Secretary Kimberly Bassett moved to request locations and specific times from Commissioner Hicks to confirm the “Reading MLK” project. Commissioner Hicks will return both in follow up communications.

Education Projects and Events

9. MLK, Jr. Global Youth Leadership Conference. . . .6:18 - 6:20 PM

- a) Secretary Bassett moved to introduce Commissioner Lee Brian Reba. Reba details the upcoming 3-day conference highlighting MLK’s life and work. UDC is partnered with the Memorial Foundation for this event, as an in-kind venue.

10. Institute of Politics Policy and History, “*The Power of the March, MLK, and Activism*”6:21 PM

- a) Secretary Bassett moved to describe the Institute of Politics, Policy, and History. Lee Brian Reba then moves to complete Secretary Bassett’s description. The IPPH is hosting “*The Power of the March, MLK, and Activism,*” a panel discussion on Dr. King’s philosophy and legacy.

11. New Business. . . .6:22 PM

- a) **City-wide Bell Ringing Ceremony:** In partnership with the Mayor’s Office on Religious Affairs, Commissioners will be involved in coordinating an interfaith church bell ringing on MLK Day across Washington, DC. Commissioner Thomas Bowen moved to discuss options for venues. Commissioner Bowen suggests interfaith organizations that do not have a bell can play the organ, have a choir sing, and that citizens could participate by honking their car horns. Commissioner Charles Hicks moved to encourage purchasing promotional ads in the Washington Informer and the Afro newspapers.

12. Open Discussion. . . .6:23 PM – 6:37 PM

- a) Secretary Bassett moved to open the floor for Commission to share ideas around MLK events that can be coordinated in the remaining 30 days.
- b) Commissioner Omar Umah moved to discuss Dr. Martin Luther King Jr.’s historic march down Nannie Helen Burroughs Avenue in Ward 7. Commissioner Umah requested that the march be re-imagined and modernized to commemorate the event for District residents.
- c) Commissioner Thennie Freeman moved to support Commissioner Umah’s suggestion. Commissioner Freeman described her youth connection, and that she will organize youth to participate in a ward 7 MLK march and essay contest. Commissioner Freeman provided her phone number for Commissioner Umah to contact her.
- d) Commissioner Thomas Bowen moved to suggest engaging the Progressive National Baptist Convention to assist in producing and coordinating the ward

- 7 youth march event. Commissioner Brenda Walker moved to support the ward 7 youth march and volunteered to help organize the event.
- e) Commissioner Monica Palacios moved to volunteer to support and participate in all MLK Day 2020 Commission sanctioned events.
 - f) Commissioner Carlos Davis moved to volunteer for UDC Global Youth Leadership Summit.
 - g) Commissioner Umah moved to volunteer the rooftop events space at Garfield Terrace for any MLK Day 2020 Commission events.

13. Upcoming Events. . . .6:38 PM

- a) **36th Annual MLK JR. Memorial Breakfast, Friday, January 17, 2020, 8:30 AM – 11:00 AM, Washington Marriot at Metro Center: 775 12th Street NW, Washington, DC, 20005.**
- b) Secretary Bassett moved to share details, date, time, and location for the upcoming annual MLK Jr. Memorial Breakfast. OS will reserve a table at the event for Commissioners. Commissioners are invited to the event.

14. Next Meeting Date. . . . 6:40 PM

- a) **To be determined based on schedule availability** meeting will be conducted via conference call.

15. Motion to Adjourn: Meeting adjourned at 6:45 PM by Secretary Kimberly A. Bassett.

19. Please list the task forces and organizations of which the agency is a member and any associated membership dues paid.

Response:

Name of Organization	Membership Dues
National Association of Secretaries of State	\$3,369
Sister Cities International	\$1,800
National Notary Association	\$119
Council of State Archivists	\$2,750

20. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY19, FY20, and FY21, to date. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).

- Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY20 and FY21, to date for each program and activity code.
- Attach the cost allocation plans for FY20 and FY21.

Response:

FY 2019

Program Title	Activity Title	Apprt. Fund	Activity	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 YTD Expenditures	Variance	Explanation
AGENCY MANAGEMENT								
Total	CONTRACTING AND PROCUREMENT	100	1020	\$23,000	\$23,000	\$14,251	\$8,749	
Total:	PROPERTY MANAGEMENT	100	1030	\$5,000	\$5,000	\$615	\$4,385	
Total:	FLEET MANAGEMENT	100	1070	\$5,081	\$5,081	\$6,526	-\$1,445	
Total:	COMMUNICATION	100	1080	\$279,528	\$279,528	\$213,067	\$66,461	PS Savings
Total:	PERFORMANCE MANAGEMENT	100	1090	\$487,395	\$633,439	\$719,187	-\$85,748	Increase PCard Spending



Total:	PERFORMANCE MANAGEMENT	600	1090	\$143,837	\$118,422	\$92,488	\$25,934	NPS Savings
Total: AGENCY MANAGEMENT				\$943,841	\$1,064,470	\$1,046,135	\$18,336	
INTERNATIONAL RELATIONS AND PROTOCOL		100	1200	\$139,897	\$139,897	\$134,643	\$5,254	
Total: INTERNATIONAL RELATIONS AND PROTOCOL				\$139,897	\$139,897	\$134,643	\$5,254	
CEREMONIAL SERVICES		100	1300	\$122,501	\$122,501	\$123,992	-\$1,491	
Total: CEREMONIAL SERVICES				\$122,501	\$122,501	\$123,992	-\$1,491	
Total:	DC REGISTER	100	1401	\$118,925	\$118,925	\$133,332	-\$14,407	
Total	ADMINISTRATIVE ISSUANCES	100	1402	\$567,462	\$612,462	\$602,883	\$9,579	
Total: OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE				\$686,387	\$731,387	\$736,215	-\$4,828	
NOTARY COMMISSION AND AUTHENTICATIONS	NOTARY AUTHENTICATIONS	600	1501	\$556,191	\$579,190	\$604,922	-\$25,731	
Total: NOTARY COMMISSION AND AUTHENTICATIONS				\$556,191	\$579,190	\$604,922	-\$25,731	
Total:	RECORDS MANAGEMENT	100	1600	\$264,637	\$264,637	\$244,664	\$19,973	NPS and PS savings
Total:	RECORDS MANAGEMENT	600	1600	\$399,972	\$399,972	\$328,049	\$71,923	NPS contract savings
Total:	ARCHIVAL ADMINISTRATION	100	1601	\$843,336	\$843,336	\$836,877	\$6,459	
Total: OFFICE OF PUBLIC RECORDS				\$1,507,945	\$1,507,945	\$1,409,590	\$98,355	
Total:	DC DEMOCRACY INITIATIVES	100	1702	\$200,000	\$200,000	\$200,000	\$0	
Total: EXECUTIVE MGMT				\$200,000	\$200,000	\$200,000	\$0	
Total Budget				\$4,156,762	\$4,345,390	\$4,255,497	\$89,894	



FY 2020

Program Title	Activity Title	Apprt Fund	Activity	FY 2021 Approved Budget	FY 2021 Revised Budget	FY 2021 YTD Expenditures
AGENCY MANAGEMENT						
Total	CONTRACTING AND PROCUREMENT	100	1020	\$5,000.00	\$5,000.00	\$6,678.00
Total:	PROPERTY MANAGEMENT	100	1030	\$5,000.00	\$5,000.00	
Total:	FLEET MANAGEMENT	100	1070	\$7,500.00	\$7,500.00	\$17,053.69
Total:	COMMUNICATION	100	1080	\$226,646.02	\$227,416.02	\$232,660.17
Total:	PERFORMANCE MANAGEMENT	100	1090	\$661,609.04	\$661,749.04	\$628,939.55
Total:	PERFORMANCE MANAGEMENT	600	1090	\$52,167.39	\$52,167.39	\$1,384.00
Total: AGENCY MANAGEMENT				\$957,922.45	\$958,832.45	\$886,715.41
INTERNATIONAL RELATIONS AND PROTOCOL	INTERNATIONAL RELATIONS AND PROTOCOL	100	1200	\$142,933.00	\$142,933.57	\$139,019.01
Total: INTERNATIONAL RELATIONS AND PROTOCOL				\$142,933.00	\$142,933.57	\$139,019.01
CEREMONIAL SERVICES	CEREMONIAL SERVICES	100	1300	\$227,690.24	\$225,730.24	\$198,360.22
Total: CEREMONIAL SERVICES				\$227,690.24	\$228,670.00	\$198,360.22
OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	D.C. REGISTER	100	1401	\$272,010.14	\$366,849.14	\$339,886.21
Total:	ADMINISTRATIVE ISSUANCES	100	1402	\$581,848.35	\$601,188.35	\$635,285.60
Total: OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE				\$853,858.49	\$968,037.49	\$975,171.81
NOTARY COMMISSION AND AUTHENTICATIONS	NOTARY AUTHENTICATIONS	600	1501	\$577,832.61	\$577,832.61	\$567,009.42
Total: NOTARY COMMISSION AND AUTHENTICATIONS				\$577,832.61	\$577,832.61	\$567,009.42



OFFICE OF PUBLIC RECORDS	RECORDS MANAGEMENT	100	1600	\$272,366.03	\$272,366.03	\$254,187.99
Total:	RECORDS MANAGEMENT	600	1600	\$470,000.00	\$492,743.00	\$173,780.00
Total:	ARCHIVAL ADMINISTRATION	100	1601	\$887,403.61	\$887,403.61	\$888,878.82
Total: OFFICE OF PUBLIC RECORDS				\$1,629,769.64	\$1,652,512.64	\$1,316,846.81
EXECUTIVE MGMT.		100	1702	\$200,000.00	\$200,000.00	\$200,000
Total: EXECUTIVE MGMT.				\$200,000.00	\$200,000.00	\$200,000.00
Total Budget				\$4,590,006.43	\$4,728,818.76	\$4,283,122.68



FY 2021 to date

Program Title	Activity Title	Apprt Fund	Activity	FY 2021 Approved Budget	FY 2021 Revised Budget	FY 2021 YTD Expenditures
AGENCY MANAGEMENT						
Total	CONTRACTING AND PROCUREMENT	600	1020	\$10,000.00	\$10,000.00	\$50.00
Total:	PROPERTY MANAGEMENT	600	1030	\$5,000.00	\$5,000.00	
Total:	FLEET MANAGEMENT	100	1070	\$7,500.00	\$7,500.00	\$4,043.14
Total:	COMMUNICATION	100	1080	\$231,575.11	\$231,575.11	\$79,917.42
Total:	PERFORMANCE MANAGEMENT	100	1090	\$584,919.09	\$584,919.09	\$191,524.90
Total:	PERFORMANCE MANAGEMENT	600	1090	\$80,720.00	\$80,720.00	\$7,482.90
Total: AGENCY MANAGEMENT				\$919,714.20	\$919,714.20	\$283,018.36
INTERNATIONAL RELATIONS AND PROTOCOL	INTERNATIONAL RELATIONS AND PROTOCOL	100	1200	\$146,729.47	\$146,729.47	\$46,769.04
Total: INTERNATIONAL RELATIONS AND PROTOCOL				\$146,729.47	\$146,729.47	\$46,769.04
CEREMONIAL SERVICES	CEREMONIAL SERVICES	100	1300	\$207,901.46	\$207,901.46	\$68,589.79
Total: CEREMONIAL SERVICES				\$207,901.46	\$207,901.46	\$68,589.79
OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	D.C. REGISTER	100	1401	\$142,413.88	\$142,413.88	\$47,298.53
Total:	ADMINISTRATIVE ISSUANCES	100	1402	\$636,566.91	\$636,566.91	\$153,284.92
Total: OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE				\$778,980.79	\$778,980.79	\$200,583.45
NOTARY COMMISSION AND AUTHENTICATIONS	NOTARY AUTHENTICATIONS	600	1501	\$648,003.57	\$648,003.57	\$238,689.56



Total: NOTARY COMMISSION AND AUTHENTICATIONS				\$648,003.57	\$648,003.57	\$238,689.56
OFFICE OF PUBLIC RECORDS	RECORDS MANAGEMENT	100	1600	\$632,353.85	\$632,353.85	\$84,199.71
Total:	RECORDS MANAGEMENT	600	1600	\$356,276.43	\$356,276.43	\$0.00
Total:	ARCHIVAL ADMINISTRATION	100	1601	\$916,096.23	\$916,096.23	\$409,996.50
Total: OFFICE OF PUBLIC RECORDS				\$1,904,726.51	\$1,904,726.51	\$494,196.21
EXECUTIVE MGMT.		100	1702	\$200,000.00	\$200,000.00	
Total: EXECUTIVE MGMT.				\$200,000.00	\$200,000.00	
Total Budget				\$4,806,056.00	\$4,806,056.00	\$1,331,846.41

21. In FY19 or FY20, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response:

Office of the Secretary did not have any federal funds.

22. Please provide a table listing every reprogramming of funds (i.e. local, federal and SPR) into and out of the agency for FY20 and FY21, to date, as well as anticipated inter-agency reprogrammings for the remainder of FY21. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart. For each reprogramming, include:

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

Response:



BA0 INTERAGENCY REPROGRAMMINGS, FY 2020 AND FY 2021

Including anticipated reprogrammings for remainder of FY 2021

Sending agency name	Receiving agency name	Date of execution (actual or expected)	Dollar amount (actual or expected)	Originating funding source (i.e. local, federal, SPR)	Originating funds			Received funds			Detailed rationale for the reprogramming
					Program code	Activity code	CSG code	Program code	Activity code	CSG code	
AI0	BA0	8/15/2019	\$94,825	Local	2001	2001	0410	1004	1401	0408	This request is to reprogram funds to BA0 from AI0 to complete the build out and implementation of the E-Notary Platform for the ONCA.

23. Please list, in chronological order, every reprogramming *within* your agency during FY20 and FY21, to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:

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

Response:

BA0 INTRA-AGENCY REPROGRAMMINGS, FY2020 AND FY2021

Including anticipated reprogrammings for remainder of FY2021

Date of execution (actual or expected)	Dollar amount (actual or expected)	Originating funding source (i.e. local, federal, SPR)	Originating funds			Received funds			Detailed rationale for the reprogramming
			Program code	Activity code	CSG code	Program code	Activity code	CSG code	
9/30/2020	\$770	Local	1000	1080	0132	1000	1080	0132	Per Diem transfer for Covid expenses
9/30/2020	\$140	Local	1000	1090	0132	1000	1090	0132	Per Diem transfer for Covid expenses
9/30/2020	\$14	Local	1004	1401	0132	1004	1401	0132	Per Diem transfer for Covid expenses
9/30/2020	\$56	Local	1004	1402	0132	1004	1402	0132	Per Diem transfer for Covid expenses
9/30/2020	\$770	Federal	1000	1080	0132	1000	1080	0132	Per Diem transfer for Covid expenses
9/30/2020	\$140	Federal	1000	1090	0132	1000	1090	0132	Per Diem transfer for Covid expenses
9/30/2020	\$14	Federal	1004	1401	0132	1004	1401	0132	Per Diem transfer for Covid expenses
9/30/2020	\$56	Federal	1004	1402	0132	1004	1402	0132	Per Diem transfer for Covid expenses



24. For FY20 and FY21, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

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

Response:

Appropriated Fund 0600

Agency Fund	Description	DC Code/ Other Authorization	How is Amount Collected Determined	Type of Revenue Transaction	Who Makes Payment	Revenue in FY20	Expenditure FY20	Revenue in FY21, to date	Expenditure FY21, to date	Fund Balance
600	Notary Commission and Authentications provides commissions for all notaries public in the District of Columbia and authenticates documents.	Sale of Gov't Publications Amendment Act of 1990	Predetermined amount by the DC code.	Fee	Citizens	\$719,430	\$719,430	\$230,085	\$252,194.26	-\$22,109.26)

25. Please list all memoranda of understanding (“MOU”) and memoranda of agreement (“MOA”) entered into by your agency during FY20 and FY21, to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers.)

- For each MOU, indicate:
 - The parties to the MOU or MOA
 - Whether a letter of intent was signed in the previous fiscal year and if so, on what date,
 - The date on which the MOU or MOA was entered,
 - The actual or anticipated termination date,
 - The purpose, and
 - The dollar amount.
- Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
- Please list any additional MOUs and MOAs planned for FY21, including the anticipated agency(ies), purposes, and dollar amounts.



Response:

See Attachment 4 for the copies of MOU.

FY 2020

Buyer Agency	Seller Agency	Service	Signature Date	Transfer Date	Program	Activity	Amount
BA0	AA0	EOM Support Services	10/28/2019	1/13/2020	1000	Performance Management	\$6,000.00
BA0	AT0	Facilitate credit and debit card transaction processing for revenue collections	10/28/2019	9/18/2020	1000	Performance Management	\$9,931.40
DY0	BA0	Records Management Services	5/13/2020		1006	Office of Public Records	\$22,743.00
BA0	JR0	Sign Language Interpretation Services	12/31/2019	9/30/2020	1005	Notary Commission	\$380.00

FY 2021

Buyer Agency	Seller Agency	Service	Signature Date	Transfer Date	Program	Activity	Amount
BA0	AT0	Facilitate credit and debit card transaction processing for revenue collections	9/17/2020		1000	Performance Management	\$8,310.43
BA0	TO0	DCRegs Maintenance Support			1004	Office of Documents and Admin. Issuances	\$14,646.00



**FISCAL YEAR 2020 MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF THE SECRETARY
AND
THE EXECUTIVE OFFICE OF THE MAYOR'S SUPPORT SERVICES**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia, the buyer agency, The Office of the Secretary (OS) and the seller agency, The Office of Support Services (EOM), individually referred to as the "Party" or collectively referred to herein as the "Parties."

The Office of the Secretary has requested the services of The Executive Office of the Mayor's Support Services to provide telecommunications, transportation, courier, and associated, general administrative services under the agreed upon terms and conditions outlined within the following Statement of work.

II. PROGRAM GOALS AND OBJECTIVES

The primary purpose for this interagency collaboration is for Support Services to facilitate the efforts of The Office of the Secretary's overall agency goals and objectives by providing telecom, transportation, courier, procurement, and associated, administrative services that shall benefit the District in various facets of operation.

The Office of Support Services' specific performance obligations in providing services to The Office of the Secretary shall be governed by the Statement of work which may be revised by the parties by mutual agreement from time to time without otherwise changing the terms of this MOU.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF EOM Support Services

"Support Services" entails services deemed appropriate and necessary in order to maintain and support viable aspects of transportation, courier, and telecom services.

- A. Provide transportation to OS staff to and from desired destination upon request pursuant to driver availability.

- B. Provide interagency courier services upon request and pursuant to driver availability.
- C. Maintain the fixed cost management system to ensure that staff information pertinent to agency communication through such channels as landline, mobile devices, fax, and air cards are accurate and current at all times.
- D. Assign, program, and troubleshoot government issued equipment while implementing standard agency policies and adhering to District wide protocols concerning their issuance and compensation for lost or stolen equipment.
- E. Create and submit requests for credentialing that will allow staff access to the appropriate buildings and work sites.
- F. Create and process "new hire" requests as well as "exiting" employees leaving or transferring within district agencies.
- G. Assist in creation and processing of automated procurement requests while monitoring and documenting status.
- H. Assist in initiation and processing of grant requests while monitoring and documenting status.
- I. Maintain vendor and PASS User information within the automated procurement database to ensure all information is current and in compliance with District procurement standards.
- J. Coordinate and assist in the reconciliation of purchase orders.
- K. Provide general administrative services pertinent to the execution of the functions outlined within the Scope of Services.
- L. Access to VIA On-Demand Vehicle Share Program for business related travel for approved staff as a supplement to the existing EOM Support Services' transportation service.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2019 through September 30, 2020 unless terminated in writing by the Parties prior to the expiration.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01[(j)] or [(k)] [and any other authority under the Parties' programs.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed \$10,000 for Fiscal Year 2020. Funding for the goods and services shall not exceed the actual cost of the goods and services,
2. In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for the goods and services shall be made through an Intra-District advance by the Buyer (OS) to the Seller (Support Services) based on the total amount of this MOU.
2. Advances to Seller for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
3. Seller will relieve the advance and bill Buyer through the MOU process only for those goods or services actually provided pursuant to the terms of this MOU. Seller will notify Buyer within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller shall return any excess advance to Buyer by September 30 of the current fiscal year.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. [The Parties may insert a third-party District employee to resolve program issues in the event the Directors cannot resolve a program issue] In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

C. ANTI-DEFICIENCY CONSIDERATIONS

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

VII. COMPLIANCE AND MONITORING

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

VIII. RECORDS AND REPORTS

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

IX. CONFIDENTIAL INFORMATION

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

X. TERMINATION

Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party.

XI. NOTICE

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

Buyer Agency:
Kimberly A. Bassett, Secretary of the District of Columbia
The Office of the Secretary of the District of Columbia
1350 Pennsylvania Avenue NW, Suite 419, Washington, DC 20004
Phone: (202) 727-6306
Fax: (202) 727-3582

Seller Agency:
Booker Roary Jr., Special Assistant
Director of Operations
Mayor's Office of Talent and Appointments (MOTA)
1350 Pennsylvania Avenue, NW – 6th Floor
Washington, DC 20004
(202) 727-9811 (o) 202 795-0574 (c)

XII. MODIFICATIONS

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

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under


this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 1985 (D.C. Official Code § 2-301.01 *et seq.*) to procure the goods or services of the agent or third party.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

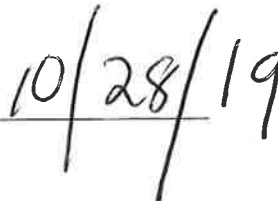
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

The Office of the Secretary



Kimberly A. Bassett
Secretary of the District of Columbia, OS

Date: _____



The Executive Office of the Mayor

John J. Falcicchio
Chief of Staff, EOM

Date: _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OFFICE OF THE SECRETARY, NOTARY COMMISSION
AND
OFFICE OF THE CHIEF FINANCIAL OFFICER,
OFFICE OF FINANCE AND TREASURY
FISCAL YEAR 2020**

I. INTRODUCTION

This Memorandum of Understanding (this “MOU”) is entered into between the **Office of the Secretary, Notary Commission** (“Buyer Agency”) and the Office of the Chief Financial Officer, **Office of Finance and Treasury** (“Seller Agency”), collectively referred to herein as the “Parties”.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k) (2010 Supp.).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The Seller Agency, by means of established contract with a merchant services processor, will facilitate credit and debit card transaction processing for revenue collections through Merchant Identification locations requested by the Buyer Agency to various financial institutions.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

The Seller Agency will manage the relationship with the vendor/processor to establish merchant services accounts, monitor said accounts and resolve issues due to processor issues related to Merchant Identification locations requested by the Buyer Agency to various financial institutions.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer agrees to advance the full amount of the estimated cost of this agreement to the Seller.

V. DURATION

A. PERIOD

The period of this MOU shall be from **October 1, 2019 through September 30, 2020** unless terminated in writing by the Parties pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of five (5) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period 30 days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and/or services under this MOU shall not exceed **\$14,010.02** for Fiscal Year 2020, unless new accounts are requested by the agency, for which funding for estimated service fees will be provided or the volume of the transactions exceeds the estimate. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided.

B. PAYMENT

Intra-District process:

1. Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.
2. Seller Agency shall submit monthly reconciliations which shall include itemized monthly claims for reimbursement on actual counts taken daily at the point of service by the reimbursement category.
3. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU (**\$14,010.02**).
4. Seller Agency shall receive the advance and bill Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller

Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties

VIII. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect of hereafter enacted or promulgated.

IX. COMPLIANCE AND MONITORING

Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

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

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party. In the event of termination of this MOU,

payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

OCFO:

Jeanne Marie Hoover
Chief of Management Operations
Office of Finance and Treasury
1101 4th Street, SW, Suite 850
Washington, DC 20024

Office of Secretary, Notary Commission:

Judi Gold
Notary & Authentication Officer
Notary Commission
John A. Wilson Bldg.
1350 Pennsylvania Avenue, NW, Suite 419
Washington, D.C. 20004

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 1985 (D.C. Official Code § 2-301.01, *et seq.*) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

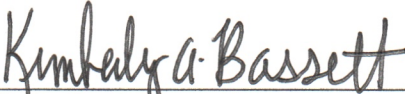
The Chief of Management Operations and the Director, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the OCFO Contracting Officer. The decision of the OCFO Contracting Officer related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

XV. CONFIDENTIAL INFORMATION

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

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

OFFICE OF THE SECRETARY, NOTARY COMMISSION



Kimberly A. Bassett
Secretary of the District Columbia

Date

OFFICE OF THE CHIEF FINANCIAL OFFICER

Jeffrey S. DeWitt
Chief Financial Officer

Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MEMORANDUM OF UNDERSTANDING BETWEEN
THE OFFICE OF THE SECRETARY AND
DISTRICT OF COLUMBIA RETIREMENT BOARD
(INTRA-DISTRICT FUNDING, FISCAL YEAR 2020)

This Memorandum of Understanding ("MOU") is made by and between the Office of the Secretary ("OS"), the seller agency, and the District of Columbia Retirement Board ("DCRB"), the buyer agency. OS and DCRB are referred to collectively in this MOU as the "Parties" and each is referred to individually in this MOU as a "Party".

For and in consideration of the mutual promises contained herein, OS and DCRB agree as follows:

I. BACKGROUND

- A. The Office of Public Records ("OPR"), within OS, is responsible for coordination and administration of all records management and archives functions for the District of Columbia government. As a component of this responsibility, OPR assists agencies within the District in meeting the agencies' responsibility pursuant to section 7(b)(2) of the Public Records Management Act of 1985 (D.C. Official Code § 2-1706(b)(2)) and its implementing regulations to develop and administer a records retention schedule approved by OPR.
- B. OPR, through OS, has engaged a contractor to provide retention schedule development services to a subset of agencies of the District of Columbia government.
- C. In order to implement the project, each agency receiving records retention services from OS will be responsible for the costs of those services.
- D. This MOU assesses DCRB for the costs of the services provided by OS pursuant to this MOU.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. OS shall develop, for DCRB, with the input and participation of the DCRB, an agency-specific records retention schedule that applies to all records of the Agency and that includes disposition standards and disposition instructions for each type and series of record of the Agency.

- B. OS shall enter into (or, to the extent already entered into, maintain) a contract with an outside vendor (the "Contractor") to provide records retention schedule development services for DCRB.
- C. DCRB shall be responsible for the costs billed to OS by the Contractor for the services provided by the Contractor for the Agency; provided, that the Agency's responsibility for such costs shall be limited to \$22,743.
- D. DCRB agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

- 1. Payment for the services provided by OS to DCRB shall be made through a wire transfer or ACH, in advance, by the DCRB to OS in the amount set forth above in section II.C.
- 2. The amount set forth in section II.C. is based on the cost proposal of the Contractor.
- 3. DCRB shall make the FY 2020 advance payment of the total amount, as required by paragraph III.A.1 within ten (10) business days after the effective date of this MOU.
- 4. Advance payment to OS for the services to be performed shall not exceed the amount set forth in section II.C.
- 5. OS shall ^{receive goods} relieve the advance and bill DCRB only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
- 6. OS shall provide to the Agency an itemized invoice that explains the costs incurred within fifteen (15) days after OS incurs expenses.
- 7. OS shall return any excess FY 2020 advances to the Participating Agencies by September 30, 2020.

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-

Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IV. DURATION OF MOU; TERMINATION

- A. This Agreement shall take effect when fully executed by DCRB and OS, and shall continue in effect through September 30, 2020, unless terminated in writing by the Parties prior to the expiration. The Parties may extend the period of this Agreement by exercising a maximum of two (2) additional one-year option periods. OS shall provide DCRB with written notice of its request to exercise an option period at least thirty (30) days prior to the expiration of the initial or extension year of this Agreement. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.
- B. Either Party may terminate this MOU by giving written notice to the other Party; provided such termination shall not become effective until fifteen (15) days after the notice is given (or such later date as may be set forth in the notice of termination), unless an earlier termination date is agreed to by the other Party. In the event of a termination of this MOU, in whole or in part, OS shall promptly perform all required fiscal reconciliation and return any excess advance to DCRB.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k).

VI. RECORDS AND REPORTS

OS shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these documents available for inspection by duly authorized representatives of the DCRB.

VII. NOTICE

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

For OS

Rebecca Katz
Public Records Administrator
1300 Naylor Court, NW
Washington, DC 20001
Phone: 202-671-1108
Email: rebecca.katz@dc.gov

Kimberly A. Bassett
Secretary of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 419
Washington, DC 20004
Phone: 202-727-6306
Email: kimberly.bassett@dc.gov

For DCRB

Sheila Morgan-Johnson
Executive Director
District of Columbia Retirement Board
(202) 343-3228 (Executive Office)
(202) 343-3200 (Main Line)
sheila.morgan-johnson@dc.gov

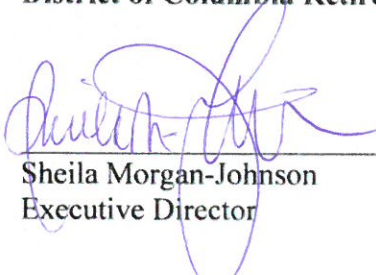
Deborah V. Reaves, MPA
Business Operations Manager & Board Liaison
DCRB Executive Office
(202) 343-3226 (Direct Dial)
(202) 343-3228 (Executive Office)
(202) 343-3200 (Main Line)
Email: deborah.reaves@dc.gov

VIII. MODIFICATIONS

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

IN WITNESS WHEREOF, the Parties have executed this MOU as of the day and year indicated below:

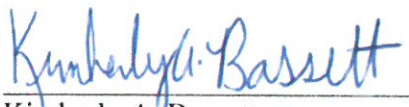
District of Columbia Retirement Board (Buyer):



Sheila Morgan-Johnson
Executive Director

Date: 5/13/2020

Office of the Secretary (Seller):



Kimberly A. Bassett
Secretary of the District of Columbia

Date: 5/6/2020

NOTIFICATION OF MULTI-AGENCY MOU

To: Office of the Secretary - Office of Notary Commission & Authentications (ONCA)

From: Office of Disability Rights (ODR)

Date: December 31, 2019

Re: Notification of Multi-Agency MOU regarding Sign Language Interpretation (SLI) Services

This memorandum provides notification that ODR has requested that the City Administrator sign the attached multi-agency memorandum of understanding ("MOU") on behalf of your agency and other buyer agencies.

Under the MOU, ODR will provide SLI Services to your agency, and your agency will be responsible for the following:


- Payment to ODR of \$380.00 for services provided by ODR to your agency; and
- Compliance with the following terms and conditions: "See Section III.A, 1-6 of the SLI MOU" on the page below.

The City Administrator intends to sign the MOU on or about "Friday, February 14, 2020".

Therefore, by 5:00 p.m. on "Friday, January 31, 2020", please sign and date the form below, and return the completed form to Haydn Demas, ADA Compliance Specialist, at haydn.demas@dc.gov.

Agency Acknowledgment

- ☒ ONCA understands and agrees to comply with the terms and conditions (including payment amount) of the MOU described above
- ☐ For the following reason(s), ONCA does not agree with the terms and conditions (or payment amount) of the MOU:

Signature:		Date:	1/21/20
Printed name and title:	Kimberly Bassett, Secretary of the District of Columbia		

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

1. Payment for the services shall be made through Intra-District advances by the participating agencies to ODR in the amounts set forth in Attachment A, and any subsequent addendum. The participating agencies shall submit their advances within ten (10) business days after the effective date of this MOU.
2. ODR and a participating agency listed in Attachment A may increase the relevant amount listed in Attachment A by the mutual agreement of ODR and the participating agency. In addition, an agency not listed in Attachment A may participate in this MOU by the mutual agreement of ODR and the agency.
3. ODR shall provide itemized invoices for each completed service request, which shall explain the amounts billed for that request.
4. Advances to ODR for the services to be performed shall not exceed the amounts set forth in Attachment A, as may be modified pursuant to paragraph A.2 of this section.
5. ODR will relieve the advance and bill the participating agencies through the Intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
6. ODR shall return any excess advances to the participating agencies by September 30, 2020.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OFFICE OF THE SECRETARY, NOTARY COMMISSION
AND
OFFICE OF THE CHIEF FINANCIAL OFFICER,
OFFICE OF FINANCE AND TREASURY
FISCAL YEAR 2021**

I. INTRODUCTION

This Memorandum of Understanding (this “MOU”) is entered into between the **Office of the Secretary, Notary Commission** (“Buyer Agency”) and the Office of the Chief Financial Officer, **Office of Finance and Treasury** (“Seller Agency”), collectively referred to herein as the “Parties”.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k) (2010 Supp.).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The Seller Agency, by means of established contract with a merchant services processor, will facilitate credit and debit card transaction processing for revenue collections through Merchant Identification locations requested by the Buyer Agency to various financial institutions.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

The Seller Agency will manage the relationship with the vendor/processor to establish merchant services accounts, monitor said accounts and resolve issues due to processor issues related to Merchant Identification locations requested by the Buyer Agency to various financial institutions.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer agrees to advance the full amount of the estimated cost of this agreement to the Seller.

V. DURATION

A. PERIOD

The period of this MOU shall be from **October 1, 2020 through September 30, 2021** unless terminated in writing by the Parties pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of five (5) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period 30 days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and/or services under this MOU shall not exceed **\$8,310.43** for Fiscal Year 2021, unless new accounts are requested by the agency, for which funding for estimated service fees will be provided or the volume of the transactions exceeds the estimate. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided.

B. PAYMENT

Intra-District process:

1. Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.
2. Seller Agency shall submit monthly reconciliations which shall include itemized monthly claims for reimbursement on actual counts taken daily at the point of service by the reimbursement category.
3. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU (**\$8,310.43**).
4. Seller Agency shall receive the advance and bill Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller

Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS AND MODIFICATIONS

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties

VIII. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect of hereafter enacted or promulgated.

IX. COMPLIANCE AND MONITORING

Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

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

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party. In the event of termination of this MOU,

payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

OCFO:

Jeanne Marie Hoover
Chief of Management Operations
Office of Finance and Treasury
1101 4th Street, SW, Suite 850
Washington, DC 20024

Office of Secretary, Notary Commission:

Judi Gold
Notary & Authentication Officer
Notary Commission
John A. Wilson Bldg.
1350 Pennsylvania Avenue, NW, Suite 419
Washington, D.C. 20004

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 1985 (D.C. Official Code § 2-301.01, *et seq.*) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

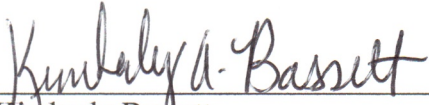
The Chief of Management Operations and the Director, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the OCFO Contracting Officer. The decision of the OCFO Contracting Officer related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

XV. CONFIDENTIAL INFORMATION

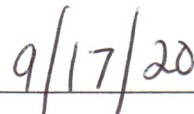
The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with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

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

OFFICE OF THE SECRETARY, NOTARY COMMISSION



Kimberly Bassett
Secretary of the District of Columbia




Date

OFFICE OF THE CHIEF FINANCIAL OFFICER

Jeffrey S. DeWitt
Chief Financial Officer

Date

<p>OFFICE OF THE CHIEF TECHNOLOGY OFFICER GOVERNMENT OF THE DISTRICT OF COLUMBIA</p> 	<p>MOU Executive Brief OCTO Division</p>
<p>OCTO Deputy/Executive: Barney Krucoff (OCTO)</p>	<p>Program Manager: Marshall, Christopher</p>
<p>Agency: DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY (OS)</p>	<p>Dollar Amount: \$14,646.00</p>
<p>Date Submitted: Oct 9 2020 5:04PM</p>	<p>eMOU#: TO0BA0-2021-01442</p>
<p>Project Description:</p> <p>This MOU represents services provided by OCTO to the Office of the Secretary's Office of Documents and Administrative Issuances to support the currently in production DC Regs application, which was developed by OCTO's Applications Development & Operations program in Fiscal Year 2017.</p>	
<p>Risks:</p>	
<p>Challenges:</p>	
<p>Urgency:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> Normal <input type="checkbox"/> Rush <input checked="" type="checkbox"/> Expedite </div>	



MEMORANDUM OF UNDERSTANDING

BETWEEN

DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY

AND

**DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY
OFFICER**

FOR FISCAL YEAR 2021

MOU Number: TO0BA0-2021-01442

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the **DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY (OS or "Buyer Agency")** and the **District of Columbia OFFICE OF CHIEF TECHNOLOGY OFFICER ("OCTO" or "Seller Agency")**, collectively referred to herein as the "Parties" and individually as "Party."

II. BACKGROUND STATEMENT ON SELLER AGENCY

OCTO is made up of many departments to develop, implement, and maintain the District's IT and telecommunications infrastructure; develop and implement major citywide applications; establish and oversee IT enterprise architecture and website standards for the District; and advise District agencies on technology solutions to improve services to businesses, residents and visitors in all areas of District government.

III. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

IV. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

This MOU covers production application support for the DC Regs application ("The Application") for Fiscal Year 2021. The Application was developed for the Office of the Secretary's Office of Administrative Issuances (ODAI).

V. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

The Seller Agency shall provide:

1. Administration and management of the application;

2. Monthly application patching to address all known vulnerabilities;
3. Customer support;
4. Minor enhancements to the application, which fall within the initial scope of development, do not require changes to the underlying architecture, and do not exceed 160 hours of development tasks during the duration of this MOU.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer Agency shall:

1. Provide a point of contact (POC) for ODAI;
2. Verify from the ODAI side that the application is operating without issue after each monthly patching cycle;
3. Agree to the execution of a separate MOU for any development work exceeding 160 (one hundred and sixty) hours.

VI. DURATION OF MOU

The duration of this MOU shall be for **Fiscal Year 2021**, and shall begin on the later of either **October 1, 2020**, or the last date of execution by the Parties, and shall expire on **September 30, 2021**, unless terminated in writing by the Parties prior to expiration pursuant to Section VII of this MOU.

VII. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost for goods and/or services under this MOU shall not exceed **\$14,646.00** for Fiscal Year 2021. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided and are based on 20% of the cost for services to develop the DC Regs application at a total cost of **\$73,230.00**.

B. PAYMENT

(1) Payment for the goods and/or services shall be made through an Intra-District advance by the Buyer Agency to the Seller Agency based on the total amount of this MOU **\$14,646.00**.

a. Advances to the Seller Agency for the services to be performed and/or goods to be provided shall not exceed the actual costs of the goods or services or the amount of this MOU.

b. The Seller Agency shall receive the advance and bill the Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU.

(2) Upon request of the Buyer Agency, the Seller Agency shall provide the Buyer Agency with a listing of itemized services.

(3) The Seller Agency shall:

a. Notify the Buyer Agency within forty-five (45) days prior to the close of the fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year; and

b. Return any excess advance to the Buyer Agency by September 30 of the current fiscal year.

(4) In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation, and that all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

IX. NOTICES

The following individuals are the contact points for each Party:

OS

Victor L Reid

Administrator

1350 Pennsylvania Avenue, NW

Washington, DC 20004

Phone: (202) 727-5090

Email : victor.reid@dc.gov

OCTO

Christopher Marshall

Program Manager, Applications Development & Operations

200 I Street, SE, 5th Floor

Washington, D.C. 20003

Phone : (202) 478-5971

Email :Christopher.Marshall@dc.gov

X. MODIFICATIONS

This MOU may be modified only upon prior written agreement of the Parties. Modifications shall be dated and signed by the authorized representatives of the Parties.

XI. CONSISTENT WITH LAW

The Parties shall comply with all applicable federal and District laws, rules and regulations whether now in effect or hereafter enacted or promulgated.

XII. COMPLIANCE AND MONITORING

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

XIII. RECORDS AND REPORTS

The Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the Buyer Agency's request or the request of other officials of the District of Columbia, make these documents available for inspection by duly authorized representatives of the Buyer Agency or other officials of the District of Columbia as may be specified in their respective sole discretion.

XIV. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01, et seq.) to procure the goods or services.

XV. RESOLUTION OF DISPUTES

The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. The decision of the Parties' Directors related to any disputes referred shall be final. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of the Chief Financial Officer, Office of Financial Operations and Systems.

XVI. CONFIDENTIAL INFORMATION

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

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

DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY, District of Columbia

Kimberly A. Bassett

Date: 1/25/2021

Secretary of State of Washington, DC

Kimberly A. Bassett

Office of the Chief Technology Officer, District of Columbia

Lindsey V. Parker

Date: 1/26/2021

Chief Technology Officer

Lindsey V. Parker

INTRA-DISTRICT STANDARD REQUEST FORM

Government of District of Columbia

MOU TO0BA0-2021-01442
Number:

Date of 10/09/2020
MOU:

Buyer Information

Agency OS
Name:

Name of
Contact:

Telephone #: (202) 727-5090

Agency BA0
Code:

Address: 1350 Pennsylvania Avenue, NW

Fax #:

Date:

Signature

Seller Information

Agency OCTO
Name:

Name of
Contact:

Telephone #:

Agency TO0
Code:

Address: 200 I ST, SE WASHINGTON, DC
20003

Fax #:

Date:

Signature

Service Information and Funding Codes

GOOD/
SERVICE:

Buyer

AGY	YR	ORG	FUND	INDEX	PCA	OBJ	AOBJ	GRANT	PROJ	AG1	AG2	AG3	AMOUNT
-----	----	-----	------	-------	-----	-----	------	-------	------	-----	-----	-----	--------

Seller

AGY	YR	ORG	FUND	INDEX	PCA	OBJ	AOBJ	GRANT	PROJ	AG1	AG2	AG3	AMOUNT
-----	----	-----	------	-------	-----	-----	------	-------	------	-----	-----	-----	--------

eMOU Approval History

10/21/2020 2:50:24
PM

TO0BA0-2021-01442

Step Name	Name	Status Name	Status Date	Comments
MOU Author Review	Marshall,Christopher (OCTO) (OCTO)	Approved	10/9/2020 5:53:31 PM	

26. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY20 and FY21, to date, including projects that are managed or overseen by another agency or entity. Please provide:
- A brief description of each project begun, in progress, or concluded in FY19, FY20, and FY21, to date;
 - A status report on all capital projects including:
 - The amount budgeted, actual dollars spent, and any remaining balances;
 - Start and completion dates; and
 - Current status of the project.
 - A list of which projects are experiencing delays and which require additional funding;
 - A status report on all capital projects planned for FY20, FY21, FY22, FY23, FY24, and FY25; and
 - A description of whether the capital projects begun, in progress, or concluded in FY19, FY20, or FY21, to date, had an impact on the operating budget of the agency; if so, please provide an accounting of such impact.

Response:

OS' capital project is managed by the Department of General Services as implementing agency.

Capital Funds:

Project #	Project Description	Allotment Balance	Proposed Funding						
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	CIP 6 Yr Total
AB102C	OPR/New Archives - planning and design funds for the DC Archives project	1,000,000	0	0	11,869,946	26,802,919	32,274,880	0	70,947,745

Updates on capital projects:

- Building 41 at UDC Van Ness Campus has been identified for the new Archives facility. During FY 2021 Local Budget Act of 2020, the Council acted to shift \$70.9M in capital funding for the Archives to FY26, leaving only \$1M of available balance for the project. On July 7, 2020, the Council proposed rescinding FY20 available balance by \$11.8M and providing same amount in FY23 and shifting FY21 and FY22 funding to FY24 and FY25. On July 23, 2020, the Council approved the FY20 \$11.8M rescission and the amendment to the FY21 Local Budget Act to shift FY23, FY24 and FY25 CIP funding to FY26.

27. Part I. Please submit copies of your FY22 budget submission to the Mayor's Office of Budget and Finance (OBF). In FY22, this includes:
- The Operating Budget Submission Memo;



- b. Attachment A, Vacancy List;
- b. Form 1 (Impact of Agency's Marc);
- c. Form 2 (Enhancement Requests); and
- d. Attachment B, List of intra-districts.

Part II: In addition, please identify:

- a. Which of your agency's MARC reductions and hypothetical 2% cuts (Form 1) were accepted or rejected (i.e. if the cut was rejected, the funds were not swept and if the cuts were accepted, the funds were swept); and
- b. Which of your agency's enhancement requests (Form 2) were accepted (i.e. which enhancements were added to your agency's FY20 budget).

Response:

Office of the Secretary works with the Office of the City Administrator to develop its budget. The FY22 budget submitted by the Mayor to Council will reflect these efforts.

28. Please list each grant or sub-grant, including multi-year grants, received by your agency in FY20 and FY21, to date. List the following:
- a. Source;
 - b. Purpose;
 - c. Timeframe;
 - d. Dollar amount received;
 - e. Amount expended;
 - f. How the grant is allocated if it is a multi-year grant; and
 - g. How many FTEs are dependent on each grant's funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.

Response:

OS did not receive any grants or sub-grants in FY20 and has not received any grants in FY21, to date.

29. Please describe every grant your agency is, or is considering, applying for in FY21.

Response:

OS is not currently considering applying for any grants in FY21.

30. Please list each contract, procurement, and lease leveraged in FY20 and FY21, to date, with a value amount of \$10,000.00 or more. "Leveraged" includes any contract, procurement, or lease used by DOES as a new procurement establishment (i.e. HCA,



BPA, etc.), contract extension, and contract option year execution. This also include direct payments (if applicable). For each contract, procurement, or lease leveraged, please attach a table with the following information, where applicable:

Part I

- a. Contractor/Vendor Name;
- b. Contract Number;
- c. Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.);
- d. Description of contractual goods and/or services;
- e. Contract's outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Contract Administrator name and title assigned to each contract and/or procurement;
- i. Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- j. Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- k. Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor);
- l. Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency's contract);
- m. CBE status;
- n. Division and activity within DOES utilizing the goods and/or services;
- o. Requisitions and purchase order numbers established under each contract;
- p. Corresponding, obligated amounts for each purchase order;
- q. Corresponding, expended amounts (actuals) for each purchase order;
- r. Funding source for each requisition and purchase order;
- s. Index and PCA codes used each requisition and purchase order;
- t. Activity code and name for each index and PCA used under requisitions and purchase orders;
- u. Total contract or procurement value in FY20;
- v. Total contract or procurement value in FY21, to date;
- w. Period of performance (e.g. May 31 to April 30);
- x. Current year of contract (e.g. Base Year, Option Year 1, etc.);

Part II

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



Response:**FY2020**

Type	Vendor	Description
Purchase Order	Digi Doc, Inc. DBA Document Managers	<ul style="list-style-type: none"> • Purpose: Provide operational support and maintenance for the Electronic System Notary Application Portal. • Contract Administrator: Judi Gold • Total amount: \$54,034.50 • Period of service: through September 30, 2020
Purchase Order	Digi Doc, Inc. DBA Document Managers	<ul style="list-style-type: none"> • Purpose: Develop e-notarization platform. • Contract Administrator: Judi Gold • Total amount: \$94,825 • Period of service: through September 30, 2020
Purchase Order	Digi Doc, Inc. DBA Document Managers	<ul style="list-style-type: none"> • Purpose: Modification to Contract CW51975 - Document Retention Schedules for District of Columbia Retirement Board • Contract Administrator: Rebecca Katz, Public Records Administrator • Total amount: \$22,743 • Period of service: through September 30, 2020

FY2021, to date

Type	Vendor	Description
Purchase Order	Digi Doc, Inc. DBA Document Managers	<ul style="list-style-type: none"> • Purpose: Provide operational support and maintenance for the Electronic System Notary Application Portal. • Contract Administrator: Judi Gold • Total amount: \$40,596.23 • Period of service: through September 30, 2021
Purchase Order	Digi Doc, Inc. DBA Document Managers	<ul style="list-style-type: none"> • Purpose: Modification to Contract CW51975 - Document Retention Schedules for independent agencies • Contract Administrator: Wiwiek Rembrandt • Total amount: \$367,020 • Period of service: through September 30, 2021

31. Please list each grant awarded by your agency during FY20 and FY21, to date, for good and/or services provided by your agency. Please attach any documentation of monitoring, including any reports developed. At a minimum, please include the following grants in your response:



[LIST KNOWN GRANTS]. For each grant, please include the following information, where applicable:

Part I

- a. Grant/Program Title;
- b. Grant/Program Number;
- c. Grantee Name;
- d. Description of goods and/or services;
- e. Grant's outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Program Manager name and title assigned to each grant;
- i. Grant Administrator name and title assigned to each grant;
- j. Oversight/monitoring plan for each grant and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- k. Target population for each grant (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- l. Sub-granting status (i.e. Did the Grantee sub any provision of goods and/or services with another vendor);
- m. Solicitation method (e.g. competitive RFA or sole source);
- n. CBE status;
- o. Division and activity within DOES utilizing the goods and/or services;
- p. Requisitions and purchase order numbers established under each grant;
- q. Corresponding, obligated amounts for each purchase order;
- r. Corresponding, expended amounts (actuals) for each purchase order;
- s. Funding source for each requisition and purchase order;
- t. Index and PCA codes used each requisition and purchase order;
- u. Activity code and name for each index and PCA used under requisitions and purchase orders;
- v. Total grant award value in FY20;
- w. Total grant award value in FY21, to date;
- x. Period of performance (e.g. May 31 to April 30);
- y. Current year of grant award (e.g. Base Year, Option Year 1, etc.);

Part II

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

Response:

Pursuant to Section 1022 of DC Act 19-93, the "Office of the Secretary Limited Grant-Making Authority Emergency Act of 2011," the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights, and/or Statehood. The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote



District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY19 and FY20, OS has been authorized to issue competitive grants to promote voting rights and statehood for Washington, DC for the total amount of \$200,000.

The Office of the Secretary issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood. The grant is awarded on a competitive basis.

Awardees of DC Democracy Grant

Fiscal Year	RFA Issued	Recipients	Amount
FY21	Friday, December 4, 2020	DC Vote DC History Center League of Women Voters Education Fund Students for DC Statehood Anacostia Coordinating Council Stand Up! For Democracy in DC Coalition	\$100,000 \$30,000 \$35,000 \$15,000 \$10,000 \$10,000

32. Please provide a copy of the agency's FY20 performance accountability report.
- Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY20 and which were not.
 - For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.
 - For any objective not met or completed, please provide an explanation.

Response:

Division	KPIs completed in FY20	KPIs unmet in FY19
Office of Notary Commissions and Authentications		<ul style="list-style-type: none"> • Number of notary application processed (excludes government employees) • Number of documents authenticated • Number of customers served
Protocol and International Affairs Unit		<ul style="list-style-type: none"> • Percent of ambassador welcome letters sent within three months of start of new term
Office of Public Records and Archives		<ul style="list-style-type: none"> • Percent of agencies with a retention schedule updated or reviewed within the fiscal year • Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court



		or Federal Records Center, and email or phone communication with OPR staff members <ul style="list-style-type: none"> • Number of archival finding aids available online. • Percent of records requests fulfilled within five business days
--	--	---

Performance Management Concern:

Due to Covid-19, many of our regular services could not be provided since the office is closed to the public. To continue provided services to the residents during Covid-19 health emergency, the office is seeking alternate way to serve the customers, for example at the Notary office, we process mail-in authentication requests.

33. Please provide a copy of your agency's FY20 performance plan as submitted to the Office of the City Administrator. Please discuss any changes to outcomes measurements in FY20 or FY21, including the outcomes to be measured, or changes to the targets or goals of outcomes; list each specifically and explain why it was dropped, added, or changed.

Response:

See Attachment 5.



Office of the Secretary FY2020

Agency Office of the Secretary

Agency Code BA0

Fiscal Year 2020

Mission The Office of the Secretary of the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community.

Strategic Objectives

Objective Number	Strategic Objective
1	Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy.
2	Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.
3	Provide support and outreach services to the diplomatic and international communities.
4	Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents.
5	Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates.

Key Performance Indicators

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (3 Measures)					
Number of notary application processed (excludes government employees)	Up is Better	1945	2223	2193	2000
Number of documents authenticated	Up is Better	58,535	68,489	62,987	60,000
Number of customer served	Up is Better	42,667	35,071	40,766	40,000
3 - Provide support and outreach services to the diplomatic and international communities. (1 Measure)					
Percent of ambassador welcome letters sent within three months of start of new term	Up is Better	62.9%	100%	100%	100%
4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (4 Measures)					
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	New in 2018	40%	51.8%	80%
Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members	Up is Better	New in 2018	100%	83.5%	95%
Number of archival finding aids available online	Up is Better	New in 2018	6	33	15
Percent of records requests fulfilled within five business days	Up is Better	New in 2018	82%	82.6%	80%

Core Business Measures

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
No measures found				

*The above measures were collected for all mayoral agencies in FY2019. The 2019 open data inventory includes data for calendar year 2018. Due to data lags, FY2019 data for the following core business measures will be available in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy. (2 Activities)			
CEREMONIAL SERVICES	Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
DC DEMOCRACY INITIATIVES	DC Democracy Grant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project
2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (2 Activities)			
NOTARY AUTHENTICATIONS	Authenticate documents for international and domestic use	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.	Daily Service
NOTARY AUTHENTICATIONS	Commission the notaries	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.	Daily Service
3 - Provide support and outreach services to the diplomatic and international communities. (1 Activity)			
INTERNATIONAL RELATIONS & PROTOCOL	Serve as liaison with diplomatic community in DC	The Protocol and International Affairs Unit is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters.	Daily Service
4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (2 Activities)			
ARCHIVAL ADMIN.	Manage District government records	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.	Daily Service
LIBRARY OF GOVT. INFO. ACTIVITY	Library of Government Information	The Library of Government Information collects, stores and maintains studies, reports, monographs, periodicals, circulars printed materials, books and other publications printed on or about the District government.	Daily Service
5 - Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates. (1 Activity)			
ADMIN. ISSUANCES	Publish the DC Register and the DC Municipal Regulations	The Office of Documents and Administrative Issuances provides prompt preparation, editing, printing and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.	Daily Service

Workload Measures

--	--	--	--	--

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
1 - Ceremonial documents for constituents (1 Measure)			
Number of ceremonial documents prepared	New in 2019	New in 2019	1210
3 - Serve as liaison with diplomatic community in DC (1 Measure)			
Percent of National Day letters written versus number of National Days	100%	100%	100%
4 - Manage District government records (5 Measures)			
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	243	206	131
Number of records requests received	874	968	3067
Volume of records accessioned to the DC Archives	93	614	174
Number of on-site researchers served	151	196	467
Number of publications added to the Library of Government Information	15	80	18
5 - Publish the DC Register and the DC Municipal Regulations (2 Measures)			
Number of rulemakings processed	353	339	333
Number of administrative issuances processed	281	165	116

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Commission the notaries (2 Strategic initiatives)		
Increasing Notaries Public in Underserved Areas.	ONCA is working to increase the number of notaries in underserved areas. While "people don't need a lot of documents notarized, a lot of people need documents notarized." We continue to work with DSLBD, MOVA, DACL and other agencies to reach out to small business and seniors. Having notaries in small business can help increase revenues and for seniors they can add some income.	09-30-2020
Automating/Computerizing the ONCA Office	<p>The ONCA Office began automating and computerizing in FY18. We are now in the final stages of Phase I. We are accepting all notary applications online and they may be paid for by credit card. About 98% of our applications are coming in per this method. While we are experiencing some concerns the overall system is a major improvement for our customers and staff.</p> <p>Phase II will be to implement a system for electronic notaries. The funding for this is available in FY20. This will allow existing notaries to also become electronic notaries or "e-notaries" and notarize documents electronically. The amendments to the code for notaries public effective December 4, 2018 provides for this.</p>	09-30-2020
Library of Government Information (1 Strategic Initiative)		
New OPR Building	OPR will undertake needed activities to prepare the archives and records center collections for a move to a new archives facility by FY2022. During FY2020 the Office will engage in the design process for the new building and continue the completion of tasks needed for three separate phases of the move: 1) positioning the Office for a successful move; 2) the move itself; and 3) ensuring smooth operations from day one in the new facility.	09-30-2020
Manage District government records (2 Strategic initiatives)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Enhance researcher knowledge of Archives collections (continued from FY2019)	The Office of Public Records will facilitate use of our historical records and enhance the value of the Office of Public Records to the District government, to the community of historians, and to residents of the District as a whole, through projects including the creation of subject-based research guides, continued processing of archival records in OPR's holdings, and continuing the implementation of an archives information system to provide public access including search capabilities to finding aids.	09-30-2020
Digital Archives	OPR will begin the process of implementing a digital preservation tool to manage electronic records with permanent or historical value. Although much remains to be done to manage the paper records already in the DC Archives and those that will continue to be created, every day without a digital preservation strategy increases the risk of permanent loss of valuable electronic records.	09-30-2020
Publish the DC Register and the DC Municipal Regulations (2 Strategic initiatives)		
DCRegs Website Review and Technical Adjustments.	During FY 2018, ODAI launched a new version of its website, DCRegs. During the remainder of FY 2019 and FY 2020, ODAI will review the functionality of the website and where necessary suggest revisions or adjustments to OCTO. ODAI will also review the website to determine how its functionalities can be revised to allow a more efficient publication and codification process. This initiative benefits all residents of the District of Columbia, including residents of Wards 7 and 8, because DCRegs is the online web portal that is a one stop access point for District of Columbia Register, District of Columbia laws, regulations, District government operations information and meetings, and current and historical Mayor's Orders.	09-30-2020
Legal Materials Authentication.	During FY 2020, ODAI will develop a method to electronically authenticate the District of Columbia Register and the District of Columbia Municipal Regulations. The completion of this Initiative will depend upon the availability of funds. This initiative benefits all users of the District of Columbia Register and the District of Columbia Municipal Regulations, including residents of Wards 7 and 8, because it will allow District residents and all users of the District of Columbia Register and the District of Columbia Municipal Regulations to obtain physical and online evidence that each item or sections of those items are the current and legally in effect.	09-30-2020
Serve as liaison with diplomatic community in DC (3 Strategic initiatives)		
Addis Ababa-DC Sister City	To collaborate with DMPED International Business Specialist in helping to plan the mission to Addis Ababa including the re-signing of the Addis Ababa-DC Sister City Agreement and the formation thereafter an Addis-DC steering committee.	09-30-2020
Embassy Task Force Committee	To institutionalize the Embassy Task Force committee through a Mayor's Order.	09-30-2020
Correspondences to Embassies	Continue to send National Day letters to all embassies on time at the appropriate time and update the Welcome Letter to Ambassador packets and send those out in timely manner (within three months of the acceptance of their credentials).	09-30-2020

34. Please provide the number of FOIA requests for FY20 and FY21, to date, that were submitted to your agency.
- Include the number granted, partially granted, denied, and pending.
 - Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
 - Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please provide a copy of that report as an attachment.

Response:

FY 2020: FOIA Requests: 5
FOIA Responses: 0

From the period of March 11, 2020 through January 15, 2021, FOIA requests were tolled due to the initial COVID-19 public health emergency. In December 2020, the Council passed, and the Mayor signed an emergency law affects FOIA. Under the new law, FOIA requests that were tolled due to the Initial COVID-19 public health emergency (March 11, 2020 - January 15, 2021) may no longer be tolled after January 15, 2021. Any FOIA request that was tolled during that period must be processed within 45-business days after January 15, 2021. On January 19, 2021, and January 25, 2021, the Office of the Secretary responded to each of the 5 FY 2020 FOIA Requests.

FOIA Requests Granted: 3 (No exemptions were asserted, but personal information was redacted.)

FOIA Requests Denied: 2 (The Office of the Secretary did not have any responsive documents because the requested documents and materials were federal government documents and materials.)

FTEs: 1
Hours Spent: 15
Cost: \$1,044.95

FY 2021: FOIA Requests to date: 10

FOIA Responses to date: 1

From the period of March 11, 2020 through January 15, 2021, FOIA requests were tolled due to the initial COVID-19 public health emergency. In December 2020, the Council passed, and the Mayor signed an emergency law affects FOIA. Under the new law, FOIA requests that were tolled due to the Initial COVID-19 public health emergency (March 11, 2020 - January 15, 2021) may no longer be tolled after January 15, 2021. Any FOIA request that was tolled during that period must be processed within 45-business days after January 15, 2021.



FY 2021 FOIA Requests: 11. Currently, there are nine pending requests. Those requests will be responded to on or before March 12, 2021.

FOIA Requests Granted: 1. (No Exemptions were asserted, but the deliberative process privilege was utilized for some of the materials that were reviewed after an internal search of emails and documents).

FTEs: 1

Hours: 25

Cost: \$ 1,741.57

35. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY20 and FY21, to date. Please attach a copy if the study, research paper, report, or analysis is complete. For each study, paper, report, or analysis, please include:

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

Response:

There were no studies, research papers, reports, or analyses that OS prepared or contracted for during FY19 and FY20, to date.

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

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

Response:

There are no reports or reporting currently required of OS in federal law, the District of Columbia Code, or Municipal Regulations.



37. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained. What training deficiencies, if any, did the agency identify during FY20 and FY21, to date?

Response:

OS encourages all employees to take courses offered by DCHR's Center for Learning and Development, and all OS staff are current with mandatory trainings.

In FY20, the Secretary completed Protocol Officer Training through Protocol School of Washington.

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

Response:

To ensure that all employees are meeting individual job requirements, supervisors track the performance of their teams and, as needed, conduct one-on-one meetings to correct any deficiencies in performance.

39. Please list all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY19, FY20, or FY21, to date. Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.

Response:

There were no recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY19, FY20, or FY21, to date.

40. Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for FY20 and FY21.
- D.C. Official Code § 2-218.53(b) requires each District agency to submit



supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Please provide a copy of the required information for FY20 and FY21.

Response:

See Attachment 6.



OS FY20 SBE Expenditures Report

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	651.64	10/8/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	393.7	10/8/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	686.01	10/9/2019
	SENODA INC	LS22964062022	Y	Active	4995	10/11/2019
	DOCUMENT MANAGERS	LSDR82082082021	Y	Active	2470	10/18/2019
	SENODA INC	LS22964062022	Y	Active	830	10/23/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	121.78	10/23/2019
	SENODA INC	LS22964062022	Y	Active	95	11/4/2019
	SENODA INC	LS22964062022	Y	Active	250	11/12/2019
	ROME CHARTERS LLC	LSZR79394032023	Y	Active	365	11/19/2019
	SENODA INC	LS22964062022	Y	Active	545	11/20/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	1922.97	11/27/2019
	SENODA INC	LS22964062022	Y	Active	340	12/12/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	2504.95	12/23/2019
	SENODA INC	LS22964062022	Y	Active	350	12/23/2019
ZEH88091	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	29384.5	12/23/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	103.36	12/26/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	119.28	12/26/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	197.32	12/26/2019
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	90.6	12/26/2019
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	99.95	1/3/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	99.95	1/3/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	99.95	1/3/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	99.95	1/3/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	179.95	1/13/2020
	SENODA INC	LS22964062022	Y	Active	1020	1/13/2020
ZEH95140	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	1160	1/13/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	274.94	1/14/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	105	1/15/2020
	SENODA INC	LS22964062022	Y	Active	435	1/15/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	4807.6	1/15/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	269	1/16/2020
ZEH98101	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	5800	1/21/2020
	SENODA INC	LS22964062022	Y	Active	1595	1/24/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	121.78	1/27/2020
	SENODA INC	LS22964062022	Y	Active	3276	1/30/2020
	METROPOLITAN OFFICE PR	LSDZR00896052021	Y	Active	84.2	1/31/2020
	SENODA INC	LS22964062022	Y	Active	95	2/3/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	1115.52	2/3/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	90	2/7/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	237.26	2/10/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	302.25	2/17/2020
	METROPOLITAN OFFICE PR	LSDZR00896052021	Y	Active	549.49	2/19/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	1144.77	2/24/2020
	SENODA INC	LS22964062022	Y	Active	3276	3/2/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	94.95	3/4/2020

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	69.95	3/4/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	144.95	3/4/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	194.95	3/4/2020
	SENODA INC	LS22964062022	Y	Active	3276	3/6/2020
ZEI16400	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	290	3/9/2020
	SENODA INC	LS22964062022	Y	Active	95	3/12/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	488.07	3/12/2020
	SENODA INC	LS22964062022	Y	Active	3276	4/2/2020
ZEI26497	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	5800	4/6/2020
	LEES FLOWER AND CARD	LSZXRM61346012022	Y	Active	2069	7/30/2020
VOI64550	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	7526.4	8/18/2020
VOI64558	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	5124	8/18/2020
VOI64533	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	6893	8/20/2020
VOI64521	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	6182	8/20/2020
	SENODA INC	LS22964062022	Y	Active	145	8/21/2020
VOI64502	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	7526.4	8/24/2020
VOI73521	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	5800	9/8/2020
VOI73411	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	11600	9/9/2020
	SENODA INC	LS22964062022	Y	Active	95	9/23/2020
VOI86190	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	22743	9/30/2020
VOI86704	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Active	89025	9/30/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	190.63	9/30/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	107.07	9/30/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	1831.36	9/30/2020
	COMCAST		N		185.16	10/8/2019
	AUTOMATED SIGNATURE TE		N		159.42	10/16/2019
	DMI DELL HLTHCRREL		N		209	10/19/2019
	ALAMO FLAG COMPANY OF		N		1200	10/29/2019
	ALAMO FLAG COMPANY OF		N		289.96	10/30/2019
	AMZN MKTP US		N		20.22	11/1/2019
	ADOBE ACROPRO		N		475.94	11/1/2019
	AMZN MKTP US		N		182.18	11/4/2019
	AMAZONCOM2V6B962V3		N		11.93	11/5/2019
	SQ SQ STEVE WASHINGT		N		830	11/8/2019
	COMCAST		N		370.32	11/8/2019
	STONE ENTERPRISES INC		N		2525	11/12/2019
	AMAZONCOMVJ5DI6YC3		N		59.85	11/13/2019
	KRAMERBOOKS		N		18.99	11/14/2019
ZE000391	IMPREST FUND BAIF198		N		49.21	11/18/2019
	ALAMO FLAG COMPANY OF		N		79	11/20/2019
IEAVB021			N		11901.71	11/30/2019
IEAVB022			N		6118.39	11/30/2019
	PAYPAL		N		500	12/3/2019
	SQUSQ THE CAPITAL CA		N		5000	12/5/2019
	INTIN PIXELSTRUT LL		N		1695.75	12/9/2019
	INTIN THE VILLAGE CA		N		960	12/9/2019
	PAYPAL		N		1800	12/10/2019
	BALDWIN GRAPHICS INC		N		794.33	12/10/2019
	DUTCH MILL CATERING LL		N		1541.5	12/13/2019
JABA0104			N		3262.13	12/16/2019

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
JABA0104			N		-11901.71	12/16/2019
JABA0104			N		5825	12/16/2019
JABA0104			N		2814.58	12/16/2019
	ETSYCOM AVANTGARDED		N		116.6	12/18/2019
	ADOBE 8008336687		N		951.88	12/19/2019
	EB 2020 NATIONAL CHER		N		1800	12/20/2019
	PAYPAL		N		1910	12/20/2019
IE3B0197			N		515.56	12/25/2019
	CHAMPION AWARDS		N		40.5	12/26/2019
	UNITED PLANNING ORGANI		N		2500	12/30/2019
JABA0106			N		769.11	12/30/2019
JABA0106			N		5349.28	12/30/2019
JABA0106			N		-6118.39	12/30/2019
IEFT0981			N		7070.39	12/31/2019
IEFT0989			N		1642.72	12/31/2019
	ADOBE PRODUCTS		N		-53.88	1/2/2020
	ADOBE PRODUCTS		N		-26.94	1/2/2020
	STONE ENTERPRISES INC		N		2650	1/3/2020
	ARENA STAGE TICKETS		N		2500	1/9/2020
	NATIONAL ASSOCIATION O		N		600	1/10/2020
	NATIONAL ASSOCIATION O		N		600	1/10/2020
	HOLLINGER METAL EDGE I		N		2577.89	1/10/2020
	GRAMMARLYCOM		N		600	1/14/2020
	EB MLK HOLIDAY DC PRA		N		320	1/14/2020
ZE000429	IMPREST FUND BAIF198		N		11.2	1/14/2020
	CORNER BAKERY 0096		N		137	1/16/2020
	HAYMARKET TRANSPORTATI		N		2652	1/16/2020
IEAVB023			N		25239.04	1/17/2020
ZE618860	WIWIEK REMBRANDT		N		118.32	1/17/2020
ZE618858	JUDI GOLD		N		133.46	1/17/2020
	WASHINGTON NATIONALS S		N		100	1/22/2020
	HAYMARKET TRANSPORTATI		N		1326.6	1/22/2020
	PAYPAL		N		295	1/23/2020
	METRO STAMP AND SEAL C		N		63.1	1/23/2020
	WHITAKERBROTHERSCOM		N		1225	1/27/2020
JABA0107			N		6580.36	1/28/2020
JABA0107			N		10001.5	1/28/2020
JABA0107			N		794.33	1/28/2020
JABA0107			N		-25239.04	1/28/2020
JABA0107			N		7862.85	1/28/2020
	SAFEWAY 2737		N		31.91	1/29/2020
ZE619537	JENNIFER OCONNELL		N		375	1/29/2020
	CORNER BAKERY 0096		N		538	1/30/2020
	DUTCH MILL CATERING LL		N		804.6	1/31/2020
IEFT0916			N		735.18	1/31/2020
	WPC HOWARD 65505620		N		613.8	2/4/2020
	COMCAST		N		179.35	2/5/2020
	PENN SOCIAL		N		1729.8	2/6/2020
ZE000462	IMPREST FUND BAIF198		N		123.62	2/7/2020
ZE620079	NATIONAL ARCHIVES RECORDS AD		N		54595.31	2/10/2020

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
ZE620046	NATIONAL ARCHIVES RECORDS AD		N		72011.91	2/10/2020
ZE620044	NATIONAL ARCHIVES RECORDS AD		N		66204.89	2/10/2020
	TLFPALACE FLORISTS		N		250	2/12/2020
IEAVB024			N		29508.55	2/14/2020
	COSA SALES		N		2805	2/17/2020
JABA0108			N		1225	2/24/2020
JABA0108			N		2500	2/24/2020
JABA0108			N		3711	2/24/2020
JABA0108			N		-29508.55	2/24/2020
JABA0108			N		5712.8	2/24/2020
JABA0108			N		16359.75	2/24/2020
ZE621284	CELETO OGRIMEN		N		151	2/25/2020
IEFT0944			N		1086.94	2/29/2020
ZE621940	DELL COMPUTER CORP		N		159	3/2/2020
	COMCAST		N		195.46	3/3/2020
ZE000494	IMPREST FUND BAIF198		N		156.18	3/4/2020
	IN QUARTO CONSERVATIO		N		700	3/6/2020
ZE622509	VISION HOUSE INC		N		5000	3/9/2020
ZE622508	STUDENTS FOR DC STATEHOOD		N		25000	3/9/2020
ZE622507	HISTORICAL SOCIETYWASHINGTON		N		20000	3/9/2020
ZE622506	DC VOTE		N		100000	3/9/2020
ZE622504	STAND UP FOR DEMOCRACY IN DC		N		10000	3/9/2020
	COMCAST		N		195.46	3/10/2020
IEAVB025			N		9112.24	3/12/2020
	DEMCO INC		N		1914.79	3/16/2020
ZE622901	NATIONAL ARCHIVES RECORDS AD		N		48066.72	3/16/2020
JABA0109			N		2805	3/24/2020
JABA0109			N		95	3/24/2020
JABA0109			N		-9112.24	3/24/2020
JABA0109			N		3412.44	3/24/2020
JABA0109			N		2799.8	3/24/2020
IEFT0980			N		35	3/31/2020
IEAVB026			N		10645.58	4/27/2020
	EB 2020 NATIONAL CHER		N		-1800	4/29/2020
JABA0122			N		2402.86	4/30/2020
JABA0122			N		6647	4/30/2020
JABA0122			N		-10645.58	4/30/2020
JABA0122			N		895.72	4/30/2020
JABA0122			N		700	4/30/2020
	COMCAST		N		977.3	5/1/2020
	COMCAST		N		496.87	5/1/2020
ZE625180	NATIONAL ARCHIVES RECORDS AD		N		50428.33	5/4/2020
IEAVB027			N		1476	5/14/2020
	IN AUTOMATED SIGNATUR		N		2820	5/15/2020
JABA0123			N		-1476	5/27/2020
JABA0123			N		1476	5/27/2020
IEAVB028			N		4294.17	6/10/2020
ZE626871	LEAGUE OF WOMEN VOTERS EDUCATI		N		40000	6/15/2020
IEHRT551			N		1797.33	6/17/2020
JABA0140			N		-4294.17	6/19/2020

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
JABA0140			N		4294.17	6/19/2020
ZE627137	NATIONAL ARCHIVES RECORDS AD		N		43997.57	6/23/2020
IEFT0824			N		1994.79	6/30/2020
	EVENT NATIONAL ASSOCI		N		150	7/2/2020
DE628364	NATIONAL ASSOCIATION OF SECRE		N		2195	7/20/2020
DE628364	NATIONAL ASSOCIATION OF SECRE		N		1678	7/20/2020
DE628618	NATIONAL ARCHIVES RECORDS AD		N		43804.67	7/23/2020
JABA0149			N		1678	7/27/2020
JABA0149			N		-1678	7/27/2020
	DESIGN FOU P49766665		N		1128.76	7/30/2020
	IN DAL ENTERTAINMENT		N		1500	7/30/2020
IEFT0851			N		3996.98	7/31/2020
IEAVB029			N		4847.76	8/14/2020
DE629795	NATIONAL ARCHIVES RECORDS AD		N		49972	8/19/2020
IEHRT552			N		1559.96	8/31/2020
IEFT0870			N		491.69	8/31/2020
DE631320	NATIONAL ARCHIVES RECORDS AD		N		49830.92	9/16/2020
IEAVB030			N		145	9/16/2020
JABA0192			N		145	9/17/2020
JABA0192			N		-145	9/17/2020
JABA0190			N		-4847.76	9/17/2020
JABA0190			N		4697.76	9/17/2020
JABA0190			N		150	9/17/2020
	SQ CHAMPIONACEPC		N		558	9/17/2020
	REIPAYMENT CENTER		N		179.55	9/17/2020
	APPX SOFTWARE INC		N		2500	9/25/2020
IEHRT553			N		1920	9/28/2020
IE3B0198			N		117.96	9/28/2020
	GAYLORD BROS INC		N		959.87	9/28/2020
DE633109	NATIONAL ARCHIVES RECORDS AD		N		49959.97	9/30/2020
DE632456	NATIONAL ARCHIVES RECORDS AD		N		13949.51	9/30/2020
DE632172	NATIONAL ARCHIVES RECORDS AD		N		44919.68	9/30/2020
VOI90998	SPACESAVER STORAGE SYSTEMS		N		5516	9/30/2020
DE632456	NATIONAL ARCHIVES RECORDS AD		N		34391.03	9/30/2020
DD000560	IMPREST FUND BAIF198		N		34.74	9/30/2020

I. Agency Specific

41. How did OS address its top five priorities in FY20?

Response:

- Implement e-notarizations: Due to the COVID-19 health emergency, the implementation of in-person e-notarizations was delayed. We did complete the application needed and the workflow process for e-notarizations, but the work that ONCA staff needed to do for its customers to continue processing notary applications, conducting orientation, giving oaths and processing authentication requests meant in-depth work to implement e-notarizations was not completed.
- DCREgs Functionality and Operational Efficiency Review:
 - DCREgs Functionality Review – The Office of Documents continued to review and test the recently launched DCREgs portal for functionality and to identify and fix any bugs or deficiencies. This work will include identifying/fixing issues with the search functions and the rulemaking codification process. This functionality review work should be concluded during FY 2021. Completion is contingent on staff availability to engage in this project because of the weekly priority to publish the *District of Columbia Register*. Completion of this work will also be contingent upon the availability of funds to pay OCTO to implement solutions to identified bugs or deficiencies.
 - DCREgs Operational Efficiency Review - The Office of Documents continued to review the DCREgs portal to determine if there are new functionalities to simplify the District of Columbia Register publication and codification processes. The goal of this project is to create streamlined and more efficient processes for drafting and publishing the District of Columbia Register and codification of District government regulations (i.e., the District of Columbia Municipal Regulations). This operational efficiency review work should be concluded during FY 2021 and FY 2022. Completion is contingent on staff availability to engage in this project because of the weekly priority to publish the *District of Columbia Register*. Completion of this work will also be contingent upon the availability of funds to pay OCTO to implement solutions to identified bugs or deficiencies.
- Increased access to archival holdings: OPR created a reading room, which allowed the office to expand the research hours for researchers to access land record indexes, and provide flexibility to researchers using building plans and permits. The service was suspended due to COVID-19 public health emergency and the office was close to the public since March 2020. All inquiries are currently fulfilled through submission to archives@dc.gov.



- A new state-of-the-art Office of Public Records: OPR continues to work towards the goal of moving to a new building that can accommodate all of the District's holdings, a research room, and will include program space for exhibits, meetings, and classes. The new building with a proper storage environment will also contain new mechanical and electrical systems that will meet the needs of a modern archives.
- International - formalizing the Mayor's International Delegation Visitors Program. Due to COVID-19, the program was suspended.

42. What are OS' top five priorities in FY21?

Response:

- Update record retention schedules for independent agencies.
- A new state-of-the-art Office of Public Records: OPR will continue to work towards the goal of moving to a new building that can accommodate all of the District's holdings, a research room, and will include program space for exhibits, meetings, and classes. The new building with a proper storage environment will also contain new mechanical and electrical systems that will meet the needs of a modern archives.
- Formalize Embassy Task Force.
- Implementing in-person e-notarizations will be completed in FY21 within the next few months. As noted previously, the application and workflow for the automated system are ready. ONCA has done the research on the vendors available for the technology and training and has a first draft of an E-Notary Handbook. The ONCA staff still must be trained to understand how e-notarizations work, but I am confident this will proceed. Once in-person e-notarizations are a part of our system, ONCA staff will have an additional workload in processing these applications.
- Continue to review the Office of Documents internal operations to ensure an efficient *District of Columbia Register* publication experience for Office of Documents 'staff and its government agency customers.

43. Please explain how OS expects to address these priorities in FY21.

Response:

OS aims to address all these initiatives in a successful manner, while operating under COVID-19 guidelines.

The Office of Documents staff will continue to train our District government agency customers in the proper and effective use of DCRegs to publish notices and rulemakings. We will continue to review and modify our non-rulemaking and rulemaking publications guidelines to aid agencies to publish their *District of Columbia Register*



publication materials.

44. Please describe any initiatives that OS implemented in FY20 or FY21, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Response:

- Restructure the records management function in OPR to better manage records retention and destruction by classifying a vacancy in OPR as Records Management Analyst and this position will manage the records retention schedules for the District agencies.
- Without the ability to attend meetings and embassy events in-person, the Secretary looked for creative and safe opportunities to remain connected to the diplomatic community in an engaging and uniting way. The We Are DC social media campaign was established, which consisted of a two-pronged approach: 1) Engage with embassies on social media, connecting the greater DC community to their international neighbors and 2) Increase correspondence with embassy staff and partners, which lead to additional meetings and conference calls with Ambassadors and diplomats.
- All requests for ceremonial documents are fulfilled electronically. In addition to regular ceremonial documents, OS began writing proclamations and other ceremonial documents for virtual conferences and events, and some are highlighted on social media.
- During FY 2019, the Office of Documents conducted an internal audit of its publication process to determine whether it was effective and efficient and whether our processes allowed our staff to timely process and publish the *District of Columbia Register* each week, and to meet other Office priorities. The audit indicated that our government agencies clients were not adhering to our non-rulemaking publication guidelines, causing our staff to spend too much time fixing agencies errors. During FY 2020, we revised our non-rulemaking publication guidelines and distributed those guidelines to our customers. We have also spent time training agency personnel who are new to our publication process. During FY 2021, we will engage in the same work for rulemaking.

45. Please list each new program implemented by OS during FY20 and FY21, to date. For each program, please provide:
- a. A description of the program;
 - b. The funding required to implement to the program;
 - c. The program and activity codes in the budget; and
 - d. Any documented results of the program.

Response:



Not Applicable

46. Please discuss the activities that have been taken by the Commission on Martin Luther King, Jr. Holiday in FY20 and FY21 to date.

Response:

FY20:

- United Planning Organization 36th Annual MLK JR. Memorial Breakfast
- 39th Annual MLK Jr. Holiday Parade and Peace Walk
- MLK Holiday DC Prayer Breakfast by Washington Informer Charities
- UDC- Institute of Politics, Policy, and History: Partnership with Sharon Pratt Kelly; Life and Legacy of MLK Jr.

FY21:

- United Planning Organization 37th Virtual Annual MLK JR. Memorial Breakfast
- United Planning Organization Breakfast (UPO) Virtual Annual MLK Breakfast

47. Please discuss the funding source of the Martin Luther King, Jr. Holiday.

Response:

Not Applicable

48. Please explain the impact on your agency of any legislation passed or regulations adopted at the federal level during FY20 and FY21, to date, which significantly affects agency operations.

Response:

There has been no impact to OS due to any legislation passed or regulations adopted at the federal level during FY20 and FY21, to date.

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

Response:

OS does not lack any resources required to implement any legislative requirements.



50. Please discuss any legislation your agency plans to submit to the Council in FY21 or FY22.

Response:

None.

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

Response:

There were no statutory or regulatory impediments to OS operations.

52. Please list all regulations for which the agency is responsible for oversight or implementation.

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

Response:

DCMR	Title Heading	Chapter Heading	Last Revised
Title 1- Chapter 2	Mayor and Executive Agencies	Official Publications	1990
Title 1-Chapter 3	Mayor and Executive Agencies	Rules of the Office of Documents and Administrative Issuances	2014
Title 1- Chapter 15	Mayor and Executive Agencies	Public Records of the District of Columbia	1989
Title 17- Chapter 24	Business, Occupations, and Professionals	Notaries Public	Repealed December 4, 2018

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

- a. A detailed description of the information tracked or maintained within each system;
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
- c. Whether the public can be granted access to all or part of each system.



Response:

Division	Type of Databases	Explanation	Public Accessibility
ONCA	OnBase	ONCA acquired OnBase, an electronic database owned by Highland in FY 19 as part of its automation process. OnBase is a complete database allowing ONCA to have notary applications submitted online and paid for by credit card online. All information is available in the database through an individual retrieval system and a workflow system that shows where the application is in the process. The system automatically generates notifications to the applicant: application received, ready for electronic signature, ready for payment (except for government), and the approved.	<p>The public is able to apply online to become a notary public and they may only use this application. ONCA no longer accepts any PDF forms.</p> <p>The public has access to the existing Search for a Notary Public Map to find a notary near any DC address. The office is currently working on the database that will allow the public to search for a notary by name or expiration date, to determine if that person was a notary at the time a document was notarized.</p>
OPR	AXAEM	AXAEM tracks all holdings in both the archives and the records center; monitor and facilitate reference requests; automate the acceptance of records into the records center; implement workflows for the accessioning of archival collections; monitor visitors to the facility; and maintain data about agency records officers and the activities they are authorized to perform.	<p>The following components are coded and are designed to be publicly accessible, but will not be fully functional until we have the following bibliographic data for our records:</p> <ul style="list-style-type: none"> • Acceptance of records into the records center (role-specific access granted to agency records officers); and • Online request form (access to the front end, not the underlying data). <p>Additional components to be developed that will be publicly accessible include:</p> <ul style="list-style-type: none"> • Searching of retention schedules; • Finding aids for archives holdings and



			•Keyword searching of accession inventories.
ODAI	DCRegs	<p>DCRegs database tracks notices submitted for publication from four main user groups: the DC Council, Executive agencies, independent government agencies, and DC Public Charter Schools. Within the database, DCRegs tracks each uploaded notice by assigning the notice an ID. DCRegs tracks the name of the user who created the notice and users who make any changes to the uploaded notice, as well as the action type (e.g., submit, return, confirm for publication), and date and time for each action. Authorized users can view the tracking information using the Notice History for each notice.</p> <p>DCRegs was created in 2009. In October 2017, ODAI launched a new DCRegs based on FileNet Architecture, which among other things, allows for faster searches. FileNet will also allow ODAI to upload historical documents that were published as hardcopies.</p>	<p>The public has access to information through DCRegs: District of Columbia Register (2008 to present), District of Columbia Municipal Regulations and Mayor's/Commissioners Orders. During the coming fiscal years, the Office of Documents will digitize and publish online District of Columbia Registers for years 1954 to 2007.</p>

54. Please provide a detailed description of any new technology acquired or any upgrades to existing technology in FY20 and FY21, to date, or anticipated for the remainder of FY21.

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

Response:



In Q4 FY 2020, OS solicited from the vendor, DigiDoc, to implement e-notarizations. DigiDoc upgraded the current system within the Office of Notary Commissions and Authentications (ONCA) to include e-notaries. Total cost of this project was \$94,825.

55. Please discuss in detail whether any procedural updates or changes have been made to the DC Register in FY19, FY20, and FY21 to date.

Response:

None.

56. Are there any anticipated changes or updates to the DC Register in FY21 and FY22? If so, please list each in detail.

Response:

DCRegs Functionality and Operational Efficiency Review:

- DCRegs Functionality Review – The Office of Documents will continue to review and test the recently launched DCRegs portal for functionality and to identify and fix any bugs or deficiencies. This work will include identifying/fixing issues with the search functions and the rulemaking codification process. This functionality review work should be concluded during FY 2021. Completion is contingent on staff availability to engage in this project because of the weekly priority to publish the *District of Columbia Register*.
- DCRegs Operational Efficiency Review - The Office of Documents will continue to review the DCRegs portal to determine if there are new functionalities to simplify the District of Columbia Register publication and codification processes. The goal of this project is to create streamlined and more efficient processes for drafting and publishing the District of Columbia Register and codification of District government regulations (i.e., the District of Columbia Municipal Regulations). This operational efficiency review work should be concluded during FY 2021 and FY 2022. Completion is contingent on staff availability to engage in this project because of the weekly priority to publish the *District of Columbia Register*.

Appropriate funding will be required to successfully complete these initiatives.

57. Please provide a detailed update on the DC Archives, including any changes in FY20 and FY21, to date.

Response:



In FY20, OPR created a reading room, which allowed the office to expand the research hours for researchers to access land record indexes and provide flexibility to researchers using building plans and permits. The service was suspended due to COVID-19 public health emergency and the office was close to the public since March 2020.

In FY20, OS restructure the records management function in OPR to better manage records retention and destruction by classifying a vacancy in OPR as Records Management Analyst and this position will manage the records retention schedules for the District agencies.

The Administrator for the Office of Public Records and Archives was separated from DC Government and OS in in the process to fill this vacancy.

In FY21, OPR is working with the vendor, DigiDoc, to complete the records retention schedule for independent agencies.

58. Please provide a step-by-step description of the processes required for the public to conduct research at the DC Archives. Please provide details on the following:
- a. Procedure for in-person research
 - b. Procedure for online research
 - c. Infrastructure for remote research
 - d. Time required to retrieve documents and/or files
 - e. Whether the materials available are the same for online and in-person research

Response:

Genealogy Records (Births, Deaths, Wills, Marriages, Guardianships):

Requests are submitted to archives@dc.gov. Researchers may submit requests directly to archives@dc.gov, or visit OPR's webpage, complete an online request form and then submit their request (the form is also sent to archives@dc.gov). If OPR has the requested records, the records will be scanned and emailed to the researcher. Researchers are only permitted to come in and conduct research if they don't have sufficient information for OPR to process the request. For example, if the researcher wants to search the birth indexes because they don't know the year a birth occurred. We have streamlined the request process for genealogy records and have made the process completely electronic for researcher convenience, and to better control the workflow. However, in the event that we cannot service a research request electronically, the staff person assigned to that request makes the appointment for the researcher and services the entire appointment process. The turnaround time for requests is 3-5 days. In the exception, the staff cannot meet this timeframe, the staff always communicates that information to the researchers.

A law passed in 2018 now requires that requests for records that are too recent (the year depends on the type of records) to be open to the public must go through the DC Superior Court. The current fees for obtaining copies of the District's birth and death records can



be found at the DC Department of Health website. Birth certificates beginning in 1895, death certificates beginning in 1945, and marriage certificates beginning in 1920 are not yet open to the public, pursuant to section 124(i) of the Vital Records Modernization Amendment Act of 2018, effective October 30, 2018 (D.C. Law 22-164; D.C. Official Code § 7-231.24(i)). Copies of these records can be obtained by writing to:

Department of Human Services Vital Records Division
800 9th Street SW
Washington, DC 20024
Telephone: 202-645-5962

Marriage certificates after 1919 may be obtained by writing to:

Superior Court of the District of Columbia Marriage License Bureau
500 Indiana Avenue NW
Washington, DC 20001
Telephone: 202-879-4840

DCRA Records (Building Plans and/or Permits, Corporation Records)

Requests for DCRA plans and permits cannot be serviced electronically. Researchers that would like to request building permits or plans must first contact DCRA at 1100 4th Street, SW. DCRA staff will complete an Archives Request Form on their behalf. That form is then emailed to OPR. The request is processed by pulling any available records pertaining to the address requested. Once the records are pulled, the researcher is contacted in order to schedule an appointment for them to visit OPR to view the records and get copies if needed. Researchers that would like to request copies of Articles of Corporation must first contact DCRA to determine if the records are in our holdings, and if so, get the file number and retired box number, or the liber (book) and folio (page) number. Researchers then submit their request to archives@dc.gov. Their request is then processed in the same manner as requests for genealogy records (electronically).

Land Records

Researchers that know the liber and folio number for the land record they would like to request may submit that information to archives@dc.gov. Those requests are then processed electronically. In addition, we have open, in-person research hours for land records only on Tuesdays and Thursdays from 9am-12pm. Researchers can come in and do their own research, and then request land records. At this time, due to COVID-19 restrictions, the office is not open to the public. All inquiries are processed through email.

59. Please provide a list consisting of the types of available materials through the DC Archives.

Response:



Genealogy Records Collection:

- Birth Certificates (1874-1928)*
 - Death Certificates (1874-1945)*
 - Marriage Certificates (1870-1991)*
 - Wills and Probate Records (1801-2008)
 - Administration Cases (1879-1958)
 - Indentures of Apprenticeship Records (1812-1893)
 - Guardianships and Administrative Bonds Records (1862-1939)
- *Birth certificates beginning in 1895, death certificates beginning in 1945, and marriage certificates beginning in 1919 are not yet open to the public, pursuant to section 124(i) of the Vital Records Modernization Amendment Act of 2018, effective October 30, 2018 (D.C. Law 22-164; D.C. Official Code § 7-231.24(i)).

Historical Records Collection:

- Reports of the Board of Commissioners (1874-1960)
- Organization's Articles of Incorporation (1870-1957)
- Building Permits and Technical Drawings (1949-1995)
- Recorder of Deeds Land/Property Transaction Records (1797-1930)
- Engineering Commissioners (ED) Records (1898-1955)
- Board of Health Minutes (1822-1878)
- Board of Architects Minutes (1925-1989)
- DC Jails Committal Records (1850-1934)
- Financial Responsibility Management Administration (Control Board) Records

60. How many in-person researchers visit the DC Archives? Please provide a breakdown in the following:

- a. Topic areas of research
- b. Average researchers per week

Response:

When the office is open to the public, OPR averages between 25-40 in-person researchers per week, with the areas of research as follow:

- 70% Land Records research
- 30% Reviewing DCRA permits or plans they have requested
- 5% Genealogy research

61. Within the Office of Notary Commissions and Authentications (ONCA), is manual processing still an available option since the implementation of e-notarization in FY20?

Response:



ONCA has not yet implemented in-person e-notarizations although the office expects to in the next few months. Electronic notarizations will allow the document to be notarized electronically and the person having the notarization will have to appear in person before the notary.

The legislation the Council adopted to allow remote notarizations during the COVID-19 health emergency only has not yet been implemented. We are working to finalize the Mayor's Order and necessary guidance. Remote notarizations use electronic technology and allow the notarizations to be done utilizing video.

There is no manual processing. If you are referring to the current method of requiring a tangible in-person notarization this is available and will continue to be available when e-notarizations are implemented. We have found that in other jurisdictions that offer electronic and even remote notarizations less than 5% of their notaries use e-notarizations or remote.

We have had several inquiries about remote and electronic notarizations, largely from the real estate industry and from some senior facilities. We will continue to work to implement this.

62. Please provide a detailed update on the responses, practicality, and insights on the e-Notarization that was implemented in FY20.

Response:

E-notarizations and remote notarizations were not implemented in FY20. As noted above there have been delays. The COVID-19 health emergency has increased the workload for the ONCA staff and therefore the work needed to implement e-notarizations has not been completed, but again we are confident it will be done in the next few months.

63. What is the number of notary applications received in FY20 and FY21, to date?

Response:

The number of notary applications received in FY20 and FY21, to date is 1,772.

64. How many of the notary applications have been approved in FY20 and FY21, to date?

Response:

The number of the notary applications have been approved in FY20 and FY21, to date is 509.



65. What are the services provided for the diplomatic and international community?

Response:

The Office of the Secretary serves as the liaison to the diplomatic and international community in Washington, DC.

The following are some services provided to the diplomatic and international community:

- Working with Ambassadors and their staff to facilitate municipal services and special requests.
- Meeting with foreign officials.
- Sharing best practices and planning sessions for international delegations.
- Arranging educational exchanges for students.
- Coordinating projects between citizen groups and the diplomatic/international community.
- Providing venues where information can be shared among the different communities.
- Arranging mayoral visits.
- Facilitating communications among the US State Department, the diplomatic/international community, neighbors and other government agencies for the exchange of information, providing assistance, or resolving situations.
- Assisting the international community in understanding the District requirements for permits and other issues relating to the execution of Embassy-sponsored events.

66. Have services for the diplomatic and international community changed since COVID-19? How?

Response:

In a COVID-19 environment, OS has had to pivot how we engage with the diplomatic community in DC. Since March 2020, the Secretary and the Mayor have begun accepting meetings with diplomats, virtually, through video conferencing and phone calls.

Previously planned events, such as the Ribbon Cutting of the Virtual Library in our Sister City of San Salvador, which was executed at the beginning of February 2021, were moved to a virtual platform, still allowing for participation and projects to move forward, while remaining at-home and socially distanced.

OS has also served as an informational resource for the diplomatic community during the COVID-19 health emergency, assisting requests regarding: stay-at-home orders, Mayor's Orders and guidance, international travel, embassy operation, District-wide operation



status, economic recovery and re-opening, COVID-19 testing, COVID-19 vaccine eligibility and accessibility and partnership with US federal agencies such as the US State Department.

Without the ability to attend meetings and embassy events in-person, the Secretary looked for creative and safe opportunities to remain connected to the diplomatic community in an engaging and uniting way. The We Are DC social media campaign was established, which consisted of a two-pronged approach: 1) Engage with embassies on social media, connecting the greater DC community to their international neighbors and 2) Increase correspondence with embassy staff and partners, which lead to additional meetings and conference calls with Ambassadors and diplomats.

OS also served as a community liaison for PPE donation and delivery on behalf of embassies, working with OCP to collect and distribute masks, gloves and other PPE materials kindly donated to the city on behalf of the Embassies of Vietnam, Taiwan and China.

67. Does OS conduct outreach activities to the local community? Please provide a list of outreach efforts and include its successes and shortcomings.

Response:

Yes, OS conducts outreach by supporting and amplifying events, messaging and initiatives put forth and planned by the Mayor's Office of Community Affairs (MOCA).

68. Does OS conduct outreach activities to Embassies and/or international community? Please provide a list of outreach efforts and include its successes and shortcomings.

Response:

OS conducts outreach on multiple levels in the community, assisting with various questions and concerns.

- Embassy Neighborhood Task Force.
- OS sent out a COVID-19 letter to all DC embassies, complete with resources and contact information in June of 2020, as well as a letter at the start of the New Year in January 2021.
- Facilitated the donation of PPE from the Embassies of Vietnam, China and Taiwan to DC Government.
- Virtual meetings and conference calls with Mayor Bowser and the Secretary, including those with the Mayor of our Sister City of San Salvador, Mayor Muyshondt.



- Worked on policy with the US State Department’s Office on Foreign Missions regarding overseas elections, international travel, COVID-19 testing and public safety concerns.
- Mayor Bowser’s “Insights at Meridian” Panel in September of 2020, which yielded the highest attendance in the series to date, regarding DC’s COVID-19 response, statehood, civil unrest and the international community in the District.
- We Are DC social media campaign and sharing of National Days on social media in response to the new COVID-19 environment.
- Completion of the San Salvador Sister City Agreement deliverables with the Ribbon Cutting at the Virtual Library in San Salvador, executed in February of 2021.
- Assistance with inquiries regarding COVID-19 testing, vaccine, international travel, public safety concerns, Mayoral guidance, etc.
- Organized Beijing Week celebration to commemorate the 35th anniversary of the Sister City Relationship in FY 2020.
- DCPS Embassy Adoption Program (annual).
- Working alongside the DMPED International Business Team on upcoming virtual trade missions, international business initiatives in the District (export and FDI) and the economic/business function of Sister City relationships.

Overall, since the onset of the pandemic, OS has had many successes in areas of increased virtual engagement, assistance to embassies, and projects that have promoted Mayor Bowser’s priorities and initiatives both domestically and abroad. Shortcomings have only been a result of circumstance, i.e. having to cancel/reschedule events/meetings, not being able to meet in person or travel, and not being able to engage with the international community in traditional ways.

69. Please provide the status of the new OPR building.

Response:

Building 41 at UDC Van Ness Campus has been identified for the new Archives facility. Due to the Covid-19 pandemic, the District’s budget was revised downward by close to \$722 million in Fiscal Year 2020 and by \$774 in Fiscal Year 2021 (from the February 2020 estimate). Those downward revisions also meant that the District’s Capital Budget had to be re-aligned as well. Though there is an unavoidable delay, this project remains a priority of the Administration, and that is evidenced by the significant amount of funding that is devoted to it over the six-year capital improvement plan.

During FY 2021 Local Budget Act of 2020, the Council acted to shift \$70.9M in capital funding for the Archives to FY26, leaving only \$1M of available balance for the project. On July 7, 2020, the Council proposed rescinding FY20 available balance by \$11.8M and providing same amount in FY23 and shifting FY21 and F22 funding to FY24 and FY25.



On July 23, 2020, the Council approved the FY20 \$11.8M rescission and the amendment to the FY21 Local Budget Act to shift FY23, FY24 and FY25 CIP funding to FY26.

70. Please provide details on any operational changes within OS since COVID-19.

Response:

- Office of Notary is closed to the public and continues to process applications to be commissioned as notary public through online services. The office also started processing mail-in authentication requests in June 2020.
- Office of Public Records is closed to the public. Two staff members come to the OPR daily to respond to all inquiries through phone calls and emails. OPR staff will continue to respond to inquiries through archives@dc.gov and transmit scanned documents in response to inquiries for OPR records and materials. OPR staff coordinates with DC Courts on records inquiries.
- Office of Documents continues to publish the weekly *District of Columbia Register* remotely, while teleworking.
- Requests for Ceremonial documents are fulfilled electronically. Some documents are highlighted through OS social media.
- On International, the office continues to send Covid-19 update emails to all Embassies, setup meetings with Embassies through virtual platform, and continue Embassy Task Force work via telephone or email.
- DC One Fund annual campaign was conducted in the virtual environment. Agencies had their events virtually with the presence of nonprofit representatives. In addition, OS setup a weekly newsletter that was distributed to all District employees to share updates of the campaign.

71. Are there any anticipated operational changes within OS in FY21?

Response:

All offices under OS continue to serve the public under the District's COVID-19 guidelines. Meetings are conducted through virtual platforms.

72. Is there a relationship between OS and the Office of the Chief Financial Officer's DC Unclaimed Property Office? If so, please describe in detail.

Response:

There is no relationship between OS and the Office of the Chief Financial Officer's DC Unclaimed Property Office.



73. Has OS received any additional funding source, including federal, local, private grants, or escheated estates in FY19, FY20, and FY21 to date?

Response:

OS has not received any additional funding source, including federal, local, private grants, or escheated estates in FY19, FY20, and FY21 to date.

74. How are those additional funds expended or plan to be used?

Response:

Not Applicable

75. Please describe the Sister City program, and please include a list of all sister cities.

Response:

The Sister City program fosters partnerships between cities around the world, focusing on areas of economic development, education, youth and cultural exchange and government administration.

In Washington, DC, given that we are a capital city, we exclusively partner with other capital cities around the world, save for Sunderland, England, George Washington's ancestral home.

From these partnerships, specific projects are designed and delivered. Meetings, initiatives and relationships between respective government offices are formed, and community engagement is fostered as well.

The District of Columbia has signed Sister City Agreements or Protocols of Friendship with the following 15 cities:

- Bangkok, Thailand
- Dakar, Senegal
- Beijing Municipality, People's Republic of China
- Brussels Capital Region, Belgium
- Tshwane (Pretoria), South Africa
- Paris, France
- Athens, Greece
- Seoul Metropolitan Government, Republic of Korea
- Accra, Ghana
- Sunderland, United Kingdom—George Washington's Ancestral Home



- Rome, Italy
- Ankara, Turkey
- Brasilia, Brazil
- Addis Ababa, Ethiopia
- San Salvador, El Salvador

76. Please list all activities within the sister cities program in FY20 and FY21.

Response:

FY20:

- Addis Ababa Trade Mission to Ethiopia in November 2019
- Beijing Week Celebration in DC to celebrate 35th anniversary
- Sister City International Conference, Summer 2020
- Virtual Meeting with Mayor Muyschondt and DC Government Senior Leaders, August 2020

FY21:

- Mayoral in-person meeting with Mayor Muyschondt of San Salvador, October 2020
- On January 26, 2021, Washington, DC and San Salvador, El Salvador held a Virtual Ribbon Cutting Ceremony for the Virtual San Salvador Library, the final deliverable of the 2018 Sister City Agreement. A state-of-the-art digital library was built in San Salvador by a Washington, DC based builder. The first deliverable was an exchange program in the culinary arts.
- Upcoming:
 - Supporting Greece's 200th anniversary of Independence Day on March 25, 2021—via proclamation and identifying location for “lighting up” in their national colors of blue and white.
 - Supporting Sister City project with Brussels on an architectural exhibit, in partnership with DOEE.
 - Meeting with the new Ambassador of the African Union.

77. Please describe the goals and accomplishments of the Emancipation Commission in FY20 and FY21, to date.

Response:

In FY20, due to Covid-19 public health emergency, the Commission had to cancel events and activities planned to celebrate the DC Compensated Emancipation Act.

In collaboration with The Friends of DC Emancipation Day, on April 16, 2020, we had a virtual event to celebrate the DC Emancipation Day, with panelists included Ayo Handy-



Kendi, Lucy Murphy, C.R. Gibbs, Peter Hanes, Anise Jenkins, Frank Smith and Kimberly Bassett.

In FY21, we will work to create virtual informational and educational lecture series.

78. Please describe public engagement methods for Emancipation Commission activities.

Response:

Mayor's Office of Community Affairs (MOCA) manages the overall Emancipation Day activities to commemorate the Emancipation Day celebration. The Office of the Secretary and the Commission are collaborated with MOCA in planning and organizing the annual Emancipation Day Democracy Breakfast and lecture series that takes place in communities around the city, at DC Public Schools, libraries and the Civil War Memorial.

79. Please describe the goals and accomplishments of the DC Voting Grant in FY20 and FY21, to date.

Response:

Pursuant to Section 1022 of DC Act 19-93, the “Office of the Secretary Limited Grant-Making Authority Emergency Act of 2011,” the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights, and/or Statehood. The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY20 and FY21, OS has been authorized to issue competitive grants to promote voting rights and statehood for Washington, DC for the total amount of \$200,000.

The Office of the Secretary issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood. The grant is awarded on a competitive basis.

Grantees in FY20 accomplishments included educating citizens around the nation and pursuing strategies that highlighted the lack of full democracy in the nation’s capital.

The goal for FY21 is to strengthen awareness for Statehood for Washington, DC.

80. Please list all grants that have been issued to promote DC self-determination and Statehood in FY20 and FY21, to date.



- a. Please include grant amount, name of recipient, and purpose of grant.

Response:

The Office of the Secretary has been authorized to issue competitive grants to promote voting rights and statehood for Washington, DC for the total amount of \$200,000. OS issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood. The grant is awarded on a competitive basis.

Awardees of DC Democracy Grant

Fiscal Year	RFA Issued	Recipients	Amount
FY20	Friday, October 4, 2019	DC Vote League of Women Voters Education Fund Students for DC Statehood Historical Society of Washington, D. C. Stand Up! for Democracy Vision House	\$100,000 \$40,000 \$25,000 \$20,000 \$10,000 \$5,000
FY21	Friday, December 4, 2020	DC Vote DC History Center League of Women Voters Education Fund Students for DC Statehood Anacostia Coordinating Council Stand Up! For Democracy in DC Coalition	\$100,000 \$30,000 \$35,000 \$15,000 \$10,000 \$10,000



II. Racial Equity and Social Justice

81. Please list three opportunity areas, programs, or initiatives that OS may facilitate to address racial inequity.

Response:

- Statehood Grant; addresses voting rights and DC Statehood as a civil rights issue in the District of Columbia.
- Emancipation Day Commission (FY21 events, Statehood themed)
- MLK Commission

82. Please discuss whether there are any areas or programs that OS has been successful in building racial equity in FY20 and FY21, to date.

Response:

- ONCA: Map exercise for notaries in progress to ensure notaries available in all 8 wards.
- Administration of DC Voting Rights and Statehood Grant Program addresses DC's historical legacy of disenfranchisement. Through the competitive grant process, nonprofit organizations compete for the opportunity to educate, outreach and measure their initiatives to build support for increased awareness and understanding for the lack of democracy and the need for statehood for the District of Columbia's 712k residents. In FY21, the RFA included language to encourage successful grantees to contribute innovative ideas for leveraging the modern statehood effort underway in Puerto Rico.
- The District of Columbia Compensated Emancipation Commission develops plans, programs, projects and activities to celebrate the holiday and commemorate the District of Columbia Compensated Emancipation Act, signed by President Abraham Lincoln on April 16, 1862, that freed enslaved people in the District of Columbia. In FY20 we participated in the Friends of Emancipation Day virtual celebration. In FY21 activities will be virtual, we are envisioning a more robust celebration for the 159th anniversary that will symbolically trace our traditional celebration.
- MLK Commission: The purpose of the Commission is to assist the Mayor on the District's celebration to commemorate the birth of Dr. King. The Commission recommends and helps to implement events to be sponsored by the District of Columbia government. They also encourage educational programs related to the holiday and the day of service. In FY21, the Commission gathered virtually for a commemorative breakfast to celebrate the life and legacy of Dr. King.



- BLM Plaza: OS was tasked with serving in a liaison capacity during the high points of protest. OS leveraged relationships with the Department of Public Works, Transportation, the Smithsonian Institution, local museums and historical societies to safeguard protest artwork from the elements, supporters and detractors. Ultimately, an arrangement was established with the US Chamber of Commerce to stabilize the collection and distribute it locally.

83. Within your data collection tools, does OS collect information on race and geographic area? Why or why not?

1. Please list separately data collection for operations evaluation and performance evaluation.

Response:

Not Applicable

84. Please discuss whether there are any legal barriers to advancing racial equity or to better understand racial inequity.

Response:

Not Applicable

85. Please discuss one operational data point and one performance data point where you already collect race information or could collect such information.

Response:

Not Applicable

86. How could OS use race information for future programmatic decisions?

Response:

Not Applicable

87. Please list two areas where OS has significant potential to succeed in building racial equity. Why those selected areas?

Response:



- MLK Commission
- Emancipation Day Commission

88. In considering a racially equitable District of Columbia, please discuss the three ways that OS would reflect such achievement.

Response:

Not Applicable

89. Please list three metrics that OS already uses or could use to measure progress towards racial equity.

Response:

Not Applicable

