

Agency Department of Employment Services

Agency Code CFO

Fiscal Year 2020

Mission The Department of Employment Services (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities.

Summary of Services DOES, the District of Columbia's lead labor and workforce development agency, provides customers with a comprehensive menu of workforce development services funded through a combination of federal grants and Local appropriations. DOES delivers basic income support services to unemployed or underemployed persons who lost their jobs through no fault of their own through the Unemployment Insurance division. The Labor Standards division ensures a safe and healthy work environment for workers in the District, administers a program to provide benefits to qualified individuals with employment-related injuries or illnesses, administers the District's wage-and-hour laws, and provides hearing and adjudication services to settle workers' compensation disputes. DOES's Workforce Development division provides job seekers with workforce development and training programs and services to ensure employers have access to qualified job candidates. Finally, DOES provides District youth with job training, academic enrichment, leadership, and employment opportunities through its Year-Round, Summer Youth, Mayor's Youth Leadership Institute, and other youth programs.

## 2020 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
<p>The onset of the COVID-19 Emergency and the passage of the Federal Bill on unemployment insurance put a heavy burden on the shoulders of DOES. However, the agency accepted the challenge and worked together to provide continuing services to the people of the District. In a typical year, DOES receives approximately 35,000 claims. From March 2020 to October 2020, DOES has processed and paid nearly three times that amount.</p> <p>DOES' Office of Customer Experience led and managed 5 UI call center groups, consisting of over 200 call takers who received over 526,000 calls. Despite the long wait times associated with the unprecedented call volume, at times the UI call center was able to achieve average customer wait times as low as 9 minutes.</p> <p>OCE could not have reached its goal without the Office of Training and Professional Development providing training for new hires at the call center, call center volunteers, and DOES employees from other departments educating them in the correct processes.</p> <p>The Office of Information Technology was able to procure, configure, and distribute 500+ devices in support of the surge in Unemployment Insurance and Pandemic Unemployment Assistance claims. This included laptops and cellular devices for Customer Navigation Center (CNC) workers, Internal UI Program staff and volunteers, DC Employee volunteers, and multiple third-party call centers.</p> <p>In addition, the Office of Workers' Compensation (OWC) has kept its commitment to offer a \$5 million dollar rebate to workers' compensation insurance carriers and self-insured employers doing business in the District of Columbia providing financial relief to self-insured employers.</p>	<p>By reacting as an agency, helping each other where we could, DOES came together and out of silos. While most employees of the agency are able to work from home, the amount of extra work that many put in to help deal with problems arising from the health emergency was substantial.</p>	<p>Unlike many jurisdictions, DOES has managed to distribute unemployment insurance under the COVID-19 regulations as well as the extra funds supplied by Congress. At the peak times, FY2020 Q3, our benefits claims examiners resolved an average 2033 issues, six times the number of issues they addressed in Q1. Moreover, a total of 86,649 total claims were filed with over 62,000 of them filed in Q3.</p>
<p>The Office of Paid Family Leave began issuing benefits for the PFL program on July 1, 2020. This was the final step in the plan to outline, develop, and administer a paid leave program for the District of Columbia under the provisions of the Universal Paid Leave Amendment Act of 2016. Employer tax collection began on July 1, 2019</p>	<p>The Paid Family Leave program is a huge addition to the Department of Employment Services. Besides collecting taxes from District businesses and considering benefits, the Office of Paid Family Leave incorporates: maintaining and updating technology so people can apply for benefits; working with different District agencies to implement MOUs; considering appeals and reconsideration requests; creating and running a call center; providing outreach to citizens with newsletters, social media, webinars et al.</p>	<p>This accomplishment impacts residents of DC because this program provides:</p> <ol style="list-style-type: none"> <li>1. 8 weeks to bond with a new child</li> <li>2. 6 weeks to care for a family member with a serious health condition</li> <li>3. 2 weeks to care for your own serious health condition</li> </ol> <p>This also benefits non DC residents, as the tax collected is from DC businesses which have employees outside of the District of Columbia.</p>
<ul style="list-style-type: none"> <li>Virtual Program: Kicked off our first ever virtual Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP).</li> <li>Virtual Certification: Our office was able to adapt quickly to a virtual certification model. The normal certification process requires youth to come in person to certify. Thanks to our IT team working closely with the program, we were able to set up a platform which afforded over 3,000 youth the opportunity to certify virtually.</li> <li>Scholarships: Continued our Mayor's Opportunity Scholarship.</li> </ul> <p>Food Stamp Supplement Employment and Training (FSET): 150 MBSYEP participants attended the Supplemental Nutrition Assistance Program Bootcamp virtually. Participants earned a total 144 certifications.</p> <ul style="list-style-type: none"> <li>55 Certification across Medical Cleaning, Customer Service, OSHA Bloodborne Pathogens, and Chemical Hazards</li> <li>28 Earned Johns Hopkins University Contact Tracing Certification</li> <li>23 Earned certificates from the Association of State and Territorial Health Officials and National Coalition of STD Directors</li> <li>37 Completed Salesforce training modules for contact tracing using the Work.com software product</li> <li>1 Call center public health outreach project to hone customer service and data entry skills</li> </ul>	<ul style="list-style-type: none"> <li>Virtual Program: Our program was one of the only summer youth employment programs to continue operations at full scale in the nation. While other jurisdictions chose to shut down their operations for the summer, the District continued. Other programs like Prince George's County, Alexandria, Baltimore, and Philadelphia heard that our program was continuing and reached out for guidance and best practices for their 2021 program.</li> <li>Virtual Certification: The impacts of a virtual certification model motivated our staff to work even harder. This was something our office was already considering; however, we had not yet implemented it. COVID-19 forced our agency to adapt. We are currently ramping up for our 2021 program year with the anticipation of going 100% virtual for certification.</li> <li>Scholarship: Many of the recipients expressed gratitude in their essays and even emails to the agency for continuing this portion of the program. This financial commitment highlighted all the core values listed in our agency's Vision Forward goals.</li> </ul>	<ul style="list-style-type: none"> <li>Virtual Program: Over 9,000 youth were placed with an employer and afforded the opportunity to work virtually during the COVID-19 pandemic.</li> <li>Virtual Certification: Over 3,000 youth were able to certify from their home. Without a virtual certification platform during this pandemic, over 3,000 youth would not have been able to participate in our program this year.</li> <li>Scholarship: We were able to provide 75 Mayor Marion S. Barry Summer Youth Employment Program participants with scholarships. Of the 75 recipients, 54 received \$2,000 in scholarships, and 21 received the Director's Award receiving \$4,100 in honor of our 41st year of programs.</li> </ul>

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Actual	KPI Status	Explanation for Unmet FY 2020 Target
<b>1 - Unemployment Insurance - Improve the efficiency, integrity, and performance of unemployment compensation benefits and unemployment tax services provided to claimants and District employers. (3 Measures)</b>												
Percent of all first unemployment insurance payments made to eligible claimants within 14 days	Quarterly	88.8%	91.5%	91%	87%	94.7%	95%	58.5%	39.2%	59.9%	Unmet	During its peak, the COVID-19 emergency produced up to 10 times more applications to process than normal. Maintaining the 14 day standard proved to be impossible at that volume.
Percent of new unemployment insurance status determinations made within 90 calendar days	Quarterly	77.6%	82.2%	80.2%	70%	89.9%	84.2%	79.4%	87%	85.2%	Met	
Percent of Nonmonetary Determinations (Separations and Nonseparations) made within 21 days of the date of detection	Quarterly	New in 2020	New in 2020	New in 2020	New in 2020	96.4%	97.7%	65.9%	61.1%	76%	New in 2020	
<b>2 - Labor Standards - Provide a more efficient and effective system to prevent workers from exposure to unsafe working environments and from falling beneath an unacceptable income level at times of unemployment due to injury or illness. (1 Measure)</b>												
Percent of workers compensation formal hearings finalized within 120 calendar days	Quarterly	91.7%	94%	93.8%	80%	95.8%	98.6%	110.8%	95.2%	98.3%	Met	
<b>3 - Workforce Development -Improve employment outcomes for District residents by providing high-quality training programs for adults and youth that are aligned with the District's high demand occupations and lead to credentials recognized nationally by employers. (2 Measures)</b>												
Average number of business days between Training Application and Training Begin Date	Quarterly	Not Available	Not Available	Waiting on Data	45	26.7	25	0	0	25.9	Met	
Percent of program participants that complete occupational skills trainings	Annually	New in 2020	New in 2020	New in 2020	New in 2020	Annual Measure	Annual Measure	Annual Measure	Annual Measure	83.27%	New in 2020	
<b>4 - Organizational Excellence- Ongoing efforts to establish standards and processes intended to engage and motivate staff to deliver services that fulfill internal and external customer requirements. (5 Measures)</b>												
Percent of telephone calls answered (CNC)	Quarterly	New in 2020	New in 2020	New in 2020	New in 2020	91%	75%	53%	61.6%	61.6%	New in 2020	
Average telephone call wait time (CNC)	Quarterly	New in 2020	New in 2020	New in 2020	New in 2020	9.8	20.1	58	58	36.5	New in 2020	
Average telephone call hold time (CNC)	Quarterly	New in 2020	New in 2020	New in 2020	New in 2020	0.5	0.9	3.3	3.1	1.9	New in 2020	
Email response time percentage (CNC)	Quarterly	Not Available	Waiting on Data	Waiting on Data	Waiting on Data	100%	100%	100%	100%	100%	No Target Set	
Voicemail response time percentage (CNC)	Quarterly	New in 2020	New in 2020	New in 2020	New in 2020	100	61	52	No applicable incidents	53.3	New in 2020	
<b>5 - Ensure employers are connected to the American Job Centers to address their workforce needs thereby ensuring positive employment and placement outcomes for residents. (2 Measures)</b>												



Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Actual	KPI Status	Explanation for Unmet FY 2020 Target
Percent of the First Source Agreements executed by the District that are monitored	Annually	99.5	100	100	85	Annual Measure	Annual Measure	Annual Measure	Annual Measure	98.9	Met	
Percent of the First Source Agreements executed by the District that are enforced	Annually	New in 2020	New in 2020	New in 2020	New in 2020	Annual Measure	Annual Measure	Annual Measure	Annual Measure	98.9%	New in 2020	
<b>6 - Universal Paid Family Leave Benefits - Implementing the program to provide temporary weekly benefits to eligible individuals. (1 Measure)</b>												
Percent of Employers registered in Employer Self Service Portal	Annually	New in 2020	New in 2020	New in 2020	New in 2020	Annual Measure	Annual Measure	Annual Measure	Annual Measure	92.74%	New in 2020	

## 2020 Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 PAR
<b>1 - Unemployment Benefits (1 Measure)</b>							
Average number of issues resolved by Benefits Claims Examiners	1690	1611	298	415	2033	998	936
<b>3 - DC Career Connections (9 Measures)</b>							
Number of individuals enrolled in DC Career Connections Program	522	390	88	73	0	0	161
Number of participants completing Job Readiness Training	373	240	68	55	2	14	139
Number of participants placed in subsidized employment	178	147	24	9	0	7	40
Number of participants placed in unsubsidized employment	140	97	17	24	16	17	74
Number of participants that retained unsubsidized employment for 6 months	Not Available	276	28	117	12	57	214
Number of participants enrolled in occupational skills training	New in 2020	New in 2020	26	15	0	5	46
Number of participants that earn a credential from occupational skills training	New in 2020	New in 2020	0	0	0	1	1
Number of employers that participate in subsidized employment	New in 2020	New in 2020	7	4	0	10	21
Number of participants enrolled in post-subsidized employment job search	New in 2020	New in 2020	6	5	0	0	11
<b>3 - Infrastructure Academy (4 Measures)</b>							
Number of participants enrolled in a DCIA training program	965	2012	36	63	63	75	237
Number of participants completing a DCIA training program	388	408	73	61	39	102	275
Number of participants that completed a DCIA training program and placed in unsubsidized employment	15	105	59	31	2	8	100
Number of participants that completed a DCIA training program and retained unsubsidized employment for 6 months	Not Available	90	27	15	87	120	249
<b>3 - Job Centers (7 Measures)</b>							
Number of applicants enrolled in Wagner-Peyser	7977	9627	2218	2389	325	507	5439
Number of applicants enrolled in WIOA	1060	1261	279	280	4	38	601
Number of participants enrolled in a skills training program through an Individual Training Account (ITA)	398	326	50	52	0	3	105
Number of participants successfully completing skills training through an Individual Training Account (ITA)	325	213	52	37	3	3	95
Number of participants that earn a nationally or regionally recognized credential	137	151	20	24	0	58	102
Number of participants placed in unsubsidized employment after receiving any career services, including training	316	546	56	71	22	42	191
Number of participants that retained unsubsidized employment for 6 months after placement and program exit	Not Available	832	91	Waiting on Data	67	129	287
<b>3 - LEAP (10 Measures)</b>							

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Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 PAR
Number of NON-TANF individuals enrolled	39	10	1	13	13	13	40
Number of TANF individuals enrolled	20	36	22	21	17	16	76
Number of NON-TANF participants currently active (open program application)	67	154	1	12	13	4	30
Number of TANF participants currently active (open program application)	50	91	22	17	16	5	60
Number of NON TANF participants completing the program	24	63	0	1	0	9	10
Number of TANF participants completing the program	21	23	13	4	1	11	29
Number of NON TANF participants placed in unsubsidized employment	0	37	0	1	0	8	9
Number of TANF participants placed in unsubsidized employment	0	17	10	4	0	11	25
Number of NON-TANF participants that retained unsubsidized employment for 6 months	Waiting on Data	5	No data available	No data available	No data available	No data available	Waiting on Data
Number of TANF participants that retained unsubsidized employment for 6 months	Waiting on Data	11	No data available	No data available	9	No data available	9
<b>3 - Office Of Apprenticeship Info &amp; Training (2 Measures)</b>							
Number of participants placed in unsubsidized employment	Not Available	18	104	76	17	No applicable incidents	197
Number of participants that retained unsubsidized employment for 6 months	Not Available	0	94	76	719	No applicable incidents	889
<b>3 - On-the-Job Training (4 Measures)</b>							
Number of individuals enrolled in the program	Not Available	39	8	22	11	10	51
Number of participants completing the program	Not Available	10	30	10	4	2	46
Number of participants placed in unsubsidized employment	Not Available	10	15	8	3	2	28
Number of participants that retained unsubsidized employment for 6 months	Not Available	3	1	2	2	1	6
<b>3 - Senior Service (BTW50 + -- local job program) (5 Measures)</b>							
Number of Applicants	115	159	12	0	0	0	12
Number of individuals enrolled in the program	105	56	12	0	0	0	12
Number of participants completing work readiness training	116	39	6	3	0	0	9
Number of participants placed in unsubsidized employment	55	29	5	2	0	0	7
Number of participants that retained unsubsidized employment for 6 months	Not Available	80	8	16	1	4	29
<b>3 - Senior Service (SCSEP - Federal Program - from DSI) (4 Measures)</b>							
Number of DOES SCSEP participants actively participating in Subsidized Employment	0	107	26	36	17	16	95
Number of DOES SCSEP participants that Entered Unsubsidized Employment	0	8	2	5	0	1	8
Number of DOES SCSEP participants that retained unsubsidized employment for 6 months after placement and exit	Waiting on Data	10	1	5	0	2	8
Number of DOES SCSEP participants that retained unsubsidized employment for 12 months after placement and exit	Waiting on Data	16	1	6	1	1	9
<b>3 - Summer Youth Employment Program (3 Measures)</b>							
Number of Applicants	Waiting on Data	18,718	Annual Measure	Annual Measure	Annual Measure	Annual Measure	19,897
Number of individuals enrolled in the program	Waiting on Data	11,358	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9161
Number of participants completing the program	Waiting on Data	9939	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9081
<b>3 - Transitional Employment (Project Empowerment) (9 Measures)</b>							
Number of individuals enrolled in the program	892	848	242	232	0	12	486
Number of participants completing work readiness training	745	620	234	264	0	1	499
Number of participants placed in unsubsidized employment	387	321	92	91	51	10	244
Number of participants that retained unsubsidized employment for 6 months	Waiting on Data	285	83	290	38	168	579

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Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 PAR
Number of employers that participate in subsidized employment	New in 2020	New in 2020	7	43	0	15	65
Number of participants placed in post-subsidized employment job search	New in 2020	New in 2020	33	25	0	22	80
Number of participants enrolled in occupational skills training	New in 2020	New in 2020	21	17	0	0	38
Number of participants that earn an occupational skills training credential	New in 2020	New in 2020	0	1	0	0	1
Number of participants placed in subsidized employment	New in 2020	New in 2020	129	118	0	38	285
<b>3 - Veteran Affairs (2 Measures)</b>							
Number of participants that are employed 6 months after placement and program exit	New in 2020	New in 2020	33	20	24	28	105
Number of participants that are employed 12 months after placement and program exit	New in 2020	New in 2020	49	39	35	23	146
<b>3 - Year Round Youth Program (4 Measures)</b>							
Number of applicants	439	201	59	42	0	28	129
Number of participants enrolled in a training program	296	254	62	42	0	36	140
Number of participants completing a training program	184	191	0	2	11	0	13
Number of participants that earn a credential	188	90	0	2	0	1	3
<b>4 - Customer Experience (4 Measures)</b>							
Total number of telephone calls received (CNC)	New in 2020	New in 2020	23,921	72,014	261,490	246,981	604,406
Total number of emails received (CNC)	New in 2020	New in 2020	1150	6243	11,522	8647	27,562
Total number of voicemails received (CNC)	New in 2020	New in 2020	16	63	54	No applicable incidents	133
Total number of Unemployment Initial Claims received via the IVR (CNC)	New in 2020	New in 2020	1384	2116	3784	1238	8522
<b>5 - First Source Management, Monitoring, and Enforcement (4 Measures)</b>							
Number of agreements executed and submitted to DOES	Waiting on Data	1112	339	314	254	180	1087
Number of beneficiaries meeting the first source standard	Waiting on Data	722	269	365	362	426	1422
Number of beneficiaries fined	Waiting on Data	6	2	12	0	4	18
Number of beneficiaries that paid fines	Waiting on Data	5	1	0	3	2	6
<b>5 - Talent and Client Services (3 Measures)</b>							
Number of Employers who hired DOES customers for unsubsidized jobs	Waiting on Data	269	121	16	14	9	160
Number of new employers registered into DC Networks	913	810	164	206	279	182	831
Number of new employers who hired at least one DOES customer	Waiting on Data	5	No applicable incidents	3	8	1	12

## 2020 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Unemployment Insurance - Improve the efficiency, integrity, and performance of unemployment compensation benefits and unemployment tax services provided to claimants and District employers. (1 Activity)</b>			
BENEFITS	Unemployment Benefits	Providing temporary weekly benefits to workers who become unemployed due to no fault of their own.	Daily Service
<b>2 - Labor Standards - Provide a more efficient and effective system to prevent workers from exposure to unsafe working environments and from falling beneath an unacceptable income level at times of unemployment due to injury or illness. (1 Activity)</b>			
OAH: ADMINISTRATIVE HEARINGS DIVISION	Hearings & Adjudication	Conducts formal administrative workers' compensation hearings for private and public sector employees and employers in the District of Columbia, so that rights and responsibilities are determined fairly, promptly, and according to due process.	Daily Service
<b>3 - Workforce Development - Improve employment outcomes for District residents by providing high-quality training programs for adults and youth that are aligned with the District's high demand occupations and lead to credentials recognized nationally by employers. (12 Activities)</b>			

## DOES POH 2021 Q4

Operations Header	Operations Title	Operations Description	Type of Operations
LOCAL ADULT TRAINING	Senior Service (BTW50+ -- local job program)	The District of Columbia has a diverse population of talented job seekers between the ages of 50 and 64 looking to enter or reenter the workforce and assume roles as productive, full-time employees. Back to Work 50+ (BTW50+) is an initiative launched by the Department of Employment Services in collaboration with AARP Foundation which expands employment opportunities for mature job seekers from all eight wards of the District.	Daily Service
LOCAL ADULT TRAINING	Infrastructure Academy	The District of Columbia Infrastructure Academy (DCIA) is a key initiative of Mayor Muriel Bowser's Administration to meet the need for skilled infrastructure professionals in Washington, DC. DCIA coordinates, trains, screens and recruits residents to fulfill the needs of the infrastructure industry and infrastructure jobs with leading companies in this high-demand field.	Daily Service
LOCAL ADULT TRAINING	Office Of Apprenticeship Info & Training	The Office of Apprenticeship, Information and Training (OAIT) oversees the apprenticeship system in the District of Columbia. OAIT also safeguards the well-being of apprentices, ensures the quality of programs, provides integrated employment and training information to sponsors, employers and trainers. OAIT also staffs the District of Columbia Apprenticeship Council. Applicants for apprenticeships must be at least 16 years old and meet the sponsor's qualifications. Generally, applicants must demonstrate to sponsors that they have the ability, aptitude, and education to master the rudiments of the occupation and complete related instruction.	Daily Service
LOCAL ADULT TRAINING	Summer Youth Employment Program	The Marion Berry Summer Youth Employment Program (MBSYEP or Summer Youth) is a program allowing young people 16-24 to gain work experience during the school year's summer break. This locally funded program is considered one of the best in the country with thousands of young people finding employment through the program.	Daily Service
TRANSITIONAL EMPLOYMENT	Transitional Employment (Project Empowerment)	For over fifteen years, Project Empowerment (TEP) has helped to reduce economic disparity in the District by serving thousands of individuals with multiple barriers to employment. The Program's work readiness model is designed to provide nearly 700 unemployed District residents with opportunities to grow in education, training, and subsidized employment placements each year. Project Empowerment achieves its mission of moving participants into the workforce by partnering with government, non-profit, and private businesses across the DMV area to recruit, train, match, and coach candidates for successful employment.	Daily Service
TRAINING AND EMPLOYEE DEVELOPMENT	On-the-Job Training	On-the-Job (OJT) training is a workforce development strategy where employers of all sizes have an opportunity to train, mentor, and hire candidates toward a specific skillset or job function. Through the OJT model, candidates receive the training necessary to increase their skills. This strategy ensures unemployed and underemployed jobseekers have a chance to enter and reenter the workforce through an "earn and learn" model. The streamlined approach developed between employers and the Department of Employment Services (DOES) reimburses employers at an established wage rate in exchange for the training provided to participating OJT candidates.	Daily Service
TRAINING AND EMPLOYEE DEVELOPMENT	DC Career Connections	DC Career Connections is a work readiness program designed to provide more than 400 out-of-school and unemployed young adults with opportunities to gain valuable work experience, skills training, and individualized coaching and support to obtain employment. An integral component of Mayor Muriel Bowser's Safer, Stronger DC Initiative, DC Career Connections actively seeks to engage District youth.	Daily Service
LOCAL ADULT TRAINING	LEAP	L.E.A.P. (Learn, Earn, Advance, Prosper) is a network of interconnected partners utilizing the "earn-and-learn" approach to link the city's unemployed residents with employment, education and training opportunities. The earn-and-learn approach applies the apprenticeship model to skill development, allowing individuals to earn a wage while participating in an on-the-job training experience and concurrently participating in related technical instruction.	Daily Service
YEAR ROUND YOUTH PROGRAM	Year Round Youth Program	The Year Round Youth program is federally funded opportunities for young people 14-24 to gain work experience and job readiness training. In-School Youth will continue their secondary school studies while having counseling and coaching to prepare them for the workplace. Out-of-School Youth, 18-24, have either already completed secondary school or are working toward a GED or other nationally recognized secondary school equivalence while receiving coaching and job leads.	Daily Service
SENIOR SERVICES	Senior Service (SCSEP -- Federal Program -- from DSI)	The Senior Community Service Employment Program (SCSEP) is a federal program to help older Americans get back into or remain active in the workforce. It is a part-time community service and work-based training program where participants gain career skills through on the job training in community based organizations in identified growth industries. SCSEP also works with the business community to identify employers who are interested in hiring qualified, trained mature workers.	Daily Service
VETERAN AFFAIRS	Veteran Affairs	The DC Department of Employment Services (DOES) requires that Priority of Service be given to veterans and eligible spouses who meet the eligibility criteria in accordance with applicable laws, policies and federally mandated programs. Priority of service also requires that veterans and eligible spouses receive priority over non-covered persons earlier in time for the full array of services provided at an American Job Centers (AJC). These services include the receipt of employment, training, and placement services in any workforce preparation program directly funded, in whole or in part, by the US Department of Labor. Specialized federal services such as the Vocational Rehabilitation & Employment (VR&E) program are also available to eligible veterans.	Daily Service
ONE-STOP OPERATIONS	Job Centers	Providing job seekers with a number of employment opportunities. Each center provides career counseling, resume assistance, job placement, vocational training, access to online services, information about local and national labor markets, and unemployment insurance.	Key Project
<b>4 - Organizational Excellence- Ongoing efforts to establish standards and processes intended to engage and motivate staff to deliver services that fulfill internal and external customer requirements. (2 Activities)</b>			
TRAINING AND EMPLOYEE DEVELOPMENT	Professional Development	Provide opportunities for staff to enhance and develop skill sets to improve efficiency and customer service.	Key Project
CUSTOMER SERVICE	Customer Experience	Deliver professional, helpful, high quality service in a timely manner while providing clear thoughtful and deliberate messaging to both internal and external customers.	Daily Service
<b>5 - Ensure employers are connected to the American Job Centers to address their workforce needs thereby ensuring positive employment and placement outcomes for residents. (2 Activities)</b>			
EMPLOYER SERVICES	Talent and Client Services	Manage employer relationships, connect them to the American Job Centers, and brokers products and services provided by DOES. Encourage local businesses to participate in District employment programs and to take advantage of the many free services that support their business needs; e.g., Office of Safety and Health consultations.	Key Project
FIRST SOURCE	First Source Management, Monitoring, and Enforcement	Manage and monitor First Source Employment Agreements as well as handle all reporting regarding the agreements specified in the "First Source Employment Agreement Act"; e.g. the regular reports sent to the Council of the District of Columbia.	Daily Service
<b>6 - Universal Paid Family Leave Benefits - Implementing the program to provide temporary weekly benefits to eligible individuals. (1 Activity)</b>			
UNIVERSAL PAID FAMILY LEAVE	Paid Family Leave Benefits Implementation	Implement the program to provide temporary weekly benefits to eligible individuals.	Key Project
<b>7 - Create and maintain a highly efficient, transparent, and responsive District government. (2 Activities)</b>			



Operations Header	Operations Title	Operations Description	DOES POH 2021 Q4	Type of Operations
TRAINING AND EMPLOYEE DEVELOPMENT	Staff Professional Development	Providing opportunities for staff to enhance and develop skill-sets to improve efficiency and customer service.		Key Project
CUSTOMER SERVICE	Service Delivery	Providing and delivering services to all customers in a professional and timely manner.		Daily Service

## 2020 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
<b>Customer Experience (1 Strategic Initiative)</b>				
Rebrand the "Customer Experience" at DOES Customer Navigation Center	<p>In FY20, the Department of Employment Services (DOES) will improve customer service and the customer experience by redesigning the Customer Navigation Center (CNC) to serve as the main communication hub for the Agency. The CNC will re-engineer processes and procedures and integrate technology that will allow the Agency to provide quality and timely responses to customers via, calls, email, chat, and social media, while tracking all communication from entry to resolution. The CNC will improve service delivery by establishing customer service standards at every customer entry point (calls, live, email, chat, social media) to ensure consistency in the quality of service provided to stakeholders.</p> <p>In FY20, the DOES will also redesign the Agency's Interactive Voice Response System (IVR) by providing self-service options as well as efficient live support to ensure customers have a positive experience when navigating the IVR.</p>	Complete	In Q4, the Office of Customer Experience ensured equal access to DOES services to all customers, in all languages. During FY20, over 250 vital documents were translated for DOES programs and departments in 6 different languages including translating social media kits and documents for UI, PFL, and MBSYEP into Spanish and Amharic. The OCE provided vital information to limited English speaking and non-English speaking customers, translating the PUA online application into six languages including several supporting documents, translating all PFL medical forms, the employee handbook, and the webinars into 6 languages. Technical support was also provided to the UI team to create a Spanish webinar and training modules for staff.	
<b>Job Centers (1 Strategic Initiative)</b>				
Align Education and Workforce Strategies to Improve Outcomes	<p>In FY20, DOES will promote the alignment of education and workforce strategies for improved outcomes by designing and releasing a set of "playbooks" that identify challenges and promote potential solutions related to serving the following target groups:</p> <ol style="list-style-type: none"> <li>1) DC's Opportunity Youth, defined as young adults between the ages of 16 and 24 who are neither in school or the workforce.</li> <li>2) DC's College Students</li> <li>3) DC Adults with low literacy levels</li> </ol> <p>With each playbook, DOES will also provide resources and information for facing the challenges through recommendations for improved practices and tools to serve the target population and improve outcomes for educational and workforce success. This is in line with both DOES' Strategy and the Workforce Investment Opportunity Act Unified State Plan.</p>	75-99%	Director to sign off on the 3 documents is pending - agency may wish to make edits based on the current workforce landscape and the impact of the public health emergency and pandemic. Once these are approved the agency can move forward with publishing (hard copy and digitally).	The agency may wish to make edits based on the current workforce landscape and the impact of the public health emergency and pandemic.
<b>Professional Development (1 Strategic Initiative)</b>				
Improve and Increase Staff Capabilities	In FY20, The Office of Training and Professional Development (OTPD) aims to improve the capabilities of DOES staff by registering at least one third of managers in management and leadership training, expand Academy DOES to include a Management Essentials program, implement a Data Management program within Academy DOES, and facilitate manager-focused training to occur at least quarterly.	Complete	OTPD increased the number of training enrollments and course offerings in Q4. There were 299 training enrollments through Graduate School USA, Harvard Extension School, Management Concepts, and Grant Training Center for courses on data collection, management and analysis, leadership management training, and grant writing. A leadership development program was created through Harvard Extension School for 14 staff. Specialized training was provided in Compliance Auditing. 30 staff completed Contract Admin recertification. OTPD created the DOES ReOpening training presentation and post-training assessment. Enhancements were made to the UI Call Center training program; PFL and UI training was provided for over 115 agents. OTPD collaborated with UI to develop a UI Escalation training program.	

# Department of Employment Services FY2021

Agency Department of Employment Services

Agency Code CFO

Fiscal Year 2021

**Mission** The Department of Employment Services (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities.

## Strategic Objectives

Objective Number	Strategic Objective
1	Unemployment Insurance - Improve the efficiency, integrity, and performance of unemployment compensation benefits and unemployment tax services provided to claimants and District employers.
2	Labor Standards - Provide a more efficient and effective system to prevent workers from exposure to unsafe working environments and from falling beneath an unacceptable income level at times of unemployment due to injury or illness.
3	Workforce Development - Improve employment outcomes for District residents by providing high-quality training programs for adults and youth that are aligned with the District's high demand occupations and lead to credentials recognized nationally by employers.
4	Organizational Excellence- Ongoing efforts to establish standards and processes intended to engage and motivate staff to deliver services that fulfill internal and external customer requirements.
5	Ensure employers are connected to the American Job Centers to address their workforce needs thereby ensuring positive employment and placement outcomes for residents.
6	Universal Paid Family Leave Benefits - Implementing the program to provide temporary weekly benefits to eligible individuals.
7	Create and maintain a highly efficient, transparent, and responsive District government.

## Key Performance Indicators

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Target
<b>1 - Unemployment Insurance - Improve the efficiency, integrity, and performance of unemployment compensation benefits and unemployment tax services provided to claimants and District employers. (2 Measures)</b>					
Percent of new unemployment insurance status determinations made within 90 calendar days	Up is Better	82.2%	80.2%	85.2%	70%
Percent of Nonmonetary Determinations (Separations and Nonseparations) made within 21 days of the date of detection	Up is Better	New in 2020	New in 2020	76%	80%
<b>2 - Labor Standards - Provide a more efficient and effective system to prevent workers from exposure to unsafe working environments and from falling beneath an unacceptable income level at times of unemployment due to injury or illness. (1 Measure)</b>					
Percent of workers compensation formal hearings finalized within 120 calendar days	Up is Better	94%	93.8%	98.3%	80%
<b>4 - Organizational Excellence- Ongoing efforts to establish standards and processes intended to engage and motivate staff to deliver services that fulfill internal and external customer requirements. (5 Measures)</b>					
Percent of telephone calls answered (CNC)	Up is Better	New in 2020	New in 2020	61.6%	80%
Average telephone call wait time (CNC)	Down is Better	New in 2020	New in 2020	36.5	5
Average Email Response Time	Up is Better	New in 2021	New in 2021	New in 2021	New in 2021
Average telephone call hold time in minutes (CNC)	Down is Better	New in 2020	New in 2020	1.9	0.5

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Target
Voicemail response time percentage (CNC)	Up is Better	New in 2020	New in 2020	98.2%	90%
<b>6 - Universal Paid Family Leave Benefits - Implementing the program to provide temporary weekly benefits to eligible individuals. (3 Measures)</b>					
Percent of Employers registered in Employer Self Service Portal	Up is Better	New in 2020	New in 2020	92.7%	50%
Percentage of Claims Approved	Up is Better	New in 2021	New in 2021	New in 2021	New in 2021
Number of New Claims Filed	Neutral	New in 2021	New in 2021	New in 2021	New in 2021

## Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Unemployment Insurance - Improve the efficiency, integrity, and performance of unemployment compensation benefits and unemployment tax services provided to claimants and District employers. (1 Activity)</b>			
BENEFITS	Unemployment Benefits	Providing temporary weekly benefits to workers who become unemployed due to no fault of their own.	Daily Service
<b>2 - Labor Standards - Provide a more efficient and effective system to prevent workers from exposure to unsafe working environments and from falling beneath an unacceptable income level at times of unemployment due to injury or illness. (1 Activity)</b>			
OAH: ADMINISTRATIVE HEARINGS DIVISION	Hearings & Adjudication	Conducts formal administrative workers' compensation hearings for private and public sector employees and employers in the District of Columbia, so that rights and responsibilities are determined fairly, promptly, and according to due process.	Daily Service
<b>3 - Workforce Development -Improve employment outcomes for District residents by providing high-quality training programs for adults and youth that are aligned with the District's high demand occupations and lead to credentials recognized nationally by employers. (12 Activities)</b>			
LOCAL ADULT TRAINING	Senior Service (BTW50+ – local job program)	The District of Columbia has a diverse population of talented job seekers between the ages of 50 and 64 looking to enter or reenter the workforce and assume roles as productive, full-time employees. Back to Work 50+ (BTW50+) is an initiative launched by the Department of Employment Services in collaboration with AARP Foundation which expands employment opportunities for mature job seekers from all eight wards of the District.	Daily Service
LOCAL ADULT TRAINING	Infrastructure Academy	The District of Columbia Infrastructure Academy (DCIA) is a key initiative of Mayor Muriel Bowser's Administration to meet the need for skilled infrastructure professionals in Washington, DC. DCIA coordinates, trains, screens and recruits residents to fulfill the needs of the infrastructure industry and infrastructure jobs with leading companies in this high-demand field.	Daily Service
LOCAL ADULT TRAINING	Office Of Apprenticeship Info & Training	The Office of Apprenticeship, Information and Training (OAIT) oversees the apprenticeship system in the District of Columbia. OAIT also safeguards the well-being of apprentices, ensures the quality of programs, provides integrated employment and training information to sponsors, employers and trainers. OAIT also staffs the District of Columbia Apprenticeship Council. Applicants for apprenticeships must be at least 16 years old and meet the sponsor's qualifications. Generally, applicants must demonstrate to sponsors that they have the ability, aptitude, and education to master the rudiments of the occupation and complete related instruction.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
LOCAL ADULT TRAINING	Summer Youth Employment Program	The Marion Berry Summer Youth Employment Program (MBSYEP or Summer Youth) is a program allowing young people 16-24 to gain work experience during the school year's summer break. This locally funded program is considered one of the best in the country with thousands of young people finding employment through the program.	Daily Service
TRANSITIONAL EMPLOYMENT	Transitional Employment (Project Empowerment)	For over fifteen years, Project Empowerment (TEP) has helped to reduce economic disparity in the District by serving thousands of individuals with multiple barriers to employment. The Program's work readiness model is designed to provide nearly 700 unemployed District residents with opportunities to grow in education, training, and subsidized employment placements each year. Project Empowerment achieves its mission of moving participants into the workforce by partnering with government, non-profit, and private businesses across the DMV area to recruit, train, match, and coach candidates for successful employment.	Daily Service
TRAINING AND EMPLOYEE DEVELOPMENT	On-the-Job Training	On-the-Job (OJT) training is a workforce development strategy where employers of all sizes have an opportunity to train, mentor, and hire candidates toward a specific skillset or job function. Through the OJT model, candidates receive the training necessary to increase their skills. This strategy ensures unemployed and underemployed jobseekers have a chance to enter and reenter the workforce through an "earn and learn" model. The streamlined approach developed between employers and the Department of Employment Services (DOES) reimburses employers at an established wage rate in exchange for the training provided to participating OJT candidates.	Daily Service
TRAINING AND EMPLOYEE DEVELOPMENT	DC Career Connections	DC Career Connections is a work readiness program designed to provide more than 400 out-of-school and unemployed young adults with opportunities to gain valuable work experience, skills training, and individualized coaching and support to obtain employment. An integral component of Mayor Muriel Bowser's Safer, Stronger DC Initiative, DC Career Connections actively seeks to engage District youth	Daily Service
LOCAL ADULT TRAINING	LEAP	L.E.A.P. (Learn, Earn, Advance, Prosper) is a network of interconnected partners utilizing the "earn-and-learn" approach to link the city's unemployed residents with employment, education and training opportunities. The earn-and-learn approach applies the apprenticeship model to skill development, allowing individuals to earn a wage while participating in an on-the-job training experience and concurrently participating in related technical instruction.	Daily Service
YEAR ROUND YOUTH PROGRAM	Year Round Youth Program	The Year Round Youth program is federally funded opportunities for young people 14-24 to gain work experience and job readiness training. In-School Youth will continue their secondary school studies while having counseling and coaching to prepare them for the workplace. Out-of-School Youth, 18-24, have either already completed secondary school or are working toward a GED or other nationally recognized secondary school equivalence while receiving coaching and job leads.	Daily Service
SENIOR SERVICES	Senior Service (SCSEP – Federal Program – from DSI)	The Senior Community Service Employment Program (SCSEP) is a federal program to help older Americans get back into or remain active in the workforce. It is a part-time community service and work-based training program where participants gain career skills through on the job training in community based organizations in identified growth industries. SCSEP also works with the business community to identify employers who are interested in hiring qualified, trained mature workers.	Daily Service
VETERAN AFFAIRS	Veteran Affairs	The DC Department of Employment Services (DOES) requires that Priority of Service be given to veterans and eligible spouses who meet the eligibility criteria in accordance with applicable laws, policies and federally mandated programs. Priority of service also requires that veterans and eligible spouses receive priority over non-covered persons earlier in time for the full array of services provided at an American Job Centers (AJC). These services include the receipt of employment, training, and placement services in any workforce preparation program directly funded, in whole or in part, by the US Department of Labor. Specialized federal services such as the Vocational Rehabilitation & Employment (VR&E) program are also available to eligible veterans.	Daily Service



Operations Header	Operations Title	Operations Description	Type of Operations
ONE-STOP OPERATIONS	Job Centers	Providing job seekers with a number of employment opportunities. Each center provides career counseling, resume assistance, job placement, vocational training, access to online services, information about local and national labor markets, and unemployment insurance.	Key Project
<b>4 - Organizational Excellence- Ongoing efforts to establish standards and processes intended to engage and motivate staff to deliver services that fulfill internal and external customer requirements. (2 Activities)</b>			
TRAINING AND EMPLOYEE DEVELOPMENT	Professional Development	Provide opportunities for staff to enhance and develop skill sets to improve efficiency and customer service.	Key Project
CUSTOMER SERVICE	Customer Experience	Deliver professional, helpful, high quality service in a timely manner while providing clear thoughtful and deliberate messaging to both internal and external customers.	Daily Service
<b>5 - Ensure employers are connected to the American Job Centers to address their workforce needs thereby ensuring positive employment and placement outcomes for residents. (2 Activities)</b>			
EMPLOYER SERVICES	Talent and Client Services	Manage employer relationships, connect them to the American Job Centers, and brokers products and services provided by DOES. Encourage local businesses to participate in District employment programs and to take advantage of the many free services that support their business needs; e.g., Office of Safety and Health consultations.	Key Project
FIRST SOURCE	First Source Management, Monitoring, and Enforcement	Manage and monitor First Source Employment Agreements as well as handle all reporting regarding the agreements specified in the "First Source Employment Agreement Act"; e.g. the regular reports sent to the Council of the District of Columbia.	Daily Service
<b>6 - Universal Paid Family Leave Benefits - Implementing the program to provide temporary weekly benefits to eligible individuals. (1 Activity)</b>			
UNIVERSAL PAID FAMILY LEAVE	Paid Family Leave Benefits Implementation	Implement the program to provide temporary weekly benefits to eligible individuals.	Key Project
<b>7 - Create and maintain a highly efficient, transparent, and responsive District government. (2 Activities)</b>			
TRAINING AND EMPLOYEE DEVELOPMENT	Staff Professional Development	Providing opportunities for staff to enhance and develop skill-sets to improve efficiency and customer service.	Key Project
CUSTOMER SERVICE	Service Delivery	Providing and delivering services to all customers in a professional and timely manner.	Daily Service

## Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
<b>1 - Unemployment Benefits (1 Measure)</b>			
Average number of issues resolved by Benefits Claims Examiners	1690	414	936
<b>3 - DC Career Connections (2 Measures)</b>			
Number of participants placed in unsubsidized employment	140	97	74
Number of participants enrolled in occupational skills training	New in 2020	New in 2020	46
<b>3 - Infrastructure Academy (1 Measure)</b>			
Number of participants newly enrolled in a DCIA training program	965	2012	237
<b>3 - Job Centers (3 Measures)</b>			

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
Number of participants placed in unsubsidized employment after receiving any career services, including training	316	546	191
Percentage of participants successfully completing skills training through an Individual Training Account (ITA)	New in 2021	New in 2021	New in 2021
Number of participants that earn a nationally or regionally recognized credential	137	151	102
<b>3 - On-the-Job Training (1 Measure)</b>			
Percentage of participants completing the program	Not Available	New in 2021	New in 2021
<b>3 - Senior Service (SCSEP – Federal Program – from DSI) (2 Measures)</b>			
Employment Rate: 4th quarter after exit	Not Available	New in 2021	New in 2021
Employment Rate: 2nd quarter after exit	Not Available	New in 2021	New in 2021
<b>3 - Summer Youth Employment Program (1 Measure)</b>			
Number of Applicants	Not Available	18,718	19,897
<b>3 - Transitional Employment (Project Empowerment) (2 Measures)</b>			
Number of participants enrolled in occupational skills training	New in 2020	New in 2020	38
Number of participants placed in unsubsidized employment	387	321	244
<b>3 - Veteran Affairs (2 Measures)</b>			
Employment Rate: 2nd quarter after exit	New in 2021	New in 2021	New in 2021
Employment Rate: 4th quarter after exit	New in 2021	New in 2021	New in 2021
<b>3 - Year Round Youth Program (3 Measures)</b>			
Number of applicants	439	201	129
Number of participants that earn a credential	188	90	3
Percent of participants successfully completing the program	New in 2021	New in 2021	New in 2021
<b>4 - Customer Experience (3 Measures)</b>			
Total number of telephone calls received (CNC)	New in 2020	New in 2020	604,406
Total number of emails received (CNC)	New in 2020	New in 2020	27,562
Total number of voicemails received (CNC)	New in 2020	New in 2020	133
<b>5 - First Source Management, Monitoring, and Enforcement (2 Measures)</b>			
Number of beneficiaries fined	Not Available	6	18
Number of beneficiaries that paid fines	Not Available	5	6
<b>5 - Talent and Client Services (1 Measure)</b>			
Number of new employers self-registered in DC Networks	913	810	831

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>Customer Experience (1 Strategic Initiative)</b>		
DataWorks, Year 1	<p>This project will focus on seven primary goals to improve agency transparency and lead us towards data-driven agency culture:</p> <ol style="list-style-type: none"> <li>1. Establish a data governance program</li> <li>2. Perform a comprehensive data gap analysis</li> <li>3. Design a master data architecture</li> <li>4. Create a data warehouse for all DOES data assets</li> </ol>	09-30-2021
<b>Job Centers (1 Strategic Initiative)</b>		
Jobseeker Outreach Events	<p>During FY21 DOES will organize a series of employment outreach events in Wards 7 and 8. While the intent is to have the events be onsite in the Wards and in person, either at a designated location or on-board our WOW Bus (Workforce on Wheels). Traditionally, DOES sends out our WOW Bus by request or by invitation to other community events. In response to the call for action within the communities of Wards 7 &amp; 8, DOES will schedule up to 2 outreach events per month starting in March 2021. In order to meet the needs of the job-seeking residents in those Wards, DOES will spend the months of October - January planning for the outreach events and activities to ensure we are responsive to the needs of our community.</p>	09-30-2021
<b>Service Delivery (1 Strategic Initiative)</b>		
Update of DOES Website	<p>The new website will refresh the look and feel of the existing does.dc.gov by:</p> <ol style="list-style-type: none"> <li>1) optimizing for mobile users,</li> <li>2) improving usability, and navigation, and</li> <li>3) streamlining content.</li> </ol> <p>The updated site will include new dynamic features connecting customers to external DOES sites such as DCNetworks, the Mayor Marion S. Barry Summer Youth Employment Program, Paid Family Leave, Unemployment Compensation, etc. The new design will be optimized for mobile users as, currently, 60% of visitors to does.dc.gov are accessing the website via mobile devices (cell phones and tablets).</p>	06-30-2021
<b>Talent and Client Services (1 Strategic Initiative)</b>		
Virtual Hiring Events for DC Residents	<p>DOES' Office of Talent &amp; Client Services (OTCS) will offer hiring events throughout FY21 with our employer partners, offering opportunities for employment in specific high-demand occupations (Technology, Healthcare, etc.). Themed employment fairs will be offered as part of this key agency initiative. "Talent Tuesdays" will appeal to DC Residents who are enrolled in DC Networks and receiving support from a DOES Case Manager. Talent Tuesday will occur on the second Tuesday of each month. "Fast Track Fridays" will offer a virtual pathway to employment to our residents who have participated in a Talent Tuesday event. These virtual job fairs/hiring events will be scheduled for the fourth Friday of each month.</p>	09-30-2021

DOES BUDGET, FY2020 AND FY2021, AS OF JAN. 1, 2021 (Q6)

				FY2020 Approved	FY2020 Revised	FY2020 Expenditures	FY2020 Difference between Revised and Expenditures	Explain FY2020 over- or under-spending more than 5%	FY2021 approved	FY2021 Revised (as of Jan. 1, 2021)	FY2021 Q1 expenditures
Agency Management (1000)			Total \$	10,158,011.79	9,758,775.81	9,325,956.06	432,819.75		11,214,564.96	11,214,564.96	2,542,356.47
			Federal \$	1,228,399.10	1,004,209.82	150,974.90	853,234.92		1,678,892.69	1,678,892.69	264,700.37
			Local \$	7,097,754.36	6,922,707.66	7,624,548.70	(701,841.04)		7,396,689.47	7,396,689.47	1,630,300.62
			SPR \$	1,831,858.33	1,831,858.33	1,550,432.46	281,425.87		2,138,982.80	2,138,982.80	637,380.97
			ID \$	-	-	-	-		-	-	9,974.51
	Personnel (1010)	1010	Total \$	674,704.42	674,704.42	147,365.27	527,339.15	The appearance of under spending is related to how IDCR is handled. The legal and HR staff are partially budgeted by indirect cost the cost are collected in the pool and then cost are removed as charges are transferred to the respective federal grant.	757,640.55	757,640.55	191,548.25
	Training and Employee Dev. (1015)	1015	Total \$	574,116.21	546,881.55	449,511.99	97,369.56	Underspending due to vacancy savings.	581,722.02	581,722.02	122,591.88
	Labor Management Partnerships (1017)	1017	Total \$	-	-	-	-		-	-	-
	Contracting and Procurement (1020)	1020	Total \$	144,509.89	128,476.01	184,838.88	(56,362.87)	Overspending due to the OCP MOU that was higher than budgeted.	136,639.36	136,639.36	-
	Property Management (1030)	1030	Total \$	701,205.36	649,844.88	517,653.48	132,191.40	The underspending is due to the change of PS allocation between Special Purpose and Local	674,100.95	674,100.95	146,099.38
	Information Technology (1040)	1040	Total \$	3,106,014.02	2,870,640.28	3,594,896.12	(724,255.84)	The overspending in IT was mainly attributable to the higher budgeted personnel service cost	3,509,078.06	3,509,078.06	891,807.79
	Financial Management (1050)	1050	Total \$	-	-	-	-		-	-	-
	Legal (1060)	1060	Total \$	542,619.31	542,619.31	196,715.16	345,904.15	The appearance of under spending is related to how IDCR is handled. The legal and HR staff are partially budgeted by indirect cost the cost are collected in the pool and then cost are removed as charges are transferred to the respective federal grant.	634,064.63	634,064.63	72,135.59
	Fleet Management (1070)	1070	Total \$	570,713.55	570,713.55	582,756.58	(12,043.03)	N/A Under 5%	658,202.73	658,202.73	120,357.01
	Communications (1080)	1080	Total \$	668,046.87	636,085.83	660,079.64	(23,993.81)	N/A Under 5%	588,308.98	588,308.98	166,561.15
	Customer Service (1085)	1085	Total \$	377,533.36	371,872.14	343,501.93	28,370.21	Underspending due to vacancy savings.	446,563.04	446,563.04	87,504.48
	Call Center (1086)	1086	Total \$	83,505.74	83,505.74	70,588.76	12,916.98	Underspending due to procurement delays, and spending freeze.	110,500.00	110,500.00	9,600.00
	Performance Management (1090)	1090	Total \$	2,715,043.06	2,683,432.10	2,578,048.25	105,383.85	N/A Under 5%	3,117,744.64	3,117,744.64	734,150.94



				FY2020 Approved	FY2020 Revised	FY2020 Expenditures	FY2020 Difference between Revised and Expenditures	Explain FY2020 over- or under-spending more than 5%	FY2021 approved	FY2021 Revised (as of Jan. 1, 2021)	FY2021 Q1 expenditures
Unemployment Insurance (2000)			Total \$	28,302,196.24	33,535,547.43	29,970,035.54	3,565,511.89		27,386,249.08	34,642,641.90	4,363,559.55
			Federal \$	9,243,281.09	14,476,632.28	14,555,931.57	(79,299.29)		13,431,517.63	20,687,910.45	3,139,359.87
			Local \$	262,020.57	262,020.57	284,954.99	(22,934.42)		281,757.83	281,757.83	66,257.20
			SPR \$	18,796,894.58	18,796,894.58	15,129,148.98	3,667,745.60		13,672,973.62	13,672,973.62	1,157,942.48
			ID \$	-	-	-	-		-	-	-
	Tax Collections (2100)	2100						Due to the increased federal allocation to the Above Base UI Administrative grant, a number of PS and NPS expenses that were originally budgeted for SPR funds were able to be re-allocated to the federal sources, leaving surplus budget in the SPR budget.			
			Total \$	9,937,362.97	13,735,406.20	9,715,358.42	4,020,047.78		8,860,885.26	9,736,030.31	1,436,678.81
	Benefits (2200)	2200						UI Benefits Division was most significantly impacted by the Pandemic by way of increased claims volume and therefore experienced the greatest growth in staffing needs.			
			Total \$	15,152,328.15	15,584,499.01	16,726,650.59	(1,142,151.58)		14,570,005.93	18,911,002.53	2,161,924.83
	Benefit Payment Control Unit (2400)	2400									
			Total \$	1,111,520.84	1,397,447.94	1,347,083.32	50,364.62	N/A Under 5%	1,578,714.09	3,054,932.26	283,733.83
	Compliance and Independent Monitoring (2500)	2500						Due to the increased federal allocation to the Above Base UI Administrative grant, a number of PS and NPS expenses that were originally budgeted for SPR funds were able to be re-allocated to the federal sources, leaving surplus budget in the SPR budget.			
Labor Standards (3000)			Total \$	2,100,984.28	2,818,194.28	2,180,943.21	637,251.07		2,376,643.80	2,940,676.80	481,222.08
			Total \$	22,286,012.98	19,780,948.21	18,012,463.02	1,768,485.19		26,099,539.56	26,099,539.56	2,999,477.42
			Federal \$	577,341.03	484,276.26	500,279.43	(16,003.17)		484,746.30	484,746.30	79,447.29
			Local \$	3,310,790.69	3,298,790.69	3,292,019.48	6,771.21		4,778,065.09	4,778,065.09	648,804.98
			SPR \$	18,397,881.26	15,997,881.26	14,220,164.11	1,777,717.15		20,836,728.17	20,836,728.17	2,271,225.15
			ID \$	-	-	-	-		-	-	-
	Office of Wage Hour (3200)	3200	Total \$	3,624,668.82	3,612,668.82	3,557,808.19	54,860.63	N/A Under 5%	4,751,618.31	4,751,618.31	697,657.58
	Office of Occupational Safety and Health (3300)	3300	Total \$	641,667.82	548,603.05	543,598.27	5,004.78	N/A Under 5%	807,270.03	807,270.03	88,274.68
	Office of Workers' Compensation (3400)	3400						Underspending is attributed to the Office of the Workers' Compensation's (OWC) anticipation for IT Modernization that is needed to replace its current legacy system. Additionally, there were undetermined costs included in the FY2020 budget involving outside factors (contractors, etc.), associated with the Labor Standards Bureau/OWC move to 400 Virginia Avenue, SW; as well as restrictions on training/travelling due to the impact of COVID-19.			
			Total \$	12,345,856.79	10,745,856.79	9,447,340.81	1,298,515.98		14,049,862.56	14,049,862.56	1,180,904.87
	OAH: Administrative Hearings Division (3500)	3500						Underspending is primarily associated with (1) training/travel due to the impact of the COVID-19 pandemic restriction on traveling to the National Judicial College (NJC) and workers' comp conferences; and (2) additional money being placed in the line item for contractor to complete and maintain the automated case management system.			
			Total \$	3,994,902.90	3,294,902.90	2,908,742.24	386,160.66		4,526,804.45	4,526,804.45	707,518.49
	OAH: compensation Review Board (3600)	3600	Total \$	1,678,916.65	1,578,916.65	1,554,973.51	23,943.14	N/A Under 5%	1,963,984.21	1,963,984.21	325,121.80
			Total \$	58,299,977.02	52,759,967.92	52,294,014.06	465,953.86		57,077,386.37	64,852,252.02	5,606,034.46

				FY2020 Approved	FY2020 Revised	FY2020 Expenditures	FY2020 Difference between Revised and Expenditures	Explain FY2020 over- or under-spending more than 5%	FY2021 approved	FY2021 Revised (as of Jan. 1, 2021)	FY2021 Q1 expenditures
Workforce Development (4000)			Federal \$	21,750,864.36	16,716,544.03	17,395,481.28	(678,937.25)		26,312,360.70	33,093,893.02	3,280,539.55
			Private Grant \$	690,472.05	2,387,523.32	2,387,523.32	0.00		260,005.00	1,253,338.33	13,021.61
			Local \$	34,807,603.95	32,291,961.51	31,170,121.41	1,121,840.10		29,682,521.93	29,682,521.93	2,274,547.67
			SPR \$	167,072.08	167,072.08	144,021.07	23,051.01		467,925.66	467,925.66	-
			ID \$	883,964.58	1,196,866.98	1,196,866.98	0.00		354,573.08	354,573.08	37,925.63
	Senior Services (4100)	4100	Total \$	508,356.65	518,181.15	548,666.52	(30,485.37)	Due to COVID, Grants and Subsidy agreements could not be fully implemented - CSG 50.	552,686.55	1,413,558.85	135,430.34
	Program Performance Monitoring (4200)	4200	Total \$	817,152.98	546,807.69	715,890.26	(169,082.57)	The delta between the "FY20 Approved" and "FY20 Expenditure" is the result of having three (3) vacant grade 12 auditor positions that required backfilling which created a budget surplus for the FY20 budget year.	1,016,180.99	1,016,180.99	186,744.94
	Local Adult Training (4250)	4250	Total \$	4,922,014.47	3,259,254.37	2,843,648.05	415,606.32	Due to COVID, MOUs, Grants and Subsidy, CSG 50, agreements could not be fully implemented as current list of approved providers were not approved to provide online or non face-to-face services in the District of Columbia. There was also savings in PS costs.	1,787,775.38	1,787,775.38	160,375.14
	Infrastructure Academy (4260)	4260	Total \$	3,257,470.05	3,658,538.57	3,128,955.00	529,583.57	The majority of remaining funds were private grant funds which will be rolled over to FY 21. DCIA had fixed costs savings due to the building being closed. Due to COVID, DCIA was not able to fully execute all planned training programs in CSG 0050 - Subsidies. Contractual also had savings.	3,307,847.43	4,301,180.76	450,637.27
	Office of Apprenticeship Info. and Training (4300)	4300	Total \$	1,060,541.46	1,147,107.77	1,045,319.06	101,788.71	The OAIT program received a new federal grant in which it has 12 months to spend. Most of those funds will be rolled over to FY 21. As result there are less expenditures for FY 20.	1,562,409.10	1,961,134.10	189,266.63
	Transitional Employment (4400)	4400	Total \$	-	-	-	-		10,000.00	10,000.00	-
	Employer Services (4500)	4500	Total \$	2,042,742.14	1,398,095.48	1,352,559.84	45,535.64	N/A Under 5%	3,210,514.55	3,210,514.55	257,120.90
	First Source (4510)	4510	Total \$	1,226,473.62	1,363,877.69	1,314,237.74	49,639.95	N/A Under 5%	1,419,067.70	1,419,067.70	270,860.84
	Veteran Affairs (4530)	4530	Total \$	608,582.06	606,723.89	622,858.77	(16,134.88)	N/A Under 5%	619,913.96	768,195.36	114,271.98
	One-Stop Operations (4600)	4600	Total \$	11,876,439.68	8,902,873.18	8,968,896.08	(66,022.90)	N/A Under 5%	10,273,710.52	15,642,614.31	1,791,689.00
	Labor Market Information (4700)	4700	Total \$	892,788.99	908,426.05	966,399.39	(57,973.34)	The variance is due to PS costs being higher than budgeted.	1,147,305.05	1,147,305.05	226,724.52
	Year-Round Youth Program (4810)	4810	Total \$	8,187,178.89	5,660,686.98	5,532,593.92	128,093.06	N/A Under 5%	7,601,844.76	7,601,844.76	831,436.38
	Marion Barry Summer Youth Employment Program (4820)	4820	Total \$	18,521,538.43	20,423,925.40	20,468,519.27	(44,593.87)	N/A Under 5%	16,857,127.11	16,857,127.11	385,944.59
	Marion Barry Youth Leadership Institute (4830)	4830	Total \$	1,015,622.78	913,872.78	934,056.06	(20,183.28)	N/A Under 5%	1,000,029.71	1,000,029.71	155,975.80
	State-Wide Activities (4900)	4900	Total \$	3,363,074.82	3,451,596.92	3,851,414.10	(399,817.18)	Due to the impact of COVID-19 and stoppage of program activities starting 03/15/20.	6,710,973.56	6,715,723.39	449,556.13

				FY2020 Approved	FY2020 Revised	FY2020 Expenditures	FY2020 Difference between Revised and Expenditures	Explain FY2020 over- or under-spending more than 5%	FY2021 approved	FY2021 Revised (as of Jan. 1, 2021)	FY2021 Q1 expenditures
Division of State Initiatives (5000)			Total \$	15,022,021.83	13,956,536.48	13,290,492.76	666,043.72		12,887,188.30	12,887,188.30	1,562,575.87
			Federal \$	-	-	-	-		-	-	-
			Local \$	12,789,300.41	12,329,273.55	11,600,749.91	728,523.64		11,667,814.00	11,667,814.00	1,422,252.66
			SPR \$	-	-	-	-		-	-	-
			ID \$	2,232,721.42	1,627,262.93	1,689,742.85	(62,479.92)		1,219,374.30	1,219,374.30	140,323.21
	Transitional Employment (5100)	5100	Total \$	9,715,488.89	9,388,396.09	8,973,064.29	415,331.80	N/A Under 5%	9,389,115.26	9,389,115.26	1,098,119.08
	DC Career Connections (5200)	5200	Total \$	3,745,065.62	3,549,773.72	3,294,398.00	255,375.72	The underspending is due to delayed hiring and a change in allocation of positions within DSI.	3,498,073.04	3,498,073.04	450,984.18
	LEAP (5300)	5300	Total \$	1,561,467.32	1,018,366.67	1,023,030.47	(4,663.80)	N/A Under 5%	-	-	13,472.61
Paid Family Leave (6000)			Total \$	9,441,643.29	11,841,643.29	9,130,332.48	2,711,310.81		23,103,018.30	23,103,018.30	2,753,869.20
			Federal \$	-	-	-	-		-	-	-
			Local \$	-	-	(127,521.54)	127,521.54		-	-	-
			SPR \$	9,441,643.29	11,841,643.29	9,257,854.02	2,583,789.27		23,103,018.30	23,103,018.30	2,753,869.20
			ID \$	-	-	-	-		-	-	-
	Administration (6100)	6100	Total \$	3,857,663.22	6,625,684.06	4,862,251.73	1,763,432.33	Underspending due to due to the delay in space renovations which were budgeted around \$1M. The program, also due to COVID-19, did not spend on certain items i.e. Outreach events, Advertisements.	9,539,253.76	9,539,253.76	1,157,330.96
	Benefits (6200)	6200	Total \$	2,581,173.64	2,332,120.85	916,984.03	1,415,136.82	Most of the overspending relates to PS and secondarily fixed cost	6,899,412.79	6,899,412.79	568,837.30
	Tax (6300)	6300	Total \$	2,831,594.51	2,797,329.50	3,305,187.09	(507,857.59)	Overspending due to fixed costs not appropriated to this account.	3,871,318.75	3,871,318.75	885,264.67
	Appeals & Adjudication (6400)	6400	Total \$	171,211.92	86,508.88	45,909.63	40,599.25	Underspending in PS because we created new positions that were filled throughout the year.	939,806.00	939,806.00	142,436.27
	Enforcement (6500)	6500	Total \$	-	-	-	-		1,853,227.00	1,853,227.00	-

				FY2020 Approved	FY2020 Revised	FY2020 Expenditures	FY2020 Difference between Revised and Expenditures	Explain FY2020 over- or under-spending more than 5%	FY2021 approved	FY2021 Revised (as of Jan. 1, 2021)	FY2021 Q1 expenditures
Agency Financial Operations (100F)			Total \$	3,731,672.96	3,647,604.98	3,406,057.03	241,547.95		3,839,258.12	3,874,894.73	907,382.82
			Federal \$	453,265.31	399,197.33	446,534.28	(47,336.95)		176,080.22	211,716.83	144,422.19
			Local \$	2,133,970.04	2,103,970.04	1,981,494.12	122,475.92		2,194,094.23	2,194,094.23	507,103.32
			SPR \$	1,144,437.61	1,144,437.61	978,028.63	166,408.98		1,469,083.67	1,469,083.67	255,857.31
			ID \$	-	-	-	-		-	-	-
	Budget Operations (110F)	110F	Total \$	1,819,002.62	1,754,934.64	1,993,781.40	(238,846.76)	Shift in allocation between Budget and Accounting department. Net surplus between the two activities.	2,034,373.18	2,063,825.06	509,280.36
	Accounting Operations (120F)	120F	Total \$	1,912,670.34	1,892,670.34	1,412,275.63	480,394.71	Net surplus between the Budget and Accounting relate to hiring delays. Vacancy not filled until the end of FY20.	1,804,884.94	1,811,069.67	398,102.46
FEDERAL PAYMENTS (COV9)			Total \$	-	115,377.61	115,377.61	0.00		-	5,889,015.39	(3,274.94)
			Federal \$	-	-	-	-		-	-	-
			Federal Payment(0150) \$	-	115,377.61	115,377.61	0.00		-	5,889,015.39	(3,274.94)
			Local \$	-	-	-	-		-	-	-
			SPR \$	-	-	-	-		-	-	-
			ID \$	-	-	-	-		-	-	-
	COVID-19 RELIEF FUNDS (COV9)	COV9	Total \$	-	-	-	-		-	-	-
			Total \$	-	-	-	-				
FIXED COST DEFAULT ALLOCATION (0001)			Total \$	-	-	24,429.23	(24,429.23)		-	-	716,764.44
			Federal \$	-	-	-	-		-	-	108,058.86
			Federal Payment(0150) \$	-	-	-			-	-	-
			Local \$	-	-	(34,946.15)	34,946.15		-	-	608,705.58
			SPR \$	-	-	59,375.38	(59,375.38)		-	-	-
			ID \$	-	-	-	-		-	-	-
	FIXED COST DEFAULT ALLOCATION (0001)	0001	Total \$	-	-	-	-		-	-	-
			Total \$	-	-	-	-				



FY Lapsed	Official Grant Name	Grant Type (Federal or Private)	Grantor/Agency Name (Federal or Private)	Catalog of Federal Domestic Assistance Number (CFDA)	Grant Period of Performance (i.e. 01/01/2019 - 9/30/2020)	Original, Official Award Date	Original, Official Award Amount	Expenditures	SOAR Grant Number	SOAR Grant Phase	Amount Lapsed	Grant Purpose	Reasons Funds Lapsed
2019	DISABLED VETERAN'S OPPORTUNITY PROGRAM	Federal	Department of Labor	17.801	10/01/2017 - 12/31/2018	8/10/2017	\$ 328,961.45	\$ 321,511.03	203DVP	18	\$ 7,450.42	To provide intensive services to meet the employment needs of disabled and other eligible veterans with maximum emphasis in meeting the employment needs of those who are economically or educationally disadvantaged, including homeless veterans and veterans with barriers to employment.	Mainly attributable to staff attrition.
2019	UNEMPLOYMENT INSURANCE PROGRAM INTEGRITY & PERFORMANCE GRANT	Federal	Department of Labor	17.225	10/01/2015 - 12/31/2018	11/16/2016	\$ 500,000.00	\$ 458,400.53	UIPIP2	16	\$ 41,599.47	To oversee unemployment insurance programs for eligible workers through Federal and State cooperation, including unemployment compensation for Federal employees or ex-service members, disaster unemployment assistance, and to assist in the oversight of trade adjustment assistance and alternative trade adjustment assistance, and reemployment trade adjustment assistance programs	Mainly attributable to delays in onboarding staff and staff attrition.
2020	FOREIGN LABOR CERTIFICATION WORKER	Federal	Department of Labor	17.273	10/01/2017 - 09/30/2020	7/16/2018	\$ 5,000.00	\$ 962.76	FLCWFY	18	\$ 4,037.24	To protect the jobs of American workers; ensure the wages and working conditions of U.S. workers will not be adversely affected by the admission of permanent foreign workers; and assist employers by supplementing the work force with needed skills	Due to work stopping on this grant during the 1st Qtr of FY20.
2020	SENIOR COMMUNITY SERVICE EMPLOYMENT	Federal	Department of Labor	17.235	7/01/2019 - 6/30/2020	6/27/2019	\$ 459,774.00	\$ 449,164.39	SCSEPY	19	\$ 10,609.61	To foster individual economic self sufficiency; provide training in meaningful part-time opportunities in community service activities for unemployed low-income persons who are age 55 years of age or older, particularly persons who have poor employment prospects; and to increase the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.	Due to COVID19, DC was unable to keep the current level of enrollment and unable to recruit/enroll new enrollees. This grant requires that 75% be spent on participant payroll. So, although the agency had spent the full amount of the grant not all of the expenditures could be allocated to the grant.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT ON DISABILITY SERVICES  
REHABILITATION SERVICES ADMINISTRATION  
AND  
THE DEPARTMENT OF EMPLOYMENT SERVICES**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the Department on Disability Services, Rehabilitation Services Administration (DDS/RSA), and the Department of Employment Services (DOES), referred to herein individually as “Party” and collectively as “Parties,” for the purpose of providing financial support and services for students with disabilities participating in paid work-based learning experiences (WBLEs).

DDS provides innovative, high quality services that enable people with disabilities to lead meaningful and productive lives as vital members of their families, schools, workplaces and communities in every neighborhood in the District of Columbia. The Vocational Rehabilitation (VR) Program within DDS/RSA provides vocational and rehabilitative services to individuals with disabilities to help them prepare for, secure, regain or retain employment.

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

The DOES Office of Youth Programs (DOES OYP) develops and administers workforce development programs for District youth ages 14-24. DOES OYP provides occupational skills training, work experience, academic enrichment, and life skills training to facilitate the development of work habits and skills that are essential for success in the workplace.

**II. PROGRAM GOALS AND OBJECTIVES**

In July, 2014, Congress passed and the President signed into law the Workforce Innovation and Opportunity Act (WIOA). This Act requires DDS/RSA to reserve 15% of its federal budget to be allocated to the provision of Pre-Employment Transition Services (Pre-ETS) for students with disabilities. Among the five required Pre-ETS is work-based learning experiences (WBLEs), which may include in-school or after-school opportunities, experience outside the traditional school setting (including internships), and job sampling experiences that are provided in an integrated environment, to the maximum extent possible.

A *Student with a disability* means, in general, an individual with a disability in a secondary, postsecondary, or other recognized education program who—

(A)(1) Is not younger than the earliest age for the provision of transition services under section 614(d)(1)(A)(i)(VIII) of the Individuals with Disabilities Education Act (20 U.S.C. § 1414(d)(1)(A)(i)(VIII)); or

(2) If the State involved elects to use a lower minimum age for receipt of pre-employment transition services under this Act, is not younger than that minimum age; and

(B)(1) Is not older than 21 years of age; or

(2) If the State law provides for a higher maximum age for receipt of services under the Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*), is not older than that maximum age; and

(C)(1) Is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (20 U.S.C. § 1411 *et seq.*); or

(2) Is a student who is an individual with a disability, for purposes of section 504 of the Rehabilitation Act of 1973. *See* 29 U.S.C. §705(37).

In the District of Columbia, a student between the ages of 14 and 22, who has a current Individualized Education Plan (IEP) or 504 Plan would meet the definition of “student with a disability,” who is eligible for transition services, including Pre-ETS, provided by DDS/RSA. (5 DCMR §§E-3000-3033).

DOES OYP operates the Mayor Marion Barry Summer Youth Employment Program (MBSYEP), which offers a paid six-week summer employment experience for District youth, ages 14 to 24. MBSYEP is a WBLE. Thus, DDS/RSA is partnering with DOES to provide a WBLE for verified eligible students for the summer of 2020 and DDS/RSA will fund the wages of the verified eligible students in MBSYEP 2020, as required by federal law.

DOES and DDS/RSA are WIOA core program partners, with WIOA performance accountability measures and reporting mandates.

### III. SCOPE OF SERVICES

Pursuant to the specific provisions in the law, final regulations, guidance and policy that pertain to pre-employment transition services found in Title IV, Amendments to the Rehabilitation Act of 1973 of the Workforce Innovation and Opportunity Act, Public Law 113-128 (29 U.S.C. § 3101), and any other applicable authority under the Parties’ programs, and in furtherance of the shared goals of the Parties to carry out the purpose of this MOU expeditiously and economically, the Parties hereby agree as follows:

**A. RESPONSIBILITIES OF DDS****DDS/RSA shall:**

1. Provide a list of students ages 14-22, who are eligible for VR Services, including Pre-ETS, to DOES by July 6, 2020. The list of students shall include the students' names, Social Security Numbers, and dates of birth. This is the same DDS/RSA list identified in paragraph III.B.1.
2. Transfer funds to DOES via intra-district transfer, not to exceed the amount of \$575,000, to cover the cost of wages for verified eligible students (ages 14-22), during their participation in 2020 MBSYEP, not to exceed the six-week summer program.

**B. RESPONSIBILITIES OF DOES****DOES shall:**

1. Verify (a) the number of students ages 14 - 22, by using a list provided by DDS/RSA of students who are eligible for VR Services, including Pre-ETS, who participated in 2020 MBSYEP; (b) the total number of hours worked by verified eligible students; and (c) the total wages<sup>1</sup> paid directly to the verified eligible students for their summer WBLE in 2020 MBSYEP, upon receipt of list of eligible students from DDS/RSA. This is the same DDS/RSA list identified in paragraph III.A.1.
2. Provide a list of students, including name, date of birth, and confirmation that the verified eligible students participated in 2020 MBSYEP, to DDS/RSA by September 30, 2020, and maintain this list for at least three fiscal years for federal auditing purposes.
3. Pay all verified eligible students' wages, in accordance with the below chart. Verified eligible students will not be paid for or permitted to work on the observance of Independence Day, July 3, 2020.

<b>Age</b>	<b>Maximum Daily Hours</b>	<b>Maximum Weekly Hours</b>	<b>Pay Rate</b>
14-15	4 hours	20 hours	\$6.25 per hour
16-21	5 hours	25 hours	\$9.00 per hour
22	6 hours	30 hours	\$14.00* per hour

\*This pay rate will increase to \$15.00 on July 1, 2020.

4. Provide confirmation of the (a) total number of hours worked by verified eligible students and (b) total wages paid for the verified eligible students

<sup>1</sup> Requires only the total wages paid rather than wages paid per student.

participating in 2020 MBSYEP, whose wages were funded by DDS/RSA, on or before September 30, 2020.

5. Use personally identifiable information (PII) solely for providing an institutional service or function on behalf of DDS/RSA.
6. Notify DDS in writing of any funding deficits within 5 days of discovery of said deficit.

#### **IV. RESOLUTION OF DISPUTES**

DDS/RSA and DOES, or their designees, shall use best efforts to 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 Deputy Mayors for the Parties. The decision of the Deputy Mayors 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 the Chief Financial Officer (OCFO).

#### **V. CONFIDENTIAL INFORMATION**

- A. The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided pursuant to this MOU in accordance with all relevant federal and local statutes, regulations, and policies, including the Family and Educational Rights and Privacy Act (FERPA), (20 U.S.C. § 1232g; 34 CFR Part 99).
- B. This MOU requires the Parties to share personally identifiable information (PII) or confidential information regarding the students served. DDS/RSA is required to obtain information regarding the students' current special education status (i.e., whether the student has a current IEP / 504 Plan). Under FERPA's audit or evaluation exception, the disclosure of PII from education records for WIOA performance accountability purposes is permitted. This MOU requires that all DOES personnel receiving PII under this MOU only use such information for purpose of providing an institutional service or function on behalf of DDS/RSA. There is no federal requirement that a state workforce agency obtain informed written consent from the individual prior to releasing personal information for purposes directly related to the administration of the state workforce agency, or for audit, evaluation, or research purposes when the audit, evaluation, or research are conducted only for purposes directly connected with the administration of the state workforce agency or for purposes that would significantly improve the quality of life for applicants and recipients of services and only if done in accordance with a written agreement.

## **VI. DURATION OF MOU AND EXTENSION**

- A. TERM.** This MOU shall begin when signed by the Parties named below, and shall end on September 30, 2020, unless terminated in writing by the Parties, prior to its expiration.
- B. MOU EXTENSION.** Based on the availability of funds, DDS/RSA and DOES may extend the term of this MOU by exercising a maximum of four one-year renewal option periods. DDS/RSA shall provide written notification of its intent to exercise a renewal option period, prior to the expiration of the MOU.

## **VII. MODIFICATION OF THE TERMS AND CONDITIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its termination or expiration.

## **VIII. NOTICES**

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

**DOES OYP:** Thennie Freeman  
Deputy Director, Office of Youth Programs  
Department of Employment Services  
4058 Minnesota Avenue NE, Washington, DC, 20019  
[Thennie.Freeman2@dc.gov](mailto:Thennie.Freeman2@dc.gov); Telephone: (202) 741-5871

**DDS/RSA:** Darryl Evans  
Deputy Director, Rehabilitation Services Administration  
Department on Disability Services  
250 E Street SW, Washington, DC, 20024  
[Darryl.Evans@dc.gov](mailto:Darryl.Evans@dc.gov); Telephone: (202) 442-8490

## **IX. MISCELLANEOUS**

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

## **X. INTRA-DISTRICT FUNDING PROVISIONS**

### **A. Cost of Services**

Total cost for verified eligible student wages to be paid, pursuant to this MOU shall not exceed \$575,000 for Fiscal Year (FY) 2020. Funding for the verified eligible student wages shall not exceed the actual cost of the verified eligible student wages. The estimate for the cost of this MOU is based upon the



anticipated wage earnings that will be accrued by MBSYEP participants during Summer 2020.

## **B. Payment**

1. Payment for the verified eligible student wages shall be made through Intra-District advances from DDS/RSA to DOES based on the total amount of this MOU, in accordance with the paragraph X.B.3.
2. These funds will be paid to DOES from DDS/RSA's Fiscal Year 2020 funds that were reserved for provision of Pre-ETS.
3. An initial Intra-District advance of \$287,500.00 will be made following execution of this MOU, which DOES will apply to the full cost of verified eligible student wages for 2020 MBSYEP, beginning June 22, 2020 and concluding on July 31, 2020. A final Intra-District advance will be provided on or before July 31, 2020 to cover any outstanding verified eligible student wages balance for 2020 MBSYEP. The combined total of the two advances shall not exceed \$575,000 or the actual cost of the verified eligible student wages, whichever is less.
4. Payment for all verified eligible student wages to be paid, pursuant to this MOU, shall not exceed the total amount of this MOU or the actual cost of all verified eligible student wages, whichever is less.
5. DOES will receive the Intra-District advances and bill DDS/RSA through the Intra-District process only for expenses actually incurred pursuant to the terms of this MOU.
6. DOES shall notify DDS/RSA 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.
7. DOES shall return any excess advance to DDS/RSA by September 30, 2020.
8. DOES shall provide reconciliations explaining the total amount of hours worked by and the funds paid to verified eligible students in 2020 MBSYEP against the Intra-District advances upon request and upon expiration or termination of this MOU.

## **C. Anti-Deficiency Considerations**

The Parties acknowledge and agree their respective obligations to fulfill any financial obligations pursuant to the 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.

## **XI. AUTHORITY FOR MOU**

- A. In accordance with the requirements under Title IV, §422 of the WIOA, which establishes the requirement for the provision of Pre-Employment Transition Services to Students with Disabilities under One-Stop Delivery Systems, and Title 42 U.S.C. Part A § 1382(g) which authorizes the payment of Vocational Rehabilitation services approved under Title I of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 720 *et seq.*).
- B. The District of Columbia Unemployment Compensation Act, D.C. Official Code § 51-113(f), permits disclosure of data collected for the Unemployment Insurance (UI) Program to the government entity responsible for the administration of programs providing SSI.
- C. D.C. Official Code § 1-301.01(k) and any other authority under the Parties' programs.

## **XII. TERMINATION**

Either Party may terminate this MOU by giving the other Party at least thirty (30) days written notice and a written status report on the verified eligible students receiving services, pursuant to this MOU. If such notice is given, the MOU shall terminate on the date specified in the written notice, and the Parties' responsibilities for further performance of the terms of the MOU shall cease, but the Parties shall not be released from the duty to perform the MOU up to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year written below.

**For the Department on Disability Services (DDS):**



\_\_\_\_\_  
Darryl Evans  
Deputy Director, DDS/RSA

07/10/2020

\_\_\_\_\_  
Date



\_\_\_\_\_  
Andrew P. Reese  
Director, DDS

July 14, 2020

\_\_\_\_\_  
Date

**For the Department of Employment Services (DOES):**



\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director, DOES

7/8/20

\_\_\_\_\_  
Date

**MODIFICATION NUMBER ONE  
TO THE  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
DEPARTMENT OF HUMAN SERVICES  
FOR  
FISCAL YEAR 2020**

The Memorandum of Understanding (MOU) signed May 20, 2020 was entered into between the District of Columbia (District) Department of Employment Services (DOES), and the Department of Human Services (DHS), collectively referred to herein as the “Parties.”

The Parties now desire to increase the budget and do hereby agree to the following modifications to the MOU:

- I. Section II. PROGRAM GOALS AND OBJECTIVES: Paragraph 3** is deleted and replace with the following:

“In addition, this MOU sets forth the terms and conditions under which DHS/ESA shall transfer a total of up to one million four hundred fifty thousand six hundred forty-four dollars (\$1,450,644.00) in eligible SNAP E&T program expenses to DOES as reimbursement for eligible SNAP E&T employment and case management services provided.”

- II. Section VI. FUNDING PROVISIONS: Subsection A. COST OF SERVICES. Paragraphs 1 and 2** are hereby deleted and replaced with the following:

“1.The total cost for services under this MOU shall not exceed three million four hundred ninety-nine thousand one hundred fourteen dollars (\$3,499,114.00) in allowable expenditures. These costs are based on DOES estimates that they will serve approximately 570 participants.

2.Through the use of federal SNAP E&T funding, DHS/ESA shall reimburse DOES for forty percent (40%) of allowable SNAP E&T administrative expenditures and fifty percent (50%) of allowable SNAP E&T participant reimbursement expenditures, not to exceed one million four hundred fifty thousand six hundred forty-four dollars (\$1,450,644.00) in total reimbursements. Funding for these services shall not exceed forty percent (40%) of the actual cost of the services provided, including labor, materials and actual overhead. Funding totals are contingent on approval in the FY 2020 DC SNAP E&T State Plan and subsequent modifications by FNS.”

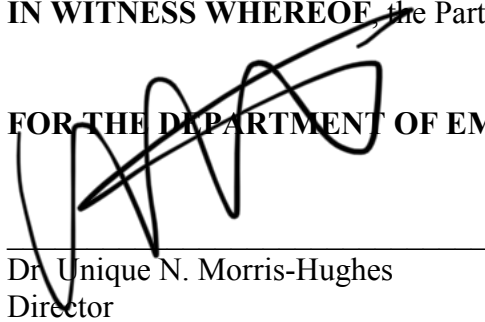
**III. Section VI. FUNDING PROVISIONS: Subsection B. PAYMENT. Paragraph 1** is hereby deleted and replaced with the following:

“1. Payment for all eligible expenses shall be made through an Intra-District payment by DHS/ESA to DOES based on monthly invoiced and reconciled amounts expended for services and goods, pursuant to this MOU and DOES’ FY 2020 SNAP E&T budget. The total of all invoice payments under this MOU may not exceed one million four hundred fifty thousand six hundred forty-four dollars (\$1,450,644.00).”

All other terms and conditions of the MOU shall remain the same.

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

**FOR THE DEPARTMENT OF EMPLOYMENT SERVICES:**

  
\_\_\_\_\_  
Dr. Unique N. Morris-Hughes  
Director

**7/13/20**  
Date: \_\_\_\_\_

**FOR THE DEPARTMENT OF HUMAN SERVICES:**

*Laura Green Zeilinger*  
\_\_\_\_\_  
Laura Green Zeilinger  
Director

Date: July 13, 2020

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES  
FOR  
FISCAL YEAR 2020**

This Memorandum of Understanding (MOU) is being entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA), the buyer agency, and the District of Columbia (District) Department of Employment Services (DOES), the seller agency, collectively referred to herein collectively as “Parties”. The Parties now desire to establish an MOU as follows:

**I. INTRODUCTION**

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services. DHS has two administrations, which includes the Economic Security Administration (ESA) and the Family Services Administration (FSA). For purposes of this MOU, ESA is the administration which administers the District’s Supplemental Nutrition Assistance Program (SNAP), as well as the SNAP Employment and Training (SNAP E&T) program, funded through the U.S. Department of Agriculture’s (USDA) Food and Nutrition Service (FNS). The SNAP E&T program assists SNAP recipients by providing employment and training services tailored to meet their needs in achieving career goals.

The Department of Employment Services (DOES) is the District agency whose mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs.

This MOU designates DOES as a provider of SNAP E&T services to eligible District residents that are registered and participating in a DOES program and eligible for enrollment in SNAP E&T (hereinafter referred to as “participants”). This MOU shall also provide DOES with reimbursement for forty percent (40%) of the total eligible SNAP E&T administrative expenses incurred by DOES in serving participants. SNAP E&T participant reimbursements shall be reimbursed at fifty percent (50%) of eligible expenses incurred.

**II. PROGRAM GOALS AND OBJECTIVES**

The purpose of this MOU is to establish a cooperative and mutually beneficial relationship between the Parties and to set forth the responsibilities of the Parties. This MOU shall detail the terms and conditions for DOES to provide employment and case management services to participants.



This MOU recognizes that DOES shall recruit and enroll 570 District residents that are registered and participating in a DOES program who are eligible for the SNAP E&T program, including participants that are referred to DOES through DHS/ESA. Participants will be enrolled in one of three program tracks funded through a combination of local District appropriations and SNAP E&T reimbursements as follows: 180 participants in the D.C. Career Connections (DCCC) program, 240 participants in the Project Empowerment (PE) program, and 150 participants in the Marion S. Barry Summer Youth Employment Program (MBSYEP). This allows DHS/ESA to expand the overall range of services available to SNAP E&T participants and provide them with eligible employment and case management services.

In addition, this MOU sets forth the terms and conditions under which DHS/ESA shall transfer a total of up to one million one hundred twenty-five thousand three hundred seventy-four dollars (\$1,125,374.00) in eligible SNAP E&T program expenses to DOES as reimbursement for eligible SNAP E&T employment and case management services provided.

### **III. SCOPE OF SERVICES**

#### **A. RESPONSIBILITIES OF DOES**

##### **DOES shall:**

1. Recruit and enroll 570 District residents that are registered and participating in a DOES program who are eligible for the SNAP E&T program, including participants that are referred to DOES through DHS/ESA. Eligible SNAP E&T participants consist of individuals who receive SNAP benefits who reside in the District and are not currently receiving Temporary Aid for Needy Families (TANF) benefits or services. All participants must be verified as eligible by DHS/ESA.
  - i. DOES shall conduct outreach and recruit participants from the American Job Centers, MBSYEP, and other programs and agencies.
  - ii. DOES shall streamline the application process to make it easier for SNAP E&T eligible participants to connect to the program. DOES shall also host application/intake sessions at facilities recommended by DHS/ESA.
2. Provide a combination of two (2) or more of the allowable SNAP E&T program components listed below to each participant, along with comprehensive case management services and participant reimbursements. Funds may be used for the outreach, planning, implementation, and operation of these components. Allowable SNAP E&T program components consist of:
  - i. Job Search Training – Services that include employability assessments; training in techniques to increase employability such as interviewing, resume development, and job application techniques; job

placement services; and other direct trainings or support activities, including educational programs, that expand the job search abilities or employability of participants.

- ii. Job Retention – Services intended to ensure job retention for a period of not less than thirty (30) calendar days but not more than ninety (90) calendar days after an individual who received other SNAP E&T services gains employment. Note that DOES may provide retention services beyond ninety (90) calendar days at their discretion and are encouraged to do so but may not be reimbursed for those services under the SNAP E&T program.
- iii. Education and Vocational Training – Education and/or vocational training that improves basic skills and literacy, or otherwise improves employability. This includes providing the following subcomponents:
  - 1. Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs);
  - 2. Career and/or Technical Education Programs or Other Vocational Training;
  - 3. English Language Acquisition;
  - 4. Integrated Education and Training or Bridge Programs; and
  - 5. Work Readiness Training.
- iv. Improving Employability – Services designed to improve the employability of household members through actual work experience or training, or both, and to enable participants employed or trained under such programs to move promptly into regular public or private employment, including subsidized employment and apprenticeships. These opportunities cannot (1) provide any work that has the effect of replacing the employment of an individual not participating in the employment or training experience program; and (2) must provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. Participants must not be required to work more hours than the total obtained by dividing the household’s monthly SNAP allotment by the minimum wage and must not be required to work more than 120 hours per month. This includes providing following subcomponents:
  - 1. On-the-Job Training;
  - 2. Pre-Apprenticeships and/or Apprenticeships;
  - 3. Internship programs; and
  - 4. Work Experience.
- 3. Provide allowable participant reimbursements/expenses and supportive services that are reasonable and necessary to carry out an Employment and Training component. These expenses may include:
  - i. Tuition and course registration fees

- ii. Books
- iii. Testing fees
- iv. Clothing, personal safety items, tools or uniforms to participate in a SNAP E&T component or to be used for a job
- v. Licensing and bonding fees for a work experience program
- vi. Vision correction (such as eyeglasses, bifocals, eye exam)
- vii. Dental work (such as teeth cleaning)
- viii. Legal services
- ix. Union Dues (in some cases)
- x. Case management
- xi. Dependent care
- xii. Transportation to and from the SNAP E&T component or employment

SNAP E&T funding cannot be used for stipends, however, and other funds must be used to support them.

- 4. Provide comprehensive case management services for each participant, including the establishment and tracking of an action plan that is specific to a participant's identified interests and needs.
- 5. Within the framework of eligible SNAP E&T components and allowable activities detailed above, DOES agrees to provide SNAP E&T participants with services in one of three (3) program tracks as follows:

- i. **D.C. Career Connections (DCCC):** Serves 180 SNAP E&T participants

**Program Activities:** DCCC is a work readiness program designed to provide more than 400 disconnected (out-of-school and unemployed) District young adults with opportunities to gain valuable work experience, occupational skills training, high school completion, individualized coaching and support to obtain employment. DCCC was launched as an integral part of Mayor Muriel Bowser's Safer Stronger DC Initiative and gives priority to residents living in high crime Police Service Areas (PSA). Participants are paid a stipend of \$10.00 per hour for up to nine (9) months of employment, and for up to 40 hours per week.

- ii. **Project Empowerment (PE):** Serves 240 SNAP E&T participants

**Program Activities:** For nearly 20 years, PE has helped to reduce economic disparity in the District by serving thousands of individuals with multiple barriers to employment. The program's work readiness model is designed to provide nearly 700 unemployed District residents with opportunities to grow in education, training, and subsidized employment placements each year. PE achieves its mission of moving participants into the

workforce by partnering with government, non-profit, and private businesses across the DMV area to recruit, train, match, and coach candidates for successful employment. PE holds orientations every three (3) weeks for interested individuals. Program phases may include three (3) weeks of job readiness training, subsidized employment, occupational skills training, professional development, and retention services for individuals who obtain unsubsidized employment. Case management and supportive services take place throughout, and participants are paid at a rate of \$10.00 for the duration of their enrollment.

iii. **Marion S. Barry Summer Youth Employment Program:** Serves 150 SNAP E&T participants

**Program Activities:** MBSYEP will provide out-of-school, out-of-work, SNAP E&T eligible District youth ages 18 to 24 with the opportunity to participate in a one (1) week prescreening event, six (6) week summer work experience placement with professional development, and five (5) weeks of career placement activities; including retention (if applicable), professional development, case management and career planning as well as the choice to be placed with other DHS/ESA third party partner programs.

iv. The program objectives for all of these program tracks are to:

1. Increase skill levels for existing and entry level workers;
2. Increase the percentage of youth and adults who participate in work-based learning experiences;
3. Ensure the assessments and career plans showcase the strengths as well as the areas needed for growth for each participant. The appropriate assessment will be determined by DOES for each participant.
4. Expose the participants to field of study or careers that will provide wages higher than the current minimum wage;
5. Provide supportive services (such as: transportation and childcare, case management and professional development depending on the specific program) to engage and motivate participants to overcome barriers;
6. Expand opportunities for participants to become involved in career and appropriate education coursework, career ladders or nationally recognized credentials (such as referrals to year-round services that provide occupational skills and career exploration);
7. Increase sustainable employment opportunities for the participants;
8. These objectives will ensure the SNAP E&T youth and adults obtain valuable work skills and credentials for in-demand jobs. All three (3) program tracks engage SNAP participants with subsidized and unsubsidized work experience, as well as internships and shadowing opportunities. All funding for subsidized work

experience, paid internships, and incentives are the fiscal responsibility of DOES and are supported through local District appropriations;

9. Ensure that all services conducted under this MOU represent a supplement to existing services and programs and do not supplant any existing services.
10. Maintain on-going communication with DHS regarding SNAP E&T program operations, including monthly partner meetings and regular check-ins; and
11. Collaborate with DHS on participant case management and referrals of participants to appropriate services, when applicable.

## **B. RESPONSIBILITIES OF DHS/ESA**

### **DHS/ESA shall:**

1. Refer eligible SNAP E&T participants to DOES when appropriate for services specified in this MOU, factoring in DOES eligibility requirements and service offerings.
2. Share relevant information from the SNAP E&T participants' initial assessments conducted by SNAP E&T staff with participant permission to assist with service coordination for referred participants.
3. Conduct data matches to confirm that DOES participants are eligible to participate in SNAP E&T programs and that active participants remain eligible. DHS/ESA shall verify SNAP eligibility and return a list of verified participants back to DOES within five (5) business days and will notify DOES of any changes in eligibility status on a monthly basis. Only participants who DHS/ESA verifies as eligible for SNAP are eligible to receive services associated with this MOU.
4. Accept referrals of eligible participants from DOES who may benefit from services provided by DHS/ESA staff and/or other external service providers.
5. Obtain approval from the USDA-FNS for all provisions within this MOU, including through the submission of relevant content in the Fiscal Year (FY) 2020 DC SNAP E&T State Plan and any required modifications. The budget and additional DOES program details will be included in the State Plan.
6. Establish budget authority with the District's Office of the Chief Financial Officer (OCFO) to reimburse DOES for eligible costs.
7. Assist DOES in ensuring that all services conducted under this MOU represent a supplement to existing services and programs and do not supplant any existing services.

8. Maintain on-going communication with DOES regarding SNAP E&T program operations, including monthly partner meetings and regular check-ins.
9. Collaborate with DOES on participant case management and referrals of participants to appropriate services, when applicable.
10. Provide all templates required for reporting, pursuant to this MOU.

#### **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.
- B. This MOU shall terminate on September 30, 2020, but may be extended, contingent upon the availability of funds. This MOU may be extended in one (1) year increments, provided a written notice is given by the Party seeking the extension at least thirty (30) days prior to the expiration date. In no event shall this MOU extend more than four (4) option periods from the date that the original MOU was executed.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

#### **V. AUTHORITY FOR MOU**

The authority for this MOU is found at D.C. Official Code § 1-301.01(k)(2014 Repl.).

The authority for this MOU also includes: Family Rights and Education Privacy Act (FERPA) of 1974, effective August 21, 1974 (Pub. L. No. 93-380, 20 U.S.C. §§ 1232g, *et seq.*) as amended; the Data-Sharing and Information Coordination Amendment Act of 2010, effective December 4, 2010 (D.C. Law 18-273, D.C. Official Code §§ 7-241, *et seq.*), as amended and accompanying regulations at 29 DCMR §§ 3000, *et seq.* (the Data Sharing Act); the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code § 4-209.04), as amended (the Public Assistance Act); the Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. §§ 2011, *et seq.*), as amended; the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, effective August 22, 1996 (Pub. L. No. 104-193; 42 U.S.C. §§ 601, *et seq.*), as amended (PWORA); the Individuals with Disabilities Education Act of 1990, effective October 30, 1990 (Pub. L. No. 101-476; 20 U.S.C. §§ 1400, *et seq.*); as amended (IDEA); Mayor's Order 2011-169, effective October 5, 2011; and any other applicable District and federal laws and regulations.

If there are any conflicts between the terms and conditions of this MOU and any applicable federal or District law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control.



## VI. FUNDING PROVISIONS

### A. COST OF SERVICES

1. The total cost for services under this MOU shall not exceed two million six hundred eighty-five thousand nine hundred thirty-nine dollars (\$2,685,939.00) in allowable expenditures. These costs are based on DOES estimates that they will serve approximately 570 participants.
2. Through the use of federal SNAP E&T funding, DHS/ESA shall reimburse DOES for forty percent (40%) of allowable SNAP E&T administrative expenditures and fifty percent (50%) of allowable SNAP E&T participant reimbursement expenditures, not to exceed one million one hundred twenty-five thousand three hundred seventy-four dollars (\$1,125,374.00) in total reimbursements. Funding for these services shall not exceed forty percent (40%) of the actual cost of the services provided, including labor, materials and actual overhead. Funding totals are contingent on approval in the FY 2020 DC SNAP E&T State Plan and subsequent modifications by FNS.
3. Only allowable participant and program expenditures incurred by DOES are reimbursable. DOES shall not invoice DHS/ESA for any funds covering subsidized employment, retention benchmarks, paid internships, or training stipends and shall not use or commingle funds from this MOU with other federal funds. The Office of Management and Budget (OMB) Circular A-87 further specifies unallowable uses of SNAP E&T funds, which include but are not limited to the following. Funds may not be used for any of the following purposes:
  - a. In-kind services (any service which is donated or volunteered).
  - b. Funds used for SNAP E&T components cannot be already designated as match for another federal program.
  - c. Services for the purpose of overcoming barriers to SNAP participation that make them exempt from Federal work registration altogether, such as mental health, drug or alcohol treatment and rehabilitation programs.
  - d. Services (including tuition and academic fees) above what is already charged to the public.
  - e. Meals away from home.
  - f. Other disallowed costs, per OMB Circulars A-21 and A-87.  
Examples include:
    - i. Bad debt expenses
    - ii. Political contributions
    - iii. Fines and penalties for failure to comply with Federal, State or Local laws
    - iv. Legislative expenses
    - v. Losses not covered by insurance
    - vi. Cost of construction or purchase of facilities or buildings
    - vii. Sectarian worship or proselytization

- viii. Refreshments
- ix. Promotional items and memorabilia

4. Items that have already been deemed unallowable by USDA's Food and Nutrition Service include:

- a. Personal computers
- b. Living stipends
- c. Vehicle purchases
- d. Automobile insurance
- e. Student loans
- f. Relocation expenses
- g. Food and Parties

## **B. PAYMENT**

1. Payment for all eligible expenses shall be made through an Intra-District payment by DHS/ESA to DOES based on monthly invoiced and reconciled amounts expended for services and goods, pursuant to this MOU and DOES' FY 2020 SNAP E&T budget. The total of all invoice payments under this MOU may not exceed one million one hundred twenty-five thousand three hundred seventy-four dollars (\$1,125,374.00).
2. DOES shall report expenditures and provide supporting data and narratives on participants served on a monthly basis to program staff. Invoices shall include costs listed by designated categories, including labor costs, overhead, and participant reimbursements. Supporting documentation will clearly identify the percentage of staff time or operating expenses committed to serving SNAP E&T participants and calculate requested reimbursements based on these percentages.
3. Costs charged to SNAP E&T must be consistent with how other Federal, State and local grants are charged. DHS/ESA cannot be charged more (or less) than how other grants are charged. Further definitions for reasonable and necessary costs can be found in OMB Circular A-87.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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 within the Office of the Chief Financial Officer.
5. Any expenditure disallowed by audit or other DHS or Federal government review shall be subject to repayment by DOES.
6. DOES shall submit a final report within thirty (30) days after the expiration of the MOU using a template provided by DHS/ESA, summarizing accomplishments, issues and recommendations.

### **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 with District and federal funds, the seller agency shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

- A.** The DHS/ESA MOU Administrator, or designee, shall monitor the performance of the grant requirements as set forth in this MOU. The Administrator shall make periodic site visits to monitor the implementation of the scope of work and terms and conditions. There shall be up to four scheduled visits during the fiscal year. USDA-FNS may also conduct additional reviews and audits related to this MOU.
- B.** DOES shall provide the DHS/ESA MOU Administrator and other authorized representatives of DHS/ESA such access to its facilities, records, participants and staff as may be deemed necessary for monitoring purposes.
- C.** DOES shall participate in the evaluation of the SNAP E&T program by the appropriate internal staff and/or external evaluators, as approved by DHS/ESA. These activities may include site visits, community surveys, or other data collection activities. DOES shall work with DHS/ESA to refine programming performance indicators and outcome of performance measures, if applicable.

### **VIII. RECORDS AND REPORTS**

DOES and DHS/ESA 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, upon the District's request, make these documents available for inspection by duly authorized representatives of DHS and other officials as may be specified by the District of Columbia at its sole discretion.

DOES shall track the progress of all SNAP E&T participants. Records relating to the services provided under this Agreement must be maintained by DOES for all SNAP E&T participants and shall be kept in paper and/or electronic formats consistent with DOES' current tracking procedures, and must include the following:

- A.** Intake and assessment – Copies of all intake documentation provided and completed by the participant. It must show evidence that an assessment process was completed

with the participant to determine the most appropriate service and an action plan for follow-up steps was created.

- B.** Eligibility verification – Evidence that the participant’s eligibility was checked through DHS/ESA and confirmed prior to the start of SNAP E&T billable services. Eligibility verification is required each time the service component is extended, or a new program activity is added. DHS/ESA shall notify DOES if a participant loses SNAP eligibility, at which point they must exit SNAP E&T supported services with the exception of a 90-day employment retention services period.
- C.** Participant progress – Participant progress information which includes: the activity the participant is engaged in, the dates of participation in that activity, regular program progress notes, and participant disposition (for example, completion of an eligible SNAP E&T component, job placement information, wage rate and benefits).
- D.** Performance and outcomes reporting – DOES shall report on program performance and outcomes on a monthly basis by providing individual record level data using templates provided by DHS/ESA, including data related to job placement, credentials earned and program completions. This information is used for DHS/ESA’s management information system for the program to fulfill federal reporting requirements and evaluate outcomes. Reporting requirements, templates, and systems may change based on DHS/ESA needs related to compliance and performance tracking. The performance management process includes the identification of specific, measurable, achievable, relevant, and time-based (SMART) goals for DOES’ SNAP E&T program. DOES will also submit a monthly narrative report using a template provided by DHS/ESA documenting successes, challenges, and technical assistance needs that includes content on progress towards SMART goals.
- E.** DOES must provide a detailed description of program services to DHS/ESA using a provided template within thirty (30) days of execution of this MOU to ensure appropriate referrals of SNAP E&T participants can be made by DHS/ESA. DHS/ESA should be notified of any significant program changes and an updated description of services shall be shared in writing.

## **IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU shall use, restrict, safeguard and dispose of all information related to service 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 DHS and DOES.

## **X. 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 and a written report on all participants receiving services, pursuant to this MOU.

## **XI. NOTICE**

The following individuals are the point of contacts for each Party under this MOU:

**For DHS:**

Geoff King, SNAP E&T Program Manager  
Economic Security Administration  
2100 Martin Luther King, Jr. Avenue, S.E.  
Suite 310, 3<sup>rd</sup> Floor  
Washington, DC 20020  
Phone: (202) 727-0984  
Email: [Geoff.King@dc.gov](mailto:Geoff.King@dc.gov)

Carlous Price  
SNAP E&T Program Analyst  
Economic Security Administration  
2100 Martin Luther King, Jr. Avenue, S.E.  
Suite 310, 3<sup>rd</sup> Floor  
Washington, DC 20020  
Phone: (202) 299-3554  
Email: [Carlous.Price@dc.gov](mailto:Carlous.Price@dc.gov)

**For DOES:**

Nicole Chapple  
Chief Operating Officer  
Department of Employment Services  
4058 Minnesota Avenue, N.E., Suite 5000  
Washington, DC 20019  
Phone: (202) 671-3094  
Email: [Nicole.Chapple@dc.gov](mailto:Nicole.Chapple@dc.gov)

LaShaun Basil, Program Analyst  
Department of Employment Services  
Office of Grants Administration and  
Resource Allocations  
4058 Minnesota Avenue N.E., Suite 5300  
Washington, DC 20019  
Phone: (202) 671-4128  
Email: [Lashaun.Basil@dc.gov](mailto:Lashaun.Basil@dc.gov)

**XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Any modification shall occur, prior to the expiration of the MOU.

**XIII. PROCUREMENT PRACTICES ACT**

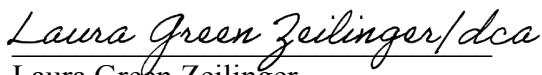
If a District agency instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement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

**FOR THE DEPARTMENT OF HUMAN SERVICES:**

  
\_\_\_\_\_  
Laura Green Zeilinger  
Director

Date: 05/08/2020

  
FOR THE DEPARTMENT OF EMPLOYMENT SERVICES:

5-20-20

Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

1



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
DEPARTMENT OF HUMAN SERVICES  
FOR  
FISCAL YEAR 2020**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered between the District of Columbia (District) Department of Employment Services (DOES) and the Department of Human Services (DHS) Economic Security Administration (ESA), referred to herein individually as “Party” and collectively as “Parties”.

DOES is the District government agency whose mission it is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

Within DOES, the Division of State Initiatives (DSI) operates several transitional employment programs targeting individuals with multiple barriers to employment. Through specialized training, supportive services, job coaching, and placement assistance, participants are prepared to secure and maintain suitable employment.

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services. DHS has two administrations, which includes ESA and the Family Services Administration (FSA). For the purposes of this MOU, ESA is the Administration within DHS that is responsible for making eligibility determinations for District and federally funded public assistance programs in the District, including but not limited to Medicaid, the Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamp Program, and the Temporary Assistance for Needy Families (TANF) program.

The District’s TANF program provides support to District families in need. The TANF program is embracing what is known as a 2 Generational (2-Gen) approach in working with TANF families. It recognizes that the health, well-being and growth of the children in the household are directly tied to the health, well-being and growth of the adults in the household. Customers receive childcare, coaching, education and training, and employment related services.

The Learn Earn Advance Prosper (L.E.A.P.) program administered by DOES provides pre-employment training and places unemployed and underemployed District residents into “Earn and Learn” opportunities in both the government and private sectors. The program provides L.E.A.P. participants with the opportunity to earn a salary while they learn new skills.

## **II. PURPOSE OF THE MOU**

The purpose of this MOU is to establish the procedures and responsibilities for the Parties associated with this MOU, related to phasing-out the L.E.A.P program for TANF customers. Through L.E.A.P., TANF customers gained access to valuable work experience related to high-growth career tracts within both the District government and the private sector. The Parties will coordinate training, coaching, and employment placement and retention support services to approximately twenty-two (22) existing L.E.A.P., TANF participants during the period of performance of this MOU.

## **III. RESPONSIBILITIES OF THE PARTIES**

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

### **A. RESPONSIBILITIES OF DOES**

#### **DOES shall:**

1. Administer the L.E.A.P. program, by assuming responsibility or intake/eligibility, employment services, program outcomes, employers, and participants;
2. Classify L.E.A.P. participants as “Temporary” government employees for a period not to exceed six (6) months. Extensions may be granted if a Full Time Employee (FTE) is identified with the participant’s worksite;
3. Ensure that L.E.A.P. Program Manager, Program Analyst, and Job Coach have access to all L.E.A.P. participants in PeopleSoft;
4. Create PeopleSoft and email accounts for all incoming L.E.A.P. participants by their first day at their worksite, unless otherwise specified by placement agency;
5. Designate a representative to review all District government employment opportunities to find suitable placement for participants;
6. Develop a matrix of all process related records that must be stored by DOES for record keeping purposes. This matrix should include document name, time at which document should be collected, and how long document should be kept;
7. Provide sensitivity trainings, L.E.A.P. supervisor trainer guidelines and expectations to employers about training and supporting TANF customers;
8. Grant a refund of the remaining unused balance to DHS/ESA, if the actual proportionate funds required are less than anticipated;
9. Provide quarterly financial reporting to DHS/ESA Program Coordinator and designee;

10. Establish agency internal service funds for participants with corresponding indexes that tie to the funds and agency organization structure for the transfer of funds from DHS/ESA;
11. Manage all information-sharing regarding:
  - i. Participant recruitment, selection, screening, and onboarding.
  - ii. Participant placement and outcomes and will breakdown placement and outcomes by TANF/Non-TANF customers.
  - iii. Fiscal projections and planning.
12. Maintain an online Participant Resource Library with helpful programmatic information for participants and agency partners;
13. Budget for all services requested in this MOU;
14. Develop all external communication around L.E.A.P.;
15. Participate in L.E.A.P. Orientation/Information session(s) for L.E.A.P. participants and host agency supervisors before the start of each placement;
16. Lead monthly workforce development trainings for L.E.A.P. participants known as Touch Point Fridays;
17. DOES L.E.A.P Job Coaches shall provide comprehensive employment services to all L.E.A.P. participants. Job Coach Service includes but is not limited to, Virtual One Stop data entry, resume building, employment assessments, objective assessments, comprehensive guidance and counseling, and goal setting. In addition, bi-weekly work site visits will be executed to ensure program compliance. The L.E.A.P. Job Coach will also meet with the assigned DHS/ESA case manager to discuss pertinent information in regard to the participant such as life challenges and other matters that may affect the employability of the L.E.A.P. participant;
18. Ensure all participants have a hard file with pertinent intake, eligibility, suitability information, assessments, and all other relevant information concerning the L.E.A.P. participants until the participant exits services and completes 6 months of retention services;
19. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created pursuant to this MOU; and
20. Provide technical assistance to DHS/ESA representatives, as requested.

**B. RESPONSIBILITIES OF DHS/ESA****DHS/ESA shall:**

1. Transfer five hundred forty thousand dollars (**\$540,000.00**) to DOES to cover salary and Federal Insurance Contributions Act (FICA) for existing participants along with administrative costs:
  - i. Specifically, of the five hundred forty thousand dollars (**\$540,000.00**) DHS/ESA shall transfer to DOES, five hundred thirty-one thousand three hundred twelve dollars and thirty-six cents (**\$531,312.36**) to cover both salary and the Federal Insurance Contributions Act (FICA) for a total of twenty-two (22) slots for existing L.E.A.P. TANF participants for FY 2020. This amount includes the new Minimum Wage in D.C., which will increase to fifteen dollars (\$15.00) per hour on July 1, 2020, and 72 hours of work every two (2) weeks. The cost also includes the twenty-one point six percent 21.6% fringe costs. No costs and expenditures for this line item shall exceed five hundred thirty-one thousand three hundred twelve dollars and thirty six cents (**\$531,312.36**) for FY 2020. In addition, until this wage transitions, DHS/ESA customers will continue to receive the current rate of fourteen dollars and eighty-six cents (\$14.86) per hour, for seventy-two (72) hours of work every two (2) weeks;
  - ii. DHS shall transfer eight thousand six hundred eighty-seven and sixty-four cents (**\$8,687.64**) to DOES to fund a portion of an existing Grade-9 FTE for L.E.A.P. administration costs. This FTE is responsible for payroll and onboarding of all L.E.A.P. participants. All costs and expenditures for this line item shall not exceed eight thousand six hundred eighty-seven and sixty-four cents (**\$8,687.64**); and
  - iii. Total expenditures for FY 2020 shall not exceed five hundred and forty thousand dollars and zero cents (**\$540,000.00**).
2. Begin exclusive employment search, placement and retention services for the existing twenty-two (22) existing L.E.A.P. TANF participants;
3. Partner with DOES to facilitate a L.E.A.P. program information session for eligible TANF customers. The informational session shall give a full overview of the L.E.A.P. program expectations;
4. Require all interested TANF customers to have a one-on-one meeting with a DOES American Job Center case manager. DHS/ESA shall ensure all interested TANF customers complete a full DOES registration at [www.dcnetworks.org](http://www.dcnetworks.org);
5. Serve as a liaison between DOES DSI Job Coach and customer on wrap around services and other customer's needs;

6. Provide travel support for all TANF customers selected as L.E.A.P. participants for their first four (4) weeks as a L.E.A.P. trainee, for each day that the customer participates for four (4) or more hours;
7. Provide case coordination support and case management wrap-around social services to TANF customers who are L.E.A.P. participants. The purpose will be to address any barriers interfering with employment (i.e. childcare vouchers, affordable housing resources, professional clothing, mental health resources, etc.);
8. Support bi-weekly administration of time keeping efforts by conducting review, providing signature authorization of L.E.A.P. participant time sheets and facilitating submission to DOES Program Manager to complete approval in PeopleSoft; and
9. Incorporate the provided DOES logos, taglines, identifies and/or other branding on all products, programs, activities, services, resources and related property and materials created pursuant to this MOU.

#### **IV. DURATION OF MOU**

- A. The period of this MOU shall be from October 1, 2019, through September 30, 2020, unless terminated in accordance with Section X below prior to the expiration.
- B. The Parties may extend the term of this MOU by exercising a one-year option period. DOES shall provide DHS with written notice of its intent to exercise an option period at least thirty (30) days prior to the expiration of the initial year of this MOU.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

#### **V. AUTHORITY FOR MOU**

The Parties are authorized to enter into this MOU pursuant to D.C. Official Code § 1-301.01(k). By executing this MOU, each Party represents to the other Parties that it is authorized to enter into this MOU; that the person signing on the Party's behalf is duly authorized to execute this MOU; and that no other signatures are necessary to effectuate this Agreement.

#### **VI. FUNDING PROVISIONS**

##### **A. DHS/ESA COST OF SERVICES**

The total cost from DHS to DOES for services under this MOU shall not exceed five hundred and forty thousand dollars (**\$540,000.00**) for Fiscal Year 2020. Funding for services shall not exceed the actual cost of goods and services. The cost for Fiscal Year 2020 is calculated as follows:

22 Existing Participants

Salary and 21.6% Fringe	\$	531,312.36
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Administrative Costs 20%

Cost to process payroll, Onboard L.E.A.P Participants and Fund a portion of an existing Grade 9 FTE	\$	8,687.64
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**TOTAL: 22 Participants/**

**1 Partial**

<b>(Grade-9) FTE in FY 2020</b>	<b>\$</b>	<b>540,000.00</b>
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## **B. PAYMENT**

1. Payment for all goods and services shall be made through an Intra-District advance by DHS to DOES in the amount of five hundred forty thousand dollars (**\$540,000.00**).
2. In the event of termination of the MOU, DOES shall return any unused funds to DHS/ESA after all required fiscal reconciliation, but not later than September 30th of the current fiscal year.

## **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 and 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2015 Repl.), (iii) D.C. Official Code § 47-105 (2015 Repl.), and (iv) D.C. Official Code § 1-204.46 (2014 Repl. & 2015 Supp.), 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**

DOES and DHS/ESA agree to release and share program files to ensure compliance with industry standard case management and employment placement protocols and best practices.

## **VIII. RECORDS AND REPORTS**

DOES shall maintain records and receipts for the expenditure of all funds provided for a minimum of three (3) years from the date of expiration or termination of the MOU and, upon request by DHS/ESA or another District government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of DHS/ESA or the relevant District government agency in its sole discretion.

## **IX. CONFIDENTIAL INFORMATION**

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

## **X. TERMINATION**

Either Party may terminate this MOU by giving the other Parties at least ninety (90) days written notice and a status report on the individuals receiving services, pursuant to this MOU. If such notice is given, the MOU shall terminate on the date specified in the written notice or within ninety (90) days of receipt of the written notice, whichever is later, and the Parties' responsibilities for further performance of the terms of the MOU shall cease, but the Parties shall not be released from the duty to perform the MOU up to the date of termination.

## **XI. NOTICE**

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

### **For DOES:**

Steven Lockwood  
Operations Manager, Division of State Initiatives  
Department of Employment Services  
4058 Minnesota Ave NE, 2<sup>nd</sup> Floor  
Washington, DC 20019  
Email: steven.lockwood@dc.gov  
Phone: (202) 698-5816

### **For DHS:**

David J. Ross  
Deputy Administrator  
Economic Security Administration  
DC Department of Human Services  
64 New York Ave., N.E. Fifth Floor  
Washington, DC 20002  
Email: david.ross@dc.gov  
Phone: (202) 535-1386

## **XII. AMENDMENTS AND MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

## **XIII. PROCUREMENT PRACTICES**

If a District 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



Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, *et seq.* (2016 Repl.)) to procure the goods or services.

**XIV. RESOLUTION OF DISPUTES**

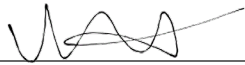
The Parties' Directors, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred, in writing, to the Office of Financial Operations and Systems (OFOS) of the District Office of the Chief Financial Officer. The decision of OFOS shall be final.

**XV. MISCELLANEOUS**

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

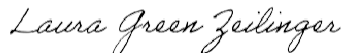
**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**FOR THE DEPARTMENT OF EMPLOYMENT SERVICES:**

  
\_\_\_\_\_  
Dr. Unique Morris Hughes  
Director

Date: 7/22/2020

**FOR THE DEPARTMENT OF HUMAN SERVICES:**

  
\_\_\_\_\_  
Laura Green Zeilinger  
Director

Date: 7/17/2020

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
OFFICE OF CABLE TELEVISION, FILM, MUSIC AND ENTERTAINMENT  
FOR FISCAL YEAR 2020**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Office of Cable Television, Film, Music and Entertainment (OCTFME) and the District of Columbia Department of Employment Services (DOES), referred to individually as "Party" or collectively as "Parties."

DOES' mission is to plan, develop, and administer workforce development services to District residents. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

The mission of OCTFME is to produce and broadcast programming for the District of Columbia's public, educational, and government access (PEG) cable channels; regulate the District of Columbia's cable television service providers; provide customer service for cable subscribers; and support a sustainable creative economy, entertainment media industry and labor market in the District of Columbia.

**II. PROGRAM OVERVIEW, GOALS AND OBJECTIVES**

The goal of this MOU is to establish an agreement between the Parties to administer two (2) workforce development programs: (1) the Creative Economy Career Access Program ("CECAP"); and (2) the Creative Economy Career Access Program: Stagehand ("CECAP: Stagehand").

CECAP is a workforce training program that offers qualifying District of Columbia residents an opportunity to receive the training and on-the-job work experience, mentoring, and job placement support required to establish a sustainable career in the creative industry and a pathway to the middle class. The CECAP program will accommodate up to six (6) District resident trainees during fiscal year 2020.

CECAP: Stagehand is a workforce training program that offers qualifying District of Columbia residents an opportunity to receive specialized stagehand skillset training, work experience, mentoring, and job placement support to establish a sustainable career in the creative industry as stagehands, secure union membership, and achieve a pathway to the middle class. CECAP: Stagehand will accommodate up to four (4) trainee slots for fiscal year 2020. The program will comprise two (2) six-month cohorts with up to four (4) trainees selected to participate in each

cohort. The start and end dates of each cohort to be determined by mutual agreement between the Parties. The CECAP: Stagehand program will accommodate up to eight (8) District resident trainees during fiscal year 2020.

DOES and OCTFME enter into this MOU to provide workforce development services, based on the training requirements provided and approved by DOES.

### **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 agree:

#### **A. Responsibilities of DOES**

1. In consultation with OCTFME, DOES shall administer the recruitment, vetting, interviewing, and placement of up to 6 trainees that meet the requirements for the CECAP program, up to 4 trainees for cohort 1 of CECAP: Stagehand, and up to 4 trainees for cohort 2 of CECAP: Stagehand.
2. DOES shall process biweekly compensation for each trainee by providing employer access to the on-line Time Management System and related technical assistance.
3. DOES shall monitor trainee performance and attendance during both the training module of CECAP and the trainee internship portion of CECAP.
4. DOES shall update OCTFME on any performance/attendance issues of concern or any employer complaints reported to DOES about the trainee or the CECAP administration within 2 business days of the reported issue.
5. DOES shall submit to OCTFME quarterly program fund balance updates to include expenditures for the previous quarter and the balance remaining for the remainder of the fiscal year. This update shall be submitted to OCTFME within 30 days of the end of the previous fiscal year.
6. DOES shall submit a final report to OCTFME with a summary of the cohort within 30 business days of the final trainee's last day of training. This report will summarize each trainee's performance record and the employer's exit comments about how CECAP worked for them.
7. DOES shall pay program trainee compensation for CECAP and CECAP: Stagehand at an hourly rate of \$15.00 an hour, plus 7.56% FICA for each of the 10 trainee slots (6 for CECAP and 4 for CECAP: Stagehand) for each pay period during the balance of fiscal year 2020, including the program "training module" at DCTV and the on-the-job training placements. The compensation will be paid from the OCTFME Intra-District fund transfer.

**B. Responsibilities of OCTFME**

1. OCTFME shall provide funding for the hourly compensation (including FICA) for each CECAP and CECAP: Stagehand trainee for a maximum of 1,960 hours over a 49-week period (no more than 40 hours per week).
2. OCTFME shall transfer \$316,491.00 to DOES to provide funding for the compensation of six (6) CECAP trainee slots and four (4) CECAP: Stagehand slots through Fiscal Year 2020 subject to availability of funds.
3. OCTFME shall submit to DOES a list of interested employers that will participate in the candidate interview process for review and vetting.
3. OCTFME shall work with the employers on the training placement recommendations following the interview period and will submit them to DOES for review and final approval.
5. OCTFME shall make itself available to DOES as a liaison and consultant if any trainee performance or "Training Provider" issues arise during the course of the training module.

**C. JOINT RESPONSIBILITIES OF DOES AND OCTFME**

1. The Parties will highlight and coordinate communications about CECAP's success, including promoting telecasting of any videos produced.
2. The Parties shall work in consultation on job placement for CECAP trainees after the completion of the training if the employer does not retain the trainee.
3. The Parties acknowledge each other's trademarks and identity and will coordinate to ensure use is in accord with their respective standards.
4. The Parties shall incorporate the provided Partner's logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials produced as a part of this MOU.

**IV. DURATION OF MOU**

**A. Term**

This MOU shall be in effect for Fiscal Year 2020, from date of last signature, through September 30, 2020, unless terminated or modified in writing by the Parties prior to the expiration.

**B. Renewal**

This MOU may be renewed for additional one-year term upon the mutual written consent of the Parties. Notice of intent to renew an option period must be provided

prior to the expiration of the MOU. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

**C. Amendment**

This MOU may be modified and extended with the express written approval by the Parties.

**V. FUNDING PROVISIONS**

**A. COST OF SERVICES**

1. Total costs under this MOU shall not exceed \$316,491.00 for Fiscal Year 2020.

CECAP Trainee slots for FY2020: 6

CECAP: Stagehand Trainee slots for FY2020: 4<sup>1</sup>

Total CECAP an CECAP: Stagehand Trainee Slots: 10

<sup>1</sup>Four (4) CECAP: Stagehand full-year trainee slots assigned to 8 trainees (4 trainees assigned to each six-month cohort).

Cost per Trainee

Compensation: \$15.00/hr

FICA = 7.65%

Compensation + FICA = \$16.15/hr

Maximum hours per week: 40

Maximum weeks: 49

Cost per participant: \$31,649.10

Intra-District Total (10 Trainee slots): \$316,491.00

2. Any modifications to this amount must be agreed upon by both parties in writing.
3. In the event of termination of the MOU, payment to DOES shall be held in abeyance until all required fiscal reconciliation.
4. Any remaining balance from the Intra-District transfer shall be returned to OCTFME at the end of fiscal year 2020 or applied to any future agreement between the Parties by mutual agreement.

**B. PAYMENT**

1. Payment shall be made through an Intra-District advance by OCTFME to DOES in two (2) equal installments of \$158,245.50. Payment shall not exceed the total amount of this MOU or the actual costs of the goods and services, whichever is less.

2. The first installment of \$158,245.50 shall be made through an Intra-District advance by OCTFME to DOES within 30 business days of January 1, 2020. The second installment of \$158,245.50 shall be made through an Intra-District advance by OCTFME to DOES within 30 business days of April 1, 2020.
3. DOES shall submit a monthly reconciliation which shall explain the amounts charged during each fiscal year.
4. Advances to DOES for CECAP and CECAP: Stagehand costs shall not exceed the amount of this MOU.
5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event the Parties cannot resolve an MOU-related dispute, the matter shall be referred to the District's City Administrator. The decision of the City Administrator regarding any MOU-related disputes referred shall be final. In the event the Parties are unable to resolve an MOU-related financial issue, the matter shall be referred to the District of Columbia Office of Financial Operations and Systems.

## **VI. ANTI-DEFICIENCY CONSIDERATIONS**

### **A. Federal and District of Columbia Anti-Deficiency Act**

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 (2001), 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.

### **B. Continuing Obligation**

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

## **VII. RECORDS AND REPORTS**

DOES 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 OCTFME and other officials as may be specified by the District at its sole discretion.

#### **VIII. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided pursuant to 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 DOES.

#### **IX. MODIFICATIONS**

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

#### **X. AUTHORITY FOR MOU**

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

#### **XI. MISCELLANEOUS**

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

#### **XII. NOTICE**

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

##### **A. For DOES:**

Jermaine Hampton  
Program Manager, LEAP  
Department of Employment Services  
202-698-5815  
[jermaine.hampton@dc.gov](mailto:jermaine.hampton@dc.gov)

##### **B. For OCTFME:**

Herbert Niles  
Associate Director, Film Division  
1899 9<sup>th</sup> Street NE, Washington, DC 20018  
(202) 724-7210  
[herbert.niles@dc.gov](mailto:herbert.niles@dc.gov)



### XIII. ENTIRE AGREEMENT

This MOU contains the entire agreement between the Parties.

### XIV. SEVERABILITY

The MOU shall be deemed severable and any provision of this MOU that violates any statute, rule, or regulation of the District of Columbia or the United States or is otherwise invalid or unenforceable shall be deemed to be severed and shall not affect the enforceability of any other provision thereof.

IN WITNESS WHEREOF, the Parties hereto have signed this MOU as of the date identified below.

DEPARTMENT OF EMPLOYMENT SERVICES

  
DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

Date: 12-17-19

OFFICE OF CABLE TELEVISION, FILM, MUSIC AND ENTERTAINMENT

  
ANGIE M. GATES  
DIRECTOR

Date: 01/27/2020

APPROVED  
OCTFME Legal Review 

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
THE DISTRICT OF COLUMBIA PUBLIC SCHOOLS  
FOR  
FISCAL YEAR 2020**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the DEPARTMENT OF EMPLOYMENT SERVICES (DOES) and the DISTRICT OF COLUMBIA PUBLIC SCHOOLS (DCPS), each individually referred to herein as a “Party” and collectively referred to herein as the “Parties.”

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center (AJC), is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DCPS is a local education agency serving residents of the District of Columbia. DCPS provides college & career preparation services including post-secondary planning supports, career preparation supports including professional skills development, and access to internship and Career and Technical Education programs.

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code §1-301.01(k), the Strategic Plan for Career and Technical Education, and any other authority under the Parties’ programs

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

DCPS and DOES collaborate annually to implement employability skills programs that DCPS has developed for its students. The DCPS Career Bridge Program (“CBP”) provides DCPS high school seniors with career education and employment skills development, as well as paid school year internship opportunities based on their post-secondary pathway, in order to strengthen the ability of these students to enter sustaining careers after graduation. Selected CBP students may extend their CBP internships into the summer after their graduation. The DCPS Career Ready Internship (“CRI”) provides current DCPS students with paid summer internship opportunities in their chosen field of study. For both programs, DOES contributes to program support and implementation and helps facilitate internship payments to the participating students.

Both CBP and CRI require participating DCPS students to complete the following requirements:

- **Tenacity Career Prep sessions:** All prospective participants in CBP and CRI must participate in Tenacity Career Prep sessions at their school to be eligible to intern, including the following workshops: Resume Workshop, Professional Communication & Interview Prep, First Impressions & Professional Dress, Mock Interview Day, and Internship Prep & Financial Literacy. This training, which typically takes 25 hours to complete, equips participants with an elevated skillset that focuses on poise, initiative and tenacity in the workplace.
- **Readiness Evaluation:** Following employability skills training, school-based staff responsible for delivering the training assesses each participant's level of readiness to participate in the CBP or CRI paid internship using a readiness evaluation. This evaluation is based on attendance rate, grade point average, and the ability to apply lessons learned in the Tenacity Career Prep sessions. For students attempting to participate in the CBP program, those students are also required to complete a resume and mock interview prior to the CBP Internship Interview Day.
- **Competitive Interview Process:** Applicants recommended for an interview participate in competitive interview days at DCPS Central Office and/or their schools with industry partner employers, who score students' interview performance based on an employability skills rubric provided by DCPS Central Office.
- **Placement with DCPS Industry Partners:** DCPS has established partnerships with industry leaders, and successful applicants will be placed with host employers. Applicants will only be placed in a CBP or CRI paid internship if they have successfully completed the rest of the requirements listed in this section.

#### IV. SCOPE OF SERVICES

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

##### A. RESPONSIBILITIES OF DOES

DOES shall:

1. Pay all identified participants (not to exceed 120) in the CBP \$12.00 per hour, as well as any earned internship bonus stipends as determined solely by DCPS, all of which is covered by the amount funded by DCPS via this MOU.
2. Pay all identified DCPS participants in the CRI \$10.75 per hour. \$1.75 per hour (16 years and up) and \$4.50 per hour (14-15 years) will be covered by the amount funded by DCPS via this MOU.
3. Notify DCPS in writing of any funding deficits within 5 days of discovery of said deficit.
4. Provide clear directions and a timeline for the paperwork and information needed to register students in the TMS payment system.

5. Provide DCPS employees access to the TMS payment system, so that they can enter time for CBP and CRI students.
6. Provide case management services for identified DCPS CBP seniors participating in the CBP during Spring 2020. If DOES contracts an external vendor to provide case management services for DCPS students, the vendor will be paid through internal DOES funds that are not provided by DCPS pursuant to this or any other MOU.
7. Provide support for DCPS student employability skills training workshops, including financial literacy support and resources to assist students in opening bank accounts.
8. Connect CBP seniors to the DOES American Job Centers, so they can enroll in DC Networks and receive support towards obtaining employment.
9. Enable CBP seniors who receive a summer internship offer to continue their CBP internship experience in the summer where selected by DCPS.
10. Provide DOES logos, taglines, identifiers and/or branding for all products, programs, activities, services, resources and related property and materials created pursuant to this MOU.

## **B. RESPONSIBILITIES OF DCPS**

DCPS shall:

1. Transfer funds to DOES to cover the \$12.00 per hour payment to each DCPS CBP participant, as well as any earned internship bonus stipends, as explained in Sections VI.C.1 and VI.C.2 of this MOU.
2. Transfer funds to DOES to cover the \$1.75 (16 years and up) and \$4.50 (14-15 years) per hour increase for each DCPS CRI intern as explained in Section VI.C.3. of this MOU.
3. Identify in a written report all CBP and CRI participants to DOES. The written report shall include the name, date of birth, and address for each participant.
4. Ensure CBP and CRI students complete the necessary paperwork needed to be registered in the TMS payment system.
5. Manage and enter time for students in the TMS payment system to ensure students are paid for the appropriate amounts.
6. Ensure all DCPS employees serving as timekeepers and site supervisors for DCPS students during CBP and CRI have passed a DCPS-conducted background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, *et. seq.* (2011)).
7. Incorporate any provided DOES logos, taglines, identifiers and/or branding for all products, programs, activities, services, resources and related property and materials created pursuant to this MOU.

## **V. DURATION OF THIS MOU**

The period of this MOU shall be from the date of signature through September 30th, 2020, unless terminated in writing by the Parties prior to the expiration.

## VI. FUNDING PROVISIONS

### A. COST OF SERVICES

1. Total and actual cost for services under this MOU shall not exceed \$264,600.00 for Fiscal Year 2020 ("FY20"). Funding is based on the actual number of participants provided in the table below entitled "MOU Summary Details." The maximum amount has been calculated based on the hourly rate of pay and the maximum amount of hours a participant can work. Any increase in this projection shall be reflected in a written modification of this MOU.
2. Summary details included in chart below:

<b>MOU Summary Details - Breakdown for in MOU</b>	<b>Maximum Amount</b>	<b>Maximum # Participants</b>
CBP Internship Pay	<b>\$74,640.00</b>	Up to 80 participants
CBP Internship Bonus Stipends	<b>\$13,500.00</b>	Up to 80 participants
CBP Summer Internship & CRI Internship Supplement for participants age 16 years and up	<b>\$149,460.00</b>	Up to 550 participants
CRI Internship Supplement for participants who are 14-15 year old	<b>\$27,000.00</b>	Up to 50 participants
<b>TOTAL</b>	<b>\$264,600.00</b>	

3. In the event of termination of the MOU, payment to DOES shall be held in abeyance until all required fiscal reconciliations, but not longer than September 30 of the current fiscal year.

### B. PAYMENT

1. Payment for the goods and/or services shall be made through Intra-District advances from DCPS to DOES in a total combined amount not to exceed **\$264,600**.
2. An advance of **\$264,600** will be made following execution of this MOU, which DOES will apply to the full implementation of the 2019-20 fall and spring CBP operations and the full implementation of 2020 CRI and summer 2020 CBP. The total advance shall not exceed \$264,600. Payment for all goods and services to be provided/performed under this MOU shall not exceed the actual cost of goods and services provided/performed under this MOU.
3. DOES shall provide reconciliations explaining the total amount of hours worked by and the funds paid to CBP and CRI participants against the advances upon request and upon expiration or termination of this MOU.
4. Advances to DOES for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU.

2020 MOU between DOES and DCPS

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5. DOES will relieve the advances and bill DCPS through the Intra-District process only for those goods or services actually provided pursuant to the terms of the MOU. DOES shall notify DCPS within 15 days of the end of the current fiscal year if it has reason to believe that all of an advance will not be billed during the current fiscal year. DOES shall return any excess advance to DCPS by August 30 of the current fiscal year.
6. The Parties' Directors or designees shall use best efforts to resolve all adjustments and disputes arising from services performed under this MOU. 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. INTERNSHIP PAYMENT STRUCTURE**

1. Career Bridge Program – Fall 2019 and Spring 2020

Participants in the CBP will be paid a total of \$12.00 per hour by DCPS for internships taking place during Fall 2019 and Spring 2020. Participating interns may also be eligible to receive an internship bonus stipend based on completed milestones. DCPS requires the partnership of DOES to implement the CBP. DOES will support Tenacity Career Prep sessions as needed, provide access to financial literacy education and resources to assist students in opening bank accounts, and provide case management services to identified CBP students subject to the requirements of Section XIV of this MOU. DCPS will provide the funds for all wages paid to the CBP interns, but DOES will process the payment for all CBP interns through the DOES TMS payment system.

2. Career Bridge Program – Summer 2020

DCPS will select certain CBP students to continue their CBP internships during Summer 2020 if they were offered an extended internship by their employer. CBP students will continue to be paid a total of \$12.00 per hour during their summer CBP internship. DCPS requires the services of DOES to pay the CBP interns during their summer internships. If a summer CBP student registers with the Marion S. Barry Summer Youth Employment Program ("MBSYEP") for summer 2020, DCPS will contribute \$3.00 per hour for the CBP students and DOES will contribute the remaining \$9.00 per hour. If a summer CBP student does not register with the MBSYEP for summer 2020, DCPS will contribute the full \$12.00 per hour.

3. Career Ready Internship

Through collaboration with DOES, DCPS will use the MBSYEP model to establish and implement the process for participants in CRI to pursue summer internships that align with occupations associated with their programs of study. CRI interns will be paid a total of \$10.75 per hour, instead of the \$9.00 per hour (16 years and up) and the \$6.25 per hour (14-15 years) received by other interns using the MBSYEP model, based on the added rigor and additional steps taken by CRI interns. DCPS requires the services of DOES to pay the CRI interns. DOES will provide \$9.00 per hour for students 16 years and up and \$6.25 per hour for students



14-15 years. DCPS will provide the additional \$1.75 per hour for students 16 years and up and the additional \$4.50 for students 14-15 years.

#### **D. ANTI-DEFICIENCY CONSIDERATION**

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, 1249, 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. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its expiration or termination.

#### **VIII. CONSISTENT WITH LAW**

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

#### **IX. COMPLIANCE AND MONITORING**

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

#### **X. RECORDS AND REPORTS**

DOES shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a minimum of 3 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 DCPS 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 30 calendar days advance written notice to the other Party and a written report on the status of the participants receiving services pursuant to this MOU.

#### **XII. NOTICES**

The following individuals are the contact points for each Party:

##### **Contact Person for DOES**



Thennie Freeman  
Department of Employment Services  
4058 Minnesota Avenue, NE,  
Washington, DC 20019  
202-741-5871  
thennie.freeman2@dc.gov

**Contact Person for DCPS**

Erin Bibo  
Deputy Chief, College & Career Programs Division  
District of Columbia Public Schools  
1200 First Street NE, 12<sup>th</sup> Floor  
Washington, DC 20002  
202-442-9243  
erin.bibo@k12.dc.gov

**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 Reform Act of 2010 (D. C. Official Code § 2-351.01 *et seq.*) to procure the goods or services.

**XIV. CONFIDENTIAL INFORMATION AND ACCESS TO EDUCATIONAL RECORDS**

- A. The Parties will access, use, restrict, safeguard and dispose of all confidential information, including education records, related to this MOU in accordance with all relevant federal and local statutes, regulations and policies, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99).
- B. DOES is required to provide an institutional service or function on behalf of DCPS under this MOU. DOES’ ability to provide such institutional service or function requires DCPS to disclose personally identifiable information (“PII”) from education records to DOES and DCPS has determined DOES has legitimate educational interests in such disclosure. All PII must be shared and safeguarded in accordance with FERPA. Accordingly, pursuant to 34 CFR § 99.31(a)(1)(i)(B), DOES acknowledges that (i) it has been outsourced an institutional service or function of DCPS under this MOU; (ii) it is considered a “school official” for purposes of providing such institutional service or function of DCPS under this MOU; (iii) it is under the direct control of DCPS with respect to the use and maintenance of all PII it will have access to under this MOU; and (iv) it is subject to the requirements of 34 CFR § 99.33(a) with respect to the use and disclosure of all PII under this MOU. According to 34 CFR § 99.33(a), DOES must (1) not disclose any PII it may have access to under this MOU without first obtaining prior

written consent from the affected parent (or student if the student has reached the age of 18); and (2) require that all DOES personnel receiving PII under this MOU only use such information for purpose of providing an institutional service or function on behalf of DCPS.

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

**DEPARTMENT OF EMPLOYMENT SERVICES**



\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

8/4/2020

\_\_\_\_\_  
Date

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS**



\_\_\_\_\_  
Lewis Ferebee  
Chancellor

8/19/2020

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
THE MAYOR'S OFFICE OF RETURNING CITIZENS AFFAIRS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into by and between the Mayor's Office of Returning Citizens Affairs (MORCA) and the Department of Employment Services (DOES) referred to herein collectively as "Parties" and individually as "Party."

MORCA was established to provide information for the empowerment of previously incarcerated persons in order to create a productive and supportive environment where persons can thrive, prosper, and contribute to the social, political, and economic development of self, family, and community. MORCA's mission is to offer zealous advocacy, high-quality services and products, and up-to-date, useful information for previously incarcerated persons.

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

Under the Division of State Initiatives (DSI), DOES operates a number of transitional employment programs serving individuals, including senior residents, in need of specialized employability development services. By offering soft skills training, short-term subsidized employment, job coaching support, ancillary wraparound services, occupational skills training, educational enhancement, and placement assistance, DOES DSI prepares residents to secure and maintain gainful full and part time employment in various industry sectors.

DOES and MORCA have a long-standing history of partnering to enhance returning citizens' access to workforce development services. This includes working with the D.C. Department of Corrections (DOC), the Court Services and Offender Supervision Agency (CSOSA), and other criminal justice organizations in providing employment related services to District residents released from both federal and local institutions. Through direct referrals from: CSOSA, the DOC/DOES Work Readiness Program, the DOC READY Center (portal of entry), and other criminal justice agencies, MORCA and DOES support the successful community reintegration of male and female returning citizens.

## **II. PURPOSE**

To support returning citizens as they navigate the workforce development system, MORCA will provide funding to offset monthly transportation costs for up to 90 days following engagement with DOES. These resources will be used for transportation to scheduled workforce development activities including job readiness training, interviews, job fairs, subsidized and unsubsidized employment sites, and other employment related events.

## **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 MORCA**

MORCA shall:

1. Provide transportation assistance<sup>1</sup> for the District's eligible<sup>2</sup> returning citizen population through the provision of funding in the amount of \$100,000 to DOES.
2. Verify eligibility of each individual through BOP.gov.
3. Complete all forms and take other actions, as necessary, to facilitate the Intra District transfer of said funds to DOES.
4. Provide any information requested to carry out the purposes of this MOU.
5. Create all materials to be distributed to the public ensuring that DOES logos, taglines, identifiers and/or other branding shall appear on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.
6. Reserve the right to pause delivery of funds, with reasonable notice to DOES DSI, if any of the terms or conditions of the MOU are not fulfilled or should circumstances arise that cause need for further analysis.

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<sup>1</sup> Assistance is provided in the form of a \$30 reloadable SmartTrip Card

<sup>2</sup> In order to be eligible, a returning citizen must have been released from a BOP facility within 1 year of the referral from MORCA and enrolled in DOES DSI workforce development programming, at the time that transportation assistance is sought.

**B. RESPONSIBILITIES OF DOES DSI**

DOES DSI shall:

1. Provide transportation assistance to eligible returning citizens referred directly by MORCA who are enrolled in DOES DSI programming, at the time that transportation assistance is sought.
2. Provide \$90 per month in transportation assistance to cover the cost of transportation to and from employment related activities for a maximum of 3 months.
3. Collect a signed "Transportation Acknowledgement Form," (Attachment A), each instance that transportation assistance is provided to an eligible returning citizen.
4. Provide a reconciliation report to MORCA within 5 business days of each distribution detailing the amount of transportation assistance provided, returning citizens' names, and Ward of residence.
5. As needed, communicate with MORCA to discuss the status of transportation assistance distribution and any issues related to program expenditures.
6. Reserve the right to pause transportation assistance delivery to DOES DSI workforce development participants, with reasonable notice to MORCA, if any of the terms or conditions are not fulfilled or should circumstances arise that cause need for further analysis.
7. Provide DOES logos, taglines, identifiers and/or other branding to MORCA for use on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

**IV. DURATION OF THE MOU**

This MOU shall become effective on the date of the final signature of all Parties. The duration of the MOU shall be from the date of the final signature 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(k) and any other authority under the Parties' programs.

**VI. FUNDING PROVISIONS**

**A. TRANSFER OF FUNDS/COST OF SERVICES**

1. Total funds to be transferred to DOES in Fiscal Year 2020 under this MOU shall not exceed \$100,000.00.

2. Payment is projected to cover transportation costs for returning citizens engaged in workforce development programming, including job readiness training, subsidized work experience, education/skills training, and all facets of unsubsidized job search.
3. In the event of termination of the MOU, any refund of unspent funds to MORCA shall be held in abeyance until all required fiscal reconciliation.

**B. PAYMENT**

1. Payment for the goods and/or services shall be made through a one-time Intra District transfer by MORCA to DOES, based upon the total amount of funds authorized by this MOU, or the actual cost of services, whichever is less.
2. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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. COMPLIANCE AND MONITORING**

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

**D. RECORDS AND REPORTS**

DOES shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of MORCA and other officials as may be specified by the District of Columbia at its sole discretion.

**VII. ANTI-DEFICIENCY ACT**

Nothing contained herein shall be construed to obligate any party to any expenditure or obligation of funds in excess or advance of appropriations, in accordance with the Anti-Deficiency Act, 31 U.S.C. §1341. 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.

**VIII. MODIFICATIONS AND EXTENSIONS**

1. The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.
2. Modification or extension of this MOU shall be in writing, in the form of a modification signed and dated by authorized representatives of the Parties.
3. Any modification of the MOU shall occur prior to its expiration.

**IX. TERMINATION**

Either Party may terminate this MOU at any time by giving 90 days written notice to the other Party and a written report on the status of all transportation assistance provided to returning citizens, pursuant to this MOU. This MOU may also be terminated immediately by either Party for the following reasons:

1. Lack of funding.
2. Changes in applicable law.
3. Lack of Congressionally approved budget.
4. Changes in District or federal policy affecting the services described in this MOU.
5. Changes in the structure or the nature of the program covered by this MOU.
6. Elimination of the program or services covered by this MOU.
7. Failure of the other Party to comply with District and Federal laws, rules and regulations.

**X. NOTICE**

Any notice required pursuant to this MOU shall be in writing and shall be deemed to have been delivered and given for all purposes (a) on the delivery date if delivered by confirmed electronic mail delivery (email), facsimile or delivered personally to the Party to whom the notice is addressed; (b) one (1) business day after deposit with a commercial overnight carrier with written verification of receipt; or (c) five (5) business days after the mailing date, whether or not actually received, if sent by US Mail, return receipt requested, postage and charges prepaid or any other means of rapid mail delivery for which a receipt is available. Notice shall be sent to the contact points identified below.



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

**DOES:** Charles Jones, Deputy Director  
Division of State Initiatives  
Department of Employment Services  
4058 Minnesota Ave., NE  
Washington, D.C 20019  
(202) 698-5599 (Office)  
[charles2.jones@dc.gov](mailto:charles2.jones@dc.gov)

**MORCA:** Lamont Carey  
Acting Director  
Mayor's Office of Community Affairs  
1350 Pennsylvania Avenue NW, Suite 332  
Washington, D.C. 20004  
202-442-8150 (Office)  
[lamont.akins@dc.gov](mailto:lamont.akins@dc.gov)

**XI. CONTROLLING LAWS AND REGULATIONS**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to the services provided pursuant to this MOU in accordance with all relevant and applicable federal and local statutes, regulations and policies, including the law governing the protection of sensitive information pertaining to offenders (e.g., the federal Privacy Act; the federal and District of Columbia Freedom of Information Acts). The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

**XII. NO JOINT VENTURE OR THIRD PARTY BENEFICIARIES**

Nothing contained in this MOU shall be deemed or construed by the Parties or by any third party to create the relationship of principal and agent, partnership, joint venture or any association between the Parties except as specifically stated herein. This MOU is made for the benefit of the Parties hereto and not for the benefit of any third party.

**XIII. LIABILITY**

Each Party shall be responsible for any liability arising from its own conduct and retain immunity and all defenses available to it pursuant to federal and local law. No Party agrees to insure, defend, or indemnify another.

**XIV. NOTICE OF CLAIMS**

Each Party shall promptly inform the other Party of any information related to the provision of services under this MOU, which could reasonably lead to a claim, demand or liability of or against the other Party or the District by any third party.

**XV. PUBLICITY AND MEDIA**

No Party shall issue a publicity release or conduct a media interview in connection with the activities that are the subject of this MOU without prior consent by the other Party.

DOES logos, taglines, identifiers and/or other branding shall appear on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

**XVI. SEVERABILITY**

This MOU shall be deemed severable and any provision of this MOU that violates any law, statute, rule, or regulation of the District of Columbia or the United States, or is otherwise invalid or unenforceable, shall be deemed to be severed and shall not affect the enforceability of any other provision thereof.

**XVII. HEADINGS/COUNTERPARTS**

The headings in this MOU are for purposes of reference only and shall not limit or define the meaning of any provision hereof. This MOU may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same document.

**XVIII. JOINTLY DRAFTED**

This MOU shall be deemed to have been drafted by all Parties and, in the event of a dispute, shall not be construed against any Party on that basis.

**XIX. AUTHORITY OF THE PARTIES**

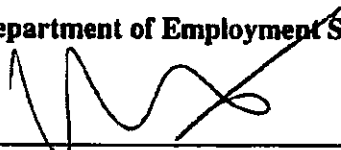
By executing this MOU, each Party represents to the other Party that it is authorized to enter into this MOU, that the person signing on its behalf is duly authorized to execute this MOU and that no other signatures are necessary.

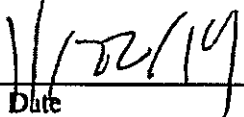
**XX. ENTIRE AGREEMENT**

This MOU contains the entire understanding of the Parties with respect to the matters contained herein and supersedes any and all other agreements between the Parties relating to the matters contained herein. No oral or written statements not specifically incorporated or referenced herein shall be of any force or effect.

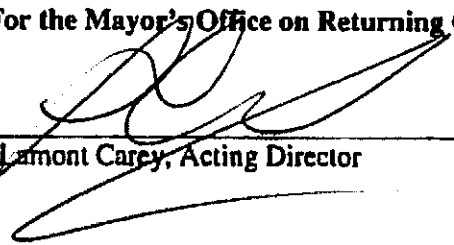
**IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:**

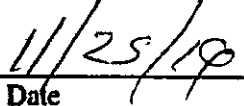
**For the Department of Employment Services**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

  
\_\_\_\_\_  
Date

**For the Mayor's Office on Returning Citizens Affairs**

  
\_\_\_\_\_  
Lamont Carey, Acting Director

  
\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES  
FISCAL YEAR 2020**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the Office of Victim Services and Justice Grants (OVSJG) and the Department of Employment Services (DOES), referred to herein individually as "Party" and collectively as "Parties."

**II. LEGAL AUTHORITY FOR MOU**

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

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

OVSJG administers the Private Security Camera Incentive Program Fund that contains a Private Security Camera Voucher Program (Voucher Program). The Voucher Program identifies DC residents that are eligible to receive a private security camera system without cost.

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DOES administers the ASPIRE to Entrepreneurship Program where participants, who were previously incarcerated, are provided training, mentorship, and resources. DOES and OVSJG are partnering to issue competitive grants to participants in ASPIRE to Entrepreneurship or other DOES programs to install private security camera systems for DC residents in the Voucher Program. The specific scope of work for the grants is described in Attachment A.

**IV. 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 agree:

**A. RESPONSIBILITIES OF DOES**

1. DOES will solicit, review and award grants on a competitive basis to implement the goals and objectives of the MOU.
2. DOES, in conjunction with OVSJG, will set metrics ahead of time to measure cost effectiveness, installation turnaround time, and productivity of all DOES participants.
3. DOES, in conjunction with OVSJG, will develop a weekly report format.
4. DOES will oversee information gathering and submission of weekly reports by DOES participants that include updates on all pending and installed private security cameras.
5. DOES will obtain and submit documentation supporting approved expenditures by DOES participants conducting program activity.

**B. RESPONSIBILITIES OF OVSJG**

1. OVSJG will provide funding for the grants that will be used by the successful grantees to purchase and install private security cameras through the Voucher Program.
2. OVSJG, working in conjunction with DOES, will set metrics ahead of time to measure cost effectiveness, installation turnaround time, and productivity.
3. OVSJG will furnish contact information for DC residents in the Voucher Program to DOES for coordination of installation of private security cameras.

**A. DURATION OF THIS MOU**

**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 an extension on an annual basis, and as approved by OVSJG contingent on funds available. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. OVSJG shall provide DOES with written notice of its intent to exercise an option period at least 30 days prior to the expiration of this MOU. The exercise of an option must be in writing consistent with Section VII of this MOU and 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 services under this MOU shall not exceed \$20,000.00 for Fiscal Year 2020. Funding for services shall not exceed the actual cost of the services provided.

**B. PAYMENT**

1. Through Intra-District transfer, OVSJG shall transfer the amount of this MOU (\$20,000.00) to DOES in \$5,000 increments to be used for the purposes outlined in this MOU. The initial transfer will be \$5,000.00. Subsequent transfers shall be made when the previous transfer has been fully expended.
2. Grant awards by DOES for the purposes outlined in this MOU shall not exceed the amount of this MOU or actual costs, whichever is less.

**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**

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

**X. RECORDS AND REPORTS**

DOES shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a minimum of three (3) 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 OVSJG 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 45 calendar days advance written notice to the other Party and a written report on the status of any pending private security camera installations. In the event of termination of this MOU, payment to the DOES 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:

Christopher Dyer  
Special Assistant  
Office of Victim Services and Justice Grants  
One Judiciary Square  
441 4<sup>th</sup> Street, NW, Suite 727N  
Washington, DC 20001  
Phone: (202) 727-6331

Charles S. Jones, M.A., CPM  
Deputy Director, Division of State Initiatives  
DC Department of Employment Services  
4058 Minnesota Ave. NE  
Washington, DC 20019  
Office: 202-671-1900

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**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 Reform Act of 2010, D.C. Official Code § 2-351.01, *et seq.* to procure the goods or services.

**XIV. RESOLUTION OF DISPUTES**

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

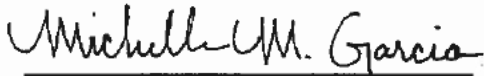
**XV. CONFIDENTIAL INFORMATION**

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 OVSJG.

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



**Office of Victim Services and Justice Grants**

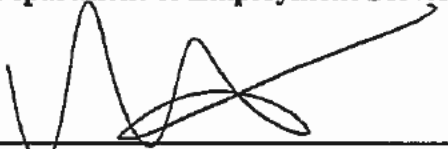


Michelle M. Garcia  
Director  
Office of Victim Services and Justice Grants  
One Judiciary Square  
441 4<sup>th</sup> Street, NW  
Suite 727N  
Washington, DC 20001

9/25/19

Date

**Department of Employment Services**



Dr. Unique N. Morris-Hughes  
Director  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington, DC 20019

9/25/19

Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
DEPARTMENT OF PUBLIC WORKS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services (DOES), and Department of Public Works (DPW), individually referred to herein as “Party” and collectively referred to herein as “Parties.”

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities. DOES operates subsidized workforce development programs, including Project Empowerment (PE), DC Career Connections (DCCC) and LEAP (Learn, Earn, Advance, Prosper).

DPW is responsible for the provision of municipal services in two (2) distinct program areas, including environmental services/solid waste management. Among the environmental services provided by DPW are leaf removal and snow removal during the autumn and winter months.

**II. PROGRAM PURPOSE AND OBJECTIVES**

DOES and DPW are working collaboratively to create and operate a special workforce development initiative to provide subsidized work experience for a maximum of fourteen (14) Project Empowerment, LEAP or DCCC participants. DPW will partially reimburse DOES for wages of the fourteen (14) participants, as outlined below. DPW will hire a maximum of five (5) successful participants, prior to the conclusion of the special workforce development initiative into unsubsidized employment opportunities within DPW.

### **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 DOES**

DOES shall:

1. Select a maximum of fourteen (14) eligible LEAP, PE or DCCC participants to receive subsidized work experience in a special workforce development initiative to support DPW's Solid Waste Management Administration (SWMA).
2. Pay participants of the special workforce development initiative Eighteen Dollars and Four Cents (\$18.04) per hour, excluding fringe benefits.
3. Complete monthly reconciliation of wages paid to participants of the special workforce development initiative for validation of amount to be reimbursed by DPW.

#### **B. RESPONSIBILITIES OF DPW**

DPW shall:

1. Select a maximum of fourteen (14) eligible participants to participate in a special workforce development initiative to support DPW SWMA.
2. Select a maximum of five (5) eligible participants for unsubsidized term positions, prior to conclusion of the special workforce development initiative.
3. Transfer One-Hundred Seven Thousand, Five-Hundred Twenty Dollars and No Cents (\$107,520.00) to DOES to cover Eight Dollars and No Cents (\$8.00) per hour of wages paid to participants assigned to DPW through the special workforce development initiative.

### **IV. DURATION OF MOU**

The MOU shall be effective from date of execution through September 30, 2020, unless terminated in writing by the Parties prior to its expiration.

### **V. AUTHORITY FOR MOU**

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

## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

1. Total cost for reimbursement of wages under this MOU shall not exceed \$107,520.00 or the actual cost for reimbursement of wages, whichever is less, for Fiscal Year 2020.
  - a. The estimate for the total cost for this MOU is based on reimbursement of \$8.00 per hour x 40 hours per week x 14 participants x 24 weeks = \$107,520.00.
2. In the event of termination of the MOU, payment to DOES 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 reimbursement of wages shall be made through an Intra-District advance by DPW to DOES, based on the total amount of this MOU.
2. DOES will relieve the advance and bill DPW through the Intra-District process only for reimbursement of those wages that are actually paid to participants of the special workforce development initiative.
3. Advances to DOES for reimbursement of wages shall not exceed the total amount of this MOU.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.

## **VII. ANTI-DEFICIENCY ACT**

Nothing contained herein shall be construed to obligate funds in excess or in advance of appropriations in accordance with the (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. 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. NO RIGHTS CREATED**

This MOU does not and shall not be construed to create any rights, substantive or procedural, enforceable at law by any person in any matter, civil or criminal.

2020 MOU between DOES and DPW – Special Workforce Development Initiative

**IX. LIABILITY**

Each Party is responsible for its own conduct under this MOU, and retains all defenses, including immunities, available under federal and D.C. laws. Neither Party agrees to insure, defend, or indemnify the other.

**X. EQUAL OPPORTUNITY ASSURANCES**

The Parties to this MOU will fully comply with Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20 and District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq., and all other applicable anti-discrimination laws.

**XI. COMPLIANCE WITH LAWS**

The Parties shall comply with all applicable laws, regulations and policies whether now in force or hereafter enacted or promulgated, including federal and District of Columbia privacy and confidentiality laws.

**XII. FULL UNDERSTANDING AND MERGER**

The terms and conditions of this MOU constitute the full and complete understanding between the Parties.

**XIII. PUBLICITY AND MEDIA**

Publicity releases and/or media interviews in connection with the activities of the MOU shall not be undertaken by either Party, without prior written approval by Parties through its Office of the Director, Office of Legislative, Intergovernmental and/or Public Affairs.

**XIV. JOINTLY DRAFTED**

This MOU shall be deemed to have been drafted by both Parties and, in the event of a dispute, shall not be construed against either Party.

**XV. NO THIRD-PARTY BENEFICIARY**

This MOU shall not and is not intended to benefit or to grant any right or remedy to any person or entity that is not a party to this MOU.

## **XVI. NOTICES**

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

For DOES

Steven Lockwood  
Operations Manager  
Division of State Initiatives  
Department of Employment Services  
Suite 2000  
4058 Minnesota Ave NE  
Washington, D.C 20019  
(202) 698-5599 (office)  
[steven.lockwood@dc.gov](mailto:steven.lockwood@dc.gov)

For DPW

Michael Carter  
Deputy Director  
Department of Public Works  
2000 14<sup>th</sup> Street NW  
6<sup>th</sup> Floor  
Washington, DC 20004  
(202) 671-2007 (office)  
[michael.carter@dc.gov](mailto:michael.carter@dc.gov)

B. All notices shall be sent by the most expeditious means available including email, facsimile, overnight courier, certified or registered mail. Any such notice shall be deemed delivered when received.

## **XVII. MODIFICATION**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its termination or expiration.


## **XVIII. TERMINATION**

Either Party may terminate this MOU, in whole or in part, by giving 30 days advance written notice to the other Party and a written status report on the participants receiving services, pursuant to this MOU.

## **XIX. AUTHORITY TO EXECUTE**

Each of the undersigned individuals represents and warrants the express and due authorization to execute this MOU and to legally bind each Party as set forth in this MOU.

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



Dr. Unique Morris-Hughes, Director  
Department of Employment Services

8/12/2020

Date



for

Christopher Geldart, Director  
Department of Public Works

08/05/20  
Date



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between District of Columbia Department of Employment Services (DOES), and District of Columbia Office of Neighborhood Safety and Engagement (ONSE) referred to herein individually as “Party” and collectively as “Parties.”

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

ONSE’s mission is to build a community-oriented model for violence prevention and public safety. ONSE employs a strategy rooted in public health, recognizing that crime reduction is not accomplished through law enforcement alone. ONSE programs consolidate violence prevention efforts across agencies in an effort to create a comprehensive violence prevention strategy throughout the District. In addition to serving as coordinator for citywide prevention efforts, ONSE is responsible for playing an “on the ground” role in deterring violent activity in local communities, while serving individuals and families affected by violence. This work is accomplished primarily through four initiatives – Safer Stronger DC, the Community Stabilization Program, Violence Intervention, and the Pathways Program.

**II. PROGRAM PURPOSE AND OBJECTIVES**

In FY20, DOES and ONSE are establishing a working relationship to enhance employment outcomes of District residents in the Pathways Program. The Pathways Program aims to decrease the likelihood of District residents’ repeated involvement in the juvenile and criminal justice systems and improve the outcomes of employment, education, workforce development, health and wellness, and housing stability of individuals, ages 20-35, who are at risk of participating in and/or being victims of violent crimes. The Pathways Program is a nine-month transitional program that begins with three months of classroom learning, followed by six months of subsidized employment or training. Throughout the Pathways Program, participants will receive case management, transformative mentoring, and human service supports designed to meet individual and family needs.

The Pathways Program takes a holistic approach in addressing participant needs. DOES and ONSE recognize that a clear correlation exists between employment, economic self-

sufficiency, a stable home life, and an overall reduction in criminal activity and risky behaviors. To that end, the purpose of this MOU is to establish a partnership between DOES and ONSE that expands the range of Pathways Program offerings to include hourly training stipends to incentivize participant involvement in all phases of the Pathways Program, subsidized job placement assistance, job developer services, and drug testing services. DOES support will enable the provision of critical program elements that aim to meaningfully support participant retention in the Pathways Program and improve employment outcomes, thereby increasing the likelihood of long-term success.

### 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 ONSE

ONSE shall:

1. Identify individuals who are eligible for enrollment in the Pathways Program that also meet the eligibility requirements for enrollment in DOES workforce development programs contained in Attachment A.
2. Collect and review documentation for payroll (W4, D4), maintain accurate time and attendance records, submit participant time via the Time Management System (TMS), and abide by all payroll responsibilities. See Attachment C.
3. ONSE shall provide an additional \$4 per hour per participant for the Work Experience Training Wage<sup>1</sup>.
4. Assign case management staff to provide individualized guidance to participants through all phases of the Pathways Program-- from intake to job placement.
5. Assign ONSE staff persons to receive the security and system training necessary to access the DC Networks Virtual One Stop (VOS) case management system. **ONSE staff will not be provided VOS access until all security and system training requirements are satisfactorily completed.**
6. Enroll all prospective Pathways Program participants in VOS.
7. Ensure full compliance with security and system protocols.

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<sup>1</sup> Work Experience Training Wage shall be increased from \$10 to \$14 per hour, using the intra-district transfer from ONSE, pursuant to this MOU.

8. ONSE shall provide a onetime payment of \$16,000 for 10 participants in a COVID<sup>2</sup> cohort.
9. Provide training that offers participants meaningful life and job readiness skills that will enhance participant work readiness and employability. The training must be approved by DOES, in order for the participants to be eligible for the hourly training stipend.
10. Collaborate with DOES to monitor indicators to track comprehensive outcome data that shall be reported to DOES monthly.
11. Assign ONSE staff who will serve as a point of contact for DOES on payroll matters.
12. Assign a manager who will serve as point of contact for DOES on all matters not related to payroll.
13. Maintain safe and healthy worksites as prescribed by the Fair Labor Standards Act of 1938.
14. Maintain all participants Personal Identification Information (PII) and Federal Tax Information (FTI) in hard-copy folders and store said folders in secure locations that only approved ONSE staff can access.
15. Complete required data tracking, as agreed upon by DOES & ONSE, to include:
  - a. Ensuring all Pathways Program participants are registered in VOS;
  - b. Enrolling all Pathways Program participants in the Pathways Program Generic Program Application in VOS and completing associated intake assessments.
  - c. Logging detailed case notes for each participant a minimum of once every two weeks; and
  - d. Opening and closing relevant VOS Codes at pre-determined intervals.
16. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment B.
17. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be

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<sup>2</sup> COVID cohort is a group of participants in training during the current suspended program operations due to the COVID-19 pandemic.

reported to DOES' Language Access Coordinator on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment B.

18. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

## **B. RESPONSIBILITIES OF DOES**

DOES shall:

1. Pay the Job Readiness Training Wage<sup>3</sup> and Work Experience Training Wage<sup>4</sup> directly to a maximum of 75 eligible Pathways Program participants.
2. Pay for required drug testing<sup>5</sup> for a maximum of 75 eligible Pathways Program participants.
3. Collaborate with ONSE on the development of a tracking framework in VOS and other data tracking systems, to include: participant risk assessment, program benchmarks, case notes, Individual Development Plans, and other relevant metrics.
4. Provide ongoing security and system training and troubleshooting assistance for designated ONSE staff.
5. Identify subsidized employment worksites for Pathways Program participants and provide job developer supports during the time limited phase of subsidized work experience—up to six months.
6. Provide technical assistance and support in areas related to employment and training. Provide feedback and technical assistance when issues and/or deficiencies are identified.
7. Monitor corrective action plans, if necessary.
8. Provide TMS training for 2 staff designated to conduct payroll operations.
9. Coordinate background checks for active participants, prior to commencement of WEX.

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<sup>3</sup> Job Readiness Training Wage shall not exceed \$10 per hour.

<sup>4</sup> Work Experience Training Wage shall be increased to \$14 per hour, using the intra-district transfer from ONSE, pursuant to this MOU.

<sup>5</sup> The cost of drug testing will be paid directly to the vendor, if DOES is providing the drug testing.

10. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

#### **C. JOINT RESPONSIBILITIES**

1. Collaborate as indicated in Section III and as otherwise specified in this MOU.
2. Review the Parties' performance three months after execution of the MOU as specified herein in Section VIII. In this regard, ONSE shall work with DOES to refine programming performance indicators and outcome of performance measures as applicable. This joint review shall include a written evaluation by the appropriate internal staff and/or external evaluators, as approved by ONSE/DOES. These activities include site visits, community surveys, or other data collection activities.

#### **IV. DURATION OF MOU**

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

#### **V. FUNDING PROVISIONS**

##### **A. COST OF SERVICES**

1. Total costs under this MOU for ONSE shall not exceed **\$160,000.00** for Fiscal Year 2020, as set forth below.

- (a) ONSE Cost for Work Experience Training Wage Supplement for up to 75 participants

Work Experience Training Wage Supplement: \$4.00 per hour per participant

Maximum hours per week: 40

Maximum weeks: 12

Total Work Experience Wage Supplement per participant: \$1,920.00

Subtotal Costs: \$144,000.00

- (b) ONSE Cost for Work Experience Training Full Wage of Special COVID Cohort for 10 participants

Work Experience Training Full Wage: \$10.00 per hour per participant

Maximum hours per week: 40

Maximum weeks: 4



Total Work Experience Wage per participant: \$1,600.00  
Subtotal Costs: \$16,000.00

**Total Costs: \$160,000.00**

## **B. PAYMENT**

1. Payment for all goods and services shall be made through Intra-District transfer in the amount of **\$160,000.00** from ONSE to DOES.
2. In the event of termination of the MOU, payment to DOES shall be held in abeyance until all required fiscal reconciliation but in no event later than September 30 of the then current fiscal year.
3. DOES will relieve the advance and bill **ONSE** through the Intra-District process only for those goods or services actually provided, pursuant to the terms of this MOU. DOES will return any excess advance to ONSE by September 30 of the current fiscal year.
4. Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer (OCFO) of the District of Columbia, all services provided through Intra-District funding shall be reported monthly in ONSE's FRP submission to the OCFO's Office of Budget and Planning (OBP).
5. The Parties' Directors or their designees shall resolve all adjustments and payment disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the District Office of Financial Operations and Systems.

## **VI. AUTHORITY FOR MOU**

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

## **VII. ANTI-DEFICIENCY ACT**

Nothing contained herein shall be construed to obligate funds in excess or in advance of appropriations in accordance with the (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. 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. COMPLIANCE AND MONITORING**

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

The Parties will review performance under this MOU three months after its execution date to assess the effectiveness of the Pathways Program in light of the stated goals contained herein.

#### **IX. RECORDS AND REPORTS**

DOES and ONSE shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

ONSE shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) to DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment B.

ONSE shall report the translation of all vital documents to DOES' Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment B.

#### **X. EQUAL OPPORTUNITY AND NON-DISCRIMINATION ASSURANCES**

The Parties to this MOU will fully comply with nondiscrimination and equal opportunity provisions of federal and District law, to include the provisions of the Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended (78 Stat. 252; 42 U.S.C. §§ 2000d *et seq.*); Title V, Section 504 of Rehabilitation Act of 1973, as amended (87 Stat 394; 29 U.S.C. § 794); the Americans with Disabilities Act (104 Stat 327; 42 U.S.C. §§ 12103 *et seq.*), the Age Discrimination Act of 1975, as amended (89 Stat. 728; 42 U.S.C. § 6101 *et seq.*); with all other federal laws and regulations prohibiting discrimination on the grounds of race, color, national origin, disability, religion, or sex, in employment and in providing facilities and services to the public; and with the DC Human Rights Act of 1977, as amended, DC Official Code § Section 2-1401.01 *et seq*

#### **XI. PROTECTION OF CONFIDENTIAL AND SENSITIVE INFORMATION**

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations and policies, whether now in force or hereafter enacted or promulgated, including the federal and District of Columbia laws governing the disclosure of drug/alcohol treatment, HIV/AIDS, cancer, mental health information and records protected by federal privacy laws.



## **XII. FULL UNDERSTANDING AND MERGER**

The terms and conditions of this MOU constitute the full and complete understanding between the Parties.

## **XIII. PUBLICITY AND MEDIA**

Publicity releases and/or media interviews in connection with the activities of this MOU shall not be undertaken by either Party without prior written approval by the other Party.

ONSE shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials prepared pursuant to this MOU.

## **XIV. JOINTLY DRAFTED**

This MOU shall be deemed to have been drafted by both Parties and, in the event of a dispute, shall not be construed against either Party.

## **XV. NO THIRD-PARTY BENEFICIARY**

This MOU shall not and is not intended to benefit nor to grant any right or remedy to any person or entity that is not a party to this MOU.

## **XVI. NOTICES**

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

For DOES:

Steven Lockwood  
Associate Director  
Division of State Initiatives  
Department of Employment  
Services  
4058 Minnesota Ave NE  
Washington, D.C 20019  
(202) 698-5616 (office)  
[steven.lockwood@dc.gov](mailto:steven.lockwood@dc.gov)

For ONSE:

Marcus T. Ellis  
Chief of Staff  
Office of Neighborhood Safety  
& Engagement  
100 42<sup>nd</sup> Street, NE  
Washington, DC 20019  
202-807-0398 (office)  
[marcus.ellis@dc.gov](mailto:marcus.ellis@dc.gov)

B. All notices shall be sent by the most expeditious means available including email, facsimile, overnight courier, certified or registered mail to the addresses set forth above. Any such notice shall be deemed delivered when received.

## **XVII. MODIFICATION**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its expiration or termination.

## **XVIII. TERMINATION**

Either Party may terminate this MOU, in whole or in part, by giving 30 days advance written notice to the other Party, and a written status report on participants receiving services, pursuant to this MOU.

## **XIX. 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 Reform Act of 2010 (D.C. Official Code § 2-351.01 *et seq.*) as amended by the Procurement Integrity, Transparency, and Accountability Act 2015, effective October 8, 2016 (Law 21-158, D.C. Official Code § 2-351.01, *et seq.*) to procure the goods or services of the agent or third party.

## **XX. LIABILITY**

Each Party is responsible for its own conduct under this MOU, and retains all defenses including, immunities, available under federal and District of Columbia laws. Neither Party agrees to insure, defend, or indemnify the other.

## **XXI. STANDARD CLAUSES**

### **A. COMPLIANCE WITH APPLICABLE LAWS AND SEVERANCE OF TERMS**

The Parties shall comply with all applicable laws, regulations, and rules in effect or hereinafter enacted or promulgated. If any term or provision of this MOU is held to be invalid or illegal, such term or provision shall not affect the validity or enforceability of the remaining terms and provisions of this MOU. Meeting the terms of this MOU shall not excuse any failure to comply with all applicable laws, regulations, and rules, whether or not these laws and regulations are specifically listed in this MOU.

### **B. GOVERNING LAW**


This MOU shall be governed by the laws of the District of Columbia.

## XXII. AUTHORITY TO EXECUTE

Each of the undersigned individuals represents and warrants the express and due authorization to execute this MOU and to legally bind each Party as set forth in this MOU.

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


### Office of Neighborhood Safety and Engagement



Delbert McFadden  
Director

8/18/20  
Date

### Department of Employment Services



Dr. Unique Morris-Hughes  
Director

8/18/2020  
Date

### **Attachment A - Eligibility Criteria**

Participants must meet eligibility criteria from one of the below listed programs.

#### **Project Empowerment**

To be eligible for Project Empowerment, an applicant must meet the following requirements:

- 22-54 years old
- District resident
- Permission to work in the United States
- Currently unemployed
- Drug-free – Willing to take Urinalysis drug tests throughout the program

In addition to the above criteria, participants must demonstrate a substantial need for intensive employment assistance by exhibiting at least three (3) of the following:

- Basic skills deficiency (determined by CASAS testing score)
- Lack of a secondary education credential (No high school diploma or GED)
- A documented history of substance abuse
- Homelessness
- A history of job cycling (not maintaining steady employment)
- A conviction of a felony or previously incarcerated

#### **DC Career Connections**

To be eligible for DC Career Connections, an applicant must meet the following requirements:

- District of Columbia resident
- Age 20-24 years old
- Permission to work in the United States
- Willing to take Urinalysis drug tests throughout the program

**Attachment B - Language Access Program Monthly Reporting System**  
**FY 2020 Quarter \_\_\_\_**

**Period:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Please report all activities that your department or program has engaged in during the reporting quarter and provide a thorough response to all tasks.**

**1. Provide the number of LEP/NEP clients served and the language spoken by client:**

**Definitions:**

- Touches - Any interaction with LEP/NEP constituents in which information and/or services are provided without the use of Language Line or "In Person" Interpretations. In the case that a bilingual employee directly serves the LEP/NEP constituent in their preferred language this constitutes a "touch"
- LLS – A telephonic interpretation service that provides professional trained and qualified interpreters in over 170 languages.
- Live – Any oral/verbal conversion of the meaning of a dialogue from one language to another and vice versa, conducted by a third-party contractor, community interpretation service provider, or qualified employee.

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other* Please indicate "Other Language"			
<b>Total</b>			

**2. Number of LEP/NEP Constituents served by Public Service Organizations funded by your Agency**

**(Organization Name: \_\_\_\_\_ )**

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			

## 5. List all agency bilingual staff Recruitments

Position Title	Bilingual or Bilingual Preferred	Method of Recruitment	Was Position Filled by Bilingual Staff

## 6. List the linguistic/cultural competency training attended during this quarter. (If possible, attach sign-in sheet(s))

Date of Training	Name of Training	Training Instructor/Provider	List of PCPs in Attendance (or attach Sign-In Sheet)

## 7. List the Language Line Access Training staff attended during this quarter. (If possible, attach sign-in sheet(s)).

Date of Training	Name of Training	Training Instructor/Provider	List of PCPs in Attendance (or attach Sign-In Sheet)

## 8. OHR Language Access Online Training

Date of Module view	List of PCPs in Attendance (or attach Sign-in Sheet)

## 9. List Language Access Activities/Resources Dissemination

Date of Dissemination	Subject of Activity/Resource	Recipient of Information (i.e., all staff, PCP, managers, etc.)

## 10. List the outreach and public meeting conducted in LEP/NEP community by your department/program during this quarter.

Description of Outreach Activity	Date of Outreach	Location of Outreach	LEP/NEP Community targeted

## Attachment C – Participant Payroll Enrollment & ONSE Time and Attendance Process

### Participant Payroll Enrollment

All completed W-4s and D-4s are to be reviewed and submitted by ONSE to the DSI Payroll Unit. All DSI programs instruct and handle all tax forms with a high level of importance – for correctives, confidentiality, and timely submission to the DSI Payroll Unit. All incomplete and/or altered tax forms will be returned to ONSE.

It is imperative that ONSE personnel enter the full name of each participant on all tax forms **exactly** as the name appears on the participant's Social Security Card. In the event the participant's names **do not** match exactly, the participant shall contact and complete the process to change his or her name with the Social Security Administration. Once completed, the participant shall request a new card before filling out the tax forms. The DSI Payroll Unit shall retain the photocopy of the Social Security Card in the participant's official program folder.

ONSE participants shall be required to complete a Federal Tax Withholding Form *W-4*, in order to record and process tax-related transactions within DSI - Payroll Systems (PeopleFirst and PeopleSoft). When a participant is hired, re-hired, or transfers, PeopleSoft automatically sets up the participant's employee tax data based on the Tax Location Code field (since all participants are D.C. Residents) on the employee's Job Data record. PeopleSoft's automated Employee Tax Data process defaults to the following entries:

- A marital status of 'Single' and a withholding allowance of '0'

When the participant completed IRS Form *W-4* is received by ONSE, the following occurs:

- Verify that the name and Social Security Number on the form match exactly those on the Social Security Card. If there is an error in the name or number or if the number is not legible, have the new hire complete a new form.
- Verify the name and home address in the *W-4*'s Box 1, has been filled in completely and matches the submitted participant's Intake Documents.
- Verify the rest of the information on the *W-4* form is filled out correctly.
- Verify that the form has been signed and dated.
- Completed forms are filed on-site within DSI record storage rooms.

When the participant completed D.C. Form D-4 is received by ONSE, the following occurs:

Verify the name and Social Security Number on the form match exactly those on the Social Security card. If there is an error in the name or number or if the number is not legible, have the new hire complete a new form.

- Verify the full name and home address have been filled in completely and that they match the data entered in PeopleSoft.
- Verify the rest of the form's information is filled in correctly.
- Verify that a Filing Status Withholding Allowances box is completed.
- Verify that the form has been signed and dated.



Finally, the DSI – Payroll Unit executes all updates to withholding values whenever a participant has updated and completed an accurate *W-4* and/or *D-4* forms. Participants are responsible for submitting the appropriate forms to an ONSE representative. The designated ONSE staff will forward forms to DSI – Payroll Unit for processing to updated their withholding.

### **ONSE Time and Attendance Process**

- Under no circumstances will DOES be responsible for paying participants for any activity not authorized under the terms of this MOU.
- ONSE ensures:
  - Maintenance of accurate time and attendance records by:
    - Requiring each participant to record daily and accurately arrival and departure on the official Division of State Initiatives transitional employment programs Sign-In/Sign-Out Sheets;
    - Allowing a participant who misses work to only make up the missed time within the same pay period;
    - Not submitting requests for payment of hourly training stipends for lunchtime or overtime.
  - The participant's work hours and signed corresponding timesheets for the appropriate weeks are submitted electronically using the Time Management System (TMS) by the COB each Friday according to the prescribed schedule.
  - Ensuring participants' work hours are submitted electronically using the Time Management System (TMS) by the COB each Friday, according to the prescribed payroll schedule. The submission of work hours into TMS must be accompanied by the signed corresponding documentation (Sign-In/Sign Out Sheet) or the appropriate weeks. The timesheet can be submitted via email to the DSI Timesheet email address ([dsi.timesheets@dc.gov](mailto:dsi.timesheets@dc.gov)) to ensure timely processing.
  - All resolutions for payment are submitted online via TMS – Payroll Resolution tab. The online payment resolution submission must be accompanied by the signed corresponding timesheets for the appropriate weeks. The timesheet can be submitted via email or fax to ensure timely processing. Resolutions exceeding 30 days from the date(s) of discrepancy will not be processed.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
THE DISTRICT OF COLUMBIA DEPARTMENT OF PUBLIC WORKS  
LEAF AND SNOW REMOVAL SEASON  
FY2020**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services (DOES), and the District of Columbia Department of Public Works (DPW), individually referred to herein as the "Party" and collectively referred to herein as the "Parties."

DOES is the agency whose mission is to plan, develop, and administer workforce development services that provide a pathway to the middle class for District of Columbia residents (District residents). DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeships, transitional employment, referral to supportive services and educational programs and unemployment insurance benefits. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DPW is responsible for the provision of municipal services in two distinct program areas, including environmental services/solid waste management. Among the environmental services provided by DPW are leaf removal and snow removal during the autumn and winter months.

**II. PROGRAM PURPOSE AND OBJECTIVES**

DOES is the primary workforce development agency of the District government. Among the programs operated by DOES is Project Empowerment (PE), which is authorized by Title II, Subtitle H, and Section 2102 of the Fiscal Year 2006 Budget Support Act of 2005, enacted on July 26, 2005. PE is designed to provide short-term, subsidized employment and ancillary services to District residents residing in persistent problem areas and facing barriers to employment due to deficiencies in education, work experience, training or prior incarceration.

DPW currently serves as an employer partner for PE and provides substantive work experience to program participants. The purpose of this MOU between DOES and DPW

is to set forth the terms and conditions under which DPW will retain the services of PE program participants who are hired to work for DPW during leaf season (the first week of November through the second week of January) through the conclusion of snow removal season (the first week of December through the last week of March). This additional period of work experience will provide auxiliary training opportunities, including CDL training, which might not otherwise be available to PE participants when their tenure with DPW only lasts through leaf season. Additionally, this MOU speaks to the importance of employment retention as a means to increase the likelihood of long-term success.

### **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 DOES**

DOES shall:

1. Assist in the selection of a maximum 15 PE participants hired by DPW during leaf season to continue working with DPW through the end of snow removal season;
2. Collaborate with DPW on the development of a work performance evaluation tool to determine which PE participants are selected for continued employment;
3. Upon signature of this MOU, transfer \$136,872.00 in Fiscal Year 2020 (FY20) to DPW for payment of participant wages during snow removal season; and
4. Provide uniform assistance to PE participants based on approval and availability.

#### **B. RESPONSIBILITIES OF DPW**

DPW shall:

1. Assist in the selection of a maximum of 15 PE participants hired by DPW during leaf season to continue working with DPW through the end of snow removal season;
2. Collaborate with DOES on the development of a work performance evaluation tool to determine which PE participants are selected for continued employment;

3. Provide up to \$19.01 per hour to PE participants who are hired to work for DPW during leaf and snow removal season. DPW will pay the monies directly to the PE participants; and
4. As training capacity permits, allow PE participants to enroll in a CDL training program.

#### **IV. DURATION OF MOU**

- A. The provision of services for this MOU shall be from December 1, 2019 through September 30, 2020, unless terminated in writing by the Parties prior to expiration.
- B. DOES may extend the term of this MOU by exercising a maximum of one-year option periods. DOES shall provide written notice of its intent to renew an option period to DPW at least 30 days prior to the expiration of the MOU.
- C. The exercise of an option is subject to the availability of local funds at the time of the exercise of the option.
- D. This MOU shall become effective on the date of the final signature and terminate on September 30, 2020, unless terminated pursuant to Section XVIII.

#### **V. AUTHORITY FOR MOU**

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

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#### **VI. FUNDING PROVISIONS**

##### **A. COST OF SERVICES**

1. Total cost for goods and services under this MOU shall not exceed \$136,872.00 for Fiscal Year 2020. Funding for the goods and services shall not exceed the amount of this MOU or the actual cost of the goods and services, whichever is less. The amount of this MOU is based on the payment of hourly wages of \$19.01 for a maximum of 15 PE participants for a maximum of 40 hours per week for the term of this MOU.
2. In the event of termination of the MOU, payment to DPW 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 DOES to DPW based on the total amount of this MOU.

2. DPW will relieve the advance and bill DOES through the Intra-District process only for those goods and services actually provided, pursuant to the terms of this MOU. Payment for goods and services shall not exceed the total amount of this MOU or the actual cost of goods and services, whichever is less.
3. Advances to DPW for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.

#### **VII. ANTI-DEFICIENCY ACT**

Nothing contained herein shall be construed to obligate funds in excess or in advance of appropriations in accordance with: (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. 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. NO RIGHTS CREATED**

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This MOU does not and shall not be construed to create any rights, substantive or procedural, enforceable at law by any person in any matter, civil or criminal.

#### **IX. LIABILITY**

Each Party is responsible for its own conduct under this MOU, and retains all defenses, including immunities, available under federal and D.C laws. Neither Party agrees to insure, defend, or indemnify the other.

**X. EQUAL OPPORTUNITY ASSURANCES**

The Parties to this MOU will fully comply with nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act and its regulation at 29 Code of Federal Regulations Part 37, and the DC Human Rights Act which prohibits discrimination due to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business, and all other applicable anti-discrimination laws.

**XI. PROTECTION OF SENSITIVE INFORMATION**

The Parties shall comply with all applicable laws and regulations whether now in force or hereafter enacted or promulgated, including the federal and District of Columbia laws governing the disclosures of drug/alcohol treatment, HIV/AIDS, cancer, mental health information and records protected by federal privacy laws.

**XII. FULL UNDERSTANDING AND MERGER**

The terms and conditions of this MOU constitute the full and complete understanding between the Parties. No other verbal or written MOU shall, in any way, vary or alter any provision of this MOU unless both Parties consent to vary or alter the applicable provisions of this MOU in a signed writing.

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**XIII. PUBLICITY AND MEDIA**

Publicity releases and/or media interviews in connection with the activities of the MOU shall not be undertaken by either Party, without prior written approval by Parties through its Office of the Director, Office of Legislative, Intergovernmental and or Public Affairs.

**XIV. JOINTLY DRAFTED**

This MOU shall be deemed to have been drafted by both Parties and, in the event of a dispute, shall not be construed against either Party.

**XV. NO THIRD-PARTY BENEFICIARY**

This MOU shall not and is not intended to benefit nor to grant any right or remedy to any person or entity that is not a party to this MOU.



## **XVI. NOTICES**

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

For DOES

Paris Perrault Tillery  
Associate Director  
Division of State Initiatives  
Department of Employment Services, Suite 2000  
4058 Minnesota Ave NE  
Washington, D.C 20019  
(202) 698-5599 (office)  
Paris.Perrault@dc.gov

For DPW

Michael Carter  
Deputy Director  
Department of Public Works  
2000 14<sup>th</sup> Street NW, 6<sup>th</sup> Floor  
Washington, DC 20004  
(202) 671-2007 (office)  
Michael.Carter@dc.gov

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B. All notices shall be sent by the most expeditious means available including facsimile, overnight courier, certified or registered mail to the addresses set forth below. Any such notice shall be deemed delivered when received.

## **XVII. MODIFICATION**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Any modification must occur, prior to the expiration or termination of the MOU.

## **XVIII. TERMINATION**

Either Party may terminate this MOU, in whole or in part, by giving 30 days advance written notice to the other Party and a written report on the status of the participants receiving services, pursuant to this MOU.


## **XIX. AUTHORITY TO EXECUTE**

Each of the undersigned individuals represents and warrants the express and due authorization to execute this MOU and to legally bind each Party as set forth in this MOU.



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

DEPARTMENT OF EMPLOYMENT SERVICES

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

8/21/19  
Date

DEPARTMENT OF PUBLIC WORKS

  
\_\_\_\_\_  
Christopher Geldart  
Director

7/29/19  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
DISTRICT OF COLUMBIA PUBLIC SCHOOLS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services (DOES) and the District of Columbia Public Schools (DCPS) referred to individually as “Party” and collectively as “Parties”.

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES, a proud partner of the American Job Center (AJC), is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

Within DOES, the Office of Apprenticeship, Information and Training (OAIT) safeguards the well-being of apprentices, ensures the quality of programs, provides integrated employment and training information to sponsors, employers and trainers.

DCPS ensures that every District school helps students to reach their full potential through rigorous and joyful learning experiences provided in a nurturing environment. To further support this mission, and in partnership with DOES, DCPS has established the Career Bridge Program to provide high school seniors at participating high schools with career education, employment, and apprenticeship program pathways, strengthening students’ ability to enter sustaining careers after graduation. The Career Bridge Program includes paid school year internship opportunities or paid pre-apprenticeship opportunities for students based on their post-secondary pathways.

**II. PROGRAM GOALS AND OBJECTIVES**

The purpose of this MOU is to establish a partnership between the DOES OAIT and DCPS College and Career Programs to offer DCPS high school seniors participating in the DCPS Career Bridge Program an opportunity to participate in the Building Trades Pre-Apprenticeship Program (Program), a paid pre-apprenticeship program.

DCPS will contract with the Finishing Trades Institute, or another similar contractor, to implement the pre-apprenticeship program using the nationally recognized National Association of the Building Trades Union (NABTU) Multi-Craft Core Curriculum. The Program will provide seniors with exposure to other building trades apprenticeship programs in the DC area and the opportunity for students to gain OSHA-10 and First Aid

2020 MOU between DOES and DCPS

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& CPR certifications. Students who successfully complete the Program with the Multi-Craft Core Curriculum certificate will receive direct entry and/or advanced standing into DC apprenticeship programs, including the Finishing Trades Institute (IUPAT-51), Insulators-24, Ironworkers-5, and Plumbers Local-5.

### **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 hereby agree to the following:

#### **A. RESPONSIBILITIES OF DOES**

DOES shall:

1. Facilitate an Intra-District funds transfer in the amount of fifteen thousand dollars and zero cents (\$15,000.00) to DCPS for the purpose of contracting with a qualified vendor to manage the implementation of the Program during FY20. The estimated cost of this MOU is based on Attachment A, "DCPS-Building Trades Council Career Bridge Apprenticeship Readiness Program Budget FY20."
2. Secure space for Program implementation at the DC Infrastructure Academy (DCIA), 2330 Pomeroy Rd, SE.
3. Meet with designated DCPS representatives to evaluate performance under this MOU at the completion of the Program.
4. Provide DCPS with DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created pursuant to this MOU.
5. Enroll Program participants in DC Networks and WIOA, as part of the Program orientation and required sessions.

#### **B. RESPONSIBILITIES OF DCPS**

DCPS Shall:

1. Contract with a qualified vendor to manage the implementation of the FY20 Program. DCPS' responsibility to secure a vendor to implement the Program is contingent on DOES' responsibility to obtain a facility for the provision of instructional services pursuant to Section III.A.2 of this MOU. DCPS' contract with the vendor will include, at a minimum, the following vendor responsibilities:
  - a. The vendor shall provide a Program Coordinator and Instructor to facilitate ninety-six (96) hours of curriculum.



- b. The vendor shall cover the cost of the required First Aid/CPR and OSHA-10 certifications for Program participants, and the tools and supplies necessary to implement the Program as a part of the contract with DCPS.
  - c. The vendor will provide monthly opportunities for students who complete the Program to be connected to registered apprenticeship opportunities with organizations that may include Finishing Trades Institute (IUPAT-51), Insulators-24, Ironworkers-5, Plumbers Local-5 and other trade unions, as agreed upon between the Parties. DCPS will work with the vendor to ensure that DOES is provided with monthly reports on the total amount of students referred and placed in such apprenticeship opportunities.
  - d. The vendor will provide employment information to DCPS and DOES for participants who are connected to a registered apprenticeship opportunity, no later than two weeks after they begin working. The employment information shall include name, sponsor/ employer, starting apprentice wage, and start date via a verification form.
- 2. Pay each student participating in the Program in accordance with the terms of the FY20 MOU between the DCPS College & Career Programs Division and the DOES Office of Youth Programs for the implementation of the DCPS Career Bridge & DCPS Career Ready internship Programs. For purposes of clarification, all funds transferred from DOES to DCPS under this MOU shall be used solely for DCPS' contract with the qualified vendor referenced in Section III.B.1. Nothing in this MOU obligates the expenditure of any particular DOES or DCPS funds as compensation to students for participation in the Program.
- 3. Manage the student recruitment and selection process, including identifying students to participate in the Program during FY20. The Program is tentatively scheduled to begin in March 2020. DCPS seeks to enroll 10 students in the Program. DCPS makes no guarantee that all or any of the targeted number of students will participate or complete the Program.
- 4. Maintain participant rosters to include participants' contact information, school, and grade.
- 5. Submit participant rosters to DOES 48 hours prior to the Program start date.
- 6. Provide a list of Program participants, Program graduates, and Multi-Craft Core Curriculum certificate holders to DOES upon completion of the Program, subject to the limitations and restrictions of Section X.B of this MOU.
- 7. Provide bi-weekly progress reports to DOES for each enrolled participant, due every other Monday by 4:00pm EST.

8. Provide bi-weekly Program attendance sheets to DOES, due every other Monday by 4:00pm EST.
9. Establish a method in SOAR, so that funds may be independently tracked.
10. Submit a final report to DOES by October 30, 2020 to reconcile spending of the funds transferred under this MOU and to summarize all activities and outcomes achieved.
11. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.
12. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers (i.e. parents/guardians of Program Participants) (LEP/NEP Customers) and report this data to DOES' Language Access Coordinator on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment B.
13. Provide interpretation services and translation of vital documents to LEP/NEP Customers in accordance with the requirements of the Language Access Act of 2004 (D.C. Code § 2-1931 *et. seq.*) (Act). All translated materials must have DOES brand and be reported to DOES' Language Access Coordinator on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment B. Where such vital documents have been developed by DOES and provided to DCPS for use in the Program, DOES will provide DCPS with translated versions necessary for DCPS to comply with this provision.

#### IV. DURATION OF MOU

- A. The period of this MOU shall be from the Effective Date through September 30, 2020, unless terminated in writing by the Parties prior to the expiration. The Parties may extend the term of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. DOES shall provide notice of its intent to renew an option period prior to the expiration of the MOU. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

#### V. AUTHORITY FOR MOU

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



## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

1. Total cost for services and materials under this MOU shall not exceed fifteen thousand dollars and zero cents (\$15,000.00) or the actual cost for services and materials, whichever is less, for Fiscal Year (FY) 2020.
2. The estimated cost of this MOU is based on a total cost of services agreed upon, as outlined in Attachment A, during the term of this MOU.
3. In the event of termination of the MOU, payment to DCPS shall be held in abeyance until all required fiscal reconciliation is completed, but in any event not longer than September 30 of the current fiscal year.

### **B. PAYMENT**

1. Payment for the goods and/or services shall be made through Intra-District advances from DOES to DCPS in a total combined amount not to exceed \$15,000 by March 31st, 2020. Payment for the goods and/or services shall not exceed the amount of this MOU or the actual cost for the goods and/or services, whichever is less.
2. Advances to DCPS for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU.
3. Upon request, but no more than once per quarter, DCPS shall provide reconciliations explaining the amounts billed against DOES.
4. DCPS will relieve the advance and bill DOES through the Intra-District process only for those goods and services (fully executed cohorts) actually provided pursuant to the terms of this MOU. DCPS shall notify DOES within 15 days of the end of the current fiscal year, if it has reason to believe that all of an advance will not be billed during the current fiscal year. DCPS shall return any excess advance to DOES within 30 days of the end of the current fiscal year.
5. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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 nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or

2020 MOU between DOES and DCPS

Page 5 of 9

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, DCPS will be subject to scheduled and unscheduled monitoring reviews by DOES or any other authorized representative of the District of Columbia to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

- A. DCPS shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and upon the District of Columbia's request make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.
- B. DCPS shall report all contact with LEP/NEP Customers to DOES' Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment B.
- C. DCPS shall report the translation of all vital documents translated pursuant to the Act to DOES' Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment B.

## **IX. 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.

## **X. CONFIDENTIAL INFORMATION AND ACCESS TO EDUCATIONAL RECORDS**

- A. The Parties will access, use, restrict, safeguard and dispose of all confidential information, including education records and any information developed through an investigation or a prosecution of a case, related to this MOU in accordance with all relevant federal and local statutes, regulations, policies, and provisions of the Internal Revenue Code, including but not limited to the Family Educational Rights



and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99). Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the Party that disclosed the information.

- B. DOES is required to provide an institutional service or function on behalf of DCPS under this MOU. DOES’ ability to provide such institutional service or function requires DCPS to disclose personally identifiable information (“PII”) from education records to DOES and DCPS has determined DOES has legitimate educational interests in such disclosure. All PII must be shared and safeguarded in accordance with FERPA. Accordingly, pursuant to 34 CFR § 99.31(a)(1)(i)(B), DOES acknowledges that (i) it has been outsourced an institutional service or function of DCPS under this MOU; (ii) it is considered a “school official” for purposes of providing such institutional service or function of DCPS under this MOU; (iii) it is under the direct control of DCPS with respect to the use and maintenance of all PII it will have access to under this MOU; and (iv) it is subject to the requirements of 34 CFR § 99.33(a) with respect to the use and disclosure of all PII under this MOU. According to 34 CFR § 99.33(a), DOES must (1) not disclose any PII it may have access to under this MOU without first obtaining prior written consent from the affected parent (or student if the student has reached the age of 18); and (2) require that all DOES personnel receiving PII under this MOU only use such information for purpose of providing an institutional service or function on behalf of DCPS.
- C. Prior to re-disclosing any PII related to any individual students participating in the Program to any outside entity, including progress reports or other academic information to entities offering further apprenticeship positions for participating students in order to continue their skills development outside of the Program, DOES will obtain written permission from the student’s parent/guardian or, if the student has reached the age of 18, the adult student.
- D. DCPS acknowledges that DOES will disclose aggregate, non-identifiable information about the number of students who have completed the Program to outside entities for purposes of securing funding for the continuation of the Program.

## **XI. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party and a written status report on the participants receiving services pursuant to this MOU.

## XII. NOTICE

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

**DOES Point of Contact:**

Gemma Thomas  
Program Manager, Office of Apprenticeship,  
Information and Training  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington, DC 20019  
Office Phone: 202.671.3243  
[Gemma.Thomas@dc.gov](mailto:Gemma.Thomas@dc.gov)

**DCPS Point of Contact:**

Erin Bibo  
Deputy Chief, College and Career  
Programs Division  
District of Columbia Public Schools  
1200 First Street NE, 12<sup>th</sup> Floor  
Washington, DC 20002  
Office Phone: 202-442-9243  
[erin.bibo@dc.gov](mailto:erin.bibo@dc.gov)

## XIII. MODIFICATIONS

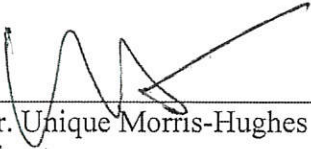
The terms and conditions of this MOU may be modified only upon prior written agreement of the Parties, prior to the termination or expiration of this MOU.

## 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:

### DEPARTMENT OF EMPLOYMENT SERVICES

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

Date:

3/5/20

### DISTRICT OF COLUMBIA PUBLIC SCHOOLS

  
\_\_\_\_\_  
Lewis D. Ferebee, Ed.D.  
Chancellor

Date:

3/12/2020

## ATTACHMENT A

**DCPS – Building Trades Council -Career Bridge Apprenticeship Readiness Program Budget FY20**

DOES will send funds to DCPS based on the number of students enrolled in the program at the rate of \$1500 per enrolled participant for up to 10 students. The \$1,500 per enrolled participant covers the following:

- \$1,250 per participant for the cost of the program coordinator & instructor for up to 125 hours of the program
- \$250 per participant for the cost of student work kits & training materials

<b>Item</b>	<b>Cost</b>	<b>Funding Source</b>
Program Instructor (\$50 per hour for up to 125 hours)*	<b>\$6,250.00</b>	<b>DOES</b>
Program Coordinator (\$50 per hour for up to 125 hours)*	<b>\$6,250.00</b>	<b>DOES</b>
OSHA-10 Certification	<b>In-kind</b>	<b>DOES</b>
<b>Student Work Kits &amp; Training Materials</b>	<b>\$2,500</b>	<b>DOES</b>
<b>Total</b>	<b>Up to \$15,000.00</b>	<b>DOES</b>

*\*Note: The National Association of the Building Trades Union (NABTU) requires that there be both a Program Coordinator and Program Instructor during implementation of the Multi-Craft Core Curriculum (MC3).*

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
THE DEPARTMENT OF BEHAVIORAL HEALTH**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services (DOES) and the District of Columbia Department of Behavioral Health (DBH), referred to herein individually as "Party" and collectively as "Parties."

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency and auxiliary aids and services available to persons with disabilities.

DOES Division of State Initiatives (DSI) workforce programs are designed to provide short-term, subsidized employment and ancillary services to District residents residing in persistent problem areas and facing barriers to employment due to prior incarceration or deficiencies in education, work experience, training. The DOES DSI programs to be served under this MOU include D.C. Career Connections (DCCC) and Project Empowerment (PE).

**II. PROGRAM GOALS AND OBJECTIVES**

The goal of this MOU is to provide DCCC and PE participants, in need, with onsite behavioral health services because behavioral health wellness is a significant indicator of the likelihood for long term employment success.

As the agency charged with providing behavioral health services to District residents, DBH is positioned to provide behavioral health support and screening services to DCCC and PE participants, in need.

For the purposes of this MOU, a screening is defined as a short questionnaire that is self-administered or administered by a clinician to determine the need for a more in-depth assessment.

**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 DOES**

**DOES shall:**

1. Upon signature of this MOU, transfer \$74,151.03 in Fiscal Year 2020 (FY20) to DBH for the assignment of a qualified practitioner to serve DOES DSI participants on site at DOES headquarters.
2. Initiate participant referrals for screening, behavioral health support and other required intervention.
3. Provide appropriate workspace and resources (private office, computer, office printer, office supplies, lockable file cabinets, etc.) wherein a qualified practitioner may meet privately with program participants and comfortably perform other administrative duties.
4. Provide training on pertinent DOES Standard Operating Procedures and grant access to DSI participants' case files, as needed; and adhere to HIPPA, Mental Health Information Act (MHIA), and all other relevant federal and District laws, regulations, policies and procedures as it pertains to confidentiality, release and sharing of protected health information.
5. Grant designated DBH staff access to relevant case management applications and databases in order to log pertinent case notes. This access will only be granted, after the designated DBH staff have successfully completed the DOES information security trainings.

**B. RESPONSIBILITIES OF DBH**

**DBH shall:**

1. Identify and hire a qualified practitioner (Licensed Independent Clinical Social Worker or Licensed Professional Counselor) with the appropriate licensure and experience to serve as the on-site qualified practitioner for DOES DSI participants.
2. Determine if referred DOES DSI participants are connected to a DBH mental health provider. If connected, refer participant to their mental health provider of record. If participant is not connected, qualified practitioner will ask permission of participant to proceed with screening.
3. Advise participants of their rights regarding the release of protected health information. If a participant agrees that information obtained from the screening can be released to DOES, qualified practitioner will obtain a signed consent. If a participant refuses to release protected health information to DOES, all screening and referral information obtained will be kept confidential. Qualified practitioner will adhere to HIPPA, MHIA, and all other relevant federal and District laws, regulations, policies and procedures, as it pertains to confidentiality, release and sharing of protected health information.

4. Provide screening tools (self-administered and clinician administered), review, score and determine the need for referral to services (i.e. mental health, substance use, etc.). The comprehensive behavioral health assessment that will be utilized will include the following screening tools:

- a. Patient Health Questionnaire—PHQ-9
- b. Generalized Anxiety Disorder Scale—GAD 7
- c. CAGE and CAGE-AID
- d. Domestic Violence Screener

Keep hard copies of all screening tools, signed consents and release of information in a locked file cabinet to be provided by DOES.

5. Scan screening tools into the DBH electronic health record. Scores for each tool, demographic information and outcomes will be entered into the DBH electronic health record.
6. Submit a monthly report to DOES that will include the number of participants screened, number of participants referred, and number of participants refusing screening. The report will be submitted by the 10<sup>th</sup> of the following month.
7. Assess participants presenting with behavioral health crises to determine, what, if any, action is required. This action includes de-escalation, assessing suicidality, assessing need for mobile crisis intervention etc.

#### **IV. DURATION OF MOU**

The period of this MOU shall be from the date of execution through September 30, 2020, unless terminated in writing by the Parties prior to the expiration.

- A. The Parties may extend the term of this MOU by exercising a maximum of three (3) one-year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. DOES shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
- B. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

#### **V. AUTHORITY FOR MOU**

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

#### **VI. FUNDING PROVISIONS**

##### **A. COST OF SERVICES**

1. Total cost for services under this MOU shall not exceed \$74,151.03 for FY20 or the actual costs of services, whichever is less.

2. The estimated cost of this MOU is based on DBH identifying and hiring a qualified practitioner with the appropriate licensure (LICSW or LPC) and experience to serve as the on-site qualified practitioner to screen DOES DSI participants. **Please see Attachment "A."**
3. In the event of termination of the MOU, payment to DBH shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.

## **B. PAYMENT**

1. Payment for all goods and services shall be made through an Intra-District advance by DOES to DBH based on the total amount of this MOU. Payment for all good and services shall not exceed \$74,151.03 or the actual cost of goods and services, whichever is less.
2. DBH shall submit quarterly reconciliations which shall explain the amount billed for that period. The reconciliations shall include: (1) List of materials and their costs; (2) Labor costs including hourly rates for all laborers; and, (3) overhead.
3. Advances to DBH for services to be performed/goods to be provided shall not exceed the amount of the MOU.
4. DBH will relieve the advance and bill DOES through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. DBH will return any excess advance to DOES by September 30<sup>th</sup> of the current fiscal year.
5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
6. DBH will be responsible for any amounts ultimately disallowed by an audit.

## **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 § 1204.46, 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, DBH will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

DBH shall maintain records and receipts for the expenditure of all funds provided for a minimum of three (3) years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DBH and other officials as may be specified by the District of Columbia at its sole discretion.

## **IX. CONFIDENTIAL INFORMATION**

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

## **X. 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 and a written report on the status of all participants receiving services pursuant to this MOU.

## **XI. NOTICE**

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

Stephen Lockwood  
Operations Manager  
Division of State Initiatives  
Department of Employment Services  
4058 Minnesota Ave. NE  
Washington, DC 20019  
Phone 202-698-5599  
[stephen.lockwood@dc.gov](mailto:stephen.lockwood@dc.gov)

Kim Ray, LICSW  
Chief, Co-Located Program Branch  
Linkage and Assessment Division  
Department of Behavioral Health  
64 New York Ave. NE, 3<sup>rd</sup> Floor  
Washington, DC 20002  
Phone 202-671-4080  
[Kim.ray@dc.gov](mailto:Kim.ray@dc.gov)

## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Any modifications shall occur, prior to the termination or expiration of the MOU.

**XIII. MISCELLANEOUS**

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

**XIV. 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 Reform Act of 2010 (D.C. Official Code §2-351.01 *seq.*) to procure the goods or services of the agent or third party.

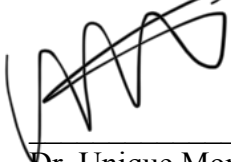
**XV. NO JOINT VENTURE OR THIRD PARTY BENEFICIARY**

Nothing contained in this MOU shall be deemed or construed by the Parties or by any third party to create the relationship of principal and agent, partnership, joint venture or any association between the Parties except as specifically stated herein. This MOU is made for the benefit of the Parties hereto and not for the benefit of any third party.

\*\*\*\*\*

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

**FOR THE DEPARTMENT OF EMPLOYMENT SERVICES**

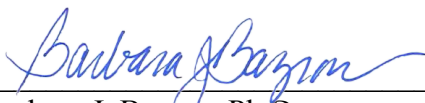


\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

**7/1/20**

\_\_\_\_\_  
Date

**FOR THE DEPARTMENT OF BEHAVIORAL HEALTH**



\_\_\_\_\_  
Barbara J. Bazron, Ph.D.  
Director

07/21/2020

\_\_\_\_\_  
Date

**ATTACHMENT A: Annual Salary FY20 Budget**

<b>Position</b>	<b>Grade</b>	<b>Salary FY20</b>	<b>Fringe</b>	<b>Annual Total</b>
Social Worker, LICSW	12/4	\$ 89,123.84	\$ 22,102.71	\$111,226.55*

\*Salary/fringes of \$74,151.03 based on eight months of service (total referenced in MOU).

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MEMORANDUM OF UNDERSTANDING BETWEEN  
DEPARTMENT OF ENERGY AND ENVIRONMENT (DOEE)  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)**

**Solar Works DC - Low Income Solar PV Systems Installation  
and Job Training - FY20**

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## **I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the Department of Energy and Environment (DOEE) and the Department of Employment Services (DOES), each referred to herein as a “Party,” and collectively referred to herein as the “Parties.”

The mission of DOES is to connect District resident, job seekers and employers to opportunities and resources that empower fair, save and effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

This MOU describes how DOEE and DOES will continue to jointly develop and support the Solar Works DC job training program to educate and train District residents and provide a pathway for sustainable jobs in the green economy.

Solar Works DC, the District’s Low Income Solar Photovoltaic (PV) Systems Installation and Job Training Program (the Program), will educate and train District of Columbia residents age 18 and over (the Participants) in solar installation and renewable energy and prepare them for entry-level career opportunities in the solar and related industries. In addition to preparing residents for jobs, Solar Works DC will increase solar capacity in the District and reduce energy costs for qualified low-income District homeowners by installing solar systems on their homes. DOEE will fund the solar education and installation component of this Program.

A DOEE grantee will implement the Solar Works DC training and education program, and independently of this MOU, DOES will pay wages directly to Participants.

## **II. PROGRAM GOALS AND OBJECTIVES**

The Parties share the following goals:

1. Increase the District’s solar capacity by installing PV systems on low-income single-family homes in the District;
2. Reduce the solar-assisted District’s low-income households’ energy burden;
3. Increase the District’s pool of trained solar professionals;
4. Create pathways to the middle class by preparing District residents to obtain part- or full-time jobs in the solar and related industries;

5. Track and evaluate the post-Program progress of the Participants;
6. Provide District residents with structured training, education, and hands-on work experience in solar PV system installation and related fields; and
7. Place at least 50% of the non-summer Participants into part- or full-time jobs, complementary training, or apprentice programs following their completion of the Program.

### **III. SCOPE OF SERVICES**

#### **A. RESPONSIBILITIES OF DOEE**

DOEE shall:

1. Design and manage the Program.
2. Operate a 12-week cohort of up to 25 Participants in Spring 2020 and a 6-week cohort of up to 25 Participants in Summer 2020.
3. Provide DOES the start date of the cohort at least 30 days prior to the beginning of the respective session.
4. Manage the Solar Works DC grantee to help implement the Program and facilitate coordination between the grantee and DOES.
5. Complete all forms necessary to transfer funds.
6. Follow the budget in Appendix 1.
7. Establish accounts and procedures in SOAR, so that funds may be independently tracked.
8. Provide a DOEE staff member to implement and manage the Program, including a grant administrator and administrative support.
9. Submit to DOES quarterly financial reports and an annual financial report, due within 30 days of the end of the fiscal year.
10. Refund transferred funds to DOES, if the actual expenditures are found to be less than advanced funds.
11. Coordinate with DOES to jointly evaluate the Program.
12. Restrict the use of funds to the purposes for which they are provided.

13. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator and the program point-of contact on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment A.
14. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES' brand and be reported to DOES' Language Access Coordinator and the program point-of-contact on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment A.
15. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources, and related property and materials created, pursuant to this MOU.

**B. RESPONSIBILITIES OF DOES**

DOES shall:

1. Fund the Program as set forth in the Budget (Appendix 1).
2. Pay wages directly to Participants.  
  
A wage of at least \$10.00 per hour will be paid to Participants in each cohort for up to 35 hours per week.
3. Transfer funds to DOEE in accordance with Section VI.
4. Assign DOES staff to assist with Program evaluation and support.
5. Identify a classroom and other space needs within the District of Columbia Infrastructure Academy (DCIA) for the program to operate during each one of its two cohorts for the performance period.
6. Work closely with DOEE's grantee to identify, recruit, screen, and place District residents into the Program.
7. Administer Comprehensive Adult Student Assessment System (CASAS) testing for basic reading and math comprehension, and a two (2) week work readiness prerequisite required for all trainees entering into the Program.
8. Timely comment on DOEE's Program evaluations.
9. Provide DOES logos, taglines, identifiers and/or other branding for use on all products, programs, activities, services, resources, and related property and materials created, pursuant to this MOU.



**IV. DURATION**

- A. The period of this MOU shall be effective from the date of the final signature below through September 30, 2020, unless terminated in writing by the Parties prior to the expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum of two (2) one-year option periods. An extension is subject to the availability of funds at the time of the amendment.

**V. AUTHORITY FOR MOU**

- A. **D.C. Official Code § 1-301.01(k).**
- B. Additional authority for DOEE to enter into and implement this MOU is provided in the DOEE Establishment Act of 2005, effective February 17, 2006, as amended, D.C. Official Code § 8-151.08(3) (public education and training), (4) (business-related activities), and (5) (cooperate with government agencies).

**VI. FUNDING PROVISIONS****A. COST OF GOODS AND SERVICES**

- 1. DOES shall transfer \$125,000.00 to DOEE.
- 2. Funding shall not exceed the actual cost of the goods or services. “Actual costs” include materials, supplies, equipment, work, services of any kind, fringe benefits, and actual overhead. If the costs include funding for services through contracts or grants, “actual costs” may include fringe benefits, overhead, and profit paid pursuant to DOEE’s standard contracting or grant-making practices.
- 3. Funding under this MOU shall be applied only to costs included in Appendix 1 (Budget).
- 4. DOES shall pay wages and stipends directly to Participants from funds other than the above transferred amount.

**B. PAYMENT**

- 1. DOES shall advance funds through an Intra-District transfer to DOEE for the amount specified in Section VI.A.1.
- 2. The transfer shall be completed within 28 days after the final signature of this MOU.

3. DOEE shall submit reconciliations of spending to date and documentation of expenditures within 30 days of the end of the fiscal year to document expenditures. The reconciliations shall include (1) materials and their costs; (2) labor costs, including hourly rates for all hires; and (3) administrative expenses.
4. DOEE shall return any unspent funds to DOES within 30 days of the end of the fiscal year.
5. In the event of termination of the MOU, reimbursement to DOES shall be held in abeyance until completion of required fiscal reconciliation, but not longer than 30 days after the end of the fiscal year.

## **VII. ANTI-DEFICIENCY CONSIDERATION**

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 (2017), 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. COMPLIANCE AND MONITORING**

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

## **IX. RECORDS AND REPORTING**

- A. DOEE shall maintain records and receipts for the expenditure of all funds provided under this MOU for a minimum of three years from the date of expiration or termination of the MOU and, upon request, make these documents available for inspection by duly authorized representatives of DOES and other DOES-specified officials.
- B. DOEE shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to this MOU to DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment A.
- C. DOEE shall report Collect and report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to this MOU to the DOES Language Access Coordinator, and the POC references in

Section XII to this MOU on a quarterly basis using the Language Access Reporting Form Attachment A.

- D. If a grant or contract is used to provide goods or services under this MOU, the funded Party shall arrange to make grantee or contractor receipts and records available to the funders or other authorized officials upon request.

## **X. CONFIDENTIAL INFORMATION**

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

## **XI. APPLICABLE LAW**

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

## **XII. CONTACTS**

The following individuals or their designees are the contact points under this MOU:

### **For DOES**

Aaron Sisko  
Program Manager  
DC Infrastructure Academy (DCIA)  
Office of Workforce Development  
Department of Employment Services  
2330 Pomeroy Road, SE  
Washington, DC 20020  
202.899.6057 office  
Email: [aaron.sisko@dc.gov](mailto:aaron.sisko@dc.gov)

### **For DOEE**

Larissa Etwaroo  
Program Manager, Solar Works DC  
Operations Services Administration  
Department of Energy & Environment  
1200 First Street, NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
Phone: (202) 535-1948  
Cell: (202) 308-2494  
Email: [larissa.etwaroo@dc.gov](mailto:larissa.etwaroo@dc.gov)

**XIII. MODIFICATION**

This MOU, including any attachment to this MOU, may be modified only through a written amendment signed by all Parties.

**XIV. TERMINATION**

- A. A Party may terminate this MOU in whole or in part by giving at least 30 calendar day's written notice to the other Party and a written status report on all Participants receiving services pursuant to this MOU.
- B. A Party providing goods or services that receives notice of termination must immediately cease performance under this MOU, or, if that is not feasible, begin immediately to wind down performance.
- C. After receiving notice of termination, a funded Party shall not be obligated to perform or provide further goods or services, other than winding down performance, supporting payment of invoices or fiscal reconciliation, complying with applicable laws, and honoring commitments to recordkeeping, reporting, monitoring, and confidentiality.

**XV. DISPUTE RESOLUTION**

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event the Parties cannot resolve a non-financial dispute, the matter shall be referred to the City Administrator. The decision of the City Administrator shall be final. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of the Chief Financial Officer (CFO). The decision of the CFO shall be final.

**VI. SIGNING AND COUNTERPARTS**

This MOU may be signed by hand or electronically on the original version or a copy or other exact duplicate. It may be signed in counterparts, each separately and together constituting one and the same document.

**XVII. SIGNATURES**

The Parties agree to this MOU.

**DEPARTMENT OF ENERGY AND ENVIRONMENT (DOEE)**



Tommy Wells *for*  
Director

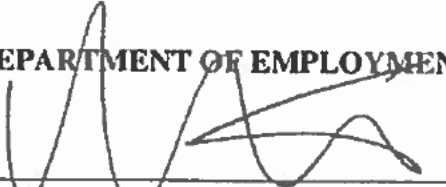
Date: 5-26-2020



Beth Mullin  
Deputy General Counsel  
for legal sufficiency

Date: 5/11/20

**DEPARTMENT OF EMPLOYMENT SERVICES (DOES)**



Dr. Unique Morris-Hughes  
Director

Date: 4/10/20

## APPENDIX 1. BUDGET

**FY 2020 Solar Works DC Program – DOES Funding**

Solar Works DC Job Training Category	Budget
<b>Labor:</b> 1) Portion of Salary for a full-time Program Manager: \$48,000  2) Fringe Benefits for a full-time Program Manager at FY20 rate of 23%: \$11,040	\$59,040
<b>Program Costs:</b>  Includes a variety of wraparound <sup>1</sup> and remedial support <sup>2</sup> services for Program Participants  1) Spring 2020 Cohort (12 weeks): \$40,000  2) Summer 2020 Cohort (6 weeks): \$20,000	\$60,000
<b>Supplies and Materials:</b>  Includes logo materials (water bottles, etc.), materials for marketing purposes, and other supplies and materials as needed or required.	\$5,960
<b>Total</b>	<b>\$125,000</b>

This annual budget repeats in FY 2021, if the MOU is extended and is subject to the availability of funds.

<sup>1</sup> “Wraparound services” may include transportation costs, equipment, supplies and materials, and other needs as required by Program Participants to aide in their ability to attend and complete the job training program by removing significant barriers.

<sup>2</sup> “Remedial support services” includes soft skills training to assist Program Participants in achieving expected competencies in core employment skills, such as writing, resume-building, and interviewing. This will assist greatly in job readiness post-program and enable Program Participants to maximize their opportunities for successful transition into sustainable work. In addition, the Program will offer basic-life training workshops, (e.g. Financial Literacy and other workshops to aide in their ability to thrive in the real world).



## Language Access Program Monthly Reporting System FY 2020

<b>Quarter:</b>	
<b>Department:</b>	

Please report all activities that your department or program has engaged in during the reporting quarter and provide a thorough response to all tasks.

**1. Provide the number of LEP/NEP clients served and the language spoken by client:**

**Definitions:**

- Touches - Any interaction with LEP/NEP constituents in which information and/or services are provided without the use of Language Line or "In Person" Interpretations. In the case that a bilingual employee directly serves the LEP/NEP constituent in their preferred language this constitutes a "touch"
- LLS – A telephonic interpretation service that provides professional trained and qualified interpreters in over 170 languages.
- Live – Any oral/verbal conversion of the meaning of a dialogue from one language to another and vice versa, conducted by a third-party contractor, community interpretation service provider, or qualified employee.

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate "Other Language"			
<b>Total</b>			

**2 Number of LEP/NEP Constituents served by Public Service Organizations funded by your Agency  
(Organization Name)**

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate 'Other Language'			
<b>Total</b>			

**3. List the document(s) that were translated for your department/ program and the language it was translated in. NOT APPLICABLE**

Type of Material	Department /Division	Document Title	Language needed for translation	Date Translation completed	Cost of Translation	Public Point of Entry where document is found (is it on line or in the office)

**4. List all new bilingual staff in public contact positions for your department/ division during this quarter only NOT APPLICABLE**

- PCP – Public Contact Position are positions that require personal contacts with the public, community and civic organizations or any combination of these groups

Position Title	PCP-Non PCP	Department/Division	Foreign Language(s) Spoken/Written	Certifications/Trainings held in Foreign Language(s)	Does the position require the employee to utilize his/her bilingual skills when needed?

**5. List all agency bilingual staff Recruitments NOT APPLICABLE**

Position Title	Bilingual or Bilingual Preferred	Method of Recruitment	Was Position Filled by Bilingual Staff

6. List the linguistic/cultural competency training attended during this quarter. (If possible attach sign-in sheet(s)) NOT APPLICABLE

Date of Training	Name of Training	Training Instructor/Provider	List of PCPs in Attendance (or attach Sign-In Sheet)

7. List the Language Line Access Training staff attended during this quarter. (If possible attach sign-in sheet(s)). NOT APPLICABLE

Date of Training	Name of Training	Training Instructor/Provider	List of PCPs in Attendance (or attach Sign-In Sheet)

8. OHR Language Access Online Training NOT APPLICABLE

Date of Module view	List of PCPs in Attendance (or attach Sign-in Sheet)

9. List Language Access Activities/Resources Dissemination NOT APPLICABLE

Date of Dissemination	Subject of Activity/Resource	Recipient of Information (i.e., all staff, PCP, managers, etc.)

10. List the outreach and public meeting conducted in LEP/NEP community by your department/program during this quarter. NOT APPLICABLE

Description of Outreach Activity	Date of Outreach	Location of Outreach	LEP/NEP Community targeted	Number of attendees

DISTRICT OF COLUMBIA

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
DEPARTMENT OF ENERGY AND ENVIRONMENT

Green Zone Environmental Program (GZEP) – FY20

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## I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into by the Department of Energy and Environment (DOEE) and the Department of Employment Services (DOES), referred to individually as a "Party" and collectively the "Parties."

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

## II. PROGRAM GOALS AND OBJECTIVES

The Parties will jointly develop and implement the DOEE Green Zone Environmental Program (GZEP) as a part of the larger 2020 Marion Barry Summer Youth Employment Program (MBSYEP). DOES administers the MBSYEP; which provides District youth and young adults with summer work experience through subsidized placements in the private and government sectors. DOEE administers GZEP to provide structured training and meaningful work experiences in the fields of energy and environment. DOES will provide funding and support for GZEP as set forth in this MOU.

Through this partnership, DOEE hopes to fulfill the following goals:

- Expose MBSYEP participants to career paths in the "green economy;"
- Provide youth with meaningful, project-based work experience; and
- Provide training and guidance on how to be prepared for work.

The objective of GZEP is to provide structured training and meaningful work experience for up to 200 District youth and young adults enrolled in the MBSYEP for the duration of the six-week program, starting in June 2020.

For FY20 DOES intends to finance the bulk of the MBSYEP. DOEE shall manage the GZEP. The details are set out below, in Part III Scope of Services.

This goals and objectives section appears for the Parties' convenience, and statements in it shall not be read to modify the express provisions below.

## III. SCOPE OF SERVICES

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



A. RESPONSIBILITIES OF DOEE

DOEE shall:

1. Complete all forms to facilitate the transfer of funds.
2. Follow the budget in Appendix A.
3. Establish accounts and procedures in SOAR so that funds may be independently tracked.
4. Arrange for the hiring and payroll process for GZEP staff to include but not limited to Team Leaders, Site Managers, Communications Coordinator, Ward Managers, and administrative support.
5. Design a program that includes meaningful project-based learning opportunities and community beautification projects for up to 200 District youth and young adults enrolled in the MBSYEP.
6. Identify and reserve necessary worksite and educational facilities required for the successful implementation of GZEP.
7. Identify and secure worksites to host youth teams.
8. Coordinate opportunities with outside organizations and other agencies, and implement projects designed to provide teams with a substantive work experience. Develop project plans that include objectives/outcomes, explanation of all job responsibilities, and work schedules and routes.
9. Coordinate with nonprofit and educational providers to offer project-specific training for participants in GZEP. Develop and provide content-specific educational programming for GZEP team members.
10. Procure project supplies and services for GZEP.
11. Monitor all services provided and evaluate performance under this MOU.
12. Submit programmatic and financial reports for GZEP including the status of the project, progress made during the reporting period, justification of program expenditures, barriers to implementation, and requests for changes to the program.
13. Submit a final report to DOES by September 30, 2020, to reconcile spending of the funds transferred under this MOU.

14. Refund transferred monies to DOES, if the actual expenditures are less than budgeted.
15. Coordinate with DOES in jointly evaluating GZEP to inform the design of future programs.
16. Incorporate the DOES-provided logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources, and related property and materials created pursuant to this MOU.
17. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to the DOES Language Access Coordinator on a quarterly basis, using the Language Access Program Monthly Reporting System. (See Appendix B).
18. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES's branding and be reported to DOES Language Access Coordinator on a quarterly basis, using the Language Access Program Monthly Reporting System, Appendix B.

#### B. RESPONSIBILITIES OF DOES

DOES shall:

1. Facilitate a timely intra-District funds transfer in the amount stated in Part VI to pay for services provided under this MOU.
2. Cover the cost, outside of Appendix A (Budget), of all the MEDAT and suitability clearance programs that DCHR administers with respect to MBSYEP staff.
3. Work with DOEE, according to the budget and spending plan associated with this MOU, attached as Appendix A (Budget).
4. Coordinate with DOEE in jointly evaluating GZEP to inform the design of future programs.
5. Pay the cost of providing daily security coverage for all GZEP worksites located in District Government agencies, outside of Appendix A (Budget).
6. Pay, outside of Appendix A (Budget), the wages for youth, as follows: \$5.25 per hour for up to 20 hours per week for youth ages 14-15; \$8.25 per hour for up to 25 hours per week for youth ages 16-21; and the wages should be split \$13.25 from 6/24-6/29 and then \$14.00 from 7/1-8/2 for up to 30 hours per week for youth ages 22-24.

7. Provide DOES logos, taglines, identifiers, and/or other branding for all products, programs, activities, services, resources, and related property and materials created pursuant to this MOU.

#### IV. DURATION

This MOU shall be effective from the date of the last signature through September 30, 2020, unless terminated in writing by the Parties prior to the expiration..

#### V. AUTHORITY FOR MOU

- A. D.C. Official Code § 1-301.01(k).
- B. DOEE Establishment Act of 2005, effective February 17, 2006, D.C. Official Code § 8-151.08(3), (4), and (5) (2015).
- C. D.C. Official Code § 32-241 (2015), enacted as the Summer Youth Employment Act of 2005, as subsequently amended, effective October 18, 2005.

#### VI. FUNDING PROVISIONS

##### A. COST OF GOODS AND SERVICES

1. The total cost of DOEE goods and services under this MOU shall not exceed \$294,263 for Fiscal Year 2020. An estimated allocation of funds is contained in Appendix A.
2. Funding shall not exceed the actual cost of the goods or services. "Actual costs" include materials, supplies, equipment, work, services of any kind, fringe benefits, and actual overhead. If the costs include funding for services through contracts or grants, "actual costs" may include fringe benefits, overhead, and profit paid pursuant to DOEE's standard contracting or grant-making practices.
3. Funding shall be applied only to costs covered by this MOU.

##### B. PAYMENT

1. DOES shall advance the funds through an Intra-District transfer to DOEE for the amount specified in Paragraph A (Cost of Goods and Services) no later than March 2020.
2. DOEE shall submit to DOES reconciliations of spending to date by September 15, 2020, and then by September 30, 2020, to document expenses. The reconciliations shall include (1) materials and their costs; (2) any labor costs, including hourly rates for all hires; and (3) administrative expenses.

- J. DOEE shall return any excess or unspent funds to DOES by September 30, 2020.

#### C. ANTI-DEFICIENCY

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, are and shall remain subject to the provisions of the following laws, as amended: (1) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (2) the District of Columbia Anti-Deficiency Act of 2002, D.C. Official Code §§ 47-155.01-.08; (3) D.C. Official Code § 47-105; and (4) D.C. Official Code § 1-204.46.

### VII. COMPLIANCE AND MONITORING

Performance by the Parties is subject to scheduled and unscheduled monitoring reviews by the funder(s) or other authorized officials.

### VIII. RECORDS

- A. DOEE shall maintain receipts and other records documenting the work performed and expenditures of all funds for at least three years from the end of this MOU.
- B. DOEE shall make receipts and records available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.
- C. If a grant or contract is used to provide goods or services under this MOU, the funded Party shall arrange to make grantee or contractor receipts and records available to the funders or other authorized officials upon request.
- D. DOEE shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to the MOU to DOE's Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Appendix B.
- E. DOEE shall report data on interpretation services and translation of all vital documents for LEP/NEP customers receiving services pursuant to this MOU to the DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Appendix B.

### IX. CONFIDENTIAL INFORMATION

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

#### **X. APPLICABLE LAW**

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

#### **XI. CONTACTS**

The following individuals or their designees are the contact points under this MOU:

##### **FOR DOES**

Thennie Freeman  
Associate Director of Youth Programs  
Office of Youth Programs  
District of Columbia Department of Employment Services  
4058 Minnesota Avenue NE  
Washington, DC 20019  
Phone: (202) 741-5871  
Fax: (202) 698-5693  
Thennie.Freeman2@dc.gov

##### **FOR DOEE**

Jean Mitchell  
Deputy Director, Operations Services Administration  
Department of Energy & Environment  
1200 First Street, NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
Desk: (202) 535-1904  
Cell: (202) 870-7235  
Fax: (202) 535-2881  
jean.mitchell2@dc.gov

Johnnie Philson  
Project Coordinator, Green Zone Environmental Program  
Department of Energy & Environment  
Operations Services Administration  
1200 First Street, NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
Desk: (202) 481-3843  
Cell: (202) 870-6003  
Fax: (202) 535-2881- johnnie.philson@dc.gov

#### **XII. MODIFICATION**

This MOU, including any attachment to this MOU, may be modified only through a written amendment signed by all Parties.

### **XIII. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving at least 30 calendar day's written notice to the other Party, and a written report on the status of the youth receiving service pursuant to this MOU.
- B. A Party providing goods or service that receives notice of termination must immediately cease performance under this MOU, or, if that is not feasible, begin immediately to wind down performance.
- C. After receiving notice of termination, a funded Party shall not be obligated to perform or provide further goods or services, other than winding down performance, supporting payment of invoices or fiscal reconciliation, complying with applicable laws, and honoring commitments to recordkeeping, reporting, monitoring, and confidentiality.

### **XIV. DISPUTE RESOLUTION**

- A. The Parties will make every effort to resolve any disputes concerning this MOU at the staff level.
- B. If the dispute cannot be resolved at the staff level, a Party may raise the dispute to the Director level.
- C. If the Directors are unable to resolve the dispute, a Party may refer the dispute to Office of the Chief Financial Officer for financial matters or to the Office of the City Administrator for other matters.

### **XV. SIGNING AND COUNTERPARTS**

This MOU may be signed by hand or electronically on the original version or a copy or other exact duplicate. It may be signed in counterparts, each separately and together constituting one and the same document.

### **XVI. SIGNATURES**

The Parties agree to this MOU.

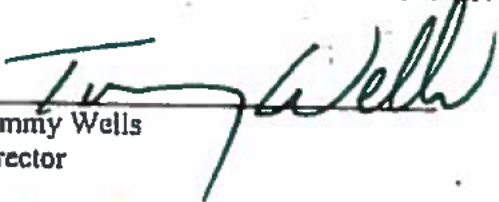
DEPARTMENT OF EMPLOYMENT SERVICES

  
Dr. Unique Morris-Hughes, Director

Date:

1/24/20

DEPARTMENT OF ENERGY AND ENVIRONMENT

  
Tommy Wells  
Director

Date:

1/30/20

  
Beth Mullin, for legal sufficiency  
Deputy General Counsel

Date:

1/28/2020

Filename: FY19 DOE'S AND EEP 03110



## APPENDIX A. BUDGET

## DOEE Proposed FY20 Personnel Spending (PS) Budget

	FY19 MOU	Amount of Increase/Decrease Requested	Proposed FY20 MOU	Major Reason for Increase
Personnel	\$227,321	\$1,678	\$228,999	Legislative requirement to pay all DOEE OZEP staff living wages. Increased personnel budget to meet the requirement

<u>Position</u>	<u>Number of Staff</u>	<u>FY 19 Pay Rate</u>	<u>Proposed FY 20 Pay Rate due to Living Wage requirement</u>
<u>Team Leaders &amp;</u>	<u>25</u>	<u>\$14.50</u>	<u>\$15.00</u>
<u>Site Managers</u>	<u>5</u>	<u>\$15.00</u>	<u>\$16.00</u>
<u>Office Assistant</u>	<u>1</u>	<u>\$15.00</u>	<u>\$15.00</u>
<u>Ward</u>	<u>3</u>	<u>\$17.90</u>	<u>\$17.90</u>
<u>Warehouse Managers</u>	<u>1</u>	<u>\$15.10</u>	<u>\$15.10</u>
<u>Field Manager</u>	<u>1</u>	<u>\$18.85</u>	<u>\$18.85</u>
<u>Communications Coordinator</u>	<u>1</u>	<u>\$15.70</u>	<u>\$18.85</u>
<u>Program Support Assistant</u>	<u>1</u>	<u>\$19.73</u>	<u>\$21.00</u>

**DOEE Proposed FY20 Non Personnel Spending (NPS) Budget**

<b>Item</b>	<b>Cost</b>
General Purchases (ice for field days etc.)	\$1,000
Telephones for staff and other telecomm needs	\$5,000
Staff and program participants uniforms and accessories	\$4,000
RISE (\$3K), Prof Services, GZEP Closeout (3K), GZEP Orientation & Training, GZEP Field Partners, etc.	\$30,000
School bus transportation for program participants and rental of 5 vehicles; parking, parking pass and insurance for program staff. Rental equipment & expense for water.	\$20,264
Office supplies and materials	\$5,000
<b>Total</b>	<b>\$65,264</b>

	<b>FY19 MOU</b>	<b>Amount of Increase/Decrease Requested</b>	<b>Proposed FY20 MOU</b>	<b>Major Reason for Increase</b>
<b>Personnel</b>	\$227,321	\$1,678	\$228,999.	Required to pay DOEE GZEP staff the living wage. Increased personnel budget to meet the requirement.
<b>Non-Personnel</b>	\$66,942	-1,705	65,264	
<b>Total</b>	<b>\$294,263</b>	<b>-0-</b>	<b>\$294,263</b>	

**TOTAL PROJECT COSTS:****\$294,263**

Filename: MOU DOEE DOES FY20

Language Access Program Monthly Reporting System  
 FY 2020 QUARTER 1-4  
 PERIOD: October 1, 2019 – September 30, 2020  
 Department:

Please report all activities that your program has engaged in during the reporting quarter and provide a thorough response to all tasks.

**1. Provide the number of LEP/NEP clients served and the language spoken by client:**  
**Definitions:**

- **Touches** – Any interaction with LEP/NEP constituents in which information and/or services are provided without the use of Language Line or “In Person” Interpretations. In the case that a bilingual employee directly serves the LEP/NEP constituent in their preferred language this constitutes a “touch”
- **LLS** – A telephonic interpretation service that provides professional trained and qualified interpreters in over 170 languages.
- **Live** – Any oral/verbal conversion of the meeting of a dialogue from one language to another and vice versa, conducted by a third-party contractor, community interpretation service provider, or qualified employee.

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate “Other Language			
Total			

**EQUAL OPPORTUNITY  
POLICY ISSURANCE NO. 05-01**

2. List the document(s) that were translated for your department/program and the language it was translated in:

Type of Material	Department /Division	Document Title	Language needed for translation	Date Translation Completed	Cost of Translation	Public Point of Entry where document is found (Is it on line or in the office)

3. List the outreach and public meeting conducted in LEP/NEP Community by your department/program during this quarter.

Description of Outreach Activity	Date of Outreach	Location of Outreach	LEP/NEP Community targeted



dchr

**DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES**

# **MEMORANDUM OF UNDERSTANDING**

**Between The Department of Employment Services and  
The Department of Human Resources**

**Fiscal Year 2020**



## I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services (Buyer) and the District of Columbia Department of Human Resources (Seller), collectively known as the Parties.

## II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with compliance related services for its candidates, employees, and volunteers who are subject to enhanced suitability screenings. The objective of the services is to determine whether each specific candidate, employee, or volunteer is suitable for District employment consistent with Title 6-B, Chapter 4, of the District of Columbia Municipal Regulations (DCMR).

## III. SCOPE OF SERVICES

In pursuit of the shared goals of the Parties to carry out the program goals and objectives expeditiously and economically, the Parties agree as follows:

### A. Responsibilities of the Seller

1. The Seller shall ensure that compliance related services are conducted in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to suitability screenings. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes enhanced suitability screenings, the Seller shall make a suitability determination in accordance with 6-B DCMR § 400 *et seq.* Each suitability determination shall be provided to the Buyer through an electronic means established by the Seller.

### B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$118,169.00 for the compliance related services indicated on page 4.
2. The Buyer shall ensure the Seller receives all documentation reasonably necessary to carry out the Seller's responsibilities under this MOU.
3. The Buyer agrees to be bound by the provisions contained in Title 6-B, Chapters 4 and 16 of the DCMR. Moreover, the Buyer agrees that for purposes of Chapter 4, the Seller serves as the Program Administrator.

## IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2019 through September 30, 2020 (Fiscal Year 2020), unless terminated in accordance with Section XII prior to the expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period. The option period may consist of a year, a fraction thereof, or multiple successive fractions of a year. The Buyer shall provide notice to the Seller of its intent to renew an option period prior to the expiration of the MOU.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

- D. Subject to appropriations, this paragraph serves as the Buyer's letter of intent for Fiscal Year 2021 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$118,169.00.

## V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k). The MOU is entered into to carry out the provisions of Title 6-B, Chapters 4 and 16 of the DCMR.

## VI. FUNDING PROVISIONS

### A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$118,169.00 for Fiscal Year 2020. Funding for services shall not exceed the actual cost of the goods and services.
2. The estimated cost of this MOU is based upon the projected service costs outlined on the following page. These projections are only estimates and do not account for all suitability related services that may be provided under this MOU. For example, the Buyer may request weekend service collections which may result in overtime fees. However, the total resulting service cost shall not exceed the maximum amount of this MOU established in subsection (A) (1).

### B. Payment

1. Payment for the goods and services shall be made through an Intra-District advance by the Buyer to the Seller based on the total amount of this MOU.
2. The Seller shall submit quarterly invoices that shall include the amounts billed for that period. The invoices shall include: (1) a list of services and their costs; and (2) a list of labor costs including hourly rates for all laborers.
3. The advance to the Seller for the services to be performed and goods to be provided shall not exceed the amount of this MOU.
4. The Seller shall receive the advance and bill the Buyer through the Intra-District process only for those goods and services actually provided pursuant to the terms of this MOU. The Seller shall return any excess advance to the Buyer within thirty (30) calendar days prior to the end of the current fiscal year.
5. The Parties' Directors, or their designees, shall resolve all adjustments and disputes arising from services performed under this MOU. 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 for final resolution.



**FY20 SERVICE COSTS****SUITABILITY RELATED SERVICES****Criminal Background Checks (General)**

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	2	\$30.00	\$34.00	\$0.00	\$128.00
Protection	12	\$30.00	\$34.00	\$0.00	\$768.00
Security	76	\$30.00	\$34.00	\$0.00	\$4,864.00
Volunteers	1200	\$30.00	\$34.00	\$0.00	\$76,800.00
Summer Hires	200	\$30.00	\$34.00	\$0.00	\$12,800.00
<b>Criminal Background Checks Total Cost</b>					<b>\$95,360.00</b>

**Criminal Background Recertifications**

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	4	\$17.00	\$34.00	\$0.00	\$204.00
Protection	24	\$17.00	\$34.00	\$0.00	\$1,224.00
Security	80	\$17.00	\$34.00	\$0.00	\$4,080.00
<b>Criminal Background Recertification Total Cost</b>					<b>\$5,508.00</b>

**Drug Testing (General)**

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	2	\$45.00	\$34.00	\$0.00	\$158.00
Protection	12	\$45.00	\$34.00	\$0.00	\$948.00
Summer Hires	200	\$45.00	\$34.00	\$0.00	\$15,800.00
<b>Drug Testing Total Cost</b>					<b>\$16,906.00</b>

**Drug Testing - Random**

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	4	\$45.00	\$34.00	\$0.00	\$316.00
Alcohol	1	\$45.00	\$34.00	\$0.00	\$79.00
<b>Random Drug Testing Total Cost</b>					<b>\$395.00</b>

**FFD Testing - Applicants**

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-employment	0	\$225.00	\$26.00	\$0.00	\$0.00
<b>Pre-employment FFD Total Cost</b>					<b>\$0.00</b>

**FFD Testing - Employees**

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
FFD Recerts	0	\$225.00	\$26.00	\$0.00	\$0.00
<b>FFD Recert Total Cost</b>					<b>\$0.00</b>

**OTHER SERVICES**

Service	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
PFL/FMLA Processing	0	\$0.00	\$253.00	\$0.00	\$0.00
<b>Other Services Total Cost</b>					<b>\$0.00</b>
<b>GRAND TOTAL</b>					<b>\$118,169.00</b>



## VII. 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 may be amended, regardless of whether a particular obligation has been expressly so conditioned.

## VIII. COMPLIANCE AND MONITORING

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

## IX. PROCUREMENT PRACTICES ACT

If the goods and/or services of an agent, contractor, consultant or other third party will be utilized to execute the processes described in this MOU, then the Parties 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 those goods and/or services.

## X. 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 (3) years from the date of expiration or termination of this MOU and, upon request of the Buyer or another District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of the Buyer and other officials as may be specified by the District of Columbia.

## XI. 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 this MOU shall remain the property of the Buyer.

## XII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) calendar days advance written notice to the other Party. In the event of termination of this MOU, the Seller will conclude any previously-requested suitability related services and will return any unused funds after all required fiscal reconciliation, but not later than September 30<sup>th</sup> of the then current fiscal year.

### XIII. NOTICE

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

Justin Zimmerman, Esq., Associate Director  
 Department of Human Resources, Policy & Compliance Administration  
 1015 Half St SE, Washington DC 20003  
 (202) 727-1568

Taneshia Rawlings  
 Department of Employment Services  
 4058 Minnesota Avenue, NE, Washington, DC 20019  
 (202) 724-4998

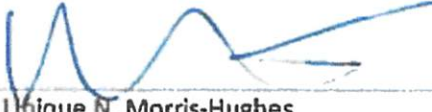
### XIV. MODIFICATIONS

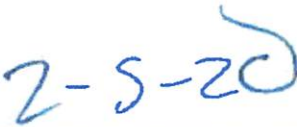
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

### XV. MISCELLANEOUS.

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

#### FOR THE DEPARTMENT OF EMPLOYMENT SERVICES

  
 Dr. Unique N. Morris-Hughes  
 Director

  
 Date

#### FOR THE DEPARTMENT OF HUMAN RESOURCES

  
 Ventris C. Gibson  
 Director

February 13, 2020  
 Date



**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES**  
**AND**  
**DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES**  
**FOR FISCAL YEAR 2020**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services ("DOES" or "Buyer") and the District of Columbia Department of Human Resources ("DCHR" or "Seller"), collectively known as the "Parties" and individually as a "Party."

**II. PROGRAM GOALS AND OBJECTIVES**

The objective of this MOU is to allow DCHR to provide DOES with executive level learning and development opportunities for DOES's senior-level employees ("DOES Senior-Level Employees" or "3 DOES Senior-Level Employees") and to establish the terms and conditions for reimbursing DCHR for the costs associated with administering an executive level learning and development program for DOES Senior-Level Employees, hereafter referred to as the "Executive Leadership Program." The funds associated with this MOU are based upon the projected cost of the Executive Leadership Program and related services that will be rendered to DOES in FY2020.

**III. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties to carry out the program objectives expeditiously and economically, the Parties agree as follows:

**A. RESPONSIBILITIES OF THE SELLER**

In pursuit of the described objectives, DCHR shall:

1. Provide and/or procure instructor-led training sessions, employee development opportunities, and other resources related to the Executive Leadership Program for 3 DOES Senior-Level Employees; and
2. Upon completion of the Executive Leadership Program, update the records for participating DOES Senior-Level Employees to reflect the completed training programs that each attended.

#### **B. RESPONSIBILITIES OF THE BUYER**

In support of the above services, DOES shall:

1. Reimburse DCHR for all costs associated with instructor-led training sessions, employee development opportunities, and other resources related to the Executive Leadership Program for services rendered to 3 DOES Senior-Level Employees; and
2. Provide DCHR or ensure DOES Senior-Level Employees provide DCHR, all documentation reasonably necessary to carry out its responsibilities under this MOU.

#### **IV. DURATION OF THIS MOU**

- A. The period of this MOU shall be from October 1, 2019 through September 30, 2020 unless terminated in accordance with Section XI prior to the expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period prior to the expiration of the MOU. The option period may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. DOES shall provide DCHR with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial term of this MOU.
- C. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

#### **V. AUTHORITY FOR MOU**

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k) (2016 Repl.) and any other applicable and relevant 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 thirty-seven thousand five hundred dollars (\$37,500.00) for Fiscal Year 2020.
2. The total cost of the goods and services is determined by multiplying the cost of the learning and development program (\$12,500.00) by the number of participants (three) from DOES. Funding for goods and services shall not exceed the actual cost of the goods and services provided.

## **B. PAYMENT**

1. Payment for the goods and services shall be made through an Intra-District advance by DOES to DCHR based on the total amount of this MOU or the actual cost of goods and services, whichever is less.
2. DCHR shall receive the advance and bill DOES through the Intra-District process only for those goods and services provided pursuant to the terms of this MOU. DCHR shall notify DOES within thirty (30) days of the end of the current fiscal year if it has reason to believe that all the advance will not be billed during the current fiscal year. DCHR shall return any excess advance to DOES within thirty (30) days after the end of the current fiscal year.
3. DOES shall report all services received under this MOU in its monthly Financial Review Process ("FRP") report to the Office of Budget and Planning of the District of Columbia Office of the Chief Financial Officer.
4. Advances to DCHR for the services to be performed and goods to be provided shall not exceed the amount of this MOU (\$37,500.00) in Fiscal Year 2020.

## **VII. 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 §§ 47-355.01-355.05 (2015 Repl. & 2017 Supp.); (iii) D.C. Official Code § 47-105 (2015 Repl.); and (iv) D.C. Official Code § 1-204.46 (2016 Repl.), as the foregoing statutes may be amended, regardless of whether a particular obligation has been expressly so conditioned.

## **VIII. COMPLIANCE AND MONITORING**

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



## **IX. RECORDS AND REPORTS**

DCHR 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 request of DOES or another District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of DOES or the relevant District of Columbia government agency.

## **X. 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 this MOU shall remain the property of the Buyer.

## **XI. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving fifteen (15) calendar days advance written notice to the other Party. In the event of the termination of this MOU, the Seller shall return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year and a written report on the status of the employee receiving services, pursuant to this MOU. Such report shall include the names of the DOES Senior-Level Employees and the modules they have completed under the Executive Leadership Program.

## **XII. NOTICES**

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

**Buyer Contact:**

Dr. Bonnie Rock, Program Manager  
District of Columbia Department of Employment Services  
4058 Minnesota Avenue NE  
Washington, DC 20019  
(202) 724-7000

**Seller Contact:**

Olutosin Burrell, HR Specialist, Center for Learning & Development  
District of Columbia Department of Human Resources  
1015 Half Street SE, 9<sup>th</sup> Floor  
Washington, DC 20003  
(202) 442-9700

**XIII. AMENDMENTS AND MODIFICATIONS**

The terms and conditions of this MOU may be amended or modified only upon prior written agreement by the Parties. Any amendments or modifications shall be dated and signed by the authorized representatives of the Parties. Any modification to the MOU shall occur, prior to the expiration of the MOU.

**XIV. MISCELLANEOUS**

The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

**XV. PROCUREMENT PRACTICES REFORM ACT**

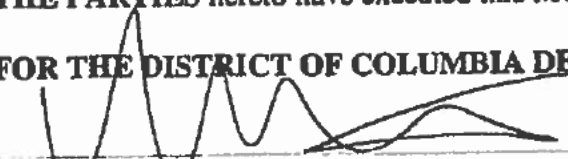
If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, *et. seq.*) (2016 Repl.) to procure the goods or services.

**XVI. RESOLUTION OF DISPUTES**

The Parties' Directors, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred, in writing, to the Office of Financial Operations and Systems (OFOS) of the District of Columbia Office of the Chief Financial Officer. The decision of OFOS shall be final.

**THE PARTIES** hereto have executed this MOU as follows:

**FOR THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES**

  
Dr. Unique Morris-Hughes  
Director

1/6/20  
Date

**FOR THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES**

  
Ventris C. Gibson  
Director

1/24/2020  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF INSURANCE, SECURITIES AND BANKING  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES**

**I. INTRODUCTION**

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia's Department of Insurance, Securities and Banking ("DISB") and the Department of Employment Services ("DOES") (individually referred to herein as the "Party" and collectively referred to herein as the "Parties").

DISB's mission is to protect District of Columbia residents from financial fraud and abuse by providing fair and efficient supervision of financial service entities, as well as contribute to a strong business environment and attract reputable businesses to the District of Columbia through fair and equitable financial services regulation. DISB's primary goal is to ensure that residents of the District of Columbia (District) have access to a wide choice of insurance, securities and banking products and services, and that they are treated fairly by the companies and individuals that provide these services. DISB works collaboratively with other government agencies, residents, businesses and institutions to protect and educate consumers and to promote financial security. DISB's Bank on DC ("BODC") program is a collaborative effort between the District, financial institutions and non-profits to provide access to safe and affordable financial services, products and education to the unbanked and under-banked households in the District. Through financial education and enhanced access to mainstream financial products and services, Bank on DC provides economic mobility and wellness to individuals throughout the District, helping thousands save money and build their respective financial futures.

DOES' mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translations and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

**II. PROGRAM GOALS AND OBJECTIVES**

DISB and DOES have agreed to jointly develop and implement the DISB/BODC Marion S. Barry Summer Youth Employment Program (MBSYEP) to train and employ District youth enrolled in the MBSYEP within DISB. The MBSYEP program shall be implemented through the DISB/BODC. DOES shall transfer funds to DISB for services that ensure the successful implementation of the DISB/BODC MBSYEP. DISB shall provide its assigned youth with meaningful work experiences that includes peer education, project-based learning opportunities, and professional development skills that they will be able to apply to their work throughout the summer.

The Parties have agreed to develop and implement the DISB/BODC MBSYEP to train and employ a maximum of twenty-five (25) youth participants in the DOES MBSYEP and an additional two (2) individuals who will serve, respectively, as Facilitator/ Project Manager for a total of twelve (12) weeks and Financial Education Trainer/Facilitator for twelve weeks (12)

leading up to and including the six (6) weeks MBSYEP. DISB shall provide its assigned youth with meaningful work experiences that include project-based learning opportunities.

The overall goals of the DISB/BODC MBSYEP are:

- To expose MBSYEP participants to career paths in the financial industry;
- To provide youth with meaningful work and life skills experiences; and
- To create opportunities for better jobs in high growth employment areas.

### **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 as follows:

#### **A. RESPONSIBILITIES OF DISB**

DISB shall:

1. Complete all forms, as necessary, to facilitate the transfer of funds referenced in VI.B.1.
2. Provide funds for the projected costs of providing the services under this MOU. The details shall be provided on the Intra-District Standard Request Form.
3. Establish methods in the SOAR (Systems of Accounting Reporting) system that facilitates the independent tracking of funds referenced in this MOU.
4. Establish two (2) temporary Full-Time Equivalent (FTE) positions. Complete the hiring process for both the Facilitator/Project Manager and Financial Education Trainer positions for the DISB MBSYEP and process payroll for all program staff for the duration of their employment with the DISB MBSYEP, in accordance with Attachment A.
5. Identify and secure worksites to host youth teams within the DISB MBSYEP and reserve all necessary worksite and educational facilities.
6. Coordinate opportunities with outside organizations and other District of Columbia agencies and implement projects designed to provide youth teams with a substantive work experience. Project plans will include explanation of all job responsibilities, specific work schedules and transportation routes, as applicable.
7. Coordinate with non-profits, District government, and other educational providers to offer project-specific training for participants in the DISB MBSYEP. Develop and provide content-specific educational programming for DISB MBSYEP team members and supervisors.
8. Coordinate and oversee the hiring of all summer supervisory staff. DISB shall also budget for and manage funds to be used for the hiring of summer supervisory staff for the District youth enrolled in the DISB MBSYEP.

9. Procure required project supplies and services for youth projects and program administration for the DISB MBSYEP.
10. Monitor all services provided under this MOU.
11. Meet monthly with named representatives from DOES to monitor and evaluate performance under this MOU. These meetings will be in addition to any other meetings scheduled to satisfy the requirements of this MOU.
12. Submit a final report to DOES, by September 30, 2020, to reconcile spending of the funds transferred under this MOU and to highlight program accomplishments.
13. Grant a refund to DOES, if the actual expenditures are less than budgeted.
14. Coordinate with DOES in jointly evaluating the DISB MBSYEP to inform design of future programs.
15. Establish tracking of expenditures of MOU funds. Ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
16. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator and program Point-of-Contact on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment B.
17. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to the DOES Language Access Coordinator and program Point-of-Contact on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment B.
18. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

## **B. RESPONSIBILITIES OF DOES**

DOES shall:

1. Review and approve the budget and spending plan associated with this MOU.
2. Facilitate an Intra-District funds transfer in the total amount of \$50,000.00 to DISB to pay for services provided under this MOU. *See Attachment A.*
3. Meet monthly with named representatives from DISB to monitor and evaluate performance under this MOU. These monthly meetings will be in addition to any other meetings scheduled to satisfy the requirements of this MOU.

4. Coordinate with DISB in jointly evaluating the DISB MBSYEP to inform design of future programs.
5. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

#### **IV. DURATION OF MOU**

The period of this MOU shall be from the last date of execution through September 30, 2020, unless it is terminated by a written agreement between the Parties prior to the expiration of the MOU.

#### **V. AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k), as amended; D.C. Official Code § 26-551.05 (b), as amended; D.C. Official Code § 32-241, as amended; and any other authority under the Parties' programs.

#### **VI. FUNDING PROVISIONS**

##### **A. COST OF SERVICES**

1. Total cost for services under this MOU shall not exceed Fifty Thousand dollars and Zero cent (\$50,000.00) for fiscal year 2020. Funding for the services shall not exceed the actual cost of the goods or services, including labor, materials and overhead.
2. An estimated allocation of these funds is attached to this MOU. *See Attachment A.*
3. In the event of termination of the MOU, reimbursement to DOES shall be held in abeyance until all required fiscal reconciliation, but no later than September 30, 2020 of the current fiscal year.

##### **B. PAYMENT**

1. Payment to DISB for all the goods and services shall be made through an Intra-District advance by DOES to DISB based on the total amount of this MOU. *See Attachment A.* Payment shall not exceed the actual cost of goods and services provided pursuant to this MOU.
2. Fifty Thousand dollars and Zero (\$50,000.00) shall be transferred to DISB no later than July 22, 2020.
3. Advances to DISB for the services to be performed/goods to be provided shall not exceed the total amount specified within this MOU.
4. DISB shall receive the advance and bill DOES through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. DISB shall return any excess funds to DOES by September 30, 2020.



5. The Attachment A Spending Plan shall be followed. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the District of Columbia 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 (2001); (iii) D.C. Official Code § 47-105 (1912); and (iv) D.C. Official Code § 1-204.46 (1973), 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, the DISB shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

### **VIII. RECORDS AND REPORTS**

DISB shall maintain records and receipts for the expenditure of all funds provided under this MOU for a minimum of three (3) years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

DISB shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to this MOU to DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form. See Attachment B.

DISB shall report data on interpretation services and translation of all vital documents for LEP/NEP customers receiving services pursuant to this MOU to the DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form. See Attachment B.

### **IX. CONFIDENTIAL INFORMATION**

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

### **X. 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 and provide a written report, to the other Party, as to the status of the participants receiving services pursuant to this MOU.

## **XI. MODIFICATIONS**

- A. The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.
- B. This MOU may be amended as necessary to provide for any additional costs for DISB's services, including an increase in the number of participants entering the DISB MBSYEP, as agreed to in writing by the Parties.

## **XII. NOTICE**

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

Thennie Freeman  
Associate Director, Office of Youth Programs  
District of Columbia Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington, DC 20019  
Phone: (202) 741-5871  
Fax: (202) 698-5693  
[thennie.freeman2@dc.gov](mailto:thennie.freeman2@dc.gov)

Michelle Hammonds  
Director  
Office of Financial Empowerment and Education  
District of Columbia Department of Insurance, Securities and  
Banking  
1050 First St NE, Suite 801  
Washington, DC 20002  
Phone: (202) 727-8000  
Fax: (202) 535-2881  
[Michelle.Hammonds@dc.gov](mailto:Michelle.Hammonds@dc.gov)

## **XIII. FULL AGREEMENT AND MERGER**

The terms and conditions of this MOU constitute the full and complete agreement between the Parties. No other verbal or written agreement shall, in any way, vary or alter any provision of this MOU unless the Parties consent to vary or alter any provision of this MOU in writing.

## **XIV. JOINTLY DRAFTED**

This MOU shall be deemed to have been drafted by both Parties and, in the event of a dispute, shall not be construed against either Party on that basis.

## **XV. AUTHORITY TO EXECUTE**

Each of the undersigned individuals represents and warrants the express and due authorization to execute this MOU and to legally bind each Party as set forth in this MOU.

**XVI. MISCELLANEOUS**

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

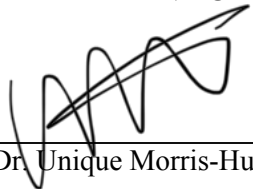
**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**DEPARTMENT OF INSURANCE, SECURITIES AND BANKING**

*Karima Woods*  
Karima M. Woods, Acting Commissioner

5-29-2020  
Date

**DEPARTMENT OF EMPLOYMENT SERVICES**

  
Dr. Unique Morris-Hughes, Director

5-29-20  
Date

Approved	Category and Item	Item Notes	Budget	Actual
	<b>PROJECT BUDGET</b>	<b>May2020 to Septemeber 2020</b>		
			<b>2020 Proposed Budget</b>	<b>Actual</b>
	<b>Total Project Budget</b>		<b>\$50,000</b>	<b>\$0</b>
	<b>SYEP Staff**</b>		<b>\$40,000</b>	<b>\$0</b>
	1 FTE @ \$25/hr (Project Manager)	(contract for 15 weeks)	\$25,000	
	1 FTE @ \$30/hr (Facilitator/Financial Education Trainer)	(contract for 10 weeks)	\$15,000	
	<b>Recognition/ Video Presentation</b>		<b>\$2,000</b>	<b>\$0</b>
	Awards	plaques, trophies end of summer	\$2,000	
	<b>Operation</b>		<b>\$8,000</b>	<b>\$0</b>
	Technology	Computers, Online Distance Learning Platform, Webinar Platform for Host Sites	\$6,000	
	Programmatic Activities	Activities, Games,	\$500	
	Other expenses	EOS Ceremony	\$1,000	
	Printing	Workbooks?	\$500	

**Language Access Program Monthly Reporting System  
FY 2020**

**Quarter:**

**Department:**

Please report all activities that your department or program has engaged in during the reporting quarter and provide a thorough response to all tasks.

**1. Provide the number of LEP/NEP clients served and the language spoken by client:**

**Definitions:**

- Touches - Any interaction with LEP/NEP constituents in which information and/or services are provided without the use of Language Line or "In Person" Interpretations. In the case that a bilingual employee directly serves the LEP/NEP constituent in their preferred language this constitutes a "touch"
- LLS – A telephonic interpretation service that provides professional trained and qualified interpreters in over 170 languages.
- Live – Any oral/verbal conversion of the meaning of a dialogue from one language to another and vice versa, conducted by a third-party contractor, community interpretation service provider, or qualified employee.

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate "Other Language"			
<b>Total</b>			

**2 Number of LEP/NEP Constituents served by Public Service Organizations funded by your Agency  
(Organization Name)**

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate 'Other Language'			
<b>Total</b>			

**3. List the document(s) that were translated for your department/ program and the language it was translated in. NOT APPLICABLE**

Type of Material	Department /Division	Document Title	Language needed for translation	Date Translation completed	Cost of Translation	Public Point of Entry where document is found (is it on line or in the office)



**4. List all new bilingual staff in public contact positions for your department/ division during this quarter only NOT APPLICABLE**

- PCP – Public Contact Position are positions that require personal contacts with the public, community and civic organizations or any combination of these groups

Position Title	PCP-Non PCP	Department/Division	Foreign Language(s) Spoken/Written	Certifications/Trainings held in Foreign Language(s)	Does the position require the employee to utilize his/her bilingual skills when needed?

**5. List all agency bilingual staff Recruitments NOT APPLICABLE**

Position Title	Bilingual or Bilingual Preferred	Method of Recruitment	Was Position Filled by Bilingual Staff

6. List the linguistic/cultural competency training attended during this quarter. (If possible attach sign-in sheet(s)) NOT APPLICABLE

Date of Training	Name of Training	Training Instructor/Provider	List of PCPs in Attendance (or attach Sign-In Sheet)

7. List the Language Line Access Training staff attended during this quarter. (If possible attach sign-in sheet(s)). NOT APPLICABLE

Date of Training	Name of Training	Training Instructor/Provider	List of PCPs in Attendance (or attach Sign-In Sheet)

8. OHR Language Access Online Training NOT APPLICABLE

Date of Module view	List of PCPs in Attendance (or attach Sign-in Sheet)

9. List Language Access Activities/Resources Dissemination NOT APPLICABLE

Date of Dissemination	Subject of Activity/Resource	Recipient of Information (i.e., all staff, PCP, managers, etc.)

10. List the outreach and public meeting conducted in LEP/NEP community by your department/program during this quarter. NOT APPLICABLE

Description of Outreach Activity	Date of Outreach	Location of Outreach	LEP/NEP Community targeted	Number of attendees

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
DEPARTMENT OF PARKS AND RECREATION**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is between the Department of Employment Services (DOES) and Department of Parks and Recreation (DPR), referred to individually as "Party" and collectively as "Parties."

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DPR is the District's parks and recreation department whose mission is to enhance the quality of life and wellness for DC residents and visitors by providing equal access to affordable and quality recreational services by organizing programs, activities and events.

**II. PROGRAM GOALS AND OBJECTIVES**

DOES, Office of Youth Programs (OYP) develops and administers workforce development programs for District youth ages 14-24. OYP provides occupational skills training, work experience, academic enrichment and life skills training to facilitate the development of work habits and skills that are essential for success in the workplace including the Marion S. Barry Summer Youth Employment Program (MBSYEP). DOES seeks support from DPR through this MOU to place District youth into summer employment positions at DPR.

DPR will implement MBSYEP as follows:

1. Provide MBSYEP participants age 14-24, with meaningful and structured work experiences in DPR recreation programs offered to the public or in specialty career experience programs;
2. Provide a safe, positive work environment that will allow MBSYEP participants to develop necessary skills and training needed to gain employment in the future; and
3. Expose MBSYEP participants to an array of diverse experiences and motivate them to stay in school to pursue these options through interactive, hands-on specialty career programs.

To accomplish these goals, DPR will place MBSYEP participants as either support staff at one of its parks or recreation centers, for which the participant will gain knowledge and expertise in recreational programming, or DPR will designate the participant to

participate in one of its specialty career experience programs for which the participant will gain knowledge in performing arts industry jobs or in conflict resolution/law enforcement careers. As support staff, participants may work as summer camp counselors, maintenance or food service specialists, or administrative aides, among other sites, DPR headquarters, recreation centers, indoor aquatic facilities, outdoor pools, and the DPR Warehouse.

DPR's specialty career experiences are located in designated recreation centers or other agreed-upon venues throughout the District. These work experiences will allow participants to explore careers in music production, video editing, theatre, creative writing, dance, fashion design, and cultural arts. Additionally, DPR's Roving Leaders will host a conflict resolution and law enforcement experience for which participants will receive training in gang violence prevention, resolving conflicts among peers, and negotiation skills.

MBSYEP participants will also be exposed to colleges and careers through field trips, guest speakers, and innovative supplemental activities. Emphasis will be placed on the importance of consistent attendance, punctuality, job readiness, team-building, project completion, and problem solving. Participants will be required to contribute to an end-of-summer closing program to demonstrate the skills learned and will be required to participate in several group community service projects.

### **III. SCOPE OF SERVICE**

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 DOES**

DOES shall:

1. Provide funding in the amount of \$ 375,000.00 to DPR in FY 2020 to pay for the services as set forth in this MOU.
2. Conduct site visits of the program and its participants, and/or enrollees for compliance with program goals, objectives and requirements.
3. Monitor the provision of the program and services pursuant to this MOU
4. Conduct workshops and training sessions for attendance and behavior compliance under DOES requirements for both MBSYEP participants and DPR staff.
5. Provide technical assistance on request and assist in termination of MBSYEP participants, if needed.
6. Coordinate with DCHR to facilitate one suitability fair for background and drug testing by May 20, 2020 for 65 MBSYEP program participants who are over 18 years of age and identified by DPR as requiring a suitability check, pursuant to DC law. DPR will work with DCHR to pay for and verify the suitability checks.
7. Assign MBSYEP participants ages 14 -24 to DPR to serve in a capacity specified by DPR at various DPR locations.
8. Pay MBSYEP participants' specified wages based on participant age.

9. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

## **B. RESPONSIBILITIES OF DPR**

DPR shall:

1. Place no more than 1300 participants in various DPR recreation work or specialty career experience environments.
2. Be responsible for obtaining the suitability and background checks for any MBSYEP program participants who are over 18 years of age and identified by DPR as requiring a drug test and background check, as required by DC law, up to a maximum of 65 participants. DPR shall fund the testing for said participants by using the funding provided to DPR under the terms of this MOU.
3. Identify approximately 100 supervisors to supervise approximately 200 MBSYEP sites, and DPR will load all sites, participants and supervisor assignments into the DOES system to create a Host Site Agreement that verifies the site and location and job of each MBSYEP and supervisor.
4. Conduct regular site monitoring visits to ensure overall that worksites are in compliance with the provisions in the MBSYEP Host Site Agreement; identify and work to immediately resolve any issues that may arise.
5. Identify an individual as the Project Coordinator who will serve as the primary liaison between DOES and all DPR agency divisions involved in the implementation of MBSYEP:

The Project Coordinator will be primarily responsible for ensuring that:

- a. DPR is in compliance with all requirements of MBSYEP and the MBSYEP Host Site Agreements;
- b. DPR shall create 2020 worksite file (host agreements) with 2020 worksite addresses, phone numbers, job site, by MBSYEPs are accurately recorded and are submitted to DOES in a timely manner;
- c. DPR shall ensure all pay discrepancies are collected, submitted to DOES, and resolved in a timely fashion
- d. DPR shall ensure all programs are sufficiently demonstrating the above program goals and objectives.
- e. DPR shall provide the MBSYEP participants work experience for six (6) weeks, including June 29, 2020 through August 7, 2020 or until the end of the program if it is officially extended by MBSYEP
- f. DPR shall hire MBSYEP staff for six (6) weeks including June 29, 2020 through August 7, 2020 for specialty camp administration and instruction, and hire MBSYEP administrative staff for twelve (12) weeks through August 31, 2020 to process the final payroll and assist with the close out report under the funding of this MOU.
- g. DPR shall provide DOES with a close out report summarizing the services outlined in this MOU. The report should include

specific information on final spending, number of participants served, challenges, and wins.

7. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment B.
8. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to the DOES Language Access Coordinator on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment B.
9. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

#### **IV. DURATION OF MOU**

- A. The period of this MOU shall be from the date of execution through August 31, 2020, unless terminated in writing by the Parties prior to the expiration.

#### **V. AUTHORITY FOR MOU**

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

#### **VI. FUNDING PROVISIONS**

##### **A. Cost of Services**

1. Total cost for services under this MOU shall not exceed \$375,000.00 for Fiscal Year (FY) 2020. Funding for the services shall be based on the actual number of participants at the rates provided in the budget attached as Attachment A.

##### **B. Payment**

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to DPR based on the total amount of this MOU. Payment for all good and services shall not exceed the actual cost of goods and services.
2. Advances to DPR for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
3. DPR will relieve the advance and bill DOES through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. DPR will return any excess advance to DOES by September 30th of the current fiscal year.



4. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
5. DPR will be responsible for any amounts ultimately disallowed by an audit.

#### **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 (2001), 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, DPR or its providers will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

### **VIII. RECORDS AND REPORTS**

DPR shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and upon the District of Columbia's request make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

DPR shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to this MOU to DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment B.

DPR shall report data on interpretation services and translation of all vital documents for LEP/NEP customers receiving services pursuant to this MOU to the DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment B.

### **IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to 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 DOES.

**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 and a written status report on the participants receiving services pursuant to this MOU.

**XI. NOTICE**

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

Contact person for DOES  
Thennie Freeman  
Associate Director, Office of Youth Programs  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington, DC 20019  
Phone 202-741-5871  
thennie.freeman2@dc.gov

Contact person for DPR  
Lou Hall Jr.  
Coordinator of Teen Programs  
1250 U Street, NW  
Washington, DC 20009  
Phone 202-673-7665  
lou.hall@dc.gov

**XII. MODIFICATIONS**

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

**XIII. MISCELLANEOUS**

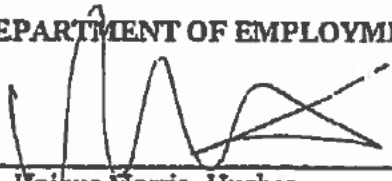
A. The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

**B. 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 Reform Act of 2010 (D.C. Official Code §2-351.01 et seq.) to procure the goods or services of the agent or third party.

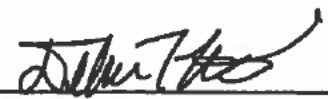
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

**DEPARTMENT OF EMPLOYMENT SERVICES**

  
\_\_\_\_\_  
Dr. Unique Morris- Hughes  
Director

Date: 2/21/20

**DEPARTMENT OF PARKS AND RECREATION**

  
\_\_\_\_\_  
Delano Hunter  
Director

Date: 2/25/2020

## D.C. Parks and Recreation

Attachment A

DOES / Summer Youth Employment Program  
2020 Program Projected Budget Report

Activity Number	CSG Title	Comptroller Object	Increased Amount	Total Amount
3642	Personnel	0012	0014	
	Thirty Four (34) Summer Hires			
	Equation: (\$20) X (40 Hrs.) X (7 Weeks) X (30 Staff)	\$168,000.00	\$12,852.00	
	Equation: (\$20) X (40Hrs.) X (12 Weeks) X (4 Staff)	\$38,400.00	\$2,937.60	
	Equation: (ACA - 34 Staff) X (7.65%)			
3642	Personnel	\$208,400.00	\$15,789.60	
<b>Total Personnel Services Budget</b>				<b>\$222,189.60</b>

3642	Supplies and Materials	0020		
	Office Supplies	201	\$2,000.00	cc
	Costumes (Fashion, Dance and Theater)	207	\$10,000.00	cc
	Vest (ID Badges), Program Supplies, Arts & Craft Supplies, Closing Program Trophies	210	\$17,835.40	cc/po
<b>Total Supplies Budget</b>				<b>\$29,835.40</b>

DOES POH 2021 Q8a  
**D.C. Parks and Recreation**  
**DOES / Summer Youth Employment Program**  
**2020 Program Projected Budget Report**

Attachment A

042	Transportation	0510		
	<i>Bus Rental</i>	<i>401</i>		<i>0.00</i>
<b>Total Transportation Budget</b>				<b>\$0.00</b>

042	Contract Services	0611		
	<i>Closing Programs (Theater and Band)</i>	<i>409</i>	<i>\$20,000.00</i>	<i>po</i>
	<i>Program Instructor Music Theater</i>	<i>409</i>	<i>\$60,000.00</i>	<i>po</i>
	<i>Registered Nurse ( Camp Riverview)</i>	<i>409</i>	<i>\$2,000.00</i>	<i>po</i>
	<i>Culinary Services (Camp Riverview)</i>	<i>409</i>	<i>\$2,000.00</i>	<i>po</i>
	<i>AMC Movie Passes</i>	<i>409</i>	<i>\$1,500.00</i>	<i>po</i>
	<i>Golf Cart (Camp Riverview)</i>	<i>409</i>	<i>\$1,000.00</i>	<i>cc</i>
	<i>Field Trips</i>	<i>409</i>	<i>\$9,475.00</i>	<i>cc</i>
	<i>Electronic Repairs for Studio Equipment (Columbia Hts. &amp; Deanwood)</i>	<i>409</i>	<i>\$8,000.00</i>	<i>po</i>
	<i>Suitability (35 Staff X \$98)</i>		<i>\$3,500.00</i>	<i>po</i>
<b>Total Contracts Budget</b>				<b>\$107,475.00</b>

042	Equipment	0710		
	<i>Zip Car Rental/ Bus Service</i>	<i>0701</i>	<i>\$15,500.00</i>	
<b>Total Equipment Budget</b>				<b>15,500.00</b>

\$375,000.00

**Language Access Program Monthly Reporting System**  
**FY 2020 Quarter 1-4**  
**Period: October 1, 2019 December 31, 2020**  
**Department:**

**Please report all activities that your program has engaged in during the reporting quarter and provide a thorough response to all tasks.**

**1. Provide the number of LEP/NEP clients served and the language spoken by client:**

**Definitions:**

- **Touches** - Any interaction with LEP/NEP constituents in which information and/or services are provided without the use of Language Line or "In Person" Interpretations. In the case that a bilingual employee directly serves the LEP/NEP constituent in their preferred language this constitutes a "touch"
- **LLS** – A telephonic interpretation service that provides professional trained and qualified interpreters in over 170 languages.
- **Live** – Any oral/verbal conversion of the meaning of a dialogue from one language to another and vice versa, conducted by a third-party contractor, community interpretation service provider, or qualified employee.

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate "Other Language"			
<b>Total</b>			



**EQUAL OPPORTUNITY  
POLICY ISSUANCE NO. 05-01  
Page 2**

Attachment B

2. List the document(s) that were translated for your department/ program and the language it was translated in.

Type of Material	Department /Division	Document Title	Language needed for translation	Date Translation completed	Cost of Translation	Public Point of Entry where document is found (is it on line or in the office)

3. List the outreach and public meeting conducted in LEP/NEP community by your department/program during this quarter.

Description of Outreach Activity	Date of Outreach	Location of Outreach	LEP/NEP Community targeted

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPUTY MAYOR FOR EDUCATION  
WORKFORCE INVESTMENT COUNCIL AND  
DEPARTMENT OF EMPLOYMENT SERVICES**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered between the Deputy Mayor for Education (DME) and the District of Columbia Department of Employment Services (DOES), referred to herein individually as "Party" and collectively as "Parties."

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities. DOES receives Workforce Innovation and Opportunity Act (WIOA), 29 USC 3101, et seq., grant funds from the United States Department of Labor (DOL).

DME serves as the institutional home for the District of Columbia Workforce Investment Council (WIC). The WIC serves as both the state and local Workforce Investment Board (WIB) and, as such, is responsible for carrying out the responsibilities enumerated in 29 USC § 3111 and 29 USC § 3122, including developing the state strategic workforce plan, negotiating statewide performance measures, setting statewide policies for the workforce system, certifying one-stop operators, establishing eligibility standards for training providers receiving WIOA funding, and selecting providers of WIOA Youth services.

**II. PROGRAM GOALS AND OBJECTIVES**

DOES agrees to transfer \$1,447,079.82 of the District's WIOA State Set-Aside for federal program year 2020 to the WIC. This amount includes administrative support of the WIC. DME, on behalf of the WIC, will be responsible for providing DOES with associated documentation to establish funded program, quarterly programmatic reports and cost reimbursement packages to include copies of associated invoices for DOES' review and approval prior to drawdown (cost reimbursement) of associated Intra-District funds. DOES maintains its administrative responsibilities as the State Agency for WIOA Grants pursuant to WIOA.

**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 DME**

DME shall:

1. As a sub-recipient of DOL funds, comply with all performance and financial accountability requirements, as set forth in WIOA and the Uniform Guidance, 2 CFR part 200, et seq.
2. Provide DOES with required documentation to establish funded programs, programmatic reports, and cost reimbursement packages, including recipient share to include copies of all 485 reports, purchase orders, and invoices for DOES' review and approval prior to a drawdown (cost reimbursement) of the allocated WIOA grant funds.
3. Provide DOES with the required performance and administrative reports detailing the expenditure of the allocated funds for each category of funds (monthly i.e., WIOA Adult, Youth, and Dislocated Worker) for administration and operation of the WIC workforce development activities, within thirty days (30) of the close of each quarter.
4. Support the WIC in performing and carrying out its responsibilities as a state and local WIB under 29 USC § 3111 and 29 USC § 3122 of WIOA.
5. Resolve all the pertinent DOL corrective action plan concerns related to the WIC.
6. Dedicate up to six (6) FTEs to serve in the positions outlined in the chart immediately below, who will support the responsibilities described in Section III. A. The designated positions will be split-funded between WIOA funds and local funds.

Position Title	Time Allocation	Estimated WIOA Funds (transferred from DOES per Section VI.A.1)*	Estimated DME (Local) Funds	Total PS
Executive Director	100%	\$182,630.82	\$20,657.71	\$203,288.53
Deputy Director	100%	\$128,865.33	\$60,234.67	\$189,100.00
Sr. Compliance Manager	100%	\$126,711.64	\$0.00	\$126,711.64
Workforce Specialist	100%	\$120,528.68	\$0.00	\$120,528.68
Program Analyst	50%	\$49,278.85	\$49,278.85	\$98,557.70
Chief of Staff	50%	\$34,639.42	\$101,716.32	\$136,355.74
<b>Totals</b>		<b>\$642,654.74</b>	<b>\$231,887.55</b>	<b>\$874,542.29</b>

\* Includes estimated fringe benefits

7. Submit monthly fiscal expenditure reports to DOES.
8. Conduct four (4) business engagement events or activities per fiscal year.
9. Submit to DOES quarterly reports to include business engagement events or activities; Eligible Training Provider List (ETPL) compliance; One-Stop Operator (OSO) implementation; Infrastructure Funding Agreement (IFA) and MOU implementation and compliance.

10. Enter all relevant data and documentation into DCNetworks weekly, specifically new or modified ETPL information, to include program costs, locations, and course offerings.
11. Provide DOES a calendar of meetings and events quarterly.
12. Meet with the DOES Federal Programs team quarterly.

#### **B. RESPONSIBILITIES OF DOES**

DOES shall:

1. Report and communicate workforce developments to the WIC.
2. Disseminate information to the WIC needed to perform the activities described in Section III.A.3 related to the workforce development activities, training providers' performance, unemployment information, and workers compensation, etc.
3. Establish the Intra-District transfer to the sub-recipient for the pass through funds through its fiscal agent DOES - OCFO.
4. Transfer funds to DME for the implementation of the WIC services identified in Section III.A.4, including the personnel costs of the employees identified in the chart contained in Section III. A.6.
5. Provide DME with monthly expenditure report template.
6. Meet with the WIC team quarterly.
7. Provide designated WIC staff access to DCNetworks, along with DCNetworks training and technical assistance.

#### **IV. DURATION OF MOU**

- A. The duration of this MOU shall be from the date the last Party signed this MOU through September 30, 2020, unless terminated in writing by the Parties pursuant to Section X.
- B. The Parties may extend the term of this MOU by exercising a maximum of four (4) one (1) year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. DOES shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

#### **V. AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01 (k) and any other authority under the Parties' programs, Workforce Investment and Opportunity Act, 29 U.S.C. § 3101, et seq. and Mayor's Order 2016-086, effective June 2, 2016.

## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

1. The total costs of workforce development services for FY 2020 shall not exceed \$1,447,079.82 which shall include labor, materials, and overhead. DOES agrees to transfer \$1,447,079.82 to the WIC, which is the District's WIOA State Set-Aside for federal program year 2020, in addition to carry-over funds from prior program years, if available.
2. In the event of termination of the MOU, reimbursement to DOES for any amounts not expended 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/or services shall be made through an Intra-District advance by DOES to DME for \$1,447,079.82 as a one-time advance payable within 30 days after execution of this MOU. Payment of additional carry-over funds may be made through an Intra-District advance by DOES to DME at a later date, if carry-over funds are available.
2. Payment for the goods and services shall not exceed the actual cost of the goods, services.
3. DME shall return any excess advance to DOES within 30 days of the end of the current fiscal year.

### **C. FUNDING RESTRICTIONS**

1. Pass through funding cannot be comingled within the three (3) following WIOA programs: (1) Adult, (2) Dislocated Workers, and (3) WIOA Youth. Each program must be separate and distinct. The funds advanced under this MOU should be allocated to the WIOA programs pursuant to the following tables and in Appendix A and B.



## FY 2020 WIOA PERSONNEL EXPENDITURES

Position Title	Grade	WIOA Adult (27% of Total WIOA Funding)	WIOA Dislocated Worker: 143% of Total WIOA Funding)	WIOA Youth (30% of Total WIOA Funding)	Estimated WIOA Funds (transferred from: DOES per Section VI.A.1)
Executive Director	10	\$49,310.32	\$78,531.25	\$54,789.25	\$182,630.82
Deputy Director	MSS 15	\$34,793.64	\$55,412.09	\$38,659.60	\$128,865.33
Sr. Compliance Manager	14	\$34,212.14	\$54,486.01	\$38,013.49	\$126,711.64
Workforce Specialist	13	\$32,542.74	\$51,827.33	\$36,158.60	\$120,528.68
Program Analyst	12	\$13,305.29	\$21,189.91	\$14,783.66	\$49,278.85
Chief of Staff	14	\$9,352.64	\$14,894.95	\$10,391.83	\$34,639.42
<b>Totals</b>		<b>\$173,516.77</b>	<b>\$276,341.54</b>	<b>\$192,796.43</b>	<b>\$642,654.74</b>

## FY 2020 WIOA NON-PERSONNEL EXPENDITURES

Description	CS Code	WIOA Adult	WIOA DW	WIOA Youth	Total
Business Services Engagement	40	\$13,500.00	\$21,500.00	\$15,000.00	\$50,000.00
Contractual – One-Stop Operator	40	\$148,817.17	\$237,005.13	\$165,352.42	\$551,174.72
Contractual – WIOA State Plan	40	\$39,150.00	\$62,350.00	\$43,500.00	\$145,000.00
Contractual -Various	40	\$13,500.00	\$21,500.00	\$15,000.00	\$50,000.00
Office Supplies	20	\$1,113.80	\$1,773.83	\$1,237.55	\$4,125.18
Equipment	70	\$1,113.80	\$1,773.83	\$1,237.55	\$4,125.18
<b>Totals</b>		<b>\$217,194.77</b>	<b>\$345,902.78</b>	<b>\$241,327.52</b>	<b>\$804,425.08</b>

<b>FY 2020 WIOA PERSONNEL EXPENDITURES</b>	<b>\$642,654.74</b>
<b>FY 2020 WIOA NON-PERSONNEL EXPENDITURES</b>	<b>\$804,425.08</b>
<b>Total PY 19-20</b>	<b>\$1,447,079.82</b>

- Funding restrictions related to allowable cost, limits on administrative costs, indirect costs, and construction costs (generally not allowed under WIOA) can be found in 20 CFR part 668, subpart H regarding administrative requirements for WIOA Section 166 grants; 20 CFR 667.200 through 667.220; 20 CFR 667.210(b) and the Uniform Guidance, where applicable. Pre-award costs can be approved by Federal Grant Officer in accordance with OMB Circular 2 CFR 200.

- DME will be responsible for all costs disallowed by DOL.

FY2020 Source of Funding for WIC Intra-District Budget Authority				
Grant No	Grant Title	Grant PY	WIC/DOES	FY 2020 Grant Award
WADSFY Total	WIOA Adult	19-20	WIC	\$390,711.55
WDSSFY Total	WIOA Dislocated Worker	19-20	WIC	\$622,244.32
WYTSPY Total	WIOA Youth	19-20	WIC	\$434,123.95
<b>TOTAL - FY19-20</b>		<b>19-20</b>	<b>WIC</b>	<b>\$1,447,079.82</b>



\*DOES commits to transferring \$1,447,079.82 in federal program year 2020 to the WIC. Additional funds may also be transferred, divided by the three programs noted above in amounts to be determined.

**D. 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. COMPLIANCE AND MONITORING**

As this MOU is funded by federal funds, DME will be subject to scheduled and unscheduled monitoring reviews by DOL to ensure compliance with all applicable requirements.

**VIII. RECORDS AND REPORTS**

DME shall maintain records and receipts for the expenditure of all WIOA grant funds provided under this MOU for a minimum of 3 years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DOES and DOL 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 pursuant to this MOU, in accordance with all relevant federal and local statutes, regulations and policies.

**X. TERMINATION**

Either Party may terminate this MOU by giving 30 calendar days' advance written notice to the other Party and a status report on the expenditure of all WIOA grant funds and any participants being served under this MOU.

## **XI. NOTICE**

All notices shall be sent by the most expeditious means available including facsimile, overnight courier, certified or registered mail to the following individuals, who are the contact points for each Party under this MOU:

**Unique Morris-Hughes**  
**Director**  
Department of Employment Services  
4058 Minnesota Ave. N.E.  
Suite 5000  
Washington, D.C. 20019  
Phone: 202.671.1900

**Ahnna Smith**  
**Executive Director**  
Workforce Investment Council  
Office of the Deputy Mayor for Greater  
Economic Opportunity  
2235 Shannon Place, SE 3031  
Washington, DC 20020  
Phone: 202.671.2871

Any such notice shall be deemed delivered when received.

## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement of the Parties. Any modification shall occur, prior to the expiration of the MOU.

## **XIII. RESOLUTION OF DISPUTES**

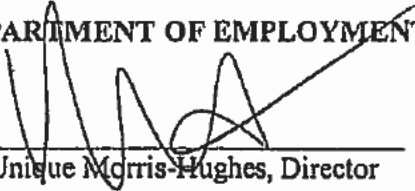
DME and DOES shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

## **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:

**DEPARTMENT OF EMPLOYMENT SERVICES**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes, Director

Date: \_\_\_\_\_

12-9-19

**DEPUTY MAYOR FOR EDUCATION**

  
\_\_\_\_\_  
Paul Kihn, Deputy Mayor

Date: \_\_\_\_\_

12/11/19

**APPENDIX A: FY 2020 WIOA PERSONNEL EXPENDITURES**

Position Title	Grade	WIOA Adult (27% of Total WIOA Funding)	WIOA Dislocated Worker (43% of Total WIOA Funding)	WIOA Youth (30% of Total WIOA Funding)	Estimated WIOA Funds (transferred from DOES per Section VI.A.1)
Executive Director	10	\$49,310.32	\$78,531.25	\$54,789.25	\$182,630.82
Deputy Director	MSS 15	\$34,793.64	\$55,412.09	\$38,659.60	\$128,865.33
Sr. Compliance Manager	14	\$34,212.14	\$54,486.01	\$38,013.49	\$126,711.64
Workforce Specialist	13	\$32,542.74	\$51,827.33	\$36,158.60	\$120,528.68
Program Analyst	12	\$13,305.29	\$21,189.91	\$14,783.66	\$49,278.85
Chief of Staff	14	\$9,352.64	\$14,894.95	\$10,391.83	\$34,639.42
<b>Totals</b>		<b>\$173,516.77</b>	<b>\$276,341.54</b>	<b>\$192,796.43</b>	<b>\$642,654.74</b>

**APPENDIX B: FY 2020 WIOA NON-PERSONNEL EXPENDITURES, GRANTS AND CONTRACTS AS NOTED**

Description	CS Code	WIOA Adult	WIOA DW	WIOA Youth	Total
Business Services Engagement	40	\$13,500.00	\$21,500.00	\$15,000.00	\$50,000.00
Contractual – One-Stop Operator	40	\$148,817.17	\$237,005.13	\$165,352.42	\$551,174.72
Contractual - WIOA State Plan	40	\$39,150.00	\$62,350.00	\$43,500.00	\$145,000.00
Contractual - Various	40	\$13,500.00	\$21,500.00	\$15,000.00	\$50,000.00
Office Supplies	20	\$1,113.80	\$1,773.83	\$1,237.55	\$4,125.18
Equipment	70	\$1,113.80	\$1,773.83	\$1,237.55	\$4,125.18
<b>Totals</b>		<b>\$217,194.77</b>	<b>\$345,902.78</b>	<b>\$241,327.52</b>	<b>\$804,425.08</b>

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
SERVE DC-MAYOR'S OFFICE ON VOLUNTEERISM**

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**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is between the Department of Employment Services (DOES) and Serve DC-Mayor's Office on Volunteerism (Serve DC), referred to individually as "Party" and collectively as "Parties."

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

Serve DC works to ensure all District communities are prepared in the event of an emergency. Serve DC recruits and engages District residents to respond and assist in the event of an emergency and provides free training opportunities to ensure residents play a leading role in making their communities safer, stronger and better prepared to address threats of terrorism, crime and disasters.

**II. PROGRAM GOALS AND OBJECTIVES**

The goal of this MOU is (1) to clearly define the roles and responsibilities of each Party as they relate to the provision of First Aid, CPR, and AED training services to DOES staff; (2) to establish a training resource in First Aid, CPR, and AED for DOES staff; and (3) to ensure that staff obtain knowledge and skills in First Aid, CPR and AED procedures.

**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 agree:

**A. RESPONSIBILITIES OF DOES**

DOES shall:

1. Provide a roster of all training participants to the vendor at least two weeks prior to each scheduled training event.
2. Provide a designated space to accommodate a group of 12 participants and 1 instructor for each training event. The space will include internet access and audio-visual equipment.
3. Provide DOES logos, taglines, identifiers, and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

**B. RESPONSIBILITIES OF SERVE DC**

Serve DC shall:

1. Budget for all services requested in this MOU.
2. Identify a certified First Aid, CPR, AED instructor.
3. Conduct 4 training sessions for 12 participants each; each session will include First Aid, CPR and AED training.
4. Provide training materials for each participant.
5. Issue certifications for participants that successfully complete the training.
6. Provide DOES with a record of attendance for all participants.
7. Establish methods in SOAR so that funds may be independently tracked.

**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.
- B. The Parties may extend the term of this MOU by exercising a maximum of 2 one-year periods. The option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. DOES shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

**V. AUTHORITY FOR MOU**

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



**VI. FUNDING PROVISIONS****A. COST OF SERVICES**

1. Total cost for services under this MOU shall not exceed \$3,544.64 for Fiscal Year (FY) 2020. The estimated cost of the MOU is based on the following table.

	Session 1	Session 2	Session 3	Session 4
Certificate (\$24/person)	12participants \$288.00	12participants \$288.00	12participants \$288.00	12participants \$288.00
Instructor and materials	\$598.16	\$598.16	\$598.16	\$598.16
Cost per class	\$886.00	\$886.00	\$886.00	\$886.00
Total program cost	\$3,544.64			

2. In the event of termination of the MOU, payment to Serve DC 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 all of the goods and services shall be made through an Intra-District advance by DOES to Serve DC based on the total amount of this MOU. Payment for all good and services shall not exceed the amount of this MOU or the actual cost of goods and services, whichever is less.
2. Serve DC shall submit itemized invoices for each completed service request which shall explain the amounts billed for that period. The invoices shall include: (1) List of materials and their costs; (2) Labor costs including hourly rates for all laborers and (3) overhead, provided, all cost and expenditures shall not exceed \$3,544.64 or the actual cost of goods and services, whichever is less.
3. Advances to Serve DC for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
4. Serve DC will relieve the advance and bill DOES through the Intra-District process only for those goods or services actually provided. Serve DC will return any excess advance to DOES by September 30 of the current fiscal year.
5. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.

6. Serve DC will be responsible for any amounts ultimately disallowed by an audit."

### **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, Serve DC will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

Serve DC shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

## **IX. CONFIDENTIAL INFORMATION**

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

## **X. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving 14 calendar days advance written notice to the other Party and a written report on the status of all employees receiving training, pursuant to this MOU.

## **XI. NOTICE**

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

Bonnie Rock  
Program Manager, Office of Training and Professional Development  
D.C. Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington, DC 20019  
Phone 202-698-3755

Anthony V. Stevens  
Volunteer Engagement Director  
Mayor's Office on Volunteerism and Partnerships (Serve DC)  
2000 14<sup>th</sup> Street NW Suite 101  
Washington, DC 20009  
Phone 202-727-7925

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## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Any modification shall occur, prior to the expiration of the MOU.

## **XIII. MISCELLANEOUS**

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

## **XIV. 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 Reform Act of 2010 (D.C. Official Code §2-351.01 *et seq.*) to procure the goods or services of the agent or third party.

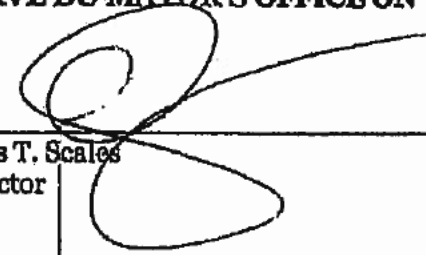
**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**DEPARTMENT OF EMPLOYMENT SERVICES**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

10-3-19  
Date

**SERVE DC-MAYOR'S OFFICE ON VOLUNTEERISM AND PARTNERSHIPS**

  
\_\_\_\_\_  
Ayris T. Scales  
Director

10/23/19  
Date

**MEMORANDUM OF UNDERSTANDING BETWEEN  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
SERVE DC, THE EXECUTIVE OFFICE OF THE MAYOR**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between Serve DC, the Executive Office of the Mayor (Serve DC), and the Department of Employment Services (DOES), individually referred to herein as the "Party" and collectively referred to herein as the "Parties."

Serve DC's mission is to promote service as an innovative, sustainable solution to pressing social challenges. Serve DC engages District communities by building partnerships and organizational capacity, leading local and national volunteer and service initiatives, and providing and promoting meaningful service opportunities. Serve DC supports communities across the District through federal grant funds from the Corporation for National and Community Service (CNCS) and the US Department of Homeland Security (DHS). Serve DC engages District communities and residents through the following program areas: Emergency Preparedness, National Service, and Volunteerism.

DOES' mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe and effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

**II. PROGRAM GOALS AND OBJECTIVES**

The Parties have agreed to jointly develop and implement the Serve DC Summer Youth Emergency Preparedness Academy as a part of the larger Marion Barry Summer Youth Employment Program (MBSYEP). The goal of the program is to provide structured training and meaningful work experience for 50 participants enrolled in the MBSYEP for the duration of the 6-week program.

The goal of the Serve DC Summer Youth Emergency Preparedness Academy is to introduce students to careers in emergency preparedness, 21<sup>st</sup> century Science, Technology, Engineering, and Math (STEM), engage students in hands-on/minds-on activities including field trips, site visits and presentations from subject matter experts, and to introduce students to pathways to post-secondary STEM careers or to careers in emergency preparedness.

Serve DC will work closely with DOES to identify a total of 50 MBSYEP participants that are current high school students/recent graduates (16-24 years of age) and who have an interest in the fields of emergency preparedness and STEM. These youth will be selected amongst the SYEP participants who have been deemed eligible to participate in the program by DOES.

The Serve DC Summer Youth Emergency Preparedness Academy will take place every Monday through Friday from the hours of 9 am and 3 pm beginning Monday, June 24, 2020 and ending Friday, August 2, 2020. The program will be offered at the Foggy Bottom campus of the George Washington University or the UDC Community College.

DOES shall transfer funds to Serve DC to ensure the successful implementation of the Serve DC Summer Youth Academy in accordance with Attachment A. Additionally, DOES shall provide

support to Serve DC as a partner host in the SYEP which includes assigning 50 eligible District youth and providing access to all related SYEP materials for youth and employers.

### **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 SERVE DC**

Serve DC shall:

1. Provide structured training in emergency preparedness to help equip youth with the skills needed to assist in keeping their families, schools, and communities safe in the event of an emergency disaster or catastrophic event.
2. Shall provide certified emergency preparedness instructors/team leaders in a ratio of 1 per every eight students, plus one male and one female counselor to help mediate adolescent social and behavioral challenges faced by participants.
3. Provide information about first responder and STEM careers, expose youth to positive adult role models who work in these fields, and provide a structured curriculum that includes interactive activities, post-secondary and college financial aid information, and field trip excursions to laboratories in the DC Metro area that conduct on-site, real life investigations.
4. Create and implement a certificate of completion for program participants who successfully complete the six-week curricula.
5. Complete all forms, as necessary, to facilitate the transfer and payment of funds referenced in VI.B.1.
6. Provide the projected costs of providing the services under this MOU. The details shall be provided on the Intra-district Standard Request Form.
7. Establish methods in SOAR so that funds may be independently tracked.
8. Identify and hire staff to provide supervision to the MBSYEP participants assigned to this program and process payroll for all program staff for the duration of their employment with Serve DC.
9. Procure required project supplies and services for the Serve DC Summer Youth Academy.
10. Monitor all services provided under this MOU.
11. Meet monthly with named representatives from DOES to monitor and evaluate performance under this MOU. These meetings will be in addition to any other meetings scheduled to satisfy the requirements of this MOU.
12. Submit weekly student time sheets reflecting student attendance and communicate weekly to reconcile any discrepancies which may occur.



13. Submit a final report to DOES by September 15, 2020 to reconcile spending of the funds transferred under this MOU and to summarize all activities and outcomes achieved.
14. Grant a refund to DOES, if the actual expenditures are less than budgeted.
15. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator and the Program Point-of-Contact on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment B.
16. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to the DOES Language Access Coordinator and Program Point-of-Contact on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment B.
17. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

**B. RESPONSIBILITIES OF DOES**

DOES shall:

1. Facilitate an Intra-District funds transfer in the total amount of Fifty Seven Thousand dollars (\$57,000.00) to Serve DC to pay for services provided under this MOU. See Attachment A.
2. Review and approve the budget and spending plan associated with this MOU.
3. DOES shall provide a preliminary screening of MBSYEP participants. The admitted participants must indicate strong interest in emergency preparedness careers and post-secondary education. Evidence shall include grade point average in math, science and English language arts. Honors students shall be given preference. In addition, participants must agree in advance to travel to George Washington University in Foggy Bottom or the University of the District of Columbia Community College and participate in a predominately classroom setting. Serve DC will designate final admissions.
4. DOES shall indicate the SERVE DC Summer Youth Emergency Preparedness Academy as a special category on its SYEP application and post the academy on its DOES/SYEP website.
5. DOES shall meet with named representatives from Serve DC to monitor and evaluate performance under this MOU.
6. DOES shall provide support to Serve DC as a partner host in the MBSYEP which includes assigning up to 50 eligible District youth, and providing access to all related MBSYEP materials for youth and employers

7. DOES shall pay the wages of all assigned participants at the specified rate up to \$14.00 per hour (depending on age) beginning July 1, 2020.
8. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

#### **IV. DURATION OF MOU**

The period of this MOU shall be from May 11, 2020 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(k), as amended, D.C. Official Code § 32-241, as amended, 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 \$57,000.00 for Fiscal Year (FY) 2020. Funding for the goods and services shall not exceed the actual cost of the goods and services. See Attachment A.
2. In the event of termination of the MOU, payment to Serve DC 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 to Serve DC for all of the goods and services shall be made through an Intra-District advance by DOES to Serve DC based on the total amount of this MOU. See Attachment A. The amount charged and paid for goods and/or services shall not exceed actual costs of the good and/or services.
2. Fifty Thousand dollars (\$57,000.00) shall be transferred to Serve DC no later than June 1, 2020.
3. Advances to Serve DC for the services to be performed/goods to be provided shall not exceed the total amount specified within this MOU.
4. Serve DC shall relieve the advance and bill DOES through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. Serve DC shall return any excess funds to DOES by September 30, 2020.
5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
6. Serve DC will be responsible for any amount ultimately disallowed by an audit.

**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 (2001), 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, Serve DC will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

**VIII. RECORDS AND REPORTS**

Serve DC shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

Serve DC shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to this MOU to DOES Language Access Coordinator and Program Point-of-Contact on a quarterly basis, using the Language Access Reporting Form, Attachment B.

Serve DC shall report data on interpretation services and translation of all vital documents for LEP/NEP customers receiving services pursuant to this MOU to the DOES Language Access Coordinator and Program Point-of-Contact on a quarterly basis, using the Language Access Reporting Form, Attachment B.

**IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided pursuant to 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 DOES.

**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 and a written report on the progress/status of the participants receiving services pursuant to this MOU.

**XI. MODIFICATIONS**

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

- B. This MOU may be amended as necessary to provide for any additional costs for Serve DC's services, including an increase in the number of participants entering the Serve DC Summer Youth Emergency Preparedness Academy, as agreed to by the Parties.

## **XII. NOTICE**

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

### **DOES:**

DC Department of Employment Services (DOES)  
Thennie Freeman, Associate Director, Office of Youth Programs  
4058 Minnesota Avenue, NE  
Email: [Thennie.Freeman2@dc.gov](mailto:Thennie.Freeman2@dc.gov)  
Phone: 202-741-5871  
Fax: 202-673-6993

### **Serve DC:**

Serve DC: The Mayor's Office on Volunteerism and Partnerships  
Adriana Bonilla, Emergency Preparedness Specialist and SYEPA Principal  
2000 14<sup>th</sup> St NW, Suite 101  
Email: [Adriana.Bonilla@dc.gov](mailto:Adriana.Bonilla@dc.gov)  
Phone: 202-727-7925

Serve DC: The Mayor's Office on Volunteerism and Partnerships  
Prem Jogi, Emergency Preparedness Specialist and Assistant Principal  
2000 14<sup>th</sup> St NW, Suite 101  
Email: [Premkumar.Jogi@dc.gov](mailto:Premkumar.Jogi@dc.gov)  
Phone: 202-727-7925

## **XIII. JOINTLY DRAFTED**

This MOU shall be deemed to have been drafted by both Parties and, in the event of a dispute, shall not be construed against either Party on that basis.

## **XIV. AUTHORITY TO EXECUTE**

Each of the undersigned individuals represents and warrants the express and due authorization to execute this MOU and to legally bind each Party as set forth in this MOU.

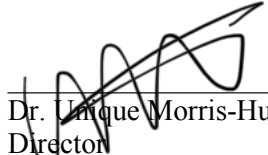
## **XV. MISCELLANEOUS**

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:

**DEPARTMENT OF EMPLOYMENT SERVICES**

**6/3/20**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director  
Department of Employment Services

Date: \_\_\_\_\_

**SERVE DC, THE EXECUTIVE OFFICE OF THE MAYOR**

  
Ayris Scales  
Executive Director  
Serve DC, the Executive Office of the Mayor

Date: 6/3/20

**Budget Breakdown: \$57,000****RE: 2020-2021 PROPOSED BUDGET NARRATIVE & PROPOSED FIELD TRIPS**

<b>Budget SYEPA</b>	<b>Total Costs</b>
CERT/EP TEACHER (TBH)- 7 weeks @ \$24/hr. + CBE Staffing Vendor Overhead	\$9,050
CERT/EP TEACHER (TBH)- 7 weeks	\$9,050
1 DCPS CERTIFIED TEACHERS-7 weeks @ \$32/hr.+ CBE Staffing Vendor Overhead	\$10,700
Classroom Facilities	\$6,000
Bus Transportation (8 field trips)	\$7,600
Additional METRO cards for Academy student assignments @ DPR Rec Centers across the District	\$3,000
Uniforms (SDC polo & t- shirts)	\$1,850
Materials and supplies and CERT emergency kits & Commander Ready Kits.  CERT Bags: \$75 each x 30 participants =\$2,250  Commander Ready Kits+ Manuals: \$15 each x500 youth in recreational centers= \$7,500	\$9,750
<b>Grand Total</b>	<b>\$57,000</b>

<b>Adriana Bonilla</b>	Principal	Academy principal Responsible for all on-site supervision, CERT instruction administration, rules, student safety, staff coordination, and	Adriana is an experienced facilitator and youth developer. She is SERVE DC's Emergency Preparedness Specialist.	-0-
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		academy coordination	She worked with the Latin American Youth Center (LAYC) for over seven years.	
<b>Premkumar Jogi</b>	Assistant Principal/ Operations Manager	SYEP academy contact to DOES staff, UDC staff, parent contacts, transportation arrangements, field trip arrangements, materials and supplies & student timekeeping	Prem is one of the District's distinguished DC CERT members. He currently serves as the CERT specialist at Serve DC.	-0
<b>Anthony V. Stevens</b>	Emergency Preparedness Coordinator/Instructor	Will help coordinate outreach to DPR sites where Academy students will train children in emergency preparedness	Anthony leads serve DC's Emergency Preparedness Team. He will be advising the team and will coordinate with DPR to secure training locations.	-0-
<b>CERT Teacher I</b>	CERT/EP TEACHER (TBH)  CERT trained team leader to assist in managing small teams of academy students	TO BE HIRED (Summer Hire)		100 %
<b>CERT Teacher II</b>	CERT/EP TEACHER (TBH)  CERT trained team leader to assist in managing small teams of academy students	TO BE HIRED (Summer Hire)		100%
<b>DCPS Certified Teacher</b>	Certified DCPS teacher also trained in First Aid/CPR Aid/CPR to assist co-directors	TO BE HIRED (Summer Hire)		100%

DOES POH 2021 Q8a

<b>CERT Teacher FY20-21</b>	<p>CERT/EP TEACHER (TBH)</p> <p>CERT trained team leader to assist in managing small teams of academy students</p>	<p>TO BE HIRED (Summer Hire)</p>		100 %
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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND THE  
D.C. FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered between the District of Columbia Department of Employment Services (DOES) and District of Columbia Fire and Emergency Medical Services Department (FEMS) referred to herein individually as “Party” and collectively as “Parties.”

DOES is the District government agency whose mission is to plan, develop, and administer workforce development services to District residents. DOES provides a range of programs and services to an array of job seekers, including job development, job search assistance, self - directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services, and educational programs. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

The mission of FEMS is to preserve life and health through excellent pre-hospital medical care, fire suppression, hazardous materials response, technical rescue, Homeland Security preparedness, fire prevention and education in the District of Columbia (D.C.) FEMS also provides Cardiopulmonary Resuscitation (CPR) Certification through the American Heart Association.

**II. PROGRAM GOALS AND OBJECTIVES**

DOES and FEMS are partnering to provide funding support to the FEMS’ Cadet Training Program (Cadet Program) that provides comprehensive firefighter training, emergency medical technician instruction and certification, and workplace literacy to D.C. residents who:

1. Are United States citizens and are current D.C. residents ages 18 through 21;
2. Have obtained a High School Diploma from a D.C. Public, Charter or Parochial High School or a General Education Diploma (GED) from a D.C. testing location;
3. Are High School graduates who maintained a 2.0 grade point average or higher upon graduation or equivalent based on the school grading system; and
4. Have a Driver’s License, Provisional or Learner’s Permit at the time of application. A full driver’s license must be obtained by the time of graduation in order to successfully complete the program.

The main goal of the Parties is to achieve 100% enrollment, participation and graduation in the Cadet Program. Ultimately, participants who successfully complete and graduate from the Cadet Program will be offered permanent, full-time employment with the FEMS Department as a Firefighter/EMT.

### **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 the MOU expeditiously and economically, the Parties agree:

#### **A. RESPONSIBILITIES OF FEMS:**

##### **FEMS shall:**

1. Provide DOES with eligibility requirements and length of study for the 2019-2020 Cadet Program. It is expressly understood by the Parties that each DOES-sponsored graduate must pass a criminal background in order to obtain all necessary certifications, successfully complete a medical and physical assessment, and clear suitability before being hired as a Cadet and becoming eligible to receive any funding under this MOU. The parties hereby acknowledge that at least 5 of the Cadets must meet the eligibility criteria for the Workforce Innovation Opportunity Act (WIOA).
2. Recruit and determine eligibility of all applicants applying for the 2019-2020 Cadet Program.
3. If time permits, a test will be administered to applicants that pass preliminary screening to obtain a ranking of candidates.
4. Ensure each Cadet registers in DC Networks/Virtual One Stop (VOS).
5. Ensure each Cadet has completed an accurate certification folder containing all documents required for WIOA Eligibility Determination. See Attachment B.
6. Train and hire at least 11 D. C. residents in the 2019-2020 Cadet Program who will be sponsored by DOES through this MOU. The parties hereby acknowledge that at least 5 of the Cadets must meet the eligibility criteria for the Workforce Innovation Opportunity Act.
7. Provide technical and formal academic instruction and specialized training as a part of the 2019-2020 Cadet Program.
8. Monitor the 2019-2020 Cadet Program to ensure compliance with the terms of the MOU.
9. Meet with DOES to review activities under this MOU and to initiate corrective action to remedy deficiencies in service delivery, as needed.
10. Provide quarterly reports of the number of applicants accepted into the 2019-2020 Cadet Program, the progress of the participants, the number of participants who successfully complete

the program, and the number of successful graduates ultimately hired. Each quarterly report should be submitted to the Program Monitor and the Program Manager listed in Section XI by the 15<sup>th</sup> of the following month.

11. Ensure that the revenues for the 2019-2020 Cadet Program are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
12. Establish an agency internal service fund with a corresponding index that ties the fund agency organization structure.
13. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to the DOES Language Access Coordinator on a quarterly basis. See Attachment C.
14. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES' brand and be reported to DOES' Language Access Coordinator on a quarterly basis.
15. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created pursuant to this MOU.

## **B. RESPONSIBILITIES OF DOES**

### **DOES shall:**

1. Transfer \$500,000 to FEMS through an Intra-District Standard Request Form to operate 2019-2020 Cadet Program. These funds pay the salaries, tuition, and other training-related costs for 11 D.C. residents that FEMS will train and hire during the 2019-2020 Cadet Program. The funding allocation for this MOU shall be from the Adult Training Dollars allocated to DOES, and supported with WIOA Dislocated Worker funding through the waiver, in the amount \$500,000.
2. Refer interested customers to the Cadet Program from a multitude of resources (e.g. American Job Centers, Office of Youth Programs, etc.).
3. Monitor services and progress of all services to ensure compliance with the terms of the MOU.
4. Meet with FEMS to review activities under this MOU and to initiate corrective action to remedy deficiencies in service delivery, as needed.
5. Provide the DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resource and related property and materials created pursuant to this MOU.

#### **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.
- B. The Parties may extend the terms of this MOU by exercising a maximum of 4 one-year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. DOES shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
- C. The exercise of an option is subject to the availability of funds at the time of the exercise of the option period.

#### **V. AUTHORITY FOR MOU**

DC Official Code §1-301.01 (k) and any other authority under the Parties' programs.

#### **VI. FUNDING PROVISIONS**

##### **A. COST OF SERVICES**

- 1. Total cost for services under this MOU shall not exceed \$500,000 for Fiscal Year (FY) 2020. Funding for the services shall not exceed the actual cost of the goods or services, based upon the tuition, salary and related training costs for 11 D.C. residents that FEMS will train and hire during the 2019-2020 Cadet Program. The actual cost of the goods/services is described in Attachment A.

##### **B. PAYMENT**

- 1. Payment for all the goods and services shall be made through an Intra-District advance by DOES to FEMS based on the total amount of this MOU.
- 2. FEMS shall submit quarterly reconciliation to DOES, which shall explain the amounts billed for that period. The reconciliations shall include itemized monthly service claims for reimbursement by the reimbursement category, provided all costs and expenditures shall not exceed \$500,000 or the actual cost of goods/services, whichever is less. FEMS shall submit an annual report to DOES, which shall detail the total amount of expenditures for the fiscal year.
- 3. Advances to FEMS for the services to be performed/goods to be provided shall not exceed the amount of this MOU, or the actual cost of the services/goods, whichever is less.



4. FEMS shall bill DOES through the Intra-District process only for those goods or services provided pursuant to the terms of this MOU. FEMS will return any excess advance to DOES within 20 days of the end of the period of performance.
5. FEMS shall provide the projected costs of providing the services under this MOU. This detail shall be provided on the Intra-District Standard Request Form.
6. FEMS shall return any unused funds to DOES within 20 days of the end of the period of performance.
7. Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer of the District of Columbia, all financial services provided by this MOU shall be reported quarterly in the Purchasing Agency FRP submission to the Office of Budget and Planning.
8. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. If 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 provision 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 Ant-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, and (iii) 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 and federal funds, FEMS or its providers will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

### **VIII. RECORDS AND REPORTS**

FEMS shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from 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 DOES 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 pursuant to 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 DOES.

## **X. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving 60 calendar days advance written notice to the other Party and a written status report on the participants receiving services pursuant to this MOU.

## **XI. NOTICE**

**The following individuals are the contact point for each Party:**

### **DOES Program Staff**

Venturino Pablo

Associate Director-American Job Center Operations

Workforce and Federal Programs Bureau

DC Department of Employment Services

4058 Minnesota Avenue, NE

Washington DC 20019

Phone: (202) 698-6288

Regina Robinson

Program Manager

Workforce and Federal Programs Bureau

4058 Minnesota Avenue, NE

Washington, DC 20019

Phone: 202-698-5778

Leslie Green

Program Analyst

Office of Workforce Development

DC Department of Employment Services

4058 Minnesota Avenue, NE

Washington DC 20019

Phone: (202) 698-5819

**FEMS Program Staff:**

Edward C. Smith  
Deputy Fire Chief-Training Director  
D.C. Fire and EMS Department  
4600 Shepherd Parkway, SW  
Washington, DC 20032  
Phone: (202) 673-3356

Willis L. Thomas Jr.  
Battalion Fire Chief  
Agency Recruiting Officer  
Professional Standards Office  
2000 14<sup>th</sup> Street NW, Suite 541  
Washington, DC 20009  
Phone: (202) 673-3726

**XII. MODIFICATION**

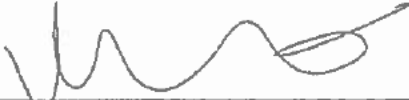
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Modification to this MOU shall be incorporated in the form of an amendment dated and signed by authorized representatives of the Parties.

**XIII. PROCUREMENT PRACTICES ACT**

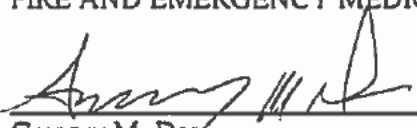
If a District of Columbia agency instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia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

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

DEPARTMENT OF EMPLOYMENT SERVICES

 Date: 2-19-20  
Dr. Unique Morris - Hughes  
Director

FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT

 Date: 3/2/20  
Gregory M. Dean  
Fire and EMS Chief

**ATTACHMENT A**  
**FIRE CADET CLASS #22 - DOES Cohort #19**

Description	Object	FY20 Annual Per Cadet Costs - October 2019 - June 30, 2020	FY20 Annual Per Cadet Costs - July 1, 2020 - September 30, 2020	FY20 Annual Per Cadet Costs	Number of Cadets Funded By DOES	TOTAL FY20 Budget	Comments
Salary	121	21,840.00	7,800.00	\$29,640.00	11.00	\$326,040.00	
Fringe - 8%	147	1,747.20	624.00	\$2,371.20	11.00	\$26,083.20	
<b>Total</b>		<b>23,587.20</b>	<b>8,424.00</b>	<b>\$32,011.20</b>		<b>\$352,123.20</b>	
Supplies and Materials (Equipment)	201	336.00		\$336.00	11.00	\$3,696.00	Class Supplies, Equipment (i.e. tools, hay, strips, etc)
EMT Class Materials (11 Students)	204	2,475.00		\$2,475.00	11.00	\$27,225.00	Study Materials, EMT Manuals & Workbooks
FF 1 & 2 Class Materials (11 Students)	204	1,551.00		\$1,551.00	11.00	\$17,061.00	Recruit Manuals, Fundamentals of Firefighting textbooks & Workbooks
Uniforms	207	1,496.69		\$1,496.69	11.00	\$16,463.59	Shirts, Pants, Belts, Dress Uniforms
Personnel Protective Gear	207	7,103.15		\$7,103.15	11.00	\$78,134.65	PPE Gear
Printing	411					\$700.00	PIO Printing
Advertisement	414					\$4,046.56	Recruitment Advertisement
Professional Services	408	50.00		\$50.00	11.00	\$550.00	NREMT Vouchers & CPR
<b>Total NPS need for FY20</b>		<b>13,011.84</b>	<b>0.00</b>	<b>\$13,011.84</b>		<b>\$147,876.80</b>	
<b>Grand Total</b>		<b>36,599.04</b>	<b>8,424.00</b>	<b>45,023.04</b>		<b>500,000.00</b>	

DOES funding according to program 11.01.19

500,000.00

Variance

0.00

Total FTE's DOES Local Budget Covers

11.11

**DOES**Department of  
**EMPLOYMENT SERVICES**

## DOCUMENTS REQUIRED FOR WIOA ELIGIBILITY DETERMINATION



Submission of the following supporting documentation is required in order for eligibility for WIOA services to be determined. WIOA services will not be provided if the required supporting documents are not submitted. For each section below, one of the qualifying listed documents can be submitted.

### DOCUMENTS REQUIRED FOR WIOA ELIGIBILITY DETERMINATION:

#### PROOF OF DC RESIDENCY

- ☐ DC Driver's License/Permit or Government I.D.
- ☐ Lease
- ☐ Recent Utility Bill (60 days)
- ☐ Homeless Supporting Documentation
- ☐ Other: \_\_\_\_\_

#### PROOF OF SOCIAL SECURITY NUMBER

- ☐ Social Security Card
- ☐ W2/Pay check stub
- ☐ DD-214
- ☐ UI Wage Records
- ☐ Other: \_\_\_\_\_

#### PROOF OF CITIZENSHIP

- ☐ Social Security Card
- ☐ Birth Certificate
- ☐ U.S. Passport
- ☐ Alien Registration Card (USCIS I-151, I-551, I-94, I-997, I-179)
- ☐ Other: \_\_\_\_\_

#### PROOF OF FAMILY INCOME

- ☐ Current Pay Stub
- ☐ W2 FORM
- ☐ UI Wage Records
- ☐ TANF/FOOD STAMPS/REFUGEE/GENERAL ASSISTANCE
- ☐ VA Records/Printout
- ☐ Other: \_\_\_\_\_

#### PROOF OF IDENTIFICATION

- ☐ Government I.D. (Driver's License/Permit)
- ☐ Passport
- ☐ Alien Registration Card (USCIS I-151, I-551, I-94, I-997, I-179)
- ☐ Other: \_\_\_\_\_

#### PROOF OF FAMILY SIZE

- ☐ Dependent Birth Certificate(s)
- ☐ Lease
- ☐ Public Assistance Records
- ☐ Other: \_\_\_\_\_

#### PROOF OF SELECTIVE SERVICE (MANDATORY FOR MALES BORN ON OR AFTER 1/1/1960)

- ☐ Selective Service Registration Form
- ☐ Other: \_\_\_\_\_

#### PROOF OF DISLOCATION/LAYOFF/ EMPLOYMENT STATUS (If Applicable)

- ☐ Separation /layoff letter with dislocation date
- ☐ Other: \_\_\_\_\_

#### PROOF OF VETERAN STATUS (If Applicable)

- ☐ DD-214
- ☐ VA Records/Printout
- ☐ Other: \_\_\_\_\_

#### PROOF OF HIGHEST LEVEL OF EDUCATION (If Applicable)

- ☐ High School Diploma, GED, College Transcripts, Degree
- ☐ School Records
- ☐ Other: \_\_\_\_\_



**Language Access Program Monthly Reporting System  
FY 2020**

**Quarter:**

**Department:**

Please report all activities that your department or program has engaged in during the reporting quarter and provide a thorough response to all tasks.

**1. Provide the number of LEP/NEP clients served and the language spoken by client:**

**Definitions:**

- **Touches** - Any interaction with LEP/NEP constituents in which information and/or services are provided without the use of Language Line or "In Person" Interpretations. In the case that a bilingual employee directly serves the LEP/NEP constituent in their preferred language this constitutes a "touch"
- **LLS** - A telephonic interpretation service that provides professional trained and qualified interpreters in over 170 languages.
- **Live** - Any oral/verbal conversion of the meaning of a dialogue from one language to another and vice versa, conducted by a third-party contractor, community interpretation service provider, or qualified employee.

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate "Other Language"			
<b>Total</b>			

**EQUAL OPPORTUNITY  
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**2 Number of LEP/NEP Constituents served by Public Service Organizations funded by your Agency  
(Organization Name)**

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate 'Other Language'			
Total			

**3. List the document(s) that were translated for your department/ program and the language it was translated in. NOT APPLICABLE**

Type of Material	Department /Division	Document Title	Language needed for translation	Date Translation completed	Cost of Translation	Public Point of Entry where document is found (is it on line or in the office)

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4. List all new bilingual staff in public contact positions for your department/ division during this quarter only NOT APPLICABLE
- PCP – Public Contact Position are positions that require personal contacts with the public, community and civic organizations or any combination of these groups

Position Title	PCP-Non PCP	Department/Division	Foreign Language(s) Spoken/Written	Certifications/Trainings held in Foreign Language(s)	Does the position require the employee to utilize his/her bilingual skills when needed?

5. List all agency bilingual staff Recruitments NOT APPLICABLE

Position Title	Bilingual or Bilingual Preferred	Method of Recruitment	Was Position Filled by Bilingual Staff

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6. List the linguistic/cultural competency training attended during this quarter. (If possible attach sign-in sheet(s)) NOT APPLICABLE

Date of Training	Name of Training	Training Instructor/Provider	List of PCPs in Attendance (or attach Sign-In Sheet)

7. List the Language Line Access Training staff attended during this quarter. (If possible attach sign-in sheet(s)). NOT APPLICABLE

Date of Training	Name of Training	Training Instructor/Provider	List of PCPs in Attendance (or attach Sign-In Sheet)

8. OHR Language Access Online Training NOT APPLICABLE

Date of Module view	List of PCPs in Attendance (or attach Sign-in Sheet)

9. List Language Access Activities/Resources Dissemination NOT APPLICABLE

Date of Dissemination	Subject of Activity/Resource	Recipient of Information (i.e., all staff, PCP, managers, etc.)

10. List the outreach and public meeting conducted in LEP/NEP community by your department/program during this quarter. NOT APPLICABLE

Description of Outreach Activity	Date of Outreach	Location of Outreach	LEP/NEP Community targeted	Number of attendees

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND THE  
MAYOR'S OFFICE ON LATINO AFFAIRS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into by and between the District of Columbia Department of Employment Services (DOES) and the District of Columbia Mayor's Office on Latino Affairs (MOLA), individually referred to herein as the "Party" and collectively referred to herein as the "Parties".

DOES' mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

The DOES Office of Youth Programs provides Marion S. Barry Summer Youth Employment Program(MBSYEP), which offers a six-week summer employment experience for youth ages 14 to 24.

The Mayor's Office on Latino Affairs (MOLA) strives to ensure enrolled youth in Latino communities develop the necessary skills to succeed in a growth industry sector. Eligible participants will attend seminars, trainings and field trips that will enhance the skills they have learned throughout the duration of the MBSYEP.

The Parties will partner to improve their outreach efforts and oversee the provision of summer programs for DC Latino youth services implemented by Latino Community Based Organizations.

**II. PROGRAM GOALS AND OBJECTIVES**

There are 3 primary goals for the 2020 MBSYEP:

1. To provide District of Columbia youth, ages 14-24, with meaningful and structured employment and career readiness opportunities and services with a variety of community-based partners for the duration of SYEP;
2. To provide a safe, positive work environment that will allow youth to develop necessary skills and training needed to be employable in the future;

3. To expose youth to an array of diverse career options and motivate them to stay in school to pursue these careers through interactive, hands-on career development activities and supportive services.

To accomplish these goals, MOLA will enter into agreements with multiple organizations and oversee the provision of a variety of summer employment and career development services for up to 50 youth between the ages of 14-24.

### 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 MOLA:

##### 1. Services

- a. MOLA shall select qualified 501(c)(3) community-based organizations (CBOs) serving the District's Latino constituents [residents and/or business owners] – to facilitate the implementation of the FY 2020 MBSYEP.
- b. MOLA shall coordinate the placement of no more than 50 youth in structured employment and career readiness opportunities at MOLA or with one of its partner organizations.
- c. MOLA shall support the participants CBOs to ensure that they provide youth with meaningful and structural career readiness opportunities and services.
- d. MOLA shall monitor, through site visits, the execution of the program to ensure that the CBOs comply with the rules of the MBSYEP Host Site Agreement and provide a safe and positive environment that will allow youth to develop the necessary skills and training needed to be employable in the future.
- e. MOLA will identify an individual who will serve as the primary liaison between DOES and MOLA to support the successful implementation of the 2020 MBSYEP (the "Project Coordinator").
- f. MOLA shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator and Program Point-of-Contact on a quarterly basis, using the Language Access Monthly Reporting Form, Attachment B.
- g. MOLA shall provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and

FY20 MOU between DOES & MOLA

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be reported to the DOES Language Access Coordinator and the Program Point-of-Contact on a quarterly basis using the Language Access Program Monthly Reporting Form, Attachment B.

- h. MOLA shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.

## **2. Eligibility Verification**

MOLA shall ensure that all youth participants have been verified as bona fide residents of the District of Columbia and are between the ages of 14-24 before June 24, 2020.

## **3. Payment of Stipends**

MOLA shall ensure that CBOs accurately record all hours worked by youth, youth are paid on time, and any pay discrepancies are collected and resolved in a timely fashion.

Youth ages 14-15 will be eligible to receive a stipend of up to \$ 609.00 for 29 program days of 4 hours per day from Monday, June 29 – Friday, August 7 Youth ages 16-21 will be eligible to receive a stipend of up to \$ 1,196.25 for 29 program days of 5 hours per day from Monday, June 29 – Friday, August 7 Youth ages 22-24 will be eligible to receive a stipend of up to \$ 2,413.50 for 29 program days of 6 hours per day from Monday, June 29 – Friday, August 7.

Stipends shall be paid to MBSYEP enrolled District resident youth from the funds transferred to MOLA by DOES pursuant to this MOU.

## **4. Program Reporting**

MOLA shall ensure that the Project Coordinator submits an end-of-summer close-out report via email to the MBSYEP Program Manager that will include specific information about youth who were engaged, the services they received, and the total hours worked. This report shall be submitted no later than September 30, 2020.

## **B. RESPONSIBILITIES OF DOES:**

1. DOES will provide funding in the amount of **\$203,927.00** to MOLA in FY 2020 to pay for the services as set forth in this MOU (see Attachment A).
2. DOES shall conduct on-site reviews of the program, its participants, and/or enrollees and shall monitor the provision of the program services pursuant to this MOU.

3. DOES shall provide technical assistance on request, as needed. If technical assistance is required, the Project Coordinator must notify DOES in writing at least 3 business days in advance.
4. DOES shall provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU.

#### IV. DURATION OF MOU

The effective date shall be from April 1, 2020 through September 30, 2020, unless terminated in writing by Parties prior to the expiration.

#### V. AUTHORITY FOR MOU

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

#### VI. SPECIAL PROVISION FOR TERMINATION OF MOU

1. Either party may terminate this MOU on the following grounds:
  - a. Lack of local funding;
  - b. Lack of Congressionally approved budget;
  - c. Changes in applicable law;
  - d. Changes in District or federal policy affecting these services;
  - e. Changes in the structure or nature of this program;
  - f. Elimination of programs or services;
  - g. Failure or refusal to perform required services; and/or
  - h. Material non-compliance by the either party.

#### VII. FUNDING PROVISIONS

##### 1. COST OF SERVICES

The estimated cost of this MOU shall not exceed \$203,927.00 for fiscal year 2020. The estimated cost of this MOU is based upon projected participation levels of youth and a fixed administrative cost for partners identified by MOLA (Please see Attachment A).

##### 2. PAYMENT

Payment for the services shall be made through an Intra-District transfer by DOES to MOLA based on the total amount of this MOU. Payment to MOLA for services shall not exceed the amount of this MOU or the actual cost of service provided, whichever is less.

MOLA will receive the payment and bill DOES through the Intra-District process for only the services actually provided pursuant to the terms of this MOU. MOLA will return any excess payment to DOES by September 30<sup>th</sup> of the current fiscal year.

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from the services provided under this MOU. 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.

### **3. ANTI-DEFICIENCY CONSIDERATIONS**

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

## **VIII. COMPLIANCE AND MONITORING**

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

## **IX. RECORDS AND REPORTS**

MOLA shall maintain records and receipts for the expenditure of all funds provided for a minimum of 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 DOES and other officials as may be specified by the District of Columbia at its sole discretion.

MOLA shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to this MOU to DOES Language Access Coordinator and Program Point-of-Contact on a quarterly basis, using the Language Access Reporting Form, Attachment B.

MOLA shall report data on interpretation services and translation of all vital documents for LEP/NEP customers receiving services pursuant to this MOU to the DOES Language Access Coordinator and the Program Point-of-Contact on a quarterly basis, using the Language Access Reporting Form, Attachment B.

## **X. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided pursuant to 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 DOES.

## **XI. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to other party and a written report on the status of all youth receiving services pursuant to this MOU.

## **XII. NOTICE**

All notices shall be sent by the most expeditious means available including but not limited to facsimile, overnight courier, certified or registered mail to the following individuals, who are the contact points for each Party under this MOU:

Contact person for MOLA:

Eduardo Perdomo  
Grants Management Specialist  
2000 14<sup>th</sup> Street, NW, 2<sup>nd</sup> Floor  
Washington, DC 20004  
[eduardo.perdomo@dc.gov](mailto:eduardo.perdomo@dc.gov)  
(202) 340-7661

Contact person for DOES:

Thennie Freeman  
Associate Director, Office of Youth Programs  
4058 Minnesota Avenue, NE  
Washington, D.C., 20019  
[thennie.freeman2@dc.gov](mailto:thennie.freeman2@dc.gov)  
(202)-741-5871

## **XIII. MODIFICATIONS**

The Parties reserve the right to request modifications of this MOU at any time, in writing, and with the agreement of the Parties. Modifications of this MOU shall be incorporated in the form of an amendment signed and dated by authorized Party representatives.

## **XIV. FULL AGREEMENT AND MERGER**

The terms and conditions of this MOU constitute the full and complete agreement between the Parties. No other verbal or written agreement, in any way, vary, or alter any

provision of this MOU unless the Parties consent to vary or alter provision of this MOU in writing.

**XV. JOINTLY DRAFTED**

This MOU shall be deemed to have been drafted by both Parties and, in the event of a dispute, shall not be construed against either Party on that basis.

**XVI. 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.

**XVII. AUTHORITY TO EXECUTE**

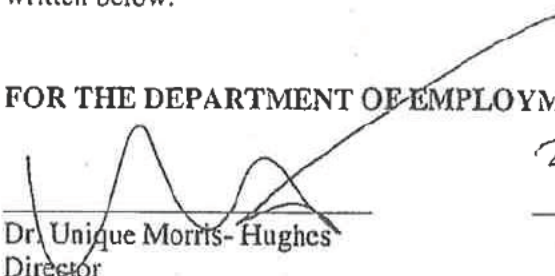
Each of the undersigned individuals represents and warrants the express and due authority to execute this MOU and to legally bind each Party as set forth in this MOU.

**XVIII. MISCELLANEOUS**

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

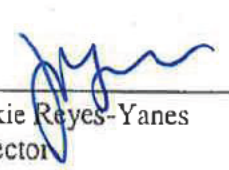
IN WITNESS WHEREOF, the Parties hereto have signed this MOU as of the date and year written below:

**FOR THE DEPARTMENT OF EMPLOYMENT SERVICES**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director  
Department of Employment Services

3/2/20  
\_\_\_\_\_  
Date

**FOR THE OFFICE OF LATINO AFFAIRS**

  
\_\_\_\_\_  
Jackie Reyes-Yanes  
Director

3/9/2020  
\_\_\_\_\_  
Date



**ATTACHMENT A**

<b>SUMMER YOUTH EMPLOYMENT PROGRAM</b>		
	Amount Requested	Description
<b>Outreach Material/ Adm</b>		
Outreach Material i.e. sport bottles, T-shirt, bag packs, flyers ...	\$ 6,634.35	Supporting material for promoting the program among DC Latino Youth.
<b>Staff</b>		
Program coordinator	\$ 8,000.00	Coordinates and support activities related to the SYEP included but not limited to: organizing registration day, verifying program eligibility; monitoring site visits; workshops; coordinates field trips, communicate with the host employers in a daily base, follow up timesheet weekly report, and provide assistance on the problems that might arise.
Translation and interpretation services	\$ 2,000.00	Translation and simultaneously interpretation of relevant documentation and events for those youth and family members with Limited English Proficiency.
Week 3 resume and cover letter workshop	\$1,000.00	Training for 50 Latino youth part of SYEP
Week 4 Communication workshop	\$1,000.00	Training for 50 Latino youth part of SYEP
Week 5 Leadership workshop	\$ 1,000.00	Training for 50 Latino youth part of SYEP
Field trips to the Smithsonian Museums	\$5,000.00	Tour for 50 SYEP participants.
Supplies	\$499.15	Supporting material for workshops and registration



		process.
Closeout event	\$ 5,250.00	Includes transportation, group picture, SYEP year book, certificates of completion
Sub-total outreach/administrative cost	\$30,383.50	
Grants for Local Partners Community Based Organizations Summer youth programs	\$106,153.00	Community Based Organizations grants for DC residents Latino youth
<b>TOTAL</b>	<b>\$ 136,536.50</b>	

STUDENT WAGES					
Total # of Youth	Age	Total # Program Days	Wage Rate Per Hour	Total hours per week	Total Cost
10 Youth	14-15	29	\$5.25	4	\$6,090.00
34 Youth	16-21	29	\$8.25	5	\$40,672.50
6 Youth	22-24	29	\$14.00 *\$15.00	6	\$20,628.00
<b>TOTAL</b>					<b>\$67,390.50</b>

\*On July 1<sup>st</sup>, 2020 the minimum wage will experiment an increase

**TOTAL COST = \$203,927.00**

## Language Access Program Monthly Reporting System

FY 2020 Quarter 1-4

Period: October 1, 2019 December 31, 2020

Department:

Please report all activities that your program has engaged in during the reporting quarter and provide a thorough response to all tasks.

## 1. Provide the number of LEP/NEP clients served and the language spoken by client:

## Definitions:

- Touches - Any interaction with LEP/NEP constituents in which information and/or services are provided without the use of Language Line or "In Person" Interpretations. In the case that a bilingual employee directly serves the LEP/NEP constituent in their preferred language this constitutes a "touch"
- LLS - A telephonic interpretation service that provides professional trained and qualified interpreters in over 170 languages.
- Live - Any oral/verbal conversion of the meaning of a dialogue from one language to another and vice versa, conducted by a third-party contractor, community interpretation service provider, or qualified employee.

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other*			
Please indicate "Other Language"			
Total			

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Attachment B

2. List the document(s) that were translated for your department/ program and the language it was translated in.

Type of Material	Department /Division	Document Title	Language needed for translation	Date Translation completed	Cost of Translation	Public Point of Entry where document is found (is it on line or in the office)

3. List the outreach and public meeting conducted in LEP/NEP community by your department/program during this quarter.

Description of Outreach Activity	Date of Outreach	Location of Outreach	LEP/NEP Community targeted

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE OFFICE OF CONTRACTING AND PROCUREMENT AND  
THE DEPARTMENT OF EMPLOYMENT SERVICES  
FOR  
PROCUREMENT SERVICES IN  
FY 2020**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the Department of Employment Services (DOES) and the Office of Contracting and Procurement (OCP), referred to herein individually as “Party” and collectively as “Parties.”

The mission of OCP is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

**II. PURPOSE**

The District government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions – recognizing that many of the District’s purchasing needs are “business” specific. The reform strategy has been implemented through delegated procurement authority authorized by the District’s Chief Procurement Officer (CPO). The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2020.

**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 OCP**

1. OCP shall provide support for the benefit of DOES on procurement matters, including, but not limited to:

- i. Assist DOES staff in the planning and preparation of procurement-related documents;
  - ii. Advise DOES staff on appropriate procurement methodology and solicitation management; and
  - iii. Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DOES to OCP.
4. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU, after consultation with DOES. OCP will only use the reprogrammed funds to support OCP staff located at DOES.
5. OCP shall be responsible for contract compliance and provide DOES with quarterly compliance reports.
6. OCP shall provide computers, facsimile machines, telephones, cellphones, laptops, VPN, and other office equipment, as necessary to OCP staff assigned to the DOES worksite. OCP shall provide DOES with reports and analysis on procurement activity detailing executed contracts with amounts and period-of-performance; purchase order status; and acquisition plans.
7. OCP shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator and the Program Point-of-Contact on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment A, if applicable.
8. OCP shall provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to the DOES Language Access Coordinator and Program Point-of-Contact on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment A, if applicable.
9. OCP shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU, if applicable.

## **B. RESPONSIBILITIES OF DOES**

1. DOES shall provide office space, conference space, and file space for all OCP personnel assigned to the DOES worksite.
2. DOES shall provide on-site information technology support with the availability of technical assistance provided by OCP.
3. DOES shall submit an agency acquisition plan via the Acquisition Planning Tool (“OAPT”) in PASS for all planned procurements at a time prescribed by the CPO.
4. DOES shall be solely responsible for determining the requirements for all procurement actions and initiating all procurement requests via a requisition in PASS.
5. DOES shall identify Contract Administrators to be responsible for the day-to-day administration of procurements.
6. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU, if applicable.

## **IV. DURATION OF MOU**

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.

## **V. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k) and any other authority under the Parties’ programs.

## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

Total cost for the goods and services under this MOU shall not exceed \$979,944.45 for Fiscal Year 2020. Funding for the goods and services shall not exceed the total amount of this MOU or the actual cost of the goods and services, including labor, materials and overhead, whichever is less. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2020.



**PERSONNEL SERVICES**

DOES Staff Positions Filled - FY20							
Position Number	Position	Grade	Step	Compensation	Fringe @ 21.8%	Total Compensation	Funding
0075198	Contract Specialist	13	3	100,940.00	22,004.92	122,944.92	1434
00085898	Contract Specialist	12	5	92,554.00	20,176.77	112,730.77	1434
00075200	Contract Specialist	13	4	103,981.00	22,667.86	126,648.86	1434
00048212	Supvy Contract Specialist	14	0	119,705.09	26,095.71	145,800.80	0100
Position Number	Position	Grade	Step	Compensation	Fringe @ 21.8%	Total Compensation	Funding
00098979	Supvy Contract Specialist	15	0	143,646.00	31,314.83	174,960.83	0100
00009209	Contract Specialist	11	0	66,542.00	14,506.16	81,048.16	0100
00092083	Contract Specialist	12	0	82,326.00	17,947.07	100,273.07	0100
00074881	Contract Specialist	13	0	94,858.00	20,679.04	115,537.04	0100
TOTAL				804,552.09	175,392.36	979,944.45	

**B. PAYMENT**

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to OCP based on the total amount of this MOU, or the actual cost of goods and services, whichever is less.
2. OCP shall submit quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include personnel costs including benefits.
3. Advances to OCP for goods and services shall not exceed the amount of this MOU.
4. OCP will receive the advance and bill DOES through the Intra-District process only for those goods or services provided pursuant to the terms of this MOU. OCP will return any excess advance to DOES by September 30 of the current fiscal year.

**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 (2001), (iii) D.C. Official Code § 47-105 (2001), 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. MODIFICATIONS**

This MOU may be modified only upon prior written agreement of the Parties, prior to its expiration or termination. 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 force and effect or hereafter enacted or promulgated.

## **IX. COMPLIANCE AND MONITORING**

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

## **X. RECORDS AND REPORTS**

OCP shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a minimum of 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 DOES 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 and a written status report on all active and contemplated procurements. In the event of termination of this MOU, payment to the OCP shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

## **XII. RESOLUTION OF DISPUTES**

The Chief Procurement Officer and the Director of DOES, 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 City Administrator. The decision of the City Administrator 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.

## **XIII. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided pursuant to 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 DOES.

#### XIV. NOTICE

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

OCP:

Marvin Manassa  
Associate Director for Business Resources  
Office of Contracting and Procurement (OCP)  
441 4th Street, N.W., Suite 700 South  
Washington, DC 20001  
Desk: 202.724.4933  
Cell: 202.487.3807  
Email: [marvin.manassa@dc.gov](mailto:marvin.manassa@dc.gov)

DOES:

Nicole Chapple, Chief Operating Officer  
Email: [nicole.chapple@dc.gov](mailto:nicole.chapple@dc.gov)  
Phone: 202.671.3094

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

#### DEPARTMENT OF EMPLOYMENT SERVICES

Dr. Unique

Morris-Hughes

Digitally signed by Dr. Unique Morris-Hughes  
DN: cn=Dr. Unique Morris-Hughes,  
o=DOES, ou, email=unique.morris-hughes2@dc.gov, c=US  
Date: 2020.09.23 14:49:38 -04'00'

Date: 9-23-20

Dr. Unique N. Morris-Hughes  
Director

#### OFFICE OF CONTRACTING AND PROCUREMENT

Marc Scott

Digitally signed by Marc Scott  
DN: cn=Marc Scott, o=Office of Contracting & Procurement, ou=Operations, email=marc.scott@dc.gov, c=US  
Date: 2020.09.24 15:39:23 -04'00'

for: George Schutter Date: 9/24/2020

George A. Schutter III  
Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

FY 2020 Cooperative Letter Agreement  
Office of Wage Hour

The Office of Administrative Hearings (OAH) and the District of Columbia Department of Employment Services (DOES) Office of Wage Hour (OWH) enter into this Cooperative Letter Agreement in connection with administrative hearing services to be provided to DOES by OAH for Fiscal Year 2020.

DOES agrees that it shall reimburse OAH for the allowable costs incurred in performance of the wage and hour hearings conducted by OAH on behalf of DOES for Fiscal Year 2020. OAH shall provide such services pursuant to its existing Memorandum of Understanding (MOU) with DOES which terminates on September 30, 2019.

DOES shall remit payment to OAH via intra-district advance in the amount set forth below, which amount may be modified at a future date. The parties agree to the budget authority set forth below in order to prevent a break in service.

Date From: October 1, 2019

Date To: September 30, 2020

TOTAL FY 2020 Amount: Up to \$200,000.00

A handwritten signature in blue ink, reading "Eugene A. Adams".

Eugene A. Adams  
Chief Administrative Law Judge  
Office of Administrative Hearings

A handwritten signature in blue ink, reading "Dr. Unique N. Morris-Hughes".

Dr. Unique N. Morris-Hughes  
Director  
Department of Employment Services

10/16/18  
Date

11/6/18  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES  
OFFICE OF WAGE-HOUR  
AND  
THE DISTRICT OF COLUMBIA OFFICE OF ADMINISTRATIVE HEARINGS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services (DOES), Office of Wage-Hour (OWH) and the District of Columbia Office of Administrative Hearings (OAH), individually referred to herein as the "Party" and collectively referred to herein as the "Parties."

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. DOES through the Office of Wage and Hour (OWH) administers and enforces the District of Columbia's wage-and-hour laws. DOES OWH investigates complaints from private-sector employees to ensure that they are paid or receive at least the minimum wage, required overtime, all earned and promised wages, the living wage, and required sick leave, as applicable.

The Office of Administrative Hearings (OAH) is an independent agency and is a neutral, impartial tribunal that holds hearings and decides appeals from government decisions. The OAH decides cases involving unemployment compensation, Medicaid and other public benefits, public space, rent control, professional and business licenses, building, health, and fire code violations. OAH also receives payments of fines imposed by various agencies.

**II. PROGRAM GOALS AND OBJECTIVES**

The goal of this MOU is to share responsibilities between the Parties for the administration and enforcement of the "Wage Theft Prevention Amendment Act of 2014" (Act) and other applicable wage laws enforced by the OWH. The Act permits District of Columbia employees, who are in the private sector but not contractors, to file a complaint alleging violation of the Act with DOES.

The objectives of this MOU are to:

- A. Establish the procedures for DOES to transfer case files to OAH for the conduct of formal hearings; and
- B. Establish the procedures for OAH to provide dates and dispositions of formal hearings to DOES.

### **III. SCOPE OF SERVICES**

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

#### **A. DOES OWH shall:**

1. Receive request for formal hearings from employers and employees.
2. Notify OAH of all requests for formal hearings within 5 business days of the filing of the request.
3. Transfer the entire OWH case file to OAH within 5 business days of the filing of the request.

#### **B. OAH shall:**

1. Receive all OWH case files.
2. Verify receipt of all OWH case files within 3 business days of receipt in writing or by email.
3. Schedule formal hearings within 30 days of the request for a formal hearing.
4. Conduct formal hearing.
5. Issue an order in each case within 30 days of the formal hearing.
6. Provide DOES with dates of the formal hearings within 14 calendar days of the date of the formal hearing.
7. Provide DOES with the order issued in each case upon issuance of the order.

### **IV. DURATION OF MOU**

- A. This MOU shall become effective on the date of the final signature of all Parties. The duration of the MOU shall be from the last date of execution until 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(k) and any other authority under the Parties' programs



## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

1. Total cost for services under this MOU shall not exceed \$200,000.00 for Fiscal Year (FY) 2020. Funding and payment for the services shall not exceed the actual cost of the goods or services, including labor, materials and overhead.
2. In the event of termination of the MOU, payment to OAH 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 DOES to OAH based on the total amount of this MOU. Payment for all goods and services shall not exceed the actual cost of goods and services.
2. Advances to OAH for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
3. OAH will return any excess advance to DOES by September 30<sup>th</sup> 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. 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. CONFIDENTIAL INFORMATION

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

## VIII. TERMINATION

Either Party may terminate this MOU for good cause by giving written notice to the other Party and a written report on the status of all participants receiving services pursuant to this MOU. This MOU may also be terminated by either Party for the following reasons:

1. Lack of Funding.

## IX. NOTICE

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

Michael Watts, Associate Director  
Office of Wage-Hour  
Department of Employment Services  
4058 Minnesota Ave., NE  
Washington, DC 20019  
Phone 202-741-5256  
[Michael.Watts@dc.gov](mailto:Michael.Watts@dc.gov)

Vanessa Natale  
General Counsel  
Office of Administrative Hearings  
441 4<sup>th</sup> Street, NW, Suite 450N  
Washington, DC 20001  
Tel: (202) 724-7024  
[Vanessa.Natale@dc.gov](mailto:Vanessa.Natale@dc.gov)

## X. MODIFICATIONS

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

## XI. MISCELLANEOUS

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

### 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 Reform Act of 2010 (D.C. Official Code §2-351.01 *et seq.*) to procure the goods or services of the agent or third party.


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

Department of Employment Services

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

Date: 11/19/19

Office of Administrative Hearings

  
\_\_\_\_\_  
Eugene A. Adams  
Chief Administrative  
Judge

Date: 9/27/19

**Attachment A**

The DC Department of Employment Services will provide funding for the Memorandum of Understanding between DOES and Office of Administrative Hearings pursuant to the following schedule through intra district transfers in one payment and based on invoices received for services rendered,

- For the period of October 1, 2019 to September 30, 2020: \$200,000

**FIRST MODIFICATION  
TO  
MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND THE  
OFFICE OF ADMINISTRATIVE HEARINGS**

Memorandum of Understanding dated October 1, 2014 (“MOU”) was entered into between the District of Columbia Department of Employment Services (“DOES”) and the District of Columbia Office of Administrative Hearings (“OAH”), collectively referred to herein as the “Parties.” The purpose of this MOU is to support the unemployment compensation lower level administrative appeal function under the District of Columbia Unemployment Compensation Act.

The Parties now desire to modify the MOU, in part, as follows:

**1) Section III Scope of Services, subsection A.1 is hereby modified as follows:**

“Pursuant to D.C. Code, as amended, § 2-1831.03(b)(1) and D.C. Code § 51-111(b), upon application, OAH shall provide lower level administrative appeals in unemployment insurance cases arising under the Act. Pursuant to UIPL 16-19, Fiscal Year (FY) 2020 State Workforce Agency Unemployment Insurance (UI) Resource Planning Targets and Guidelines established a base appeals workload for the District of Columbia for FY 2020 at 1,476.”

**2) Section III Scope of Services, subsection A.2 is hereby modified as follows:**

“OAH shall utilize any and all funds provided it pursuant to this MOU solely to adjudicate unemployment compensation lower level appeals during the fiscal year within which the funds were either appropriated or certified for the named expenditure or obligation. OAH shall attach a detailed line item budget as part of this MOU not to exceed the sum total of \$1,574,785.54. (See Appendix 1 – Budget Details)”

**3) Section III Scope of Services, subsection A.3 is hereby modified as follows:**

“On a quarterly basis, OAH shall provide DOES the financial documentation pertaining in whole, or in part, to the expenditure of local and/or federal unemployment compensation administrative grant funds – to include: Accounting invoices with detail backup documentation including the current quarter’s total number of cases and staffing expenditures to allow DOES to monitor compliance with District of Columbia and DOL regulations, requirements and directives.”

**4) Section III Scope of Services, subsection A.10 is deleted in its entirety.**

**5) Section III Scope of Services, subsection A.11 is hereby modified as follows:**

“In cases where an appellant does not include with the notice of appeal a copy of the DOES decision at issue, OAH may send an “Order for More Information” to the appellant directly, seeking copies of the determinations the appellant wishes to appeal. OAH shall serve a copy of such Order for More Information on the DOES Claims Officer. DOES may, upon receipt of the Order for More Information, file (and serve on all parties) copies of all determinations issued with respect to the claimant’s most recent claim, or a statement that no determination has been issued.”

**6) Section III Scope of Services, subsection A.12 is hereby modified as follows:**

“OAH shall submit to DOES, on the 15<sup>th</sup> of each month, or the next working day, the following reports: (1) ETA 5130 (monthly information on the appeals case workload); (2) ETA 9054 (monthly information on the time lapse of appeals from date of filing to decision); (3) ETA 9055 (monthly information on the inventory of appeals filed but undecided); (4) EUC08 5130 (monthly information on emergency unemployment compensation 2008 appeals); and, (5) appeals data related to the 902P report, including, as far as practicable, the number of Pandemic Unemployment Assistance (PUA) appeals filed, the number of PUA appeals disposed of, and the subset of self-employed claimants within those numbers. Each monthly report shall be submitted to DOES electronically in PDF format on its respective Unemployment Insurance Required Reports (UIRR) form as reproduced in the UI Reports Handbook No. 401 promulgated by DOL or any amendment thereto. Appeals data related to the 902P report will also be submitted electronically in PDF format.

**7) Section III Scope of Services, subsection A.13 is hereby modified as follows:**

“OAH shall submit to DOES, on the 15<sup>th</sup> day of the first month following the end of the quarter to which the data relates, the ETA 9057 skeleton (identifying the cases that will be evaluated in the quarterly report on the quality of lower authority appeals hearings and decisions). OAH shall submit to DOES, on the 15<sup>th</sup> day of the second month following the end of the quarter to which the data relates, ETA 9057 (a quarterly report which provides information on the quality of lower authority appeals hearings and decisions). Each quarterly report shall be submitted to DOES electronically in PDF format on the UIRR form reproduced in the UI Reports Handbook No. 401 promulgated by DOL or any amendment thereto.”

**8) Section III Scope of Services, subsection A.15 is hereby modified as follows:**

“OAH shall submit to DOES the extract files to administer the DOL data validation protocols for the previously submitted ETA-5130, -9054, -9055, and, lines 8 through 13 of 902P reports. OAH shall submit the data extract files using the data formats required by



DOL and provided by DOES. The specific request for, and the parameters of, said data files shall be timely transmitted to OAH by DOES upon their receipt from DOL. The completed data extract files shall be returned to DOES by or before forty-five (45) days from the initial transmission.”

**9) Section III Scope of Services, subsection B.3 is hereby modified as follows:**

“Upon their receipt from DOL, DOES shall transmit to OAH within 15 days the parameters of the data extract files required to administer the DOL data validation protocols for the previously submitted ETA ar5130, ar9054 and ar9055 reports.”

**10) Section III Scope of Services, subsection B.4 is hereby modified as follows:**

“It is anticipated that, in a case where the employer is an agency of the District of Columbia of government, DOES Claims Examiners’ Determinations shall identify the specific District government agency with its proper mailing, address rather than designating D.C. Government Personnel as the employing agency, as soon as this capacity/functionality is added to the unemployment insurance benefits system. DOES will provide a status on the capacity/functionality upon reasonable request.”

**11) Section IV Funding Provision, subsection A.1 is hereby modified as follows:**

“Total cost for services under this MOU shall not exceed \$1,574,785.54 for Fiscal Year (FY) 2020. Funding for the services shall not exceed the actual cost of the services, based on the actual number of cases adjudicated and the actual salaries of the employees who support the adjudication function, provided, all costs and expenditures shall not exceed \$1,574,785.54. Attached is a detailed line item budget as part of this MOU for the agreed sum total of \$1,574,785.54 (See Appendix 1 – Budget Details).”

**12) Section V General Provisions, subsection A.1 is hereby modified as follows:**

“OAH and DOES program staff, as designated below, shall meet from time to time upon the reasonable request of either party to discuss issues of mutual concern and interest, including but not limited to MOU activity, performance trends, OAH-DOES communication and improvements in partnership activities. OAH and DOES shall cooperate in setting the agendas for these meetings. The meetings shall be chaired alternately by representatives of each agency. OAH and DOES shall work cooperatively and in good faith to address promptly issues of concern raised during the meetings.

**13) Section V General Provisions, the following paragraphs of subsection A.2 are hereby modified as follows:**

“The CALJ and Director each have designated these staff members as committee members. The address and phone numbers to members are shown below.

DOES members:

Director  
Deputy Director, Bureau of Economic Stability  
General Counsel  
Unemployment Compensation Claims Officer  
Hearing and Appeals Examiner

The address is: 4058 Minnesota Avenue, NE, Washington, DC 20019. The phone number is: (202) 724-7000.

OAH members:

Chief Administrative Law Judge  
Principal Administrative Law Judge for the Unemployment Insurance Jurisdiction  
General Counsel  
Attorney-Advisor for the Unemployment Insurance Jurisdiction  
Clerk of Court

The address is: 441 4<sup>th</sup> Street, NW, Suite 450N, Washington, DC 20001. The phone number is: (202) 442-9094.”

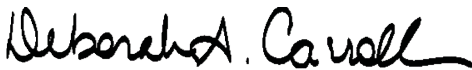
All other terms and conditions of this MOU shall remain the same.

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



**Dr. Unique Morris-Hughes, Director**  
**Department of Employment Services**

Date: 9/14/2020  
9/15/2020



**Deborah Carroll, Interim Chief Administrative Law Judge**  
**Office of Administrative Hearings**

Date: 9/15/2020

APPENDIX 1- Budget Details

**Office of Administrative Hearings (FSO)**  
**FY 2020 Intra-District FTEs (DOES-UI Contract)**

No.	Agy	FY	Title	Budgeted Salary	Index	PCA	Proj #	Proj Phase	Fund	Prgm
1	FSO	20	Administrative Law Judge	\$168,132	DOES2	200IA	DOES00	20	0701	020A
2	FSO	20	Administrative Law Judge	\$168,132	DOES2	200IA	DOES00	20	0701	020A
3	FSO	20	Administrative Law Judge	\$168,132	DOES2	200IA	DOES00	20	0701	020A
4	FSO	20	Administrative Law Judge	\$168,132	DOES2	200IA	DOES00	20	0701	020A
5	FSO	20	Administrative Law Judge	\$168,132	DOES2	200IA	DOES00	20	0701	020A
6	FSO	20	Administrative Law Judge	\$168,132	DOES2	200IA	DOES00	20	0701	020A
7	FSO	20	Administrative Law Judge	\$117,692	DOES2	200IA	DOES00	20	0701	020A
8	FSO	20	Attorney Advisor	\$90,784	DOES2	300IA	DOES00	20	0701	030A
9	FSO	20	Legal Administrative Specialist	\$56,994	DOES2	400IA	DOES00	20	0701	040A
10	FSO	20	Legal Assistant (Court)	\$46,867	DOES2	400IA	DOES00	20	0701	040A

Total Salaries \$1,321,128.81

Fringe Benefits \$253,656.73

**Total MOU Budget \$1,574,785.54**

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF ADMINISTRATIVE HEARINGS

FY 2020 Cooperative Letter Agreement  
Unemployment Insurance Hearings

The Office of Administrative Hearings (OAH) and the District of Columbia Department of Employment Services (DOES) enter into this Cooperative Letter Agreement in connection with administrative hearing services to be provided to DOES by OAH for Fiscal Year 2020.

DOES agrees that it shall reimburse OAH for the allowable costs incurred in performance of the lower authority administrative unemployment compensation hearings conducted by OAH on behalf of DOES for Fiscal Year 2020. OAH shall provide such services pursuant to its existing Memorandum of Understanding (MOU) with DOES which terminates on September 30, 2019.

DOES shall remit payment to OAH via intra-district advance in the amount set forth below, which amount may be modified at a future date. The parties agree to the budget authority set forth below in order to prevent a break in service.

Date From: October 1, 2019

Date To: September 30, 2020

TOTAL FY 2020 Amount: Up to \$1,574,785.54

Handwritten signature of Eugene A. Adams in blue ink.

Eugene A. Adams  
Chief Administrative Law Judge  
Office of Administrative Hearings

Handwritten signature of Dr. Unique N. Morris-Hughes in blue ink.

Dr. Unique N. Morris-Hughes  
Acting Director  
Department of Employment Services

10/18/18  
Date

10/29/18  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE DEPARTMENT OF EMPLOYMENT SERVICES  
AND THE OFFICE OF ADMINISTRATIVE HEARINGS TO SUPPORT THE  
UNEMPLOYMENT COMPENSATION LOWER LEVEL ADMINISTRATIVE  
APPEAL FUNCTION UNDER THE DISTRICT OF COLUMBIA UNEMPLOYMENT  
COMPENSATION ACT**

**I. INTRODUCTION**

This Memorandum of Understanding (hereinafter, MOU) is entered into by and between the District of Columbia Department of Employment Services (DOES) and the District of Columbia Office of Administrative Hearings (OAH), and sets forth the agreement of the parties with respect to the adjudication of lower level unemployment compensation appeals.

**II. PROGRAM GOALS AND OBJECTIVES**

WHEREAS, DOES is the District of Columbia agency charged with the administration of unemployment compensation laws pursuant to the District of Columbia Unemployment Compensation Act, D. C. Code, as amended, §§ 51-101 *et seq.* (hereinafter, the Act);

WHEREAS, the United States Department of Labor (hereinafter, DOL), pursuant to 42 USC § 1101(c)(1)(A), in assisting the District of Columbia in its administration of the Unemployment Compensation Act, has certified a grant of funds for the administration thereof by DOES pursuant to 42 USC § 502(a);

WHEREAS, pursuant to D.C. Code, as amended, §§ 47-105, -355.02(2); 31 USC §§ 1341, 1342, and 1349 to 1351; and subchapter II of Chap. 15 of Title 31 United States Code, as amended, the provision herein authorizing DOES to expend or obligate federal monies to fund the adjudication of lower level unemployment compensation appeals takes effect solely upon the appropriation or certification of unemployment compensation grant funds to the District of Columbia by DOL;

WHEREAS, pursuant to D.C. Code, as amended, §§ 51-111, the administration of the Act encompasses the responsibility to conduct formal administrative hearings, as necessary, for the proper and efficient functioning of said administration, the federal administrative grant includes funds allocated for this purpose; and,

WHEREAS, the Office of Administrative Hearings Establishment Act of 2001, D.C. Code, as amended, §§ 2-1831 *et seq.*, established OAH as an independent agency, and as of October 1, 2004 transferred thereto jurisdiction to adjudicate contested cases formerly handled by DOES, other than those involving private workers compensation, and including lower level unemployment compensation administrative appeals on behalf of DOES;

### 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 OAH

1. Pursuant to D.C. Code, as amended, § 2-1831.03(b)(1) and D.C. Code § 51-111(b), upon application, OAH shall provide lower level administrative appeals in unemployment insurance cases arising under the Act. Pursuant to UIPL 19-14, State Workforce Agency Unemployment Insurance (UI) Resource Planning Targets and Guidelines established a base appeals workload for the District of Columbia for fiscal year (FY) 2015 at 1,539.
2. OAH shall utilize any and all funds provided it pursuant to this MOU solely to adjudicate unemployment compensation lower level appeals during the fiscal year within which the funds were either appropriated or certified for the named expenditure or obligation. OAH shall attach a detailed line item budget as part of this MOU for the agreed sum total of \$1,385,343.13. (See Appendix I- Budget Details)
3. On a quarterly basis, OAH shall provide DOES the financial documentation pertaining in whole, or in part, to the expenditure of local and/or federal unemployment compensation administrative grant funds - to include: Accounting invoices with detail backup documentations, comparative budget to actual expenditure statement/plans, cost formulas, staffing and expenditure plans, etc. - to allow DOES to monitor compliance with District of Columbia and DOL regulations, requirements and directives.
4. OAH shall provide DOES, upon DOES's reasonable request or at regular intervals agreed on by the parties, copies of such documentation - including, accounting statements, budget plans, corrective action plans, narratives and quality appraisal case selections - as may be required by the DOES and/or DOL pursuant to the unemployment compensation administrative grant and applicable federal and local laws, regulations, and directives.
5. OAH shall timely implement all pertinent current and future DOL directives, policy statements, and requirements that pertain, in whole or in part, to the efficient functioning of the lower level unemployment compensation appeals process; provided, however, that this obligation shall not apply to federal or state directives, statements or requirements notice of which is not given to OAH promptly upon receipt by DOES.
6. OAH shall use its best efforts to meet the following U.S. Department of Labor Performance Criteria: 60 percent of all cases resolved each month are resolved within 30 days; 80 percent of all cases resolved each month are resolved within 45 days. (Calculated based on data reported monthly on Form ETA 9054.)



7. OAH shall use its best efforts to meet the following U.S. Department of Labor UI PERFORMS Core Measures: At each month's end, the mean and median ages of pending Lower Authority Appeals are less than or equal to 30 days, as reported on Form ETA 9055. The average age of appeals shall be calculated by determining the sum of the ages, in days from filing, of all pending lower authority appeals divided by the number of lower authority appeals.

8. OAH shall use its best efforts to ensure that eighty percent (80%) or more of the appeals issued by OAH shall achieve a quality score equal to or greater than eighty-five percent (85%) of potential points, this rating shall be based upon an evaluation of results of quarterly samples selected from the universe of appeal hearings.

9. OAH and DOES shall, if mutually agreeable, implement the process to allow DOES representatives to appear for hearings via videoconferencing technology rather than in person, in appeals where DOES is a named party.

10. OAH shall direct all communication with DOL concerning its adjudication of lower level unemployment compensation appeals through DOES. Any inquiry of, or response to, DOL, its directives, policy statements, standards, measures or requirements that pertain to the lower level appellate function shall be transmitted to, and from, DOL through DOES. Notwithstanding the foregoing, if DOL directly queries OAH concerning the lower lever appeal function, OAH shall respond and promptly inform DOES of the communication. If the communication with DOL is in writing, OAH will simultaneously provide DOES with the DOL request and OAH response.

11. In cases where an appellant does not include with the notice of appeal a copy of the DOES decision at issue, OAH may send an "Order for More Information" to the appellant directly, seeking copies of the determinations the appellant wishes to appeal. OAH shall serve a copy of such Order for More Information on the DOES Appeals Division Supervisor. DOES may, upon receipt of the Order for More Information, file (and serve on all parties) copies of all determinations issued with respect to the claimant's most recent claim, or a statement that no determination has been issued.

12. OAH shall submit to DOES, on the 15<sup>th</sup> of each month, or the next working day, the following reports: (1) ETA 5130 (monthly information on the appeals case workload); (2) ETA 9054 (monthly information on the time lapse of appeals from date of filing to decision); and, (3) ETA 9055 (monthly information on the inventory of appeals filed but undecided). Each monthly report shall be submitted to DOES electronically in PDF format on its respective Unemployment Insurance Required Reports (UIRR) form as reproduced in the UI Reports Handbook No. 401 promulgated by DOL or any amendment thereto.

13. OAH shall submit to DOES, on the 15<sup>th</sup> day of the second month following the end of the quarter to which the data relates, ETA 9057 (a quarterly report which provides information on the quality of lower authority appeals hearings and decisions). Each

quarterly report shall be submitted to DOES electronically in PDF format on the UIRR form reproduced in the UI Reports Handbook No. 401 promulgated by DOL or any amendment thereto.

14. OAH shall make available to DOES an electronic portal providing access to certain reports and information about UI cases in OAH's case management system (eCourt). OAH and DOES shall cooperate in determining the information that will be accessible by DOES. Nothing in this paragraph shall be construed as obligating OAH to collect or to make available through eCourt information not currently collected in eCourt, or to provide reports not currently generated by eCourt. Notwithstanding the foregoing, OAH shall make reasonable efforts to accommodate DOES's requests for additional information and reports, and shall keep DOES apprised of its efforts to respond to any such requests.

15. OAH shall submit to DOES the data extract files required to administer the DOL data validation protocols for the previously submitted ETA-5130, -9054 and -9055 reports. OAH shall submit the data extract files using the data formats required by DOL and provided by DOES. The specific request for, and the parameters of, said data files shall be timely transmitted to OAH by DOES upon their receipt from DOL. The completed data extract files shall be returned to DOES by or before forty-five (45) days from the initial transmission.

16. If the actual proportionate funds required are less than anticipated, OAH shall grant a refund to DOES.

#### **B. RESPONSIBILITIES OF DOES**

1. After the execution of the MOU and receipt of the first quarter FY2015 detailed invoice, DOES will transfer \$346,335.78 to OAH via Intra-District advance, in accordance with Section IV.B. of this MOU. Such transfer of funding is to occur no later than 30 days following the receipt of the detailed invoice.

Upon receipt of each of the second, third and fourth quarter FY2015 detailed invoices, DOES will transfer the amount of the quarterly invoice to OAH through an Intra-District advance, in accordance with Section IV.B. of this MOU. Such transfer of funding to occur within 30 days of the receipt of the detailed invoice for that quarter.

2. DOES shall provide OAH, promptly upon receipt, all DOL directives, policy statements, requirements or communications that pertain, in whole or in part, to lower level unemployment compensation appeals process or protocols. Such materials shall include, but shall not be limited to, information about base workload established by DOL for 2015 and information required for submission in the SQSP. The base appeals workload for the District of Columbia for fiscal year 2015 is 1,539 (see UIPL19-14). In addition, DOL and DOES shall meet from time to time to determine whether DOES is in possession of existing DOL directives, policy statements, requirements or

communications that have not been provided to OAH. DOES shall promptly provide copies of any such information to OAH.

3. Upon their receipt from DOL, DOES shall timely transmit to OAH the parameters of the data extract files required to administer the DOL data validation protocols for the previously submitted ETA ar5130, ar9054 and ar9055 reports.

4. In a case where the employer is an agency of the District of Columbia government, DOES Claims Examiners' Determinations shall identify the correct employing agency and its proper mailing address.

5. DOES shall cooperate with OAH and DOL to ensure the proper expenditure of local and federal administrative grant funds consistent with all applicable District of Columbia and federal laws, regulations, and DOL directives, policy statements and requirements as required by D.C. Code, § 51-113(e).

#### IV. FUNDING PROVISIONS

##### A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed \$1,385,343.13 for Fiscal Year (FY) 2015. Funding for the services shall not exceed the actual cost of the services, based on the actual number of cases adjudicated at the following rates, provided, all costs and expenditures shall not exceed \$1,385,343.13. OAH shall attach a detailed line item budget as part of this MOU for the agreed sum total of \$1,385,343.13.

2. DOES shall provide OAH, pursuant to the qualifications and timetables contained herein, with the local and federal unemployment compensation administration funds to provide lower level administrative appeals as delineated within this MOU.

3. Also on a quarterly basis, DOES shall transfer to OAH any and all contingency earnings received by DOES from DOL for the issuance of appeal decisions in excess of the base workload as previously established. Said quarterly payments are contingent upon the timely and accurate submission by OAH to DOES of all reports, audits, and/or information required by statute, the instant MOU, the Oversight Committee, or DOES in its capacity as the federally recognized employment security administration in the District of Columbia. Failure to timely and accurately submit said reports, audits or information shall result in the suspension of said quarterly payment until all submissions have been accomplished to the satisfaction of DOES. Further, the payment of said contingency earnings shall not increase the total amount of yearly funding of the lower level unemployment appeals function beyond that as contained in the 2015 Budget Request Act of 2012.

4. Where OAH has failed to achieve the DOL Secretary Standards or Core Measures for the adjudication of lower level unemployment compensation appeals, and as a result

thereof, DOL reduces the federal administrative grant monies payable to the District of Columbia through DOES, an identical amount will be deducted from the total of the administrative payment due OAH from DOES pursuant to the instant MOU.

#### **B. PAYMENT**

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to OAH based on the total amount of this MOU.
2. On a quarterly basis, OAH shall submit a detailed invoice which shall explain the amounts billed for that period. The detailed invoice shall include staffing expenditures and the number of cases resolved for the quarter addressed by the invoice to allow DOES to monitor the expenditure of local and/or federal unemployment compensation administrative grant funds are in compliance with District of Columbia and DOL, regulations, requirements and directives.
3. OAH will receive the advance and bill DOES through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. OAH will return any excess advance to DOES by September 30 of the current fiscal year.
4. The Chief Administrative Law Judge of OAH (hereinafter, CALJ) and the Director of DOES (hereinafter, Director) or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.

#### **V. GENERAL PROVISIONS**

##### **A. DOES-OAH Program Meetings**

1. OAH and DOES program staff, as designated below, shall meet from time to time upon the reasonable request of either party to discuss issues of mutual concern and interest, including but not limited to MOU activity, performance trends, OAH-DOES communications and improvements in partnership activities. OAH and DOES shall cooperate in setting the agendas for these meetings. The meetings shall be chaired alternately by representatives of each agency. OAH and DOES shall work cooperatively and in good faith to address promptly issues of concern raised during the meetings. These meetings are in addition to, and do not replace, the quarterly stakeholder meetings already being held for interested parties.
2. The CALJ and Director each have designated these staff members as committee members. The address and phone numbers to members are as shown below.

**OAH members:**

Chief Administrative Law Judge  
Principal Administrative Law Judge for the Unemployment Insurance Jurisdiction  
Supervisory Attorney-Advisor  
Attorney-Advisor for the Unemployment Insurance Jurisdiction  
Paralegal for the Unemployment Insurance Jurisdiction

The address is: 441 4<sup>th</sup> Street, NW, Suite 450N, Washington, DC 20001;  
And phone number is: (202) 442-9094.

**DOES: General Counsel**

UI Associate Director  
Appeals Division Supervisor

Address is: 4058 Minnesota Ave, NE, Washington, DC 20019  
And Phone number(s) are: (202)671-1195 – General Counsel  
(202)698 -3702 – UI Director  
(202)698-3801 - Appeals Supervisor

This list may be updated as needed by the CALJ and by the Director. Amendments or substitutions to the list may be made at any time by written notification from the CALJ or Director.

**ADMINISTRATIVE AND MANAGEMENT SYSTEMS**

The parties hereto shall develop and implement administrative and management systems adequate to collect, monitor and report on all aspects of this MOU in an accurate and timely manner to DOES and DOL. OAH shall maintain complete and accurate records justifying and supporting all accrued expenditures, as may be required by law.

**C. MODIFICATION**

This MOU shall be modified or amended only by the written agreement of the Director and the CALJ. If either party wishes to modify or amend the terms herein, a written notice of the term of the proposed amendment or modification must be delivered to the other party at least thirty (30) days prior to its proposed start date.

**D. LIMITATIONS**

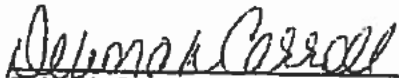
1. The terms of this MOU are not intended to alter, amend, or rescind any provision of District of Columbia or Federal law or regulation. Any provision of this MOU which conflicts with said statutory or regulatory authority shall be null and void to the extent of the conflict.
2. Titles and headings used in this MOU are for the convenience of the parties and of no other effect.

PERIOD OF PERFORMANCE

The period of performance of this MOU shall be from October 1, 2014 through September 30, 2015. Thereafter, this MOU shall be automatically renewed on a fiscal year-to fiscal year basis, unless either Party notifies the other in writing of its intent not to renew at least sixty (60) days prior to the expiration of the MOU. Any subsequent renewal shall be subject to the availability of funding and an appropriation or certification of funding being made pursuant to District and Federal laws at the time of the renewal.

This MOU supersedes all other prior versions and modifications.

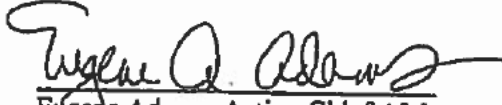
In WITNESS WHEREOF, the parties hereto have signed this MOU as of the day and year first written above.



Deborah Carroll, Acting Director  
Department of Employment Services

4-23-15

Date



Eugene Adams, Acting Chief ALJ  
Office of Administrative Hearings

4/10/15

Date



APPENDIX 1- Budget Details

**Office of Administrative Hearings (FSO)**  
**FY 2015 Intra-District FTEs (DOES- UI Contract)**

No.	Agy	FY	Posn Nbr	Title	Budgeted Salary	Hourly Rate	Index	PCA	Proj #	Proj Phase	Fund	Prgm
1	FSO	15	00013470	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
2	FSO	15	00033120	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
3	FSO	15	00036381	Administrative Law Judge	\$147,518.15	70.92	DOES2	2001A	DOES00	15	0701	020A
4	FSO	15	00036958	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
5	FSO	15	00037911	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
6	FSO	15	00037912	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
7	FSO	15	00037949	Staff Attorney	\$62,185.44	29.94	DOES3	2001A	DOES00	15	0701	030A
8	FSO	15	00038311	Legal Administrative Specialist	\$50,162.00	24.12	DOES4	2001A	DOES00	15	0701	040A
9	FSO	15	00038309	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001P	DOES00	15	0701	020A
10	FSO	15	00073632	Legal Assistant	\$38,100.00	18.31	DOES4	2001P	DOES00	15	0701	040A

Total Salaries \$1,163,123.45

Fringe Benefits \$222,219.68

Total MOU Budget \$1,385,343.13

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF ADMINISTRATIVE HEARINGS**



To: Anlema Udofa  
DOES

From: Kathy Haggerty   
Executive Director

Cc: Rachel Lukens  
Supervisory Attorney Advisor

Date: February 5, 2015

Re: Addendum to OAH's Intra-district MOU with DOES for FY15

OAH's Memorandum of Understanding with DOES currently provides for (8 FTEs).

**FY 2015 budgeted amount is:**

Salary: \$980,847.14  
Fringe Benefits: \$189,410.00  
**Total: \$1,170,257.14**

**Number of Hours:** In response to your request for the "number of hours" worked on these cases, OAH does not track hours on each case. However, the number of cases is provided to DOES on a quarterly basis. In FY 2014, OAH handled 2,545 appeals of DOES Claims Examiner's Determinations. Caseload per quarter has fluctuated between 468 and as much as 936 cases.

**Of note:** The positions below are the dedicated positions to UI. While the MOU pays for six (6) FTE Judges' salaries and benefits, OAH actually relies on 19 judges to handle UI cases, with no judge working on UI matters full time. There are also three (3) additional Clerk of Court staff, and a Paralegal Specialist, who assist this jurisdiction.

*This table is provided through PeopleSoft.*

**Office of Administrative Hearings (FSO)  
FY 2015 Intra-District FTEs (DOES - UI Contract)**

No.	Agy	FY	Posn Nbr	Title	Budgeted Salary	Hourly Rate	Index	PCA	Proj #	Proj Phase	Fund	Prgrm
1	FSO	15	00013470	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
2	FSO	15	00033120	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
3	FSO	15	00036381	Administrative Law Judge	\$147,518.15	70.92	DOES2	2001A	DOES00	15	0701	020A
4	FSO	15	00036958	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
5	FSO	15	00037911	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
6	FSO	15	00037912	Administrative Law Judge	\$144,176.31	69.32	DOES2	2001A	DOES00	15	0701	020A
7	FSO	15	00037949	Staff Attorney	\$62,285.44	29.94	DOES3	3001A	DOES00	15	0701	030A
8	FSO	15	00038311	Legal Administrative Specialist	\$50,162.00	24.12	DOES4	4001A	DOES00	15	0701	040A

\$980,847.14

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF ADMINISTRATIVE HEARINGS**



To: Aniema Udofo  
DOES

From: Kathy Haggerty   
Executive Director

Cc: Rachel Lukens  
Supervisory Attorney Advisor, OAH

Anthony Iwobi  
Agency Fiscal Officer, OCFO

Date: February 23, 2015

Re: Addendum to OAH's Intra-district MOU with DOES for FY15 seeking funding for additional FTEs

OAH's Memorandum of Understanding with DOES currently provides for (8 FTEs). The OAH requests funding for an additional two (2) FTEs: One (1) Administrative Law Judge, and one (1) Legal Assistant. OAH's position is that this not only more accurately reflects the Clerk of Court's resources which have been traditionally allocated to DOES, but adds important judicial resources to aid in the timely disposition of UI cases.

These additional FTE resources would add the following to budget for FY15:

Salary: \$182,276.31  
Fringe Benefits: \$ 32,809.68  
**Total: \$215,085.99**

No.	Agcy	FY	Posn Nbr	Title	Budgeted Salary	Hourly Rate	Index	PCA	Proj #	Proj Phase	Fund	Prgram
9	FSO	15	00038309	Administrative Law Judge	\$144,176.31	69.32	DOES2	200A	DOES00	15	0701	Q20A
10	FSO	15	00073632	Legal Assistant	\$38,100.00	18.31	DOES4	400A	DOES00	15	0701	D40A
					<b>182,276.31</b>							

With these additional two (2) FTEs, our total budget authority with DOES for FY15 would then be increased to: **\$1,385,343.13**

Current FY 2015 budgeted amount is:

Salary: \$980,847.14  
Fringe Benefits: \$189,410.00  
**Total: \$1,170,257.14**

**Office of Administrative Hearings (FS0)**  
**FY 2015 Intra-District FTEs (DOES - UI Contract)**

No.	Agy	FY	Posn Nbr	Title	Budgeted Salary	Hourly Rate	Index	PCA	Proj #	Proj Phase	Fund	Prgm
1	FS0	15	00013470	Administrative Law Judge	\$144,176.31	69.32	DOES2	200IA	DOE500	15	0701	020A
2	FS0	15	00033120	Administrative Law Judge	\$144,176.31	69.32	DOES2	200IA	DOE500	15	0701	020A
3	FS0	15	00036381	Administrative Law Judge	\$147,518.15	70.92	DOES2	200IA	DOE500	15	0701	020A
4	FS0	15	00036958	Administrative Law Judge	\$144,176.31	69.32	DOES2	200IA	DOE500	15	0701	020A
5	FS0	15	00037911	Administrative Law Judge	\$144,176.31	69.32	DOES2	200IA	DOE500	15	0701	020A
6	FS0	15	00037912	Administrative Law Judge	\$144,176.31	69.32	DOES2	200IA	DOE500	15	0701	020A
7	FS0	15	00037949	Staff Attorney	\$62,285.44	29.94	DOES3	300IA	DOE500	15	0701	030A
8	FS0	15	00038311	Legal Administrative Specialist	\$50,162.00	24.12	DOES4	400IA	DOE500	15	0701	040A

\$980,847.14

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
OFFICE OF HUMAN RIGHTS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is between the District of Columbia Department of Employment Services (DOES) and the Office of Human Rights (OHR), referred to individually as “Party” and collectively as “Parties”.

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities. DOES through its Office of Paid Family Leave (OPFL) administers and enforces the District of Columbia’s paid family leave program, which provides medical, family, and parental leave benefits to covered employees in the District of Columbia.

OHR was established to eradicate discrimination, increase equal opportunity, and protect human rights for persons who live in or visit the District of Columbia. OHR proactively enforces local and federal human rights laws, including the DC Human Rights Act, through complaints filed at the OHR or through Director’s Inquiries, which allow OHR to identify and investigate practices and policies that may be discriminatory.

**II. PURPOSE AND INTENT**

D.C. Code § 32-541.08(e) states:

*“For complaints, other than a claim determination, that arise under this act, the administrative enforcement procedure and relief shall be the same as that in D.C. FMLA.”*

OHR currently enforces the D.C. FMLA. As such, OHR will process complaints other than a claim determination under Section 108 of the Universal Paid Leave Act. The intent of this MOU is to establish a collaborative relationship between the Parties for the efficient and effective resolution of paid family leave complaints, other than claims determinations, as required pursuant to D.C. Code § 32-541.08(e).

### **III. SCOPE OF SERVICE**

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 DOES**

DOES shall:

1. Transfer \$325,184.00 to OHR via Intra-District advance, in accordance with Section VI.B. of this MOU.
2. Provide all PFL directives, policy statements, requirements, or communications that pertain, in whole or in part, to the paid family leave complaints process or protocols, within 48 hours of finalization or receipt.
3. Cooperate with OHR to ensure the proper expenditure of local administrative grant funds consistent with all applicable District of Columbia and federal laws, regulations, directives, policy statements, and requirements.
4. Provide claimants' claims files, when requested by OHR, within ten (7) calendar days of receipt of the request.
5. Work collaboratively to create a secure transmission mechanism for claimants' claims files.
6. Communicate with OHR in a timely manner by responding to all correspondence within twenty-four (24) hours, or the next business day.

#### **B. RESPONSIBILITIES OF OHR**

OHR shall:

1. Receive, review, investigate, and resolve all complaints on paid family leave claims, other than claims determinations.
2. Consistent with D.C. Code § 32-541.06(j), develop and deliver educational program for the public through awareness campaign about claims processed by OHR.
3. Receive complaints directly from claimants.
4. Request claimant's claim file from DOES, if needed.



5. Work collaboratively to create a secure transmission mechanism for claimants' claims files.
6. OHR shall utilize any and all funds provided it pursuant to this MOU solely to educate the public and to investigate and adjudicate PFL complaints filed during the fiscal within which the funds were either appropriated or certified for the named expenditure or obligation. For fiscal year (FY) 2020, OHR shall submit a detailed cost projection, outlining personnel and non-personnel expenses, as part of this MOU agreement for the sum total of \$325,184.00. See Attachment A.

#### **IV. DURATION OF MOU**

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

#### **V. AUTHORITY FOR MOU**

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

#### **VI. FUNDING PROVISIONS**

##### **A. Cost of Services**

1. Total cost for services under this MOU shall not exceed \$325,184.00 for FY 2020.

##### **B. Payment**

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to OHR based on the total amount of this MOU. Payment for all good and services shall not exceed the total cost of this MOU or the actual cost of goods and services, whichever is less.
2. OHR shall submit a detailed invoice which shall explain the amounts billed for that quarter. The detailed invoice shall include staffing expenditures and relevant work performed, including the number of cases resolved for the quarter addressed by the invoice as outlined in Section III.B.6.
3. Advances to OHR for the services to be performed shall not exceed the amount of this MOU.
4. OHR will relieve the advance and bill DOES through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OHR will return any excess advance to DOES by September 30 of the current fiscal year.

5. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
6. OHR will be responsible for any amounts ultimately disallowed by an audit.

### **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 (2001), 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, OHR will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

OHR shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and upon the District of Columbia's request make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

Quarterly, OHR shall provide financial documentation pertaining in whole, or in part, to the expenditure of paid family leave administrative grant funds, including accounting invoices with detailed backup documentation, current quarter's total number of cases and staffing expenditures, as may be required by DOES pursuant to the paid family leave administrative grant and applicable federal and local laws, regulations, and directives.

OHR shall provide, upon DOES' reasonable request or at regular intervals agreed to by the Parties, copies of accounting statements, budget plans, etc., as may be required by DOES pursuant to the paid family leave administrative grant and applicable federal and local laws, regulations, and directives.

## **IX. CONFIDENTIAL INFORMATION**

All case information exchanged between the Parties shall be treated with confidentiality provision established under D.C. Code § 32-541.06(h). The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU, in accordance with all relevant federal and local statutes, regulations, and policies.

## **X. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party and a written status report on all pending paid family leave appeals.

## **XI. NOTICE**

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

Jeffrey J. Reddig  
Attorney Advisor, Office of Paid Family Leave  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Suite 4500  
Washington, DC 20019  
Phone: (202) 664-5754  
Email: [jeffrey.reddig@dc.gov](mailto:jeffrey.reddig@dc.gov)

Hnin Khaing  
General Counsel  
D.C. Office of Human Rights  
One Judiciary Square  
441 4<sup>th</sup> Street, NW Suite 570N  
Washington, DC 20001  
Phone: (202) 741-5865  
Email: [hnin.khaing@dc.gov](mailto:hnin.khaing@dc.gov)

## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its expiration or termination.

## **XIII. MISCELLANEOUS**

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

B. DOES-OHR PROGRAM MEETINGS

1. OHR and DOES shall meet from time to time upon the reasonable request of either Party to discuss issues of mutual concern and interest. OHR and DOES shall cooperate in setting the agendas for these meetings and shall alternate chairing the meetings. OHR and DOES shall work cooperatively and in good faith to promptly address issues of concern raised during the meetings.
2. The OHR Director and DOES Director each have designated these staff members to address issues that arise under this MOU. The address and phone numbers to members are as shown below.

OHR MEMBERS

Interim Director – Michelle Garcia - (202) 492-5557  
General Counsel – Hnin Khaing – (202) 679-5797

Office of Human Rights  
441 4<sup>th</sup> Street, NW  
Suite 570N  
Washington, DC 20001  
(202) 727-4559

DOES MEMBERS

Director – Dr. Unique Morris-Hughes  
Deputy Director – Monnikka Madison – (202) 698 -3702  
Attorney for Paid Family Leave Program – Jeffrey Reddig – (202) 664-5754

Department of Employment Services  
Office of Paid Family Leave  
4058 Minnesota Ave, NE  
Suite 4500  
Washington, DC 20019

3. This list may be updated as needed by the OHR Director and by the DOES Director. Amendments or substitutions to the list may be made at any time by written notification from the OHR Director or the DOES Director.

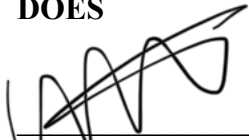
C. PROCUREMENT PRACTICES ACT

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

Reform Act of 2010 (D.C. Official Code §2-351.01 et seq.) to procure the goods or services of the agent or third party.

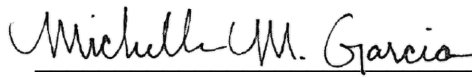
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

**DOES**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

Date: \_\_\_\_\_

**OHR**

  
\_\_\_\_\_  
Michelle M. Garcia  
Interim Director

Date: 08/11/2020

**ATTACHMENT “A”****OHR Budget for FY20**

<b>PS - Personnel</b>	<b>Position</b>	<b>Salary + Fringe</b>	<b>Percent of Time</b>	<b>Amount</b>
Abbott,Charles L	Attorney Advisor	114,987.34	5%	\$5,749
Aneiva,David	Clerical Assistant	78,309.66	10%	\$7,831
Ansah Brew,Josephine Adwoa	Administrative Support Special	157,250.86	5%	\$7,863
Applegate,Alexis	Attorney Advisor	121,743.70	10%	\$12,174
Bagwell,Joy	Equal Opportunity Specialist	75,559.90	5%	\$3,778
Barringer,Dontee	Program Support Assistant (OA)	60,301.54	10%	\$6,030
Bell,Bianca L.	Equal Opportunity Specialist	90,628.98	5%	\$4,531
Board,Joy	Equal Opportunity Specialist	84,472.44	5%	\$4,224
Brown,Ajan Ivoire	Public Affairs Specialist	91,345.54	10%	\$9,135
Burns,Meghan	Equal Opportunity Specialist	82,753.06	5%	\$4,138
Carrillo,Rosa	Language Access Program Dir	151,759.40	2%	\$3,035
Deal,Thomas	Attorney Advisor	135,996.90	15%	\$20,400
Diaz Villarroel,Jaime	Equal Opportunity Specialist	90,857.00	5%	\$4,543
Doherty,Camila C	Equal Opportunity Specialist	66,277.12	10%	\$6,628
Favorite,Lakisha D	Equal Opportunity Specialist	91,515.58	5%	\$4,576
Franklin,Stephanie Theresa	Supervisory Public Affairs Spc	129,793.30	10%	\$12,979
Gallardo,Sandra E	Equal Opportunity Specialist	85,674.16	5%	\$4,284
Garcia, Michelle	Interim Director	204,636.89	10%	\$20,464
Hedgpeth,Courtney	Program Support Assistant (OA)	74,439.82	5%	\$3,722
Khaing,Hnin	Supervisory Attorney Advisor	174,061.68	15%	\$26,109
Lee,Ayanna E	Administrative Support Special	166,392.46	1%	\$1,664
Makris,Stacy L.	Equal Opportunity Specialist	108,684.42	5%	\$5,434
Phillips,Stirling	Equal Opportunity Specialist	99,200.40	5%	\$4,960
Pierson,Erika L	Chief Administrative Law Judge	196,506.70	10%	\$19,651
Precia,Deidra N	Staff Assistant	94,968.64	10%	\$9,497
Rocha,Eloisa	Staff Assistant	98,263.88	10%	\$9,826
Santiago,Albert	Supervisory Equal Opportunity	143,426.92	10%	\$14,343
Seals,William T.	Equal Opportunity Specialist	84,048.64	5%	\$4,202
Sharpe,Melissa C	Equal Opportunity Specialist	124,899.06	5%	\$6,245
Smith-Evans,Akita M	Supervisory Equal Opportunity	164,163.48	10%	\$16,416
Taylor,Linda	Equal Opportunity Specialist	114,884.90	5%	\$5,744
Wallace,Mary	Equal Opportunity Specialist	112,278.40	5%	\$5,614



DOES POH 2021 Q8a

Wojdowski,Jaime A	Supervisory Equal Opportunity	129,559.56	10%	\$12,956
Nsenga, Angele	Contractor Attorney Advisor			<u>\$1,440</u>
	<b>PS Total</b>			<b>\$290,184</b>

<b>NPS</b>	<b>NPS Total</b>	<b>\$35,000</b>
Materials: info/fact sheets, training materials & presentations		
Printing		
Translation		
Translation		
Supplies		
Training		
Outreach material Design		
	<b>Total Cost</b>	<b>\$325,184</b>

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
EXECUTIVE OFFICE OF THE MAYOR/OFFICE OF THE DEPUTY MAYOR FOR  
HEALTH AND HUMAN SERVICES**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Employment Services (DOES) and the Executive Office of the Mayor/Office of the Deputy Mayor for Health and Human Services (DMHHS), referred to herein individually as “Party” and collectively as “Parties.”

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities. DOES through its Office of Paid Family Leave (OPFL) administers and enforces the District of Columbia’s paid family leave program, which provides medical, family, and parental leave benefits to covered employees in the District of Columbia.

DMHHS supports the Mayor in coordinating a comprehensive system of benefits, goods, and services across multiple agencies to ensure that children, youth, and adults, with and without disabilities, can lead healthy, meaningful and productive lives. Within the office of DMHHS is staff of Thrive by Five DC (Thrive by Five). Thrive by Five DC, launched by Mayor Muriel Bowser, works to ensure that every family in the District is knowledgeable of and connected to program resources, ranging from maternal health to early childhood supports, needed not only to survive but to thrive. A keystone event is the National Maternal and Infant Health Summit, which offers the opportunity to build on the growing public awareness and interest in perinatal health with a focus on the District's investments in the health of women, babies, and families. DC residents, elected officials, health and education officials, and community-based partners can collaborate and explore strategies to improve perinatal health and address racial disparities in health outcomes.

**II. PURPOSE AND INTENT**

The purpose of this MOU is to clearly define the description of services of each Party related to the DOES sponsorship of the Maternal & Infant Health Summit (Summit), which will take place on or prior to September 30, 2020. Thrive by Five will serve as the primary lead for planning of the Summit activities. DOES shall participate as a member of the Summit planning committee, named Summit partner agency, and by co-hosting a Summit event.

### **III. SCOPE OF SERVICE**

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 DOES**

DOES shall:

1. Provide funding, via Intra-District transfer in the amount of twenty-five thousand dollars and zero cents (\$25,000.00) in Special Purpose Revenue (SPR) funds from DOES to DMHHS to provide funding for the National Maternal and Infant Health Summit as identified in Section VI.B.
2. Receive, review, and approve all promotional materials using the OPFL logo, including social media, advertising, website language, and all other related collateral in a timeframe set forth by Thrive by Five DC.
3. Plan and execute OPFL's panel discussion, including identifying the subject matter, panelists, and moderator for the initiative.
4. Plan and execute the DC-Wide Baby Shower initiative, where OPFL will collaborate with another community-based organization in distributing branded items to "new parents."
5. Designate an OPFL team member to act as a liaison and lend time and resources to the Summit's program development.

#### **RESPONSIBILITIES OF DMHHS**

DMHHS shall:

1. Provide an opportunity for OPFL to conduct a panel discussion on or prior to September 30, 2020 regarding OPFL focus areas, initiatives, research findings, or other topics.
2. Prominently display OPFL logo on all conference materials such as invitations, websites, advertising, programs, social media, and other promotional materials. Use of OPFL logo must follow the EOM Style Guide. Prior to printing and/or distribution, OPFL requests review of the materials using the OPFL logo to ensure proper logo usage. High resolution logo will be provided.

3. Craft and issue a press release announcing OPFL's panel discussion via EOM Communications office. OPFL's panel discussion shall be broadcasted live through the Mayor's and Thrive by Five DC's social media platforms, including Facebook, Twitter and Instagram.
4. Provide promotion of OPFL's panel discussion pre-event through the Mayor's and Thrive by Five DC's social media platforms.
5. Provide the logo display, program language, and a live link between the conference/Thrive by Five DC website and OPFL's website.
6. Facilitate co-branding opportunities between OPFL and other conference sponsors. For example, if OPFL wants to develop a giveaway and another sponsor with similar goals/mission is willing to participate, co-branding opportunities may be explored.
7. Provide contact information for other conference/event sponsors/collaborators.
8. Provide a platform to host DC-Wide Baby Shower, including contact information for potential collaborators, inclusion in the schedule of events promotional material, and other summit-related advertising opportunities. This baby shower shall take place on Saturday, September 19, 2020 at 11:00 a.m.
9. Provide an opportunity to show OPFL promotional video daily throughout the conference, specifically during transition periods in the program and the summit's expo.
10. Include PFL talking points in the panel discussion on Health Equity taking place on the main stage.

#### **IV. DURATION OF MOU**

- A. The period of this MOU shall be from August 15, 2020 through September 30, 2020, unless terminated in writing by the Parties prior to its expiration.

#### **V. AUTHORITY FOR MOU**

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

#### **VI. FUNDING PROVISIONS**

- A. **Cost of Services**

1. Total cost for services under this MOU shall not exceed twenty-five thousand dollars and zero cents (\$25,000.00) for FY 2020, as described in the attached budget. See Attachment “A.”

**B. Payment**

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to DMHHS based on the total amount of this MOU of twenty-five thousand dollars and zero cents (\$25,000.00).
2. Payment for all good and services shall not exceed the total cost of this MOU of twenty-five thousand dollars and zero cents (\$25,000.00) or the actual cost of goods and services, whichever is less.
3. DMHHS shall submit a detailed invoice which shall explain the amounts billed for that quarter.
4. Advances to DMHHS for the services to be performed shall not exceed the amount of this MOU.
5. DMHHS will relieve the advance and bill DOES through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. DMHHS will return any excess advance to DOES by September 30 of the current fiscal year.
6. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
7. DMHHS will be responsible for any amounts ultimately disallowed by an audit.

**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 (2001), 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 funds, DMHHS will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

DMHHS Thrive by Five DC shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and upon the District's request make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

## **IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to 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 DOES.

## **X. TERMINATION**

A. Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party and a written status report on all pending paid family leave appeals.

## **XI. NOTICE**

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

Cynetra McMillian  
Communications Manager, Office of Paid Family Leave  
Department of Employment Services  
4058 Minnesota Avenue, NE Suite 4500  
Washington, DC 20019  
Phone: (202) 899-3695  
Email: [cynetra.mcmillian@dc.gov](mailto:cynetra.mcmillian@dc.gov)

Faith Gibson Hubbard, PhD, MPA  
Executive Director, Thrive by Five DC  
Office of the Deputy Mayor for Health and Human Services  
Executive Office of the Mayor  
1350 Pennsylvania Ave NW, Suite 223  
Washington, DC 20004  
Phone: (202) 727-3607  
Email: [faith.gibsonhubbard@dc.gov](mailto:faith.gibsonhubbard@dc.gov)



## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its expiration or termination.

## **XIII. MISCELLANEOUS**

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

B. **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 Reform Act of 2010 (D.C. Official Code §2-351.01 et seq.) to procure the goods or services of the agent or third party.

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

### **DOES**



\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

Date: 8/31/2020

### **DMHHS**



\_\_\_\_\_  
Wayne Turnage  
Deputy Mayor for Health and Human Services

Date: 8/27/20

**ATTACHMENT “A”****Department of Employment Services Funding Breakdown – Mayor Bowser’s National Maternal & Infant Health Summit**

<b><i>Allocation</i></b>	<b><i>Cost</i></b>
Graphic Design	\$4,500
Digital Advertising (Gross)	\$5,000
Radio Advertising (Gross)	\$5,000
Email Marketing	\$2,000
Communication Planning	\$2,000
Sponsorship Recognition	\$2,000
Community Engagement/Viewing	\$4,500
<b>TOTAL</b>	<b>\$25,000</b>

**MODIFICATION NUMBER TWO  
TO THE  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
DEPARTMENT OF HUMAN SERVICES  
FOR  
FISCAL YEAR 2021**

The Memorandum of Understanding (MOU) signed July 13, 2020 was entered into between the District of Columbia (District) Department of Employment Services (DOES), and the Department of Human Services (DHS), Economic Security Administration (ESA), collectively referred to herein as the “Parties.”

The Parties now desire to renew the MOU for Fiscal Year (FY) 2021 and do hereby agree to the following modifications to the MOU:

**I. Section II. PROGRAM GOALS AND OBJECTIVES: Paragraphs 2 and 3** are hereby deleted and replaced with the following:

“This MOU recognizes that DOES shall recruit and enroll 540 District residents that are registered and participating in a DOES program who are eligible for the SNAP E&T program, including participants that are referred to DOES through DHS/ESA. Participants will be enrolled in one of three (3) program tracks funded through a combination of local District appropriations and SNAP E&T reimbursements as follows: 150 participants in the D.C. Career Connections (DCCC) program, 240 participants in the Project Empowerment (PE) program, and 150 participants in the Marion S. Barry Summer Youth Employment Program (MBSYEP). This allows DHS/ESA to expand the overall range of services available to SNAP E&T participants and provide them with eligible employment and case management services.

DC Networks: All SNAP E&T participants enrolled must also be enrolled in the DC Networks System to ensure they are able to connect with other District employment opportunities and services.

In addition, this MOU shall set forth the terms and conditions under which DHS/ESA shall transfer a total of up to one million four hundred twenty-four thousand five hundred thirty dollars and zero cents (\$1,424,530.00) in eligible SNAP E&T program expenses to DOES as reimbursement for eligible SNAP E&T employment and case management services provided.”

**II. Section III. SCOPE OF SERVICES: Subsection A. RESPONSIBILITIES OF DOES, Paragraph 1:** is hereby deleted and replaced with the following:

“Recruit and enroll 540 District residents that are registered and participating in a DOES program who are eligible for the SNAP E&T program, including participants that are referred to DOES through DHS/ESA. Eligible SNAP E&T participants include individuals who reside in the District and receive SNAP benefits who are not currently receiving Temporary Assistance for Needy Families (TANF) benefits or services. All participants must be verified as eligible by DHS/ESA.”

**III. Section III. SCOPE OF SERVICES: Subsection A. RESPONSIBILITIES OF DOES, Paragraph 5, i. D.C. Career Connections (DCCC), first paragraph:** is hereby deleted and replaced with the following:

- i. “D.C. Career Connections (DCCC): Serve 150 SNAP E&T participants.”

**IV. Section IV. DURATION OF MOU: Subsections A and B** are hereby deleted and replaced with the following:

- A. “The period of this MOU shall be from October 1, 2020 through September 30, 2021, unless terminated in writing by the Parties prior to the expiration.
- B. This MOU shall terminate on September 30, 2021, but may be extended, contingent upon the availability of funds. This MOU may be extended in one (1) year increments, provided a written notice is given by the party seeking the extension at least thirty (30) days prior to the expiration date. In no event shall this MOU extend more than four (4) option periods from the date that the original MOU was executed.”

**V. Section VI. FUNDING PROVISIONS: Subsection A. COST OF SERVICES. Paragraphs 1 and 2** are hereby deleted and replaced with the following:

- 1. “The total cost for services under this MOU shall not exceed three million four hundred eighty-three thousand eight hundred twenty-four dollars (\$3,483,824.00) in allowable expenditures. These costs are based on DOES estimates that they will serve approximately **540** participants.
- 2. Through the use of federal SNAP E&T funding, DHS/ESA shall reimburse DOES for forty percent (40%) of allowable SNAP E&T administrative expenditures and fifty percent (50%) of allowable SNAP E&T participant reimbursement expenditures, which shall not exceed one million four hundred twenty-four thousand five hundred thirty dollars (\$1,424,530.00) in total reimbursements. Funding for these services shall not exceed forty percent (40%) of the actual cost of the services provided, including labor, materials and actual overhead. Funding totals are contingent upon approval in the FY 2021 DC SNAP E&T State Plan and subsequent modifications by USDA FNS.”

**VI. Section VI. FUNDING PROVISIONS: Subsection B. PAYMENT. Paragraph 1** is hereby deleted and replaced with the following:

1. "Payment for all eligible expenses shall be made through an Intra-District payment by DHS/ESA to DOES based on monthly invoiced and reconciled amounts expended for services and goods, pursuant to this MOU and DOES' FY 2021 SNAP E&T budget. The total of all invoice payments under this MOU may not exceed one million four hundred twenty-four thousand five hundred thirty dollars (\$1,424,530.00)."

**All other terms and conditions of the MOU shall remain the same.**

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

**FOR THE DEPARTMENT OF EMPLOYMENT SERVICES:**

  
\_\_\_\_\_  
Date: 10/30/2020  
Dr. Unique N. Morris-Hughes  
Director

**FOR THE DEPARTMENT OF HUMAN SERVICES:**

  
\_\_\_\_\_  
Date: 10/27/2020  
Laura Green Zeilinger  
Director

**MODIFICATION NUMBER ONE  
TO THE  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
DEPARTMENT OF HUMAN SERVICES  
FOR  
FISCAL YEAR 2020**

The Memorandum of Understanding (MOU) signed May 20, 2020 was entered into between the District of Columbia (District) Department of Employment Services (DOES), and the Department of Human Services (DHS), collectively referred to herein as the “Parties.”

The Parties now desire to increase the budget and do hereby agree to the following modifications to the MOU:

- I. Section II. PROGRAM GOALS AND OBJECTIVES: Paragraph 3** is deleted and replace with the following:

“In addition, this MOU sets forth the terms and conditions under which DHS/ESA shall transfer a total of up to one million four hundred fifty thousand six hundred forty-four dollars (\$1,450,644.00) in eligible SNAP E&T program expenses to DOES as reimbursement for eligible SNAP E&T employment and case management services provided.”

- II. Section VI. FUNDING PROVISIONS: Subsection A. COST OF SERVICES. Paragraphs 1 and 2** are hereby deleted and replaced with the following:

“1.The total cost for services under this MOU shall not exceed three million four hundred ninety-nine thousand one hundred fourteen dollars (\$3,499,114.00) in allowable expenditures. These costs are based on DOES estimates that they will serve approximately 570 participants.

2.Through the use of federal SNAP E&T funding, DHS/ESA shall reimburse DOES for forty percent (40%) of allowable SNAP E&T administrative expenditures and fifty percent (50%) of allowable SNAP E&T participant reimbursement expenditures, not to exceed one million four hundred fifty thousand six hundred forty-four dollars (\$1,450,644.00) in total reimbursements. Funding for these services shall not exceed forty percent (40%) of the actual cost of the services provided, including labor, materials and actual overhead. Funding totals are contingent on approval in the FY 2020 DC SNAP E&T State Plan and subsequent modifications by FNS.”



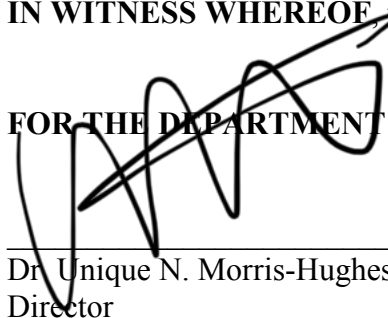
**III. Section VI. FUNDING PROVISIONS: Subsection B. PAYMENT. Paragraph 1** is hereby deleted and replaced with the following:

“1. Payment for all eligible expenses shall be made through an Intra-District payment by DHS/ESA to DOES based on monthly invoiced and reconciled amounts expended for services and goods, pursuant to this MOU and DOES’ FY 2020 SNAP E&T budget. The total of all invoice payments under this MOU may not exceed one million four hundred fifty thousand six hundred forty-four dollars (\$1,450,644.00).”

All other terms and conditions of the MOU shall remain the same.

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

**FOR THE DEPARTMENT OF EMPLOYMENT SERVICES:**

  
\_\_\_\_\_  
Dr. Unique N. Morris-Hughes  
Director

Date: \_\_\_\_\_

**FOR THE DEPARTMENT OF HUMAN SERVICES:**

*Laura Green Zeilinger*  
\_\_\_\_\_  
Laura Green Zeilinger  
Director

Date: July 13, 2020

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES  
FOR  
FISCAL YEAR 2020**

This Memorandum of Understanding (MOU) is being entered into between the District of Columbia (District) Department of Human Services (DHS), Economic Security Administration (ESA), the buyer agency, and the District of Columbia (District) Department of Employment Services (DOES), the seller agency, collectively referred to herein collectively as “Parties”. The Parties now desire to establish an MOU as follows:

**I. INTRODUCTION**

The mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services. DHS has two administrations, which includes the Economic Security Administration (ESA) and the Family Services Administration (FSA). For purposes of this MOU, ESA is the administration which administers the District’s Supplemental Nutrition Assistance Program (SNAP), as well as the SNAP Employment and Training (SNAP E&T) program, funded through the U.S. Department of Agriculture’s (USDA) Food and Nutrition Service (FNS). The SNAP E&T program assists SNAP recipients by providing employment and training services tailored to meet their needs in achieving career goals.

The Department of Employment Services (DOES) is the District agency whose mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs.

This MOU designates DOES as a provider of SNAP E&T services to eligible District residents that are registered and participating in a DOES program and eligible for enrollment in SNAP E&T (hereinafter referred to as “participants”). This MOU shall also provide DOES with reimbursement for forty percent (40%) of the total eligible SNAP E&T administrative expenses incurred by DOES in serving participants. SNAP E&T participant reimbursements shall be reimbursed at fifty percent (50%) of eligible expenses incurred.

**II. PROGRAM GOALS AND OBJECTIVES**

The purpose of this MOU is to establish a cooperative and mutually beneficial relationship between the Parties and to set forth the responsibilities of the Parties. This MOU shall detail the terms and conditions for DOES to provide employment and case management services to participants.

This MOU recognizes that DOES shall recruit and enroll 570 District residents that are registered and participating in a DOES program who are eligible for the SNAP E&T program, including participants that are referred to DOES through DHS/ESA. Participants will be enrolled in one of three program tracks funded through a combination of local District appropriations and SNAP E&T reimbursements as follows: 180 participants in the D.C. Career Connections (DCCC) program, 240 participants in the Project Empowerment (PE) program, and 150 participants in the Marion S. Barry Summer Youth Employment Program (MBSYEP). This allows DHS/ESA to expand the overall range of services available to SNAP E&T participants and provide them with eligible employment and case management services.

In addition, this MOU sets forth the terms and conditions under which DHS/ESA shall transfer a total of up to one million one hundred twenty-five thousand three hundred seventy-four dollars (\$1,125,374.00) in eligible SNAP E&T program expenses to DOES as reimbursement for eligible SNAP E&T employment and case management services provided.

### **III. SCOPE OF SERVICES**

#### **A. RESPONSIBILITIES OF DOES**

##### **DOES shall:**

1. Recruit and enroll 570 District residents that are registered and participating in a DOES program who are eligible for the SNAP E&T program, including participants that are referred to DOES through DHS/ESA. Eligible SNAP E&T participants consist of individuals who receive SNAP benefits who reside in the District and are not currently receiving Temporary Aid for Needy Families (TANF) benefits or services. All participants must be verified as eligible by DHS/ESA.
  - i. DOES shall conduct outreach and recruit participants from the American Job Centers, MBSYEP, and other programs and agencies.
  - ii. DOES shall streamline the application process to make it easier for SNAP E&T eligible participants to connect to the program. DOES shall also host application/intake sessions at facilities recommended by DHS/ESA.
2. Provide a combination of two (2) or more of the allowable SNAP E&T program components listed below to each participant, along with comprehensive case management services and participant reimbursements. Funds may be used for the outreach, planning, implementation, and operation of these components. Allowable SNAP E&T program components consist of:
  - i. Job Search Training – Services that include employability assessments; training in techniques to increase employability such as interviewing, resume development, and job application techniques; job

placement services; and other direct trainings or support activities, including educational programs, that expand the job search abilities or employability of participants.

- ii. Job Retention – Services intended to ensure job retention for a period of not less than thirty (30) calendar days but not more than ninety (90) calendar days after an individual who received other SNAP E&T services gains employment. Note that DOES may provide retention services beyond ninety (90) calendar days at their discretion and are encouraged to do so but may not be reimbursed for those services under the SNAP E&T program.
- iii. Education and Vocational Training – Education and/or vocational training that improves basic skills and literacy, or otherwise improves employability. This includes providing the following subcomponents:
  - 1. Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs);
  - 2. Career and/or Technical Education Programs or Other Vocational Training;
  - 3. English Language Acquisition;
  - 4. Integrated Education and Training or Bridge Programs; and
  - 5. Work Readiness Training.
- iv. Improving Employability – Services designed to improve the employability of household members through actual work experience or training, or both, and to enable participants employed or trained under such programs to move promptly into regular public or private employment, including subsidized employment and apprenticeships. These opportunities cannot (1) provide any work that has the effect of replacing the employment of an individual not participating in the employment or training experience program; and (2) must provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. Participants must not be required to work more hours than the total obtained by dividing the household’s monthly SNAP allotment by the minimum wage and must not be required to work more than 120 hours per month. This includes providing following subcomponents:
  - 1. On-the-Job Training;
  - 2. Pre-Apprenticeships and/or Apprenticeships;
  - 3. Internship programs; and
  - 4. Work Experience.
- 3. Provide allowable participant reimbursements/expenses and supportive services that are reasonable and necessary to carry out an Employment and Training component. These expenses may include:
  - i. Tuition and course registration fees

- ii. Books
- iii. Testing fees
- iv. Clothing, personal safety items, tools or uniforms to participate in a SNAP E&T component or to be used for a job
- v. Licensing and bonding fees for a work experience program
- vi. Vision correction (such as eyeglasses, bifocals, eye exam)
- vii. Dental work (such as teeth cleaning)
- viii. Legal services
- ix. Union Dues (in some cases)
- x. Case management
- xi. Dependent care
- xii. Transportation to and from the SNAP E&T component or employment

SNAP E&T funding cannot be used for stipends, however, and other funds must be used to support them.

- 4. Provide comprehensive case management services for each participant, including the establishment and tracking of an action plan that is specific to a participant's identified interests and needs.
- 5. Within the framework of eligible SNAP E&T components and allowable activities detailed above, DOES agrees to provide SNAP E&T participants with services in one of three (3) program tracks as follows:

- i. **D.C. Career Connections (DCCC):** Serves 180 SNAP E&T participants

**Program Activities:** DCCC is a work readiness program designed to provide more than 400 disconnected (out-of-school and unemployed) District young adults with opportunities to gain valuable work experience, occupational skills training, high school completion, individualized coaching and support to obtain employment. DCCC was launched as an integral part of Mayor Muriel Bowser's Safer Stronger DC Initiative and gives priority to residents living in high crime Police Service Areas (PSA). Participants are paid a stipend of \$10.00 per hour for up to nine (9) months of employment, and for up to 40 hours per week.

- ii. **Project Empowerment (PE):** Serves 240 SNAP E&T participants

**Program Activities:** For nearly 20 years, PE has helped to reduce economic disparity in the District by serving thousands of individuals with multiple barriers to employment. The program's work readiness model is designed to provide nearly 700 unemployed District residents with opportunities to grow in education, training, and subsidized employment placements each year. PE achieves its mission of moving participants into the

workforce by partnering with government, non-profit, and private businesses across the DMV area to recruit, train, match, and coach candidates for successful employment. PE holds orientations every three (3) weeks for interested individuals. Program phases may include three (3) weeks of job readiness training, subsidized employment, occupational skills training, professional development, and retention services for individuals who obtain unsubsidized employment. Case management and supportive services take place throughout, and participants are paid at a rate of \$10.00 for the duration of their enrollment.

iii. **Marion S. Barry Summer Youth Employment Program:** Serves 150 SNAP E&T participants

**Program Activities:** MBSYEP will provide out-of-school, out-of-work, SNAP E&T eligible District youth ages 18 to 24 with the opportunity to participate in a one (1) week prescreening event, six (6) week summer work experience placement with professional development, and five (5) weeks of career placement activities; including retention (if applicable), professional development, case management and career planning as well as the choice to be placed with other DHS/ESA third party partner programs.

iv. The program objectives for all of these program tracks are to:

1. Increase skill levels for existing and entry level workers;
2. Increase the percentage of youth and adults who participate in work-based learning experiences;
3. Ensure the assessments and career plans showcase the strengths as well as the areas needed for growth for each participant. The appropriate assessment will be determined by DOES for each participant.
4. Expose the participants to field of study or careers that will provide wages higher than the current minimum wage;
5. Provide supportive services (such as: transportation and childcare, case management and professional development depending on the specific program) to engage and motivate participants to overcome barriers;
6. Expand opportunities for participants to become involved in career and appropriate education coursework, career ladders or nationally recognized credentials (such as referrals to year-round services that provide occupational skills and career exploration);
7. Increase sustainable employment opportunities for the participants;
8. These objectives will ensure the SNAP E&T youth and adults obtain valuable work skills and credentials for in-demand jobs. All three (3) program tracks engage SNAP participants with subsidized and unsubsidized work experience, as well as internships and shadowing opportunities. All funding for subsidized work



experience, paid internships, and incentives are the fiscal responsibility of DOES and are supported through local District appropriations;

9. Ensure that all services conducted under this MOU represent a supplement to existing services and programs and do not supplant any existing services.
10. Maintain on-going communication with DHS regarding SNAP E&T program operations, including monthly partner meetings and regular check-ins; and
11. Collaborate with DHS on participant case management and referrals of participants to appropriate services, when applicable.

## **B. RESPONSIBILITIES OF DHS/ESA**

### **DHS/ESA shall:**

1. Refer eligible SNAP E&T participants to DOES when appropriate for services specified in this MOU, factoring in DOES eligibility requirements and service offerings.
2. Share relevant information from the SNAP E&T participants' initial assessments conducted by SNAP E&T staff with participant permission to assist with service coordination for referred participants.
3. Conduct data matches to confirm that DOES participants are eligible to participate in SNAP E&T programs and that active participants remain eligible. DHS/ESA shall verify SNAP eligibility and return a list of verified participants back to DOES within five (5) business days and will notify DOES of any changes in eligibility status on a monthly basis. Only participants who DHS/ESA verifies as eligible for SNAP are eligible to receive services associated with this MOU.
4. Accept referrals of eligible participants from DOES who may benefit from services provided by DHS/ESA staff and/or other external service providers.
5. Obtain approval from the USDA-FNS for all provisions within this MOU, including through the submission of relevant content in the Fiscal Year (FY) 2020 DC SNAP E&T State Plan and any required modifications. The budget and additional DOES program details will be included in the State Plan.
6. Establish budget authority with the District's Office of the Chief Financial Officer (OCFO) to reimburse DOES for eligible costs.
7. Assist DOES in ensuring that all services conducted under this MOU represent a supplement to existing services and programs and do not supplant any existing services.

8. Maintain on-going communication with DOES regarding SNAP E&T program operations, including monthly partner meetings and regular check-ins.
9. Collaborate with DOES on participant case management and referrals of participants to appropriate services, when applicable.
10. Provide all templates required for reporting, pursuant to this MOU.

#### **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.
- B. This MOU shall terminate on September 30, 2020, but may be extended, contingent upon the availability of funds. This MOU may be extended in one (1) year increments, provided a written notice is given by the Party seeking the extension at least thirty (30) days prior to the expiration date. In no event shall this MOU extend more than four (4) option periods from the date that the original MOU was executed.
- C. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

#### **V. AUTHORITY FOR MOU**

The authority for this MOU is found at D.C. Official Code § 1-301.01(k)(2014 Repl.).

The authority for this MOU also includes: Family Rights and Education Privacy Act (FERPA) of 1974, effective August 21, 1974 (Pub. L. No. 93-380, 20 U.S.C. §§ 1232g, *et seq.*) as amended; the Data-Sharing and Information Coordination Amendment Act of 2010, effective December 4, 2010 (D.C. Law 18-273, D.C. Official Code §§ 7-241, *et seq.*), as amended and accompanying regulations at 29 DCMR §§ 3000, *et seq.* (the Data Sharing Act); the District of Columbia Public Assistance Act of 1982, effective April 6, 1982 (D.C. Law 4-101; D.C. Official Code § 4-209.04), as amended (the Public Assistance Act); the Food and Nutrition Act of 2008, effective October 1, 2008 (Pub. L. No. 110-246; 7 U.S.C. §§ 2011, *et seq.*), as amended; the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, effective August 22, 1996 (Pub. L. No. 104-193; 42 U.S.C. §§ 601, *et seq.*), as amended (PWORA); the Individuals with Disabilities Education Act of 1990, effective October 30, 1990 (Pub. L. No. 101-476; 20 U.S.C. §§ 1400, *et seq.*); as amended (IDEA); Mayor's Order 2011-169, effective October 5, 2011; and any other applicable District and federal laws and regulations.

If there are any conflicts between the terms and conditions of this MOU and any applicable federal or District law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control.

## VI. FUNDING PROVISIONS

### A. COST OF SERVICES

1. The total cost for services under this MOU shall not exceed two million six hundred eighty-five thousand nine hundred thirty-nine dollars (\$2,685,939.00) in allowable expenditures. These costs are based on DOES estimates that they will serve approximately 570 participants.
2. Through the use of federal SNAP E&T funding, DHS/ESA shall reimburse DOES for forty percent (40%) of allowable SNAP E&T administrative expenditures and fifty percent (50%) of allowable SNAP E&T participant reimbursement expenditures, not to exceed one million one hundred twenty-five thousand three hundred seventy-four dollars (\$1,125,374.00) in total reimbursements. Funding for these services shall not exceed forty percent (40%) of the actual cost of the services provided, including labor, materials and actual overhead. Funding totals are contingent on approval in the FY 2020 DC SNAP E&T State Plan and subsequent modifications by FNS.
3. Only allowable participant and program expenditures incurred by DOES are reimbursable. DOES shall not invoice DHS/ESA for any funds covering subsidized employment, retention benchmarks, paid internships, or training stipends and shall not use or commingle funds from this MOU with other federal funds. The Office of Management and Budget (OMB) Circular A-87 further specifies unallowable uses of SNAP E&T funds, which include but are not limited to the following. Funds may not be used for any of the following purposes:
  - a. In-kind services (any service which is donated or volunteered).
  - b. Funds used for SNAP E&T components cannot be already designated as match for another federal program.
  - c. Services for the purpose of overcoming barriers to SNAP participation that make them exempt from Federal work registration altogether, such as mental health, drug or alcohol treatment and rehabilitation programs.
  - d. Services (including tuition and academic fees) above what is already charged to the public.
  - e. Meals away from home.
  - f. Other disallowed costs, per OMB Circulars A-21 and A-87.  
Examples include:
    - i. Bad debt expenses
    - ii. Political contributions
    - iii. Fines and penalties for failure to comply with Federal, State or Local laws
    - iv. Legislative expenses
    - v. Losses not covered by insurance
    - vi. Cost of construction or purchase of facilities or buildings
    - vii. Sectarian worship or proselytization

- viii. Refreshments
- ix. Promotional items and memorabilia

4. Items that have already been deemed unallowable by USDA's Food and Nutrition Service include:

- a. Personal computers
- b. Living stipends
- c. Vehicle purchases
- d. Automobile insurance
- e. Student loans
- f. Relocation expenses
- g. Food and Parties

## **B. PAYMENT**

1. Payment for all eligible expenses shall be made through an Intra-District payment by DHS/ESA to DOES based on monthly invoiced and reconciled amounts expended for services and goods, pursuant to this MOU and DOES' FY 2020 SNAP E&T budget. The total of all invoice payments under this MOU may not exceed one million one hundred twenty-five thousand three hundred seventy-four dollars (\$1,125,374.00).
2. DOES shall report expenditures and provide supporting data and narratives on participants served on a monthly basis to program staff. Invoices shall include costs listed by designated categories, including labor costs, overhead, and participant reimbursements. Supporting documentation will clearly identify the percentage of staff time or operating expenses committed to serving SNAP E&T participants and calculate requested reimbursements based on these percentages.
3. Costs charged to SNAP E&T must be consistent with how other Federal, State and local grants are charged. DHS/ESA cannot be charged more (or less) than how other grants are charged. Further definitions for reasonable and necessary costs can be found in OMB Circular A-87.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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 within the Office of the Chief Financial Officer.
5. Any expenditure disallowed by audit or other DHS or Federal government review shall be subject to repayment by DOES.
6. DOES shall submit a final report within thirty (30) days after the expiration of the MOU using a template provided by DHS/ESA, summarizing accomplishments, issues and recommendations.

## 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 with District and federal funds, the seller agency shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

- A. The DHS/ESA MOU Administrator, or designee, shall monitor the performance of the grant requirements as set forth in this MOU. The Administrator shall make periodic site visits to monitor the implementation of the scope of work and terms and conditions. There shall be up to four scheduled visits during the fiscal year. USDA-FNS may also conduct additional reviews and audits related to this MOU.
- B. DOES shall provide the DHS/ESA MOU Administrator and other authorized representatives of DHS/ESA such access to its facilities, records, participants and staff as may be deemed necessary for monitoring purposes.
- C. DOES shall participate in the evaluation of the SNAP E&T program by the appropriate internal staff and/or external evaluators, as approved by DHS/ESA. These activities may include site visits, community surveys, or other data collection activities. DOES shall work with DHS/ESA to refine programming performance indicators and outcome of performance measures, if applicable.

## VIII. RECORDS AND REPORTS

DOES and DHS/ESA 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, upon the District's request, make these documents available for inspection by duly authorized representatives of DHS and other officials as may be specified by the District of Columbia at its sole discretion.

DOES shall track the progress of all SNAP E&T participants. Records relating to the services provided under this Agreement must be maintained by DOES for all SNAP E&T participants and shall be kept in paper and/or electronic formats consistent with DOES' current tracking procedures, and must include the following:

- A. Intake and assessment – Copies of all intake documentation provided and completed by the participant. It must show evidence that an assessment process was completed

with the participant to determine the most appropriate service and an action plan for follow-up steps was created.

- B.** Eligibility verification – Evidence that the participant’s eligibility was checked through DHS/ESA and confirmed prior to the start of SNAP E&T billable services. Eligibility verification is required each time the service component is extended, or a new program activity is added. DHS/ESA shall notify DOES if a participant loses SNAP eligibility, at which point they must exit SNAP E&T supported services with the exception of a 90-day employment retention services period.
- C.** Participant progress – Participant progress information which includes: the activity the participant is engaged in, the dates of participation in that activity, regular program progress notes, and participant disposition (for example, completion of an eligible SNAP E&T component, job placement information, wage rate and benefits).
- D.** Performance and outcomes reporting – DOES shall report on program performance and outcomes on a monthly basis by providing individual record level data using templates provided by DHS/ESA, including data related to job placement, credentials earned and program completions. This information is used for DHS/ESA’s management information system for the program to fulfill federal reporting requirements and evaluate outcomes. Reporting requirements, templates, and systems may change based on DHS/ESA needs related to compliance and performance tracking. The performance management process includes the identification of specific, measurable, achievable, relevant, and time-based (SMART) goals for DOES’ SNAP E&T program. DOES will also submit a monthly narrative report using a template provided by DHS/ESA documenting successes, challenges, and technical assistance needs that includes content on progress towards SMART goals.
- E.** DOES must provide a detailed description of program services to DHS/ESA using a provided template within thirty (30) days of execution of this MOU to ensure appropriate referrals of SNAP E&T participants can be made by DHS/ESA. DHS/ESA should be notified of any significant program changes and an updated description of services shall be shared in writing.

## **IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU shall use, restrict, safeguard and dispose of all information related to service 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 DHS and DOES.

## **X. 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 and a written report on all participants receiving services, pursuant to this MOU.

## **XI. NOTICE**

The following individuals are the point of contacts for each Party under this MOU:



**For DHS:**

Geoff King, SNAP E&T Program Manager  
Economic Security Administration  
2100 Martin Luther King, Jr. Avenue, S.E.  
Suite 310, 3<sup>rd</sup> Floor  
Washington, DC 20020  
Phone: (202) 727-0984  
Email: [Geoff.King@dc.gov](mailto:Geoff.King@dc.gov)

Carlous Price  
SNAP E&T Program Analyst  
Economic Security Administration  
2100 Martin Luther King, Jr. Avenue, S.E.  
Suite 310, 3<sup>rd</sup> Floor  
Washington, DC 20020  
Phone: (202) 299-3554  
Email: [Carlous.Price@dc.gov](mailto:Carlous.Price@dc.gov)

**For DOES:**

Nicole Chapple  
Chief Operating Officer  
Department of Employment Services  
4058 Minnesota Avenue, N.E., Suite 5000  
Washington, DC 20019  
Phone: (202) 671-3094  
Email: [Nicole.Chapple@dc.gov](mailto:Nicole.Chapple@dc.gov)

LaShaun Basil, Program Analyst  
Department of Employment Services  
Office of Grants Administration and  
Resource Allocations  
4058 Minnesota Avenue N.E., Suite 5300  
Washington, DC 20019  
Phone: (202) 671-4128  
Email: [Lashaun.Basil@dc.gov](mailto:Lashaun.Basil@dc.gov)

**XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Any modification shall occur, prior to the expiration of the MOU.

**XIII. PROCUREMENT PRACTICES ACT**

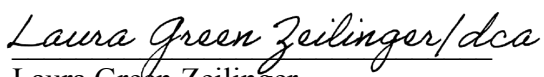
If a District agency instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement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

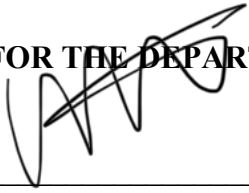
**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**FOR THE DEPARTMENT OF HUMAN SERVICES:**

  
Laura Green Zeilinger  
Director

Date: 05/08/2020

**FOR THE DEPARTMENT OF EMPLOYMENT SERVICES:**



\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

Date: \_\_\_\_\_

**FIRST MODIFICATION TO  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES  
FISCAL YEAR 2020**

A Memorandum of Understanding dated September 25, 2019 (MOU) was entered into between the Office of Victim Services and Justice Grants, (OVSJG) and the Department of Employment Services, (DOES), collectively referred to herein as "Parties." The Parties now desire to exercise the option to extend the Duration of this MOU, under Section V.B., and modify the MOU as follows:

- I. **Section A. DURATION OF THIS MOU** is hereby modified by striking "A" and replacing it with "V".
- II. **Section V. DURATION OF THIS MOU: Paragraph A. Period** is hereby deleted and replaced with the following:

"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."

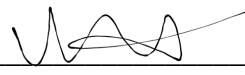
- III. **Section VI. FUNDING PROVISIONS: Paragraph A. COST OF SERVICES** is hereby deleted and replaced with the following:

"Total cost for services under this MOU shall not exceed \$20,000 for Fiscal Year 2021. Funding for services shall not exceed the actual cost of the services provided."

All other terms of the MOU remain in effect.

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

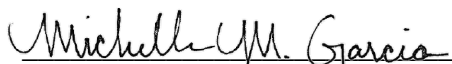
DEPARTMENT OF EMPLOYMENT SERVICES

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes, Director

9/24/2020

\_\_\_\_\_  
Date

OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS

  
\_\_\_\_\_  
Michelle M. Garcia, Director

9/17/2020

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES  
FISCAL YEAR 2020**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the Office of Victim Services and Justice Grants (OVSJG) and the Department of Employment Services (DOES), referred to herein individually as “Party” and collectively as “Parties.”

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k) and any other authority under the Parties’ programs

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

OVSJG administers the Private Security Camera Incentive Program Fund that contains a Private Security Camera Voucher Program (Voucher Program). The Voucher Program identifies DC residents that are eligible to receive a private security camera system without cost.

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DOES administers the ASPIRE to Entrepreneurship Program where participants, who were previously incarcerated, are provided training, mentorship, and resources. DOES and OVSJG are partnering to issue competitive grants to participants in ASPIRE to Entrepreneurship or other DOES programs to install private security camera systems for DC residents in the Voucher Program. The specific scope of work for the grants is described in Attachment A.

**IV. 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 agree:

**A. RESPONSIBILITIES OF DOES**

1. DOES will solicit, review and award grants on a competitive basis to implement the goals and objectives of the MOU.
2. DOES, in conjunction with OVSJG, will set metrics ahead of time to measure cost effectiveness, installation turnaround time, and productivity of all DOES participants.
3. DOES, in conjunction with OVSJG, will develop a weekly report format.
4. DOES will oversee information gathering and submission of weekly reports by DOES participants that include updates on all pending and installed private security cameras.
5. DOES will obtain and submit documentation supporting approved expenditures by DOES participants conducting program activity.

**B. RESPONSIBILITIES OF OVSJG**

1. OVSJG will provide funding for the grants that will be used by the successful grantees to purchase and install private security cameras through the Voucher Program.
2. OVSJG, working in conjunction with DOES, will set metrics ahead of time to measure cost effectiveness, installation turnaround time, and productivity.
3. OVSJG will furnish contact information for DC residents in the Voucher Program to DOES for coordination of installation of private security cameras.

**A. DURATION OF THIS MOU**

**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 an extension on an annual basis, and as approved by OVSJG contingent on funds available. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. OVSJG shall provide DOES with written notice of its intent to exercise an option period at least 30 days prior to the expiration of this MOU. The exercise of an option must be in writing consistent with Section VII of this MOU and 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 services under this MOU shall not exceed \$20,000.00 for Fiscal Year 2020. Funding for services shall not exceed the actual cost of the services provided.

**B. PAYMENT**

1. Through Intra-District transfer, OVSJG shall transfer the amount of this MOU (\$20,000.00) to DOES in \$5,000 increments to be used for the purposes outlined in this MOU. The initial transfer will shall be \$5,000.00. Subsequent transfers shall be made when the previous transfer has been fully expended.
2. Grant awards by DOES for the purposes outlined in this MOU shall not exceed the amount of this MOU or actual costs, whichever is less.

**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 or hereafter enacted or promulgated.

**IX. COMPLIANCE AND MONITORING**

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

**X. RECORDS AND REPORTS**

DOES shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a minimum of three (3) 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 OVSJG 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 45 calendar days advance written notice to the other Party and a written report on the status of any pending private security camera installations. In the event of termination of this MOU, payment to the DOES 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:

Christopher Dyer  
Special Assistant  
Office of Victim Services and Justice Grants  
One Judiciary Square  
441 4<sup>th</sup> Street, NW, Suite 727N  
Washington, DC 20001  
Phone: (202) 727-6331

Charles S. Jones, M.A., CPM  
Deputy Director, Division of State Initiatives  
DC Department of Employment Services  
4058 Minnesota Ave. NE  
Washington, DC 20019  
Office: 202-671-1900

## **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 Reform Act of 2010, D.C. Official Code § 2-351.01, *et seq.* to procure the goods or services.

## **XIV. RESOLUTION OF DISPUTES**

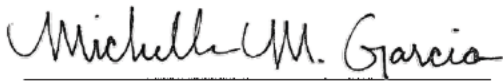
The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

## **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 OVSJG.

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

**Office of Victim Services and Justice Grants**

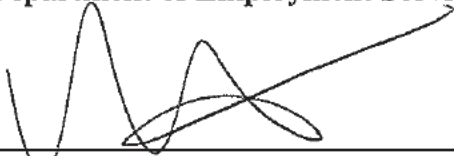


Michelle M. Garcia  
Director  
Office of Victim Services and Justice Grants  
One Judiciary Square  
441 4<sup>th</sup> Street, NW  
Suite 727N  
Washington, DC 20001

9/25/19

Date

**Department of Employment Services**



Dr. Unique N. Morris-Hughes  
Director  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington, DC 20019

9/25/19

Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE OFFICE OF CONTRACTING AND PROCUREMENT AND  
THE DEPARTMENT OF EMPLOYMENT SERVICES  
FOR  
PROCUREMENT SERVICES IN  
FY 2021**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the Department of Employment Services (DOES) and the Office of Contracting and Procurement (OCP), referred to herein individually as “Party” and collectively as “Parties.”

The mission of OCP is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

DOES connects district residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

**II. PURPOSE**

The District government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions – recognizing that many of the District’s purchasing needs are “business” specific. The reform strategy has been implemented through delegated procurement authority authorized by the District’s Chief Procurement Officer (CPO). The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2021.

**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 OCP**

1. OCP shall provide support for the benefit of DOES on procurement matters, including, but not limited to:

- i. Assist DOES staff in the planning and preparation of procurement-related documents;
  - ii. Advise DOES staff on appropriate procurement methodology and solicitation management; and
  - iii. Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DOES to OCP.
4. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU, after consultation with DOES. OCP will only use the reprogrammed funds to support OCP staff located at DOES.
5. OCP shall be responsible for contract compliance and provide DOES with quarterly compliance reports.
6. OCP shall provide computers, facsimile machines, telephones, cellphones, laptops, VPN, and other office equipment, as necessary to OCP staff assigned to the DOES worksite. OCP shall provide DOES with reports and analysis on procurement activity detailing executed contracts with amounts and period-of-performance; purchase order status; and acquisition plans.
7. OCP shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator and the Program Point-of-Contact on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment A, if applicable.
8. OCP shall provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to the DOES Language Access Coordinator and Program Point-of-Contact on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment A, if applicable.
9. OCP shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU, if applicable.

## **B. RESPONSIBILITIES OF DOES**

1. DOES shall provide office space, conference space, and file space for all OCP personnel assigned to the DOES worksite.
2. DOES shall provide on-site information technology support with the availability of technical assistance provided by OCP.
3. DOES shall submit an agency acquisition plan via the Acquisition Planning Tool (“OAPT”) in PASS for all planned procurements at a time prescribed by the CPO.
4. DOES shall be solely responsible for determining the requirements for all procurement actions and initiating all procurement requests via a requisition in PASS.
5. DOES shall identify Contract Administrators to be responsible for the day-to-day administration of procurements.
6. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU, if applicable.

## **IV. DURATION OF MOU**

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.

## **V. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k) and any other authority under the Parties’ programs.

## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

Total cost for the goods and services under this MOU shall not exceed \$979,944.45 for Fiscal Year 2021. Funding for the goods and services shall not exceed the total amount of this MOU or the actual cost of the goods and services, including labor, materials and overhead, whichever is less. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2021.

**PERSONNEL SERVICES**

DOES Staff Positions Filled - FY21							
Position Number	Position	Grade	Step	Compensation	Fringe @ 21.8%	122,944.92	Funding
0075198	Contract Specialist	13	3	100,940.00	22,004.92	112,730.77	1434
00085898	Contract Specialist	12	5	92,554.00	20,176.77	126,648.86	1434
00075200	Contract Specialist	13	4	103,981.00	22,667.86	145,800.80	1434
00048212	Supvy Contract Specialist	14	0	119,705.09	26,095.71		0100
Position Number	Position	Grade	Step	Compensation	Fringe @ 21.8%	Total Compensation	Funding
00098979	Supvy Contract Specialist	15	0	143,646.00	31,314.83	174,960.83	0100
00009209	Contract Specialist	11	0	66,542.00	14,506.16	81,048.16	0100
00092083	Contract Specialist	12	0	82,326.00	17,947.07	100,273.07	0100
00074881	Contract Specialist	13	0	94,858.00	20,679.04	115,537.04	0100
<b>TOTAL</b>				<b>804,552.09</b>	<b>175,392.36</b>	<b>979,944.45</b>	

**B. PAYMENT**

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to OCP based on the total amount of this MOU, or the actual cost of goods and services, whichever is less.
2. OCP shall submit quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include personnel costs including benefits.
3. Advances to OCP for goods and services shall not exceed the amount of this MOU.
4. OCP will receive the advance and bill DOES through the Intra-District process only for those goods or services provided pursuant to the terms of this MOU. OCP will return any excess advance to DOES by September 30 of the current fiscal year.

**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 (2001), (iii) D.C. Official Code § 47-105 (2001), 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. MODIFICATIONS**

This MOU may be modified only upon prior written agreement of the Parties, prior to its expiration or termination. 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 force and effect or hereafter enacted or promulgated.

**IX. COMPLIANCE AND MONITORING**

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

**X. RECORDS AND REPORTS**

OCP shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a minimum of 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 DOES 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 and a written status report on all active and contemplated procurements. In the event of termination of this MOU, payment to the OCP shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

**XII. RESOLUTION OF DISPUTES**

The Chief Procurement Officer and the Director of DOES, 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 City Administrator. The decision of the City Administrator 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.

**XIII. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided pursuant to 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 DOES.

#### XIV. NOTICE

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

OCP:

Marvin Manassa  
Associate Director for Business Resources  
Office of Contracting and Procurement (OCP)  
441 4th Street, N.W., Suite 700 South  
Washington, DC 20001  
Desk: 202.724.4933  
Cell: 202.487.3807  
Email: [marvin.manassa@dc.gov](mailto:marvin.manassa@dc.gov)

DOES:

Nicole Chapple, Chief Operating Officer  
Email: [nicole.chapple@dc.gov](mailto:nicole.chapple@dc.gov)  
Phone: 202.671.3094

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

#### DEPARTMENT OF EMPLOYMENT SERVICES

Dr. Unique  
Morris-Hughes

Digitally signed by Dr. Unique Morris-Hughes  
DN: cn=Dr. Unique Morris-Hughes, o=DOES,  
ou, email=unique.morris-hughes2@dc.gov,  
c=US  
Date: 2020.09.23 14:50:41 -04'00'

Date: 9-23-20

Dr. Unique N. Morris-Hughes  
Director

#### OFFICE OF CONTRACTING AND PROCUREMENT

Marc Scott

Digitally signed by Marc Scott  
DN: cn=Marc Scott, o=Office of Contracting  
& Procurement, ou=Operations  
email=marc.scott@dc.gov, c=US  
Date: 2020 09 24 15:41:44 -04'00'

for: George  
Schutter

Date: 9/24/2020

George A. Schutter III  
Chief Procurement Officer

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
OFFICE OF ADMINISTRATIVE HEARINGS  
FOR UNEMPLOYMENT COMPENSATION APPEALS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is between the Department of Employment Services (DOES) and the Office of Administrative Hearings (OAH), referred to individually as “Party” and collectively as “Parties,” and sets forth the agreement of the parties with respect to the adjudication of lower level unemployment compensation appeals.

**II. PURPOSE AND INTENT**

The purpose of this MOU is to clearly define the roles and responsibilities of each Party in the administrative appeals process for unemployment insurance claims created pursuant to D.C. Code § 51-111.

WHEREAS, DOES is the District of Columbia agency charged with the administration of unemployment compensation laws pursuant to the District of Columbia Unemployment Compensation Act, D.C. Code, as amended, §§ 51-101 *et seq.* (“the Act”);

WHEREAS, the United States Department of Labor (“DOL”), pursuant to 42 U.S.C. § 1101(c)(1)(A), in assisting the District of Columbia in its administration of the Unemployment Compensation Act, has certified a grant of funds for the administration thereof by DOES pursuant to 42 U.S.C. § 502(a);

WHEREAS, pursuant to D.C. Code, as amended, §§ 47-105, 355.02(2); and 31 U.S.C. §§ 1341-42, 1349-51; 1511-1519, as amended, the provisions herein authorizing DOES to expend or obligate federal monies to fund the adjudication of lower level unemployment compensation appeals takes effect solely upon the appropriation or certification of unemployment compensation grant funds to the District of Columbia by DOL;

WHEREAS, pursuant to D.C. Code §§ 51-111, the administration of the Act encompasses the responsibility to conduct formal administrative hearings, as necessary, for the proper and efficient functioning of said administration, the federal administrative grant includes funds allocated for this purpose; and,

WHEREAS, the Office of Administrative Hearings Establishment Act of 2001, D.C. Code §§ 2-1831 *et seq.*, established OAH as an independent agency, and as of October 1, 2004 transferred thereto jurisdiction to adjudicate contested cases formerly handled by DOES, other than those involving private sector workers compensation, and including lower level unemployment compensation administrative appeals.

### III. SCOPE OF SERVICE

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 DOES

DOES shall:

1. After execution of the MOU, transfer \$403,904.82 to OAH via Intra-District advance, in accordance with Section VI.B. of this MOU. A detailed invoice of the first quarter's FY2021 expenditures will be transmitted to DOES no later than 30 days after the end of the first quarter FY2021.  
  
Upon receipt of each of the second, third and fourth quarter FY2021 detailed invoices, DOES will transfer the total amount of the quarterly invoice, but not less than \$403,904.82 to OAH through an Intra-District advance, in accordance with Section VI.B. of this MOU. Such transfer of funding to occur within 30 days of the receipt of the detailed invoice for that quarter.
2. Provide all DOL directives, policy statements, requirements or communications that pertain, in whole or in part, to the lower level unemployment compensation appeals process or protocols. Such materials shall include, but shall not be limited to, information about base workload established by DOL and information required for submission in the SQSP.
3. Transmit to OAH the parameters of the data extract files required to administer the DOL data validation protocols for the previously submitted ETA ar5130, ar9054 and ar9055 reports within 15 days of their receipt from DOL.
4. In a case where the employer is an agency of the District of Columbia government, DOES Claims Examiners' Determinations shall identify the specific District government agency with its proper mailing address, rather than designating D.C. Government Personnel as the employing agency, as soon as this capacity/functionality is added to the unemployment insurance benefits system. DOES will provide a status on the capacity/functionality, upon reasonable request.
5. Cooperate with OAH and DOL to ensure the proper expenditure of local and federal administrative grant funds consistent with all applicable District of Columbia and federal laws and regulations, as well as DOL directives, policy statements and requirements found in D.C. Code § 51-113(e).

**B. RESPONSIBILITIES OF OAH**

OAH shall:

1. Provide lower level administrative appeals in unemployment insurance cases pursuant to D.C. Code § 2-1831.03(b)(1) and D.C. Code § 51-111(b)<sup>1</sup>.
2. Utilize any and all funds provided, pursuant to this MOU, solely to adjudicate unemployment compensation lower level appeals during the fiscal year within which the funds were either appropriated or certified for the named expenditure or obligation. OAH shall attach a detailed line item budget as part of this MOU for the agreed sum total of \$1,615,619.28.
3. Provide DOES on a quarterly basis the financial documentation pertaining in whole or in part, to the expenditure of local and/or federal unemployment compensation administrative grant funds, including accounting invoices with the current quarter's total number of cases and staffing expenditures, to allow DOES to monitor compliance with District of Columbia and DOL regulations, requirements and directives.
4. Provide DOES, upon reasonable request or at regular intervals agreed on by the Parties, copies of such documentation – including, accounting statements, budget plans, corrective action plans, narratives and quality appraisal case selections – as may be required by DOES and/or DOL pursuant to the unemployment compensation administrative grant and applicable federal and local laws, regulations, and directives.
5. Timely implement all pertinent current and future DOL directives, policy statements, and requirements that pertain, in whole or in part, to the efficient functioning of the lower level unemployment compensation appeals process; provided, however, that this obligation shall not apply to federal or state directives, statements or requirements notice of which is not given to OAH promptly upon receipt by DOES.
6. Use its best efforts to meet the following DOL Performance Criteria, calculated based on data reported monthly on Form ETA 9054:
  - a. Sixty percent (60%) of all cases resolved each month are resolved within 30 days.
  - b. Eighty percent (80%) of all cases resolved each month are resolved within 45 days.

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<sup>1</sup> The FY 2021 base appeals workload for the District of Columbia will be established, upon release of the Unemployment Insurance Program Letter ("UIPL"), State Workforce Agency Unemployment Insurance ("UI") Resource Planning Targets and Guidelines.

7. Use its best efforts to meet the following DOL UI PERFORMS Core Measures:
  - a. At each month's end, the mean and median ages of pending Lower Authority Appeals are less than or equal to 30 days, as reported on Form ETA 9055.
  - b. The average age of appeals shall be calculated by determining the sum of the ages, in days from filing, of all pending lower authority appeals divided by the number of lower authority appeals.
8. Use its best efforts to ensure that eighty percent (80%) or more of the Final Orders issued by OAH shall achieve a quality score equal to or greater than eighty-five percent (85%) of potential points, based upon an evaluation of results of quarterly samples selected from the universe of appeal hearings.
9. OAH shall allow DOES to appear virtually for all hearings, during the declaration of the public health emergency, unless the presiding administrative law judge determines at his or her discretion that an in-person hearing is more practical or best serves the interests of justice for the parties involved. At the end of the declared public health emergency, OAH and DOES shall review the performance of the virtual hearing process to determine if improvements need to be made before allowing the continued use of the virtual hearing process.
10. Send an "Order for More Information" to the appellant and serve a copy on the DOES Claims Officer in cases where an appellant does not include with the notice of appeal a copy of the DOES decision at issue, seeking a copy of the determination the appellant wishes to appeal. DOES may, upon receipt of the Order for More Information, file and serve on all parties copies of all determinations issued with respect to the claimant's most recent claim, or a statement that no determination has been issued.
11. Submit to DOES on the 15<sup>th</sup> of each month, or on the next working day, the following reports: (1) ETA 5130 (monthly information on the appeals case workload); (2) ETA 9054 (monthly information on the time lapse of appeals from date of filing to decision); (3) ETA 9055 (monthly information on the inventory of appeals filed but undecided); (4) EUC08 5130 (monthly information on emergency unemployment compensation 2008 appeals); and, (5) appeals data related to the 902P report, including as far as practicable, the number of Pandemic Unemployment Assistance ("PUA") appeals filed, the number of PUA appeals disposed of, and the subset of self-employed claimants within those numbers. Each monthly report shall be submitted to DOES electronically in PDF format on its respective Unemployment Insurance Required Reports (UIRR) form as reproduced in UI Reports Handbook No. 401 promulgated by DOL or any amendment thereto.
12. Submit to DOES on the 15<sup>th</sup> day (or the next working day) of the first month following the end of the quarter to which the data relates, the ETA 9057 skeleton (identifying the cases that will be evaluated in the quarterly report on the quality of lower authority appeals hearings and decisions). OAH shall submit to DOES,

on the 15<sup>th</sup> day of the second month following the end of the quarter to which the data relates, ETA 9057 (a quarterly report which provides information on the quality of lower authority appeals hearings and decisions). Each quarterly report shall be submitted to DOES electronically in PDF format on the UIRR form reproduced in the UI Reports Handbook No. 401 promulgated by DOL or any amendment thereto.

13. Shall submit to DOES the extract files to administer the DOL data validation protocols for the previously submitted ETA-5130, -9054, -9055, and lines 8 through 13 of 902P reports. OAH shall submit the data extract files using the data formats required by DOL and provided by DOES. The specific request for, and the parameters of, said data files shall be timely transmitted to OAH by DOES upon their receipt from DOL. The completed data extract files shall be returned to DOES by or before forty-five (45) days from the initial transmission.
14. Make available to DOES an electronic portal providing access to certain information about UI cases in OAH's case management system (eCourt). OAH and DOES shall cooperate in determining the information that will be accessible by DOES. Nothing in this paragraph shall be construed as obligating OAH to collect or to make available through eCourt information not currently collected in eCourt or to provide reports not currently generated by eCourt. Notwithstanding the foregoing, OAH shall make reasonable efforts to accommodate DOES' requests for additional information, and shall keep DOES apprised of its efforts to respond to any such requests.
15. Grant a refund to DOES if the actual proportionate funds required are less than anticipated.

#### **IV. DURATION OF MOU**

The period of this MOU shall be from October 1, 2020 through September 30, 2021, unless terminated in writing by the Parties, prior to its expiration.

#### **V. AUTHORITY FOR MOU**

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

#### **VI. FUNDING PROVISIONS**

##### **A. Cost of Services**

1. Total cost for services under this MOU shall not exceed \$1,615,619.28 for Fiscal Year (FY) 2021. Funding for the services shall not exceed the estimated cost of the goods or services, as provided in the budget, Attachment A.
2. DOES shall provide OAH, pursuant to the qualifications and timetables contained herein, with the local and federal unemployment compensation administration

funds to provide lower level administrative appeals as delineated within this MOU.

3. Where OAH has failed to achieve the DOL Secretary Standards or Core Measures for the adjudication of lower level unemployment compensation appeals, and as a result thereof, DOL reduces the federal administrative grant monies payable to the District of Columbia through DOES, an identical amount will be deducted from the total of the administrative payment due OAH from DOES pursuant to the instant MOU.

## **B. Payment**

1. Upon execution of this MOU, DOES shall provide an Intra-District advance in the amount of \$403,904.82 to OAH, for all of the goods and services associated with the adjudication of lower level unemployment compensation appeals, for the first quarter of FY2021. After submission of each of the second, third and fourth quarter detailed invoices by OAH, DOES shall provide Intra-District advances in the total amount of each of the invoices, but not less than \$403,904.82 each quarter, to OAH within 30 days following receipt of the detailed invoice. Payment for all goods and services for FY2021 shall not exceed the total cost of this MOU or the actual cost of the goods and services, whichever is less.
2. On a quarterly basis, OAH shall submit a detailed invoice which shall explain the amounts billed for that period. The detailed invoice shall include staffing expenditures and the number of cases resolved for the quarter addressed by the invoice to allow DOES to monitor the expenditure of local and/or federal unemployment compensation administrative grant funds.
3. Advances to OAH for the services to be performed shall not exceed the amount of this MOU.
4. OAH will relieve the quarterly advance and bill DOES through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OAH will return any excess advance to DOES by September 30 of FY 2021.
5. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
6. OAH will be responsible for any amounts ultimately disallowed by an audit.

## **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 (2001), 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, OAH will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **VIII. ADMINISTRATIVE AND MANAGEMENT SYSTEMS**

The Parties to this MOU shall develop and implement administrative and management systems adequate to collect, monitor and report on all aspects of this MOU in an accurate and timely manner. OAH shall maintain complete and accurate records justifying and supporting all accrued expenditures, as may be required by law.

## **IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to 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 DOES.

## **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 and a written status report on all pending unemployment insurance appeals.

## **XI. NOTICE**

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

### **DOES**

Arif Sheikh  
Assistant General Counsel  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Suite 5800  
Washington, DC 20019  
Phone: (202) 698-5226

### **OAH**

Louis L. Neal, Jr.  
Acting General Counsel  
Office of Administrative Hearings  
One Judiciary Square  
441 4<sup>th</sup> Street, NW Suite 450N  
Washington, DC 20001  
Phone: (202) 724-3672

E-mail: [arif.sheikh@dc.gov](mailto:arif.sheikh@dc.gov)

Email: [louis.neal@dc.gov](mailto:louis.neal@dc.gov)

## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its expiration or termination.

## **XIII. MISCELLANEOUS**

- A. The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.
- B. DOES-OAH PROGRAM MEETINGS
  - 1. OAH and DOES shall meet from time to time upon the reasonable request of either Party to discuss issues of mutual concern and interest. OAH and DOES shall cooperate in setting the agendas for these meetings and shall alternate chairing the meetings. OAH and DOES shall work cooperatively and in good faith to promptly address issues of concern raised during the meetings. These meetings are in addition to, and do not replace, the quarterly stakeholder meetings already being held for interested parties.
  - 2. The CALJ and Director each have designated these staff members as committee members. The address and phone numbers to members are as shown below.

### **OAH MEMBERS**

M. Colleen Currie  
Acting Chief Administrative Law Judge  
(202) 671-0134

Paul Handy  
Principal Administrative Law Judge for Unemployment Insurance Jurisdiction  
(202) 236-3490

Louis L. Neal, Jr.  
Acting General Counsel  
(202) 724-3672

Angela Harley  
Chief Operations Officer  
(202) 671-0133

Office of Administrative Hearings  
441 4<sup>th</sup> Street, NW  
Suite 450N  
Washington, DC 20001

(202) 442-9094

DOES MEMBERS

Dr. Unique Morris-Hughes  
Director

Monnikka Madison  
Deputy Director – Bureau of Economic Stability  
(202) 698-3504

Tonya Robinson  
General Counsel  
(202) 671-1195

Nicole Chapple  
Chief Operating Officer  
(202) 671-3094

Arif Sheikh  
Assistant General Counsel  
(202) 698-5226

Department of Employment Services  
4058 Minnesota Ave, NE  
Suite 5000  
Washington, DC 20019  
(202) 724-7000

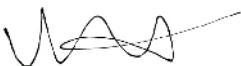
3. This list may be updated as needed by the CALJ and by the Director. Amendments or substitutions to the list may be made at any time by written notification from the CALJ or Director.

C. 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 Reform Act of 2010 (D.C. Official Code § 2-351.01 et seq.) to procure the goods or services of the agent or third party.

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

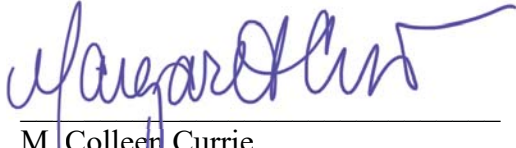
**DOES**

  
\_\_\_\_\_  
Dr. Unique Morris-Rhughes  
Director

12/28/2020

Date: \_\_\_\_\_

**OAH**

  
\_\_\_\_\_  
M. Colleen Currie  
Acting Chief Administrative Law Judge

Date: 23 Dec 2020

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
OFFICE OF ADMINISTRATIVE HEARINGS  
FOR PAID FAMILY LEAVE APPEALS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is between the Department of Employment Services (DOES) and the Office of Administrative Hearings (OAH), referred to individually as “Party” and collectively as “Parties”.

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities. DOES through its Office of Paid Family Leave (OPFL) administers and enforces the District of Columbia’s paid family leave program, which provides medical, family, and parental leave benefits to covered employees in the District of Columbia.

OAH is an independent agency and is a neutral, impartial tribunal that holds hearings and decides appeals from government decisions. OAH decides cases involving unemployment compensation, Medicaid and other public benefits, public space, rent control, professional and business licenses, building, health, and fire code violations.

**II. PURPOSE AND INTENT**

The purpose of this MOU is to clearly define the roles and responsibilities of each Party in the administrative appeals process for paid family leave claims created pursuant to DC Code § 32-541.08:

*(a) “No later than 60 days after an individual who has submitted a claim for paid-leave benefits pursuant to this subchapter is notified that a determination has been made by the Mayor regarding his or her claim, the individual may appeal the claim determination to the Office of Administrative Hearings, including with respect to his or her eligibility for benefits, the weekly amount of benefits to be provided, or the duration of the time period during which benefits are to be paid.*

*(b) In connection with an appeal made pursuant to subsection (a) of this section, the Office of Administrative Hearings shall consider as evidence documentation including but not limited to: paystubs; personal checks, cash receipts, or bank deposits; work schedules; communications between employer and employee; and any circumstantial evidence regarding the employee's eligibility.*

*(c) In any case in which an employer has failed to keep or provide an employee with employment records as required under District law or has failed to make contributions on wages paid to an employee as required under this subchapter, the Office of Administrative Hearings shall consider, as a rebuttable presumption, that the employee is eligible and shall consider broadly evidence of the employee's eligibility for the benefit.*

The intent of this MOU is to establish a collaborative relationship between the Parties for the efficient and effective resolution of paid family leave appeals.

### **III. SCOPE OF SERVICE**

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 DOES**

DOES shall:

1. Transfer \$939,806.00 to OAH via Intra-District advance, in accordance with Section VI.B. of this MOU.
2. Provide all PFL directives, policy statements, requirements, or communications that pertain, in whole or in part, to the paid family leave appeals process or protocols, within 48 hours of finalization or receipt.
3. Cooperate with OAH to ensure the proper expenditure of local administrative grant funds consistent with all applicable District of Columbia and federal laws, regulations, directives, policy statements, and requirements.
4. Provide appellants' claims files, when requested by OAH via a Request for Transmittal (Attachment B), within 10 days of receipt of the request.
5. Work collaboratively to create a secure transmission mechanism for appellants' claims files.
6. Appear via videoconferencing for all paid family leave appeals, where DOES is required as a party or witness, when agreed to by the parties.

## **B. RESPONSIBILITIES OF OAH**

OAH shall:

1. Adjudicate appeals of paid family leave claims.
2. Receive appeals directly from appellants.
3. Use its best efforts to ensure that:
  - a. Hearings are scheduled within sixty (60) days of receipt of appeal.
  - b. Final decisions are issued within one-hundred twenty (120) days of the close of the evidentiary record.
  - c. Scheduling Orders are issued to the parties, that provide the date and time of hearing; location of hearing, whether virtual or in-person; and other pertinent information.
4. Request for transmittal of appellant's claim file from DOES, if needed. See Attachment B.
5. Provide DOES, upon DOES' reasonable request or at regular intervals agreed to by the Parties, copies of such documentation - including, accounting statements, budget plans, corrective action plans, narratives, and quality appraisal case selections, etc., - as may be required by DOES pursuant to the paid family leave administrative grant and applicable federal and local laws, regulations, and directives.
6. Allow DOES to appear via videoconferencing for all paid family leave appeals, when agreed to by the parties and where DOES is required as a party or witness.
7. Work collaboratively to create a secure transmission mechanism for appellants' claims files.
8. Make available to DOES an electronic portal providing access to certain information about PFL cases in OAH's case management system (eCourt). OAH and DOES shall cooperate in determining the information that will be accessible by DOES. Nothing in this paragraph shall be construed as obligating OAH to collect or to make available through eCourt information not currently collected in eCourt or to provide reports not currently generated by eCourt. Notwithstanding the foregoing, OAH shall make reasonable efforts to accommodate DOES' requests for additional information, and shall keep DOES apprised of its efforts to respond to any such requests.

## **IV. DURATION OF MOU**

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, unless terminated in writing by the Parties prior to its expiration.

2021 MOU between DOES and OAH – Paid Family Leave Appeals

Page 3 of 10



## **V. AUTHORITY FOR MOU**

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

## **VI. FUNDING PROVISIONS**

### **A. Cost of Services**

1. Total cost for services under this MOU shall not exceed \$939,806.00 for Fiscal Year (FY) 2021 as described in the budget, Attachment A. Funding for the services shall not exceed the actual cost of services, as provided in the budget, Attachment A.

### **B. Payment**

1. Payment for all services shall be made through an Intra-District advance by DOES to OAH based on the total amount of this MOU. Payment for services shall not exceed the total cost of this MOU or the actual cost of goods and services, whichever is less.
2. OAH shall submit a detailed invoice which shall explain the amounts billed for that quarter. The detailed invoice shall include staffing expenditures and the number of cases resolved for the quarter addressed by the invoice.
3. Advances to OAH for the services to be performed shall not exceed the amount of this MOU.
4. OAH will relieve the advance and bill DOES through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OAH will return any excess advance to DOES by September 30 of the current fiscal year.
5. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
6. OAH will be responsible for any amounts ultimately disallowed by an audit.

### **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 (2001), 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, OAH will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

OAH shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the MOU and upon the District of Columbia's request make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

Quarterly, OAH shall provide financial documentation pertaining in whole, or in part, to the expenditure of paid family leave administrative grant funds, including accounting invoices with detailed backup documentation, current quarter's total number of cases and staffing expenditures, as may be required by DOES pursuant to the paid family leave administrative grant and applicable federal and local laws, regulations, and directives.

OAH shall provide, upon DOES' reasonable request or at regular intervals agreed to by the Parties, copies accounting statements, budget plans, corrective action plans, narratives, and quality appraisal case selections, etc., as may be required by DOES pursuant to the paid family leave administrative grant and applicable federal and local laws, regulations, and directives.

## **IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to 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 DOES.

## **X. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party and a written status report on all pending paid family leave appeals.
- B. Should the proposed legislative amendment known as the Paid Leave Appeals Amendment Act of 2020 become law, DOES will assume responsibility for the administrative appeals function on a date mutually agreed upon by the Parties and the Parties will agree upon a date to terminate this MOU.

## **XI. NOTICE**

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

Ajit Nair  
Supervisor, Administrative Appeals Unit  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Suite 4500  
Washington, DC 20019  
Phone: (202) 698-4520  
Email: [ajit.nair1@dc.gov](mailto:ajit.nair1@dc.gov)

Louis Neal  
Acting General Counsel  
D.C. Office of Administrative Hearings  
One Judiciary Square  
441 4<sup>th</sup> Street, NW Suite 450N  
Washington, DC 20001  
Phone: (202) 724-3672  
Email: [Louis.neal@dc.gov](mailto:Louis.neal@dc.gov)

## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its expiration or termination.

## **XIII. MISCELLANEOUS**

- A. The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.
- B. DOES-OAH PROGRAM MEETINGS
  - 1. OAH and DOES shall meet from time to time upon the reasonable request of either Party to discuss issues of mutual concern and interest. OAH and DOES shall cooperate in setting the agendas for these meetings and shall alternate chairing the meetings. OAH and DOES shall work cooperatively and in good faith to promptly address issues of concern raised during the meetings. These meetings are in addition to, and do not replace, the quarterly stakeholder meetings already being held for interested parties.
  - 2. The CALJ and Director each have designated these staff members as committee members. The address and phone numbers to members are as shown below.

### **OAH MEMBERS**

Chief Administrative Law Judge  
Principal Administrative Law Judge for Paid Family Leave Appeals  
Supervisory Attorney-Advisor  
Attorney-Advisor for Paid Family Leave Appeals  
Paralegal for Paid Family Leave Appeals

Office of Administrative Hearings  
441 4<sup>th</sup> Street, NW  
Suite 450N  
Washington, DC 20001  
(202) 442-9094

#### DOES MEMBERS

Director  
Deputy Director – Monnikka Madison – (202) 698 -3702  
Paid Family Leave Appeals Supervisor – Ajit Nair – (202) 698-4520  
Attorney for Paid Family Leave Program – Jeffrey Reddig – (202) 664-5754

Department of Employment Services  
Office of Paid Family Leave  
4058 Minnesota Ave, NE  
Suite 4500  
Washington, DC 20019

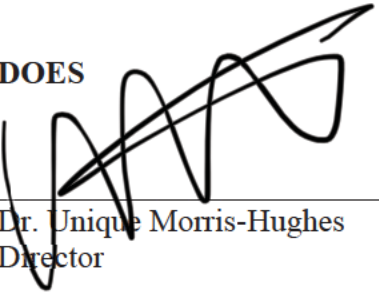
3. This list may be updated as needed by the CALJ and by the Director. Amendments or substitutions to the list may be made at any time by written notification from the CALJ or Director.

#### C. 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 Reform Act of 2010 (D.C. Official Code §2-351.01 et seq.) to procure the goods or services of the agent or third party.

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


**DOES**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

**9/30/20**

Date: \_\_\_\_\_

**OAH**

  
\_\_\_\_\_  
Deborah Carroll  
Interim Chief Administrative Law Judge

Date: 9/29/2020

## ATTACHMENT “A”

## OAH FY21 Budget

## APPENDIX 1 - Budget Details

## Office of Administrative Hearings (FS0)

## FY 2021 Intra-District FTEs (DOES - UPL Contract)

Position	Position Title	Grade	Step	Salary	Fringe Benefits	FY 2021 Budget
00001	Administrative Law Judge	9	0	134,506	26,229	160,734
00002	Administrative Law Judge	9	0	134,506	26,229	160,734
00003	Administrative Law Judge	9	0	134,506	26,229	160,734
00004	Administrative Law Judge	9	0	42,033	8,196	50,229
00005	Attorney Advisor	12	6	51,823	10,105	61,928
00006	Deputy Clerk of Court	11	4	42,500	8,288	50,788
00007	Program Analyst	9	8	69,342	13,522	82,864
00008	Legal Assistant	7	4	52,074	10,154	62,228
00009	Legal Assistant	7	4	41,659	8,124	49,783
00010	Legal Assistant	7	4	41,659	8,124	49,783
<b>Total</b>				<b>744,607</b>	<b>145,198</b>	<b>889,806</b>

Total Personal Service (PS) budget - recurring cost \$889,806

Non-Personal Service (NPS) budget - recurring cost \$ 50,000

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**Total Budget for UPL Program \$939,806**

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**ATTACHMENT "B"**  
Request to Transmit Agency Documents Form

**DISTRICT OF COLUMBIA**  
**OFFICE OF ADMINISTRATIVE HEARINGS**

One Judiciary Square  
441 Fourth Street, NW, Suite 450 North  
Washington, DC 20001-2714

TEL: (202) 442-9094 · FAX: (202) 442-4789 · E-MAIL: oah.filing@dc.gov

PARTY NAME,  
Petitioner/

v.

OFFICE OF PAID FAMILY LEAVE,  
Respondent/

Case No.: 2020-OPFL-XXXXX

Agency Case No.: XXXXX

**REQUEST TO TRANSMIT AGENCY DOCUMENTS**

TO: Ajit Nair  
Appeals Unit Supervisor, OPFL  
ajit.nair1@dc.gov

On DATE, 2020, Claimant X filed a request for a hearing regarding a universal paid family leave claim identified as Office of Paid Family Leave (OPFL) agency number XXXXX. In order to expeditiously adjudicate the dispute, the Office of Administrative Hearings (OAH) requests OPFL to transmit to OAH copies of the following documents, either via email (oah.filing@dc.gov), mail, or inter-agency mail:

- ☐ Initial Claim
- ☐ Initial Determination
- ☐ Determination on Reconsideration (if one has been issued)

Thank you for your prompt attention to this matter.

Dated: DATE, 2020

\_\_\_\_\_  
M. Colleen Currie  
Principal Administrative Law Judge



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
OFFICE OF HUMAN RIGHTS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is between the District of Columbia Department of Employment Services (DOES) and the Office of Human Rights (OHR), referred to individually as “Party” and collectively as “Parties”.

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities. DOES through its Office of Paid Family Leave (OPFL) administers and enforces the District of Columbia’s paid family leave program, which provides medical, family, and parental leave benefits to covered employees in the District of Columbia.

OHR was established to eradicate discrimination, increase equal opportunity, and protect human rights for persons who live in or visit the District of Columbia. OHR proactively enforces local and federal human rights laws, including the DC Human Rights Act, through complaints filed at the OHR or through Director’s Inquiries, which allow OHR to identify and investigate practices and policies that may be discriminatory.

**II. PURPOSE AND INTENT**

D.C. Code § 32-541.08(e) states:

*“For complaints, other than a claim determination, that arise under this act, the administrative enforcement procedure and relief shall be the same as that in D.C. FMLA.”*

OHR currently enforces the D.C. FMLA. As such, OHR will process complaints other than a claim determination under Section 108 of the Universal Paid Leave Act. On August 31, 2020, the Council enacted the Local Budget Emergency Act of 2020 (Bill 23-0766), which requires that DOES effectuate an intra-District transfer of \$1,858,227 to the Office of Human Rights for implementation of the Universal Paid Leave Implementation Fund Act of 2016. The intent of this MOU is to establish a collaborative relationship between the Parties for the efficient and effective resolution of paid family leave complaints, other than claims determinations, as required pursuant to D.C. Code § 32-541.08(e) and for execution of the requisite intra-District fund transfer.

### **III. RESPONSIBILITIES OF THE PARTIES**

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 DOES**

DOES shall:

1. Transfer \$1,858,227.00 to OHR via Intra-District advance, in accordance with Section VI.B. of this MOU.
2. Provide all PFL directives, policy statements, requirements, or communications that pertain, in whole or in part, to the paid family leave complaints process or protocols, within 48 hours of finalization or receipt.
3. Cooperate with OHR to ensure the proper expenditure of local administrative grant funds consistent with all applicable District of Columbia and federal laws, regulations, directives, policy statements, and requirements.
4. Provide claimants' claims files, when requested by OHR, within ten (7) calendar days of receipt of the request.
5. Work collaboratively to create a secure transmission mechanism for claimants' claims files.
6. Communicate with OHR in a timely manner by responding to all correspondence within twenty-four (24) hours, or the next business day.

#### **B. RESPONSIBILITIES OF OHR**

OHR shall:

1. Receive, review, investigate, and resolve all complaints on paid family leave claims, other than claims determinations.
2. Consistent with D.C. Code § 32-541.06(j), develop and deliver educational program for the public through awareness campaign about claims processed by OHR.
3. Receive complaints directly from claimants.
4. Request claimant's claim file from DOES, if needed.

5. Work collaboratively to create a secure transmission mechanism for claimants' claims files.
6. OHR shall utilize any and all funds provided it pursuant to this MOU solely to educate the public and to investigate and adjudicate PFL complaints filed during the fiscal within which the funds were either appropriated or certified for the named expenditure or obligation.

#### **IV. DURATION OF MOU**

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, unless otherwise dictated by applicable law(s).

#### **V. AUTHORITY FOR MOU**

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

#### **VI. FUNDING PROVISIONS**

##### **A. Payment Amount**

1. Total payment under this MOU shall not exceed \$1,858,227.00 for FY 2021.

##### **B. Payment Terms**

1. DOES shall make the intra-District fund transfer to OHR no later than October 2, 2020.
2. OHR will return any excess advance to DOES by September 30, 2021.
3. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.

##### **1. 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 (2001), 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. RECORDS AND REPORTS**

OHR shall maintain records and receipts for the expenditure of all funds provided for a minimum of three (3) years from the date of expiration or termination of the MOU and upon the District of Columbia's request make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia at its sole discretion.

OHR shall provide, upon DOES' reasonable request or at regular intervals agreed to by the Parties, copies of accounting statements, budget plans, etc., as may be required by DOES pursuant to the paid family leave administrative grant and applicable federal and local laws, regulations, and directives.

## **VIII. CONFIDENTIAL INFORMATION**

All case information exchanged between the Parties shall be treated with confidentiality provision established under D.C. Code § 32-541.06(h). The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU, in accordance with all relevant federal and local statutes, regulations, and policies.

## **IX. TERMINATION**

This Agreement shall terminate on September 30, 2021, unless otherwise required by law.

## **X. NOTICE**

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

Jeffrey J. Reddig  
Attorney Advisor, Office of Paid Family Leave  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Suite 4500  
Washington, DC 20019  
Phone: (202) 664-5754  
Email: [jeffrey.reddig@dc.gov](mailto:jeffrey.reddig@dc.gov)

Hnin Khaing  
General Counsel  
D.C. Office of Human Rights

One Judiciary Square  
441 4<sup>th</sup> Street, NW Suite 570N  
Washington, DC 20001  
Phone: (202) 741-5865  
Email: [hnin.khaing@dc.gov](mailto:hnin.khaing@dc.gov)

## **XI. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties, prior to its expiration or termination.

## **XII. MISCELLANEOUS**

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

### **B. DOES-OHR PROGRAM MEETINGS**

1. OHR and DOES shall meet from time to time upon the reasonable request of either Party to discuss issues of mutual concern and interest. OHR and DOES shall cooperate in setting the agendas for these meetings and shall alternate chairing the meetings. OHR and DOES shall work cooperatively and in good faith to promptly address issues of concern raised during the meetings.
2. The OHR Director and DOES Director each have designated these staff members to address issues that arise under this MOU. The address and phone numbers to members are as shown below.

#### **OHR MEMBERS**

Interim Director – Michelle Garcia - (202) 492-5557  
General Counsel – Hnin Khaing – (202) 679-5797

Office of Human Rights  
441 4<sup>th</sup> Street, NW  
Suite 570N  
Washington, DC 20001  
(202) 727-4559

#### **DOES MEMBERS**

Director – Dr. Unique Morris-Hughes  
Deputy Director – Monnikka Madison – (202) 698 -3702  
Attorney for Paid Family Leave Program – Jeffrey Reddig – (202) 664-5754

Department of Employment Services  
Office of Paid Family Leave

4058 Minnesota Ave, NE  
Suite 4500  
Washington, DC 20019

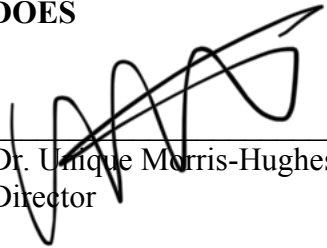
3. This list may be updated as needed by the OHR Director and by the DOES Director. Amendments or substitutions to the list may be made at any time by written notification from the OHR Director or the DOES Director.

C. 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 Reform Act of 2010 (D.C. Official Code §2-351.01 et seq.) to procure the goods or services of the agent or third party.

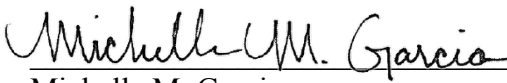
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

**DOES**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

Date: 10/1/20

**OHR**

  
\_\_\_\_\_  
Michelle M. Garcia  
Interim Director

Date: 9/29/2020



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPUTY MAYOR FOR EDUCATION  
WORKFORCE INVESTMENT COUNCIL  
AND  
DEPARTMENT OF EMPLOYMENT SERVICES**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered between the Deputy Mayor for Education (DME) and the Department of Employment Services (DOES), referred to herein individually as "Party" and collectively as "Parties."

DOES' mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. We provide comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency and auxiliary aids and services are available upon request to persons with disabilities. DOES receives Workforce Innovation and Opportunity Act (WIOA), 29 USC 3101, et seq., grant funds from the United States Department of Labor (DOL).

The Office of the DME serves as the institutional home for the District of Columbia Workforce Investment Council (WIC). The WIC serves as both the state and local Workforce Investment Board (WIB) and, as such, is responsible for carrying out the responsibilities enumerated in 29 USC § 3111 and 29 USC § 3122, including developing the state strategic workforce plan, negotiating statewide performance measures, setting statewide policies for the workforce system, certifying one-stop operators, establishing eligibility standards for training providers receiving WIOA funding, and selecting providers of WIOA Youth services.

**II. PROGRAM GOALS AND OBJECTIVES**

DOES agrees to transfer \$1,520,740.96 of the District's WIOA State Set-Aside for federal program year 2021 to the WIC. This amount includes administrative support of the WIC. DME, on behalf of the WIC, will be responsible for providing DOES with associated documentation to establish funded program, quarterly programmatic reports and cost reimbursement packages to include copies of associated invoices for DOES' review and approval prior to drawdown (cost reimbursement) of associated Intra-District funds. DOES maintains its administrative responsibilities as the State Agency for WIOA Grants pursuant to WIOA.

**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 DME**

DME shall:

1. As a sub-recipient of DOL funds, comply with all performance and financial accountability requirements, as set forth in WIOA and the Uniform Guidance, 2 CFR part 200, et seq.
2. Provide DOES with required documentation to establish funded programs, programmatic reports, and cost reimbursement packages, including recipient share to include copies of all 485 reports, purchase orders, and invoices for DOES' review and approval prior to a drawdown (cost reimbursement) of the allocated WIOA grant funds.
3. Provide DOES with the required performance and administrative reports detailing the expenditure of the allocated funds for each category of funds (monthly i.e., WIOA Adult, Youth, and Dislocated Worker) for administration and operation of the WIC workforce development activities, within thirty days (30) of the close of each quarter.
4. Support the WIC in performing and carrying out its responsibilities as a state and local WIB under 29 USC § 3111 and 29 USC § 3122 of WIOA, consistent with the roles and responsibilities outlined in the approved DC Workforce Development Strategic Plan of 2020-2024.
5. Resolve all the pertinent DOL corrective action plan concerns related to the WIC.
6. Dedicate up to five (5) FTEs to serve in the positions outlined in the chart immediately below, who will support the responsibilities described in Section III. A. The designated positions will be split-funded between WIOA funds and local funds.

Position Title	Time Allocation	Estimated WIOA Funds (Transferred from DOES per Section VI.A.1)*	Estimated DME (Local) Funds	Total PS
Executive Director	90%	\$188,448.47	\$20,938.72	\$209,387.18
Deputy Director	90%	\$181,170.00	\$20,130.00	\$201,300.00
Chief of Staff	29%	\$41,068.71	\$99,377.70	\$140,446.41
Manager of Training and Skills Development	77%	\$101,455.62	\$29,547.98	\$131,003.60
Sr. Compliance Manager	100%	\$130,511.94	\$0.00	\$130,511.94
<b>Total</b>		<b>\$642,654.74</b>	<b>\$169,994.40</b>	<b>\$812,649.14</b>

\* Includes estimated fringe benefits

7. Submit monthly fiscal expenditure reports to DOES.
8. Submit to DOES quarterly reports to include Eligible Training Provider List (ETPL) compliance; One-Stop Operator (OSO) implementation and monitoring to ensure One-Stop partners services are being appropriately delivered and corrective action if

partners are not delivery services as defined in WIOA; Infrastructure Funding Agreement (IFA) that include reasonable cost allocation methodology between One-Stop partners, accurately reflecting the cost allocations in the required documents; and MOU implementation and compliance, requiring One-Stop partner MOUs to be submitted to DOES for final review within 45 days before the new program year starts, annually.

9. Enter all relevant data and documentation into DCNetworks as needed, specifically new or modified ETPL information, to include program costs, locations, and course offerings that are both in-person and virtual.
10. Negotiate and obtain consensus from all required Partners for the Infrastructure Funding Agreement (IFA), recognizing that AJC infrastructure costs are applicable to all required Partners, whether they are physically located in the American Job Center or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance at 2 CFR part 200. Failure by only one of the required partners to reach consensus with respect to the infrastructure costs outlined in the IFA will trigger implementation of the State Funding Mechanism (SFM) and may be subject to penalties, such as fines or suspension.

## **B. RESPONSIBILITIES OF DOES**

DOES shall:

1. Report and communicate workforce developments within the agency to the WIC.
2. Disseminate information to the WIC needed to perform the activities described in Section III.A.3 related to the workforce development activities, training providers' performance, unemployment information, AJC services and operations, and workers compensation, etc.
3. Ensure relevant DOES staff participate in meetings organized by the WIC or One Stop Operator that are needed to perform the activities described in Section III.A.3.
4. Establish the Intra-District transfer to the sub-recipient for the pass-through funds through its fiscal agent DOES - OCFO.
5. Transfer funds to DME for the implementation of the WIC services identified in Section III.A.4, including the personnel costs of the employees identified in the chart contained in Section III. A.6.
6. Provide designated WIC staff access to DCNetworks in a timely manner, along with DCNetworks training and technical assistance.

## **IV. DURATION OF MOU**



- A. The duration of this MOU shall be from the date the last Party signed this MOU through September 30, 2021, unless terminated in writing by the Parties pursuant to Section X.

**V. AUTHORITY FOR MOU**

D.C. Official Code §§ 1-301.01 (k), 32-1601, et seq., Workforce Investment and Opportunity Act, 29 U.S.C. § 3101, et seq., Mayor's Order 2016-086, effective June 2, 2016, and any other authority under the Parties' programs.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

1. The total cost of workforce development services for FY 2021 shall not exceed \$1,520,740.96 which shall include labor, materials, and overhead. DOES agrees to transfer \$1,520,740.96 to the WIC, which is the District's WIOA State Set-Aside for federal program year 2021, in addition to carry-over funds from prior program years, if available.
2. In the event of termination of the MOU, reimbursement to the DOES for any amounts not expended shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the then current fiscal year.

**B. PAYMENT**

1. Payment for the goods and/or services shall be made through an Intra-District advance by DOES to DME for \$1,520,740.96 as a one-time advance payable within 30 days after execution of this MOU. Payment of additional carry-over funds may be made through an Intra-District advance by DOES to DME at a later date, if carry-over funds are available.
2. Payment for the goods and services shall not exceed the actual cost of the goods, services, and positions funded.
3. DME shall return any excess advance to DOES within 30 days of the end of the then current fiscal year.

**C. FUNDING RESTRICTIONS**

1. Pass through funding cannot be comingled within the three (3) following WIOA programs: (1) Adult, (2) Dislocated Workers, and (3) WIOA Youth. Each program must be separate and distinct. The funds advanced under this MOU should be allocated to the WIOA programs pursuant to the following tables and in Appendix A and B.

**FY 21 WIOA Personnel Expenditures**

2021 MOU Between DOES and WIC  
Page 4 of 9

Position Title	Grade	WIOA Adult (27% of Total WIOA Funding)	WIOA Dislocated Worker (43% of Total WIOA Funding)	WIOA Youth (30% of Total WIOA Funding)	Estimated WIOA Funds (Transferred from DOES per Section VI.A.1)
Executive Director	10	\$50,881.09	\$81,032.84	\$56,534.54	\$188,448.47
Deputy Director	15	\$48,915.90	\$77,903.10	\$54,351.00	\$181,170.00
Chief of Staff	14	\$11,088.55	\$17,659.55	\$12,320.61	\$41,068.71
Manager of Training and Skills Development	13	\$27,393.02	\$43,625.92	\$30,436.69	\$101,455.62
Sr. Compliance Manager	13	\$35,238.22	\$56,120.13	\$39,153.58	\$130,511.94
<b>Total</b>		<b>\$173,516.78</b>	<b>\$276,341.54</b>	<b>\$192,796.42</b>	<b>\$642,654.74</b>

Description	CS Code	WIOA Adult	WIOA DW	WIOA Youth	Total
Contractual – One-Stop Operator	40	\$162,000.00	\$258,000.00	\$180,000.00	\$600,000.00
Contractual - Data Coordination	40	\$64,688.52	\$103,022.46	\$71,876.13	\$239,587.11
Contractual - Business Engagement	40	\$8,167.16	\$13,006.96	\$9,074.63	\$30,248.75
Office Supplies	20	\$1,113.80	\$1,773.83	\$1,237.55	\$4,125.18
Equipment	70	\$1,113.80	\$1,773.83	\$1,237.55	\$4,125.18
<b>Total</b>		<b>\$237,083.28</b>	<b>\$377,577.07</b>	<b>\$263,425.87</b>	<b>\$878,086.22</b>

<b>FY 2021 WIOA PERSONNEL EXPENDITURES</b>	<b>\$ 642,654.74</b>
<b>FY 2021 WIOA NON-PERSONNEL EXPENDITURES</b>	<b>\$ 878,086.22</b>
<b>Total PY 20-21</b>	<b>\$1,520,740.96</b>

2. Funding restrictions related to allowable cost, limits on administrative costs, indirect costs, and construction costs (generally not allowed under WIOA) can be found in 20 CFR part 668, subpart H regarding administrative requirements for WIOA Section 166 grants; 20 CFR 667.200 through 667.220; 20 CFR 667.210(b) and the Uniform Guidance, where applicable. Pre-award costs can be approved by Federal Grant Officer in accordance with OMB Circular 2 CFR 200.
3. DME will be responsible for all costs disallowed by DOL.

#### **FY2021 Source of Funding for WIC Intra-District Budget Authority**



Grant No	Grant Title	Grant PY	WIC/DOES	FY 2021 Grant Award
WADSFY Total	WIOA Adult	20-21	WIC	\$410,600.06
WDSSFY Total	WIOA Dislocated Worker	20-21	WIC	\$653,918.61
WYTSPY Total	WIOA Youth	20-21	WIC	\$456,222.29
<b>TOTAL - PY20-21</b>		20-21	WIC	<b>\$1,520,740.96</b>

\*DOES commits to transferring \$1,520,740.96 in federal program year 2021 to the WIC. Additional funds may also be transferred, divided by the three programs noted above in amounts to be determined, if available.

#### **D. 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. COMPLIANCE AND MONITORING**

As this MOU is funded by federal funds, DME will be subject to scheduled and unscheduled monitoring reviews by DOL and DOES to ensure compliance with all applicable requirements.

#### **VIII. RECORDS AND REPORTS**

DME shall maintain records and receipts for the expenditure of all WIOA grant funds provided under this MOU for a minimum of 3 years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DOES and DOL 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 pursuant to this MOU, in accordance with all relevant federal and local statutes, regulations and policies.

## **X. TERMINATION**

Either Party may terminate this MOU by giving 30 calendar days' advance written notice to the other Party and a status report on the expenditure of all WIOA grant funds and any participants being served under this MOU.

## **XI. NOTICE**

All notices shall be sent by the most expeditious means available including facsimile, overnight courier, certified or registered mail to the following individuals, who are the contact points for each Party under this MOU:

**Unique Morris-Hughes**

**Director**

Department of Employment Services  
4058 Minnesota Ave. NE  
Suite 5000  
Washington, D.C. 20019  
Phone: 202.671.1900

**Ahnna Smith**

**Executive Director**

Workforce Investment Council  
Office of the Deputy Mayor for Education  
2235 Shannon Place SE  
Suite 3031  
Washington, DC 20020  
Phone: 202.671.2871

Any such notice shall be deemed delivered when received.

## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement of the Parties, prior to the expiration or termination of the MOU.

## **XIII. RESOLUTION OF DISPUTES**

DME and DOES shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. 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.

## **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:

**DEPARTMENT OF EMPLOYMENT SERVICES**

Dr. Unique  
Morris-Hughes

Digitally signed by Dr. Unique Morris-Hughes  
DN: cn=Dr. Unique Morris-Hughes, o=DOES,  
ou, email=unique.morris-hughes2@dc.gov,  
c=US  
Date: 2020.09.24 17:30:29 -04'00'

Dr. Unique Morris-Hughes, Director

Date: 9-24-20

**DEPUTY MAYOR FOR EDUCATION**



Paul Kihn, Deputy Mayor

Date: 09/01/2020



**APPENDIX A: FY2021 WIOA PERSONNEL EXPENDITURES**

Position Title	Grade	WIOA Adult (27% of Total WIOA Funding)	WIOA Dislocated Worker (43% of Total WIOA Funding)	WIOA Youth (30% of Total WIOA Funding)	Estimated WIOA Funds (Transferred from DOES per Section VI.A.1)
Executive Director	10	\$50,881.09	\$81,032.84	\$56,534.54	\$188,448.47
Deputy Director	15	\$48,915.90	\$77,903.10	\$54,351.00	\$181,170.00
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Manager of Training and Skills Development	13	\$27,393.02	\$43,625.92	\$30,436.69	\$101,455.62
Sr. Compliance Manager	13	\$35,238.22	\$56,120.13	\$39,153.58	\$130,511.94
<b>Total</b>		<b>\$173,516.78</b>	<b>\$276,341.54</b>	<b>\$192,796.42</b>	<b>\$642,654.74</b>

**APPENDIX B: FY 2021 WIOA NON-PERSONNEL EXPENDITURES, GRANTS AND  
CONTRACTS AS NOTED**

Description	CS Code	WIOA Adult	WIOA DW	WIOA Youth	Total
Contractual – One-Stop Operator	40	\$162,000.00	\$258,000.00	\$180,000.00	\$600,000.00
Contractual - Data Coordination	40	\$64,688.52	\$103,022.46	\$71,876.13	\$239,587.11
Contractual - Business Engagement	40	\$8,167.16	\$13,006.96	\$9,074.63	\$30,248.75
Office Supplies	20	\$1,113.80	\$1,773.83	\$1,237.55	\$4,125.18
Equipment	70	\$1,113.80	\$1,773.83	\$1,237.55	\$4,125.18
<b>Total</b>		<b>\$237,083.28</b>	<b>\$377,577.07</b>	<b>\$263,425.87</b>	<b>\$878,086.22</b>

**MODIFICATION No. 1 TO  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
THE DEPARTMENT OF BEHAVIORAL HEALTH**

Memorandum of Understanding dated July 21, 2020 (MOU) was entered into between the District of Columbia Department of Employment Services (DOES) and Department of Behavioral Health (DBH), collectively referred to herein as “Parties.” The Parties now desire to modify the MOU as follows:

**I. Section IV. DURATION OF MOU, first paragraph is deleted and replaced with the following:**

The period of this MOU shall be from October 1, 2020 through September 30, 2021.

**II. Section VI. FUNDING PROVISIONS, A. COST OF SERVICES is hereby modified as follows:**

1. Total cost for services shall not exceed \$111,226.55 for Fiscal Year (FY) 2021. Funding for the services shall not exceed the total amount of this MOU or the actual cost of services, whichever is less, as provided in the budget attached as Attachment “A”.
2. The estimated cost of this MOU is based on the salary for one (1) Licensed Independent Clinical Social Worker or Licensed Professional Counselor dedicated to providing behavioral health supports, screenings and assessments, and linkages to supports and services for DSI participants. Please see Attachment A. During the pendency of the declared public health emergency, behavioral health supports, screenings and assessments, and linkages to supports and services will be offered virtually. Should an operating status change occur, during the term of this MOU, Parties will confer to determine the best method for the continued provision of behavioral health supports, screenings and assessments, and linkages to supports and services.

All other terms and conditions of the MOU shall remain the same.

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

**DEPARTMENT OF EMPLOYMENT SERVICES**

  
\_\_\_\_\_  
Date: **9-1-20**  
**Dr. Unique Morris-Hughes**  
**Director**

**DEPATMENT OF BEHAVIORAL HEALTH**

  
\_\_\_\_\_  
Date: 10/6/2020  
**Barbara J. Bazron, Ph.D**  
**Director**

**ATTACHMENT A: Annual Salary FY21 Budget**

<b>Position</b>	<b>Grade</b>	<b>Salary FY21</b>	<b>Fringe</b>	<b>Annual Total</b>
<b>Licensed Independent Clinical Social Worker or Licensed Professional Counselor</b>	<b>12/4</b>	<b>\$ 89,123.84</b>	<b>\$ 22,102.71</b>	<b>\$111,226.55</b>

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
THE DEPARTMENT OF BEHAVIORAL HEALTH**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services (DOES) and the District of Columbia Department of Behavioral Health (DBH), referred to herein individually as "Party" and collectively as "Parties."

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency and auxiliary aids and services available to persons with disabilities.

DOES Division of State Initiatives (DSI) workforce programs are designed to provide short-term, subsidized employment and ancillary services to District residents residing in persistent problem areas and facing barriers to employment due to prior incarceration or deficiencies in education, work experience, training. The DOES DSI programs to be served under this MOU include D.C. Career Connections (DCCC) and Project Empowerment (PE).

**II. PROGRAM GOALS AND OBJECTIVES**

The goal of this MOU is to provide DCCC and PE participants, in need, with onsite behavioral health services because behavioral health wellness is a significant indicator of the likelihood for long term employment success.

As the agency charged with providing behavioral health services to District residents, DBH is positioned to provide behavioral health support and screening services to DCCC and PE participants, in need.

For the purposes of this MOU, a screening is defined as a short questionnaire that is self-administered or administered by a clinician to determine the need for a more in-depth assessment.

**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 DOES**

**DOES shall:**

1. Upon signature of this MOU, transfer \$74,151.03 in Fiscal Year 2020 (FY20) to DBH for the assignment of a qualified practitioner to serve DOES DSI participants on site at DOES headquarters.
2. Initiate participant referrals for screening, behavioral health support and other required intervention.
3. Provide appropriate workspace and resources (private office, computer, office printer, office supplies, lockable file cabinets, etc.) wherein a qualified practitioner may meet privately with program participants and comfortably perform other administrative duties.
4. Provide training on pertinent DOES Standard Operating Procedures and grant access to DSI participants' case files, as needed; and adhere to HIPPA, Mental Health Information Act (MHIA), and all other relevant federal and District laws, regulations, policies and procedures as it pertains to confidentiality, release and sharing of protected health information.
5. Grant designated DBH staff access to relevant case management applications and databases in order to log pertinent case notes. This access will only be granted, after the designated DBH staff have successfully completed the DOES information security trainings.

**B. RESPONSIBILITIES OF DBH**

**DBH shall:**

1. Identify and hire a qualified practitioner (Licensed Independent Clinical Social Worker or Licensed Professional Counselor) with the appropriate licensure and experience to serve as the on-site qualified practitioner for DOES DSI participants.
2. Determine if referred DOES DSI participants are connected to a DBH mental health provider. If connected, refer participant to their mental health provider of record. If participant is not connected, qualified practitioner will ask permission of participant to proceed with screening.
3. Advise participants of their rights regarding the release of protected health information. If a participant agrees that information obtained from the screening can be released to DOES, qualified practitioner will obtain a signed consent. If a participant refuses to release protected health information to DOES, all screening and referral information obtained will be kept confidential. Qualified practitioner will adhere to HIPPA, MHIA, and all other relevant federal and District laws, regulations, policies and procedures, as it pertains to confidentiality, release and sharing of protected health information.

4. Provide screening tools (self-administered and clinician administered), review, score and determine the need for referral to services (i.e. mental health, substance use, etc.). The comprehensive behavioral health assessment that will be utilized will include the following screening tools:

- a. Patient Health Questionnaire—PHQ-9
- b. Generalized Anxiety Disorder Scale—GAD 7
- c. CAGE and CAGE-AID
- d. Domestic Violence Screener

Keep hard copies of all screening tools, signed consents and release of information in a locked file cabinet to be provided by DOES.

5. Scan screening tools into the DBH electronic health record. Scores for each tool, demographic information and outcomes will be entered into the DBH electronic health record.
6. Submit a monthly report to DOES that will include the number of participants screened, number of participants referred, and number of participants refusing screening. The report will be submitted by the 10<sup>th</sup> of the following month.
7. Assess participants presenting with behavioral health crises to determine, what, if any, action is required. This action includes de-escalation, assessing suicidality, assessing need for mobile crisis intervention etc.

#### **IV. DURATION OF MOU**

The period of this MOU shall be from the date of execution through September 30, 2020, unless terminated in writing by the Parties prior to the expiration.

- A. The Parties may extend the term of this MOU by exercising a maximum of three (3) one-year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. DOES shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
- B. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

#### **V. AUTHORITY FOR MOU**

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

#### **VI. FUNDING PROVISIONS**

##### **A. COST OF SERVICES**

1. Total cost for services under this MOU shall not exceed \$74,151.03 for FY20 or the actual costs of services, whichever is less.



2. The estimated cost of this MOU is based on DBH identifying and hiring a qualified practitioner with the appropriate licensure (LICSW or LPC) and experience to serve as the on-site qualified practitioner to screen DOES DSI participants. **Please see Attachment "A."**
3. In the event of termination of the MOU, payment to DBH shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30th of the current fiscal year.

## **B. PAYMENT**

1. Payment for all goods and services shall be made through an Intra-District advance by DOES to DBH based on the total amount of this MOU. Payment for all good and services shall not exceed \$74,151.03 or the actual cost of goods and services, whichever is less.
2. DBH shall submit quarterly reconciliations which shall explain the amount billed for that period. The reconciliations shall include: (1) List of materials and their costs; (2) Labor costs including hourly rates for all laborers; and, (3) overhead.
3. Advances to DBH for services to be performed/goods to be provided shall not exceed the amount of the MOU.
4. DBH will relieve the advance and bill DOES through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. DBH will return any excess advance to DOES by September 30<sup>th</sup> of the current fiscal year.
5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
6. DBH will be responsible for any amounts ultimately disallowed by an audit.

## **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 § 1204.46, 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, DBH will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

DBH shall maintain records and receipts for the expenditure of all funds provided for a minimum of three (3) years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DBH and other officials as may be specified by the District of Columbia at its sole discretion.

## **IX. CONFIDENTIAL INFORMATION**

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

## **X. 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 and a written report on the status of all participants receiving services pursuant to this MOU.

## **XI. NOTICE**

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

Stephen Lockwood  
Operations Manager  
Division of State Initiatives  
Department of Employment Services  
4058 Minnesota Ave. NE  
Washington, DC 20019  
Phone 202-698-5599  
[stephen.lockwood@dc.gov](mailto:stephen.lockwood@dc.gov)

Kim Ray, LICSW  
Chief, Co-Located Program Branch  
Linkage and Assessment Division  
Department of Behavioral Health  
64 New York Ave. NE, 3<sup>rd</sup> Floor  
Washington, DC 20002  
Phone 202-671-4080  
[Kim.ray@dc.gov](mailto:Kim.ray@dc.gov)

## **XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Any modifications shall occur, prior to the termination or expiration of the MOU.

**XIII. MISCELLANEOUS**

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

**XIV. 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 Reform Act of 2010 (D.C. Official Code §2-351.01 *seq.*) to procure the goods or services of the agent or third party.

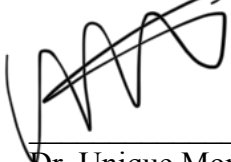
**XV. NO JOINT VENTURE OR THIRD PARTY BENEFICIARY**

Nothing contained in this MOU shall be deemed or construed by the Parties or by any third party to create the relationship of principal and agent, partnership, joint venture or any association between the Parties except as specifically stated herein. This MOU is made for the benefit of the Parties hereto and not for the benefit of any third party.

\*\*\*\*\*

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

**FOR THE DEPARTMENT OF EMPLOYMENT SERVICES**

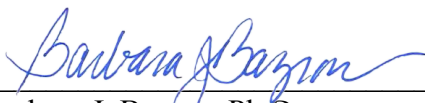


\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

**7/1/20**

\_\_\_\_\_  
Date

**FOR THE DEPARTMENT OF BEHAVIORAL HEALTH**



\_\_\_\_\_  
Barbara J. Bazron, Ph.D.  
Director

07/21/2020

\_\_\_\_\_  
Date

**ATTACHMENT A: Annual Salary FY20 Budget**

<b>Position</b>	<b>Grade</b>	<b>Salary FY20</b>	<b>Fringe</b>	<b>Annual Total</b>
Social Worker, LICSW	12/4	\$ 89,123.84	\$ 22,102.71	\$111,226.55*

\*Salary/fringes of \$74,151.03 based on eight months of service (total referenced in MOU).

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
FIRE AND EMERGENCY MEDICAL SERVICES**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered between the District of Columbia Department of Employment Services (DOES) and District of Columbia Fire and Emergency Medical Services (FEMS) referred to herein individually as “Party” and collectively as “Parties.”

DOES’ mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. We provide comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all. DOES, a proud partner of the American Job Center system, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency and auxiliary aids and services are available upon request to persons with disabilities.

The mission of FEMS is to promote safety and health through excellent pre-hospital medical care, fire suppression, hazardous materials response, technical rescue, homeland security preparedness, fire prevention and education in the District of Columbia (D.C.) FEMS also provides Cardiopulmonary Resuscitation (CPR) Certification through the American Heart Association.

**II. PROGRAM GOALS AND OBJECTIVES**

The goal of the Parties is to support the Mayor’s focus on making D.C.’s prosperity more inclusive, advancing D.C. values, and building stronger and healthier neighborhoods across D.C.’s eight wards by offering ten (10) eligible District residents the opportunity for permanent, full-time employment with FEMS as a Firefighter/EMT, upon successful completion of the FEMS Cadet Training Program (Cadet Program).

DOES and FEMS are partnering to provide funding for ten (10) District residents to attend the Cadet Program that provides comprehensive firefighter training, emergency medical technician instruction and certification, and workplace literacy. The Parties acknowledge that the applicants/participants must meet the Cadet Program eligibility criteria described in Attachment F, before becoming eligible to receive any funding under this MOU.

Participants in the Cadet Program must meet the following criteria:

1. United States citizens and are current D.C. resident ages 18 through 21;

2. Have obtained a High School Diploma from a D.C. Public, Charter or Parochial High School or a General Education Diploma (GED) from a D.C. testing location;
3. High School graduates who maintained a 2.0 grade point average or higher upon graduation or equivalent based on the school grading system; and
4. Have a Driver's License, Provisional or Learner's Permit at the time of application. A full driver's license must be obtained by the time of graduation in order to successfully complete the program.

### **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 the MOU expeditiously and economically, the Parties agree:

#### **A. RESPONSIBILITIES OF FEMS:**

FEMS shall:

1. Provide DOES with eligibility requirements and length of study for the 2021 Cadet Program. It is expressly understood by the Parties that each DOES-sponsored graduate must pass a criminal background check to obtain all necessary certifications, successfully complete a medical and physical assessment and meet any other requirements as set forth by the District of Columbia Department of Human Resources.
2. Recruit and determine the eligibility of all who apply for the 2021 Cadet Program.
3. If time permits, administer a test to applicants who pass preliminary screening to obtain applicants ranking.
4. Ensure each Cadet registers in DC Networks/Virtual One Stop (VOS).
5. Ensure each Cadet has completed an accurate certification folder containing all documents required for the Workforce Innovation and Opportunity Act (WIOA) Eligibility Determination described in Attachment B.
6. Train and hire ten (10) D.C. residents in the 2021 Cadet Program who will be sponsored by DOES through this MOU, according to the schedule in Attachment E.
7. Provide each Cadet with the required PPE described in Attachment D.
8. Monitor the 2021 Cadet Program to ensure compliance with the terms of the MOU.
9. Meet with DOES to review activities under this MOU to initiate corrective action and remedy service delivery deficiencies, as needed.



10. Provide quarterly reports of the number of applicants accepted into the 2021 Cadet Program, the progress of the participants, the number of participants who successfully complete the program, and the number of successful graduates ultimately hired. Reference Attachment F, TEGL WIOA NO. 10-16, for primary indicators of performance. Quarterly Reports shall include copies of certificates and/or credentials to verify completions and attainment. Each report shall be submitted to the Program Monitor and the Program Manager listed in Section XI by the 15<sup>th</sup> of the following month. Additionally, FEMS will be required to include documented verification of each participant's progress and Measurable Skills Gain, as defined in Attachment F, TEGL WIOA NO. 10-16.
11. Establish an agency internal service fund with a corresponding index that ties the fund to the agency organizational structure.
12. Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to the DOES Language Access Coordinator quarterly. See Attachment C.
13. Ensure that the revenues for the 2021 Cadet Program are reflected in the budget entry budget line item detail screen with the appropriate accumulators. See Attachment D for PPE line item costs.
14. Measure, through DOES approved pre- and post-assessment tools<sup>1</sup>, each participant's level of progress and skills gain.
15. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES' brand and be reported to DOES' Language Access Coordinator quarterly.
16. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources, and related property and materials created pursuant to this MOU.

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<sup>1</sup>(1) E-CASAS- a standardized, assessment measure the participant's level of proficiency in literacy and math skills. The CASAS assessment places participants at the appropriate levels of instruction, to identify their strengths and weaknesses, to monitor progress, and to certify learner mastery at specific levels of instruction or readiness.

(2) O\*NET Ability Profiler (AP) is a career exploration tool that helps clients plan their work lives. The O\*NET Ability Profiler uses a paper and pencil format with optional apparatus parts and computerized scoring. Individuals can use O\*NET Ability Profiler results to identify their strengths and areas for which they might want to receive more training and education.

(3) ACT® WorkKeys® assessments help to measure workplace skills that can affect job performance. WorkKeys assessments measure a range of hard and soft skills relevant to any occupation, at any level, and across industries.



17. Comply with all Covid-19 workplace condition and health and safety requirements and recommendations as set forth in any applicable Mayor's order or District of Columbia Department of Health or other responsible agency guidance.

## **B. RESPONSIBILITIES OF DOES**

DOES shall:

1. Transfer \$500,000.00 to FEMS through an Intra-District Standard Request Form to operate the 2021 Cadet Program. These funds pay the salaries, tuition, and other training-related costs for ten (10) D.C. residents that FEMS will train and hire during the 2021 Cadet Program. The funding allocation for this MOU shall be from the WIOA Dislocated Worker funding through the waiver, in the amount \$500,000.00.
2. Refer interested customers to the Cadet Program from a multitude of resources (e.g., American Job Centers, Office of Youth Programs, etc.).
3. Monitor services and progress of all services to ensure compliance with the terms of the MOU.
4. Meet with FEMS to review activities under this MOU to initiate corrective action to remedy service delivery deficiencies, as needed.
5. Provide the DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources, and related property and materials created pursuant to this MOU.

## **IV. DURATION OF MOU**

- A. The period of this MOU shall be from October 1, 2020, through September 30, 2021, unless terminated in writing by the Parties, before its expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum of 4 one-year option periods. Option periods may consist of a year a fraction thereof, or multiple successive fractions of a year. DOES shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
- C. The exercise of an option is subject to the availability of funds at the time of the exercise of the option period.

## **V. AUTHORITY OF MOU**

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

## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

1. Total cost for services under this MOU shall not exceed \$500,000.00 for Fiscal Year (FY) 2021. Funding for the services shall not exceed the actual cost of the goods or services, based upon the tuition, salary and related training costs for ten (10) D.C. residents that FEMS will train and hire during the 2020-2021 Cadet Program. The actual cost of the goods/services is described in Attachment A.

### **B. PAYMENT**

1. Payment for all the goods and services shall be made through an Intra-District advance by DOES to FEMS based on the total amount of this MOU.
2. FEMS shall submit quarterly reconciliation to DOES, which shall explain the amounts billed for that period. The reconciliations shall include itemized monthly service claims for reimbursement by the reimbursement category, provided all costs and expenditures shall not exceed \$500,000.00 or the actual cost of goods/services, whichever is less. FEMS shall submit an annual report to DOES, which shall detail the total amount of expenditures for the fiscal year.
3. Advances to FEMS for the services to be performed/goods to be provided shall not exceed the amount of this MOU, or the actual cost of the services/goods, whichever is less.
4. FEMS shall bill DOES through the Intra-District process only for those goods or services provided, pursuant to the terms of this MOU. FEMS will return any excess advance to DOES within 20 days of the end of the period of performance.
5. FEMS shall provide the projected costs of providing the services under this MOU. This detail shall be provided on the Intra-District Standard Request Form.
6. FEMS shall return any unused funds to DOES within 20 days of the end of the period of performance.
7. Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer of the District of Columbia, all financial services provided by this MOU shall be reported quarterly in the Purchasing Agency FRP submission to the Office of Budget and Planning.
8. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. If the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems. If the Parties are unable to resolve any other issue hereunder, the matter shall be submitted to the District of Columbia Office of City Administrator for resolution.

### **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 provision 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 Ant-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 §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 federal funds, FEMS or its providers will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

### **VIII. RECORDS AND REPORTS**

FEMS shall maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from 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 DOES 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 pursuant to 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 DOES.

### **X. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving 60 calendar days advance written notice to the other Party and a written status report on the participants receiving services, pursuant to this MOU.

### **XI. NOTICE**

**The following individuals are the contact point for each Party:**

**DOES Program Staff:**

Pablo Venturino

Associate Director-American Job Center Operations

Workforce and Federal Programs Bureau

4058 Minnesota Avenue NE

Washington, DC 20019

Phone: 202-698-6288

Regina Robinson  
Program Manager  
Workforce and Federal Programs Bureau  
4058 Minnesota Avenue, NE  
Washington, DC 20019  
Phone: 202-698-5778

Leslie Green  
Program Analyst  
Workforce and Federal Programs  
D.C. Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington DC 20019  
Phone: (202) 698-5819

**FEMS Program Staff:**

William Griffin  
Deputy Fire Chief-Training Director  
D.C. Fire and EMS Department  
4600 Shepherd Parkway SW  
Washington, DC 20032  
Phone: (202) 673-3356

Willis L. Thomas Jr.  
Battalion Fire Chief  
Agency Recruiting Officer  
Professional Standards Office  
2000 14<sup>th</sup> Street NW, Suite 541  
Washington, DC 20009  
Phone: (202) 673-3726

## **XII. MODIFICATION**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Modification to this MOU shall be incorporated in the form of an amendment dated and signed by authorized representatives of the Parties. Any modification of the MOU must occur, prior to its expiration or termination.

## **XIII. PROCUREMENT PRACTICES ACT**

If a District of Columbia agency 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 Reform Act of 2010 (D.C. Official Code 2-351.01 et seq.) to procure the goods or services of the agent or third party.

#### **XIV. MISCELLANEOUS**

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

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

DEPARTMENT OF EMPLOYMENT SERVICES

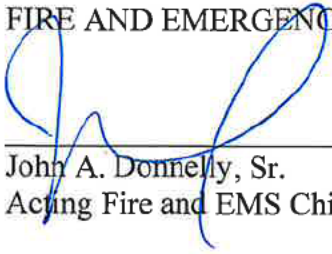


\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

12/7/2020

Date: \_\_\_\_\_

FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT



\_\_\_\_\_  
John A. Donnelly, Sr.  
Acting Fire and EMS Chief

Date: 1/6/2021



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES,  
OFFICE OF WAGE-HOUR  
AND  
THE DISTRICT OF COLUMBIA OFFICE OF ADMINISTRATIVE HEARINGS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Department of Employment Services (DOES), Office of Wage-Hour (OWH) and the District of Columbia Office of Administrative Hearings (OAH), referred to individually as “Party” and collectively as “Parties”.

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES through the Office of Wage-Hour (OWH) administers and enforces the District of Columbia’s wage and hour laws. OWH investigates complaints from private-sector employees to ensure that they are paid or receive at least the minimum wage, required overtime, all earned and promised wages, the living wage, and required sick leave, as applicable.

The Office of Administrative Hearings (OAH) is an independent agency and is a neutral, impartial tribunal that holds hearings and decides appeals from government decisions. The OAH decides cases involving unemployment compensation, Medicaid and other public benefits, public space, rent control, professional and business licenses, building, health, and fire code violations. OAH also receives payments of fines imposed by various agencies.

**II. PROGRAM GOALS AND OBJECTIVES**

The goal of this MOU is to share responsibilities between the Parties for the administration and enforcement of the “Wage Theft Prevention Amendment Act of 2014” (Act) and other applicable wage laws enforced by OWH. The Act permits District of Columbia employees, who are in the private sector but not contractors, to file a complaint alleging violation of the Act with DOES.

The objectives of this MOU are to:

- A. Establish the procedures for OWH to transfer case files to OAH for the conduct of formal hearings; and
- B. Establish the procedures for OAH to provide dates and dispositions of formal hearings to DOES.

**III. SCOPE OF SERVICES**

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

**A. OWH shall:**

1. Receive request for formal hearings from employers and employees.
2. Notify OAH of all requests for formal hearings within 5 business days of the filing of the request.
3. Transfer the following corresponding documents to OAH within FIVE (5) business days of the filing of the request: 1) the complaint form; 2) the Notice of Initial Complaint; 3) the Initial Determination; and, 4) the computation form.

**B. OAH shall:**

1. Receive all OWH case files.
2. Verify receipt of all OWH case files within 3 business days of receipt in writing or by email.
3. Schedule formal hearings within 30 days of the request for a formal hearing.
4. Conduct formal hearing.
5. Issue an order in each case within 30 days of the formal hearing.
6. Provide DOES with dates of the formal hearings within 21 calendar days of the date of the formal hearing.
7. Provide DOES with the order issued in each case upon issuance of the order.

**IV. DURATION OF MOU**

- A. This MOU shall become effective on the date of the final signature of all Parties. The duration of the MOU shall be from the last date of execution until September 30, 2021, unless terminated in writing by the Parties prior to the expiration.

**V. AUTHORITY FOR MOU**

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

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

1. Total cost for services under this MOU shall not exceed \$200,000.00 for Fiscal Year (FY) 2021. Funding and payment for the services shall not exceed the actual cost of the goods or services, including labor, materials and overhead.
2. In the event of termination of the MOU, payment to OAH shall be held in

FY 2021 MOU between DOES and OAH

Page 2 of 6

DOES POH 2021 Q8a

abeyance until all required fiscal reconciliation has been completed, 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 DOES to OAH based on the total amount of this MOU. Payment for goods and services shall not exceed the actual cost of goods and services.
2. Advances to OAH for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
3. OAH will return any excess advance to DOES by September 30<sup>th</sup> 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. If 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. CONFIDENTIAL INFORMATION**

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

**VIII. TERMINATION**

Either Party may terminate this MOU for good cause upon THIRTY (30) days written notice to the other Party. Within THIRTY (30) days after termination, each Parties shall provide the other with a written status report identifying the extent to which performance has been rendered pursuant to this MOU. Good cause shall include, but is not limited to, lack of funding.

**IX. NOTICE**

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

Michael Watts, Associate Director  
Office of Wage Hour  
Department of Employment Services  
4058 Minnesota Ave., NE  
Washington, DC 20019  
Phone: 202-741-5256  
[michael.watts@dc.gov](mailto:michael.watts@dc.gov)

Louis L. Neal, Jr.  
Acting General Counsel  
Office of Administrative Hearings  
441 4<sup>th</sup> Street, NW, Suite 450N  
Washington, DC 20001  
Phone: (202) 724-3672  
[louis.neal@dc.gov](mailto:louis.neal@dc.gov)

## **X. MODIFICATIONS**

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

## **XI. MISCELLANEOUS**

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

### **B. 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 Reform Act of 2010 (D.C. Official Code §2-351.01 et seq.) to procure the goods or services of the agent or third party.

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

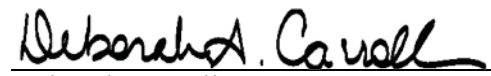
Department of Employment Services

**Dr. Unique  
Morris-Hughes**

Digitally signed by Dr. Unique Morris-Hughes  
DN: cn=Dr. Unique Morris-Hughes, o=DOES,  
ou, email=unique.morris-hughes2@dc.gov,  
c=US  
Date: 2020.10.10 08:49:20 -04'00'

Dr. Unique Morris-Hughes  
Director

Date: 10-10-20



Deborah Carroll

Interim Chief Administrative Law Judge

10/6/2020

Date: \_\_\_\_\_

**Attachment A**

The DC Department of Employment Services will provide funding for the Memorandum of Understanding between DOES and the Office of Administrative Hearings pursuant to the following schedule through an Intra-District advance in one payment and based on invoices received for services rendered.

- For the period of October 1, 2020 to September 30, 2021: \$200,000.



## DOES INTERAGENCY MOUS, FY2020 AND FY2021, INCLUDING ANTICIPATED MOUS (Q8b)

## DOES INTERAGENCY MOUS, FY2020 (Q8b)

Buyer agency name	Seller agency name	Seller Program name	Seller Program code	Buyer Activity name	Buyer Activity code	Original funding source (i.e. local, federal, SPR)	Service period (dates)	Description of MOU services, including name of project or initiative, including targets (e.g., #s served)	Total MOU amount (\$), including any modifications	(Final) Date of signature on letter of intent	Date that funds were transferred to the seller agency (Note: "Invoiced" in the heading changed to "seller," since transfers are done to the seller.
DEPARTMENT OF DISABILITY SERVICES (DDS)	DEPARTMENT OF EMPLOYMENT SERVICES	DDS VOCATIONAL REHAB PROG SYEP	4820	RSA VR - PRE-EMPLOYMENT TS	7000	Federal	10-01-2019 - 09-30-2020	FY 2020 DDS Vocational Rehabilitation (VR) program student participants in the MBSYEP.	\$75,000.00	n/a	07/21/20
DEPARTMENT OF HUMAN SERVICES (DHS)	DEPARTMENT OF EMPLOYMENT SERVICES	FSET - MBSYEP; TRANSITIONAL EMPLOYMENT; CAREER CONNECTION	4820/5100/5200	CASE MANAGEMENT	2030	Federal	10-01-2019 - 09-30-2020	FY 2020 Expansion of SNAP FSET for ; MBSYEP; Project Empowerment; and DCCC. The program is to serve youths between the ages of 18-24.	1,450,644.00	11/14/18	07/30/20
DEPARTMENT OF HUMAN SERVICES (DHS)	DEPARTMENT OF EMPLOYMENT SERVICES	LEAP Program for Pre-Employment	5300	JOB OPPORTUNITY AND TRAINING (TANF)	2022	Federal	10-01-2019 - 09-30-2020	FY 2020 Learn Earn Advance Prosper (LEAP) program for Temporary Assistance for Needy Families (TANF) participants.	\$40,000.00	11/14/18	07/28/20
OFFICE OF CABLE TELEVISION, FILM, MUSIC & ENTERTAINMENT (OCTFME)	DEPARTMENT OF EMPLOYMENT SERVICES	Administration of Creative Economy Career Access Program (CECAP)	5300	INFORMATION TECHNOLOGY	1040	SPR	10-01-2019 - 09-30-2020	FY 2020 agreement to execute the administration of the Creative Economy Career Access Program (CECAP) for workforce training for D.C. Residents.	\$58,245.50	n/a	01/31/20
D.C. PUBLIC SCHOOLS (DCPS)	DEPARTMENT OF EMPLOYMENT SERVICES	DCPS Career Bridge Internship	4820	COLLEGE & CAREER EDUCATION	1557	Local	10-01-2019 - 09-30-2020	Subsidize pay for 150 DCPS Career Bridge Program Participants.	\$264,600.00	n/a	09/02/20
MAYORS OFFICE OF RETURNING CITIZENS AFFAIRS (MORCA)	DEPARTMENT OF EMPLOYMENT SERVICES	DOES - MORCA Transportation Assistance	5100	OFFICE ON RETURNING CITIZEN AFFAIRS	5008	Local	10-01-2019 - 09-30-2020	Provide transportation assistance for the District's eligible returning citizen population for workforce development activities.	\$100,000.00	n/a	12/16/19
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS (OVSJG)	DEPARTMENT OF EMPLOYMENT SERVICES	DOES - OVSJG Private Security Voucher Program	5100	PRIVATE SECURITY CAMERA PROGRAM	6010	Local	10-01-2019 - 09-30-2020	FY 2020 DOES-OVSJG Partnership to issue competitive grants in ASPIRE to Entrepreneurship or other DOES programs to install private security camera systems for DC residents in the Voucher Program. (\$20k mou in \$5k installments)	\$5,000.00	n/a	11/04/19
D.C. DEPARTMENT OF PUBLIC WORKS (DPW)	DEPARTMENT OF EMPLOYMENT SERVICES	DSI-DPW SPECIAL WORKFORCE DEV INITIATIVE	5100	PROPERTY MANAGEMENT	1030	Local	10-01-2019 - 09-30-2020	DOES/DPW Special Workforce Development Initiative for 14 DSI Participants.	\$107,520.00	n/a	09/03/20
D.C. OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT (ONSE)	DEPARTMENT OF EMPLOYMENT SERVICES	ONSE PATHWAYS PROGRAM COHOR	5100	PERFORMANCE MANAGEMENT	1090	Local	10-01-2019 - 09-30-2020	ONSE Pathways Program for job training and subsidize employment for D.C. residents.	\$83,000.00	n/a	09/30/20
									\$3,284,009.50		
DEPARTMENT OF EMPLOYMENT SERVICES	D.C. DEPARTMENT OF PUBLIC WORKS (DPW)	DOES-PROJECT EMPOWERMENT-LEAF	6020	DSI/TEP	5100	Local	10-01-2019 - 09-30-2020	DOES/DPW Leaf and Snow Removal employment for 15 PE Participants.	\$136,872.00	n/a	12/16/19
DEPARTMENT OF EMPLOYMENT SERVICES	D.C. PUBLIC SCHOOLS (DCPS)	NO PROJECT INFORMATION	\$500	Apprenticeship	4300	Local	10-01-2019 - 09-30-2020	DOES-DCPS Building Trades Pre-Apprenticeship Program	\$15,000.00	n/a	03/31/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPARTMENT OF BEHAVIORAL HEALTH (DBH)	TRANSITIONAL EMPLOYMENT PROGRAM DIVISION	6900	DSI/TEP	5100	Local	10-01-2019 - 09-30-2020	Identify and hire a qualified practitioner with the appropriate licensure and experience to serve as the on-site qualified practitioner for TEP participants.	\$74,151.03	11/12/18	07/23/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPARTMENT OF ENERGY AND THE ENVIRONMENT (DOEE)	SOLAR WORKS DC	8000	DCIA	4260	Local	10-01-2019 - 09-30-2020	DOES-DOEE joint agreement to develop and implement "Solar Works DC," the District's Low Income Solar Photovoltaic (PV) Systems installation, and job training - 2019.	\$125,000.00	11/16/18	06/15/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPARTMENT OF ENERGY AND THE ENVIRONMENT (DOEE)	GREEN ZONE ENVIRONMENTAL PROGRAM	8000	MBSYEP	4820	Local	10-01-2019 - 09-30-2020	Work experience for up to 350 youths in the Youth Green Zone Employment Program (GZEP).	\$294,263.00	11/16/18	01/10/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPARTMENT OF HUMAN RESOURCES (DCHR)	SUITABILITY CHECK FOR EMPLOYMENT	4500	UI Benefits/MBSYEP/TEP	2200/4820/5100	Local/SPR	10-01-2019 - 09-30-2020	Provision of Criminal Background/Drug & Alcohol Testing Services	\$118,169.00	11/06/18	03/18/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPARTMENT OF HUMAN RESOURCES (DCHR)	DCHR TO MANAGE ONE CITY & FOR COHORT	3000	Local Adult/PFL/MBYLI	4250; 6100; 4830.	Local/SPR	10-01-2019 - 09-30-2020	FY 2020 Executive Level Learning for 3 employees	\$37,500.00	n/a	02/04/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPARTMENT OF INSURANCE, SECURITIES, AND BANKING	MOU W/DOES: SUMMER YOUTH EMPLOYMENT PROG	1000	MBSYEP	4820	Local	10-01-2019 - 09-30-2020	DISB's Bank on DC Summer Youth Employment Program for maximum 25 youths.	\$50,000.00	11/06/18	06/04/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPARTMENT OF PARKS & RECREATION (DPR)	TEAMDC INTRA DISTRICT W/DOES	3600	MBSYEP	4820	Local	10-01-2019 - 09-30-2020	MBSYEP Youth Work Placement - 2019 - 1300 Youths.	\$375,000.00	11/07/18	03/16/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPUTY MAYOR FOR EDUCATION (DME)	Adult WADSFY/Dislocated WDSFY/Youth WYTSPY	2000	State-Wide Activities	4900	Federal	10-01-2019 - 09-30-2020	FY 2020 - Workforce Development Services/WIC. WIOA Support Service Costs.	\$1,447,079.82	10/29/18	01/13/20
DEPARTMENT OF EMPLOYMENT SERVICES	EXECUTIVE OFFICE OF THE MAYOR (SERVE DC)	DOES FIRST AID, CPR AND AED TRAINING	7004	Training & Employee Dev.	1015	Local	10-01-2019 - 09-30-2020	First Aid, CPR, and AED Training for participants.	\$3,544.64	n/a	12/05/19
DEPARTMENT OF EMPLOYMENT SERVICES	EXECUTIVE OFFICE OF THE MAYOR (SERVE DC)	SYEP	7000	MBSYEP	4820	Local	10-01-2019 - 09-30-2020	FY 2020 Cost for 50 SYEP Youths for training in fields of Emergency Preparedness, Public Safety, and hands-on/minds-on activities.	\$57,000.00	11/06/18	06/22/20
DEPARTMENT OF EMPLOYMENT SERVICES	FIRE & EMERGENCY MEDICAL SERVICES (FEMS)	FIRE CADET PROGRAM - DOES	6000	AJC	4600	Federal	10-01-2019 - 09-30-2020	DCFEMS Cadet Program for Fire Fighter Training, and Emergency Medical Technician instruction & certification (11 Cadets).	\$500,000.00	11/16/18	03/03/20
DEPARTMENT OF EMPLOYMENT SERVICES	MAYOR'S OFFICE ON LATINO AFFAIRS (MOLA)	SUMMER YOUTH PROGRAM WITH DOES-CP9	1001	MBSYEP	4820	Local	10-01-2019 - 09-30-2020	Placement of 50 SYEP Youths ages between 14-24 in Employment	\$203,927.00	02/01/19	06/03/20
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF CONTRACTING AND PROCUREMENT (OCP)	OCP - DOES MOU	2000	Agency Management	1020	Local/SPR	10-01-2019 - 09-30-2020	Transfer of PS and NPS costs to the OCP as required by the new Delegated Procurement Authority (DPA).	\$184,378.63	11/16/18	10/02/20
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF ADMINISTRATIVE HEARINGS (OAH)	DEPARTMENT OF EMPLOY SERVICES - OWH	200A	Office of Wage Hour	3200	Local/SPR	10-01-2019 - 09-30-2020	OAH enforcement and hearing of "Wage Theft Prevention" cases referred to OAH by DOES/OWH.	\$200,000.00	11/16/18	11/27/19
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF ADMINISTRATIVE HEARINGS (OAH)	DEPARTMENT OF EMPLOYEMENT SERVICES	200A	UI Benefits	2200	SPR	10-01-2019 - 09-30-2020	OAH MOU to conduct hearings involving unemployment compensation.	\$1,574,785.54	10/29/18	09/18/20
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF HUMAN RIGHTS (OHR)	UNIVERSAL PAID LEAVE	2000	PFL	6100	SPR	10-01-2019 - 09-30-2020	Process complaints under Sect. 108 of the Universal Paid Leave Act	\$325,184.00	n/a	08/20/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPUTY MAYOR FOR HEALTH AND HUMAN SERVICES (DMH)	MATERNAL & INFANT HEALTH CONFERENCE	3100	PFL	6100	SPR	10-01-2019 - 09-30-2020	DOES Sponsorship for the Maternal and Infant Health Summit	\$25,000.00	n/a	09/08/20
									\$5,746,854.66		

Buyer agency name	Seller agency name	Seller Program name	Seller Program code	Buyer Activity name	Buyer Activity code	Original funding source (i.e. local, federal, SPR)	Service period (dates)	Description of MOU services, including name of project or initiative, including target(s) (e.g., #s served)	Total MOU amount (\$), including any modifications	(Final) Date of signature on letter of intent	Date that funds were transferred to the seller agency (Note: "buyer" in the heading changed to "seller," since transfers are done to the seller.

Buyer agency name	Seller agency name	Seller Program name	Seller Program code	Buyer Activity name	Buyer Activity code	Original funding source (i.e. local, federal, SPR)	Service period (dates)	Description of MOU services, including name of project or initiative, including target(s) (e.g., #s served)	Total MOU amount (\$), including any modifications	(Final) Date of signature on letter of intent	Date that funds were transferred to the seller agency (Note: "buyer" in the heading changed to "seller," since transfers are done to the seller.
<b>DOES INTERAGENCY MOUS FY2021, INCLUDING ANTICIPATED MOUS (Q8b)</b>											
DEPARTMENT OF HUMAN SERVICES (DHS)	DEPARTMENT OF EMPLOYMENT SERVICES	FSET - MBSYEP; TRANSITIONAL EMPLOYMENT; CAREER CONNECTION	4820/5100/5200	CASE MANAGEMENT	2030	Federal	10-01-2020 - 09-30-2021	FY 2021 Expansion of SNAP FSET for : MBSYEP; Project Empowerment; and DCCC. The program is to serve youths between the ages of 18-24.	1,424,530.00	11/06/19	Reimbursable MOU
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS (OVSJG)	DEPARTMENT OF EMPLOYMENT SERVICES	DOES - OVSJG Private Security Voucher Program	5100	PRIVATE SECURITY CAMERA PROGRAM	6010	Local	10-01-2020 - 09-30-2021	FY 2021 DOES-OVSJG Partnership to issue competitive grants in ASPIRE to Entrepreneurship or other DOES programs to install private security camera systems for DC residents in the Voucher Program. (\$20k mou in \$5k installments)	20,000.00	n/a	Pending
									<b>1,444,530.00</b>		
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF CONTRACTING AND PROCUREMENT (OCP)	OCP - DOES MOU	2000	Agency Management	1020	Local/SPR	10-01-2020 - 09-30-2021	Transfer of PS and NPS costs to the OCP as required by the new Delegated Procurement Authority (DPA).	979,944.45	11/08/19	OBP Budget Transfer
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF ADMINISTRATIVE HEARINGS (OAH)	DEPARTMENT OF EMPLOYMENT SERVICES	200A	UI Benefits	2200	SPR	10-01-2020 - 09-30-2021	OAH MOU to conduct hearings involving unemployment compensation.	1,615,619.28	10/16/19	01/05/21
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF ADMINISTRATIVE HEARINGS (OAH)	UNIVERSAL PAID LEAVE	020A	PFL	6100	SPR	10-01-2020 - 09-30-2021	OAH MOU to conduct hearings involving Paid Family Leave.	939,806.00	08/20/20	10/02/20
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF HUMAN RIGHTS (OHR)	UNIVERSAL PAID LEAVE	2000	PFL	6100	SPR	10-01-2020 - 09-30-2021	Process complaints under Sect. 108 of the Universal Paid Leave Act	1,858,227.00	n/a	10/02/20
DEPARTMENT OF EMPLOYMENT SERVICES	DEPUTY MAYOR FOR EDUCATION (DME)	Adult WADSFY/Dislocated WDSSFY/Youth WYTSPY	2000	State-Wide Activities	4900	Federal	10-01-2020 - 09-30-2021	FY 2021 - Workforce Development Services/WIC WIOA Support Service Costs. Identify and hire a qualified practitioner with the appropriate licensure and experience to serve as the on-site qualified practitioner for TEP participants.	1,520,740.96	02/11/20	01/04/21
DEPARTMENT OF EMPLOYMENT SERVICES	DEPARTMENT OF BEHAVIORAL HEALTH (DBH)	TRANSITIONAL EMPLOYMENT PROGRAM DIVISION	6900	DSI/TEP	5100	Local	10-01-2020 - 09-30-2021		111,226.55	10/30/19	Pending
DEPARTMENT OF EMPLOYMENT SERVICES	FIRE & EMERGENCY MEDICAL SERVICES (FEMS)	FIRE CADET PROGRAM - DOES	6000	AJC	4600	Federal	10-01-2020 - 09-30-2021	DCFEMS Cadet Program for Fire Fighter Training, and Emergency Medical Technician instruction & certification for Cadets).	500,000.00	10/31/19	Pending
DEPARTMENT OF EMPLOYMENT SERVICES	OFFICE OF ADMINISTRATIVE HEARINGS (OAH)	DEPARTMENT OF EMPLOY SERVICES - OWH	200A	Office of Wage Hour	3200	Local	10-01-2020 - 09-30-2021	OAH enforcement and hearing of "Wage Theft Prevention" cases referred to OAH by DOES/OWH.	200,000.00	10/16/19	Pending
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)	District Department of the Environment	Pending	Pending	DCIA	4260	Local	10-01-2020 - 09-30-2021	DCIA Solar Photovoltaic Program	142,530.00	10/28/19	LOI
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)	District Department of the Environment	Pending	Pending	MBSYEP	4820	Local	10-01-2020 - 09-30-2021	MBSYEP Youth Green Zone Employment Program	294,263.04	11/07/19	LOI
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)	D.C. Commission on the Arts and Humanities	Pending	Pending	MBSYEP	4820	Local	10-01-2020 - 09-30-2021	MBSYEP Placement in Non-Profit Arts Organization -	75,000.00	11/08/19	LOI
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)	Department of Insurance, Securities and Banking	Pending	Pending	MBSYEP	4820	Local	10-01-2020 - 09-30-2021	MBSYEP Training and Placement within DISB	52,000.00	10/29/19	LOI
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)	Department of Parks and Recreation	Pending	Pending	MBSYEP	4820	Local	10-01-2020 - 09-30-2021	MBSYEP Youth Work Placement	375,000.00	03/04/20	LOI
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)	Serve DC, the Executive Office of the Mayor	Pending	Pending	MBSYEP	4820	Local	10-01-2020 - 09-30-2021	MBSYEP Youth introduction to STEM	50,000.00	02/18/20	LOI
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)	MAYOR'S OFFICE ON LATINO AFFAIRS (MOLA)	Pending	Pending	MBSYEP	4820	Local	10-01-2020 - 09-30-2021	Placement of 50 SYEP Youths ages between 14-24 in Employment	197,780.00	10/16/19	LOI
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)	Department of Human Resources	Pending	Pending	UI Benefits/MBSYEP/TEP	2200/4820/5100	Local/SPR	10-01-2020 - 09-30-2021	Provision of Criminal Background/Drug & Alcohol Testing Services	118,169.00	02/18/20	LOI
									<b>9,030,306.28</b>		

**MEMORANDUM OF AGREEMENT  
BETWEEN  
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
THE COURT SERVICES AND OFFENDER SUPERVISION AGENCY**

**I. PARTIES**

The Parties to this Memorandum of Agreement (MOA) are the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) and the District of Columbia Department of Employment Services (DOES), referred to individually as "Party" and collectively as "Parties."

CSOSA supervises adult DC Code offenders, offenders convicted in other jurisdictions who are in the District of Columbia pursuant to the Interstate Compact for Adult Offender Supervision, offenders subject to Civil Protection Orders, and defendants subject to Deferred Sentencing Agreements. CSOSA's mission is to effectively supervise adults under its jurisdiction to enhance public safety, reduce recidivism, support the fair administration of justice, and promote accountability, inclusion and success through the implementation of evidence-based practices in close collaboration with criminal justice partners and the community.

One of the strategic goals CSOSA has identified to facilitate its mission is to integrate its clients into the community by connecting them with resources and interventions. In practice, this means, among other things, working to increase education levels among clients under CSOSA supervision. To aid in the attainment of that goal, CSOSA has established the Community Engagement and Achievement Centers (CEACs). The CEACs provide clients with cognitive-behavioral interventions, daily structured activities (i.e. skill-building, vocational and educational supports, and stabilization services) through integrated case planning, performance-based engagement and support activities. Structured activity, such as "Decision Points" training uses an evidence-based correctional program constructed to address offenders' risks, needs, and response. Decision Points is an open-entry cognitive behavior intervention program designed for delivery with youth and adult populations in contact with the justice system.

To enhance its efforts, CSOSA establishes partnerships that provide clients the opportunity to receive not only needed education, but also vocational training, job placement, and or job retention support. These services greatly enhance CSOSA's capacity to improve employment rates among the population it serves.

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities. DOES operates the Project Empowerment Program (PE), which provides job readiness and life skills training, work experience, job search assistance and a

variety of supportive services to District residents who face multiple barriers to employment. Participants attend an intensive, three-week training course and upon completion have the opportunity to be placed in subsidized employment for up to six months.

## **II. PURPOSE**

The purpose of this MOA is to define the responsibilities of each Party in order for CSOSA to partner with DOES to enroll up to 80 clients ( participants) in PE that are supervised by CSOSA on probation, parole, or supervised release (40 participants with non-violent offenses and 40 participants with violent offenses, however excluding offenses that are sexual in nature).

## **III. ELIGIBILITY CRITERIA FOR PE**

A. All potential PE participants must meet the following requirements for enrollment:

1. Undergone formal CEAC interventions, including "Decision Points Training."
2. Age 22 to 54.
3. A District resident, as verified through a Department of Motor Vehicles' (DMV) records, lease/mortgage agreement with participant listed, or one of the following documents that are no more than 30 days old - recent utility bill, wireless phone bill, official mail from a government agency (to include CSOSA), medical bill, verification of eligibility for Supplemental Nutrition Assistance Program (SNAP), child support letter, notarized letter from leaseholder or homeowner, letter from transitional housing facility and/or letter from a DC shelter (must be on letterhead).
4. Currently unemployed.
5. Not receiving government assistance, such as Temporary Assistance for Needy Families (TANF), or Unemployment Benefits, SNAP and Supplemental Security Income (SSI) benefits are acceptable.
6. In compliance with CSOSA's supervision procedures as it relates to urinalysis testing. CSOs will make a decision to refer based on the previous 30-day period of urinalysis testing. There will be urinalysis conducted at the PE Orientation by DOES.
7. Not a participant in PE within the past 2 years.
8. Must demonstrate a need for employment assistance by exhibiting at least three of the following six barriers to employment:
  - a. Basic skills deficiency, demonstrated by a lack of sufficient mastery of basic educational skills exhibited by Core Academic Skills Assessment (CASAS) scores below the 8<sup>th</sup> grade reading level and/or an English

language deficiency with an inability to speak, read, or write the English language;

- b. Lack of a secondary school educational credential (high school diploma or its recognized equivalent);
- c. A documented history of substance abuse;
- d. Homelessness;
- e. A history of job cycling (not maintaining steady employment), and
- f. A conviction for a felony or previously incarcerated.

#### **IV. RESPONSIBILITIES OF THE PARTIES**

##### **A. DOES shall:**

1. Enroll up to 80 participants (40 participants with non-violent offenses and 40 participants with violent offenses, however excluding those that are sexual in nature) referred through CSOSA's CEAC program (maximum of 5 participants per cohort) into PE's three-week Job Readiness and Life Skills Training (JRT).
2. Provide \$10.00 per hour (not to exceed 40 hours per week and no paid holidays) for up to 80 participants identified through CSOSA's CEAC program.
3. Provide subsidized work experience (WEX) to participants that successfully complete JRT.
4. Provide up to \$1,000.00 (per participant) in bonus incentives to those who obtain and retain verifiable unsubsidized employment.
5. Make the following resources, and all other supportive services available to CSOSA participants:
  - a. The Department of Behavioral Health will provide prevention, intervention, treatment services and supports for youth and adults with mental and/or substance use disorders including emergency psychiatric care, community-based outpatient and residential services.
  - b. Provide participants uniforms based on DOES approval and availability.
6. Provide case management supports, (to include an on-site case manager and job coach) once a participant enters WEX.

##### **B. CSOSA shall:**



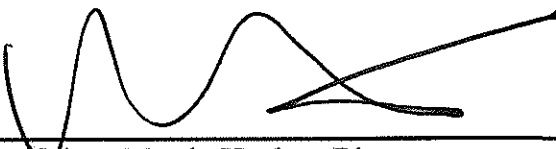
1. Identify and refer up to 80 participants - (40 participants with non-violent offenses and 40 participants with violent offense, however excluding offenses that are sexual in nature) on probation, parole or supervised release who meets the PE eligibility criteria identified in Section III.
  2. Screen and interview applicants to gauge their level of interest and commitment to entering a transitional employment program.
  3. Obtain a signed consent for the release of information from the applicant, which authorizes the disclosure of information related to participation.
  4. Report to DOES within 24-business hours (in writing), any matters that prevent the participant's fulfillment of the PE obligation.
  5. Notify participants who are eligible to receive a uniform (based on their work assignment) of the process for acquiring the necessary uniforms provided by DOES.
- V. **ANTI-DEFICIENCY ACT-** The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOA, or any subsequent agreement entered into by the parties pursuant to this MOA, 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.
- VI. **NO RIGHTS CREATED-** This MOA does not, and shall not be construed to create any rights, substantive or procedural, enforceable at law by any person in any matter, civil or criminal.
- VII. **LIABILITY-** Each Party is responsible for its own conduct under this MOA, and retains all defenses, including immunities, available under federal and District of Columbia laws. Neither Party agrees to insure, defend, or indemnify the other.
- VIII. **EQUAL OPPORTUNITY ASSURANCES-** The Parties to this MOA will fully comply with nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act and its regulations at 29 Code of Federal Regulations Part 37, which prohibits discrimination due to race, color, religion, sex, national origin, age, disability, or political affiliation, gender identity (including pregnancy, gender expression), sexual orientation, marital status, genetic information, and all other applicable anti-discrimination laws.

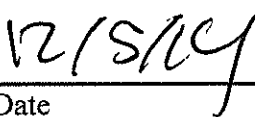
- IX. PROTECTION OF SENSITIVE INFORMATION-** The Parties shall comply with all applicable laws, regulations, and rules whether now in force or hereafter enacted or promulgated, including the Privacy Act of 1974, federal and District of Columbia laws governing the disclosure of information or records of drug/alcohol treatment, HIV/AIDS, cancer, mental health and any other information and records protected by federal and District of Columbia privacy laws.
- X. FULL AGREEMENT AND MERGER-** The terms and conditions of this MOA constitute the full and complete agreement between the Parties. No other verbal or written agreement shall, in any way, vary or alter any provision of this MOA unless both Parties consent to vary or alter the applicable provisions of this MOA in a signed writing, as outlined in Section XVII, below.
- XI. PUBLICITY AND MEDIA** - Publicity releases and/or media interviews in connection with the activities of the agreement shall not be undertaken by either Party without prior written approval by the Parties through its Office of the Director, Office of Legislative, Intergovernmental and/or Public Affairs.
- XII. JOINTLY DRAFTED** - This MOA shall deem to have been drafted by both Parties and, in the event of a dispute, shall not be construed against either Party.
- XIII. AUTHORITY TO EXECUTE** - Each of the undersigned individuals represents and warrants the express and due authority to execute this MOA and to legally bind each Party as set forth in this MOA.
- XIV. NO THIRD-PARTY BENEFICIARY-** This MOA shall not and is not intended to benefit or grant any right or remedy to any person or entity that is not a party to this MOA.
- XV. NOTICES** - All notices shall be sent by the most expeditious means available including facsimile, overnight courier, certified or registered mail to the addresses set forth below. Any such notice shall be deemed delivered when received.
- XVI. EFFECTIVE DATE/DURATION/MODIFICATION/TERMINATION** – This MOA is effective upon signing by both parties and shall remain in effect indefinitely, or until modified or terminated. This MOA may be modified at any time by written consent of both parties, and maybe terminated by either party upon 60 days advance written notice by the terminating party.
- XVII. LEGAL AUTHORITY** – Privacy Act of 1974. Any individual employed by CSOSA or affiliated with this CSOSA agreement may be subject to civil suit under the Privacy Act for damages which occur as a result of the willful or intentional actions that violate an offender's rights under the Privacy Act. Moreover, the wrongful disclosure of confidential information could result in a fine of up to \$250,000, and imprisonment of up to five years, or both D.C. Code 24-133b(2)E (CSOSA has authority to enter into cooperative agreements).

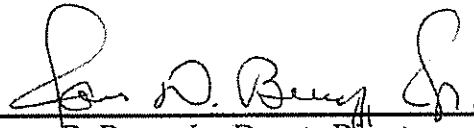
**XVIII. POINTS OF CONTACT**

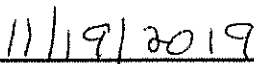
- A. David Lloyd  
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Department of Employment Services  
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- B. Tony Lewis  
Vocational Development Coordinator  
Office of Legislative, Intergovernmental and Public Affairs (OLIPA)  
Court Services and Offender Supervision Agency  
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Washington, DC 20018  
(202) 220-5309 (office)  
(202) 369-0775 (cell)  
[tony.lewis@csosa.gov](mailto:tony.lewis@csosa.gov)

**XIX. ACCEPTANCE-** The above provisions are agreed to by the Parties listed below:

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes, Director  
Department of Employment Services

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
James D. Berry, Jr., Deputy Director  
Court Services and Offender Supervision Agency  
For the District of Columbia

  
\_\_\_\_\_  
Date

**MEMORANDUM OF AGREEMENT  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
POTOMAC JOB CORPS CENTER**

**I. INTRODUCTION**

This Memorandum of Agreement (MOA) is between the Department of Employment Services (DOES) and Potomac Job Corps Center, referred to individually as “Party” and collectively as “Parties.”

DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

Potomac Job Corps is a residential training program operated by Exceed/Horizons Youth Services under contract with the U.S. Department of Labor. Potomac Job Corps Center provides comprehensive training and support services to recruit, train, and place students in jobs offering sustainable wages.

In addition to residential, recreation, counseling, health, and other support services, the center offers high school diploma programs along with a variety of certified career technical offerings including but are not limited to:

- |                         |                                    |
|-------------------------|------------------------------------|
| ➤ Pharmacy Tech         | HVAC                               |
| ➤ Hotel and Lodging     | Plumbing                           |
| ➤ Electrical            | Carpentry                          |
| ➤ Office Administration | Building Construction Tech.        |
| ➤ Culinary Arts         | Security                           |
| ➤ Cement                | Transportation Communication Union |

**II. PROGRAM GOALS AND OBJECTIVES**

DOES opened the District of Columbia Infrastructure Academy (DCIA) to meet the need for skilled infrastructure professionals in Washington, DC. DCIA coordinates, trains, screens and recruits District residents to fulfill the needs of the infrastructure industry and infrastructure jobs with leading companies in this high-demand field.

This MOA establishes a collaborative agreement between the Parties to advance the employment opportunities of District residents and to serve our shared community by supporting DCIA programs.

### **III. SCOPE OF SERVICE**

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

#### **A. RESPONSIBILITIES OF DOES**

DOES shall:

1. Recruit and pre-screen occupational training candidates prior to selecting participants for DCIA training programs.
2. Inform participants of Potomac Job Corp of their eligibility criteria during outreach.
3. Adhere to intake policies and procedures in order to admit participants to classes. The following is a list of required Eligibility Documents:
  - a. Photo ID issued by DC Government
  - b. Social Security Card
  - c. Birth Certificate
  - d. High School Diploma, GED, or College Transcript
  - e. Copy of CASAS assessment results: The CASAS is administered to prospective students prior to enrolling in a class. The minimum scores are 231 for Reading and 221 for Math. There are specific scores required for each course. Achieving the required CASAS scores for a class is mandatory to enroll in the course. Should a student not achieve the required scores, s/he may not enroll in the course. Please note that some courses or programs require a CASAS score higher than the minimum score. The higher CASAS score requirement is generally reflective of a more rigorously paced and demanding course. CASAS scores are subject to change according to programmatic revisions.
4. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOA.

**B. RESPONSIBILITIES OF POTOMAC JOB CORPS**

Potomac Job Corps shall:

1. Select Potomac Job Corps students to enroll and attend DCIA. For the purposes of the MOA, Potomac Job Corps students are defined as those students who are currently enrolled to work toward their advanced training.
2. Respond appropriately to DOES and resolve any problems resulting from behaviors, attendance, or infraction.
3. Designate each student with a career counselor to serve as the liaison between the Parties. The designated liaison will monitor training progress, provide additional supportive services to include but not be limited to: tutoring, advising, etc. The liaison will notify both Parties in the event of emergencies/concerns or general communication.
4. Provide all students with transportation, lodging, meals, clothing, medical, dental, mental health, and other support services needed to successfully complete the program.
5. Provide personal and career counseling to all enrolled students throughout their enrollment.
6. Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES' brand and be reported to the DOES Language Access Coordinator on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment A.
7. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOA.

**IV. DURATION OF MOA**

The period of this MOA shall be from the date of the final signature through September 30, 2020, unless terminated in writing by the Parties prior to the expiration.

**V. AUTHORITY FOR MOA**

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

## **VI. CONFIDENTIAL INFORMATION**

The Parties to this MOA shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOA, 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 MOA shall remain the property of DOES.

## **VII. REPORTS**

Potomac Job Corps shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to this MOA to DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment A.

Potomac Job Corps shall report data on interpretation services and translation of all vital documents for LEP/NEP customers receiving services pursuant to this MOA to the DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment A.

## **VIII. TERMINATION**

Either Party may terminate this MOA in whole or in part by giving 30 calendar days advance written notice to the other Party and a written status report on the participants receiving services pursuant to this MOA.

## **IX. NOTICE**

The following individuals are the contact point for each Party under this MOA:

### **For DOES:**

Aaron Sisko, DCIA  
Program Manager  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington, DC 20019  
Phone 202-899-6057  
aaron.sisko@dc.gov

Sermario Wiggins, PJCC  
Center Director  
Potomac Job Corps Center  
1 DC Village Ln., SW  
Washington, DC 20032  
Phone 202-373-3003  
Fax 202- 563-0108



## **VI. CONFIDENTIAL INFORMATION**

The Parties to this MOA shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOA, 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 MOA shall remain the property of DOES.

## **VII. REPORTS**

Potomac Job Corps shall report all contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers receiving services pursuant to this MOA to DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment A.

Potomac Job Corps shall report data on interpretation services and translation of all vital documents for LEP/NEP customers receiving services pursuant to this MOA to the DOES Language Access Coordinator on a quarterly basis, using the Language Access Reporting Form, Attachment A.

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### **For DOES:**

Aaron Sisko, DCIA  
Program Manager  
Department of Employment Services  
4058 Minnesota Avenue, NE  
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Phone 202-899-6057  
aaron.sisko@dc.gov

Sermario Wiggins, PJCC  
Center Director  
Potomac Job Corps Center  
1 DC Village Ln., SW  
Washington, DC 20032  
Phone 202-373-3003  
Fax 202- 563-0108

**X. MODIFICATIONS**

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

**XI. MISCELLANEOUS**

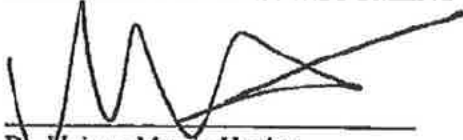
A. The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

**B. 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 MOA, 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 of the agent or third party.

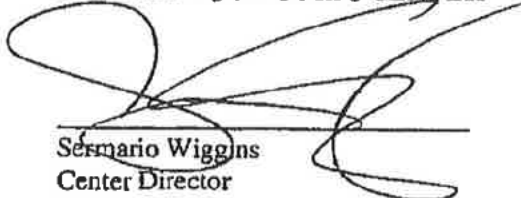
IN WITNESS WHEREOF, the Parties hereto have executed this MOA as follows:

**DEPARTMENT OF EMPLOYMENT SERVICES**

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

Date: 12-5/14

**POTOMAC JOB CORPS CENTER**

  
\_\_\_\_\_  
Sermario Wiggins  
Center Director

Date: 12/5/14

ATTACHMENT A

**Language Access Monthly Reporting System**  
**FY 2020 Quarter \_\_\_\_**  
**Period: [Insert Reporting Period]**  
**Grantee: [Insert Grantee Name]**

Please report all activities that your program has engaged in during the reporting quarter and provide a thorough response to all tasks.

1. Provide the number of LEP/NEP clients served and the language spoken by client:

**Definitions:**

- Touches - Any interaction with LEP/NEP constituents in which information and/or services are provided without the use of Language Line or "In Person" interpretations. In the case that a bilingual employee directly serves the LEP/NEP constituent in their preferred language this constitutes a "touch"
- LLS - A telephonic interpretation service that provides professional trained and qualified interpreters in over 170 languages.
- Live - Any oral/verbal conversion of the meaning of a dialogue from one language to another and vice versa, conducted by a third-party contractor, community interpretation service provider, or qualified employee.

Languages	Touches	LLS	Live
Amharic			
Chinese			
French			
Korean			
Spanish			
Vietnamese			
Other			
Please indicate "Other Language"			
Total :			

2. List the document(s) that were translated for your department/ program and the language it was translated in.

Type of Material	Department /Division	Document Title	Language needed for translation	Date Translation completed	Cost of Translation	Public Point of Entry where document is found (is it on line or in the office)

3. List the outreach and public meeting conducted in LEP/NEP community by your department/program during this quarter.

Description of Outreach Activity	Date of Outreach	Location of Outreach	LEP/NEP Community targeted	Number of attendees


DOES POH 2021 Q10a  
**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
**Office of Budget and Planning**



**Gordon M. McDonald**  
Deputy Chief Financial Officer

**MEMORANDUM**

**TO:** Dr. Unique Morris-Hughes  
Director  
Department of Employment Services

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

**DATE:** FEB 20 2020

**SUBJECT:** FY 2020 Reprogramming Request for \$208,067 of Local Funds Budget Authority from the Unemployment Compensation Fund to the Department of Employment Services

---

The Office of Budget and Planning has reviewed the request to reprogram \$208,067 of Fiscal Year 2020 Local funds budget authority from the Unemployment Compensation Fund (UCF) to the Department of Employment Services (DOES). Funds are needed to cover the cost of IT maintenance services and enhancements to the First Source Online Registration Reporting System.

Funds will be reprogrammed from UCF's Unemployment Compensation Fund program, Comptroller Source Group (CSG) 50 (Subsidies and Transfers), to DOES' Workforce Development program, CSGs 40 (Other Services and Charges) and 50 (Contractual Services – Other). Funds are available based on the original appropriation but require reprogramming to meet programmatic needs.

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

cc: Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator  
Jennifer Budoff, Budget Director, Council of the District of Columbia  
Angelique Hayes Rice, Associate Chief Financial Officer, Government Operations Cluster  
Christine Mukolwe, Budget Director, Government Operations Cluster  
Natalie Mayers, Agency Fiscal Officer, Department of Employment Services  
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning  
Charles Pryor, Interim Manager, Operating Budget, Office of Budget and Planning  
Cynthia Holman, Interim Senior Operating Budget Analyst, Operating Budget, Office of Budget and Planning  
Ronan Gulstone, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER  
MAYOR

FEB 7 2020

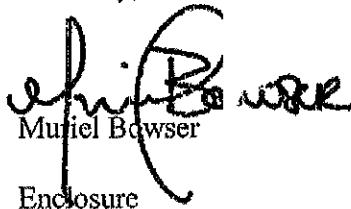
Jeffrey S. DeWitt  
Chief Financial Officer  
Office of the Chief Financial Officer  
1350 Pennsylvania Avenue, NW, Suite 209  
Washington, D.C. 20004

Dear Mr. DeWitt

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram FY20 Local Funds in the amount of \$208,067 from the DC Unemployment Compensation Fund to the Department of Employment Services, First Source Program to cover the cost of regular IT maintenance services and to fund enhancements to the FORRS (First Source Online Registration Reporting System) database in Fiscal Year 2020. The funds will be reprogrammed as outlined on the attached attribute sheet.

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

Sincerely,

  
Muriel Bowser  
Enclosure

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



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT OF EMPLOYMENT SERVICES**

MURIEL TOWSER  
 MAJOR



DR. UNIQUE MORRIS-HUGHES  
 DIRECTOR

**MEMORANDUM**

**TO:** Deborah George-Johnson  
 Office Legislative Support, EOM

**THROUGH:** Angelique Rice *C. m. K. Rice*  
 Associate Chief Financial Officer  
 Government Operations Cluster

**FROM:** Dr. Unique Morris-Hughes *U. Morris-Hughes*  
 Director

Natalie Mayers *N. Mayers*  
 Agency Fiscal Officer

**DATE:** January 10, 2020

**SUBJECT:** FY2020 Local Fund Reprogramming from Unemployment Compensation Fund (BH0) to Department of Employment Services (CF0) First Source program

This memorandum is to request a reprogramming in the amount of \$208,067.00 from the DC Unemployment Compensation Fund (BH0) to the Department of Employee Services (CF0), First Source program in order to provide funding for IT maintenance services and to fund enhancements to the FORRS (First Source Online Registration Reporting System) database in Fiscal Year 2020.

**Amount proposed for reprogramming:**

The amount proposed for reprogramming is \$208,067.00, and is as follows:

From:	CSG	Amount
1100- Unemployment Compensation Fund	0505	208,067.00
TO:	CSG	Amount
4510- Workforce Development/First Source	0408	50,000.00
4510- Workforce Development/First Source	0409	158,607.00
<b>TOTAL</b>		<b>208,067.00</b>

**Why are the funds needed?**

Funds are needed in order to secure regular IT maintenance for the First Source program and to make the necessary enhancements to allow FORRS to generate employee/employer data tracking reports on a monthly basis as currently required by legislation.



**Page | 2 FY21 Reprogramming of Workforce Development- First Source**

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

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

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

**If this reprogramming is not approved the First Source program will not have an efficient method to comply with the legislative requirements of monthly reporting the compliance of registered companies with First Source requirements.**

**How will the funds be reprogrammed?**

**The reprogramming will move funding from BH0, Unemployment Compensation Fund program Local Fund 0100 to CFO, First Source program Local Fund 0100.**

**Why are the funds available?**

**Funds are currently available due to unemployment claims trending lower than what was originally budgeted for fiscal year 2020.**

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

**No negative impact is anticipated as a result of the reprogramming.**

**Should you have any questions, please feel free to contact Natalie Mayers, Agency Fiscal Officer, Government Operations Cluster on 202-727-5145.**

**Attachment**

**Page | 2 FY20 Reprogramming of Workforce Development- First Source**

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

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

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

**If this reprogramming is not approved the First Source program will not have an efficient method to comply with the legislative requirements of monthly reporting the compliance of registered companies with First Source requirements.**

**How will the funds be reprogrammed?**

**The reprogramming will move funding from UIO, Unemployment Compensation Fund program Local Fund 0100 to CFO, First Source program Local Fund 0100.**

**Why are the funds available?**

**Funds are currently available due to unemployment claims trending lower than what was originally budgeted for fiscal year 2020.**

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

**No negative impact is anticipated as a result of the reprogramming.**

**Should you have any questions, please feel free to contact Natalie Mayers, Agency Fiscal Officer, Government Operations Cluster on 202-727-5145.**

**Attachment**



**DOES INTERAGENCY REPROGRAMMINGS, FY2020 AND FY2021 (Q10a)**

Including anticipated reprogrammings for remainder of FY2021

**DOES INTERAGENCY REPROGRAMMINGS - FY2020**

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	
UNEMPLOYMENT COMPENSATION FUND (BH0)	DEPARTMENT OF EMPLOYMENT SERVICES (DOES)/First Source Program (CF0)	01/10/2020	\$208,067.00	Local	1100	1000	0050	4000	4510	0040/0041	This reprogramming was done for DOES' First Source Program in order to provide funding for IT Maintenance services, and to fund enhancements for the FORRS System. Object Classes 0408, and 0409 - Other Services, and Contractual.
			\$208,067.00								
<b>DOES INTERAGENCY REPROGRAMMINGS - FY2021</b>											
NONE											

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT OF EMPLOYMENT SERVICES**



MURIEL BOWSER  
MAYOR  
**MEMORANDUM**

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

**TO: The Office of Policy and Legislative Affairs**

**THROUGH:** *for* Angelique Rice *Amk Rice*  
Associate Chief Financial Officer  
Government Operations Cluster

**FROM:** Dr. Unique Morris-Hughes *UHA*  
Director  
Department of Employment Services

Natalie Mayers *Natalie Mayers*  
Agency Fiscal Officer  
Department of Employment Services

**DATE:** August 14, 2020

**SUBJECT:** Request for Reprogramming of Local Funds (0100) within the Department of Employment Services – Project Empowerment Program (TEP)

This memorandum is to request a reprogramming of \$90,000.00 in Local Funds within the Department of Employment Services (DOES)/TEP. The reprogramming will cover additional Equipment in CSG 0070 and Supplies in CSG 0020; needed for this year's programming to meet the safety guidelines relative to COVID-19.

**Amount proposed for reprogramming:**

The amount proposed for reprogramming is \$90,000.00, and is as follows:

From:	CSG	Amount
5100 Project Empowerment	0040 - 0408/0408	\$90,000.00
<b>TOTAL</b>		<b>\$90,000.00</b>
TO:	CSG	Amount
5100 Project Empowerment	0020 - 0201/0201	\$45,000.00
5100 Project Empowerment	0070 - 0701/0701	\$45,000.00
<b>TOTAL</b>		<b>\$90,000.00</b>

**Why are the funds needed?**

The funds are required to provide the TEP program with the needed resources for virtual learning and supplies in order to operate sufficiently in a COVID-19 environment.

**Page 2**

***Request for Reprogramming of Local Funds (0100) within the Department of Employment Services – Project Empowerment Program (TEP).***

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

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

**How will the funds be reprogrammed?**

The reprogramming will move funding from the Project Empowerment Program (5100) – Object Class 0040 Other Services and Charges to Objects 0070- Equipment, and Object 0020 - Supplies. See the attached worksheet for details.

**Why are the funds available?**

Funds are available due to the lack of Professional Services used this fiscal year due to the pandemic.

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

If the reprogramming is not approved, the TEP program would not be able to purchase the necessary equipment and supplies for participant virtual training needs due to the pandemic.

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

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

Should you have any questions, please feel free to contact Natalie Mayers, Agency Fiscal Officer, Government Operations Cluster on 202-727-5145.

Attachment



DOES POH 2021 Q11a

## SOAR BUDGET Journal Entry/Reprogramming

Government of the District of Columbia	DATE
Originating Agency Name and Code:	08/14/20

## DOCUMENT INFORMATION

DOC NO:		Batch Agency:	CF0	Agency Director:	Unique Morris-Hughes	Budget Document Amount:	\$90,000.00	
Batch Type:	1	Doc Date:	8/14/2020	Agency CFO:	Natalie Mayers		YEAR	2020
Fiscal Year:	FY20	Effective Date:	8/14/2020	Associate CFO:	Angelique Rice		APPROPRIATED FUND	0100
MPCD:		Batch Number:		Prepared By:	Taneka Simmons			

[illegible]

**BATCH DESCRIPTION:**

SFX	The reprograming is necessary in order to enusre supplies and equipment purchases related to virtual learning and safety guidelines as a result of COVID-19.
001-003	

TASK		DATE	TITLE	PHONE
Keyed in SOAR By:				
Released in SOAR By:				
Approved By:				
(if Applicable) Override				


DOES POH 2021 Q11a  
**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
**Office of Budget and Planning**



**Gordon M. McDonald**  
Deputy Chief Financial Officer

**MEMORANDUM**

**TO:** Dr. Unique Morris-Hughes  
Director  
Department of Employment Services

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

**DATE:** March 9, 2020

**SUBJECT:** FY 2020 Reprogramming Request for \$409,741 of Local Funds Budget Authority within the Department of Employment Services

---

The Office of Budget and Planning has reviewed the Department of Employment Services' (DOES) request to reprogram \$409,741 of Fiscal Year 2020 Local funds budget authority within the agency. The funds are needed to cover the costs of the Marion Barry Summer Youth Employment Program.

Funds will be reprogrammed within DOES' Summer Youth Employment Program division, from Comptroller Source Group (CSG) 50 (Subsidies and Transfers) to CSGs 20 (Supplies and Materials), 40 (Other Services and Charges) and 41 (Contractual Services – Other). Funds are available based on the original appropriation but require reallocation to meet programmatic needs.

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

If you have any questions, please contact Cynthia Holman at (202) 724-3745.

cc: Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator  
Jennifer Budoff, Budget Director, Council of the District of Columbia  
Angelique Hayes Rice, Associate Chief Financial Officer, Government Operations Cluster  
Christine Mukolwe, Budget Director, Government Operations Cluster  
Natalie Mayers, Agency Fiscal Officer, Department of Employment Services  
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning  
Charles Pryor, Interim Manager, Operating Budget, Office of Budget and Planning  
Cynthia Holman, Interim Senior Operating Budget Analyst, Operating Budget, Office of Budget and Planning  
Ronan Gulstone, Director, Office of Policy and Legislative Affairs, Executive Office of the Mayor



MURIEL BOWSER  
MAYOR

Jeffrey S. DeWitt  
Chief Financial Officer  
Office of the Chief Financial Officer  
1350 Pennsylvania Avenue, NW, Suite 203  
Washington, D.C. 20004

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram FY 2020 funding in the amount of \$409,741.35 within the Department of Employment Services to cover the cost of additional Other Services and Charges in CSG 0040; Contractual Services in CSG 0041; and Supplies in CSG 0020, in order to successfully manage this year's Mayor Barry Summer Youth Program (MBSYEP). The funds will be reprogrammed as outlined on the attached attribute sheet.

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

Sincerely,

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

Muriel Bowser

Enclosure

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



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT OF EMPLOYMENT SERVICES**

MURIEL BOWSER  
MAYOR



DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

**M E M O R A N D U M**

**TO:** The Office of Policy and Legislative Affairs

**THROUGH:** Angelique Rice  
Associate Chief Financial Officer  
Government Operations Cluster

**FROM:** Dr. Unique Morris-Hughes  
Director  
Department of Employment Services

Natalie Mayers  
Agency Fiscal Officer  
Department of Employment Services

**DATE:** February 19, 2020

**SUBJECT:** Request for Reprogramming of Local Funds (0100) within the Department of Employment Services – Marion Barry Summer Youth Employment Program (MBSYEP).

This memorandum is to request a reprogramming of \$409,741.00 in Local Funds within the Department of Employment Services (DOES)/MBSYEP. The reprogramming will cover additional Other Services and Charges in CSG 0040; Contractual Services in CSG 0041; and Supplies in CSG 0020, needed for this year's Summer Youth Program.

**Amount proposed for reprogramming:**

The amount proposed for reprogramming is \$409,741.00, and is as follows:

From:	CSG	Amount
4820 Summer Youth Employment Prog.	0050 - 0535/0535	13,477.92
4820 Summer Youth Employment Prog.	0050 - 0539/0539	193,261.43
4820 Summer Youth Employment Prog.	0050 - 0537/0537	203,002.00
<b>TOTAL</b>		<b>\$409,741.35</b>
TO:	CSG	Amount
4820 Summer Youth Employment Prog.	0040 - 0408/0408	\$318,931.35
4820 Summer Youth Employment Prog.	0041 - 0409/0409	\$50,000.00
4820 Summer Youth Employment Prog.	0020 - 0201/0201	\$40,810.00
<b>TOTAL</b>		<b>\$409,741.35</b>

**Why are the funds needed?**

**Page 2**

***Request for Reprogramming of Local Funds (0100) within the Department of Employment Services - Mayor Barry Summer Youth Employment Program (MBSYEP).***

The funds are required to provide the MBSYEP program with the needed resources for other service charges, contractual services, and supplies in order to enhance and successfully manage this year's Program.

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

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

**How will the funds be reprogrammed?**

The reprogramming will move funding from the Summer Youth Employment Program (4820) – Object Class 0050 to Objects 0040 – Other Services and Charges, 0041 – Contractual Services - Other, and Object 0020 - Supplies. See the attached worksheet for details.

**Why are the funds available?**

Funds are available due to an anticipated savings in Participant Transportation, and in Participant Wages for the FY 2020 Summer Youth Employment Program.

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

If the reprogramming is not approved, the MBSYEP program would not be able to fund the costs needed for this year's program delivery.

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

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

Should you have any questions, please feel free to contact Natalie Mayers, Agency Fiscal Officer, Government Operations Cluster on 202-727-5145.

**Attachment**



## Attachment A -- Local (0100)

## Attachment A -- Local (0100)

OPERATING BUDGET REPROGRAMMING REQUEST										
Government of the District of Columbia				Originating Agency Name and Code: DEPARTMENT OF EMPLOYMENT SERVICES (CF0)				Fund and Code: Local funds (0100)		Budget Fiscal Year: 2020
APPROVAL REQUIRED FOR THE FOLLOWING:				APPROVAL LEVEL:				Agency Director: <i>[Signature]</i>		
								Agency CFO: <i>[Signature]</i>		
<input type="checkbox"/> Shift Between Agencies <input type="checkbox"/> Shift Between Control Centers / Activities <input type="checkbox"/> Shift Between Responsibility Centers / Programs <input checked="" type="checkbox"/> Shift Within Responsibility Centers / Programs				<input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Ofc of Budget <input checked="" type="checkbox"/> DC Council <input type="checkbox"/> US Congress				Associate CFO: <i>[Signature]</i>		
Budget Reprogramming Amount Requested: \$ 409,741.35								DATE: 02/20/20		Total # of Pages
Prepared By: Bryan Goodluck										
CC/ Program Code	RC/ Activity Code	Control Center / Responsibility Center/Program Name	PCA	Index	Object Class	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
4000	4820	Mayor Barry Summer Youth Employment Program	482SU	48200	0050/0535	\$11,901,475.06	\$11,901,475.06	(\$13,477.92)		\$11,887,997.14
4000	4820	Mayor Barry Summer Youth Employment Program	482SU	48200	0050/0539	\$1,102,693.21	\$1,102,693.21	(\$193,261.43)		\$909,431.78
4000	4820	Mayor Barry Summer Youth Employment Program	482SU	48200	0050/0537	\$313,002.70	\$313,002.70	(\$203,002.00)		\$110,000.70
4000	4820	Mayor Barry Summer Youth Employment Program	482SU	48200	0408/0408	\$772,400.48	\$772,400.48		\$318,931.35	\$1,091,331.83
4000	4820	Mayor Barry Summer Youth Employment Program	482SU	48200	0409/0409	\$82,154.42	\$82,154.42		\$50,000.00	\$132,154.42
4000	4820	Mayor Barry Summer Youth Employment Program	482SU	48200	0201/0201	\$16,712.00	\$16,712.00		\$40,810.00	\$57,522.00
TOTAL						\$14,188,437.87	\$14,188,437.87	(\$409,741.35)	\$409,741.35	\$14,188,437.87

## Justification of Reprogramming Proposal:

The reprogramming is necessary in order to provide funding to cover the cost of Other Services and Charges, Contractual Services, and Supplies for the MBSYEP program.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES

MURIEL BOWSER  
MAYOR



DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

**MEMORANDUM**

**TO:** Deborah George-Johnson  
Office Legislative Support, EOM

**THROUGH:** Angelique Rice *C-mrk Rice*  
Associate Chief Financial Officer  
Government Operations Cluster

**FROM:** Dr. Unique Morris-Hughes *U. Morris-Hughes*  
Director  
Department of Employment Services

Natalie Mayers *N. Mayers*  
Agency Fiscal Officer  
Department of Employment Services

**DATE:** December 10, 2019

**SUBJECT:** Local DCIA Reprogramming Request

The Department of Employment Services (DOES) is requesting a reprogramming of **\$1,550,000.00 of Local Funds** in order to support programming for the DC Infrastructure Academy (DCIA). The reprogramming represents an internal reallocation within DCIA (\$550k), and funds being allocated from the Local Adult Program (\$1M) to provide sufficient funding for the DCIA program design.

**Amount proposed for reprogramming:**

The amount proposed for reprogramming is **\$1,550,000.00**, and is as follows:

From:	CSG	Amount
4250 Local Adult Program	0040 - 0408/0408	1,000,000.00
4260 DCIA Program	0035 - 0310/0310	550,000.00
<b>TOTAL</b>		<b>\$1,550,000.00</b>
TO:	CSG	Amount
4260 DCIA Program	0011 - 0111/0111	91,298.00
4260 DCIA Program	0014 - 0147/0147	20,086.00
4260 DCIA Program	0020 - 0201/0201	10,000.00
4260 DCIA Program	0040 - 0408/0408	390,000.00
4260 DCIA Program	0050 - 0507/0507	212,649.00
4260 DCIA Program	0050 - 0535/0535	787,867.00
4260 DCIA Program	0050 - 0539/0539	38,100.00
<b>TOTAL</b>		<b>\$1,550,000.00</b>

**Why are the funds needed?**

The funds are needed to adequately provide for participant wages, direct services to participants, and DCIA operational needs.

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

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

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

If the reprogramming is not approved, the DCIA Program would not be able to fund the costs needed for this year's program delivery.

**How will the funds be reprogrammed?**

The reprogramming will move funding from the Local Adult Program (4250) – Object Class 0040 (\$1M), and from DCIA's Occupancy Fixed Costs – Object Class 0035 (\$550k) to DCIA Object Classes 0011, 0014, 0020, 0040, and 0050.

**Why are the funds available?**

The agency determined during the FY 20 formulation that \$1M would be directed to serve DCIA from Local Adult in order to successfully manage this year's DCIA Program. The reprogramming supports budget transparency. The \$550k is due to savings in the Occupancy Fixed Costs, based on DGS' estimate of DCIA's Occupancy Fixed Cost in FY 20.

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

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

Should you have any questions, please feel free to contact Natalie Mayers, Agency Fiscal Officer, Government Operations Cluster on 202-727-5145.

Attachment

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## Attachment A – Local (0100)

Attachment A – Local (0100)

OPERATING BUDGET REPROGRAMMING REQUEST										
Government of the District of Columbia			Originating Agency Name and Code: DEPARTMENT OF EMPLOYMENT SERVICES (CFB)					Fund and Code: Local funds (0100)		Budget Fiscal Year: 2018
APPROVAL REQUIRED FOR THE FOLLOWING:			APPROVAL LEVEL:			Agency Director: <i>[Signature]</i>				
						AGENCY: <i>[Signature]</i>				
X Shift Between Agencies			X Agency			Secretary: <i>[Signature]</i>				
X Shift Between Control Centers / Activities			X Ofc of Budget							
X Shift Between Responsibility Centers / Programs			X DC Council							
X Shift Within Responsibility Centers / Programs			X Congress							
						Budget Reprogramming Amount Requested: \$ 1,550,000		DATE: 12/10/19		Total # of Pages
CC/Program Code	AC/Activity Code	Control Center / Responsibility Center/Program Name	PCA	Index	Object Class	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
4000	4250	Local Adult Program	AP15X	42500	0408/0408	\$2,048,927.63	\$2,048,927.63	(\$1,000,000.00)		\$1,048,927.63
4000	4260	D.C. Infrastructure Academy (DCIA)	AO426	42600	0310/0310	\$750,000.00	\$750,000.00	(\$550,000.00)		\$200,000.00
4000	4260	D.C. Infrastructure Academy (DCIA)	AO426	42600	0111/0111	\$147,184.65	\$147,184.65		\$91,298.00	\$238,482.65
4000	4260	D.C. Infrastructure Academy (DCIA)	AO426	42600	0147/0147	\$33,263.73	\$33,263.73		\$20,086.00	\$53,349.73
4000	4260	D.C. Infrastructure Academy (DCIA)	AO426	42600	0201/0201	\$0.00	\$0.00		\$10,000.00	\$10,000.00
4000	4260	D.C. Infrastructure Academy (DCIA)	AO426	42600	0408/0408	\$69,551.62	\$69,551.62		\$390,000.00	\$459,551.62
4000	4260	D.C. Infrastructure Academy (DCIA)	AO426	42600	0507/0507	\$809,290.00	\$809,290.00		\$212,649.00	\$1,021,939.00
4000	4260	D.C. Infrastructure Academy (DCIA)	AO426	42600	0535/0535	\$218,800.00	\$218,800.00		\$787,867.00	\$1,006,667.00
4000	4260	D.C. Infrastructure Academy (DCIA)	AO426	42600	0539/0539	\$38,910.00	\$38,910.00		\$38,100.00	\$77,010.00
TOTAL						\$4,115,927.63	\$4,115,927.63	(\$1,550,000.00)	\$1,550,000.00	\$4,115,927.63

## Justification of Reprogramming Proposal:

The reprogramming is necessary in order to provide a transfer of funding from the Local Adult Program to the DCIA Program, and to realign the budget in order to successfully manage this year's DCIA program.

## GOVERNMENT OF THE DISTRICT OF COLUMBIA

## DEPARTMENT OF EMPLOYMENT SERVICES



MURIEL BOWSER  
MAYOR  
**MEMORANDUM**

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

**TO:** The Office of Policy and Legislative Affairs

**THROUGH:** for Angelique Rice CMukolwe  
Associate Chief Financial Officer  
Government Operations Cluster

**FROM:** Dr. Unique Morris-Hughes  
Director  
Department of Employment Services

Natalie Mayers  
Agency Fiscal Officer  
Department of Employment Services

Digitally signed by Yasha Williams Robinson  
DN: cn=Yasha Williams Robinson, o=Department of Employment Services,  
ou=Office of the Chief Financial Officer, email=yasha.williams2@dc.gov, c=US  
Date: 2020.08.26 21:17:52 -04'00'

**DATE:** August 26, 2020

**SUBJECT:** Request for Reprogramming of Local Funds (0100) within the Department of Employment Services – Customer Navigation Center (CNC)

This memorandum is to request a reprogramming of **\$30,182.29** in Local Funds within the Department of Employment Services (DOES)/CNC). The reprogramming will cover IT Equipment in CSG 0070; needed for this year's programming to provide resources needed for teleworking and other related Call Center activities.

#### Amount proposed for reprogramming:

The amount proposed for reprogramming is **\$30,182.29**, and is as follows:

From:	CSG	Amount
1086 Customer Navigation Center	0040 – 0408/0408	\$279.29
1086 Customer Navigation Center	0041 – 0409/0409	\$29,903.00
<b>TOTAL</b>		<b>\$30,182.29</b>
TO:	CSG	Amount
1086 Customer Navigation Center	0070 – 0711/0711	\$30,182.29
<b>TOTAL</b>		<b>\$30,182.29</b>

#### Why are the funds needed?

The funds are required to provide the CNC program with the needed resources to telework and operate sufficiently in a COVID-19 environment.

***Request for Reprogramming of Local Funds (0100) within the Department of Employment Services – Customer Navigation Center (CNC).***

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

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

**How will the funds be reprogrammed?**

The reprogramming will move funding from the Customer Navigation Center (1086) – Object Classes 0040 Other Services and 0041 Contractual Services to Object Class 0070- Equipment. See the attached worksheet for details.

**Why are the funds available?**

Funds are available due to the lack of Professional and Contractual Services used this fiscal year due to the pandemic.

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

If the reprogramming is not approved, the CNC program would not be able to purchase the necessary equipment needed to sustain the increase in the work load and enable staff to work remotely.

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

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

Should you have any questions, please feel free to contact Natalie Mayers, Agency Fiscal Officer, Government Operations Cluster on 202-727-5145.

Attachment



## DOCUMENT INFORMATION

DOC NO:		Batch Agency:	CF0	Agency Director:	Unique Morris-Hughes		Budget Document Amount:	\$30,182.29	
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[illegible]

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<b>SFX</b>	The reprogramming is necessary in order to purchase equipment that will provide resources to equip staff to telework and enhance on-site services.
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GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF EMPLOYMENT SERVICES

MURIEL BOWSER  
MAYOR



DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue, NW, Suite 504  
Washington, DC 20004-3001

**SUBJECT: FY 2020 Reprogramming Request: \$490,000 within Special Purpose Fund 0624 within the Department of Employment Services (CF0)**

Dear Chairman Mendelson:

Pursuant to D.C. Official Code § 47-363(a), I am transmitting the enclosed request to reprogram \$490,000 of Fiscal Year 2020 Special Purpose Funds (0600) within the Department of Employment Services.

The attached reprogramming memorandum provides a detailed justification for why funds are needed.

Thank you for your consideration of this request. I look forward to the Council's favorable action on this request.

Sincerely,

Muriel Bowser  
Mayor of the District of Columbia

Enclosure

cc: Kevin Donahue, Interim City Administrator  
Jeffrey S. DeWitt, Chief Financial Officer  
Jennifer Budoff, Budget Director, Council of the District of Columbia  
Jennifer Reed, Director, Office of Budget and Performance Management, Office of the City Administrator  
Angell Jacobs, Deputy Chief Financial Officer and Chief of Staff, Office of the Chief Financial Officer  
Gordon McDonald, Deputy Chief Financial Officer, Office of Budget and Planning  
Eric M. Cannady, Director, Operating Budget, Office of Budget and Planning  
Angelique Rice, Associate Chief Financial Officer, Government Operations Cluster

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF EMPLOYMENT SERVICES

MURIEL BOWSER  
MAYOR



DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

Jeffrey S. DeWitt  
Chief Financial Officer  
Office of the Chief Financial Officer  
1350 Pennsylvania Avenue, NW, Suite 203  
Washington, D.C. 20004

**SUBJECT: FY 2020 Reprogramming Request: \$490,000 within Special Purpose Fund 0624 within the Department of Employment Services**

Dear Mr. DeWitt:

Pursuant to the Reprogramming Policy Act of 1980, (D.C. Official Code § 47-363 et seq.), I am submitting a request to reprogram FY 2020 funding in the amount of \$490,000 of Special Purpose Funds (0600) within the Department of Employment Services to cover the cost of additional postage, services, equipment and supplies needed by the Unemployment Insurance program to continue providing effective services during the current pandemic. The funds will be reprogrammed as outlined on the attached attribute sheet.

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

Sincerely,

Muriel Bowser

Enclosure

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

## GOVERNMENT OF THE DISTRICT OF COLUMBIA

## DEPARTMENT OF EMPLOYMENT SERVICES



MURIEL BOWSER  
MAYOR  
M E M O R A N D U M

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

**TO:** The Office of Policy and Legislative Affairs

**THROUGH:** <sup>for</sup> Angelique Rice *Christine Mukolwe*  
Associate Chief Financial Officer  
Government Operations Cluster

**FROM:** Dr. Unique Morris-Hughes *UHA*  
Director  
Department of Employment Services

Natalie Mayers *NMayers*  
Agency Fiscal Officer  
Department of Employment Services  
Digitally signed by  
Natalie Mayers  
Date: 2020.09.03  
15:07:25 -04'00'

**DATE:** September 02, 2020

**SUBJECT:** Request for Reprogramming of Special Purpose Fund 0624 budget within the Department of Employment Services – Unemployment Insurance

This memorandum is to request a reprogramming of **\$490,000.00** in Special Purpose Fund budget within the Department of Employment Services (DOES) Unemployment Insurance (UI) program. The reprogramed budget will assist with procuring additional postage, contractual services, supplies and equipment to support the UI program.

#### Amount proposed for reprogramming:

The amount requested for reprogramming is **\$490,000** and is allocated as follows:

From:	CSG	Amount
2100 Unemployment Insurance Tax	0011	\$379,260
2100 Unemployment Insurance Tax	0014	\$110,740
<b>TOTAL</b>		<b>\$490,000.00</b>
TO:	CSG	Amount
2100 Unemployment Insurance Tax	0040	\$220,000
2200 Unemployment Insurance Benefits	0040	\$220,000
2200 Unemployment Insurance Benefits	0020	\$8,000
2100 Unemployment Insurance Tax	0020	\$8,000
2500 Unemployment Insurance Compliance and Independent Monitoring	0070	\$31,400
2500 Unemployment Insurance Compliance and Independent Monitoring	0020	\$2,600
<b>TOTAL</b>		<b>\$490,000.00</b>

***Request for Reprogramming of Special Purpose Fund 0624 within the Department of Employment Services – Unemployment Insurance***

**Why are the funds needed?**

The UI program has need to obligate funds to fulfill several important functions

- A significant increase in postage costs due to UI activity stemming from the pandemic
- Translation costs for UI Benefits to fulfill language access requirements
- Contract with vendor for UI data verification services
- Contract with vendor for analysis and projection of UI service levels during the pandemic
- Additional supplies and equipment for UI employees

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

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

**How will the funds be reprogrammed?**

The reprogramming will re-allocate surplus Personnel Services (PS) budget CSG's 0011 and 0012 to Non-Personnel Services (NPS) budget CSG's 0040, 0020, and 0070 within the UI program.

**Why are the funds available?**

The UI program received additional federal grant awards in FY 2020 which reduced the cost to the Special Purpose Fund budget and has resulted in a projected surplus in the fund's PS budget.

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

If the reprogramming is not approved, the UI program will not be able to meet several of its obligations, most significantly the ability to provide critical documents to employers and claimants for UI services via postal services during the increased activity levels of the pandemic as well as accurate projection of UI outlay needs for the duration of the pandemic. The program will also experience a shortage of equipment and supplies necessary to continue functioning effectively.

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

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

Should you have any questions, please feel free to contact Natalie Mayers, Agency Fiscal Officer, Government Operations Cluster on 202-727-5145.

Attachment

Government of the District of Columbia	DATE
Originating Agency Name and Code: Department of Employment Services (CF0)	09/02/20

DOC NO:		Batch Agency:	CF0	Agency Director:	Unique Morris-Hughes	<b>Budget Document Amount:</b> <div>\$490,000.00</div> <div>YEAR 2020</div> <div>APPROPRIATED FUND 0600</div>
Batch Type:	1	Doc Date:	9/2/2020	Agency UIO:	Natalie Mayers	
Fiscal Year:	FY20	Effective Date:	9/2/2020	Associate UIO:	for Angelique Rice	
MPCD:		Batch Number:		Prepared By:	Brandon Solomon	

BATCH DESCRIPTION:	
9FX	
1	Re-allocate surplus PS surplus budget in Fund 0624 to meet NPS needs for in the UI program for Fund 0624 including postage, verification services, supplies purchases and translation services to meet language access requirements for the UI program.

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## GOVERNMENT OF THE DISTRICT OF COLUMBIA

## DEPARTMENT OF EMPLOYMENT SERVICES



MURIEL BOWSER  
MAYOR  
M E M O R A N D U M

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

**TO:** The Office of Policy and Legislative Affairs

**THROUGH:** Angelique Rice *Christine Mukolwe*  
for Associate Chief Financial Officer  
Government Operations Cluster

**FROM:** Dr. Unique Morris-Hughes *[Signature]*  
Director  
Department of Employment Services

Natalie Mayers  
Agency Fiscal Officer  
Department of Employment Services

**DATE:** December 22, 2020

**SUBJECT:** Request for Reprogramming of Special Purpose Fund 0611 to 0624 budget within the Department of Employment Services

This memorandum is to request a reprogramming of \$3,089,441.00 in Special Purpose Fund budget within the Department of Employment Services (DOES) Unemployment Insurance (UI) program. The reprogramed budget will assist with funding essential functions of the UI program in FY 2022.

#### Amount proposed for reprogramming:

The amount requested for reprogramming is \$3,089,441.00 and is allocated as follows:

From:	CSG	Amount
Labor Standards/ Administrative Hearings Division	0032	330,996.00
Labor Standards/ Compensation Review Board	0032	229,081.00
Labor Standards/ Workers Compensation	0040	450,000.00
Labor Standards/ Workers Compensation	0041	840,000.00
Unemployment Insurance/ Tax	0011	479,634.00
Unemployment Insurance/ Tax	0014	140,048.00
Unemployment Insurance/ Benefits	0011	479,634.00
Unemployment Insurance/ Benefits	0014	140,048.00
<b>TOTAL</b>		<b>\$3,089,441.00</b>
TO:	CSG	Amount
Unemployment Insurance/ Tax	0040	250,000.00
Unemployment Insurance/ Benefits	0041	2,839,441.00
<b>TOTAL</b>		<b>\$3,089,441.00</b>



***Request for Reprogramming of Special Purpose Fund 0611 to 0624 within the Department of Employment Services***

**Why are the funds needed?**

The UI program is experiencing increased needs on several functions key to the UI program. Affected functions include:

- UI Benefits IT system needs
- Language translation services for UI Benefits
- UI business analyst
- Postage

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

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

**How will the funds be reprogrammed?**

The reprogramming will reallocate surplus Non-Personnel Services (NPS) budget in Fund 0611 Labor Standards program and surplus Personnel Services (PS) budget in Fund 0624 UI program to NPS budget CSG's 0040 and 0041 within the UI program.

**Why are the funds available?**

The Labor Standards program intended to relocate the Administrative Hearings Division and the Compensation Review Board to the new location of the Workers Compensation program on Virginia Ave in FY 21 but the relocation has been delayed until FY 22. The delta between the budgeted lease expense of the new location and the continued fixed costs of the current location yields net savings to the Workers Compensation fund 0611. In addition, the planned upgrade to the Workers Compensation case management system budgeted for FY 21 has been delayed until the 4<sup>th</sup> quarter.

In addition, vacancy savings and increased federal funds in the UI program have generated a PS budget surplus in the UI Administration fund 0624.

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

If the reprogramming is not approved, the UI program will not have sufficient budget authority available to utilize the available revenue of fund 0624 to satisfy all operational activities in FY 21. Affected operations would include the maintenance of the UI Benefits IT application, required upgrades to this system, and necessary postage.

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

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

***Page 3***

***Request for Reprogramming of Special Purpose Fund 0611 to 0624 within the Department of Employment Services***

Should you have any questions, please feel free to contact Natalie Mayers, Agency Fiscal Officer, Government Operations Cluster on 202-727-5145.

Attachment

SOAR BUDGET Journal Entry/Reprogramming

Government of the District of Columbia													DATE			
Originating Agency Name and Code:													12/22/21			
Department of Employment Services (CF0)																
DOCUMENT INFORMATION																
DOC NO:				Batch Agency:		CF0		Agency Director:		Unique Morris-Hughes		Budget Document Amount:		\$3,089,441.00		
Batch Type:		1		Doc Date:		12/22/2020		Agency CFO:		Natalie Mayers				YEAR 2021		
Fiscal Year:		FY21		Effective Date:		12/22/2020		Associate CFO:		for Angelique Rice				APPROPRIATED FUND 0600		
MPCD:				Batch Number:				Prepared By:		Brandon Solomon						
SFX	AGENCY CODE	ORG CODE	PGM CODE	PROGRAM NAME	TRAN CODE	INDEX	PCA	GRANT # - PROJECT # / PHASE	OBJECT CLASS (CSG)	OBJECT	FUND DETAIL	APPN NO	CURRENT BUDGET AMOUNT	AMT OF DECREASE	AMT OF INCREASE	REVISED BUDGET AMOUNT
1	CF0	3000	3500	Labor Standards/ Administrative Hearings Division		WC350	35000		0032	0309	0611	16000	579,249.89	330,996.00		248,253.89
2	CF0	3000	3600	Labor Standards/ Compensation Review Board		WC360	36000		0032	0309	0611	16000	361,599.00	229,081.00		132,518.00
3	CF0	3000	3400	Labor Standards/ Workers Compensation		WC340	34000		0040	0408	0611	16000	1,249,318.91	450,000.00		799,318.91
4	CF0	3000	3400	Labor Standards/ Workers Compensation		WC340	34000		0041	0409	0611	16000	1,380,408.31	840,000.00		540,408.31
5	CF0	2000	2100	Unemployment Insurance/ Tax		AA210	21000		0011	0111	0624	16000	1,912,722.93	479,634.00		1,433,088.93
6	CF0	2000	2100	Unemployment Insurance/ Tax		AA210	21000		0014	0147	0624	16000	471,437.34	140,048.00		331,389.34
7	CF0	2000	2200	Unemployment Insurance/ Benefits		AA220	22000		0011	0111	0624	16000	1,354,231.33	479,634.00		874,597.33
8	CF0	2000	2200	Unemployment Insurance/ Benefits		AA220	22000		0014	0147	0624	16000	477,943.85	140,048.00		337,895.85
9	CF0	2000	2100	Unemployment Insurance/ Tax		AA210	21000		0040	0416	0624	16000	95,001.86		250,000.00	345,001.86
10	CF0	2000	2200	Unemployment Insurance/ Benefits		AA220	22000		0041	0409	0624	16000	3,594,283.43		2,839,441.00	6,433,724.43
																-
																-
																-
																-
																-
TOTAL													11,476,196.85	(3,089,441.00)	3,089,441.00	11,476,196.85

BATCH DESCRIPTION:	
SFX	
1	Reallocate budget authority from fund 0611 to fund 0624 and from PS to NPS.

TASK			
	DATE	TITLE	PHONE
Keyed in SOAR By:			
Released in SOAR By:			
Approved By:			
(If Applicable) Override			

**DOES INTRA-AGENCY REPROGRAMMINGS, FY2020 AND FY2021 (Q11)**

Including anticipated reprogrammings for remainder of FY2021

**DOES INTRA-AGENCY REPROGRAMMINGS FY2020**

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	
08/14/2020	\$90,000.00	Local	5000	5100	0040	5000	5100	0020/0070	This reprogram was necessary in order to provide funding for the additional Equipment in CSG 0070 and Supplies in CSG 0020; needed for this year's programming to meet the safety guidelines relative to COVID-19.
02/19/2020	\$409,741.35	Local	4000	4820	0050	4000	4820	0020/0040/0041	This reprogram was necessary in order to provide funding to cover additional Other Services and Charges in CSG 0040; Contractual Services in CSG 0041; and Supplies in CSG 0020, needed for this year's Summer Youth Program.
12/10/2019	\$1,550,000.00	Local	4000	4250/4260	0035/0040	4000	4260	0011/0014/0020/0040/0050	This reprogramming was necessary in order to provide an internal reallocation within DCIA (\$550k), and to allocate funds from the Local Adult Program (\$1M) to provide sufficient funding for the DCIA program design in CSGs 11, 14, 20, 40, and 50.
08/26/2020	\$30,182.29	Local	1000	1086	0040/0041	1000	1086	0070	This reprogram was necessary in order to provide funding for IT Equipment in CSG 0070, needed for teleworking and other related Customer Navigation Center (CNC) activities.
09/02/2020	\$490,000.00	SPR	2000	2100	0011/0014	2000	2100/2200/2500	0020/0040/0070	This reprogram was necessary in order to provide funding for the procuring of additional postage, contractual services, supplies and equipment for the UI program.
	<b>\$2,569,923.64</b>								

**DOES POH 2021 Q11b**

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	
DOES INTRA-AGENCY REPROGRAMMINGS FY2021									
12/22/2020	\$3,089,441.00	SPR	2000/3000	2100/2200/ 3400/3500/ 3600	0011/0014/ 0032/0040/ 0041	2000	2100/2200	0040/0041	The UI program is experiencing increased needs on several functions key to the UI program. Affected functions include: UI Benefits IT system needs; Language translation services for UI Benefits; UI business analyst; and Postage.
	\$3,089,441.00								

FY2021 Congressional Grant Report through Dec. 31, 2020 - DATA REFLECTS 1ST QUARTER FY2021, UPDATE DATA CELLS THROUGH FY2021 Q1 (Q12)  
Add grant phase rows as necessary

Grant No	Grant Title	Grant Ph	Agy Fund	Agy Fund Title	Award Amount	*Unobligated Carry-In	Congressional Approved Budget	Increase/ (Decrease)/ Budget Authority	Revised Budget	3500	3501	Expenditures	Encumbrances	Intra- district Advances	Pre- encumbrances	**Unobligated Carry-Out [NOTE: These funds are not available to re-program as DOES has designated these funds for programming in FY21]	Expiration Date		
WADLFY	WIOA ADULT LOCAL-FY	19	8200	FEDERAL GRANTS	2,145,128.00	336,575.22	2,562,402.97	(416,640.97)	2,145,762.00	2,145,128.00	0.00	2,145,128.00				0.00	06/30/21		
		20	8200	FEDERAL GRANTS	2,788,665.55	2,788,665.55	2,422,208.50	366,457.05	2,788,665.55	1,062,210.85	36,653.90	1,098,864.75	6,234.19			2,403.78	1,990,102.18	06/30/22	
		21	8200	FEDERAL GRANTS	3,289,284.10		0.00	1,833,313.83		1,833,313.83			0.00				3,289,284.10	06/30/23	
WADLFY Total			-		8,223,077.65	3,125,240.77	6,817,925.30	(50,183.92)	6,767,741.38	3,207,338.85	36,653.90	3,243,992.75	6,234.19	0.00	2,403.78	5,279,386.28			
WADLPY	WIOA ADULT LOCAL-PY	18	8200	FEDERAL GRANTS	402,379.80	300,557.04	254,315.91	148,051.93	402,367.84	387,404.55	(0.00)	387,404.55	(0.00)		0.00	0.00	0.00	06/30/21	
		19	8200	FEDERAL GRANTS	523,094.25	523,094.25	881,107.08	(358,012.83)	523,094.25	123,912.87	13,260.37	137,173.24	112,718.50			(0.00)	412,441.75	06/30/22	
		20	8200	FEDERAL GRANTS	659,169.05		0.00	1.00	659,168.05	659,169.05			0.00				659,169.05	06/30/23	
WADLPY Total			-		1,584,643.10	823,651.29	1,135,423.99	449,207.15	1,584,631.14	511,317.42	13,260.37	524,577.79	112,718.50	0.00	(0.00)	1,071,610.80			
WADSFY	WIOA ADULT STATE-FY	19	8200	FEDERAL GRANTS	378,552.00	378,552.00	1,200,482.47	(255,477.45)	945,005.02	417,264.31	46,622.70	463,887.01	(0.00)	0.00	0.00	0.00	0.00	06/30/21	
		20	8200	FEDERAL GRANTS	492,117.45		0.00	567,036.91		567,036.91	213,048.09	(0.00)	213,048.09	310,413.85	0.00	(0.00)	348,346.56	06/30/22	
		21	8200	FEDERAL GRANTS	580,461.90		0.00	73,530.12		73,530.12			0.00				0.00	06/30/23	
WADSFY Total			-		1,451,131.35	378,552.00	1,841,049.50	(255,477.45)	1,585,572.05	630,312.40	46,622.70	676,935.10	310,413.85	0.00	(0.00)	348,346.56			
WADSPY	WIOA ADULT STATE-PY	18	8200	FEDERAL GRANTS	71,008.20	71,008.20	195,202.75	(62,290.55)	132,912.20	97,267.78	(26,259.58)	71,008.20	(0.00)		0.00	0.00	0.00	06/30/21	
		19	8200	FEDERAL GRANTS	92,310.75	92,310.75	44,229.15	54,154.82	98,383.97	40,286.20	0.00	40,286.20	26,966.73			(0.00)	21,043.08	06/30/22	
		20	8200	FEDERAL GRANTS	116,323.95		0.00										116,323.95	06/30/23	
WADSPY Total			-		279,642.90	163,318.95	239,431.90	(8,135.73)	231,296.17	137,553.98	(26,259.58)	111,294.40	26,966.73	0.00	(0.00)	137,367.03			
WDSLFX	WIOA DISLOCATED WORKER LOCAL-FY	19	8200	FEDERAL GRANTS	4,569,415.55	2,826,377.41	6,934,784.50	(2,027,987.57)	4,906,796.93	4,596,185.94	(31,673.88)	4,564,512.06	4,903.49	0.00	(0.00)	0.00	0.00	06/30/21	
		20	8200	FEDERAL GRANTS	5,927,186.00		0.00	8,011,038.17	(1,016,109.97)	6,994,928.20	1,859,139.25	121,670.01	1,980,809.26	157,035.31	0.00	56,114.51	4,698,084.98	06/30/22	
		21	8200	FEDERAL GRANTS	7,719,259.70		0.00	1,597,133.93	0.00	1,597,133.93			0.00				-	06/30/23	
WDSLFX Total			-		18,215,861.25	2,826,377.41	16,542,956.60	(3,044,097.54)	13,498,859.06	6,455,325.19	89,996.13	6,545,321.32	161,938.80	0.00	56,114.51	4,698,084.98			
WDSLFX	WIOA DISLOCATED WORKER LOCAL-PY	18	8200	FEDERAL GRANTS	678,324.00	645,155.46	968,837.83	(177,486.93)	791,350.90	635,487.05	31,486.11	666,973.16	11,351.25	0.00	0.00	0.00	0.00	06/30/21	
		19	8200	FEDERAL GRANTS	1,175,761.60	1,175,761.60	437,780.32	461,578.95	899,359.27	530,712.54	4,496.98	535,209.52	36,629.98			0.00	636,503.72	06/30/22	
		20	8200	FEDERAL GRANTS	1,623,084.80		0.00		0.00				0.00				0.00	1,623,084.80	06/30/23
WDSLFX Total			-		3,477,170.40	1,820,917.06	1,406,618.15	284,092.02	1,690,710.17	1,166,199.59	35,983.09	1,202,182.68	47,981.23	0.00	0.00	2,259,588.52			
WDSRPY	WIOA DISLOCATED WORKER RAPID RESPONSE-PY	18	8200	FEDERAL GRANTS	282,635.00	208,751.64	5.00	280,297.51	280,302.51	282,683.35	(9,174.29)	273,509.06	18.55			0.00	0.00	06/30/21	
		19	8200	FEDERAL GRANTS	73,485.10	73,485.10	469,561.72	(273,525.29)	196,036.43	52,977.67	15,346.70	68,324.37	1,356.30			615.85	60,096.52	06/30/22	
		20	8200	FEDERAL GRANTS	101,442.80		0.00	72,716.00	28,726.80	101,442.80			0.00				101,442.80	09/30/23	
WDSRPY Total			-		457,562.90	282,236.74	542,282.72	35,499.02	577,781.74	335,661.02	6,172.41	341,833.43	1,374.85	0.00	615.85	161,539.32			
WDSSFY	WIOA DISLOCATED WORKER STATE-FY	19	8200	FEDERAL GRANTS	806,367.45	806,367.45	1,882,147.59	(304,115.99)	1,578,031.60	851,664.19	22,511.74	874,175.93	140,447.78	0.00	953.56	0.00	0.00	06/30/21	
		20	8200	FEDERAL GRANTS	1,048,596.90		0.00	1,176,671.72		1,176,671.72	100,972.30	31,695.10	132,667.40	625,320.98			(0.00)	1,030,684.41	06/30/22
		21	8200	FEDERAL GRANTS	1,362,222.30		0.00	145,004.32	1,217,217.98	1,362,222.30			0.00				0.00	06/30/23	
WDSSFY Total			-		3,217,186.65	806,367.45	3,203,823.63	913,101.99	4,116,925.62	952,636.49	54,206.84	1,006,843.33	765,768.76	0.00	953.56	1,030,684.41			
WDSSPY	WIOA DISLOCATED WORKER STATE-PY	18	8200	FEDERAL GRANTS	169,581.00	169,581.00	216,453.62	(32,739.87)	183,713.75	169,581.00	(0.00)	169,581.00	(0.00)	(0.00)	0.00	0.00	0.00	06/30/21	
		19	8200	FEDERAL GRANTS	220,455.30	220,455.30	232,169.57	219,023.95	451,193.52	219,024.95	(12,000.00)	207,024.95	10,233.00	0.00	0.00	0.00	0.00	06/30/22	
		20	8200	FEDERAL GRANTS	304,328.40		0.00										304,328.40	06/30/23	
WDSSPY Total			-		694,364.70	390,036.30	448,623.19	186,284.08	634,907.27	388,605.95	(12,000.00)	376,605.95	10,233.00	0.00	0.00	304,328.40			
WYTLFY	WIOA YOUTH LOCAL-PY	18	8200	FEDERAL GRANTS	2,864,195.70	1,903,236.09	4,153,828.72	(90,462.97)	4,063,365.75	2,641,384.03	13,206.25	2,654,590.28	145.11	0.00	(0.00)	0.00	0.00	06/30/21	
		19	8200	FEDERAL GRANTS	3,692,795.25	3,681,904.65	4,297,471.31	(2,575,878.57)	1,721,592.74	628,287.77	29,662.66	657,950.43	912,013.88			257,741.64	2,939,678.68	06/30/22	
		20	8200	FEDERAL GRANTS	4,353,506.20		0.00	3,130,598.47		3,130,598.47			0.00				4,353,506.20	06/30/23	
WYTLFY Total			-		10,910,497.15	5,585,140.74	11,581,898.50	(2,666,341.54)	8,915,556.96	3,269,671.80	42,868.91	3,312,540.71	912,158.99	0.00	257,741.64	7,293,184.88			
WYTSFY	WIOA YOUTH STATE-PY	18	8200	FEDERAL GRANTS	505,446.30	464,218.69	1,468,109.55	(503,363.81)	964,745.74	505,555.00	(12,126.14)	493,428.86	0.00	(0.00)	(0.00)	0.00	0.00	06/30/21	
		19	8200	FEDERAL GRANTS	651,669.75	649,747.35	361,367.09	141,224.77	502,591.86	403,373.40	19,381.75	422,755.15	71,852.66	(0.00)	576.11		294,536.21	06/30/22	
		20	8200	FEDERAL GRANTS	768,265.80		0.00	593,003.23	175,262.57	768,265.80			0.00				768,265.80	06/30/23	
WYTSFY Total			-		1,925,381.85	1,113,966.04	2,422,479.87	(186,876.47)	2,235,603.40	908,928.40	7,255.61	916,184.01	71,852.66	(0.00)	576.11	1,062,802.01			
Grand Total					50,436,519.90	17,315,804.75	46,182,513.35	(4,342,928.39)	41,839,584.96	17,963,551.09	294,760.38	18,258,311.47	2,427,641.56	0.00	318,405.45	23,646,923.19			

Note:  
\*This amount is representative of remaining funds available as of the end of FY19 (09/30/2019)  
\*\*This amount is representative of remaining funds available as of the end of FY20 (09/30/2020)



Q13. Grants Received in FY2020 & FY2021  
(Excludes WIOA Grants as per guidelines)  
Agency Name: Department of Employment Services (CF0)

Grant Name	SOAR Grant Number	SOAR Grant Phase	Grant Purpose	Grant Type (Federal or Private)	Grantor/Agency Name (Federal or Private)	Catalog of Federal Domestic Assistance Number (CFDA)	Grant Period of Performance (i.e. 01/01/2019 - 12/31/2021)	FY2020 Grant Award Amount	FY2020 Expenditures	FY2020 Award Carryover to FY2021	FY2021 Grant Award Amount	FY2021 Expenditures as 12/31/2020	Combined FY2020 & 2021 Expenditures as 12/31/20	Available Balance as 12/31/2020	Notes
CES LMI-Current Employment Statistics Labor Market Information Grant	121CES	20	Current Employment Statistics to provide statistical data on employment, hours, wages, unemployment, and layoffs by occupation and industry for the nation, States, metropolitan areas, and counties. Data can be monthly, quarterly, or annual.	Federal	Department of Labor	17.002	10/01/2019 - 09/30/2020	97,277.10	97,277.10				97,277.10		
CES LMI-Current Employment Statistics Labor Market Information Grant	121CES	21	Current Employment Statistics to provide statistical data on employment, hours, wages, unemployment, and layoffs by occupation and industry for the nation, States, metropolitan areas, and counties. Data can be monthly, quarterly, or annual.	Federal	Department of Labor	17.002	10/01/2020 - 09/30/2021				99,000.00	22,527.37	22,527.37	76,472.63	
LAUS/LMI- Local Area Unemployment Statistics Labor Market Information Grant	122LES	20	Local Area Unemployment Statistics to provide statistical data on employment, hours, wages, unemployment, and layoffs by occupation and industry for the nation, States, metropolitan areas, and counties. Data can be monthly, quarterly, or annual.	Federal	Department of Labor	17.002	10/01/2019 - 09/30/2020	107,044.91	107,044.91				107,044.91		
LAUS/LMI- Local Area Unemployment Statistics Labor Market Information Grant	122LES	21	Local Area Unemployment Statistics to provide statistical data on employment, hours, wages, unemployment, and layoffs by occupation and industry for the nation, States, metropolitan areas, and counties. Data can be monthly, quarterly, or annual.	Federal	Department of Labor	17.002	10/01/2020 - 09/30/2021				112,000.00	25,074.94	25,074.94	86,925.06	
OES LMI-Occupational Employment Statistics Labor Market Information Grant	123OES	20	Occupational Employment Statistics to provide statistical data on employment, hours, wages, unemployment, and layoffs by occupation and industry for the nation, States, metropolitan areas, and counties. Data can be monthly, quarterly, or annual.	Federal	Department of Labor	17.002	10/01/2019 - 09/30/2020	189,430.89	189,430.89				189,430.89		
OES LMI-Occupational Employment Statistics Labor Market Information Grant	123OES	21	Occupational Employment Statistics to provide statistical data on employment, hours, wages, unemployment, and layoffs by occupation and industry for the nation, States, metropolitan areas, and counties. Data can be monthly, quarterly, or annual.	Federal	Department of Labor	17.002	10/01/2020 - 09/30/2021				189,000.00	44,477.41	44,477.41	144,522.59	
ES QCEW-Quarterly Census of Employment and Wage Labor Market Information Grant	124ES2	21	Quarterly Census of Employment and Wages to provide statistical data on employment, hours, wages, unemployment, and layoffs by occupation and industry for the nation, States, metropolitan areas, and counties. Data can be monthly, quarterly, or annual.	Federal	Department of Labor	17.002	10/01/2019 - 09/30/2020	248,736.10	248,736.10				248,736.10		
ES QCEW-Quarterly Census of Employment and Wage Labor Market Information Grant	124ES2	21	Quarterly Census of Employment and Wages to provide statistical data on employment, hours, wages, unemployment, and layoffs by occupation and industry for the nation, States, metropolitan areas, and counties. Data can be monthly, quarterly, or annual.	Federal	Department of Labor	17.002	10/01/2020 - 09/30/2021				260,000.00	57,761.09	57,761.09	202,238.91	
One Stop Workforce Information Grant	1STOPY	20	American Job Center-To assist persons to secure employment and workforce information by providing a variety of job search assistance and information services without charge to job seekers, including persons with disabilities and to employers seeking qualified individuals to fill job openings.	Federal	Department of Labor	17.207	7/01/2020- 09/30/2023	292,370.00	100,079.83	192,290.17		80,787.07	180,866.90	111,503.10	
LOCAL VETERANS EMPLOYMENT ASSISTANCE	202LVR	20	Conduct outreach to employers including conducting seminars for employers, conducting job search workshops and establishing job search groups; and to facilitate employment, training, and placement services furnished to veterans in a State under the applicable State employment service or One-Stop Career Center delivery systems whose sole purpose is to assist veterans in gaining and retaining employment.	Federal	Department of Labor	17.801	10/01/2019 - 12/31/2021	251,759.00	191,055.29	60,703.71		60,703.71	251,759.00		
LOCAL VETERANS EMPLOYMENT ASSISTANCE	202LVR	21	Conduct outreach to employers including conducting seminars for employers, conducting job search workshops and establishing job search groups; and to facilitate employment, training, and placement services furnished to veterans in a State under the applicable State employment service or One-Stop Career Center delivery systems whose sole purpose is to assist veterans in gaining and retaining employment.	Federal	Department of Labor	17.801	10/01/2020 - 12/31/2021				199,848.00			199,848.00	
DISABLED VETERAN'S OPPORTUNITY PROGRAM	203DVP	20	To provide intensive services to meet the employment needs of disabled and other eligible veterans with maximum emphasis in meeting the employment needs of those who are economically or educationally disadvantaged, including homeless veterans and veterans with barriers to employment.	Federal	Department of Labor	17.801	10/01/2019 - 12/31/2021	360,494.00	268,132.07	92,361.93		78,710.69	346,842.76	13,651.24	
DISABLED VETERAN'S OPPORTUNITY PROGRAM	203DVP	21	To provide intensive services to meet the employment needs of disabled and other eligible veterans with maximum emphasis in meeting the employment needs of those who are economically or educationally disadvantaged, including homeless veterans and veterans with barriers to employment.	Federal	Department of Labor	17.801	10/01/2020 - 12/31/2021				285,932.00			285,932.00	
OSHA Occupational Safety & Health	645OSH	20	To fund consultative workplace safety and health services, targeting smaller employers with more hazardous operations.	Federal	Department of Labor	17.504	10/01/2019 - 09/30/2020	492,300.00	492,300.00				492,300.00		
OSHA Occupational Safety & Health	645OSH	21	To fund consultative workplace safety and health services, targeting smaller employers with more hazardous operations.	Federal	Department of Labor	17.504	10/01/2020 - 09/30/2021				492,300.00			492,300.00	
Registered Apprenticeships	APPREN	20	To promote, engage, and assist industry in the development, expansion, and improvement of Registered Apprenticeship. This program is designed to: provide skilled workers required by U.S. employers, ensure equal employment opportunities, and ensure the quality of all new and existing Registered Apprenticeship programs	Federal	Department of Labor	17.285	7/01/2019 - 06/30/2022	450,000.00		450,000.00		10,062.61	10,062.61	439,937.39	
EMPLOYMENT SERVICES WAGNER-PEYSER	ESWPPY	20	To assist persons to secure employment and workforce information by providing a variety of job search assistance and information services without charge to job seekers, including persons with disabilities and to employers seeking qualified individuals to fill job openings.	Federal	Department of Labor	17.207	7/01/2021 - 9/30/2024	1,957,284.00	471,185.50	1,486,098.50		493,879.19	965,064.69	992,219.31	
REEMPLOYMENT ELIGIBILITY ASSEST (RESREA)	RESREA	20	To provide claimants entry to a full array of reemployment services available at the American Job Centers (AJCs) and help to ensure that claimants comply with all UI eligibility requirements.	Federal	Department of Labor	17.225	01/01/20 - 12/31/2022	848,451.00	493,139.20	355,311.80		177,339.08	670,478.28	177,972.72	
REEMPLOYMENT ELIGIBILITY ASSEST (RESREA)	RESRES	20	To provide claimants entry to a full array of reemployment services available at the American Job Centers (AJCs) and help to ensure that claimants comply with all UI eligibility requirements.	Federal	Department of Labor	17.225	01/01/21 - 12/31/2023				224,893.00			224,893.00	
SENIOR COMMUNITY SERVICE EMPLOYMENT	SCSEPY	20	To foster individual economic self sufficiency; provide training in meaningful part-time opportunities in community service activities for unemployed low-income persons who are age 55 years of age or older, particularly persons who have poor employment prospects; and to increase the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.	Federal	Department of Labor	17.235	7/01/2020- 6/30/2021	463,351.00	93,440.82	369,910.18		97,349.57	190,790.39	272,560.61	
OLDER WORKER EMPLOYMENT SERVICES INCENTI	OWESIC	20	To foster individual economic self sufficiency; provide training in meaningful part-time opportunities in community service activities for unemployed low-income persons who are age 55 years of age or older, particularly persons who have poor employment prospects; and to increase the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.	Federal	Department of Labor	17.235	7/01/2020- 6/30/2023	889,285.00	28,412.70	860,872.30		12,372.09	40,784.79	848,500.21	
EU TEMPORARY FULL FED FIRST WEEK FUND (FFWF)	EUFFWF	20	To incorporate and upgrade UI-IT systems and implement the FFWF payments to the unemployed under the Families First Coronavirus Response and Emergency Unemployment Insurance Stabilization and Access Act of 2020 (EUISAA) s in response to COVID-19 pandemic.	Federal	Department of Labor	17.225	4/1/2020 - 6/30/2021	17,786.00	17,786.00				17,786.00		

Grant Name	SOAR Grant Number	SOAR Grant Phase	Grant Purpose	Grant Type (Federal or Private)	Grantor/Agency Name (Federal or Private)	Catalog of Federal Domestic Assistance Number (CFDA)	Grant Period of Performance (i.e. 01/01/2019 - 12/31/2021)	FY2020 Grant Award Amount	FY2020 Expenditures	FY2020 Award Carryover to FY2021	FY2021 Grant Award Amount	FY2021 Expenditures as 12/31/2020	Combined FY2020 & 2021 Expenditures as 12/31/20	Available Balance as 12/31/2020	Notes
FEDERAL PANDEMIC UNEMPLOYMENT COMPENSATION (FPUC)	EUFUC	20	To incorporate and upgrade UI-HT systems and implement the FPUC payments to the unemployed under the Families First Coronavirus Response and Emergency Unemployment Insurance Stabilization and Access Act of 2020 (EUISAA) s in response to COVID-19 pandemic.	Federal	Department of Labor	17.225	4/1/2020 - 6/30/2021	131,686.00	131,686.00				131,686.00		
EMERGENCY UNEMPLOYMENT INSURANCE STABILITY	EUISAA	20	To administer DC unemployment compensation law, including taking such steps as may be necessary to ensure adequate resources in periods of high demand -increased unemployment claims under the Families First Coronavirus Response and Emergency Unemployment Insurance Stabilization and Access Act of 2020 (EUISAA) s in response to COVID-19 pandemic.	Federal	Department of Labor	17.225	3/1/2020 - 6/30/2021	4,325,949.00	4,325,949.00				4,325,949.00		
PANDEMIC EMERGENCY UNEMPLOYMENT COMPENSATION (PEUC)	EUPEUC	20	To implement, administer and conduct fraud and integrity activities of the PEUC payments to the unemployed under the Families First Coronavirus Response and Emergency Unemployment Insurance Stabilization and Access Act of 2020 (EUISAA) s in response to COVID-19 pandemic.	Federal	Department of Labor	17.225	4/1/2020 - 6/30/2021	1,295,121.00	5,582.36	1,289,538.64			5,582.36	1,289,538.64	
PANDEMIC UNEMPLOYMENT ASSISTANCE PROGRAM (PUA)	EUPUAP	20	To implement, administer and conduct fraud and integrity activities of the PUA payments to the unemployed under the Families First Coronavirus Response and Emergency Unemployment Insurance Stabilization and Access Act of 2020 (EUISAA) s in response to COVID-19 pandemic.	Federal	Department of Labor	17.225	4/1/2020 - 6/30/2021	2,831,172.00	161,374.31	2,669,797.69		296,098.49	457,472.80	2,373,699.20	
PANDEMIC UNEMPLOYMENT ASSISTANCE PROGRAM (PUA)	EUPUAP	21	To implement, administer and conduct fraud and integrity activities of the PUA payments to the unemployed under the Families First Coronavirus Response and Emergency Unemployment Insurance Stabilization and Access Act of 2020 (EUISAA) s in response to COVID-19 pandemic.	Federal	Department of Labor	17.225	4/1/2020 - 6/30/2021	-			97,015.00			97,015.00	
SHORT TIME COMPENSATION ADMIN PROMO	EUSTCA	20	To assist states in implementing and administering the payments, and establishing, implementing, and improving employer awareness of the Short-Time Compensation (STC) program, also known as Shared Work or Work Share.	Federal	Department of Labor	17.225	4/1/2020 - 6/30/2021				431,513.00			431,513.00	
FEMA OTHER NEEDS ASST LOST WAGES ADMIN	FEMLWA	20	To implement and administer supplemental payments for lost wages under the Lost Wages Act.	Federal	Federal Emergency Management Agency	97.050	8/1/2020 - 3/27/2021	250,603.00	45,268.33	205,334.67		6,214.75	51,483.08	199,119.92	
UNEMPLOYMENT INSURANCE STATE ADMINISTRATION - UI21	UI21PY	20	To oversee unemployment insurance programs for eligible workers through Federal and State cooperation, including unemployment compensation for Federal employees or ex-service members, disaster unemployment assistance, and to assist in the oversight of trade adjustment assistance and alternative trade adjustment assistance, and reemployment trade adjustment assistance programs	Federal	Department of Labor	17.225	10/01/2019 - 12/31/2022	9,344,657.00	9,344,657.00				9,344,657.00		
UNEMPLOYMENT INSURANCE STATE ADMINISTRATION - UI21	UI21PY	21	To oversee unemployment insurance programs for eligible workers through Federal and State cooperation, including unemployment compensation for Federal employees or ex-service members, disaster unemployment assistance, and to assist in the oversight of trade adjustment assistance and alternative trade adjustment assistance, and reemployment trade adjustment assistance programs	Federal	Department of Labor	17.225	10/01/2020 - 12/31/2023	-			8,522,726.00	371,213.52	371,213.52	8,151,512.48	
UNEMPLOYMENT INSURANCE STATE ADMINISTRATION - UI22	UI22PY	20	To oversee unemployment insurance programs for eligible workers through Federal and State cooperation, including unemployment compensation for Federal employees or ex-service members, disaster unemployment assistance, and to assist in the oversight of trade adjustment assistance and alternative trade adjustment assistance, and reemployment trade adjustment assistance programs	Federal	Department of Labor	17.225	10/01/2019 - 12/31/2022	6,298,536.00	606,550.06	5,691,985.94		3,120,781.98	3,727,332.04	2,571,203.96	Grant was fully spent as of 12/31/20. Pending reclass of expenditures.
WIOA NATIONAL DISLOCATED WORKER	WDSCVD	20	To provide disaster-relief employment, along with employment and training services, to eligible individuals in communities significantly affected by the spread of COVID-19.	Federal	Department of Labor	17.277	4/09/2020 - 3/31/2022	1,245,969.00	78,244.84	1,167,724.16		102,517.01	180,761.85	1,065,207.15	
WORK OPPORTUNITIES TAX CREDIT	WOTCFY	20	The tax credit was designed to help individuals from certain target groups who consistently face significant barriers to employment move from economic dependency to self-sufficiency by encouraging businesses to hire target group members and be eligible to claim tax credits against the wages paid to the new hires during the first year of employment.	Federal	Department of Labor	17.271	10/01/2019 - 12/31/2020	66,000.00	66,000.00				66,000.00		
Cities for Financial Empowerment Fund	000CFE	20	To support municipal engagement to improve the financial stability of low and moderate income households by embedding financial empowerment strategies to local government infrastructure.	Private	Cities for Financial Empowerment	Not Applicable	3/01/2020 - 02/28/2021	156,400.00	144,468.57	11,931.43			144,468.57	11,931.43	
HIGH SCHOOL SCHOLARS INTERNSHIP PROGRAM	OCCSYE	20	To provide six-week summer internship experience (MBSYEP) for students entering their senior year of high school. The interns will gain practical and professional work experience and explore paths with the financial services and federal government.	Private	Office of the Comptroller of the Currency	Not Applicable	7/1/2020 - 9/30/2020	748,000.00	748,000.00				748,000.00		
Washington Gas	WSHGAS	19	To provide training and work experience to DC residents under the DC Infrastructure (DCIA) programs.	Private	Washington Gas	Not Applicable	10/1/2019 - OPEN	543,333.33		543,333.33				543,333.33	
Grant Total								33,902,995.33	18,455,800.88	15,447,194.45	10,914,227.00	5,057,870.57	23,513,671.45	21,303,550.88	

2022 FY Operating Plans				DOES FOR 2021 Q15							
Program	1000	Activity	1015								
Fund	0100	PCA	10150								
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget	
AGENCY MANAGEMENT	1015	TRAINING AND EMPLOYEE DEVELOPMENT									
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS			15,624		
							Shared Services		0		
							Supplies		15,624		
							Total Planned Obligations		15,624		
			0020	Total Budget - Obligations = Surplus/Deficit						0	
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS			8,324		
							Shared Services		0		
							Dues		8,324		
							Total Planned Obligations		8,324		
			0040	Total Budget - Obligations= Surplus/Deficit						0	
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS			0		
							Shared Services		0		
							Total Planned Obligations		0		
			0041	Total Budget - Obligations= Surplus/Deficit						0	
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS			0		
							Summary Object Class 0050		0		
							Total Planned Obligations		0		
			0050	Total Budget - Obligations= Surplus/Deficit						0	
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS			11,500		
							Shared Services		0		
							IT Equipment		11,500		
							Total Planned Obligations		11,500		
			0070	Total Budget - Obligations= Surplus/Deficit						0	
		TRAINING AND EMPLOYEE DEVELOPMENT					Total Budget Appropriation		35,448		
							Total Planned Obligations		35,448		
							Total Surplus / Deficit		0		

FY 2021 NPS Spending Plans

DOES POH 2021 Q15

Program	1000	Activity	1030								Available		
Fund	0100	PCA	10300					Description of Goods or Service	Vendor if Known	Obligation	Budget		
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Total						
AGENCY MANAGEMENT	1030	PROPERTY MANAGEMENT											
			0020	SUPPLIES AND MATERIALS		0100	LOCAL FUNDS		17,480				
										Shared Services		0	
										Office Supplies	TBD	12,000	

FY 2021 NPS Spending Plans

DOES POH 2021 Q15

Program	1000	Activity	1040				
Fund	0100	PCA	10400				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Available Budget
AGENCY MANAGEMENT	1040	INFORMATION TECHNOLOGY					
				0020	SUPPLIES AND MATERIALS	0100 LOCAL FUNDS	13,000
				Shared Services			0
				Adobe Licenses - 100 - 09.25.20-09.26.21			MVS 10,876
				Uniform shirts for OIT Staff			tbd 2,124
				Total Planned Obligations			13,000
				0020	Total Budget - Obligations = Surplus/Deficit		0
				0040	OTHER SERVICES AND CHARGES	0100 LOCAL FUNDS	93,763
				Shared Services			0
				Contractor - AST			Computer Aid, Inc. 130
				Contractor - AST			Computer Aid, Inc. 150
				Copier Lease - Xerox - Office Machines			Xerox 38,336
				Copier Lease -Xerox - Production Machines			Xerox 30,328
				DocuSign Electronic Signature and Routing			Carahsoft 2,490
				Microsoft Project Licenses for OIT - 5			CDW 1,125
				Smartsheets Business License			MVS 3,600
				Uniform shirts for OIT staff			tbd 4,000
				Total Planned Obligations			80,159
				0040	Total Budget - Obligations= Surplus/Deficit		13,604
				0041	CONTRACTUAL SERVICES - OTHER	0100 LOCAL FUNDS	24,297
				Shared Services			0
				Adobe Captivate Licenses			Evolvemedia 24,297
				Total Planned Obligations			24,297
				0041	Total Budget - Obligations= Surplus/Deficit		0
				0050	SUBSIDIES AND TRANSFERS	0100 LOCAL FUNDS	0
				Summary Object Class 0050			0
				Total Planned Obligations			0
				0050	Total Budget - Obligations= Surplus/Deficit		0
				0070	EQUIPMENT & EQUIPMENT RENTAL	0100 LOCAL FUNDS	100,260
				Shared Services			0
				Adobe Captivate Licenses			Evolvemedia 24,275
				Laptop - Telework Equipment			tbd 23,000

## FY 2021 NPS Spending Plans

## DOES POH 2021 Q15

Program	1000	Activity	1040												
Fund	0100	PCA	10400												
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget					
							Server - Modernization	OCTO	20,000						
							Telephony Services	RTS - DCNET	20,000						
							Total Planned Obligations								87,275
							0070 Total Budget - Obligations= Surplus/Deficit								12,985
		INFORMATION TECHNOLOGY						Total Budget Appropriation		231,320					
								Total Planned Obligations		204,732					
						Total Surplus / Deficit		26,589							



FY 2021 NPS Spending Plans

DOES POH 2021 Q15

Program	1000	Activity	1070								
Fund	0100	PCA	10700								
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget	
AGENCY MANAGEMENT	1070	FLEET MANAGEMENT								Total	
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS				0	
							Shared Services		0		

FY 2021 NPS Spending Plans

DOES POH 2021 Q15

Program	1000	Activity	1086							Available		
Fund	0100	PCA	10860					Description of Goods or Service	Vendor if Known	Obligation	Budget	
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title					Total	
AGENCY MANAGEMENT	1086	CALL CENTER										
			0020	SUPPLIES AND MATERIALS		0100	LOCAL FUNDS		8,000			
									Shared Services		0	
									ACD Headsets	tbd	4,000	
									Laptop Headsets	tbd	4,000	
									Total Planned Obligations			8,000
			0020	Total Budget - Obligations = Surplus/Deficit							0	
			0040	OTHER SERVICES AND CHARGES		0100	LOCAL FUNDS		50,000			
									Shared Services		0	
									Training	tbd	45,000	
									Call Fire	tbd	5,000	
									Total Planned Obligations			50,000
			0040	Total Budget - Obligations= Surplus/Deficit							0	
			0041	CONTRACTUAL SERVICES - OTHER		0100	LOCAL FUNDS		40,500			
									Shared Services		0	
									OCTO	DC.Net Support	20,000	
									Contract Professional Services	tbd	20,500	
									Total Planned Obligations			40,500
			0041	Total Budget - Obligations= Surplus/Deficit							0	
			0050	SUBSIDIES AND TRANSFERS		0100	LOCAL FUNDS		0			
									Summary Object Class 0050		0	
									Total Planned Obligations			0
			0050	Total Budget - Obligations= Surplus/Deficit							0	
			0070	EQUIPMENT & EQUIPMENT RENTAL		0100	LOCAL FUNDS		12,000			
								Shared Services		0		
						Laptops	tbd	12,000				
						Total Planned Obligations			12,000			
0070	Total Budget - Obligations= Surplus/Deficit							0				
CALL CENTER							Total Budget Appropriation	110,500				
							Total Planned Obligations	110,500				
							Total Surplus / Deficit	0				

## FY 2021 NPS Spending Plans

Program	2000	Activity	2100, 2200, 2400										
Fund	All Funds	PCA							Description of Goods or Service	Vendor if Known	Obligation	Available Budget	
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title							
UNEMPLOYMENT INSURANCE PROGRAM	2100, 2200, 2400	UNEMPLOYMENT INSURANCE PROGRAM											
			0020	SUPPLIES AND MATERIALS	All Funds	Special Purpose + Federal						50,000	
							Shared Services				0		
							Office Supplies/Technology	METROPOLITAN OFFICE PRODUC			30,000		
							Office Supplies/Technology	AMERICAN BUSINESS SUPPLIE			5,000		
							Office Supplies/Technology	INK SYSTEMS LLC			15,000		
							Office Supplies/Technology	ABC TECHNICAL SOLUTIONS INC			10,000		
							Total Planned Obligations				60,000		
			0020	Total Budget - Obligations = Surplus/Deficit								-10,000	
			0040	OTHER SERVICES AND CHARGES	All Funds	Special Purpose + Federal						3,751,152	
							Shared Services				0		
							DHS, CITIZENSHIP & IMMIGRATION - Alien Verificati	SAVE			2,000		
							File Management	DIGI DOCS INC DOCUMENT MGEF			202,197.00		
							UI Local Travel	Vendor Unknown			10,000		
							UI Required Travel	Vendor Unknown			30,000		
							NASWA	NASWA			17,000		
							Leadership Training	GEORGE WASHINGTON UNIVER			53,060.00		
							Leadership Training	GRADUATE SCHOOL			42,698.50		
							Provide Inter-active Voice Record (IVR) Maintenance and Support	Enghouse/Syntellec, Inc.			90,785		
							Legal Services	AFL-CIO/DC CHAMBER OF COMM			740,000		
							LOI for DCHR - Background and Drug testing services	Unknown Vendor			9,867		
							LOI FOR OAH ADJUDICATION OF LOWER LEVEL (4/10/20 Mayors Policy)	OAH			1,615,619		
							FY20 for Scanning services	Vendor Unknown			141,555		
							XEROX (AJC Only)	Xerox			849		
							Postage for UI Tax and Benefits	USPS			800,000		
							FY2021 High Volume Scanners	Vendor Unknown			4,700		
							Postage	PITNEY BOWES GLOBAL FINANCI			101,490.24		
							Interior Building Designs	BELL ARCHITECTS, PC			17,677.38		
							Conference Meetings/ Training	Travel			50,000.00		
							Computers	Whitaker Brothers Business			5,000.00		
							Training	NATIONAL JUDICIAL COLLEGE			36,920.00		
							Consulting	MW Consulting			8,760.00		
							Delivery service for the Office of the General Counsel	One Source Process, LLC			36,125.00		
							Pipeline Resources	Computer Aid, Inc.			181,000		
							Total Planned Obligations				4,197,304		
			0040	Total Budget - Obligations= Surplus/Deficit								-446,151	
			0041	CONTRACTUAL SERVICES - OTHER	All Funds	Special Purpose + Federal						7,585,092	
							Shared Services				0		
							FY2020 QMATIC Queuing and Customer Flow Management - AJC Tool	QMATIC			48,000		
							Pipeline Resources	Computer Aid, Inc.			208,740		
							Delivery service for the Office of the General Cou	CAPITOL PROCESS SERVICES, INC.			31,406		
							Unemployment Benefits System Support and Mainten	OnPoint Technology			5,500,000		
							Unemployment Claimants Verification (Database Serv	APPRIS			39,000		
							SupreTech QAS Renewal - Address verication services	SupreTech			36,101		

					FY2021 File Maintenance	Cradle Systems	70,676	
					Unemployment Tax usage of the Lexis Nexis Database	LexisNexis Accurint	97,755	
					MOU Between OCTO and DOES to provide Integrated PI	OCTO	45,821	
					Unemployment Tax System Maintenance and Support -	Northrop Grumman	1,202,250	
					Unemployment Tax System (Employer) Maintenance and	Sagitec	767,675	
					BPC Death Crossmatch	National Association for Public Health Statistics and Information Systems	24,000	
					SSN Identity Verification	REED ELSEVIER INCORPORATED	120,000	
					Total Planned Obligations		8,191,424	
				0041	Total Budget - Obligations= Surplus/Deficit			-606,332
				0050	SUBSIDIES AND TRANSFERS	All Funds	Special Purpose + Federal	0
					Summary Object Class 0050			0
					Total Planned Obligations			0
				0050	Total Budget - Obligations= Surplus/Deficit			0
				0070	EQUIPMENT & EQUIPMENT RENTAL	All Funds	Special Purpose + Federal	16,539
					Shared Services			0
					Office Supplies/Technology	ABC TECHNICAL SOLUTIONS I	5,163.05	
					Xerox Lease Machines in OAS	Xerox	108,059.79	
					Xerox Machines within Tax, Benefits, BPC Suites	Xerox	35,689.16	
					Total Planned Obligations		148,912	
				0070	Total Budget - Obligations= Surplus/Deficit			11,376
				UNEMPLOYMENT INSURANCE PROGRAM				
					Total Budget Appropriation			11,402,783
					Total Planned Obligations			12,597,640
					Total Surplus / Deficit			-1,194,856

## FY 2021 NPS Spending Plans

Program	2000	Activity	2500							
Fund	All Funds	PCA	25000							
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget
UNEMPLOYMENT INSURANCE	2500	COMPLIANCE AND INDEPENDENT MONITORING								Total
			0020	SUPPLIES AND MATERIALS	All Funds	All Funds				2,000
							Shared Services		0	
							Office Supplies		2,000	
							Total Planned Obligations		2,000	
			0020	Total Budget - Obligations = Surplus/Deficit						0
			0040	OTHER SERVICES AND CHARGES	All Funds	All Funds				9,914
							Shared Services		0	
							Contractual Services	OAS & others	9,914	
							Total Planned Obligations		9,914	
			0040	Total Budget - Obligations= Surplus/Deficit						0
			0041	CONTRACTUAL SERVICES - OTHER	All Funds	All Funds				0
							Shared Services		0	
							Total Planned Obligations		0	
			0041	Total Budget - Obligations= Surplus/Deficit						0
			0050	SUBSIDIES AND TRANSFERS	All Funds	All Funds				0
							Summary Object Class 0050		0	
							Total Planned Obligations		0	
			0050	Total Budget - Obligations= Surplus/Deficit						0
			0070	EQUIPMENT & EQUIPMENT RENTAL	All Funds	All Funds				2,000
							Shared Services		0	
							Laptops/OIT		2,000	
							Total Planned Obligations		2,000	
			0070	Total Budget - Obligations= Surplus/Deficit						0
		COMPLIANCE AND INDEPENDENT MONITORING						Total Budget Appropriation		13,914
								Total Planned Obligations		13,914
								Total Surplus / Deficit		0

### FY 2021 NPS Spending Plans

Program	3000	Activity	3200							
Fund	0100	PCA	32000							
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Total			
LABOR STANDARDS	3200	OFFICE OF WAGE HOUR								
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS		8,000		
								Shared Services	0	
								Supplies	8,000	
								Total Planned Obligations	8,000	
			0020 Total Budget - Obligations = Surplus/Deficit						0	
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS		347,657		
								Shared Services	7,864	
								Memberships/Conferences	tbd	7,794
								OAH MOU	200,000	
								Grants Office Support/Grant System	13,700	
								Report Writer/Editor	28,300	
								Contractual Staff	90,794	
								Total Planned Obligations	348,452	
			0040 Total Budget - Obligations= Surplus/Deficit						-794	
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS		943,963		
								Shared Services	0	
								Tipped Portal Enhancement/ Splash Page	tbd	907,896
								IT Support Wage-Hour Systems	tbd	36,067
								Total Planned Obligations	943,963	
			0041 Total Budget - Obligations= Surplus/Deficit						0	
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS		130,000		
								Summary Object Class 0050	0	
								Public Education Grants	tbd	120,000
					Total Planned Obligations	120,000				
0050 Total Budget - Obligations= Surplus/Deficit						10,000				
0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS		11,200					
					Shared Services	0				
					Laptops/Phones/ Computers	tbd	11,200			
					Total Planned Obligations	11,200				
0070 Total Budget - Obligations= Surplus/Deficit						0				
OFFICE OF WAGE HOUR						Total Budget Appropriation	1,440,820			
						Total Planned Obligations	1,431,615			
						Total Surplus / Deficit	9,206			



FY 2021 NPS Spending Plans

Program	3000	Activity	3200								
Fund	0618	PCA	32000								
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget Total	
LABOR STANDARDS	3200	OFFICE OF WAGE HOUR									
			0020	SUPPLIES AND MATERIALS	0618	#N/A					0
			Shared Services							0	
			Total Planned Obligations							0	
			0020	Total Budget - Obligations = Surplus/Deficit						0	
			0040	OTHER SERVICES AND CHARGES	0618	#N/A					100,000
			Shared Services							0	
			Certified Mail/Notices/Translation Services/New Paper and Metro Ads							tbd	30,000
			ASSLA Study							tbd	70,000
			Total Planned Obligations							100,000	
			0040	Total Budget - Obligations= Surplus/Deficit						0	
			0041	CONTRACTUAL SERVICES - OTHER	0618	#N/A					0
			Shared Services							0	
			Total Planned Obligations							0	
			0041	Total Budget - Obligations= Surplus/Deficit						0	
			0050	SUBSIDIES AND TRANSFERS	0618	#N/A					0
			Summary Object Class 0050							0	
			Total Planned Obligations							0	
			0050	Total Budget - Obligations= Surplus/Deficit						0	
			0070	EQUIPMENT & EQUIPMENT RENTAL	0618	#N/A					0
			Shared Services							0	
			Total Planned Obligations							0	
			0070	Total Budget - Obligations= Surplus/Deficit						0	
			OFFICE OF WAGE HOUR							Total Budget Appropriation	100,000
										Total Planned Obligations	100,000
										Total Surplus / Deficit	0

FY 2021 NPS Spending Plans

Program	3000	Activity	3300								
Fund	0100	PCA	33000								
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget	
LABOR STANDARDS	3300	OFFICE OF OCCUPATIONAL SAFETY AND HEALTH									
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS	0				
			Shared Services							0	
			Total Planned Obligations							0	
			0020 Total Budget - Obligations = Surplus/Deficit							0	
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS	189				
			Shared Services							0	
			Total Planned Obligations							0	
			0040 Total Budget - Obligations= Surplus/Deficit							189	
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS	0				
			Shared Services							0	
			Total Planned Obligations							0	
			0041 Total Budget - Obligations= Surplus/Deficit							0	
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS	0				
			Summary Object Class 0050							0	
			Total Planned Obligations							0	
			0050 Total Budget - Obligations= Surplus/Deficit							0	
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS	0				
			Shared Services							0	
			Total Planned Obligations							0	
			0070 Total Budget - Obligations= Surplus/Deficit							0	
			OFFICE OF OCCUPATIONAL SAFETY AND HEALTH								
			Total Budget Appropriation							189	
			Total Planned Obligations							0	
			Total Surplus / Deficit							189	

FY 2021 NPS Spending Plans

Program	3000	Activity	3400								
Fund	0611	PCA	34000								
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget	
LABOR STANDARDS	3400	OFFICE OF WORKERS' COMPENSATION									
				0020	SUPPLIES AND MATERIALS	0611	WORKERS' COMPENSATION ADMIN.		85,000		
									Shared Services	0	
									Office Supplies	Metropolitan Office Products	50,000
									Office Supplies	TBD	35,000
									Total Planned Obligations	85,000	
									0020 Total Budget - Obligations = Surplus/Deficit		0
				0040	OTHER SERVICES AND CHARGES	0611	WORKERS' COMPENSATION ADMIN.		1,249,319		
									Shared Services	0	
									Printing (Act, Regs, Brochures, Forms & Posters)	TBD	110,000
									Training	TBD	75,000
									Lexis Nexis	Reed (Elsevier Inc.)	90,000
									Financial Audit of Admin/Special Fund	TBD	30,000
									Record Storage and Retrieval	TBD	50,000
									Record Storage and Retrieval	Iron Mountain	162,379
									Memberships	Workers' Compensation Research Institi	5,000
									Information Technology Services	TBD	450,000
									Resource Tools (Publications)	TBD	3,000
									Xerox Expenses (Maintenace)	Xerox	35,000
									Postage	Pitney Bowes Government Solutions	125,000
									Purchase Card	TBD	85,000
									Total Planned Obligations	1,220,379	
									0040 Total Budget - Obligations= Surplus/Deficit		28,940
				0041	CONTRACTUAL SERVICES - OTHER	0611	WORKERS' COMPENSATION ADMIN.		1,380,408		
									Shared Services	0	
									Contractual Services - Modernization Services and other IT r	TBD	1,140,408
									IT Contract	Computer Aid Inc.	120,000
									IT Contract	Construction Systems Group, Inc.	4,000
									IT Contract	Cradle Systems, LLC (IT Security)	5,000
									IT Contract	DIGI Docs	35,000
									IT Contract	MVS Inc. (Cloud Services)	35,000
									IT Contract	Stockbridge Consulting (Information Tec	41,000
									Total Planned Obligations	1,380,408	
									0041 Total Budget - Obligations= Surplus/Deficit		0
				0050	SUBSIDIES AND TRANSFERS	0611	WORKERS' COMPENSATION ADMIN.		0		
									Summary Object Class 0050	0	
									Total Planned Obligations	0	
									0050 Total Budget - Obligations= Surplus/Deficit		0
				0070	EQUIPMENT & EQUIPMENT RENTAL	0611	WORKERS' COMPENSATION ADMIN.		153,694		
									Shared Services	0	
									Modernization Equipment for OWC's New Case Mgt System	TBD	28,000

				Laptops for Teleworking	TBD	70,000	
				Cellular Phones For Teleworking	TBD	20,000	
				Headsets	TBD	3,000	
				Wireless mouse for laptops	TBD	4,500	
				Desktop Printers	TBD	5,000	
				Acrobat Pro	TBD	2,000	
				Structural Equipment	TBD	21,194	
			Total Planned Obligations			153,694	
		0070	Total Budget - Obligations= Surplus/Deficit				0
OFFICE OF WORKERS' COMPENSATION				Total Budget Appropriation			2,868,421
				Total Planned Obligations			2,839,481
				Total Surplus / Deficit			28,940

FY 2021 NPS Spending Plans

Program	3000	Activity	3500								
Fund	0611	PCA	35000								
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget	
LABOR STANDARDS	3500	OAH: ADMINISTRATIVE HEARINGS DIVISION									
				0020	SUPPLIES AND MATERIALS	0611	WORKERS' COMPENSATION ADMIN.	15,000			
								Shared Services	0		
								Office Supplies	Metropolitan Supply	12,000	
								Office Supplies	TBD	3,000	
								Total Planned Obligations		15,000	
				0020 Total Budget - Obligations = Surplus/Deficit							0
				0040	OTHER SERVICES AND CHARGES	0611	WORKERS' COMPENSATION ADMIN.	73,517			
								Shared Services	0		
								Training/Travel	SAWCA, IAIAABC, NJC, et al.	35,000	
								Memberships, Subscriptions, Fees	NAALJ, NAWCJ, et al.	3,000	
								Xerox Copier Expenses	Xerox Corporation	15,000	
								Printer Cartridges	TBD	3,000	
								Misc. Purchases	TBD	3,600	
								Purchase Card	TBD	5,000	
								Total Planned Obligations		64,600	
				0040 Total Budget - Obligations= Surplus/Deficit							8,917
				0041	CONTRACTUAL SERVICES - OTHER	0611	WORKERS' COMPENSATION ADMIN.	629,043			
								Shared Services	0		
								Court Reporting/Transcription Services	Hunt Reporting Company	100,000	
								Interpreter Services	Multicultural Community Services	25,000	
								Legal Research Services	Reed Elsevier/Lexis Nexis	18,500	
								Records Management /Digitization	Digi Docs, Inc.	12,300	
								Records Retention/Archiving	Iron Mountain	60,000	
								Automated Case Management System	Tybera Group	174,000	
								IT System Maintenance and Security	Computer Aid, Inc.	21,100	
								IT Security	Cradle System LLC	1,200	
								Training	Public Performance Management	1,000	
								New Office Location Build-out	TBD	215,943	
								Total Planned Obligations		629,043	
				0041 Total Budget - Obligations= Surplus/Deficit							0
				0050	SUBSIDIES AND TRANSFERS	0611	WORKERS' COMPENSATION ADMIN.	0			
								Summary Object Class 0050		0	
								Total Planned Obligations		0	
				0050 Total Budget - Obligations= Surplus/Deficit							0
				0070	EQUIPMENT & EQUIPMENT RENTAL	0611	WORKERS' COMPENSATION ADMIN.	24,100			
								Shared Services	0		
								Courtroom Video Conferencing System (2)	TBD	18,200	
								Desk Top Color Printer (3)	TBD	4,100	
								Date Stamp Machine (2)	TBD	1,800	
								Total Planned Obligations		24,100	
				0070 Total Budget - Obligations= Surplus/Deficit							0
							Total Budget Appropriation		741,659		
							Total Planned Obligations		732,743		
							Total Surplus / Deficit		8,916		

FY 2021 NPS Spending Plans

Program	3000	Activity	3600							
Fund	0611	PCA	36000							
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget
LABOR STANDARDS	3600	OAH: COMPENSATION REVIEW BOARD								
			0020	SUPPLIES AND MATERIALS	0611	WORKERS' COMPENSATION ADMIN.	10,000			
</										



FY 2021 NPS Spending Plans				DOES POH 2021 Q15			
Program	4000	Activity	4100				
Fund	0100	PCA	41000				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	
WORKFORCE DEVELOPMENT	4100	SENIOR SERVICES					
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS	2,048
						Shared Services	0
						Office Supplies & Materials	TBD2,048
						Total Planned Obligations	2,048
			0020	Total Budget - Obligations = Surplus/Deficit			0
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS	4,845
						Shared Services	0
						XEROX SERVICES	2,457
						Printing	TBD1,000
						Computer Services	Computer Aid1,388
						Total Planned Obligations	4,845
			0040	Total Budget - Obligations= Surplus/Deficit			0
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS	4,143
						Shared Services	0
						Contractual Services - Temp Services	TBD4,143
						Total Planned Obligations	4,143
			0041	Total Budget - Obligations= Surplus/Deficit			0
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS	0
						Summary Object Class 0050	0
						Total Planned Obligations	0
			0050	Total Budget - Obligations= Surplus/Deficit			0
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS	2,800
						Shared Services	0
						Computer Equipment	Unknown2,800
						Total Planned Obligations	2,800
			0070	Total Budget - Obligations= Surplus/Deficit			0
		SENIOR SERVICES				Total Budget Appropriation	13,836
						Total Planned Obligations	13,836
						Total Surplus / Deficit	0

## Spending Plan 8200

FY 2021 NPS Spending Plans				DOES POH 2021 Q15								
Program	4000	Activity	4200									
Fund	0100	PCA	42000									
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget		
WORKFORCE DEVELOPMENT	4200	PROGRAM PERFORMANCE MONITORING										
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS					1,759	
										Shared Services	0	
										Supplies	TBD	1,759
										Total Planned Obligations		1,759
			0020 Total Budget - Obligations = Surplus/Deficit								0	
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS					10,000	
										Shared Services	0	
										XEROX SERVICES	2,457	
										Smartsheet licenses	Smartsheet	3,000
										Adobe Pro Licenses	Adobe	1,000
										OmniGraffe (visio for Macs) licenses	OmniGraffe	500
										Box license		150
										Visio	Microsoft	2,500
										Total Planned Obligations		9,607
			0040 Total Budget - Obligations= Surplus/Deficit								393	
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS					10,000	
										Shared Services	0	
										memberships	SCCE and NAWDP	2,500
										Management Concepts Training	Mangement Concepts	3,000
										Reserve for future needs		4,500
										Total Planned Obligations		10,000
			0041 Total Budget - Obligations= Surplus/Deficit								0	
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS					0	
										Summary Object Class 0050	0	
										Total Planned Obligations		0
			0050 Total Budget - Obligations= Surplus/Deficit								0	
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS					10,000	
										Shared Services	0	
										headsets	TBD	1,500
										laptop bags	TBD	500
										computer mouses		300
										Reserve for future needs		7,700
										Total Planned Obligations		10,000
			0070 Total Budget - Obligations= Surplus/Deficit								0	
PROGRAM PERFORMANCE MONITORING							Total Budget Appropriation	31,759				
							Total Planned Obligations	31,366				
							Total Surplus / Deficit	393				

FY 2021 NPS Spending Plans				DOES POH 2021 Q15						
Program	4000	Activity	4200							
Fund	8200	PCA	42000							
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget
WORKFORCE DEVELOPMENT	4200	PROGRAM PERFORMANCE MONITORING								
			0020	SUPPLIES AND MATERIALS	8200	FEDERAL GRANTS				0
							Shared Services		0	
									</	

FY 2021 NPS Spending Plans				DOES POH 2021 Q15			
Program	4000	Activity	4250				
Fund	0100	PCA	42500				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	
WORKFORCE DEVELOPMENT	4250	LOCAL ADULT TRAINING					
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS	5,836
					Shared Services	0	
					Office Supplies	Unknown	5,836
					Total Planned Obligations	5,836	
			0020	Total Budget - Obligations = Surplus/Deficit			0
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS	189,154
					Shared Services	0	
					XEROX	8,143	
					IT Training and Credential Attainment Contract	TBD	100,000
					Jungle Laster	TBD	15,000
					Contractual Services	Various	20,000
					Records Management - OAS	Digi DOC Inc/Ink System LLC	20,286
					Printing	TBD	10,000
					Adobe Connect Licencse Renewal	Evolve Media LLC	4,925
					Workforce/AJC COVID -19 Safety Supplies	TBD	5,000
					Translation Services	TBD	5,800
					Total Planned Obligations	189,154	
			0040	Total Budget - Obligations= Surplus/Deficit			0
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS	0
					Shared Services	0	
					Total Planned Obligations	0	
			0041	Total Budget - Obligations= Surplus/Deficit			0
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS	539,739
					Summary Object Class 0050	0	
					Training Participants Incentive Gift Cards	DC Treasury	100,000
					Participant Wages	DC Training Participants	186,824
					Participant Wages Fringes	DC Training Participants	15,915
					UDC MOU - Training and Credentialing Attainment	UDC - Exercise MOU Option Year	62,000
					Pre-Apprenticeship Training and Credentialing Attainment	CSA - Exercise HCA Option Year	75,000
					Enterepreneurship Training and Business License Attainment	Can I Live - Exercise Grant Option Year	100,000
					Total Planned Obligations	539,739	
			0050	Total Budget - Obligations= Surplus/Deficit			0
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS	16,000
					Shared Services	0	
					Workforce Equipment	TBD	16,000
					Total Planned Obligations	16,000	
			0070	Total Budget - Obligations= Surplus/Deficit			0
					LOCAL ADULT TRAINING	Total Budget Appropriation	750,729
						Total Planned Obligations	750,729
						Total Surplus / Deficit	0

## FY 2021 NPS Spending Plans

# DOES POH 2021 Q15

Program	4000	Activity	4260							
Fund	0100	PCA	42600							
Program Title	Activity	Activity Title	Description of Goods or Service					Vendor if Known	Obligation	Available Budget
WORKFORCE DEVELOPMENT	4260	INFRASTRUCTURE ACADEMY	Total							
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS	9,000			
			Shared Services						0	
			Supplies						TBD	2,000
			Total Planned Obligations						2,000	
			0020	Total Budget - Obligations = Surplus/Deficit						7,000
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS	400,000			
			Shared Services						0	
			Printer						Canon Lease	12,344
			Website						TBD	1,500
			Contractual Staff						TBD	48,500
			Fence Service						TBD	3,000
			Upgrading security cameras						TBD	7,000
			Total Planned Obligations						72,344	
			0040	Total Budget - Obligations= Surplus/Deficit						327,656
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS	39,426			
			Shared Services						0	
			Total Planned Obligations						0	
			0041	Total Budget - Obligations= Surplus/Deficit						39,426
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS	949,757			
			Summary Object Class 0050						0	
			Training Program						Various Vendors	483,177
			Participant Wages							848,820
			Total Planned Obligations						1,331,997	
			0050	Total Budget - Obligations= Surplus/Deficit						-382,240
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS	8,160			
			Shared Services						0	
			Total Planned Obligations						0	
			0070	Total Budget - Obligations= Surplus/Deficit						8,160
			Total Budget Appropriation							1,406,343
			Total Planned Obligations							1,406,341
			Total Surplus / Deficit							2



Program	4000	Activity	4260							
Fund	8400	PCA	42600							
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget
WORKFORCE DEVELOPMENT	4260	INFRASTRUCTURE ACADEMY								
			0020	SUPPLIES AND MATERIALS	8400	#N/A				0
							Shared Services		0	
							Office supplies	TBD	3,000	
							Total Planned Obligations		3,000	
			0020	Total Budget - Obligations = Surplus/Deficit						-3,000
			0040	OTHER SERVICES AND CHARGES	8400	#N/A				1
							Shared Services		0	
							DCIA Infrastructure Week	Various Vendors	10,000	
							Total Planned Obligations		10,000	
			0040	Total Budget - Obligations= Surplus/Deficit						-9,999
			0041	CONTRACTUAL SERVICES - OTHER	8400	#N/A				0
							Shared Services		0	
							Total Planned Obligations		0	
			0041	Total Budget - Obligations= Surplus/Deficit						0
			0050	SUBSIDIES AND TRANSFERS	8400	#N/A				0
							Summary Object Class 0050		0	
							Training Programs	Various Vendors	210,000	
							Total Planned Obligations		210,000	
			0050	Total Budget - Obligations= Surplus/Deficit						-210,000
			0070	EQUIPMENT & EQUIPMENT RENTAL	8400	#N/A				0
							Shared Services		0	
							Equipment and furniture replacements	Various Vendors	7,000	
							Total Planned Obligations		7,000	
			0070	Total Budget - Obligations= Surplus/Deficit						-7,000
		INFRASTRUCTURE ACADEMY					Total Budget Appropriation			1
							Total Planned Obligations			230,000
							Total Surplus / Deficit			-229,999

Program	4000	Activity	4300													
Fund	0100	PCA	43000													
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget						
	4300	OFFICE OF APPRENTICESHIP INFO. AND TRNG														
			0020	SUPPLIES AND MATERIALS		0100	LOCAL FUNDS		5,082							
									Shared Services		0					
									Office Supplies / Apprenticeship Week Materials	TBD	5,082					
									Total Planned Obligations		5,082					
			0020	Total Budget - Obligations = Surplus/Deficit									0			
			0040	OTHER SERVICES AND CHARGES		0100	LOCAL FUNDS		59,218							
									Shared Services		0					
									Pre-apprenticeship (MBSYEP/ Summer grant) (reprogram to 50)		28,460					
									Apprenticeship Events / Outreach #1	TBD	6,218					
									DCAMs Expense (reporgram to 41)		23,000					
									Apprenticeship Events/Outreach #2	TBD	1,540					
									Total Planned Obligations		59,218					
			0040	Total Budget - Obligations= Surplus/Deficit									0			
			0041	CONTRACTUAL SERVICES - OTHER		0100	LOCAL FUNDS		41,164							
									Shared Services		0					
									LCP tracker	TBD	34,340					
									DCAMS expense (cont'd)		6,824					
									Total Planned Obligations		41,164					
			0041	Total Budget - Obligations= Surplus/Deficit									0			
			0050	SUBSIDIES AND TRANSFERS		0100	LOCAL FUNDS		21,540							
									Summary Object Class 0050		0					
									DCPS Pre-apprenticeship / Related Instruction Cost		10,000					
									MBSYEP/Summer Grant (cont'd grant)		6,540					
									Metro Cards		5,000					
									Total Planned Obligations		21,540					
0050	Total Budget - Obligations= Surplus/Deficit									0						
0070	EQUIPMENT & EQUIPMENT RENTAL		0100	LOCAL FUNDS		3,600										
						Shared Services		0								
						Office Equipment	TBD	1,800								
						Computer Supplies	TBD	1,800								
						Total Planned Obligations		3,600								
						0070	Total Budget - Obligations= Surplus/Deficit									0
							Total Budget Appropriation			130,604						
							Total Planned Obligations			130,604						
							Total Surplus / Deficit			0						

FY 2021 NPS Spending Plans				DOES POH 2021 Q15									
Program	4000	Activity	4500										
Fund	0100	PCA	45000										
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget			
										Total			
WORKFORCE DEVELOPMENT	4500	EMPLOYER SERVICES											
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS				10,008			
									Shared Services		0		
									Digital marketing materials	TBD	6,208		
									Office Supplies	TBD	2,300		
									Work Opportunity Tax Credit (WOTC) Paper		1,500		
									Total Planned Obligations		10,008		
									0020 Total Budget - Obligations = Surplus/Deficit			0	
									0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS	65,756
									Shared Services		0		
									All Chamber of Commerce Memberships	US Chamber of Commerce - DC Chamber of Commerce, Hispanic Chamber of Comm	38,500		
									Board of Trade		5,000		
									Staff development and enrichment		22,256		
									Total Planned Obligations		65,756		
									0040 Total Budget - Obligations= Surplus/Deficit			0	
									0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS	30,240
									Shared Services		0		
									WOTC Database	John D. Nebel dba CSDC	21,600		
									Contract Modifications		8,640		
									Total Planned Obligations		30,240		
									0041 Total Budget - Obligations= Surplus/Deficit			0	
						0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS	0			
							Summary Object Class 0050		0				
							Total Planned Obligations		0				
							0050 Total Budget - Obligations= Surplus/Deficit			0			
						0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS	8,000			
							Shared Services		0				
							Computer Monitors	TBD	4,050				
							Computer Accessories	TBD	200				
							Total Planned Obligations		4,250				
							0070 Total Budget - Obligations= Surplus/Deficit			3,750			
							Total Budget Appropriation			114,004			
							Total Planned Obligations			110,254			
							Total Surplus / Deficit			3,750			

FY 2021 NPS Spending Plans				DOES POH 2021 Q15				
Program	4000	Activity	4500					
Fund	8200	PCA	45000					
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title		
WORKFORCE DEVELOPMENT	4500	EMPLOYER SERVICES						
			0020	SUPPLIES AND MATERIALS	8200	FEDERAL GRANTS	11,882	
			Shared Services				0	
			Office Supplies				11,882	
			Total Planned Obligations				11,882	
			0020	Total Budget - Obligations = Surplus/Deficit			0	
			0040	OTHER SERVICES AND CHARGES	8200	FEDERAL GRANTS	1,181,345	
			Shared Services				0	
			Work Experience Program				1,181,345	
			Total Planned Obligations				1,181,345	
			0040	Total Budget - Obligations= Surplus/Deficit			0	
			0041	CONTRACTUAL SERVICES - OTHER	8200	FEDERAL GRANTS	0	
			Shared Services				0	
			Total Planned Obligations				0	
			0041	Total Budget - Obligations= Surplus/Deficit			0	
			0050	SUBSIDIES AND TRANSFERS	8200	FEDERAL GRANTS	164,458	
			Summary Object Class 0050				0	
			Central Service Costs				164,458	
			Total Planned Obligations				164,458	
			0050	Total Budget - Obligations= Surplus/Deficit			0	
			0070	EQUIPMENT & EQUIPMENT RENTAL	8200	FEDERAL GRANTS	20,000	
			Shared Services				0	
			General Office Equipment and Comupter Hardware				20,000	
			Total Planned Obligations				20,000	
			0070	Total Budget - Obligations= Surplus/Deficit			0	
			EMPLOYER SERVICES					
			Total Budget Appropriation					1,377,685
			Total Planned Obligations					1,377,685
			Total Surplus / Deficit					0

### FY 2021 NPS Spending Plans

Program	4000	Activity	4510									
Fund	0100	PCA	45100									
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget		
WORKFORCE DEVELOPMENT	4510	FIRST SOURCE										
			0020	SUPPLIES AND MATERIALS		0100	LOCAL FUNDS		1,842			
			Shared Services							0		
			Office Supplies							TBD	1,842	
			Total Planned Obligations							1,842		
			0020 Total Budget - Obligations= Surplus/Deficit									0
			0040	OTHER SERVICES AND CHARGES		0100	LOCAL FUNDS		54,111			
			Shared Services							0		
			LCP Tracker							TBD	50,000	
			First Source Online Registration and Reporting System (FORRS) IT Support							TBD	4,111	
			Total Planned Obligations							54,111		
			0040 Total Budget - Obligations= Surplus/Deficit									0
			0041	CONTRACTUAL SERVICES - OTHER		0100	LOCAL FUNDS		56,238			
			Shared Services							0		
			First Source Online Registration and Reporting System (FORRS) IT Support							TBD	200,000	
			Total Planned Obligations							200,000		
			0041 Total Budget - Obligations= Surplus/Deficit									-143,762
			0050	SUBSIDIES AND TRANSFERS		0100	LOCAL FUNDS		0			
			Summary Object Class 0050							0		
			Total Planned Obligations							0		
			0050 Total Budget - Obligations= Surplus/Deficit									0
0070	EQUIPMENT & EQUIPMENT RENTAL		0100	LOCAL FUNDS		800						
Shared Services							0					
Total Planned Obligations							0					
0070 Total Budget - Obligations= Surplus/Deficit									800			
FIRST SOURCE							Total Budget Appropriation		112,991			
							Total Planned Obligations		255,953			
							Total Surplus / Deficit		-142,962			

Program	4000	Activity	4530										
Fund	8200	PCA	45300										
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget			
WORKFORCE DEVELOPMENT	4530	VETERAN AFFAIRS											
			0020	SUPPLIES AND MATERIALS		8200	FEDERAL GRANTS				2,000		
									Shared Services		0		
									Office Supplies & Materials	TBD	2,000		
									Total Planned Obligations		2,000		
			0020	Total Budget - Obligations = Surplus/Deficit									0
			0040	OTHER SERVICES AND CHARGES		8200	FEDERAL GRANTS				6,934		
									Shared Services		0		
									Training & Travel	TBD	3,000		
									Translation Services	TBD	750		
									Contractional Services - Local Conference	TBD	3,184		
									Total Planned Obligations		6,934		
			0040	Total Budget - Obligations= Surplus/Deficit									0
			0041	CONTRACTUAL SERVICES - OTHER		8200	FEDERAL GRANTS				0		
									Shared Services		0		
									Total Planned Obligations		0		
			0041	Total Budget - Obligations= Surplus/Deficit									0
			0050	SUBSIDIES AND TRANSFERS		8200	FEDERAL GRANTS				0		
									Summary Object Class 0050		0		
									Total Planned Obligations		0		
			0050	Total Budget - Obligations= Surplus/Deficit									0
			0070	EQUIPMENT & EQUIPMENT RENTAL		8200	FEDERAL GRANTS				3,000		
						Shared Services		0					
						Equipment	TBD	1,500					
						COVID Furniture Upgrade	TBD	1,500					
						Total Planned Obligations		3,000					
0070	Total Budget - Obligations= Surplus/Deficit									0			
							Total Budget Appropriation		11,934				
							Total Planned Obligations		11,934				
							Total Surplus / Deficit		0				



FY 2021 NPS Spending Plans				DOES POH 2021 Q15			
Program	4000	Activity	4600				
Fund	8200	PCA	46000				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	
WORKFORCE DEVELOPMENT	4600	ONE-STOP OPERATIONS					
			0020	SUPPLIES AND MATERIALS	8200	FEDERAL GRANTS	89,278
			Shared Services				0
			Total Planned Obligations				0
			0020	Total Budget - Obligations = Surplus/Deficit			89,278
			0040	OTHER SERVICES AND CHARGES	8200	FEDERAL GRANTS	1,341,597
			Shared Services				0
			XEROX				8,937
			VOS System - AJC Share				300,000
			AJC Staff Training				30,000
			Printing				14,750
			Office Support				12,500
			Translation Services				2,800
			IT Training Contract				100,000
			Repgramming to comp 050				817,590
			Total Planned Obligations				1,286,577
			0040	Total Budget - Obligations= Surplus/Deficit			55,019
			0041	CONTRACTUAL SERVICES - OTHER	8200	FEDERAL GRANTS	48,000
			Shared Services				0
			Contractual Services				48,000
			Total Planned Obligations				48,000
			0041	Total Budget - Obligations= Surplus/Deficit			0
			0050	SUBSIDIES AND TRANSFERS	8200	FEDERAL GRANTS	1,450,035
			Summary Object Class 0050				0
			Individual Training Accounts				1,500,000
			OJT Training Program				500,000
			Reestablishment of Work Experience(WEX) Program				850,000
			FEMS Cadet Training Program				500,000
			Total Planned Obligations				3,350,000
			0050	Total Budget - Obligations= Surplus/Deficit			-1,899,965
			0070	EQUIPMENT & EQUIPMENT RENTAL	8200	FEDERAL GRANTS	49,818
			Shared Services				0
			Equipment				25,000
			Furniture (AJC Reconfiguration - COVID)				24,818
			Total Planned Obligations				49,818
			0070	Total Budget - Obligations= Surplus/Deficit			-1
			ONE-STOP OPERATIONS				
			Total Budget Appropriation				2,978,727
			Total Planned Obligations				4,734,395
			Total Surplus / Deficit				-1,755,668

FY 2021 NPS Spending Plans				DOES POH 2021 Q15						
Program	4000	Activity	4700							
Fund	0100	PCA	47000							
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget
WORKFORCE DEVELOPMENT	4700	LABOR MARKET INFORMATION								
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS	0			
			Shared Services							0
			Total Planned Obligations							0
			0020	Total Budget - Obligations = Surplus/Deficit		0				
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS	0			
			Shared Services							0
			Total Planned Obligations							0
			0040	Total Budget - Obligations= Surplus/Deficit		0				
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS	0			
			Shared Services							0
			Total Planned Obligations							0
			0041	Total Budget - Obligations= Surplus/Deficit		0				
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS	0			
			Summary Object Class 0050							0
			Total Planned Obligations							0
			0050	Total Budget - Obligations= Surplus/Deficit		0				
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS	0			
			Shared Services							0
			Total Planned Obligations							0
			0070	Total Budget - Obligations= Surplus/Deficit		0				
			LABOR MARKET INFORMATION							0
			Total Budget Appropriation							0
			Total Planned Obligations							0
			Total Surplus / Deficit							0

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Program	4000	Activity	4700											
Fund	8200	PCA	47000											
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget				
WORKFORCE DEVELOPMENT	4700	LABOR MARKET INFORMATION												
			0020	SUPPLIES AND MATERIALS	8200	FEDERAL GRANTS					4,373			
									Shared Services		0			
									Office Supplies	TBD	2,000			
									Total Planned Obligations		2,000			
									0020 Total Budget - Obligations = Surplus/Deficit			2,373		
									0040	OTHER SERVICES AND CHARGES	8200	FEDERAL GRANTS		27,032
									Shared Services		0			
									XEROX		4,912			
									Real Time LMI Data	Economic Modeling LLC (EMSI)	21,500			
									Statistical Software	SAS JMP	3,000			
									Stata Statistical Software	STATA	5,000			
									Total Planned Obligations		34,412			
									0040 Total Budget - Obligations= Surplus/Deficit			-7,380		
									0041	CONTRACTUAL SERVICES - OTHER	8200	FEDERAL GRANTS		0
									Shared Services		0			
						Total Planned Obligations		0						
						0041 Total Budget - Obligations= Surplus/Deficit			0					
						0050	SUBSIDIES AND TRANSFERS	8200	FEDERAL GRANTS		0			
						Summary Object Class 0050		0						
						Total Planned Obligations		0						
						0050 Total Budget - Obligations= Surplus/Deficit			0					
						0070	EQUIPMENT & EQUIPMENT RENTAL	8200	FEDERAL GRANTS		3,000			
						Shared Services		0						
						Laptop computer	TBD	3,000						
						Total Planned Obligations		3,000						
						0070 Total Budget - Obligations= Surplus/Deficit			0					
LABOR MARKET INFORMATION							Total Budget Appropriation		34,405					
							Total Planned Obligations		39,412					
							Total Surplus / Deficit		-5,007					

FY 2021 NPS Spending Plans				DOES POH 2021 Q15			
Program	4000	Activity	4810				
Fund	0100	PCA	48100				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	
WORKFORCE DEVELOPMENT	4810	YEAR-ROUND YOUTH PROGRAM					
				0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS
							8,000
				Shared Services			0
				Office Supplies			3,000
				P-Card			5,000
				Total Planned Obligations			8,000
				0020 Total Budget - Obligations = Surplus/Deficit			0
				0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS
							365,450
				Shared Services			0
				Contractors			310,598
				Geographic Solutions			1,250
				Xerox			38,636
				ComputerAid			14,966
				Total Planned Obligations			365,450
				0040 Total Budget - Obligations= Surplus/Deficit			0
				0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS
							70,053
				Shared Services			0
				Grants/HCA (reprogram to CSG 50)			56,839
				Grants Management System			5,158
				DigiDocs			8,056
				Total Planned Obligations			70,053
				0041 Total Budget - Obligations= Surplus/Deficit			0
				0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS
							897,047
				Summary Object Class 0050			0
				Participant Wages			871,158
				Grants/HCA			25,889
				Total Planned Obligations			897,047
				0050 Total Budget - Obligations= Surplus/Deficit			0
				0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS
							5,600
				Shared Services			0
				Laptops			5,600
				Total Planned Obligations			5,600
				0070 Total Budget - Obligations= Surplus/Deficit			0
				YEAR-ROUND YOUTH PROGRAM			
				Total Budget Appropriation			1,346,149
				Total Planned Obligations			1,346,150
				Total Surplus / Deficit			0

FY 2021 NPS Spending Plans				DOES POH 2021 Q15			
Program	4000	Activity	4810				
Fund	8200	PCA	48100				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	
WORKFORCE DEVELOPMENT	4810	YEAR-ROUND YOUTH PROGRAM					
			0020	SUPPLIES AND MATERIALS	8200	FEDERAL GRANTS	41,002
						Shared Services	0
						Office Supplies	41,002
						Total Planned Obligations	41,002
			0020	Total Budget - Obligations = Surplus/Deficit			0
			0040	OTHER SERVICES AND CHARGES	8200	FEDERAL GRANTS	361,208
						Shared Services	0
						Computer Aid	13,050
						Geographic Solutions	26,335
						Xerox	575
						Voucher IDs	2,000
						Total Planned Obligations	41,960
			0040	Total Budget - Obligations= Surplus/Deficit			319,248
			0041	CONTRACTUAL SERVICES - OTHER	8200	FEDERAL GRANTS	0
						Shared Services	0
						Total Planned Obligations	0
			0041	Total Budget - Obligations= Surplus/Deficit			0
			0050	SUBSIDIES AND TRANSFERS	8200	FEDERAL GRANTS	3,104,598
						Summary Object Class 0050	0
						250 OSY Participants	PYAP (200) /YEALP (150) 1,740,701
						HCA's	Various Vendors - TBD 1,339,850
						Total Planned Obligations	3,080,551
			0050	Total Budget - Obligations= Surplus/Deficit			24,047
			0070	EQUIPMENT & EQUIPMENT RENTAL	8200	FEDERAL GRANTS	10,000
						Shared Services	0
						Laptops	TBD 10,000
						Total Planned Obligations	10,000
			0070	Total Budget - Obligations= Surplus/Deficit			0
		YEAR-ROUND YOUTH PROGRAM				Total Budget Appropriation	4,155,894
						Total Planned Obligations	3,748,490
						Total Surplus / Deficit	407,404

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Program	4000	Activity	4820				
Fund	0100	PCA	48200				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Available Budget
WORKFORCE DEVELOPMENT	4820	MARION BARRY SUMMER YOUTH EMPLOYMENT PGM					
				0020	SUPPLIES AND MATERIALS	0100 LOCAL FUNDS	16,712
							Shared Services 0
							Supplies 6,000
							Paper 5,000
							P-Card 5,712
				Total Planned Obligations			16,712
				0020 Total Budget - Obligations = Surplus/Deficit			0
				0040	OTHER SERVICES AND CHARGES	0100 LOCAL FUNDS	428,172
							Shared Services 0
							Jungle Laser 18,842
							Career Team 200,457
							MOS Reviewers 10,000
							MOU (DCPS/DGS) 173,172
							ComputerAid 18,158
							DigiDocs 2,685
							Xerox 4,858
				Total Planned Obligations			428,172
				0040 Total Budget - Obligations= Surplus/Deficit			0
				0041	CONTRACTUAL SERVICES - OTHER	0100 LOCAL FUNDS	429,389
							Shared Services 0
							MBSYEP Evaluation 38,500
							Contractors 141,346
							Career Team 249,543
				Total Planned Obligations			429,389
				0041 Total Budget - Obligations= Surplus/Deficit			0
				0050	SUBSIDIES AND TRANSFERS	0100 LOCAL FUNDS	13,668,255
							Summary Object Class 0050 0
							Grants 420,000
							MOS 157,500
							HCA/MOU 2,225,261
							Web Developer 60,000
							Stipends 130,000
							Participant Wages 10,625,494
							Smartrip Cards 50,000
				Total Planned Obligations			13,668,255
				0050 Total Budget - Obligations= Surplus/Deficit			0
				0070	EQUIPMENT & EQUIPMENT RENTAL	0100 LOCAL FUNDS	10,486
							Shared Services 0
							Laptops 10,486
				Total Planned Obligations			10,486
				0070 Total Budget - Obligations= Surplus/Deficit			0
				MARION BARRY SUMMER YOUTH EMPLOYMENT PGM			Total Budget Appropriation 14,553,013
							Total Planned Obligations 14,553,014
							Total Surplus / Deficit -1



FY 2021 NPS Spending Plans				DOES POH 2021 Q15			
Program	4000	Activity	4830				
Fund	0100	PCA	48300				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	
WORKFORCE DEVELOPMENT	4830	MARION BARRY YOUTH LEADERSHIP INSTITUTE					
			0020	SUPPLIES AND MATERIALS	0100	LOCAL FUNDS	18,288
						Shared Services	0
						Supplies	4,000
						Paper	5,000
						T-Shirts	9,288
						Total Planned Obligations	18,288
			0020	Total Budget - Obligations = Surplus/Deficit			0
			0040	OTHER SERVICES AND CHARGES	0100	LOCAL FUNDS	85,369
						Shared Services	0
						Global Education Program	72,500
						Xerox	4,059
						Computer Aid	6,124
						DigiDocs	2,685
						Total Planned Obligations	85,368
			0040	Total Budget - Obligations= Surplus/Deficit			0
			0041	CONTRACTUAL SERVICES - OTHER	0100	LOCAL FUNDS	16,446
						Shared Services	0
						Computer Aid	834
						Rental Space (reprogram to CSG 70)	15,612
						Total Planned Obligations	16,446
			0041	Total Budget - Obligations= Surplus/Deficit			0
			0050	SUBSIDIES AND TRANSFERS	0100	LOCAL FUNDS	110,500
						Summary Object Class 0050	0
						Participant Wages	110,500
						Total Planned Obligations	110,500
			0050	Total Budget - Obligations= Surplus/Deficit			0
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS	139,426
						Shared Services	0
						Rental Space	139,426
						Total Planned Obligations	139,426
			0070	Total Budget - Obligations= Surplus/Deficit			0
		MARION BARRY YOUTH LEADERSHIP INSTITUTE				Total Budget Appropriation	370,029
						Total Planned Obligations	370,028
						Total Surplus / Deficit	0

FY 2021 NPS Spending Plans				DOES POH 2021 Q15			
Program	4000	Activity	4900				
Fund	8200	PCA	49000				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	
WORKFORCE DEVELOPMENT	4900	STATE-WIDE ACTIVITIES					
			0020	SUPPLIES AND MATERIALS	8200	FEDERAL GRANTS	102,601
			Shared Services				0
			Total Planned Obligations				0
			0020	Total Budget - Obligations = Surplus/Deficit			102,601
			0040	OTHER SERVICES AND CHARGES	8200	FEDERAL GRANTS	2,720,740
			Shared Services				0
			CNC Survey Project				TBD 253,900
			Innovation Grant - Workforce Data Quality Interface				TBD 400,000
			Workforce Support - Liscense Agreement				LINKEDIN 9,790
			Workforce Support - Liscense Agreement				ADOBE 4,925
			Resource Guilde for Out of School Youth				TBD 15,000
			cONtractual Services				TBD 91,300
			Repogram to comp 050				894,124
			Contractual Services				TBD 1,051,701
			Total Planned Obligations				2,720,740
			0040	Total Budget - Obligations= Surplus/Deficit			0
			0041	CONTRACTUAL SERVICES - OTHER	8200	FEDERAL GRANTS	650,000
			Shared Services				0
			Total Planned Obligations				0
			0041	Total Budget - Obligations= Surplus/Deficit			650,000
			0050	SUBSIDIES AND TRANSFERS	8200	FEDERAL GRANTS	2,032,276
			Summary Object Class 0050				0
			Uniform Guidance & Technical Assistance (HCA)				Brustein & Manavesit - Option Year 30,000
			Workforce Professional Development Platform (HCA)				Kairos - Option Year 80,000
			CareerPro Work Readiness and Job Seeking Services (HCA)				TBD 150,000
			IT/Microsoft Word Credential (HCA)				TBD 150,000
			Work Readines Credentialing (HCA)				CSW - Option Year 100,000
			WIOA TA Services (HCA)				Kairos - Option Year 75,000
			Resource Guilde for Out of School Youth (HCA)				TBD 15,000
			Workforce Academy for DC Residents (Contract)				TBD 200,000
			Workforce Services for Persons w/ Disabilities (Grant)				TBD 200,000
			IT Youth/Adult Pre-Apprenticeships ( Grant)				TBD 150,000
			Resource Guilde for Out of School Youth (HCA)				CSA - Option Year 50,000
			WIOA Required Services and Oversight				Workforce Investment Council 1,520,741
			Total Planned Obligations				2,720,741
			0050	Total Budget - Obligations= Surplus/Deficit			-688,465
			0070	EQUIPMENT & EQUIPMENT RENTAL	8200	FEDERAL GRANTS	22,818
			Shared Services				0
			Equipment				TBD 22,818
			Total Planned Obligations				22,818
			0070	Total Budget - Obligations= Surplus/Deficit			-1
			STATE-WIDE ACTIVITIES				
			Total Budget Appropriation				5,528,434
			Total Planned Obligations				5,464,299
			Total Surplus / Deficit				64,135

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Program	5000	Activity	5100				
Fund	0100	PCA	51000				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Available Budget
STATE INITIATIVES	5100	TRANSITIONAL EMPLOYMENT					
				0020	SUPPLIES AND MATERIALS	0100 LOCAL FUNDS	42,500
							Shared Services 0
							Staff materials TBD 12,600
							Office Supplies TBD 28,000
							Participant Uniforms (SNAP) Morgan's Inc 30,600
							Paper TBD 10,500
							Business Cards TBD 5,600
							Reprogramming from 40 (50,400)
				Total Planned Obligations			36,900
				0020 Total Budget - Obligations = Surplus/Deficit			5,600
				0040	OTHER SERVICES AND CHARGES	0100 LOCAL FUNDS	445,699
							Shared Services 0
							Professional Development (SNAP) Vire 60,000
							Urinalysis Screenings (SNAP) B&W 31,500
							Staff Training TBD 30,000
							Videography Services (SNAP) TBD 33,600
							IT Staffing ComputerAide 25,000
							VOS Geographic Solutions 100,000
							Distance Learning Platform TBD 100,000
							Team Building & Training TBD 13,520
							Reprogramming to 20 50,400
				Total Planned Obligations			444,020
				0040 Total Budget - Obligations= Surplus/Deficit			1,679
				0041	CONTRACTUAL SERVICES - OTHER	0100 LOCAL FUNDS	21,991
							Shared Services 0
							Xerox 5,742
							CRM TBD 3,000
							Professional Memberships TBD 8,000
				Total Planned Obligations			16,742
				0041 Total Budget - Obligations= Surplus/Deficit			5,249
				0050	SUBSIDIES AND TRANSFERS	0100 LOCAL FUNDS	5,363,254
							Summary Object Class 0050 0
							Participant Transportation (SNAP) WMATA 22,000
							Participant Training Tuition (SNAP) (PE) TBD 50,000
							Womens Reentry Grant (SNAP) TBD 16,800
							Digital Literacy Grant (SNAP) TBD 33,600
							Participant Subsidies (PE) 4,934,121
							Participant Retention Incentives 120,000
							Financial Literacy Grant TBD 36,000
							Special Initiatives (PE) TBD 100,000
							Reprogramming to 70 40,000
				Total Planned Obligations			5,352,521
				Spending Plan			

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Program	5000	Activity	5100									
Fund	0100	PCA	51000					Available Budget				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Total		
			0050	Total Budget - Obligations= Surplus/Deficit							10,733	
			0070	EQUIPMENT & EQUIPMENT RENTAL	0100	LOCAL FUNDS						8,500
			Shared Services							0		
			Staff cellphones and laptops							TBD	25,000	
			Participant mi-fis (SNAP)							TBD	15,000	
			Protective Cases for mi-fi							TBD	8,500	
			Reprogramming from 50							(40,000)		
			Total Planned Obligations							8,500		
			0070	Total Budget - Obligations= Surplus/Deficit							0	
			TRANSITIONAL EMPLOYMENT							Total Budget Appropriation	5,881,944	
							Total Planned Obligations	5,858,683				
							Total Surplus / Deficit	23,261				

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Program	5000	Activity	5100				
Fund	0700	PCA	51000				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Available Budget
STATE INITIATIVES	5100	TRANSITIONAL EMPLOYMENT					Total
			0020	SUPPLIES AND MATERIALS	0700	#N/A	0
						Shared Services	0
						Participant Uniforms (SNAP)	Morgan's Inc 30,600
						Total Planned Obligations	30,600
			0020	Total Budget - Obligations = Surplus/Deficit			-30,600
			0040	OTHER SERVICES AND CHARGES	0700	#N/A	247,588
						Shared Services	0
						Professional Development (SNAP)	Vire 40,000
						Urinalysis Screenings (SNAP)	B&W 31,500
						Videography Services (SNAP)	TBD 22,400
						Total Planned Obligations	93,900
			0040	Total Budget - Obligations= Surplus/Deficit			153,688
			0041	CONTRACTUAL SERVICES - OTHER	0700	#N/A	0
						Shared Services	0
						Total Planned Obligations	0
			0041	Total Budget - Obligations= Surplus/Deficit			0
			0050	SUBSIDIES AND TRANSFERS	0700	#N/A	355,952
						Summary Object Class 0050	0
						Participant Transportation (SNAP)	WMATA 22,000
						Participant Training Tuition (SNAP)	TBD 50,000
						Digital Literacy Grant (SNAP)	Byte Back & Community Tech 11,200
						Womens Reentry Grant (SNAP)	TBD 22,400
						Financial Literacy Grant	TBD 24,000
						DLT Exansion	TBD 78,400
						DLT JRT	TBD 5,600
						Total Planned Obligations	213,600
			0050	Total Budget - Obligations= Surplus/Deficit			142,352
			0070	EQUIPMENT & EQUIPMENT RENTAL	0700	#N/A	0
						Shared Services	0
						Participant mi-fis	TBD 10,000
						Total Planned Obligations	10,000
			0070	Total Budget - Obligations= Surplus/Deficit			-10,000
		TRANSITIONAL EMPLOYMENT				Total Budget Appropriation	603,540
						Total Planned Obligations	348,100
						Total Surplus / Deficit	255,440

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Program	5000	Activity	5200							Available		
Fund	0700	PCA	52000				Description of Goods or Service	Vendor if Known	Obligation	Budget		
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Total					
STATE INITIATIVES	5200	DC CAREER CONNECTIONS										
			0020	SUPPLIES AND MATERIALS	0700	#N/A	0					
									Shared Services	0		
									Participant Uniforms (SNAP)	TBD	2,500	
									Total Planned Obligations	2,500		
			0020	Total Budget - Obligations = Surplus/Deficit						-2,500		
			0040	OTHER SERVICES AND CHARGES	0700	#N/A	153,108					
									Shared Services	0		
									Urinalysis Screenings (SNAP)	TBD	10,500	
									Videography Services (SNAP)	TBD	5,600	
									Run Hope Work		17,478	
									Drama-based psychotherapy	TBD	8,800	
									Total Planned Obligations	42,378		
			0040	Total Budget - Obligations= Surplus/Deficit						110,730		
			0041	CONTRACTUAL SERVICES - OTHER	0700	#N/A	0					
									Shared Services	0		
									Total Planned Obligations	0		
			0041	Total Budget - Obligations= Surplus/Deficit						0		
			0050	SUBSIDIES AND TRANSFERS	0700	#N/A	126,201					
									Summary Object Class 0050	0		
									Participant Transportation (SNAP)		5,500	
									Womens Reentry Grant (SNAP)	TBD	4,800	
									Digital Literacy Grant (SNAP)	Byte Back & Community Tech	9,600	
								Participant Training Tuition (SNAP) (DCCC)		20,000		
						Financial Literacy Grant	TBD	6,000				
						DLT Exansion	TBD	33,600				
						DLT JRT	TBD	2,400				
						Total Planned Obligations	81,900					
0050	Total Budget - Obligations= Surplus/Deficit						44,301					
0070	EQUIPMENT & EQUIPMENT RENTAL	0700	#N/A	0								
						Shared Services	0					
						Total Planned Obligations	0					
0070	Total Budget - Obligations= Surplus/Deficit						0					
DC CAREER CONNECTIONS							Total Budget Appropriation	279,309				
							Total Planned Obligations	126,778				
							Total Surplus / Deficit	152,531				



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Program	6000	Activity	6100				
Fund	0620	PCA	61000				
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Total
PAID FAMILY LEAVE	6100	ADMINISTRATION					
			0020	SUPPLIES AND MATERIALS	0620	UNIV PAID FAMILY LEAVE ADMIN FUND	250,000
						Shared Services	0
						Program Materials	180,000
						General office supplies	70,000
						Total Planned Obligations	250,000
			0020	Total Budget - Obligations = Surplus/Deficit			0
			0040	OTHER SERVICES AND CHARGES	0620	UNIV PAID FAMILY LEAVE ADMIN FUND	3,360,149
						Shared Services	0
						Translations - Documents Program	20,000
						Translations - Outreach	20,000
						Translations - Benefits	20,000
						Translations - Appeals/OAH	20,000
						Translations - Tax	5,000
						Lexis Nexis subscriptions for policy team	3,000
						Mailings - PFL Tax Notices (current balance \$300K will carry OAS	100,000
						Travel	50,000
						3 - Canon Printers Lease, Maintenance, Overage CW64329 (MVS	41,769
						1 - Canon Printers Lease, Maintenance, Overage (Future req TBD	35,432
						1 - Canon Printers Lease, Maintenance, Overage (Tax 2nd fl) Star Office Products	35,432
						Xerox Printer Lease, Maintenance, Overage - DOES Allocati Xerox	4,929
						Copier Overages	20,000
						Job Advertising	5,000
						Program Training	30,000
						Printing	200,000
						Subscriptions & Membership Fees	10,000
						IT Consulting	30,000
						Bank Fees	70,000
						Community Outreach Events	100,000
						Tech Software	70,000
						George Washington Coaching	84,000
						Mailers	50,000
						Construction of new PFL suite	1,888,587
						Safe and Sick Leave Legislation Outreach Materials	100,000
						Total Planned Obligations	3,013,149
			0040	Total Budget - Obligations= Surplus/Deficit			347,000
			0041	CONTRACTUAL SERVICES - OTHER	0620	UNIV PAID FAMILY LEAVE ADMIN FUND	3,095,000
						Shared Services	0
						Advertising Fall 2020	120,000
						Advertising Spring 2021	111,482
						Tax System - Option Year 1 (Oct-Feb) plus change order	308,214
						Tax System - Option Year 2 (Mar-Sept)	429,719

				Benefits Communications - Base Year	Reingold LINK	45,000	
				Benefits Communications - Option Year 1	Reingold LINK	224,457	
				Website Maintenance - Base Year	Collaborative Communications	15,000	
				Website Maintenance - Option Year 1	Collaborative Communications	50,000	
				Medical Contractors Staff Augmentation	DigiDoc	360,328	
				CNC Staff Augmentation	Codice	267,701	
				Lexis Nexis validation	Lexis Nexis	100,000	
				Benefits System-Option Year (portion will be capitalized)	GeoSolutions	1,000,200	
				Visual Studios Licenses	CSW-Government	14,350	
				Medical Verification Software - Option Year 1 (May-Septem	Provider Trust	48,550	
				Safe and Sick Leave Legislation Audit Training (from 70 repr	TBD	100,000	
				Requested reprogramming from 70 for procurements	TBD	333,000	
				Requested reprogramming from 40 for procurements	TBD	347,000	
				Total Planned Obligations		3,875,001	
			0041	Total Budget - Obligations= Surplus/Deficit			-780,001
		0050	SUBSIDIES AND TRANSFERS	0620	UNIV PAID FAMILY LEAVE ADMIN FUND		0
					Summary Object Class 0050	0	
					Total Planned Obligations	0	
			0050	Total Budget - Obligations= Surplus/Deficit			0
		0070	EQUIPMENT & EQUIPMENT RENTAL	0620	UNIV PAID FAMILY LEAVE ADMIN FUND		773,000
					Shared Services	0	
					Desktop, Laptop, Surface Pro, Misc Equipment.	300,000	
					Miscellaneous equipment: Monitors, cables, etc.	10,000	
					Miscellaneous office equipment: ink	10,000	
					Safe and Sick Leave Legislation	20,000	
					Total Planned Obligations	340,000	
			0070	Total Budget - Obligations= Surplus/Deficit			433,000
		ADMINISTRATION			Total Budget Appropriation		7,478,149
					Total Planned Obligations		7,478,150
					Total Surplus / Deficit		-1

## Spending Plan

## Spending Plan

FY 2021 NPS Spending Plans

Program	6000	Activity	6400							
Fund	0620	PCA	64000							
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget
PAID FAMILY LEAVE	6400	APPEALS & ADJUDICATION								
			0020	SUPPLIES AND MATERIALS	0620	UNIV PAID FAMILY LEAVE ADMIN FUND			0	0
							Shared Services		0	

FY 2021 NPS Spending Plans				DOES POH 2021 Q15							
Program	6000	Activity	6500								
Fund	0620	PCA	65000								
Program Title	Activity	Activity Title	CSG	Comp Source Group Title	Fund Detail	Fund Detail Title	Description of Goods or Service	Vendor if Known	Obligation	Available Budget	
PAID FAMILY LEAVE	6500	ENFORCEMENT									
			0020	SUPPLIES AND MATERIALS	0620	#N/A	0				
			Shared Services							0	
			Total Planned Obligations							0	
			0020	Total Budget - Obligations = Surplus/Deficit						0	
			0040	OTHER SERVICES AND CHARGES	0620	#N/A	0				
			Shared Services							0	
			Total Planned Obligations							0	
			0040	Total Budget - Obligations= Surplus/Deficit						0	
			0041	CONTRACTUAL SERVICES - OTHER	0620	#N/A	0				
			Shared Services							0	
			Total Planned Obligations							0	
			0041	Total Budget - Obligations= Surplus/Deficit						0	
			0050	SUBSIDIES AND TRANSFERS	0620	#N/A	1,853,227				
			Summary Object Class 0050							0	
			MOU for OHR							Office of Human Rights	1,853,227
			Total Planned Obligations							1,853,227	
			0050	Total Budget - Obligations= Surplus/Deficit						0	
			0070	EQUIPMENT & EQUIPMENT RENTAL	0620	#N/A	0				
			Shared Services							0	
			Total Planned Obligations							0	
			0070	Total Budget - Obligations= Surplus/Deficit						0	
ENFORCEMENT							Total Budget Appropriation	1,853,227			
							Total Planned Obligations	1,853,227			
							Total Surplus / Deficit	0			



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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HAHN	CRYSTAL	09/24/2019	WESTIN (WESTIN HOTELS)	(185.15)	This charge is from Monnikka Madison's hotel stay 9/16-9/18. The hotel refunded the deposit charge.
HAHN	CRYSTAL	10/02/2019	NASWA	150.00	This is the registration fee for the NASWA conference in Chicago.
JOHNSON	JANE	10/03/2019	EB NYEC ANNUAL FORUM	626.19	Registration fee for Tanisha Wallace to attend the NYEC'S 2019 Forum in Washington DC Nov 11 - 13.
JONES	NYAUNU-WI	10/05/2019	B2B PRIME*5F6K19IN3	179.00	Charged for Amazon Business Prime in error. A credit of \$179.00 was issued on 10/8/2019.
SHEIKH	MOHAMMAD	10/07/2019	EXPEDIA 7482373133228	3.37	Expedia Service Fee
JOHNSON	JANE	10/07/2019	US CHAMBER OF COMMERCE	350.00	Conference fee for TaTanisha Wallace to attend the US Chamber of Commerce Foundation, Talent Forward 2019 Conference in Washington DC Oct 24th.
JOHNSON	JANE	10/07/2019	US CHAMBER OF COMMERCE	350.00	Conference fee for Sybongile Cook to attend the US Chamber of Commerce Foundation, Talent Forward 2019 Conference in Washington DC Oct 24th.
HARRIS	GREGORY	10/07/2019	INT*IN *AD BOX PROMO A	1,090.50	Purchase of red t-shirts for the Office of Youth Program staff.
HARRIS	GREGORY	10/07/2019	INT*IN *AD BOX PROMO A	405.00	Rental of pink table cloths for PINKtober event to commemorate breast cancer awareness on October 26th.
HAHN	CRYSTAL	10/01/2019	WESTIN (WESTIN HOTELS)	(99.02)	There were error charges on Monnikka Madison's hotel in New York from 9/16-9/18. A memorandum and email confirmation is provided and was provided the last pay cycle.
HAHN	CRYSTAL	10/08/2019	SQU*SQ *A DIGITAL SOLU	650.00	Plaques for the Lead Academy.
SHEIKH	MOHAMMAD	10/07/2019	AMERICAN AIRLINES	390.61	Air transportation for Lisa Baxter to attend 105th IAIABC Convention in Pittsburgh, PA
SHEIKH	MOHAMMAD	10/07/2019	AMERICAN AIRLINES	216.30	Air transportation for Luvenia Shelton to attend 105th IAIABC Convention in Pittsburgh, PA
SHEIKH	MOHAMMAD	10/07/2019	AMERICAN AIRLINES	390.61	Air transportation for Demetrius Patillo to attend 105th IAIABC Convention in Pittsburgh, PA
SHEIKH	MOHAMMAD	10/07/2019	AMERICAN AIRLINES	390.61	Air transportation for Mohammad Sheikh to attend 105th IAIABC Convention in Pittsburgh, PA
SHEIKH	MOHAMMAD	10/07/2019	AMERICAN AIRLINES	390.61	Air transportation for Alice Goldring to attend 105th IAIABC Convention in Pittsburgh, PA
SHEIKH	MOHAMMAD	10/07/2019	AMERICAN AIRLINES	390.61	Air transportation for Sherita Lassiter to attend 105th IAIABC Convention in Pittsburgh, PA
SHEIKH	MOHAMMAD	10/07/2019	AMERICAN AIRLINES	390.61	Air transportation for David Potter to attend 105th IAIABC Convention in Pittsburgh, PA
SHEIKH	MOHAMMAD	10/07/2019	UNITED AIRLINES	174.30	Air transportation for Luvenia Shelton to attend 105th IAIABC Convention in Pittsburgh, PA

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	10/08/2019	B2B PRIME	(179.00)	Refund for \$179.00 from Amazon Business Prime. PCard was billed in error.
JONES	NYAUNU-WI	10/08/2019	UNDERCONSIDERATION	600.00	Conference fee for Parrish Schoon attended the Brand New Conference in Las Vegas,NV on 10/16/19-10/19/19
HAHN	CRYSTAL	10/08/2019	HOTEL MURANO	670.75	This is approved travel for Elliot Schreur
HAHN	CRYSTAL	10/08/2019	ALASKA A 02	909.00	Airline ticket for Elliot Schreur to attend the PFML Convening 10/21//19-10/24/19 in Takoma, WA
HAHN	CRYSTAL	10/08/2019	ALASKA A 02	987.99	Airline ticket Michael Henderson to attend the PFML Convening 10/21/19-10/24/19 in Takoma, WA
HAHN	CRYSTAL	10/08/2019	ALASKA A 02	900.00	Airline ticket for Tonya Thompson to attend the PFML Convening 10/21/19-10/24/19 in Takoma,WA
JONES	NYAUNU-WI	10/08/2019	SOUTHWEST	616.48	Airline ticket for Parrish Schoon to attend the Brand New Conference on 10/16/2019-10/19/2019 in Las Vegas, NV
JONES	NYAUNU-WI	10/08/2019	RIO SUITES ADVANCE DEP	181.39	Hotel deposit for Parrish Schoon to attend the Brand New Conference on 10/16/2019-10/19/2019 in Las Vegas, NV
JONES	NYAUNU-WI	10/08/2019	RIO SUITES ADVANCE DEP	421.34	Hotel fee for Parrish Schoon to attend the Brand New Conference on 10/16/19-10/19/2019.
HARRIS	GREGORY	10/09/2019	INT*IN *COAST TO COAST	2,400.00	Payment for ASL services for OYP staff meetings for 10/14 and 10/21. 1 of the support staff members is hearing impaired.
HARDEMAN	ALBERT	10/10/2019	GRAND HYATT SAN ANTONI	680.28	Hotel fee for Joya Smith to attend the National Council for Workforce Education Conference in San Antonio, TX on 10/7/19-10/10/19
HARDEMAN	ALBERT	10/10/2019	GRAND HYATT SAN ANTONI	680.28	Hotel fee Angela Horton to attend the National Council for Workforce Education Conference in San Antonio,TX on 10/7/19-10/10/19
HAHN	CRYSTAL	10/11/2019	HOTEL MURANO	670.75	Hotel fee for Tonya Thompson on 10/21/19-10/24/19 Takoma, WA PFML Convening
HAHN	CRYSTAL	10/11/2019	HOTEL MURANO	690.75	Hotel fee for Michael Henderson on 10/21/19-10/24/19 Takoma, WA PFML Convening
HAHN	CRYSTAL	10/11/2019	AMERICAN AIRLINES	797.51	Airline ticket for Tyler Carpenter to attend the PFL conference in Takoma,WA 10/22/19-10/24/9
SHEIKH	MOHAMMAD	10/12/2019	WESTIN	861.84	Hotel accommodations for Mohammad Sheikh in Pittsburgh, PA for the 105th IAIABC Convention 10/20/10-10/24/19
SHEIKH	MOHAMMAD	10/12/2019	WESTIN	861.84	Hotel accommodations for Jeannette Williams in Pittsburgh, PA for the 105th IAIABC Convention 10/20/19-10/24/19
SHEIKH	MOHAMMAD	10/12/2019	WESTIN	861.84	Hotel accommodations for Lisa Baxter in Pittsburgh, PA for the 105th IAIABC Convention 10/20/19-10/24/19
SHEIKH	MOHAMMAD	10/12/2019	WESTIN	861.84	Hotel accommodations for Alice Goldring in Pittsburgh, PA for the 105th IAIABC Convention 10/20/19-10/24/19
HARDEMAN	ALBERT	10/10/2019	SOUTHWEST	453.96	Airline Ticket for Tawanna Wilkerson to attend the Virtual One Stop Training. in Tampa, Fl. on 10/23/19-10/25/19
HARDEMAN	ALBERT	10/10/2019	SOUTHWEST	381.96	Airline ticket for Randall Shannon to attend the Virtual One Stop Training. in Tampa, Fl. on 10/21/19-10/23/19
HARDEMAN	ALBERT	10/10/2019	SOUTHWEST	381.96	Aidline ticket for Dorian White to attend the Virtual One Stop Training. in Tampa, Fl.on 10/21/19-10/23/19

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARDEMAN	ALBERT	10/10/2019	AMERICAN AIRLINES	380.60	Airline ticket for Frances Stokes to attend the Virtual One Stop Training. in Tampa, Fl. 10/21/19-10/23/19
HARDEMAN	ALBERT	10/10/2019	AMERICAN AIRLINES	380.60	Airline ticket for Maria Barreto to attend the Virtual One Stop Training. in Tampa, Fl. 10/21/19-10/23/19
HARDEMAN	ALBERT	10/11/2019	INT*IN *GEOGRAPHIC SOL	600.00	This purchase is registration fee for the Virtual One Stop Training in Tampa, Fl. Susana Batres
HARDEMAN	ALBERT	10/11/2019	INT*IN *GEOGRAPHIC SOL	600.00	This purchase is registration fee for the Virtual One Stop Training in Tampa, Fl. Frances Stokes
HARDEMAN	ALBERT	10/11/2019	INT*IN *GEOGRAPHIC SOL	600.00	This purchase is registration fee for the Virtual One Stop Training in Tampa, Fl. Maria Barreto
HARDEMAN	ALBERT	10/11/2019	INT*IN *GEOGRAPHIC SOL	600.00	This purchase is registration fee for the Virtual One Stop Training in Tampa, Fl. Tawanna Wilkerson
HARDEMAN	ALBERT	10/11/2019	INT*IN *GEOGRAPHIC SOL	600.00	This purchase is registration fee for the Virtual One Stop Training in Tampa, Fl. Dorian White
JOHNSON	PAMELA	10/11/2019	DTV	2,615.88	Payment of Direct TV Service FY19-FY20
JONES	NYAUNU-WI	10/12/2019	BOSTON PARK PLAZA HOTE	(756.36)	Refund issued from the Boston Park Plaza Hotel. Canceled trip for Director Unique Morris-Hughes
HARDEMAN	ALBERT	10/15/2019	INT*IN *GEOGRAPHIC SOL	600.00	This purchase is registration fee for the Virtual One Stop Training in Tampa, Fl. Randall Shannon
JONES	NYAUNU-WI	10/15/2019	DUTCH MILL CATERING LL	416.00	Food for the DOES Lead training graduation . Food waiver was requested and approved by OCP on 10/3/19
HARRIS	GREGORY	10/15/2019	INT*IN *AD BOX PROMO A	741.00	Payment for the purchase of folding tables and chairs for community outreach services.
HARRIS	GREGORY	10/15/2019	THE CALVIN PRICE	2,096.00	Purchase of pink t-shirts for breast cancer awareness and purple t-shirts for domestic violence month.
SHEIKH	MOHAMMAD	10/16/2019	WESTIN	861.84	Hotel accommodations for Luvenia Shelton in Pittsburgh, PA for the 105th IAIABC Convention 10/19/19-10/24/19
SHEIKH	MOHAMMAD	10/16/2019	WESTIN	861.84	Hotel accommodations for David Potter in Pittsburgh, PA for the 105th IAIABC Convention 10/19/19-10/24/19
SHEIKH	MOHAMMAD	10/16/2019	WESTIN	861.84	Hotel accommodations for Saria Lassiter in Pittsburgh, PA for the 105th IAIABC Convention 10/19/19-10/24/19
SHEIKH	MOHAMMAD	10/16/2019	WESTIN	143.64	Hotel accommodations for Demetrius Patillo in Pittsburgh, PA for the 105th IAIABC Convention 10/20/19-10/21/19 (deposit)
SHEIKH	MOHAMMAD	10/16/2019	WESTIN	646.38	Hotel accommodations for Demetrius Patillo in Pittsburgh, PA for the 105th IAIABC Convention 10/21/19-10/24/19
SHEIKH	MOHAMMAD	10/16/2019	PAYPAL/Hanover Place Press	4,950.00	275 copies of the book "Slugg" for DSI graduates

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARDEMAN	ALBERT	10/15/2019	AMERICAN AIRLINES	418.99	Airline ticket for Susana Batres to attend the Virtual One Stop Training. in Tampa, Fl. 10/21/19-10/23/19
HARRIS	GREGORY	10/15/2019	FASTSIGNS OF DC	749.00	Purchase of black carpet runner with OYP logo for lobby area of the office of Youth Programs.
HARRIS	GREGORY	10/16/2019	INT*IN *AD BOX PROMO A	2,095.00	Payment for swag for PINKtober Event to commemorate breast cancer awareness month.
HAHN	CRYSTAL	10/18/2019	REI*PAYMENT CENTER	2,000.16	This is an approved purchase for LexisNexis used for legal and policy research.
HAHN	CRYSTAL	10/18/2019	ABC TECHNICAL SOLUTION	1,273.02	(25) mini display ports and 1 year Cloud software for PFL
HAHN	CRYSTAL	10/18/2019	DOUBLETREE NEW ORLEANS	466.48	This is approved travel for Dr. Bonnie Rock to New Orleans.
HAHN	CRYSTAL	10/18/2019	HOTEL MURANO	284.48	Hotel for Tyler Carpenter to attend the PFL conference on 10/22/19-10/24/19 in Takoma, WA
HAHN	CRYSTAL	10/18/2019	ATD	1,129.00	This is approved travel and registration fee for the ATD (Association for Talent Development) conference for Dr. Bonnie Rock.
HAHN	CRYSTAL	10/18/2019	AMERICAN AIRLINES	345.61	This is approved travel for Dr. Bonnie Rock to New Orleans for the ATD Conference.
JONES	NYAUNU-WI	10/18/2019	SOUTHWEST	484.00	Airline ticket for Alan Karnofsky to attend the PFL Convening Conference on 10/22/19-10/24/19 in Takoma, WA (outbound)
JONES	NYAUNU-WI	10/18/2019	DELTA	494.00	Airline ticket for Alan attended the PFL Convening Conference on 10/22/19-10/24/19 in Takoma, WA (return flight)
JONES	NYAUNU-WI	10/19/2019	COURTYARD NEW HAVEN AT	1,072.27	Hotel for Joy Gregory to attended the ATD Management Excellence Program in New Haven, CT on 10/14/19-10/18/19
HARRIS	GREGORY	10/21/2019	INT*IN *MILES AWAY CHA	1,000.00	Payment for rental of charter bus service for MBYLI staff retreat.
SHEIKH	MOHAMMAD	10/22/2019	EMERGENCY 911 SECURITY	1,992.07	Give-a-ways for Compliance Week
HARDEMAN	ALBERT	10/21/2019	MVS	3,984.50	Adobe License
HARDEMAN	ALBERT	10/21/2019	ABC TECHNICAL SOLUTION	1,036.62	This purchase was for 9 keyboards to go with surface pros.
SHEIKH	MOHAMMAD	10/22/2019	SOUTHWEST	123.96	Air Transportation for Eileen Proctor to attend BAM Advance Training in Atlanta, GA.
SHEIKH	MOHAMMAD	10/22/2019	SOUTHWEST	123.96	Air Transportation for Alisha Curtis to attend BAM Advance Training in Atlanta, GA.
SHEIKH	MOHAMMAD	10/22/2019	SOUTHWEST	123.96	Air Transportation for Tiffany Jo Agnew to attend BAM Advance Training in Atlanta, GA.
HARDEMAN	ALBERT	10/23/2019	HILTON HOTELS	275.72	This purchase was for hotel stay for the Virtual One Stop Training. in Tampa, Fl. Frances Stokes

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARDEMAN	ALBERT	10/23/2019	HAMPTON INN-TARPON SPR	271.20	This purchase was for hotel stay for the Virtual One Stop Training. in Tampa, Fl. Dorian White
HARDEMAN	ALBERT	10/23/2019	HOLIDAY INN EXPRESS	214.70	This purchase was for hotel stay for the Virtual One Stop Training. in Tampa, Fl. Randy Shannon
HARDEMAN	ALBERT	10/23/2019	HOLIDAY INN EXPRESS	214.70	This purchase was for hotel stay for the Virtual One Stop Training. in Tampa, Fl.
HARDEMAN	ALBERT	10/23/2019	HOLIDAY INN EXPRESS	214.70	This purchase was for hotel stay for the Virtual One Stop Training. in Tampa, Fl. Virginia Pancaro
HARDEMAN	ALBERT	10/25/2019	HOLIDAY INN EXPRESS	214.70	This purchase was for hotel stay for the Virtual One Stop Training. in Tampa, Fl. Susana Batres.
JOHNSON	JANE	10/25/2019	GENERAL ASSEMBLY	3,700.00	Training fee for Brandon Walker to attend the General Assembly-Data Analytics Program in Washington DC Oct 29 - Jan 21.
JOHNSON	PAMELA	10/25/2019	DOCUMENT MANAGERS	2,000.00	Agency Wide - Brown Kraft Envelopes
JONES	NYAUNU-WI	10/24/2019	HOTEL MURANO	599.22	Hotel cost for Alan Karnofsky attended a PFL Convening in Tacoma, WA. Hotel fee
JONES	NYAUNU-WI	10/25/2019	GWU CPS MARKETPLACE	1,050.00	Coaching sessions from GW College of Professional Studies for Director Morris-Hughes.
HARRIS	GREGORY	10/24/2019	TERRAPIN ADVENTURES, L	4,183.86	Payment for registration for retreat for MBYLI. The difference between quote and actual charge is due to 3% charge for using credit card. Food was not included in price. Staff and participants will take bag lunches.
HAHN	CRYSTAL	10/28/2019	AMERICAN AIRLINES	588.50	This is approved travel for Tyler Carpenter.
JOHNSON	PAMELA	10/25/2019	STANDARD OFFICE SUPPLY	203.99	Poster Boards - OCIM/OPPM Compliance
JONES	NYAUNU-WI	10/25/2019	STANDARD OFFICE SUPPLY	1,878.79	Office Supplies for the Director's office. Items were missing from the order a credit of \$151.18 will be issued on the next billing statement
HAHN	CRYSTAL	10/22/2019	HOTEL MURANO	(20.00)	This was approved travel for Tonya Thompson. The hotel accidentally overcharged for the room by \$20.00 and this is the refund. Email documentation is with PCard reconciliation package.
JONES	NYAUNU-WI	10/29/2019	STANDARD OFFICE SUPPLY	453.54	This order was on back order, once supplies were available, they were shipped.
JONES	NYAUNU-WI	10/29/2019	ICMI SYMPOSIUM	2,559.20	Mr. Carpenter attended the ICMI Contact Center Symposium, Registration fee.
HARRIS	GREGORY	10/30/2019	INT*IN *COAST TO COAST	1,300.00	Payment for ASL services and breast cancer awareness information for OYP's PINKtober event.
JONES	NYAUNU-WI	10/30/2019	STANDARD OFFICE SUPPLY	(151.18)	Refund, Standards sent wrong box of folders.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JOHNSON	PAMELA	11/01/2019	SQ *SQ *VLI, INC.	640.00	Removed the Film off of Charles Jones Door.
JONES	NYAUNU-WI	11/04/2019	METROPOLITAN OFFICE PR	2,033.90	Office Supplies Office Supplies for Operations Department
HARRIS	GREGORY	11/04/2019	MVS	4,908.80	Purchase of Smartboard for LMI.
HARDEMAN	ALBERT	11/04/2019	NATIONAL PRESS CLUB OF	2,815.00	This purchase was room and AV equipment for the National Apprenticeship week.
HARDEMAN	ALBERT	11/05/2019	NASWA	150.00	This purchase was registration fees for Christopher Rollins.
HAHN	CRYSTAL	11/05/2019	HILTON GARDEN INNS	704.20	This is approved travel for Tyler Carpenter. This was the hotel refund.
HARDEMAN	ALBERT	11/05/2019	AMERICAN AIRLINES	243.79	This purchase was an airline ticket for Christofer Rollins to attend the NASWA Veterans Conference.
JOHNSON	PAMELA	11/06/2019	SQ *SQ *SUSTAINABLE FA	356.92	MBLYI - Facilities Management Services
LEWIS	JESSICA	11/07/2019	WILLIAM W KENDRICK CO	1,749.00	100 Polo Shirts, branded for PFL staff
LEWIS	JESSICA	11/07/2019	METROPOLITAN OFFICE PR	748.99	First product was damaged. Arranging for pick up and replacement
JOHNSON	PAMELA	11/07/2019	INT*IN *SOURCE ONE FLO	(150.00)	150.00 Credit Issued from One Source Flooring FY19-project
HARRIS	GREGORY	11/05/2019	STANDARD OFFICE SUPPLY	126.35	Purchase of cork/bulletin board for job postings.
HARDEMAN	ALBERT	11/11/2019	LOEWS HOTELS	366.88	This purchase was hotel stay for Christopher Rollins to attend the NASWA Veterans Conference.
JONES	NYAUNU-WI	11/04/2019	WESTIN (WESTIN HOTELS)	(0.01)	Westin Hotel over charged the p. card by \$.01. This is a credit. I am not sure if the credit came from Vanessa Weatherington's hotel or Dr. Unique Morris-Hughes.
MATTHEWS	KATRINA	11/13/2019	INT*IN *SUPRETECH, INC	538.34	Purchased Cables (5) and Keyboards (7) for DCIA
HAHN	CRYSTAL	11/06/2019	HILTON GARDEN INNS	(704.20)	Hotel credit Tyler Carpenter to attend the ICIM Training Symposium on November 17-22, 2019.
HARDEMAN	ALBERT	11/13/2019	NATIONAL PRESS CLUB OF	2,916.00	This purchase was room and AV equipment for the National Apprenticeship week.



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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
LEWIS	JESSICA	11/15/2019	SQ *SQ *COLLABORATIVE	2,500.00	PFL Microsite assistance as site was not functioning properly. Short term resolution until new vendor comes on board
LEWIS	JESSICA	11/15/2019	NASWA	300.00	National Organization Conference Fee - out of state
LEWIS	JESSICA	11/15/2019	AMERICAN AIRLINES	327.60	Round Trip Flight for NASWA UI Conference in New Orleans
SHEIKH	MOHAMMAD	11/16/2019	THE INST OF INT AUDITO	280.00	CIA Examination Fees for Tonya Crawford
SHEIKH	MOHAMMAD	11/15/2019	GLEIM PUBLICATIONS INC	949.00	CIA Examination books for Tonya Crawford
JOHNSON	PAMELA	11/19/2019	ULINE	495.23	OAS - New Panel Truck to transport DSI Stage equipment
SHEIKH	MOHAMMAD	11/15/2019	PBD*IIA INTRNLAUDITORS	152.64	CIA Examination and preparation materials for Tonya Crawford
HARRIS	GREGORY	11/18/2019	YMCA OF METRO WASHINGT	405.00	Payment for registration fee for 27 MBYLI participants to attend the YMCA Youth Summit.
MATTHEWS	KATRINA	11/15/2019	STANDARD OFFICE SUPPLY	1,018.96	LMI Dept need to purchase ink for their color printer and was not available at approved inks systems.
JOHNSON	PAMELA	11/15/2019	STANDARD OFFICE SUPPLY	815.96	Standard Supplies: Foam boards - Vision Forward Boards to be placed in the agency.
HARDEMAN	ALBERT	11/20/2019	DUTCH MILL CATERING LL	1,587.50	Food for National Apprenticeship Week; waiver obtained
HARRIS	GREGORY	11/20/2019	CROWN TROPHY OF WALDOR	325.50	Payment for recognition award for staff member who was promoted.
LEWIS	JESSICA	11/22/2019	HILTON GARDEN INNS	704.20	Travel related (hotel) costs for Tyler Carpenter to attend he ICIM Training Symposium on November 17-22, 2019.
LEWIS	JESSICA	11/23/2019	LOEWS HOTELS	550.32	Travel out of state (hotel) cost
HARDEMAN	ALBERT	11/22/2019	SOUTHWEST	201.96	This purchase was an airline ticket for Dorian White to attend the NAWDP conference.
HARDEMAN	ALBERT	11/22/2019	NAWDP.ORG	775.00	This purchase was for hotel stay for Dorian White to attend the NAWDP Conference.
JONES	NYAUNU-WI	11/22/2019	INT*IN *SUPRETECH, INC	211.00	Logitech Wireless Presenter for the Director's Suite
JONES	NYAUNU-WI	11/22/2019	INT*IN *SUPRETECH, INC	115.63	Back up tapes for Workers Compensation
JONES	NYAUNU-WI	11/25/2019	IAIABC	1,545.00	Membership dues for US Jurisdictional Member - 1/2/2020 - 12/31/2020

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	11/25/2019	METROPOLITAN OFFICE PR	157.12	Supplies
JOHNSON	PAMELA	11/26/2019	TOTAL CLEANERS INC	377.10	Dry Cleaning - Table Clothes for Agency Events
JONES	NYAUNU-WI	11/25/2019	SOUTHWEST	229.96	Airline for Robert Goings to attend the NAWDP 2019 Youth Development Symposium on December 8-11, 2019 in Chicago, IL
JONES	NYAUNU-WI	11/25/2019	STANDARD OFFICE SUPPLY	136.00	This purchase is for Workers' Compensation Department, requesting to procure eight ribbons for the three date stamp machine.
JONES	NYAUNU-WI	11/26/2019	SOUTHWEST	448.96	Airline for Phillip Walker to attend the NAWDP 2019 Annual Conference in Chicago, IL on December 8-11-2019
JONES	NYAUNU-WI	11/27/2019	US CONF OF MAYORS	750.00	Registration for Director Morris Hughes to attend the US Conference of Mayors on 1/22-1/24 2020
JONES	NYAUNU-WI	11/27/2019	NASWA	450.00	Registration fee for Director Morris-Hughes to attend the 2020 Winter Policy Forum and Winter committee meeting.
JONES	NYAUNU-WI	11/28/2019	SHERATON GRAND CHICAGO	595.22	Hotel stay for Myra Deloatch to attend the NAWDP conference in Chicago, IL on 12/8/2019.
JONES	NYAUNU-WI	11/28/2019	SHERATON GRAND CHICAGO	595.22	Hotel stay for Phillip Walker to attend the NAWDP conference in Chicago, IL on 12/8/2019.
HARRIS	GREGORY	11/26/2019	NAWDP.ORG	925.00	Payment to attend NAWDP conference and workshop. Reimbursement of \$100 for early registration to be charged back.
HARRIS	GREGORY	11/26/2019	NAWDP.ORG	925.00	Payment to attend NAWDP conference and workshop. Reimbursement of \$100 for early registration to be charged back
HARRIS	GREGORY	11/27/2019	FRAME OF MINE	507.40	Purchase of customer framing for a large photo with staff signatures and congratulations for staff promotion. UV glass was needed so that signatures will not fade over time.
HARRIS	GREGORY	11/27/2019	NAWDP.ORG	675.00	Payment to attend NAWDP conference.
HARRIS	GREGORY	11/27/2019	NAWDP.ORG	150.00	Payment for Registration to attend the NAWDP workshop.
MATTHEWS	KATRINA	12/01/2019	INDEED	36.44	INDEED Job Posting for LMI for a Data Scientist. Posted in December for 30 days.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	11/29/2019	UNITED AIRLINES	506.60	Charles Jones attended ACA Conference in San Diego, CA United airline.
JONES	NYAUNU-WI	11/29/2019	SOUTHWEST	649.96	Airline ticket - While securing airline ticket, all ticketed passenger info was provided but airline system changed travel to cardholder info. Transaction was canceled. Ticket for Myra Delatch.
JONES	NYAUNU-WI	11/29/2019	SOUTHWEST	649.96	Myra Deloatch attending the NAWDP in Chicago, IL. Airline ticket
JONES	NYAUNU-WI	11/29/2019	SOUTHWEST	(649.96)	Refund of ticket that was incorrectly purchased. Re: Myra Delatch
JOHNSON	PAMELA	12/03/2019	AMAZON.COM*6R4CE36F3	719.97	FY20 Agency Microwave Supply
MATTHEWS	KATRINA	12/03/2019	INT*IN *SUPRETECH, INC	165.84	Cable needed for computers, under threshold required for quote
MATTHEWS	KATRINA	12/03/2019	SOUTHWEST	483.98	Travel Purchase For Ever Labrada to attend mandatory BLS conference - Airfare Southwest
HARDEMAN	ALBERT	12/03/2019	SOUTHWEST	397.98	This purchase was airline ticket for Victor Robertson to attend the NAWDP.
HARDEMAN	ALBERT	12/03/2019	NAWDP.ORG	925.00	This purchase was registration fee for Victor Robertson to attend the NAWDP.
SHEIKH	MOHAMMAD	12/04/2019	SAWCA.COM	750.00	Southern Association of Workers' Compensation Administrators - Membership Dues
JOHNSON	PAMELA	12/05/2019	AMAZON.COM	(239.99)	Refund - Damaged Microwave
HARRIS	GREGORY	12/04/2019	NAWDP.ORG	(100.00)	Refund of \$100.00 for early registration.
HARRIS	GREGORY	12/04/2019	NAWDP.ORG	(100.00)	Refund of \$100 for early registration.
HARDEMAN	ALBERT	12/06/2019	SHERATON GRAND CHICAGO	595.22	This purchase was Hotel stay for Dorian White to attend the NAWDP.
HARDEMAN	ALBERT	12/06/2019	SHERATON GRAND CHICAGO	595.22	This purchase was hotel stay for Victor Robertson to attend the NAWDP.
JOHNSON	PAMELA	12/07/2019	AMAZON.COM*SS6C45VM3	1,439.94	Microwaves for Agency (Order a total of 20 Microwaves, all came in a different times.)
JONES	NYAUNU-WI	12/06/2019	ABC TECHNICAL SOLUTION	1,072.95	Charles Jones asked for a software device, attributes are included
JONES	NYAUNU-WI	12/06/2019	AMERICAN CORRECTIONAL	99.00	Membership for Charles Jones ACA membership
JONES	NYAUNU-WI	12/07/2019	SHERATON GRAND CHICAGO	595.22	Robert Goings attended the NAWDP Conference in Chicago, IL. Hotel Stay.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
SHEIKH	MOHAMMAD	12/09/2019	THE NATIONAL ASSOCIATI	840.00	National Association of Workers' Compensation Judiciary (NAWCJ)Membership Renewals
JONES	NYAUNU-WI	12/10/2019	MARRIOTT S DIEGO MARIN	976.98	Charles Jones will be attending the ACA Conference in San Diego, CA. I submitted a credit card authorization form for room and tax, which totaled to \$976.98. The total on the travel package is for all taxes and destination fee, which Charles will pay and get reimbursed.
JONES	NYAUNU-WI	12/10/2019	METROPOLITAN OFFICE PR	1,200.92	Office Supplies
SHEIKH	MOHAMMAD	12/10/2019	WESTIN PEACHTREE PLAZA	754.13	Hotel accommodations at Westin Hotels & Resorts in Atlanta, Georgia during stay for Advanced BAM Training. Attendee: Eileen Proctor
SHEIKH	MOHAMMAD	12/10/2019	WESTIN PEACHTREE PLAZA	754.13	Hotel accommodations at Westin Hotels & Resorts in Atlanta, Georgia during stay for Advanced BAM Training. Attendee: Tiffany Agnew
SHEIKH	MOHAMMAD	12/10/2019	WESTIN PEACHTREE PLAZA	754.13	Hotel accommodations at Westin Hotels & Resorts in Atlanta, Georgia during stay for Advanced BAM Training. Attendee: Alishia Curtis
SHEIKH	MOHAMMAD	12/09/2019	METRO STAMP AND SEAL C	75.00	Notary Supplies for Keith Lopes (First Source).
LEWIS	JESSICA	12/11/2019	INT*IN *SUPRETECH, INC	2,392.00	Headsets for the Customer Navigation Center.
LEWIS	JESSICA	12/11/2019	AMERICAN AIRLINES	75.00	Out of state travel - same day flight change fee for existing reservation
JONES	NYAUNU-WI	12/12/2019	AMERICAN CORRECTIONAL	275.00	Registration for ACA, Charles Jones.
MATTHEWS	KATRINA	12/13/2019	RESIDENCE INN BY MARRI	492.27	Out of town travel for Ever Labrada - Hotel Receipt- OES Conference Economist Dec.9th -12th Florida
JOHNSON	PAMELA	12/15/2019	AMAZON.COM*PB4AJ6B23	2,639.89	Agency Microwaves
JONES	NYAUNU-WI	12/12/2019	NAHB	925.00	Director UMH will be attending the NAWB Conference. Registration fee, local.
SHEIKH	MOHAMMAD	12/12/2019	ABC TECHNICAL SOLUTION	997.35	Canon desk-printer with cartridges - LSB.
JONES	NYAUNU-WI	12/16/2019	SCHOOL OF MOTION, INC.	997.00	Joshua Wood attending an Animation Bootcamp via webinar, registration fee
LEWIS	JESSICA	12/17/2019	MULTICULTURAL COMMUNIT	58.50	Vendor is part of the One City Contract for Interpretation/Translation
WILLIAMS	YASHA	12/18/2019	AMAZON.COM*TL2SL9OA3	69.30	Specialty office supplies
WILLIAMS	YASHA	12/18/2019	AMAZON.COM*UE1Q01R23	172.32	Specialty office supplies

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JOHNSON	PAMELA	12/19/2019	AMZN MKTP US	223.20	Glass Shelves for Offices (Directors Office) Alan Karnofsky Vanessa Weatherington
SHEIKH	MOHAMMAD	12/18/2019	ABC TECHNICAL SOLUTION	750.00	Dell Equipment - Office of Information Technology purchase for workers' compensation CORE system.
JOHNSON	PAMELA	12/19/2019	AMAZON.COM*YS95F02R3 A	239.99	FY20 Agency Microwave Supply
WILLIAMS	YASHA	12/20/2019	AMZN MKTP US	89.82	purchased office supplies
HARDEMAN	ALBERT	12/23/2019	WAV*ZELLE HUMAN RESOU	4,243.20	This purchase was for 4 IBM Kenexa Skills Assissment on Cloud Staffing.
MATTHEWS	KATRINA	12/24/2019	INT*IN *AD BOX PROMO A	1,236.00	DCIA LOGO Printed Polo Shirts
LEWIS	JESSICA	12/26/2019	US CONF OF MAYORS	950.00	National Conference
LEWIS	JESSICA	12/27/2019	LINKEDIN-519	432.12	Job postings
MATTHEWS	KATRINA	12/30/2019	AMERICAN CORRECTIONAL	350.00	Registration cost- non applicable for Jesse Sneed, American Corrections Association Conference, Jan.10-14
LEWIS	JESSICA	12/31/2019	INTERNATIONAL TRANSACTION	37.01	This is an international transaction fee related to the SPC Systems sole source item that was purchased. We did not have a separate receipt for this transaction.
LEWIS	JESSICA	12/31/2019	S&PC SYSTEMS LTD	1,858.00	Cobol Report Writer Pre compiler Annual Maintenance
MATTHEWS	KATRINA	12/30/2019	UNITED AIRLINES	622.00	Out of town conference for Jesse R Sneed in California - American Corrections Association. Conference dates Jan. 10-14- travel for flight
MATTHEWS	KATRINA	01/01/2020	INDEED	63.56	INDEED employee search for LMI grade 13 Data Scientist
JOHNSON	PAMELA	01/02/2020	AMZN MKTP US	153.93	Requester Bonnie Rock: ServeDC will be providing First Aid, CPR, and AED training for DOES staff on February 26, 2020, March 25, 2020, April 29, 2020, and May 20, 2020. Staff do not currently have access to first aid kits. A request is being made to purchase a first aid kit for each floor of the main building and one kit each for the remote AJC sites. Obtaining the kits will enable staff to use the information they will learn in the training and will also ensure that we have basic first aid care for minor injuries for staff and visitors.
MATTHEWS	KATRINA	01/02/2020	MGTCN4951200102141137	1,739.00	Local Conference Training for Program Analyst in DSI S. Arku Training Dates 1/6/2020-1/10/2020

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
MATTHEWS	KATRINA	01/07/2020	NASWA	150.00	LOCAL WINTER CONFERENCE 2020- DIANE WATKINS
JONES	NYAUNU-WI	01/07/2020	NASWA	500.00	Ramon Perez-Goizueta attended a local NASWA Conference. Registration fee was \$500.00.
LEWIS	JESSICA	01/08/2020	TRANSPERFECT	717.50	This vendor is with the One City Contract for Interpretation/Translation
WILLIAMS	YASHA	01/09/2020	NASWA	450.00	NASWA National Forum
HARDEMAN	ALBERT	01/07/2020	STANDARD OFFICE SUPPLY	292.16	Office Supply
HARRIS	GREGORY	01/09/2020	INT*IN *AD BOX PROMO A	1,595.00	Purchase of gloves, hand warmers and beanies for MBYLI staff and participants to participate in the MLK Jr. parade.
LEWIS	JESSICA	01/10/2020	DUPONT COMPUTERS	644.00	Apple Magic Keyboards for PFL
LEWIS	JESSICA	01/10/2020	NASWA	500.00	Monnikka National training conference
LEWIS	JESSICA	01/10/2020	NASWA	500.00	Ryan National training conference
JOHNSON	PAMELA	01/09/2020	STANDARD OFFICE SUPPLY	1,102.39	ADA Request - Ergonomic Chair
JONES	NYAUNU-WI	01/10/2020	SQ *SQ *COLLABORATIVE	2,500.00	DCIA requested maintenance work on their website.
JONES	NYAUNU-WI	01/13/2020	TRAINHR	289.00	Local Webinar
MATTHEWS	KATRINA	01/14/2020	INT*IN *SUPRETECH, INC	3,473.38	The transaction was approved in two different increments \$1736.39 each. However, this did not match the two invoices for \$2879.64 and \$ 593.74, totaling = \$3473.38. The invoice is for the total spent - Toners (printers) and keyboards, and Surface Covers
JONES	NYAUNU-WI	01/14/2020	NASWA	650.00	Nicole Chapple travel packet for NASWA registration.
MATTHEWS	KATRINA	01/14/2020	BRISTOL HOTEL	779.88	Hotel receipt for JSNEED, out of state travel for conference- Dept of Corrections -Jan10th -14th
HARDEMAN	ALBERT	01/15/2020	INTUIT *IN *AVRS INC	2,894.00	This is a credit of \$2,894.00
LEWIS	JESSICA	01/15/2020	AMERICAN AIRLINES	664.80	Donaver National air flight
LEWIS	JESSICA	01/15/2020	AMERICAN AIRLINES	664.80	Sean National air flight



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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
LEWIS	JESSICA	01/15/2020	AMERICAN AIRLINES	664.80	Rediat National air flight
LEWIS	JESSICA	01/15/2020	AMERICAN AIRLINES	664.80	Joy National air flight
LEWIS	JESSICA	01/16/2020	YOURMEMBER-CAREERS	500.00	National job posting
LEWIS	JESSICA	01/16/2020	DAYBOOK 10-DAY SPONSOR	50.00	National job posting
MATTHEWS	KATRINA	01/16/2020	C2ER	2,915.86	Fee for Annual Enhanced Membership for LMI - Enhanced Institute Support and Participation-State Membership Fee
HARDEMAN	ALBERT	01/16/2020	NASWA	750.00	This purchase is registration fees for Vanessa Weatherington to attend the 2020 NASWA Winter Policy Forum.
HARDEMAN	ALBERT	01/16/2020	NASWA	750.00	This purchase is registration fees for Victor Robertson to attend the 2020 NASWA Winter Policy Forum.
HARDEMAN	ALBERT	01/16/2020	DYNAMIC WORKS INSTITUTE, INC.	360.00	This purchase is training for Erna Vance to attend the OMG I'M A SUPERVISOR NOW.
JONES	NYAUNU-WI	01/15/2020	SOUTHWEST	430.96	Kashmir Jones attending Austin, TX mentor ship.
JONES	NYAUNU-WI	01/16/2020	ABC TECHNICAL SOLUTION	148.93	IOGear Wireless Display Connection Kit (GWHDKITD)
JONES	NYAUNU-WI	01/17/2020	NASWA	150.00	Thomas is attending a NASWA Conference in Washington DC, Registration fee.
JONES	NYAUNU-WI	01/17/2020	AMERICAN AIRLINES	418.40	Brandon Banks will be attending NFBPA Forum 2020, located in Austin , TX. 4/14/20-4/19/20. Airline
HARRIS	GREGORY	01/17/2020	CROWN TROPHY OF WALDOR	95.25	Need this award engraved within 24 hours for staff member who left the agency.
LEWIS	JESSICA	01/21/2020	SHERATON	509.40	National travel
LEWIS	JESSICA	01/21/2020	SHERATON	509.40	National travel
JONES	NYAUNU-WI	01/22/2020	NFBPA-AUTH.NET	55.00	Brandon Banks registration fee and additional tours
MATTHEWS	KATRINA	01/23/2020	EXECUTIVE INFORMATION	2,593.00	Invoice for Executive Information Systems (LMI) - for PCJMP 6 Users, annual maintenance - Period of Performance 01/15/2020-01/14/2021- Renewal
HARDEMAN	ALBERT	01/23/2020	DYNAMIC WORKS INSTITUTE, INC.	360.00	This purchase is training for William James to attend the OMG I'M A SUPERVISOR NOW.
JOHNSON	PAMELA	01/23/2020	EASYKEYSCOM INC	134.92	Deluxe Key Set - Core locks need to be changed on file cabinets

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	01/23/2020	NFBPA-AUTH.NET	15.00	Ms. Spells attending the NFBPA Mentor ship, Registration is \$15.00
SHEIKH	MOHAMMAD	01/23/2020	MULTICULTURAL COMMUNIT	1,003.00	Translation services for Office of Wage-Hour "Business Engagement" session.
LEWIS	JESSICA	01/24/2020	DELTA	379.40	National airline travel
LEWIS	JESSICA	01/24/2020	NASWA	150.00	National conference
JOHNSON	PAMELA	01/24/2020	AMAZON.COM*WL7GY57L3	591.97	AJC NW - Refrigerator for Employees Break room
JOHNSON	PAMELA	01/26/2020	AMZN MKTP US	214.98	ADA Equipment - Standing Foot Rest Relief Platform - Desktop Platform
HARRIS	GREGORY	01/24/2020	IN *COAST TO COAST HOS	2,400.00	Payment for ASL services to assist a participant in training.
LEWIS	JESSICA	01/28/2020	MARRIOTT COLUMBIA	386.94	Out of state travel for Donovan Cameron
LEWIS	JESSICA	01/28/2020	MARRIOTT COLUMBIA	386.94	Out of state travel for Sean Donachy
LEWIS	JESSICA	01/28/2020	THE HILL	675.00	Online job posting
LEWIS	JESSICA	01/28/2020	LINKEDIN-527	71.88	National job posting First portion of fee posted in December 2019, balance in January due to Vendor billing cycle and overlap period of how many days the job was posted
HARDEMAN	ALBERT	01/28/2020	DYNAMIC WORKS INSTITUTE, INC.	360.00	This purchase is training for Michael Covin to attend the OMG IM A SUPERVISOR NOW.
JONES	NYAUNU-WI	01/29/2020	DELTA	585.40	Delta flight for Alisha Curtis, attending a Peer Review in San Francisco, CA.
JONES	NYAUNU-WI	01/29/2020	DELTA	585.40	Delta flight for Essence Oliver, attending a Peer Review in San Francisco, CA
JONES	NYAUNU-WI	01/29/2020	EMERGENCY 911 SECURITY	554.92	This vendor had the product our staff was looking for and was able to deliver at a reasonable time and day.
HARRIS	GREGORY	01/29/2020	CALVIN PRICE GROUP	5,000.00	Payment for SWAG for MBSYEP to be given out at events.
JONES	NYAUNU-WI	01/30/2020	THE CAPITOL NET	325.00	Alan attended a local training event. Fee is for registration
JONES	NYAUNU-WI	01/31/2020	DMI* DELL HLTHCR/REL	716.40	OIT, purchase of 5 drives to rebuild and maintain the legacy CORE system.
HARRIS	GREGORY	01/29/2020	CROWN TROPHY OF WALDOR	136.25	Staff award This vendor has a quick turnaround time and offers the lowest prices.
JOHNSON	PAMELA	01/31/2020	METROPOLITAN OFFICE PR	2,328.78	Office of Customer Experience - Office Supplies - Kim Davis

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	01/30/2020	SOUTHWEST	513.96	Airline ticket for Joshua Wood to attend the NFBPA Forum in Austin, TX on 4/14/20-4/19/20
JONES	NYAUNU-WI	01/30/2020	SOUTHWEST	513.96	Airline ticket for Brandon Walker to attend the NFBPA Forum in Austin, TX on 4/14/20-4/19/20
JONES	NYAUNU-WI	02/02/2020	HILTON HOTEL AUSTIN	279.63	Hotel for Brandon Banks to attend NFBPA Forum in Austin, TX 4/14/20-4/19/20
SHEIKH	MOHAMMAD	02/02/2020	HILTON HOTEL AUSTIN	279.63	Hotel accommodations for Mallory Johnson at the NFBPA Forum in Austin, TX 4/14/20-4/19/20
SHEIKH	MOHAMMAD	02/02/2020	HILTON HOTEL AUSTIN	279.63	Hotel accommodations for Aliyah Gleen at the NFBPA Forum in Austin, TX 4/14/20-4/19/20
HARRIS	GREGORY	01/29/2020	STANDARD OFFICE SUPPLY	2,119.65	Office supplies -OYP
HARRIS	GREGORY	01/30/2020	MR VIDEO AA COMPUTERS	1,115.00	Payment for riser to use at the launch of SYEP at Industrial Bank. Stage was needed for the Mayor. This was a last minute request.
LEWIS	JESSICA	02/03/2020	SMARTTRIP/CHARMCARD SAL	180.00	Initial purchase of 6 SmarTrip cards for PFL team: \$28 value and \$2 purchase price each. Website only allowed for purchase of pre-loaded values. Balance of values will be uploaded upon delivery of initial cards
JONES	NYAUNU-WI	02/03/2020	NFBPA-AUTH.NET	55.00	Registration Fee for Brandon Walker to attend the NFBPA Forum in Austin, TX 4/14/20-4/19/20
JONES	NYAUNU-WI	02/03/2020	NFBPA-AUTH.NET	55.00	Registration Fee for Joshua Wood to attend the NFBPA Forum in Austin, TX 4/14/20-4/19/20
JOHNSON	PAMELA	02/04/2020	METROPOLITAN OFFICE PR	727.92	Labels for AJC NW - Supplies
JONES	NYAUNU-WI	02/04/2020	HILTON HOTEL AUSTIN	279.63	Kashmir Spells attending the NFBPA Forum, Hilton Austin Hotel.
SHEIKH	MOHAMMAD	02/04/2020	IN *ACSI TRANSLATIONS	420.00	Use of language interpreters for workers' compensation informal hearing
HARRIS	GREGORY	02/04/2020	IN *AD BOX PROMO AGENC	150.00	Payment for rental of a generator to be used at an off-site event. It was used to generate heat.
LEWIS	JESSICA	02/03/2020	STANDARD OFFICE SUPPLY	2,869.77	This is the first of three receipts and transactions. The vendor did not supply all requested items in the first shipment and only charged us for what was shipped.
LEWIS	JESSICA	02/05/2020	NFBPA-ONLINE	250.00	National organization dues (National Forum for Black Public Administrators). Membership renewal and chapter dues for Monnikka Madison.
JONES	NYAUNU-WI	02/05/2020	NATL GOVERNORS ASSN	800.00	Registration Fee for Dr. UMH local Conference.
SHEIKH	MOHAMMAD	02/04/2020	ASSOC FOR COMMUTER TRA	575.00	Association for Commuter Transportation (ACT) membership renewal

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARRIS	GREGORY	02/05/2020	IN *AD BOX PROMO AGENC	2,999.00	Payment for SWAG and staff shirts for MBYLI.
HARDEMAN	ALBERT	02/06/2020	IN *AVRS INC	(2,894.00)	This was a credit from the company due to an error on there part. Please see attached email.
HARDEMAN	ALBERT	02/05/2020	ASPA	639.00	This purchase was for registration fee for the American Society for Public Administration in Anaheim Ca.
HARDEMAN	ALBERT	02/06/2020	PAYPAL/Career Wise Colorado	650.00	This purchase was for registration fee for the CareerWise National Summit in Denver Co.
HARDEMAN	ALBERT	02/06/2020	PAYPAL/Career Wise Colorado	650.00	This purchase was for registration fee for the CareerWise National Summit in Denver Co.
HARDEMAN	ALBERT	02/06/2020	PAYPAL/Career Wise Colorado	650.00	This purchase was for registration fee for the CareerWise National Summit in Denver Co.
HARDEMAN	ALBERT	02/06/2020	PAYPAL/Career Wise Colorado	650.00	This purchase was for registration fee for the CareerWise National Summit in Denver Co.
JOHNSON	PAMELA	02/06/2020	MVS	1,983.90	Smart Wall Stand Kit for LMI
WILLIAMS	YASHA	02/07/2020	HOMEDEPOT.COM	1,304.86	CBE was not able to get the safe requirement needed
LEWIS	JESSICA	02/06/2020	STANDARD OFFICE SUPPLY	159.09	This is the second of three receipts and transactions. The vendor did not supply all requested items in the first shipment thus sent us a second shipment and only charged us for what was shipped.
LEWIS	JESSICA	02/07/2020	STANDARD OFFICE SUPPLY	371.21	This was supposed to be the third of three receipts. The vendor did not supply all requested items in the first or second shipment. This transaction was for the incorrect amount; vendor applied a credit to reverse this charge of \$371.21 in a separate transaction
HARDEMAN	ALBERT	02/06/2020	SOUTHWEST	750.96	This purchase was an airline ticket for Leslie Green to attend the ASPA National Conference.
HARDEMAN	ALBERT	02/06/2020	SOUTHWEST	359.46	Airline ticket for Delonte Johnson to attend the CareerWise National Summit.
HARDEMAN	ALBERT	02/06/2020	SOUTHWEST	350.96	This purchase was an airline ticket for Ifeanyi Okorooha to attend the CareerWise National Summit.
HARDEMAN	ALBERT	02/07/2020	SOUTHWEST	494.96	This purchase was an airline ticket for Ashley Williams to attend the CareerWise National Summit.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARDEMAN	ALBERT	02/07/2020	ASPA	693.00	This purchase was for registration fee for the American Society for Public Administration in Anaheim Ca.
JONES	NYAUNU-WI	02/06/2020	SOUTHWEST	487.96	Airline flight for Kashmir Spells to attend NFBPA Mentor Program
JONES	NYAUNU-WI	02/08/2020	MARRIOTT W PALM BEACH	688.17	Kashmir Spells attending a mentor-ship program in Florida.
HARDEMAN	ALBERT	02/10/2020	NFBPA-AUTH.NET	830.00	This purchase was for registration fee for the National Forum for Black Public Administrators in Austin Tx.
HARDEMAN	ALBERT	02/10/2020	NFBPA-AUTH.NET	650.00	This purchase was for registration fee for the National Forum for Black Public Administrators in Austin Tx.
HARRIS	GREGORY	02/10/2020	THE HAMILTON GROUP	2,946.00	Payment for SWAG (flash drives with SYEP logo).
HARDEMAN	ALBERT	02/10/2020	SOUTHWEST	581.96	This purchase was an airline ticket for Victor Robertson to attend the National Forum for Black Public Administrators.
HARDEMAN	ALBERT	02/10/2020	SOUTHWEST	581.96	This purchase was an airline ticket for Walter Lundy to attend the National Forum for Black Public Administrators.
HARDEMAN	ALBERT	02/11/2020	NFBPA-AUTH.NET	870.00	This purchase was for registration fee for the National Forum for Black Public Administrators in Austin Tx.
HARDEMAN	ALBERT	02/11/2020	PUBLIC PM.COM	2,797.81	Smartsheet Business Plan License
JONES	NYAUNU-WI	02/11/2020	ABC TECHNICAL SOLUTION	1,263.45	Software Adobe Pro for: Alan Karnofsky Ramon Perez-Goizueta Todd Valentine
SHEIKH	MOHAMMAD	02/11/2020	NFBPA-AUTH.NET	55.00	NFBPA Forum 2020 training fees Mallory Johnson
SHEIKH	MOHAMMAD	02/11/2020	NFBPA-AUTH.NET	55.00	NFBPA Forum 2020 training fees for Aliyah Glenn
SHEIKH	MOHAMMAD	02/11/2020	CHESAPEAKE REGION SAFETY COUNCIL INC	3,300.00	Principles of Occupational Safety & Health training for Chybria Farmer
LEWIS	JESSICA	02/11/2020	STANDARD OFFICE SUPPLY	370.44	This is the corrected third of three receipts and shipments. The vendor did not supply all requested items in the first or second shipment. This receipt reflects the final shipment and corrected invoice amount.
LEWIS	JESSICA	02/11/2020	STANDARD OFFICE SUPPLY	(371.21)	This reflects the credit the vendor applied to the incorrect charge of \$371.21 for the 3rd processing payment/transaction of the supply order. This nets the incorrect transaction to zero.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
LEWIS	JESSICA	02/12/2020	METRO FARE AUTOLOAD	200.00	Local transportation Metro Smartrip fare card reload for UI card #175171475
LEWIS	JESSICA	02/12/2020	METRO FARE AUTOLOAD	200.00	Local transportation Metro Smartrip fare card reload for UI card #175171483
LEWIS	JESSICA	02/12/2020	NASWA	375.00	Tanise Brown 2020 Unemployment Insurance IB & FP conference registration fee in Kansas City 3/3/20
LEWIS	JESSICA	02/12/2020	NASWA	375.00	Entonyos Hailu 2020 Unemployment Insurance IB & FP conference registration fee in Kansas City 3/3/20
LEWIS	JESSICA	02/12/2020	NASWA	375.00	Ronnie Swailes 2020 Unemployment Insurance IB & FP conference registration fee in Kansas City 3/3/20
HARDEMAN	ALBERT	02/11/2020	SOUTHWEST	579.96	This purchase was an airline ticket for Atrelle Ruiz to attend the National Forum for Black Public Administrators.
SHEIKH	MOHAMMAD	02/11/2020	SOUTHWEST	549.96	Air transportation for Mallory Johnson to attend NFBPA training
SHEIKH	MOHAMMAD	02/11/2020	SOUTHWEST	549.96	Air transportation for Aliyah Glenn to attend NFBPA training
HARRIS	GREGORY	02/11/2020	SPECIAL EVENTS MEDICAL	660.00	Payment for Emergency Medical Services as required by the Convention Center for March Madness.
LEWIS	JESSICA	02/12/2020	SOUTHWEST	257.96	Tanise Brown round trip flight with Southwest to Kansas City MCI from DCA 3/3/20-3/6/20 for a national seminar with NASWA IB & FP Training Conference
LEWIS	JESSICA	02/12/2020	SOUTHWEST	257.96	Entonyos Hailu round trip flight with Southwest to Kansas City MCI from DCA 3/3/20-3/6/20 for a national seminar with NASWA IB & FP Training Conference
LEWIS	JESSICA	02/12/2020	SOUTHWEST	257.96	Ronnie Swailes round trip flight with Southwest to Kansas City MCI from DCA 3/3/20-3/6/20 for a national seminar with NASWA IB & FP Training Conference
LEWIS	JESSICA	02/13/2020	AMERICAN AIRLINES	397.61	Corey Dixon round trip flight with American Airlines to Kansas City MCI from DCA 3/3/20-3/5/20 for a national seminar with NASWA UI SIDES Seminar
LEWIS	JESSICA	02/13/2020	AMERICAN AIRLINES	397.61	Randy Mills round trip flight with American Airlines to Kansas City MCI from DCA 3/3/20-3/5/20 for a national seminar with NASWA UI SIDES Seminar



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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
LEWIS	JESSICA	02/13/2020	NASWA	150.00	Corey Dixon 3/3/20-3/5/20 national seminar with NASWA UI SIDES Seminar in Kansas City
LEWIS	JESSICA	02/13/2020	NASWA	150.00	Randy Mills 3/3/20-3/5/20 national seminar with NASWA UI SIDES Seminar in Kansas City
HARDEMAN	ALBERT	02/13/2020	JIMMIE MUSCATELO'S WASHINGTON UNIFORM CENTER	(116.00)	Awaiting information from the company on what this credit is for. Once information is received the credit will be uploaded.
JOHNSON	PAMELA	02/13/2020	METROPOLITAN OFFICE PR	135.00	ADA -Request AHD Ergonomic Chair
JONES	NYAUNU-WI	02/12/2020	MARRIOTT S DIEGO MARIN	196.90	Charles Jones credit card was charged for Destination Fee for 5 days. Hotel removed fee from Charles card and placed on my govt card. Totaling \$196.90.
SHEIKH	MOHAMMAD	02/13/2020	DELTA	601.70	Transportation for Donna Jean Henderson to National Judicial College-Judicial Writing training
JONES	NYAUNU-WI	02/14/2020	NFBPA-ONLINE	250.00	Mr. Sheikh requesting payment for NFBPA renewal membership.
JONES	NYAUNU-WI	02/14/2020	NFBPA-ONLINE	250.00	Mr. Sheikh requesting renewal of membership
JONES	NYAUNU-WI	02/14/2020	NFBPA-ONLINE	250.00	Charles Jones -Membership Renewal
JONES	NYAUNU-WI	02/14/2020	NFBPA-ONLINE	250.00	Membership Renewal for Dr. UMH
SHEIKH	MOHAMMAD	02/14/2020	SQ *A DIGITAL SOLUTION	745.00	Purchase of trophies for Office of Training & Development
SHEIKH	MOHAMMAD	02/13/2020	SOUTHWEST	278.96	Air transportation for Douglas Seymour to new judges' boot camp
HARRIS	GREGORY	02/14/2020	STRATEGICMANAGEMENT	200.00	Payment for professional membership into Strategic Management Society. Additional cost for 4 additional interest groups.
HARRIS	GREGORY	02/14/2020	FASTSIGNS OF DC	1,246.33	Payment for 3 retractable pop-ups for the Apprenticeship Program.
HARRIS	GREGORY	02/14/2020	CALLFIRE.COM	2,400.00	Payment for Call Fire credits for SYEP communications campaign.
MATTHEWS	KATRINA	02/19/2020	TTR	270.00	Purchase for subscription for Time to Reply an email tracker system used for call center. The fee is for an annual subscription
MATTHEWS	KATRINA	02/19/2020	ICMI SYMPOSIUM	2,559.20	Travel for Corinne Foggy- Jones. Traveling to New Orleans for a management conference designed for Call Center Management-Cost of Conference 4 Day Pass

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
MATTHEWS	KATRINA	02/19/2020	SOUTHWEST	315.96	Travel for Corinne Foggy- Jones. Traveling to New Orleans for a management conference designed for Call Center Management-Cost of Conference 4 Day Pass - Southwest Flight from 3/22/20-3/26/20
HARDEMAN	ALBERT	02/19/2020	SOUTHWEST	765.98	This purchase was an airline ticket for Alletta Samuels to attend the CareerWise National Summit.
HARDEMAN	ALBERT	02/20/2020	HILTON HOTEL AUSTIN	279.63	This purchase is one night hotel charge for Victor Robertson to attend the National Forum for Black Public Administrators.
HARDEMAN	ALBERT	02/20/2020	HILTON HOTEL AUSTIN	279.63	This purchase is one night hotel charge for Atrelle Ruiz to attend the National Forum for Black Public Administrators.
JONES	NYAUNU-WI	02/20/2020	LOC GOV HISPANIC	100.00	Purchase membership for Local Government Hispanic Network.
JONES	NYAUNU-WI	02/20/2020	SOCIETYFORHUMANRESOURC	219.00	Director's membership for SHRM.
LEWIS	JESSICA	02/21/2020	ABC TECHNICAL SOLUTION	4,306.81	Assorted PFL equipment including privacy screens, Adobe licenses and display ports. All products have been received. Transaction is reflecting a tax amount, however receipt confirms that no taxes were included in the cost of \$4,306.81.
LEWIS	JESSICA	02/21/2020	AMERICAN AIRLINES	582.79	National Roundtrip Flight for Saran Baker for NASWA UI Seminar in Kansas City March 3-5, 2020.
LEWIS	JESSICA	02/21/2020	NASWA	100.00	NASWA UI Committee Meeting March 3, 2020 in Kansas City Conference Fee for Monnikka Madison
LEWIS	JESSICA	02/21/2020	NASWA	150.00	National conference fee for UI SIDES Seminar in Kansas City on 3/4/20 for Saran Baker
LEWIS	JESSICA	02/21/2020	AMERICAN AIRLINES	582.79	National roundtrip airfare for Monnikka Madison for NASWA UI Committee Meeting in Kansas City March 2-4, 2020
LEWIS	JESSICA	02/21/2020	JIMMIE MUSCATELO'S WASHINGTON	1,031.13	Purchase of 9 PFL field Audit badges (offsite)
JONES	NYAUNU-WI	02/21/2020	IN *SUPRETECH, INC.	300.00	IT requested to use p.card to purchase 100 phone cords.
HARRIS	GREGORY	02/22/2020	CALVIN PRICE GROUP	2,770.00	Payment for t-shirts for Office of Youth Programs staff and volunteers for March Madness.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
SHEIKH	MOHAMMAD	02/24/2020	THE NATIONAL ASSOCIATI	225.00	New judges' boot camp training fees for Douglas Seymour
SHEIKH	MOHAMMAD	02/24/2020	NATIONALJUDICIALCOLLEG	1,538.00	National Judicial College training fees for Donna J. Henderson
WILLIAMS	YASHA	02/24/2020	HOMEDEPOT.COM	(1,304.86)	Credit for 5.8 safe for the CFO office.
LEWIS	JESSICA	02/25/2020	AMERICAN AIRLINES	339.40	Outgoing flight for Monnikka Madison from DCA to MCI was revised due to conflict schedules on 3/2/20. Overall cost of transportation is within threshold of approved amount for NASWA conference in Kansas City March 2, 2020.
HARDEMAN	ALBERT	02/25/2020	HILTON HOTEL AUSTIN	279.63	This purchase is one night hotel charge for Walter Lundy to attend the National Forum for Black Public Administrators.
SHEIKH	MOHAMMAD	02/25/2020	OSHA INT MGM INF SY	3,120.00	OSHA Information System services
JONES	NYAUNU-WI	02/26/2020	ABC TECHNICAL SOLUTION	357.88	Requesting APC Replacement Battery
SHEIKH	MOHAMMAD	02/27/2020	DC BAR	299.00	Introduction to Digital Computers, Servers, and Storage/Data Mapping training for Gerald D. Roberson
SHEIKH	MOHAMMAD	02/28/2020	ACADEMIC REGALIA	2,958.72	Purchase of judicial robes for ALJs
LEWIS	JESSICA	02/28/2020	METRO FARE AUTOLOAD	55.00	SmarTrip Card ending 4803. Original purchase of SmarTrip cards only allowed a pre-loaded amount \$28 (plus \$2 card purchase). Program received approval for a full amount to be loaded onto all 6 cards therefore this was done in two separate transaction dates (initial card purchase \$30 and load up of each card \$55). Full approved amount was \$510.
LEWIS	JESSICA	02/28/2020	METRO FARE AUTOLOAD	55.00	SmarTrip Card ending 2001. Original purchase of SmarTrip cards only allowed a pre-loaded amount \$28 (plus \$2 card purchase). Program received approval for a full amount to be loaded onto all 6 cards therefore this was done in two separate transaction dates (initial card purchase \$30 and load up of each card \$55). Full approved amount was \$510.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
LEWIS	JESSICA	02/28/2020	METRO FARE AUTOLOAD	55.00	SmarTrip Card ending 4569. Original purchase of SmarTrip cards only allowed a pre-loaded amount \$28 (plus \$2 card purchase). Program received approval for a full amount to be loaded onto all 6 cards therefore this was done in two separate transaction dates (initial card purchase \$30 and load up of each card \$55). Full approved amount was \$510.
LEWIS	JESSICA	02/28/2020	METRO FARE AUTOLOAD	55.00	SmarTrip Card ending 4328. Original purchase of SmarTrip cards only allowed a pre-loaded amount \$28 (plus \$2 card purchase). Program received approval for a full amount to be loaded onto all 6 cards therefore this was done in two separate transaction dates (initial card purchase \$30 and load up of each card \$55). Full approved amount was \$510.
LEWIS	JESSICA	02/28/2020	METRO FARE AUTOLOAD	55.00	SmarTrip Card ending 5923. Original purchase of SmarTrip cards only allowed a pre-loaded amount \$28 (plus \$2 card purchase). Program received approval for a full amount to be loaded onto all 6 cards therefore this was done in two separate transaction dates (initial card purchase \$30 and load up of each card \$55). Full approved amount was \$510.
LEWIS	JESSICA	02/28/2020	METRO FARE AUTOLOAD	55.00	SmarTrip Card ending 1120. Original purchase of SmarTrip cards only allowed a pre-loaded amount \$28 (plus \$2 card purchase). Program received approval for a full amount to be loaded onto all 6 cards therefore this was done in two separate transaction dates (initial card purchase \$30 and load up of each card \$55). Full approved amount was \$510.
HARDEMAN	ALBERT	02/28/2020	HILTON GARDEN INN	245.76	Hotel for Ashley Williams to attend the Case Wise National Summit, Denver, CO
HARDEMAN	ALBERT	02/28/2020	HILTON GARDEN INNS	321.79	Hotel for Ifearyl Okoroha to attend the Case Wise National Summit, Denver, CO
HARDEMAN	ALBERT	02/28/2020	HILTON GARDEN INNS	321.79	Hotel for De'lonte Johnson to attend the Case Wise National Summit, Denver, CO
JONES	NYAUNU-WI	02/28/2020	SOUTHWEST	1,261.96	Alan Karnofaski airline receipt to attend event in Austin, TX.
SHEIKH	MOHAMMAD	02/27/2020	STANDARD OFFICE SUPPLY	1,344.84	Supplies (folders) purchased for BAM unit
HARDEMAN	ALBERT	03/02/2020	SOUTHWEST	750.96	Airline Ticket for Ashley Williams to attend the Future Works Conference-New Orleans
JONES	NYAUNU-WI	03/03/2020	AMERICAN EDUCATIONAL R	215.00	Membership Dues for Director AERA

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	03/02/2020	ARGONAUT HOTEL	1,758.35	This charge is for Essence Oliver hotel stay. The total is different from what was charged. The total was \$1758.35, a tax refund of \$211.40, new total is \$1548.95.
JONES	NYAUNU-WI	03/02/2020	ARGONAUT HOTEL	1,758.35	Hotel receipt. The amount removed from my account is different from receipt provided. There will be a credit for \$211.40
SHEIKH	MOHAMMAD	02/28/2020	STANDARD OFFICE SUPPLY	952.00	Purchased file folders for OWC scanned batch documents
LEWIS	JESSICA	03/03/2020	INTERCONTINENTAL KANSA	146.96	Monnikka Madison lodging for NASWA conference in Kansas City on March 2, 2020. Two separate reservations were made for employee due to hotel rate code availability, thus this reflects receipt 1 of 2. Total lodging for two days was approved for \$295.16.
SHEIKH	MOHAMMAD	03/04/2020	SOUTHWEST	(278.96)	Airline transportation credit for Douglas Seymour(New Judges Boot Camp/Nashville, TN)
LEWIS	JESSICA	03/04/2020	INTERCONTINENTAL KANSA	146.96	Monnikka Madison lodging for NASWA conference in Kansas City on March 2, 2020. Two separate reservations were made for employee due to hotel rate code availability, thus this reflects receipt 2 of 2. Total lodging for two days was approved for \$295.16.
LEWIS	JESSICA	03/04/2020	AMERICAN AIRLINES	339.40	National Airline flight Cardholder requested dispute for 3/4 transaction for Monnikka Madison duplicate airline flight from MCI to DCA. Receipts reflect email documentation between cardholder and bank. Sent documentation to bank via email on 4/14/2020. Bank provided a temporary credit while researching
HARDEMAN	ALBERT	03/04/2020	CITGO-KENILWORTH CARWA	41.00	AJC Mobile Van Wash
JOHNSON	PAMELA	03/03/2020	STANDARD OFFICE SUPPLY	271.28	Directors Office - Color - Color Copy Gloss Paper
JONES	NYAUNU-WI	03/05/2020	INTERNATION	200.00	This charge is for membership dues, due to the Virus I am not able to provide the original document that is at my desk. I will provide document once I arrive back in office.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
LEWIS	JESSICA	03/05/2020	INTERCONTINENTAL KANSA	440.88	National lodging for Ryan Lee-Moore for Kansas City NASWA UI SIDES conference March 2-4, 2020. Total amount is \$0.43 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
LEWIS	JESSICA	03/05/2020	INTERCONTINENTAL KANSA	293.92	Lodging for Randy Mills in Kansas City for NASWA UI SIDES Seminar 3/3/20-3/4/20. Total amount is \$0.29 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
LEWIS	JESSICA	03/05/2020	INTERCONTINENTAL KANSA	293.92	Lodging for Corey Dixon in Kansas City for NASWA UI SIDES Seminar 3/3/20-3/4/20 Total amount is \$0.29 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
LEWIS	JESSICA	03/05/2020	INTERCONTINENTAL KANSA	293.92	Lodging for Tanise Brown in Kansas City for NASWA IB & FP Conference. One of two Receipts: this receipt is for travel stay 3/3/20-3/4/20. Total amount is \$0.29 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
LEWIS	JESSICA	03/05/2020	INTERCONTINENTAL KANSA	293.92	Lodging for Ronnie Swailes in Kansas City for NASWA IB & FP Conference. One of two Receipts: this receipt is for travel stay 3/3/20-3/4/20 Total amount is \$0.29 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
LEWIS	JESSICA	03/05/2020	INTERCONTINENTAL KANSA	293.92	Lodging for Entonyos Hailu in Kansas City for NASWA IB & FP Conference. One of two Receipts: this receipt is for travel stay 3/3/20-3/4/20. Total amount is \$0.29 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
LEWIS	JESSICA	03/05/2020	INTERCONTINENTAL KANSA	293.92	National lodging for Saran Baker for Kansas City NASWA UI SIDES conference March 3-4, 2020 Total amount is \$0.29 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.



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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
LEWIS	JESSICA	03/05/2020	TOTAL OFFICE PRODUCTS	418.05	6 Easels and 3 Dollies for PFL Communications team. Quote and invoice reflect that tax should not be included.
LEWIS	JESSICA	03/06/2020	INTERCONTINENTAL KANSA	146.96	Lodging for Tanise Brown in Kansas City for NASWA IB & FP Conference. Two of two Receipts: this receipt is for travel stay 3/5/20. Total amount is \$0.14 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
LEWIS	JESSICA	03/06/2020	INTERCONTINENTAL KANSA	146.96	Lodging for Ronnie Swailes in Kansas City for NASWA IB & FP Conference. Two of two Receipts: this receipt is for travel stay 3/5/20. Total amount is \$0.14 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
LEWIS	JESSICA	03/06/2020	INTERCONTINENTAL KANSA	146.96	Lodging for Entonyos Hailu in Kansas City for NASWA IB & FP Conference. Two of two Receipts: this receipt is for travel stay 3/5/20. Total amount is \$0.14 over approved estimate amount due to fluctuation of taxes. Room rate did not change from approved quote.
FINDLEY	FLORA	03/06/2020	DC BAR	229.00	On March 6, 2020, the Office of the General Counsel charged a \$229.00 to DC Bar. <u>There is no CBE for this purchase</u>
JONES	NYAUNU-WI	03/05/2020	SOUTHWEST	285.96	Southwest flight for Kim Davis to attend Orlando, FL Conference
JONES	NYAUNU-WI	03/06/2020	LOEWS HOTELS	306.00	Hotel Fee for Kim Davis Conference in Orlando, FL
JONES	NYAUNU-WI	03/06/2020	ARGONAUT HOTEL	(211.40)	This refund is for Ms. Oliver hotel taxes, refunded.
JONES	NYAUNU-WI	03/06/2020	ARGONAUT HOTEL	(211.40)	This credit is for hotel taxes that was refunded to the card. \$211.40
JONES	NYAUNU-WI	03/07/2020	HILTON HOTEL AUSTIN	676.26	Purchase of Hilton Hotel, Receipt located at work, when I return I will submit.
SHEIKH	MOHAMMAD	03/06/2020	SPRINGHILL SUITES NASH	179.00	Hotel accommodations credit for Douglas Seymour (New Judges Boot Camp/Nashville, TN). Please note that this transactions is listed as a charge in the Paynet system; however, it should be a credit (see attached receipt)
HARRIS	GREGORY	03/06/2020	IN *AD BOX PROMO AGENC	2,119.00	Purchase of blazers for MBYLI staff.
HARRIS	GREGORY	03/07/2020	SQ *A DIGITAL SOLUTION	149.95	Printing of rack cards for job development and marketing of SYEP.
HARRIS	GREGORY	03/09/2020	GEPPETTO CATERING	1,590.00	Purchase of food for MBSYEP Certification Event. Approved food waiver attached.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARRIS	GREGORY	03/09/2020	EVENTSDC	500.00	Rental of space to host MBSYEP Certification Event. Unable to contact venue to obtain receipt due to closure.
LEWIS	JESSICA	03/10/2020	METROPOLITAN OFFICE PR	729.74	IT Office Supplies for wipes, tissue, disinfectants, etc Order was not fully received therefore vendor will provide a refund separately of \$501.84
HARDEMAN	ALBERT	03/09/2020	SOUTHWEST	273.96	Airline Ticket for Vanessa Weatherington to attend the Future Works Conference- New Orleans
HARDEMAN	ALBERT	03/09/2020	SOUTHWEST	293.96	Airline Ticket for Ashley Williams to attend the Future Works Conference- New Orleans
HARDEMAN	ALBERT	03/10/2020	IN *RINGS LEIGHTON CRE	4,940.00	Table throws and Po-up banners
JONES	NYAUNU-WI	03/10/2020	SOUTHWEST	(1,261.96)	Cancellation for Alan Karnofsky airline. Full Refund.
HARDEMAN	ALBERT	03/10/2020	JFF INC	750.00	Registration Fee
HARDEMAN	ALBERT	03/10/2020	JFF INC	750.00	Registration Fee
HARDEMAN	ALBERT	03/10/2020	SOUTHWEST	189.96	Airline Ticket
HARDEMAN	ALBERT	03/10/2020	SOUTHWEST	278.96	Airline Ticket
JONES	NYAUNU-WI	03/12/2020	PROQIS	4,695.00	Registration fee for Kim Davis/CNC. Conference canceled due to COVID-19, No refund would be made vendor will reschedule conference in near future
WILLIAMS	YASHA	03/11/2020	SOCIETYFORHUMANRESOURC	219.00	Specialized Membership
WILLIAMS	YASHA	03/11/2020	SOCIETYFORHUMANRESOURC	219.00	Specialized Membership
WILLIAMS	YASHA	03/11/2020	SOCIETYFORHUMANRESOURC	219.00	Specialized Membership
WILLIAMS	YASHA	03/11/2020	SOCIETYFORHUMANRESOURC	219.00	Specialized Membership
WILLIAMS	YASHA	03/11/2020	SOCIETYFORHUMANRESOURC	219.00	Specialized membership
WILLIAMS	YASHA	03/11/2020	SOCIETYFORHUMANRESOURC	219.00	SHRM Memebrrship
WILLIAMS	YASHA	03/11/2020	SOCIETYFORHUMANRESOURC	219.00	Specialized membership
JONES	NYAUNU-WI	03/11/2020	EXPERIAN EXP PAY CC	50.75	This charge is for a customer whose PII information was exposed. The agency agreed to pay a years worth of service.
SHEIKH	MOHAMMAD	03/04/2020	THE NATIONAL ASSOCIATI	(225.00)	New Judges Boot Camp credit for Douglas Seymour
WILLIAMS	YASHA	03/13/2020	HOMEDPOT.COM	1,383.15	No CBE was able to find a safe to meet the requirements
JOHNSON	PAMELA	03/13/2020	CALVIN PRICE GROUP	1,630.98	Disinfectant Supplies for Agency - COVID-19
HARRIS	GREGORY	03/13/2020	CALVIN PRICE GROUP	1,493.17	Purchase of hand sanitizers, gloves and Clorox wipes for Midnight Madness for OYP/COVID-19
MATTHEWS	KATRINA	03/16/2020	IN *GEOGRAPHIC Solutio	894.00	Conference Registration for 2020 is now conference registration for June of 2021 H. McGowan - This amount includes an over payment of 347.50 which is reconciled on invoice # 100206127

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARRIS	GREGORY	03/16/2020	MVS INC	1,774.50	2 way radios for OYP
MATTHEWS	KATRINA	03/16/2020	SOUTHWEST	200.96	Flight Confirmation QOB68B for D. Blair to attend GEO Solutions Conference in Clearwater FL from Ju. 14-18th. Flight from DCA to Tampa \$ 200.96- Flight canceled due to COVID-19- SW will only give credit on next flight
MATTHEWS	KATRINA	03/16/2020	SOUTHWEST	200.96	Flight Confirmation QOB68B for H. McGowan to attend GEO Solutions Conference in Clearwater FL from Ju. 14-18th. Flight from DCA to Tampa \$ 200.96- Flight canceled due to COVID-19- SW will only give credit on next flight
JOHNSON	PAMELA	03/17/2020	CALVIN PRICE GROUP	250.00	Disinfectant Supplies for Agency - COVID-19
LEWIS	JESSICA	03/18/2020	METROPOLITAN OFFICE PR	(501.84)	Original order of \$729.74 was processed but not all items were in stock. Vendor refunded for out of stock items.
JONES	NYAUNU-WI	03/18/2020	HILTON HOTEL AUSTIN	(676.26)	Credit
LEWIS	JESSICA	03/19/2020	MELISSA DATA CORP	534.78	Unemployment Insurance Address Verification Software renewal services
LEWIS	JESSICA	03/19/2020	IN *ENVOLVEMEDIA LLC	2,393.96	Adobe Capitive webinar licenses (2) for the Unemployment Insurance team. OCFO provided Object Code 0413 but object is not available in PaymentNet
JONES	NYAUNU-WI	03/12/2020	LOEWS HOTELS	(306.00)	Hotel credit for Kim Davis/CNC
JONES	NYAUNU-WI	03/20/2020	ZOHO CORPORATION	855.00	Zoho licenses allow for our technical staff to support CNC staff remotely. They are a Remote Desktop access tool/COVID-19
MATTHEWS	KATRINA	03/23/2020	IN *GEOGRAPHIC SOLUTIO	199.00	DISCOUNT CODE FOR MEMBERSHIP: A6BEF2F3- \$199.00 was apart of the original discounted amount of 546.50 from invoice # 100206127- However there was an over payment made on invoice # 100206183, of 347.50 which was applied to invoice # 100206127- Conference Registration for 2020 is now conference registration for June of 2021 D. Blair
LEWIS	JESSICA	03/24/2020	TELERIK	1,978.20	Renewal of IT developer DevCraft Ultimate software
MATTHEWS	KATRINA	03/24/2020	ABC TECHNICAL SOLUTION	1,535.00	Due to COVID -19 DOES had to procure emergency equipment/supplies to ensure continuity of service. Ethernet Cables were needed for IT

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARDEMAN	ALBERT	03/24/2020	EMERGENCY 911 SECURITY	4,994.22	Marketing Materials for the Office of Public Affairs
JONES	NYAUNU-WI	03/24/2020	HILTON HOTEL AUSTIN	(279.63)	Refund for Brandon Banks, one night refund, advance charge refunded.
JONES	NYAUNU-WI	03/24/2020	HILTON HOTEL AUSTIN	(279.63)	Kashmir Spells Hotel refund. Advance Payment refunded.
MATTHEWS	KATRINA	03/25/2020	IN *SUPRETECH, INC.	2,940.80	Due to COVID -19 DOES had to procure emergency equipment/supplies to ensure continuity of service. 10 printers and ink were purchased for the Directors office
HARRIS	GREGORY	03/25/2020	IN *COAST TO COAST HOS	2,500.00	Payment for web design for SYEP.
LEWIS	JESSICA	03/26/2020	IN *ACSI TRANSLATIONS	99.76	UI Chinese Translation through One City contract vendors
HARRIS	GREGORY	03/27/2020	IN *COAST TO COAST HOS	2,187.50	Payment for emergency ASL for March 7th certification event. Invoice was submitted late.
MATTHEWS	KATRINA	03/30/2020	IN *SUPRETECH, INC.	572.18	Due to COVID -19 DOES had To procure emergency equipment/supplies to ensure continuity of service. Electrical Tape and supplies SupreTech Inc\$572.18
LEWIS	JESSICA	04/01/2020	AMERICAN AIRLINES	(339.40)	National Airline flight. This reflects bank temporary credit. Cardholder requested dispute for 3/4 transaction for Monnikka Madison duplicate airline flight from MCI to DCA. Receipts reflect email documentation between cardholder and bank. Sent documentation to bank on 4/14/2020. Cardholder reached back out directly to vendor with additional information as of 5/4/20 and received notice on 5/11/20 that refund has been approved and will be reflected in May 2020 statement.
LEWIS	JESSICA	03/31/2020	MONSTER WORLDWIDE I	750.00	National job posting site for PFL staffing needs via HR.
MATTHEWS	KATRINA	03/31/2020	MVS INC	2,790.90	Due to COVID -19 DOES had To procure emergency equipment/supplies to ensure continuity of service. Headsets are needed for UI
WILLIAMS	YASHA	03/31/2020	HOMEDEPOT.COM	(1,383.15)	No CBE could match SAFE requirements/Tefund
LEWIS	JESSICA	04/01/2020	MULTICULTURAL COMMUNIT	133.20	Vendor is a part of the One City Contract for Interpretation/ Translation.
SHEIKH	MOHAMMAD	04/02/2020	SPRINGHILL SUITES NASH	(179.00)	Credit receipt for hotel accommodations to be used during the New Judges' Boot Camp training in Nashville, TN. The training was cancelled. Douglas Seymour was to attend.
MATTHEWS	KATRINA	04/08/2020	AMZN MKTP US	1,823.43	Headsets were needed for the emergency standup of the UI center -

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARDEMAN	ALBERT	04/08/2020	SOUTHWEST	(273.96)	This is a refund credit for an airline ticket Vanessa Weaherington.
HARDEMAN	ALBERT	04/08/2020	SOUTHWEST	(293.96)	This is a refund credit for an airline ticket Ashley Williams.
HARDEMAN	ALBERT	04/10/2020	SOUTHWEST	(189.96)	This is a refund credit for an airline ticket Delia Frazer.
HARDEMAN	ALBERT	04/10/2020	SOUTHWEST	(278.96)	This is a refund credit for an airline ticket for Jasmine Lilly.
HARDEMAN	ALBERT	04/11/2020	IN *ENVOLVEMEDIA LLC	4,925.00	Software for Apprenticeship Program to move all its info sessions and participant trainings to a virtual online process since COVID -19 reverted face-to-face services.
LEWIS	JESSICA	04/13/2020	ZOHO CORPORATION	623.22	Adding additional licenses to existing account due to COVID19 pandemic. Remote contact center additional accounts.
MATTHEWS	KATRINA	04/13/2020	METROPOLITAN OFFICE PR	210.83	Ordered two cartridges of Toner for LMI department -Jane Johnson
LEWIS	JESSICA	04/14/2020	MULTICULTURAL COMMUNIT	60.21	Vendor is from One City Translation contract. This is for French translation of UI claim response letter
JONES	NYAUNU-WI	04/15/2020	IN *SUPRETECH, INC.	3,956.40	CNC requested Busy lights for call center at 441. Kim Davis requested. This devise is used in the UI call center when UI call takers are on a call and need assistance from SME.
LEWIS	JESSICA	04/17/2020	WWW.SURVEYGIZMO.COM	1,081.20	Survey Gizmo request for UI division per request from EOM. This amount included taxes of \$61.20 which was then reversed/refunded. System would not allow purchase to be done without taxes therefore agent reversed tax portion of transaction.
LEWIS	JESSICA	04/17/2020	WWW.SURVEYGIZMO.COM	(61.20)	Reversal of taxes from Survey Gizmo vendor.
HARDEMAN	ALBERT	04/21/2020	CARAHSOFT TECHNOLOGY C	4,880.00	Workforce & Federal Programs is requesting federal attributes to purchase docusign envelopes for our WIOA customers to have the ability to virtually sign critical documents due to COVID-19.
JONES	NYAUNU-WI	04/21/2020	STK*SHUTTERSTOCK	2,028.00	Membership for Office of Public Affairs.
LEWIS	JESSICA	04/24/2020	AMERICAN AIRLINES	339.40	National Airline flight. This reflects rebill from bank on disputed charge. Cardholder requested dispute for 3/4 transaction for Monnikka Madison duplicate airline flight from MCI to DCA. Receipts reflect email documentation between cardholder and bank. Sent documentation to bank on 4/14/2020. Cardholder reached back out directly to
LEWIS	JESSICA	04/22/2020	DOCUMENT MANAGERS	2,750.00	UI Manila folders
HARDEMAN	ALBERT	04/21/2020	JFF INC	(750.00)	This is a \$750.00 credit for an registration fee.
HARDEMAN	ALBERT	04/21/2020	JFF INC	(750.00)	This is a credit of \$750.00 for an registration fee.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
SHEIKH	MOHAMMAD	04/24/2020	DELTA	(601.70)	A credit appears on the April 2020 Purchase Card statement for ALJ Donna Hendersons Delta Airlines trip to attend a National Judicial College Course in Reno, Nevada. The course was scheduled for April 27 May 1, 2020; however, it was cancelled due to the COVID-19 pandemic. Two requests were made to a Delta Airlines customer service representative requesting a credit receipt. To
LEWIS	JESSICA	04/27/2020	ANDEAN CONSULTING SOLU	130.00	Vendor is included in One City Contract Services for UI claims documentation translation in Korean and Amharic.
LEWIS	JESSICA	04/28/2020	CDW GOVT #XRG0103	625.98	Veeam software to support critical backups of CORE servers for the Labor Standards Bureau and the Office of Workers Compensation.
HARDEMAN	ALBERT	04/28/2020	ANDEAN CONSULTING SOLU	369.98	Translator for American Job Center
JONES	NYAUNU-WI	04/28/2020	FORMSTACK, LLC	708.00	Foamstack subscription for CNC used for UI questionnaires for call takers. COVID-19
JOHNSON	PAMELA	04/30/2020	METROPOLITAN OFFICE PR	313.63	Call Center - Located 441 - Power Strips for PCs
HARDEMAN	ALBERT	05/01/2020	SQ *20005	5,000.00	Social media campaign targeting DC residents to let them know about the Apprenticeship Program offered by the DC Government.
LEWIS	JESSICA	05/10/2020	AMERICAN AIRLINES	(339.40)	Refund to prior transaction for 3/4/20 American Airline travel from MCI to DCA for Monnikka Madison that was processed in error. Refund was fully processed.
HARRIS	GREGORY	05/27/2020	IN *COAST TO COAST HOS	2,500.00	Payment for web development for SYEP for the month of May.
JOHNSON	PAMELA	06/04/2020	METROPOLITAN OFFICE PR	1,290.40	OWC File Boxes - Re move to 400 Virginia Ave
HARRIS	GREGORY	06/04/2020	IN *COAST TO COAST HOS	635.00	Payment for June's MBSYEP web development. Waiver attached.
LEWIS	JESSICA	06/05/2020	TRANSPERFECT	93.00	Spanish translation services for PFL webinar on 6/3/2020 Vendor is included in One City Contract
MATTHEWS	KATRINA	06/08/2020	ABC TECHNICAL SOLUTION	928.00	16 Dell Adapters for IT- Grant EUISAA and Grant Phase 20- k.Hart
MATTHEWS	KATRINA	06/08/2020	ABC TECHNICAL SOLUTION	386.60	10 HP Adapters for IT - 386.60 K.Hart
JONES	NYAUNU-WI	06/11/2020	US CONF OF MAYORS	3,630.00	Membership for the Director WDC Conference of Mayors
SHEIKH	MOHAMMAD	06/17/2020	DC OFFICE OF WORKERS C	775.00	Membership dues for employees in the Labor Standards Bureau/Office of Workers' Compensation.
HARDEMAN	ALBERT	06/18/2020	ASURINT ONE SOURCE	1,972.00	DCIA -pay for varication services from prior months. Invoices were sent to an employee that is no longer with the District.
HARDEMAN	ALBERT	06/22/2020	IN *GEOGRAPHIC SOLUTIO	3,960.00	P-Card purchase for Remote Electronic Signature in VOS which captures electronic signatures of staff; and of applicants via links sent by staff to applicants through text or email. Electronic signatures are embedded on the signature line of documents and are valid for federal program applications including Wagon Power (WPD), Workforce Investment Opportunity Act
HARRIS	GREGORY	06/21/2020	CALLFIRE.COM	0.19	This charge was not authorized by card holder

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
SHEIKH	MOHAMMAD	06/29/2020	METROPOLITAN OFFICE PR	2,322.72	File boxes to be used by the Labor Standards Bureau/Office of Workers' Compensation for their upcoming move.
LEWIS	JESSICA	07/02/2020	WILLIAM W KENDRICK CO	1,126.95	55 Dade Performance embroidered PFL Shirts
JOHNSON	PAMELA	05/21/2020	CAPITAL SERVICES & SUP	2,125.00	File boxes for Labor Standards.
JONES	NYAUNU-WI	07/10/2020	PAYPAL/THE PUBLIC EYE	1,500.00	Purchased local training for the Director.
SHEIKH	MOHAMMAD	07/13/2020	THE BUSINESS JOURNALS	137.80	The Washington Business Journal for Labor Standards.
SHEIKH	MOHAMMAD	07/14/2020	THE BUSINESS JOURNALS	137.80	The Washington Business Journal for Michael Watts office of Wage Hour
HARDEMAN	ALBERT	07/15/2020	CALVIN PRICE GROUP	4,990.83	The new Dislocated Worker Grant to support PPE supplies for the 100 workers.
JONES	NYAUNU-WI	07/17/2020	CAPITAL SERVICES & SUP	876.40	DCIA requesting safety equipment for participants.
HARRIS	GREGORY	07/21/2020	CALLFIRE.COM	1.00	Fraudulent charge. This charge was not authorized by me.
LEWIS	JESSICA	07/23/2020	ABC TECHNICAL SOLUTION	435.19	1 Adobe Acrobat Pro for Mac license for UI
HART	KELLY	07/23/2020	BMC SOFTWARE	1,782.00	This was for BMC imaging software, which gives IT the ability to create images of software packages and quickly and easily clone and deploy the images to new and old computers systems - individually and in masse, ensuring each system receives the same applications, group policies, and settings
WILLIAMS	YASHA	07/26/2020	SMK	954.00	Survey Monkey auto renewal. Transaction will be reversed on next statement
LEWIS	JESSICA	07/29/2020	ABC TECHNICAL SOLUTION	1,899.19	Unemployment Insurance 1 - laptop and docking station via OIT BPA vendor
HARRIS	GREGORY	07/29/2020	CALLFIRE.COM	0.77	Fraudulent charge. This charge was not authorized.
WILLIAMS	YASHA	08/04/2020	SMK	(954.00)	subscription that was not authorized to renew reversed.
HARRIS	GREGORY	08/05/2020	DISPUTE CREDIT	(1.00)	Fraudulent charge charge back.
HARRIS	GREGORY	08/05/2020	DISPUTE CREDIT	(0.77)	Fraudulent charge charge back.
LEWIS	JESSICA	08/04/2020	MULTICULTURAL COMMUNIT	55.35	PFL translations of social media in Amharic. Vendor is apart of Language Access' One City Contracts for translations
HARDEMAN	ALBERT	08/05/2020	HILTON HOTEL AUSTIN	(279.63)	Credit - Hotel - Walter Lundy to attend the Nation Aal Forum for Black Admin on 4/14-4/19, 2020



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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
HARDEMAN	ALBERT	08/05/2020	HILTON HOTEL AUSTIN	(279.63)	Credit - Hotel - Atrelle Ruiz to attend the Nation Aal Forum for Black Admin on 4/14-4/19, 2020
HARDEMAN	ALBERT	08/05/2020	HILTON HOTEL AUSTIN	(279.63)	Hotel credit for Victor Robertson to attend the National Forum for Black Public Administrators on 4/14/20 - 4/19/20.
SHEIKH	MOHAMMAD	08/05/2020	THE NATIONAL ASSOCIATI	960.00	Membership dues for 16 Administrative Law Judges in the Administrative Hearings Division & Compensation Review Board: Mark Bertram, Fred Carney, Gwenlynn D'Souza, Amelia Govan, Donna Henderson, Linda Jory, Joan Knight, Gregory Lambert, Henry McCoy, Tiffany Oates, Gennet Purcell, Gerald Roberson, Jeffrey Russell, Douglas Seymour, Lilian Shepherd, Larry Tarr
SHEIKH	MOHAMMAD	08/05/2020	HILTON HOTEL AUSTIN	(279.63)	Refund: Cancellation of hotel accommodations during trip to Austin, Texas to attend the National Forum on Black Public Administrators' forum. Attendee: Mallory Johnson
SHEIKH	MOHAMMAD	08/05/2020	HILTON HOTEL AUSTIN	(279.63)	Refund: Cancellation of hotel accommodations during trip to Austin, Texas to attend the National Forum on Black Public Administrators' forum. Attendee: Aliyah Glenn
HARRIS	GREGORY	08/11/2020	IN *COAST TO COAST HOS	2,400.00	Payment for ASL for MBSYEP virtual closeout.
LEWIS	JESSICA	08/12/2020	TRANSPERFECT	260.00	PFL translations for social media Vendor is included in Language Access' One City contracts for translation services
LEWIS	JESSICA	08/12/2020	ANDEAN CONSULTING SOLU	2,191.80	UI translations services for PUA claim forms Vendor is included in Language Access' One City Contract for translation services
HARDEMAN	ALBERT	08/12/2020	NATIONAL ASSOCIATION O	600.00	Conference Fee to attend the NASWA Veterans Affairs Committee Annual Conference (Virtual) attendees: Christopher Rollins, Linda Lee, Lana Hampton, Michael Ervin, Goldsbrough Sterling.
JOHNSON	PAMELA	08/12/2020	STANDARD OFFICE SUPPLY	990.00	OWC - Refrigerator for 400 Vrginia Ave
SHEIKH	MOHAMMAD	08/14/2020	ABC TECHNICAL SOLUTION	244.19	Dell Dock for Occupational Safety and Health
MATTHEWS	KATRINA	08/18/2020	C2ER-LMI	367.00	This is for a Labor Market Information Virtual Conference C2ER/LMI Institute (Story Telling) Conference is September 15th-17th for Tania Sarnor
MATTHEWS	KATRINA	08/18/2020	C2ER-LMI	367.00	This is for a Labor Market Information Virtual Conference C2ER/LMI Institute (Story Telling) Conference is September 15th-17th for Heather McGowan
JONES	NYAUNU-WI	08/18/2020	IN *NEMO-Q, INC.	3,689.00	Software licensee to IT department.
JONES	NYAUNU-WI	08/18/2020	INTERNATION	200.00	Membership dues for Director (ICMA membership)

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
LEWIS	JESSICA	08/19/2020	WILLIAM W KENDRICK CO	3,900.00	Branded Hand Sanitizers
SHEIKH	MOHAMMAD	08/19/2020	SOUTHWEST	(549.96)	Refund: Cancellation (due to COVID-19) of round trip ticket for travel to Austin, Texas to attend the National Forum on Black Public Administrators' forum. Attendee: Mallory Johnson
SHEIKH	MOHAMMAD	08/19/2020	SOUTHWEST	(549.96)	Refund: Cancellation of round trip ticket for travel to Austin, Texas to attend the National Forum on Black Public Administrators' forum. Attendee: Aliyah Glenn
SHEIKH	MOHAMMAD	08/19/2020	ACFE	895.00	AFCE Global Fraud Conference Registration: Daniel King
HARRIS	GREGORY	08/24/2020	IN *COAST TO COAST HOS	1,130.00	Final payment for web development for web development.
LEWIS	JESSICA	08/27/2020	REDGATE USD	2,338.88	No CBE available for this specific software which is directly via RedGate, sole sourced
HARDEMAN	ALBERT	08/28/2020	CALLFIRE.COM	1.00	Call Center fee
JOHNSON	PAMELA	08/29/2020	EASYKEYSCOM INC	1,526.61	Cabinet Keys for 400 Virginia Ave. Vendor: Easy Keys
JONES	NYAUNU-WI	08/28/2020	IN *AD BOX PROMO AGENC	1,327.80	Shirts for DCIA participants
LEWIS	JESSICA	09/01/2020	TRANSPERFECT	890.40	UI translations for PUA Mailers. Vendor is a part of the Language Access One City Contracts for translation services.
SHEIKH	MOHAMMAD	09/01/2020	ABC TECHNICAL SOLUTION	2,949.90	Administrative Hearing Division: 15 Dell Docking Stations
HART	KELLY	09/02/2020	ABC TECHNICAL SOLUTION	2,287.20	Purchase for 3 DELL Docking stations, 3 USB WIRED Keyboards, 3 USB MOUSE, 6 DELL P2719H Monitors for Agency Director.
LEWIS	JESSICA	09/04/2020	CALLFIRE.COM	250.00	PFL Text message activation for 10,000 credits
HART	KELLY	09/09/2020	ABC TECHNICAL SOLUTION	4,487.15	Purchase consists of 1 Adobe Acrobat Pro license, 4 webcams, and 8 printers.

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	09/09/2020	HI TECH SOLUTION INC	1,595.99	Laptop charging for DCIA
JAMES-DAVIS	OMONN	09/14/2020	WORKNET SOLUTIONS	2,500.00	Vendor is a woman-owned business and is working on securing certification.
JONES	NYAUNU-WI	09/16/2020	ASURINT	150.00	Asurint for background check, for participants.
SHEIKH	MOHAMMAD	09/17/2020	ABC TECHNICAL SOLUTION	3,529.20	OIT: Plantronics TDSourcing Encore Pro and Wireless Headsets
HART	KELLY	09/18/2020	CARASOFT TECHNOLOGY C	4,880.00	Purchase for agency director's, Dr. Unique Morris-Hughes' DocuSign account, Account# A00527420 for anyone registered on her account to send, sign, and receive or route 500 packets or envelopes
JOHNSON	PAMELA	09/21/2020	CAPITAL SERVICES & SUP	1,235.40	9-21-20 - Moving Services - LSB - 400 Virginia Ave
LEWIS	JESSICA	09/22/2020	METROPOLITAN OFFICE PR	1,014.52	Large Whiteboards for PFL offices
JONES	NYAUNU-WI	09/22/2020	SCHOOL OF MOTION, INC.	997.00	Joshua Wood in Customer Service Dept. Local Training/online. Approvals attached.
LEWIS	JESSICA	09/23/2020	HOOTSUITE ACADEMY	999.00	Local virtual training for Tera Jones for advanced social media strategy
LEWIS	JESSICA	09/23/2020	ABC TECHNICAL SOLUTION	2,851.78	Surface pro keyboards and projectors for PFL
JAMES-DAVIS	OMONN	09/23/2020	WORKNET SOLUTIONS	4,980.00	Vendor is a woman-owned business and is working on securing certification.
HART	KELLY	09/25/2020	ABC TECHNICAL SOLUTION	2,957.97	The purchase was made for the Office of Information Technology (OIT) 222 7ft patch cables, 40 Plantronics Blackwire USB type c headsets, 1 box of aa batteries, 15 128gb USB flash drives, 15 64gb USB 2.0 flash drives, 1 Pendency large LCD display monitors.
MATTHEWS	KATRINA	09/25/2020	ABC TECHNICAL SOLUTION	4,636.46	Purchase for IT - Language Line Solutions Dual Phones (Qty. 4) Uline Zebra GK420T Barcode Printer (Qty. 2) Card Scanning Solutions ID Scanner (Qty. 2) Envoy Digital Sign-In Software (1 Year) Pad Stands (Qty. 2)
JAMES-DAVIS	OMONN	09/26/2020	ABC TECHNICAL SOLUTION	1,072.95	Vendor is a CBE per The Department of Small and Local Business Development (DSLBD) database. Purchase is for technology licenses for DSI staff.
JAMES-DAVIS	OMONN	09/26/2020	ABC TECHNICAL SOLUTION	3,915.00	Software license for DSI

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Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
SHEIKH	MOHAMMAD	09/25/2020	ABC TECHNICAL SOLUTION	997.35	OWC: Printer and Toner cartridges
SHEIKH	MOHAMMAD	09/25/2020	ABC TECHNICAL SOLUTION	1,076.04	LSB: Toner cartridges
FINDLEY	FLORA	09/28/2020	NATIONAL EMPLOYMENT LA	408.75	Training Webinar - Office of the General Counsel National employment LA. There is no CBE for this purchase.
JAMES-DAVIS	OMONN	10/01/2020	ASSOC FOR TALENT DEV	2,390.00	Renewal of enterprise licenses.
JONES	NYAUNU-WI	09/30/2020	CALLFIRE.COM	948.00	Callfire IVR Navigation Center requested to purchase credits.
JAMES-DAVIS	OMONN	10/02/2020	ZOOM.US 888-799-9666	3,199.00	Zoom's software platform provides the most ease of access for the purchased services. The transaction includes 10 business licenses and 3 webinars. Additional features available with the Business Plan:  Admin Dashboard Vanity URL Managed Domains Single Sign-on Company Branding Cloud Recording Transcription *300 participate meeting capacity *Dedicated Phone Support
LEWIS	JESSICA	10/09/2020	IN *SUPRETECH, INC.	1,835.00	20 Surface Pro chargers for PFL equipment
SHEIKH	MOHAMMAD	10/09/2020	SAWCA.ORG	750.00	LSB/Workers' Compensation Program 2020/2021 membership dues.
JOHNSON	PAMELA	10/14/2020	DTV	2,777.44	FY21 - Direct Cable Service
SHEIKH	MOHAMMAD	10/14/2020	SPL*NAT ASSOC OF WOMEN	80.00	Virtual Webinar Conference fee. Attendee: Gwenlyn D'Souza
LEWIS	JESSICA	10/19/2020	ANDEAN CONSULTING SOLU	1,354.08	Translations services for UI Eligibility for Federal Supplemental Lost Wages Assistance into 6 languages. Vendor is with Language Access One City
LEWIS	JESSICA	10/23/2020	NATIONAL ASSOCIATION O	4,200.00	Unemployment Insurance maintenance and support for SDDS with NASWA (National Association of State Workforce Agencies). NASWA is a national organization; no CBE
LEWIS	JESSICA	10/23/2020	URBAN ONE INC	1,010.00	PFL advertisement with radio station network.
JONES	NYAUNU-WI	10/27/2020	AMZN MKTP US	25.98	Laptop stand for Director Morris-Hughes
JONES	NYAUNU-WI	10/27/2020	EMERGENT LLC	3,985.00	5 Adobe Cloud Renewal licenses for the Office of Public Affairs.

**DOES POH 2021 Q16**

Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	10/29/2020	CALLFIRE.COM	2.00	Unauthorized charge - Dispute was requested from JP Morgan.
SHEIKH	MOHAMMAD	10/28/2020	JIMMIE MUSCATELLO'S GQ	193.94	OWC: One badge and 3 wallets to hold badges for Investigators.
FINDLEY	FLORA	11/04/2020	EEOC TRAINING INST	885.00	On November 4, 2020, the Office of the General Counsel charged a \$885.00 to EEOC Training Inst.. There is no CBE for this purchase.
JAMES-DAVIS	OMONN	11/06/2020	ABC TECHNICAL SOLUTION	1,417.50	Purchase of 50 laptop bags/DSI
JAMES-DAVIS	OMONN	11/10/2020	HI TECH SOLUTION INC	4,993.00	Laptop Cart/DSI
WILLIAMS	YASHA	11/19/2020	TRTA-RESEARCH&CPE	519.00	Not CPE due to required training needed to obtain CPE
JONES	NYAUNU-WI	11/19/2020	AMERICAN EDUCATIONAL R	215.00	Membership for the Director
SHEIKH	MOHAMMAD	11/18/2020	STANDARD OFFICE SUPPLY	721.14	OWC: 150 boxes for packing files.
JONES	NYAUNU-WI	11/24/2020	CORPSUMMITS	208.95	Membership for the Director. " Washington Women Leaders"
JONES	NYAUNU-WI	11/26/2020	DISPUTE CREDIT	(2.00)	CALLFIRE charged pcard \$2.00. I disputed after 3 weeks of waiting for a refund from CALLFIRE. This is a credit of \$2.00 from the bank.
JONES	NYAUNU-WI	11/24/2020	CALLFIRE.COM	(2.00)	Callfire charged my card \$2.00 without knowledge, when reached out to Callfire on 11/1 someone stated they will refund in a matter of days. No refund was received until 11/27. By that time I have already submitted a dispute with credit card.
JONES	NYAUNU-WI	11/30/2020	SOCIETYFORHUMANRESOURC	219.00	Membership for Arlen Harrell/DCIA - SHRM
JAMES-DAVIS	OMONN	12/01/2020	WORKNET SOLUTIONS	1,100.00	Facilitator training materials/DSI
LEWIS	JESSICA	12/02/2020	IHEART MEDIA	2,475.00	PFL Radio Advertising services SBE quote was more than 12% higher than market
JONES	NYAUNU-WI	12/03/2020	DISPUTE REBILL	2.00	Overcharge of \$2.00
SHEIKH	MOHAMMAD	12/02/2020	ABC TECHNICAL SOLUTION	483.76	(4)Keyboards for Wage and Hour
JONES	NYAUNU-WI	12/03/2020	ABC TECHNICAL SOLUTION	1,417.50	Laptop backpacks for DCIA

**DOES POH 2021 Q16**

Cardholder Last Name	Cardholder First Name	Date of Purchase	Merchant Name	Dollar Amount	Transaction Notes
JONES	NYAUNU-WI	12/03/2020	SOCIETYFORHUMANRESOURC	219.00	Membership fee for COO, Nicole Chapple,SHRM
JONES	NYAUNU-WI	12/03/2020	SOCIETYFORHUMANRESOURC	219.00	Membership for Director Morris-Hughes, SHRM
LEWIS	JESSICA	12/04/2020	TRANSPERFECT	1,988.60	UI Vietnamese translation services Vendor is a part of the the Language Access One City Contract for Translation services.
JONES	NYAUNU-WI	12/07/2020	CAPITAL SERVICES AND S	111.97	Aaron Sisko in DCIA requested supplies from Capitol Service and Supply company.
LEWIS	JESSICA	12/07/2020	ABC TECHNICAL SOLUTION	866.72	PFL Adobe Cloud Subscription for Tera Jones
JONES		12/02/2020	CORPSUMMITS	(9.95)	Credit in the amount of \$9.95. Taxes was added to the original cost.
MATTHEWS	KATRINA	12/11/2020	C2ER-LMI	2,923.70	LMI Membership Annual Fees
JONES	NYAUNU-WI	12/11/2020	THE BUSINESS JORNALS	2,100.00	Membership renewal for Washington Business Journal.
MATTHEWS	KATRINA	12/21/2020	SQ *CATERING BY JOHN	3,900.00	Payment for Staff team building training with Director waiver signed on 12/21/20
LEWIS	JESSICA	12/25/2020	FUJITSU PC	555.00	Repair to PFL issued laptop. Repair was not under warranty but needed to be repaired through manufacturer.
LEWIS	JESSICA	12/29/2020	ANDEAN CONSULTING SOLU	65.00	PFL FMC document from French to English.
HARRIS	GREGORY	12/31/2020	CALLFIRE.COM	2,499.99	Robo calls for MBSYEP/Yerar Round Programming
LEWIS	JESSICA	01/04/2021	METROPOLITAN OFFICE PR	20.98	Office Supplies Office Supplies for Operations Department

DOES GRANTS AWARDED, FY2020 and FY2021, AS OF Jan. 1, 2021 (Q17)

Grant/ Program Title	Grant/ Program Number (NOGA #)	Program Manager or grant administrator name	Office for which grant provides services (e.g. OWH, OYP, DCCC)	Solicitation method (e.g. competitive RFA or sole source)	Grantee Names	Names of any sub-grantees	Description of goods and/or services	Are payments performance-based? (Y/n)	Period of performance (e.g. May 31 to April 30)	Number of option years available	Current year of grant (e.g. Base Year, Option Year 1, etc.)	Program code	Activity code	Index code	PCA code	Funding source (e.g. federal, local, SPR)	For each grantee, the maximum or total grant amount in FY2020 (Award amount)	For each grantee, actual payments made in FY2020	For each grantee, maximum or total grant amount in FY2021 (award amount)	For each grantee, actual payments made in FY2021
2020 Public Safety	DOES-MBPSG-2020-1	Hakeem Rogers	Office of Youth Programs	Competitive RFA	CIRTE	N/A	Grantees will provide services to 100 youth ages 16 to 24 from high crime Police areas in Wards7 and 8.	Yes	June 22, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$60,000.00	\$60,000.00	\$50,000.00	\$0.00
2020 Public Safety	DOES-MBPSG-2020-2	Hakeem Rogers	Office of Youth Programs	Competitive RFA	Saving Our Next Generation	N/A	Grantees will provide services to 100 youth ages 16 to 24 from high crime Police areas in Wards7 and 8.	Yes	June 22, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$57,478.00	\$57,478.00	\$50,000.00	\$0.00
2020 Public Safety	DOES-MBPSG-2020-3	Hakeem Rogers	Office of Youth Programs	Competitive RFA	Solutions By SF	N/A	Grantees will provide services to 100 youth ages 16 to 24 from high crime Police areas in Wards7 and 8.	Yes	June 22, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$50,000.00	\$50,000.00	\$0.00	
2020 Public Safety	DOES-MBPSG-2020-4	Hakeem Rogers	Office of Youth Programs	Competitive RFA	JMG Productions	N/A	Grantees will provide services to 100 youth ages 16 to 24 from high crime Police areas in Wards7 and 8.	Yes	June 22, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$60,000.00	\$60,000.00	\$50,000.00	\$0.00
2020 Follow-up Services Grant	DOES-FS-2020-25	Christina Brew	Office of Youth Programs	Competitive RFA	Asian American Lead	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-22	Christina Brew	Office of Youth Programs	Competitive RFA	Associate for Renewal in Education	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-23	Christina Brew	Office of Youth Programs	Competitive RFA	CDMA Business Model	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-11	Christina Brew	Office of Youth Programs	Competitive RFA	CIRTE	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-20	Christina Brew	Office of Youth Programs	Competitive RFA	College Tribe	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-16	Christina Brew	Office of Youth Programs	Competitive RFA	Connell Wise & Associates	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-08	Christina Brew	Office of Youth Programs	Competitive RFA	DC Strings Workshop	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-07	Christina Brew	Office of Youth Programs	Competitive RFA	Do the Write Thing Foundation	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-01	Christina Brew	Office of Youth Programs	Competitive RFA	DOLLS and DREAM	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-30	Christina Brew	Office of Youth Programs	Competitive RFA	Echelon Community Services	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-09	Christina Brew	Office of Youth Programs	Competitive RFA	Empowerment Enterprise 2	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-12	Christina Brew	Office of Youth Programs	Competitive RFA	H Street Main Street	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-15	Christina Brew	Office of Youth Programs	Competitive RFA	Honor U Performance Arts Academy	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-18	Christina Brew	Office of Youth Programs	Competitive RFA	Jlan Solutions	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	c	Christina Brew	Office of Youth Programs	Competitive RFA	JMG Production	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020		4 Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A



Grant/ Program Title	Grant/ Program Number (NOGA #)	Program Manager or grant administrator name	Office for which grant provides services (e.g. OWH, OYP, DCCC)	Solicitation method (e.g. competitive RFA or sole source)	Grantee Names	Names of any sub-grantees	Description of goods and/or services	Are payments performance-based? (Y/n)	Period of performance (e.g. May 31 to April 30)	Number of option years available	Current year of grant (e.g. Base Year, Option Year 1, etc.)	Program code	Activity code	Index code	PCA code	Funding source (e.g. federal, local, SPR)	For each grantee, the maximum of total grant amount in FY2020 (Award amount)	For each grantee, actual payments made in FY2020	For each grantee, maximum or total grant amount in FY2021 (award amount)	For each grantee, actual payments made in FY2021
2020 Follow-up Services Grant	DOES-FS-2020-19	Christina Brew	Office of Youth Programs	Competitive RFA	Jules Youth Services	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-24	Christina Brew	Office of Youth Programs	Competitive RFA	K-12 Coders	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-13	Christina Brew	Office of Youth Programs	Competitive RFA	KBEC Group	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-21	Christina Brew	Office of Youth Programs	Competitive RFA	Latin American Youth Center	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-14	Christina Brew	Office of Youth Programs	Competitive RFA	Life Success Center	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-28	Christina Brew	Office of Youth Programs	Competitive RFA	LT Editing and Consulting	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-26	Christina Brew	Office of Youth Programs	Competitive RFA	Neighborhood Associate Corporation	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-27	Christina Brew	Office of Youth Programs	Competitive RFA	Saving Our Next Generation	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-02	Christina Brew	Office of Youth Programs	Competitive RFA	Technology Playground	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-17	Christina Brew	Office of Youth Programs	Competitive RFA	The Arts Group	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-06	Christina Brew	Office of Youth Programs	Competitive RFA	Toni Thomas	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$5,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-05	Christina Brew	Office of Youth Programs	Competitive RFA	Total Family Care Coalition	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-29	Christina Brew	Office of Youth Programs	Competitive RFA	Urban Alliance	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-04	Christina Brew	Office of Youth Programs	Competitive RFA	Wealthy Life Foundation	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$0.00	\$0.00	N/A
2020 Follow-up Services Grant	DOES-FS-2020-03	Christina Brew	Office of Youth Programs	Competitive RFA	Youth Entrepreneurship Institute	N/A	Grantees will provide follow-up services to DC youth between the ages of 14 and 17 that participated in the 2020 Marion Barry Summer Youth Employment Program (MBSYEP).	Yes	August 6, 2020 to September 30, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$10,000.00	\$10,000.00	\$0.00	N/A
2020 Literacy Gap Grant	DOES-LGG-2020-01	Christina Brew	Office of Youth Programs	Competitive RFA	Captivate Perspectives	N/A	This Initiative seeks to empower youth with the six core principles of trauma informed care to assist with addressing the strain, stress and pressures associated with the current social, political, and economic circumstances.	Yes	June 22, 2020 to August 22, 2020	4	Base Year	4000	4820	482SU	48200	Local	\$135,000.00	\$135,000.00	\$135,000.00	\$0.00
2020 Office of Apprenticeship, Information and Training Intermediary Initiative	DOES-OAITII Intermediary Initiative -2020	Thennie Freeman/Christina Brew	Office of Youth Programs	Competitive RFA	On-Ramps to Careers	N/A	Pre-apprenticeship training that leads to entry into a registered apprenticeship program.	No	June 19, 2020 to September 30, 2020	3	Base Year	4000	4820	482SU	48200	Local	\$70,000.00	\$70,000.00	\$60,000.00	\$0.00
2020 OAIT/MBSYEP Pre-Apprenticeship Initiative	DOES-2020-OAIT/MBSYEP Pre-Apprenticeship Intermediary Initiatiw	Gemm Thomas/Kenneth Walker	Office of Apprenticeship, Information and Training	Competitive RFA	Washington Literacy Foundation	N/A	Pre-apprenticeship initiative that led to registered apprenticeship opportunities for minority youth.	Yes	June 22, 2020 September 30, 2020	3	Base Year	4000	430 048 204 250	4820 AP15X AT430	43000 48200 42500	Local	\$110,000.00	\$60,000.00	\$0.00	N/A

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Grant/ Program Title	Grant/ Program Number (NOGA #)	Program Manager or grant administrator name	Office for which grant provides services (e.g. OWH, OYP, DCCC)	Solicitation method (e.g. competitive RFA or sole source)	Grantee Names	Names of any sub-grantees	Description of goods and/or services	Are payments performance-based? (Y/n)	Period of performance (e.g. May 31 to April 30)	Number of option years available	Current year of grant (e.g. Base Year, Option Year 1, etc.)	Program code	Activity code	Index code	PCA code	Funding source (e.g. federal, local, SPR)	For each grantee, the maximum or total grant amount in FY2020 (Award amount)	For each grantee, actual payments made in FY2020	For each grantee, maximum or total grant amount in FY2021 (award amount)	For each grantee, actual payments made in FY2021
Innovations in Youth Employment Research Grant	DOES-IYEG-2019	Todd Valentine	Office of Youth Programs	Competitive RFA	Quality Education for Minority Network	N/A	Research grant to identify best practice criteria for Youth Employment Programs.	Yes	September 26, 2019 - September 25, 2020		Base Year	4000	4810	481OT	48100	Local	\$24,852.50	\$24,852.50	\$0.00	N/A
Intergrated Education and Training	DOES-IET-2019-01	David Lloyd	DSI	Competitive RFA	KBEC Group	N/A	Organizations to deliver quality, structured and measurable training and supportive training services (i.e. intensive case management), basic skills training (i.e. math, reading or spoken English), as well as certification-based occupational skills training or non-credentialed industry-specific training.	Yes	October 1, 2019 to September 30, 2020	3	Base Year	5000	5200	AP052	52000	Local	\$150,000.00	\$111,089.29	\$0.00	N/A
Public Education	DOES-PEP3-2020-02	Aliyah Glenn	Office of Wage Hour	Competitive RFA	Veterans Enterprise Group	N/A	Perform outreach to District employees and residents to raise awareness for DOES OWH and to inform the community of wage laws, employee commuter benefits, and First Source requirements.	No	July 1, 2020 to July 1, 2021	3	Base Year	3000	3200	AP320	32000	Local	\$60,000.00	\$0.00	\$60,000.00	\$8,882.49
Public Education	DOES-PEP3-2020-01	Aliyah Glenn	Office of Wage Hour	Competitive RFA	Ethiopian Community Center, Inc	N/A	Perform outreach to District employees and residents to raise awareness for DOES OWH and to inform the community of wage laws, employee commuter benefits, and First Source requirements.	No	July 20, 2020 to July 19, 2021	3	Base Year	3000	3200	AP320	32000	Local	\$55,000.00	\$13,750.00	\$41,250.00	\$18,328.70
Moving Mountain	DOES-MMG-2020-01	Christina Brew	Office of Youth Program	Competitive RFA	Check It	N/A	This Initiative seeks to empower youth with the six core principles of trauma informed care to assist with addressing the strain, stress and pressures associated with the current social, political, and economic circumstances.	Yes	October 1, 2020 to December 31, 2020	4	Base Year	4000	4810	OSY19	48100	Federal	\$0.00	\$0.00	\$75,000.00	\$75,000.00
Moving Mountain	DOES-MMG-2020-02	Christina Brew	Office of Youth Program	Competitive RFA	The Simmons Advantage	N/A	This Initiative seeks to empower youth with the six core principles of trauma informed care to assist with addressing the strain, stress and pressures associated with the current social, political, and economic circumstances.	Yes	October 1, 2020 to December 31, 2020	4	Base Year	4000	4810	OSY19	48100	Federal	\$0.00	\$0.00	\$75,000.00	\$75,000.00
Think Workforce	DOES-TW-2020-01	Regina Robinson	Workforce	Competitive RFA	Time For Change	N/A	Job placement services for 25 adult DC residents with intellectual disabilities. These services would include job preparation activities such as work readiness training, skill upgrading, job coaching and wrap around support services that will lead to full time unsubsidized employment (minimum of 30 hours a week)	Yes	October 19, 2020 to September 30, 2020	4	Base Year	4000	4900	DSS90	49000	State Set Aside	\$0.00	\$0.00	\$80,000.00	\$0.00
Think Workforce	DOES-TW-2020-02	Regina Robinson	Workforce	Competitive RFA	Innovative Day	N/A	Job placement services for 25 adult DC residents with intellectual disabilities. These services would include job preparation activities such as work readiness training, skill upgrading, job coaching and wrap around support services that will lead to full time unsubsidized employment (minimum of 30 hours a week)	Yes	October 19, 2020 to September 30, 2020	4	Base Year	4000	4900	DSS90	49000	State Set Aside	\$0.00	\$0.00	\$120,000.00	\$0.00