GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE SECRETARY

Responses to 2022 OS Performance Oversight Questions

Kimberly A. Bassett
Secretary of the District of Columbia

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

Wednesday, February 9, 2022

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

2022 OS PERFORMANCE OVERSIGHT QUESTIONS

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.

    a. Please provide an explanation of the roles and responsibilities of each division and subdivision.
    b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

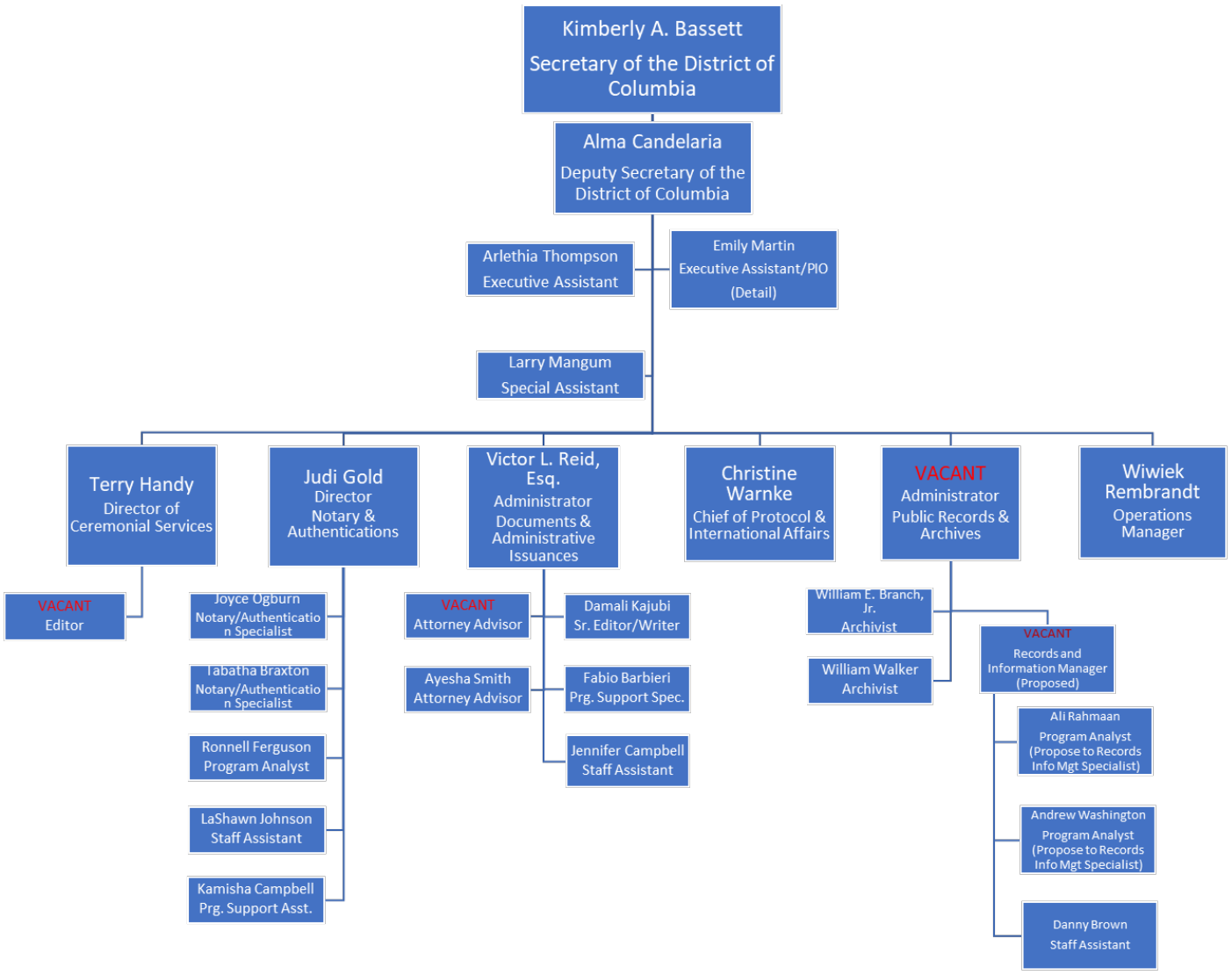
Response:

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

- The Office of Documents and Administrative Issuances (ODAI) publishes the *District of Columbia Register* and the *District of Columbia Municipal Regulations*.
- The Office of Public Records and Archives (OPR) manages the District of Columbia Archives, Records Center, and the Library of Government Information.
- The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use.
- The Office of Protocol and International Affairs is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters. Washington, DC hosts one of the largest diplomatic communities in the world as well as many international agencies. This office serves as the primary link to the more than 175 embassies and two special interest sections located in the District of Columbia.
- The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents.

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

- In FY21, Special Assistant Ceremonial Services retired.
- In FY21, Protocol and International Affairs Officer retired.
- In FY21, two Attorney Advisors in the Office of Documents and Administrative Issuances (ODAI) resigned.
- In FY21, ODAI filled one of the Attorney Advisor positions - Ayesha Smith.
- In FY21, Terry Handy joined the Office of the Secretary as the Ceremonial Services Director.
- In FY22, Christine Warnke joined the Office of the Secretary as the Chief of Protocol and International Affairs.


Kimberly A. Bassett
Secretary of the District of Columbia
Alma Candelaria
Deputy Secretary of the District of Columbia
Arlethia Thompson
Executive Assistant
Emily Martin
Executive Assistant/PIO (Detail)
Larry Mangum
Special Assistant
Terry Handy
Director of Ceremonial Services
VACANT
Editor
Judi Gold
Director
Notary & Authentications
Joyce Ogburn
Notary/Authentication Specialist
Tabatha Braxton
Notary/Authentication Specialist
Ronnell Ferguson
Program Analyst
LaShawn Johnson
Staff Assistant
Kamisha Campbell
Prg. Support Asst.
Victor L. Reid, Esq.
Administrator
Documents & Administrative Issuances
VACANT
Attorney Advisor
Ayesha Smith
Attorney Advisor
Damali Kajubi
Sr. Editor/Writer
Fabio Barbieri
Prg. Support Spec.
Jennifer Campbell
Staff Assistant
Christine Warnke
Chief of Protocol & International Affairs
VACANT
Administrator
Public Records & Archives
William E. Branch, Jr.
Archivist
William Walker
Archivist
VACANT
Records and Information Manager (Proposed)
Ali Rahmaan
Program Analyst
(Propose to Records Info Mgt Specialist)
Andrew Washington
Program Analyst
(Propose to Records Info Mgt Specialist)
Danny Brown
Staff Assistant
Wiwiek Rembrandt
Operations Manager

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

   Response:

   See Attachment 1.

3. For any term or temp position included in the schedule A and filled in FY21 or FY22, please provide a brief narrative for why the hire was done on a term or temporary basis and not on a continuing basis.

   Response:

   OS follows the hiring guidelines set by DCHR. All new employees hired are brought on board as a career appointment.

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

   Response:

   OS does not have any contract workers.

5. Please complete the following chart about the residency of new hires in FY21 or FY22 to date:

   Response:

   Number of Employees Hired in FY21 and FY22 to date

Position Type	*Total Number*	*Number who are District Residents*
Continuing	3	3
Term	0	0
Temporary	0	0
WAE	0	0

6. For FY21 and FY22 to date, please list each employee separated from the agency, other than due to retirement. Also include:
   a. Amount of separation pay, if relevant
   b. Number of weeks of pay, if relevant; and
   c. The reason for the separation.

Response:

Position	Amount of separation pay	Number of leave paid	Reason for the Separation
Protocol Officer	$43,010.24	728 hours	Separation Excepted employee
Attorney Advisor	$1,278.93	28 hours	Left the DC Government for other employment
Attorney Advisor	N/A	N/A	Transferred to different District agency

7. Please provide the Committee with a list of employees who received bonuses or special award pay granted in FY21 and FY22 to date, and identify:
   a. The employee receiving the bonus or special pay,
   b. The amount received, and
   c. The reason for the bonus or special pay.

Response:

OS did not grant any bonuses or special award pay in FY21 and FY22, to date.

8. Please provide the name of each employee who was or is on administrative leave in FY21 and FY22 to date. In addition, for each employee identified, please provide:
   a. Their position;
   b. A brief description of the reason they were placed on leave;
   c. The dates they were/are on administrative leave;
   d. Expected date of return;
   e. Whether the leave was/is paid or unpaid; and
   f. Their current status (as of February 1, 2022).

Response:

OS did not have any employees on administrative leave in FY21 and does not currently have any employees on administrative leave in FY22 to date.

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

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

Response:

One employee, Emily Martin, was detailed from the Executive Office of the Mayor in April 2020 as the Executive Assistant and Public Information Officer (PIO). She serves as the direct assistant to the Secretary, manages the DC One Fund Campaign, and assists with international and diplomatic meetings and events. She also manages public information and communications for the agency and the Office of the Secretary's official social media platforms. Additionally, Emily Martin manages the two Mayoral Commissions under the purview of the Secretary, the Martin Luther King Jr. Holiday Commission, and the DC Emancipation Commemoration Commission.

10. Please provide the Committee with:
    1. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY21 and FY22 to date;
    2. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY21 and FY22 to date;
    3. A list of travel expenses, arranged by employee for FY21 and FY22 to date, including the justification for travel; and
    4. A list of the total workers' compensation payments paid in FY21 and FY22 to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response:

1. List of employees who received or retained cellphones, personal digital assistants, or similar communications devices in FY21 and FY22 to date:

Device	Staff Name
Cellular Phone	Ali Rahmaan
Cellular Phone	Alma Candelaria
Cellular Phone	Arlethia Thompson
Cellular Phone	Ayesha Smith
Cellular Phone	Christine Warnke
Cellular Phone	Danny Brown
Cellular Phone	Emily Martin
Cellular Phone	Joyce Ogburn
Tablet	Office of Notary
Tablet	Office of Notary

Cellular Phone	Kamisha Campbell
Cellular Phone	Kimberly Bassett
Tablet	Kimberly Bassett
Cellular Phone	LaShawn Johnson
Cellular Phone	Tabatha Braxton
Cellular Phone	Terry Handy
Cellular Phone	Victor Reid
Tablet	Victor Reid
Cellular Phone	William Branch
Cellular Phone	William Walker
Cellular Phone	Wiwiek Rembrandt
Tablet	Wiwiek Rembrandt

2. List of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY21 and FY22 to date:

Year	Make	Model	Assigned to	Ownership	Accident
2012	Dodge	Caravan	Office of Public Records	DC Owned	Vandalism reported 4/12/21 Vandalism reported 7/28/21 Vandalism reported 1/25/22
2012	Dodge	Caravan	Office of Public Records	DC Owned	Vandalism reported 4/12/21
2014	Isuzu	Diesel Truck	Office of Public Records	DC Owned	None

3. OS did not have any travel expenses for FY21 and FY22 to date.

4. There have not been any workers' compensation payments paid in FY21 and FY22 to date.

11. For FY21 and FY22 to date, please list all intra-District transfers to or from the agency.

a. For each transfer, include the following details:
   i. Buyer agency
   ii. Seller agency
   iii. The program and activity codes and names in the sending and receiving agencies' budgets
   iv. Funding source (i.e. local, federal, SPR)
   v. Description of MOU services

vi. Total MOU amount, including any modifications
vii. Whether a letter of intent was executed for FY21 and FY22 and if so, on what date
viii. The date of the submitted request from or to the other agency for the transfer
ix. The dates of signatures on the relevant MOU; and
x. The date funds were transferred to the receiving agency

b. Please attach copies of all intra-district transfer MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
c. Please list any additional intra-district transfers planned for FY22, including the anticipated agency(ies), purposes, and dollar amounts.

Response:

FY21:

Amount	Buyer Agency	Seller Agency	Service	Signature Date	Transfer Date	Program	Activity
$472.00	Office of the Secretary	Office of Disability Rights	Sign language services	9/29/2021			
$8,310.43	Office of the Secretary	Office of Finance and Treasury	Merchant services processor	9/17/2020	11/23/2020	1006	1600
$14,646.00	Office of the Secretary	Office of the Chief Technology Officer	Production application support for DC Regs application	1/25/2021	1/28/2021	1006	1601
$7,835.33	Office of the Secretary	Public Works			1/15/2021	1000	1070

FY22:

Amount	Buyer Agency	Seller Agency	Service	Signature Date	Transfer Date	Program	Activity
$3,902.33	Office of the Secretary	Office of Finance and Treasury	Merchant services processor	12/28/2021		1006	1600
$8,000.00	Office of the Secretary	Executive Office of the Mayor	Support services	11/10/2021			

12. Please provide a list of each collective bargaining agreement that is currently in effect for agency employees.
a. Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.
b. Please provide, for each union, the union leader's name, title, and his or her contact information, including email, phone, and address if available.
c. Please note if the agency is currently in bargaining and its anticipated completion date.

Response:

OS does not have any employees who are part of the collective bargaining agreement.

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

Response:

There are no pending lawsuits against OS.

14. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY21 or FY22 to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Response:

There have been no settlements entered into by OS in FY21 or FY22, to date.

15. Please list the administrative complaints or grievances that the agency received in FY21 and FY22 to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY21 or FY22 to date, describe the resolution.

Response:

There have been no administrative grievances or complaints filed by parties outside OS in FY21 or FY22, to date.

16. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY21 and FY22 to date, whether or not those allegations were resolved.

Response:

OS's sexual harassment policy follows Mayor's Order 2017-313. Within 30 days after the effective date, the agency designated a Sexual Harassment Officer (SHO) who managers and supervisors are required to report to and document any complaints of harassment. The SHO

will ensure an investigation is conducted and take appropriate action based on sufficient documentation.

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

17. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY21 and FY22 to date.

Response:

There have been no investigations, audits, or reports regarding OS or any OS employee during FY21 and FY22, to date.

18. For any boards or commissions associated with your agency, please provide a chart listing the following for each:
    a. For each member:
        1. The member's name,
        2. Confirmation date,
        3. Term expiration date,
        4. Whether the member is a District resident or not, and
        5. Attendance at each meeting in FY21 and FY22 to date.
    b. List any vacancies.
    c. Describe the board's or commission's responsibilities and activities in FY21.
    d. Attach agendas and minutes of each board or commission meeting in FY21 or FY22 to date, if minutes were prepared.

Response:

- **District of Columbia Emancipation Commemoration Commission**

  The Emancipation Commemoration Commission was established to advise the Mayor on implementing programs, activities, and forums to celebrate the public holiday commemorating the April 16, 1862 passage of the DC Compensated Emancipation Act which freed slaves in the District of Columbia.

  The Mayor's Order 2016-061 re-established the Commission which appoints the maximum 10 members who must be residents of the District or have some resident business, educational, social, or cultural nexus to the District. The Mayor also appoints representatives from District Government as ex-officio members of the Commission, and the Secretary of the District of Columbia serves as Chairperson of the Commission.

The public members of the District of Columbia Emancipation Commemoration Commission:
a. Frank Smith (Ward 1)
b. Helga Baskett-Trippett (Ward 4)
c. Howard Marks (Ward 2)
d. Mary Ivey (Ward 6)
e. Kassandra Whitt (Ward 2)

Activities in FY21:

Date	**Event**	**Location**
April 1, 2021	Jazz & The Struggle for Freedom, Equality and Justice with Professor Herbert Smith	WebEx Platform
April 6, 2021	Sigma Delta Tau Legal Fraternity (the nation's oldest and largest fraternity of predominantly African American attorneys, judges and law professors) welcomes Del. Eleanor Holmes Norton for a Virtual Conversation on the Importance of DC Statehood	Zoom Platform
April 7, 2021	Triumph of Freedom – The DC Emancipation Story with Historian, C.R. Gibbs	WebEx Platform
April 13, 2021	Reconstruction from 1865-1890 and its Impact Then & Now with Dr. Frank Smith Jr.	WebEx Platform
April 14, 2021	The Office of the Secretary Presents: DC Statehood Now with Former Mayor Sharon Pratt, Shadow Senator Paul Strauss, Charles J. Moreland, DC Vote's Bo Shuff & Jamal Holtz of 51 for 51	WebEx Platform
April 16, 2021	Mayor Bowser Presents: Becoming Douglass Commonwealth, from D.C. Disenfranchisement to Full Democracy	Broadcast on WUSA-9 and DCN
April 15, 2021	Westminster Presbyterian Church in Southwest DC Presents: Remember the Pearl, Commemorating the Historic Escape for Freedom by Enslaved Persons in 1848 From the Southwest Waterfront with C.R. Gibbs & Dawne Young, Edmonson Descendant	Zoom Platform
April 15, 2021	Mayor Muriel Bowser Presents: D.C. Emancipation Day Virtual Kickoff Celebration "From Enslavement to Statehood - Representation, Identity, and Diversity"	WebEx Platform
April 16, 2021	Emancipation Day Closing Concert Presented by the Anacostia Coordinating Council, DC Vote, 51 for 51, Indivisible, League of Women Voters of the District of Columbia, and the ACLU of DC	Facebook and YouTube Livestream

April 16, 2021	DC Emancipation Day Celebration – Mt. Zion-Female Union Band Historic Memorial Park Foundation (Georgetown)	Mt. Zion Female Union Band Society Cemetery 2501 Mill Road, NW Washington, DC, 20007

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

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

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

Members of the Commission:

First Name	Last Name	Ward of Residence
Lee Brian	Reba	Ward 3
Denise	Barnes	Ward 8
Robert Vinson	Brannum	Ward 5
Charles R.	Hicks	Ward 6
Carlos	Davis	Ward 5
Felicia	Davis Hipkins	Ward 5
Jesse	Johnson	Ward 8
Calvin	Nophlin	Ward 7
Rev. Thomas	Bowen	Ward 6
Kimberly	Bassett	Ward 4
Angie	Gates	Ward 4
Thennie	Freeman	Ward 7

Activities in FY21:

Date	Event	Location
January 15, 2021	United Planning Organization 37th Annual MLK Jr. Memorial Breakfast	Via Zoom
January 18, 2021	MLK Day of Service	Locations throughout Washington, DC

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

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

Response:

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

20. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY19, FY20, FY21, and FY22 to date. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
    a. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY21 and FY22 to date for each program and activity code.
    b. Attach the cost allocation plans for FY21 and FY22.

Response:

FY19:

Approp Fund	Program Code 2 Title	Prg Code 2	Prg Code 3	Program Code 3 Title	Approved Budget	Revised Budget	Expenditures	Grand Total
0100	AGENCY MANAGEMENT	1000	1020	CONTRACTING AND PROCUREMENT	$23,000.00	$23,000.00	$14,251.34	$8,748.66
			1030	PROPERTY MANAGEMENT	$5,000.00	$5,000.00	$615.00	$4,385.00
			1070	FLEET MANAGEMENT	$5,080.60	$5,080.60	$6,525.94	($1,445.34)
			1080	COMMUNICATION	$279,527.80	$279,527.80	$213,974.98	$65,552.82
			1090	PERFORMANCE MANAGEMENT	$487,394.92	$633,438.92	$719,187.09	($85,748.17)
	CEREMONIAL SERVICES	1003	1300	CEREMONIAL SERVICES	$122,501.18	$122,501.18	$123,992.38	($1,491.20)
	EXECUTIVE MGMT.	1007	1702	DC DEMOCRACY INITIATIVES	$200,000.00	$200,000.00	$200,000.00	$0.00
	INTERNATIONAL RELATIONS AND PROTOCOL	1002	1200	INTERNATIONAL RELATIONS AND PROTOCOL	$139,897.00	$139,897.00	$134,643.16	$5,253.84
	OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	1004	1401	D.C. REGISTER	$118,925.14	$118,925.14	$133,331.81	($14,406.67)
			1402	ADMINISTRATIVE ISSUANCES	$567,461.55	$612,461.55	$602,883.42	$9,578.13
	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT	$264,636.61	$264,636.61	$244,663.68	$19,972.93
			1601	ARCHIVAL ADMINISTRATION	$843,336.37	$843,336.37	$836,877.04	$6,459.33
	PAYROLL DEFAULT PROGRAM	9980	(blank)	(blank)			$0.00	$0.00
0600	AGENCY MANAGEMENT	1000	1090	PERFORMANCE MANAGEMENT	$143,837.32	$118,422.41	$92,488.14	$25,934.27
	NOTARY COMMISSION AND AUTHENTICATIONS	1005	1501	NOTARY AUTHENTICATIONS	$556,190.42	$579,190.42	$604,921.90	($25,731.48)
	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT	$399,972.26	$399,972.26	$328,049.21	$71,923.05
0700	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT		$186,758.40	$186,758.40	$0.00
FY 2019 Total					***$4,156,761.17***	***$4,532,148.66***	***$4,443,163.49***	***$88,985.17***

FY20:

Approp Fund	Program Code 2 Title	Program Code 2	Program Code 3	Program Code 3 Title	Approved Budget	Revised Budget	Expenditures	Grand Total
0100	AGENCY MANAGEMENT	1000	1020	CONTRACTING AND PROCUREMENT	$5,000.00	$5,000.00	$6,678.00	($1,678.00)
			1030	PROPERTY MANAGEMENT	$5,000.00	$5,000.00	$0.00	$5,000.00
			1070	FLEET MANAGEMENT	$7,500.00	$7,500.00	$17,053.69	($9,553.69)
			1080	COMMUNICATION	$226,646.02	$228,186.02	$232,660.17	($4,474.15)
			1090	PERFORMANCE MANAGEMENT	$661,609.04	$661,889.04	$628,939.55	$32,949.49
	CEREMONIAL SERVICES	1003	1300	CEREMONIAL SERVICES	$227,690.24	$225,730.24	$198,360.22	$27,370.02
	EXECUTIVE MGMT.	1007	1702	DC DEMOCRACY INITIATIVES	$200,000.00	$200,000.00	$200,000.00	$0.00
	INTERNATIONAL RELATIONS AND PROTOCOL	1002	1200	INTERNATIONAL RELATIONS AND PROTOCOL	$142,933.57	$142,933.57	$139,019.01	$3,914.56
	OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	1004	1401	D.C. REGISTER	$272,010.14	$366,863.14	$339,886.21	$26,976.93
			1402	ADMINISTRATIVE ISSUANCES	$581,848.35	$601,244.35	$635,285.60	($34,041.25)
	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT	$272,366.03	$272,366.03	$254,187.99	$18,178.04
			1601	ARCHIVAL ADMINISTRATION	$887,403.61	$887,403.61	$888,878.82	($1,475.21)
0600	AGENCY MANAGEMENT	1000	1090	PERFORMANCE MANAGEMENT	$52,167.39	$1,384.00	$1,384.00	$0.00
	NOTARY COMMISSION AND AUTHENTICATIONS	1005	1501	NOTARY AUTHENTICATIONS	$577,832.61	$567,009.42	$567,009.42	$0.00
	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT	$470,000.00	$173,779.58	$173,779.58	$0.00
0700	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT			$0.00	$0.00
FY 2020 Total					***$4,590,007.00***	***$4,346,289.00***	***$4,283,122.26***	***$63,166.74***

FY21:

Approp Fund	Program Code 2 Title	Program Code 2	Program Code 3	Program Code 3 Title	Approved Budget	Revised Budget	Expenditures	Grand Total
0100	AGENCY MANAGEMENT	1000	1070	FLEET MANAGEMENT	$7,500.00	$7,500.00	$9,371.39	($1,871.39)
			1080	COMMUNICATION	$231,575.11	$231,575.11	$242,449.23	($10,874.12)
			1090	PERFORMANCE MANAGEMENT	$584,919.09	$629,437.09	$655,437.59	($26,000.50)
	CEREMONIAL SERVICES	1003	1300	CEREMONIAL SERVICES	$207,901.46	$262,901.46	$195,905.54	$66,995.92
	EXECUTIVE MGMT.	1007	1702	DC DEMOCRACY INITIATIVES	$200,000.00	$200,000.00	$200,000.00	$0.00
	INTERNATIONAL RELATIONS AND PROTOCOL	1002	1200	INTERNATIONAL RELATIONS AND PROTOCOL	$146,729.47	$146,729.47	$149,012.74	($2,283.27)
	OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	1004	1401	D.C. REGISTER	$142,413.88	$142,413.88	$145,227.88	($2,814.00)
			1402	ADMINISTRATIVE ISSUANCES	$636,566.91	$636,566.91	$521,940.98	$114,625.93
	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT	$632,353.85	$632,353.85	$760,467.87	($128,114.02)
			1601	ARCHIVAL ADMINISTRATION	$916,096.23	$916,096.23	$895,306.90	$20,789.33
0600	AGENCY MANAGEMENT	1000	1020	CONTRACTING AND PROCUREMENT	$10,000.00	$4,220.00	$4,220.00	$0.00
			1030	PROPERTY MANAGEMENT	$5,000.00	$0.00	$0.00	$0.00
			1090	PERFORMANCE MANAGEMENT	$80,720.00	$24,695.00	$19,438.76	$5,256.24
	NOTARY COMMISSION AND AUTHENTICATIONS	1005	1501	NOTARY AUTHENTICATIONS	$648,003.57	$631,324.22	$633,890.57	($2,566.35)
	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT	$356,276.43	$203,796.78	$206,486.67	($2,689.89)
FY 2021 Total					***$4,806,056.00***	***$4,669,610.00***	***$4,639,156.12***	***$30,453.88***

FY22 to date:

Approp Fund	Program Code 2 Title	Program Code 2	Program Code 3	Program Code 3 Title	Approved Budget	Revised Budget	Expenditures	Grand Total
0100	AGENCY MANAGEMENT	1000	1070	FLEET MANAGEMENT	$7,500.00	$7,500.00	$1,343.60	$6,156.40
			1080	COMMUNICATION	$250,425.60	$250,425.60	$71,426.12	$178,999.48
			1090	PERFORMANCE MANAGEMENT	$611,704.55	$611,704.55	$152,593.56	$459,110.99
	CEREMONIAL SERVICES	1003	1300	CEREMONIAL SERVICES	$215,644.14	$215,644.14	$37,854.59	$177,789.55
	EXECUTIVE MGMT.	1007	1702	DC DEMOCRACY INITIATIVES	$200,000.00	$200,000.00	$0.00	$200,000.00
	INTERNATIONAL RELATIONS AND PROTOCOL	1002	1200	INTERNATIONAL RELATIONS AND PROTOCOL	$148,327.58	$148,327.58	$29,900.47	$118,427.11
	OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	1004	1401	D.C. REGISTER	$145,150.20	$145,150.20	$42,867.37	$102,282.83
			1402	ADMINISTRATIVE ISSUANCES	$568,394.27	$568,394.27	$142,095.50	$426,298.77
	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT	$283,008.52	$283,008.52	$29,914.33	$253,094.19
			1601	ARCHIVAL ADMINISTRATION	$1,004,877.22	$1,004,877.22	$452,088.02	$552,789.20
0600	AGENCY MANAGEMENT	1000	1020	CONTRACTING AND PROCUREMENT	$10,000.00	$10,000.00	$0.00	$10,000.00
			1030	PROPERTY MANAGEMENT	$354.58	$354.58	$0.00	$354.58
			1090	PERFORMANCE MANAGEMENT			$0.00	$0.00
	NOTARY COMMISSION AND AUTHENTICATIONS	1005	1501	NOTARY AUTHENTICATIONS	$621,030.77	$621,030.77	$189,236.75	$431,794.02
	OFFICE OF PUBLIC RECORDS	1006	1600	RECORDS MANAGEMENT	$468,614.65	$468,614.65	$301.50	$468,313.15
FY 2022 Total					***$4,535,032.08***	***$4,535,032.08***	***$1,149,621.81***	***$3,385,410.27***

21. In FY20 or FY21, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g., grant name), and reason the funds were not fully expended.

Response:

Office of the Secretary did not have any federal funds in FY20 or FY21.

22. Please provide a table listing every reprogramming of funds (i.e. local, federal and SPR) into and out of the agency for FY21 and FY22 to date, as well as anticipated inter-agency reprogrammings for the remainder of FY22. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart. For each reprogramming, include:
    a. The reprogramming number;
    b. The sending or receiving agency name;
    c. The date;

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

Response:

Sending agency name	Receiving agency name	Date of execution (actual or expected)	Dollar amount (actual or expected)	Originating funding source (i.e. local, federal, SPR)	Originating funds			Received funds			Detailed rationale for the reprogramming
					Program code	Activity code	CSG code	Program code	Activity code	CSG code	
AE0	BA0	6/21/2021	$25,000	Local	1000	1090	12	1000	1030	40	This request is to reprogram funds to BA0 from AE0 to support public engagement forums with various community and constituency.

23. Please list, in chronological order, every reprogramming *within* your agency during FY21 and FY22 to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:
a. The date;
b. The dollar amount;
c. The funding source (i.e. local, federal, SPR);
d. The program, activity, and CSG codes for the originating funds;
e. The program, activity, and CSG codes for the received funds; and
f. A detailed rationale for the reprogramming.

Response:

FY21:

From Agency	To Agency	Amount	Date Approved	Description
AE0	BA0	$ 25,000	6/21/2021	The funds are needed to support public engagement forums with various community and constituency groups.
AE0	BA0	$ 30,000	11/5/2021	The funds are needed to support community events.

24. For FY21 and FY22 to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
    a. The revenue source name and fund code;
    b. A description of the program that generates the funds;
    c. The revenue funds generated annually by each source or program;
    d. Expenditures of funds, including the purpose of each expenditure; and
    e. The current fund balance (i.e. budget versus revenue)

Response:

Agency Code	Agency FUND	Description	DC Code/ Other Authorization	How is Amount Collected Determined	Type of Revenue Transaction	Who Makes Payment	Revenue in FY 21	Expenditure FY 21	Revenue in FY 22	Expenditure FY 22	Fund Balance
BA0	600	Notary Commission and Authentications provides commissions for all notaries pubic in the District of Columbia and authenticates documents.	Sale of Gov't Publications Amendment Act of 1990	Predetermined amount by the DC code.	Fee	Citizens	$ 864,036.00	$ 864,036.00	$260,040.00	$189,538.25	$ 70,501.75

Notary Commission and Authentications – provides commissions for all notaries public in the District of Columbia and authenticates documents signed by District notaries public for domestic and foreign use.

25. Please list all memoranda of understanding ("MOU") and memoranda of agreement ("MOA") entered into by your agency during FY21 and FY22 to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers.)
    a. For each MOU, indicate:
        i. The parties to the MOU or MOA
        ii. Whether a letter of intent was signed in the previous fiscal year and if so, on what date,
        iii. The date on which the MOU or MOA was entered,
        iv. The actual or anticipated termination date,
        v. The purpose, and
        vi. The dollar amount.
    b. Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
    c. Please list any additional MOUs and MOAs planned for FY22, including the anticipated agency(ies), purposes, and dollar amounts.

Response:

See Attachment 4 for the copies of MOU.

FY 2021

Buyer Agency	Seller Agency	Service	Program	Activity	Amount
BA0	AT0	Facilitate credit and debit card transaction processing for revenue collections	1000	Performance Management	$8,310.43
BA0	TO0	DCRegs Maintenance Support	1004	Office of Documents and Admin. Issuances	$14,646.00
BA0	JR0	Sign Language Interpretation Services	1005	Notary Commission	$472.00

FY 2022

Buyer Agency	Seller Agency	Service	Program	Activity	Amount
BA0	AA0	EOM Support Services	1000	Performance Management	$8,000.00
BA0	AT0	Facilitate credit and debit card transaction processing for revenue collections	1000	Performance Management	$3,902.33
BA0	TO0	DCRegs Maintenance Support	1004	Office of Documents and Admin. Issuances	

26. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY21 and FY22 to date, including projects that are managed or overseen by another agency or entity. Please provide:
    a. A brief description of each project begun, in progress, or concluded in FY19, FY20, FY21, and FY22 to date;
    b. A status report on all capital projects including:
        a. The amount budgeted, actual dollars spent, and any remaining balances;
        b. Start and completion dates; and
        c. Current status of the project.
    c. A list of which projects are experiencing delays and which require additional funding;
    d. A status report on all capital projects planned for FY21, FY22, FY23, FY24, FY25, and FY26; and
    e. A description of whether the capital projects begun, in progress, or concluded in FY19, FY20, FY21, or FY22 to date, had an impact on the operating budget of the agency; if so, please provide an accounting of such impact.

Response:

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

FY22 Capital Funds:

(Dollars in Thousands)

Project #	Project Description	Allotment Balance	Approved Funding						
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	CIP 6 Yr Total
AB102C	OPR/New Archives - planning and design funds for the DC Archives project	1,000	0	2,173	11,870	26,803	29,562	0	70,948

Updates on capital projects:

- Building 41 at UDC Van Ness Campus has been identified for the new Archives facility. In FY22, DGS is planning to engage Hartman Cox Architects and begin the Design and Programming phase of the project. The Design and Programming phase is estimated to be completed in 18 months. This phase will be followed by the Construction phase that is estimated to be finished in 30 months.

27. Part I. Please submit copies of your FY23 budget submission to the Mayor's Office of Budget and Finance (OBF). In FY23, this includes:
    a. The Operating Budget Submission Memo;
    b. Attachment A, Vacancy List;
    b. Form 1 (Impact of Agency's Marc);
    c. Form 2 (Enhancement Requests); and
    d. Attachment B, List of intra-districts.

    Part II: In addition, please identify:
    a. Which of your agency's MARC reductions and hypothetical 2% cuts (Form 1) were accepted or rejected (i.e. if the cut was rejected, the funds were not swept and if the cuts were accepted, the funds were swept); and
    b. Which of your agency's enhancement requests (Form 2) were accepted (i.e. which enhancements were added to your agency's FY21 budget).

    Response:

    Office of the Secretary works with the Office of the City Administrator to develop its budget. The FY23 budget submitted by the Mayor to Council will reflect these efforts.

28. Please list each grant or sub-grant, including multi-year grants, received by your agency in FY21 and FY22 to date. List the following:

a. Source;
b. Purpose;
c. Timeframe;
d. Dollar amount received;
e. Amount expended;
f. How the grant is allocated if it is a multi-year grant; and
g. How many FTEs are dependent on each grant's funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.

Response:

OS did not receive any grants or sub-grants in FY21 and has not received any grants in FY22 to date.

29. Please describe every grant your agency is, or is considering, applying for in FY22.

Response:

OS is not currently considering applying for any grants in FY22.

30. Please list each contract, procurement, and lease leveraged in FY21 and FY22 to date, with a value amount of $10,000.00 or more. "Leveraged" includes any contract, procurement, or lease used by DOES as a new procurement establishment (i.e. HCA, BPA, etc.), contract extension, and contract option year execution. This also include direct payments (if applicable). For each contract, procurement, or lease leveraged, please attach a table with the following information, where applicable:

Part I

a. Contractor/Vendor Name;
b. Contract Number;
c. Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.);
d. Description of contractual goods and/or services;
e. Contract's outputs and deliverables;
f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
g. Copies of deliverables (e.g. reports, presentations);
h. Contract Administrator name and title assigned to each contract and/or procurement;
i. Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans;
j. Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.);
k. Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor);

l. Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency's contract);
m. CBE status;
n. Division and activity within DOES utilizing the goods and/or services;
o. Requisitions and purchase order numbers established under each contract;
p. Corresponding, obligated amounts for each purchase order;
q. Corresponding, expended amounts (actuals) for each purchase order;
r. Funding source for each requisition and purchase order;
s. Index and PCA codes used each requisition and purchase order;
t. Activity code and name for each index and PCA used under requisitions and purchase orders;
u. Total contract or procurement value in FY21;
v. Total contract or procurement value in FY22 to date;
w. Period of performance (e.g. May 31 to April 30);
x. Current year of contract (e.g. Base Year, Option Year 1, etc.);

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

Response:

FY21

Type	**Vendor**	**Description**
Purchase Order	Digi Doc, Inc. DBA Document Managers	• Purpose: Provide operational support and maintenance for the Automation System Notary Application Portal. • Contract Administrator: Judi Gold • Total amount: $40,596.23 • Period of service: through September 30, 2021
Purchase Order	Digi Doc, Inc. DBA Document Managers	• Purpose: Modification to Contract CW51975 - Document Retention Schedules for independent agencies • Contract Administrator: Wiwiek Rembrandt • Total amount: $367,020 • Period of service: through September 30, 2021

FY22 to date

Type	Vendor	Description
Purchase Order	Digi Doc, Inc. DBA Document Managers	• Purpose: Provide operational support and maintenance for the Automation System Notary Application Portal. • Contract Administrator: Judi Gold • Total amount: $40,596.23 • Period of service: through September 30, 2022

31. Please list each grant awarded by your agency during FY21 and FY22 to date, for good and/or services provided by your agency. Please attach any documentation of monitoring, including any reports developed. At a minimum, please include the following grants in your response:

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

    Part I

    a. Grant/Program Title;
    b. Grant/Program Number;
    c. Grantee Name;
    d. Description of goods and/or services;
    e. Grant's outputs and deliverables;
    f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
    g. Copies of deliverables (e.g. reports, presentations);
    h. Program Manager name and title assigned to each grant;
    i. Grant Administrator name and title assigned to each grant;
    j. Oversight/monitoring plan for each grant and associated reports, performance evaluations, cure notices, and/or corrective action plans;
    k. Target population for each grant (e.g. unemployed adults, homeless youth, DOES staff, etc.);
    l. Sub-granting status (i.e. Did the Grantee sub any provision of goods and/or services with another vendor);
    m. Solicitation method (e.g. competitive RFA or sole source);
    n. CBE status;
    o. Division and activity within DOES utilizing the goods and/or services;
    p. Requisitions and purchase order numbers established under each grant;
    q. Corresponding, obligated amounts for each purchase order;
    r. Corresponding, expended amounts (actuals) for each purchase order;
    s. Funding source for each requisition and purchase order;
    t. Index and PCA codes used each requisition and purchase order;
    u. Activity code and name for each index and PCA used under requisitions and purchase orders;
    v. Total grant award value in FY21;
    w. Total grant award value in FY22 to date;
    x. Period of performance (e.g. May 31 to April 30);

y. Current year of grant award (e.g. Base Year, Option Year 1, etc.);

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

Response:

Pursuant to Section 1022 of DC Act 19-93, the "Office of the Secretary Limited Grant-Making Authority Emergency Act of 2011," the Secretary has limited authority to issue competitive grants to nonprofit organizations to promote District of Columbia self-determination, voting rights, and/or Statehood. The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY21 and FY22, OS has been authorized to issue competitive grants to promote voting rights and Statehood for Washington, DC, for the total amount of $200,000.

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

Awardees of DC Democracy Grant

Fiscal Year	RFA Issued	Recipients	Amount
FY21	Friday, December 4, 2020	DC Vote DC History Center League of Women Voters Education Fund Students for DC Statehood Anacostia Coordinating Council Stand Up! For Democracy in DC Coalition	$100,000 $30,000 $35,000 $15,000 $10,000 $10,000
FY22	Friday, December 3, 2021		

32. Please provide a copy of the agency's FY21 performance accountability report.
    a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY20 and which were not.
    b. For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.
    c. For any objective not met or completed, please provide an explanation.

Response:

See Attachment 5.

FY21 KPI:

Division	KPIs completed in FY21	KPIs unmet in FY21 (Reason)
Office of Notary Commissions and Authentications	• Number of notary application processed (excludes government employees). • Number of documents authenticated.	• Number of customers served. (Due to COVID-19, ONCA was closed to the public and served fewer customers. In addition, with the COVID-19 restrictions, many people did not travel abroad, and the requests for authentication were declined)
Protocol and International Affairs Unit		• Percent of ambassador welcome letters sent within three months of start of new term. (Due to COVID-19 and vacancies, the office did not send welcome packages. Instead, the office sent out the District' COVID-19 guidance to all embassies)
Office of Public Records and Archives	• Percent of records requests fulfilled within five business days.	• Percent of agencies with a retention schedule updated or reviewed within the fiscal year. (Due to COVID-19, the agencies' priorities changed to address immediate needs) • Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members. (Due to COVID-19, many engagement events got pushed back) • Number of archival finding aids available online. (Due to the COVID-19 pandemic, the office was not in full operation, and the priority for agencies have changed)

33. Please provide a copy of your agency's FY22 performance plan as submitted to the Office of the City Administrator. Please discuss any changes to outcomes measurements in FY21 or FY22, including the outcomes to be measured, or changes to the targets or goals of outcomes; list each specifically and explain why it was dropped, added, or changed.

Response:

See Attachment 6.

34. Please provide the number of FOIA requests for FY21 and FY22 to date, that were submitted to your agency.
    a. Include the number granted, partially granted, denied, and pending.
    b. Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
    c. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please provide a copy of that report as an attachment.

Response:

FOIA requests:
- FY21: 17
- FY22 to date: 2

FY21 FOIA requests granted: 2
FY21 FOIA requests denied: 8 (no responsive documents)
FY21 FOIA requests pending: 7
FY22 FOIA requests pending: 2

The average response time is 179 days. There is one FTE assigned to process the requests. The hours spent responding to the requests are 20, and the cost is $1,392.80.

The OS FY21 FOIA Report has not yet been compiled.

35. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY21 and FY22 to date. Please attach a copy if the study, research paper, report, or analysis is complete. For each study, paper, report, or analysis, please include:
    a. The name,
    b. Status, including actual or expected completion date,
    c. Purpose,
    d. Author, whether the agency or an outside party,
    e. Reference to the relevant grant or contract (name or number) in your responses above, and

f. Source of funding (program and activity codes) if not included in responses above.

Response:

There were no studies, research papers, reports, or analyses that OS prepared or contracted for during FY21 and FY22 to date.

36. Please list all reports or reporting currently required of the agency in federal law, the District of Columbia Code, or Municipal Regulations. For each, include
    a. The statutory code or regulatory citation;
    b. Brief description of the requirement;
    c. Any report deadlines;
    d. Most recent submission date; and
    e. A description of whether the agency is in compliance with these requirements, and if not, why not.

Response:

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

37. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained. What training deficiencies, if any, did the agency identify during FY21 and FY22 to date?

Response:

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

A series of professional development courses have been made available to all OS employees through DCHR, led by DCHR's Kristina Savoy and Willair Stvil in FY22.

Secretary Bassett undertook a seven-month-long Executive Coaching course through DCHR with Kristina Savoy, spanning FY21 and FY22.

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

Response:

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

39. Please list all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY19, FY20, FY21, or FY22 to date. Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.

Response:

There were no recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY19, FY20, FY21, or FY22 to date.

40. Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for FY21 and FY22.
    a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Please provide a copy of the required information for FY21 and FY22.

Response:

See Attachment 7.

I. Agency Specific

41. Please list OS's priorities in FY21 and FY22 to date, and how those priorities have been addressed. If not addressed, please discuss why.

Response:

- Update record retention schedules for independent agencies. –
  In FY21, OS completed updating 16 records retention schedules for 16 independent agencies.
- A new state-of-the-art Office of Public Records. –
  OPR will continue to work with DGS towards the goal of moving to a new building that can accommodate all of the District's holdings, a research room, and will include program space for exhibits, meetings, and classes. The new building with a proper storage environment will also contain new mechanical and electrical systems that will meet the needs of a modern archives. The Design phase will start in FY22.
- Formalize Embassy Task Force. –
  OS continues to execute the functions of the Embassy Neighborhood Task Force, while awaiting official formalization in the form of a Mayor's Order.
- Implement e-notarizations. –
  In FY20, OS upgraded its notary platform to allow for processing e-notarizations. The launching of the e-notarization platform is pending the implementation of the Regulations required pursuant to the Revised Uniform Law on Notarial Acts Act of 2018. In the meantime, the office has drafted the e-Notary Handbook.
- Continue to review the Office of Documents internal operations to ensure an efficient *District of Columbia Register* publication experience for Office of Documents 'staff and its government agency customers. –
  The Office of Documents staff will continue to train our District government agency customers in the proper and effective use of DCRegs to publish notices and rulemakings. We will continue to review and modify our non-rulemaking and rulemaking publications guidelines to aid agencies to publish materials in the *District of Columbia Register*.

42. What are OS' top five priorities in FY23?

Response:

- Implementing e-notarizations.
- A new state-of-the-art Office of Public Records: OPR will continue to work with DGS towards the goal of moving to a new building that can accommodate all of the District's holdings, a research room, and will include program space for exhibits, meetings, and classes. The new building with a proper storage environment will also contain new mechanical and electrical systems that will meet the needs of a modern archives.
- Continue to review the Office of Documents internal operations to ensure an efficient District of Columbia Register publication experience for Office of Documents staff and its government agency customers.

- Expand the Sister City program.
- Grow and further develop the Embassy Neighborhood Task Force.

43. Please describe any initiatives that OS implemented in FY21 or FY22 to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Response:

- OS pivoted to hosting diplomatic meetings and engagements virtually, in light of the COVID-19 pandemic.
- OS continues to produce electronic Ceremonial Documents, with some exceptions where OS mails hard copy documents and allows for pickup of documents upon request.
- During FY19, the Office of Documents conducted an internal audit of its publication process to determine whether it was effective and efficient, and whether our processes allowed our staff to timely process and publish the *District of Columbia Register* each week, and to meet other Office priorities. The audit indicated that our government agency clients were not adhering to our non-rulemaking publication guidelines, causing our staff to spend too much time fixing agencies errors and non-compliant documents. During FY20/21, we revised our non-rulemaking publication guidelines and distributed those guidelines to our customers. We continue to train agency personnel who are new to our publication process. During FY21, we conducted a similar audit for rulemaking and found that some agency counsels were not adhering to Office of Documents Rules and rulemaking guidelines. During the latter part of FY21, we began to require more strict compliance with our Rules and guidelines. Beginning in FY20, we began to revise the Office of Documents Rulemaking Handbook that was originally published in 1983. Time permitting, in FY22, we will complete the revision and publish an updated Rulemaking Handbook.
- OS managed the 2020 DC One Fund Campaign virtually and the 2021 DC One Fund Campaign in a hybrid posture, allowing for fundraising to take place while keeping public health guidance at the forefront of all activities. The 2020 DC One Fund Campaign raised $1.25 million, and the 2021 DC One Fund Campaign raised $1.24 million.

44. Please list each new program implemented by OS during FY21 and FY22 to date. For each program, please provide:
    a. A description of the program;
    b. The funding required to implement to the program;
    c. The program and activity codes in the budget; and
    d. Any documented results of the program.

Response:

Not Applicable.

45. Please explain the impact on your agency of any legislation passed or regulations adopted at the federal level during FY21 and FY22 to date, which significantly affects agency operations.

Response:

There has been no impact to OS due to any legislation passed or regulations adopted at the federal level during FY21 and FY22, to date.

46. Please identify any legislative requirements that your agency has not been able to properly implement. Please explain.

Response:

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

47. Please discuss any legislation your agency plans to submit to the Council in FY22 or FY23.

Response:

None.

48. Please list all regulations for which the agency is responsible for oversight or implementation.
    a. For each regulation, please list the chapter and subject heading, and the date of the most recent revision.
    b. Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

Response:

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

49. Please discuss any progress to the implementation of e-notary services.

Response:

OS is working diligently to implement e-notary services. The application and workflow for the automated system that allows those who wish to become an e-notary was available and upgraded to the current platform in FY20. The Office has drafted an e-Notary Handbook and has worked with national organizations to train staff on how the process works. The launching of the e-notarization platform is pending the implementation of the Regulations required pursuant to the Revised Uniform Law on Notarial Acts Act of 2018.

50. What is the number of notary applications received in FY21 and FY22 to date?

Response:

The number of notary applications received in FY21 and FY22 to date is 8,823.

51. How many of the notary applications have been approved in FY21 and FY22 to date?

Response:

The number of the notary applications have been approved in FY21 and FY22 to date is 2,905.

52. Please provide a detailed update on the new OPR building, including any changes in FY21 and FY22 to date. Please include any discussions, meetings, updates.

Response:

DGS is working to engage Hartman Cox Architects and plans to begin the Design and Programming phase of the project in FY22. The Design and Programming phase is estimated to take 18 months.

53. What will the OPR building house?

Response:

The plans for the new Archives facility will have the following:

- Non-Storage Functions - Reception, Lobby, Gallery, Research Center, Staff Areas
- Storage Functions - DC Archives, DC Records Center, Records Receiving

54. When can the public expect the new DC Archives to be accessible to the public?

Response:

The timelines for the project are

- Design and Programming phase (Estimated for 18 months)
  - This phase is planned to start in FY22.
- Construction phase (Estimated for 30 months)

55. Please discuss the relationship between the newly established DC Archives Advisory Group with OS.
    a. How was the Advisory Group established?
    b. What is the Advisory Group's purpose?
    c. Who is the meeting lead?
    d. Who are its members?
    e. How frequent are meetings held?
    f. Are the meetings open to the public? If yes, where to access the meetings?
    g. What discussions have occurred to advance the new DC Archives?

Response:

The Archives Advisory Group was established to provide recommendations to the Council in matters related to the planning and cost of the new archives facility. The members of the group are appointed by the Chairman of the Council. Since November 2021, the group has set regular virtual meetings and has invited the Secretary to address members of the group.

56. Please provide an update on the hiring status for the Office of Public Records' Administrator.
    a. Has the position been filled? If yes, when?

b. If not,
   i. How important is this position in the Office?
   ii. What are the roles and responsibilities of this position?
   iii. I What are the eligibility requirements?
   iv. What is the salary range for the position?
   v. How long has the position been publicly posted?
   vi. How many applications have been received?
   vii. Where is/are this position advertised?

Response:

The Administrator for the Office of Public Records manages the daily operation of the Office of Public Records and Archives. The Administrator provides executive leadership, expertise, and management to support the Secretary in a whole range of public record and archive services.

The Office of Public Records schedules, collects, stores, and manages records of the District government through the services of the District of Columbia Archives, Records Center and the Library of Government Information. This position is very important because the Administrator will need to know a wealth of archival services, including appraisal and description, industry standards and best practices, and information governance, and be prepared to strategically plan for the future of the DC Archives.

This position has been vacant since October 2020. The vacancy announcement for this position is posted on Mayor's Office of Talent and Appointments (MOTA) website. In addition, OS also expanded the search for qualified candidates by posting the vacancy announcement on the Society of American Archivists and National Council on Public History websites.

As part of OS restructuring, the position was reclassified from Excepted Service (ES) 7 to ES8, with the salary range from $102,364 to $153,548. This change was reflected in the latest vacancy posting.

57. Please provide a step-by-step description of the processes required for the public to conduct research at the DC Archives. Please provide details on the following:
   i. Procedure for in-person research
   ii. Procedure for online research
   iii. Infrastructure for remote research
   iv. Time required to retrieve documents and/or files
   v. Whether the materials available are the same for online and in-person research

Response:

i. Procedure for in-person research:

- With the exception of land records, all in-person research requires having an appointment, which can be made by sending an email to archives@dc.gov.
- The Archivist will review the request, contact the researcher, and when necessary, arrange a conference call or send an email requesting clarification and/or additional information to assist in locating the records sought.
- The Archivist will then review the Archives Register, Resource files, other reference documentation or call upon institutional knowledge to search and attempt to locate the records sought.
- If found, the Archivist will contact the researcher via email, notifying that the records sought were located or not located. If located, the email will ask the researcher to submit a date and time when they would like to conduct their research on-site.
- The Archivist will consult the appointment calendar either in Outlook or the Scheduling Board in an attempt to accommodate the researcher.
- If available, the researcher is assigned a colored coded location for the specific time frame, and this information is placed on the Outlook Calendar and the Schedule Board.
- New procedural implemented during COVID-19, upon arrival, the researcher will undergo standard protocol for admittance in the facility (1) temperature check; (2) sign-in; (3) complete and sign a "Wellness Survey" form.
- The researcher is then assigned a locker for storing coats, computers, cell phones, etc. and given instructions for using the facility. If deemed necessary by the Archivist, the researcher is given gloves to wear while handling records. He/she is then escorted to the researcher area and the color-coded table assigned.
- The requested records are then brought to the table and instructions and information pertinent to assist the researcher is given by the Archivist, along with paper and pencil. The researcher is then left along to work.
- The Archivist will stop through periodically to check on the researcher's progress and provide any assistance they might require.
- Once completed, the researcher may submit a request for copies. Up to 3 copies are made during the visit. All others are made and emailed, made available for pickup or sent via U.S. Mail within 48 hours
- The researcher is then escorted to the front of the building where they can either sit and wait for copies to be made and/or prepare to leave the facility – gathering their things from the locker, signing out, and leaving the building in the presence of a protective service security guard.
- Staff or Archivist will return to the assigned table, remove all records and return them to the shelves, and wipe down the table, chair, equipment, etc. with sanitizing wipes

For Land Records research:

- Hours of operation for Land Records Research are Tuesdays and Thursdays from 9 am to 12 pm.
- Researchers are required to sign the Researchers Register to receive a visitor badge and locker to store their belongings.

- Only pencil and paper are allowed in the research areas. Briefcases, containers, food, drink, ink pens are not allowed in the research area and must be checked into a locker.
- Cameras, cell phones, scanners, and other electronic equipment are not allowed.
- Researchers are allowed unsupervised access to the Land Records Card Index and Index Books in the designated areas only.
- Researchers are allowed to review Stone File microfilm (square 1 thru 2859) using the designated "Public Use" reader only.
- Index Books not located in the designated research areas must be requested.
- Researchers may request up to four (4) Land Record Libers and up to eight (8) Land Record Index Books (not located in a designated research areas) during any one (1) visit.
- During any one visit, Researchers may request a copy of up to but not more than four (4) documents. Only one (1) copy will be made during the visit. The remainder will be copied and either mailed, emailed or made available for pickup within forty-eight (48) hours.
- Requests for libers must be submitted/received by 11:15 am. Requests received after 11:15 am will not be processed for the date received but held until the next visit.
- A Researcher/company, etc. may submit up to but no more than twelve (12) documents (or three (3) Liber Request forms) to be copied per week.
- Copy requests sent by email will be processed and filled by email unless otherwise requested. Copy requests sent by fax will be processed and sent back by U.S. Mail if a postal address is provided; by email if an email address is provided or can be picked up at the front desk after the Researcher has been notified that it is a available and ready for pickup. The normal turn-around time is within 48 hours.
- Libers for review may be requested in advance via email to archives@dc.gov or fax (202) 727-6076.
- Researchers seeking copies, index information, etc. pertaining to records recorded from August 1921 to the present can access this information via the Recorder of Deeds online land records database at otr.cfo.dc.gov, clicking "Recorder of Deeds" and then "Document Images (August 1921 to Present)."

ii. Procedure for online research:

- An individual may request copies of genealogical records, and building plans and permits, online by visiting the Office of the Secretary website at www.os.dc.gov; clicking the link for "Public Records" and then "Researching Public Records."
- Requests for building plans and permits must originate with the Department of Consumer and Regulatory Affairs, for which there is a link and links to related finding aids.
- Once an email request is received it is logged into the OPR Records and Archives Management System – AXAEM where it is tracked and from input to completion.
- In most cases copies of requested documents are emailed to the patron. In case of building plans, because they are oversize the researcher is contacted to schedule an appointment to come on-site and review the document, to make sure it is the one requested, has the information sought and to request a copy.
- The Archives presently uses a vendor to make copies upon demand.

- The researcher, after reviewing the document(s) is required to complete a copy request form, which will be delivered tot eh vendor by OPR staff along with the original document to produce the requested copies.
- The vendor will contact the researcher and inform them of the fees associated with the reproduction and based on their response will proceed with production. Once competed the vendor notifies the researcher when the document is available for pickup. OPR staff will return within 2 or 3 days to retrieve the original documents and re-shelve them.

iii. Infrastructure for remote research:
An abbreviated overview of the request process, partial holdings, and finding aids can be found on the Office of the Secretary website under the Public Records link.

In addition, a complete listing of Archive holding related to African Americans in the Guide to the Accession Record of the District of Columbia Archives DCAAP: https://library.gwu.edu/dc-africana-archives-project-dcaap.

iv. Time required to retrieve documents and/or files:
The turn-around time for retrieving a requested record or document will vary considerably and depend on several factors such as the type of records, location of the records, whether index or finding aid are needed to be referenced to assist in retrieving the records, whether the researcher provided the correct information, and many other factors.

v. Whether the materials available are the same for online and in-person research:
Presently, there are only a few records series, and a number of finding aids can be researched online. The ability to research a record and make copies is not available. The Archive has a number of genealogical records, which have been digitized and are in the process of being placed into a digital base.

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

Response:

- Archive Register – See Attachment 8.
- Microfilm Holdings – See Attachment 9.
- Historical and Genealogical Records – See Attachment 10.

59. How many in-person researchers visit the DC Archives? Please provide a breakdown in the following:
    a. Topic areas of research
    b. Average researchers per week

Response:

a. Topic areas of research:
   - Land records
   - Building plats and plans
   - General research

b. Average researchers per week:
   Since the implementation of COVID-19 pandemic restrictions and protocols, there has not been any consistent numbers with regards to patrons on-site. The number of patrons has varied significantly from zero to as many of five or six in one week. Since most requests are currently handled via email, the number of on-site visits has been reduced significantly. Most patrons' visits have been to review building plats and plans, and to conduct land records research. General research has been limited, with most being conducted via email and an increase in conference calls for clarification and additional information.

60. Please identify all electronic databases maintained by your agency, including the following:
    a. A detailed description of the information tracked or maintained within each system;
    b. The age of the system and any discussion of substantial upgrades that have been or are planned to the system; and
    c. Whether the public can be granted access to all or part of each system.

Response:

Division	Type of Databases	Explanation	Public Accessibility
ONCA	OnBase	ONCA acquired OnBase, an electronic database owned by Highland in FY19 as part of its automation process. OnBase is a complete database allowing ONCA to have notary applications submitted online and paid for by credit card online. All information is available in the database through an individual retrieval system and a workflow system that shows where the application is in the process. The system automatically generates notifications to the applicant: application received, ready for electronic signature, ready for payment (except for government), and the approved. The platform was upgraded in FY20 to allow for processing e-notarizations.	The public is able to apply online to become a notary public and they may only use this application. ONCA no longer accepts any PDF forms. The public has access to the existing Search for a Notary Public Map to find a notary near any DC address. The office is currently working on the database that will allow the public to search for a notary by name or expiration date, to determine if that person was a notary at the time a document was notarized.
OPR	AXAEM	AXAEM tracks all holdings in both the archives and the records center; monitor and facilitate reference requests; automate the acceptance of records into the records center; implement workflows for the accessioning of archival collections; monitor visitors to the facility; and maintain data about agency records officers and the activities they are authorized to perform.	The following components are coded and are designed to be publicly accessible, but will not be fully functional until we have the following bibliographic data for our records: • Acceptance of records into the records center (role-specific access granted to agency records officers); and • Online request form (access to the front end, not the underlying data). Additional components to be developed that will be publicly accessible include: • Searching of retention schedules; •Finding aids for archives holdings and

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

61. Please provide a detailed description of any new technology acquired or any upgrades to existing technology in FY21 and FY22 to date, or anticipated for the remainder of FY22.
    a. Include the cost, what it does, and the budget program and activity codes that fund it.
    b. Cross reference to any relevant contracts (name or number) in the responses above.
    c. Please explain if there have there been any issues with implementation.

    Response:

    None.

62. Please discuss in detail whether any procedural updates or changes have been made to the DC Register in FY19, FY20, FY21, and FY22 to date.

Response:

None.

63. Are there any anticipated changes or updates to the DC Register in FY22 and FY23? If so, please list each in detail.

Response:

DCRegs Functionality and Operational Efficiency Review:

- DCRegs Functionality Review – The Office of Documents will continue to review and test the recently launched DCRegs portal for functionality and to identify and fix any bugs or deficiencies. This work will include identifying/fixing issues with the search functions and the rulemaking codification process. This functionality review work should be concluded during FY 2022/2023. Completion is contingent on staff availability to engage in this project because of the weekly priority to publish the District of Columbia Register.
- DCRegs Operational Efficiency Review - The Office of Documents will continue to review the DCRegs portal to determine if there are new functionalities to simplify the District of Columbia Register publication and codification processes. The goal of this project is to create streamlined and more efficient processes for drafting and publishing the District of Columbia Register and codification of District government regulations (i.e., the District of Columbia Municipal Regulations). This operational efficiency review work should be concluded during FY 2022 and FY 2023. Completion is contingent on staff availability to engage in this project because of the weekly priority to publish the District of Columbia Register.

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

Response:

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

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

- Working with Ambassadors and their staff to facilitate municipal services and special requests.
- Meeting with foreign officials.
- Sharing best practices and planning sessions for international delegations.
- Arranging educational exchanges for students.
- Coordinating projects between citizen groups and the diplomatic/international community.
- Providing venues where information can be shared among the different communities.
- Arranging mayoral visits.

- Sending National Day Letters to embassies, along with Welcome Packets to newly arrived Ambassadors.
- Facilitating communications among the US State Department, the diplomatic/international community, neighbors and other government agencies for the exchange of information, providing assistance, or resolving situations.
- Assisting the international community in understanding the District requirements for permits and other issues relating to the execution of Embassy-sponsored events.
- Assisting embassies who request assistance in planning their National Day celebrations, or events that they wish to host. OS works to connect these diplomats with the relevant resources within DC Government and around Washington, DC, including the National Park Service.

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

Response:

The Office of the Secretary serves as the nexus between the local DC community and the DC diplomatic/ international community. One of the most important programs that OS facilitates is the Embassy Neighborhood Task Force. The Embassy Neighborhood Task Force (ENTF) adds another level of outreach, DC Government. The Embassy Neighborhood Task Force helps manage, mitigate, and resolve issues between DC residents and the 175 embassies around the city, by connecting the resources of DC Government and US State Department to the appropriate parties. Issues are presented to OS through ANC Commissioners, and OS engages DC Government offices such as DCRA, DC Water, DDOT, DPW, etc., as needed. The Office of Foreign Missions at the State Department is also represented on the task force and works with OS to manage concerns regarding embassies. The Embassy Neighborhood Task Force has been a critical part of OS' outreach in the international community. It has facilitated better relationships between DC residents and embassies and has created a channel for communication for both the federal government, DC Government, the DC Council, and the residents. Successes include the resolution of trash and parking concerns, vacant foreign properties, noise complaints, and much more over the years since the task force's inception.

OS conducts outreach directly to the diplomatic community on a regular basis. The Secretary holds meetings with Ambassadors, and embassy staff members on a variety of topics, ranging from introductory greetings to programs embassies are interested in taking part in, such as DCPS, Washington, DC's Sister City Program, business and trade inquiries, concerns over issues facing the country's citizens residing in DC, and more. The Secretary met with Ambassadors and representatives from over 80 countries between FY21 and FY22. These meetings are successful in a variety of ways, including connecting embassies with the resources that DC has to offer, as well as fostering deeper friendships with members of the DC diplomatic community.

During the height of the COVID-19 pandemic, OS started the "We Are DC" social media campaign, which highlighted embassies around the city, as well as DC's relationship with

each respective nation, in an effort to stay connect while we had to remain apart. We are thankful that in the past year, in-person meetings and receptions have begun to resume again, and the Secretary has made a point to attend National Day receptions and meetings with Ambassadors who arrived to DC during the pandemic.

OS sends National Day letters to the embassies to celebrate their significant day. OS also sends welcome package to the newly appointed Ambassadors with information of resources that are available in the District.

OS is also proud of our relationship with DC Public Schools Global Education division, especially our role in the Embassy Adoption Program, which allows for 5th and 6th grade students to learn about the history and culture of nations around the world, through partnerships with embassies in DC. OS is responsible for assisting with EAP promotion and recruitment in the diplomatic community.

66. Are OS events open to the public? If yes, please provide details on where upcoming events are published.

Response:

Many of OS events are open to the public. OS utilizes social media, emails and posting the information on the website.

67. Please provide details on any operational changes within OS in FY21 and FY22 to date.

Response:

There were no operational changes within OS in FY21 and FY22 to date. OS adjusted its operations during the COVID-19 pandemic by utilizing online and virtual platforms. Some of the functions in the Office of the Secretary have allowed for online processing.

DCRegs was created in 2009. In October 2017, Office of Documents and Administrative Issuances (ODAI) launched a new DCRegs based on FileNet Architecture, which among other things, allows for faster searches. FileNet will also allow ODAI to upload historical documents that were published as hardcopies. With this upgrade, ODAI can publish the District of Columbia Register and the District of Columbia Municipal Regulations online. At the beginning of the COVID-19 pandemic, ODAI continued to publish the weekly DC Register remotely without disruption, while teleworking.

In FY19, the Office of Notary Commissions and Authentications (ONCA) was automated. The automation allows for the notary applications to be processed online with online payments.

For the Office of International Affairs and Protocol, OS continues to participate and organize events with the international community and embassies using virtual platforms.

The Ceremonial Services Unit processes Ceremonial Document requests on an ongoing basis, and provides requestors with a PDF copy of the final document. Upon request, Ceremonial Services will provide a hard copy document via pick up or mail.

The Office of Public Records (OPR) continues to process requests that are submitted through emails and phone. OPR always has a staff in the office to process records and requests for the records.

68. Are there any anticipated operational changes within OS in FY22?

Response:

There are no anticipated operational changes within OS in FY22.

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

Response:

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

70. Has OS received any additional funding source, including federal, local, private grants, or escheated estates in FY19, FY20, FY21, and FY22 to date?

Response:

OS has not received any additional funding source, including federal, local, private grants, or escheated estates in FY19, FY20, FY21, and FY22 to date.

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

Response:

Not Applicable.

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

Response:

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

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

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

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

- Bangkok, Thailand
- Dakar, Senegal
- Beijing Municipality, People's Republic of China
- Brussels Capital Region, Belgium
- Tshwane (Pretoria), South Africa
- Paris, France
- Athens, Greece
- Seoul Metropolitan Government, Republic of Korea
- Accra, Ghana
- Sunderland, United Kingdom–George Washington's Ancestral Home
- Rome, Italy
- Ankara, Turkey
- Brasilia, Brazil
- Addis Ababa, Ethiopia
- San Salvador, El Salvador

73. Please list all activities within the Sister Cities program in FY21 and FY22.

Response:

FY21:

- Attended the virtual ribbon cutting with Mayor Bowser of the Digital Library in San Salvador, El Salvador, officially "closing out" the last of the deliverable items in the Sister City Agreement signed in 2018.
- Participated in and provided remarks at the Virtual Trade Mission hosted by the DC Chamber of Commerce, the DMPED International Business Team, and Greece.
- Participated in and provided remarks at the Virtual Trade Mission hosted by the DC Chamber of Commerce, the DMPED International Business Team, and Ireland.

- Participated in and provided remarks at the Virtual Trade Mission hosted by the DC Chamber of Commerce, the DMPED International Business Team, and the United Kingdom.
- Attended and provided remarks at the reception for the inauguration of Little Lady Liberty at the Residence of the French Ambassador on Bastille Day alongside Secretary Anthony Blinken and French Foreign Minister Le Drian.
- Facilitated and helped coordinate the delegation from Brussels, Belgium's visit to Washington, DC for the grand opening of the Brussels Architecture Exhibit at the National Building Museum. The trip was postponed due to COVID-19 and will take place in the near future.
- Facilitated a meeting between Mayor Bowser and Mayor Muyshondt of San Salvador at the close of Mayor Muyshondt's term as Mayor.
- Facilitated a meeting between Mayor Bowser and Ambassador Fitsum Arega of Ethiopia.

FY22:

- Attended and provided remarks at the Sister City International Welcome Reception for H.E. Hajia Alima Mahama, Ambassador of Ghana to the US.
- Hosted the visit of South Korean Delegation from the Korean Consulate in New York City to the DC Lab.
- Held a virtual meeting, connecting the Sister Cities International Leadership Team with DC Public School Global Education Team.
- Attended a dinner welcoming Ambassador Zappia, Italy's first female Ambassador to the United States.

74. Please describe the goals and accomplishments of the Emancipation Commission in FY21 and FY22 to date.

Response:

The Commission plans to focus on educating DC residents about the history of Emancipation Day, Voting Rights, and the fight for DC Statehood, in an effort to promote DC pride, build awareness about the meaning of the April 16th public holiday, and the legacy of freedom.

The accomplishments of the Emancipation Commission in FY21 and FY22 to date:

- Created, produced, and distributed, on Emancipation Day, the one-hour documentary "Becoming Douglass Commonwealth, from D.C. Disenfranchisement to Full Democracy," which aired on WUSA-9 and DCN via livestream. The documentary chronicled the long and complicated journey towards Washington, DC becoming the 51st state—Douglass Commonwealth—and featured Representative Eleanor Holmes Norton, Representative Steny Hoyer, Representative James Clyburn, Representative Jamie Raskin, The Honorable Eric Holder, The Honorable Muriel Bowser, The Honorable Vincent Gray, The Honorable Adrian Fenty, The Honorable Anthony Williams, The Honorable Sharon Pratt, DC Council Chairman Phil Mendelson, Linda Cropp, William

Lightfoot, Ted Leonsis, Chef Jose Andres, Georgetown University President John DeGioia, and more.
- Organized a robust series of events to highlight the rich and diverse history of the District of Columbia and to commemorate the public holiday through virtual platforms.

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

Response:

In FY21, OS created and hosted DC Emancipation Day programming on virtual platforms. OS hosted a series of WebEx panels, featuring musicians, historians such as C.R. Gibbs and Dr. Frank Smith of the African American Civil War Museum, highlighting the meaning of DC Emancipation Day and the history behind the (now) National Holiday. The 2021 Programming culminated with the debut of the film "Mayor Bowser Presents: Becoming Douglass Commonwealth, From Disenfranchisement to Full Democracy, which aired on WUSA-9 and DCN on April 16.

All DC Emancipation Programming was free and open to the public. Registration on Eventbrite was promoted on social media, the OS website, and included in an email blast sent out to several hundred Washingtonians. The Executive Office of the Mayor, the Mayor's Office of Community Affairs also promoted OS' Emancipation Day programming, as well as the DC Emancipation Day Commemoration Commissioners.

By holding the 2021 programming virtually, we were able to reach a broad audience, while adhering to social distancing and public health protocols in light of the COVID-19 pandemic. By hosting a variety of panels leading up to DC Emancipation Day, we were able to reach more Washingtonians and deliver a more diversified program in honor of the holiday.

76. Please describe the goals and accomplishments of the DC Voting Grant in FY21 and FY22 to date.

Response:

Pursuant to Section 1022 of DC Act 19-93, the "Office of the Secretary Limited Grant-Making Authority Emergency Act of 2011," the Secretary has limited authority to issue competitive grants to nonprofit organizations to promote District of Columbia self-determination, voting rights, and/or Statehood. The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY21 and FY22, OS has been authorized to issue competitive grants to promote voting rights and Statehood for Washington, DC for the total amount of $200,000.

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

Grantees in FY21 accomplishments included educating citizens around the nation and pursuing strategies that highlighted the lack of full democracy in the nation's capital.

The goal for FY22 remains the same to strengthen awareness for Statehood for Washington, DC.

77. Please list all grants that have been issued to promote DC self-determination and Statehood in FY20 and FY21, to date.
    a. Please include grant amount, name of recipient, and purpose of grant.

Response:

The Office of the Secretary has been authorized to issue competitive grants to promote voting rights and Statehood for Washington, DC. Each fiscal year, the grants with the total amount of $200,000 are awarded to nonprofit and community-based organizations. The awards are granted to the applications that demonstrated ability to make progress toward increasing nationwide awareness of the lack of voting rights and Statehood for Washington, DC.

78. Please discuss the challenges that is faced by the DC Statehood office.

Response:

Not Applicable.

79. Please discuss the establishment and purpose of the Commission on Martin Luther King, Jr. Holiday, including its funding source.

Response:

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

The Office of the Secretary and the Executive Office of the Mayor fund the activities to celebrate the Martin Luther King Jr. Holiday.

80. Please provide a list of current Commissioners and its terms.

Response:

List of members of the District of Columbia Commission on the Martin Luther King, Jr. Holiday:

- Lee Brian Reba
- Denise Barnes
- Robert Vinson Brannum
- Charles R. Hicks
- Carlos Davis
- Felicia Davis Hipkins
- Jesse Johnson
- Calvin Nophlin
- Rev. Thomas Bowen
- Kimberly Bassett
- Angie Gates
- Thennie Freeman

81. Please discuss the activities that have been taken by the Commission on Martin Luther King, Jr. Holiday in FY21 and FY22 to date.

Response:

Activities in FY21:

- Participated in the 37th Annual Martin Luther King Jr. Memorial Breakfast, held virtually by the United Planning Organization (UPO) on January 15, 2021.
- Participated in the 2021 MLK Day of Service, which took place around Washington, DC.
- The Commission attended and supported the 2021 DC Emancipation Day programming, held by the DC Emancipation Day Commemoration Commission, the Office of the Secretary, and the Executive Office of the Mayor. Commissioners remained engaged with the DC community around events concerning DC Statehood, Voting Rights, and more.

Activities in FY22 to date:

- Participated in the 38th Annual Martin Luther King Jr. Memorial Breakfast, held virtually by the United Planning Organization (UPO) on January 14, 2022.
- Celebrated the 2022 Martin Luther King Day of Service by volunteering to pack COVID-19 at-home test kits at the Arthur Capper Community Center.
- Participated in various MLK Day events around Washington, DC, including the 2022 MLK Day Peace Walk and MLK Shabbat celebration hosted virtually by the Washington Hebrew Congregation on January 14, 2022, with Prince George's County Executive Angela Alsobrooks as the keynote speaker.

82. Please list future activities and meetings planned for the Commission.

Response:

The Commission will continue to meet throughout the FY22 and will support programming planned to celebrate the Emancipation Day for 2022. The Commission will be kept informed of events concerning DC Statehood and the ongoing fight for Voting Rights, both centric to the work and legacy of Dr. Martin Luther King, Jr.