

Q2 - DCHR Activities and Programs

Programs	Administering Office(s)	Operations Description	Activities	Results
Health and Wellness Programming	Benefits and Retirement Administration	Wellness programs include activities such as exercise, weight-loss competitions, educational seminars, tobacco-cessation programs and health screenings that are designed to help employees eat better, lose weight and improve their overall physical health	Coordinating multiple wellness events District-wide including flu shot clinics, mammovan, and wellness challenges	40 agencies and 5,500 employees participated in wellness opportunities
Annual Leave Bank Administration	Benefits and Retirement Administration Program	Running the District Government workforce's Annual Leave Bank	Working with employees and the Office of Payroll and Retirement Services to facilitate transferring of donated leave	N/A
Health and Retirement Plan Management	Benefits and Retirement Administration	Running all aspects of the District Government workforce's Health and Retirement Plans	Answering employee questions about enrollment and benefits in various health and retirement programs Collaborating with various vendors that provide District employee health and retirement services	N/A
Retirement and Death Claims Processing	Benefits and Retirement Administration	Executing all DC Government retirements and death claims	Assisting employees to determine retirement eligibility and benefits that will be taken into retirement	445 retirements processed in FY20.
University Partnerships	Center for Learning and Development	Partnering with universities to secure employee tuition reimbursement	Collaborating with local universities and colleges to provide tuition reimbursement Advertising discounts to employees	Partnerships with more than 10 universities/colleges
Employee Training	Center for Learning and Development	Instructional training including working with vendors, including eLearning vendor	Facilitating employee training Managing and collaborating with vendors, including eLearning vendor, to schedule employee training Developing agency-specific training	Over 20,000 employees completed over 300 unique trainings. Over 21,000 online courses completed in online learning platform in FY20.
Learning and Development Programs	Center for Learning and Development	Includes development programs such as, Certified Public Managers, District Leadership Program, Six Sigma, Capital City Fellows	Collaborating with various agencies to match learning opportunities with the participant Advertising and evaluating applicants for programs Providing guidance and mentorship to participants	N/A
Coaching Program	Center for Learning and Development	This program facilitated trainings and coaching clinics for managers within District Government agencies where managers can obtain advice and other coaching resources. The impact of this program was measured through using pre- and post- surveys.	Training managers on effective coaching techniques Providing managers with coaching resources	N/A
Onboarding	Center for Learning and Development/ HR Solutions Administration	Transitioning new employees to District Government service includes providing information on the history of the District, government ethics, benefits, and common workplace practices. Employees also receive credentials (badges) during this time	Full-day new employee orientations that includes presentations from DCHR and partners District-wide	Over 6,000 new employees hired in FY20
Executive/Excepted Service Hiring	HR Solutions Administration	Hiring the District Government's executive leadership and positions excepted from competitive hiring practices.	Facilitating new employee orientation for Excepted and Executive Service employees	N/A
Recruitment and Staffing Services	HR Solutions Administration	Recruiting and hiring the District Government's managerial and non-managerial personnel according to the dictates of the DC Government's hiring practices.	Reviewing documentation submitted from subordinate agencies to ensure compliance and accuracy	Over 6,000 new employees hired and over 2,000 jobs posted in FY20
Classification management	HR Solutions Administration	Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job.	Classifying positions based on associated duties Recertifying position descriptions Conducting desk audits	Over 67 desk audits completed in FY20.
Exit Interviews and Off-boarding	HR Solutions Administration	Transitioning employees from District Government service by providing information regarding temporary benefits coverage, leave payments, and severance, if applicable.	Meeting with exiting employees to provide exit interview and describe continuing benefits	N/A

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Realignments/Reorganizations	HR Solutions Administration	DCHR assists with the movement of District employees when there is a transfer, consolidation, abolition or authorization of functions or hierarchy of an agency between or among a District government agency or agencies, that affects the structure or structures of the agency or agencies. DCHR also assists with the movement of District employees when an agency takes an action that affects the internal structure or functions of an agency, but does not constitute a reorganization.	Meeting with agency leadership to understand new structure Assisting with new organizational structure charts	N/A
PeopleSoft Helpdesk	IT	PeopleSoft technical assistance including PeopleSoft password support, error messages, creating reports, and escalation of errors to OCTO.	Answering employee and job applicant questions via phone and email Analyzing call trends to provided needed training	Almost 7,000 tickets handled in FY20.
Police and Firefighters' Retirement and Relief Board	Benefits and Retirement Administration/Office of the General Counsel	Administer the retirement hearings of police and firefighters; provide assistance and legal guidance during the hearings for Police and Firefighter retirements, and for other matters before the Board.	Review medical and other documentation for each case, question witnesses during hearings and draft retirement decisions; review and draft responses to other requests such as requests for survivor benefits from the family of deceased service members.	473 cases handled in FY20 and 129 in FY21.
Child Care Compliance	Policy and Compliance Administration	In collaboration with OSSE's Division of Early Learning, DCHR evaluates criminal histories for child care staff subject to the requirements of the Child Care and Development Block Grant Act	Candidates/staff assessment pursuant to CCDBG. Logs of completed checks and investigations are stored electronically. Providing recommendations for resolving the grievance	FY2020 through FY21Q1: 4,633 criminal checks conducted
Compliance Auditing	Policy and Compliance Administration	Reviewing and examining agency compliance with District rules and regulations including residency requirements. Providing recommendations for improvements as needed.	DCHR regularly conducts required and requested audits to ensure the efficiency of the District Government and adherence to the District Personnel Manual.	We have completed the following audits in FY20: Calendar Year 2019 Attorney Licensing - Published in the Register Calendar Year 2019 Voluntary Leave Transfer Program (VLTP) FY20 Quarter 1-3 Administration Leave Reports 11 Monthly Marijuana Reports FY20 Half Year Suitability Reports FY20 Residency Report Reports relating to Calendar Year 2020 Administrative Leave and Attorney Verification are being prepared.
Criminal History Checks	Policy and Compliance Administration	Obtain fingerprints and evaluate criminal histories against regulatory factors to determine individual suitability for government employment.	Candidate/employee suitability assessments. Results and outcomes are stored electronically. Investigating certain cases to determine if applicant is suitable for specific job	FY2020 through FY21Q1: 18,898 checks were conducted
Drug and Alcohol Enforcement Compliance	Policy and Compliance Administration	Drug and Alcohol Enforcement Compliance	Receive drug testing results and, if necessary, take proper administrative action against employees on behalf of the employing agency. Results and outcomes are stored electronically.	FY2020 through FY21Q1: 4,516 drug test conducted
Personnel Investigations	Policy and Compliance Administration; Office of the General Counsel	Upon request of an agency, and occasionally a labor organization, DCHR may conduct an investigation into allegations of systemic personnel mismanagement	Conducted multiple fact-finding investigations into alleged personnel regulation violations or mismanagement. Investigations result in a final report. Collaborating with external partners to review and approve changes Publish and communicate new changes	FY2020 through FY21Q1: 6 personnel investigations (incl. residency) (PCA)
Fitness for Duty (Employees)	Policy and Compliance Administration	Whenever any agency has concerns for the wellbeing of an employee due to changes in behavior or performance, DCHR manages the review, approval, and disposition of agencies' fitness assessment requests.	DCHR routinely receives and processes about 20 fitness assessment requests. The results are documented electronically.	FY2020 through FY21Q1: 5 fitness assessments conducted
Fitness for Appointment (Candidates)	Policy and Compliance Administration	Evaluated candidate fitness for specific jobs	In collaboration with DYRS, DCHR has piloted a program to determine candidates' physical fitness for performing work as a YDR.	FY2020 through FY21Q1: 26 pre-employment assessments completed (pilot program)

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Programs	Administering Office(s)	Operations Description	Activities	Results
HR Policy Development (Completed)	Policy and Compliance Administration	DCHR develops policy related documents, providing guidance to agencies and employees concerning personnel management.	Develop proposed legislation, rulemaking and policy guidance.	<p>RULEMAKING Attorney Licensing (notice) Defined Contribution Plan (457 updates) (final) Employee Conduct (updates) (final) Employee Residency (final) FEMS Promotional Exam Requirements (updates) (final) Talent Acquisition (proposed) Suitability (Cannabis Updates) (final)</p> <p>ISSUANCES (published) COVID-19 Employee Per Diem COVID-19 Employee Per Diem (September Update) COVID-19 Leave Restoration COVID-19 Sick Leave COVID-19 Sick Leave (December Revision) COVID-19 Timekeeping COVID-19: Social Distancing Guidelines for Government Employees Family and Medical Leave (2020 Update) Fiscal Year 2020 Restrictions on Personnel Actions, Travel, and Training Human Resource Flexibilities and the 2019 Novel Coronavirus (COVID-19) Human Resources Guidance for the COVID-19 Emergency Human Resources Guidance for the COVID-19 Emergency (March 26 Update) Human Resources Guidance for the COVID-19 Emergency (June Update) Human Resources Guidance for the COVID-19 Emergency (August Update) Human Resources Guidance for the COVID-19 Emergency (September Update) Inauguration Day 2021– Compensation and Time Off Considerations Legal Public Holidays 2021 Marijuana and Safety Sensitive Employees Occupations and Professions Licensing Requirements Overtime Pay and Term Limits, Exceptions (Form 11B Approvals) Positions Subject to Enhanced Suitability Screening - Revised Residency Residency Hardship Waiver Retirement Benefits Standard Operating Procedure</p>
HR Policy Development (In development)	Policy and Compliance Administration	DCHR develops policy related documents, providing guidance to agencies and employees concerning personnel management.	Develop proposed legislation, rulemaking and policy guidance.	<p>LEGISLATION CMPA Omnibus Amendment Act of 2021</p> <p>RULEMAKING Health Benefits (eligibility) Retirement Benefits (technical corrections) Suitability (update to 434) Talent Acquisition (final) Witness Service (update to eligibility)</p> <p>ISSUANCES Administrative Leave Administrative Closing Pay Details Discipline (2021 Update) Dual and Outside Employment Employee Rights, Responsibilities, and Protections Furloughs Grievance Process (2020 Update) Immigration Reform and Control Act Form I-9 Marijuana and Government Employment Medical Coverage for Temporary Employees (2021) On-Call Premium Pay Pay and Term Limits (2021 Update) Random Drug and Alcohol Testing Recruitment Guide (2021) Recruitment Incentives Reductions in Force Travel Expenses (2020)</p>
HR Program Measurement and Analysis	Strategic Human Capital	Measuring and monitoring HR data including responding to data requests and creating dashboards	Running report and analyzing various data	N/A
Customer Service Management	Strategic Human Capital	Interfacing with and providing customer care for the DCHR clientele to include calls, emails, walk-ins, and mail.	Answering employee calls/in-person questions	Over 4,000 walk-ins and approximately 40,000 calls between March 16, 2020 and January 4, 2020.
Employee verification	Strategic Human Capital	Confirming employee employment dates and positions to outside entities such as loan/mortgage companies and apartment leasing offices.	Responding to requestors regarding employee employment dates, salary, etc.	N/A

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Records Management	Strategic Human Capital	Maintaining the District Government workforce's employee Official Personnel Files	Updating OPFs Ensuring accuracy of documents in OPFs Archiving and requesting OPFs from Archives	N/A
Unemployment Claims	Strategic Human Capital	Verifying employment data for the Department of Employment Services	Researching and inputting unemployment information in Department of Labor's electronic system	N/A
Credentialing (issuing and revoking badges)	Strategic Human Capital	Issuing ID badges required in District building	Issuing badges to employees, contractors, and volunteers	N/A
Employee Performance Management	Strategic Human Capital	Running the District's Performance Management system including customer care, training, reporting, and managing all aspects of the DC Government's personnel performance management platform	Agency, employee, and manager training Technical assistance Report running Compliance monitoring	93% of eligible employees had completed performance plans in FY20 and 88% of evaluations completed for FY19.
FOIA	Office of the General Counsel	Respond to Freedom of Information Act requests from the public	Communicate with requestors to understand what was requested; collect and review documents for responsiveness; draft responses to FOIA requests and produce documents.	68 FOIA requests dispositioned in FY20. 12 FOIA requests dispositioned to date in FY21.
Legal guidance, interpretation and trainings on issues regarding the Comprehensive Merit Personnel Act, District Personnel Manual, and other federal and District personnel and employment laws	Office of the General Counsel	Provide legal guidance and support to internal/DCHR departments as well as to sister agencies across the District on various employment law matters.	Conduct legal research and review of personnel matters; provide legal advice verbally and in writing; draft formal responses or memoranda for notable issues; provide trainings to District HR offices and agency General Counsels on various employment law issues; during COVID-19 pandemic, hosted bi-weekly or monthly General Counsels call to facilitate information sharing around COVID-19 policies and personnel and labor issues; etc.	OGC provides legal guidance and review to various offices and agencies on a myriad of personnel matters on a daily basis, both formally and informally. From FY20 to date, DCHR OGC has provided over 10 formal trainings/presentations to the HR community (including agencies' HR offices and Labor Liaisons) and legal communities (including agency counsels and OAG attorneys) on such topics as scope of employment litigation issues, updates to the District's drug testing policy based on changes in marijuana laws in the District, HR privacy concerns, ADA compliance as it relates to COVID-19 issues, legal considerations around telework during COVID-19, legal considerations around return to work during COVID-19, and implementation and legal requirements around the District's COVID Sick Leave program. DCHR OGC has also conducted at least 9 special investigations in FY20. Since the beginning of the pandemic, DCHR OGC has also hosted 20 General Counsel teleconference meetings to date.
Legal sufficiency review of DCHR projects and documents	Office of the General Counsel	Conduct legal sufficiency review of items including MOUs and MOAs, backpay packages, settlement agreements, suitability analyses, grievance final decisions, employee discipline and removals, draft issuances, etc.	Conduct legal review and research, communicate with drafters and relevant stakeholder to assist with revising and finalizing documents, draft provisions and documents as needed.	N/A
Draft responses to formal inquiries, investigations, or other matters DCHR is required to respond to by law (e.g., Office of the Inspector General investigations, pay claims, overpayment appeals)	Office of the General Counsel	Draft responses to formal inquiries, investigations, or anything else DCHR is required to respond to by law (e.g., Office of the Inspector General investigations, pay claims, overpayment appeals)	Communicate with requestor to understand issue; research applicable rules, regulations, etc.; and draft formal responses.	N/A
Employee Relations-Grievances	Office of the General Counsel	Provide subject matter expertise on the District's grievance process and directly manage grievances at the personnel authority level.	Communicate with employees and/or representatives regarding workplace issues; provide guidance to agencies and employees around the grievance regulations; review, investigate, and respond to employee grievances and concerns; and provide mediation and other informal resolution processes.	In FY20, we managed 18 grievances. To date, we have received 4 grievances in FY21. We received 7-10 calls per week related to grievances and employee complaints.
Employee Relations- ER Training and Support	Office of the General Counsel	Provide trainings to managers around core employee relations topics and support around leave management.	Provide trainings to District managers on leave management, progressive discipline, and employee grievance process; support agencies with PFL processing; and provide daily guidance and support to agencies on FMLA/PFL and ADA concerns as they arise.	In FY20, we completed approximately 12 formal trainings on employee relations topics. We responded to approximately 20-35 calls per week related to FMLA, ADA and COVID leave issues.

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Sexual Harassment Officer Program Coordination	Office of the General Counsel	Provide trainings and support to the District's Sexual Harassment Officers (SHOs) and support in the District's overall implementation of Mayor's Order 2017-313.	Provide trainings, policies, one-on-one guidance and other resources to better equip SHOs in receiving complaints and conducting investigations; collect information related to the SHO program to help inform future policies and trainings; collaborate with the Office of Human Rights and EOM to identify program improvements, training needs, etc.	<p>In December of 2019, DCHR issued a more robust and reader-friendly guidance on conducting sexual harassment investigations, which included templates, guidance on Mayor's Order 2017-313 and industry best practices. Then in early 2020, DCHR rolled out a suite of "brown bag trainings" where SHOs could receive interactive, hour long trainings from subject matter experts on specific topics relevant to their SHO work. The following are the dates, topics, and attendance for the 2020 SHO brown bag trainings:</p> <p>5/13/20 – "Interview Challenges", 63 participants 8/24/20 – "The Dos and Don'ts of Writing an Investigative Report", 82 participants 11/5/20 -- "Conducting Investigations in a Remote/Virtual Setting", 54 participants</p> <p>Finally, on December 7, 2020, DCHR hosted the annual, full-day SHO Investigations Training. Partnering with OHR as well as senior and supervisory level investigators from MPD, OIG and DHS, DCHR provided a robust day of training to approximately 105 individuals on such topics as witness interview techniques, the general counsel's role during the investigation process, assessing evidence in an investigation, and drafting effective investigation reports.</p>
Disability Inclusion Program Coordination	Office of the General Counsel	Provide services and support to agencies in order to increase opportunities for competitive integrated employment for people with disabilities.	Provide support and guidance to District agency HR Advisors, ADA Coordinators, and employees on disability services; promote disability awareness through outreach activities, trainings and job fairs.	<p>From FY20 to date, the Disability Inclusion Program Coordinator participated in the DCHR Virtual Hiring Fair (March 2020); presented 5 ADA-related trainings for HR professionals; presented at the Working for Washington training for DDS clients; received 12 referrals (2 external/10 internal) in which DCHR provided support services such as resume review; and administered a District-wide virtual event/training in honor of National Disability in Employment Awareness Month.</p>

2021-1	District Curfew - January 6, 2021	Jan. 6, 20Jan. 31, 2021	Jan. 6, 20Jan. 7, 2021, 12:22 p.m.
<input type="checkbox"/> 20-30	Human Resources Guidance for the COVID-19 Emergency (December Update)	Dec. 22, 2-	Dec. 22, 2Dec. 22, 2020, 9:49 a.m.
<input type="checkbox"/> 20-29	Electronic District Personnel Manual (E-DPM) (2020 Update)	Dec. 18, 2-	Dec. 18, 2Dec. 18, 2020, 10:18 a.m.
<input type="checkbox"/> 20-28	COVID-19 - Social Distancing Guidelines for Government Employees (December Update)	Dec. 21, 2#####	Dec. 18, 2Dec. 23, 2020, 9:47 a.m.
<input type="checkbox"/> 20-27	Agency Realignment	Nov. 25, 2-	Nov. 25, 2Dec. 24, 2020, 8:25 a.m.
<input type="checkbox"/> 20-26	Use or Lose (2020)	Nov. 25, 2Jan. 29, 2021	Nov. 25, 2Nov. 25, 2020, 10:29 a.m.
<input type="checkbox"/> 20-31	COVID-19 Leave Restoration (December Update)	Dec. 30, 2Dec. 31, 2021	Dec. 30, 2Dec. 30, 2020, 11:30 a.m.
<input type="checkbox"/> 99-26	Travel and Training	Nov. 6, 2(Nov. 1, 2020	Nov. 6, 9Nov. 6, 2020, 3:36 p.m.
<input type="checkbox"/> 20-24	Extension of Restrictions on Classification Actions	Oct. 29, 2#####	Oct. 29, 2Nov. 2, 2020, 2:19 p.m.
<input type="checkbox"/> 20-23	COVID Sick Leave (December Revision)	Oct. 16, 2#####	Oct. 16, 2Dec. 23, 2020, 1:36 p.m.
<input type="checkbox"/> 20-22	Legal Public Holidays 2021	Oct. 14, 2Dec. 31, 2021	Oct. 14, 2Dec. 18, 2020, 9:43 a.m.
<input type="checkbox"/> 20-25	Inauguration Day 2021- Compensation and Time Off Considerations	Nov. 16, 2Feb. 26, 2021	Nov. 16, 2Nov. 16, 2020, 4:34 p.m.
<input type="checkbox"/> 20-21	Human Resources Guidance for the COVID-19 Emergency (September Update)	Oct. 6, 20Dec. 21, 2020	Oct. 6, 20Dec. 22, 2020, 9:44 a.m.
<input type="checkbox"/> 99-11	COVID-19 Sick Leave	13-Jul-20 Oct. 16, 2020	July 13, 9 Dec. 23, 2020, 1:34 p.m.
<input type="checkbox"/> 20-20	COVID-19 Employee Per Diem (September Update)	Sept. 24, Dec. 31, 2020	Sept. 24, Dec. 8, 2020, 6:11 a.m.
<input type="checkbox"/> 20-19	Human Resources Guidance for the COVID-19 Emergency (August Update)	Sept. 2, 2Oct. 6, 2020	Sept. 1, 2Oct. 6, 2020, 11:48 a.m.
<input type="checkbox"/> 20-18	Marijuana and Safety Sensitive Employees	Aug. 31, 2-	Aug. 31, 2Aug. 31, 2020, 4:49 p.m.
<input type="checkbox"/> 20-17	Family and Medical Leave (2020 Update)	Aug. 25, 2-	Aug. 25, 2Aug. 24, 2020, 3:54 p.m.
<input type="checkbox"/> 20-16	Pay and Term Limits, Exceptions (Form 11B Approvals)	Aug. 11, 2-	Aug. 11, 2Nov. 30, 2020, 11:37 a.m.
<input type="checkbox"/> 20-15	Occupations and Professions Licensing Requirements	##### -	June 29, 2July 24, 2020, 9:18 a.m.
<input type="checkbox"/> 20-99	Residency Hardship Waiver	Aug. 15, 2 1-Jun-20	Aug. 15, 2June 17, 2020, 10:13 a.m.
<input type="checkbox"/> 20-14	COVID-19 Leave Restoration	##### Dec. 30, 2020	June 16, 2Dec. 30, 2020, 11:30 a.m.
<input type="checkbox"/> 20-13	Human Resources Guidance for the COVID-19 Emergency (June Update)	2-Jun-20 Sept. 1, 2020	June 2, 2(Sept. 1, 2020, 4:47 p.m.
<input type="checkbox"/> 20-12	Fiscal Year 2020 Restrictions on Personnel Actions, Travel, and Training	6-Apr-20 Sept. 30, 2020	May 13, 2June 8, 2020, 12:02 p.m.
<input type="checkbox"/> 17-	Positions Subject to Enhanced Suitability Screening - Revised	Oct. 21, 2-	Oct. 21, 2Dec. 18, 2020, 9:42 a.m.
4-58			
<input type="checkbox"/> 20-10	COVID-19 Employee Per Diem	##### Sept. 24, 2020	April 14, 2Sept. 24, 2020, 5:03 p.m.
<input type="checkbox"/> 20-11	COVID-19 Sick Leave (Old)	2-Apr-20 13-Jul-20	May 2, 20 Sept. 30, 2020, 4:59 p.m.
<input type="checkbox"/> 20-9	COVID-19: Social Distancing Guidelines for Government Employees	##### Dec. 17, 2020	March 30, Dec. 18, 2020, 10:13 a.m.
<input type="checkbox"/> 20-8	Human Resources Guidance for the COVID-19 Emergency (March 26 Update)	##### 2-Jun-20	March 29, July 6, 2020, 4:51 p.m.
<input type="checkbox"/> 20-7	COVID-19 Timekeeping	##### Dec. 31, 2020	March 29, June 11, 2020, 11:56 a.m.
<input type="checkbox"/> 20-6	Human Resources Guidance for the COVID-19 Emergency	#####	March 24, March 31, 2020, 12:28 p.m.
<input type="checkbox"/> 20-5	Human Resource Flexibilities and the 2019 Novel Coronavirus (COVID-19)	#####	March 11, Dec. 8, 2020, 6:13 a.m.
<input type="checkbox"/> 20-4	Voting in Presidential and Local Primaries and the General Election	Jan. 25, 2-	Feb. 5, 2(Feb. 5, 2020, 4:27 p.m.
<input type="checkbox"/> 20-3	Residency	Jan. 31, 2-	Jan. 31, 2Sept. 28, 2020, 2:13 p.m.
<input type="checkbox"/> 20-2	Overtime	Jan. 24, 2-	Jan. 24, 2July 13, 2020, 9:59 a.m.
<input type="checkbox"/> 20-1	Retirement Benefits Standard Operating Procedure		

Agency D.C. Department of Human Resources

Agency Code BE0

Fiscal Year 2020

Mission The mission of the DC Department of Human Resources (DCHR) is to strengthen individual and organizational performance and enable the District government to attract, develop, and retain a highly qualified, diverse workforce

Summary of Services DCHR offers executive management to District government officials and/or agencies by providing personnel-related services to help each agency meet daily mission mandates. Specific services provided include position classification and recruitment services, the interpretation of personnel-related policy, as well as oversight control (such as the adherence to regulatory requirements) for effective recruitment and staffing, strategic and financial restructuring through realignment assistance, and resource management. In addition, the agency provides D.C. government employees with a variety of services, including employee benefits and compensation guidance, performance management, compliance, audit assessments, legal guidance on personnel matters, and training/development.

2020 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
<p>Pandemic Processes: Due to the COVID-19 pandemic, DCHR successfully:</p> <ul style="list-style-type: none"> Created a return to work guide and associated website Launched over 150 virtual training courses with over 7,000 participants Hosted a special open enrollment Virtual onboarding Issued guidance on COVID sick leave, emergency hiring, and Detailed over 2,000 employees to assist various partner agencies. 	<p>This ensured that agencies across the District had the needed resources and tools during the pandemic.</p>	<p>This ensured that residents were able to receive the services they needed during the pandemic.</p>
<p>Electronic Processes: This fiscal year, DCHR successfully transitioned to electronic processes for:</p> <ul style="list-style-type: none"> SMART Trip benefit enrollment, Official Personnel Folder requests, Credentialing requests, and Employee verification notices. <p>In addition, DCHR launched a position description library, frequently asked questions webpage, and new hire portal.</p>	<p>This provides a time-savings for processes that employees can complete via self-service and provides more customer friendly services.</p>	<p>This provided virtual seamless services for District resident employees which saves employees the time needed to travel to DCHR to complete this processes and/or allows employees to complete the processes on their own.</p>
<p>Learning and Development Opportunities: This fiscal year, in addition to virtual classes, DCHR launched the below L & D opportunities:</p> <ul style="list-style-type: none"> Tier 1 of the HR Certificate program that trained over 20 HR professionals across the District on key HR topics such as compensation, leave management, Americans with Disabilities Act, and qualification analysis Retirement Seminars who prepare employees to transition to a smooth retirement Coaching sessions of managers that provide an opportunity for managers to receive critical engagement around areas of potential growth while also supporting peers through the learning and sharing process. 	<p>This facilitates a more trained workforce that can respond to customer needs better because of the acquired training.</p>	<p>For employees who are District residents, this provides them with training and skills that prepares them for a more successful future.</p>

2020 Key Performance Indicators

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
1 - DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government. (3 Measures)												
Percent of new hires that are DC residents	Quarterly	49%	51.4%	50.9%	55%	63.1%	51.4%	54.9%	53%	55.2%	Met	
Average number of days to fill vacancy from post to offer acceptance	Quarterly	93.5	74	75	64	90.2	88	79	89	86.6	Unmet	Our target this year was a stretch goal for this measure. Our hiring population size was also smaller this year due to the emergency.

04-FY20 Performance Accountability Report

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 DC Government employees that are DC residents	Annually	43.3%	43.1%	43.3%	45%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	43.67%	Nearly Met	Although we have encountered obstacles in striving to meet this KPI, our increased efforts have shown progress and produced a percentage increase from the previous Fiscal Year. We also had a 4.3% increase in DC Resident new hires from the previous Fiscal Year. DCHR will continue our efforts for additional improvement in the upcoming Fiscal Year.
2 - DCHR engages District employees to ensure that each person is in the right job and has been provided with the right resources to leverage their knowledge, skills, and behaviors to meet District goals and sustain organizational success. (2 Measures)												
New Hire Turnover Rate	Annually	10.6%	10.8%	8.4%	13%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5.36%	Met	
Percent of DC Government employees participating in the deferred compensation program	Quarterly	35.9%	38.2%	40.7%	40%	44%	45%	46%	50%	45%	Met	
3 - DCHR defines the pathways, programs and processes to create opportunities to continuously develop District employees and residents through assignments and activities aimed at advancing their career trajectory. (2 Measures)												
Percent of DC Government employee performance plans completed (excludes DCPS and independent agencies)	Annually	91.4%	91%	91%	93%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	93.15%	Met	
Percent of DC Government employee performance evaluations completed (excludes DCPS and independent agencies)	Annually	86.2%	84.2%	85.1%	88%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	88.38%	Met	

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
1 - Background checks and drug and alcohol screening (2 Measures)							
Number of drug/alcohol tests conducted	8632	8809	1002	845	3461	4445	9753
Number of criminal checks conducted	18,824	17,313	3311	3444	10,408	15,383	32,546
1 - Call and Walk-in Center (1 Measure)							
Number of customer resource center walk-ins	11,783	14,511	2117	1993	0	0	4110
1 - Position classification and management (1 Measure)							
Number of Desk Audits Completed	New in 2019	148	56	9	1	1	67
1 - Recruitment and Staffing Services (3 Measures)							
Number of new hires	8113	7043	1362	1392	1666	1913	6333

Measure	04 FY20 Performance Accountability Report						
	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 job postings	3542	2548	692	792	337	463	2284
Number of Actions Processed	New in 2019	10,824	3086	2222	1660	2418	9386
2 - Employee Relations (1 Measure)							
Number of grievances processed	33	53	10	8	5	0	23
2 - Health, Pension, Retirement, and Wellness Programs (1 Measure)							
Number of retirements	473	542	Annual Measure	Annual Measure	Annual Measure	Annual Measure	445
3 - Learning and Development Programs (3 Measures)							
Number of unique employees completing training	31,745	20,333	1547	1364	9836	7912	20,659
Number of individual trainings completed	1854	22,840	138	57	65	63	323
Number of Individual Training Courses Completed Through Online Training Platform (SkillPort)	New in 2019	17,733	15,048	875	3203	2094	21,220

2020 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government. (6 Activities)			
RECRUITING AND STAFFING	Recruitment and Staffing Services	Recruiting and hiring the District Government's managerial and non-managerial personnel according to the dictates of the DC Government's hiring practices.	Daily Service
CUSTOMER SERVICE	Call and Walk-in Center	Interfacing with and providing customer care for the DCHR clientele to include calls, emails, walk-ins, and mail. Also includes analyzing visitor trends.	Daily Service
SUITABILITY	Background checks and drug and alcohol screening	Drug and Alcohol Enforcement Compliance.	Daily Service
CLASSIFICATION	Position classification and management	Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job. Position management refers to the HRMS system relationships between organization structure, jobs, positions and employees with all of their associated characteristics. It also needs to incorporate the process of how positions are created and maintained within the organization.	Daily Service
CREDENTIALING	Credentialing (issuing and revoking badges)	Issuing ID badges required in secure areas of the facilities; such as employee work spaces.	Daily Service
INFORMATION SYSTEMS	HR Information Systems Administration	DCHR administers the Districts HR Information Systems which helps maintain accurate records on personnel, and facilitates numerous HR functions such as payroll, performance, compliance, training, recruiting, and benefits.	Daily Service
2 - DCHR engages District employees to ensure that each person is in the right job and has been provided with the right resources to leverage their knowledge, skills, and behaviors to meet District goals and sustain organizational success. (8 Activities)			
POLICY	Policy development, amendment, and guidance/interpretation of D.C. personnel regulations contained in the DC Municipal Regulations/District Personnel Manual	Managing updates necessary to the DPM and CMPA.	Daily Service
PLANNING AND ANALYTICS	Measurement, Analysis, and Planning	Measuring and monitoring HR data including responding to data requests, creating dashboards, providing biweekly reports to management; Managing all aspects of the District Government's Performance Management Platform.	Daily Service
COMPENSATION	Merit Pay/Incentives/Rewards	Executing raises and dispensing bonuses for exceptional service.	Key Project
LEGAL	FOIA and Litigation Support	Responding to Freedom of Information Act requests from the public.	Daily Service
EMPLOYEE RELATIONS	Employee Relations	Managing employee complaints and concerns, addressing grievances, and advising on disciplinary actions.	Daily Service
COMPLIANCE	Auditing and Compliance Enforcement	Reviewing and examining agency compliance with District rules and regulations. Providing recommendations for improvements as needed.	Daily Service
LEAVE PROGRAMS ADMINISTRATION	Family and Medical Leave Act and Paid Family Leave Act Administration	Managing all aspects of FMLA and PFL claims including answering employee questions, verifying agency approved FMLA/PFL hours, and when applicable working with the Office of Payroll and Retirement Services to ensure accurate employee access and reporting of FMLA/PFL hours. Also includes data analysis of FMLA/PFL trends.	Daily Service
BENEFITS ADMINISTRATION	Health, Pension, Retirement, and Wellness Programs	Administering all aspects of the District Government workforce's Pension, Retirement, and Wellness Programs.	Daily Service
3 - DCHR defines the pathways, programs and processes to create opportunities to continuously develop District employees and residents through assignments and activities aimed at advancing their career trajectory. (2 Activities)			
LEARNING AND DEVELOPMENT	Learning and Development Programs	Developing course work and instruction for all in-house training course; administering vendor-led courses; and designing and administering various development programs such as the District Leadership Program and Capital City Fellows program.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
PERFORMANCE MEASUREMENT	Employee Performance Management	Running DCHR's Performance Management system including customer care, training, reporting, and managing all aspects of the DC Government's personnel performance management platform.	Daily Service
4 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Activity)			
SHARED SERVICES	Shared Services	The consolidation of administrative and support functions from several agencies into a single, stand-alone organizational entity (DCHR).	Key Project

2020 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Learning and Development Programs (1 Strategic Initiative)				
Pathways Program	In FY20, DCHR will promote pathways to entry-level DC government jobs for resident District graduates via a partnership and apprenticeship program. DCHR will (a) establish a team, operating framework, and process that will create at least 3 partnerships to promote the hiring of resident District graduates into entry-level positions, (2) work with relevant stakeholders to identify five apprenticeable DC government occupations, and (3) develop a program structure and curriculum development plan. DCHR will employ heavy marketing strategies in Wards 7 & 8.	75-99%	In FY20, DCHR worked to develop a comprehensive list of entry-level positions for which resident District graduates might qualify for as determined by the level of experience/education. DCHR met with the Office of State Superintendent of Education and DC Public Schools to begin determining which Career Technical Programs currently exist and lead to potential on-the-job training opportunities for students/recent graduates. Upon receiving feedback, DCHR gathered apprenticeship standards guidance from DOES that could also become a framework for a pre-apprenticeship/internship program model. DCHR also used PeopleSoft to structure the internal DCHR tracking of those candidates who apply to and qualify for Career Pathways positions. In addition, DCHR hosted focus group discussions with several stakeholder agencies on various topics including The Benefits for the Development of an Apprenticeship Program and Apprenticeship Training and Education Costs. DCHR continued the progression of its work through collaboration and coordination of Apprenticeship Program Training as delivered in partnership with the University of the District of Columbia and Strayer University. A memorandum of agreement was established September 2020. DCHR also held critical executive discussions to prepare for the final submission of the Career Pathways Implementation Plan to the District of Columbia Apprenticeship Council. The plan was submitted to the Council in August 2020. Lastly, DCHR developed and finalized the proposal for four apprenticeship program models to include a (1) Human Resources Pathway, (2) Medical Billing and Coding Pathway, (3) Information Technology Pathway, and (4) Information Technology Pathway for Graduating Seniors.	The plan was submitted to the Apprenticeship Council in FY20. The recruitment process will take place in early FY21.
Measurement, Analysis, and Planning (1 Strategic Initiative)				
Workforce/Succession Planning	To promote a resilient District workforce, in FY20 DCHR will pilot workforce and succession planning strategies at District agencies. In Practice, DCHR will first implement the program internally, before engaging at least two agencies to develop a workforce and succession plan. In addition, DCHR will research and forecast workforce trends to ensure resilience to labor market changes in terms of demographics, technology, and environment.	Complete	In FY20, DCHR developed a workforce planning toolkit that includes several tools and guides and reviewed and revised the toolkit based on feedback received from meetings with District Agencies and after presenting the content at a Human Resources Advisors meeting. DCHR collaborated with OCTO to develop and finalize a workforce planning dashboard that examines key workforce planning data including average age of employees, years of service, and retirement eligibility. Lastly, DCHR is finalizing a webpage dedicated to workforce planning that includes resources and tools that agencies can use to map needed skills for future roles, skills gaps and plans to address workforce skill gaps.	
Policy development, amendment, and guidance/interpretation of D.C. personnel regulations contained in the DC Municipal Regulations/District Personnel Manual (1 Strategic Initiative)				
Attracting the Workforce of the Future	In order to attract and retain a highly qualified and productive workforce, DCHR will research and evaluate additional incentives, including but not limited to pet insurance, housing tax incentives, child care incentives, and tuition reimbursement. The assessments will be pitched at the Annual "Legislative Fest" and if pushed forward will obtain a Fiscal Impact Statement by OCFO. The resulting assessment will shape our future benefit offerings.	0-24%	In Fiscal Year 20, DCHR began drafting proposed rules for childcare allowances that, if approved, would allow agencies to award up to \$10,000 of their available funds to employees with eligible dependent children. Additionally, DCHR launched the Call for Hire program, which provides District agencies direct access to a qualified talent pool made up of only veterans and their spouses. The Call for Hire Program will further assist veterans and their spouses seeking employment by providing District agencies with the ability to directly hire eligible and qualified District resident veterans and their spouses. Lastly, DCHR began drafting the proposal for student loan allowances, which would allow agencies to use and identify funds within their budget structure to contribute to employee's student loan repayment costs. Progress on this initiative was halted during this Fiscal Year due to the COVID-19 emergency and the resulting revenue shortfalls.	Progress on this initiative was halted during this Fiscal Year due to the COVID-19 emergency and the resulting revenue shortfalls.
Recruitment and Staffing Services (1 Strategic Initiative)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Centralized Processing	In FY19, DCHR completed three of the four phases of the new centralized processing model. In FY20, DCHR will roll out the model to the remaining 25% agencies and enforce a framework encompassing quality assurance, training, standard operating procedures, and SLA reporting tools.	Complete	In FY20, DCHR implemented centralized processing with all proposed agencies under the Mayor's Authority. DCHR also pilot tested an updated RemedyForce ticketing system with several District agencies and received feedback on the system's functionality. DCHR worked to finalize a centralization dashboard in MicroStrategy that reviews the number of actions processed, number of vacancies posted, and SLAs. The dashboard will be piloted and then updated with additional metrics as needed. Lastly, DCHR continuously updated the biweekly quality assurance audit to capture data errors in HR Processing, Position Management, and other HR fields.	
Shared Services (2 Strategic initiatives)				
Outreach Teams for Agency Partners	In FY20 to better serve the HR community, DCHR will pilot a multi-functional DCHR outreach team that will visit 10 agencies twice during the fiscal year, with heavy emphasis on engaging HR staff. The effort will provide seminars on a variety of topics, as well as an engagement forum that will allow DCHR to better understand their clients' needs.	0-24%	In FY20, DCHR developed a framework for the partnership and selected 10 agencies to include. DCHR received feedback on the proposed framework in Quarter 2 and was beginning to contact agencies for the first round of meetings, however this was delayed due to the emergency declaration. DCHR will implement this initiative next year as virtual communities of practices across the HR community that focuses on strategic HR, employee relations, and recruitment.	This initiative was delayed due to the emergency declaration. DCHR will implement this initiative next year as virtual communities of practices across the HR community that focuses on strategic HR, employee relations, and recruitment.
Leveraging Technology to Improve Employee Experience	In FY20, DCHR will create a more modern employee experience by (a) introducing automation in at least two high-volume processes such as retirement, credentialing, and appointment scheduling; and (b) developing and launching a new hire portal to better welcome and onboard our new employees.	Complete	In FY20, DCHR completed the project to digitize the credentialing request form. DCHR also procured a vendor for visitor management solution to capture data on District residents and employees that visit the agency. DCHR also installed tables in the Customer Care Center for visitor check in. The check in application captures information such as "Reason for Visit" and "District Residency". In Quarter 3, DCHR temporarily suspended deploying this application due to the COVID-19 emergency. During this time, DCHR explored methods for "touchless check-in" for visitor management. This application in conjunction with the appointment scheduling app we have identified will support social distancing and health safety protocol. Lastly, DCHR has published a "New Hire Portal" available on the DCHR website as a resource for new employees joining the District Government Workforce.	

FY 2021 PERFORMANCE PLAN
Department of Human Resources

MISSION

The mission of the DC Department of Human Resources (DCHR) is to strengthen individual and organizational performance and enable the District government to attract, develop and retain a highly qualified, diverse workforce.

Strategic Objective #1: TALENT ACQUISITION

DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government.

KEY PERFORMANCE INDICATORS

- Percent of new hires that are DC residents
- Percent of DC Government Employees that are DC Residents
- Average Number of Days to Fill Vacancy from Post to Offer
- New Hire Turnover Rate

WORKLOAD MEASURES

- Number of New Hires
- Number of Job Postings

Strategic Objective #2: TALENT MANAGEMENT

DCHR engages District employees to ensure that each person is in the right job and has been provided with the right resources to leverage their knowledge, skills, and behaviors to meet District goals and sustain organizational success.

INITIATIVES

Wellness Program Enhancement

DCHR will enhance our wellness programs to focus on trauma informed care and employees' mental, emotional and financial wellness. DCHR will also provide various virtual wellness opportunities including wellness webinars/seminars on several topics including virtual fitness, stress management, and work/life balance.

Optimize HR Information Technology Program

In FY21, DCHR will optimize its Information Technology program through converting physical official personnel files to electronic official personnel files for more effective and refined record keeping.

KEY PERFORMANCE INDICATORS

- Percent of Official Personnel Folders converted to electronic files
- Percent of DC Government Employees Participating in the Deferred Compensation Program
- Percent of Employee Performance Plans Completed
- Percent of Employee Performance Evaluations Completed

WORKLOAD MEASURES

- Number of customer calls to Customer Care Center and Benefits
- Number of customers engaging website
- Number of Drug/Alcohol Tests Conducted
- Number of Criminal Checks Conducted
- Number of Grievances Processed
- Number of Retirements
- Number of Desk Audits Completed
- Number of Retirement Readiness trainings delivered

Strategic Objective #3: TALENT DEVELOPMENT

DCHR defines the pathways, programs and processes to create opportunities to continuously develop District employees and residents through assignments and activities aimed at advancing their career trajectory.

Identifying Skills Gaps

In FY21, DCHR will launch a series of learning opportunities that will bridge identified skills gaps and provide opportunities for cross organizational skill development. DCHR will also expand its coaching and mentoring program to better equip managers with the skills needed to lead productive and engaged teams. DCHR will conduct or coordinate 10 or more trainings in FY21.

Pathways Program

In FY21, DCHR will promote pathways to entry-level DC government jobs for resident District graduates via a partnership and apprenticeship program. DCHR will (a) establish a team, operating framework, and process that will create at least 3 partnerships to promote the hiring of resident District graduates into entry-level positions, (2) work with relevant stakeholders to identify five apprenticeable DC government occupations, and (3) develop a program structure and curriculum development plan. DCHR will employ heavy marketing strategies in Wards 7 & 8.

Preparing for a Season of Change

To ensure successful adaptation of workforce changes during and after the COVID-19 pandemic, DCHR will create and implement manager training that prepares managers to address changing employee needs. In addition, DCHR will evaluate and update current policies to better align with the updated employee experience.

- **WORKLOAD MEASURES**

- Number of Unique Employees Completing Training
- Number of Individual Trainings Completed
- Number of Individual Training Courses Completed through Online Training Platform (SkillPort)

Strategic Objective #4: GOOD GOVERNANCE

Create and maintain a highly efficient, transparent and responsive District government.

INITIATIVES**Understanding and Addressing Various Customer Needs**

To build a more efficient workforce in the HR Community, DCHR will draft, implement and analyze feedback surveys to better identify and address various customer needs. This will include a Hiring Managers Survey, an Exit Interview Survey, an Engagement Survey, and an HR Community Survey.

Diversity, Equity and Inclusion

To ensure diversity, equity and inclusion across the District government, DCHR will publish and analyze quarterly data for all agencies on the District's workforce representation and identify where under-representation is evident. DCHR will then use this data to assist agencies in recruiting and workforce planning efforts that result in a more diverse workforce. In addition, DCHR will develop and conduct trainings for employees on diversity, equity and inclusion.

Outreach for Agency Partners

In FY21 to better serve the HR community, DCHR will pilot a multi-functional DCHR outreach team that will visit 10 agencies twice during the fiscal year, with heavy emphasis on engaging HR staff. The effort will provide seminars on a variety of topics, as well as an engagement forum that will allow DCHR to better understand their clients' needs. DCHR will also work to strengthen the collaborative relationships within the Districtwide HR Community by establishing communities of practices for Talent Acquisition, HR Policies, Employee Relations, and Strategic Human Capital.

Human Resources Information System (HRIS) Strategic Plan

In FY21, DCHR will collaborate with the Office of the Chief Technology Officer to create a three-year HRIS strategic plan. The plan will focus on previous accomplishments, identified gaps, yearly priorities, user training, and governance structure.

WORKLOAD MEASURES

- Number of Actions Processed
- Number of employees completing a diversity or inclusion training class
- Number of employees trained as sexual harassment officers
- Number of managers trained on sexual harassment prevention
- Number of managers trained on disability inclusion

05B-KPIs

KPI	FY20 Target	FY21 Target	Reason for Change
Percent of New Hires that are DC Residents	55	60	DCHR increased this target to create a further stretch goal for this measure.
Average number of days to fill vacancy from post to offer acceptance	64	60	DCHR increased this target to create a further stretch goal for this measure.
Percent of DC Government employees that are DC residents	45	60	DCHR increased this target to create a further stretch goal for this measure.
New Hire Turnover Rate	13%	10%	DCHR decreased this target (down is better) to create a further stretch goal for this measure.
Percent of DC Government employees participating in the deferred compensation program	40	60	DCHR increased this target to create a further stretch goal for this measure.
Percent of DC Government employee performance plans completed (excludes DCPS and independent agencies)	93	93	No Change
Percent of employee performance evaluations completed (excludes DCPS and independent agencies)	88	88	No Change
Percent of Official Personnel Folders converted to electronic files	New in 2021	New in 2021	DCHR added this KPI to operate in conjunction with our new initiative to Optimize the HR Information Technology program. A major component of this initiative is to convert the physical official personnel files to electronic official personnel files for more effective and refined record keeping. This KPI will track the progress on this initiative.

5B-Workload Measure Changes

05B- Workload Measure Changes

Workload Measure	FY20: WM Present?	FY21: WM Present?	Reason for Change
Number of drug/alcohol tests conducted	Yes	Yes	No Change
Number of criminal checks conducted	Yes	Yes	No Change
Number of customer resource center walk-ins	Yes	Yes	No Change
Number of Desk Audits completed	Yes	Yes	No Change
Number of New Hires	Yes	Yes	No Change
Number of Job Postings	Yes	Yes	No Change
Number of Actions Processed	Yes	Yes	No Change
Number of grievances processed	Yes	Yes	No Change
Number of retirements	Yes	Yes	No Change
Number of unique employees completing training	Yes	Yes	No Change
Number of individual trainings completed	Yes	Yes	No Change
Number of Individual Training Courses Completed Through Online Training Platform (SkillPort)	Yes	Yes	No Change
Number of Customer Calls to Customer Care Center and Benefits	No	Yes	DCHR added this workload measure to track the current workload of the Customer Care Team and Benefits and Retirement Administration in the virtual environment caused by the COVID-19 emergency.
Number of customers engaging website	No	Yes	DCHR added this workload measure to begin tracking how often our customers utilize the resources available on the DCHR website.
Number of Retirement Readiness trainings delivered	No	Yes	DCHR added this workload measure to track our workforce retirement readiness and to operate in conjunction with our "Percent of employees participating in deferred compensation" KPI.
Number of employees completing a diversity or inclusion training class	No	Yes	DCHR added this workload measure to operate in conjunction to our new initiative of Diversity Equity, and Inclusion.
Number of employees trained as sexual harassment officers	No	Yes	DCHR added this workload measure to track those trained to perform the essential function of sexual harassment officer.
Number of managers trained on sexual harassment prevention	No	Yes	DCHR added this workload measure to track the amount of sexual harassment prevention knowledge disseminated throughout the District.
Number of managers trained on disability inclusion	No	Yes	DCHR added this workload measure to operate in conjunction to our new initiative of Diversity Equity, and Inclusion.

U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division



Information Technology Security Audit



Noncriminal Justice Agency Policy Assessment



Information Technology Security Audit

Agency Name: Department of Human Resources

Unique ID: DCCAUHRS

Date: 11/6/2019

Time: 01:00 PM

Audit Location: Street Address: 1015 Half Street, SE
City: Washington State: DC Zip: 20003

Following your audit...

The FBI CJIS Division is required to conduct security audits of each CJIS Systems Agency (CSA) and State Identification Bureau (SIB), once every three (3) years at a minimum, to assess compliance with the *CJIS Security Policy*. In order to assess each state's overall compliance, the FBI CJIS Audit Unit (CAU) selects a number of local criminal justice agencies and noncriminal justice agencies (NCJAs) throughout the state to participate in the audit of their CSA and/or SIB.

Within sixty days of the onsite audits conducted, the state CSA or SIB will receive an official draft report containing the results of the FBI Noncriminal Justice Information Technology Security (NCJITS) Audit. The report contains the results from each local noncriminal justice agency that participated in the audit of their state. Because the FBI NCJITS Audit is of the state CSA/SIB, the local noncriminal justice agencies do not receive any additional documentation from their FBI CJIS Division auditor following the onsite audit. Instead, the local noncriminal justice agencies are provided the following policy assessment documentation at the conclusion of their onsite audit to inform each local agency of those procedures and practices out of compliance with the *CJIS Security Policy*. The policy assessment provides the local noncriminal justice agency a summary of the results that will be included in the official draft report provided to the state. **Please note:** the policy assessment documentation is not a formal document and could potentially change if any items were left in a pending status during the onsite audit or new information has been presented to change a policy assessment.

Did I pass my audit?

The FBI CJIS Division does not conduct pass/fail audits. It is the responsibility of all agencies covered under the *CJIS Security Policy* to ensure the protection of criminal justice information (CJI) through compliance with the *CJIS Security Policy*. The FBI CAU approaches each audit as an opportunity to ensure the protection of CJI through education.

Will I receive an official report?

Because the FBI audit is of the state CSA/SIB, local noncriminal justice agencies do not receive any additional documentation from their FBI CJIS Division auditor following the onsite audit. Within sixty days of the onsite audits conducted, the state will receive an official draft report containing the results of the FBI Noncriminal Justice Information Technology Security (NCJITS) Audit.



Where do I send documentation of corrective actions?

Once the state CSA/SIB receives the official draft report (sixty days after the audit), the state will reach out to each local noncriminal justice agency that participated in the audit. The local noncriminal justice agencies will be asked by the state to provide documentation/confirmation that any non-compliance noted during their audit has been corrected. All corrective action taken following the audit should be forwarded through the state. For more specific instructions on how to respond to your audit, contact the state CJIS Systems Officer (CSO) or SIB Chief (contact noted below).

To find the latest version of the *CJIS Security Policy*...

The latest approved version of the *CJIS Security Policy* is posted on the FBI CJIS Information Security Officer (ISO) website at the following address:

<http://fbi.gov/about-us/cjis/cjis-security-policy-resource-center/view>

I am new to the *CJIS Security Policy*, where should I start?

Supplemental guidance specifically for noncriminal justice agencies with access to CJI as authorized by legislative enactment or federal executive order is located in Appendix J of the *CJIS Security Policy*. The appendix does not contain requirements and was not intended to be used in lieu of the *CJIS Security Policy*. It is strongly recommended that each system processing CJI should be individually reviewed to determine which *CJIS Security Policy* requirements may apply.

Your state's CSO/ISO is:

State CSO/ISO: Ms. Bernadine C. Greene

Phone: 202-727-9824 **Fax:** 202-727-0580

Email: bernie.greene@dc.gov

Mailing Address: Street: Room 5001, 300 Indiana Avenue, NW

City: Washington State: DC Zip: 20001



1.0 SYSTEM ADMINISTRATION

1.1 CJIS Systems Officer/Repository Manager

CJIS Security Policy, Version 5.8, June 2019, 3.2.2 CJIS Systems Officer (CSO), pp. 5-6

CJIS Security Policy, Version 5.8, June 2019, 3.2.11 Repository Manager, p. 9

Policy Finding: **NA**

1.2 Information Security Officer

CJIS Security Policy, Version 5.8, June 2019, 3.2.8 CJIS System Agency Information Security Officer (CSA ISO), pp. 7-8

CJIS Security Policy, Version 5.8, June 2019, 5.3.1.1.2 CSA ISO Responsibilities, pp. 24-25

Policy Finding: **NA**

1.3 Local Agency Security Officer (LASO)

CJIS Security Policy, Version 5.8, June 2019, 3.2.9 Local Agency Security Officer (LASO), p. 8

Policy Finding: **IN**



2.0 ADMINISTRATION OF NONCRIMINAL JUSTICE FUNCTIONS

2.1 Agency User Agreements

CJIS Security Policy, Version 5.8, June 2019, 5.1.1.6 Agency User Agreements, p. 17

Policy Finding: **NA**

2.2 Contracted Noncriminal Justice Services (Outsourcing)

CJIS Security Policy, Version 5.8, June 2019, 5.1.1.8 Outsourcing Standard for Channelers, pp. 17-18

CJIS Security Policy, Version 5.8, June 2019, 5.1.1.8 Outsourcing Standard for Non-Channelers, p. 18

Security and Management Control Outsourcing Standard for Non-Channelers, May 2014, 2.0 Responsibilities of the Authorized Recipient, 2.01, p. 4

Security and Management Control Outsourcing Standard for Non-Channelers, May 2014, 2.0 Responsibilities of the Authorized Recipient, 2.02, p. 4

Security and Management Control Outsourcing Standard for Non-Channelers, May 2014, 6.0 Personnel Security, 6.02, p. 9

Policy Finding: **OUT**

The District of Columbia Department of Human Resources did not request or receive written permission from the State Compact Officer or Chief Administrator prior to outsourcing noncriminal justice functions that allowed the contractor unescorted access to CHRI. At the time of audit, the agency was storing national CHRI in pdf format within SharePoint. The District of Columbia Office of the Chief Technology Officer (OCTO) is providing all information technology (IT) services on behalf of the authorized agency (storage, network infrastructure and administration, data destruction, etc.) that allowed them unescorted administrative access to CHRI stored within SharePoint. In addition, the authorized recipient's channeler, Fieldprint, Incorporated, was storing the CHRI after successful dissemination to the authorized recipient without additional permission from the State Compact Officer for outsourcing of non-channeling functions.

Entities which perform administrative functions on behalf of an authorized recipient may not have access to CHRI without either: 1) implementation of the Security and Management Control Outsourcing Standard for Non-Channelers pursuant to Title 28, Code of Federal Regulations, Part 906; 2) implementation of a Management Control Agreement or a Security Addendum pursuant to Title 28, Code of Federal Regulations, Section 20.33 (a) (6) or (7) (only applicable



to criminal justice agencies where the entity is performing criminal justice and noncriminal justice functions); or 3) use of a recognized alternate statutory authority which permits access to CHRI by such entities.

It is noted if the Compact Officer/Chief Administrator does not approve this access, the authorized recipient must discontinue such access and remove all CHRI from all unauthorized systems or physical locations listed above within a three year audit cycle.



3.0 INFORMATION PROTECTION

3.1 IT Security Program

CJIS Security Policy, Version 5.8, June 2019, 1.3 Relationship to Local Security Policy and Other Policies, pp. 1-2

Policy Finding: **IN**

3.2 Standards of Discipline

CJIS Security Policy, Version 5.8, June 2019, 5.12.4 Personnel Sanctions, p. 64

Policy Finding: **IN**

3.3 Personnel Security

CJIS Security Policy, Version 5.8, June 2019, 5.12.1 Personnel Screening Requirements for Individuals Requiring Unescorted Access to Unencrypted CJI, pp. 63-64

CJIS Security Policy, Version 5.8, June 2019, 5.12.2 Personnel Termination, p. 64

CJIS Security Policy, Version 5.8, June 2019, 5.12.3 Personnel Transfer, p. 64

Security and Management Control Outsourcing Standard for Non-Channelers, May 2014, 6.0 Personnel Security, 6.01, p. 8

Policy Finding: **NA**

3.4 Security Awareness Training

CJIS Security Policy, Version 5.8, June 2019, 5.2 Policy Area 2: Security Awareness Training, pp. 20-22

Security and Management Control Outsourcing Standard for Non-Channelers, May 2014, 3.0 Responsibilities of the Contractor, 3.04, p. 7

Policy Finding: **IN**

3.5 Physical Security

CJIS Security Policy, Version 5.8, June 2019, 5.9 Policy Area 9: Physical Protection, pp. 51-52

Policy Finding: **IN**



Note: Fieldprint, Inc. and OCTO are not authorized to store CHRI. If the Compact Officer/Chief Administrator does not approve this access, the authorized recipient must discontinue such access and remove all CHRI from all unauthorized systems or physical locations listed above within a three year audit cycle.

3.6 Security Audits

CJIS Security Policy, Version 5.8, June 2019, 5.11.2 Audits by the CSA, p. 61

Security and Management Control Outsourcing Standard for Non-Channelers, May 2014, 2.0 Responsibilities of the Authorized Recipient, 2.01 footnote 2, p. 4

Security and Management Control Outsourcing Standard for Non-Channelers, May 2014, 2.0 Responsibilities of the Authorized Recipient, 2.05, p. 5

Policy Finding: **NA**

3.7 Media Protection

CJIS Security Policy, Version 5.8, June 2019, 5.8 Policy Area 8: Media Protection, p. 49

CJIS Security Policy, Version 5.8, June 2019, 5.8.1 Media Storage and Access, p. 49

Policy Finding: **IN**

3.8 Media Transport

CJIS Security Policy, Version 5.8, June 2019, 5.8.2 Media Transport, p. 49

CJIS Security Policy, Version 5.8, June 2019, 5.8.2.1 Digital Media in Transit, p. 49

CJIS Security Policy, Version 5.8, June 2019, 5.8.2.2 Physical Media in Transit, p. 49

Policy Finding: **IN**

3.9 Media Disposal

CJIS Security Policy, Version 5.8, June 2019, 5.8.3 Digital Media Sanitization and Disposal, p. 49

CJIS Security Policy, Version 5.8, June 2019, 5.8.4 Disposal of Physical Media, p. 49

Policy Finding: **IN**



Note: OCTO is currently performing disposal for digital media without authorized approval from the State Compact Officer. If the Compact Officer/Chief Administrator does not approve this access, the authorized recipient must discontinue such access and remove all CHRI from all unauthorized systems or physical locations listed above within a three year audit cycle.



4.0 NETWORK INFRASTRUCTURE

4.1 Network Configuration

CJIS Security Policy, Version 5.8, June 2019, 5.7.1.2 Network Diagram, p. 48

CJIS Security Policy, Version 5.8, June 2019, 5.7.2 Security of Configuration Documentation, p. 48

Policy Finding: **IN**

4.2 Personally Owned Information Systems

CJIS Security Policy, Version 5.8, June 2019, 5.5.6.1 Personally Owned Information Systems, p. 33

Policy Finding: **NA**

4.3 Publicly Accessible Computers

CJIS Security Policy, Version 5.8, June 2019, 5.5.6.2 Publicly Accessible Computers, p. 33

Policy Finding: **IN**

4.4 System Use Notification

CJIS Security Policy, Version 5.8, June 2019, 5.5.4 System Use Notification, p. 32

Policy Finding: **OUT**

The District of Columbia Department of Human Resources did not display an approved system use notification message on all information systems accessing CHRI. Specifically, the agency allowed access by authorized personnel to CHRI saved on SharePoint without an approved system use notification displayed prior to access.

4.5 Identification/UserID

CJIS Security Policy, Version 5.8, June 2019, 5.5.1 Account Management, p. 30

CJIS Security Policy, Version 5.8, June 2019, 5.5.2.1 Least Privilege, p. 31

CJIS Security Policy, Version 5.8, June 2019, 5.6.1 Identification Policy and Procedures, p. 35

CJIS Security Policy, Version 5.8, June 2019, 5.6.3.1 Identifier Management, p. 41



Policy Finding: **OUT**

The District of Columbia Department of Human Resources did not have a written policy to document the validation process of system accounts that access CHRI in SharePoint (i.e. yearly audit of user accounts with access to CHRI).

4.6 Authentication

CJIS Security Policy, Version 5.8, June 2019, 5.6.2 Authentication Policy and Procedures, pp. 35-36

CJIS Security Policy, Version 5.8, June 2019, 5.6.2.1 Standard Authenticators, p. 36

CJIS Security Policy, Version 5.8, June 2019, 5.6.2.1.1.1 Basic Password Standards, p. 36

CJIS Security Policy, Version 5.8, June 2019, 5.6.2.1.1.2 Advanced Password Standards, pp. 36-37

CJIS Security Policy, Version 5.8, June 2019, 5.6.3.2 Authenticator Management, p. 39

Policy Finding: **IN**

4.7 Session Lock

CJIS Security Policy, Version 5.8, June 2019, 5.5.5 Session Lock, pp. 32-33

Policy Finding: **IN**

4.8 Event Logging

CJIS Security Policy, Version 5.8, June 2019, 5.4 Policy Area 4: Auditing and Accountability, pp. 27-28

Policy Finding: **IN**

4.9 Advanced Authentication

CJIS Security Policy, Version 5.8, June 2019, 5.6.2.2 Advanced Authentication, pp. 38-39

CJIS Security Policy, Version 5.8, June 2019, 5.6.2.2.1 Advanced Authentication Policy and Rationale, p. 39

CJIS Security Policy, Version 5.8, June 2019, 5.6.2.1.2 Personal Identification Number (PIN), p. 38



CJIS Security Policy, Version 5.8, June 2019, 5.6.2.1.3 One-time Passwords (OTP), pp. 38

Policy Finding: **NA**

4.10 Encryption

CJIS Security Policy, Version 5.8, June 2019, 5.10.1.2.1 Encryption for CJJ in Transit, pp. 54-55

CJIS Security Policy, Version 5.8, June 2019, 5.10.1.2.2 Encryption for CJJ at Rest, p. 55

The *CJIS Security Policy* requires that all CJJ transmitted outside the boundary of a physically secure location be encrypted. This 128-bit encryption must be certified by the National Institute of Standards and Technology (NIST) or Canada's Communications Security Establishment (CSE) to ensure that the cryptographic modules meet Federal Information Processing Standard (FIPS) 140-2 certification requirements.

To retrieve the certificate for the FIPS 140-2 validated cryptographic module, complete the following steps:

1. Visit <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/140val-all.htm> (for a list by product model) or visit <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm> (for a list by vendor)
2. Locate your particular cryptographic module vendor and product.
3. Click on "Certificate" and print.

Policy Finding: **OUT**

At the time of audit, the agency was unable to verify that either CHRI data or the network segments which transmitted CHRI were encrypted with at least 128-bit NIST certified encryption to comply with the FIPS 140-2 requirement when accessed or transmitted outside the physically secure location. Specifically, the agency was unable to verify encryption methods or certification for user access to CHRI via SharePoint. In addition, the agency was unable to provide verification that encryption utilized by the virtual private network (VPN) product, Pulse Secure, utilized by IT administrators of OCTO for remote maintenance was at least 128-bit NIST certified.

Please Note: The agency advised that backups of the CHRI stored on SharePoint are not transported outside the physically secure location by OCTO and therefore, are not encrypted. Please note, if this changes in the future (as noted as possible), the backups containing CHRI must be encrypted with at least 128-bit NIST FIPS 140-2 certified encryption.



4.11 Dial-up Access

CJIS Security Policy, Version 5.8, June 2019, 5 Policy and Implementation, 5.5 Policy Area 5: Access Control, 5.5.6 Remote Access, p. 33

Policy Finding: NA

4.12 Mobile Devices

CJIS Security Policy, Version 5.8, June 2019, 5.13 Policy Area 13: Mobile Devices, pp. 66-72

CJIS Security Policy, Version 5.8, June 2019, 5.13.2 Mobile Device Management (MDM), p. 69

CJIS Security Policy, Version 5.8, June 2019, 5.13.3 Wireless Device Risk Mitigations, pp. 69-70

CJIS Security Policy, Version 5.8, June 2019, 5.13.1.2 Cellular, 5.13.1.2.1 Cellular Services Abroad, p. 68

Policy Finding: NA

4.13 Personal Firewall

CJIS Security Policy, Version 5.8, June 2019, 5.13.4.3 Personal Firewalls, pp. 70-71

Policy Finding: NA

4.14 Bluetooth Access

CJIS Security Policy, Version 5.8, June 2019, 5.13.1.3 Bluetooth, p. 68

Policy Finding: NA

4.15 Wireless (802.11x) Access

CJIS Security Policy, Version 5.8, June 2019, 5.13.1.1 802.11 Wireless Protocols, pp. 66-67

CJIS Security Policy, Version 5.8, June 2019, 5.13.1.4 Mobile Hotspots, pp. 68-69

Policy Finding: NA

4.16 Boundary Protection

CJIS Security Policy, Version 5.8, June 2019, 5.10.1 Information Flow Enforcement, p. 53

CJIS Security Policy, Version 5.8, June 2019, 5.10.1.1 Boundary Protection, pp. 53-54



Policy Finding: **IN**

4.17 Intrusion Detection Tools and Techniques

CJIS Security Policy, Version 5.8, June 2019, 5.10.1.3 Intrusion Detection Tools and Techniques, p. 55-56

Policy Finding: **IN**

4.18 Malicious Code Protection

CJIS Security Policy, Version 5.8, June 2019, 5.10.4.2 Malicious Code Protection, p. 59

Policy Finding: **IN**

4.19 Spam and Spyware Protection

CJIS Security Policy, Version 5.8, June 2019, 5.10.4.3 Spam and Spyware Protection, p. 59

Policy Finding: **IN**

4.20 Security Alerts and Advisories

CJIS Security Policy, Version 5.8, June 2019, 5.10.4.4 Security Alerts and Advisories, pp. 59-60

Policy Finding: **IN**

4.21 Patch Management

CJIS Security Policy, Version 5.8, June 2019, 5.10.4.1 Patch Management, pp. 58-59

CJIS Security Policy, Version 5.8, June 2019, 5.13.4.1 Patching/Updates, p. 70

Policy Finding: **IN**

4.22 Voice over Internet Protocol

CJIS Security Policy, Version 5.8, June 2019, 5.10.1.4 Voice Over Internet Protocol, p. 56

Policy Finding: **IN**



4.23 Partitioning and Virtualization

CJIS Security Policy, Version 5.8, June 2019, 5.10.3 Partitioning and Virtualization, pp. 57-58

Policy Finding: **IN**

4.24 Cloud Computing

CJIS Security Policy, Version 5.8, June 2019, 5.10.1.5 Cloud Computing, pp. 56-57

Policy Finding: **NA**

4.25 Security Incident Response

CJIS Security Policy, Version 5.8, June 2019, 5.3 Policy Area 3: Incident Response, pp. 24-25

CJIS Security Policy, Version 5.8, June 2019, 5.13.5 Incident Response, p. 71

Security and Management Control Outsourcing Standard for Non-Channelers, May 2014, 8.0 Security Violations, 8.01(a), p. 10

Policy Finding: **IN**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Inspector General



July 16, 2020

Ventris C. Gibson
Director
Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, D.C. 20003

Jeffrey S. DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
The John A. Wilson Building
1350 Pennsylvania Avenue, N.W., Room 203
Washington, D.C. 20004

Dear Director Gibson and Chief Financial Officer DeWitt:

This letter informs you that the Office of the Inspector General (OIG) plans to audit the District of Columbia's Employee Benefits Programs. The audit objectives are to (1) evaluate District employee benefits controls, and (2) determine compliance with federal and District employee benefit policies and procedures. We will conduct this audit in accordance with generally accepted government auditing standards.

This audit is included in the OIG's *Fiscal Year 2020 Audit and Inspection Plan* and will be conducted under project code OIG No. 20-1-25MA. Please reference this project code in all correspondence involving this audit. Our preliminary audit fieldwork will begin on or about July 29, 2020.

Robert Binelli, Audit Director, will call to arrange an entrance conference to discuss the audit process and objectives and to answer questions. If you have questions in the interim, please contact me or Fekede Gindaba, Acting Assistant Inspector General for Audits, at (202) 727-2540.

Sincerely,

A handwritten signature in blue ink that reads "DWL" followed by a checkmark.

Daniel W. Lucas
Inspector General
DWL/qah

cc: Mr. Rashad M. Young, City Administrator, District of Columbia
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia
The Honorable Elissa Silverman, Chairperson, Committee on Labor and Workforce Development,
Council of the District of Columbia
The Honorable Kenyan R. McDuffie, Chairperson, Committee on Business and Economic
Development, Council of the District of Columbia
The Honorable Kathy Patterson, D.C. Auditor, Office of the D.C. Auditor, Attention: Cathy Patten

AT A GLANCE



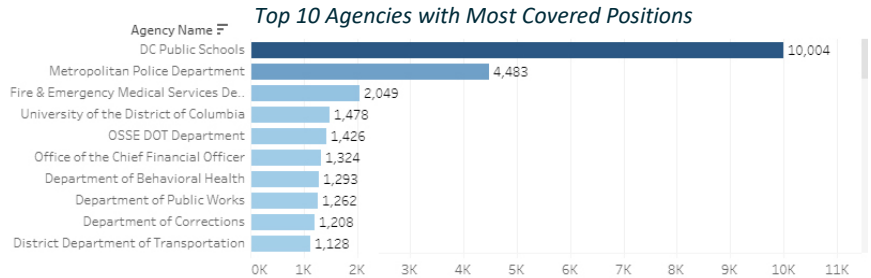
District Government Workforce Suitability

9B1 Suitability Report

Suitability

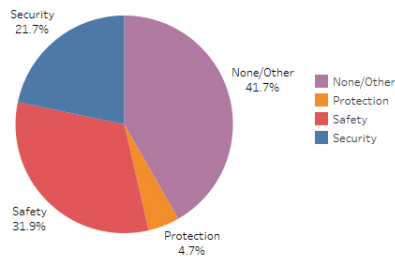
Our workforce size

The District government has **38,361** positions subject to suitability rules in Chapter 4 of the District Personnel Manual. This chart shows the top 10 agencies with the highest number of positions subject to those rules.



Current Suitability Designations

21,696 (58.3%) of positions are subject to enhanced suitability. 12,201 (31.9%) are safety sensitive; 8,309 (21.7%) are security sensitive; and 1,186 (4.7%) are protection sensitive.



Changes to Suitability Designations

Agencies changed 393 position designations between April and September 2020. 53.4% of these changes were to security sensitive.

Total Designation Changes (F Y20 Q3-Q4)

Previous Designations	Current Designations			
	None	Protection	Safety	Security
None	0	1	128	154
Protection	1	1	32	5
Safety	0	0	0	51
Security	1	2	18	18
Grand Total	2	3	178	210

Criminal Background Checks

DCHR performed **8,789** criminal background checks between April and September 2020. **No one was found unsuitable.**

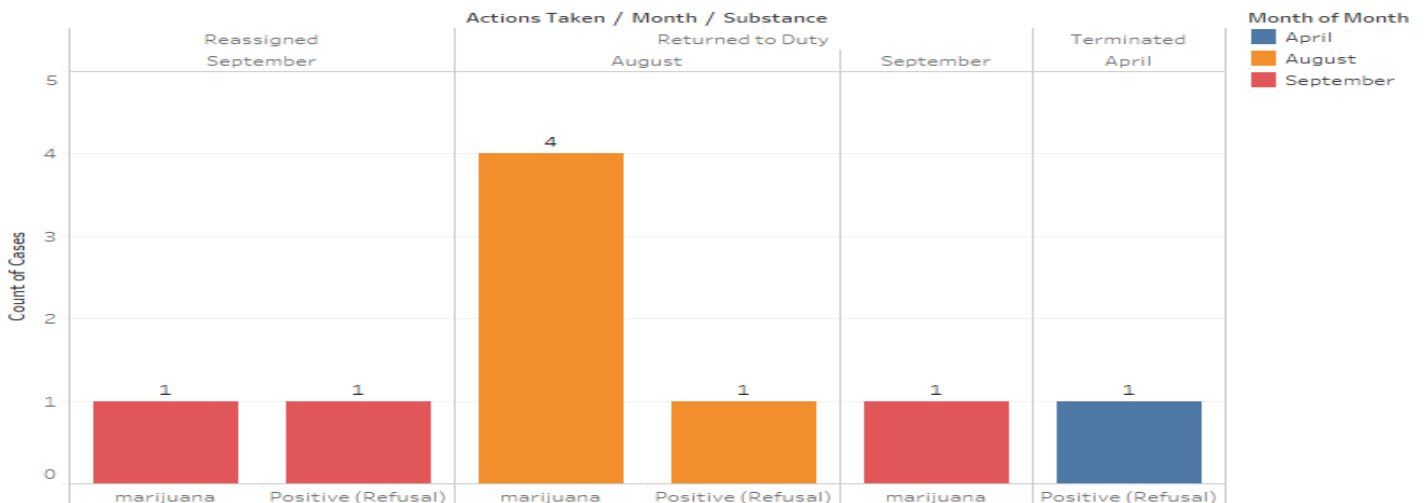
Credit and Traffic Checks

DCHR conducted 18 credit checks and 53 traffic checks in Q3 and Q4 FY20. These checks revealed no derogatory information

Drug Testing

Most candidates and employees tested negative for drugs in Q3-Q4 FY20. Most employees tested positive for marijuana and were primarily returned to duty.

Drug Testing Results (FY20 Q3-Q4)



For more information and a detailed interactive breakdown of suitability and residency data, please visit the [Suitability](#) and [Residency](#) reporting page.

AT A GLANCE



District Government Workforce Residency

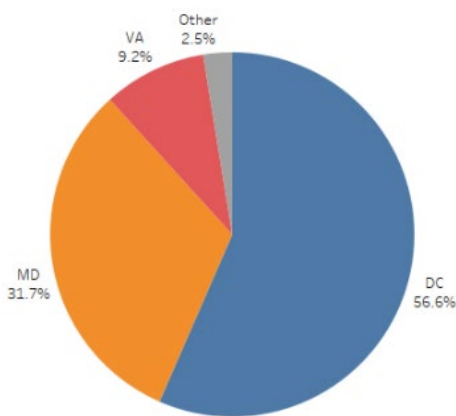
Residency

9B2 Residency Report

Hiring and Residency Rate

The District Government hired 5,987 employees. **3,386** (56.6%) of these employees were District residents.

FY20 New Hire Residency Breakdown



Residency Waivers Approved

This year, DCHR implemented an electronic means for employees to request residency waivers.

Only **2 waivers were granted** between December 2019 and December 2020.

Name	Job Title	Schedule	Reason
K.H.	** Specialist	Career Service	Pandemic Related
L.J.	** Manager	MSS	Domestic Related

Residency Violation and Removals

With the recent updates to D.C. Code § 1-515 and District of Columbia Municipal Regulations 6-B3, DCHR has created a more efficient audit, investigatory, and removal process for residency violations. As such, we anticipate residency discrepancies will be discovered and resolved more rapidly.

In FY2020, **2 employees violated their residency preference** and forfeited their position with the District Government. The employee's information is in corresponding chart. Currently, there are **4 residency investigations ongoing**.

Name	Violation	Outcome
J.D.	Residency Preference	Separation
B.Q.	Residency Preference	Separation

Agency Name

DCHR

**Annual Freedom of Information Act Report for Fiscal Year 2019
October 1, 2018 through September 30, 2019****FOIA Officer Reporting Aphrodite Hadjiloucas****PROCESSING OF FOIA REQUESTS**

- | | |
|--|---------|
| 1. Number of FOIA requests received during reporting period..... | 60..... |
| 2. Number of FOIA requests pending on October 1, 2018..... | 2..... |
| 3. Number of FOIA requests pending on September 30, 2019..... | 4..... |
| 4. The average number of days unfilled requests have been pending before each public body as of September 30, 2019 | 14..... |

DISPOSITION OF FOIA REQUESTS

- | | |
|---|---------|
| 5. Number of requests granted, in whole..... | 6..... |
| 6. Number of requests granted, in part, denied, in part..... | 15..... |
| 7. Number of requests denied, in whole..... | 4..... |
| 8. Number of requests withdrawn..... | 2..... |
| 9. Number of requests referred or forwarded to other public bodies..... | |
| 10. Other disposition | 31..... |

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

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

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

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....	40.....
24. Number of FOIA requests processed between 16 and 25 days.....	11.....
25. Number of FOIA requests processed in 26 days or more.....	7.....
26. Median number of days to process FOIA Requests.....	14.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests.....	348.....
28. Total dollar amount expended by public body for processing FOIA requests...\$	16,376.88.....

FEEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body.....	\$0.....
--	----------

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act	0.....
--	--------

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

In FY2019, DCHR processed 58 of the 64 FOIA requests it received or had pending from the previous fiscal year. DCHR experienced a 28% increase in FOIA requests from FY2018 and reduced its response time for requests that took over 26 days to process by 56%. Of the requests received, DCHR processed several complex and voluminous requests that took additional time and coordination to complete.

Agency Name

DCHR

**Annual Freedom of Information Act Report for Fiscal Year 2020
October 1, 2019 through September 30, 2020**

FOIA Officer Reporting Aphrodite Hadjiloucas

PROCESSING OF FOIA REQUESTS

- | | |
|---|----------------------|
| 1. Number of FOIA requests received during reporting period..... | 69..... |
| 2. Number of FOIA requests pending on October 1, 2019..... | 4..... |
| 3. Number of FOIA requests pending on September 30, 2020..... | 5..... |
| 4. The average number of days unfilled requests have been pending before each public body as of September 30, 2020..... | 0 ¹ |

DISPOSITION OF FOIA REQUESTS

- | | |
|---|---------|
| 5. Number of requests granted, in whole..... | 7..... |
| 6. Number of requests granted, in part, denied, in part..... | 10..... |
| 7. Number of requests denied, in whole..... | 4..... |
| 8. Number of requests withdrawn..... | 5..... |
| 9. Number of requests referred or forwarded to other public bodies..... | 0..... |
| 10. Other disposition | 42..... |

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

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

¹ The DC Council passed emergency legislation that excluded the period of time during which the Mayor has declared a public health emergency for the COVID-19 pandemic for an agency to respond to a FOIA request. DCHR had no pending FOIA requests from before the public health emergency.

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

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....	64.....
24. Number of FOIA requests processed between 16 and 25 days.....	3.....
25. Number of FOIA requests processed in 26 days or more.....	1.....
26. Median number of days to process FOIA Requests.....	10.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS
--

27. Number of staff hours devoted to processing FOIA requests.....	408.....
Total dollar amount expended by public body for processing FOIA requests...	\$19,200.48.....

FEES FOR PROCESSING FOIA REQUESTS
--

28. Total amount of fees collected by public body.....	\$0.....
--	----------

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

29. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act.....	0.....
---	--------

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

In FY2020, DCHR processed 68 of the 73 FOIA requests it received or had pending from the previous fiscal year. DCHR experienced a 22% increase in FOIA requests from FY2019. During FY2020, the city experienced the COVID-19 public health emergency, and the Council passed emergency legislation that excluded the period of time during which the Mayor has declared a public health emergency for the COVID-19 pandemic for an agency to respond to a FOIA request. Notwithstanding the extension, DCHR worked as quickly as practicable to respond to requesters.

LOG OF ALL FOIA REQUESTS DCHR RECEIVED FROM OCTOBER 1, 2019 THROUGH JANUARY 6, 2021

Fiscal Year 2020

#	Request ID	Requester Name	Requested Date	Request Description
1	2020-FOIA-00359	McFarland, John	10/14/2019	The requester sought records related to recruitment files for two positions at the Department of Consumer and Regulatory Affairs (DCRA).
2	2020-FOIA-00530	Smith, Stacy	10/21/2019	The requester sought driver's license records.
3	2020-FOIA-00714	Paugh, Richard	10/23/2019	The requester sought traffic signal records.
4	2020-FOIA-00960	Lipton, Beryl	11/1/2019	The requester sought compensation and occupation data of DCHR employees.
5	2020-FOIA-00962	Ackerman, Martin	11/7/2019	The requester sought personnel records for a District government employee.
6	2020-FOIA-01373	Gogoel, William	11/22/2019	The requester sought personnel records for two District government employees and retirement records for a District government employee.
7	2020-FOIA-01375	Gogoel, William	11/22/2019	The requester sought personnel records for two District government employees and retirement records for a District government employee.
8	2020-FOIA-01612	Hoggan, Tim	11/28/2019	The requester sought personnel records for a District government employee.
9	2020-FOIA-01618	Adamson, Nakia	11/29/2019	The requester sought 311 call records.
10	2020-FOIA-01910	Norman, Mary	12/16/2019	This requester sought employment records and email communications related to a Metropolitan Police Department (MPD) employee.
11	2020-FOIA-01975	Speight, Tanita	12/16/2019	This requester sought employment records and email communications related to an Office of the Attorney General employee.
12	2020-FOIA-02285	Mitchell, Wallace	12/26/2019	This requester sought Public Body Employee Information of DOC employees.
13	2020-FOIA-02134	Kinney, Anita	12/30/2019	This requester sought records related to recruitment files and email communication related to a job posting with the DC Public Library (DCPL).
14	2020-FOIA-02180	Allen, Robert	1/1/2020	This requester sought records related to an investigation.
15	2020-FOIA-02186	MacFarlane, Scott	1/1/2020	This requester sought records related to the 10 most recently produced FOIA record sets.
16	2020-FOIA-02284	Wemhoff, Dan	1/6/2020	This requester sought criminal records of an individual.
17	2020-FOIA-02357	Pierson, Wendell	1/8/2020	The requester sought documents detailing which D.C. Government employees were granted residency waivers.
18	2020-FOIA-02501	Garner Barry, Tameka	1/14/2020	The requester sought copies of the parking enforcement officer position descriptions within DPW from 2017-2018.
19	2020-FOIA-03024	Vallejo, Riley	1/16/2020	The requester sought US Drug Enforcement Agency records related to her.
20	2020-FOIA-02637	Irby, Melissa	1/21/2020	The requester sought the job description for the DGS position of Supervisory Contract Compliance Monitor.
21	2020-FOIA-02699	Villanova, Camille	1/21/2020	The requester sought DDOT transportation plan records including the DDOT Maintenance of Traffic Control Plan and the Inspection Criteria.
22	2020-FOIA-02694	cousar-el, pecola lee	1/21/2020	The requester sought UCC financial records related to the Moorish American Consulate.
23	2020-FOIA-03189	Thomas, Charles	2/5/2020	The requester sought documents, emails and an investigative report related to a termination of a former DCRA employee.
24	2020-FOIA-03184	Willis, Erica	2/6/2020	This requester sought recruitment files related to a job posting with the Office of Contracting and Procurement (OCP).
25	2020-FOIA-03323	Morgan, William	2/12/2020	The requester sought a document identifying who made the selection certification for a Lead Vehicle Inspection Officer position.
26	2020-FOIA-03458	Thompson II, Wesley	2/13/2020	The requester sought the scoring of his application for a DDOT Street & Bridge Maintenance Program Manager position and the list of highly qualified applicants

#	Request ID	Requester Name	Requested Date	Request Description
27	2020-FOIA-03457	cousar-el, pecola lee	2/14/2020	The requester sought a copy of a 2019 Affidavit of UCC Financial Statement liens on file, document processed with Moorish American Consulate flags and logo
28	2020-FOIA-03529	Alexandre, Zachary	2/19/2020	The requester sought all of the property addresses of all the properties that the DCRA Enforcement Team has cited in the District
29	2020-FOIA-03608	Ayele, Michael	2/23/2020	The requester sought a copy of the background check performed in support of his application with the Missouri Department of Mental Health
30	2020-FOIA-03702	Santos, Rose	2/26/2020	The requester sought a listing of District government employees, inclusive of their business address, telephone number, email, position and grade title.
31	2020-FOIA-04093	Love, E. Jopatric	3/4/2020	The requester sought a list of all the third party inspection applications/approvals and requested by Core Inspection Services, LLC from 2018 to 2020.
32	2020-FOIA-04827	Pinckney Hackett, Jacquelyn	3/6/2020	The requester sought a copy of DCHR's Affirmative Action Plan.
33	2020-FOIA-04077	Kimbrough, Sarah	3/9/2020	The requester sought a copy of the lease, rental, or purchase agreement for the postage and mailing equipment used at DCFEMS.
34	2020-FOIA-04207	Walker, Jr., George	3/9/2020	The requester sought records related to any underground or above ground petroleum or chemical storage tank information with a property in the District.
35	2020-FOIA-04146	Allen, Robert	3/11/2020	The requester sought any information regarding a reduction in force requested by DC Department of Parks and Recreation within the last 3 years.
36	2020-FOIA-04147	Allen, Robert	3/11/2020	The requester sought any reorganization requests filed on behalf of the Department of Parks and Recreation within the past 3 years.
37	2020-FOIA-04355	Stewart, Georgia	3/19/2020	The requester sought documentation related to a memorandum OHR provided to DCHR.
38	2020-FOIA-04458	Curry, Kendra	3/25/2020	The requester sought personnel records of a DPW employee.
39	2020-FOIA-04504	Ayele, Michael	3/29/2020	The requester sought information related to businesses that applied to operate marijuana dispensaries in the District as well as identify employees who've taken medical marijuana.
40	2020-FOIA-04600	Sasser, Tracey	4/1/2020	The requester sought a copy of body-worn camera footage taken by an on-duty officer of MPD.
41	2020-FOIA-04778	Jordan, Lora	4/3/2020	The requester sought a copy of a police report documenting an alleged incident that took place in January 2020 in the District.
42	2020-FOIA-04855	Thompson, Monica	4/16/2020	The requester sought personnel records of a District employee.
43	2020-FOIA-05004	Ayele, Michael	4/18/2020	The requester sought records in DCHR's possession related to Initiative 71 as well information regarding which DCHR employees use medical marijuana.
44	2020-FOIA-05056	Scherer, Thomas	4/21/2020	The requester sought policy documents from 1980-1997 regarding (1) the effective date of retirement for firefighters; (2) the determination of the commencement date for Fire Department retirement annuities; and (3) cost of living adjustments [COLA] for firefighter retirees.
45	2020-FOIA-05275	Brew, Samantha	5/12/2020	The requester sought her own personnel file.
46	2020-FOIA-05327	Penfield, Matthew	5/14/2020	The requester sought employment history of a District government employee.
47	2020-FOIA-05473	Katz, Melissa	5/18/2020	The requester sought a copy of the documents pertaining to a building permit application for a property located in the District.
48	2020-FOIA-05457	Russell, Jr., Charles	5/19/2020	The requester sought to inspect all Volunteer Generation Fund Grant applications that were reviewed by ServeDC for fiscal years 2019 and 2018.
49	2020-FOIA-05690	Maxon, Jeanneane	6/3/2020	The requester sought a list of all charities and nonprofits participating in the DC One Fund.
50	2020-FOIA-05792	Ayele, Michael	6/9/2020	This request was a FOIA appeal (FOIA Appeal 2020-191) to FOIA Request 2020-FOIA-05004 (which is listed in this log).

#	Request ID	Requester Name	Requested Date	Request Description
51	2020-FOIA-05793	Ayele, Michael	6/9/2020	The requester sought records related to any ties to public libraries and museums in the US and the world.
52	2020-FOIA-05855	Wise, Darryl	6/10/2020	The requester sought documents related to his suitability investigation and subsequent termination.
53	2020-FOIA-06206	Pusateri, Carla	6/26/2020	The requester sought benefits information for police union employees.
54	2020-FOIA-06367	Candiloros, Maria	6/26/2020	The requester sought information regarding code or zoning violations attached to a D.C. property.
55	2020-FOIA-06413	Hunter, Derrick	7/7/2020	The requester sought applications and job announcements for positions they have applied for within DC Govt from January 1, 2000 to July 7, 2020.
56	2020-FOIA-06473	gardner, Grace	7/10/2020	The requester sought employment records of a DC Public Schools employee.
57	2020-FOIA-06748	Curran, Robert	7/22/2020	The requester sought information regarding code violations or notice letters attached to a D.C. property.
58	2020-FOIA-06756	Ayele, Michael	7/24/2020	The requester sought documents pertaining to the Mueller Report, communications between the President and his counsel and communications between James Comey and his legal representatives.
59	2020-FOIA-06836	Wallace, Henry	7/24/2020	The requester sought the medical records of a DC General patient from January 14, 1998 to January 27, 1998.
60	2020-FOIA-06857	Hunter, Derrick	7/28/2020	The requester sought position descriptions and job announcements for Police Officer / Protective Services Officer/ Special Police Officer positions open at OPM, DRES or DGS, between January 1, 2000 to June 20, 2020.
61	2020-FOIA-06899	Chase, Peyton	7/29/2020	The requester sought a property condition report for a D.C. property.
62	2020-FOIA-06900	Curran, Robert	7/29/2020	The requester sought information regarding code violations or notice letters attached to a D.C. property.
63	2020-FOIA-07036	Wyson, Charles	8/6/2020	The requester sought information about diversity and inclusion in public safety positions at FEMS.
64	2020-FOIA-07147	Ayele, Michael	8/10/2020	The requester sought records from the Missouri State Highway Patrol and Fulton State Hospital.
65	2020-FOIA-07206	Brew, Samantha	8/13/2020	The requester sought a copy of her own personnel file.
66	2020-FOIA-07215	Ayele, Michael	8/14/2020	The requester sought records with the Department of Corrections (DOC), Health and Human Services (HHS), the Department of Human Services (DHS), the Department of Justice (DOJ), the US Department of State (DOS) and the Social Security Administration (SSA).
67	2020-FOIA-07424	Barbusin, John	8/19/2020	The requester sought all open position announcements for series 0083 police officer positions at Department of General Services (DGS)
68	2020-FOIA-07717	Dantzier, Felicia	9/7/2020	The requester sought records for all job titles covered under AFSCME Union Comp 1&2 from January 1, 2018 to September 7, 2020.
69	2020-FOIA-07905	Barbusin, John	9/11/2020	The requester sought all open position announcements for series 0083 police officer positions at Department of General Services (DGS)

Fiscal Year 2021

#	Request ID	Requester Name	Requested Date	Request Description
1	2021-FOIA-00131	Ayele, Michael	10/7/2020	The requester sought employment, health, investigation and complaint records from Fulton State Hospital.
2	2021-FOIA-00221	Ayele, Michael	10/12/2020	The requester sought records from the Department of Justice and Office of the Inspector General.
3	2021-FOIA-00427	Ayele, Michael	10/19/2020	The requester sought records from the DOJ and formal and informal ties existing between the Department of Human Services (DHS), the Department of Interior (DOI), the Department of Justice (DOJ) and the DC.Gov.
4	2021-FOIA-00455	Skroupa, James	10/19/2020	The requester sought records pertaining to his security clearance investigation and programs initiated from January 2016-October 19, 2020.
5	2021-FOIA-00667	Ayele, Michael	10/25/2020	The requester sought records pertaining to the legalization of marijuana, medical marijuana dispensaries and formal/informal ties between DC Government and various marijuana dispensaries.

#	Request ID	Requester Name	Requested Date	Request Description
6	2021-FOIA-01433	Mitchell, Wallace	11/4/2020	The requester sought the names, titles and salary of all Department of Corrections (DOC) employees.
7	2021-FOIA-01235	Mitchell, Wallace	11/4/2020	The requester sought the names, titles and salary of all Department of Corrections (DOC) employees. (duplicate of 2021-FOIA-01433)
8	2021-FOIA-00960	Ayele, Michael	11/8/2020	The requester sought records pertaining to the Marijuana Opportunity Reinvestment and Expungement Act of 2019, and formal and informal ties between Department of Education (DOE), the Department of Homeland Security (DHS), the Department of Justice (DOJ), the Department of Labor (DOL), the District of Columbia Government (DC.Gov), the Equal Employment Opportunity Commission (EEOC), Oaksterdam University (California), the Small Business Administration (SBA), and the White House (Office of National Drug Control Policy).
9	2021-FOIA-01114	Ayele, Michael	11/16/2020	The requester sought records from the Department of Justice (DOJ), Office of Inspector General (OIG) and the Department of Defense (DOD).
10	2021-FOIA-01262	Favors, Reshad	11/23/2020	The requester sought records related to the selection of a candidate for a Administrative Law Judge position with the Department of Youth Services (DYRS).
11	2021-FOIA-01455	Hamilton, Erin	12/7/2020	The requester sought District of Columbia employee job title descriptions.
12	2021-FOIA-01555	Holley, Doris	12/10/2020	The requester sought records related to DOES resources, number of MSS/non-MSS, minority/non-minority, senior citizens, men and women terminated and separated between September 17, 2016 and December 15, 2020.
13	2021-FOIA-01793	Smith, Carlandzo	12/22/2020	The requester sought records for a position he applied to.
14	2021-FOIA-02063	Ayele, Michael	1/8/2021	The requester sought records related to formal and informal ties between DCHR, Saint Francis Hospital, the Missouri Department of Health and Senior Services (DHSS), Nodaway County and the Missouri State Highway Patrol (MSHP) and law enforcement records related to a private citizen's death.

DCHR BUDGET, FY2020 AND FY2021, AS OF JAN. 1, 2021 (Q12)

		FY20 Approved Budget	FY20 Revised Budget, as of Jan. 1, 2021	FY20 Expenditures	FY20 Difference between Approved Budget and Expenditures (over- or under-spending)	FY21 approved budget	FY21 Revised budget (as of Jan. 1, 2020)	FY21 Q1 expenditures	Reason for any variation over 10% between approved budget and actual expenditures in FY2020 (Narrative)
Agency Management (1000)	Total \$	\$4,530,344.28	\$4,709,023.26	\$4,761,225.97	(\$52,202.71)	\$5,071,380.13	\$5,156,324.01	\$755,536.94	
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Local \$	\$1,803,444.45	\$1,944,625.01	\$2,007,222.35	(\$62,597.34)	\$1,792,946.13	\$1,792,946.13	\$447,655.84	
	SPR \$	\$100,250.00	\$100,250.00	\$100,250.00	\$0.00	\$103,257.50	\$103,257.50	\$20,052.49	
	ID \$	\$2,626,649.83	\$2,664,148.25	\$2,653,753.62	\$10,394.63	\$3,175,176.50	\$3,260,120.38	\$287,828.61	
	Personnel (1010) Total \$	\$3,867,468.95	\$4,046,147.93	\$4,087,018.82	(\$40,870.89)	\$4,351,195.92	\$4,442,139.80	\$567,346.26	
	Property Management (1030) Total \$	\$4,130.77	\$4,130.77	\$2,836.03	\$1,294.74	\$5,257.77	\$5,257.77	\$0.00	Fleet services under spending due to COVID 19
	Communications (1080) Total \$	\$213,619.22	\$213,619.22	\$214,733.89	(\$1,114.67)	\$240,279.30	\$240,279.30	\$65,952.36	
Customer Service (1085) Total \$	\$445,125.34	\$445,125.34	\$456,637.23	(\$11,511.89)	\$474,647.14	\$474,647.14	\$122,238.32		
Admin for Recruitment and Classification (2000)	Total \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Local \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	ID \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Recruiting and Staffing (2010) Total \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Classification (2050) Total \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Compensation (2060) Total \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
General Counsel (2100)	Total \$	\$940,905.84	\$1,046,102.50	\$1,025,053.14	\$21,049.36	\$1,516,988.70	\$1,516,988.70	\$389,268.16	
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Local \$	\$436,354.09	\$436,354.09	\$428,242.19	\$8,111.90	\$864,012.08	\$864,012.08	\$221,825.85	
	SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	ID \$	\$504,551.75	\$609,748.41	\$596,810.95	\$12,937.46	\$652,976.62	\$652,976.62	\$167,442.31	
Legal (2120) Total \$	\$940,905.84	\$1,046,102.50	\$1,025,053.14	\$21,049.36	\$1,516,988.70	\$1,516,988.70	\$389,268.16		

		FY20 Approved Budget	FY20 Revised Budget, as of Jan. 1, 2021	FY20 Expenditures	FY20 Difference between Approved Budget and Expenditures (over- or under-spending)	FY21 approved budget	FY21 Revised budget (as of Jan. 1, 2020)	FY21 Q1 expenditures	Reason for any variation over 10% between approved budget and actual expenditures in FY2020 (Narrative)
Benefits and Retirement Services (2200)	Total \$	\$2,843,864.92	\$3,073,032.97	\$3,131,150.71	(\$58,117.74)	\$3,228,778.79	\$3,228,778.79	\$831,699.21	
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Local \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	SPR \$	\$347,982.19	\$347,982.19	\$347,982.19	\$0.00	\$489,956.37	\$489,956.37	\$125,654.59	
	ID \$	\$2,495,882.73	\$2,725,050.78	\$2,783,168.52	(\$58,117.74)	\$2,738,822.42	\$2,738,822.42	\$706,044.62	
	Benefits Operation Unit (2210) Total \$	\$2,362,445.49	\$2,591,613.54	\$2,649,731.28	(\$58,117.74)	\$2,738,822.42	\$2,738,822.42	\$706,044.62	
	Police and Fire Retirement Relief Board (2220) Total \$	\$481,419.43	\$481,419.43	\$481,419.43	\$0.00	\$489,956.37	\$489,956.37	\$125,654.59	
Compensation and Classification (2600)	Total \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Local \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	ID \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Classification (2620) Total \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HR Solutions (2700)	Total \$	\$4,979,875.13	\$5,064,875.13	\$4,934,344.46	\$130,530.67	\$4,725,030.99	\$4,725,030.99	\$1,199,263.88	
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Local \$	\$4,979,875.13	\$5,064,875.13	\$4,934,344.46	\$130,530.67	\$4,394,935.89	\$4,394,935.89	\$1,199,263.88	
	SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	ID \$	\$0.00	\$0.00	\$0.00	\$0.00	\$330,095.10	\$330,095.10	\$0.00	
	Recruiting and Staffing (2710) Total \$	\$2,768,367.48	\$2,768,367.48	\$2,610,853.58	\$157,513.90	\$2,338,175.98	\$2,338,175.98	\$592,459.18	
	Classification (2720) Total \$	\$919,733.35	\$929,733.35	\$943,073.01	(\$13,339.66)	\$820,351.84	\$820,351.84	\$185,799.15	
Information Technology (2730) Total \$	\$956,476.68	\$971,476.68	\$981,825.53	(\$10,348.85)	\$1,183,086.46	\$1,183,086.46	\$315,712.46		
Analytics (2740) Total \$	\$335,297.62	\$395,297.62	\$398,592.24	(\$3,294.62)	\$383,416.71	\$383,416.71	\$105,293.09		
	Total \$								
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Local \$	\$1,731,444.62	\$2,211,518.80	\$2,380,991.63	(\$169,472.83)	\$1,548,370.82	\$1,548,370.82	\$368,140.87	
	SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

		FY20 Approved Budget	FY20 Revised Budget, as of Jan. 1, 2021	FY20 Expenditures	FY20 Difference between Approved Budget and Expenditures (over- or under-spending)	FY21 approved budget	FY21 Revised budget (as of Jan. 1, 2020)	FY21 Q1 expenditures	Reason for any variation over 10% between approved budget and actual expenditures in FY2020 (Narrative)
Learning and Development (3000)	ID \$	\$1,150,121.72	\$827,497.24	\$792,701.59	\$34,795.65	\$449,763.08	\$760,993.16	\$222,305.03	
	Training and Development (3100) Total \$	\$1,881,566.34	\$2,073,203.84	\$2,096,701.87	(\$23,498.03)	\$1,797,340.80	\$1,797,340.80	\$423,733.01	
	Capital City Fellows (3200) Total \$	\$0.00	\$621,251.76	\$732,794.91	(\$111,543.15)	\$200,793.10	\$512,023.18	\$166,712.89	
	Special Programs (3300) Total \$	\$1,000,000.00	\$344,560.44	\$344,196.44	\$364.00	\$0.00	\$0.00	\$0.00	

FY2021 NPS Spending Plan (Q13)

<i>Vendor or Item</i>	<i>Project Title</i>	<i>Amount</i>
Aetna, Inc.	Health Benefits	---
Algolia	Software	\$18,000.00 USD
Audiovisual Equipment	DCHR Audiovisual Equipment	\$100,000.00 USD
Benefit Resources Inc.	Commuter Benefits/Flexible Spending	\$240,750.00 USD
Brazen	Virtual Hiring	\$45,000.00 USD
Canon Copier Leasing	Canon Copier Leasing	\$196,000.00 USD
Carefirst	Health Benefits	---
Caspio	Position Description Library	\$20,000.00 USD
Cheiron	Actuarial Services	\$150,000.00 USD
Cigna	Dental Services	---
Coaching Certification Program	Coaching Program/Virtual Engagement	\$11,000.00 USD
Credentialing Supplies	DCHR Credentialing Supplies	\$9,000.00 USD
Skillssoft	Online Training Content	\$197,000.00 USD
Fieldprint	Criminal Background Checks	\$600,000.00 USD
George Washington University	Certified Public Manager Program	\$195,584.00 USD
George Washington University	Executive Leadership Program	\$250,000.00 USD
Government Retirement Benefits	Civil Service Retirement Software	\$10,400.00 USD
Inova	Employee Assistance	---
Kaiser Health	Health Benefits	---
KPMG	Employment Tax Services	\$75,000.00 USD
Midtown Personnel Croup	DCHR Temp Services	\$260,000.00 USD
Polihire	Executive Recruitment	\$50,000.00 USD
Quality Plan Administrators	Vision Care Services	---
Seamless Docs	e-Signature and Workflow Software	\$8,000.00 USD
Shred-It	Shredding Services	\$9,500.00 USD
Standard Insurance	Life and Disability Insurance	---
Truescreen	Drug and Alcohol Testing	\$515,500.00 USD
United Healthcare	Health Benefits	---
Career Exploration Platform	Software	\$25,000 USD
eMentor Connect	Virtual Consulting Services & Software	\$90,000 USD
Medical Advisory Services, LLC	Medical Testing	\$100,000 USD

DCHR INTERAGENCY MOUS, FY2020 AND FY2021, INCLUDING ANTICIPATED MOUS (Q14)

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	Total MOU amount (\$), including any modifications
Department of Housing & Community Development	DCHR	Agency Management Program	1000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide enhanced HR support services	\$ 7,871.00 FY2021
Office of Campaign Finance	DCHR	Agency Management Program	1000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide enhanced HR support services	\$ 15,450.00 FY2021
DC Public Service Commission	DCHR	Agency Management Program	1000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide enhanced HR support services	\$ 50,051.68 FY2021
DC Public Employee Relation Board	DCHR	Agency Management Program	1000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide enhanced HR support services	\$ 6,746.00 FY2021
DC Office of Zoning	DCHR	Agency Management Program	1000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide enhanced HR support services	\$ 11,950.00 FY2021
DC Health Benefits Exchange Authority	DCHR	Agency Management Program	1000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide enhanced HR support services	\$ 100,250.00 FY2021
Office of Finance & Treasury	DCHR	Benefits & Retirement Services	2200	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to administer 401K & 457B plans	\$ 263,000.00 FY2021
Dept. Mayor for Planning& Economic Dev.	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	\$ 51,871.68 FY2021
Office of City Administrator	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	\$ 51,871.68 FY2021
Office of Deputy Mayor for Public Safety	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	\$ 51,871.68 FY2021
Department of Transportation	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	\$ 103,743.36 FY2021
DC Health Benefits Exchange Authority	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	\$ 34,354.07 FY2021
Office of Contracting & Procurement	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide Capital City Fellow	\$ 51,871.68 FY2021
Department of General Services - DGS	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 37,326.79 FY2021
Homeland Security & Emergency Mgmt Agy	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 2,998.59 FY2021
Office of Aging	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 5,570.97 FY2021
DC Public Library - DCPL	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 24,546.04 FY2021
Department of Consumer & Regulatory Affairs	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 13,245.22 FY2021
Department of Small & Local Business Development	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 1,500.00 FY2021
D.C. National Guard	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 5,526.31 FY2021
District of Columbia Public Schools	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 273,165.00 FY2021
OSSE - Division of Early Learning	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 270,533.40 FY2021
Department of Health	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 7,150.95 FY2021
Department of Healthcare Finance - HCF	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 2,500.96 FY2021
Department of Human Services	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 21,934.49 FY2021
DC Department on Disability Services - DDS	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 10,102.04 FY2021
Department of Youth Rehabilitation Services - DYRS	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 40,533.70 FY2021
Department of Energy & Environment	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 1,500.00 FY2021
Department of Public Works	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 87,443.29 FY2021
Department of Motor Vehicles	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 6,165.45 FY2021
Child & Family Services Administration	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 41,404.45 FY2021
Department of Insurance, Securities & Banking - DISB	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 1,828.38 FY2021
Department of For-Hire Vehicles	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 3,098.58 FY2021
Office of the Chief Technology Officer - OCTO	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 5,040.08 FY2021
Office of Unified Communication - OUC	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2020 - 9/30/2021	DCHR to provide employment suitability / screening Svcs	\$ 18,878.15 FY2021
DCHR	OFCO	XXXX	XX	Personnel	1010	Intra District	10/1/2020 - 9/30/2021	OFCO / OFRM to provide Financial Services	\$ 369,014.00 FY2021
DCHR	Department of Public Works	XXXX	XX	Property Management	1030	Intra District	10/1/2020 - 9/30/2021	DPW to provide fleet services	\$ 5,257.77 FY2021
Department of For-Hire Vehicles	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 1,556.00 FY2020
Fire & Emergency Medical Svcs	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 57,974.00 FY2020
Office of Aging	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 5,848.00 FY2020
Homeland Security & Emergency Mgmt Agy	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 1,750.00 FY2020
Department of Energy & Environment	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 1,597.00 FY2020
Department of Insurance, Securities & Banking	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 1,556.00 FY2020
Department of Forensic Science	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 7,559.00 FY2020
Department of Healthcare Finance	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 11,264.00 FY2020
Department of Human Services	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 37,839.00 FY2020
D.C. National Guard	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 5,845.00 FY2020
Office of Contracting & Procurement	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 5,794.00 FY2020
Office of Deputy Mayor for Education	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 16,000.00 FY2020
Health Benefits Exchange	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 6,976.00 FY2020
Mayor's Office of Talent and Appointments	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 2,793.00 FY2020
DC Public Library	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 25,679.00 FY2020
Department of Behavioral Health	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 76,584.00 FY2020
Department of Parks & Recreation	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 165,464.00 FY2020
Department of Consumer & Regulatory Affairs	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 11,769.00 FY2020
District of Columbia Public Schools	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 215,790.00 FY2020
OSSE - Division of Early Learning	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 191,786.00 FY2020
Department of Health	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 64,429.00 FY2020
Department of Public Works	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 101,343.00 FY2020
Department of Motor Vehicles	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 6,961.00 FY2020
Office of Unified Communication	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 2,793.00 FY2020
Office of the Chief Technology Officer	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 5,337.00 FY2020
Department of General Services	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 42,095.00 FY2020
Department of Youth Rehabilitation Services	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 52,072.00 FY2020
DC Department on Disability Services	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 10,514.00 FY2020
Department of employment Services	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 118,169.00 FY2020
Department of Transportation	DCHR	Policy & Compliance	4500	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide employment suitability / screening Svcs	\$ 53,686.00 FY2020
Homeland Security & Emergency Mgmt Agy	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administer Executive Leadership Program	\$ 12,500.00 FY2020

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	Total MOU amount (\$), including any modifications	
Special Education – Transportation	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 12,500.00	FY2020
OSSE - Division of Early Learning	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 37,500.00	FY2020
Department of General Services	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 25,000.00	FY2020
Office of the Chief Technology Officer	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 12,500.00	FY2020
Department of Health	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 12,500.00	FY2020
DC Office of Administrative Hearing	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 12,500.00	FY2020
Department of Energy & Environment	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 37,500.00	FY2020
Department of employment Services	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 37,500.00	FY2020
DC Office of Police Complaints	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 12,500.00	FY2020
Department of Health Care Finance	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 12,500.00	FY2020
Office of Contracting & Procurement	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to administerExecutive Leadership Program	\$ 12,500.00	FY2020
DC Council	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to Administer CPM Program	\$ 10,128.13	FY2020
DC Public Service Commission	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to Administer CPM Program	\$ 10,128.13	FY2020
Office of Unified Communication	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	Provide intern svcs for DLP Fall & Summer internship	\$ 40,646.00	FY2020
Office of Planning	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	Provide intern svcs for DLP Fall & Summer internship	\$ 14,428.00	FY2020
Office of City Administrator	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	Provide intern svcs for DLP Fall & Summer internship	\$ 13,325.00	FY2020
Special Education – Transportation	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 77,204.82	FY2020
Dept. Mayor for Planning& Economic Dev.	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 77,204.82	FY2020
Office of City Administrator	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 154,409.64	FY2020
DC Workforce Investment Council	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 77,204.82	FY2020
Department of Transportation	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 19,301.21	FY2020
Department of Transportation	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 154,409.54	FY2020
Department of Youth Rehabilitation Services	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 19,301.21	FY2020
Department of Youth Rehabilitation Services	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 77,204.82	FY2020
Department of Health	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 19,301.21	FY2020
Office of Planning	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 25,024.82	FY2020
OCFO - Office of Revenue Analysis	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 39,530.19	FY2020
Department of General Services	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 33,398.54	FY2020
Office of Contracting & Procurement	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Capital City Fellow	\$ 33,398.54	FY2020
Office of Campaign Finance	DCHR	Agency Management Program	1000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide enhanced HR support services	\$ 15,000.00	FY2020
Department of General Services	DCHR	Learning & Development	3000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	Detail Kwelli Sneed	\$ 64,217.57	FY2020
Department on Disability & Rehabilitation Svcs	DCHR	General Counsel	2100	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide Disability Employment Specialist	\$ 101,015.73	FY2020
DC Health Benefits Exchange Authority	DCHR	Agency Management Program	1000	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to provide enhanced HR support services	\$ 100,250.00	FY2020
Office of Finance & Treasury	DCHR	Benefits & Retirement Services	2200	XXXX	XX	XXX	10/1/2019 - 9/30/2020	DCHR to adminster 401K & 457B plans	\$ 235,258.00	FY2020
DCHR	OCFO	XXXX	XX	Personnel	1010	Intra District	10/1/2019 - 9/30/2020	OCFO / OFRM to provide Financial Services	\$ 358,559.14	FY2020
DCHR	Department of Public Works	XXXX	XX	Property Management	1030	Intra District	10/1/2019 - 9/30/2020	DPW to provide fleet services	\$ 5,000.30	FY2020
DCHR	Office of Chief Technology Officer	XXXX	XX	Personnel	1010	Intra District	10/1/2019 - 9/30/2020	Microsoft 365 P3 & P5 Licenses	\$ 7,385.00	FY2020

DCHR INTRA-AGENCY REPROGRAMMINGS, FY2020 AND FY2021 (Q17)
 Including anticipated reprogrammings for remainder of FY2021

Date of execution (actual or expected)	Dollar amount (actual or expected)	Originating funding source (i.e. local, federal, SPR)	Originating funds			Received funds			Detailed rationale for the reprogramming (why the funds were available; what they will be used for)	
			Program code	Activity code	CSG code	Program code	Activity code	CSG code		
3/5/20	\$ 1,005,222.76	Intra District	4500	4510	Various	4500	4510	Various	The reprogramming is to realign budget authority with revenue collected for employment screening MOU's	FY2020
7/27/20	\$ 5,411.21	Intra District	Various	Various	Various	Various	Various	Various	The reprogramming is to realign budget authority with COVID related per diem and overtime expenditures with budget.	FY2020
9/16/20	\$ 78,351.83	Local	Various	Various	Various	Various	Various	Various	The reprogramming is to realign budget authority with COVID related per diem and overtime expenditures with budget.	FY2020
9/25/20	\$ 147,615.03	Intra District	Various	Various	Various	Various	Various	Various	The reprogramming is to realign budget authority with revenue collected at year end.	FY2020
		No FY2021 reprogramming to date								FY2021

SPR Fund								
Revenue Source Name	Code	Source of Funding	Description	Fee and How It is Set	FY19 Balance As of 9/30/2019	FY20 Balance As of 9/30/2020	FY21 Balance As of 1/1/2021	Expected Balance 9/30/2021
Defined Benefits Retirement Program	0615	0600 - O-Type	Reimbursements by the U.S. Department of Treasury to the District for costs associated with administering retirements benefits for retirees enrolled in federal retirement programs (including police and firefighters retirement funds). [Also known as Police & Firefighters Relief Board].	This is a formula determined by the DC Office of Finance and Treasury to cover administrative expenses.	\$0.00	\$0.00	\$ 369,158.08	\$0.00
Reimbursement from Others	1555	0600 - O-Type	These are reimbursements from U.S. Park Police, U.S. Secret Service, and U.S. Secret Service Uniform Division. The District processes paperwork for employees retiring early (mostly for disability). [Also known as Police & Firefighters Relief Board].	DCHR is reimbursed directly for costs; other governments monitor reimbursement requests.	\$0.00	\$0.00	\$ 120,798.29	\$0.00
Reimbursement from D.C. Health Benefit Exchange	0639	0600 - O-Type	These are reimbursements from D.C. Health Benefits Exchange & DC Retirement Board for HR Services	DCHR is reimbursed for services they provide per MOU	\$0.00	\$0.00	\$ 103,257.50	\$0.00

FY20 SPR			
A. Revenue source name and fund code	Receiving Activity Code	Receiving Activity CSG	Expenditure Purpose
Defined Benefits Retirement Program - 0615	2220	0011/0012/0014/1138	PS Expenses
Agreement With Independent Agencies - 0639	1010	0012/0014/0020	PS Expenses
Reimbursables From Other Governments - 1555	2220	0011/0014/1138	PS Expenses

FY21 SPR			
A. Revenue source name and fund code	Activity	CSG	Expenditure Purpose
Defined Benefits Retirement Program - 0615	2220	0011/0012/0014	PS Expenses
Agreement With Independent Agencies - 0639	1010	0011/0014/0020	PS Expenses
Reimbursables From Other Governments - 1555	2220	0011/0012/0014/1138	PS Expenses

Q21 Contracts

Contract Number	Contractor/Vendor Name	Title/Description	FY20 Amount	FY21 Amount	Status	Performance Period Start Date	Performance Period End Date
CW76699	Aetna	Healthcare Benefits	\$264,904,692.26	\$232,193,403.32	Option Period Two exercised	1/1/21	12/31/21
CW76695	CareFirst BCBS	Healthcare Benefits	\$238,218,949.00	\$257,276,304.00	Option Period One exercised	1/1/21	12/31/21
CW76721	Kaiser	Healthcare Benefits	\$84,878,364.48	\$98,000,000.00	Option Period Two exercised	1/1/21	12/31/21
CW76697	United Healthcare	Healthcare Benefits	\$103,968,744.88	\$116,910,950.00	Option Period Two exercised	1/1/21	12/31/21
CW87285 (New) CW47748 (Old)	The Standard	Life and Disability Insurance	\$18,765,086.00	\$25,000,000.00	Letter Contract Issued. Final Package being submitted to Council	1/1/20	12/31/20
CW77091	Quality Plan Administrators	Vision Care Services	\$2,144,038.00	\$2,144,038.00	Partial Option Period Two exercised. Final package must be approved by council	1/1/21	12/31/21
CW69351	Fieldprint	Criminal Background Checks	NTE \$800,000.00	Still in current year	4 Options remaining	3/18/20	3/17/21
CW81833	Truescreen	Drug Testing	NTE \$515,000.00	Still in current year	3 Options remaining	5/13/20	5/12/21
CW56050	Cigna	Dental Benefits	\$15,977,792.22	\$16,470,954.00	Option Period Four exercised. FY21 requires new solicitation	1/1/21	12/31/21
CW68702	George Washington University	Executive Leadership Program (ELP)	\$243,910.00	TBD	Option 1 exercised at no cost	10/1/20	9/30/21
CW86482 (New) CW36508 (Old)	Polihire	Executive Search Services (ESS)	NTE \$999,999.00	NTE \$50,000.00	Cooperative Agreement (Base plus four)	10/29/20	10/28/21
CW88476 (New) CW78485 (Old)	INOVA	Employee Assistance Program (EAP)	NTE \$293,924.60	NTE \$293,924.60	Cooperative Agreement (Base plus four)	1/1/21	12/31/21
CW54596	The Graduate School	Competency- Based Employee Training (CBET)	NTE \$250,000.00	TBD	Option 3 exercised at no cost	9/18/20	9/17/21
CW54567	Dale Carnegie	CBET	NTE \$250,000.00	TBD	Option 3 exercised at no cost	9/18/20	9/17/21
CW54565	CLRG	CBET	NTE \$250,000.00	TBD	Option 3 exercised at no cost	9/18/20	9/17/21
CW57760	Canon	Print Solution (Canon Copiers)	\$195,333.11	TBD	Option 1 exercised at no cost	10/1/20	9/30/21
CW75361	George Washington University	Certified Public Manager (CPM)	\$232,947.00	TBD	Option 1 exercised at no cost.	10/4/20	9/30/21
CW47075	Cheiron	Actuarial Services	NTE \$150,000.00	NTE \$150,000.00	Option 4 exercised, FY21 will need new solicitation	10/1/20	9/30/21
CW38983	Benefits Resources Inc	Commuter Benefits/Flexible Spending Administration (FSA)	NTE \$240,750.00	NTE \$300,000.00	Sole Source Extension	1/1/20	12/31/20
CW87801 (New) CW40205 (Old)	SkillSoft Corp.	Employee Content Training (Online Training E-Learning)	\$187,709.00	NTE \$187,710.00	Cooperative Agreement	12/22/20	12/21/21
CW65845	Midtown Personnel Group	DCHR Temp Services	NTE \$260,000.00	NTE \$260,000.00	Option Period Two Exercised	10/1/20	9/30/21
TBD	Neal R. Gross	Court Reporting Services	NTE \$20,000.00	TBD	Working on potentially new Contract	TBD	TBD
GS-00F-275 CA /CW52244	KPMG	Employment Tax Services	NTE \$220,000.00	NTE \$175,000.00	Sole Source Contract issued, waiting on KPMG to agree on clause usage. If not, issuing brand new GSA Task Order.	TBD	TBD
CW82042	Washington Occupational Health Assoc.	Pre-Employment Screening	NTE \$125,000.00	N/A	Went out of business due to COVID	6/16/20	6/15/21
N/A	Salary.com	Salary reviews	NTE \$38,000.00	N/A	Closed out	1/18/17	1/17/20
CW44602	Knowlogy Corpoation	Computer Application Training	\$60,000.00	N/A	Expired. Mayor Office disapproved funding during COVID waiver process	6/22/19	6/21/20
CW51425	Calibre Systems	Lean Six Sigma (LSS)	\$249,172.30	N/A	Sent notice to not renew Option 4/23/20	4/25/19	4/24/20
CW79091	TriTEch	Sharepoint Consulting Services	NTE \$190,328.0	N/A	Contract terminated 6/1/20	1/16/20	9/30/20

CREDIT CARD, P-CARD, AND PURCHASE CARD PURCHASES for FY2020 and FY2021, as of Jan. 1, 2021

Cardholder Last Name	Cardholder First Name	Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
COOK	NICOLE	10/2/19	RAINFOCADOBE AM19	\$1,295.00	Registration fee for DCHR employee
COOK	NICOLE	10/2/19	RAINFOCADOBE AM19	\$1,295.00	Registration for DCHR employee
COOK	NICOLE	10/2/19	NATIONAL CERTIFIED PUBLIC MANAGER CONSORTIUM	\$185.00	Training registration for DCHR employee
COOK	NICOLE	10/2/19	NATIONAL CERTIFIED PUBLIC MANAGER CONSORTIUM	\$185.00	Training registration for DCHR employee
COOK	NICOLE	10/2/19	DELTA	\$485.31	Flight for DCHR employee
COOK	NICOLE	10/2/19	DELTA	\$485.31	Flight for DCHR employee
COOK	NICOLE	10/3/19	EXPEDIA 7481286756333	\$2,849.26	Hotel for DCHR employees
COOK	NICOLE	10/6/19	MARRIOTT PHILAD DTOWN	\$353.76	Hotel for DCHR employee
COOK	NICOLE	10/8/19	GARTNERCONF CHRUS19	\$2,700.00	Training registration for DCHR employee
COOK	NICOLE	10/8/19	VENETIAN/PALAZZO FRT D	(\$1,320.90)	Refund
COOK	NICOLE	10/10/19	MARRIOTT PHILAD DTOWN	(\$353.76)	Refund
COOK	NICOLE	10/10/19	ADOBE PRODUCTS	\$1,398.95	Adobe for DCHR employees
COOK	NICOLE	10/10/19	FREDPRYOR CAREERTRACK	\$99.00	Training registration for DCHR employee
COOK	NICOLE	10/9/19	STANDARD OFFICE SUPPLY	\$155.00	Supplies for DCHR
COOK	NICOLE	10/16/19	SWISSOTEL CHICAGO	\$1,017.87	Hotel for DCHR employee
ANDERSON	MILDRED	10/16/19	SWISSOTEL CHICAGO	\$1,017.87	Hotel for DCHR employee
COOK	NICOLE	10/17/19	SOUTHWEST	\$464.98	Flight for DCHR employee
COOK	NICOLE	10/17/19	STANDARD OFFICE SUPPLY	\$82.74	Office supplies for DCHR
COOK	NICOLE	10/21/19	CHEAPTIX*7486876611176	\$65.00	Flight booking fee
COOK	NICOLE	10/21/19	GRADUATE SCHOOL	\$699.00	Training registration for DCHR employee
COOK	NICOLE	10/21/19	AMERICAN AIRLINES	\$282.00	Flight for DCHR employee
COOK	NICOLE	10/21/19	AMERICAN AIRLINES	\$282.00	Flight for DCHR employee
COOK	NICOLE	10/21/19	AMERICAN AIRLINES	\$282.00	Flight for DCHR employee
COOK	NICOLE	10/22/19	EXPEDIA 7487133034652	\$2,792.52	Flights for DCHR employees
COOK	NICOLE	10/21/19	ALASKA A 02	\$366.00	Flight for DCHR employee
COOK	NICOLE	10/21/19	ALASKA A 02	\$366.00	Flight for DCHR employee
COOK	NICOLE	10/21/19	ALASKA A 02	\$366.00	Flight for DCHR employee
COOK	NICOLE	10/22/19	LRP PUBLICATIONS	\$1,645.00	Training registration fee for DCHR employee
COOK	NICOLE	10/22/19	METROPOLITAN OFFICE PR	\$2,190.00	Promotional items
ANDERSON	MILDRED	10/22/19	OFFICE DYNAMICS	\$1,695.00	Training registration for DCHR employee
ANDERSON	MILDRED	10/22/19	LRP PUBLICATIONS	\$1,645.00	Training registration fee for DCHR employee
ANDERSON	MILDRED	10/22/19	LRP PUBLICATIONS	\$1,645.00	Training registration for DCHR employee
COOK	NICOLE	10/23/19	WORLDATEWORK	\$350.00	Training registration for DCHR employee
COOK	NICOLE	10/23/19	SOUTHWEST	\$488.00	Flight for DCHR employee
ANDERSON	MILDRED	10/25/19	EB LGPA 2019 ANNUAL P	\$450.56	Training registration for DCHR employee
COOK	NICOLE	10/28/19	WORLDATEWORK	\$2,995.00	Training registration for DCHR employee
ANDERSON	MILDRED	10/29/19	MARRIOTT DETROIT DTOWN	\$312.80	Hotel for DCHR employee
ANDERSON	MILDRED	10/29/19	RESIDENCE INNS OM-AKSA	\$407.67	Hotel for DCHR employee
ANDERSON	MILDRED	10/29/19	RESIDENCE INNS OM-AKSA	\$407.67	Hotel for DCHR employee
ANDERSON	MILDRED	10/30/19	MARRIOTT DETROIT DTOWN	\$469.20	Hotel for DCHR employee
ANDERSON	MILDRED	10/30/19	POTOMAC FORUM LTD	\$795.00	Training registration for DCHR employee
ANDERSON	MILDRED	10/30/19	EXC - ADV DEP	\$215.41	Resort fees for DCHR employee
ANDERSON	MILDRED	10/30/19	EXC - ADV DEP	\$198.40	Resort fees for DCHR employee
ANDERSON	MILDRED	10/30/19	EXC - ADV DEP	\$198.40	Resort fees for DCHR employee
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$11.70	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$5.00	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$5.50	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$5.20	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$3.50	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$5.00	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$3.00	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$3.60	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$6.60	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$8.40	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$1.60	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$9.70	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$0.90	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$5.90	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$6.60	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$1.10	Transcription services for DCHR
ANDERSON	MILDRED	11/4/19	TEMI COTRANSCRIPTION	\$1.80	Transcription services for DCHR
ANDERSON	MILDRED	11/5/19	DC SHIRT AND PRINT CO.	\$1,114.00	Shirts for DCHR employees DC Hires Vets event
ANDERSON	MILDRED	11/5/19	TEMI COTRANSCRIPTION	\$4.10	Transcription services for DCHR
ANDERSON	MILDRED	11/5/19	TEMI COTRANSCRIPTION	\$5.80	Transcription services
ANDERSON	MILDRED	11/5/19	TEMI COTRANSCRIPTION	\$5.20	Transcription services
ANDERSON	MILDRED	11/5/19	EPROMOS PROMOTIONAL PR	\$2,446.97	Promotional items for DCHR's open enrollment
ANDERSON	MILDRED	11/6/19	CSG ONLINE CC	\$445.00	Training registration for DCHR employee
ANDERSON	MILDRED	11/7/19	SOCIETYFORHUMANRESOURC	\$209.00	SHRM membership for DCHR employee
ANDERSON	MILDRED	11/7/19	HILTON CONVENTION CTR	\$1,305.80	Hotel for DCHR employee
ANDERSON	MILDRED	11/7/19	AMERICAN AIRLINES	\$250.60	Flight for DCHR employee
ANDERSON	MILDRED	11/5/19	COLOR ID	\$44.95	Supplies for DCHR customer care center
ANDERSON	MILDRED	11/13/19	CHEAPTIX*7100115917998	\$50.88	Cheaptickets booking fee

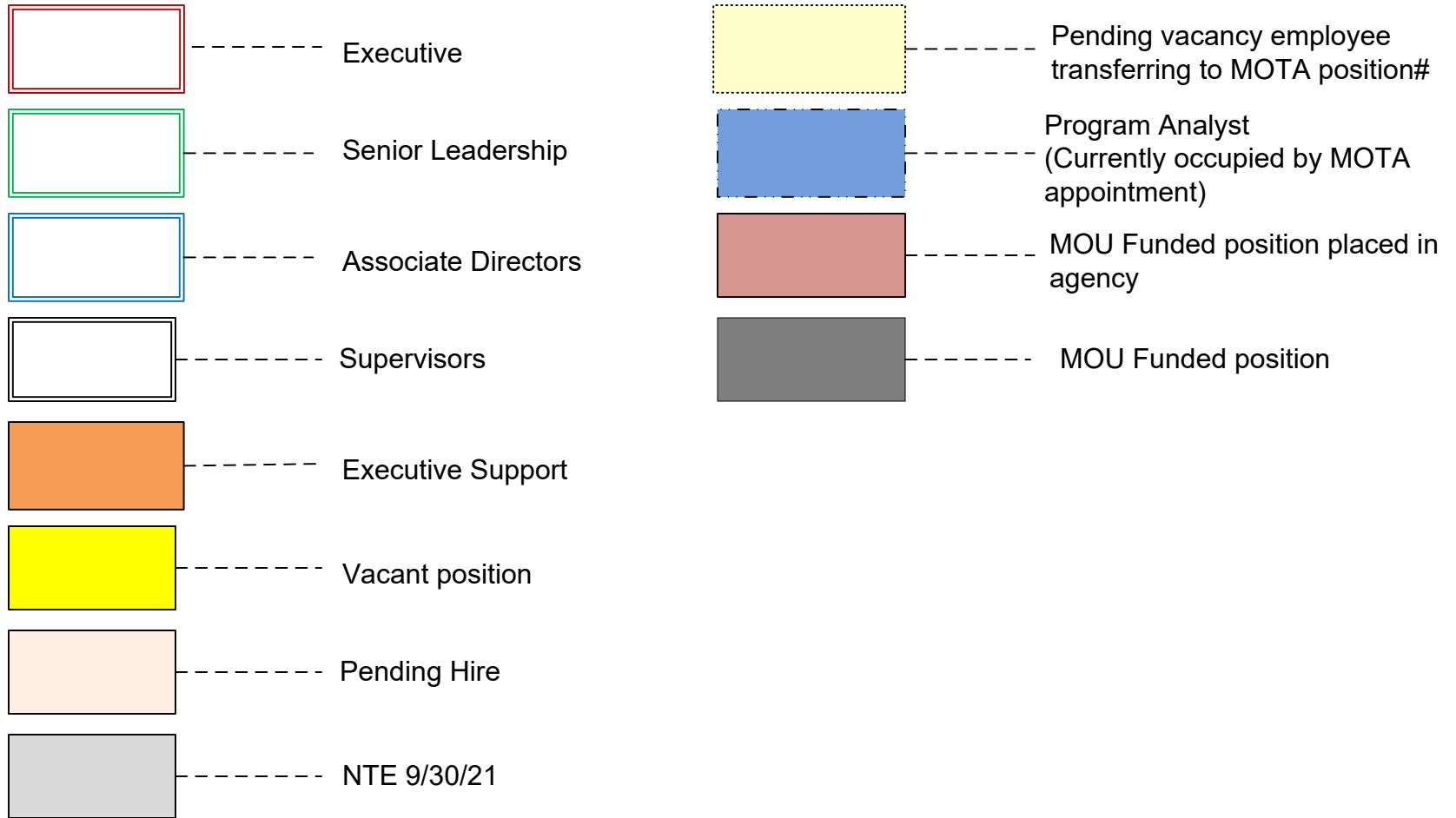
Cardholder Last Name	Cardholder First Name	Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
ANDERSON	MILDRED	11/13/19	CHEAPTIX*7100116148185	\$12.56	Cheaptickets booking fee
ANDERSON	MILDRED	11/13/19	JUSTICE CENTER OF ATLA	\$1,490.00	Training registration for DCHR employee
COOK	NICOLE	11/11/19	STANDARD OFFICE SUPPLY	\$63.93	Office supplies for DCHR
ANDERSON	MILDRED	11/13/19	AMERICAN AIRLINES	\$139.30	Flight for DCHR employee
ANDERSON	MILDRED	11/13/19	DELTA	\$264.20	Flight for DCHR employee
ANDERSON	MILDRED	11/13/19	DELTA	\$159.30	Flight for DCHR employee
ANDERSON	MILDRED	11/13/19	JETBLUE 27	\$433.70	Flight for DCHR employee
COOK	NICOLE	11/15/19	GEIGER	\$4,317.00	DCHR promotional items
COOK	NICOLE	11/18/19	STANDARD OFFICE SUPPLY	\$199.96	Office supplies for DCHR
COOK	NICOLE	11/21/19	PAYPAL	\$550.00	Promotional items for DCHR
COOK	NICOLE	11/21/19	POTOMAC FORUM LTD	\$895.00	Training registration for DCHR employee
ANDERSON	MILDRED	11/22/19	HEARTSMART.COM	\$2,014.00	AED equipment for DCHR
ANDERSON	MILDRED	11/26/19	SOCIETYFORHUMANRESOURC	\$1,495.00	Training registration for DCHR employee
ANDERSON	MILDRED	11/28/19	COMCAST	\$472.17	DCHR Cable Bill
ANDERSON	MILDRED	11/28/19	COMCAST	\$64.84	DCHR Cable Bill
COOK	NICOLE	12/2/19	DUPONT COMPUTERS	\$4,959.50	IT Supplies for DCHR
COOK	NICOLE	12/3/19	PAYPAL	\$995.00	Training for DCHR employee
ANDERSON	MILDRED	12/5/19	SHERATON	\$858.80	Hotel for DCHR employee
ANDERSON	MILDRED	12/9/19	CSG NASPE CC	\$395.00	Training registration for DCHR employee
COOK	NICOLE	12/9/19	CROWN AWARDS INC	\$532.85	Supplies for DCHR
ANDERSON	MILDRED	12/10/19	FILTERS FAST	\$1,758.00	Filters for DCHR
COOK	NICOLE	12/10/19	BAUDVILLE INC.	\$304.55	Awards for DCHR
ANDERSON	MILDRED	12/11/19	INT*IN *PINK'S E.A.T.	\$3,592.12	Approved food purchase for DCHR
ANDERSON	MILDRED	12/18/19	HUMAN RESOURCES INSTIT	\$795.00	Training registration for DCHR employee
COOK	NICOLE	12/17/19	DLT SOLUTIONS 703-773-	\$1,144.50	Supplies for DCHR
ANDERSON	MILDRED	12/18/19	POTOMAC FORUM LTD	(\$795.00)	Reimbursement
COOK	NICOLE	12/27/19	FARONICS TECHNOLOGIES	\$1,428.00	Software for DCHR
COOK	NICOLE	12/31/19	PAYPAL	\$4,510.00	Supplies for DCHR
ANDERSON	MILDRED	1/7/20	DUPONT COMPUTERS	\$178.00	IT equipment/supplies
ANDERSON	MILDRED	1/7/20	DUPONT COMPUTERS	\$199.00	IT equipment/supplies
ANDERSON	MILDRED	1/7/20	DUPONT COMPUTERS	\$85.00	IT equipment/supplies
ANDERSON	MILDRED	1/9/20	MVS	\$549.90	IT equipment/supplies
COOK	NICOLE	1/9/20	TRAININGCENTER/HRCERTI	\$2,195.00	Training for DCHR employee
ANDERSON	MILDRED	1/9/20	AMTRAK .CO00	\$124.00	Train ticket for DCHR employee
ANDERSON	MILDRED	1/11/20	AMTRAK TEL00	(\$46.50)	Reimbursement
ANDERSON	MILDRED	1/15/20	DOUBLETREE PHILADELPHI	\$453.84	Hotel for DCHR employee
ANDERSON	MILDRED	1/15/20	STANDARD OFFICE SUPPLY	\$2,847.00	Office supplies for DCHR
COOK	NICOLE	1/17/20	STANDARD OFFICE SUPPLY	\$1,460.80	Office supplies for DCHR
COOK	NICOLE	1/17/20	STANDARD OFFICE SUPPLY	\$148.38	Office supplies for DCHR
COOK	NICOLE	1/17/20	STANDARD OFFICE SUPPLY	\$537.40	Office supplies for DCHR
COOK	NICOLE	1/24/20	STANDARD OFFICE SUPPLY	\$730.00	Office supplies for DCHR
COOK	NICOLE	1/28/20	COMCAST	\$485.46	DCHR Cable Bill
COOK	NICOLE	1/27/20	USPS PO 1049740270	\$1,100.00	Stamps for DCHR benefits department
ANDERSON	MILDRED	1/27/20	STANDARD OFFICE SUPPLY	\$2,922.50	Promotional items for DCHR
ANDERSON	MILDRED	1/28/20	GRADUATE SCHOOL	\$2,579.00	Training registration for DCHR employee
COOK	NICOLE	1/28/20	CALVIN PRICE GROUP	\$1,467.25	Supplies for DCHR
COOK	NICOLE	1/29/20	IN *SUPRETECH, INC.	\$349.32	IT Supplies for DCHR
COOK	NICOLE	1/29/20	KORN FERRY INTERNATIO	\$2,895.00	Training registration for DCHR employee
COOK	NICOLE	1/29/20	PACER800-676-6856IR	\$40.30	Membership service for DCHR
ANDERSON	MILDRED	1/29/20	SOUTHWEST	\$430.96	Flight for DCHR employee.
COOK	NICOLE	1/30/20	DUPONT COMPUTERS	\$1,365.00	IT supplies for DCHR
COOK	NICOLE	1/30/20	THE PROJECT MANAGEMENT	\$1,899.00	Training registration for DCHR employee
ANDERSON	MILDRED	2/5/20	AMAZON.COM*W52B85X63	\$635.60	Books for DCHR's CLD
COOK	NICOLE	2/6/20	DUPONT COMPUTERS	\$766.00	IT supplies for DCHR
COOK	NICOLE	2/6/20	IN *SUPRETECH, INC.	\$758.76	IT supplies for DCHR
ANDERSON	MILDRED	2/7/20	IN *SUPRETECH, INC.	\$62.46	IT supplies for DCHR
COOK	NICOLE	2/6/20	STANDARD OFFICE SUPPLY	\$142.75	Office supplies for DCHR
COOK	NICOLE	2/11/20	IN *SUPRETECH, INC.	\$870.60	IT supplies for DCHR
COOK	NICOLE	2/12/20	VELOCITEACH -LIVE TRAI	\$2,447.00	Training registration for DCHR employee
COOK	NICOLE	2/14/20	COMCAST	\$119.18	DCHR Cable Bill
COOK	NICOLE	2/14/20	COMCAST	\$240.38	DCHR Cable Bill
COOK	NICOLE	2/18/20	TEMI COTRANSCRIPTION	\$200.00	Transcription service for DCHR
COOK	NICOLE	2/19/20	PP*THOMASPDEVI	\$2,417.33	Electric work done by vendor (facility required)
COOK	NICOLE	2/19/20	STANDARD OFFICE SUPPLY	\$649.97	Supplies for DCHR
ANDERSON	MILDRED	2/20/20	STANDARD OFFICE SUPPLY	\$739.49	Supplies for DCHR
COOK	NICOLE	2/24/20	AMTRAK TEL05	\$473.00	Amtrak ticket for DCHR employee
ANDERSON	MILDRED	2/26/20	AMAZON.COM*W22C76BM3 A	\$429.39	Books for DCHR HR Certification Program
ANDERSON	MILDRED	2/26/20	BAUDVILLE INC.	\$95.90	Awards for DCHR employees
ANDERSON	MILDRED	2/27/20	AMZN MKTP US	\$9.17	Book for DCHR HR Certification Program
ANDERSON	MILDRED	2/27/20	DC BAR	\$99.00	Training registration for DCHR employee
ANDERSON	MILDRED	2/27/20	PARTNERSHIP FOR PUBLIC	\$99.00	Training registration for DCHR employee
COOK	NICOLE	2/27/20	TOTAL OFFICE PRODUCTS	\$2,055.72	Office supplies for DCHR
COOK	NICOLE	2/27/20	TOTAL OFFICE PRODUCTS	\$64.98	DCHR Office supplies
ANDERSON	MILDRED	2/28/20	CKO*GETTYIMAGES	\$4,100.00	Subscription for DCHR's communications team
ANDERSON	MILDRED	3/5/20	AMAZON PRIME	\$13.77	Subscription fee (later reimbursed)
COOK	NICOLE	3/5/20	REGIS SALON	\$456.00	DC Criminal Jury Instructions for Policy Team

Cardholder Last Name	Cardholder First Name	Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
COOK	NICOLE	3/8/20	TOTAL OFFICE PRODUCTS	\$767.16	Supplies purchased due to Covid19
ANDERSON	MILDRED	3/12/20	YAKIMA SUPPLIES INC	\$226.30	Office supplies for DCHR employee
ANDERSON	MILDRED	3/15/20	AMAZON PRIME	(\$13.77)	Reimbursement for Amazon Prime monthly fee
COOK	NICOLE	3/16/20	AMAZON PRIME	\$2.11	Assessed fee (disputed)
COOK	NICOLE	3/17/20	TOTAL OFFICE PRODUCTS	\$705.04	Flags and flag poles for DCHR
COOK	NICOLE	3/19/20	AMAZON.COM*WB01W9PG3 A	\$642.36	COVID19 Supplies - Microsoft headsets for DCHR employees in remote call center
COOK	NICOLE	3/19/20	DUPONT COMPUTERS	\$490.00	IT supplies for DCHR employees
ANDERSON	MILDRED	3/19/20	MDT RUSH DELIVERY LLC	\$65.00	COVID - Courier services for DCHR to deliver credentials to DC Government employees
ANDERSON	MILDRED	3/23/20	HYATT PLACE ATLANTA CP	\$153.05	Hotel for DCHR employee
COOK	NICOLE	3/23/20	AMAZON PRIME	\$13.77	Amazon Prime membership (later refunded)
ANDERSON	MILDRED	3/24/20	DELTA	\$171.80	Flight for DCHR employee
COOK	NICOLE	3/26/20	CAN*CANONFINANCIAL CFS	\$95.16	IT equipment/supplies
COOK	NICOLE	3/26/20	DUPONT COMPUTERS	\$3,255.00	IT equipment/supplies
COOK	NICOLE	3/26/20	MVS INC	\$531.60	IT equipment/supplies
ANDERSON	MILDRED	3/26/20	MDT RUSH DELIVERY LLC	\$60.00	COVID - Courier service for DCHR
COOK	NICOLE	3/27/20	DUPONT COMPUTERS	\$562.50	Erroneous charge (later refunded)
COOK	NICOLE	3/27/20	DUPONT COMPUTERS	\$562.50	Erroneous charge (later refunded)
COOK	NICOLE	4/1/20	AMZN MKTP US	\$621.90	COVID-19 purchase of headsets for DCHR employees
COOK	NICOLE	4/3/20	JIMMIE MUSCATELO'S WASHINGTON UNIFORM CENTER	\$608.20	COVID-19 purchase of equipment for DCHR employees detailed to DPW warehouse
COOK	NICOLE	4/15/20	DUPONT COMPUTERS	(\$562.50)	Refund
COOK	NICOLE	4/16/20	DUPONT COMPUTERS	(\$562.50)	Refund
COOK	NICOLE	5/2/20	AMAZON PRIME	\$13.77	Subscription fee (later reimbursed)
COOK	NICOLE	5/1/20	MDT RUSH DELIVERY LLC	\$390.00	Courier services
COOK	NICOLE	5/4/20	ALG DEPU5191486202005	\$2,994.00	Software subscription services for DCHR
COOK	NICOLE	5/6/20	AMAZON PRIME	(\$13.77)	Reimbursement for Prime Membership charge
COOK	NICOLE	5/8/20	CANON SOLUTIONS AMER I	\$405.00	DCHR IT services
COOK	NICOLE	5/8/20	CANON SOLUTIONS AMER I	\$3,186.91	Canon copier services
COOK	NICOLE	5/14/20	DISPUTE CREDIT	(\$2.11)	Dispute reimbursement
COOK	NICOLE	5/30/20	AMTRAK TEL05	(\$216.00)	Reimbursement (travel cancelled)
COOK	NICOLE	8/3/20	EEOC TRAINING INST	\$2,970.00	Training registration for 3 DCHR employees.
COOK	NICOLE	8/10/20	SMK	\$407.04	Survey Monkey subscription services
COOK	NICOLE	8/17/20	MVS INC	\$531.60	IT Supplies for DCHR
COOK	NICOLE	8/27/20	DUPONT COMPUTERS	\$1,707.00	Creative cloud license which was approved via the waiver process.
COOK	NICOLE	9/9/20	POWTOON.COM	\$348.00	Subscription services.
COOK	NICOLE	9/9/20	POWTOON.COM	\$197.00	Design software for DCHR
COOK	NICOLE	9/9/20	NATIONAL CERTIFIED PUBLIC MANAGER CONSORTIUM	\$1,300.00	Membership dues
COOK	NICOLE	9/9/20	EIG	\$222.60	Webinar
COOK	NICOLE	9/10/20	PROXYCLICK INC.	\$4,800.00	Online Software subscription for DCHR
COOK	NICOLE	9/10/20	MODERN DOOR AND EQUIPM	\$754.00	Maintenance/repairs performed by preferred vendor
COOK	NICOLE	9/30/20	COMCAST	\$1,385.07	DCHR Cable Bill
COOK	NICOLE	9/30/20	ALG DEPU5223434202009	\$2,994.00	Subscription services
COOK	NICOLE	9/29/20	IPMA-HR	\$1,005.00	Membership dues
COOK	NICOLE	11/24/20	DUPONT COMPUTERS	\$568.00	IT supplies for DCHR.
COOK	NICOLE	11/24/20	SPACESAVER SYSTEMS INC	\$4,260.00	System for our records department.
COOK	NICOLE	12/1/20	STANDARD OFFICE SUPPLY	\$1,216.08	Supplies for DCHR
COOK	NICOLE	12/31/20	IN *BRIDGEWORKS III, L	\$3,605.00	Training for DCHR Director
COOK	NICOLE	1/5/21	DLT SOLUTIONS	\$1,221.20	Software for DCHR

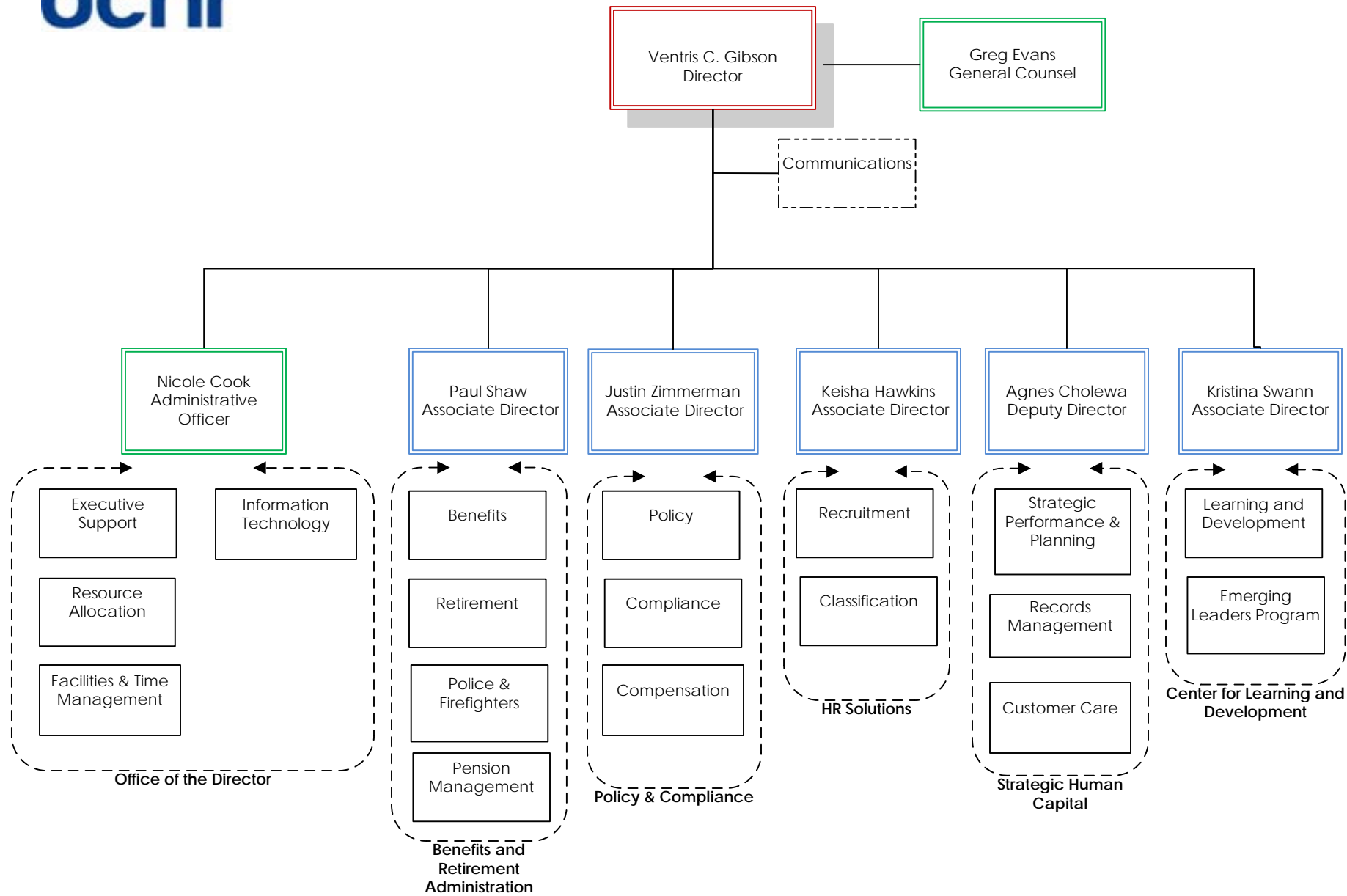
CASES filed FY2020 or FY2021, as of Jan. 1, 2021

Case number	Name of complainant	Date of complaint	Description of complaint	Disposition or Status
CAB No. P-1113	Aetna Insurance Company	11/12/2019	Post award protest challenging OCP's award of PPO contract to CareFirst Blue Cross Blue Shield - Request for Proposals (RFP) issued by OCP for Indefinite Delivery, Indefinite Quantity contracts for the provision and administration of fully insured health benefit plans for the District of Columbia employees through December 31, 2023.	Closed

AGENCY STRUCTURE SUMMARY



AGENCY STRUCTURE



OFFICE OF THE DIRECTOR



Ventris C. Gibson
Director
DX-0201-E5

Uno Izeqbu
Special Assistant
XS-6

Agnes Cholewa
Deputy Director
MS-201-16

See Attachment

Keisha Hawkins
Associate Director
MS-201-15

Greg Evans
General Counsel
LX-905-02

See Attachment

See Attachment

Strategic Human Capital

Nicole Cook
Administrative Officer
MS-341-14

Absala Mengestab
Sup IT Specialist
MS-2210-14

HR Solutions

Office of the General Counsel

Tenika Brown
HR Specialist
CS-201-14

Clarissa Rucker
Public Affairs Specialist
CS-1001-14

Jamaal Holland
Sup IT Specialist
MS-2210-13

Wanda Young
IT Specialist
CS-2210-14

Pamela Dunbar
HR Specialist
CS-201-14

Ledesma Smith-Mathis
Resource Alloc Analyst
CS-301-13

Lamont Williams
IT Specialist
CS-2210-12

Anita Nunez
IT Specialist
CS-2210-13

Courtney Ball
Public Affairs Specialist
CS-1035-12

Rolanda Wilson
HR Assistant/Exec Assistant
CS-203-9

Henry Cleveland
IT Specialist
CS-2210-12

Jamon Drummond
IT Specialist
CS-2210-12

Tannia Baqueiro
Staff Assistant
CS-301-11

Anthony Hayes
IT Specialist
CS-2201-09

Mikeisha Allen
HRIS Specialist
CS-201-12

Abuye Tsehay
HRIS Specialist
CS-201-12

Paul Shaw
Associate Director
MS-201-15

Kristina Swann
Associate Director
MS-201-15

Justin Zimmerman
Associate Director
MS-201-15

See Attachment

See Attachment

See Attachment

Benefits & Retirement Administration

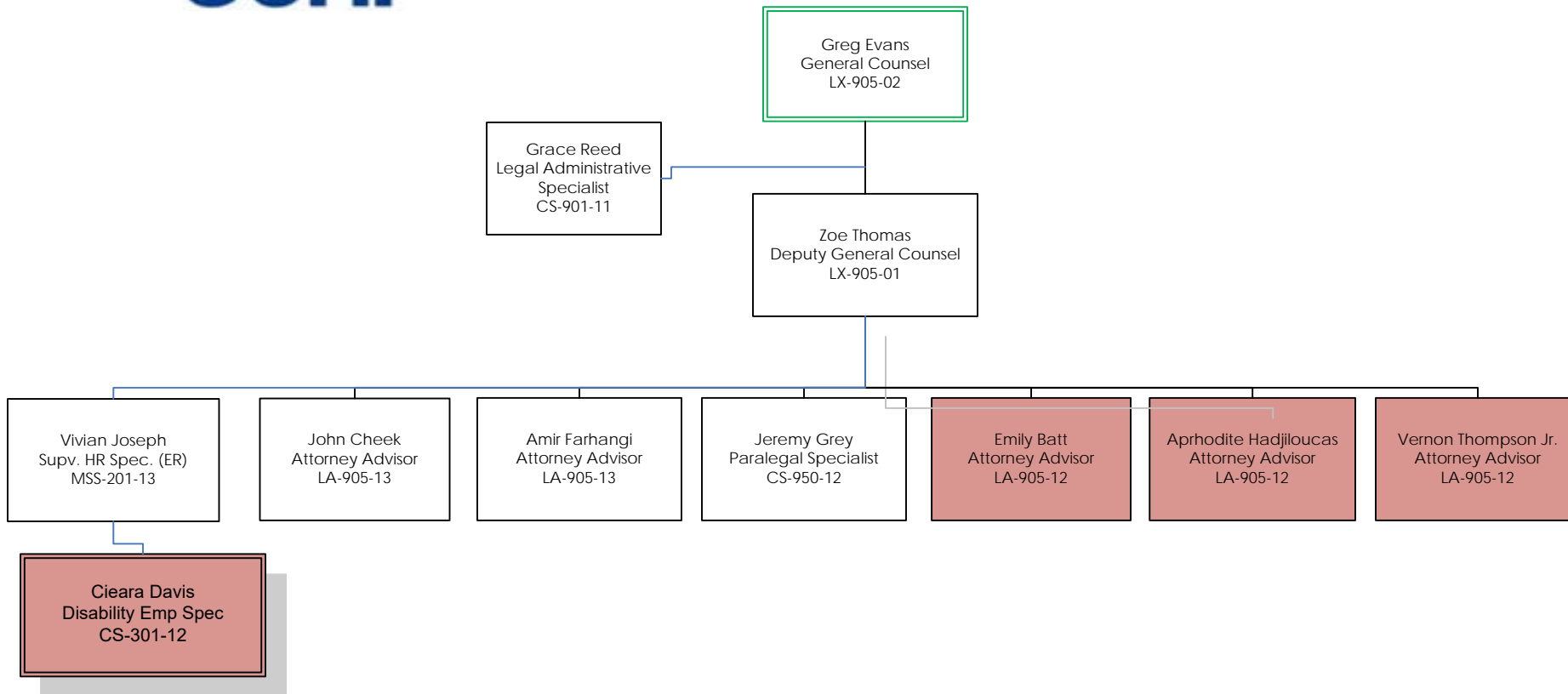
Learning & Development

Policy & Compliance Administration

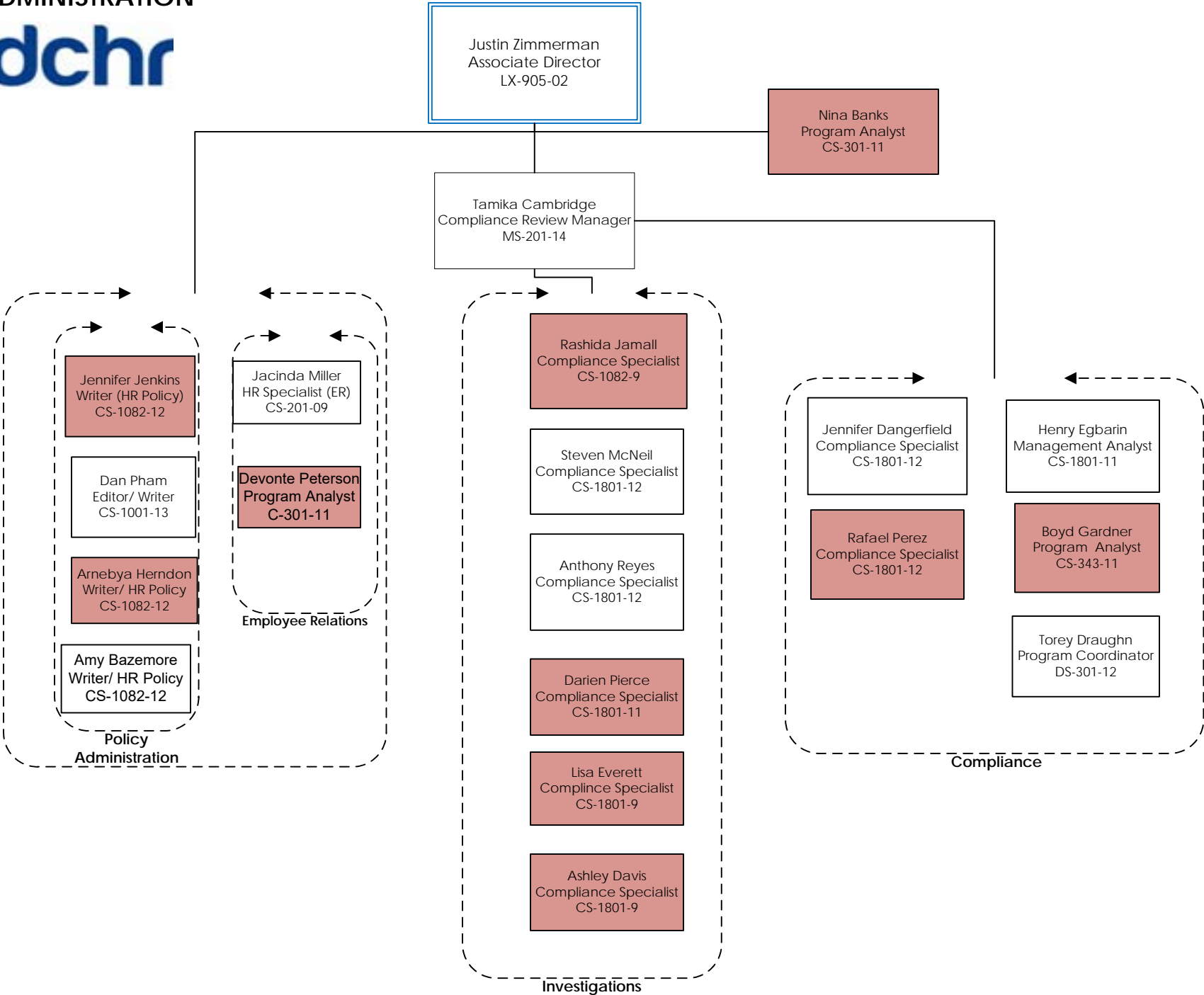
Administration Operations

Information Technology

OFFICE OF THE GENERAL COUNSEL



POLICY & COMPLIANCE ADMINISTRATION



Jennifer Jenkins
Writer (HR Policy)
CS-1082-12

Dan Pham
Editor/ Writer
CS-1001-13

Arnebya Herndon
Writer/ HR Policy
CS-1082-12

Amy Bazemore
Writer/ HR Policy
CS-1082-12

Policy Administration

Jacinda Miller
HR Specialist (ER)
CS-201-09

Devonte Peterson
Program Analyst
C-301-11

Employee Relations

Rashida Jamall
Compliance Specialist
CS-1082-9

Steven McNeil
Compliance Specialist
CS-1801-12

Anthony Reyes
Compliance Specialist
CS-1801-12

Darien Pierce
Compliance Specialist
CS-1801-11

Lisa Everett
Compliance Specialist
CS-1801-9

Ashley Davis
Compliance Specialist
CS-1801-9

Investigations

Jennifer Dangerfield
Compliance Specialist
CS-1801-12

Rafael Perez
Compliance Specialist
CS-1801-12

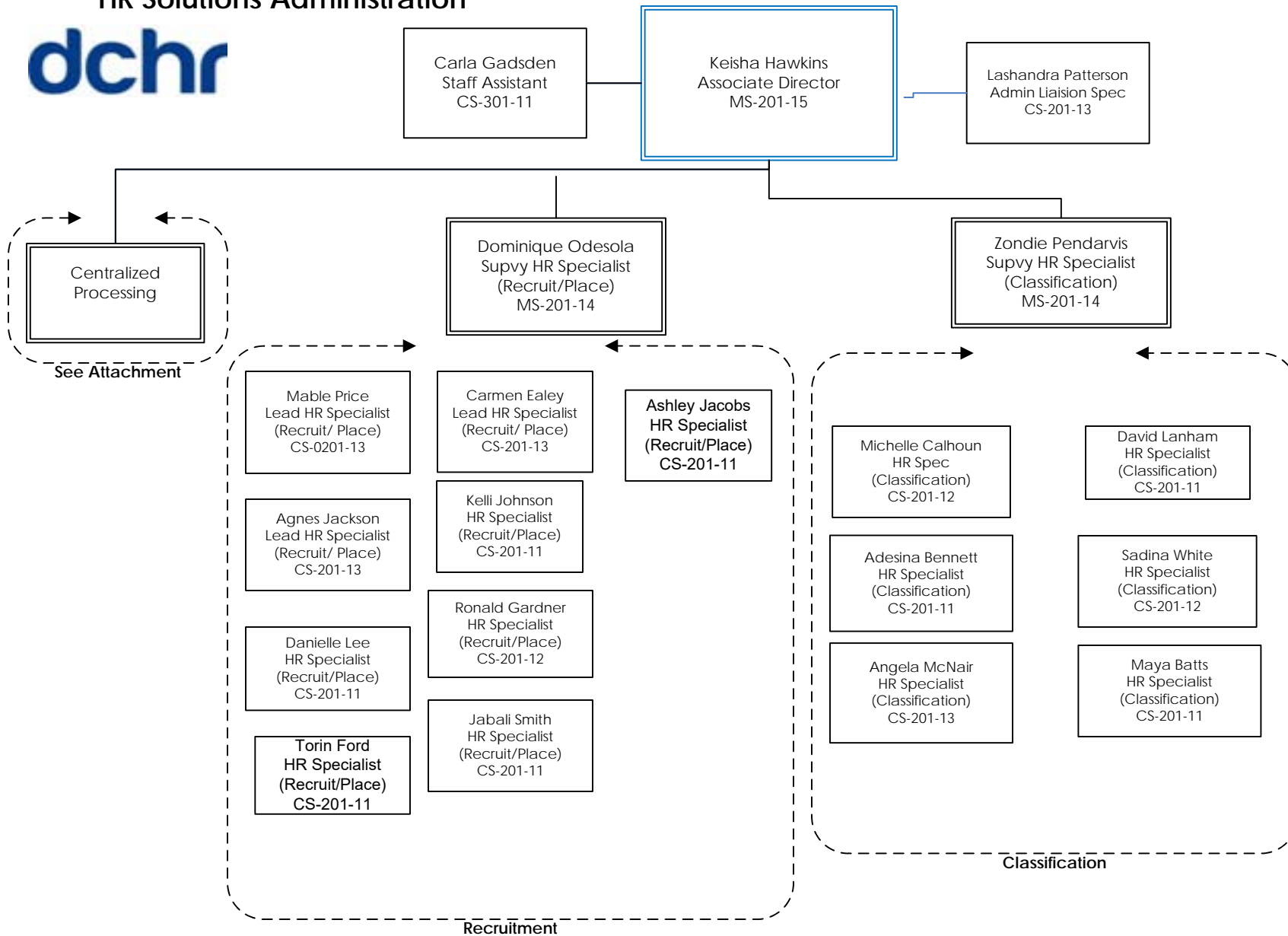
Henry Egbarin
Management Analyst
CS-1801-11

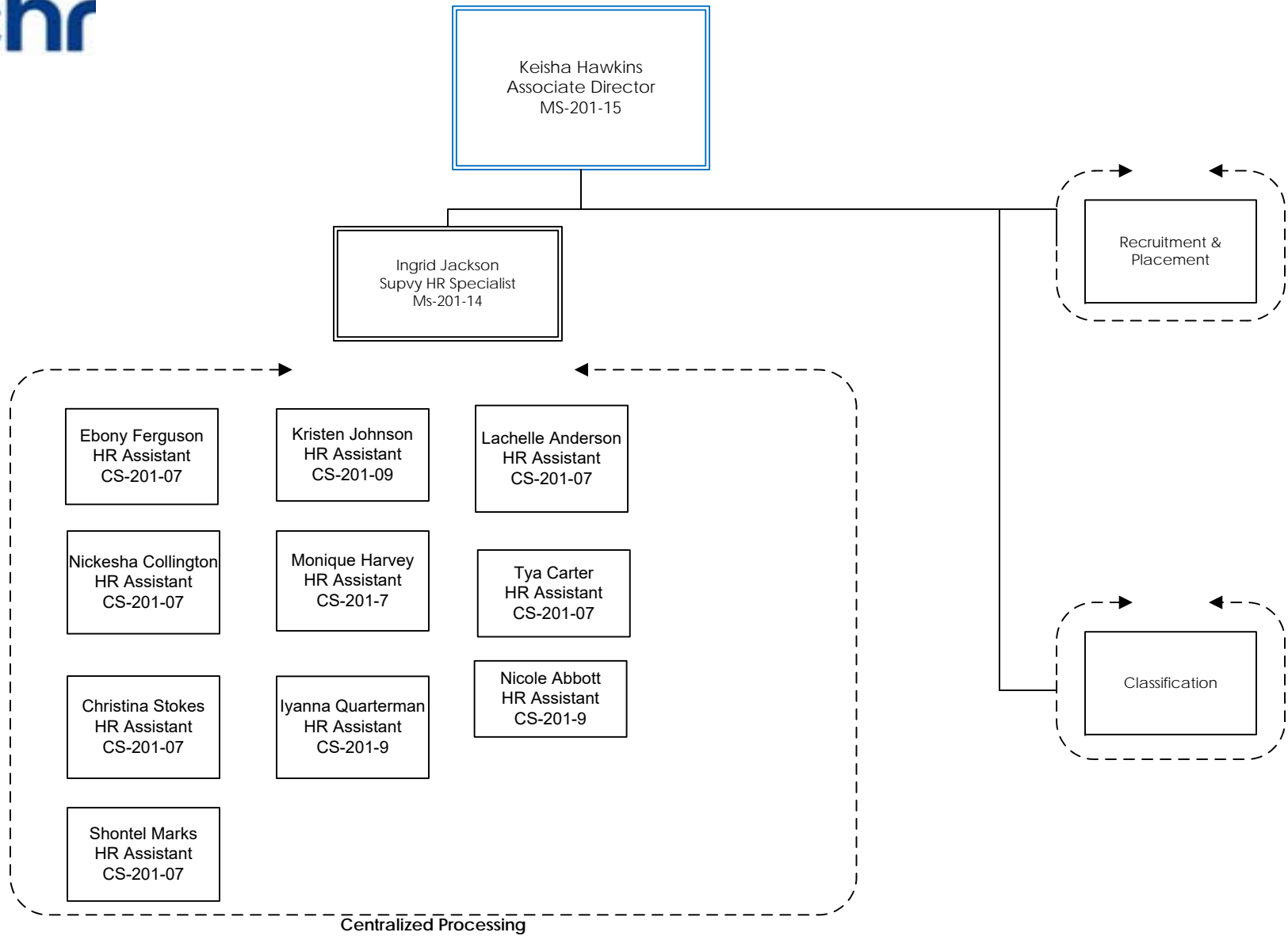
Boyd Gardner
Program Analyst
CS-343-11

Torey Draughn
Program Coordinator
DS-301-12

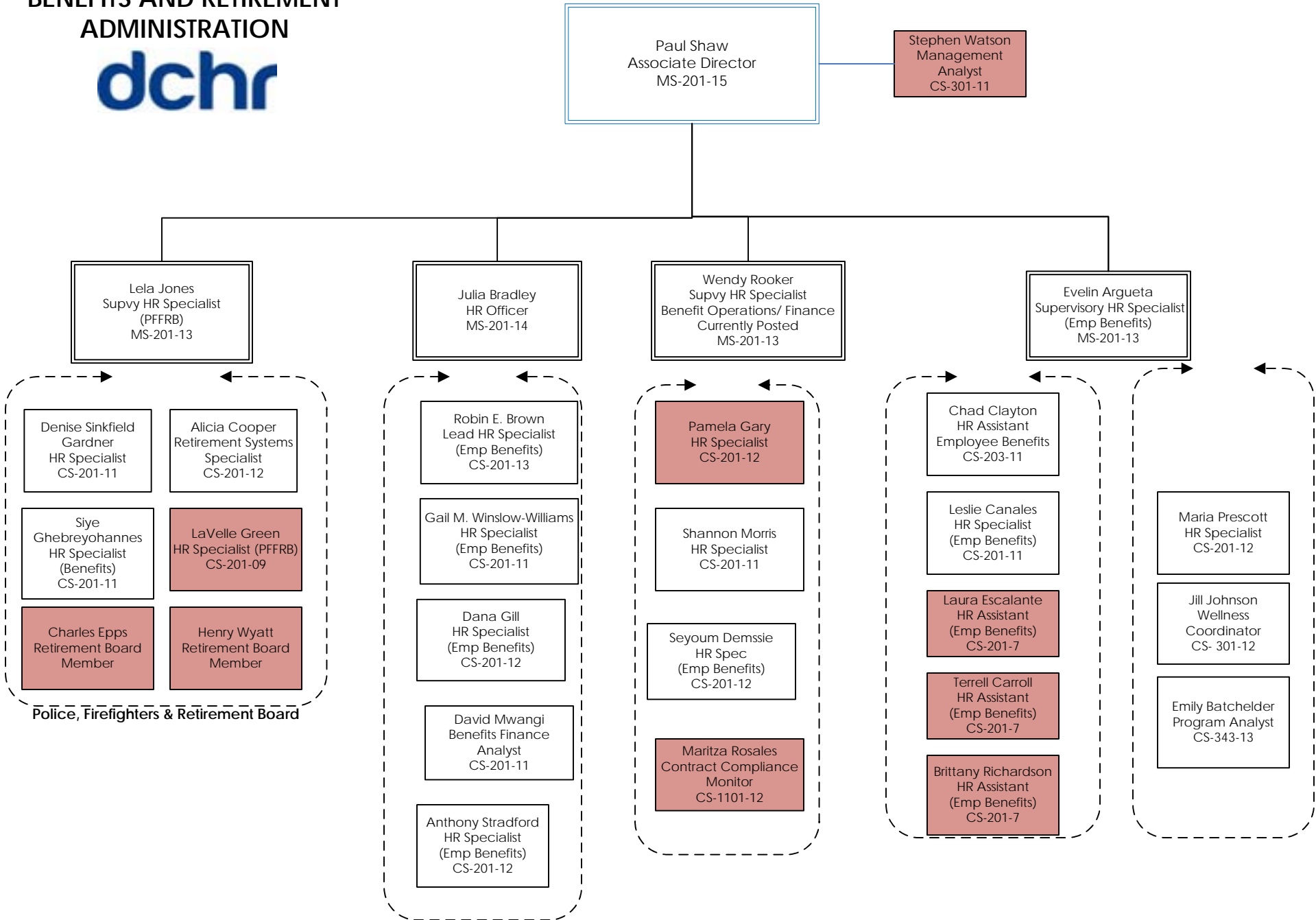
Compliance

HR Solutions Administration

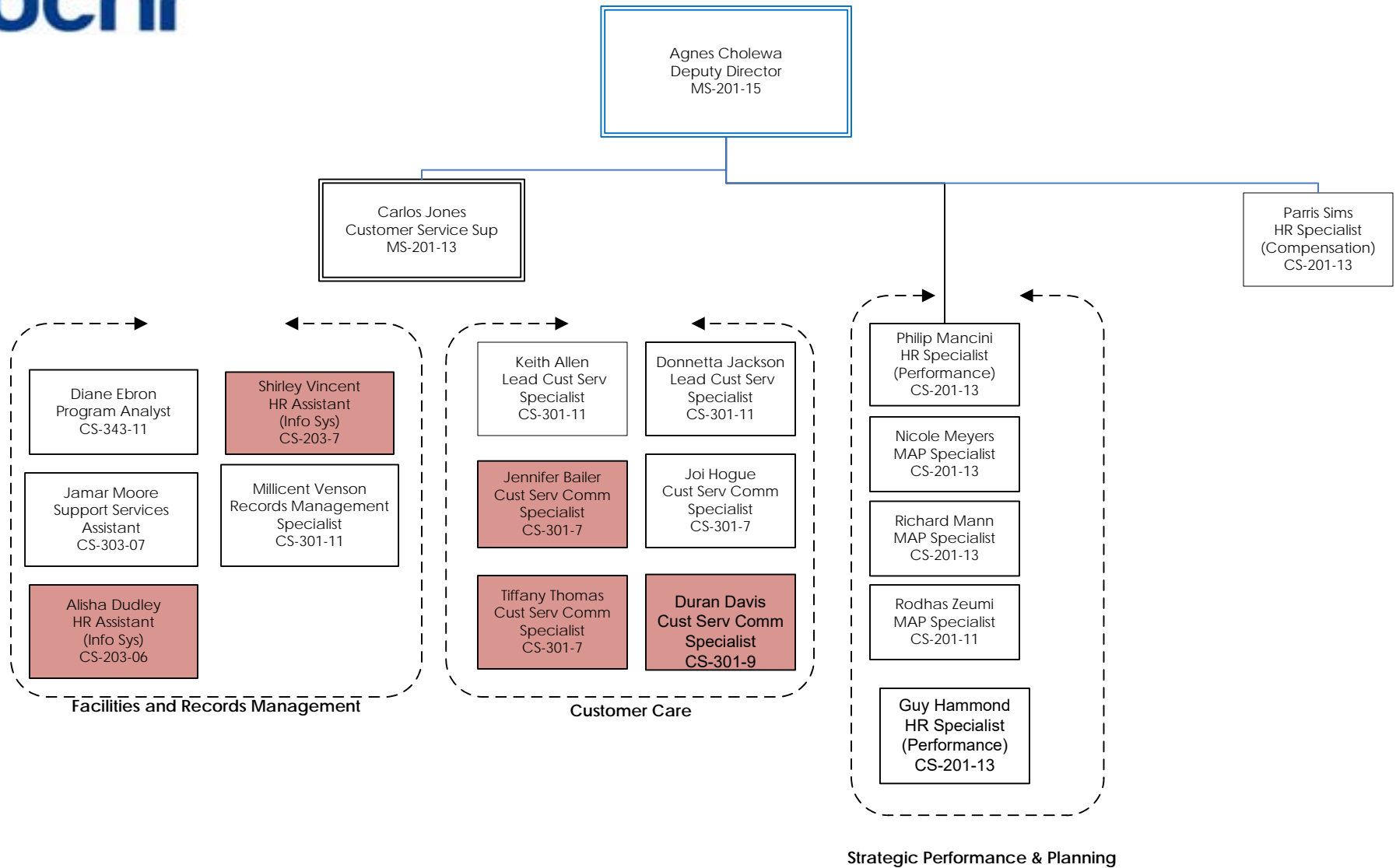




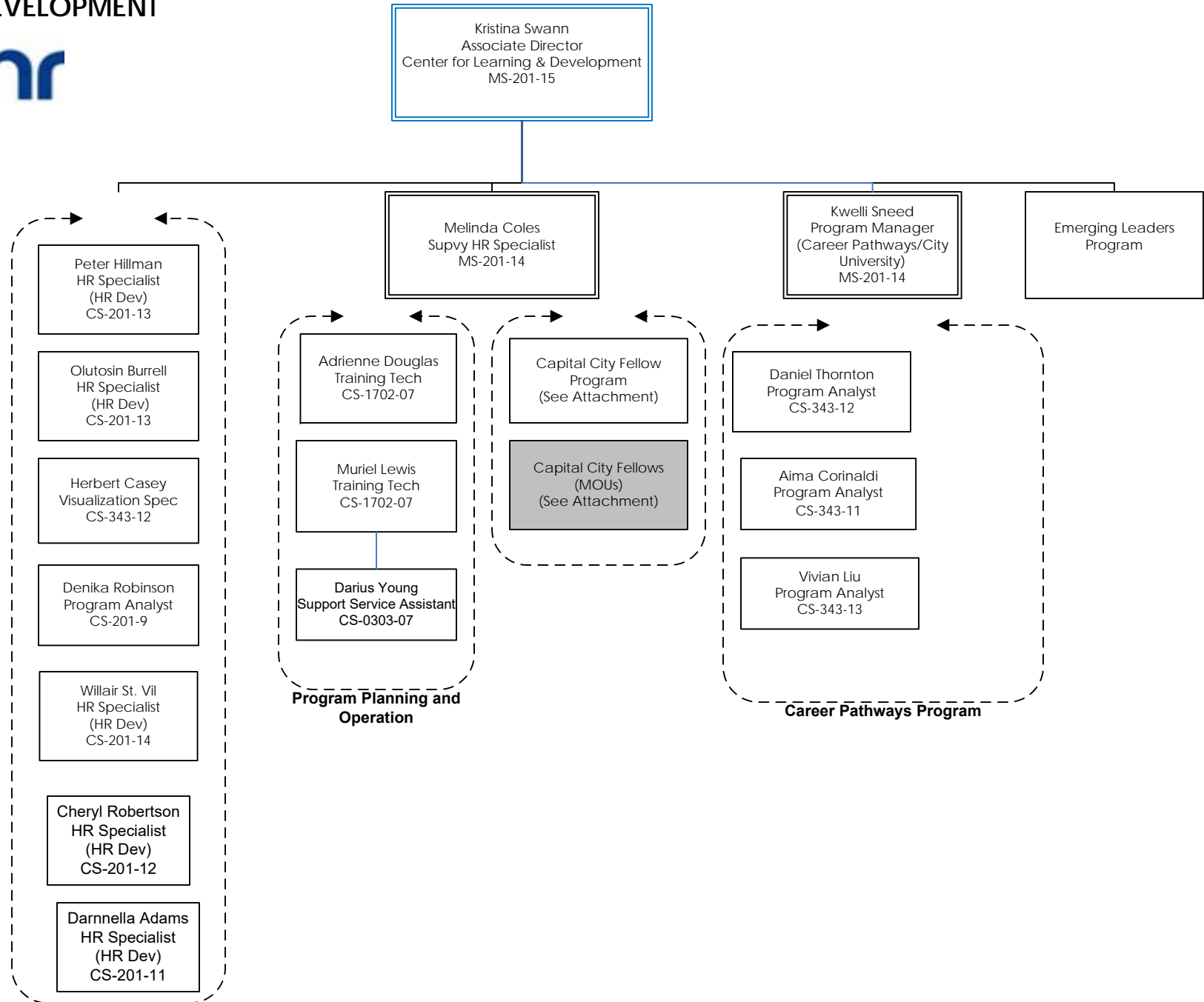
BENEFITS AND RETIREMENT ADMINISTRATION



STRATEGIC HUMAN CAPITAL



LEARNING AND DEVELOPMENT



LEARNING AND DEVELOPMENT

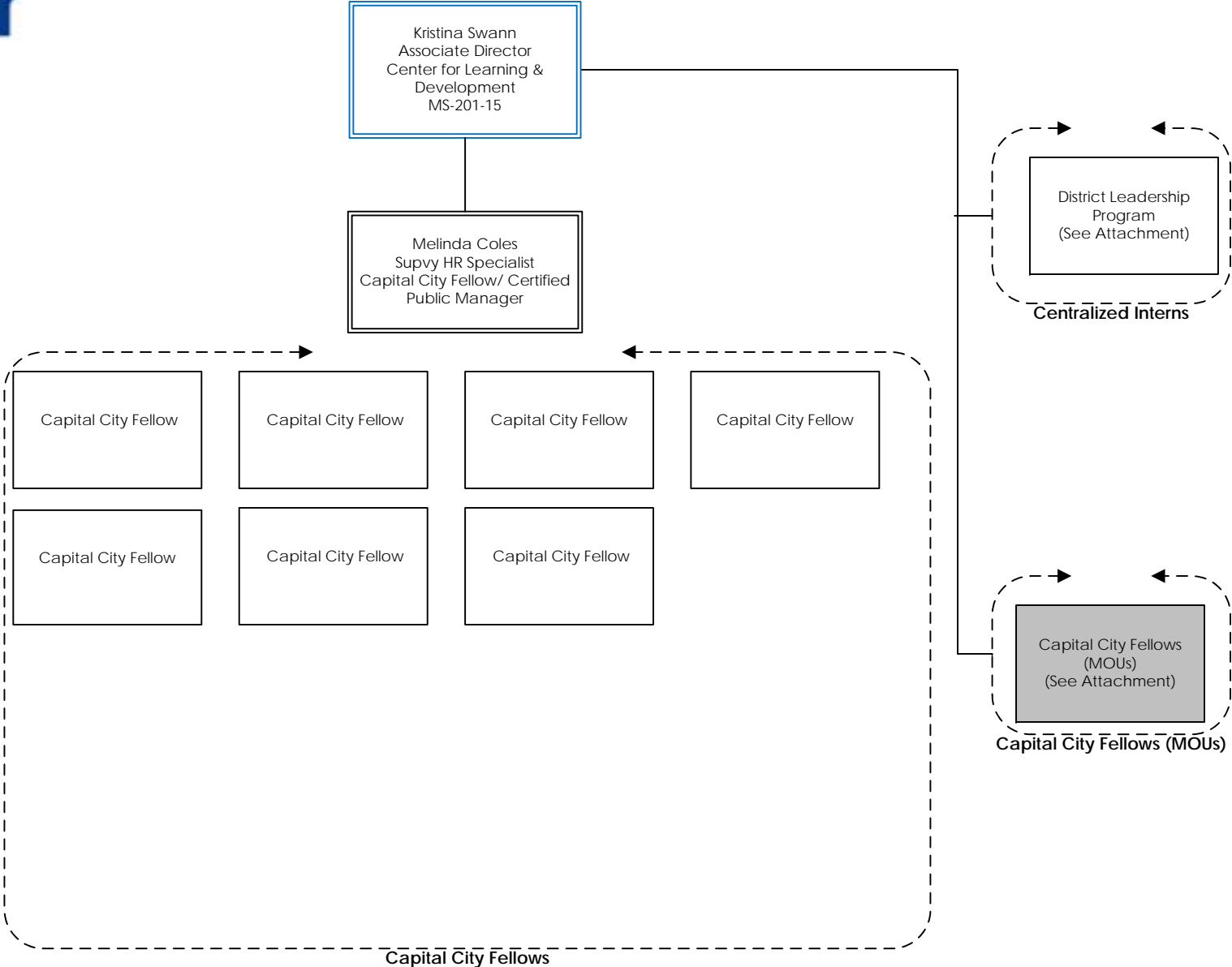


CHART OF DCHR AGENCY PERSONNEL, as of JAN. 1, 2021 (Q25)

25 Personnel

SCHEDULE A - BE0 - DCHR - FY2021

BE0 - DEPARTMENT OF HUMAN RESOURCES

Posn Nbr	Title	Hire Date	Vac Stat	Grade	Step	Salary	Fund Code	F/P Time	Reg/Temp/Term	WAE
1000 - AGENCY MANAGEMENT										
1010 - PERSONNEL										
5831	Staff Assistant	7/9/18	F	11	3	\$65,475.00	100	F	Reg	N
10661	Records Management Specialist	1/22/08	F	11	7	\$73,383.00	100	F	Reg	N
11823	Support Services Assistant	9/22/14	F	7	3	\$45,209.00	100	F	Reg	N
13887	Human Resources Specialist	10/2/17	F	14	2	\$106,977.00	100	F	Reg	N
15210	Resource Allocation Analyst	10/30/06	F	13	7	\$104,569.00	100	F	Reg	N
16777	Program Analyst	11/19/12	F	11	8	\$75,360.00	100	F	Reg	N
33032	Director, Dept of Human Res.	8/3/15	F	E5	0	\$213,531.54	100	F	Reg	N
35025	RECORDS MGMT SUPV		V				100	F	Reg	N
47234	Chief Administrative Officer	2/19/19	F	15	0	\$144,200.00	1615	F	Reg	N
47286	Support Services Assistant	6/27/16	F	7	6	\$49,613.00	100	F	Reg	N
77599	HR Spec (Human Resource Dev)	3/16/20	F	12	1	\$45,675.60	639	P	Temp	N
83553	HR Assistant (Info. Systems)	11/9/15	F	7	4	\$46,677.00	100	F	Term	N
85462	HR Assistant (Info. Systems)	9/18/17	F	6	5	\$43,465.00	639	F	Term	N
91276	Customer Svcs Communicat Spec	1/7/19	F	9	1	\$51,059.00	100	F	Term	N
1080 - COMMUNICATIONS										
10582	Editor and Graphics Specialist	10/20/14	F	12	1	\$76,126.00	100	F	Reg	N
70185	Public Information Officer	1/4/16	F	14	9	\$130,217.00	100	F	Reg	N
1085 - CUSTOMER SERVICE										
25493	Customer Service Manager	10/14/12	F	14	0	\$125,000.00	100	F	Reg	N
39860	Sr Customer Service Comms Spec	12/27/16	F	11	4	\$67,452.00	100	F	Reg	N
43710	Customer Svcs Communicat Spec	1/22/18	F	7	1	\$42,273.00	100	F	Term	N
44251	Customer Svcs Communicat Spec	8/10/15	F	9	2	\$52,691.00	100	F	Reg	N
47526	Customer Svcs Communicat Spec	7/9/18	F	7	2	\$43,741.00	100	F	Term	N
70157	Lead Customer Svc Comm Spec	4/14/08	F	11	5	\$69,429.00	100	F	Reg	N
2100 - GENERAL COUNSEL										
2120 - LEGAL										
41740	General Counsel	3/17/08	F	2	0	\$175,100.00	100	F	Reg	N
43137	Attorney Advisor	12/17/12	F	13	6	\$119,822.00	1615	F	Reg	N
44475	HR Spec. (Employee Relations)	5/29/18	F	12	1	\$76,126.00	100	F	Reg	N
44557	PARALEGAL SPEC	4/19/99	F	12	10	\$105,339.00	1615	F	Reg	N
45500	Deputy General Counsel	6/4/12	F	1	0	\$161,564.15	100	F	Reg	N
45986	Legal Administrative Spec	5/28/19	F	11	2	\$63,498.00	100	F	Term	N
47200	HR Spec (Recruitment/Placement)		V				100	F	Reg	N
73485	Attorney Advisor	4/17/18	F	13	5	\$116,400.00	1615	F	Reg	N
77595	Attorney Advisor	4/21/14	F	13	6	\$119,822.00	1615	F	Reg	N
87401	Disability Employment Speciali	10/11/11	F	12	2	\$78,487.00	1615	F	Term	N
91306	Program Coordinator (Sexual Ha	11/27/17	F	4	0	\$61,845.00	100	F	Term	N
97385	Supervisory HR Specialist (Emp	4/9/12	F	13	0	\$115,950.00	100	F	Reg	N
2200 - BENEFITS AND RETIREMENT SERVICES										
2210 - BENEFITS OPERATION UNIT										
6074	Supvy HR Spec (Empl Benefits)	6/2/14	F	13	0	\$93,776.35	1615	F	Reg	N
13624	Lead HR Specialist (Retirement)	10/7/91	F	13	8	\$107,380.00	1615	F	Reg	N
13902	Associate Director for Benefit	12/2/13	F	15	0	\$161,614.32	1615	F	Reg	N
17461	Program Analyst (Benefits Mark	5/4/09	F	13	8	\$107,380.00	1615	F	Reg	N
20790	HR Spec. (Employee Benefits)	1/23/17	F	11	3	\$65,475.00	1615	F	Reg	N
21720	HR Specialist (PFFRB)	2/3/14	F	11	4	\$67,452.00	1615	F	Reg	N
21722	HR Spec. (Employee Benefits)	6/23/97	F	11	6	\$71,406.00	1615	F	Reg	N
22056	HR Specialist (Emp. Benefits)	7/21/14	F	12	4	\$83,209.00	1615	F	Reg	N
22859	HR Specialist (Emp. Benefits)	8/8/16	F	12	6	\$87,931.00	1615	F	Reg	N
25631	Supvy HR Spec (Empl Benefits)	4/4/16	F	13	0	\$114,077.49	1615	F	Reg	N
26074	Benefits Finance Analyst	7/25/16	F	11	5	\$69,429.00	1615	F	Reg	N
36371	HR Spec. (Employee Benefits)	11/19/12	F	11	3	\$65,475.00	1615	F	Reg	N
43650	HR Assistant (Emp. Benefits)	8/6/18	F	7	2	\$43,741.00	1615	F	Term	N
43651	Human Resources Officer (Recru	11/30/15	F	14	0	\$120,078.07	1615	F	Reg	N
44496	HR Spec (Employee Benefits)		V				1615	F	Term	N
44498	HR Specialist (Emp. Benefits)	5/20/13	F	12	8	\$92,653.00	1615	F	Term	N
77598	HR Spec. (Employee Benefits)	12/31/12	F	11	10	\$79,314.00	1615	F	Reg	N
77750	HR Specialist (Emp. Benefits)	5/29/18	F	12	1	\$76,126.00	1615	F	Reg	N
77773	Attorney Advisor	9/17/18	F	14	2	\$125,415.00	1615	F	Term	N
77896	Management Analyst	9/14/20	F	11	1	\$61,521.00	1615	F	Term	N
78162	HR Specialist (PFFRB)	9/17/18	F	9	4	\$55,955.00	1615	F	Term	N
85639	HR Assistant (Emp. Benefits)	7/23/18	F	7	2	\$43,741.00	1615	F	Term	N
87376	Special Assistant	7/9/18	F	6	0	\$91,722.00	1615	F	Reg	N
91309	Contract Compliance Monitor	10/28/19	F	12	5	\$85,570.00	1615	F	Term	N
93458	HR Specialist (Emp. Benefits)	8/7/17	F	12	6	\$87,931.00	1615	F	Term	N
94997	HR Assistant (Emp. Benefits)	3/5/18	F	7	5	\$48,145.00	1615	F	Term	N
97219	Supervisory IT Specialist	7/15/13	F	13	0	\$120,000.00	1615	F	Reg	N
94096	Wellness Program Coordinator	9/19/17	F	12	8	\$92,653.00	100	F	Term	N
2220 - POLICE AND FIRE RETIREMENT RELIEF BOARD										
2821	RETIREMENT BOARD MEMBER	6/15/09	F	0	0	\$13,000.00	615	P	Temp	Y
3106	RETIREMENT BOARD MEMBER	7/3/19	F	0	0	\$13,000.00	615	P	Temp	Y
3288	HR Specialist (PFFRB)	9/2/08	F	12	10	\$73,031.25	615	F	Reg	N
3288	HR Specialist (PFFRB)	9/2/08	F	12	10	\$24,343.75	1555	F	Reg	N
21754	HR Specialist (PFFRB)	8/17/81	F	12	2	\$58,865.25	615	F	Reg	N
21754	HR Specialist (PFFRB)	8/17/81	F	12	2	\$19,621.75	1555	F	Reg	N
21929	Supvy HR Spec (Police/Fire Bd)	4/25/80	F	13	0	\$96,109.82	615	F	Reg	N
21929	Supvy HR Spec (Police/Fire Bd)	4/25/80	F	13	0	\$32,036.61	1555	F	Reg	N
73513	Attorney Advisor	12/14/15	F	12	5	\$58,731.96	615	F	Term	N
73513	Attorney Advisor	12/14/15	F	12	5	\$24,471.65	1555	F	Term	N
2700 - HR SOLUTIONS										
2710 - RECRUITING AND STAFFING										
5517	HR Spec (Recruit & Placement)	2/13/12	F	12	5	\$85,570.00	100	F	Reg	N
6283	HR Spec (Recruitment/Placement)		V				100	F	Term	N
8900	HR Spec (Recruit & Placement)	1/22/19	F	Q25 Personnel	2	\$78,487.00	100	F	Reg	N

Posn Nbr	Title	Hire Date	Vac Stat	Grade	Step	Salary	Fund Code	F/P Time	Reg/Temp/Term	WAE
8905	Lead HR Spec. (Recruit/Place.)	9/17/18	F	13	2	\$90,514.00	100	F	Reg	N
10023	HR Spec (Recruit & Placement)	1/22/19	F	12	1	\$76,126.00	100	F	Reg	N
14651	Associate Director, Human Reso	9/18/17	F	15	0	\$159,650.00	100	F	Reg	N
24813	Lead HR Spec. (Recruit/Place.)	9/8/14	F	13	10	\$113,002.00	100	F	Reg	N
26680	Staff Assistant	1/20/87	F	11	7	\$73,383.00	100	F	Reg	N
32863	Lead HR Spec. (Recruit/Place.)	8/20/18	F	13	3	\$93,325.00	100	F	Reg	N
33615	HR Spec (Recruitment/Placement)	1/22/19	F	11	5	\$69,429.00	100	F	Reg	N
47331	Supvy HR Spec. (Recruit/Place)	1/9/12	F	14	0	\$130,200.00	100	F	Reg	N
47347	HR Spec (Recruitment/Placement)	7/16/14	F	11	1	\$61,521.00	100	F	Term	N
87380	Human Resources Assistant (Pro	8/9/11	F	7	6	\$49,613.00	100	F	Reg	N
87390	Human Resources Assistant (Pro	1/22/18	F	7	2	\$43,741.00	100	F	Term	N
87391	Human Resources Assistant (Pro	7/23/18	F	7	1	\$42,273.00	100	F	Term	N
87396	HR Spec (Recruitment/Placement)		V				100	F	Reg	N
87400	Customer Svcs Communicat Spec	12/31/18	F	9	10	\$65,747.00	100	F	Term	N
91271	Human Resources Assistant (Pro	5/29/18	F	7	1	\$42,273.00	100	F	Term	N
91272	Human Resources Assistant (Pro	11/12/19	F	7	3	\$45,209.00	100	F	Term	N
97489	Supvy HR Spec. (Recruit/Place)	6/15/15	F	14	0	\$142,913.80	100	F	Reg	N
97490	Human Resources Assistant (Pro	4/13/20	F	9	1	\$51,059.00	100	F	Term	N
97491	Human Resources Assistant (Pro		V				100	F	Term	N
97492	Human Resources Assistant (Pro	10/15/19	F	7	4	\$46,677.00	100	F	Term	N
97493	Human Resources Assistant (Pro	1/8/18	F	9	5	\$57,587.00	100	F	Reg	N
97494	Human Resources Assistant (Pro	2/20/18	F	9	3	\$54,323.00	100	F	Reg	N
97495	Human Resources Assistant (Pro	4/2/18	F	9	9	\$64,115.00	100	F	Reg	N
97496	Administrative Liaison Special	6/3/13	F	13	8	\$107,380.00	100	F	Reg	N
97497	HR Spec (Recruitment/Placement)	7/23/18	F	9	7	\$60,851.00	100	F	Reg	N
2720 - CLASSIFICATION										
20532	HR Specialist (Comp./Class.)	6/16/14	F	12	4	\$83,209.00	100	F	Reg	N
28216	HR Specialist (Class)	10/30/17	F	12	2	\$78,487.00	100	F	Reg	N
35726	Human Resources Specialist (Cl	1/6/20	F	11	4	\$67,452.00	100	F	Term	N
46349	HUMAN RESOURCES SPEC CLASS	2/4/08	F	13	10	\$113,002.00	100	F	Reg	N
46651	Supvy HR Specialist (Class)	12/27/83	F	14	0	\$139,585.60	100	F	Reg	N
91294	HR Specialist (Class)	12/17/18	F	12	5	\$85,570.00	100	F	Term	N
91295	Human Resources Specialist (Cl	7/23/18	F	11	4	\$67,452.00	100	F	Reg	N
2730 - INFORMATION TECHNOLOGY										
9300	Human Resources Specialist	12/16/14	F	14	2	\$106,977.00	100	F	Reg	N
12279	IT Specialist (Internet)	3/17/08	F	13	8	\$107,380.00	100	F	Reg	N
13769	IT Spec. (Customer Support)	11/2/07	F	12	6	\$87,931.00	100	F	Reg	N
14162	IT Spec. (Customer Support)	4/29/85	F	12	7	\$90,292.00	100	F	Reg	N
31896	Supervisory IT Specialist	11/14/16	F	14	0	\$121,000.00	100	F	Temp	N
45911	Human Resources Specialist (In	11/13/18	F	12	6	\$87,931.00	100	F	Term	N
46639	Human Resources Specialist (In	8/11/14	F	12	5	\$85,570.00	100	F	Reg	N
47287	IT Spec. (Customer Support)	6/1/15	F	12	6	\$87,931.00	100	F	Reg	N
70143	IT Specialist	6/2/14	F	14	10	\$133,537.00	100	F	Reg	N
70202	IT SPEC. (CUSTOMER SUPPORT)	5/18/09	F	9	5	\$57,587.00	100	F	Reg	N
2740 - ANALYTICS										
24981	HR Specialist (Measurement, An	6/6/16	F	13	1	\$87,703.00	100	F	Reg	N
36683	Meas., Anal. & Plan. Spec (HR)	12/4/17	F	12	1	\$76,126.00	100	F	Reg	N
47244	Deputy Director, DCHR	9/4/12	F	16	0	\$185,960.00	100	F	Reg	N
3000 - LEARNING AND DEVELOPMENT										
3100 - TRAINING AND DEVELOPMENT										
490	Training Specialist	4/4/16	F	9	3	\$54,323.00	100	F	Reg	N
6410	HR Spec (HR Dev)	8/21/07	F	13	6	\$101,758.00	100	F	Reg	N
9554	Training Specialist	9/18/17	F	9	2	\$52,691.00	100	F	Reg	N
9947	Assoc. Direct for Workforce De	8/16/05	F	15	0	\$150,000.00	100	F	Reg	N
14865	Program Analyst	11/12/19	F	9	4	\$55,955.00	1615	F	Term	N
16830	HR Spec (HR Dev)	3/1/10	F	13	9	\$110,191.00	100	F	Reg	N
20264	Lead Human Resources Specialis	3/5/12	F	14	6	\$120,257.00	100	F	Reg	N
30237	HR Spec (Human Resource Dev)	11/13/18	F	11	2	\$63,498.00	100	F	Term	N
43709	Editor and Graphics Specialist	3/17/08	F	12	4	\$83,209.00	100	F	Reg	N
70178	Supv HR Spec (HR Dev)	11/3/14	F		0	\$125,000.00	100	F	Reg	N
86352	Program Manager	5/11/08	F	15	0	\$167,586.00	100	F	Reg	N
91278	Outreach Specialist	6/29/15	F	12	5	\$85,570.00	100	F	Term	N
91283	Program Analyst	3/19/18	F	11	4	\$67,452.00	100	F	Term	N
91284	Program Specialist (Career Pat		V				100	F	Reg	N
93756	Program Analyst	10/13/15	F	13	1	\$87,703.00	100	F	Reg	N
3200 - Capital City Fellows										
91282	CAPITAL CITY FELLOW	11/12/19	F	4	0	\$64,318.80	700	F	Term	N
91288	CAPITAL CITY FELLOW	11/12/19	F	4	0	\$64,318.80	700	F	Term	N
91291	CAPITAL CITY FELLOW	11/12/19	F	4	0	\$64,318.80	700	F	Term	N
91307	CAPITAL CITY FELLOW	11/12/19	F	4	0	\$64,318.80	700	F	Term	N
91312	CAPITAL CITY FELLOW	11/12/19	F	4	0	\$64,318.80	700	F	Term	N
91314	CAPITAL CITY FELLOW	11/12/19	F	4	0	\$64,318.80	700	F	Term	N
95052	CAPITAL CITY FELLOW	11/27/17	F	4	0	\$64,318.80	700	F	Term	N
95053	CAPITAL CITY FELLOW	11/12/19	F	4	0	\$64,318.80	700	F	Term	N
95055	CAPITAL CITY FELLOW	11/12/19	F	4	0	\$64,318.80	700	F	Term	N
4300 - STRATEGIC HUMAN CAPITAL										
4310 - PERFORMANCE MEASUREMENT										
10152	Human Resources Specialist (Co	5/13/07	F	14	6	\$120,257.00	100	F	Reg	N
42941	HR Specialist (Perf. Mgmt.)	1/27/14	F	13	9	\$110,191.00	100	F	Reg	N
43523	HR Specialist (Measurement, An	3/5/18	F	13	1	\$87,703.00	100	F	Reg	N
82615	HR Specialist (Perf. Mgmt.)	2/6/17	F	13	6	\$101,758.00	100	F	Reg	N
4500 - POLICY AND COMPLIANCE										
4510 - COMPLIANCE										
10083	Compliance Specialist	9/6/16	F	11	4	\$67,452.00	100	F	Reg	N
23434	Compliance Specialist	3/3/14	F	12	6	\$87,931.00	100	F	Reg	N
43852	Management Analyst	6/1/20	F	11	1	\$61,521.00	100	F	Term	N
44577	Compliance Specialist	2/20/18	F	12	7	\$90,292.00	100	F	Term	N
47243	Compliance Review Manager	6/2/14	F	14	0	\$116,000.00	100	F	Reg	N
83215	Compliance Specialist	5/30/17	F	12	1	\$76,126.00	100	F	Term	N
84796	Compliance Specialist	4/13/20	F	9	1	\$51,059.00	100	F	Term	N
85644	Compliance Specialist	3/6/17	F	12	2	\$78,487.00	100	F	Term	N
92440	Compliance Specialist	4/27/20	F	9	8	\$62,483.00	100	F	Term	N
95440	Compliance Specialist	10/28/19	F	9	1	\$51,059.00	100	F	Term	N

Posn Nbr	Title	Hire Date	Vac Stat	Grade	Step	Salary	Fund Code	F/P Time	Reg/Temp/Term	WAE
97342	Program Analyst	10/28/19	F	11	3	\$65,475.00	100	F	Term	N
4520 - POLICY										
3332	Writer (Human Resource Policy)	9/28/20	F	12	4	\$83,209.00	100	F	Reg	N
9222	Program Coordinator (Drug and	11/27/17	F	12	1	\$76,126.00	100	F	Reg	N
22446	Writer (Human Resource Policy)	8/24/15	F	12	6	\$87,931.00	100	F	Term	N
24184	Writer (Human Resource Policy)	1/21/20	F	12	4	\$83,209.00	100	F	Term	N
27572	Associate Director for Policy	10/15/07	F	2	0	\$172,160.57	100	F	Reg	N
93453	Compliance Specialist	9/19/16	F	12	6	\$87,931.00	100	F	Reg	N
93454	Writer Editor	10/30/17	F	13	4	\$96,136.00	100	F	Reg	N

Agency Code	Agency	Count of Employees Who used COVID Sick Leave Time Reporting Code (TRC)
AA	Executive Office of the Mayor	3
AC	Office of the DC Auditor	1
AD	Office of the Inspector General	4
AE	Office of the City Administrator	2
AM	Department of General Services	63
AT	Office of the Chief Financial Officer	23
BA	Office of the Secretary	1
BD	Office of Planning	18
BE	DC Department of Human Resources	5
BN	Homeland Security & Emerg. Mgmt. Agency	5
BX	Commission on the Arts and Humanities	1
BY	Department of Aging and Community Living	17
BZ	Office on Latino Affairs	3
CB	Office of the Attorney General	54
CE	DC Public Library	86
CF	Department of Employment Services	41
CH	Office of Employee Appeals	1
CR	Department of Consumer and Regulatory Affairs	21
DB	Department of Housing and Community Development	5
DC	DC Lottery and Charitable Games Control Board	2
DJ	Office of the People's Counsel	3
DL	Board of Elections and Ethics	2
EB	Office of the Deputy Mayor for Planning and Economic Development	3
FA	Metropolitan Police Department	1150
FB	Fire and Emergency Medical Services Department	198
FK	DC National Guard	2
FL	Department of Corrections	2
FR	Department of Forensic Sciences	12
FX	Office of the Chief Medical Examiner	10
GA	DC Public Schools	139
GD	Office of the State Superintendent of Education	15
GF	University of the District of Columbia	10
GO	OSSE DOT Department	44
GW	Deputy Mayor for Education	1
HA	Department of Parks and Recreation	49
HC	Department of Health	40
HI	Health Benefit Exchange Authority	4
HM	Office of Human Rights	1
HT	Department of Health Care Finance	10
JA	Department of Human Services	143
JM	Department on Disability Services	20
JR	Office of Disability Rights	1
JZ	Department of Youth Rehabilitation Services	104
KA	District Department of Transportation	121
KG	Department of Energy and Environment	24
KT	Department of Public Works	152
KV	Department of Motor Vehicles	18
LQ	Alcoholic Beverage Regulation Administration	3
MA	Criminal Code Reform Commission	3
NS	Office of Neighborhood Safety and Engagement	3

Agency Code	Agency	Count of Employees Who used COVID Sick Leave Time Reporting Code (TRC)
PO	Office of Contracting and Procurement	10
RK	Office of Risk Management	1
RL	Child and Family Services Agency	105
RM	Department of Behavioral Health	172
SR	Department of Insurance, Securities and Banking	1
TO	Office of the Chief Technology Officer	2
UC	Office of Unified Communications	89

Agency	Total Count of Employees who submitted time 4/1 to 12/31	100% Regular	100% Telework	Both Regular and Telework
Executive Office of the Mayor	151	32	21	98
Council of the District of Columbia	230	221	0	9
Office of the DC Auditor	30	0	20	10
Office of the Inspector General	98	0	64	34
Office of the City Administrator	71	4	33	34
Contract Appeals Board	11	0	11	0
Board of Ethics and Government Accountability	16	0	15	1
Mayor's Office of Legal Counsel	11	0	4	7
Office of the Senior Advisor	22	0	7	15
Department of General Services	647	276	98	273
Office of Asian and Pacific Islander Affairs	13	0	5	8
Statehood Initiatives Agency	5	1	2	2
Office of Finance and Resource Management	15	0	12	3
Office of the Chief Financial Officer	1360	1	794	565
Office of the Secretary	28	0	10	18
Office of Planning	77	0	51	26
DC Department of Human Resources	189	1	107	81
Office of Zoning	23	0	16	7
Homeland Security & Emerg. Mgmt. Agency	133	30	7	96
Commission on the Arts and Humanities	34	0	8	26
Department of Aging and Community Living	102	2	56	44
Office on Latino Affairs	11	1	0	10
Office of the Attorney General	689	15	292	382
DC Public Library	565	182	33	350
Department of Employment Services	869	72	154	643
Public Employee Relations Board	9	0	6	3
Office of Employee Appeals	16	0	6	10
Office of Cable Television, Film, Music and Entertainment	5	0	2	3
Office of Campaign Finance	33	0	33	0
Office of the Tenant Advocate	20	0	12	8
Department of Consumer and Regulatory Affairs	442	41	223	178
Office of Cable Television, Film, Music and Entertainment	50	10	16	24
Real Property Tax Appeals Commission (RPTAC)	12	0	5	7
Department of Housing and Community Development	153	1	75	77
DC Lottery and Charitable Games Control Board	67	1	8	58
Public Service Commission	83	0	68	15
Office of the People's Counsel	49	0	37	12
Board of Elections and Ethics	255	202	0	53
Commission on Judicial Disabilities and Tenure	1	1	0	0
Rental Housing Commission	8	0	1	7
Judicial Nomination Commission	3	0	1	2
Office of Advisory Neighborhood Commissions	5	5	0	0
DC Retirement Board	60	0	24	36
Office of the Deputy Mayor for Planning and Economic Development	86	0	54	32
Office of the Deputy Mayor for Greater Economic Opportunity	2	1	0	1
Department of Small and Local Business Development	59	0	35	24
Metropolitan Police Department	4644	3924	72	648
Fire and Emergency Medical Services Department	405	119	168	118
Office of Police Complaints	25	0	2	23
Corrections Information Council	8	1	4	3
Criminal Justice Coordinating Council	23	0	11	12
DC National Guard	138	7	41	90
Department of Corrections	1218	931	45	242
Office Victim Serv. & Justice Grants Admin	25	0	15	10
Office of the Deputy Mayor Public Safety & Justice Cluster	9	3	2	4
Department of Forensic Sciences	226	136	5	85
Office of Administrative Hearings	98	0	40	58
Office of the Chief Medical Examiner	103	47	5	51
DC Sentencing Commission	7	0	4	3
DC Public Schools	10332	371	5818	4143
Office of the State Superintendent of Education	422	1	278	143
District of Columbia State Board of Education	34	0	28	6
University of the District of Columbia	1166	58	532	576
DC State Athletic Association	6	0	3	3
Non Public Tuition	8	0	7	1
OSSE DOT Department	1440	2	1071	367
Deputy Mayor for Education	38	0	25	13
Department of Parks and Recreation	791	18	65	708
Department of Health	986	33	505	448
Office of the Deputy Mayor Health and Human Services	16	0	3	13
Health Benefit Exchange Authority	102	0	83	19
Office of Human Rights	39	0	21	18
Department of Health Care Finance	264	0	145	119
Department of Human Services	1161	6	381	774
Department on Disability Services	406	2	298	106
Office of Disability Rights	12	0	5	7
Department of Youth Rehabilitation Services	538	194	26	318
District Department of Transportation	1157	52	276	829
Department of Energy and Environment	405	3	143	259
Deputy Mayor for Operations and Infrastructure	8	0	7	1
Department of Public Works	1450	585	14	851
Department of Motor Vehicles	252	5	7	240
Alcoholic Beverage Regulation Administration	63	0	8	55
Criminal Code Reform Commission	6	0	6	0

Agency	Total Count of Employees who submitted time 4/1 to 12/31	100% Regular	100% Telework	Both Regular and Telework
Office of Neighborhood Safety and Engagement	31	2	7	22
Office of Contracting and Procurement	221	4	118	99
Office of Returning Citizen Affairs	14	1	1	12
Office of Risk Management	85	1	50	34
Child and Family Services Agency	793	16	209	568
Department of Behavioral Health	1381	814	238	329
Office of Community Affairs	1	1	0	0
Department of Insurance, Securities and Banking	123	0	93	30
Department of For-Hire Vehicles	55	0	22	33
Office of Cable Television, Film, Music and Entertainment	6	2	3	1
Office of the Chief Technology Officer	357	12	196	149
Office of Unified Communications	373	221	15	137
Office of Veteran Affairs	4	0	1	3

Agency	Employee Count	Total Amount of Pay
Alcoholic Beverage Regulation Administration	54	\$ 16,898.00
Board of Elections and Ethics	184	\$ 86,716.00
Child and Family Services Agency	539	\$ 166,572.00
Commission on Judicial Disabilities and Tenure	1	\$ 1,260.00
Commission on the Arts and Humanities	17	\$ 3,304.00
Corrections Information Council	2	\$ 1,750.00
Criminal Justice Coordinating Council	4	\$ 294.00
DC Lottery and Charitable Games Control Board	54	\$ 15,036.00
DC National Guard	87	\$ 29,512.00
DC Public Library	482	\$ 110,124.00
DC Public Schools	5867	\$ 852,684.00
DC Retirement Board	36	\$ 4,998.00
DC Sentencing Commission	2	\$ 98.00
Department of Aging and Community Living	40	\$ 6,244.00
Department of Behavioral Health	1119	\$ 875,434.00
Department of Consumer and Regulatory Affairs	351	\$ 94,374.00
Department of Corrections	1163	\$ 962,332.00
Department of Employment Services	511	\$ 204,960.00
Department of Energy and Environment	186	\$ 49,756.00
Department of Forensic Sciences	197	\$ 179,564.00
Department of For-Hire Vehicles	25	\$ 7,182.00
Department of General Services	507	\$ 465,570.00
Department of Health	437	\$ 178,794.00
Department of Health Care Finance	40	\$ 8,904.00
Department of Housing and Community Development	70	\$ 9,940.00
Department of Human Resources	56	\$ 15,274.00
Department of Human Services	841	\$ 236,684.00
Department of Insurance, Securities and Banking	16	\$ 1,778.00
Department of Motor Vehicles	230	\$ 88,858.00
Department of Parks and Recreation	602	\$ 269,850.00
Department of Public Works	1235	\$ 1,060,220.00
Department of Small and Local Business Development	17	\$ 2,212.00
Department of Youth Rehabilitation Services	487	\$ 383,964.00
Department on Disability Services	123	\$ 19,096.00
Deputy Mayor for Education	4	\$ 1,582.00
Deputy Mayor for Operations and Infrastructure	2	\$ 98.00
District Department of Transportation	736	\$ 279,216.00
District of Columbia State Board of Education	6	\$ 420.00
Executive Office of the Mayor	99	\$ 56,770.00
Fire and Emergency Medical Services Department	2051	\$ 1,945,646.50
Health Benefit Exchange Authority	7	\$ 588.00
Homeland Security & Emerg. Mgmt. Agency	109	\$ 87,374.00
Judicial Nomination Commission	1	\$ 28.00
Mayor's Office of Legal Counsel	2	\$ 210.00
Metropolitan Police Department	4475	\$ 4,630,314.50
Non Public Tuition	1	\$ 70.00
Ofc of the Deputy Mayor Health and Human Services	5	\$ 3,766.00
Ofc. Victim Serv. & Justice Grants Admin	5	\$ 952.00
Office of Administrative Hearings	29	\$ 4,396.00
Office of Advisory Neighborhood Commissions	3	\$ 2,856.00
Office of Asian and Pacific Islander Affairs	10	\$ 980.00
Office of Cable Television, Film, Music and Entertainment	35	\$ 21,714.00
Office of Community Affairs	1	\$ 1,330.00
Office of Contracting and Procurement	71	\$ 22,960.00
Office of Disability Rights	4	\$ 350.00
Office of Employee Appeals	3	\$ 1,022.00

Agency	Employee Count	Total Amount of Pay
Office of Finance and Resource Management	4	\$ 154.00
Office of Human Rights	18	\$ 2,016.00
Office of Neighborhood Safety and Engagement	14	\$ 5,040.00
Office of Planning	15	\$ 3,682.00
Office of Police Complaints	17	\$ 1,232.00
Office of Risk Management	20	\$ 5,124.00
Office of the Attorney General	244	\$ 28,280.00
Office of the Chief Financial Officer	727	\$ 88,928.00
Office of the Chief Medical Examiner	83	\$ 68,474.00
Office of the Chief Technology Officer	185	\$ 60,858.00
Office of the City Administrator	18	\$ 7,868.00
Office of the DC Auditor	6	\$ 700.00
Office of the Deputy Mayor for Planning and Economic Development	12	\$ 1,722.00
Office of the Deputy Mayor Public Safety & Justice Cluster	5	\$ 1,820.00
Office of the Inspector General	13	\$ 812.00
Office of the People's Counsel	8	\$ 1,092.00
Office of the Secretary	11	\$ 1,988.00
Office of the Senior Advisor	13	\$ 2,142.00
Office of the State Superintendent of Education	86	\$ 14,126.00
Office of the Tenant Advocate	5	\$ 1,064.00
Office of Unified Communications	345	\$ 235,634.00
Office of Veteran Affairs	3	\$ 1,274.00
Office of Zoning	5	\$ 378.00
Office on Latino Affairs	10	\$ 5,824.00
OSSE DOT Department	50	\$ 8,764.00
Public Employee Relations Board	3	\$ 434.00
Public Service Commission	6	\$ 1,932.00
Real Property Tax Appeals Commission (RPTAC)	3	\$ 182.00
University of the District of Columbia	34	\$ 13,384.00

DC DEPARTMENT OF HUMAN RESOURCES

Transgender & Non-Binary Study Milestone Plan

The DC Department of Human Resources (DCHR), in collaboration with the DC Office of Human Rights (OHR) and the Mayor's Office of Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Affairs, will conduct a gender identity study pursuant to the District Government Transgender and Non-Binary Employment Study Amendment Act of 2020. This Act requires the Mayor (through DCHR) to contract with an entity to study the employment of transgender and non-binary individuals in District agencies and District agencies' employment practices as they relate to individuals who identify as transgender or non-binary with the goal of hiring more transgender and non-binary individuals and serving as a model for other employers. The final report is due the Council by **December 31, 2021**.

Milestone	Responsible Party/Agency	Planned Due Date	Current Status
Identify a project to lead for the initiative	DCHR	1/1/2021	Completed on 1/1/2021
Identify liaisons within OHR, LGBTQ Affairs, and DOES	DCHR	1/15/2021	Completed on 1/15/2021
Develop project milestone plan	DCHR	1/15/2021	Completed on 1/15/2021
Identify stakeholders to serve as an Advisory Team	DCHR	1/22/2021	In progress
Convene stakeholder group meeting to review legislative requirements and milestone plan	DCHR	1/29/2021	In progress
Complete draft Statement of Work (SOW) for review by OHR, LGBTQ Affairs, and other stakeholders	DCHR	1/29/2021	In progress
Submit final draft SOW to OCP for solicitation	DCHR	2/5/2021	In progress
Issue/advertise solicitation	OCP	2/12/2021	Pending
Solicitation closes	OCP	3/1/2021	Pending
Complete the evaluation of vendor proposals	OCP	3/12/2021	Pending
Make vendor selection and begin compliance document review	OCP	3/15/2021	Pending

Milestone	Responsible Party/Agency	Planned Due Date	Current Status
Contract award	OCP	3/26/2021	Pending
Kick-off meeting with vendor and stakeholder group to review requirements and deliverables	OCP, Vendor & Stakeholders	4/1/2021	Pending
Progress meeting with vendor and project lead	DCHR & Vendor	4/12/2021	Pending
Prepare draft survey to employees	Vendor	4/19/2021	Pending
Prepare draft survey to agencies	Vendor	4/19/2021	Pending
Prepare draft survey to DOES program participants	Vendor	4/19/2021	Pending
Progress meeting with vendor and project lead	DCHR & Vendor	4/26/2021	Pending
Finalize surveys and prepare for distribution	Vendor	4/30/2021	Pending
Distribute surveys	Vendor	5/3/2021	Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders	5/3/2021	Pending
Progress meeting with vendor and project lead	DCHR & Vendor	5/17/2021	Pending
Begin biweekly reminder emails encouraging survey responses	Vendor	5/17/2021	Pending
Progress meeting with vendor and project lead	DCHR & Vendor	5/31/2021	Pending
Biweekly reminder emails encouraging survey responses	Vendor	5/31/2021	Pending
Final date for employee survey submissions	Vendor	6/4/2021	Pending
Final date for agency survey submissions	Vendor	6/4/2021	Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders	6/7/2021	Pending
Begin analyzing survey responses	Vendor	6/7/2021	Pending
Share survey responses with DCHR & stakeholder group	Vendor	6/21/2021	Pending
Progress meeting with vendor and project lead	DCHR & Vendor	6/21/2021	Pending

Milestone	Responsible Party/Agency	Planned Due Date	Current Status
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders	7/7/2021	Pending
Begin conducting focus groups with respondents for more information	Vendor	7/12/2021	Pending
Progress meeting with vendor and project lead	DCHR & Vendor	7/19/2021	Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders	8/2/2021	Pending
Complete focus groups and begin analyzing responses	Vendor	9/1/2021	Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders	9/1/2021	Pending
Progress meeting with vendor and project lead	DCHR & Vendor	9/13/2021	Pending
Submit draft #1 of final report	Vendor	9/20/2021	Pending
Provide feedback on final report draft #1	DCHR & Stakeholders	10/8/2021	Pending
Submit draft #2 of final report	Vendor	10/25/2021	Pending
Provide feedback on final report draft #2	DCHR & Stakeholders	11/8/2021	Pending
Complete final report for review by DCHR	Vendor	11/22/2021	Pending
Submit final report to ACA Melder's Office for review and comment	DCHR	12/6/2021	Pending
Submit final report to OPLA for review and comment	DCHR	12/13/2021	Pending
Submit final review to Council	DCHR	12/20/2021	Pending

Agency Code	Agency	53 - Applicant Counts FY20				
		Applicant Count	DC Applicant Count	Res Pref Applicant Count	Hires/Rehires	DC Hires/Rehires
AA	Executive Office of the Mayor	3	3	3	23	20
AD	Office of the Inspector General	570	164	152	5	1
AE	Office of the City Administrator	245	83	73	10	9
AF	Contract Appeals Board	47	11	14	2	1
AG	Board of Ethics and Government Accountability	31	10	11	2	1
AM	Department of General Services	1383	548	550	55	23
BD	Office of Planning	103	41	32	2	2
BE	DC Department of Human Resources	3506	1747	1689	50	33
BJ	Office of Zoning	54	29	22	2	1
BN	Homeland Security & Emerg. Mgmt. Agency	626	215	196	16	7
BX	Commission on the Arts and Humanities	224	96	90	2	1
BY	Department of Aging and Community Living	736	281	267	5	2
CE	DC Public Library	1788	933	940	37	23
CF	Department of Employment Services	3665	1701	1556	205	143
CG	Public Employee Relations Board	80	30	33	0	0
CJ	Office of Campaign Finance	129	63	57	1	0
CQ	Office of the Tenant Advocate	11	7	6	3	2
CR	Department of Consumer and Regulatory Affairs	3596	1552	1515	45	28
CT	Office of Cable Television, Film, Music and Entertainment	19	9	6	7	4
DB	Department of Housing and Community Development	103	45	47	4	2
DH	Public Service Commission	560	189	183	10	3
DJ	Office of the People's Counsel	293	164	152	1	1
DL	Board of Elections and Ethics	575	362	352	193	142
DR	Rental Housing Commission	7	2	2	1	0
EB	Office of the Deputy Mayor for Planning and Economic Development	614	273	246	13	9
EM	Office of the Deputy Mayor for Greater Economic Opportunity	249	120	116	0	0
EN	Department of Small and Local Business Development	214	97	84	7	7
FA	Metropolitan Police Department	4287	1655	1606	354	114
FB	Fire and Emergency Medical Services Department	1849	938	958	104	78
FH	Office of Police Complaints	546	190	184	3	2
FI	Corrections Information Council	1	1	1	0	0
FJ	Criminal Justice Coordinating Council	370	136	130	2	0
FK	DC National Guard	202	89	95	11	3
FL	Department of Corrections	2369	821	845	36	2
FO	Office Victim Serv. & Justice Grants Admin	237	86	81	4	1
FQ	Office of the Deputy Mayor Public Safety & Justice Cluster	2	2	2	0	0
FR	Department of Forensic Sciences	1467	321	302	21	8
FS	Office of Administrative Hearings	2737	1207	1180	14	10
FX	Office of the Chief Medical Examiner	743	206	187	14	7
GA	DC Public Schools	20	10	11	2123	1028
GD	Office of the State Superintendent of Education	3272	1286	1270	33	16
GE	District of Columbia State Board of Education	7	3	0	11	3
GL	DC State Athletic Association	11	8	7	0	0
GN	Non Public Tuition	3	0	0	0	0
GO	OSSE DOT Department	1099	551	519	44	34
GW	Deputy Mayor for Education	456	184	177	9	7
HA	Department of Parks and Recreation	2298	1372	1367	229	180
HC	Department of Health	1722	566	548	424	383

Agency Code	Agency	Applicant Count	DC Applicant Count	Res Pref Applicant Count	Hires/Rehires	DC Hires/Rehires
HG	Office of the Deputy Mayor Health and Human Services	252	102	96	3	1
HI	Health Benefit Exchange Authority	111	29	30	11	1
HM	Office of Human Rights	928	389	365	5	1
HT	Department of Health Care Finance	693	228	215	15	9
JA	Department of Human Services	4757	1929	1828	66	28
JM	Department on Disability Services	1496	579	558	28	4
JR	Office of Disability Rights	230	106	104	2	1
JZ	Department of Youth Rehabilitation Services	2432	860	849	31	13
KA	District Department of Transportation	3001	1446	1433	66	46
KG	Department of Energy and Environment	1264	627	575	53	33
KT	Department of Public Works	2402	1541	1496	264	222
KV	Department of Motor Vehicles	1358	869	836	20	12
LQ	Alcoholic Beverage Regulation Administration	760	351	340	5	3
NS	Office of Neighborhood Safety and Engagement	277	126	120	1	0
PO	Office of Contracting and Procurement	1109	402	380	19	3
RK	Office of Risk Management	850	334	325	6	2
RL	Child and Family Services Agency	2380	852	815	86	25
RM	Department of Behavioral Health	2347	978	959	126	59
SR	Department of Insurance, Securities and Banking	212	92	95	10	6
TC	Department of For-Hire Vehicles	563	283	278	1	1
TO	Office of the Chief Technology Officer	590	207	209	9	6
UC	Office of Unified Communications	609	315	306	15	7

Agency Code	Agency	53 - Applicant Counts FY 21				
		Applicant Count	DC Applicant Count	Res Pref Applicant Count	Hires/Rehires	DC Hires/Rehires
AD	Office of the Inspector General	14	5	6	1	0
AE	Office of the City Administrator	43	16	20	0	0
AG	Board of Ethics and Government Accountability	70	28	24	0	0
AM	Department of General Services	193	77	74	4	3
BA	Office of the Secretary	195	78	73	0	0
BE	DC Department of Human Resources	208	140	134	0	0
BN	Homeland Security & Emerg. Mgmt. Agency	77	27	27	4	2
BX	Commission on the Arts and Humanities	99	46	45	1	1
BY	Department of Aging and Community Living	50	18	19	0	0
CE	DC Public Library	492	243	243	7	3
CF	Department of Employment Services	1182	559	540	39	19
CQ	Office of the Tenant Advocate	75	35	33	0	0
CR	Department of Consumer and Regulatory Affairs	431	172	166	7	3
CT	Office of Cable Television, Film, Music and Entertainment	2	1	0	1	0
DB	Department of Housing and Community Development	31	18	16	0	0
DH	Public Service Commission	137	36	40	2	0
DJ	Office of the People's Counsel	34	20	19	1	1
DL	Board of Elections and Ethics	166	86	87	37	23
EB	Office of the Deputy Mayor for Planning and Economic Development	1	0	0	0	0
EN	Department of Small and Local Business Development	63	29	27	2	1
FA	Metropolitan Police Department	101	36	39	2	1
FB	Fire and Emergency Medical Services Department	485	223	221	45	24
FH	Office of Police Complaints	398	210	201	3	1
FJ	Criminal Justice Coordinating Council	36	12	13	0	0
FK	DC National Guard	72	30	31	6	1
FL	Department of Corrections	377	130	128	1	1
FR	Department of Forensic Sciences	214	47	45	15	6
FS	Office of Administrative Hearings	52	30	24	10	5
FZ	DC Sentencing Commission	1	1	1	0	0
GD	Office of the State Superintendent of Education	407	154	153	3	2
GO	OSSE DOT Department	12	9	5	0	0
GW	Deputy Mayor for Education	632	284	282	4	3
HA	Department of Parks and Recreation	252	163	164	0	0
HC	Department of Health	539	225	204	15	7
HG	Office of the Deputy Mayor Health and Human Services	2	1	1	0	0
HI	Health Benefit Exchange Authority	43	17	18	0	0
HM	Office of Human Rights	7	5	2	2	1
HT	Department of Health Care Finance	340	109	101	4	1
JA	Department of Human Services	499	171	167	8	3
JM	Department on Disability Services	547	209	202	2	1
JR	Office of Disability Rights	28	13	13	0	0
JZ	Department of Youth Rehabilitation Services	693	266	269	5	1
KA	District Department of Transportation	619	287	297	10	4
KG	Department of Energy and Environment	293	118	111	4	1
KT	Department of Public Works	203	98	101	213	176
KV	Department of Motor Vehicles	183	96	96	3	2
NS	Office of Neighborhood Safety and Engagement	350	175	174	1	0
PO	Office of Contracting and Procurement	66	21	21	0	0

Agency Code	Agency	Applicant Count	DC Applicant Count	Res Pref Applicant Count	Hires/Rehires	DC Hires/Rehires
RK	Office of Risk Management	101	28	27	2	0
RL	Child and Family Services Agency	1054	456	451	10	3
RM	Department of Behavioral Health	664	239	234	16	5
TO	Office of the Chief Technology Officer	300	95	100	4	2
UC	Office of Unified Communications	641	357	357	2	1

District residency by agency by group--show number and percent of total in that group that are DC residents, by each group, FY2020 (Q51)

Agency Name	Total employees	Total number employees who are DC residents	Percent who are DC residents (Col. C/B)	Group 1 Career Service, Competitive positions			Group 2 Career Service, Non-Competitive			Group 3 Career Service, Competitive positions			Group 4 Career Service, Non-Competitive (term)			Group 5 Management and Supervisory Service			Group 6 Legal Service positions			Group 7 Excepted Service positions			Group 8 Executive Service positions			Group 9 Educational Service positions		
				Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group
Executive Office of the Mayor	118	106	90%	0	0	0%	3	2	67%	9	4	44%	14	10	71%	1	0	0%	1	1	100%	86	85	99%	4	4	100%	0	0	0%
Council of the District of Columbia	181	171	94%	5	4	80%	0	0	0%	7	2	29%	0	0	0%	0	0	0%	8	8	100%	161	157	98%	0	0	0%	0	0	0%
Office of the DC Auditor	25	13	52%	0	0	0%	0	0	0%	19	8	42%	0	0	0%	2	1	50%	0	0	0%	4	4	100%	0	0	0%	0	0	0%
Office of the Inspector General	91	32	35%	3	1	33%	0	0	0%	59	17	29%	0	0	0%	18	4	22%	0	0	0%	10	9	90%	1	1	100%	0	0	0%
Office of the City Administrator	56	40	71%	1	1	100%	1	0	0%	13	6	46%	8	5	63%	3	3	100%	10	5	50%	20	20	100%	0	0	0%	0	0	0%
Contract Appeals Board	11	6	55%	1	0	0%	0	0	0%	2	0	0%	1	0	0%	1	0	0%	3	3	100%	3	3	100%	0	0	0%	0	0	0%
Board of Ethics and Government Accountability	16	10	63%	1	1	100%	0	0	0%	7	2	29%	0	0	0%	0	0	0%	5	4	80%	3	3	100%	0	0	0%	0	0	0%
Mayor's Office of Legal Counsel	9	9	100%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	8	8	100%	0	0	0%	0	0	0%
Office of the Senior Advisor	20	20	100%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	19	19	100%	0	0	0%	0	0	0%
Department of General Services	621	267	43%	209	115	55%	27	14	52%	305	107	35%	2	1	50%	66	23	35%	7	2	29%	2	2	100%	2	2	100%	0	0	0%
Office of Asian and Pacific Islander Affairs	11	3	27%	0	0	0%	7	0	0%	1	0	0%	2	2	100%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%
Statehood Initiatives Agency	5	4	80%	0	0	0%	3	2	67%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%
Office of Finance and Resource Management	15	2	13%	5	1	20%	0	0	0%	9	1	11%	1	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Office of the Chief Financial Officer	1313	304	23%	297	100	34%	25	8	32%	948	183	19%	17	6	35%	12	3	25%	0	0	0%	5	2	40%	0	0	0%	2	0	0%
Office of the Secretary	24	17	71%	2	2	100%	1	1	100%	14	8	57%	1	1	100%	0	0	0%	1	0	0%	4	4	100%	1	1	100%	0	0	0%
Office of Planning	73	39	53%	0	0	0%	0	0	0%	59	30	51%	1	0	0%	10	7	70%	1	0	0%	1	1	100%	1	1	100%	0	0	0%
DC Department of Human Resources	153	94	61%	10	8	80%	20	18	90%	61	29	48%	23	13	57%	19	8	42%	8	6	75%	8	8	100%	1	1	100%	0	0	0%
ORM - Workers Compensation	24	12	50%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	5	2	40%
Office of Zoning	21	8	38%	1	0	0%	0	0	0%	13	5	38%	1	0	0%	2	0	0%	3	2	67%	1	1	100%	0	0	0%	0	0	0%
Homeland Security & Emerg. Mgmt. Agency	118	46	39%	2	1	50%	6	4	67%	33	14	42%	52	17	33%	20	6	30%	1	1	100%	3	2	67%	1	1	100%	0	0	0%
Commission on the Arts and Humanities	31	16	52%	1	1	100%	1	1	100%	13	5	38%	8	5	63%	5	2	40%	2	1	50%	0	0	0%	1	1	100%	0	0	0%
Department of Aging and Community Living	97	48	49%	4	1	25%	0	0	0%	71	34	48%	2	1	50%	17	9	53%	2	2	100%	0	0	0%	1	1	100%	0	0	0%
Office on Latino Affairs	11	11	100%	0	0	0%	1	1	100%	1	1	100%	4	4	100%	0	0	0%	0	0	0%	4	4	100%	1	1	100%	0	0	0%
Office of the Attorney General	612	296	48%	49	29	59%	19	9	47%	194	86	44%	31	13	42%	26	7	27%	260	124	48%	25	20	80%	5	5	100%	0	0	0%
DC Public Library	531	282	53%	297	172	58%	22	16	73%	140	61	44%	8	1	13%	61	29	48%	1	1	100%	1	1	100%	0	0	0%	0	0	0%
Department of Employment Services	750	408	54%	88	58	66%	172	122	71%	230	113	49%	151	67	44%	98	41	42%	7	4	57%	1	1	100%	1	1	100%	0	0	0%
Public Employee Relations Board	7	3	43%	0	0	0%	0	0	0%	3	1	33%	0	0	0%	0	0	0%	4	2	50%	0	0	0%	0	0	0%	0	0	0%
Office of Employee Appeals	15	4	27%	3	2	67%	0	0	0%	2	0	0%	0	0	0%	0	0	0%	9	2	22%	1	0	0%	0	0	0%	0	0	0%
Office of Cable Television, Film, Music and Entertainment	59	28	47%	5	4	80%	2	0	0%	31	11	35%	9	6	67%	9	4	44%	1	1	100%	1	1	100%	1	1	100%	0	0	0%
Office of Campaign Finance	31	10	32%	7	1	14%	0	0	0%	18	6	33%	0	0	0%	3	2	67%	2	0	0%	1	1	100%	0	0	0%	0	0	0%
Office of the Tenant Advocate	19	12	63%	0	0	0%	1	1	100%	6	4	67%	1	0	0%	0	0	0%	10	6	60%	1	1	100%	0	0	0%	0	0	0%
Department of Consumer and Regulatory Affairs	419	201	48%	112	72	64%	1	0	0%	238	100	42%	1	1	100%	57	23	40%	9	4	44%	0	0	0%	1	1	100%	0	0	0%
Real Property Tax Appeals Commission (RPTAC)	10	6	60%	3	1	33%	0	0	0%	1	0	0%	5	4	80%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%
Department of Housing and Community Development	146	86	59%	24	12	50%	1	1	100%	84	45	54%	3	3	100%	18	13	72%	10	6	60%	5	5	100%	1	1	100%	0	0	0%
DC Lottery and Charitable Games Control Board	66	15	23%	6	0	0%	0	0	0%	60	15	25%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Public Service Commission	76	23	30%	3	2	67%	0	0	0%	43	12	28%	4	3	75%	14	5	36%	12	1	8%	0	0	0%	0	0	0%	0	0	0%
Office of the People's Counsel	45	24	53%	1	0	0%	1	1	100%	26	14	54%	1	1	100%	6	3	50%	10	5	50%	0	0	0%	0	0	0%	0	0	0%
Board of Elections and Ethics	61	42	69%	13	9	69%	3	2	67%	20	15	75%	2	1	50%	10	6	60%	0	0	0%	1	0	0%	0	0	0%	0	0	0%

Agency Name	Total employees	Total number employees who are DC residents	Percent who are DC residents (Col. C/B)	Career Service, Competitive positions			Career Service, Non-Competitive			Career Service, Competitive positions			Career Service, Non-Competitive (term)			Management and Supervisory Service			Legal Service positions			Excepted Service positions			Executive Service positions			Educational Service positions		
				Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group
Executive Office of the Mayor	118	106	90%	0	0	0%	3	2	67%	9	4	44%	14	10	71%	1	0	0%	1	1	100%	86	85	99%	4	4	100%	0	0	0%
Commission on Judicial Disabilities and Tenure	1	0	0%	0	0	0%	0	0	0%	1	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Rental Housing Commission	8	6	75%	0	0	0%	1	1	100%	5	4	80%	0	0	0%	0	0	0%	2	1	50%	0	0	0%	0	0	0%	0	0	0%
Judicial Nomination Commission	2	1	50%	0	0	0%	0	0	0%	1	0	0%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%
Office of Advisory Neighborhood Commissions	5	5	100%	0	0	0%	0	0	0%	4	4	100%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%
DC Retirement Board	55	12	22%	38	7	18%	0	0	0%	14	5	36%	1	0	0%	0	0	0%	0	0	0%	2	0	0%	0	0	0%	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	83	50	60%	0	0	0%	5	3	60%	33	17	52%	22	13	59%	11	6	55%	5	4	80%	7	7	100%	0	0	0%	0	0	0%
Department of Small and Local Business Development	52	35	67%	5	5	100%	0	0	0%	31	16	52%	4	4	100%	7	6	86%	2	1	50%	2	2	100%	1	1	100%	0	0	0%
Metropolitan Police Department	4381	934	21%	3335	598	18%	357	136	38%	255	75	29%	7	2	29%	68	20	29%	4	1	25%	2	2	100%	1	1	100%	0	0	0%
Fire and Emergency Medical Services Department	2057	666	32%	1322	506	38%	25	25	100%	80	32	40%	1	0	0%	16	4	25%	5	3	60%	5	5	100%	2	2	100%	0	0	0%
Office of Police Complaints	22	11	50%	6	1	17%	0	0	0%	11	6	55%	0	0	0%	3	2	67%	0	0	0%	2	2	100%	0	0	0%	0	0	0%
Corrections Information Council	7	5	71%	2	2	100%	0	0	0%	3	2	67%	1	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%
Criminal Justice Coordinating Council	19	9	47%	0	0	0%	0	0	0%	12	4	33%	0	0	0%	0	0	0%	0	0	0%	7	5	71%	0	0	0%	0	0	0%
DC National Guard	130	34	26%	18	5	28%	57	19	33%	29	4	14%	21	4	19%	4	2	50%	0	0	0%	0	0	0%	0	0	0%	1	1	100%
Department of Corrections	1178	210	18%	939	154	16%	8	2	25%	136	27	20%	4	3	75%	86	20	23%	2	1	50%	2	2	100%	1	1	100%	0	0	0%
Office Victim Serv. & Justice Grants Admin	22	7	32%	0	0	0%	0	0	0%	18	5	28%	0	0	0%	2	0	0%	0	0	0%	2	2	100%	0	0	0%	0	0	0%
Office of the Deputy Mayor Public Safety & Justice Cluster	9	8	89%	0	0	0%	0	0	0%	4	3	75%	0	0	0%	0	0	0%	0	0	0%	4	4	100%	1	1	100%	0	0	0%
Department of Forensic Sciences	211	55	26%	18	5	28%	13	7	54%	128	30	23%	15	4	27%	32	5	16%	3	2	67%	1	1	100%	1	1	100%	0	0	0%
Office of Administrative Hearings	83	53	64%	26	14	54%	11	4	36%	6	1	17%	0	0	0%	4	2	50%	5	4	80%	30	27	90%	0	0	0%	0	0	0%
Office of the Chief Medical Examiner	93	33	35%	28	15	54%	1	1	100%	37	10	27%	9	1	11%	10	2	20%	1	1	100%	1	1	100%	1	1	100%	0	0	0%
DC Sentencing Commission	6	6	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	6	6	100%	0	0	0%	0	0	0%
DC Public Schools	9981	4725	47%	54	28	52%	0	0	0%	185	89	48%	7	3	43%	0	0	0%	1	0	0%	0	0	0%	3	3	100%	9729	4600	47%
Office of the State Superintendent of Education	395	154	39%	7	4	57%	0	0	0%	27	7	26%	0	0	0%	93	39	42%	6	2	33%	1	0	0%	0	0	0%	261	102	39%
District of Columbia State Board of Education	28	22	79%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	19	17	89%	0	0	0%	2	2	100%
University of the District of Columbia	941	343	36%	27	10	37%	7	3	43%	29	3	10%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	878	327	37%
DC State Athletic Association	6	5	83%	0	0	0%	0	0	0%	2	1	50%	0	0	0%	1	1	100%	1	1	100%	1	1	100%	0	0	0%	1	1	100%
Non Public Tuition OSSE DOT Department	8	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	1	0	0%	0	0	0%	0	0	0%	0	0	0%	7	0	0%
Deputy Mayor for Education	1418	823	58%	45	28	62%	0	0	0%	5	3	60%	0	0	0%	54	21	39%	1	0	0%	0	0	0%	0	0	0%	1313	771	59%
Department of Parks and Recreation	591	421	71%	402	288	72%	18	15	83%	71	49	69%	4	4	100%	61	38	62%	1	1	100%	0	0	0%	1	1	100%	0	0	0%
Department of Health	915	587	64%	66	32	48%	282	264	94%	239	96	40%	170	114	67%	113	58	51%	11	4	36%	1	1	100%	1	1	100%	0	0	0%
Office of the Deputy Mayor Health and Human Services	14	12	86%	0	0	0%	0	0	0%	7	5	71%	0	0	0%	2	2	100%	0	0	0%	4	4	100%	1	1	100%	0	0	0%
Health Benefit Exchange Authority	95	28	29%	1	0	0%	5	2	40%	54	11	20%	4	0	0%	24	10	42%	4	3	75%	2	2	100%	0	0	0%	0	0	0%
Office of Human Rights	37	22	59%	5	4	80%	1	0	0%	16	7	44%	4	3	75%	7	5	71%	3	2	67%	1	1	100%	0	0	0%	0	0	0%
Department of Health Care Finance	250	112	45%	15	13	87%	1	0	0%	175	71	41%	13	5	38%	39	16	41%	5	5	100%	2	2	100%	0	0	0%	0	0	0%
Department of Human Services	1126	561	50%	257	151	59%	9	8	89%	636	312	49%	7	5	71%	205	77	38%	6	3	50%	3	3	100%	1	1	100%	0	0	0%
Department on Disability Services	390	116	30%	45	29	64%	2	1	50%	282	65	23%	5	3	60%	48	13	27%	7	4	57%	0	0	0%	1	1	100%	0	0	0%
Office of Disability Rights	10	7	70%	2	2	100%	0	0	0%	5	3	60%	0	0	0%	2	1	50%	0	0	0%	0	0	0%	1	1	100%	0	0	0%

Agency Name	Total employees	Total number employees who are DC residents	Percent who are DC residents (Col. C/B)	Career Service, Competitive positions			Career Service, Non-Competitive			Career Service, Competitive positions			Career Service, Non-Competitive (term)			Management and Supervisory Service			Legal Service positions			Excepted Service positions			Executive Service positions			Educational Service positions		
				Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group	Total in this group	Number in group who are DC residents	% who are DC res out of total # in this group
Executive Office of the Mayor	118	106	90%	0	0	0%	3	2	67%	9	4	44%	14	10	71%	1	0	0%	1	1	100%	86	85	99%	4	4	100%	0	0	0%
Department of Youth Rehabilitation Services	512	193	38%	311	129	41%	0	0	0%	118	39	33%	0	0	0%	77	21	27%	4	2	50%	0	0	0%	1	1	100%	0	0	0%
District Department of Transportation	1132	706	62%	503	404	80%	3	3	100%	475	237	50%	3	2	67%	134	51	38%	9	4	44%	4	4	100%	1	1	100%	0	0	0%
Department of Energy and Environment	387	191	49%	37	12	32%	38	28	74%	120	37	31%	130	79	61%	54	30	56%	7	4	57%	0	0	0%	1	1	100%	0	0	0%
Deputy Mayor for Operations and Infrastructure	8	8	100%	0	0	0%	0	0	0%	6	6	100%	0	0	0%	0	0	0%	0	0	0%	2	2	100%	0	0	0%	0	0	0%
Department of Public Works	1383	929	67%	878	611	70%	220	185	84%	191	81	42%	0	0	0%	82	43	52%	4	3	75%	2	2	100%	1	1	100%	0	0	0%
Department of Motor Vehicles	230	134	58%	144	99	69%	1	1	100%	60	22	37%	2	1	50%	19	7	37%	2	2	100%	1	1	100%	1	1	100%	0	0	0%
Alcoholic Beverage Regulation Administration	62	35	56%	6	3	50%	1	1	100%	32	16	50%	7	5	71%	9	4	44%	2	1	50%	1	1	100%	0	0	0%	0	0	0%
Criminal Code Reform Commission	5	4	80%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	5	4	80%	0	0	0%	0	0	0%
Office of Neighborhood Safety and Engagement	29	15	52%	5	5	100%	0	0	0%	17	7	41%	1	0	0%	5	2	40%	0	0	0%	1	1	100%	0	0	0%	0	0	0%
Office of Contracting and Procurement	205	93	45%	8	5	63%	0	0	0%	127	59	46%	0	0	0%	64	26	41%	5	2	40%	0	0	0%	1	1	100%	0	0	0%
Office of Returning Citizens	14	14	100%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	12	12	100%	1	1	100%	0	0	0%
Office of Risk Management	79	20	25%	2	0	0%	11	4	36%	21	5	24%	25	4	16%	11	1	9%	7	5	71%	0	0	0%	1	1	100%	0	0	0%
Child and Family Services Agency	747	220	29%	116	57	49%	2	2	100%	465	119	26%	0	0	0%	156	40	26%	5	1	20%	0	0	0%	1	1	100%	0	0	0%
Department of Behavioral Health	1293	487	38%	579	228	39%	17	10	59%	401	145	36%	31	18	58%	165	51	31%	5	4	80%	47	20	43%	3	3	100%	0	0	0%
Office of Community Affairs	1	1	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%
Department of Insurance, Securities and Banking	118	58	49%	6	3	50%	1	1	100%	74	34	46%	2	1	50%	26	12	46%	5	3	60%	3	3	100%	1	1	100%	0	0	0%
Department of For-Hire Vehicles	52	27	52%	12	9	75%	0	0	0%	24	10	42%	0	0	0%	13	5	38%	2	2	100%	0	0	0%	1	1	100%	0	0	0%
Office of the Chief Technology Officer	339	78	23%	22	13	59%	0	0	0%	270	55	20%	8	2	25%	34	3	9%	3	3	100%	1	1	100%	1	1	100%	0	0	0%
Office of Unified Communications	345	160	46%	162	94	58%	6	2	33%	138	47	34%	3	2	67%	33	13	39%	1	1	100%	0	0	0%	1	1	100%	0	0	0%
Office of Veteran Affairs	4	4	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	4	4	100%	0	0	0%	0	0	0%

56 - Grievances Complaints

Employing/ hiring agency of the complainant	Type of complaint filed	Whether the complainant was an employee or applicant	Date of complaint filing	Nature of the allegations alleged (e.g. hiring process, discrimination, sexual harassment, etc.)	Steps taken to resolve the case and by whom/which agency	Status of the case as of Jan. 1, 2021
DPW	Grievance, complaint to Director Gibson	Employee	5/19/20	Complainant alleged that offer to promoted role was unfairly rescinded	Offer reinstated; employee compensated appropriately	Closed (response to agency sent 9/3/2020).
DGS	Employee Grievance	Employee	10/1/19	Employee alleged he was improperly denied holiday pay	DCHR investigated matter and issued formal response. DCHR notified DGS to work with OPRS to restore 8 hours of annual leave towards employee leave balance that was used for relevant holiday.	Closed on 3/19/2020.
DDOT	Employee grievance through counsel	Employee	8/11/20	Employee grieved his salary correction	Agency investigated claim, drafted version of formal response, and reached out to counsel to confirm that counsel is authorized to represent employee. Agency had conversation with counsel around general two step promotion process without getting into specifics regarding Mr. Miller's case as counsel had failed to produce authorization to speak regarding Mr. Miller's matter. Counsel never followed up with DCHR after the conversation and failed to provide proof of representation. As a result, matter was effectively closed as no follow up communication or authorization was ever provided.	Closed on 9/23/20.
DFS	Employee Grievance	Employee	5/8/20	Employee grieved not receiving court leave for witness services	DCHR investigated matter, preparing formal response	Pending.
DPW	Employee Grievance	Employee	10/25/19	Employee grieved a nine day suspension	DCHR granted the grievance in part, by rescinding the charges against the employee for which DPW did not have sufficient evidence, but denied the grievance in part and sustained the action taken by DPW.	Closed on 3/19/2020.
DGS	Employee Grievance	Employee	12/12/19	Employee grieved not receiving union holiday pay for select holidays	DCHR investigated matter, issued formal response, and determined employee was already compensated for two of the holidays at issue, and not eligible for union holiday pay for the remaining holiday at issue.	Closed on 10/30/2020.
DGS	Employee Grievance	Employee	12/26/19	Employee alleged unfair hiring practices	DCHR investigated the matter, preparing formal response.	Pending.
DFHV	Employee Grievance	Employee	1/24/20	Employee alleged that they were experiencing a hostile working environment, workplace bullying and harassment from their supervisor.	DCHR investigated the matter and prepared a formal response informing the employee that there was insufficient evidence to substantiate the allegations. In the response we also informed the grievant that they have the option to seek guidance through the EEO counseling process for the allegations of disparate treatment.	Closed. A response was sent to the employee on 5/14/2020.
DHS	Applicant Grievance	Applicant	1/6/20	Applicant alleged unfair hiring practices.	DCHR investigated the matter and is in the process of preparing a formal response.	Pending.
DDOT	Employee Grievance	Employee	2/5/20	Employee alleged unfair hiring practices.	DCHR investigated the matter and prepared a formal response denying the grievance as untimely.	Closed. A response was sent to the employee on 5/15/2020.
FEMS	Applicant Grievance	Applicant	3/16/20	Applicant alleged unfair hiring practices.	DCHR investigated the matter and is in the process of preparing a formal response.	Pending.
DGS	Employee Grievance	Employee	12/7/20	Employee alleged unfair hiring practices related to a recent Lead Special Police Officer position within the Department of General Services.	DCHR is investigating the matter and is in the process of preparing a formal response.	Pending.
DCPL	Employee Grievance	Employee	1/2/20	Employee alleged unfair hiring practices.	DCHR issued a formal response denying the grievance without ruling on the merits.	Closed. A response was sent on 3/2/2020.
DGS	Employee Grievance (Pay Claim)	Employee	11/22/19	Employee grieved not receiving union holiday pay for select holidays and grieved their agency improperly charged them hours of leave	DCHR investigated the matter and prepared a formal response notifying the employee and agency that the agency was to work with the Office of Payroll and Retirement Services (OPRS) to pay the employee eight (8) hours of union holiday pay; restore sixteen (16) hours of annual leave and eight (8) hours of compensatory time to their leave balance; and ensure all four holidays were properly coded as "union holiday pay."	Closed. A response was sent on 6/11/2020.
DYRS	Employee Grievance (Pay Claim)	Employee	10/28/19	Employee alleged that he did not receive proper pay for duties completed within his position	DCHR received notice that the agency responded and resolved the employee's complaint.	Closed on 5/29/2020.
DGS	Employee Grievance (Pay Claim)	Employee	10/31/19	Employee grieved that he was improperly denied "in-lieu-of" holiday pay by his agency, the Department of General Services (DGS)	DCHR investigated the matter and found that the agency resolved the issue and that the employee received pay. The grievance was dismissed as moot.	Closed. A response was sent on 6/26/2020.
DBH	Employee Grievance (Pay Claim)	Employee	1/6/20	Employee alleged that money was improperly deducted from his account by the Office of Pay and Retirement Services	DCHR informed the employee that there weren't any statute of limitations that would preclude the District from deducting the amounts the employee owed for the federal health and life insurance coverage they received and that the employee should reach out to the Department of Behavioral Health and Office of Pay and Retirement Services.	Closed. A response was sent on 4/7/2020.
DGS	Employee Grievance (Pay Claim)	Employee	1/4/20	Employee alleged that she was improperly denied 8 hours of union holiday pay	DCHR investigated the matter and found sufficient evidence that the employee did not receive union holiday pay for the holiday and notified the agency to work with the Office of Pay and Retirement Services (OPRS) to compensate the employee for the hours of union holiday pay.	Closed. A response was sent on 6/30/2020.
DGS	Employee Grievance	Employee	12/14/20	Employee alleged unfair hiring practices related to a recent Lead Special Police Officer position within the Department of General Services	DCHR is investigating the matter and is in the process of preparing a formal response.	Pending.
DGS	Employee Grievance	Employee	12/25/19	Non-selection	Grievance must be referred to EEO counseling/OHR. Employee decided to no longer pursue the grievance through DCHR.	Closed 1/6/2020.
DGS	Employee Grievance	Employee	12/11/20	Employee alleged unfair hiring practices related to a recent Lead Special Police Officer position within the Department of General Services	DCHR requested the grievant to supply additional information. Once the grievant supplies additional information, DCHR will investigate the matter and prepare a formal response.	Pending.
DYRS	Employee Grievance	Employee	10/21/19	Employee alleged unfair hiring practices related to a Training Specialist (CS-13) position with DYRS	DCHR informed the employee that their collective bargaining agreement provides an alternative grievance process.	Closed on 10/28/2019.
DFS	Applicant Grievance	Applicant	4/9/20	Applicant alleged unfair hiring practices related to a CS-13 HR Specialist position at DFS	DCHR informed the applicant that their grievance was moot and would not be reviewed as no individual was selected for this position since the requisition was cancelled and the agency decided to no longer move forward with hiring for Job ID in question.	Closed. A response was sent on 7/29/2020.

Employing/ hiring agency of the complainant	Type of complaint filed	Whether the complainant was an employee or applicant	Date of complaint filing	Nature of the allegations alleged (e.g. hiring process, discrimination, sexual harassment, etc.)	Steps taken to resolve the case and by whom/which agency	Status of the case as of Jan. 1, 2021
HSEMA	Employee Grievance	Employee	12/17/20	Employee grieved that he was unable to use his 40 hour time off award prior to being separated during his probationary period	DCHR is investigating the matter and is in the process of preparing a formal response.	Pending.
OIG	Investigation referral	N/A	OIG Referral Received 03/27/2020	Alleged mismanagement of employee Official Personnel Folder	Investigation conducted. Claim unsubstantiated as DCHR did not appear to ever manage employee's OPF. DCHR notified appropriate agency to work with employee to rectify any issues.	Closed. Response sent to OIG on 05/04/2020.
N/A	N/A	N/A	3/19/20	This person attempted to grieve the information he received from a Freedom of Information Act request	DCHR denied the grievance as being a matter not subject to review.	Closed. A response was sent on 4/17/2020.
HSEMA	Investigation	Anonymous	OIG Referral Received 3/25/20	The Complainant alleged unfair hiring practices committed by a supervisor at HSEMA	Investigation conducted. The claim was unsubstantiated. A formal response was sent to OIG.	Closed. Response sent to OIG on 5/22/20.
DCHR	Investigation	Former employee	OIG Referral Received 2/25/20	Mismanagement of Official Personnel Folder	Investigation conducted. The claim was unsubstantiated as DCHR did not appear to manage employee's OPF. DCHR, however, was able to assist the complainant and provided the complainant the requested personnel document.	Closed. Response sent to OIG 4/1/20.
OSSE	Complaint Referral	Anonymous	BEGA Referral Received 12/12/19	The complainant alleged that an OSSE supervisor did not take appropriate corrective actions against an employee and committed improper hiring practices	DCHR found the allegations in the BEGA Complaint Referral to be without merit. No action was taken. BEGA did not require a response.	Closed on 2/14/20.
DGS	Employee Grievance	Employee	12/16/19	The employee alleged that he was improperly denied 8 hours of union holiday pay, improperly denied night differential pay for July 21, 2019, and denied 0.5 hours of regular pay for missed lunch breaks on 24 occasions	DCHR investigated the matter and issued a formal response informing the employee that there was sufficient evidence to substantiate his allegations. DCHR notified the employee's agency to work with the Office of Pay and Retirement Services to restore 8 hours of annual leave to the employee's leave balance, and to compensate the employee for 10 total hours of regular pay, and 5 hours of night differential pay.	Closed on 3/2/2020.
DGS	Grievance	Employee	11/21/19	Telework request/ disability	Grievance must be referred to EEO counseling/OHR.	Closed as of 1/3/2020.
DCHR	Complaint Referral	Anonymous	BEGA Referral Received 1/2020	The complainant alleged: (1) violations of the Code of Conduct; (2) illegal drug use by employees; (3) residency fraud; (4) improper sexual or romantic relationships between employees; and (5) improper hiring of employees with criminal backgrounds	DCHR found the allegations in the BEGA Complaint Referral to be without merit. No action was taken. BEGA did not require a response.	Closed on 2/14/20.
PSC	Grievance	Employee	11/13/19	Performance evaluation; unethical behavior	Employee notified that grievances regarding boards and commissions not within DCHR's jurisdiction	Closed on 11/19/2019.
DOC	Complaint	Employee	Notice of EEOC charge received 10/22/2019	Retaliation and national origin discrimination	Notice of EEOC charge sent to DOC to respond/defend.	Closed, sent EEOC notice to DOC 11/6/2019.
DYRS	Grievance	Employee	11/2/19	Adverse action	Denied.	Closed on 11/22/2019.
HSEMA	Investigation	Employee	10/1/19	Employee discipline	Investigation conducted; recommendations made to Deputy Mayor requesting investigation.	Closed on 11/19/2019.
DCHR	Complaint	Employee	9/19/19	Sexual Harassment	DCHR's SHO conducted a SH investigation.	Closed 11/22/2019.
DCHR	Complaint	Former employee	11/12/19	Reemployment rights under USERRA	DCHR conducted internal review and submitted a response on 1/3/2020	Closed: USERRA investigator final letter sent 2/5/2020

EDUCATIONAL PARTNERSHIP AGREEMENT

between

DREXEL UNIVERSITY ONLINE

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Educational Partnership Agreement (hereafter, the "Agreement") is made as of the 2nd of October, 2018 by and between **Drexel University Online**, 3025 Market Street, Suite 300, Philadelphia, PA 19104 (hereafter referred to as "DUO"), and the District of Columbia Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 1015 Half Street, S.E., Washington, D.C. 20003 (hereafter referred to as "DCHR"), collectively referred to as the "Parties" and individually as a "Party."

A. PURPOSE AND SCOPE:

The purpose of this Agreement is to form a partnership between DUO and DCHR to increase the capacity and educational level of the District of Columbia workforce by providing District of Columbia government employees with the opportunity to earn post-secondary university education, certificates, and degrees.

B. RESPONSIBILITIES OF DUO:

1. At no cost to the District of Columbia government or DCHR, DUO will provide a reduced tuition rate of 10-40% (Appendix A) to District of Columbia government employees, board members, and such individuals' immediate family members who participate in online programs and courses offered through DUO. Tuition and fee rates are subject to change each academic year as determined by the Drexel University Board of Trustees. Tuition rates for each academic year are posted on the online.drexel.edu website each May, go into effect for the following Fall Term, and are expected to remain in effect for that academic year. A revised version of Appendix A will be provided to DCHR at the start of each academic year.
2. DUO will provide marketing materials to DCHR to use, subject to DCHR's and the District of Columbia government's policies and discretion, in order to support internal promotion or partnership benefits.

3. Drexel University's standards for admission, as well as all other student policies published at the time any District of Columbia government employee, board member and/or their immediate family member seeks enrollment, shall apply.

C. RESPONSIBILITIES OF DCHR:

1. DCHR will invite representatives from DUO to participate in government-wide events which DCHR has determined promotion of the programs associated with this Agreement will be appropriate and beneficial to District of Columbia government employees.
2. DCHR will distribute marketing materials to the District government workforce, subject to DCHR's and the District of Columbia government's policies and discretion, in order to inform District government employees of the programs associates with this Agreement.

D. DURATION OF AGREEMENT:

The duration of this Agreement shall be from October 1, 2018 to September 30, 2020, unless terminated in writing by the Parties pursuant to Section H of this Agreement. Both Parties may agree to extend this Agreement at any time by executing a modification pursuant to Section I of this Agreement.

E. GENERAL TERMS:

1. DUO will provide DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by DUO in writing. Likewise, DCHR will provide DUO with a depiction of its logo, and DUO is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by DCHR. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the furtherance of this Agreement. References by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.
2. DCHR and DUO are independent entities and nothing in this Agreement shall be construed to create an agency, employer/employee, joint venture or any other similar relationship between the Parties. Neither Party shall have the authority to make any

commitment on behalf of the other.

3. The Parties agree not to engage in unlawful discrimination against or harassment of any student, employee, faculty member, or representative of either Party pursuant to this Agreement on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, status as a covered veteran, or any other legally-protected status within the limits imposed by applicable local and federal laws and DCHR policies.

F. NOTICE:

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

DREXEL UNIVERSITY ONLINE

Patricia Bush-McManus
Assistant Vice President – SP
3025 Market Street, Ste 18
Philadelphia, PA 19104
215-895-0951

D.C. Department of Human Resources

Willair St. Vil
Lead HR Specialist
1015 Half Street NW, 9th Floor
Washington, D.C. 20003
(202) 442-9601

G. CONFIDENTIALITY:

The Parties acknowledge that their relationship may entail the sharing of confidential information. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business, employee, and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only, and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents requiring such access, to inform all such employees and agents of the confidential nature of the information and to require each such employee or agent to agree to protect the privacy and confidentiality of such information. DUO agrees to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC § 1232g (FERPA) and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records as well as all other applicable local and federal privacy laws.

H. TERMINATION:

Either Party may terminate this Agreement in whole or in part by giving at least sixty (60) calendar days advanced written notice to the other Party. Upon termination, the District of Columbia government employees, board members and their immediate family members will no longer be eligible for the discounted pricing established by this Agreement and will be notified within a reasonable amount of time of changes to their student account; provided, termination of this Agreement by either Party will not affect tuition and/or fee discounts for currently enrolled District employees, board members and their immediate family members for the remainder of the then-current academic term or for District employees, board members and their immediate family members who have enrolled and paid tuition and/or fees for an upcoming academic term.

I. MODIFICATIONS:

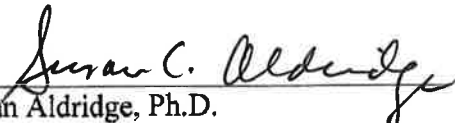
The terms and conditions of this Agreement may be modified only upon prior written agreement by the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of both Parties.

J. MISCELLANEOUS:

1. This Agreement and any dispute arising hereunder shall be governed by the substantive laws of the District of Columbia without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral.
3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

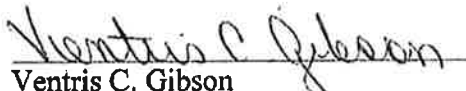
IN WITNESS WHEREOF, the Parties hereto executed this Agreement effective on the date indicated above.

DREXEL UNIVERSITY ONLINE


Susan Aldridge, Ph.D.
President, Drexel University Online

Date 10/17/18

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN RESOURCES**


Ventris C. Gibson
Director, DC Department of Human Resources

Date 10-16-18

**EDUCATIONAL PARTNERSHIP
MEMORANDUM of AGREEMENT**
between
EXCELSIOR COLLEGE
and
THE DISTRICT OF COLUMBIA

This Memorandum of Agreement (MOA) is made as of the 14th day of August, 2015 by and between Excelsior College, a not-for-profit education corporation organized and operating under the laws of the State of New York, having its principal office located at 7 Columbia Circle, Albany, New York 12203 (hereafter referred to as "Excelsior"), and the government of the District of Columbia, a government entity organized and operating under the laws of the District of Columbia, having its principal office located at 1350 Pennsylvania Ave., N.W., Washington, D.C. 20004 (hereafter referred to as the "District"), collectively the "Parties" and individually a "Party".

Benefits Offered by Excelsior College:

1. Excelsior will provide the District's employees and their spouses or domestic partners who enroll in Excelsior after the effective date of this Agreement with a special discount from its stated fees and tuition, consistent with the pricing schedules, accessible through the following Excelsior website, <http://www.excelsior.edu/web/partners/corporate>. Excelsior will provide the District with thirty (30) days written notice prior to the effective date of any changes to the tuition and fee rates detailed on the aforementioned link.
2. Subject to the District's policies and discretion, Excelsior will provide marketing materials to the District in order to support internal promotion of partnership benefits.
3. As a part of this agreement, the District will also have access to Excelsior College's National Cybersecurity Institute. That access includes access to research and scholarship on the latest issues in cybersecurity, monthly free webinars and blog postings, 30 subscriptions to the institute's monthly newsletter, and 30 copies of the Institute's books and journals on cybersecurity issues.

Partner Contributions:

1. Subject to the District's policies and discretion, the District will work with Excelsior to communicate the benefits of this MOA and many educational opportunities available at the College.

General Terms:

1. Excelsior will provide the District with a depiction of its logo and approved text, and the District is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by Excelsior in writing. Likewise, the District will provide Excelsior with a depiction of its logo, and Excelsior is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by the District. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party without the prior written approval of that Party. The text of all references by either Party to the other Party in any medium, whether print, electronic or otherwise, will require the prior written approval of the other Party.


2. Excelsior's standards for admission as well as all other student policies published at the time any District employee and spouse or domestic partner seeks enrollment will apply.
3. The Agreement may be terminated early by either Party upon not less than sixty (60) days written notice to the other Party. Upon termination, the District's employees and their spouses or domestic partners will no longer be eligible for preferential pricing and will be notified within a reasonable time of changes to their student account.
4. The parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC 1232g (FERPA) and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.
5. Each party hereto agrees to indemnify the other, and its trustees, officers, employees and agents and shall defend and hold each other harmless from and against any and all actions, claims, lawsuits, proceedings, demands, damages, judgments, liabilities, losses, penalties, fines, costs, settlements or expenses, including reasonable attorney's fees and other litigation expenses incurred by any indemnitee, arising from or occurring as a result of a claim brought by a third party arising through the fault, negligence, willful misconduct or other wrongdoing of the indemnitor.
6. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the State of New York without regard to any conflicts of law principles.
7. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the parties.
8. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
9. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

IN WITNESS WHEREOF, the parties hereto executed this Agreement effective on the date indicated above.

EXCELSIOR COLLEGE

DISTRICT OF COLUMBIA

James N. Baldwin
Vice President and Chief of Staff



Ventris C. Gibson
Director, DC Department of Human Resources

Date

11-23-15

Date

**EDUCATIONAL PARTNERSHIP
AGREEMENT**

Between

SOUTHERN NEW HAMPSHIRE UNIVERSITY

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Educational Partnership Agreement (hereafter “Agreement”) is made as of the 13th of April, 2018 by and between Southern New Hampshire University (hereafter referred to as “SNHU”), with its address at 2500 North River Road, Manchester, NH 03106, and the District of Columbia Department of Human Resources (hereafter referred to as “DCHR”), a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 441 4th Street NW, Suite 330 South, Washington, District of Columbia 20001, collectively referred to as the “Parties”.

A. PURPOSE AND SCOPE:

The purpose of this Agreement is to form a partnership with SNHU and DCHR to increase the capacity and educational level of its workforce by providing District of Columbia Government employees with the opportunity to earn post-secondary university education, certificates, and degrees.

B. RESPONSIBILITIES OF SNHU:

1. At no cost to the District or DCHR, SNHU will provide District of Columbia government employees and their spouses or registered domestic partners with a 10% tuition reduction on SNHU’s course-based College of Online and Continuing Education degree programs, and a discounted rate of \$3,000 per year (\$1,500 per term) on SNHU’s competency-based College for America degree programs, when the identified individuals enroll in SNHU after the effective date of this Agreement. Notwithstanding the foregoing, SNHU shall retain full authority over admission to its programs.
2. SNHU will provide DCHR with thirty (30) days written notice prior to the effective date of any changes to the tuition rate.
3. SNHU will provide marketing materials for DCHR to use, subject to the District’s/DCHR’s policies and discretion, in order to support internal promotion or partnership benefits.

4. SNHU's standards for admission as well as all other student policies published at the time any District employee and spouse or domestic partner seeks enrollment shall apply.

C. RESPONSIBILITIES OF DCHR:

1. DCHR will invite representatives from SNHU to participate in government-wide events in which DCHR has determined promotion of the programs associated with this Agreement will be appropriate and beneficial to District government employees.
2. DCHR will distribute marketing materials to the District government workforce, subject to the District's/DCHR's policies and discretion, in order to notify District government employees of the programs associated with this Agreement.

D. GENERAL TERMS:

1. SNHU will provide DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes at the District's/DCHR's discretion in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by SNHU in writing. Likewise, DCHR will provide SNHU with a depiction of its logo, and SNHU is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by the District/DCHR. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the furtherance of this Agreement. References by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.
2. DCHR and SNHU are independent contractors and nothing in this Agreement shall be construed to create an agency, employer/employee, partnership, joint venture or any other relationship between the Parties. Each Party will be responsible for income, employment and/or other taxes, and workers' compensation liabilities for its employees and other personnel providing services hereunder. Neither Party shall have the authority to make any commitment on behalf of the other.
3. DCHR and SNHU agree not to engage in unlawful discrimination against or harassment of any student, employee, faculty member, or representative of either Party pursuant to this Agreement on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, status

as a covered veteran, or any other legally-protected status within the limits imposed by applicable state and federal laws and SNHU policies.

4. DCHR acknowledges and agrees that SNHU is subject to the requirements of the Higher Education Act of 1965 as amended (20 U.S.C 1070 *et seq.*), and regulations promulgated by the U.S. Department of Education pertaining to, among other things, the institution's participation in the Title IV federal student assistance programs, including the final regulations published in the Federal Register on October 29, 2010 by the U.S. Department of Education and effective July 1, 2011 (the "Program Integrity Rules"). DCHR further acknowledges and agrees that it shall not make any representations, besides those made by SNHU to DCHR, to a Participant, student, or prospective student, any member of the public, any accrediting agency, any state agency or the U.S. Department of Education concerning SNHU's programs, including the College for America program, the cost of its educational programs, the availability of financial assistance, the employability of graduates, the transferability of credits, or its relationship with the U.S. Department of Education. DCHR acknowledges and agrees that neither it nor any of its employees, officers, directors or agents shall make any representation, besides those made by SNHU to DCHR, about any aspect of SNHU or its educational programs, including but not limited to the College for America program and the College of Online and Continuing Education program. DCHR agrees that SNHU shall preapprove all program information, promotional and marketing information, financial aid information, or other information provided to others which purports to represent information about SNHU programs, including the College for America program and the College of Online and Continuing Education program, or any of its related services including financial aid administration, transferability of credits, costs, employment of graduates, or its relationship with the U.S. Department of Education.

E. NOTICE

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

Southern New Hampshire University
Sarah Normand
Strategic Partnership Manager
1230 Elm Street
Manchester, NH 03101
(603) 314-7621

DC Department of Human Resources
Williar St. Vil
HR Specialist
441 4th Street NW Suite 330S
Washington, DC 20001
(202) 442-9601

F. CONFIDENTIALITY

The Parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come

into possession of the other Party's confidential business, employee and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.

G. TERMINATION

The Agreement may be terminated early by either Party upon not less than sixty (60) days written notice to the other Party. Upon termination, the District's employees and their spouses or domestic partners will no longer be eligible for preferential pricing and will be notified within a reasonable time of changes to their student account; provided, termination of this Agreement by either Party will not affect tuition and/or fee discounts of currently enrolled District employees and their spouses or domestic partners for the remainder of the academic term in which they are in or for District employees and their spouses or domestic partners who have enrolled and paid tuition and/or fees for an upcoming academic term.

H. MODIFICATIONS

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

I. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be governed by the laws of the District of Columbia without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the Parties.
3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.

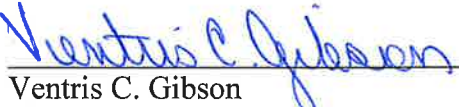
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.
5. This Agreement will commence on June 1, 2018, and is for a term of three academic calendar years.

IN WITNESS WHEREOF, the Parties hereto executed this Agreement effective on the date indicated above.

SOUTHERN NEW HAMPSHIRE UNIVERSITY

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN
RESOURCES**

David Coyner
Vice President, Sales



Ventris C. Gibson
Director, DC Department of Human
Resources

Date

4-24-18

Date



**MEMORANDUM OF AGREEMENT BETWEEN
THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES
and
STRATEGIC EDUCATION, INC**

This Memorandum of Agreement (hereafter “Agreement”) is between the District of Columbia Department of Human Resources (hereafter referred to as “DCHR”) and Strategic Education, Inc. (hereafter referred to as “SEI”) and collectively referred to as the “Parties”.

I. INTRODUCTION AND BACKGROUND

The Pathways to District Government Careers Amendment Act of 2018 (“Act”), which became law on February 22, 2019, established new partnerships between the Department of Human Resources (DCHR) and District public high schools to promote pathways to District government employment, including apprenticeships, for District public high school graduates. The Act requires the District government create apprenticeship programs from at least five apprenticeable occupations, with at least one program being in information technology. This Agreement between DCHR and SEI establishes the Information Technology Support Assistant Apprenticeship Program (hereafter referred to as the “Apprenticeship Program”).

DCHR provides human resource management services that strengthen individual and organizational performance and enables the District government to attract, develop and retain a well-qualified, diverse workforce.

SEI is a student-focused education services company that seeks to provide the most direct path between learning and employment through high-quality campus-based and online post-secondary education offerings, as well as through programs to develop job-ready skills for high-demand markets. SEI operates primarily through wholly-owned subsidiaries Strayer University and Capella University, both regionally accredited institutions of higher education that serve over 90,000 students.

II. PURPOSE AND SCOPE

The purpose of this Agreement is to clearly define the roles and responsibilities of each of the Parties as they relate to the Apprenticeship Program. The Apprenticeship Program will give apprentices an opportunity to earn a fully funded Associate Degree with SEI, through its educational institution, Strayer University, while receiving on-the-job training with the District government. Apprentices who participate in the program will gain exposure to professional careers, acquire and practice essential work skills, and build a professional network.

Memorandum of Agreement between DCHR and SEI

Apprentices in the Apprenticeship Program will work alongside high performing professionals within the District government. This experience will include, but will not be limited to, skills appropriate project tasks, coaching, job shadowing and seminars.

III. LEGAL AUTHORITY

The authority for this Agreement may be found at D.C. Official Code §§ 1–610.81 *et seq.*

IV. RESPONSIBILITIES OF SEI

1. SEI will fully pay each apprentice’s tuition at Strayer University as long as each apprentice is part of the Apprenticeship Program. SEI will not assess any cost to the District of Columbia government or DCHR during the Apprenticeship Program, if the Apprenticeship Program is canceled, or if an apprentice is terminated from the Apprenticeship Program.
2. SEI will fully pay each apprentice’s textbook and other fees at Strayer University. SEI will not seek reimbursement for textbook and other fees from the District of Columbia government or DCHR during the Apprenticeship Program, if the Apprenticeship Program is canceled, or if an apprentice is terminated from the Apprenticeship Program.
3. SEI shall not be responsible for any payments to DCHR. DCHR’s participation shall not be based upon any referrals for new or continuing enrollment of students.
4. SEI will identify the number of eligible apprentice-candidates to apply to the Apprenticeship Program.
5. SEI shall have no authority to make hiring, firing, or employment-related decisions pertaining to apprentices hired by DCHR.
6. SEI will provide DCHR with the apprentices’ attendance and school performance, which are part of the apprentices’ overall performance in the program that will determine progress and eventual completion of the program; provided apprentice executes an authorization release form in Section IV.7 below.
7. SEI will provide DCHR with an authorization release form to provide to Apprenticeship Program participants that authorizes SEI to release participants’ attendance and school performance records to DCHR.
8. SEI, through Strayer University, will be the provider for the related instruction of 90 quarter hours in the occupation pathway of information technology. Upon successful completion of the 90 quarter hours, the apprentice will be awarded an Associate Degree from Strayer University.

V. RESPONSIBILITIES OF DCHR

1. DCHR will develop, manage, implement and oversee the Apprenticeship Program and its elements, which shall include, but are not limited to preplanning, posting the Apprenticeship Program application on DCHR’s website, recruiting applicants, hiring apprentices, recruiting

Memorandum of Agreement between DCHR and SEI

host agencies, recruiting mentors, planning and organizing all meetings, and planning and organizing the matching process.

2. DCHR is the sole employer of the apprentices. DCHR remains solely responsible for interviewing, hiring and selecting eligible Apprenticeship Program applicants to work at District agencies. DCHR is responsible for setting the work hours, rate of pay and all employment policies and procedures for such apprentices. DCHR retains all responsibility for supervising, directing and managing the performance of all apprentices it hires. DCHR retains the right to terminate apprentices consistent with District government policies and procedures at its sole discretion.
3. In order to be eligible to participate in the Apprenticeship Program, qualified candidates must meet the following qualifications:

Age:	18 and over
Education:	Graduate of a District of Columbia Public Schools (DCPS) or District of Columbia Public Charter Schools (DCPCS) high school or received a G.E.D. or its equivalent from the District of Columbia. Applicants must furnish DCHR with documentation showing proof of graduation or a District of Columbia issued G.E.D. certificate or its equivalent. Must also be accepted or currently enrolled in Strayer University.
Experience:	Prior work experience in information technology or closely related field is preferred but not required.
Residency:	Must be a District resident.
Physical Ability:	Must be physically able to perform duties of the occupation or trade.
Testing:	Successfully pass written and/or oral exams on fundamental reading, writing, general math and critical thinking as administered by DCHR or the relevant education/training provider. The applicant must possess the prerequisite basic reading, writing, math and communication skills.
Skills:	Strong verbal and written communication skills, and strong computer skills.
Suitability:	Pre-employment criminal background check; Pre-employment drug and alcohol test.

4. Upon successful completion of candidate interviews, background screening and verification, and pre-employment drug and alcohol testing, DCHR will notify SEI of selected candidates for the Apprenticeship Program within fifteen (15) calendar days of an official offer being extended to the candidate and accepted.
5. Each apprentice hired by DCHR shall be employed for a period of one (1) year, subject to the District government's right to terminate the apprentice's employment at any time for any violation of the District's laws, rules, policies, procedures, DCHR's Apprenticeship Standards or if business conditions dictate and notice of termination of this Agreement is provided. At the end of a successful one-year period and successful completion of the Apprenticeship Program, DCHR will evaluate the apprentice for continued employment with the District of Columbia government.

Memorandum of Agreement between DCHR and SEI

6. DCHR shall pay the apprentice's wages during the Apprenticeship Program. The apprentice's wages do not include payment of any Strayer University tuition, textbook or other fees.
7. DCHR will participate and provide feedback via SEI's student evaluation process during the first month, sixth month and twelfth month marks of the Apprenticeship Program.
8. DCHR may terminate this Agreement with SEI in the event that the Apprenticeship Program is canceled or deregistered at the request of DCHR, or the Apprenticeship Program is deregistered for reasonable cause by the D.C. Registration Agency, as outlined in section 1106 of the D.C. Apprenticeship Registration Agency Rules and Regulations. Deregistration of the Apprenticeship Program may occur when the Apprenticeship Program is not conducted, operated or administered in accordance with the Apprenticeship Program's registered provisions or requirements of the Rules and Regulations for Apprenticeship Programs, including but not limited to:
 - a. Failure to provide on-the job-learning;
 - b. Failure to provide related instruction;
 - c. If DCHR demonstrates persistent and significant failure to perform successfully in its operation of the Apprenticeship Program; or
 - d. Showing no substantial improvement in the areas previously identified during monitoring as requiring corrective action.
9. DCHR may elect to take disciplinary action against an apprentice for failure to comply with the Apprenticeship Agreement (which shall be between DCHR and the apprentice), Apprenticeship Standards or District of Columbia Personnel regulations. If the necessary action is termination, the apprentice will be terminated from employment with the agency and the Apprenticeship Agreement is canceled. Though not an exhaustive list, the following classes of conduct and performance deficits by an apprentice constitute cause and warrant disciplinary action:
 - a. Failure to show progress to completion of the Apprenticeship Program;
 - b. Failure to stay in good academic standing with Strayer University;
 - c. Failure to meet performance standards;
 - d. Inability to carry out assigned responsibilities or duties;
 - e. Conviction of a felony, criminal offense that is related to the employee's duties or his or her agency mission;
 - f. Unexcused tardiness;
 - g. Unauthorized absence;

Memorandum of Agreement between DCHR and SEI

- h. Sexual misconduct;
 - i. Falsification of official records concerning attendance; or
 - j. Using, being under the influence of, or testing positive for an intoxicant while on duty.
10. If DCHR does not see progress or evaluates the apprentice as a less than ideal fit for the position, DCHR can terminate the apprentice at any time and resulting in the cancelation of the Apprenticeship Agreement. If all apprentices are terminated from the Apprenticeship Program, DCHR may seek to cancel the Apprenticeship Program.
11. DCHR shall have full enforcement of the Apprenticeship Standards. Its decision will be final and binding.
12. DCHR shall have no right or license to use, publish, reproduce, prepare derivative works based upon, distribute, perform, or display any deliverables created in connection with SEI's curriculum.

VI. GENERAL TERMS

1. SEI will provide DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each use has been previously approved by SEI in writing. Likewise, DCHR will provide SEI with a depiction of its logo, and SEI is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by DCHR. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the furtherance of this Agreement. References by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.
2. The Parties agree not to engage in unlawful discrimination against or harassment of any student, employee, faculty member, or representative of either Party pursuant to this Agreement on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, status as a covered veteran, or any other legally-protected status within the limits imposed by applicable District and federal laws and regulations.
3. DCHR and SEI are separate entities and nothing in this Agreement shall be construed to create an agency, employer/employee, joint venture or any other similar relationship between the Parties. Neither Party shall have the authority to make any statements, representations, or commitments of any kind or to take any action binding on the other except as provided for herein or authorized in writing by the Party to be bound.

VII. LIMITATION OF LIABILITY

To the extent permitted by law, in no event shall either Party be liable (whether in an action in

Memorandum of Agreement between DCHR and SEI

negligence, contract, or tort or based on a warranty or otherwise) for any lost profits, business loss, or any indirect, special, incidental, consequential, or punitive loss or damages, incident to or arising out of or in any way connected with or resulting from this Agreement, whether or not the Party has been advised of the possibility of such damages.

VIII. TERMINATION OF THE AGREEMENT

Either Party may terminate this MOA in whole or in part, effectively terminating the Apprenticeship Program, by giving thirty (30) calendar days advance written notice to the other Party and a written status report on the apprentices receiving services pursuant to this MOA.

If termination is exercised by DCHR, DCHR must notify apprentices in writing thirty (30) calendar days before the Apprenticeship Program ends and ensure that the apprentices receive any remittance due them.

If termination is exercised by SEI, SEI must notify apprentices in writing of their status as students at Strayer University within thirty (30) calendar days.

IX. TERMINATION OF THE APPRENTICE FROM THE APPRENTICESHIP PROGRAM

An apprentice's expulsion from Strayer University will result in the apprentice's termination from the Apprenticeship Program. If an apprentice has executed an authorization release form in Section IV.7 above, SEI must notify DCHR thirty (30) calendar days prior to terminating or expelling an apprentice from Strayer University and provide DCHR an opportunity to remedy or resolve the issue/matter prior to a final decision being made.

If the apprentice is terminated from the Apprenticeship Program for failing to adhere to District personnel rules and regulations or for not performing required job functions, or if the Apprenticeship Program is canceled, the apprentice can continue to pursue an Associate Degree at Strayer University, but the apprentice will be responsible for any remaining tuition balance still due.

SEI cannot seek reimbursement from the apprentice for tuition, textbook or other costs that have already been paid if the apprentice is terminated from the Apprenticeship Program or if the Apprenticeship Program is canceled.

X. NOTICE

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

DCHR Point of Contact:

Kwelli Sneed
Acting Dean, City University
District of Columbia Department of Human Resources
1015 Half Street, SE, Ninth Floor
Washington, DC 20003
(202) 304-8522
Kwelli.sneed1@dc.gov

SEI Point of Contact:

Jackie Hartwig
Director of Employability
Strategic Education Incorporated (SEI)
2303 Dulles Station Blvd.
Herndon, VA 20171
(612) 977-5147 (office);
(612) 220-8604 (mobile)
Jackie.Hartwig@strategiced.com

Memorandum of Agreement between DCHR and SEI

These individuals are responsible for the management and coordination of the requirements for their respective Party under this MOA. Copies of correspondence related to modification, extension or termination of this MOA, any legal matters concerning this MOA or any other transactions stemming from this MOA shall be furnished to these individuals.

XI. CONFIDENTIAL INFORMATION

The Parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business, employee and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.

XII. MODIFICATIONS

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

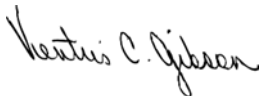
XIII. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be construed, interpreted, enforced and governed by and under the laws of the District of Columbia, without regard to conflict of law principles.
2. Each Party represents and warrants to the other that it is duly authorized with full power and authority to execute, deliver and perform its obligations and duties under this Agreement.
3. This Agreement constitutes the entire Agreement between the Parties with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral.
4. This Agreement may be executed in several counterparts (facsimile transmission or otherwise), each of which shall be an original, all of which shall constitute but one and the same instrument.

Memorandum of Agreement between DCHR and SEI

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

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson
Director

Date: September 30, 2020

STRATEGIC EDUCATION INC., SEI



Andrea Backman
Chief Employability Officer

Date: October 2, 2020

EDUCATIONAL PARTNERSHIP

MEMORANDUM of AGREEMENT

Between

STRAYER UNIVERSITY

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Memorandum of Agreement (hereafter “MOA” or “Agreement”) is made as of the 24th day of January , 2017 by and between **Strayer University**, an educational institution that provides undergraduate and graduate degree program at campuses and online, and is located at 1133 15th Street, NW Suite 200, Washington, DC 20005 (hereafter referred to as Strayer University), and the government of the District of Columbia Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 441 4th Street, Suite 330 South, North West, Washington, District of Columbia 20004 (hereafter referred to as “DCHR”), collectively the “Parties”.

A. PURPOSE AND SCOPE:

The purpose of this Agreement is to form a partnership with Strayer University and DCHR to increase the capacity and educational level of its workforce by providing District of Columbia Government employees with the opportunity to earn post-secondary university education, certificates, and degrees.

B. RESPONSIBILITIES OF STRAYER UNIVERSITY:

1. Strayer University will provide the District of Columbia government’s employees and their spouses or registered domestic partners with a special pricing from its normal recorded tuition and fees, , when the identified individuals subsequently enroll in Strayer University after the effective date of this Agreement.
2. Strayer University will provide the DCHR with thirty (30) days written notice prior to the effective date of any changes to the tuition and fee rates attached to this Agreement.
3. Strayer University will provide marketing materials to DCHR, subject to the District’s policies and discretion, in order to support internal promotion or partnership benefits.
4. Strayer University’s standards for admission as well as all other student policies published at the time any District employee and spouse or domestic partner enrolls shall apply.

C. RESPONSIBILITIES OF DCHR:

1. DCHR will provide access to District government employees for recruitment purposes only. This will be achieved by inviting representatives from Strayer University to participate in government wide events where promotion of this Agreement will be beneficial to enrollment.
2. DCHR will distribute marketing materials to the District government workforce, subject to the District's policies and discretion, in order to support internal promotion and partnership benefits.

D. GENERAL TERMS:

Strayer University will provide the DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by Strayer University in writing. Likewise, DCHR will provide Strayer University with a depiction of its logo, and Strayer University is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by the DCHR. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the furtherance of this Agreement. The text of all references by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.

E. NOTICE

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

Strayer University
Sean Zitney
Client Outreach Executive
Address:
(301) 767-5940

DC Department of Human Resources
Willair St.Vil
Human Resources Specialist
441 4th Street NW Suite 330so
Washington, DC 20001
(202) 442-9601

F. CONFIDENTIALITY

The parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come

into possession of the other Party's confidential employee and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC 1232g (FERPA) and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.

G. TERMINATION

The Agreement may be terminated early by either Party upon not less than sixty (60) days written notice to the other Party. Upon termination, the District's employees and their spouses or domestic partners will no longer be eligible for special pricing and will be notified by the District within a reasonable time for the parties to make changes to their student account.

H. MODIFICATIONS

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

I. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the District of Columbia without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the parties.
3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.

4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

IN WITNESS WHEREOF, the parties hereto executed this Agreement effective on the date indicated above.

STRAYER UNIVERSITY

Jim Cecere
Senior Vice President, Corporate Development
Strayer University

Date

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN
RESOURCES**



Ventris C. Gibson
Director, DC Department of Human
Resources

2-8-17

Date

**EDUCATIONAL PARTNERSHIP
MEMORANDUM of AGREEMENT**

Between

**THE CATHOLIC UNIVERSITY OF AMERICA
METROPOLITAN SCHOOL OF PROFESSIONAL STUDIES**

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Memorandum of Agreement (hereafter “MOA” or “Agreement”) is made as of the 9th day of January, 2017 by and between The Catholic University of America, 620 Michigan Ave NE, Washington DC 20064 (CUA), and the government of the District of Columbia Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 441 4th Street NW, Suite 330 South, Washington, District of Columbia 20004 (hereafter referred to as “DCHR”), collectively the “Parties”.

A. PURPOSE AND SCOPE:

The purpose of this Agreement is to form a partnership between the CUA Metropolitan School of Professional Studies (CUA Metro) and DCHR to increase the capacity and educational level of its workforce by providing District of Columbia Government employees with the opportunity to earn post-secondary university education, certificates, and degrees.

B. RESPONSIBILITIES OF CUA METRO

1. CUA will provide the District of Columbia government’s employees with a 10% discount from its regular recorded tuition and fees attached to this Agreement, when the individuals certified under this agreement enroll in CUA Metro after the effective date of this Agreement.
2. CUA will provide the DCHR with thirty (30) days written notice prior to the effective date of any changes to the tuition and fee rates attached to this Agreement.
3. CUA will provide marketing materials to DCHR, subject to the District’s policies and discretion, in order to support internal promotion or partnership benefits.
4. CUA standards for admission and student policies shall apply to any District beneficiary who seeks enrollment or matriculates under this Agreement.

C. RESPONSIBILITIES OF DCHR:

1. DCHR will provide access to District government employees for recruitment purposes only. This will be achieved by inviting representatives from CUA Metro to participate in government-wide events where promotion of this Agreement will be beneficial to enrollment.
2. DCHR will distribute marketing materials to the District government workforce, subject to the District's policies and discretion, in order to promote and support internal promotion and partnership benefits.

D. GENERAL TERMS:

CUA Metro will provide the DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by CUA in writing. Likewise, DCHR will provide CUA Metro with a depiction of its logo, and CUA is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by the District. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose except in furtherance of this Agreement. The text of all references by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.

E. NOTICE

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

The Catholic University of America
Metropolitan School of Professional Studies
Dr. Vincent Kiernan
Dean
620 Michigan Ave NE
Washington DC 20064
(202) 319-5256

DC Department of Human Resources
Williar St. Vil
HR Specialist
441 4th Street NW Suite 330s
Washington, DC 20001
(202) 442-9601

F. CONFIDENTIALITY

The parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for

business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC 1232g (FERPA) and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.

G. TERMINATION

The Agreement may be terminated early by either Party upon not less than sixty (60) days written notice to the other Party. Upon termination, the District's employees who are beneficiaries of this Agreement will no longer be eligible for preferential pricing and will be notified within a reasonable time of changes to their student account. Benefits will continue for the current academic term in which they are enrolled and attending classes.

H. MODIFICATIONS

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

I. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the District of Columbia without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the parties.
3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

IN WITNESS WHEREOF, the parties hereto executed this Agreement effective on the date indicated above.

THE CATHOLIC UNIVERSITY OF AMERICA

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN
RESOURCES**



Dr. Andrew V. Abela
Provost



Ventris C. Gibson
Director, DC Department of Human
Resources

01/09/2017

Date

2-8-17

Date

Certificates and Degrees Included in Educational Partnership Memorandum of Agreement
Between
The Catholic University of America, Metropolitan School of Professional Studies
and
The District of Columbia Department of Human Resources

Undergraduate certificates

Human Services Administration Certificate
Information Technology Certificate
Paralegal Studies Certificate (pending approval)

Undergraduate degrees

Associate of Arts in Paralegal Studies, A.A.P.S. (pending approval)
Associate of Science in Human Services, A.S.H.S.
Bachelor of Arts in Human Services, B.A.H.S. (pending approval)
Bachelor of Arts in Information Technology, B.A.I.T.
Bachelor of Arts in Interdisciplinary Studies, B.A.I.S.

Graduate degrees

Master of Health Administration, M.H.A.
Master of Science in Emergency Service Administration, M.S.-E.S.A.
Master of Science in Management, M.S.M. (offered in collaboration with the Busch
School of Business and Entrepreneurship)
Master of Science in Social Service Administration, M.S.-S.S.A.

**EDUCATIONAL PARTNERSHIP
MEMORANDUM of AGREEMENT**

Between

**THE CATHOLIC UNIVERSITY OF AMERICA
METROPOLITAN SCHOOL OF PROFESSIONAL STUDIES**

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Memorandum of Agreement (hereafter “MOA” or “Agreement”) is made as of the 9th day of January, 2017 by and between The Catholic University of America, 620 Michigan Ave NE, Washington DC 20064 (CUA), and the government of the District of Columbia Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 441 4th Street NW, Suite 330 South, Washington, District of Columbia 20004 (hereafter referred to as “DCHR”), collectively the “Parties”.

A. PURPOSE AND SCOPE:

The purpose of this Agreement is to form a partnership between the CUA Metropolitan School of Professional Studies (CUA Metro) and DCHR to increase the capacity and educational level of its workforce by providing District of Columbia Government employees with the opportunity to earn post-secondary university education, certificates, and degrees.

B. RESPONSIBILITIES OF CUA METRO

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2. CUA will provide the DCHR with thirty (30) days written notice prior to the effective date of any changes to the tuition and fee rates attached to this Agreement.
3. CUA will provide marketing materials to DCHR, subject to the District’s policies and discretion, in order to support internal promotion or partnership benefits.
4. CUA standards for admission and student policies shall apply to any District beneficiary who seeks enrollment or matriculates under this Agreement.

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Metropolitan School of Professional Studies
Dr. Vincent Kiernan
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620 Michigan Ave NE
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Williar St. Vil
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Washington, DC 20001
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F. CONFIDENTIALITY

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business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC 1232g (FERPA) and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.

G. TERMINATION

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H. MODIFICATIONS

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

I. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the District of Columbia without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the parties.
3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

IN WITNESS WHEREOF, the parties hereto executed this Agreement effective on the date indicated above.

THE CATHOLIC UNIVERSITY OF AMERICA

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN
RESOURCES**



Dr. Andrew V. Abela
Provost



Ventris C. Gibson
Director, DC Department of Human
Resources

01/09/2017

Date

2-8-17

Date

Certificates and Degrees Included in Educational Partnership Memorandum of Agreement
Between
The Catholic University of America, Metropolitan School of Professional Studies
and
The District of Columbia Department of Human Resources

Undergraduate certificates

Human Services Administration Certificate
Information Technology Certificate
Paralegal Studies Certificate (pending approval)

Undergraduate degrees

Associate of Arts in Paralegal Studies, A.A.P.S. (pending approval)
Associate of Science in Human Services, A.S.H.S.
Bachelor of Arts in Human Services, B.A.H.S. (pending approval)
Bachelor of Arts in Information Technology, B.A.I.T.
Bachelor of Arts in Interdisciplinary Studies, B.A.I.S.

Graduate degrees

Master of Health Administration, M.H.A.
Master of Science in Emergency Service Administration, M.S.-E.S.A.
Master of Science in Management, M.S.M. (offered in collaboration with the Busch
School of Business and Entrepreneurship)
Master of Science in Social Service Administration, M.S.-S.S.A.

EDUCATIONAL PARTNERSHIP AGREEMENT

Between

TRINITY WASHINGTON UNIVERSITY SCHOOL OF PROFESSIONAL STUDIES

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Educational Partnership Agreement (hereafter “Agreement”) is made by and between **Trinity Washington University School of Professional Studies**, the professional workforce education unit of the university domiciled in the District of Columbia at 125 Michigan Avenue, NE, Washington, DC 20017 (hereafter referred to as (“Trinity”), and the District of Columbia Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 441 4th Street, Suite 330 South, Northwest, Washington, District of Columbia 20001 (hereafter referred to as “DCHR”), referred to collectively as the “Parties” and individually as a “Party”.

A. Purpose and Scope:

The purpose of this Agreement is to form a partnership with Trinity and DCHR to increase the capacity and educational level of the District’s workforce by providing District of Columbia government employees with the opportunity to earn post-secondary university education, certificates, and degrees. The length of this agreement shall be five years in duration. Both parties may agree to extend this agreement at any time.

B. RESPONSIBILITIES OF Trinity:

1. At no cost to the District of Columbia government or DCHR, Trinity will provide District of Columbia government employees and their spouses or registered domestic partners with a special discount (10%) from its normal tuition and fees for the Trinity School of Professional Studies, which shall be published on the official website for the Trinity Washington University School of Professional Studies at the time of enrollment, when the identified individuals subsequently enroll in the Trinity School of Professional Studies after the effective date of this Agreement.
2. Trinity will provide DCHR and any enrolled District of Columbia government employees and their spouses or registered domestic partners with thirty (30) days written notice prior to the effective date of any changes to the applicable tuition and fee rates.
3. Trinity will provide marketing materials to DCHR to use, subject to the District of Columbia government’s policies and discretion, in order to support internal promotion or partnership benefits.

4. Trinity's standards for admission as well as all other student policies published at the time any District of Columbia government employee and spouse or registered domestic partner seeks enrollment shall apply.

C. RESPONSIBILITIES OF DCHR:

1. DCHR will invite representatives from Trinity to participate in government-wide events in which DCHR has determined promotion of the programs associated with this Agreement will be appropriate and beneficial to District government employees.
2. DCHR will distribute marketing materials to the District of Columbia government workforce, subject to the District's policies and discretion, in order to notify District government employees of the programs associated with this Agreement.

D. DURATION OF AGREEMENT:

The duration of this agreement shall be five years from the date of the last signature below, unless terminated in writing by the Parties pursuant to Section H of this agreement. Both Parties may agree to extend this agreement at any time by executing a modification pursuant to Section I of this agreement.

E. GENERAL TERMS:

1. Trinity will provide the DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by Trinity in writing. Likewise, DCHR will provide Trinity with a depiction of its logo, and Trinity is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by DCHR. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the furtherance of this Agreement. The text of all references by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.
2. DCHR and Trinity are independent entities and nothing in this Agreement shall be construed to create an agency, employer/employee, joint venture or any other similar relationship between the Parties. Each Party will be responsible for income, employment and/or other taxes, and workers' compensation liabilities for its employees and other

personnel providing services hereunder. Neither Party shall have the authority to make any commitment on behalf of the other.

3. The Parties agree not to engage in unlawful discrimination against or harassment of any student, employee, faculty member, or representative of either Party pursuant to this Agreement on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, status as a covered veteran, or any other legally-protected status within the limits imposed by applicable state and federal laws and District policies.
4. The term of this Agreement shall be continuing until terminated by either Party in accordance with section G below.

F. NOTICE

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

Trinity Washington University

First and Last Name: Iris Escarraman

Title: Executive Director

Address: 125 Michigan Avenue, NE
Washington, DC 20017
(202) 884-9400

DC Department of Human Resources

Williar St. Vil

HR Specialist

441 4th Street NW Suite 330S
Washington, DC 20001
(202) 442-9601

G. CONFIDENTIALITY

The Parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA), and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records as well as all other applicable privacy laws.

H. TERMINATION

Either Party may terminate this MOU in whole or in part by giving at least sixty (60) calendar days advanced written notice to the other Party. Upon termination, the District of Columbia government employees and their spouses or registered domestic partners will no longer be eligible for preferential pricing and will be notified within a reasonable time of changes to their student account; provided, termination of this Agreement by either Party will not affect tuition and/or fee discounts of currently enrolled District employees and their spouses or domestic partners for the remainder of the academic term in which they are in or for District employees and their spouses or domestic partners who have enrolled and paid tuition and/or fees for an upcoming academic term.

I. 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.

J. MISCELLANEOUS

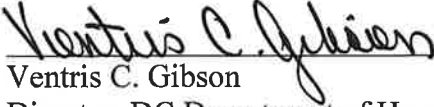
1. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the District of Columbia without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral.
3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

IN WITNESS WHEREOF, the parties hereto executed this Agreement effective on the date indicated above.

Trinity Washington University

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN
RESOURCES**


Patricia McGuire, President


Ventris C. Gibson
Director, DC Department of Human
Resources

12/11/2017
Date

5-3-18
Date

MEMORANDUM of AGREEMENT

Between

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Memorandum of Agreement (hereafter “MOA” or “Agreement”) is made as of the 29th of March, 2017 (the “Effective Date”) by and between **UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE**, an accredited public institution of higher education organized and operating under the laws of Maryland, having its principal place of business at 3501 University Blvd East, Adelphi, MD 201783 (hereafter referred to as (“UMUC”), and the government of the District of Columbia Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 441 4th Street, Suite 330 South, North West, Washington, District of Columbia 20001 (hereafter referred to as “DCHR”), collectively the “Parties”.

A. PURPOSE AND SCOPE:

The purpose of this Agreement is to form an agreement with UMUC and DCHR to increase the capacity and educational level of its workforce by providing District of Columbia Government employees with the opportunity to earn post-secondary university education, certificates, and degrees.

B. RESPONSIBILITIES OF UMUC:

1. UMUC will provide the District of Columbia government’s employees and their spouses or dependents (“Program Participants” as defined by UMUC) with a special discount from its normal recorded tuition and fees available online at <http://www.umuc.edu/gen/index.shtml>, when the identified individuals subsequently enroll in UMUC after the effective date of this Agreement.
 - a. UMUC will waive the application fee for all applicants to become Program Participants.
 - b. The tuition for Program Participants shall be equal to the current catalog published out-of-state tuition less 25 percent (the “Discounted Tuition”), except that: (i) the published tuition rate will apply to UMUC’s special tuition graduate programs, which as of the effective date of this MOU include the MBA, Cybersecurity, Digital Forensics and Cyber Investigations, Data Analytics, executive, and doctoral programs, (ii) the tuition for Program Participants who

meet the criteria for Maryland residency will be the applicable in-state rate; (iii) the tuition for Program Participants who are veterans and meet the criteria specified by Maryland law will be the applicable in-state rate; and (iv) the tuition for Active-Duty Military, Spouses, and Dependents will be the applicable rate.

- c. After Program Participants are accepted for admission to UMUC, UMUC will contact DCHR for verification that the Program Participants are current members of DCHR. Program Participants will not be eligible for the Discounted Tuition unless and until eligibility is verified. UMUC may request additional documentation from Program Participants to verify their status as an employee, spouse, registered domestic partner or dependent.
 - d. UMUC will verify the eligibility of Program Participants at least once a year. Once a member is no longer eligible due to employment status with DCHR, the employee, spouse, registered domestic partner or dependent is no longer a Program Participant and will not be entitled to the Discounted Tuition for future course enrollments. If the Program Participant's eligibility terminates during a term (Winter, Spring, Summer, or Fall), the Program Participant will receive the Discounted Tuition under this MOU from UMUC for all courses in which the student has enrolled for the remainder of the current term and will cease receiving the Discounted Tuition from UMUC for any future term in which the student enrolls.
 - e. The Program Participants shall individually pay to UMUC the applicable tuition and fees in accordance with UMUC's standard policies and procedures. UMUC will invoice the Program Participants directly.
2. UMUC will provide the DCHR with thirty (30) days written notice prior to the effective date of any changes to the tuition and fee rates attached to this Agreement.
 3. UMUC will provide marketing materials to DCHR, subject to the District's policies and discretion, in order to support internal promotion or partnership benefits.
 4. UMUC's standards for admission as well as all other student policies published at the time any District employee and spouse or domestic partner seeks enrollment shall apply. DCHR further acknowledges that UMUC has sole authority and control over the content, requirements, and faculty of its programs and courses.

C. RESPONSIBILITIES OF DCHR:

1. DCHR will provide access to District government employees for recruitment purposes only. This will be achieved by inviting representatives from UMUC to participate in government wide events where promotion of this Agreement will be beneficial to enrollment.
2. DCHR will distribute marketing materials to the District government workforce, subject to the District's policies and discretion, in order to support internal promotion and partnership benefits.

D. GENERAL TERMS:

UMUC will provide the DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by UMUC in writing. Likewise, DCHR will provide UMUC with a depiction of its logo, and UMUC is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by the District Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the furtherance of this Agreement, unless express permission is given in writing. The text of all references by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.

E. NOTICE

Any notice or communication permitted or required between the Parties under this Agreement shall be in writing and given by hand delivery, delivery by United States mail, facsimile, or delivery by commercial overnight carrier. Notice shall be effective upon receipt to the person to whom it was addressed or ten (10) days after notice was sent, whichever is earlier. The following individuals are the contact points for each Party under this MOU:

University of Maryland University College
Emily Ferguson
Corporate Learning Solutions
3501 University Blvd. East
Adelphi, MD 20783
(301) 985-7481

DC Department of Human Resources
Williar St. Vil
HR Specialist
441 4th Street NW Suite 330s
Washington, DC 20001
(202) 442-9601

F. CONFIDENTIALITY

1. The Parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence.
2. The obligations of confidentiality and limited use under this Section shall not extend to any information: (i) which is or becomes publicly available, except through breach of this MOU; (ii) which UMUC can demonstrate that it possessed free of any obligation of confidence prior to, or developed independently from, disclosure under this MOU; or (iii) which UMUC is required by law to disclose, provided that the other party is notified of any such requirement with sufficient time to seek a protective order or other modifications to the requirement.
3. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC 1232g (FERPA) and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records. If DCHR requests information specific to individual Program Participants, any such release of information is conditioned upon the execution of document substantially similar to the document set forth in Exhibit 1, attached hereto and made a part of this Agreement. DCHR shall arrange to have an authorization form submitted to UMUC.

G. TERM

The term of this Agreement shall begin on the Effective Date for a term of one year. This Agreement shall automatically renew for one year terms, unless terminated by one of the Parties prior to expiration of the first or successive one year terms. This Agreement may be terminated upon thirty (30) days' written notice by either Party. In the event of termination by either Party, each individual Program Participant remains obligated to pay tuition and fees

H. MODIFICATIONS

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

I. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the Maryland without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the Parties.
3. This Agreement may be executed in one or more counterparts (facsimile or electronic transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.
5. Nothing in this Agreement is intended, nor shall it be deemed, to constitute a partnership or joint venture between the parties. Nothing in this Agreement is intended, nor shall it be deemed to create rights or benefits in or to any person or entity other than the parties. Nothing in this Agreement is intended, nor shall it be deemed to create an agreement between UMUC and any one or more Program Participants.
6. Preservation of Immunities. Nothing herein shall constitute or be considered to be a limitation upon or waiver of the sovereign immunity of UMUC or the State of Maryland.

IN WITNESS WHEREOF, the parties hereto executed this Agreement effective on the date indicated above.

**UNIVERSITY OF MARYLAND
UNIVERSITY COLLEGE**

By: _____
Erika Orris,
Senior Vice President

Strategic Enrollment Management

Date

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN
RESOURCES**

By: Ventris C. Gibson
Ventris C. Gibson
Director, DC Department of Human
Resources

3-30-17
Date

EXHIBIT 1

FERPA RELEASE FORM

Mailing address:

3501 University Boulevard East Adelphi, MD 20783-8070
Main line 240-684-2288 Fax 240-684-2001

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

In accordance with FERPA, it is UMUC's policy to withhold certain educational records unless the student provides consent to disclose information. The purpose of this form is to provide the consent to UMUC required by FERPA.

I, the undersigned, hereby authorize the University of Maryland University College to release/discuss the specified educational records and information:

Educational Records and Information: [Please check all that apply]

- | | |
|--|------------------------------|
| Review of all Educational Records | Financial Aid Records |
| Grades for the academic year | Billing, Payments, Student |
| Official Transfer Credit Evaluation/Degree | Accounts Records |
| Progress Report | Military/Active Duty Records |
| | Veterans Records |

Other: _____

To: District of Columbia Relationship: Employer
[Please print name] [Please print relationship]

For the purpose of:

- Handling my educational matters
- Handling my Department of Veterans Affairs Educational Benefits
- X Other: Tuition reimbursement

This release does not permit the disclosure of these records to any other persons or entities without my written consent or as permitted by law. This release form is effective

to _____
Day/Month/Year Day/Month/Year

Student's Signature Date Student's Name (Please Print)

Signature of Parent or Guardian (if the student is under the age of 18) Student Identification #

**EDUCATIONAL PARTNERSHIP
MEMORANDUM of AGREEMENT**

Between

University of Phoenix, Inc.

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Memorandum of Agreement (hereafter “MOA” or “Agreement”) is made as of the 14th day of March, 2017 by and between **University of Phoenix, Inc.**, a University located at 1625 W. Fountainhead Parkway, Tempe, Arizona 85282] (hereafter referred to as (“University”), and the government of the District of Columbia Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 441 4th Street, Suite 330 South, North West, Washington, District of Columbia 20004 (hereafter referred to as “DCHR”), collectively the “Parties”.

A. Purpose and Scope:

The purpose of this Agreement is to form a partnership with University and DCHR to increase the capacity and educational level of its workforce by providing District of Columbia Government employees with the opportunity to earn post-secondary university education, certificates, and degrees.

B. RESPONSIBILITIES OF University:

1. The University will provide a ten percent (10%) tuition reduction to DCHR’s employees who meet the University’s admission standards. The tuition reduction applies to any University program, including certificate programs, and single courses. After the effective date of this Agreement and after the date the student identifies as an employee of DCHR, reduced tuition will apply to the then current rates at the time the student enrolls in a course. The University may change its tuition rates and fees at any time in its sole discretion. In the event of a change in aforementioned rates and fees, any applicable reduction will be calculated on the new current rate or fee in effect. Students will pay tuition and any other fees directly to the University according to University policies if direct billing arrangements are not in place or the charges are not paid by the DCHR. Students are ultimately responsible for payment of all charges incurred as well as all financial policies and fees detailed in the University Catalog.
2. University will provide marketing materials to DCHR, in order to support internal promotion or partnership benefits.

3. The University will provide a link to a University website to assist DCHR employees with enrollment and will provide information to DCHR to be used, subject to DCHR's policies and discretion, to support DCHR's internal promotion of continuing education.
4. The University will provide information prospective as to the admission requirements, required course of study, costs, expected time commitment, and other information a prospective student may find useful in selecting and applying for a course of study. University will make such presentation at no cost to DCHR or any prospective student.

C. RESPONSIBILITIES OF DCHR:

1. DCHR will provide access to District government employees for enrollment purposes by inviting representatives from University to participate in government wide events where promotion of this Agreement will be beneficial to enrollment.
2. DCHR will distribute marketing materials to the District government workforce, subject to the District's policies and discretion, in order to support internal promotion and partnership benefits.

D. GENERAL TERMS:

University will provide the DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by University in writing. Likewise, DCHR will provide University with a depiction of its logo, and University is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by the District. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the furtherance of this Agreement. The text of all references by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.

E. NOTICE

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

University of Phoenix, Inc.
Beth Dennis
Corporate Account Executive
30 S. 17th Street, 2nd Floor
Philadelphia, PA 19103
(484) 431-5665

DC Department of Human Resources
Williar St. Vil
HR Specialist
441 4th Street NW Suite 330s
Washington, DC 20001
(202) 442-9601

F. CONFIDENTIALITY

The parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 USC 1232g (FERPA) and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.

G. TERMINATION

The Agreement may be terminated early by either Party upon thirty (30) days written notice to the other Party. Upon termination, the District's employees will no longer be eligible for preferential pricing and will be notified within a reasonable time of changes to their student account. If the University believes that this MOU might violate any law or regulation, adversely affect its accreditation, or any license or exemption issued by a Federal or State educational board or commission, the University may terminate this MOU immediately upon written notice to DCHR.

H. MODIFICATIONS

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

I. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the State of Arizona without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and expressly terminates the Alliance Memorandum of Understanding between the parties dated April 13, 2014 and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of

the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the parties.

3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.
5. This Agreement does not create any rights, title, or interest for any person or entity other than DCHR or the University. Each party acknowledges that the relationship with the other is that of an independent contractor and nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship between the parties. Each party agrees to abide by all applicable Federal and State laws. Each individual executing this Agreement on behalf of another entity represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of said entity and that this Agreement is binding upon said organization in accordance with this Agreement's terms.

IN WITNESS WHEREOF, the parties hereto executed this Agreement effective on the date indicated above.

UNIVERSITY OF PHOENIX, INC.

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN
RESOURCES**

Meredith Curley
Provost, University of Phoenix, Inc.

Ventris C. Gibson
Director, DC Department of Human
Resources

Date

Date

EDUCATIONAL PARTNERSHIP AGREEMENT

between

UNIVERSITY OF THE POTOMAC

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Educational Partnership Agreement (hereafter, the “Agreement”) is made by and between the University of the Potomac (hereafter referred to as “UOTP”) and the District of Columbia Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 1015 Half Street SE, 9th Floor, Washington, District of Columbia, 20003 (hereafter referred to as “DCHR”), collectively referred to as the “Parties” and individually as a “Party”.

A. PURPOSE AND SCOPE

The purpose of this Agreement is to form a partnership between UOTP and DCHR to increase the capacity and educational level of the District of Columbia workforce by providing District of Columbia government employees with the opportunity to earn post-secondary university education, certificates, and degrees. The length of this agreement shall be five (5) years in duration. Both Parties may agree to extend this Agreement at any time.

B. RESPONSIBILITIES OF UOTP

1. At no cost to the District of Columbia government or DCHR, UOTP will provide District of Columbia government employees and their spouses or registered domestic partners with a tuition reduction of ten percent (10%) of its normal tuition rate as it is published on the official UOTP website at the time of the individual’s enrollment, when the identified individual subsequently enrolls after the effective date of this Agreement.
2. UOTP will provide DCHR and any enrolled District of Columbia government employees and their spouses or registered domestic partners with thirty (30) days written notice prior to the effective date of any changes to the applicable tuition and fee rates.
3. UOTP will provide marketing materials to DCHR to use, subject to DCHR’s and the District of Columbia government’s policies and discretion, in order to support internal promotion or partnership benefits.
4. Standards for admission as well as all other student policies published at the time any District of Columbia government employee and spouse or registered domestic partner seeks enrollment shall apply.

C. RESPONSIBILITIES OF DCHR

1. DCHR will invite representatives from UOTP to participate in government-wide events in which DCHR has determined promotion of the programs associated with this Agreement will be appropriate and beneficial to District of Columbia government employees.
2. DCHR will distribute marketing materials to the District of Columbia government workforce, subject to DCHR's and the District of Columbia government's policies and discretion, in order to inform District government employees of the programs associated with this Agreement.

D. DURATION OF AGREEMENT

The duration of this Agreement shall be five (5) years from the date of the last signature below, unless terminated in writing by the Parties pursuant to Section H of this Agreement. Both Parties may agree to extend this Agreement at any time by executing a modification pursuant to Section I of this agreement.

E. GENERAL TERMS

1. UOTP will provide DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by UOTP in writing. Likewise, DCHR will provide UOTP with a depiction of its logo, and UOTP is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by DCHR. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the furtherance of this Agreement. References by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.
2. DCHR and UOTP are independent entities and nothing in this Agreement shall be construed to create an agency, employer/employee, joint venture or any other similar relationship between the Parties. Neither Party shall have the authority to make any commitment on behalf of the other.

3. The Parties agree not to engage in unlawful discrimination against or harassment of any student, employee, faculty member, or representative of either Party pursuant to this Agreement on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, status as a covered veteran, or any other legally-protected status within the limits imposed by applicable local and federal laws and District policies.

F. NOTICE

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

D.C. Department of Human Resources

Willair St. Vil
Lead Human Resources Specialist
1015 Half Street SE, 9th Floor, Washington, D.C. 20003
(202) 442-9601

University of the Potomac

Richard T. Murphree, Ed.D.
President
1401 H Street, N.W., Suite 100, Washington, D.C. 20005
(202) 274-2310

G. CONFIDENTIALITY

The Parties acknowledge that their relationship may entail the sharing of confidential information. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business, employee, and student information. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those authorized employees or agents requiring such access, to inform all such employees and agents of the confidential nature of the information and to require each such employee or agent to agree to protect the privacy and confidentiality of such information. UOTP agrees to abide by the requirements of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA), and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records as well as all other applicable local and federal privacy laws.

H. TERMINATION

Either Party may terminate this Agreement in whole or in part by giving at least sixty (60) calendar days advanced written notice to the other Party. Upon termination, the District of Columbia government employees and their spouses or registered domestic partners will no longer be eligible for the discounted pricing established by this Agreement and will be notified within a reasonable time of changes to their student account; provided, termination of this Agreement by either Party will not affect tuition and/or fee discounts for currently enrolled District employees and their spouses or domestic partners for the remainder of the current academic term or for District employees and their spouses or domestic partners who have enrolled and paid tuition and/or fees for an upcoming academic term.

I. MODIFICATIONS

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

J. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be governed by the substantive laws of the District of Columbia without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral.
3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

IN WITNESS WHEREOF, the Parties hereto executed this Agreement effective on the latter date below:

University of the Potomac:



Dr. Rick Murphree, President

Date: 6/20/18

D.C. Department of Human Resources:



Ventris C. Gibson, Director

7-10-18
Date

**EDUCATIONAL PARTNERSHIP
MEMORANDUM of AGREEMENT**

Between

WALDEN UNIVERSITY, LLC

and

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

This Memorandum of Agreement (hereafter “MOA” or “Agreement”) is made by and between **Walden University, LLC**, a U.S. regionally accredited university offering online bachelor’s, master’s, and doctoral degrees, certificate programs, and professional development courses, having offices at 650 South Exeter Street, Baltimore, MD 21202 (hereafter referred to as “Walden”), and the District of Columbia (“District”) Department of Human Resources, a District of Columbia government agency organized and operating under the laws of the District of Columbia, having its principal office located at 441 4th Street, Suite 330 South, Northwest, Washington, District of Columbia 20001 (hereafter referred to as “DCHR”), collectively the “Parties”.

A. PURPOSE AND SCOPE:

The purpose of this Agreement is to form a partnership with Walden and DCHR to increase the capacity and educational level of its workforce by providing District of Columbia government employees with the opportunity to earn post-secondary university education, certificates, and degrees.

B. RESPONSIBILITIES OF WALDEN UNIVERSITY, LLC:

1. Walden will provide the District of Columbia government’s employees (“Candidates”) with a special discount from its normal recorded tuition (the “Tuition Benefit”), when the identified individuals subsequently enroll in Walden University, LLC after the effective date of this Agreement. Candidates must inquire through the marketing and information channels provided by Walden in order to obtain the Tuition Benefit.
2. The Tuition Benefit offered to Candidates is a 10% tuition reduction. The Tuition Benefit is applicable to tuition only and does not apply towards books, materials and other supplies or fees needed for a course. The Tuition Benefit is not applicable for students enrolled in the Family Nurse Practitioner specialization in the Master of Science in Nursing. This reduction will remain in effect for the duration of the student’s continuous enrollment at Walden. All Candidates who are current Walden students are

eligible for the Tuition Benefit from the date of execution of this Agreement, provided, however, no tuition reduction will be made retroactively.

3. Walden may change the Tuition Benefit offered hereunder for any calendar year by providing DCHR notice by December 1 prior to such calendar year, with the new Tuition Benefit taking effect on January 1. For the avoidance of doubt, such change would not affect the Tuition Benefit for Candidates who are currently enrolled at Walden and using the existing Tuition Benefit.
4. Walden will provide marketing materials to DCHR, subject to District of Columbia government's policies and discretion, in order to support internal promotion or partnership benefits.
5. Walden's standards for admission as well as all other student policies published at the time any District of Columbia government employee seeks enrollment shall apply. This Agreement is not a guarantee that all Candidates will be granted acceptance or admission into Walden. All prospective Candidates will be subject to the same standard admissions and registration processes as all other prospective students applying to Walden.

C. RESPONSIBILITIES OF DCHR:

1. DCHR will provide access to District government employees as determined by DCHR for recruitment purposes only. This will be achieved by inviting representatives from Walden to participate in District government sponsored events where promotion of this Agreement will be beneficial as determined by DCHR for enrollment.
2. DCHR will distribute marketing materials to the District of Columbia government workforce, subject to the District of Columbia government policies and discretion, in order to support internal promotion and partnership benefits.

D. GENERAL TERMS:

Walden will provide DCHR with a depiction of its logo and approved text, and DCHR is authorized to use such logo and text for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved by Walden in writing. Likewise, DCHR will provide Walden with a depiction of its logo, and Walden is authorized to use such logo for promotional purposes in furtherance of this Agreement, provided that the material associated with each such use has been previously approved in writing by the DCHR. Neither Party shall use or display any trademark, trade name, service mark or other intellectual property of the other Party for any purpose outside of the

furtherance of this Agreement. The text of all references by either Party to the other Party in any medium, whether print, electronic, or otherwise, shall require the prior written approval of the other Party.

E. NOTICE

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

Walden University, LLC

Monique Raulston
Strategic Alliance Manager
650 South Exeter Street
Baltimore, MD 21202
Phone: (703) 659-5579

District of Columbia

Department of Human Resources

Willair St. Vil
HR Specialist
441 4th Street NW Suite 330s
Washington, DC 20001
(202) 442-9601

F. CONFIDENTIALITY

The Parties acknowledge the existence of a confidential relationship between them. In order to carry out the purposes of this Agreement, the Parties may exchange or otherwise access or come into possession of the other Party's confidential business and student information. No student information will be shared between Walden and DCHR unless the Candidate grants permission in writing. The Parties understand and agree that all confidential information exchanged between them or otherwise accessed or obtained pursuant to this Agreement is strictly confidential, has been disclosed for business purposes only and must be maintained in strictly secure conditions at all times. Each Party hereto further agrees to make no other use of the other Party's confidential information disclosed pursuant to this Agreement, to refrain from disclosing such confidential information to third parties, to make the confidential information available only to those employees or agents with a need to know, to inform all such employees and agents of the confidential nature of the confidential information and to require each such employee or agent to agree to retain such confidential information in confidence. Both Parties understand and agree to abide by the requirements of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records.

G. TERMINATION

The Agreement may be terminated early by either Party upon not less than sixty (60) days written notice to the other Party. Upon termination, District of Columbia government employees will no longer be eligible for preferential pricing and will be notified within a reasonable time of changes to their student account.

H. MODIFICATIONS

Except as otherwise provided herein, the terms and conditions of this MOA may be modified only upon prior written agreement by the Parties.

I. MISCELLANEOUS

1. This Agreement and any dispute arising hereunder shall be governed by the substantive law of the District of Columbia without regard to any conflicts of law principles.
2. This Agreement constitutes the entire Agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by a duly authorized representative of the Parties.
3. This Agreement may be executed in one or more counterparts (facsimile transmission or otherwise); each counterpart shall be deemed an original and all of which shall constitute but one Agreement.
4. If any portion or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain valid and enforceable.

IN WITNESS WHEREOF, the Parties hereto executed this Agreement effective upon the signature of both Parties and the last date indicated below.

WALDEN UNIVERSITY, LLC

Jason Lyons
VP, Global Business Development
Walden University

Date

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN
RESOURCES**

Ventris C. Gibson

Ventris C. Gibson

Director, District of Columbia
Department of Human Resources

4/13/2014

Date

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

**Between District of Columbia National Guard and
The Department of Human Resources**

Fiscal Year 2021

*** WE ARE WASHINGTON ***
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$5,526.31 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$5,526.31.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

- 1.** Total cost for services under this MOU shall not exceed \$5,526.31 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
- 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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	5	\$ 29	\$ 32.59	\$ 0	\$ 307.95
Protection	5	\$ 29	\$ 32.59	\$ 0	\$ 307.95
Security	7	\$ 29	\$ 32.59	\$ 0	\$ 431.13
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 1047.03

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	16	\$24.25	\$ 32.59	\$ 0	\$ 909.44
Protection	18	\$ 24.25	\$ 32.59	\$ 0	\$ 1023.12
Security	13	\$ 24.25	\$ 32.59	\$ 0	\$ 738.92
Criminal Background Recert Total Cost					\$ 2671.48

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	5	\$ 40	\$ 20.26	\$ 0	\$ 301.3
Protection	5	\$ 40	\$ 20.26	\$ 0	\$ 301.3
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 602.6

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	16	\$ 40	\$ 20.26	\$ 0	\$ 964.16
Alcohol	4	\$ 40	\$ 20.26	\$ 0	\$ 241.04
Random Drug Testing Total Cost					\$ 1205.2

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL **\$5,526.31**

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Cynthia Coleman

DC Govt Opns for District of Columbia National Guard
2001 E Capitol St SE Washington, DC, 20003
202-685-8901

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 DISTRICT OF COLUMBIA NATIONAL GUARD

Herman Preston

Herman Preston, Director
DC Gov't Opns for District of Columbia National Guard

09/27/2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES

Ventris C. Gibson

Ventris C. Gibson, Director
Department of Human Resources

09/09/2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0
NAME OF CONTACT: James Hurley - AF0
ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001
TELEPHONE # : 202-727-3605
FAX # : 202 727-0659
AUTHORIZING OFFICER [Signature] DATE: 09/09/2020

BUYER INFORMATION

AGENCY: D.C. Nationa Guard AGENCY CODE: FK0
NAME OF CONTACT: John Nitz - AF0
ADDRESS : 1100 Fourth Street, SW
Suite E730
Washington, DC 20024
TELEPHONE # : 202 - 442 - 8308
FAX # : _____
AUTHORIZING OFFICER [Signature] DATE: 10/12/20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide suitability and employment screening service

\$ 5,526.31

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	FKB21	45100	4600	4600		FKBE21 - 01
Buyer	FK0	21	0110	0100	FK00	1020L	0408	0408		

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between District of Columbia Public Library and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$24,546.04 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$24,546.04.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

- 1.** Total cost for services under this MOU shall not exceed \$24,546.04 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
- 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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	5	\$ 29	\$ 32.59	\$ 0	\$ 307.95
Protection	43	\$ 29	\$ 32.59	\$ 0	\$ 2648.37
Security	4	\$ 29	\$ 32.59	\$ 0	\$ 246.36
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 3202.68

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	25	\$24.25	\$ 32.59	\$ 0	\$ 1421
Protection	228	\$ 24.25	\$ 32.59	\$ 0	\$ 12959.52
Security	9	\$ 24.25	\$ 32.59	\$ 0	\$ 511.56
Criminal Background Recert Total Cost					\$ 14892.08

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	5	\$ 40	\$ 20.26	\$ 0	\$ 301.3
Protection	43	\$ 40	\$ 20.26	\$ 0	\$ 2591.18
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 2892.48

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	25	\$ 40	\$ 20.26	\$ 0	\$ 1506.5
Alcohol	5	\$ 40	\$ 20.26	\$ 0	\$ 301.3
Random Drug Testing Total Cost					\$ 1807.8

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	10	\$ 105	\$ 70.1	\$ 0	\$ 1751
Pre-employment Fitness for Duty Testing Total Cost					\$ 1751

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$24,546.04

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Jaki Buckley

District of Columbia Public Library
1990 K St. NW, Suite 500, Washington, DC 20006
(202) 727-1131

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 DISTRICT OF COLUMBIA PUBLIC LIBRARY



Richard Reyes-Gavilan, Executive Director
District of Columbia Public Library

October 29, 2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 30, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER: *for E.D.M.* DATE: 10/30/2020

BUYER INFORMATION

AGENCY: D.C. Public Library AGENCY CODE: CE0

NAME OF CONTACT: Cherylle Pacana - AF0

ADDRESS : 1990 K Street, NW
Suite 500
Washington, DC 20006

TELEPHONE # : 202 - 727 - 9114

FAX # : _____

FOR *Kory Miller*
AUTHORIZING OFFICER DATE: 11/3/20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening services

\$ 24,546.04

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	CEB21	45100	4600	4600		CEBE21 - 01
Buyer	CE0	21		0100	11060	10600	0408	0408		

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between District of Columbia Public Schools – Office of the General Counsel and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with suitability 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 suitability 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. The Seller shall provide the Buyer access to drug and alcohol testing services. Results from those services shall be transmitted to Buyer electronically.
3. The Seller shall provide the Buyer access to remote fingerprinting services for purposes of scheduling and conducting criminal background checks. The Seller shall determine whether individuals have a criminal history and notify the Buyer electronically whether a history exists.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$180,780.00 for compliance services.
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 that the Seller is an agent to the Buyer and does not make suitability determinations for the Buyer nor serve as its Program Administrator or personnel authority.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020, through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$180,780.00.

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, Chapter 4 of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$180,780.00 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
3. The advances 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 no later than August 31, 2021.
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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Fall Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 0

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Criminal Background Recert Total Cost					\$ 0

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	3000	\$ 40	\$ 20.26	\$ 0	\$ 180780
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Fall Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 180,780.00

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$180,780.00

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Cheryl Butler-Moore

District of Columbia Public Schools
1200 First Street, NE Washington, DC 20002
(202) 535-1324

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 DISTRICT OF COLUMBIA PUBLIC SCHOOLS



Lewis D. Ferebee, Ed.D., Chancellor
District of Columbia Public Schools

10-16-2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 19, 2020

Date

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between District of Columbia Public Schools- Office of Resource Strategy and
The Department of Human Resources

Fiscal Year 2021

WE ARE WASHINGTON
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with suitability 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 conduct compliance services 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 suitability screenings, the Seller shall provide the Buyer the results or access to the results of the screenings.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$92,385.00 for compliance services.
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 that the Seller is an agent to the Buyer and does not make suitability determinations for the Buyer nor serve as its Program Administrator or personnel authority.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020, through September 30, 2021, 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 2022 to execute an

extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$92,385.00.

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, Chapter 4 of the DCMR.

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3. The total sum of the advances 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 release 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 no later than August 31, 2021.
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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Fall Hires	1500	\$ 29	\$ 32.59	\$ 0	\$ 92385
Criminal Background Checks Total Cost					\$ 92385

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Criminal Background Recert Total Cost					\$ 0

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Fall Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Additional	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 0

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$92,385.00

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

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XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Margaret Browne

District of Columbia Public Schools
1200 First Street, NE Washington, DC 20002
(202) 442-4090

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 DISTRICT OF COLUMBIA PUBLIC SCHOOLS



Lewis D. Ferebee, Ed.D., Chancellor
District of Columbia Public Schools

10-15-2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 19, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER *for C.M.O. [Signature]* DATE: 10/20/2020

BUYER INFORMATION

AGENCY: D.C. Public School AGENCY CODE: GA0

NAME OF CONTACT: Donald Sink - Budget Officer

ADDRESS : 1200 First Street, N.E.
Washington, DC 20002

TELEPHONE # : 202 - 442 - 5249

FAX # : _____

AUTHORIZING OFFICER *Donald Sink* DATE: 11/03/20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

DCPS - Office of Resource Strategy

\$ 92,385.00 *DAS*

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	GAB21	45100	4600	4600		GABE21 - 01
Buyer	GA0	21	2213	0101	2213L	ZZ13L	0409	0409		

GOOD/ SERVICE: _____ DCHR to provide employment screening service

DCPS - Office of the General Counsel

DATE: ___/___/___

TOTAL: \$ 180,780.00 *DAS*

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER	BE0	21	0001	0700	GAB21	45100	4600	4600		GABE21 - 01
BUYER	GA0	21	2213	0101	2213L	ZZ13L	0409	0409		

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department of Consumer and Regulatory Affairs and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4, 16 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take action pursuant to 6-B DCMR § 400 *et seq* and 6-B DCMR § 2000 *et seq*, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and/or the deciding official, as appropriate.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$13,245.22 for compliance 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, 16, and 20 of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$13,245.22.

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, Chapter 4, 16 and 20 of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

- 1. Total cost for services under this MOU shall not exceed \$13,245.22 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
- 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) days before 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.

FY21 SERVICE COSTS					
COMPLIANCE SERVICES					
CRIMINAL BACKGROUND CHECKS (GENERAL)					
Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	8	\$ 29	\$ 32.59	\$ 0	\$ 492.72
Protection	1	\$ 29	\$ 32.59	\$ 0	\$ 61.59
Security	11	\$ 29	\$ 32.59	\$ 0	\$ 677.49
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 1231.8
CRIMINAL BACKGROUND RECERTIFICATIONS					
Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	66	\$24.25	\$ 32.59	\$ 0	\$ 3751.44
Protection	2	\$ 24.25	\$ 32.59	\$ 0	\$ 113.68
Security	49	\$ 24.25	\$ 32.59	\$ 0	\$ 2785.16
Criminal Background Recert Total Cost					\$ 6650.28
DRUG TESTING (GENERAL)					
Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	8	\$ 40	\$ 20.26	\$ 0	\$ 482.08
Protection	1	\$ 40	\$ 20.26	\$ 0	\$ 60.26
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 542.34
DRUG TESTING - RANDOM					
Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	66	\$ 40	\$ 20.26	\$ 0	\$ 3977.16
Alcohol	14	\$ 40	\$ 20.26	\$ 0	\$ 843.64
Random Drug Testing Total Cost					\$ 4820.8
FITNESS FOR DUTY TESTING – APPLICANTS					
Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0
FITNESS FOR DUTY TESTING – EMPLOYEES					
Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0
GRAND TOTAL					\$13,245.22

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
Tamika.cambridge@dc.gov
(202) 727-1528

Tanya Ricks, Human Resources Manager

Department of Consumer and Regulatory Affairs
1100 4th St SW, Washington DC 20024
tanya.ricks1@dc.gov
202.442.9538

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 CONSUMER AND REGULATORY AFFAIRS



Ernest Chrappah, Director
Department of Consumer and Regulatory Affairs

10-15-2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 19, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Suite 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : (202) 727-0659

AUTHORIZING OFFICER:  DATE: 10/26/2020

BUYER INFORMATION

AGENCY: Department of For - Hire Vehicles AGENCY CODE: CR0

NAME OF CONTACT: Eneyew Godie - AF0

ADDRESS : 1100 4th Street SW
Washington, DC 20024

TELEPHONE # : 202 - 442 - 8682

FAX # : _____

AUTHORIZING OFFICER:  DATE: 10/26/2020

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening services

 \$ 13,245.22

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	CR21B	45100	4600	4600		CR21BE-01
Buyer	CR0	21	0100	6013	10MBL	AMP10	0408	0408		

GOOD/ SERVICE: _____

 DATE: ___ / ___ / ___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

 DATE: ___ / ___ / ___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

 DATE: ___ / ___ / ___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Child and Family Services Agency and
The Department of Human Resources

Fiscal Year 2021

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: IDRLO217 DATE OF MOU: / /

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0
NAME OF CONTACT: James Hurley - AFO
ADDRESS: 441 4th Street N.W. Suite 890 N.
Washington, DC 20001
TELEPHONE #: 202-727-3605
FAX #: 202 727-0659
AUTHORIZING OFFICER: for ZPD - [Signature] DATE: 12.08.2020

BUYER INFORMATION

AGENCY: Child and Family Services Administer AGENCY CODE: RL0
NAME OF CONTACT: Justin Kopca - AFO
ADDRESS: 200 I St, S.E.
Wash, DC 20001
TELEPHONE #: (202) 727-7676
FAX #: _____
AUTHORIZING OFFICER: [Signature] DATE: 12/09/2020

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment suitability compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20B 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 conduct suitability compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated for Service Costs on page 5.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall make an initial suitability determination in accordance with 6-B DCMR §§ 436 or 2006, as outlined in Section III of this MOU. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. The Seller acknowledges that the Buyer shall make final suitability determinations, and when a fitness or suitability determination may lead to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Buyer shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings and shall appoint the proposing official, any administrative review officer, and the deciding official.
4. The Seller shall notify the Buyer at least ten (10) business days prior to any anticipated disruptions in services to be delivered under the MOU.
5. The Seller shall notify the Buyer at least ten (10) business days prior to changing any business processes that are utilized for carrying out the delivery of services under this MOU.
6. For individuals with minor or no criminal history, and for drug test results, the Seller shall supply initial suitability determinations within five (5) business days upon its receipt of all information necessary to make such a suitability assessment, such as FBI reports, drug test results and job description related information from the Buyer. The Seller shall provide suitability assessments for individuals with more substantial criminal histories within thirty (30) days upon receiving all information necessary to make a suitability assessment, including the

FBI report, job description related information and the individual's response to derogatory information. To the extent more time is needed to complete an assessment, the Seller shall notify the Buyer of the circumstances.

7. The Seller shall provide the Buyer with documentation within Seller's possession necessary to carry-out any adverse actions arising from initial suitability determinations made by the Seller, including rescinding conditional offers or separating employees. However, the Buyer shall be responsible for developing and securing affidavits and other witness statements when an individual is a CFSA contractor or employee.
8. The Seller shall provide reasonable program support to the Buyer, upon request, including assistance with any training or program initiation needs.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$41,404.45 for compliance services.
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 abide by the provisions contained in Title 6-B, Chapters 4, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller will provide suitability compliance services as outlined in Section III(A) . Moreover, the Buyer shall make final suitability determinations, and for purposes of 6-B DCMR § 1623, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$41,404.45. However, funding shall not exceed the actual cost of the goods and services.

V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Code § 1-301.01(k). The MOU is entered into to carry out the provisions of Title 6-B, Chapters 4, 16 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$41,404.45 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 Section (VI)(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 invoices at least quarterly 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 staff.
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) 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 D.C. Office of Financial Operations and Systems for final resolution.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	41	\$ 29	\$ 32.59	\$ 0	\$ 2525.19
Protection	15	\$ 29	\$ 32.59	\$ 0	\$ 923.85
Security	19	\$ 29	\$ 32.59	\$ 0	\$ 1170.21
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 4619.25

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	205	\$24.25	\$ 32.59	\$ 0	\$ 11652.2
Protection	75	\$ 24.25	\$ 32.59	\$ 0	\$ 4263
Security	47	\$ 24.25	\$ 32.59	\$ 0	\$ 2671.48
Criminal Background Recert Total Cost					\$ 18586.68

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	41	\$ 40	\$ 20.26	\$ 0	\$ 2470.66
Protection	15	\$ 40	\$ 20.26	\$ 0	\$ 903.9
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 3374.56

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	205	\$ 40	\$ 20.26	\$ 0	\$ 12353.3
Alcohol	41	\$ 40	\$ 20.26	\$ 0	\$ 2470.66
Random Drug Testing Total Cost					\$ 14823.96

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$41,404.45

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. Code §§ 47-355.01-355.08; (iii) D.C. Official Code § 47-105; and (iv) D.C. Code § 1-204.46, 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, 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. 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.

In the event of any actual data breach and/or apparent theft, unauthorized use or disclosure of any Personally Identifiable Information (PII), the Seller will commence all reasonable efforts to investigate and correct the causes and remediate the results thereof, and as soon as practicable following discovery of any such event, notification to the Buyer within five (5) business days and individuals effected within 60 days.

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 compliance

services and will return any unused funds after all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half Street SE, Washington DC 20003
(202) 727-1528

Sonya Williams, Risk and Compliance Manager

Child and Family Services Agency
200 I Street SE, Room 3011, Washington DC 20003
(202) 727-7090

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. Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

FOR THE CHILD AND FAMILY SERVICES AGENCY



Brenda Donald, Director
Child and Family Services Agency

11/24/20

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

December 8, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: IDRLO217 DATE OF MOU: / /

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0
NAME OF CONTACT: James Hurley - AFO
ADDRESS : 441 4th Street N.W. Suite 890 N.
Washington, DC 20001
TELEPHONE # : 202-727-3605
FAX # : 202 727-0659
AUTHORIZING OFFICER: for ZPD - [Signature] DATE: 12.08.2020

BUYER INFORMATION

AGENCY: Child and Family Services Administer AGENCY CODE: RL0
NAME OF CONTACT: Justin Kopca - AFO
ADDRESS : 200 I St, S. E.
Wash, DC 20001
TELEPHONE # : (202) 727-7676
FAX # : _____
AUTHORIZING OFFICER: [Signature] DATE: 12/09/2020

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department on Disability Services and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations 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 \$10,102.04 for compliance services.
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, 16, and 20B 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, 2020 through September 30, 2021, 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 2022 to execute an

extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$10,102.04.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$10,102.04 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days of 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	12	\$ 29	\$ 32.59	\$ 0	\$ 739.08
Security	12	\$ 29	\$ 32.59	\$ 0	\$ 739.08
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 1478.16

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	92	\$ 24.25	\$ 32.59	\$ 0	\$ 5229.28
Security	47	\$ 24.25	\$ 32.59	\$ 0	\$ 2671.48
Criminal Background Recert Total Cost					\$ 7900.76

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	12	\$ 40	\$ 20.26	\$ 0	\$ 723.12
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 723.12

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$10,102.04

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Jessica Gray

Department on Disability Services
250 E St SW, Washington, DC 20024
(202)-730-1629

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 ON DISABILITY SERVICES

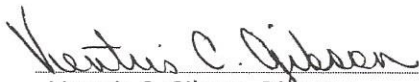


Andrew Reese, Director
Department on Disability Services

November 19, 2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

November 23, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER: for [Signature] DATE: 11/23/2020

BUYER INFORMATION

AGENCY: Department of Human Resources AGENCY CODE: JM0

NAME OF CONTACT: Anthony L. Young

ADDRESS : 250 E Street, SW 6th Floor
Washington, DC 20024

TELEPHONE # : 202 - 671 - 4220

FAX # : _____

AUTHORIZING OFFICER [Signature] DATE: 12/4/2020

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening services

\$ 10,102.04

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	JMB21	45100	4600	4600		JMBE21-01
Buyer	JM0	21	1000	0100	APMTE	AMTE1	0408	0408	N/A	N/A

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department of For-Hire Vehicles and
The Department of Human Resources

Fiscal Year 2021

WE ARE WASHINGTON GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

dchr



I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$3090.58 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$3090.58.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$3090.58 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	4	\$ 29	\$ 32.59	\$ 0	\$ 246.36
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	10	\$ 29	\$ 32.59	\$ 0	\$ 615.9
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 862.26

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	8	\$24.25	\$ 32.59	\$ 0	\$ 454.72
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	10	\$ 24.25	\$ 32.59	\$ 0	\$ 568.4
Criminal Background Recert Total Cost					\$ 1023.12

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	4	\$ 40	\$ 20.26	\$ 0	\$ 241.04
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 241.04

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	14	\$ 40	\$ 20.26	\$ 0	\$ 843.64
Alcohol	2	\$ 40	\$ 20.26	\$ 0	\$ 120.52
Random Drug Testing Total Cost					\$ 964.16

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL **\$3090.58**

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Shalonda Frazier

Department of For-Hire Vehicles
2235 Shannon Place SE, Washington DC 20020
(202)645-4438

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 FOR-HIRE VEHICLES

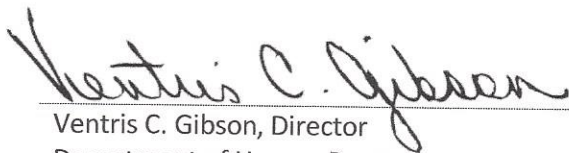


David Do, Director
Department of For-Hire Vehicles

10/26/2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 26, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0
NAME OF CONTACT: James Hurley - AF0
ADDRESS: 441 4th Street N.W. Suite 890 N.
Washington, DC 20001
TELEPHONE #: 202-727-3605
FAX #: 202 727-0659

AUTHORIZING OFFICER: [Signature] DATE: 10/26/2020

BUYER INFORMATION

AGENCY: Department of For - Hire Vehicles AGENCY CODE: TC0
NAME OF CONTACT: Bright Ahaive - AF0
ADDRESS: 1050 1st street, NE 7th Floor
Washington, DC 20002
TELEPHONE #: 202 - 442 - 7822
FAX #: _____

AUTHORIZING OFFICER for Dereje Belay DATE: 11 / 23 / 2021

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening services

\$ 3,090.58

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	TCB21	45100	4600	4600		TCBE21-01
Buyer	TC0	21		2100	10FPF	CLS10	0429	0429		

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

The background of the document is a grayscale photograph showing several pairs of hands shaking in a circle, symbolizing agreement and partnership. The image is slightly blurred and serves as a backdrop for the text.

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department of General Services and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$37,326.79 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$37,326.79.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$37,326.79 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	53	\$ 29	\$ 32.59	\$ 0	\$ 3264.27
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	10	\$ 29	\$ 32.59	\$ 0	\$ 615.9
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 3880.17

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	225	\$24.25	\$ 32.59	\$ 0	\$ 12789
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	21	\$ 24.25	\$ 32.59	\$ 0	\$ 1193.64
Criminal Background Recert Total Cost					\$ 13982.64

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	53	\$ 40	\$ 20.26	\$ 0	\$ 3193.78
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 3193.78

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	225	\$ 40	\$ 20.26	\$ 0	\$ 13558.5
Alcohol	45	\$ 40	\$ 20.26	\$ 0	\$ 2711.7
Random Drug Testing Total Cost					\$ 16270.2

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$37,326.79

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Brittney Wright

Department of General Services
2000 14th Street NW 5th Floor Washington, DC 20009
(202) 741-8916

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 GENERAL SERVICES

esigned via SeamlessDocs.com
Keith A. Anderson
Key: 8a4ca71736a88c09b42760a970d1485

Keith A. Anderson, Director
Department of General Services

11/09/2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES

Ventris C. Gibson

Ventris C. Gibson, Director
Department of Human Resources

November 9, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___ / ___ / ___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER: 

DATE: 11/10/2020

BUYER INFORMATION

AGENCY: D.C. Department of General Services AGENCY CODE: AM0

NAME OF CONTACT: Antoninette Hudson-Beckham - AF0

ADDRESS : 2000 14th Street, NW
Washington, DC 20009

TELEPHONE # : 202 - 729 - 2174

FAX # : _____

AUTHORIZING OFFICER: 

DATE: 11 / 12 / 20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening MOU

\$ 37,326.79

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	AMB21	45100	4600	4600		AMBE21 - 01
Buyer	AM0	21		0100	A1010	10000	0408	0408		\$12,500.00

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: \$24,826.79

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER	AM0	21		0100	A1090	10012	0410	0410		

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department of Health Care Finance and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$2,500.96 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020, through, September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$2,500.96.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$2,500.96 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 0

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	44	\$ 24.25	\$ 32.59	\$ 0	\$ 2500.96
Criminal Background Recert Total Cost					\$ 2500.96

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 0

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$2,500.96

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Portia Shorter

Department of Health Care Finance1
441 4th Street, NW, 900S, Washington, DC 20001
(202) 442-5988

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 HEALTH CARE FINANCE1

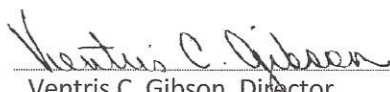


Wayne Turnage, M.P.A., Director
Department of Health Care Finance

11/4/2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

November 18, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___ / ___ / ___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER -

DATE: 11/18/2020

BUYER INFORMATION

AGENCY: Department of Health Care Finance AGENCY CODE: HT0

NAME OF CONTACT: Darrin Shaffer - AF0

ADDRESS : 441 4th Street, Suit 900S
Washington, DC 20001

TELEPHONE # : 202 - 442 - 9079

FAX # : _____

AUTHORIZING OFFICER _____ DATE: ___ / ___ / ___

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Department of Human Services

2021

WE ARE
WASHINGTON
DC GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a fitness or suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.
4. Appointees, candidates, employees and volunteers providing legal services within the DHS Office of the General Counsel (OGC) are excluded from the requirements of this MOU.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller twenty-one thousand nine hundred thirty-four dollars and forty-nine cents (\$21,934.49) for compliance services.
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, 16, and 20 of the DCMR. The Buyer agrees that for purposes of these regulations, as they relate to suitability screenings covered by this

agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A.** The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 (1) 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 (FY) 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least twenty-one thousand nine hundred thirty-four dollars and forty-nine cents (\$21,934.49).

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

- 1.** Total cost for services under this MOU shall not exceed twenty-one thousand nine hundred thirty-four dollars and forty-nine cents (\$21,934.49). For FY 2021, 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 compliance service costs outlined on the schedule on the following page, and do not account for all suitability 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, twenty-one thousand nine hundred thirty-four dollars and forty-nine cents (\$21,934.49) for FY 2021.

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, twenty-one thousand nine hundred thirty-four dollars and forty-nine cents (\$21,934.49).
- 2.** The Seller shall submit invoices at least quarterly that shall include the amounts billed for that period. The invoices shall include: (1) a list of compliance services and their costs; and (2) a list of labor costs, including hourly rates for all staff.

3. The payment to the Seller for the services to be performed and goods to be provided shall not exceed the amount of this MOU, twenty-one thousand nine hundred thirty-four dollars and forty-nine cents (\$21,934.49).
4. The Seller shall receive the payment 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) days prior to the end of the current fiscal year.
5. The Parties' Directors, or their designees, shall resolve all adjustments and financial 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 District Office of Financial Operations and Systems within the Office of the Chief Financial Officer for final resolution.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	1	\$ 29	\$ 32.59	\$ 0	\$ 61.59
Protection	10	\$ 29	\$ 32.59	\$ 0	\$ 615.9
Security	72	\$ 29	\$ 32.59	\$ 0	\$ 4434.48
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 5111.97

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	4	\$24.25	\$ 32.59	\$ 0	\$ 227.36
Protection	59	\$ 24.25	\$ 32.59	\$ 0	\$ 3353.56
Security	216	\$ 24.25	\$ 32.59	\$ 0	\$ 12277.44
Criminal Background Recert Total Cost					\$ 15858.36

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	1	\$ 40	\$ 20.26	\$ 0	\$ 60.26
Protection	10	\$ 40	\$ 20.26	\$ 0	\$ 602.6
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 662.86

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	4	\$ 40	\$ 20.26	\$ 0	\$ 241.04
Alcohol	1	\$ 40	\$ 20.26	\$ 0	\$ 60.26
Random Drug Testing Total Cost					\$ 301.3

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL **\$21,934.49**

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 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 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

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager
Department of Human Resources
Policy & Compliance Administration
1015 Half Street, S.E.
Washington DC 20003
(202) 727-1528

Carlisa Long, Human Resources Specialist
Department of Human Services
Office of the Director
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002
(202) 671-4200

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 District and federal 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 HUMAN SERVICES:

Laura Green Zeilinger/dca

Laura Green Zeilinger
Director

11/04/2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES:

Ventris C. Gibson

Ventris C. Gibson
Director

November 9, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER *for [Signature]* DATE: 11.10.2020

BUYER INFORMATION

AGENCY: D.C. Department of Human Services AGENCY CODE: JA0

NAME OF CONTACT: Hayden Bernard - AF0

ADDRESS : 64 New York Avenue, NE 6th Floor
Washington, DC 20001

TELEPHONE # : 202 - 671 - 4240

FAX # : _____

AUTHORIZING OFFICER *D. Rutherford for H. Bernard* DATE: ___/___/___

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: DCHR to provide employment screening MOU

TOTAL: \$3,224.37

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BE0	21	0001	0700	JAB21	45100	4600	4600		JABE21-01			
BUYER	JA0	21	1000	8200	UHHR1	AD108	0408	0408					

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___ **TOTAL:** 13,489.71

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BE0	21	0001	0700	JAB21	45100	4600	4600		JABE21-01			
BUYER	JA0	21	2000	0100	APEMD	TE115	0409	0409					

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___ **TOTAL:** 5,220.41

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BE0	21	0001	0700	JAB21	45100	4600	4600		JABE21-01			
BUYER	JA0	21	5000	0100	ASOSG	HHC77	0409	0409					

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

**Between Department of Insurance, Securities and Banking and
The Department of Human Resources**

Fiscal Year 2021

**WE ARE
WASHINGTON
DC** GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$1,828.38 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$1,828.38.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$1,828.38 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
3. The advances 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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	2	\$ 29	\$ 32.59	\$ 0	\$ 123.18
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 123.18

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	30	\$ 24.25	\$ 32.59	\$ 0	\$ 1705.2
Criminal Background Recert Total Cost					\$ 1705.2

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 0

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$1,828.38

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Alice Pettigrew

Department of Insurance, Securities and Banking
1050 First Street, NE, Suite 801 Washington, DC 20002
(202)442-8129

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 INSURANCE, SECURITIES AND BANKING

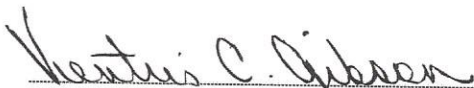
Karima Woods

Digitally signed by Karima Woods
Date: 2020.11.05 15:15:21 -05'00'

Karima M. Woods, Commissioner
Department of Insurance, Securities and Banking

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

November 13, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER [Signature] DATE: 11/19/2020

BUYER INFORMATION

AGENCY: Department of of Insurance, Securities & Banking AGENCY CODE: SR0

NAME OF CONTACT: Bright Ahaiwe - AF0

ADDRESS : 1050 1st Street, NE 7th Floor
Washington, DC 20002

TELEPHONE # : 202 - 442 - 7822

FAX # : _____

AUTHORIZING OFFICER _____ DATE: ___/___/___

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

\$ 1,828.38

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	SRB21	45100	4600	4600		SRBE21-01
Buyer	SR0	21								

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department of Motor Vehicles and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$6,165.45 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$6,165.45.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$6,165.45 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	2	\$ 29	\$ 32.59	\$ 0	\$ 123.18
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	11	\$ 29	\$ 32.59	\$ 0	\$ 677.49
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 800.67

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	17	\$24.25	\$ 32.59	\$ 0	\$ 966.28
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	53	\$ 24.25	\$ 32.59	\$ 0	\$ 3012.52
Criminal Background Recert Total Cost					\$ 3978.8

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	2	\$ 40	\$ 20.26	\$ 0	\$ 120.52
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 120.52

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	17	\$ 40	\$ 20.26	\$ 0	\$ 1024.42
Alcohol	4	\$ 40	\$ 20.26	\$ 0	\$ 241.04
Random Drug Testing Total Cost					\$ 1265.46

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$6,165.45

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Odessa Nance

Department of Motor Vehicles
95 M Street, SW Suite 206 Washington, DC 20003
(202) 729-7076

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.

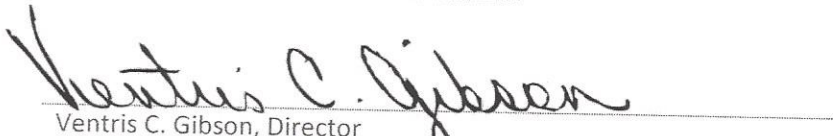
FOR THE DEPARTMENT OF MOTOR VEHICLES



Gabriel T. Robins, Director
Department of Motor Vehicles

11/5/2020
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

November 11, 2020
Date

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources

AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.

Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER 

DATE: 11.18.2020

BUYER INFORMATION

AGENCY: Department of Motor Vehicles

AGENCY CODE: KV0

NAME OF CONTACT: Ron Pleasant - AF0

ADDRESS : 95 M Street, SW Suite 206

Washington, DC 20024

TELEPHONE # : 202 - 729 - 7011

FAX # : _____

AUTHORIZING OFFICER 

DATE: 12 / 10 / 20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____

_____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: DCHR to provide employment screening services.

DATE: 12/11/2020

TOTAL: \$4,400.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BE0	21	0001	0700	KVB21	45100	4600	4600		KVBE21/01			
BUYER	KV0	21		0100	10100	HIRE1		4930					

GOOD/ SERVICE: _____

DATE: __ / __ / __

TOTAL: \$2,561.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	BE0	21	0001	0700	KVB21	45100	4600	4600		KVBE21/01			
BUYER	KV0	21		0100	20300	PROC2		0409					

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Department of Aging and Community Living

2021

*** WE ARE WASHINGTON ***
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$5,570.97 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$5,570.97.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$5,570.97 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	6	\$ 29	\$ 32.59	\$ 0	\$ 369.54
Security	19	\$ 29	\$ 32.59	\$ 0	\$ 1170.21
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 1539.75

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	0	\$ 17	\$ 32.59	\$ 0	\$ 0
Protection	28	\$ 17	\$ 32.59	\$ 0	\$ 1388.52
Security	46	\$ 17	\$ 32.59	\$ 0	\$ 2281.14
Criminal Background Recert Total Cost					\$ 3669.66

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	6	\$ 40	\$ 20.26	\$ 0	\$ 361.56
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 361.56

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL	\$5,570.97
--------------------	-------------------

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Garret King

Department of Aging and Community Living
500 K St NE, Washington, DC 20002
(202)724-5626


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 AGING AND COMMUNITY LIVING




Laura Newland, Director
Department of Aging and Community Living

October 6, 2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 19, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources

AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.

Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER - *for L. D. A. J.*

DATE: 10 / 19 / 2020

BUYER INFORMATION

AGENCY: Department of Aging & Community Living

AGENCY CODE: BY0

NAME OF CONTACT: Paul Blake - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.

Washington, DC 20001

TELEPHONE # : _____

FAX # : _____

AUTHORIZING OFFICER *Paul K. Blake*

DATE: 10 / 23 / 20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

\$ 5,570.97

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	BYB21	45100	4600	4600		BYBE21-01
Buyer	BY0	21		0100	10101	01010	0408	0408		

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Department of Aging and Community Living

2021

*** WE ARE WASHINGTON ***
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

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1. The Buyer shall advance to the Seller \$5,570.97 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$5,570.97.

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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, Chapter 4 and 20B of the DCMR.

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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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	6	\$ 29	\$ 32.59	\$ 0	\$ 369.54
Security	19	\$ 29	\$ 32.59	\$ 0	\$ 1170.21
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 1539.75

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	0	\$ 17	\$ 32.59	\$ 0	\$ 0
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Criminal Background Recert Total Cost					\$ 3669.66

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	6	\$ 40	\$ 20.26	\$ 0	\$ 361.56
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 361.56

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (A la Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL	\$5,570.97
--------------------	-------------------

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Garret King

Department of Aging and Community Living
500 K St NE, Washington, DC 20002
(202)724-5626

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 AGING AND COMMUNITY LIVING



Laura Newland, Director
Department of Aging and Community Living

October 6, 2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 19, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources

AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.

Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER - *for L. D. A. 1*

DATE: 10 / 19 / 2020

BUYER INFORMATION

AGENCY: Department of Aging & Community Living

AGENCY CODE: BY0

NAME OF CONTACT: Paul Blake - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.

Washington, DC 20001

TELEPHONE # : _____

FAX # : _____

AUTHORIZING OFFICER *Paul K. Blake*

DATE: 10 / 23 / 20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

\$ 5,570.97

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	BYB21	45100	4600	4600		BYBE21-01
Buyer	BY0	21		0100	10101	01010	0408	0408		

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

**Between Department of Energy and Environment and
The Department of Human Resources**

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$1,500.00 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$1,500.00.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$1,500.00 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Talisha Pitt

Department of Energy and Environment
1200 First Street NE, Washington DC 20002
202 535-2600

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

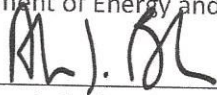
The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

FOR THE DEPARTMENT OF ENERGY AND ENVIRONMENT

Tommy Wells

Digitally signed by Tommy Wells
DN: cn=Tommy Wells, o=DC Dept of
Energy & Environment, ou=Director,
email=tommy.well@dc.gov, c=US
Date: 2020.10.21 16:39:01 -0400

Tommy Wells, Director
Department of Energy and Environment



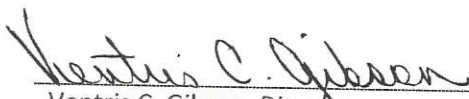
Alan J. Barak, for legal sufficiency
Assistant General Counsel

_____ Date

10/21/2020

_____ Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 30, 2020

_____ Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER *for E.M.A.* DATE: 10.30.2020

BUYER INFORMATION

AGENCY: D.C. Department of Energy & Environment AGENCY CODE: KG0

NAME OF CONTACT: Perry Fitzpatrick - AF0

ADDRESS : 1200 First Street, NE
Suite 500
Washington, DC 20002

TELEPHONE # : 202 - 535 - 2600

FAX # : _____

AUTHORIZING OFFICER *DHW* DATE: 12 / 04 / 2020

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____

\$ 1,500.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	KGB21	45100	4600	4600		KGBE21 - 01
Buyer	KG0	21	0100	0100	1000L	1090A	0040	0408		

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

**Between Department of Health and
The Department of Human Resources**

Fiscal Year 2021

*** WE ARE WASHINGTON ***
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$7,150.95 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$7,150.95.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$7,150.95 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	1	\$ 29	\$ 32.59	\$ 0	\$ 61.59
Protection	2	\$ 29	\$ 32.59	\$ 0	\$ 123.18
Security	10	\$ 29	\$ 32.59	\$ 0	\$ 615.9
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0

Criminal Background Checks Total Cost \$ 800.67

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	7	\$24.25	\$ 32.59	\$ 0	\$ 397.88
Protection	22	\$ 24.25	\$ 32.59	\$ 0	\$ 1250.48
Security	70	\$ 24.25	\$ 32.59	\$ 0	\$ 3978.8

Criminal Background Recert Total Cost \$ 5627.16

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	1	\$ 40	\$ 20.26	\$ 0	\$ 60.26
Protection	2	\$ 40	\$ 20.26	\$ 0	\$ 120.52
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0

Drug Testing Total Cost \$ 180.78

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	7	\$ 40	\$ 20.26	\$ 0	\$ 421.82
Alcohol	2	\$ 40	\$ 20.26	\$ 0	\$ 120.52

Random Drug Testing Total Cost \$ 542.34

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0

Pre-employment Fitness for Duty Testing Total Cost \$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0

Fitness for Duty Recertification Total Cost \$ 0

GRAND TOTAL \$7,150.95

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Patricia L. Evans

Department of Health
899 N Capitol ST NE, Washington DC 20002
(202) 442-5846


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.

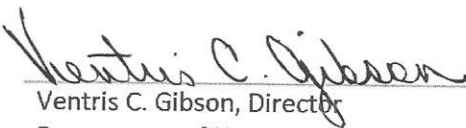
FOR THE DEPARTMENT OF HEALTH



LaQuandra S. Nesbitt MD, MPH, Director
Department of Health

10/14/2020
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 19, 2020
Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER - James m. hurley DATE: 10 / 19 / 2020

BUYER INFORMATION

AGENCY: D.C. Department of Health AGENCY CODE: HC0

NAME OF CONTACT: Adreana Deane - AF0

ADDRESS : 890 North Capitol Street NE
Washington, DC 20002

TELEPHONE # : 202 - 442 - 9231

FAX # : _____

AUTHORIZING OFFICER _____ DATE: ___/___/___

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

 \$ 7,150.95

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	HCB21	45100	4600	4600		HCBE21-01
Buyer	HC0	21								

GOOD/ SERVICE: _____

 DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

 DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

 DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

**Between Department of Public Works and
The Department of Human Resources**

Fiscal Year 2021

WE ARE
WASHINGTON **GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR**

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$87,443.29 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$87,443.29.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$87,443.29 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	120	\$ 29	\$ 32.59	\$ 0	\$ 7390.8
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	27	\$ 29	\$ 32.59	\$ 0	\$ 1662.93
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 9053.73

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	525	\$ 24.25	\$ 32.59	\$ 0	\$ 29841
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	59	\$ 24.25	\$ 32.59	\$ 0	\$ 3353.56
Criminal Background Recert Total Cost					\$ 33194.56

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	120	\$ 40	\$ 20.26	\$ 0	\$ 7231.2
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 7231.2

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	525	\$ 40	\$ 20.26	\$ 0	\$ 31636.5
Alcohol	105	\$ 40	\$ 20.26	\$ 0	\$ 6327.3
Random Drug Testing Total Cost					\$ 37963.8

FITNESS FOR DUTY TESTING - APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING - EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL **\$87,443.29**

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Fredline Lebrun

Department of Public Works
2000 14th St. NW, Washington DC 20001
(202) 673-6758

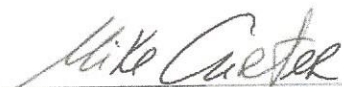
XIV. MODIFICATIONS

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.

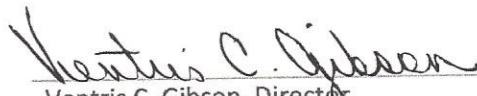
FOR THE DEPARTMENT OF PUBLIC WORKS

for 

Christopher Geldart, Director
Department of Public Works

10/20/20
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 30, 2020
Date

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources

AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.

Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER 

DATE: 10.30.2020

BUYER INFORMATION

AGENCY: D.C. Department of Public Works

AGENCY CODE: KT0

NAME OF CONTACT: Perry Fitzpatrick - AF0

ADDRESS : 2000 14th Street, NW

Suite 500

Washington, DC 20001

TELEPHONE # : 202 - 535 - 2600

FAX # : _____

AUTHORIZING OFFICER _____

DATE: ___/___/___

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening services

\$ 87,443.29

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	KTB21	45100	4600	4600		KTBE21 - 01
Buyer	KT0	21								

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department of Small and Local Business Development and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a fitness or suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$1,500.00 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered in this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020, though, September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$1,500.00.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$1,500.00 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	1	\$ 29	\$ 32.59	\$ 0	\$ 61.59
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 61.59

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	13	\$ 24.25	\$ 32.59	\$ 0	\$ 738.92
Criminal Background Recert Total Cost					\$ 738.92

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 0

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL¹ \$1,500.00

¹ The minimum allowable value for DCHR to process an intra-agency transfer is \$1,500. The original value of this MOU, which was \$800.51, has been increased by \$699.49 to match the minimum threshold.

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.

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IX. PROCUREMENT PRACTICES ACT

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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

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XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Sherri Battle

Department of Small and Local Business Development1
441 4th Street NW, Suite 850 North, Washington, DC 20001
(202) 727-3900

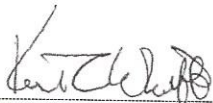
XIV. MODIFICATIONS

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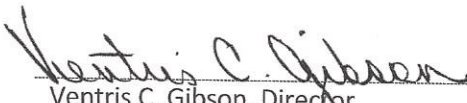
FOR THE DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT1



Kristi C. Whitfield, Director
Department of Small and Local Business Development

September 24, 2020
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 20, 2020
Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : (202) 727-0659

AUTHORIZING OFFICER: 

DATE: 10/20/2020

BUYER INFORMATION

AGENCY: Dep of Small & Local Business Development AGENCY CODE: EN0

NAME OF CONTACT: Curtis Lewis - AF0

ADDRESS : 1015 Half Street, SE, Suite 675
Washington, DC 20001

TELEPHONE # : 202 - 724-7026

FAX # : _____

AUTHORIZING OFFICER _____

DATE: 12 / 21 / 2020

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

\$ 1,500.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	ENB21	45100	4600	4600		ENBE21 - 01
Buyer	EN0	21	0100	1000	1000L	AMP90	0704	0704		

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

SELLER										
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department of Small and Local Business Development and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a fitness or suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

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1. The Buyer shall advance to the Seller \$1,500.00 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered in this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020, though, September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$1,500.00.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$1,500.00 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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

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2. The Seller shall submit invoices at least quarterly 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 staff.
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) 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	1	\$ 29	\$ 32.59	\$ 0	\$ 61.59
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 61.59

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	13	\$ 24.25	\$ 32.59	\$ 0	\$ 738.92
Criminal Background Recert Total Cost					\$ 738.92

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 0

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL¹ \$1,500.00

¹ The minimum allowable value for DCHR to process an intra-agency transfer is \$1,500. The original value of this MOU, which was \$800.51, has been increased by \$699.49 to match the minimum threshold.

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

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X. RECORDS AND REPORTS

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XI. CONFIDENTIAL INFORMATION

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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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Sherri Battle

Department of Small and Local Business Development1
441 4th Street NW, Suite 850 North, Washington, DC 20001
(202) 727-3900

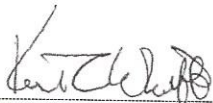
XIV. MODIFICATIONS

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.

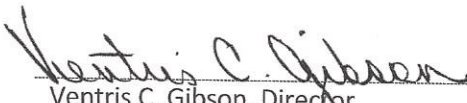
FOR THE DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT1



Kristi C. Whitfield, Director
Department of Small and Local Business Development

September 24, 2020
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 20, 2020
Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : (202) 727-0659

AUTHORIZING OFFICER: 

DATE: 10/20/2020

BUYER INFORMATION

AGENCY: Dep of Small & Local Business Development AGENCY CODE: EN0

NAME OF CONTACT: Curtis Lewis - AF0

ADDRESS : 1015 Half Street, SE, Suite 675
Washington, DC 20001

TELEPHONE # : 202 - 724-7026

FAX # : _____

AUTHORIZING OFFICER _____

DATE: 12 / 21 / 2020

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

\$ 1,500.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	ENB21	45100	4600	4600		ENBE21 - 01
Buyer	EN0	21	0100	1000	1000L	AMP90	0704	0704		

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

SELLER										
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Department of Youth Rehabilitation Services and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$40,533.70 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$40,533.70.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$40,533.70 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	31	\$ 29	\$ 32.59	\$ 0	\$ 1909.29
Protection	12	\$ 29	\$ 32.59	\$ 0	\$ 739.08
Security	5	\$ 29	\$ 32.59	\$ 0	\$ 307.95
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 2956.32

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	161	\$24.25	\$ 32.59	\$ 0	\$ 9151.24
Protection	60	\$ 24.25	\$ 32.59	\$ 0	\$ 3410.4
Security	13	\$ 24.25	\$ 32.59	\$ 0	\$ 738.92
Criminal Background Recert Total Cost					\$ 13300.56

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	31	\$ 40	\$ 20.26	\$ 0	\$ 1868.06
Protection	12	\$ 40	\$ 20.26	\$ 0	\$ 723.12
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 2591.18

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	161	\$ 40	\$ 20.26	\$ 0	\$ 9701.86
Alcohol	33	\$ 40	\$ 20.26	\$ 0	\$ 1988.58
Random Drug Testing Total Cost					\$ 11690.44

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	50	\$ 105	\$ 70.1	\$ 0	\$ 8755
Pre-employment Fitness for Duty Testing Total Cost					\$ 8755

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	2	\$ 550	\$ 70.1	\$ 0	\$ 1240.2
Fitness for Duty Recertification Total Cost					\$ 1240.2

	GRAND TOTAL	\$40,533.70
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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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Vernee Briscoe

Department of Youth Rehabilitation Services
450 H Street, NW, Washington, DC 20001
202-299-3175

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.

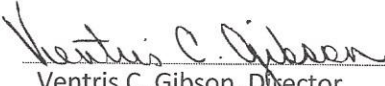
FOR THE DEPARTMENT OF YOUTH REHABILITATION SERVICES



Clinton Lacey, Director
Department of Youth Rehabilitation Services

11/13/20
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

November 19, 2020
Date

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources

AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

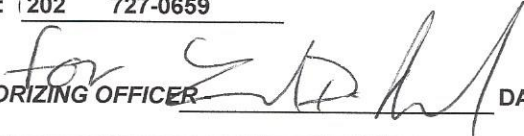
ADDRESS : 441 4th Street N.W. Siute 890 N.

Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER



DATE: 11.19.2020

BUYER INFORMATION

AGENCY: Department of Youth Rehabilitation Services

AGENCY CODE: JZ0

NAME OF CONTACT: Antonio Baxter - AF0


ADDRESS : 450 H Street NW, 8th Floor

Washington, DC 20001

TELEPHONE # : 202 - 299 - 5675

FAX # : _____

AUTHORIZING OFFICER



DATE: 12-1-2020

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

\$ 40,533.70

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	JZB21	45100	4600	4600		JZBE21 - 01
Buyer	JZ0	21	1000	100	APAHR	10110	409	409		

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

**Between Homeland Security and Emergency Management Agency and
The Department of Human Resources**

Fiscal Year 2021

WE ARE
WASHINGTON
DC GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Homeland Security and Emergency Management Agency (Buyer) and the Department of Human Resources (Seller), collectively known as the Parties.

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$2,998.59 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$2,998.59.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$2,998.59 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	21	\$ 29	\$ 32.59	\$ 0	\$ 1293.39
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 1293.39

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	30	\$ 24.25	\$ 32.59	\$ 0	\$ 1705.2
Criminal Background Recert Total Cost					\$ 1705.2

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 0

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL **\$2,998.59**

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Andre Terry

Homeland Security and Emergency Management Agency
2720 Martin Luther King Jr Avenue SE, Washington, DC 20032
(202) 481-3014

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 HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY



Dr. Christopher Rodriguez, Director
Homeland Security and Emergency Management Agency

10.23.2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 27, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Suite 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER

DATE: 10.27.2020

BUYER INFORMATION

AGENCY: _____ AGENCY CODE: BN0

NAME OF CONTACT: John Nitz - AF0

ADDRESS : 2720 Martin Luther King Jr. Avenue SE
Washington, DC 20032

TELEPHONE # : 202 - 442 - 8308

FAX # : _____

AUTHORIZING OFFICER

DATE: 10.30.20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening services

\$ 2,998.59

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	BNB21	45100	4600	4600		BNBE21-01
Buyer	BN0	21	1000	8200	EMP20	1320F	0408	0408		

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Office of the Chief Technology Officer and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screening, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$5,040.08 for the compliance services described herein.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from the last date of execution through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$5,040.08.

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, Chapter 4 and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. The total cost for services under this MOU shall not exceed \$5,040.08 for Fiscal Year 2021. Funding for services shall not exceed the actual cost of the goods and services provided.
2. The estimated cost of this MOU is based upon the projected service costs outlined on the schedule on page 4 of this MOU, and does not account for all suitability 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 invoices at least quarterly 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 staff.
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) 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. The decision of the Parties' Directors 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 D.C. Office of the Chief Financial Officer, Office of Financial Operations and Systems for final resolution.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	20	\$ 29	\$ 32.59	\$ 0	\$ 1,231.80
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 1,231.80

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	67	\$ 24.25	\$ 32.59	\$ 0	\$ 3808.28
Criminal Background Recert Total Cost					\$ 3808.28

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 0

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL \$5,040.08

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington, DC 20003
(202) 727-1528

Tonya Tart, Lead Human Resources Specialist

Office of the Chief Technology Officer
200 I St SE, Washington, DC 20003
(202) 724-7635

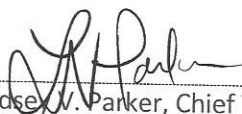
XIV. MODIFICATIONS

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 OFFICE OF THE CHIEF TECHNOLOGY OFFICER

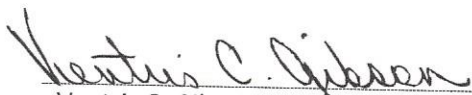


Lindsey W. Parker, Chief Technology Officer
Office of the Chief Technology Officer

November 19, 2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

November 19, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : 202 727-0659

AUTHORIZING OFFICER *for [Signature]* DATE: 11,19,2020

BUYER INFORMATION

AGENCY: Office of the Chief Technology Officer AGENCY CODE: TO0

NAME OF CONTACT: Phil Peng - AF0

ADDRESS : 200 I Street, SE # 5418
Washington, DC 20003

TELEPHONE # : 202 - 727 - 8472

FAX # : _____

AUTHORIZING OFFICER *phil peng* DATE: 11/20/20, ___

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening service

\$ 5,040.08

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	TOB21	45100	4600	4600		TOBE21 - 01
Buyer	TO0	21	1000	0100	10000	10100	0409	0409		N/A

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

dchr

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Between Office of the State Superintendent of Education - Division of Early Learning and
The Department of Human Resources

Fiscal Year 2021

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Office of the State Superintendent of Education - Division of Early Learning (Buyer) and the Department of Human Resources (Seller), collectively known as the Parties.

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with compliance services for its childcare licensees who are subject to suitability screenings. The objective of the suitability screenings is to determine whether each specific candidate, employee or volunteer at District childcare facilities is suitable for such employment consistent with Title 6-B, Chapter 4 of the District of Columbia Municipal Regulations (DCMR) and the federal Child Care and Development Block Grant Act of 2014 (CCDBG).

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 conduct compliance services in a manner consistent with prevailing District and federal law for those candidates, employees, and volunteers of childcare providers under the authority of the Buyer who are subject to criminal background screenings. The Seller shall, at a minimum, provide for the services indicated on page 4. In addition, all criminal background checks shall include:
 - a. National FBI criminal history check;
 - b. In-state criminal history check;
 - c. Inter-state criminal history check;
 - d. National sex offender registry check;
 - e. In-state sex offender registry check; and
 - f. Inter-state sex offender registry check.
2. For each candidate, employee, and volunteer who undergoes a criminal background screening, the Seller shall fully evaluate any criminal history consistent to Chapter 4 and in compliance with CCDBG. Suitability determinations 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 \$270,533.40 for compliance services.
2. The Buyer shall ensure the Seller receives all documentation reasonably necessary to carry out the Seller's responsibilities under 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 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$270,533.40.

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, Chapter 4 of the DCMR and the Child Care and Development Block Grant Act of 2014 (P.L. 113-186).

VI. FUNDING PROVISIONS

A. Cost of Services

- 1.** Total cost for services under this MOU shall not exceed \$270,533.40 for Fiscal Year 2021. 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 schedule on the following page, and do not account for all suitability 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 invoices at least quarterly 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 staff.
- 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) 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Protection	1124	\$ 29	\$ 32.59	\$ 0	\$ 69227.16
Security	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 69227.16

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$24.25	\$ 32.59	\$ 0	\$ 0
Protection	2350	\$ 24.25	\$ 32.59	\$ 0	\$ 133574
Security	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Criminal Background Recert Total Cost					\$ 133574

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Protection	1124	\$ 40	\$ 20.26	\$ 0	\$ 67732.24
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 67732.24

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Random Drug Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL	\$270,533.40
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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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half St SE, Washington DC 20003
(202) 727-1528

Eva Laguerre

Office of the State Superintendent of Education - Division of Early Learning
1050 First Street, N.E., Washington, D.C., 20002
(202)741-5942

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 OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION - DIVISION OF EARLY LEARNING

Hanseul Kang

Hanseul Kang, State Superintendent
Office of the State Superintendent of Education - Division
of Early Learning

10/13/2020

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES

Ventris C. Gibson

Ventris C. Gibson, Director
Department of Human Resources

October 27, 2020

Date

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: ___/___/___

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources AGENCY CODE: BE0

NAME OF CONTACT: James Hurley - AF0

ADDRESS : 441 4th Street N.W. Siute 890 N.
Washington, DC 20001

TELEPHONE # : 202-727-3605

FAX # : (202) 727-0659

AUTHORIZING OFFICER *for [Signature]* DATE: 10/28/2020

BUYER INFORMATION

AGENCY: OSSE - Division of Early Learning AGENCY CODE: GD0

NAME OF CONTACT: Paris Saunders - AF0

ADDRESS : 1050 First Street, N.E. 3rd Floor
Washington, DC 20002

TELEPHONE # : 202 - 727 - 3450

FAX # : _____

AUTHORIZING OFFICER *Paris Saunders* DATE: 10/29/20

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____ DCHR to provide employment screening services

\$ 270,533.40

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	BE0	21	0001	0700	GDB21	45100	4600	4600		GDDL21-01
Buyer	GD0	21	GE800	8200	GE800	CD214	0050	0506	N/A	N/A

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER					GDD21		4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER							4600			
BUYER										

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____

DATE OF MOU: _____

SELLER INFORMATION

AGENCY: D.C. Department of Human Resources

AGENCY CODE: BE0

NAME OF CONTACT: James Hurley, Agency Fiscal Officer

ADDRESS : 441 4th Street N.W. Suite 890N
Washington, DC 20001

TELEPHONE # : (202) 727-3605

AUTHORIZING OFFICER _____
SIGNATURE

DATE: ___/___/___

BUYER INFORMATION

AGENCY: Office of Unified Communications

AGENCY CODE: UC0

NAME OF CONTACT: Douglas A. Kemp, Agency Fiscal Officer

ADDRESS : 2720 Martin Luther King Jr. Ave, SE
Washington DC 20032

TELEPHONE # : (202) 730-0519

AUTHORIZING OFFICER _____
SIGNATURE

DATE: _12 / 04_ / _20_



PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 1 OF _____ 1

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: DCHR to provide pre-employment screening services

TOTAL: \$18,878.15

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER	BE0	21	0001	0700	UCB21	45100	4600	4600		UCBE21/21
BUYER	UC0	21	0100	1630	AE911	HIRE1	0408	0408		

GOOD/ SERVICE:

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

GOOD/ SERVICE:

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

GOOD/ SERVICE:

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

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DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM OF UNDERSTANDING

Office of Unified Communications

2021

*** WE ARE WASHINGTON ***
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

I. INTRODUCTION

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

II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee, or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 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 conduct compliance services in a manner consistent with prevailing District and federal law for each of the Buyer's candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The Seller shall, at a minimum, provide for the services indicated on page 4.
2. For each candidate, employee, and volunteer who undergoes a fitness evaluation, suitability screenings, or both, the Seller shall take appropriate action pursuant to 6-B DCMR §§ 436 or 2006, as appropriate. Both fitness and suitability determinations shall be provided to the Buyer through an electronic means established by the Seller.
3. When a suitability determination leads to a corrective or adverse action pursuant to 6-B DCMR §§ 1613, 1614, or 1616, the Seller shall appoint the proposing official, any administrative review officer, and the deciding official.

B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$18,878.15 for compliance services.
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, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, 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 2022 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$18,878.15.

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, 16, and 20B of the DCMR.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for services under this MOU shall not exceed \$18,878.15 for Fiscal Year 2021. 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 page 4, and do not account for all suitability 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 (VI)(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 invoices at least quarterly 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 staff.
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) days before 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.

FY21 SERVICE COSTS

COMPLIANCE SERVICES

CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	15	\$ 29	\$ 32.59	\$ 0	\$ 923.85
Protection	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Security	8	\$ 29	\$ 32.59	\$ 0	\$ 492.72
Volunteers	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Summer Hires	0	\$ 29	\$ 32.59	\$ 0	\$ 0
Criminal Background Checks Total Cost					\$ 1416.57

CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	115	\$24.25	\$ 32.59	\$ 0	\$ 6536.6
Protection	0	\$ 24.25	\$ 32.59	\$ 0	\$ 0
Security	30	\$ 24.25	\$ 32.59	\$ 0	\$ 1705.2
Criminal Background Recert Total Cost					\$ 8241.8

DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	15	\$ 40	\$ 20.26	\$ 0	\$ 903.9
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0
Drug Testing Total Cost					\$ 903.9

DRUG TESTING - RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	115	\$ 40	\$ 20.26	\$ 0	\$ 6929.9
Alcohol	23	\$ 40	\$ 20.26	\$ 0	\$ 1385.98
Random Drug Testing Total Cost					\$ 8315.88

FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0
Pre-employment Fitness for Duty Testing Total Cost					\$ 0

FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0
Fitness for Duty Recertification Total Cost					\$ 0

GRAND TOTAL **\$18,878.15**

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 compliance services and will return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XIII. NOTICE

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

Tamika Cambridge, Compliance Review Manager

Department of Human Resources, Policy & Compliance Administration
1015 Half Street SE, Washington, DC 20003
(202) 727-1528

Setrena Ford

Office of Unified Communications
2720 Martin Luther King Jr Avenue SE, Washington, DC 20032
(202) 730-0524

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.

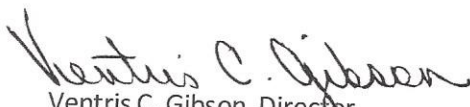
FOR THE OFFICE OF UNIFIED COMMUNICATIONS



Karima Holmes, Director
Office of Unified Communications

9/18/2020
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



Ventris C. Gibson, Director
Department of Human Resources

October 14, 2020
Date