

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF HUMAN RIGHTS**



**Responses to Fiscal Year 2021-2022  
Performance Oversight Questions**

**Hnin Khaing  
Interim Director**

**Submission to  
Committee on Government Operations  
Council of the District of Columbia  
The Honorable Robert C. White, Jr., Chairperson**

**February 18, 2022**

**John A. Wilson Building  
1350 Pennsylvania Ave., NW  
Washington, DC 20004  
(Hearing conducted virtually)**

## GENERAL QUESTIONS

### 1. Please provide the agency's mission statement.

#### RESPONSE:

OHR's mission is to eradicate discrimination, increase equal opportunity, and protect human rights in the District of Columbia. OHR investigates and resolves complaints of discrimination in employment, housing, places of public accommodation, and educational institutions, pursuant to the DC Human Rights Act of 1977 and other local and federal laws. Where probable cause is found, OHR prosecutes cases to a public hearing before the Commission on Human Rights. OHR also prevents discrimination by providing training to and educating DC government employees, private employers, workers, and the community at large of their rights and responsibilities under the law. OHR monitors compliance with the Language Access Act of 2004 and investigates allegations of noncompliance with this Act by DC government agencies and houses the District's Citywide Bullying Prevention Program, Street Harassment Prevention Program, and the newly enacted Tipped Wage Workers Program.

### 2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

#### RESPONSE:

OHR currently has sufficient funding to achieve its core mandates. As noted in OHR's response last year, however, the Language Access Act of 2014 remains an unfunded statute but one that OHR reassigns available funding as needed to implement. In 2017, the Council introduced the Language Access for Education Amendment Act (Bill 22-0075), which was subsequently signed by the Mayor on January 30, 2019 and enacted. To the best of OHR's knowledge, this law has not been funded.

### 3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 21 and FY 22, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

#### RESPONSE:

Please see below table.

Report Reporting Requirement	or	Statutory Regulatory Authority	or	Requirement Deadline	Compliance Status	Most Recent Submission
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Office of Human Rights Annual Report	D.C. Human Rights Act, D.C. Code § 2-1403.01(g)(1)	Due annually	In compliance; OHR publishes this report annually. The joint FY19 and FY20 report was completed in Q1 of FY22.	October 13, 2021
Language Access Annual Report	Regulations implementing the Language Access Act of 2004, 4 DCMR 1214.3	Due annually	In compliance; OHR publishes this report annually. The FY20 report was released on January 24, 2022.	January 24, 2022
Biennial Youth Bullying Prevention Report	The Youth Bullying Prevention Act of 2012, D.C. Code § 2-1535.07	Due every two years on or before December 31.	In compliance; OHR publishes this report every two years on or before December 31.	July 2021
Fair Criminal Records Screening Amendment Act Reporting	The Fair Criminal Records Screening Amendment Act, D.C. Code § 32-1345 (b)	Due annually	In compliance; OHR reports FCRSA data in its Annual Report.	October 13, 2021
Fair Criminal Records Screening for Housing Act Reporting	D.C. Fair Criminal Record Screening for Housing Act, D.C. Code § 42-3541.06	Due annually	In compliance; Beginning December 31, 2018, on an annual basis, OHR reports FCRSHA data in its Annual Report.	OHR Annual Report, released on October 13, 2021
Street Harassment	Street Harassment Prevention Act	Due annually on or before September 30	In compliance; OHR published the	April 23, 2020

Prevention Act Report	of 2018, D.C. Code § 7-2421 et seq.	until law sunsets on October 1, 2020.	report on April 23, 2020.	
Human Rights Case Management Metrics	D.C. Human Rights Act, D.C. Code § 2-1403.01(g-1)(1)	Due quarterly.	In compliance; OHR is currently developing the report and has been working with the Council on the timeline. Estimated completion of first report is end of Q2 in FY22.	N/A

**4. Please list and describe any regulations promulgated by the agency in FY 21 or FY 22, to date, and the status of each.**

**RESPONSE:**

Rule	Description	Status
<b>4 DCMR § 1700</b> Universal Paid Leave Act (OHR Regulations)	“Universal Paid Leave Act.” OHR promulgated rules for enforcing complaints other than claim determinations under D.C. Code § 32-541.08(e).	<u>Emergency Regulations:</u> OHR drafted Initial Emergency Regulations, which were adopted on September 30, 2021 and expired January 28, 2022. OHR then drafted Second Emergency Regulations, which were adopted on January 27, 2022 to avoid any gap in coverage.  <u>Final Rulemaking:</u> OHR drafted and issued Proposed Rulemaking, which was published on November 12, 2021. The comment period ended on December 12, 2021, and OHR is currently reviewing the public comments and potential revisions are being contemplated.
<b>4 DCMR § 408</b>	“Procedure for Contested Cases.” OHR, in coordination with the Commission on Human Rights, is revising section 408,	OHR is presently in the process of noticing its adoption of Emergency and Proposed Rulemaking.

	“Representation”, in order to clarify OHR’s role in Commission cases consistent with the Human Rights Act.	
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**5. Please explain any significant impacts on your agency of legislation passed at the federal or local level during FY 21 and FY 22, to date.**

RESPONSE:

Legislation	Description	Impact
<b>Coronavirus Support Emergency Amendment Act &amp; Coronavirus Support Temporary Amendment Act, and the most recent, COVID Vaccination Leave Emergency Act and COVID Vaccination Leave Temporary Act</b>	Created COVID-19 leave for the period between March 11, 2020 and November 5, 2021 and from November 5, 2021 forward.	OHR expended human resources and costs (where applicable): 1) Drafting and publishing two external guidance documents regarding the amendments. 2) Conducting internal trainings for employees on the new COVID-19 leave. 3) Creating employer Notices
<b>FY 2022 Budget Support Act of 2021</b>	The Human Rights Act was amended to include a detailed quarterly reporting of metrics around OHR’s process. D.C. Code § 2-1403.01(g-1)(1).	OHR worked to prepare data for this reporting by the end of Quarter 2 in FY22. This effort greatly impacted OHR’s enforcement managers’ deliverables. OHR is presently creating a dedicated data analyst position to track, manage, and report the requisite data.

<b>Care of LGBTQ Seniors and Seniors with HIV Amendment Act of 2020</b>	This law made it unlawful for long-term care facilities to discriminate against individuals because of actual or perceived sexual orientation, gender identity or expression, or HIV status. Additionally, it required OHR to certify trainers as well as develop a notice poster.	OHR has expended resources to: <ul style="list-style-type: none"> <li>1) Create notices</li> <li>2) Establish a working group to certify trainers</li> <li>3) Work with the Department on Aging and Community Living</li> </ul>
<b>Bella Evangelista and Tony Hunter Panic Defense Prohibition and Hate Crimes Response Amendment Act of 2020</b>	Effective October 1, 2021, this law amended the definition of “public accommodation” under the HRA to mean “any person or place that provides, to a person in the District, access to an accommodation, service, or good, whether or not that person or place maintains a physical location in the District or charges for those goods or services.” D.C. Code § 2-1401.02(11).	OHR expended resources to: <ul style="list-style-type: none"> <li>1) Conduct internal trainings with OHR personnel on the effects of the change.</li> <li>2) Publish a factsheet</li> </ul>

**6. What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in FY 22.**

**RESPONSE:**

OHR’s top five priorities for FY22 are:

1. **Backlog Reduction:** OHR plans on achieving this goal through several means. First, OHR is in the process of creating a separate backlog team (known as the SWAT team) and hiring contractors to specifically target resolution of older cases. Second, OHR is working on adding a process called “fact finding conference” to fast-track certain cases for resolution. Third, OHR has implemented backlog reduction as a goal in employees’ performance plans. Fourth, OHR is implementing an employee incentive plan. Finally, OHR continues to actively recruit and fill additional investigator, manager, and attorney positions in order to establish sufficient support for the number of cases OHR receives.
2. **Organizational Structure and Rebuilding a Sustainable OHR:** As OHR grows, OHR’s leadership team is working on bringing more accountability, clear responsibility areas, hierarchy, and structure to the agency by reorganizing the senior leadership structure, assessing current staffing levels, and forecasting future staffing level needs, creating additional support positions as needed, and revamping the case processing structure. Finally, to increase retention, OHR is working on implementing programs to recognize staff for their achievements and to provide a career path at OHR and within the District of Columbia government.

3. **Case Management System:** OHR will complete phase II of its case management system to enable it to better track and manage cases and case records. This effort includes ensuring the Commission on Human Rights also has an efficient means for managing its cases.
4. **Racial Equity:** OHR will create multi-use, educational resource guides to serve, in its primary purpose, as key learning, takeaway materials for the Office of Racial Equity's government-facing training series. The resource guides will cover Inclusive Language: Race v. Ethnicity, and additional best practice guides related to anti-racism against people that identify as part of the African diaspora, Asian and Pacific Islander, Latin American, and Middle Eastern communities. The materials will be published on OHR's website and used as agency-owned resources to be distributed to the public at community outreach events and public bias reduction workshops that the agency facilitates.
5. **Industry Standard Study:** OHR will work with a vendor to conduct an independent industry assessment study on case processing procedures and timelines in jurisdictions with an enforcement agency of similar size and enforcement areas as OHR

**7. What are the metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.<sup>1</sup>**

RESPONSE:

In FY22, OHR will be using its agency performance plan as well as goals established in employee performance plans to evaluate its operation, particularly with respect to backlog reduction, establishment of new programs, and expanding outreach.

Presently, OHR monitors the following data points on a monthly basis by tracking the number of:

1. Intake Questionnaires (Inquiries)
2. Intakes conducted
3. Cases processed at intake
4. New docketed cases
5. Intake appointments scheduled and completed
6. Mediations scheduled
7. Cases resolved through mediation
8. Cases closed via settlement agreements
9. Cases under investigation
10. Cases under legal review
11. Letters of Determination Issued
12. Cases with the hearing officers (Administrative Law Judges) and cases pending with the Commission on Human Rights tribunals
13. Number of active EEO Counselors and Officers in the District
14. Number of Language Access inquiries received

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<sup>2</sup> The Committee is aware that the Office is in the process of implementing the Office of Human Rights Case Management Metrics Amendment Act of 2021, D.C. Code § 2-1403.01(g-1), which requires quarterly reports on certain metrics. The Committee would appreciate if the Office's response to this standard question could include a note as to which of those new statutory metrics the Office is currently able to track and which it cannot yet track.

15. Number of Language Access cases resolved

In FY22, OHR will also be using information obtained from the quarterly reports under D.C. Code § 2-1403.01(g-1)(1) as OHR onboards a data analyst.

**8. Please provide a copy of the agency's FY 21 performance plan, if one was prepared. Please explain which performance plan objectives were completed in FY 21. If they were not completed, please provide an explanation.**

RESPONSE:

Please see **Attachment Q8** for OHR's FY21 Performance Plan.

For FY21, OHR met all of its performance objectives, except for the following 3:

- Percent of assigned cases at OHR with letters of determination submitted for review within 160 days of unsuccessful mediation.
  - **Explanation:** Due to multiple agency-wide personnel transitions and ongoing restructure of the investigation teams, OHR did not have a full complement of experienced employees and managers to consistently meet this measure.
- Percent of settlement agreements executed within 15 business days after completion of mediation session.
  - **Explanation:** As part of the mediation process, when the parties have agreed to resolve the case, they are given 15 business days to complete and execute a final settlement agreement. However, this metric was not a reasonable metric for OHR as OHR does not always have control over the parties, their continued discussion beyond the mediation session, and their signatories' schedules. Indeed, in FY21, there were situations where some of the parties did not submit the "Agreement" within the 15-business day requirement. This was due to several reasons, including differences and ongoing discussions about the language in the agreement, continuation of talks about the final terms, availability of signatories, among others.
- Percent of Commission on Human Rights cases pending over 15 months.
  - **Explanation:** OHR is currently assessing more closely why this goal was not met. In the meantime, OHR notes there were a number of personnel transitions in FY21, including the agency director and onboarding a new ALJ. Additionally, due to the pandemic and litigious nature of cases, parties frequently requested extensions, resulting in longer time on the docket. In FY22, OHR is closely tracking progress of hearings to ensure cases are moving forward and identifying means to resolve any bottlenecks.

**9. Please provide a copy of your agency's FY 22 performance plan as submitted to the Office of the City Administrator, if one was prepared.**

RESPONSE:

Please see **Attachment Q9** for OHR's FY22 Performance Plan.



**10. Please describe any new initiatives or programs that the agency implemented in FY 21 and FY 22, to date, to improve the operations of the agency. Please describe any funding utilized for each initiative or program and the results, or expected results, of each initiative.**

**RESPONSE:**

In FY21 and FY22 to date, OHR's initiatives include:

**Initiative #1 - Agency Reorganization**

In FY21, OHR started a two-phase agency reorganization of teams and activities to streamline case processing, reduce the existing case backlog, and incorporate the increase of two dozen FTEs. The first phase included the restructuring of Enforcement Units into three pods. Led by a Program Manager, each pod contains Attorney Advisors, Intake Officers, and Investigators. In FY22, the second phase comprises the revision of OHR's organizational structure and the proper alignment of roles and functions within the various teams, as well as streamlining reporting and communication structures. Additionally, OHR is creating a separate backlog team (known as the SWAT team) and hiring contractors to specifically target the resolution of older cases. Finally, OHR is adding support positions. All of the foregoing requires both personal and non-personal funding.

**Initiative #2 - DCRT**

In FY21, OHR transitioned from its former QuickBase case management system called, "MATS" to a tailored case management system called "DCRT." Phase I of this project in FY21 included designing and building out the system and importing data from MATS to DCRT. Phase II of this project will cover much needed features and functionality in areas, to include but not limited to, updated questionnaire content, workflow and mediation updates, notifications, reporting features, a dashboard, and the latest systems upgrades. The DCRT is a more robust and efficient system that will allow for each individual case to be entered into the system, and more importantly for agency efficiency, allow individuals to be assigned to cases, track progress of each case, provide deadline reminders, analyze data regarding cases filed at OHR, and run reports necessary to comply with various statutory requirements, including those that went into effect this fiscal year (*see* DC Code § 2-1403.01 (g-1)(1)). DCRT will allow managers to obtain up-to-date case progress and prioritize cases management with their investigators. It will create a "one stop shop" for all relevant case information, instead of multiple, inefficient systems. It will also streamline communications, thus eliminating frustrating back-and-forth email exchanges between team members, departments, and agency leadership. Ultimately, the new case management system is more up to date and more efficient than our existing system.

**Initiative #3 - Rebuilding a Sustainable OHR:**

As OHR grows, OHR's leadership team is working on bringing more accountability, clear responsibility areas, hierarchy, and structure to the agency by reorganizing the senior leadership structure, assessing current staffing levels and forecasting future staffing level needs, creating additional support positions as needed, and revamping the case processing structure. Finally, to increase retention, OHR is working on implementing programs to recognize staff for their achievements and to provide a career path at OHR and within the District of Columbia government.

**11. 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.**

RESPONSE:

See **Attachment Q11** for OHR's current organization chart.

**12. Please provide a narrative explanation of any changes made to the organizational chart during the previous year.**

RESPONSE:

No changes were made to the organizational chart during the previous year. However, please note that OHR's FTE count increased FY21, from 49.7 to 73. The following 24 positions were added:

	<u><b>Title</b></u>	<u><b>Grade</b></u>
1.	Equal Opportunity Specialist	12
2.	Training Specialist (REACH)	12
3.	Equal Opportunity Specialist (SRHPA)	12
4.	Public Affairs Specialist	12
5.	Public Affairs Specialist	11
6.	Program Manager (TWWFA)	14
7.	Program Training Coordinator (TWWFA)	12
8.	Outreach and Compliance Specialist (TWWFA)	12
9.	Data Intake Specialist (TWWFA)	11
10.	Attorney Advisor (TWWFA)	12
11.	Supervisory Equal Opportunity Specialist (UPL)	14
12.	Training Specialist (UPL)	12
13.	Lead Equal Opportunity Specialist (UPL)	13
14.	Lead Equal Opportunity Special (UPL)	13
15.	Attorney Advisor (UPL)	12
16.	Equal Opportunity Specialist (UPL)	12

17.	Equal Opportunity Specialist (UPL)	12
18.	Equal Opportunity Specialist (UPL)	12
19.	Equal Opportunity Specialist (UPL)	11
20.	Equal Opportunity Specialist (UPL)	11
21.	Equal Opportunity Specialist (MARC)	12
22.	Equal Opportunity Specialist (MARC)	12
23.	Equal Opportunity Specialist (MARC)	12
24.	Equal Opportunity Specialist (MARC)	12

**13. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the 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 indicate if any position must be filled to comply with federal or local law.**

**RESPONSE:**

Please see **Attachment Q13** for OHR's current Schedule A.

**14. 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:**

No employees were detailed to or from OHR in FY21. One employee was detailed to OHR in FY22 (see chart below). No employees have been detailed from OHR in FY22 to date.

Employee	Agency Detailed From	Detail Date Duration	Reason	Hire Date at OHR
Ben Case	Executive Office of the Mayor	December 2021-January 2022	Legal Support	January 2022

**15. Please provide the Committee with:**

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 21 and FY 22, to date;**

## RESPONSE

Please see the table below for a complete list of OHR employees who received and retained cell phones and MiFi devices at agency expense in FY21 and FY22, to date. No employee received personal digital assistants or similar communications devices at agency expense.

OHR Employees Who Received <b>Cell Phone</b> at Agency Expense in FY21 and FY22, to date	OHR Employees Who Received <b>Mifi device</b> at Agency Expense in FY21 and FY22, to date
Joy Board	Josephine Ansah-Brew
Larry Villegas-Perez	Ayanna Lee
Hnin Khaing	Ajan Brown
Stirling Phillips	Hnin Khaing
Josephine Ansah-Brew	Stephanie Franklin (Left Agency as of Jan 2022)
Sandy Gallardo	Maya Vizvary
Mary Wallace	
Akita Evans	
Alana Burnett	
Larry Williams	
Maya Vizvary	
Rosa Carrillo	
Camila Doherty	
Stacy Makris	
Arnolda Beaujuin	
Brandes Ash	
Meghan Burns	
Erika Pierson	
Jason Pleasants	
Charles Abbott	
Stephanie Franklin (Left Agency as of Jan 2022)	
Catheryn Moody	
Eileen Megias	
Albert Santiago	
Ajan Brown	

David Aneiva	
Priscilla Mendizabal	
Jaime Diaz	
Courtney Hedgpeth	

**b. 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 FY 21 and FY 22, to date;**

RESPONSE:

OHR did not own or lease any vehicles in FY21 and FY22, to date.

**c. A list of travel expenses, arranged by employee for FY 21 and FY 22, to date, including justification for travel;**

RESPONSE:

In FY21 OHR employees did not arrange any travel at agency's expense.

In FY22, to date OHR employees have not arranged any travel at agency's expense.

**d. A list of total workers' compensation payments paid in FY 21 and FY 22, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

RESPONSE:

In FY21 and FY22, to date no employee received workers' compensation payments.

**16. For FY 21 and FY 22, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?**

RESPONSE:

The Agency total cost in FY21, for mobile communication and devices, including equipment and service plans, was \$20,364.34; in FY22, to date the total cost is \$5,339.92.

**17. Please list in descending order the top 25 overtime earners in your agency in FY 21 and FY 22, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.**

RESPONSE:

In FY21 and FY22, to date only one OHR employee earned overtime pay. The overtime was a result of a payroll clerical error and will be reimbursed by the employee. See details below:

- **Employee Name:** Deidra Precia

- **Position Number:**00046756
- **Position Title:** Staff Assistant
- **Program:** Investigation
- **Salary:** \$71,368.34
- **Fringe:** 17,368.34
- **Overtime Pay Earned:** \$400.05

**18. For FY 21 and FY 22, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.**

**RESPONSE:**

For FY21 and FY22, to date, no employees received bonuses, special pay, or separation pay.

**19. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and the anticipated date of completion of each agreement in bargaining.**

**RESPONSE:**

The following table reflects OHR's collective bargaining agreements currently in effect for employees.

<b>Collective Bargaining Agreement</b>	<b>Bargaining Unit</b>	<b>Duration</b>	<b>OHR Divisions</b>	<b>Number of Employees</b>
AFGE Collective Bargaining Agreement for Compensation Unit 33 Lawyers	AFGE Local1403 AFL-CIO	October 1, 2017 to September 30, 2020	Office of the General Counsel	Four
AFSCME Master Agreement and Compensation Units 1 and 2 Agreement	AFSCME Local 2401	October 1, 2017 to September 30, 2021	Administrative Positions	Six

**20. Please provide a list of any training or continuing education opportunities made available to agency employees. For each 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.**

RESPONSE:

Please see **Attachment Q20** for a list of training and continuing education opportunities that were made available to OHR employees in FY21 & FY22, to date.

**21. For FY 21 and FY 22, to date, please list all intra-District transfers to or from the agency.**

RESPONSE:

Please see below a list of all intra-District transfers to or from OHR.

<b>FY21 transfers from OHR to other agencies (OHR as the buyer agency)</b>				
<b>Buyer Agency</b>	<b>Seller Agency Project/Phase</b>	<b>Description</b>	<b>Seller Agency</b>	<b>Amount</b>
OHR	L21HM0/03	FY21 Request for Phone Services (Non-DC Net)	Office of Finance & Resource Management	\$652.55
OHR	9FMHM0/21	FY21 Fleet Services	Department of Public Works	\$3,382.80
OHR	DTHM21/10	FY21 Request for Phone Service (DC Net)	Office of the Chief Technology Officer	\$2,245.00
OHR	IDCASL/21	FY21 Request for Phone Services (Non-DC Net)	Department of Disability Services	\$3,655.00

<b>FY21 transfer from another agency to OHR (OHR as the seller agency)</b>				
<b>Buyer Agency</b>	<b>Buyer Agency Project/Phase</b>	<b>Description</b>	<b>Seller Agency</b>	<b>Amount</b>
DOES	UNPDLE/21	Universal Paid Leave MOU with DOES	OHR	\$123,514.15

<b>FY22 transfers from OHR to other agencies (OHR as the buyer agency)</b>				
<b>Buyer Agency</b>	<b>Seller Agency Project/Phase</b>	<b>Description</b>	<b>Seller Agency</b>	<b>Amount</b>
OHR	L22HM0/03	FY22 Request for Phone Services (Non-DC Net)	Office of Finance & Resource Management	\$4,000.00
OHR	9FMHM0/22	Fleet Services	Department of Public Works	\$3,324.31
OHR	DTHM22/10	FY22 Request for Phone Service (DC Net)	Office of the Chief Technology Officer	\$5,000.00

FY22 transfer from another agency to OHR (OHR as the seller agency)				
Buyer Agency	Buyer Agency Project/Phase	Description	Seller Agency	Amount
DOES	UNPDLE/22	Universal Paid Leave MOU with DOES	OHR	\$1,858,227

**22. For FY 21 and FY 22, 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 code;
- b. The source of funding;
- c. A description of the program that generates the funds;
- d. The amount of funds generated by each source or program;
- e. Expenditures of funds, including the purpose of each expenditure; and
- f. The current fund balance.

**RESPONSE:**

OHR did not maintain, use, or have available any special revenue funds in FY21 and FY22, to date.

**23. For FY 21 and FY 22, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.**

**RESPONSE:**

Please see **Attachment Q23** OHR's Purchase Card expenditures for FY21 and FY22, to date.

**24. Please list and provide a copy of all memoranda of understanding ("MOU") entered into by your agency during FY 21 and FY 22, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.**

**RESPONSE:**

Please the tables below for all memoranda of understanding (MOU) entered by OHR during FY21 and FY22, to date.

**FY21 MOU (Copies in Attachment Q24)**

Buyer Agency	Seller Agency	Date Entered	Termination Date
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DOES	OHR	November 24, 2020	September 30, 2021
OHR	ODR	September 7, 2020	September 30, 2021

**FY22 MOU to date (Copy in Attachment Q24)**

Buyer Agency	Seller Agency	Date Entered	Termination Date
OHR	DCHR	October 21, 2021	September 30, 2022

**25. Please list all open capital projects and capital projects in the financial plan under the agency's purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays or which require additional funding.**

RESPONSE:

OHR does not currently have any open capital projects in the financial plan.

**26. Please provide a table showing your agency's Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 21 and the first quarter of FY 22. Please detail any over- or under-spending and if the agency had any federal funds that lapsed.**

RESPONSE:

Please see **Attachment Q26**, OHR's Council Approved Budget and actual spending by program, activity, and funding source for FY21 and first quarter of FY22.

**27. FY21 and FY22, to date, OHR did not experience any overspending or under spending or lapsed in federal funds. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY 22 or FY 23. For each, include a description of the need and the amount of funding requested.**

RESPONSE:

OHR works with the Office of the City Administrator to develop its budget. The FY21 and FY22 budget submitted by the Mayor to Council reflect those efforts.

**28. Please list, in chronological order, each reprogramming that impacted the agency in FY 21 and FY 22, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

RESPONSE:

In FY21, reprogrammings include:

- Reprogramming #1(08/11/21) - Reprogramming from PS to NPS (\$150,000). Funds were reprogrammed to support the Investigations Unit and to hire contractors to assist with reducing case backlogs.

In FY22, to date, OHR has no reprogramming.

**29. Please list each grant or sub-grant received by your agency in FY 21 and FY 22, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.**

**RESPONSE:**

Please see the below tables for OHR's pay-for-service work share agreements, which for budget purposes, have been categorized as "grants."

**Housing and Urban Development (HUD) Grant for Fair Housing Discrimination Cases**

Assigned Grant Number	Source	Purpose	Time Period	Grant Amount	Amount Expended
11HHGA (FY21)	Housing and Urban Development (HUD)	Support the investigation of housing discrimination cases filed with DCOHR	October 1, 2020, to September 30, 2021	\$109,206.00	\$109,206.00
11HHGA (FY22)	Housing and Urban Development (HUD)	Support the investigation of housing discrimination cases filed with DCOHR	October 1, 2021, to September 30, 2022,	\$122,286.00	Amount Spent in FY22, to date: \$58,557.00

**Equal Employment Opportunity Commission (EEOC) Grant for Employment Discrimination Cases**

Assigned Grant Number	Source	Purpose	Period	Grant Amount	Amount Expended
11EJGA (FY21)	Equal Employment Opportunity Commission (EEOC)	Support the investigation of Employment discrimination cases filed with DCOHR	October 1, 2020, to September 30, 2021	\$124,800.00	\$124,800.00

11EJGA (FY22)	Equal Employment Opportunity Commission (EEOC)	Support the investigation of employment discrimination cases filed with DCOHR	October 1, 2021, to September 30, 2022	\$115,400.0 0	FY22 amount spent, to date: \$50,9851
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**30. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?**

**RESPONSE:**

OHR's funding from HUD is a pay-for-service work share agreement under which OHR is reimbursed for each housing case it investigates. For budget purposes, this funding has been categorized as "grants." There is .85 FTE paid with funding from the HUD Workshare Agreement. The Agreement is renewed each year and the funding will not expire if OHR continues to process and resolve housing discrimination cases, and the agency is reimbursed by HUD.

Likewise, OHR's funding from EEOC is a pay-for-service work share agreement under which OHR is reimbursed for each employment case it investigates. The Agreement renews on a yearly basis and the funding will not expire if OHR continues to process and resolve employment discrimination cases, and the agency is reimbursed by EEOC.

**31. Please list each contract, procurement, and lease entered into or extended by your agency during FY 21 and FY 22, to date. For each contract, please provide the following information where applicable:**

- a. The name of the contracting party;**
- b. The nature of the contract, including the end product or service;**
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;**
- d. The term of the contract;**
- e. Whether the contract was competitively bid;**
- f. The name of the agency's contract monitor and the results of any monitoring activity; and**
- g. The funding source.**

**RESPONSE:**

Please see **Attachment Q31.**

**32. What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?**

RESPONSE:

OHR's current FY22 adjusted expendable budget for SBE compliance purposes is **\$455,802.76**. Our SBE expenditures for FY22, to date is **\$27,696**, representing 6% of the expendable budget.

**33. 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 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.**

RESPONSE:

There is currently one (1) pending lawsuit which names OHR as a party as follows:

- Derek Jarvis v. District of Columbia: This matter is pending before the D.C. Court of Appeals. It appeals a decision from the D.C. Superior Court which dismissed plaintiff's claim that OHR engaged in civil negligence in administratively dismissing the plaintiff's case at OHR. The case is currently in briefing. OHR expects to prevail.

Other than petitions for review or appeals of OHR's administrative decisions, there are currently no other pending lawsuits that name OHR as a party.

**34. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 21 or FY 22, 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:

OHR has not entered into any settlements in FY21 or FY22 to date.

**35. Please list the administrative complaints or grievances that the agency received in FY 21 and FY 22, to date, broken down by source. Please describe any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 21 or FY 22, to date.**

RESPONSE:

OHR received no administrative complaints or grievances against the agency in FY21 or FY22 to date.

**36. Please list and describe any spending pressures the agency experienced in FY 21 and any anticipated spending pressures for the remainder of FY 22. Include a description of the**

pressure and the estimated amount. If the spending pressure was in FY 21, describe how it was resolved, and if the spending pressure is in FY 22, describe any proposed solutions.

**RESPONSE:**

There were no spending pressures in FY21 and there are no anticipated spending pressures in FY22, to date.

**37. Please provide the number of FOIA requests for FY 21, and FY 22, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.**

**RESPONSE:**

See tables below.

<b>Total FOIA Requests Received</b>	<b>Granted</b>	<b>Partially Granted</b>	<b>Denied</b>	<b>Pending*</b>	<b>Other**</b>
<b>FY21</b>					
70	11	46	12	7	17
<b>FY22 to date</b>					
22	2	13	6	8	0

<b>Average Response Time</b>	FY21 = 6.6 business days FY22= 8.3 business days
<b>Estimate number of FTEs required to process request***</b>	2
<b>Estimated number of hours spent (per year)****</b>	480-540
<b>Cost of Compliance****</b>	Est. \$23,318 to \$26,233 per year

\*OHR's only pending matters are those that are "on hold" because the agency is awaiting a response to a request for clarification from the requestor.

\*\*FOIA requests can be closed for "other reasons," including, but not limited to, when the agency found no responsive records, the request was duplicative of another request, and/or the requestor withdrew the request.

\*\*\*Each FOIA request requires that a staff member, the Custodian of Records, prepare the potential responsive record for submission to the agency's FOIA Officer. OHR has one primary FOIA Officer housed within the Office of General Counsel, and one alternate FOIA Officer. OHR does not keep track of the "hours spent." The hours only reflect an estimated number of hours spent by the FOIA Office. Similarly, the cost of compliance is calculated based on the approximate number of hours spent by the FOIA Officer and their salary.

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

RESPONSE:

Electronic databases maintained by OHR include the following:

**#1 – DCRT**

**a. A detailed description of the information tracked within each system;**

DCRT is OHR's new electronic case management system replacing "MATS." This system was launched in FY21 and included designing and importing data from MATS to DCRT. The DCRT is a more robust and efficient system that will allow for each individual case to be entered into the system and more importantly for agency efficiency, allow individuals to be assigned to cases, track progress of each case, provide deadline reminders, analyze data regarding cases filed at OHR and run reports necessary to comply with various statutory requirements, including that which went into effect this FY.

**b. The age of the system and any substantial upgrades that were made in FY 21 or FY 22, to date, or that are planned for the system;**

DCRT was launched in FY21 and to date, no upgrades have been scheduled.

**c. Whether the public is currently granted access to all or part of each system; and**

The public does not have access to DCRT to date.

**d. Whether the public could be granted access to all or part of each system.**

The general public will be granted access after completion of the initial phase to file complaints online and track case status updates.

**#2 – Tipped Wage Documents and Certification Portal**

**a. A detailed description of the information tracked within each system;**

The Tipped Wage Documents and Certifications Portal is a Quickbase online platform designed to ensure compliance with the Tipped Wage Worker Fairness Amendment Act of 2018. The portal collects sexual harassment policies from businesses, to confirm that employees have received a copy of the sexual

harassment policies and collect reports on the number of sexual harassment claims made by employees to management.

- b. The age of the system and any substantial upgrades that were made in FY 21 or FY 22, to date, or that are planned for the system;**

The system was launched in September 2021, and to date, no upgrades have been scheduled.

- c. Whether the public is currently granted access to all or part of each system; and**

The general public does not have access to the portal. Businesses, however, do have access to the portal and use it to submit documentation and certifications to comply with the law.

- d. Whether the public could be granted access to all or part of each system.**

The general public will not be granted access.

**#3 – Hearing Case Management System (Synergy)**

- a. A detailed description of the information tracked within each system:**

This is an electronic case management system used by the hearing examiners (ALJs). It tracks each case that is certified for a public hearing along with the status of each case.

- b. The age of the system and any substantial upgrades that were made in FY 21 or FY 22, to date, or that are planned for the system;**

The ALJs have been using the system since approximately 2017. In FY21, OHR moved the server from the vendor to OCTO; OHR plans to meet with the vendor to make additional upgrades as the system is not fully tailored to the needs of the agency and electronic filing is not yet possible.

- c. Whether the public is currently granted access to all or part of each system;**

No, the public does not have access, but Commissioners have access to the system in addition to the ALJs.

- d. Whether the public could be granted access to all or part of each system.**

No, not to the entire system; however, OHR is looking into public access for electronic filing purposes.

**39. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 21 and FY 22, to date.**

**RESPONSE:**

OHR is not aware of any investigations, audits or reports being conducted on the agency or any employee of the agency in FY21 or FY22, to date.

**40. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 21 and FY 22, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.**

**RESPONSE:**

Reports Prepared or Funded by the agency in FY21 and FY22, to date are as follows, along with the hyperlink to the reports:

***Youth Bullying Prevention in the District of Columbia: School Year 2019-2020 Report***

**Author:** OHR through contract with Child Trends

**Status:** Released July 2021

**Purpose:** D.C. Code § 2-1535.07 requires the Mayor to review the programs, activities, services, and policies established as a result of the Act. OHR and Child Trends released their fourth biennial report on: (1) the progress of the programs, activities, services, and policies established under the Act; (2) the current status of youth bullying incidents in the District; and (3) recommendations for continued implementation of the Act.

***OHR Highlights of Fiscal Year 2019-2020***

**Author:** OHR

**Status:** Released October 2021

**Purpose:** D.C. Code § 2-1403.01(g)(1) requires that this report be delivered annually to the Council from the Mayor “as to the progress with regard to the enforcement of this chapter, and any other activity related to the field of human rights deemed valuable to the Council in the pursuit of its responsibilities.” Due to the public health emergency, OHR did not publish a full annual report for FY19 but instead released an abbreviated infographic with a snapshot of the agency’s achievements for the year. Therefore, this report covers FY19 and FY20, providing data on the number and types of cases filed, mediation settlements, and the programmatic work of the office during FY19 and operational shifts made in response to the coronavirus pandemic and public health emergency in FY20. This report includes information regarding the Fair Criminal Records Screening for Housing and Employment Acts, Fair Credit in Employment Act, Language Access Act, Street Harassment Prevention Act and much more.

***FY20 Language Access Program Annual Compliance Review***

**Author:** OHR

**Status:** Released January 2022

**Purpose:** The Language Access Act of 2004 (4 DCMR § 1214.3) requires the OHR Director to prepare an annual Language Access Report and deliver it to the Mayor, the Office of the City Administrator, the Language Access Coalition, and the Consultative Agencies on the deficiencies found, progress made, and overall compliance with the Act for each covered entity. The report highlights the work of OHR’s Language Access Program as well as providing language access compliance scorecards for 38 agencies with major public contact and the progressive implementation for 23 covered entities during FY20.

***Qualified and Transgender II (working title)***

**Author:** OHR through contractors

**Status:** In Progress



**Purpose:** OHR will produce a second transgender and nonbinary employment discrimination testing project as a follow-up to the 2015 report *Qualified and Transgender*. The report will include: resume testing conducted in 2018 comparing the responses of District employers from various industries to applicants with indications they are cisgender or transgender/nonbinary; public survey results from 2020 on employment search, hiring, and workplace experiences of transgender and nonbinary individuals in the District; qualitative data from four focus groups held in 2021; and recommendations on how the District can improve and support employers in hiring qualified transgender and nonbinary applicants.

*OHR Highlights of Fiscal Year 2021 and 2022*

**Author:** OHR

**Status:** In Progress

**Purpose:** D.C. Code § 2–1403.01(g)(1) requires that this report be delivered annually to the Council from the Mayor “as to the progress with regard to the enforcement of this chapter, and any other activity related to the field of human rights deemed valuable to the Council in the pursuit of its responsibilities.” In FY22, OHR’s report will provide data on the number and types of cases filed, mediation settlements, the programmatic work of the office, and operational shifts made in response to the coronavirus pandemic. This report will also include information regarding the Fair Criminal Records Screening for Housing and Employment Acts, Fair Credit in Employment Act, Language Access Act, the Tipped Wage Workers Fairness Amendment Act, Street Harassment Prevention Act and much more.

**41. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.**

**RESPONSE:**

For FY21 and FY22 to date, OHR participates in the following committees, advisory boards and membership organizations:

- Violence Prevention and Response Team (VPART)
- DCHR Gender Identity Study
- DC Commission on Human Rights
- Executive Committee of the DC Language Access Coalition
- Interagency Council on Homelessness
- Tipped Wage Workers Coordinating Council
- Tipped Wage Workers Sexual Harassment Prevention Working Group
- Tenant Barriers Working Group
- International Association of Official Human Rights Agencies
- National Association of Administrative Law Judges
- The National Association of Women Judges
- Women in Prison Project
- Court Services and Offender Supervision Agency
- Advisory Neighborhood Commissions
- Mayor’s Office of LGBTQ Affairs Advisory Committee

**42. What are the Office’s plans and timeline for achieving robust compliance with the Office of Human Rights Case Management Metrics Amendment Act of 2021, DC Code § 2-1403.01(g-1)? Please provide the expected completion date for the first report.**

RESPONSE:

OHR has been working closely with the Council on the data required, OHR’s current ability to compile the requisite data, and the timeline. OHR is currently compiling all relevant data to comply with the Office of Human Rights Case Management Metrics Amendment Act of 2021. OHR will submit the first report to the Council by the end of quarter two of this fiscal year.

**43. Please provide the most recent annual report on the operation of the Office prepared pursuant to D.C. Code § 2-1403.01(g)(1).**

RESPONSE:

Please see **Attachment Q43** for OHR’s FY19-FY20 Biennial Report.

**44. How many complaints of unlawful discrimination were received by the Office in FY 21 and FY 22,<sup>2</sup> to date? How many are currently pending? Please breakdown each number by:**

- a. The alleged basis of the unlawful discrimination (race, color, religion, etc.);**
- b. The form of alleged unlawful discrimination (employment, housing, educational institutions, etc.); and**
- c. The legislation under which the claim primarily arose (District of Columbia Human Rights Act, District of Columbia Family and Medical Leave Act, District of Columbia Language Access, Title VII, etc.).**

RESPONSE:

Assuming this question is directed at FY21 and FY22 to date, OHR provides the following information:

- In FY21:
  - OHR received 1,059 inquiries.
  - OHR docketed 331 cases, and of those, 216 are currently still pending.
  - OHR does not have requested information in **parts (a)-(c)** for intake questionnaires. However, OHR provides **Attachment Q44** for “docketed” cases
- In FY22, as of February 11, 2022:
  - OHR has received 404 inquiries.
  - OHR has docketed 97 cases, and of those, 81 are still pending.
  - OHR does not have requested information in **parts (a)-(c)** for intake questionnaires, but provide the below for docketed cases:

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<sup>2</sup> Council’s questions originally referred to FY20 and FY21 to date. However, OHR received clarification that it was referring to FY21 and FY22 to date.

- (a) By protected traits
  - Race: 21
  - Religion: 2
  - National Origin: 4
  - Sex: 21
  - Age: 7
  - Personal Appearance: 1
  - Sexual Orientation: 2
  - Gender Identity: 3
  - Family Responsibility: 5
  - Disability: 25
  - Others: 35
- (b) By Enforcement Areas
  - Housing: 16
  - Public accommodations: 4
  - educational institutions: 3
  - Employment: 71
  - Language Access: 3
- (c) By specific statutes

DCHRA	DCFMLA	FCRSA	LA
78	11	5	3

**45. How many complaints were dismissed due to lack of jurisdiction in FY 21 and FY 22, to date?**

RESPONSE:

In FY21, OHR did not have the mechanisms to track the number of complaints dismissed due to lack of jurisdiction, and thus did not track them. However, in FY22, in order to comply with newly mandated requirements under D.C. Code § 2-1403.01(g-1)(1), OHR is in the process of building a system and hiring dedicated personnel to track this data.

**46. How many cases were closed by conciliation agreements in FY 21 and FY 22, to date?**

RESPONSE:

In FY21, 14 cases were closed by conciliation agreements. In FY22, to date, three cases have been closed by conciliation agreements.

**47. Of the cases closed in FY 21 and FY 22, to date, how many were closed within one year of having been docketed? Within two years? Within three years?**

RESPONSE:

In FY 21, there were **227 closed cases**:

- 97 closed within one year of docketing
- 46 closed within two years of docketing
- 27 closed within three years of docketing
- 57 closed within 3 or more year of docketing

In FY 22, to date, as of February 15, 2022, there were **121 closed cases**:

- 62 closed within one year of docketing
- 26 closed within two years of docketing
- 14 closed within three years of docketing
- 19 closed within 3 or more years of docketing.

**48. The Office's FY 21 performance accountability report contemplates ongoing implementation of "phase two" of the case management system. Please provide an update, including estimated completion dates for any remaining implementation steps. To the extent possible, please quantify any achievements that were directly attributable to this initiative in FY 21 and FY 22 to date.**

RESPONSE:

OHR is working closely with the Office of the Chief Technology Officer and the budget team to finalize the systems requirements and funding for the phase two of the case management system. OHR anticipates kicking off phase 2 in Q3. Please also see OHR's Performance Plan at **Attachment Q8** and response to Question No. 10 above.

**49. Please describe any new practices or materials that the Office adopted in FY 21 or FY 22 to date for alerting potential claimants to the election of remedies rule, D.C. Code § 2–1403.16(a), which denies parties the opportunity to move their matters to court following a letter of determination from OHR.**

RESPONSE:

OHR does not have any new practices or materials responsive to this question that were adopted in FY21. However, in FY22, OHR will be working on updating its notice materials to contain this specific information.

**50. The Office's FTE allocations increased in each of the last several years, most dramatically in the FY 21 budget, and filling newly created vacancies was a high priority as of last year's performance oversight hearing. Please describe any ongoing challenges with recruitment and strategies for addressing these challenges in FY 22.**

RESPONSE:

In FY21, OHR ramped up its recruitment efforts due to the increase in FTE's allocated to the agency. In FY21, OHR made 25 offers of employment. Of those, 15 candidates accepted full-time

positions with the agency, two candidates opted to onboard as contractors, and eight declined due to salary limitations and lack of permanent remote work. OHR also simultaneously worked to backfill existing vacancies.

In FY22, to date, OHR has made 11 offers of employment. Of those, four candidates have accepted full-time positions with the agency, and seven offers of employment are pending a response.

OHR expects to maintain this hiring trend through the end of the fiscal year and is on track to fill all its current vacancies. Similar to the nationwide trend, OHR has experienced hiring challenges due to changes in the job market stemming from the Covid-19 pandemic, such as lack of permanent remote work. In addition, lack of competitive compensation continues to present challenges in securing qualified candidates. Finally, OHR experienced a loss of employees; specifically, four employees in FY21 and five employees in FY22, to date, and those positions also require back-filling.

To address these challenges, OHR has requested assistance from DCHR to speed up OHR's hiring process, so that it can more quickly make offers and onboard individuals. OHR is also working on hiring a support staff to assist with OHR's growing human resources functions. Additionally, OHR has increased its recruitment efforts by expanding its recruitment networks to attract more qualified applicants and participating in DC government-sponsored job fairs. Finally, OHR is creating career ladders and growth opportunities within its organizational restructure so that OHR is able to retain more employees and avoid losing institutional knowledge.

**51. Please describe the Office's process for ensuring that new developments in the laws you enforce (e.g., judicial interpretations of the Human Rights Act) are identified swiftly and communicated to all relevant Office staff at a level of detail sufficient to inform their work.**

RESPONSE:

First, as new laws are being legislated, OHR's Director and General Counsel share details of legislative developments in OHR's monthly meetings. Copies of the bills are typically shared. As legislation becomes law, OHR's legal team works expeditiously to train staff on new laws at OHR's staff meeting. In addition, OHR's enforcement teams have dedicated assigned attorneys, who provide case by case guidance as needed and provide responses to questions pertaining to any new laws. Finally, OHR's legal team, together with the communication and outreach team, work to publish guidance materials to educate the public about any new law and those materials are incorporated into OHR's subsequent training programs. As to judicial interpretation of the law, OHR's legal team provides legal updates to staff during all staff meetings as developments occur. And, again, the assigned attorneys are available to answer questions from the enforcement team regarding specific issues.

**52. The Committee's understanding of OHR's typical charging process is that once a complainant has submitted an intake form and participated in an intake interview, the complainant must then approve charges prepared by non-attorney intake staff before the case can proceed to mediation.**

**Practitioners have repeatedly explained to the Committee that the Office’s practice of limiting each charge to a single respondent, statute, and theory of liability frequently results in problems, including: proliferation of largely duplicative paperwork that is difficult for parties, especially pro se parties, to understand; failures by non-attorney staff to include potentially relevant details under some causes of action; and, most importantly, extensive delays. Practitioners have further explained that because mediators typically are not attorneys themselves and in some cases openly state that they do not intend to focus on helping the parties understand the extent of potential liability, the practice of carefully disaggregating facts and causes of action before a mediation can take place amounts to wasted work in cases that settle in mediation.**

**Please explain the advantages and disadvantages of requiring all charge documents to adhere to an atomized format.**

**RESPONSE:**

Once OHR’s intake staff drafts a formal Charge of Discrimination, it is reviewed by one of the managers, two of whom are attorneys, and one of whom is a highly experienced manager with more than 20 years of experience. Any legal issue, raised by the complainant, the complainant’s attorney, or that otherwise arises, is brought to the attention of the assigned attorney-advisor from the Office of the General Counsel and if needed, escalated to the General Counsel.

It is unclear what is meant by “atomized” format here. However, OHR does work to ensure uniformity and consistency in its case processing as well as efficiency in processing of the multitude of claims it receives in a given complaint.

**53. An attorney acting on behalf of former complainant Tabatha Knight has alleged to the Committee that the Office misinterpreted Ms. Knight’s complaints by improperly characterizing them as focused on overtime and failing to investigate other forms of misconduct detailed in Ms. Knight’s materials. The Committee hears periodically from parties who are frustrated with the Office’s explanations of adverse determinations. Please describe the Office’s processes for (i) ensuring investigations are conducted in a comprehensive manner informed by the relevant laws, and (ii) addressing parties’ outstanding concerns following case resolution.**

**RESPONSE:**

- (i) OHR has many layers of quality review. First, enforcement managers work closely with their teams to ensure the correct issues are being investigated based on the Charge of Discrimination. Once the investigation is completed, the managers review the proposed Letter of Determination (LOD) to ensure there is sufficient information to make a probable cause determination based on (i) the investigators following the applicable *prima facie* legal elements for each claim asserted. Second, enforcement managers and their teams have an assigned attorney advisor with whom they work to resolve any legal concerns. Third, once the drafted LOD is sent to the Office of the General Counsel (OGC) for legal review, an attorney advisor will review it to ensure the case was investigated for the claims asserted by the complainant and that the determination is

based on sound legal rationale. Fourth, in many cases, the LODs are reviewed by the General Counsel for legal sufficiency, which includes ensuring cases are determined based on prevailing law. Finally, the cases are forwarded to the Director (who is an attorney) for final review and signature.

- (ii) In each and every decision, OHR provides notice of rights along with the decision, which includes Requests for Reconsideration, Requests to Reopen, as well as Petitions for Review with Superior Court, and finally, where applicable, right to request substantial weight review from the EEOC.

**54. The FY 21 budget included a \$200,000 enhancement for OHR to contract with fair housing testers, who would probe for source of income discrimination.**

**a. Please provide an update on the status of this contract. When did testing begin? How many tests were undertaken under the contract in FY 21?**

RESPONSE:

The fair housing testing contract was executed on July 21, 2021 and testing began on August 1, 2021. The contractor conducted 50 matched-pair email tests and 50 single-sided phone tests to housing providers in D.C. to learn about their availability and if they accepted vouchers as a source of income for rent.

**b. What were the results of testing completed under this contract in FY 21 and FY 22 to date?**

RESPONSE:

The results of the phone testing affirmed that 70% of the housing providers explicitly accept vouchers as a source of income for rent. The remaining 30% were not conclusive, as respondents were unsure if they accepted vouchers. The results of the email matched-pair affirmed that 40% of the housing providers explicitly accepted voucher as a source of income for rent, 34% were nonresponsive, and the remaining 26% were not conclusive, as respondents were unsure if they accepted vouchers.

**c. Has the Office provided the results of these tests to the Office of the Attorney General, Department of Consumer and Regulatory Affairs, or any other agency?**

RESPONSE:

No, OHR is still in the process of digesting the results, but plans on developing a housing initiative to address gaps in compliance, which may include working with community based organizations, issuing Director's Inquiries, and working with sister government agencies, including the Office of the Attorney General.

**55. Please provide an update on the Office’s implementation of the one-time FY 22 budget enhancement of “\$100,000 to support an independent assessment of case review timelines.” What is the estimated completion date for this assessment?**

**RESPONSE:**

During Q1 of FY22, OHR worked closely with the Office of Contracting and Procurement to finalize a Statement of Work for the Industry Standard Study. OHR has recently awarded the contract to a local vendor. OHR estimates the study to be completed by September 30, 2022.

**56. Please provide an update on the Office’s use of the one-time FY 22 budget enhancement of “\$100,000 to support case backlog reduction initiatives.” To the extent possible, please quantify any significant achievements that are directly attributable to this enhancement.**

**RESPONSE:**

For FY22, OHR plans to use the \$100,000 enhancement to recruit contractors to provide support to the enforcement teams. The contractors will solely focus on aged cases identified by OHR in order to reduce the existing backlog.

**57. Please provide an update on the Office’s implementation of the Care for LGBTQ Seniors and Seniors with HIV Amendment Act of 2020 (funded as of FY 22).**

**RESPONSE:**

For OHR’s part, the “Care for LGBTQ Seniors and Seniors with HIV Amendment Act of 2020 requires:

- OHR to develop a training program on how to create safer spaces and prevent discrimination for Seniors Living with HIV and LGBTQ Seniors in long term care in the District of Columbia, through education and compliance campaigns;
- OHR to certify a list of trainers to implement it; and
- Businesses to file a report with OHR certifying that all employees have completed the training and that the notice against discrimination is published in a conspicuous place and includes how to file a complaint for discrimination directly with the OHR, to avoid any penalties.

OHR has completed the following milestones:

- In July 2021, OHR began plans to implement the law by identifying a Program Manager
- In early FY22, the Program Manager and OHR’s leadership team developed and approved a strategic plan to be completed by Quarter 3 of FY22. The plan includes:
  - Identifying a training specialist;
  - Creating an online form for businesses to submit their reports and certifications; and
  - Convening a working group to assist with developing the training program and related educational campaign for launching.
    - To date, OHR has already convened community stakeholders such as the:
      - Department of Behavioral Health, Office of the Ombudsman



- The District Department of Transportation (DDOT)
- The Mayor’s Office of Latino Affairs (MOLA)
- The Mayor’s Office of Lesbian Gay Bisexual Transgender and Questioning (LGBTQ) Affairs; and
- Community-based service providers
- OHR provided information about the new law and training program at the following events to DC government agencies, health care organizations, and mental health and senior care providers.
  - 12/15/21: Mayor Bowser’s “23rd Annual Senior Holiday Celebration”
  - 12/15/21: “Breaking the silence: Say no to violence!” During this event, staff interacted with individuals and established contacts with organizations that serve the LGBTQ Community.
  - 1/25/21: Monthly attendance at the Mayor’s Office of LGBTQ Affairs (MOLGBTQA) LGBTQ+ Meet & Greet. During this event, staff engaged with the Department of Aging and Community Living (DACL).

**58. Please briefly summarize any Director’s Inquiries that the Office handled during FY 21 or FY 22, to date, including:**

- a. The form of potential discrimination that the Director’s Inquiry sought to explore;**
- b. How the Office became aware of the concern(s) that prompted the Director’s Inquiry;**
- c. A brief summary of the activities the Office undertook in furtherance of the Director’s Inquiry;**
- d. The status of the Director’s Inquiry; and**
- e. Any recommendations developed or corrective action plans implemented as a result of the Director’s Inquiry.**

**RESPONSE:**

- (a) In FY21 and FY22, to date, OHR sought to address the following issues through Director’s Inquiries: (1) discriminatory advertisements in rental housing; (2) gender neutral bathroom compliance; (3) reported widespread race-based harassment in a private company.
- (b) OHR received information or a request from community partners or individuals which led to the Director’s Inquiries.
- (c) OHR’s activities in addressing the reported discriminatory conduct include reviewing potentially violative conduct, contacting the respondent to obtain relevant documentation and to interview relevant witnesses, conducting site visits where necessary, providing the

respondent an opportunity to cure the problem, and issuing a decision and/or recommendation on the issue.

- (d) The status for these cases varies from mediation, investigation, pending review, to closed. OHR typically closes the case upon receipt of evidence that reported non-compliance has been cured.
- (e) Recommended actions or corrective actions include changing bathroom signage to reflect compliance with the law and in real estate cases, correcting advertising or writing that violates the law. Other inquiries are ongoing.

**59. Have any District agencies or private parties failed to cooperate with Director's Inquiries in FY 21 or FY 22, to date?**

**RESPONSE:**

OHR did not encounter a non-cooperative respondent in OHR's Director's Inquiries in FY21 or FY22, to date.

**60. Regarding the Language Access Program (LAP):**

**a. In your response to the Committee's written pre-hearing performance oversight question #2 last year, the Office indicated that the "the Language Access Act of 2014 [sic] remains an unfunded statute but one that OHR has reassigned agency funds to implement." Please quantify any discrepancies between (i) the amount expressly allocated to the LAP in the FY 21 approved budget; (ii) the amount actually used for L P activities during FY 21; and (iii) the amount that would be required for complete implementation of the Language Access Act of 2004.**

**RESPONSE:**

While OHR was underfunded in NPS and PS costs in years past, at this time, there is no discrepancy in the amount allocated in OHR's FY21 budget and the amount actually used. The same is true for FY22.

**b. In your response to the Committee's written pre-hearing performance oversight question #2 last year, the Office indicated that you would release your annual language access report regarding FY 20 "in late spring 2021." However, the Council received the annual LAP report regarding FY 20 with a file date of January 12, 2022, more than 15 months after the end of FY 20. Please explain.**

**RESPONSE:**

Although the report was not released in spring of FY21, the LA Program submitted its score card results and recommendations to the agencies in the spring of 2021 for the agencies' review and execution of the recommendations. Upon receiving the testing results, OHR faced technical issues with the results, which it worked to resolved between spring 2021 and September 2021. OHR completed its FY20 Language Access Report and

submitted it for internal approval in September 2021. However, as a result of the COVID-19 pandemic, there were delays in the approval process.

**c. Now that the Office has adjusted more fully to a remote work posture and the language access demands of the COVID-19 pandemic, can the Council expect faster turnaround times for future language access reports? When should the Council expect a report regarding language access compliance in FY 21?**

RESPONSE:

OHR expects to deliver the final FY21 Language Access Compliance Review for internal approval by June 2022. At present, the LA program is currently submitting its Language Access compliance scorecard results and recommendations to agencies with completed scorecards.

**d. In your response to the Committee's written pre-hearing performance oversight question #51c last year, the Office identified a need for a "standardized language screening assessment for bilingual candidates." Were the relevant agencies able to deploy such an assessment?**

RESPONSE:

The LA program, in partnership with the Mayor's ethnic constituency offices (Latino Affairs (MOLA), African Affairs (MOAA), and Asian and Pacific Islander Affairs (MOAPIA)) created a plan for the development of a language screening assessment for bilingual candidates. The plan includes:

- Focus group meetings with bilingual Language Access Coordinators;
- Drafting potential assessment interview questions for vacant bilingual positions;
- Submitting a draft assessment for language proficiency to an assessment expert; and
- Requesting guidance from the Department of Human Resources on labor relations challenges faced by agencies when recruiting bilingual staff.

Currently, the LA program is searching for the proficiency assessment expert and for funding to support this project. The LA program has not released the proficiency assessment to any agencies as it is not ready. OHR expects the assessment to be completed by the end of the fiscal year.

**e. Have the Language Access Roundtables described in the FY 20 report continued? If so, please list the dates of all such roundtables that took place in FY 21 and FY 22, to date, and please specify (or estimate) how many agencies were represented at each roundtable.**

RESPONSE:

Since the end of the District's telework posture, the roundtables have been put on hold since the initial discussions were centered around COVID-19 response. However, the LA Program expects to resume the Roundtables once the language proficiency expert reviews the language screening assessment discussed above. Below is the list of the most recent Roundtables:

- a. FY20: July 29, 2020 (24 agencies attended), August 20, 2020 (22 agencies attended)
- b. FY21: October 15, 2020 (19 agencies attended) December 17, 2020 (22 agencies attended), February 18, 2021 (25 agencies attended), April 22, 2021 (22 agencies attended).

**f. Please briefly describe any new recommendations that emerged from Language Access Roundtables in FY 21 and FY 22 to date, as well as the implementation status of each.**

**RESPONSE:**

Recommendations derived from the Roundtables include the following:

- a. Utilization and maximization of language resources during the pandemic (virtual remote interpretation) This recommendation has been implemented by most agencies.
- b. Provision of technical support to agencies on incorporating language services when using multiple meeting platforms. This recommendation has been implemented by most agencies.
- c. Fostering collaboration and raising awareness of the roles and responsibilities of the agencies' Public Information Officers (PIOs) and Language Access Coordinators (LACs) to streamline the cost and to monitor the quality control process for translation. Implemented by relevant agency PIOs and LACs.
- d. Distinguishing between the role of a bilingual staff (staff language facilitator) and a professional interpreter. As a result, the LA Program updated the LA policy template to include the definition of staff language facilitator. As a result, agencies implemented the change in their internal LA policies.
- e. Recruitment: DCHR advised on the importance of specifying language preference in the position description so that language is considered in the screening process/application questionnaire. The LA program and partners (MOLA, MOAA, and MOAPIA) developed a screening language proficiency assessment plan. Two agencies moved forward with adopting this recommendation.
- f. Provision of information/steps for bilingual staff to obtain language proficiency certification through Language Line Solutions (LLS). All agencies have this recommendation and information.

**g. Has the LAP resumed a level of activity that will allow it to grade covered entities with major public contact on all 14 language access compliance measures (including the three measures marked “N/A” for all such agencies in the FY 20 report)?**

**RESPONSE:**

There are 12 standard LA compliance measurements and two language service field tests. If the agency is selected for testing, then the total possible score is 14 points. Currently, the Language Access program is prepared to evaluate agencies; however, they will be evaluated on one less point, since an in-person field testing could not be conducted due to COVID-19 restrictions.

**61. The Human Rights Act of 1977 contemplates dismissal of cases for “administrative convenience,” and our courts have affirmed that the Office may dismiss cases on this basis in some circumstances. Please describe what conditions typically prompt the Office to exercise this authority.**

**RESPONSE:**

Courts have provided that OHR has the “authority to exercise prosecutorial discretion” in determining whether to dismiss a complaint on the grounds of administrative convenience. *Honig v. District of Columbia Office of Human Rights*, 388 A.2d 887, 888-89 (D.C. 1978) (holding that the HRA “plainly envisages [OHR’s] authority to exercise prosecutorial discretion” including “on the grounds of administrative convenience” as well as the “inherent authority” to exercise jurisdictional discretion “in enforcing the public policy pronounced by its organic legislation”); *Timus v. D.C. Dep’t of Human Rights*, 633 A.2d 751, 759-60 (D.C. 1993) (finding that OHR has the discretion to decide how to commit its “scarcely prosecutorial resources” in reviewing OHR’s decision to dismiss a case after the complainant refused to accept the respondent’s offer that would have made her whole); *Griffin v. Acacia Life Ins. Co.*, 925 A.2d 564, 573–74 (D.C. 2007) (recognizing that OHR has the prosecutorial discretion on how best to spend its scarce resources). A common basis for exercising this discretion includes the breadth and complexity of investigating a claim and the available resources.

**62. The Office’s FY 22 performance plan contemplates development of “multi-use, educational resource guides” in furtherance of racial equity. Please provide an update on this initiative, including any positive effects observed and estimated completion dates for any remaining steps.**

**RESPONSE:**

OHR is revising its factsheets and developing an Inclusive Language guide. The documents are currently under legal review. OHR expects to publish these within the next 30 days.

**63. Please provide an update on the tipped wage worker sexual harassment training program.**

RESPONSE:

In FY21, OHR achieved great milestones in the implementation of the Tipped Wage Workers Fairness Amendment Act of 2018 (TWWF Program). These achievements include:

- Hiring a highly qualified Program Manager along with a Training Specialist to plan and implement the Tipped Wage Workers Fairness Amendment Act;
- Developing and conducting robust outreach:
  - The Program Manager convened a working group of community advocates and service providers to consult and provide feedback on sexual harassment training, content, and language.
- Developing a fact sheet on the law, called “Got Tips? Got Rights,” which included a QR code taking readers directly to OHR’s website
  - The document is available in: Amharic, Spanish, Chinese, Korean, Vietnamese, and French.
- Creating an online platform for businesses to register and submit documents.

In FY22, OHR achieved the following:

- Recruited an Outreach and Compliance Specialist;
- Obtained contacts of registered businesses through the DC Department of Consumer and Regulatory Affairs and Alcoholic Beverage Regulation Administration; to date, OHR has a roster of over 4,500 contacts;
- Attended the Hook Hall Hospitality Job Fair organized by the Mayor’s Office of Nightlife and Culture on November 16, 2021;
- Conducted field outreach by visiting businesses in Wards 1 ,2, 5, and 6 on November 24 and 26, 2021;
- Contacted MOAA and MOAPIA to request contacts of organizations or individuals who may be able to provide trainings in other languages (Amharic, French, Vietnamese, Chinese, and Korean);
- Collaborated with community partners to develop the first draft of the sexual harassment prevention training content
  - The training material is currently undergoing legal review; OHR expects to finalize the curriculum by the end of Quarter 2 and deploy the training in April 2022.

In FY22, OHR is working on the following:

- Development of technology to enable businesses to upload training documentation up to 30 days after completion of the same

**64. Please provide an update on street harassment prevention and response and the Office’s plans for this area in FY 22.**

RESPONSE:

The law – Street Harassment Prevention Act of 2017 (SHPA), D.C. Code § 7-2421 *et seq.* – sunsetted on September 30, 2020. Consequently, in FY21, OHR did not receive funding for the program.

Nonetheless, OHR continued to support prevention work to include: entering a partnership with Hollaback! and L’Oreal Paris on their Stand Up Against Street Harassment campaign. Through this partnership, OHR has hosted and worked with stakeholders to host virtual, one-hour bystander intervention trainings. The trainings are funded by L’Oreal Paris and free to the public. To date, OHR or partners have hosted eight virtual Stand Up Against Street Harassment trainings. In FY22, OHR plans to continue to host these trainings.

Additionally, OHR worked with the training team at HSEMA and created a self-paced, online training for DC government employees in FY21. The 15-20 minute, interactive training covers SHPA, the definition of street harassment, local statistics gathered in the 2019 data collection, information on bystander intervention, and two scenarios that feature DC government positions. The training has been finalized and OHR is currently working with DCHR to have it hosted on PeopleSoft. The FY22 plan is to have the training go live in PeopleSoft and promote the training to District employees.

Finally, OHR held six meetings with the Advisory Committee on Street Harassment during FY21 (11/18/20, 1/27/21, 3/24/21, 5/26/21, 7/28/21, 9/22/21); since the law had sunsetted and the role of the Committee members was less official, the meetings were more informal and served as touchpoints.

**65. In your responses to the Committee’s written pre-hearing performance oversight questions #6 and #43 last year, the Office indicated that a follow-up to the “Qualified and Transgender” report was in the works. Please provide an update, including estimated completion date.**

RESPONSE:

The “Qualified and Transgender 2.0” report is currently in finalization process by the vendor. OHR hopes to publish the report by May or June 2022.

**66. Section 4063(b)(2) of the Universal Paid Leave Amendment Act of 2021<sup>3</sup> provided temporary authorization for up to 5 FTEs at OHR funded from the Universal Paid Leave Implementation Fund to work on matters other than paid leave enforcement. Please provide an update on OHR’s uses of the Fund during FY 22 to date (including a breakdown of uses related and unrelated to paid leave enforcement) and plans for the Fund for the remainder of the fiscal year.**

RESPONSE:

In FY22, OHR is actively recruiting a Supervisory Equal Opportunity Specialist, Lead Equal Opportunity Specialist, an Equal Opportunity Specialist, a Program Specialist, and an Attorney Advisor using these now flexible Universal Paid Leave Implementations Funds. OHR anticipates

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<sup>3</sup> Also known as subtitle IV.G of the Fiscal Year 2022 Budget Support Act of 2021

fully onboarding three to four of these positions by the end of Quarter 2 of FY22 and the remainder by the end of Quarter 3.

**67. How many cases did the Office dismiss due to the exclusion of “domestic servants” from the definition of “employer” in FY 21 and FY 22 to date? If a precise count is not readily available, an informed estimate is fine.**

RESPONSE:

The Office did not receive any inquiries in which the exclusion of “domestic servants” from the definition of “employer” was a factor in FY21 and FY22.

**68. Please describe any plans for new methods of outreach in FY 22, including any geographic, cultural, professional, or other communities with which the Office intends to establish new connections.**

RESPONSE:

In FY22, OHR has been focused on tailoring to the needs of the community by identifying and working with community partners to ensure there is intersectionality and a wide cross section that represents DC’s diversity. Some of the organizations OHR has been working with include: SMYAL, the Gay Men’s Chorus, DC Lactation Commission, and DC government agencies such as Department of Employment Services (DOES), Department of Health (DC Health), and Department of Consumer and Regulatory Affairs (DCRA).

In addition to working with community based organizations, OHR is also prioritizing reaching individuals in the community in order to better serve the needs of our constituents. To that end, OHR is planning to resume its “Listening Labs” to connect with community members. At present, OHR is working on relaunching this program sometime between March and April. These sessions will last one to one-and-one-half hours, with 75% being focused on listening to those attending by putting them in small groups with a OHR facilitator/note taker. Though the sessions will focus on “listening” to community members, OHR also plans on providing educational materials and information during the sessions. Currently, the initial relaunch session will provide a general OHR overview and discrimination protections in the District, while the remaining sessions will offer information on fair housing accessibility, LGBTQ+ protections, and information for mothers and families.

Finally, OHR is working on re-establishing connections to social media groups. For example, OHR is working to become a member of a variety of DC housing groups on Facebook in order expand the Office’s reach for promoting OHR’s Fair Housing Month events.

**69. The Committee’s report on the FY 22 budget included a recommendation that the Office establish a policy of providing status updates to parties no less than monthly upon request. Has the Office made any changes to its practices for communicating case status updates to parties?**



RESPONSE:

The OHR enforcement teams continue to respond to parties upon request. Investigators provide the requested information to the complainant within 24 hours, or the next business day.

**70. Please describe in detail the Office's efforts to improve dialogue with local human rights law practitioners in FY 21 and FY 22 to date.**

RESPONSE:

As a result of leadership transitions, OHR is unable to provide details about its efforts in FY21. However, in FY22, to date, OHR has met with law practitioners from the community upon request, which includes once in January 2022 and another occasion in February 2022. OHR plans to meet with practitioners on a quarterly basis starting in Quarter 3 or 4, as OHR makes progress on its priority goals to include significant backlog reduction.

**71. Please describe any other progress the Office has made on the policy recommendations set forth on pages 93-95 of the Committee's [report](#) on the FY 22 budget that has not been mentioned elsewhere in the responses.**

RESPONSE:

Please see **Attachment – Q#71**.

**OHR FY21-22 POH Pre-Hearing Question Responses**  
**Attachment List**

	<b>Attachment</b>	<b>Description</b>
1.	Attachment Q8	FY21 Performance Plan
2.	Attachment Q9	FY22 Performance Plan
3.	Attachment Q11	Org Chart
4.	Attachment Q13	Schedule A
5.	Attachment Q20	FY21-22 Training List
6.	Attachment Q23	OHR's Purchase Card expenditures for FY21 and FY22
7.	Attachment Q24	MOUs
8.	Attachment Q26	Council Approved Budget and actual spending by program, activity, and funding source for FY21 and first quarter of FY22
9.	Attachment Q31	Contracts
10.	Attachment Q43	OHR's FY19-FY20 Biennial Report
11.	Attachment Q44	Numbers for docketed cases
12.	Attachment Q71	Responses to Council Recommendations from FY21

# Office of Human Rights FY2021

**Agency** Office of Human Rights

**Agency Code** HM0

**Fiscal Year** 2021

**Mission** The mission of the DC Office of Human Rights (OHR) is to eradicate discrimination, increase equal opportunity, and protect human rights in the city.

**Summary of Services** The DC OHR investigates and resolves complaints of discrimination in employment, housing, places of public accommodation, and educational institutions, pursuant to the DC Human Rights Act of 1977 and other numerous local and federal laws. OHR also prevents discrimination by providing training and educating DC government employees, private employers, workers, and the community at-large of their rights and responsibilities under the law. OHR monitors compliance with the Language Access Act of 2004 and investigates allegations of noncompliance with this Act by DC government agencies and houses the District's Citywide Bullying Prevention Program. The agency also investigates complaints and conditions causing community tension and conflict that can lead to breaches of the peace. The Commission on Human Rights is the adjudicatory body that decides private sector cases after OHR has found probable cause of discrimination.

## 2021 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
ANC "Know Your Rights" Tour Completed	In FY21, OHR conducted a tour of the District's ANCs to bring critical information about OHR services and initiatives close to the neighborhoods and residents of the city. The agency, in partnership with the Language Access Program, delivered 10-15 minute presentations on local civil rights laws, OHR complaint filing process as well as ANC Language Access resources regarding translation and interpretation service reimbursement procedures for commissions. In total, OHR completed 7 sessions, including: 4B, 8C, 2F, 2B, 3B, 7B, AND 6C.	Greater awareness of OHR services established throughout the District.
Street Harassment Training Resource Development Completed	As part of recommendations made in the Year One State of Street Harassment Prevention in the District report released in 2020, OHR developed an online training module for District employees on the Street Harassment Prevention Act and how to safely intervene as a bystander or witness of street harassment. The agency worked with HSEMA to complete module design, using the District-approved software Articulate, to create an interactive training experience. By the end of FY21, the training development had been completed and the agency began outreach to the Department of Human Resources for adoption into the Peoplesoft training suite in FY22.	Agency implementation of street harassment prevention recommendation.
The Commission is now able to post decision on the agency website. This gives residents access to the information and increases transparency.	OHR continues to meet its goals of being a responsive organization.	Residents, litigants, and attorneys can now look at decisions on issues that may impact them and understand the types of cases handled by the Commission.
OHR fully launched its long awaited case management system during FY21. OHR is continuing to work with OCTO to implement phase two of the system.	The system allows for a more efficient management of cases.	The system helps to provide analytical data of OHR's work.
Resolved a total of 185 cases through mediation, resulting in \$2.4 million in relief for the public.	By settling cases through mediation, OHR does not have to engage in the more time and resources intensive investigative and legal processes for these cases, thereby allowing for those resources to be focused on reducing case backlog.	For DC residents who are complainants or respondents in cases, it provided quicker resolutions, also potentially saving tax payers costs associated with hearing or litigation.

## 2021 Key Performance Indicators

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
<b>1 - Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement. (4 Measures)</b>											
Percent of docketed cases at the Office of Human Rights scheduled for mediation within 45 days	Quarterly	99.8%	100%	80%	100%	100%	77.1%	100%	92.5%	Met	
Percent of assigned cases at the Office of Human Rights with letters of determination submitted for review within 160 days of unsuccessful mediation.	Quarterly	12.1%	14.2%	50%	18.2%	14.6%	17.6%	10%	15.5%	Unmet	Due to multiple agency-wide personnel transitions and OHR's restructure of the investigation team, the agency did not have a full complement of fully experienced employees and managers to consistently meet this measure.
Percent of inquiries filed at the Office of Human Rights scheduled for intake interview within 30 days of assignment to an intake officer.	Quarterly	34.5%	74.2%	75%	70.5%	84.6%	86.5%	83.5%	81.4%	Met	

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
Percent of settlement agreements executed within 15 business days after completion of mediation session	Quarterly	New in 2020	70.3%	80%	34.6%	24%	27.3%	40.7%	30.1%	Unmet	As part of the mediation process, when the parties have agreed to resolve the case, they are given 15 business days to complete and execute a final settlement agreement. During FY21, there were situations where some of the parties did not submit the "Agreement" within the 15 business day requirement. There were a variety of reasons such as differences and ongoing discussions about the language in the agreement, continuation of talks about the final terms, some agreements required a review by the OHR's Office of General Counsel, cases filed at the D.C. Superior Court resulting in parties holding discussions on how to combine the court case with the OHR settlement, Covid-19, and other factors. The KPI "15 business day pending "Settlement Agreement" goal is a challenge and difficult to achieve because we cannot control the conduct of the parties and their life event variables that influence the final submittal of the "Agreement." During FY22, we will do our best to meet this objective.
<b>2 - Provide high quality and efficient adjudication of certified charges filed at the Commission on Human Rights in order to comply with statutory requirements and to improve customer service. (2 Measures)</b>											
Percent of Commission on Human Rights cases pending over 15 months	Quarterly	37.8%	47%	20%	60%	50%	39.1%	50%	48.7%	Unmet	As a result of personnel transitions, OHR onboarded a new ALJ in FY21. Additionally, due to covid parties frequently requested extension resulting in longer time on the docket.
Percent of cases assigned to hearing tribunal within 60 days of proposed decision and order	Quarterly	New in 2020	91.7%	80%	100%	100%	100%	100%	100%	Met	
<b>3 - Provide high quality monitoring of and technical assistance in OHR's compliance programs, including Language Access, Bullying Prevention, and Equal Employment Opportunity policies. (3 Measures)</b>											
Percent of language access cases which receive initial intervention within 30 days	Annually	95%	100%	90%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	The Language Access program reviews the inquiries within the 30 days that they are received to determine jurisdiction before issuing a dismissal if applicable. In addition, all cases must go through legal review. In some cases, the administrative and review process may take more than 30 days.
Percent of informal intervention provided in bullying cases within 30 days of reporting	Annually	100%	No Applicable Incidents	80%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
Percent of Post-EEO Training Evaluations with an overall rating of 5 out of 5	Annually	100%	94%	80%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	84.85%	Met	
<b>4 - Provide high quality education and awareness communication to the public in order to increase understanding of the laws enforced by OHR. (2 Measures)</b>											
Percent of Human Rights Liaisons that rate the all-day training as "good" or "excellent" in post-training survey	Annually	86.5%	87%	80%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	91.3%	Met	
Percent of participants that rate "Know Your Rights" presentations as "good" or "excellent" in post-training survey	Annually	100%	Not Available	80%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	No applicable incidents		

## 2021 Workload Measures

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual
<b>1 - Intake (2 Measures)</b>							
Number of Inquiries Received	1590	1209	Annual Measure	Annual Measure	Annual Measure	Annual Measure	972
Number of Intakes Conducted	735	618	Annual Measure	Annual Measure	Annual Measure	Annual Measure	314
<b>1 - Investigate (2 Measures)</b>							
Number of New Docketed Cases	490	457	Annual Measure	Annual Measure	Annual Measure	Annual Measure	341
Number of pending cases	503	531	506	554	542	521	521
<b>1 - Legal Review (7 Measures)</b>							
Number of Letters of Determination Reviewed	69	70	Annual Measure	Annual Measure	Annual Measure	Annual Measure	76
Number of Compliance Reviews Completed	New in 2020	7	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9
Number of Motions, Reconsiderations, and Requests to Reopen Reviewed	New in 2020	40	Annual Measure	Annual Measure	Annual Measure	Annual Measure	91
Number of FOIA Requests Reviewed	New in 2020	80	Annual Measure	Annual Measure	Annual Measure	Annual Measure	86
Number of Case Representations - Court	New in 2020	17	Annual Measure	Annual Measure	Annual Measure	Annual Measure	13
Number of Case Presentations - Commission	New in 2020	5	Annual Measure	Annual Measure	Annual Measure	Annual Measure	17
Number of Hearing Examiner Cases Reviewed	New in 2020	4	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3
<b>1 - Mediation (1 Measure)</b>							
Number of Cases Mediated	502	379	Annual Measure	Annual Measure	Annual Measure	Annual Measure	390
<b>2 - Convene and Support Commission Meetings (1 Measure)</b>							
Number of Commission Meetings Per Year	6	5	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5
<b>2 - Hold Final Hearings (2 Measures)</b>							
Number of Final Hearings Held	2	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2
Number of Pre-Hearing Settlement Conferences Held	New in 2020	0	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5
<b>3 - Bullying Prevention Policy Oversight (2 Measures)</b>							
Number of Covered Entities under Youth Bullying Prevention Act	301	244	Annual Measure	Annual Measure	Annual Measure	Annual Measure	247
Number of Youth Bullying Prevention Outreach and Education Activities	4	2	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1
<b>3 - Community Engagement (2 Measures)</b>							
Number of Community Education/Outreach Activities	14	43	Annual Measure	Annual Measure	Annual Measure	Annual Measure	41
Number of Meetings with Consultative Agencies	6	11	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2
<b>3 - Compliance Monitoring and Technical Assistance (3 Measures)</b>							
Number of Language Access Coordinator Meetings Held	6	7	Annual Measure	Annual Measure	Annual Measure	Annual Measure	11
Number of LA Trainings to Covered Entities	34	36	Annual Measure	Annual Measure	Annual Measure	Annual Measure	88
Number of Covered Entities under the Language Access Act	62	61	Annual Measure	Annual Measure	Annual Measure	Annual Measure	64
<b>3 - EEO Counselors and Officers Training (3 Measures)</b>							
Number of EEO Trainings Held	11	6	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6
Number of Affirmative Action Review Requests	1300	850	Annual Measure	Annual Measure	Annual Measure	Annual Measure	905
Number of active certified EEO Counselors and Officers in the District	75	78	Annual Measure	Annual Measure	Annual Measure	Annual Measure	83
<b>3 - Enforcement (2 Measures)</b>							
Number of LA Inquiries Received	9	12	Annual Measure	Annual Measure	Annual Measure	Annual Measure	29
Number of Language Access cases resolved	4	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4
<b>4 - Provide education/training and perform outreach (5 Measures)</b>							
Number of Business Training Series	20	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Number of Human Rights Liaisons Trained	101	83	Annual Measure	Annual Measure	Annual Measure	Annual Measure	47
Number of Overall Outreach Activities	200	20	Annual Measure	Annual Measure	Annual Measure	Annual Measure	41
Number of Fair Housing Outreach Activities	95	20	Annual Measure	Annual Measure	Annual Measure	Annual Measure	39
Number of FCRSA/FCRSA Outreach Activities	New in 2020	17	Annual Measure	Annual Measure	Annual Measure	Annual Measure	22

## 2021 Operations

Operations Title	Operations Description	Type of Operations
<b>1 - Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement. (4 Activities)</b>		
Investigate	The Human Rights Officer (HRO) in the Investigation Unit will review an assigned Charge of Discrimination docketed and investigate the claims asserted in the Charge. The HRO will interview relevant witnesses and recommend a finding as to whether there is probable cause to believe discrimination may have occurred.	Daily Service
Intake	The Intake Officer will review inquiries (known as Complaint Questionnaire) filed with the Office of Human Rights and determine jurisdiction. If the Office has jurisdiction, the inquiry will be schedule for an intake interview. The Intake Officer will review the information provided during the interview and docket the inquiry as a Charge of Discrimination or dismiss the matter as appropriate.	Daily Service
Mediation	Once an inquiry is docketed as a Charge of Discrimination, the Mediation Unit will schedule a mandatory mediation date. If the matter is resolved at mediation, the case will be closed. If the matter is not resolved, Mediation will forward the case for full investigation.	Daily Service
Legal Review	Once a Human Rights Officer makes a probable cause determination as to whether discrimination may have occurred, the Legal Unit will review the determine for legal sufficiency and forward the matter for the Director's review.	Daily Service
<b>2 - Provide high quality and efficient adjudication of certified charges filed at the Commission on Human Rights in order to comply with statutory requirements and to improve customer service. (2 Activities)</b>		
Hold Final Hearings	When the case has completed discovery, the Commission will schedule and hold a final hearing on the merits of the case.	Daily Service
Convene and Support Commission Meetings	The Chief Administrative Law Judge and their team organizes the Commission meetings, which occur on a bi-monthly basis. The Administrative Law Judges will record minutes of the meeting.	Daily Service
<b>3 - Provide high quality monitoring of and technical assistance in OHR's compliance programs, including Language Access, Bullying Prevention, and Equal Employment Opportunity policies. (6 Activities)</b>		
Community Engagement	Provide outreach and education to the public; Work closely with consultative agencies and community stakeholders.	Daily Service
Enforcement	Assist with identifying pre-investigation intervention solution; Investigate docketed cases of language access complaints; Issue written findings after investigation is completed; Assist non-compliant agencies with systemic corrective actions.	Daily Service
EEO Counselors and Officers Training	Provide certification and ongoing training and technical assistance to EEO Counselors and Officers.	Daily Service
Bullying Prevention Policy Oversight	Oversee bullying prevention policy development and compliance and provide training and informal interventions.	Daily Service
Compliance Monitoring and Technical Assistance	Review and monitor each major public contact agency's two-year LA compliance plan; Provide technical assistance such as one-on-one consultations, Language Access Coordinator meetings, and implementing corrective actions.	Daily Service
School Climate Data and Youth Bullying Prevention Project	As a result of a four-year grant from National Institute of Justice (NIJ), in partnership with Child Trends and Office of the State Superintendent for Education (OSSE), the Youth Bullying Prevention Program will collect school climate data, evaluate prevention strategies in schools, and support their efforts to implement evidence based programs to prevent bullying and improve school safety. The grant ends on December 31, 2019.	Key Project
<b>4 - Provide high quality education and awareness communication to the public in order to increase understanding of the laws enforced by OHR. (2 Activities)</b>		
Provide education/training and perform outreach	The Communications & Community Engagement team schedules and conducts training for the public and business community. To ensure awareness and compliance, the Communications & Community Engagement team conducts outreach regarding newly enacted laws or regarding laws under which the Office has seen a rise in claims. Outreach may be provided in the form of targeted trainings, participation at community events and meetings, and educational campaigns.	Daily Service
Issue reports and publications	The Communications & Community Engagement team is responsible for preparing annual reports and publications required by the various statutes that the Office enforces.	Daily Service

## 2021 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
<b>Investigate (2 Strategic initiatives)</b>				
Tipped Wage Workers Fairness Amendment Act platform	Develop an online platform for filing required documentation and information on sexual harassments as required under the Tipped Wage Workers Fairness Amendment Act.	Complete	In Q4 FY21, OHR created and deployed a user-friendly online platform to facilitate the process for businesses that employ tipped wage employees to register and submit copies of their required documentation under the TWVWF Law. OHR is now able to collect basic information on businesses, as well as their sexual harassment policies and procedures, and the number of claims presented to management per year.	Due to the pandemic, OHR experienced delays in onboarding a Program Manager, which did not happen until the end of July
Agency Reorganization	Implement a reorganization of agency activities to streamline case processing, reduce the existing case back-log, and incorporate the increase of two dozen FTEs.	Complete	OHR has successfully restructured its Enforcement Units into three pods. Led by a Program Manager, each pod contains Attorney Advisors, Intake Officers, and Investigators. Recruitment efforts are ongoing to fully re-staff the third pod. In addition, OHR fully launched its Case Management System in FY21.	This is a long term project spanning multiple quarters. OHR plans to complete the agency reorganization by the end of FY22.

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
<b>Provide education/training and perform outreach (1 Strategic Initiative)</b>				
Outreach and Community Engagement in Ward 7 and 8	Engage in five to ten outreach events (virtual or in-person based on the District's operating status) to increase public awareness of the agency and the services it provides, targeted to residents and community-based organizations in wards 7 and 8.	Complete	During FY21, OHR held ten trainings specifically for ward 7 and 8 residents. Additionally, we trained several people from organizations that serve ward 7 and 8 clients through our Human Rights Liaison training series. We also began to forge a new relationship with Lydia's House, a non-profit organization that exclusively serve ward 8 residents seeking affordable housing. In total, about 500+ people in these communities learned about OHR, their civil protections against discrimination and how to file a complaint with our office in FY21. We plan on continuing and expanding these efforts in the new fiscal year, reaching the District's most vulnerable populations and educating them about their rights.	

# Office of Human Rights FY2022

Agency Office of Human Rights

Agency Code HMO

Fiscal Year 2022

Mission The mission of the DC Office of Human Rights (OHR) is to eradicate discrimination, increase equal opportunity, and protect human rights in the city.

## Strategic Objectives

Objective Number	Strategic Objective
1	Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement.
2	Provide high quality and efficient adjudication of certified charges filed at the Commission on Human Rights in order to comply with statutory requirements and to improve customer service.
3	Provide high quality monitoring of and technical assistance in OHR's compliance programs, including Language Access, Bullying Prevention, and Equal Employment Opportunity policies.
4	Provide high quality education and awareness communication to the public in order to increase understanding of the laws enforced by OHR.
5	Create and maintain a highly efficient, transparent, and responsive District government.

## Key Performance Indicators (KPIs)

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
<b>1 - Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement. (2 Measures)</b>					
Percent of inquiries filed at the Office of Human Rights scheduled for intake interview within 30 days of assignment to an intake officer.	Up is Better	34.5%	74.2%	81.4%	75%
Percent of cases with letters of determination submitted to Manager for review within 180 of assignment	Up is Better	New in 2022	New in 2022	New in 2022	New in 2022
<b>2 - Provide high quality and efficient adjudication of certified charges filed at the Commission on Human Rights in order to comply with statutory requirements and to improve customer service. (2 Measures)</b>					
Percent of Commission on Human Rights cases pending over 15 months	Down is Better	37.8%	47%	48.7%	20%
Percent of cases assigned to hearing tribunal within 60 days of proposed decision and order	Up is Better	New in 2020	91.7%	100%	80%
<b>3 - Provide high quality monitoring of and technical assistance in OHR's compliance programs, including Language Access, Bullying Prevention, and Equal Employment Opportunity policies. (3 Measures)</b>					
Percent of language access cases which receive initial intervention within 30 days	Up is Better	95%	100%	100%	90%
Percent of informal intervention provided in bullying cases within 30 days of reporting	Up is Better	100%	No Applicable Incidents	100%	80%
Percent of Post-EEO Training Evaluations with an overall rating of 5 out of 5	Up is Better	100%	94%	84.8%	80%
<b>4 - Provide high quality education and awareness communication to the public in order to increase understanding of the laws enforced by OHR. (2 Measures)</b>					
Percent of Human Rights Liaisons that rate the all-day training as "good" or "excellent" in post-training survey	Up is Better	86.5%	87%	91.3%	80%
Percent of participants that rate "Know Your Rights" presentations as "good" or "excellent" in post-training survey	Up is Better	100%	Not Available	No Applicable Incidents	80%

## Operations

Operations Title	Operations Description	Type of Operations
<b>1 - Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement. (5 Activities)</b>		
Investigate	The Human Rights Officer (HRO) in the Investigation Unit will review an assigned Charge of Discrimination docketed and investigate the claims asserted in the Charge. The HRO will interview relevant witnesses and recommend a finding as to whether there is probable cause to believe discrimination may have occurred.	Daily Service
Intake	The Intake Officer will review inquiries (known as Complaint Questionnaire) filed with the Office of Human Rights and determine jurisdiction. If the Office has jurisdiction, the inquiry will be schedule for an intake interview. The Intake Officer will review the information provided during the interview and docket the inquiry as a Charge of Discrimination or dismiss the matter as appropriate.	Daily Service
Mediation	Once an inquiry is docketed as a Charge of Discrimination, the Mediation Unit will schedule a mandatory mediation date. If the matter is resolved at mediation, the case will be closed. If the matter is not resolved, Mediation will forward the case for full investigation.	Daily Service
Legal Review	Once a Human Rights Officer makes a probable cause determination as to whether discrimination may have occurred, the Legal Unit will review the determine for legal sufficiency and forward the matter for the Director's review.	Daily Service
Agency Reorganization	Complete reorganization of enforcement units.	Daily Service
<b>2 - Provide high quality and efficient adjudication of certified charges filed at the Commission on Human Rights in order to comply with statutory requirements and to improve customer service. (2 Activities)</b>		
Hold Final Hearings	When the case has completed discovery, the Commission will schedule and hold a final hearing on the merits of the case.	Daily Service
Convene and Support Commission Meetings	The Chief Administrative Law Judge and their team organizes the Commission meetings, which occur on a bi-monthly basis. The Administrative Law Judges will record minutes of the meeting.	Daily Service
<b>3 - Provide high quality monitoring of and technical assistance in OHR's compliance programs, including Language Access, Bullying Prevention, and Equal Employment Opportunity policies. (6 Activities)</b>		
Community Engagement	Provide outreach and education to the public; Work closely with consultative agencies and community stakeholders.	Daily Service



Operations Title	Operations Description	Type of Operations
Enforcement	Assist with identifying pre-investigation intervention solution; Investigate docketed cases of language access complaints; Issue written findings after investigation is completed; Assist non-compliant agencies with systemic corrective actions.	Daily Service
EEO Counselors and Officers Training	Provide certification and ongoing training and technical assistance to EEO Counselors and Officers.	Daily Service
Bullying Prevention Policy Oversight	Oversee bullying prevention policy development and compliance and provide training and informal interventions.	Daily Service
Compliance Monitoring and Technical Assistance	Review and monitor each major public contact agency's two-year LA compliance plan; Provide technical assistance such as one-on-one consultations, Language Access Coordinator meetings, and implementing corrective actions.	Daily Service
School Climate Data and Youth Bullying Prevention Project	As a result of a four-year grant from National Institute of Justice (NIJ), in partnership with Child Trends and Office of the State Superintendent for Education (OSSE), the Youth Bullying Prevention Program will collect school climate data, evaluate prevention strategies in schools, and support their efforts to implement evidence based programs to prevent bullying and improve school safety. The grant ends on December 31, 2019.	Key Project
<b>4 - Provide high quality education and awareness communication to the public in order to increase understanding of the laws enforced by OHR. (3 Activities)</b>		
Provide education/training and perform outreach	The Communications & Community Engagement team schedules and conducts training for the public and business community. To ensure awareness and compliance, the Communications & Community Engagement team conducts outreach regarding newly enacted laws or regarding laws under which the Office has seen a rise in claims. Outreach may be provided in the form of targeted trainings, participation at community events and meetings, and educational campaigns.	Daily Service
Issue reports and publications	The Communications & Community Engagement team is responsible for preparing annual reports and publications required by the various statutes that the Office enforces.	Daily Service
LGBTQ Seniors and Seniors with HIV	provide education awareness for LGBTQ seniors and seniors with HIV.	Daily Service

## Workload Measures (WMs)

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
<b>1 - Intake (3 Measures)</b>			
Number of cases processed at intake	New in 2022	New in 2022	New in 2022
Number of Inquiries Received	1590	1209	972
Number of Intakes Conducted	735	618	314
<b>1 - Investigate (1 Measure)</b>			
Number of New Docketed Cases	490	457	341
<b>1 - Legal Review (6 Measures)</b>			
Number of Motions, Reconsiderations, and Requests to Reopen Reviewed	New in 2020	40	91
Number of Compliance Reviews Completed	New in 2020	7	9
Number of FOIA Requests Reviewed	New in 2020	80	86
Number of Hearing Examiner Cases Reviewed	New in 2020	4	3
Number of Case Presentations - Commission	New in 2020	5	17
Number of Case Representations - Court	New in 2020	17	13
<b>2 - Convene and Support Commission Meetings (1 Measure)</b>			
Number of Commission Meetings Per Year	6	5	5
<b>2 - Hold Final Hearings (2 Measures)</b>			
Number of Pre-Hearing Settlement Conferences Held	New in 2020	0	5
Number of Final Hearings Held	2	3	2
<b>3 - Bullying Prevention Policy Oversight (2 Measures)</b>			
Number of Covered Entities under Youth Bullying Prevention Act	301	244	247
Number of Youth Bullying Prevention Outreach and Education Activities	4	2	1
<b>3 - Community Engagement (2 Measures)</b>			
Number of Community Education/Outreach Activities	14	43	41
Number of Meetings with Consultative Agencies	6	11	2
<b>3 - Compliance Monitoring and Technical Assistance (3 Measures)</b>			
Number of LA Trainings to Covered Entities	34	36	88
Number of Covered Entities under the Language Access Act	62	61	64
Number of Language Access Coordinator Meetings Held	6	7	11
<b>3 - EEO Counselors and Officers Training (4 Measures)</b>			
Number DC Government Employees Completing EEO Training	New in 2022	New in 2022	New in 2022
Number of Affirmative Action Review Requests	1300	850	905
Number of active certified EEO Counselors and Officers in the District	75	78	83
Number of EEO Trainings Held	11	6	6

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
<b>3 - Enforcement (2 Measures)</b>			
Number of Language Access cases resolved	4	3	4
Number of LA Inquiries Received	9	12	29
<b>4 - Provide education/training and perform outreach (5 Measures)</b>			
Number of Human Rights Liaisons Trained	101	83	47
Number of Overall Outreach Activities	200	20	41
Number of Fair Housing Outreach Activities	95	20	39
Number of FCRSA/FCRSHA Outreach Activities	New in 2020	17	22
Number of Business Training Series	20	3	0

## Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>Agency Reorganization (2 Strategic Initiatives)</b>		
Enforcement Unit Reorganization & Other Agency Reporting Structure Assessment	OHR will complete the reorganization of the Enforcement unit and closely assess the current reporting structures to increase agency accountability and efficiency.	09-30-2022
Case Backlog Reduction Program	OHR will create a special backlog team and a fact-finding conference team who will focus solely on aged cases. OHR will significantly reduce its case backlog by the end of FY22.	09-30-2022
<b>Investigate (1 Strategic Initiative)</b>		
Industry Standard Study	OHR will award an outside vendor a contract to successful begin work on the independent assessment study project. OHR will work closely with vendor to assess the progress of the independent assessment study and report to the OCA.	09-30-2022
<b>Issue reports and publications (1 Strategic Initiative)</b>		
Outreach and Engagement	OHR will engage in five to ten outreach events (virtual or in-person based on the District's operating status) to increase public awareness of the agency and the services it provides. This effort will include educating both individuals and the business community.	09-30-2022
<b>LGBTQ Seniors and Seniors with HIV (1 Strategic Initiative)</b>		
Seniors	OHR will recruit a program specialist who will develop and execute the requirements under the Care for LGBTQ Seniors provision of the Act.	09-30-2022
<b>Provide education/training and perform outreach (2 Strategic initiatives)</b>		
Racial Equity	OHR will create multi-use, educational resource guides to serve, in its primary purpose, as key learning, takeaway materials for the Office of Racial Equity's government-facing training series. The resource guides will cover Inclusive Language: Race v. Ethnicity, and additional best practice guides related to anti-racism against people that identify as part of the African diaspora, Asian and Pacific Islander, Latin American and Middle Eastern communities. The materials will be published on OHR's website and used as agency-owned resources to be distributed to the public at community outreach events and public bias reduction workshops in which the agency facilitates.	09-30-2022
Tipped Wage Worker Program	OHR will facilitate the sexual harassment training by certifying a competent trainer, and develop an online platform for covered entities to file required documentation and information on sexual harassment complaints	09-30-2022

## American Rescue Plan Act KPIs

Measure	Directionality	ARPA Expenditure Code	ARPA Initiative	ARPA Sub-Initiative	ARPA Project Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
<b>1 - Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement. (1 Measure)</b>									
Percent of docketed cases at the Office of Human Rights scheduled for mediation within 45 days	Up is Better	6.01	Oversight, Accountability and Efficiency	Accountability	Human Rights Caseload Support	99.8%	100%	92.5%	80%

## American Rescue Plan Act WMs

Measure	ARPA Expenditure Code	ARPA Initiative	ARPA Sub-Initiative	ARPA Project Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
<b>1 - Investigate (1 Measure)</b>							
Number of pending cases	6.01	Oversight, Accountability and Efficiency	Accountability	Human Rights Caseload Support	503	531	521
<b>1 - Legal Review (1 Measure)</b>							
Number of Letters of Determination Reviewed	6.01	Oversight, Accountability and Efficiency	Accountability	Human Rights Caseload Support	69	70	76
<b>1 - Mediation (1 Measure)</b>							
Number of Cases Mediated	6.01	Oversight, Accountability and Efficiency	Accountability	Human Rights Caseload Support	502	379	390

Office of Human Rights  
Organizational Chart  
Overview  
Fiscal Year 2022

*Updated As Of: February 10, 2022*

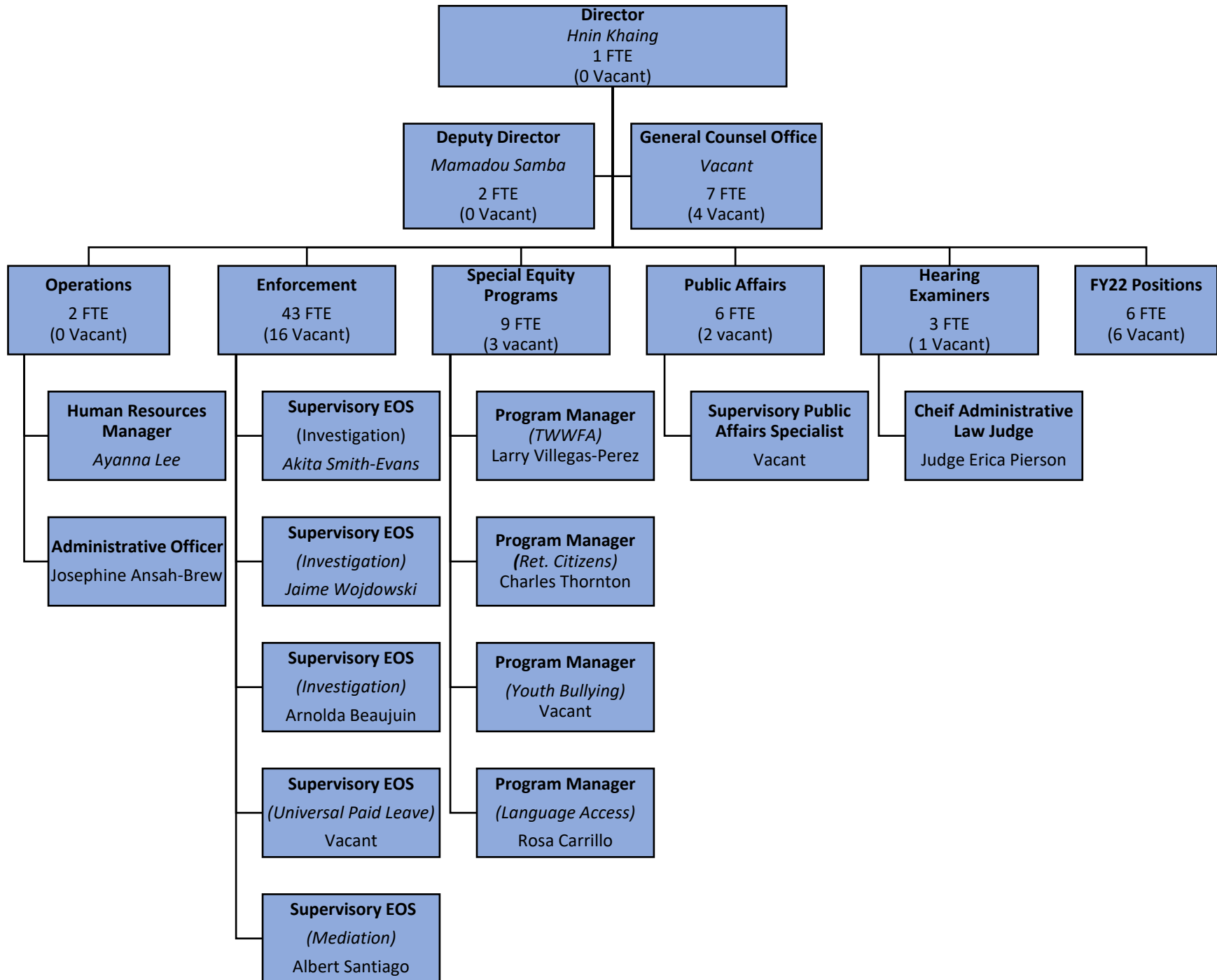
**POSITION OVERVIEW**

**FTE Count**

Total FTE's	Vacancy Count	Vacancy Rate
79	32	40%

**Position Status**

Frozen Positions	Positions on Hold	FY22 New Positions	Interviewing	Currently Posted	Pending Offers
3	5	6	6	2	7



Report ID: DCMOD9 POSITION FUNDING DETAIL REPORT  
Funding Agency: HM Office of Human Rights  
As Of Date: 2-Dec-21 Run Time  
Appropriation Year: 22

Posn Stat	Posn Nbr
A	00002569
A	00005609
A	00007504
A	00008547
A	00011483
A	00013143
A	00015852
A	00035280
A	00036097
A	00037354
A	00037354
A	00038622
A	00038679
A	00038679
A	00041680
P	00041743
A	00041751
A	00043673
A	00044235
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A	00046756
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A	00070176
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A	00085350
A	00085502
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A	00091369
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A	00094120

	A	00094582
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	A	00097396
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	A	00097998
	A	00099719
	A	00099902
	A	00099913
	A	00100100
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	A	00102809
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	A	00102939
	A	00102940
	A	00102941
	A	00102942
	A	00102943
*	A	00102944
*	A	00102945
*	A	00102956
*	A	00102957
*	A	00102958
*	A	00102959
	A	00104583

TOTAL POSITIONS PRINTED = 77

Title	Name	Emplid	Empl Rcd	Hire Date
Chief Administrative Law Judge	Pierson,Erika L	00001297	0	12/10/2006
Attorney Advisor	Applegate,Alexis	00084242	0	12/15/2014
Equal Opportunity Specialist	Burns,Meghan	00110476	0	9/3/2019
EQUAL OPPORTUNITY SPECIALIST				
Interim Director	Khaing,Hnin	00085453	0	3/23/2015
Administrative Law Judge	Ash,Brandes S.G.	00069378	0	10/13/2020
Supervisory Equal Opportunity	Santiago,Albert	00072187	0	5/6/2013
Staff Assistant	Rocha,Eloisa	00038060	0	2/4/2008
Equal Opportunity Specialist				
Supervisory Equal Opportunity	Smith-Evans,Akita M	00010033	0	12/18/2000
Supervisory Equal Opportunity	Smith-Evans,Akita M	00010033	0	12/18/2000
Administrative Law Judge				
Lead Equal Opportunity Special	Sharpe,Melissa C	00005673	0	7/24/2000
Lead Equal Opportunity Special	Sharpe,Melissa C	00005673	0	7/24/2000
Administrative Support Special	Lee,Ayanna E	00006633	0	10/10/2000
General Counsel				
Attorney Advisor	Abbott,Charles L	00111544	0	10/28/2019
Administrative Support Special	Ansah Brew,Josephine Adwoa	00029611	0	7/9/2007
Language Access Program Dir	Carrillo,Rosa	00100913	1	12/17/2018
Deputy Director	Samba,Mamadou M.	00067250	0	11/14/2011
Staff Assistant	Precia,Deidra N	00026761	0	6/15/2004
Lead Equal Opportunity Special	Makris,Stacy L.	00100535	0	10/30/2017
Program Support Assistant (OA)	Hedgpeth,Courtney	00108856	0	6/24/2019
CLERICAL ASSISTANT (OFFICE AUT	Aneiva,David	00038163	0	11/30/2015
Equal Opportunity Specialist	Taylor,Linda	00091049	0	5/16/2016
Equal Opportunity Specialist	Taylor Del Cid,Alex A	00035789	0	9/27/2021
Public Affairs Specialist	Brown,Ajan Ivoire	00030357	0	7/6/2015
EQUAL OPPORTUNITY SPEC	Seals,William T.	00101568	0	1/22/2018
Youth Inclusion Program Coordi				
EQUAL OPPORTUNITY SPEC	Gallardo,Sandra E	00067657	0	1/30/2012
EQUAL OPPORTUNITY SPEC	Gallardo,Sandra E	00067657	0	1/30/2012
EQUAL OPPORTUNITY SPEC	Board,Joy	00109028	0	7/8/2019
PROGRAM ANALYST (BILINGUAL)	Mendizabal-Lopez,Beatriz P	00044436	0	4/13/2009
EQUAL OPPORTUNITY SPEC	Diaz Villarroel,Jaime	00084244	0	12/15/2014
ATTORNEY ADVISOR	Deal,Thomas	00067035	0	10/24/2011
EQUAL OPPORTUNITY SPEC	Doherty,Camila C	00113612	0	4/27/2020
Program Support Assistant (OA)	Barringer,Dontee	00089466	0	11/30/2015
Supervisory Equal Opportunity	Beaujuin,Marie Arnolda	00115957	0	12/7/2020
Equal Opportunity Specialist	Wallace,Mary	00093776	0	10/17/2016
Equal Opportunity Specialist	Mohamed,Fatima	00100397	0	10/16/2017
Equal Opportunity Specialist				

Attorney Advisor			
Equal Opportunity Specialist	Phillips,Stirling	00101136	0 12/11/2017
Special Assistant	Thornton,Charles B	00064560	0 2/7/2011
Training Specialist	Cargill,Tyler	00119866	0 10/25/2021
Supervisory Public Affairs Spc	Franklin,Stephanie Theresa	00063262	0 8/30/2010
EQUAL OPPORTUNITY SPECIALIST			
EQUAL OPPORTUNITY SPECIALIST			
Program Support Assistant	Kadir,Alkindi R.	00114108	0 7/6/2020
Supervisory Equal Opportunity	Wojdowski,Jaime A	00064454	0 1/18/2011
EQUAL OPPORTUNITY SPECIALIST	Bagwell,Joy	00113272	0 3/16/2020
Attorney Advisor			
Equal Opportunity Specialist			
Equal Opportunity Specialist			
Equal Opportunity Specialist			
Equal Opportunity Specialist	Williams Jr.,Larry	00116455	0 2/16/2021
Equal Opportunity Specialist	Megias,Eileen	00089886	0 2/16/2021
Equal Opportunity Specialist	Pleasants,Jason	00090024	0 1/25/2016
Equal Opportunity Specialist	Moody,Catheryn	00110463	0 9/3/2019
Public Affairs Specialist	Vizvary,Maya A	00107345	0 2/4/2019
Public Affairs Specialist			
Training Specialist	Carey,Mia LaShave	00081082	0 10/12/2021
Supervisory Equal Opportunity			
Training Specialist			
Lead Equal Opportunity Special			
Lead Equal Opportunity Special			
Attorney Advisor			
Equal Opportunity Specialist			
Equal Opportunity Specialist			
Equal Opportunity Specialist			
EQUAL OPPORTUNITY SPECIALIST			
EQUAL OPPORTUNITY SPECIALIST			
Program Manager	Villegas-Perez,Larry	00117634	0 6/20/2021
Compliance Review & Trng Ofcr.			
Program Analyst	Lopez,Jaime Antonio	00117960	0 7/6/2021
Attorney Advisor	Burnett,Alana D	00106068	0 10/29/2018
Deputy General Counsel			



Vac Stat	Grade	Step	Salary	FTE x Dist %	Adds to FTE Cnt	Job	Pay	Barg	Union
F		15	0	158100	1 Y	554021	DS	CH11	MSS
F		12	7	101047	1 Y	553088	LA	C33	BQA
F		12	1	77649	1 Y	554764	DS	CH11	XAA
V		12	1	77649	1 Y	4025	DS	CH11	XAA
F	E4		0	172495.26	1 Y	556264	DX	CH11	XXX
F		14	6	122662	1 Y	552937	DS	CH11	XAA
F		14	0	115099.66	1 Y	500054	DS	CH11	XAA
F		9	7	68118	1 N	551724	DS	C1	AAL
V		12	1	77649	1 N	554764	DS	CH11	XAA
F		14	0	127500	0.35 N	500054	DS	CH11	XAA
F		14	0	127500	0.65 N	500054	DS	CH11	XAA
V		13	0	89457	1 N	552936	DS	CH11	XAA
F		13	6	103793	0.15 N	553270	DS	CH11	XAA
F		13	6	103793	0.85 N	553270	DS	CH11	XAA
F		14	10	136208	1 Y	555191	DS	CH11	XAA
V		2	0	167085	1 Y	555255	LX	CH11	XAA
F		12	5	95431	1 N	553090	LA	C33	BQA
F		14	8	129435	1 Y	555191	DS	CH11	XAA
F		14	0	123445.5	1 N	551851	DS	CH11	MSS
F		9	0	140517.52	1 N	553914	XS	CH11	XAA
F		9	9	71770	1 Y	551724	DS	C1	AAL
F		13	1	89457	1 Y	553270	DS	CH11	XAA
F		7	4	52252	1 Y	551402	DS	C1	AAL
F		7	7	57187	1 Y	550054	DS	1_2	AAA
F		12	10	99323	1 Y	552721	DS	CH11	XAA
F		12	6	89690	1 Y	554764	DS	CH11	XAA
F		12	4	84873	1 Y	552509	DS	CH11	XAA
F		11	5	70818	1 Y	4024	DS	CH11	XAA
V		14	0	105730	1 Y	554903	DS	CH11	XAA
F		11	6	72834	0.15 Y	4024	DS	CH11	XAA
F		11	6	72834	0.85 Y	4024	DS	CH11	XAA
F		11	5	70818	1 Y	4024	DS	CH11	XAA
F		12	5	87281	1 Y	552250	DS	CH11	XAA
F		11	7	74851	1 N	4024	DS	CH11	XAA
F		13	6	116818	1 N	550452	LA	C33	BQA
F		11	2	64768	1 N	4024	DS	CH11	XAA
F		7	5	53897	1 N	551402	DS	C1	AAL
F		14	0	122400	1 Y	500054	DS	CH11	XAA
F		12	3	82465	1 Y	554764	DS	CH11	XAA
F		12	2	80057	1 Y	554764	DS	CH11	XAA
V		12	0	77649	1 Y	554764	DS	CH11	XAA

V	12	0	84199	1 Y	553088 LA	C33	BQA
F	12	6	89690	1 N	552721 DS	CH11	XAA
F	9	0	111805.41	1 N	553319 XS	CH11	XAA
F	12	2	80057	1 N	551901 DS	CH11	XAA
F	14	0	109999.92	1 N	551617 DS	CH11	MSS
V	11	0	62751	0.15 N	552617 DS	CH11	XAA
V	11	0	62751	0.85 N	552617 DS	CH11	XAA
F	7	2	48962	1 N	552224 DS	1_2	AAA
F	14	0	119340	1 N	551471 DS	CH11	MSS
F	11	3	66785	1 N	552617 DS	CH11	XAA
V	12	0	84199	1 N	553088 LA	C33	BQA
V	12	1	77649	1 N	554764 DS	CH11	XAA
V	12	1	77649	1 N	554764 DS	CH11	XAA
V	12	1	77649	1 N	554764 DS	CH11	XAA
F	12	4	84873	1 N	554764 DS	CH11	XAA
F	12	4	84873	1 N	554764 DS	CH11	XAA
F	12	3	82465	1 N	554764 DS	CH11	XAA
F	12	2	80057	1 N	554764 DS	CH11	XAA
F	13	2	92324	1 N	554003 DS	CH11	XAA
V	11	0	62751	1 N	552714 DS	CH11	XAA
F	12	2	80057	1 N	554178 DS	CH11	XAA
V	14	0	105730	1 N	551471 DS	CH11	XAA
V	12	0	77649	1 N	554178 DS	CH11	XAA
V	13	0	89457	1 N	553270 DS	CH11	XAA
V	13	0	89457	1 N	553270 DS	CH11	XAA
V	12	0	84199	1 N	553088 LA	C33	BQA
V	12	0	77649	1 N	554764 DS	CH11	XAA
V	12	0	77649	1 N	554764 DS	CH11	XAA
V	12	0	77649	1 N	554764 DS	CH11	XAA
V	11	0	62751	1 N	552617 DS	CH11	XAA
V	11	0	62751	1 N	552617 DS	CH11	XAA
F	14	0	122400	1 N	550856 DS	CH11	XAA
V	13	0	89457	1 N	553549 DS	CH11	XAA
F	11	3	66785	1 N	551336 DS	CH11	XAA
F	12	7	105719	1 N	553088 LA	CH11	XAA
V	1	0	151416	1 N	555254 LX	CH11	XAA

Budgeted Position	Appr Year	Combo Cd	Agency	Index	PCA	Proj Nbr	Proj Phase	Grant Nbr
Y	22	133894	HM0	RIGH0	30100			
Y	22	133889	HM0	INVIO	20300			
Y	22	133889	HM0	INVIO	20300			
Y	22	133889	HM0	INVIO	20300			
Y	22	133893	HM0	PERF0	10900			
Y	22	133894	HM0	RIGH0	30100			
Y	22	133892	HM0	MEDIO	20200			
Y	22	133892	HM0	MEDIO	20200			
Y	22	133886	HM0	EQU22	20300			21EJGA
Y	22	133887	HM0	HHD22	20300			21HHGA
Y	22	133889	HM0	INVIO	20300			
Y	22	133894	HM0	RIGH0	30100			
Y	22	133889	HM0	INVIO	20300			
Y	22	133886	HM0	EQU22	20300			21EJGA
Y	22	133893	HM0	PERF0	10900			
Y	22	133891	HM0	LEGA0	10600			
Y	22	133891	HM0	LEGA0	10600			
Y	22	133893	HM0	PERF0	10900			
Y	22	133889	HM0	INVIO	20300			
Y	22	133893	HM0	PERF0	10900			
Y	22	133889	HM0	INVIO	20300			
Y	22	133889	HM0	INVIO	20300			
Y	22	133888	HM0	INTA0	20100			
Y	22	133888	HM0	INTA0	20100			
Y	22	133892	HM0	MEDIO	20200			
Y	22	133889	HM0	INVIO	20300			
Y	22	133892	HM0	MEDIO	20200			
Y	22	133889	HM0	INVIO	20300			
Y	22	133890	HM0	JUST0	20850			
Y	22	133888	HM0	INTA0	20100			
Y	22	133887	HM0	HHD22	20300			21HHGA
Y	22	133889	HM0	INVIO	20300			
Y	22	133889	HM0	INVIO	20300			
Y	22	133889	HM0	INVIO	20300			
Y	22	133891	HM0	LEGA0	10600			
Y	22	133889	HM0	INVIO	20300			
Y	22	133892	HM0	MEDIO	20200			
Y	22	133885	HM0	EDCA1	20700			
Y	22	133889	HM0	INVIO	20300			
Y	22	133888	HM0	INTA0	20100			
Y	22	133888	HM0	INTA0	20100			

Y	22	133888	HM0	INTA0	20100		
Y	22	133892	HM0	MEDIO	20200		
Y	22	133889	HM0	INVIO	20300		
Y	22	133885	HM0	EDCA1	20700		
Y	22	133885	HM0	EDCA1	20700		
Y	22	133887	HM0	HHD22	20300		21HHGA
Y	22	133889	HM0	INVIO	20300		
Y	22	133889	HM0	INVIO	20300		
Y	22	133889	HM0	INVIO	20300		
Y	22	133889	HM0	INVIO	20300		
Y	22	133889	HM0	INVIO	20300		
Y	22	133888	HM0	INTA0	20100		
Y	22	133888	HM0	INTA0	20100		
Y	22	133895	HM0	UIV90	20100	UNPDLE	22
Y	22	133895	HM0	UIV90	20100	UNPDLE	22
Y	22	133888	HM0	INTA0	20100		
Y	22	133888	HM0	INTA0	20100		
Y	22	133888	HM0	INTA0	20100		
Y	22	133885	HM0	EDCA1	20700		
Y	22	133893	HM0	PERFO	10900		
Y	22	133891	HM0	LEGA0	10600		
Y	22	133893	HM0	PERFO	10900		
Y	22	133891	HM0	LEGA0	10600		
Y	22	133891	HM0	LEGA0	10600		
Y	22	133893	HM0	PERFO	10900		
Y	22	133891	HM0	LEGA0	10600		
Y	22	133891	HM0	LEGA0	10600		
Y	22	133896	HM0	UPL60	10600	UNPDLE	22
Y	22	133896	HM0	UPL60	10600	UNPDLE	22
Y	22	133897	HM0	UPL90	20700	UNPDLE	22
Y	22	133897	HM0	UPL90	20700	UNPDLE	22
Y	22	133897	HM0	UPL90	20700	UNPDLE	22
Y	22	133897	HM0	UPL90	20700	UNPDLE	22
Y	22	137883	HM0	UPL60	10600	UNPDLE	21

Grant Phase	Fund Code	Prgm Code	Activity	Deptid	Department Name
	0100	3010	3000	HM12000000	Hearing
	0100	2030	2000	HM15000000	Investigations
	0100	2030	2000	HM15000000	Investigations
	0100	2030	2000	HM15000000	Investigations
	0100	1090	1000	HM90000000	DIR Office of Human Rights
	0100	3010	3000	HM12000000	Hearing
	0100	2020	2000	HM14000000	Mediation
	0100	2020	2000	HM10000000	Office of Human Rights
22	8200	2030	2000	HM15000000	Investigations
22	8200	2030	2000	HM15000000	Investigations
	0100	2030	2000	HM15000000	Investigations
	0100	3010	3000	HM10000000	Office of Human Rights
	0100	2030	2000	HM10000000	Office of Human Rights
22	8200	2030	2000	HM10000000	Office of Human Rights
	0100	1090	1000	HM10000000	Office of Human Rights
	0100	1060	1000	HM10000000	Office of Human Rights
	0100	1060	1000	HM10000000	Office of Human Rights
	0100	1090	1000	HM10000000	Office of Human Rights
	0100	2030	2000	HM16000000	Language
	0100	1090	1000	HM16000000	Language
	0100	2030	2000	HM10000000	Office of Human Rights
	0100	2030	2000	HM10000000	Office of Human Rights
	0100	2010	2000	HM10000000	Office of Human Rights
	0100	2010	2000	HM12000000	Hearing
	0100	2020	2000	HM10000000	Office of Human Rights
	0100	2030	2000	HM10000000	Office of Human Rights
	0100	2020	2000	HM14000000	Mediation
	0100	2030	2000	HM10000000	Office of Human Rights
	0100	2085	2000	HM10000000	Office of Human Rights
	0100	2010	2000	HM10000000	Office of Human Rights
22	8200	2030	2000	HM10000000	Office of Human Rights
	0100	2030	2000	HM10000000	Office of Human Rights
	0100	2030	2000	HM10000000	Office of Human Rights
	0100	2030	2000	HM10000000	Office of Human Rights
	0100	1060	1000	HM10000000	Office of Human Rights
	0100	2030	2000	HM15000000	Investigations
	0100	2020	2000	HM14000000	Mediation
	0100	2070	1000	HM16000000	Language
	0100	2030	2000	HM15000000	Investigations
	0100	2010	2000	HM10000000	Office of Human Rights
	0100	2010	2000	HM10000000	Office of Human Rights

0100	2010 2000	HM10000000	Office of Human Rights
0100	2020 2000	HM10000000	Office of Human Rights
0100	2030 2000	HM10000000	Office of Human Rights
0100	2070 1000	HM10000000	Office of Human Rights
0100	2070 1000	HM10000000	Office of Human Rights
8200	2030 2000	HM10000000	Office of Human Rights
0100	2030 2000	HM10000000	Office of Human Rights
0100	2030 2000	HM16000000	Language
0100	2030 2000	HM10000000	Office of Human Rights
0100	2030 2000	HM10000000	Office of Human Rights
0100	2030 2000	HM11000000	Legal
0100	2010 2000	HM10000000	Office of Human Rights
0100	2010 2000	HM10000000	Office of Human Rights
0700	2010 2000	HM10000000	Office of Human Rights
0700	2010 2000	HM10000000	Office of Human Rights
0100	2010 2000	HM10000000	Office of Human Rights
0100	2010 2000	HM10000000	Office of Human Rights
0100	2010 2000	HM10000000	Office of Human Rights
0100	2070 1000	HM10000000	Office of Human Rights
0100	1090 1000	HM10000000	Office of Human Rights
0100	1060 1000	HM10000000	Office of Human Rights
0100	1090 1000	HM10000000	Office of Human Rights
0100	1060 1000	HM10000000	Office of Human Rights
0100	1060 1000	HM10000000	Office of Human Rights
0100	1060 1000	HM10000000	Office of Human Rights
0100	1090 1000	HM10000000	Office of Human Rights
0100	1060 1000	HM10000000	Office of Human Rights
0100	1060 1000	HM10000000	Office of Human Rights
0100	1060 1000	HM10000000	Office of Human Rights
0700	1060 1000	HM10000000	Office of Human Rights
0700	1060 1000	HM10000000	Office of Human Rights
0700	2070 2000	HM10000000	Office of Human Rights
0700	2070 2000	HM10000000	Office of Human Rights
0700	2070 2000	HM10000000	Office of Human Rights
0700	2070 2000	HM10000000	Office of Human Rights
0705	1060 1000	HM10000000	Office of Human Rights

Location Code	Location Name	Reports to Position	Reports to Name	Posn Effdt
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/3/2021
LOCDC00003	One Judiciary Square	00041743	VACANT	6/19/2018
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	8/29/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	1/13/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	10/1/2021
LOCDC00003	One Judiciary Square	00002569	Pierson,Erika L	10/10/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/13/2021
LOCDC00003	One Judiciary Square	00015852	Santiago,Albert	10/1/2017
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	6/30/2020
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/13/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/13/2021
LOCDC00003	One Judiciary Square	00002569	Pierson,Erika L	8/16/2019
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	8/29/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	8/29/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/13/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	11/3/2021
LOCDC00003	One Judiciary Square	00041743	VACANT	11/5/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/17/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/13/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/13/2021
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	10/1/2017
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	8/29/2021
LOCDC00003	One Judiciary Square	00015852	Santiago,Albert	10/1/2017
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	3/24/2020
LOCDC00003	One Judiciary Square	00015852	Santiago,Albert	10/1/2017
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	11/16/2018
LOCDC00003	One Judiciary Square	00097396	Franklin,Stephanie Theresa	10/10/2021
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	10/10/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	10/1/2017
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	10/10/2021
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	10/10/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	10/10/2021
LOCDC00003	One Judiciary Square	00044235	Carrillo,Rosa	10/10/2021
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	10/10/2021
LOCDC00003	One Judiciary Square	00041743	VACANT	10/1/2017
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	10/10/2021
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	3/24/2020
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	10/10/2021
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	10/10/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	10/10/2021
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	3/24/2020

LOCDC00003	One Judiciary Square	00041743	VACANT	11/13/2017
LOCDC00003	One Judiciary Square	00015852	Santiago,Albert	10/10/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	10/10/2021
LOCDC00003	One Judiciary Square	00097396	Franklin,Stephanie Theresa	9/28/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	10/10/2021
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	6/17/2019
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	6/17/2019
LOCDC00003	One Judiciary Square	00044235	Carrillo,Rosa	10/1/2019
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	1/13/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	1/13/2021
LOCDC00003	One Judiciary Square	00041743	VACANT	8/15/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	1/14/2021
LOCDC00003	One Judiciary Square	00037354	Smith-Evans,Akita M	1/14/2021
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	1/14/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	1/28/2021
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	2/25/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	2/25/2021
LOCDC00003	One Judiciary Square	00099902	Wojdowski,Jaime A	1/28/2021
LOCDC00003	One Judiciary Square	00097396	Franklin,Stephanie Theresa	10/10/2021
LOCDC00003	One Judiciary Square	00097396	Franklin,Stephanie Theresa	1/28/2021
LOCDC00003	One Judiciary Square	00097396	Franklin,Stephanie Theresa	1/28/2021
LOCDC00003	One Judiciary Square	00024338	Garcia,Michelle M.	2/23/2021
LOCDC00003	One Judiciary Square	00097396	Franklin,Stephanie Theresa	2/23/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	2/23/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	2/23/2021
LOCDC00003	One Judiciary Square	00041743	VACANT	2/23/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	2/23/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	2/23/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	2/23/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	2/23/2021
LOCDC00003	One Judiciary Square	00091369	Beaujuin,Marie Arnolda	2/23/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	3/2/2021
LOCDC00003	One Judiciary Square	00011483	Khaing,Hnin	3/2/2021
LOCDC00003	One Judiciary Square	00102856	Carrington,Whitney	8/29/2021
LOCDC00003	One Judiciary Square	00041743	VACANT	3/2/2021
LOCDC00003	One Judiciary Square	00041743	VACANT	8/20/2021



Position	NTE Dt	F/P Time	Reg/Temp/Term	Work Sched	WAE	Sal Plan	Head Count	FTE	Dist %
		F	Reg	F	N	DS0086	1	1	100
		F	Reg	F	N	LA0002	1	1	100
	7/4/2005	F	Term	F	N	DS0087	1	1	100
	2/26/2006	F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DX0000	1	1	100
	7/19/2005	F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0086	1	1	100
	3/6/2006	F	Reg	F	N	DS0078	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0086	1	1	35
		F	Reg	F	N	DS0086	1	1	65
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0087	1	1	15
		F	Reg	F	N	DS0087	1	1	85
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	LX0001	1	1	100
		F	Reg	F	N	LA0002	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0086	1	1	100
		F	Reg	F	N	XS0001	1	1	100
		F	Reg	F	N	DS0078	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0078	1	1	100
		F	Reg	F	N	DS0079	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Term	F	N	DS0087	1	1	100
		F	Term	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0087	1	1	15
		F	Reg	F	N	DS0087	1	1	85
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	LA0002	1	1	100
		F	Term	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0078	1	1	100
		F	Reg	F	N	DS0086	1	1	100
		F	Term	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0087	1	1	100
		F	Reg	F	N	DS0087	1	1	100

F	Reg	F	N	LA0002	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	XS0001	1	1	100
F	Term	F	N	DS0087	1	1	100
F	Reg	F	N	DS0086	1	1	100
F	Reg	F	N	DS0087	1	1	15
F	Reg	F	N	DS0087	1	1	85
F	Term	F	N	DS0079	1	1	100
F	Reg	F	N	DS0086	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	LA0002	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Term	F	N	DS0087	1	1	100
F	Term	F	N	DS0087	1	1	100
F	Term	F	N	DS0087	1	1	100
F	Term	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Term	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	LA0002	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0086	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	DS0087	1	1	100
F	Reg	F	N	LA0001	1	1	100
F	Reg	F	N	LX0001	1	1	100

Employee NTE Dt	Wgi Due Date	Gvt Lei Date	Hourly Rate	Sens	Sens Descr	Emergcy	Esstial	Drug
		1/6/2008	76.0096	6	Security	R	N	Y
	2/13/2022	2/16/2020	48.5803	6	Security	N	N	N
9/14/2022	8/14/2022	8/15/2021	37.3313	6	Security	N	N	N
			37.33	6	Security	N	N	N
		10/1/2021	82.9304	6	Security	N	N	Y
	10/23/2022	10/13/2020	58.9721	6	Security	N	N	N
		11/1/2015	55.3364	6	Security	R	N	Y
	5/8/2022	5/10/2020	32.749	6	Security	N	N	N
			37.33	6	Security	N	N	N
		1/19/2020	61.2981	6	Security	R	N	Y
		1/19/2020	61.2981	6	Security	R	N	Y
			43.01	6	Security	N	N	N
	5/7/2023	5/10/2021	49.9005	6	Security	N	N	N
	5/7/2023	5/10/2021	49.9005	6	Security	N	N	N
		9/30/2018	65.4846	6	Security	R	N	Y
			80.33	6	Security	N	N	Y
	11/6/2022	11/8/2020	45.8803	6	Security	N	N	N
	10/9/2022	10/11/2020	62.2284	6	Security	R	N	Y
		3/31/2019	59.3488	6	Security	N	N	N
		3/28/2021	67.5565	6	Security	R	N	Y
	3/27/2022	3/29/2020	34.5048	6	Security	N	N	N
	6/5/2022	6/6/2021	43.0082	6	Security	N	N	N
	7/3/2022	7/4/2021	25.1212	6	Security	N	N	N
	11/19/2023	11/21/2021	27.4938	6	Security	N	N	N
		5/9/2021	47.7514	6	Security	N	N	N
10/26/2022	10/8/2023	9/27/2021	43.1202	6	Security	N	N	N
	2/27/2022	2/28/2021	40.8043	6	Security	N	N	N
	1/15/2023	1/17/2021	34.0471	6	Security	N	N	N
			50.83	6	Security	N	N	N
	4/9/2023	4/11/2021	35.0163	6	Security	N	N	N
	4/9/2023	4/11/2021	35.0163	6	Security	N	N	N
	7/17/2022	7/19/2020	34.0471	6	Security	N	N	N
	8/13/2023	8/15/2021	41.962	6	Security	N	N	N
	4/10/2022	4/12/2020	35.9861	6	Security	N	N	N
	12/18/2022	12/20/2020	56.1625	6	Security	N	N	N
11/25/2021	5/8/2022	5/9/2021	31.1385	6	Security	N	N	N
	12/5/2021	12/8/2019	25.912	6	Security	N	N	N
		12/7/2020	58.8462	6	Security	N	N	N
	12/19/2021	12/20/2020	39.6466	6	Security	N	N	N
	12/20/2020	12/22/2019	38.4889	6	Security	N	N	N
			37.33	6	Security	N	N	N

			40.48	6 Security	N	N	N
	12/5/2021	12/8/2019	43.1202	6 Security	N	N	N
			53.7526	6 Security	N	N	N
11/24/2022	11/6/2022	10/25/2021	38.4889	6 Security	N	N	N
		3/31/2019	52.8846	6 Security	M	N	Y
			30.17	6 Security	N	N	N
			30.17	6 Security	N	N	N
2/5/2021	7/17/2022	7/18/2021	23.5394	6 Security	N	N	N
		1/17/2021	57.375	6 Security	R	N	Y
	3/27/2022	3/28/2021	32.1082	6 Security	N	N	N
			40.48	6 Security	N	N	N
			37.33	6 Security	N	N	N
			37.33	6 Security	N	N	N
			37.33	6 Security	N	N	N
3/13/2022	2/27/2022	2/16/2021	40.8043	6 Security	N	N	N
3/15/2022	2/27/2022	2/16/2021	40.8043	6 Security	N	N	N
3/13/2022	2/13/2022	2/14/2021	39.6466	6 Security	N	N	N
3/13/2022	2/13/2022	2/14/2021	38.4889	6 Security	N	N	N
	7/3/2022	7/4/2021	44.3865	6 Security	N	N	N
			30.17	6 Security	N	N	N
11/11/2022	10/23/2022		38.4889	6 Security	N	N	N
			50.83	6 Security	N	N	N
			37.33	6 Security	N	N	N
			43.01	6 Security	N	N	N
			43.01	6 Security	N	N	N
			40.48	6 Security	N	N	N
			37.33	6 Security	N	N	N
			37.33	6 Security	N	N	N
			37.33	6 Security	N	N	N
			30.17	6 Security	N	N	N
			30.17	6 Security	N	N	N
		6/21/2021	58.8462	6 Security	N	N	N
			43.01	6 Security	N	N	N
	7/17/2022	7/6/2021	32.1082	6 Security	N	N	N
	7/30/2023	8/1/2021	50.8264	6 Security	N	N	N
			72.8	6 Security	N	N	N



[illegible]

Question : Please provide a list of any training or continuing education opportunities made available to agency employees. For each 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.

Question 21

**FY21 Training Opport**

Training Date(s)	Name of Training Organization/Trainer
Oct-20	NATIONAL FAIR HOUSING ALLIANCE
Dec-20	NATIONAL EMPLOYMENT LAW INSTITUTE
March-July 2021	EEOC TRAINING INSTITUTE
Jul-21	DC BAR
Jul-21	NATIONAL EMPLOYMENT LAW INSTITUTE
Aug-21	ECORNELL
Aug-21	DC BAR
Sep-21	RELMAN COLFAX, LLC /Ms. SARAH PRATT

**tunities**

Subject of the Training	Number of Employees Trained
Fair Housing Investigation	2
Employment Law Training Conference	4
New Investigation Training/Refresher	8
Sexual Harassment Claims and Cases	1
Public Sector Equal Employment Oppurtunity & Employment Law	2
Diversity & Inclusion	1
FMLA Concepts	1
Damages and Other Remedies under the Fair Housing Act, Conciliation Basics, and Conciliation Strategies.	2
<b>TOTAL</b>	<b>21</b>



**Question: Please provide a list of any training or continuing education opportunities made available to agency employees. For each 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**

Question 21

FY22 Training Opportunities to d

Training Date(s)	Name of Training Organization/Trainer
Nov-21	Program on Negotiation
Dec-21	Practicing Law Institute training
Dec-21	Ed2Go training
Jan-22	National Employment Law Institute

late

Subject of the Training	Number of Employees Trained
Negotiation and Alternative Dispute Resolution	3
Fair Housing Law and Practice for OHR	2
Beginning Writer's Workshop	1
COVID employment issues	1
TOTAL	7

## FY21 OHR PCARD EXPEN

<b>Transaction Date</b>	<b>Transaction Amount</b>	<b>Cardholder/Purchaser</b>
10/05/2020	500.00	Stephanie Franklin
10/10/2020	154.00	Stephanie Franklin
11/04/2020	1,986.25	Stephanie Franklin
11/06/2020	118.54	Stephanie Franklin
11/10/2020	402.15	Stephanie Franklin
12/11/2020	2,060.00	Stephanie Franklin
12/30/2020	8.50	Stephanie Franklin
02/01/2021	959.88	Stephanie Franklin
02/11/2021	120.82	Stephanie Franklin
02/13/2021	240.00	Stephanie Franklin
02/19/2021	525.50	Stephanie Franklin
03/11/2021	1,135.50	Stephanie Franklin
03/11/2021	360.17	Stephanie Franklin

03/17/2021	543.78	Stephanie Franklin
03/18/2021	1,106.64	Stephanie Franklin
03/23/2021	350.00	Stephanie Franklin
04/05/2021	350.00	Stephanie Franklin
04/07/2021	275.00	Stephanie Franklin
04/08/2021	125.00	Stephanie Franklin
04/12/2021	1,908.00	Stephanie Franklin
04/27/2021	125.39	Stephanie Franklin
05/01/2021	2,544.00	Stephanie Franklin
05/03/2021	558.00	Stephanie Franklin
05/10/2021	695.25	Stephanie Franklin
05/20/2021	180.00	Stephanie Franklin
05/25/2021	596.00	Stephanie Franklin

06/01/2021	1,273.83	Stephanie Franklin
06/07/2021	(200.00)	Stephanie Franklin
06/08/2021	402.50	Stephanie Franklin
06/11/2021	120.00	Stephanie Franklin
06/12/2021	190.67	Stephanie Franklin
06/16/2021	409.77	Stephanie Franklin
06/16/2021	409.77	Stephanie Franklin
06/21/2021	156.25	Stephanie Franklin
06/23/2021	130.65	Stephanie Franklin
06/25/2021	1,575.16	Stephanie Franklin
06/25/2021	25.00	Stephanie Franklin
06/25/2021	75.00	Stephanie Franklin
07/01/2021	925.00	Stephanie Franklin
06/30/2021	409.77	Stephanie Franklin
06/30/2021	328.64	Stephanie Franklin
07/02/2021	2,856.00	Stephanie Franklin
07/06/2021	770.84	Stephanie Franklin
07/06/2021	510.87	Stephanie Franklin
07/16/2021	109.00	Stephanie Franklin

07/19/2021	556.00	Stephanie Franklin
07/19/2021	556.00	Stephanie Franklin
07/21/2021	165.00	Stephanie Franklin
08/03/2021	1,804.97	Stephanie Franklin
08/06/2021	650.00	Stephanie Franklin
08/11/2021	109.00	Stephanie Franklin
08/16/2021	177.04	Stephanie Franklin
08/20/2021	2,700.00	Stephanie Franklin
08/23/2021	1,797.05	Stephanie Franklin
08/23/2021	3,154.80	Stephanie Franklin
08/23/2021	250.00	Stephanie Franklin
08/25/2021	500.00	Stephanie Franklin
08/25/2021	1,100.00	Stephanie Franklin
08/26/2021	2,200.00	Stephanie Franklin
08/27/2021	109.00	Stephanie Franklin
08/31/2021	1,000.00	Stephanie Franklin
08/31/2021	1,285.60	Stephanie Franklin
09/01/2021	1,100.00	Stephanie Franklin
09/07/2021	1,100.00	Stephanie Franklin
09/07/2021	1,100.00	Stephanie Franklin
09/08/2021	1,100.00	Stephanie Franklin
09/16/2021	2,397.00	Stephanie Franklin

09/17/2021	543.78	Stephanie Franklin

ADDITIONAL EXPENDITURES

Vendor's Name	Purpose of Transaction
NATIONAL FAIR HOUSING	National Fair Housing Alliance 2-day training registration for OHR Enforcement Staff Members, Mary Wallace and Meghan Burns.
MURPHY CAP AND GOWN	Vendor for purchase of robe for newly onboarded Administrative Law Judge at the Commission on Human Rights. Judge Brandes Ash
NATIONAL EMPLOYMENT LA	National Employment Law Institute virtual conference registration for OHR Legal team (4 employees) in December 2020. HNIN THOMAS CHARLES ALEXIS APPLGATE
SHRED-IT	Document shredding service (Shred-It) monthly payment for October 2020.
SHRED-IT	Document shredding service (Shred-It) payment for overdue balance carrying over from August and September 2020.
PLANET DEPOS	Deposition services for OHR Office of General Counsel. Services used by Attorney Advisor, Charles Abbott on 12/10/2020.
FEDEX	Legal case material same-day FedEx delivery requested by OHR Attorney Advisor, Charles Abbott.
ADOBE CREATIVE CLOUD	Annual subscription for Adobe Creative Suite used by Communications Director, Stephanie Stephanie Franklin, to design, brand and layout agency publications, campaign ads and enforcement materials.
SHRED-IT	Shredding service subscription for discarding confidential documents at OHR office.
FLEXIQUIZ - NEXTSPARK	Annual subscription to online quiz software managed by OHR Compliance Officer, Fatima Mohammed for Districtwide EEO Counseling Training sessions.
SOUTHERN COURT REPORTE	Court reporting and deposition services for OHR Attorney Advisor, Charles Abbott.
TOUCAN PRINTING & PROM	Mass order for 10k qty of mailing envelopes by OHR Administrative Officer, Josephine Ansah-Brew.
SHRED-IT	Shredding services and disposal of confidential material at OHR offices in Judiciary Square.



CONSTANT CONTACT	Annual subscription to email marketing service that creates and distributes OHR newsletter and email blasts to its listserv on current topics in human rights and events/trainings. This service is used by OHR's Communications and Community Engagement team.
LOGMEIN	Annual subscription to virtual meeting software, GoToMeeting. This service is used by all OHR teams but most prominently the OHR Mediation team to conduct mediations virtually.
EEOC TRAINING INST	EEOC Institute Training registration on March 24, 2021 for Human Rights Officer, Stacy Makris.
EEOC TRAINING INST	EEOC Institute Training registration on April 6, 2021 for Human Rights Officer, William Seals.
PAYPAL	Registration for Fair Housing Center of Central Indiana online conference for OHR Mediator, Stirling Phillips.
NATIONAL ASSOCIATION O	National Association of Administrative Law Judiciary Mid-Year Online Conference registration for Commission on Human Rights Administrative Law Judge, Brandes Ash.
ALCHEMER LLC	Annual subscription to online survey software to assist with research conducted by OHR Communications and Community Engagement Unit.
SUCCESSORIES	Custom trophy/award for former Director, Michelle Garcia in honor of her service to OHR in 2020.
DOCUSIGN	Annual subscription to electronic signature platform, Docusign, for all agency employees to send and receive documents for signature to and from OHR clients.
SOCIETYFORHUMANRESOURC	Society for Human Resource Professionals three (3) year membership renewal for OHR Human Resources Manager, Ayanna Lee.
PLANET DEPOS	Transcription services for OHR Office of General Counsel for active deposition. Service requested by OHR Attorney Advisor, Charles Abbott.
CHARGE.PREZI.COM	Annual subscription to digital presentation service platform for interactive virtual presentation design and provision by OHR Communications and Community Engagement Team.
CRYSP	Event space via EventsDC for OHR Communications and Community Engagement Unit. Event rental for two (2) focus group sessions at The Fields at RFK - Celebration Pavilion on May 25th and May 27th, 2021.

METROPOLITAN OFFICE	Office supplies order placed by OHR Operations Manager for general use by staff to support OHR's services.
CRYSP	Security deposit of \$200 returned for event space via EventsDC for OHR Communications and Community Engagement Unit on May 25th and May 27th, 2021.
REV.COM	Online transcription service platform, Rev, used by OHR Communications and Community Engagement Unit for three (3) focus group session audio recordings transcriptions.
LINGUIST EDUCATION	Linguistic Education training registration for OHR Language Access Program staff member, Alkindi Kadir.
ADOBE ACROPRO SUBS	Annual Adobe Pro subscription for Macbook for OHR Human Resources Manager, Ayanna Lee.
DC BAR	DC Bar Dues for OHR Office of General Counsel, Hnin Khaing.
DC BAR	DC Bar Dues for OHR Office of General Counsel Attorney Advisory, Thomas Deal.
REV.COM	Online transcription service, Rev.com, for focus group audio file transcriptions for OHR Communications & Community Engagement staff.
SHRED-IT	Shredding services for confiscation of OHR confidential documents.
APPLE.COM/US	Purchase of a MacBook Pro laptop for new OHR Deputy Director.
METRO FARE AUTOLOAD	WMATA Metro Card funding renewal for OHR Staff travel to and from main location to satellite location.
METRO FARE AUTOLOAD	WMATA Metro Card funding renewal for OHR Staff to travel to local sites for compliance audits.
WPY*CAPITAL CITY RESTA	Food purchase as incentive for OHR Focus Group participation for a research project on employment discrimination in the District.
DC BAR	DC Bar Dues for OHR Office of General Counsel Attorney Advisor, Alexis Applegate.
DC BAR	DC Bar Dues for OHR Office of General Counsel Attorney Advisor, Maria Kachniraz.
SPEEDYORDERS	Plexiglass cubicle dividers for OHR site to ensure COVID safety for employees.
BTS*WATERLOGIC USA	Filtered water subscription service overdue payment for OHR staff use pre-pandemic.
SHRED-IT	Shredding service subscription for disposal of confidential information at OHR offices.
DC BAR	DCBar Current Status of Sexual Harassment Claims and Cases Webinar registration for OHR Investigator, Catheryn Moody.

NATIONAL EMPLOYMENT LAW	National Employment Law Institute Public Sector EEO and Employment Law Webinar registration for OHR Mediator, Linda Taylor.
NATIONAL EMPLOYMENT LAW	National Employment Law Institute Public Sector EEO and Employment Law Webinar registration for OHR Mediator, Stirling Phillips.
METRO FARE AUTOLOAD	WMATA Metro Card for OHR employee travel to and from meetings or office sites for business.
PLANET DEPOS LLC	Legal deposition transcription services for a case in review with OHR Office of General Counsel.
NATIONAL ASSOCIATION OF	National Association for Administrative Law Judges Conference Registration for Chief Administrative Law Judge, Edith R.
DC BAR	DC Bar Legal Ethics course registration for OHR Attorney Advisor, Charles Abbott.
QR-CODE-GENERATOR.COM	Annual subscription for Europe-based digital QR Code generation service platform.
ECORNELL	Ecornell Diversity and Inclusion multi-date course registration for Language Access Program Analyst, Priscilla Mendizabel.
SPECTRUM MANAGEMENT LL	Office deep cleaning services for OHR Suites.
SPECTRUM MANAGEMENT LL	Office deep cleaning services for OHR Suites.
SPECTRUM MANAGEMENT LL	Office deep cleaning services for OHR Suites.
GREATER WASHINGTON HISPANIC CHAMBER OF COMMERCE	Exhibition booth registration for OHR at Greater Washington Hispanic Chamber of Commerce Business Expo.
EEOC TRAINING INST	EEOC New Investigator Training registration for OHR Investigator, Jason Pleasants.
EEOC TRAINING INST	EEOC New Investigator Training registration for OHR Investigator, Joy Board.
DC BAR	DC Bar FMLA Concepts Training registration for OHR Human Rights Officer, Camila Doherty.
QUALTRICS	Research survey data scrubbing services for OHR Communications and Community Engagement Research Project.
CAPITAL SERVICES AND S	Office moving services from 441 4th St to 655 15th St.
EEOC TRAINING INST	EEOC New Investigator Training registration for OHR Investigator, William Seals.
EEOC TRAINING INST	EEOC New Investigator Training registration for OHR Investigator, Jaime Diaz.
EEOC TRAINING INST	EEOC New Investigator Training registration for OHR Investigator, Meghan Burns.
EEOC TRAINING INST	EEOC New Investigator Training registration for OHR Investigator, Sandy Gallardo.
PAYPAL	Data analysis services for OHR Transgender and Nonbinary Employment Research Project public survey conducted by Dr. David Kaib. Dr. Kaib is freelance consultant on data research.

CONSTANT CONTACT	Annual subscription payment for email marketing service, Constant Contact. Constant Contact is used to send OHR e-newsletters and other public listserv messages with important agency related information.

Transaction Date	Purpose of Transaction
11/23/2021	Program on Negotiation training registration for OHR Mediation Manager, Albert Santiago.
11/23/2021	Program on Negotiation training registration for OHR Mediator, Stirling Phillips.
11/23/2021	Program on Negotiation training registration for OHR Mediator, Linda Taylor.
12/06/2021	Printing services of posters and programs for 2021 Commission on Human Rights Award Gala (non-tax charge).
12/06/2021	Printing services of posters and programs for 2021 Commission on Human Rights Award Gala (tax charge).
12/07/2021	Practicing Law Institute training registration on Fair Housing Law and Practice for OHR Mediation Manager, Al Santiago.
12/07/2021	Practicing Law Institute training registration on Fair Housing Law and Practice for OHR Mediator, Stirling Phillips.
12/07/2021	Award and engraving services for awards given to honorees at the 2021 Commission on Human Rights Awards event.
12/09/2021	Catering services for 2021 Commission on Human Rights Awards event. OCP waiver signed and approved on December 7, 2021 ahead of the event.
12/11/2021	Ed2Go Beginning Writer's Workshop training registration for OHR Human Rights Officer, Sandy Gallardo.
12/14/2021	Agency signage production and installation services at OHR - Satellite Office at 655 15th St NW, 5th Floor.

01/05/2022	Stock photography annual subscription for use by OHR Communications & Community Engagement unit for training presentation creation and social media graphics.
01/05/2022	National Employment Law Institute training registration on COVID employment issues for OHR Attorney Advisor, Ben Case.
01/05/2022	National Employment Law Institute training registration on COVID employment issues for OHR Attorney Advisor, Alexis Applegate.
01/06/2022	Agency signage production and installation at OHR HQ at 441 4th St NW.
01/05/2022	Toast Master's membership fee for Stirling Phillips

Report as of 01/29/2022

Transaction Amount	Merchant Name	Card Holder/Purchase
1,997.00	PROGRAM ON NEGOTIATION	Stephanie Franklin
1,997.00	PROGRAM ON NEGOTIATION	Stephanie Franklin
1,997.00	PROGRAM ON NEGOTIATION	Stephanie Franklin
363.90	MINUTEMAN PRESS WASHIN	Stephanie Franklin
21.83	MINUTEMAN PRESS WASHIN	Stephanie Franklin
595.00	PLI*PRCTISNG LAW IN II	Stephanie Franklin
595.00	PLI*PRCTISNG LAW IN II	Stephanie Franklin
229.47	SUCCESSORIES	Stephanie Franklin
3,002.92	SIMPLI	Stephanie Franklin
149.00	CENGAGE LEARNING, INC	Stephanie Franklin
4,104.87	GELBERG SIGNS	Stephanie Franklin

299.00 STK*SHUTTERSTOCK	Stephanie Franklin
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349.00 NATIONAL EMPLOYMENT LA	Stephanie Franklin
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349.00 NATIONAL EMPLOYMENT LA	Stephanie Franklin
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1,779.92 GELBERG SIGNS	Stephanie Franklin
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45.00 TOASTMASTERS RENEW WEB	Stephanie Franklin
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**Merchant Name**

PROGRAM ON NEGOTIATION

PROGRAM ON NEGOTIATION

PROGRAM ON NEGOTIATION

MINUTEMAN PRESS WASHIN

MINUTEMAN PRESS WASHIN

PLI\*PRCTISNG LAW IN II

PLI\*PRCTISNG LAW IN II

SUCCESSORIES

SIMPLI

CENGAGE LEARNING, INC

GELBERG SIGNS

STK\*SHUTTERSTOCK

NATIONAL EMPLOYMENT LA

NATIONAL EMPLOYMENT LA

GELBERG SIGNS

TOASTMASTERS RENEW WEB





































































**Transaction Item COA Segment**  
**Value 5**

**Transaction Item COA Segment**  
**Value 6**



**Transaction Item COA Segment**  
**Value 7**

**Transaction Item COA Segment**  
**Value 8**



**Transaction Item COA Segment**  
**Value 9**

**Transaction Item COA Segment**  
**Value 10**





[illegible]

02700 HM0 OHR

OFFICE OF HUMAN RIGHTS

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OFFICE OF HUMAN RIGHTS

<b>Reference Number</b>	<b>Transaction Convenience Check Number</b>
55310201327206209600073	
55310201327206209600081	
55310201327206209600172	
75186301340900011800018	
75186301340900011800026	
55432861341200012348869	
55432861341200012348877	
55429501341852559790254	
65187421343000000390841	
52704871345700776687983	
25247801348000942034150	

12302022005000305718727

85454912005900015276938

85454912005900015276979

25247802006000320089629

55460292007207787500853

**Transaction Authorization  
Number**

**Customer Code**

059603

013271

091605

087383

067674

034920

040319

036178

55979025

093664

082386

006073

075950

026622

22w1-62230

061388

22w1-62232

090931

099157

Transaction Type	Dispute Indicator
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Purchase	No
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Purchase	No
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Purchase	No
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Purchase	No
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Purchase	No
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Purchase	No
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Purchase	No
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Purchase

No

Purchase

No

Purchase

No

Purchase

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Purchase

No



[illegible]

None N

None N

None N

None N

None N

Transaction Approval Status	Approval Indicator 1
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Approved	Yes
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Approved	Yes
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Approved	Yes
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Approved	Yes
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Approved	Yes
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Approved	Yes
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Approved	Yes
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Approved	Yes
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Approved	Yes
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Approved	Yes
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Approved

Yes

Approved

Yes

Approved

Yes

Approved

Yes

New

No

Transaction Approver Name 1	Approval Indicator 2
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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ANSAH-BREW,JOSEPHINE	No
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No
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**Transaction Approver Name 2      Approval Indicator 3**

No

No

No

No

No

No

No

No

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No

No

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No

No



**Transaction Approver Name 3      Approval Indicator 4**

No

No

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No

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No

**Transaction Approver Name 4      Approval Indicator 5**

No

No

No

No

No

No

No

No

No

No

No

No

No

No

No

No

Transaction Approver Name 5	Custom Field Value 1
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20700

20300

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20300

**Custom Field Value 2****Custom Field Value 3**

HHU02

No-Explain in Notes

HHU02

No-Explain in Notes

HHU02

No-Explain in Notes

EDUC0

No-Explain in Notes

EDUC0

No-Explain in Notes

HHU02

No-Explain in Notes

HHU02

No-Explain in Notes

EDUC0

No-Explain in Notes

EQU22

No-Explain in Notes

EQU22

No-Explain in Notes

INVIO

No-Explain in Notes

EDUC0	No-Explain in Notes
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EQU22	No-Explain in Notes
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EQU22	No-Explain in Notes
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INVI0	No-Explain in Notes
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**Custom Field Value 4**

**Custom Field Value 5**



**Custom Field Value 6**

**Custom Field Value 7**



**Custom Field Value 8**

**Custom Field Value 9**



## Custom Field Value 10

## Transaction Notes

Program on Negotiation training registration for OHR Mediation Manager, Albert Santiago.

Program on Negotiation training registration for OHR Mediator, Stirling Phillips.

Program on Negotiation training registration for OHR Mediator, Linda Taylor.

Printing services of posters and programs for 2021 Commission on Human Rights Award Gala (non-tax charge).

Printing services of posters and programs for 2021 Commission on Human Rights Award Gala (tax charge).

Practicing Law Institute training registration on Fair Housing Law and Practice for OHR Mediation Manager, Al Santiago.

Practicing Law Institute training registration on Fair Housing Law and Practice for OHR Mediator, Stirling Phillips.

Award and engraving services for awards given to honorees at the 2021 Commission on Human Rights Awards event.

Catering services for 2021 Commission on Human Rights Awards event. OCP waiver signed and approved on December 7, 2021 ahead of the event.

Ed2Go Beginning Writer's Workshop training registration for OHR Human Rights Officer, Sandy Gallardo.

Agency signage production and installation services at OHR - Satellite Office at 655 15th St NW, 5th Floor.

Stock photography annual  
subscription for use by OHR  
Communications & Community  
Engagement unit for training  
presentation creation and social  
media graphics.

National Employment Law Institute  
training registration on COVID  
employment issues for OHR  
Attorney Advisor, Ben Case.

National Employment Law Institute  
training registration on COVID  
employment issues for OHR  
Attorney Advisor, Alexis Applegate.

Agency signage production and  
installation at OHR HQ at 441 4th St  
NW.



**Order ID**

**Order Status**



**Requestor**

**DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES**

# **MEMORANDUM OF UNDERSTANDING**

**Between Office of Human Rights and  
The Department of Human Resources**

**Fiscal Year 2022**

## I. INTRODUCTION

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

## II. PROGRAM GOALS AND OBJECTIVES

The Seller will provide the Buyer with employment compliance services for its candidates, employees, and volunteers who are subject to fitness evaluations, suitability screenings, or both. The objective of the fitness evaluations and suitability screenings is to determine whether each specific candidate, employee or volunteer is suitable for District employment consistent with Title 6-B, Chapters 4 and 20 of the District of Columbia Municipal Regulations (DCMR).

## III. SCOPE OF SERVICES

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

### A. Responsibilities of the Seller

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

### B. Responsibilities of the Buyer

1. The Buyer shall advance to the Seller \$ 2,797.86 for compliance services.
2. The Buyer shall ensure the Seller receives all documentation reasonably necessary to carry out the Seller's responsibilities under this MOU.
3. The Buyer agrees to be bound by the provisions contained in Title 6-B, Chapters 4, 16, and 20B of the DCMR. The Buyer agrees that for purposes of these regulations as they relate to suitability screenings covered under this agreement, the Seller serves as the Program Administrator and the personnel authority. Moreover, for purposes of 6-B DCMR § 1623, the Director of DCHR, or her designee, shall serve as the final deciding official for any corrective or adverse actions related to suitability screenings.

## IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2021, through, September 30, 2022, unless terminated in accordance with Section XII prior to the expiration.

- B.** The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period. The option period may consist of a year, a fraction thereof, or multiple successive fractions of a year. The Buyer shall provide notice to the Seller of its intent to renew an option period prior to the expiration of the MOU.
- C.** The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.
- D.** Subject to appropriations, this paragraph serves as the Buyer's letter of intent for Fiscal Year 2023 to execute an extension pursuant to paragraph B of this section or execute a new MOU with identical terms for at least \$ 2,797.86.

## **V. AUTHORITY FOR MOU**

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

## **VI. FUNDING PROVISIONS**

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

- 1.** Total cost for services under this MOU shall not exceed \$ 2,797.86 for Fiscal Year 2022. Funding for services shall not exceed the actual cost of the goods and services.
- 2.** The estimated cost of this MOU is based upon the projected service costs outlined on the schedule on the following page, and do not account for all suitability services that may be provided under this MOU. For example, the Buyer may request weekend service collections which may result in overtime fees. However, the total resulting service cost shall not exceed the maximum amount of this MOU established in subsection (A)(1).

### **B. Payment**

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

## FY22 SERVICE COSTS

### COMPLIANCE SERVICES

#### CRIMINAL BACKGROUND CHECKS (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 26.08	\$ 28.78	\$ 0	\$ 0.00
Protection	0	\$ 26.08	\$ 28.78	\$ 0	\$ 0.00
Security	26	\$ 26.08	\$ 28.78	\$ 0	\$ 1,426.36
Volunteers	0	\$ 26.08	\$ 28.78	\$ 0	\$ 0.00
Summer Hires	0	\$ 26.08	\$ 28.78	\$ 0	\$ 0.00
<b>Criminal Background Checks Total Cost</b>					<b>\$ 1,426.36</b>

#### CRIMINAL BACKGROUND RECERTIFICATIONS

Positions	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 26.08	\$ 28.78	\$ 0	\$ 0.00
Protection	0	\$ 26.08	\$ 28.78	\$ 0	\$ 0.00
Security	25	\$ 26.08	\$ 28.78	\$ 0	\$ 1,371.50
<b>Criminal Background Recert Total Cost</b>					<b>\$ 1,371.50</b>

#### DRUG TESTING (GENERAL)

Positions	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0.00
Protection	0	\$ 40	\$ 20.26	\$ 0	\$ 0.00
Summer Hires	0	\$ 40	\$ 20.26	\$ 0	\$ 0.00
<b>Drug Testing Total Cost</b>					<b>\$ 0.00</b>

#### DRUG TESTING – RANDOM

Positions	Projected # Randoms	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Safety	0	\$ 40	\$ 20.26	\$ 0	\$ 0.00
Alcohol	0	\$ 40	\$ 20.26	\$ 0	\$ 0.00
<b>Random Drug Testing Total Cost</b>					<b>\$ 0.00</b>

#### FITNESS FOR DUTY TESTING – APPLICANTS

Type	Projected # Applicants	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Pre-Employment	0	\$ 105	\$ 70.1	\$ 0	\$ 0.00
<b>Pre-employment Fitness for Duty Testing Total Cost</b>					<b>\$ 0.00</b>

#### FITNESS FOR DUTY TESTING – EMPLOYEES

Type	Projected # Recerts	Unit Cost	Personnel Cost	Misc. Fees (Ala Carte)	Subtotal
Employee FFD	0	\$ 550	\$ 70.1	\$ 0	\$ 0.00
<b>Fitness for Duty Recertification Total Cost</b>					<b>\$ 0.00</b>

**GRAND TOTAL      \$ 2,797.86**

## VII. ANTI-DEFICIENCY CONSIDERATIONS

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

## VIII. COMPLIANCE AND MONITORING

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

## IX. PROCUREMENT PRACTICES ACT

If the goods or services of an agent, contractor, consultant or other third party will be utilized to execute the processes described in this MOU, then the Parties shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01, *et seq.*) to procure those goods and/or services.

## X. RECORDS AND REPORTS

The Seller shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon request of the Buyer or another District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of the Buyer and other officials as may be specified by the District of Columbia.

## XI. CONFIDENTIAL INFORMATION

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

## XII. TERMINATION

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



### XIII. NOTICE

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

**Tamika Cambridge, Compliance Review Manager**

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

**Mamadou Samba, Deputy Director**

Office of Human Rights  
441 4th Street NW, Suite 570N  
Washington, DC 20001  
(202) 727-4559

### XIV. MODIFICATIONS

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

### XV. MISCELLANEOUS

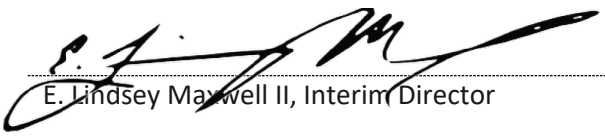
The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

**FOR THE OFFICE OF HUMAN RIGHTS**

  
Hnin Khaing, Interim Director

10/27/2021  
Date

**FOR THE DEPARTMENT OF HUMAN RESOURCES**

  
E. Lindsey Maxwell II, Interim Director

October 27, 2021  
Date

**AMENDED MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DISTRICT OF COLUMBIA  
DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
OFFICE OF HUMAN RIGHTS**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is between the District of Columbia Department of Employment Services (DOES) and the Office of Human Rights (OHR), referred to individually as “Party” and collectively as “Parties”.

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities. DOES through its Office of Paid Family Leave (OPFL) administers and enforces the District of Columbia’s paid family leave program, which provides medical, family, and parental leave benefits to covered employees in the District of Columbia.

OHR was established to eradicate discrimination, increase equal opportunity, and protect human rights for persons who live in or visit the District of Columbia. OHR proactively enforces local and federal human rights laws, including the DC Human Rights Act, through complaints filed at the OHR or through Director’s Inquiries, which allow OHR to identify and investigate practices and policies that may be discriminatory.

**II. PURPOSE AND INTENT**

D.C. Code § 32-541.08(e) states:

*“For complaints, other than a claim determination, that arise under this act, the administrative enforcement procedure and relief shall be the same as that in D.C. FMLA.”*

OHR currently enforces the D.C. FMLA. As such, OHR will process complaints other than a claim determination under Section 108 of the Universal Paid Leave Act. On August 31, 2020, the Council enacted the Local Budget Emergency Act of 2020 (Bill 23-0766), which requires that DOES effectuate an intra-District transfer of \$1,858,227 to the Office of Human Rights for implementation of the Universal Paid Leave Implementation Fund Act of 2016. The intent of this MOU is to establish a collaborative relationship between the Parties for the efficient and effective resolution of paid family leave complaints, other than claims determinations, as required pursuant to D.C. Code § 32-541.08(e) and for execution of the requisite intra-District fund transfer.

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

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

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

DOES shall:

1. Transfer \$1,858,227.00 to OHR via Intra-District advance, in accordance with Section VI.B. of this MOU.
2. Provide all PFL directives, policy statements, requirements, or communications that pertain, in whole or in part, to the paid family leave complaints process or protocols, within 48 hours of finalization or receipt.
3. Cooperate with OHR to ensure the proper expenditure of local administrative grant funds consistent with all applicable District of Columbia and federal laws, regulations, directives, policy statements, and requirements.
4. Provide claimants' claims files, when requested by OHR, within ten (10) calendar days of receipt of the request.
5. Work collaboratively to create a secure transmission mechanism for claimants' claims files.
6. Communicate with OHR in a timely manner by responding to all correspondence within twenty-four (24) hours, or the next business day.

#### **B. RESPONSIBILITIES OF OHR**

OHR shall:

1. Receive, review, investigate, and resolve all complaints on paid family leave claims, other than claims determinations.
2. Consistent with D.C. Code § 32-541.06(j), develop and deliver educational program for the public through awareness campaign about claims processed by OHR.
3. Receive complaints directly from claimants.
4. Request claimant's claim file from DOES, if needed.

5. Work collaboratively to create a secure transmission mechanism for claimants' claims files.
6. OHR shall utilize any and all funds provided it pursuant to this MOU solely to educate the public and to investigate and adjudicate PFL complaints filed during the fiscal within which the funds were either appropriated or certified for the named expenditure or obligation.

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

- A. The period of this MOU shall be from October 1, 2020 through September 30, 2021, unless otherwise dictated by applicable law(s).

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

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

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

##### **A. Payment Amount**

1. Total payment under this MOU shall not exceed \$1,858,227.00 for FY 2021.

##### **B. Payment Terms**

1. DOES shall make the intra-District fund transfer to OHR no later than October 2, 2020.
2. OHR will return any excess advance to DOES by September 30, 2021.
3. The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

##### **1. Anti-Deficiency Considerations**

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

Deficiency Act, D.C. Official Code §§47-355.01-355.08, (iii) D.C. Official Code §47-105 (2001), and (iv) D.C. Official Code §1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

## **VII. RECORDS AND REPORTS**

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

OHR shall provide, upon DOES' reasonable request or at regular intervals agreed to by the Parties, copies of accounting statements, budget plans, etc., as may be required by DOES pursuant to the paid family leave administrative grant and applicable federal and local laws, regulations, and directives.

## **VIII. CONFIDENTIAL INFORMATION**

All case information exchanged between the Parties shall be treated with confidentiality provision established under D.C. Code § 32-541.06(h). The Parties to this MOU shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU, in accordance with all relevant federal and local statutes, regulations, and policies.

## **IX. TERMINATION**

This Agreement shall terminate on September 30, 2021, unless otherwise required by law.

## **X. NOTICE**

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

Jeffrey J. Reddig  
Attorney Advisor, Office of Paid Family Leave  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Suite 4500  
Washington, DC 20019  
Phone: (202) 664-5754  
Email: [jeffrey.reddig@dc.gov](mailto:jeffrey.reddig@dc.gov)

Hnin Khaing  
General Counsel  
D.C. Office of Human Rights

Marion S. Barry, Jr. Building  
441 4<sup>th</sup> Street, NW Suite 570N  
Washington, DC 20001  
Phone: (202) 741-5865  
Email: [hnin.khaing@dc.gov](mailto:hnin.khaing@dc.gov)

## **XI. MODIFICATIONS**

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

## **XII. MISCELLANEOUS**

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

### **B. DOES-OHR PROGRAM MEETINGS**

1. OHR and DOES shall meet from time to time upon the reasonable request of either Party to discuss issues of mutual concern and interest. OHR and DOES shall cooperate in setting the agendas for these meetings and shall alternate chairing the meetings. OHR and DOES shall work cooperatively and in good faith to promptly address issues of concern raised during the meetings.
2. The OHR Director and DOES Director each have designated these staff members to address issues that arise under this MOU. The address and phone numbers to members are as shown below.

#### **OHR MEMBERS**

Interim Director – Michelle Garcia - (202) 492-5557  
General Counsel – Hnin Khaing – (202) 679-5797

Office of Human Rights  
441 4<sup>th</sup> Street, NW  
Suite 570N  
Washington, DC 20001  
(202) 727-4559

#### **DOES MEMBERS**

Director – Dr. Unique Morris-Hughes  
Deputy Director – Monnikka Madison – (202) 698 -3702  
Attorney for Paid Family Leave Program – Jeffrey Reddig – (202) 664-5754

Department of Employment Services  
Office of Paid Family Leave

4058 Minnesota Ave, NE  
Suite 4500  
Washington, DC 20019

3. This list may be updated as needed by the OHR Director and by the DOES Director. Amendments or substitutions to the list may be made at any time by written notification from the OHR Director or the DOES Director.

**C. PROCUREMENT PRACTICES ACT**

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

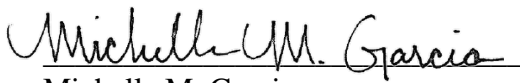
IN WITNESS WHEREOF, the Parties hereto have executed this Amended MOU as follows:

**DOES**

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

Date: 11-24-20

**OHR**

  
Michelle M. Garcia  
Interim Director

Date: 11/19/2020

## NOTIFICATION OF MULTI-AGENCY MOU

**To:** Office of Human Rights (OHR)

**From:** Office of Disability Rights (ODR)

**Date:** March 15, 2021

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

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

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

- Payment to ODR of \$4,540.00, which is based on the actual amount your agency used in FY 2020, for services provided by ODR to your agency; and
- Compliance with the following terms and conditions: "See Section III.A, 1-6 of the SLI MOU" on the page below.

The City Administrator intends to sign the MOU on or about "Monday, May 3, 2021".

Therefore, by 5:00 p.m. on "Wednesday, April 14, 2021", please sign and date the form below, and return the completed form to Haydn Demas, ADA Compliance Specialist, at [haydn.demas@dc.gov](mailto:haydn.demas@dc.gov).

### Agency Acknowledgment

- ☒ OHR understands and agrees to comply with the terms and conditions set forth in Section III.A, 1-6 of the SLI MOU as described above and as outlined below on page 2.
- ☒ For the following reason(s), OHR does not agree with the terms and conditions (or payment amount) of the MOU:

Signature:		Date:	9-7-2021
Printed name and title:	Monica Palacio		



### **III. FUNDING PROVISIONS**

#### **A. PAYMENT AND COST OF SERVICES**

1. Payment for the services shall be made through Intra-District advances by the participating agencies to ODR in the amounts set forth in Attachment A, and any subsequent addendum. The participating agencies shall submit their advances within ten (10) business days after the effective date of this MOU.
2. ODR and a participating agency listed in Attachment A may increase the relevant amount listed in Attachment A by the mutual agreement of ODR and the participating agency. In addition, an agency not listed in Attachment A may participate in this MOU by the mutual agreement of ODR and the agency.
3. ODR shall provide itemized invoices for each completed service request, which shall explain the amounts billed for that request.
4. Advances to ODR for the services to be performed shall not exceed the amounts set forth in Attachment A, as may be modified pursuant to paragraph A.2 of this section.
5. ODR will relieve the advance and bill the participating agencies through the Intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
6. ODR shall return any excess advances to the participating agencies by September 30, 2021.

**OFFICE**  
**FY2'**

Approp	Fund	GAAP Category Title	Comp Source Group	Comp Object	FY 2021 BUDGET
	0100	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	4,086,051.52
			0011 - REGULAR PAY - CONT FULL TIME -		4,086,051.52
			0012 - REGULAR PAY - OTHER	0121 - TEMPORARY FULL-TIME	231,442.86
				0125 - TERM FULL-TIME	248,139.1
			0012 - REGULAR PAY - OTHER - Total		479,581.96
			0013 - ADDITIONAL GROSS PAY	0134 - TERMINAL LEAVE	0
				0135 - HOLIDAY PAY	0
			0013 - ADDITIONAL GROSS PAY - Total		0
			0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0
				0142 - HEALTH BENEFITS	0
				0147 - MISC FRINGE BENEFITS	1,327,577.86
				0148 - RETIREMENT CONTRIBUTION - FICA	0
				0154 - OPTICAL PLAN	0
				0155 - DENTAL PLAN	0
				0157 - PREPAID LEGAL	0
				0158 - MEDICARE CONTRIBUTION	0
				0159 - RETIREMENT	0
				0160 - DC METRO BENEFITS	0
				0161 - DC HEALTH BENEFIT FEES	0
			0014 - FRINGE BENEFITS - CURR		1,327,577.86
			0015 - OVERTIME PAY	0133 - OVERTIME PAY	0
			0015 - OVERTIME PAY - Total		0
		PERSONNEL SERVICES - Total			5,893,211.34
		NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	0201 - OFFICE SUPPLIES	18,450
				0210 - GENERAL	11,621.6
			0020 - SUPPLIES AND MATERIALS - Total		30,071.6
			0031 - TELECOMMUNICATIONS	0308 - TELECOMMUNICATIONS	0
			0031 - TELECOMMUNICATIONS - Total		0
			0040 - OTHER SERVICES AND CHARGES	0404 - MAINTENANCE AND REPAIRS - AUTO	2,117.9
				0408 - PROF SERVICE FEES AND CONTR	606,577.03
				0410 - OFFICE SUPPORT	66,245.9
				0411 - PRINTING, DUPLICATING, ETC	10,000
				0416 - POSTAGE	1,000

			0419 - TUITION FOR EMPLOYEE TRAINING	0
			<b>0040 - OTHER SERVICES AND CHARGES -</b>	<b>685,940.83</b>
		0041 - CONTRACTUAL SERVICES - OTHER	0409 - CONTRACTUAL SERVICES - OTHER	847,266.28
			<b>0041 - CONTRACTUAL SERVICES - OTHER -</b>	<b>847,266.28</b>
		0070 - EQUIPMENT & EQUIPMENT RENTAL	0702 - PURCHASES - EQUIPMENT AND MACHINERY	7,276.57
			<b>0070 - EQUIPMENT &amp; EQUIPMENT RENTAL -</b>	<b>7,276.57</b>
		<b>NON-PERSONNEL SERVICES - Total</b>		<b>1,570,555.28</b>
<b>0100 - Total</b>				<b>7,463,766.62</b>
0200	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	86,494.3
			<b>0011 - REGULAR PAY - CONT FULL TIME -</b>	<b>86,494.3</b>
		0012 - REGULAR PAY - OTHER	0125 - TERM FULL- TIME	0
			<b>0012 - REGULAR PAY - OTHER - Total</b>	<b>0</b>
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0
			0142 - HEALTH BENEFITS	0
			0147 - MISC FRINGE BENEFITS	21,018.11
			0148 - RETIREMENT CONTRIBUTION - FICA	0
			0154 - OPTICAL PLAN	0
			0155 - DENTAL PLAN	0
			0158 - MEDICARE CONTRIBUTION	0
			0159 - RETIREMENT	0
			0161 - DC HEALTH BENEFIT FEES	0
			<b>0014 - FRINGE BENEFITS - CURR</b>	<b>21,018.11</b>
		<b>PERSONNEL SERVICES - Total</b>		<b>107,512.41</b>
	NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	0210 - GENERAL	0
			<b>0020 - SUPPLIES AND MATERIALS - Total</b>	<b>0</b>
		0040 - OTHER SERVICES AND CHARGES	0402 - TRAVEL - OUT OF CITY	500
			0408 - PROF SERVICE FEES AND CONTR	34,639.64
			0410 - OFFICE SUPPORT	525.5
			0411 - PRINTING, DUPLICATING, ETC	4,750
			0419 - TUITION FOR EMPLOYEE TRAINING	1,367
			<b>0040 - OTHER SERVICES AND CHARGES -</b>	<b>41,782.14</b>
		0041 - CONTRACTUAL SERVICES - OTHER	0409 - CONTRACTUAL SERVICES - OTHER	0
			<b>0041 - CONTRACTUAL SERVICES - OTHER -</b>	<b>0</b>
		0070 - EQUIPMENT & EQUIPMENT RENTAL	0710 - IT HARDWARE ACQUISITIONS	0
			<b>0070 - EQUIPMENT &amp; EQUIPMENT RENTAL -</b>	<b>0</b>
		<b>NON-PERSONNEL SERVICES - Total</b>		<b>41,782.14</b>
<b>0200 - Total</b>				<b>149,294.55</b>

0700	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	1,007,146.99	
		0011 - REGULAR PAY - CONT FULL TIME -		1,007,146.99	
		0012 - REGULAR PAY - OTHER	0125 - TERM FULL-TIME	0	
		0012 - REGULAR PAY - OTHER - Total		0	
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0	
			0142 - HEALTH BENEFITS	0	
			0147 - MISC FRINGE BENEFITS	232,616	
			0148 - RETIREMENT CONTRIBUTION - FICA	0	
			0154 - OPTICAL PLAN	0	
			0155 - DENTAL PLAN	0	
			0158 - MEDICARE CONTRIBUTION	0	
			0159 - RETIREMENT	0	
			0161 - DC HEALTH BENEFIT FEES	0	
			0014 - FRINGE BENEFITS - CURR		232,616
		PERSONNEL SERVICES - Total		1,239,762.99	
		NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	0201 - OFFICE SUPPLIES	178,472.94
				0210 - GENERAL	0
			0020 - SUPPLIES AND MATERIALS - Total		178,472.94
			0035 - OCCUPANCY FIXED COSTS	0310 - OCCUPANCY FIXED COSTS	230,000
	0035 - OCCUPANCY FIXED COSTS - Total				230,000
	0040 - OTHER SERVICES AND CHARGES		0410 - OFFICE SUPPORT	228,505.22	
				0040 - OTHER SERVICES AND CHARGES -	
	0041 - CONTRACTUAL SERVICES - OTHER		0409 - CONTRACTUAL SERVICES - OTHER	0	
	0041 - CONTRACTUAL SERVICES - OTHER -		0		
	0050 - SUBSIDIES AND TRANSFERS		0507 - SUBSIDIES	100,000	
	0050 - SUBSIDIES AND TRANSFERS - Total		100,000		
	NON-PERSONNEL SERVICES - Total		736,978.16		
	0700 - Total			1,976,741.15	
	Overall - Total			9,589,802.32	

## OF HUMAN RIGHTS

### 1 - FY22 BUDGET

#### FUND LEVEL

FY 2021 EXPENDITURE	FY 2021 VARIANCE	Variance Explanation	FY 2022 BUDGET
3,374,958.08	711,093.44		5,533,351.45
<b>3,374,958.08</b>	<b>711,093.44</b>		<b>5,533,351.45</b>
0	231,442.86		117,000
442,987.71	-194,848.61		366,379.28
<b>442,987.71</b>	<b>36,594.25</b>		<b>483,379.28</b>
5,558.3	-5,558.3		0
0	0		0
<b>5,558.3</b>	<b>-5,558.3</b>		<b>0</b>
1,936.81	-1,936.81		0
456,714.19	-456,714.19		0
-923.6	1,328,501.46		1,473,035.84
219,594.91	-219,594.91		0
2,928.51	-2,928.51		0
8,509.83	-8,509.83		0
1,263.93	-1,263.93		0
51,506.11	-51,506.11		0
161,499.29	-161,499.29		0
0	0		0
20,909.03	-20,909.03		0
<b>923,939.01</b>	<b>403,638.85</b>		<b>1,473,035.84</b>
400.05	-400.05		0
<b>400.05</b>	<b>-400.05</b>		<b>0</b>
<b>4,747,843.15</b>	<b>1,145,368.19</b>		<b>7,489,766.57</b>
18,375.07	74.93		13,499.59
10,720.86	900.74		12,500
<b>29,095.93</b>	<b>975.67</b>		<b>25,999.59</b>
6,280.35	-6,280.35		0
<b>6,280.35</b>	<b>-6,280.35</b>		<b>0</b>
38.25	2,079.65		3,324.31
49,787.98	556,789.05		238,000
48,756.62	17,489.28		8,000
2,503.66	7,496.34		5,000
0	1,000		514.37

0	0		0
<b>101,086.51</b>	<b>584,854.32</b>		<b>254,838.68</b>
570,529.5	276,736.78		790,293.89
<b>570,529.5</b>	<b>276,736.78</b>		<b>790,293.89</b>
7,256.57	20		0
<b>7,256.57</b>	<b>20</b>		<b>0</b>
<b>714,248.86</b>	<b>856,306.42</b>		<b>1,071,132.16</b>
<b>5,462,092.01</b>	<b>2,001,674.61</b>	Variance is primarily due to vacancy savings and underspendin in contracts other services and charges.	<b>8,560,898.73</b>
88,258.06	-1,763.76		225,289.35
<b>88,258.06</b>	<b>-1,763.76</b>		<b>225,289.35</b>
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
49.18	-49.18		0
13,445.44	-13,445.44		0
923.6	20,094.51		54,520.03
4,903.21	-4,903.21		0
66.82	-66.82		0
196.61	-196.61		0
1,146.82	-1,146.82		0
4,253.08	-4,253.08		0
620.5	-620.5		0
<b>25,605.26</b>	<b>-4,587.15</b>		<b>54,520.03</b>
<b>113,863.32</b>	<b>-6,350.91</b>		<b>279,809.38</b>
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
500	0		28,000
28,013.73	6,625.91		80,987.71
525.5	0		0
0	4,750		0
1,642	-275		16,000
<b>30,681.23</b>	<b>11,100.91</b>		<b>124,987.71</b>
4,750	-4,750		0
<b>4,750</b>	<b>-4,750</b>		<b>0</b>
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
<b>35,431.23</b>	<b>6,350.91</b>		<b>124,987.71</b>
<b>149,294.55</b>	<b>0</b>		<b>404,797.09</b>

76,773.99	930,373		906,329
<b>76,773.99</b>	<b>930,373</b>		<b>906,329</b>
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
39.99	-39.99		0
4,410.58	-4,410.58		0
1,479.62	231,136.38		219,331.61
4,064.02	-4,064.02		0
32	-32		0
87.36	-87.36		0
950.5	-950.5		0
3,478.09	-3,478.09		0
219.84	-219.84		0
<b>14,762</b>	<b>217,854</b>		<b>219,331.61</b>
<b>91,535.99</b>	<b>1,148,227</b>		<b>1,125,660.61</b>
2,993.2	175,479.74		175,000
479.74	-479.74		0
<b>3,472.94</b>	<b>175,000</b>		<b>175,000</b>
0	230,000		302,566.38
<b>0</b>	<b>230,000</b>		<b>302,566.38</b>
28,505.22	200,000		255,000.01
<b>28,505.22</b>	<b>200,000</b>		<b>255,000.01</b>
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
0	100,000		0
<b>0</b>	<b>100,000</b>		<b>0</b>
<b>31,978.16</b>	<b>705,000</b>		<b>732,566.39</b>
<b>123,514.15</b>	<b>1,853,227</b>	Variance is due to excess budget authority in MOU with DBH.	<b>1,858,227</b>
<b>5,734,900.71</b>	<b>3,854,901.61</b>		<b>10,823,922.82</b>

FY 2022 EXPENDITURE
979,136.58
<b>979,136.58</b>
0
256,086.27
<b>256,086.27</b>
10,293.27
8.18
<b>10,301.45</b>
639.21
154,655.07
1,379.12
76,286.6
963.75
3,008.49
370.53
18,036.76
54,990.81
0
7,416.57
<b>317,746.91</b>
14.01
<b>14.01</b>
<b>1,563,285.22</b>
2,499.59
12,500
<b>14,999.59</b>
9,000
<b>9,000</b>
3,324.31
11,284.31
4,786.34
0
0



0
19,394.96
11,397.46
11,397.46
0
0
54,792.01
1,618,077.23
62,957.83
62,957.83
0
0
33.83
8,483.35
0
3,635.73
46.78
140.58
850.3
3,147.97
401.28
16,739.82
79,697.65
0
0
10,000
9,682.33
0
0
0
19,682.33
0
0
0
0
0
19,682.33
99,379.98

7,381.25
<b>7,381.25</b>
7,399.83
<b>7,399.83</b>
4.23
1,108.65
0
899.77
9.94
29.99
210.44
529.22
36.45
<b>2,828.69</b>
<b>17,609.77</b>
-0.03
0
<b>-0.03</b>
0
<b>0</b>
-280.39
<b>-280.39</b>
0
<b>0</b>
0
<b>0</b>
<b>-280.42</b>
<b>17,329.35</b>
<b>1,734,786.56</b>

# OFFICE

FY20

AC

## PROGRAM: 1000 - OFFICE OF HUMAN RIGHTS (CC)

Approp Fund	Activity	GAAP Category Title	Comp Source Group	FY 2021 BUDGET
0100	1020 - CONTRACTING AND PROCUREMENT	NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	0
		<b>NON-PERSONNEL SERVICES - Total</b>		<b>0</b>
	<b>1020 - CONTRACTING AND PROCUREMENT</b>	<b>- Total</b>		<b>0</b>
	1030 - PROPERTY MANAGEMENT	NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	2,117.9
		<b>NON-PERSONNEL SERVICES - Total</b>		<b>2,117.9</b>
	<b>1030 - PROPERTY MANAGEMENT</b>	<b>- Total</b>		<b>2,117.9</b>
	1040 - INFORMATION TECHNOLOGY	NON-PERSONNEL SERVICES	0041 - CONTRACTUAL SERVICES - OTHER	0
		<b>NON-PERSONNEL SERVICES - Total</b>		<b>0</b>
	<b>1040 - INFORMATION TECHNOLOGY</b>	<b>- Total</b>		<b>0</b>
	1060 - LEGAL SERVICES	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	329,146.53
			0012 - REGULAR PAY - OTHER	0
			0014 - FRINGE BENEFITS - CURR PERSONNEL	102,655.53
		<b>PERSONNEL SERVICES - Total</b>		<b>431,802.06</b>
		NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	1,621.6
			0040 - OTHER SERVICES AND CHARGES	545.46
		<b>NON-PERSONNEL SERVICES - Total</b>		<b>2,167.06</b>
	<b>1060 - LEGAL SERVICES</b>	<b>- Total</b>		<b>433,969.12</b>
	1090 - PERFORMANCE MANAGEMENT	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	426,136.03
			0012 - REGULAR PAY - OTHER	0
			0013 - ADDITIONAL GROSS PAY	0
			0014 - FRINGE BENEFITS - CURR PERSONNEL	140,551.06
		<b>PERSONNEL SERVICES - Total</b>		<b>566,687.09</b>
		NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	27,000
			0041 - CONTRACTUAL SERVICES - OTHER	20,000
		<b>NON-PERSONNEL SERVICES - Total</b>		<b>47,000</b>
	<b>1090 - PERFORMANCE MANAGEMENT</b>	<b>- Total</b>		<b>613,687.09</b>
	2070 - PUBLIC EDUCATION	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	85,570
			0012 - REGULAR PAY - OTHER	0

			0014 - FRINGE BENEFITS - CURR PERSONNEL	20,793.51
			<b>PERSONNEL SERVICES - Total</b>	<b>106,363.51</b>
		<b>2070 - PUBLIC EDUCATION</b>	<b>- Total</b>	<b>106,363.51</b>
<b>0100 - Total</b>				<b>1,156,137.62</b>
	0700	1030 - PROPERTY MANAGEMENT	NON-PERSONNEL 0035 - OCCUPANCY SERVICES FIXED COSTS	0
			<b>NON-PERSONNEL SERVICES - Total</b>	<b>0</b>
		<b>1030 - PROPERTY MANAGEMENT</b>	<b>- Total</b>	<b>0</b>
		1060 - LEGAL SERVICES	PERSONNEL 0011 - REGULAR PAY - SERVICES CONT FULL TIME	76,773.99
			0014 - FRINGE BENEFITS - CURR PERSONNEL	14,762
			<b>PERSONNEL SERVICES - Total</b>	<b>91,535.99</b>
			NON-PERSONNEL 0020 - SUPPLIES AND SERVICES MATERIALS	25,000
			0035 - OCCUPANCY FIXED COSTS	100,000
			<b>NON-PERSONNEL SERVICES - Total</b>	<b>125,000</b>
		<b>1060 - LEGAL SERVICES</b>	<b>- Total</b>	<b>216,535.99</b>
		1090 - PERFORMANCE MANAGEMENT	PERSONNEL 0011 - REGULAR PAY - SERVICES CONT FULL TIME	0
			0012 - REGULAR PAY - OTHER	0
			0014 - FRINGE BENEFITS - CURR PERSONNEL	0
			<b>PERSONNEL SERVICES - Total</b>	<b>0</b>
		<b>1090 - PERFORMANCE MANAGEMENT</b>	<b>- Total</b>	<b>0</b>
		2070 - PUBLIC EDUCATION	NON-PERSONNEL 0035 - OCCUPANCY SERVICES FIXED COSTS	100,000
			<b>NON-PERSONNEL SERVICES - Total</b>	<b>100,000</b>
		<b>2070 - PUBLIC EDUCATION</b>	<b>- Total</b>	<b>100,000</b>
<b>0700 - Total</b>				<b>316,535.99</b>

## OF HUMAN RIGHTS

### 1 - FY22 BUDGET

#### CTIVITY LEVEL

FY 2021 EXPENDITURE	FY 2021 VARIANCE	Variance Explanation	FY 2022 BUDGET
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
<b>0</b>	<b>0</b>		<b>0</b>
38.25	2,079.65		3,324.31
<b>38.25</b>	<b>2,079.65</b>		<b>3,324.31</b>
<b>38.25</b>	<b>2,079.65</b>		<b>3,324.31</b>
0	0		100,000
<b>0</b>	<b>0</b>		<b>100,000</b>
<b>0</b>	<b>0</b>		<b>100,000</b>
304,860.95	24,285.58		354,080
0	0		0
73,599.82	29,055.71		85,687.36
<b>378,460.77</b>	<b>53,341.29</b>		<b>439,767.36</b>
162.5	1,459.1		2,500
545	0.46		5,000
<b>707.5</b>	<b>1,459.56</b>		<b>7,500</b>
<b>379,168.27</b>	<b>54,800.85</b>		<b>447,267.36</b>
384,613.52	41,522.51		554,621.38
0	0		0
0	0		0
81,091.13	59,459.93		134,218.37
<b>465,704.65</b>	<b>100,982.44</b>		<b>688,839.75</b>
27,000	0		27,000
20,000	0		0
<b>47,000</b>	<b>0</b>		<b>27,000</b>
<b>512,704.65</b>	<b>100,982.44</b>		<b>715,839.75</b>
0	85,570		0
0	0		0

0	20,793.51		0
0	106,363.51		0
0	106,363.51		0
891,911.17	264,226.45	Variance is primarily due to vacancy savings.	1,266,431.42
0	0		0
0	0		0
0	0		0
74,270.19	2,503.8		0
14,155.76	606.24		0
88,425.95	3,110.04		0
0	25,000		25,000
0	100,000		100,000
0	125,000		125,000
88,425.95	128,110.04		125,000
2,503.8	-2,503.8		0
0	0		0
606.24	-606.24		0
3,110.04	-3,110.04		0
3,110.04	-3,110.04		0
0	100,000		100,000
0	100,000		100,000
0	100,000		100,000
91,535.99	225,000	Variance is due to underutilization of fixed costs amounts, due to COVID.	225,000

FY 2022 EXPENDITURE
0
0
0
3,324.31
3,324.31
3,324.31
17,181.6
17,181.6
17,181.6
17,181.6
59,253.48
21,245.92
18,415.27
98,914.67
2,500
5,000
7,500
106,414.67
176,914.96
0.29
7,795.46
43,191.4
227,902.11
6,613.09
-3,088.22
3,524.87
231,426.98
116,116.09
19,706.57

31,485.67
<b>167,308.33</b>
<b>167,308.33</b>
<b>525,655.89</b>
0
<b>0</b>
<b>0</b>
-5,255.73
-980.39
<b>-6,236.12</b>
0
0
<b>0</b>
<b>-6,236.12</b>
6,735.55
4,197.01
2,262.12
<b>13,194.68</b>
<b>13,194.68</b>
0
<b>0</b>
<b>0</b>
<b>6,958.56</b>



**OFFICE****FY20****AC****PROGRAM: 2000 - OHR-EQUAL JUSTICE**

Approp Fund	Activity	GAAP Category Title	Comp Source Group	FY 2021 BUDGET
0100	2010 - INTAKE	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	432,936.56
			0012 - REGULAR PAY - OTHER	0
			0013 - ADDITIONAL GROSS PAY	0
			0014 - FRINGE BENEFITS - CURR PERSONNEL	105,186.67
			<b>PERSONNEL SERVICES - Total</b>	<b>538,123.23</b>
		<b>2010 - INTAKE - Total</b>		<b>538,123.23</b>
	2020 - MEDIATION	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	409,614.03
			0012 - REGULAR PAY - OTHER	82,238.63
			0014 - FRINGE BENEFITS - CURR PERSONNEL	119,520.19
			<b>PERSONNEL SERVICES - Total</b>	<b>611,372.85</b>
		NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	0
			0041 - CONTRACTUAL SERVICES - OTHER	92,353
			<b>NON-PERSONNEL SERVICES - Total</b>	<b>92,353</b>
		<b>2020 - MEDIATION - Total</b>		<b>703,725.85</b>
	2030 - INVESTIGATIONS	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	1,173,354.72
			0012 - REGULAR PAY - OTHER	203,930.27
			0013 - ADDITIONAL GROSS PAY	0
			0014 - FRINGE BENEFITS - CURR PERSONNEL	493,333.51
			0015 - OVERTIME PAY	0
			<b>PERSONNEL SERVICES - Total</b>	<b>1,870,618.5</b>
		NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	10,000
			0031 - TELECOMMUNICATIONS	0
			0040 - OTHER SERVICES AND CHARGES	80,020.28
			0041 - CONTRACTUAL SERVICES - OTHER	378,729.03
			0070 - EQUIPMENT & EQUIPMENT RENTAL	7,276.57
			<b>NON-PERSONNEL SERVICES - Total</b>	<b>476,025.88</b>
		<b>2030 - INVESTIGATIONS - Total</b>		<b>2,346,644.38</b>

2050 - FAIR HOUSING PROGRAM	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	15,263.7
		0014 - FRINGE BENEFITS - CURR PERSONNEL	3,709.08
	PERSONNEL SERVICES - Total		18,972.78
	NON-PERSONNEL SERVICES	0041 - CONTRACTUAL SERVICES - OTHER	0
	NON-PERSONNEL SERVICES - Total		0
2050 - FAIR HOUSING PROGRAM - Total			18,972.78
2060 - RESEARCH AND COMPLIANCE	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0
	PERSONNEL SERVICES - Total		0
	NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	10,000
	NON-PERSONNEL SERVICES - Total		10,000
2060 - RESEARCH AND COMPLIANCE - Total			10,000
2070 - PUBLIC EDUCATION	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	741,584.09
		0012 - REGULAR PAY - OTHER	193,413.06
		0013 - ADDITIONAL GROSS PAY	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	227,204.31
	PERSONNEL SERVICES - Total		1,162,201.46
	NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	18,450
		0031 - TELECOMMUNICATIONS	0
		0040 - OTHER SERVICES AND CHARGES	370,000
0041 - CONTRACTUAL SERVICES - OTHER		341,177.25	
NON-PERSONNEL SERVICES - Total		729,627.25	
2070 - PUBLIC EDUCATION - Total			1,891,828.71
2085 - BULLYING PREVENTION OVERSIGHT	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	114,952
		0014 - FRINGE BENEFITS - CURR PERSONNEL	27,753
	PERSONNEL SERVICES - Total		142,705
	NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	37.19
	NON-PERSONNEL SERVICES - Total		37.19
2085 - BULLYING PREVENTION OVERSIGHT - Total			142,742.19
2090 - LANGUAGE ACCESS OVERSIGHT	NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	196,220
	NON-PERSONNEL SERVICES - Total		196,220
2090 - LANGUAGE ACCESS OVERSIGHT - Total			196,220

0100 - Total				5,848,257.14
0200	2030 - INVESTIGATIONS	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	86,494.3
			0012 - REGULAR PAY - OTHER	0
			0014 - FRINGE BENEFITS - CURR PERSONNEL	21,018.11
			PERSONNEL SERVICES - Total	
		NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	0
			0040 - OTHER SERVICES AND CHARGES	30,406.23
			0041 - CONTRACTUAL SERVICES - OTHER	0
			0070 - EQUIPMENT & EQUIPMENT RENTAL	0
			NON-PERSONNEL SERVICES - Total	
		2030 - INVESTIGATIONS - Total		
	2085 - BULLYING PREVENTION OVERSIGHT	NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	4,750
			0041 - CONTRACTUAL SERVICES - OTHER	0
			NON-PERSONNEL SERVICES - Total	
		2085 - BULLYING PREVENTION OVERSIGHT - Total		
	2090 - LANGUAGE ACCESS OVERSIGHT	NON-PERSONNEL SERVICES	0040 - OTHER SERVICES AND CHARGES	6,625.91
			0041 - CONTRACTUAL SERVICES - OTHER	0
			NON-PERSONNEL SERVICES - Total	
		2090 - LANGUAGE ACCESS OVERSIGHT - Total		
	0200 - Total			149,294.55
	0700	2010 - INTAKE	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME
0014 - FRINGE BENEFITS - CURR PERSONNEL				0
PERSONNEL SERVICES - Total				0
NON-PERSONNEL SERVICES			0020 - SUPPLIES AND MATERIALS	3,472.94
			0040 - OTHER SERVICES AND CHARGES	28,505.22
			NON-PERSONNEL SERVICES - Total	
2010 - INTAKE - Total			31,978.16	
2020 - MEDIATION		PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0
			0014 - FRINGE BENEFITS - CURR PERSONNEL	0
			PERSONNEL SERVICES - Total	
		2020 - MEDIATION - Total		
2030 - INVESTIGATIONS		PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	930,373

		0012 - REGULAR PAY - OTHER	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	217,854
		<b>PERSONNEL SERVICES - Total</b>	<b>1,148,227</b>
	NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	100,000
		0035 - OCCUPANCY FIXED COSTS	30,000
		0040 - OTHER SERVICES AND CHARGES	100,000
		<b>NON-PERSONNEL SERVICES - Total</b>	<b>230,000</b>
	<b>2030 - INVESTIGATIONS</b>	<b>- Total</b>	<b>1,378,227</b>
2070 - PUBLIC EDUCATION	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0
		<b>PERSONNEL SERVICES - Total</b>	<b>0</b>
	NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	50,000
		0040 - OTHER SERVICES AND CHARGES	100,000
		0041 - CONTRACTUAL SERVICES - OTHER	0
		0050 - SUBSIDIES AND TRANSFERS	100,000
		<b>NON-PERSONNEL SERVICES - Total</b>	<b>250,000</b>
	<b>2070 - PUBLIC EDUCATION</b>	<b>- Total</b>	<b>250,000</b>
<b>0700 - Total</b>			<b>1,660,205.16</b>

# OF HUMAN RIGHTS

## 1 - FY22 BUDGET

### CTIVITY LEVEL

FY 2021 EXPENDITURE	FY 2021 VARIANCE	Variance Explanation	FY 2022 BUDGET
408,242.43	24,694.13		416,197.13
174,090.76	-174,090.76		0
0	0		0
151,960.84	-46,774.17		100,719.71
<b>734,294.03</b>	<b>-196,170.8</b>		<b>516,916.84</b>
<b>734,294.03</b>	<b>-196,170.8</b>		<b>516,916.84</b>
500,289.38	-90,675.35		532,831.91
0	82,238.63		84,606.24
112,463.69	7,056.5		149,420.03
<b>612,753.07</b>	<b>-1,380.22</b>		<b>766,858.18</b>
0	0		5,000
91,877.43	475.57		30,000
<b>91,877.43</b>	<b>475.57</b>		<b>35,000</b>
<b>704,630.5</b>	<b>-904.65</b>		<b>801,858.18</b>
1,152,720.08	20,634.64		2,168,091.6
199,782.59	4,147.68		311,624.71
5,558.3	-5,558.3		0
344,227.39	149,106.12		616,720.9
400.05	-400.05		0
<b>1,702,688.41</b>	<b>167,930.09</b>		<b>3,096,437.21</b>
10,558.36	-558.36		21,000
2,897.55	-2,897.55		0
51,904.62	28,115.66		14,514.37
347,899.32	30,829.71		395,286.89
7,256.57	20		0
<b>420,516.42</b>	<b>55,509.46</b>		<b>430,801.26</b>
<b>2,123,204.83</b>	<b>223,439.55</b>		<b>3,527,238.47</b>

3,771.42	11,492.28	13,155.45
1,148.67	2,560.41	3,183.62
<b>4,920.09</b>	<b>14,052.69</b>	<b>16,339.07</b>
0	0	200,000
<b>0</b>	<b>0</b>	<b>200,000</b>
<b>4,920.09</b>	<b>14,052.69</b>	<b>216,339.07</b>
0	0	60,043.92
0	0	14,888.08
<b>0</b>	<b>0</b>	<b>74,932</b>
2,503.66	7,496.34	5,000
<b>2,503.66</b>	<b>7,496.34</b>	<b>5,000</b>
<b>2,503.66</b>	<b>7,496.34</b>	<b>79,932</b>
347,503.09	394,081	989,023.06
69,114.36	124,298.7	87,148.33
0	0	0
96,343.22	130,861.09	260,433.48
<b>512,960.67</b>	<b>649,240.79</b>	<b>1,336,604.87</b>
18,375.07	74.93	2,499.59
3,382.8	-3,382.8	0
16,632.46	353,367.54	5,000
95,745.75	245,431.5	50,000
<b>134,136.08</b>	<b>595,491.17</b>	<b>57,499.59</b>
<b>647,096.75</b>	<b>1,244,731.96</b>	<b>1,394,104.46</b>
0	114,952	98,947
0	27,753	23,945.17
<b>0</b>	<b>142,705</b>	<b>122,892.17</b>
0	37.19	25,000
<b>0</b>	<b>37.19</b>	<b>25,000</b>
<b>0</b>	<b>142,742.19</b>	<b>147,892.17</b>
2,462.52	193,757.48	165,000
<b>2,462.52</b>	<b>193,757.48</b>	<b>165,000</b>
<b>2,462.52</b>	<b>193,757.48</b>	<b>165,000</b>

<b>4,219,112.38</b>	<b>1,629,144.76</b>	<b>Variance is primarily due to vacancy savings and underspending in contracts and other services and charges.</b>	<b>6,849,281.19</b>
88,258.06	-1,763.76		225,289.35
0	0		0
25,605.26	-4,587.15		54,520.03
<b>113,863.32</b>	<b>-6,350.91</b>		<b>279,809.38</b>
0	0		0
30,406.23	0		117,967.42
0	0		0
0	0		0
<b>30,406.23</b>	<b>0</b>		<b>117,967.42</b>
<b>144,269.55</b>	<b>-6,350.91</b>		<b>397,776.8</b>
0	4,750		0
4,750	-4,750		0
<b>4,750</b>	<b>0</b>		<b>0</b>
<b>4,750</b>	<b>0</b>		<b>0</b>
275	6,350.91		7,020.29
0	0		0
<b>275</b>	<b>6,350.91</b>		<b>7,020.29</b>
<b>275</b>	<b>6,350.91</b>		<b>7,020.29</b>
<b>149,294.55</b>	<b>0</b>		<b>404,797.09</b>
0	0		0
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
3,472.94	0		0
28,505.22	0		0
<b>31,978.16</b>	<b>0</b>		<b>0</b>
<b>31,978.16</b>	<b>0</b>		<b>0</b>
0	0		0
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
<b>0</b>	<b>0</b>		<b>0</b>
0	930,373		906,329

0	0		0
0	217,854		219,331.61
<b>0</b>	<b>1,148,227</b>		<b>1,125,660.61</b>
0	100,000		100,000
0	30,000		102,566.38
0	100,000		130,000.01
<b>0</b>	<b>230,000</b>		<b>332,566.39</b>
<b>0</b>	<b>1,378,227</b>		<b>1,458,227</b>
0	0		0
0	0		0
<b>0</b>	<b>0</b>		<b>0</b>
0	50,000		50,000
0	100,000		125,000
0	0		0
0	100,000		0
<b>0</b>	<b>250,000</b>		<b>175,000</b>
<b>0</b>	<b>250,000</b>		<b>175,000</b>
<b>31,978.16</b>	<b>1,628,227</b>	<b>Variance is due to excess budget authority on intra-district with DOES.</b>	<b>1,633,227</b>



FY 2022 EXPENDITURE
-13,119.19
90,867.01
8.18
45,984.07
<b>123,740.07</b>
<b>123,740.07</b>
160,581.32
0
34,690.32
<b>195,271.64</b>
0
-80.13
<b>-80.13</b>
<b>195,191.51</b>
336,818.75
111,950.02
1,727.21
115,498.28
14.01
<b>566,008.27</b>
10,000
4,000
-300
-2,437.16
0
<b>11,262.84</b>
<b>577,271.11</b>

-812.63
-246.16
<b>-1,058.79</b>
0
<b>0</b>
<b>-1,058.79</b>
0
0
<b>0</b>
3,476.06
<b>3,476.06</b>
<b>3,476.06</b>
56,202.9
12,316.46
770.6
9,246.93
<b>78,536.89</b>
2,499.59
5,000
0
-178.63
<b>7,320.96</b>
<b>85,857.85</b>
0
0
<b>0</b>
1,281.5
<b>1,281.5</b>
<b>1,281.5</b>
0
<b>0</b>
<b>0</b>

Country	2019	2020	2021
United States	985,759.31	62,957.83	0
Germany	16,739.82	0	0
France	79,697.65	19,682.33	0
Italy	0	0	0
Spain	19,682.33	99,379.98	0
United Kingdom	0	0	0
Japan	0	0	0
China	0	0	99,379.98
India	0	5,901.43	1,130.57
South Korea	7,032	0	0
Canada	0	0	0
Brazil	0	7,032	0
Russia	0	0	0
Australia	0	0	0
South Africa	0	0	0

3,202.82
416.39
<b>3,619.21</b>
-0.03
0
-280.39
<b>-280.42</b>
<b>3,338.79</b>
0
0
<b>0</b>
0
0
0
0
<b>0</b>
<b>0</b>
<b>10,370.79</b>

**OFFICE****FY20****AC****PROGRAM: 3000 - OFFICE OF HUMAN RIGHTS (CC)**

Approp	Fund	Activity	GAAP Category Title	Comp Source Group	FY 2021 BUDGET
	0100	3010 - HUMAN RIGHTS COMMISSION	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	357,493.86
				0014 - FRINGE BENEFITS - CURR PERSONNEL	86,871
			PERSONNEL SERVICES - Total		444,364.86
			NON-PERSONNEL SERVICES	0041 - CONTRACTUAL SERVICES - OTHER	15,007
			NON-PERSONNEL SERVICES - Total		15,007
		3010 - HUMAN RIGHTS COMMISSION - Total			459,371.86
0100 - Total					459,371.86
Overall - Total					9,589,802.32

## OF HUMAN RIGHTS

### 1 - FY22 BUDGET

#### CTIVITY LEVEL

FY 2021 EXPENDITURE	FY 2021 VARIANCE	Variance Explanation	FY 2022 BUDGET
272,957.21	84,536.65		346,360
63,104.25	23,766.75		83,819.12
<b>336,061.46</b>	<b>108,303.4</b>		<b>430,179.12</b>
15,007	0		15,007
<b>15,007</b>	<b>0</b>		<b>15,007</b>
<b>351,068.46</b>	<b>108,303.4</b>		<b>445,186.12</b>
<b>351,068.46</b>	<b>108,303.4</b>	Variance is due to vacancy savings.	<b>445,186.12</b>
<b>5,734,900.71</b>	<b>3,854,901.61</b>		<b>10,823,922.82</b>

FY 2022 EXPENDITURE

87,180.9
19,481.13
<b>106,662.03</b>
0
<b>0</b>
<b>106,662.03</b>
<b>106,662.03</b>
<b>1,734,786.56</b>

# Office of Human Rights Biennial Report





## ACKNOWLEDGEMENTS

On behalf of the entire staff of the District of Columbia Office of Human Rights (OHR), we would like to dedicate this report to the courageous workers that serve on the front lines of the COVID-19 pandemic and public safety emergencies in the District. To the city's nurses, doctors, health care attendants, first responders, essential workers, emergency room staff, and other silent heroes who've given the best of themselves under dangerous and frightening conditions, we are deeply grateful to you.

We would also like to give a special acknowledgement to our very own administrative support staff for their exemplary work during this period and to Michelle M. Garcia for her tremendous leadership during her tenure as Interim Director at OHR from February-December 2020.

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- 5** About OHR
- 8** Enforcement
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## NOTE FROM THE DIRECTOR



Looking back to where we stood two years ago, no one could have predicted the tragedies and loss we would face as we entered a new decade. The tremendous toll of death and disease, especially among our Black and Brown

neighbors, family members torn apart, the events of January 2021 and nationwide protests calling for an end to gross injustices and violence against innocent Black Americans, have now redefined us as a nation and a city forever.

Yet in the midst of this global moment, the importance of civil rights and equity work is clearer than ever. As we cautiously reopen our businesses and rebuild our infrastructure, we have the opportunity to reimagine our country, city, and communities by each playing our part to create a safe and sustainable space for our current and future generations to thrive.

The Office of Human Rights (OHR) is charged with enforcement of the District's anti-discrimination laws and afforded the mission to eradicate discrimination, increase equal opportunity and protect the civil rights of individuals that live, work or visit the District. Though this goal is an ambitious one, OHR's holistic approach along with its commitment to justice, equity, diversity, and inclusion in its enforcement, community engagement, and public education work, solidifies OHR and the District as a leading jurisdiction. Through its enforcement of both federal and local laws, including the Human Rights Act (the Act) as well as compliance and social equity programs such as the Language Access Program, the Youth Bullying Prevention Program, Fair Chance Initiative for Returning Citizens, Hate Crimes Response and Research, we remain a driving force of change and support of communities no matter where you live, language you speak, or who you love.

In March 2020, OHR, along with the majority of District government, transitioned to offering virtual services to the public throughout the duration of

the public health emergency. However, despite the operational adjustments, the OHR team worked diligently to ensure continuity and integrity of the agency's services. Due to the pandemic's impact on organizational processes, OHR has prepared this biennial report outlining its work in FY19 and FY20. (October 2018-September 2020). During this period, OHR processed a total of **2,375 initial inquiries** of discrimination, **docketed 908 cases of discrimination**, **awarded approximately \$5M in monetary settlements to complainants**, and **closed 28 cases through adjudication at the Commission on Human Rights**. Additionally, OHR released the first, comprehensive Street Harassment Prevention report, detailing the prevalence of harassment, communities affected most, and recommendations towards reducing and preventing incidents in our city.

Beginning in fiscal year 2021, OHR holds an enforcement role in the Tipped Wage Workers Fairness Amendment Act of 2018 and a supporting role in the Racial Equity Achieves Results Emergency Amendment Act of 2020 to promote equity and increased efforts to reduce conscious and unconscious bias by government agencies toward marginalized communities. OHR also plans to expand its outreach to communities often targeted for discrimination, including religious communities, linguistic minorities, transgender and nonbinary communities, Black Americans, and many more.

As we move forward, it is clear we have much more work to do. The fight against racism and all forms of discrimination is essential. The core services of OHR are vital to the collective well-being of our city and country, and as a human family we must learn to respect the differences that make us unique and build stronger our understanding that we are all in this together.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mónica Palacio'.

**Mónica Palacio**

## ABOUT OHR

The District of Columbia Office of Human Rights (OHR) works to eradicate discrimination, increase equal opportunity, and protect the human rights of individuals who live in, work in, or visit the District of Columbia. The agency enforces local and federal civil rights laws by providing a cost-free legal process to those who believe they have experienced discrimination.

The local laws OHR enforces include the DC Human Rights Act of 1977, DC Family & Medical Leave Act of 1990, Parental Leave Act of 1994, Language Access Act of 2004, Youth Bullying Prevention Act of 2012, Unemployed Anti-Discrimination Act of 2012, Fair Criminal Record Screening Amendment Act of 2014, Protecting Pregnant Workers Fairness Act of 2014, Fair Credit in Employment Act of 2016, Fair Criminal Record Screening for Housing Act of 2016, the Street Harassment Prevention Act of 2018, the Employment Protections

for Victims of Domestic Violence, Sexual Offenses, and Stalking Amendment Act of 2018, and the Tipped Wage Workers Fairness Amendment Act of 2018.

OHR also proactively seeks to end discrimination in the District through educational campaigns and initiatives, and by identifying and investigating practices that may be discriminatory. The agency oversees the Language Access Program, Citywide Youth Bullying Prevention Program, Street Harassment Prevention Program, and a Returning Citizen Initiative. OHR also plays a role in the implementation and oversight of the District's Universal Paid Leave Act and Racial Equity Achieves Results Amendment Act of 2020.

## DC HUMAN RIGHTS ACT OF 1977

The District of Columbia Human Rights Act of 1977 (the Act) prohibits discrimination in the areas of employment, housing, public accommodations, and educational institutions based on 21 protected traits. The Act—one of the most progressive anti-discrimination laws in the nation—allows individuals who believe they have experienced discrimination to file complaints with OHR and receive damages or remedies if discriminatory behavior is found. The Act only applies to discriminatory incidents that occur in the District.

- 1** Race
- 2** Color
- 3** Religion
- 4** National origin
- 5** Sex
- 6** Age
- 7** Marital status
- 8** Personal appearance
- 9** Sexual orientation
- 10** Gender identity or expression
- 11** Family responsibilities
- 12** Political affiliation
- 13** Disability

### 21 PROTECTED TRAITS

The Act prohibits discrimination based on these 13 traits in educational institutions, employment, housing, and places of public accommodation, as well as 8 additional traits specific to certain protected areas.

### ADDITIONAL TRAITS APPLICABLE TO SOME AREAS INCLUDE:

- 14** Matriculation (*applies to housing, employment, and public accommodations only*)
- 15** Familial Status (*applies to housing, public accommodations, and educational institutions only*)
- 16** Genetic information (*applies to employment, and public accommodations only*)
- 17** Source of Income (*applies to housing, public accommodations, and educational institutions only*)
- 18** Place of Residence or Business (*applies to housing and public accommodations only*)
- 19** Status as a Victim of an Intrafamily Offense (*applies to housing only*)
- 20** Credit Information (*applies to employment only*)
- 21** Status as a Victim or Family Member of a Victim of Domestic Violence, a Sexual Offense, or Stalking (*applies to employment only*)



## CORE AREAS OF WORK FOR OHR

The driving principle behind OHR's work is that all people deserve the opportunity to achieve their full potential free of discrimination. To prevent discrimination and address it when it occurs, OHR's work is concentrated into four areas:



### ENFORCEMENT

Individuals who believe they experienced discrimination in the District of Columbia can file a complaint with our office. Our staff will mediate and investigate the complaint cost-free and make a determination that may result in damages being awarded.



### ENGAGEMENT

Our team designs informational campaigns, conducts extensive outreach to proactively prevent discrimination, and creatively educates and engages the public on civil rights laws in the District.



### EDUCATION

Our team curates policy, educational materials, research-based publications, and other resources that inform businesses, employers, social service providers, and communities to better understand how civil rights laws impact and apply to their daily lives.



### COMPLIANCE

Our programs build the capacity of District agencies and government grantees to ensure equal access to services (Language Access Program), sense of safety and security in public spaces (Street Harassment Prevention Program), healthy educational environments for youth (Bullying Prevention Program), and more.

# ENFORCEMENT

The primary function of OHR is to investigate complaints of discrimination occurring in the District. OHR's enforcement role is comprised of its complaint processing pipeline that includes complaint filing, an intake interview, mandatory mediation, investigation, legal review, conciliation, and final determination of probable cause or no probable cause that discrimination has occurred.

## FILING A COMPLAINT WITH OHR

Individuals who believe they have been subjected to discrimination in employment, housing, public accommodations, or educational institutions in the District may file a complaint online or at the OHR office. The complaint process is cost-free and does not require an attorney. Here is what an individual can expect when filing a complaint with OHR:

1

**STEP ONE:** When an individual experiences discrimination in the District, they can file a formal complaint with OHR within one calendar year of the incident. Based on whether the alleged discrimination occurred in the employment, housing, public accommodation, or educational institute context, a complaint questionnaire form can be submitted in person at OHR, by mail, or through OHR's website at [ohr.dc.gov](https://ohr.dc.gov).

2

**STEP TWO:** After the initial complaint questionnaire is submitted, an intake interview is conducted and OHR will determine whether it has jurisdiction to investigate the case. Details about the alleged incident will also be gathered during the interview.

3

**STEP THREE:** If OHR has jurisdiction, it will docket the case and send it to a mandatory mediation session, where the parties will work with an OHR mediator in an attempt to find an agreement that can quickly resolve the case. If an agreement cannot be reached in mediation, OHR will launch a full investigation, which can include interviewing witnesses and reviewing relevant documents and policies.

4

**STEP FOUR:** After a legal sufficiency review, the Director will determine if there is probable cause of discrimination and will send the case to the Commission on Human Rights if probable cause is found.

5

**STEP FIVE:** The Commission on Human Rights will review the case, hold hearings to make a final determination, and award damages if discrimination is found.



## THE COMMISSION

The Commission is currently comprised of 10 Commissioners, who are nominated by the Mayor and confirmed by the City Council. Each Commissioner is appointed to a three-year term without compensation.

- Motoko Aizawa, Chair
- Wynter Allen
- Dr. Maria Burnett
- Eleanor Collinson
- Brian Griffey
- Lauren Lowery
- Adam Maier
- Karen Mulhauser
- Teri Janine Quinn
- Anika Simpson
- Timothy Thomas

## COMMISSION ON HUMAN RIGHTS

When probable cause of discrimination is found by OHR, a final attempt to encourage settlement is made. If a settlement is not reached, the case is certified to the DC Commission on Human Rights (the Commission), which is a quasi-independent body with the primary function of adjudicating private sector discrimination complaints brought under the DC Human Rights Act, DC Family Medical Leave Act, and Fair Criminal Record Screening Act. The Commission also hears appeals under the Criminal Background Checks for the Protection of Children Act and the DC Children and Youth Safety and Health Act. An Administrative Law Judge at the Commission reviews the case and recommends findings to a panel of three Commissioners appointed by the Mayor, who agree with or modify the findings. The administrative law judges of the Commission also perform similar functions when acting as appointed independent hearing examiners on behalf of the OHR Director in cases involving District government.

### Hearings during the Public Health Emergency

Consistent with the District of Columbia Superior Court's March 30, 2020, Order, under the public health emergency status, the Commission issued an Order suspending, tolling, and extending deadlines through May 15, 2020. On May 26, 2020, the Commission issued an Order further extending deadlines. All deadlines and time limits in rules and orders issued by the Commission, that would otherwise expire during the public health emergency, were tolled and extended during the period, including but not limited to, (1) rule-based deadlines such as time limits for service of process, responding to discovery requests, and events leading to a pretrial conference, and (2) case-specific orders.

### Case Resolutions

**In FY19, 15 new cases were certified to the Commission and 14 cases were closed. In FY20, there were 24 cases pending at the Commission and four new cases were certified to the Commission; 14 were closed.**

**In FY20, complainants at the Commission were awarded monetary relief in excess of \$30,000.** In some cases, complainants received injunctive relief such as reinstatement to positions, appointment to jobs, restored benefits and seniority, and other relief.

## INITIAL INQUIRIES

FY19	FY20
1598	777

Initial inquiries are the completed discrimination complaint questionnaires received by OHR from members of the public. The inquiries can be made through online submission of a complaint form on OHR's website, or by hand delivery or mailing to OHR offices. All inquiries are subject to a jurisdictional review.

## DOCKETED CASES BY STATUTE

Docketed cases refer to discrimination inquiries filed that meet jurisdictional requirements by law. Requirements include the incident occurring within the borders of the District in one of four areas covered under the law (employment, housing, public accommodation, or educational institution) and being reported within one year of occurring or discovery thereof.

STATUTE	FY19	FY20
The DC Human Rights Act of 1977	360	325
The DC Language Access Act of 2004	1	2
The Fair Criminal Records Screening Amendment Act of 2014	45	30
The DC Family and Medical Leave Act of 1990	51	50
The Protecting Pregnant Workers Fairness Act of 2014	12	17
Unemployed Anti-Discrimination Act of 2012	0	0
The Fair Credit in Employment Amendment Act of 2016	0	4
The Youth Bullying Prevention Act of 2012	0	2
The Fair Criminal Record Screening for Housing Act of 2016	3	6
The Employment Protections for Victims of Domestic Violence, Sexual Offenses, and Stalking Amendment Act of 2018*	-	0
<b>TOTAL DOCKETED CASES</b>	<b>472</b>	<b>436</b>

## MEDIATION OUTCOMES

Complaints of discrimination filed with OHR must go through a mandatory mediation process. An OHR mediator works with both parties to assist them in finding a mutually agreeable resolution. Agreements can be monetary or can include other reparations such as job reinstatement, employee training, or changes in business practices. Cases mediated and closed by the mediation program include both cases docketed in each fiscal year as well as cases carried over from the previous fiscal period.

	FY19	FY20
Total Cases Mediated	502	379
Percentages of Cases Settled	52%	36%
Total Amount Awarded in Settlements	Approx. \$2.5M	Approx. \$2.4M

\*Cases docketed under The Employment Protections for Victims of Domestic Violence, Sexual Offenses, and Stalking Amendment Act of 2018 are currently absorbed in Human Rights Act complaints. Protections under this trait became effective on October 1, 2019 (FY20).

## FY19 DOCKET

Of the **472 docketed cases in FY19 (October 1, 2018 - September 30, 2019)**, some were filed with more than one protected trait. Therefore, the protected traits below do not equal the total number of cases docketed. Fields marked with an “x” indicate that the particular trait is not protected under the Human Rights Act for that area type.

**Disability** was the most often cited protected trait in FY19 docketed cases.

FY19 DOCKETED CASES BY BASIS				
	Employment	Housing	Public Accommodation	Educational Institution
Age	39	1	2	0
Color	2	1	5	0
Credit Information	0	x	x	x
Disability	70	24	7	7
Familial Status	x	1	3	0
Family Responsibilities	4	0	0	0
Gender Identity & Expression	3	0	4	1
Genetic Information	0	x	0	x
Marital Status	1	0	0	0
Matriculation	0	0	0	x
National Origin	23	4	1	2
Personal Appearance	5	0	3	1
Place of Residence or Business	x	0	0	x
Political Affiliation	1	0	1	0
Race	70	6	7	5
Religion	9	1	1	0
Sex	87	3	8	1
Sexual Orientation	17	0	2	1
Source of Income	x	33	2	0
Status as a Victim of an Intrafamily	x	0	x	x
Retaliation* (not a protected trait)	137	3	4	2
<b>TOTAL CASES BY AREA</b>	<b>468</b>	<b>77</b>	<b>50</b>	<b>20</b>

\*Protected by Federal law or cross-filed, with HUD or EEOC, where applicable.

# FY20 DOCKET

Of the **436 docketed cases in FY20 (October 1, 2019 - September 30, 2020)**, some were filed with more than one protected trait. Therefore, the protected traits below do not equal the total number of cases docketed. Fields marked with an “x” indicate that the particular trait is not protected under the Human Rights Act for that area type.

**Sex** was the most often cited protected trait in FY20 docketed cases.

## FY20 DOCKETED CASES BY BASIS

	Employment	Housing	Public Accommodation	Educational Institution
Age	35	0	2	0
Color	3	2	0	0
Credit Information	4	x	x	x
Disability	61	20	2	0
Familial Status	x	0	0	0
Family Responsibilities	1	3	0	0
Gender Identity & Expression	3	1	7	0
Genetic Information	0	0	0	0
Marital Status	2	0	0	0
Matriculation	0	0	0	0
National Origin	28	4	1	1
Personal Appearance	2	3	3	1
Place of Residence or Business	x	0	0	x
Political Affiliation	0	0	0	0
Race	59	18	5	2
Religion	5	0	0	0
Sex	83	4	6	2
Sexual Orientation	10	0	0	1
Source of Income	x	14	0	0
Status as a Victim of an Intrafamily	x	0	x	x
Status as a Victim of Domestic Violence, Sexual Offense or Stalking*	0	x	x	x
Retaliation** (not a protected trait)	130	0	1	0
<b>TOTAL CASES BY AREA</b>	<b>426</b>	<b>69</b>	<b>27</b>	<b>7</b>

\*Protections under this trait became effective on October 1, 2019 (FY20).

\*\*Protected by Federal law or cross-filed, with HUD or EEOC, where applicable.

## FY19 HIGHLIGHTS

**OHR ATTORNEY-DRAFTED CHARGES AT INTAKE PILOT PROGRAM**

The role of OHR in the intake process is to assist the complainant in articulating allegations of discrimination that fall within OHR's jurisdiction to mediate and investigate. Individuals do not need an attorney in order to file a claim or finalize a Charge with our office. A Charge of Discrimination is meant to be a summary of the complainant's claims, reflecting timely facts and events presented in the intake questionnaire and captured during the intake interview. All Charges must be reviewed by OHR for legal sufficiency. Complainant or their representative is welcome to provide additional information to OHR during the investigation phase.

On July 15, 2019, OHR launched its Pilot Program to accept drafted Charges of Discrimination from Complainants' attorneys in response to feedback from local bar associations and advocacy groups and a policy recommendation from the Council of the District of Columbia Committee on Government Operations Fiscal Year 2020 Committee Budget Report. The goal of the pilot was to discern how and whether accepting Charges drafted by Complainants' attorneys would reduce intake processing time. The pilot applies only to attorney-drafted Charges raising public accommodation and employment claims; it did not apply to Charges relating to the Fair Criminal

Record Screening Act (FCRSA) claims. The pilot ended on October 15 2019; however, OHR has continued to accept these Charges for docketing.

In current practice, if a Complainant is represented by an attorney, the attorney-drafted Charge can be submitted to OHR and is subsequently reviewed by the OHR Intake Officer and, when necessary, the OHR Intake Manager. If the attorney-drafted Charge is consistent with OHR's guidelines, OHR will docket the Charge and forward it to the Mediation and Investigation Units for further processing. If the attorney-drafted Charge is not consistent with OHR's guidelines, OHR will contact the attorney to review the deficiencies and revise the Charge so that it is consistent with OHR's requirements.

OHR Guidelines for attorney-drafted charges can be found on OHR's website at [ohr.dc.gov](https://ohr.dc.gov).



## FY20 HIGHLIGHTS

### COMPLAINT FILING DURING THE PUBLIC HEALTH EMERGENCY

During the District of Columbia's state of public health emergency, the Office of Human Rights remained operational, with most staff teleworking. Consequently, OHR issued an emergency rulemaking under the DC Human Rights Act to revise applicable rules affecting operation by remote means.

OHR temporarily suspended in-person complaint filing starting March 18, 2020 and ending July 12, 2021. However, the agency accepted complaint submissions via postal mail, online form through the OHR website, fax, or scanned and emailed form. Additionally, intake interviews and mediation conferences were conducted virtually, telephonically, or rescheduled upon request by parties.

The complaint or "Charge of Discrimination" notarization requirement was also lifted during this period to increase accessibility of filing. However, Charges still required verification and signature by the complainant under penalty of perjury. As of July 12, 2021, the notarization requirement remains lifted and has been permanently removed from the OHR complaint process.

### VICTIMS OF DOMESTIC VIOLENCE, SEXUAL OFFENSE, AND STALKING (DVSOS) BECOMES 21ST PROTECTED TRAIT UNDER THE DC HUMAN RIGHTS ACT

Beginning October 1, 2019, OHR began enforcing the Employment Protections for Victims of Domestic Violence, Sexual Offenses, and Stalking Amendment Act of 2018. The law amends the DC Human Rights Act prohibiting employers, employment agencies, and labor organizations (employers) in the District of Columbia from discrimination against an employee or an applicant (employee) based on their status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking (DVSOS). DVSOS is the 21st protected trait under the DC Human Rights Act.

The law covers spouses, including domestic partners; parents of a spouse; children, including foster children and grandchildren; spouses of children; parents; brothers and sisters; spouses of brothers and sisters; children who live with an individual and for whom the individual permanently assumes and discharges parental responsibility; and a person with whom an individual shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the individual maintains a committed relationship.





## UNIVERSAL PAID LEAVE ACT

On October 1, 2020, the Universal Paid Family Leave Amendment Act of 2016 (UPL) became effective, providing a new employment benefit which allows private sector employees in the District of Columbia to receive paid leave when taking the following types of leave: up to eight weeks to bond with a child (including adopted or foster children), six weeks to care for a sick family member with a serious health condition, and two weeks of personal medical care. Employees are eligible as long as they spend 50 percent of their time physically working in the District.

In partnership with the Department of Employment Services (DOES), OHR became responsible for investigating any complaint, other than claim determinations and appeals, such as notice violation, retaliation, and interference. Retaliation is any adverse action taken by the employer on an employee for attempting to use or using the Universal Paid Family Leave benefit. This includes, but is not limited to, termination, demotion, shift in primary duties and responsibilities, and/or any change to pay, status, or terms of employment.



# ENGAGEMENT

Through public events, education, and strategic outreach to community members and organizations, OHR works to proactively prevent discrimination, promote messages and practices of inclusion, and inform individuals on how discrimination can be addressed if it occurs.



## FY19 HIGHLIGHTS

### FIGHT FOR 51 EVENT

At the onset of FY19, OHR and the Commission hosted the annual Commission on Human Rights Awards Gala at Hogan Lovells law firm in downtown DC on Thursday, December 5, 2019. The event titled *The Fight for 51: DC Statehood is a Human Right* raised awareness of the long history of disenfranchisement and discrimination of more than 700,000 District residents who still do not get full access, representation, and participation in the democratic process. The event included a screening of a 2015 TEDxMidAtlantic Talk on DC Statehood given by Mónica Palacio, followed by a presentation by the Georgetown Law School International Human Rights Clinic on the humanitarian impacts and human rights abuses of DC's lack of recognition as the 51st state of the United States. Additionally, Congresswoman Eleanor Holmes Norton was honored for her lifetime contributions to DC statehood, advancing civil rights for DC residents, and received the new eponymic award for lifetime achievement—the Eleanor Holmes Norton Lifetime Achievement Award—at the event. George Jones of Bread for the City was also recognized for his local work towards equity for vulnerable DC residents and was awarded the notable Cornelius “Neil” Alexander Humanitarian Award—an award for outstanding achievements in civil rights and namesake of former Chief Judge Neil Alexander—at the event.



### ANNUAL FAIR HOUSING SYMPOSIUM

In a rapidly changing city, it is important for people to know their rights when attempting to secure housing. Whether that is to purchase, rent, or enter into a home share/roommate agreement, it is vital that people seeking to live in the District know what housing providers can and cannot do. All of OHR's fair housing outreach culminates with an annual Fair Housing Symposium during Fair Housing Month in April. In collaboration with the Office of Disability Rights and the DC Developmental Disabilities Council, OHR hosted the 18th annual symposium entitled *Intersections: Disabilities and Diverse Communities* on April 18, 2019. The event included a keynote address by disability rights activist, Lydia X.Z. Brown, discussing intersectionality and bias in housing, as well as workshops on source of income discrimination, reasonable accommodations, and inclusive design with a focus on Deaf space. More than 100 people attended.

## FY19 HIGHLIGHTS

## BUILDING BRIDGES BOOK CLUB



In collaboration with the Mayor's Office of Religious Affairs (MORA), OHR launched the Building Bridges Book Club in the summer of 2019, where each month OHR and MORA staff read books closely related to its work, including those exploring topics like civil rights, inclusion, equity, bias, and much more. At the end of each month, OHR held Facebook Live discussions surrounding the book and observations raised.

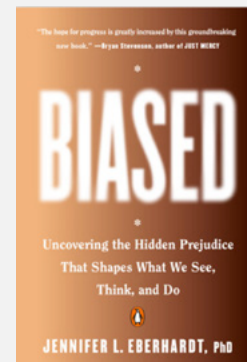
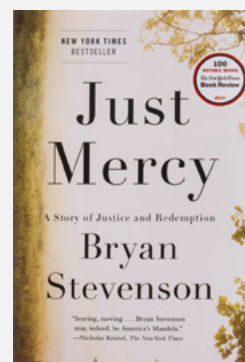
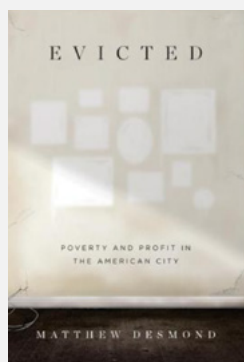
## LISTENING LABS

In FY19, OHR advanced the Listening Lab model and addressed critical issues as they relate to bias or hate-motivated incidents targeting the LGBTQ+ community. Specifically, OHR led its third Listening Lab on March 26, 2019, at Casa Ruby to discuss the violence and discrimination

transgender women of color experience in the city. OHR also conducted listening sessions in partnership with HIPS, Rainbow Response, and the DC Center. OHR, side by side with the Office of Victims Services and Justice Grants, the Mayor's Office of LGBTQ Affairs, and the Mayor's Office of Religious Affairs, met with dozens of trans individuals and advocates and listened to their concerns, desires, and frustrations as LGBTQ+ communities of color. Key messages to District government representatives were that trans women want people outside of their community to be better informed and more respectful, as well as access to job opportunities, safe and affordable housing, and the ability to live safely in their own neighborhoods.

Books in Building Bridges series included:

- **Evicted: Poverty and Profit in the American City**  
by Matthew Desmond
- **Just Mercy**  
by Bryan Stevenson
- **Biased**  
by Jennifer L. Eberhardt



FY20 HIGHLIGHTS

COMMUNITY ENGAGEMENT DURING THE PUBLIC HEALTH EMERGENCY

Over the past five years, the OHR team has grown its outreach footprint throughout the city with new training series and initiatives, but the COVID-19 pandemic put a halt on most of the agency's in-person outreach efforts. Despite this, OHR was able to reach the returning citizens community by partnering with the Court Services and Offender Supervision Agency (CSOSA), who hosted several virtual information sessions for their clients during this period.

KEY ENGAGEMENTS: OUTREACH TO VULNERABLE POPULATIONS

Hate Crimes

With hate crimes on the rise, both nationwide and in the District during FY19 and FY20, the OHR team was very intentional about spreading awareness about our services to vulnerable populations. It was especially important to reach the immigrant and LGBTQ+ communities, as they were frequent targets of reported hate crimes (MPD reported 95 percent of cases were based on sexual orientation, gender identity and expression, and race/ethnicity).

Faith-Based Outreach

As part of our faith-based outreach initiative, OHR tabled at Church of the Sacred Heart, a predominantly Spanish-speaking church, Oromo Lutheran Church, a predominantly Oromo/ Amharic-speaking church, and Sixth and I Synagogue for a social justice fair. Additionally, OHR also partnered with the Mayor's Office on Latino Affairs, Liberty's Promise, CARECEN, Ayuda, and Justice for Muslims to table, present, or conduct trainings for their clients. In terms of reaching the LGBTQ+ community, the agency hosted a special "Know Your Rights" training at Shaw Library and partnered with organizations like Casa Ruby, DC Center, Capital Pride Alliance, HIPS, and the Mayor's Office of LGBTQ Affairs on joint outreach projects.

ENGAGEMENT BY THE NUMBERS: FY 19-20

173

Community events and trainings

6,000+

People reached in all eight Wards

156

Human Rights Liaisons trained from 50+ service

1,200+

Average number of stakeholders reached through monthly newsletter and business e-blasts

## FY20 HIGHLIGHTS

### TRANSGENDER AND NONBINARY EMPLOYMENT RESEARCH

In FY19 and FY20, OHR continued its equity research work regarding employment experiences and impediments for transgender and nonbinary applicants and employees in the District. Expanding on its 2015 report “Qualified and Transgender”, the agency focused its new research on analyzing additional resumé testing results, conducting a homegrown survey, and holding focus groups during the public health emergency.

#### Resumé Testing

In 2018, OHR conducted a second installment of resumé testing for gender discrimination against transgender and nonbinary job applicants. This new research project expanded upon the methodology of OHR’s 2015 testing by introducing a nonbinary applicant while testing both gender signaling variables for this gender identity. For each correspondence test, four applications were submitted, with two of the applications signaling for transgender or nonbinary identity, and two applications without gender identity signaling (cisgender applicants), serving as a control.

#### Survey

In Fall 2020, OHR conducted the DC Transgender and Nonbinary Employment Survey to understand transgender and nonbinary community members’ experiences with hiring and employment in the District. The purpose of this survey was to better understand barriers to employment, hiring discrimination, workplace harassment and discrimination, and how the aforementioned impact DC’s transgender and nonbinary community. The online survey was open to individuals who identify as transgender and/or nonbinary/genderqueer/genderfluid and had 55 questions. There were **202 respondents to the survey**; their responses have provided a comprehensive picture of employment discrimination experienced by the trans and nonbinary community in DC.

#### Focus Groups

In order to enrich the survey’s quantitative data with qualitative data, and to amplify the voices of the most vulnerable members of the trans and nonbinary community, OHR conducted **four focus groups** in early Summer 2021. The populations of the focus groups were Black trans women; trans women of color; trans and nonbinary people of color; and trans and nonbinary people over the age of 35. In order to improve trust with the participants and interpretation of the results, a pair of facilitators from the trans and nonbinary communities of color led each focus group. In addition, a mental health counselor attended each group, to be available in case anyone needed emotional support due to the nature of the topic. There were **21 total participants in the focus groups** and they provided invaluable information on experiences of employment discrimination in the trans and nonbinary communities in the District.

In FY22, OHR will release a report to the public with the full findings of the study.



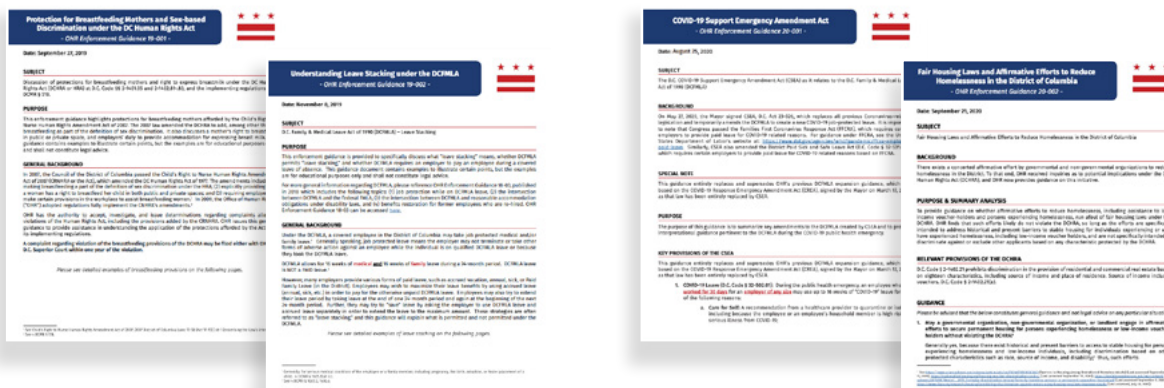
# EDUCATION

Through policy-driven educational materials, research-based publications, and other resources, OHR helps businesses, employers, social service providers, and communities to understand the complex impacts and protections under local and federal civil rights laws and how they apply to their daily lives.

## ENFORCEMENT GUIDANCE

In FY19 and FY20, OHR released four enforcement guidance documents on topics ranging across the various areas of enforcement. Most notably in FY20, OHR issued several up-to-date guidance documents specifically related to DC Family and Medical Leave during COVID-19.

OHR began issuing these guidance documents in FY16 to answer frequently asked questions and to provide additional information and examples to the general public and parties appearing before OHR. The full list of enforcement guidance documents are available for download at [ohr.dc.gov/page/ohrguidance](https://ohr.dc.gov/page/ohrguidance).



2019

2020

### Enforcement Guidance 19-01:

Protection for Breastfeeding Mothers and Sex-based Discrimination under the DC Human Rights Act

### Enforcement Guidance 19-02:

Understanding Leave Stacking under the DCFMLA

### Enforcement Guidance 20-01:

COVID-19 Support Emergency Amendment Act (CSEA) Guidance

### Enforcement Guidance 20-02:

Fair Housing Laws and Affirmative Efforts to Reduce Homelessness in the District of Columbia

## HUMAN RIGHTS LIAISONS

OHR's Human Rights Liaison Program (HRL) is a stakeholder engagement project that provides training on all OHR processes and the laws enforced by the agency. The goal is to better equip direct service providers in diverse communities to better identify potential discrimination against their clients and file complaints with OHR.

FY19

**4**  
Total Sessions Held

**97**  
Total HRLs Trained

**40+**  
Total Organizations Represented

FY20

**3**  
Total Sessions Held

**62**  
Total HRLs Trained

**13**  
Total Organizations Represented

## EEO COUNSELING AND OFFICER CERTIFICATION PROGRAM

In the District government, employees and applicants for employment are required to undergo an informal resolution process with an EEO Counselor before filing a formal complaint of discrimination with OHR.

Pursuant to the DC Human Rights Act (the Act) and its accompanying regulations at 4 DCMR § 100 et seq., in FY16, OHR developed and launched an EEO Counseling and Officer Certification Program.

The purpose of the program is to provide tailored and comprehensive training to the District's EEO Counselors and Officers through a rigorous three day-long training curriculum that covers District EEO laws, DCFMLA, and best practices for conducting EEO counseling. To continue the best

practice exchanges and dialogue beyond the structured training courses, OHR also added a quarterly EEO Counselor Lunch and Learn Series.

The Program is offered two times a year in the spring and fall. Each cycle offers three day-long trainings (each offered two or three times to maximize attendance). OHR maintains a list of certified EEO Counselors and Officers, which can be found at [ohr.dc.gov/page/EEOcounselors](https://ohr.dc.gov/page/EEOcounselors).

### FY19

**15**

Total Sessions Held

**153**

Total EEO Officers  
and Counselors  
Trained

### FY20

**3**

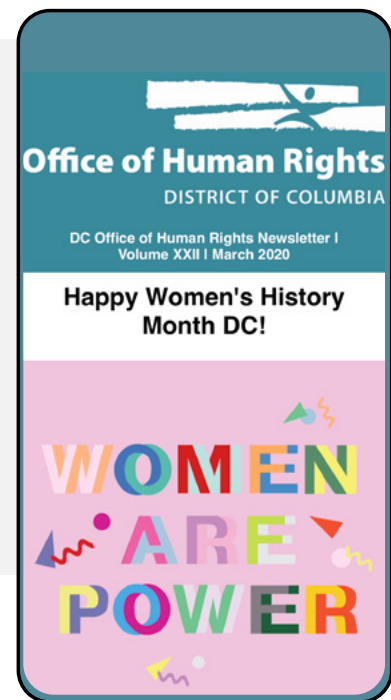
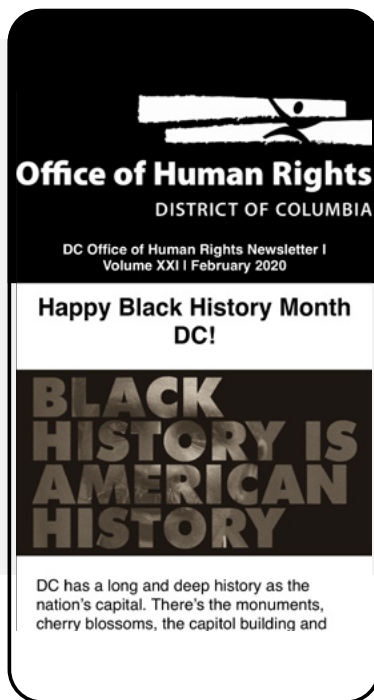
Total Sessions Held

**128**

Total EEO Officers  
and Counselors  
Trained



## OHR MONTHLY NEWSLETTER



The OHR monthly newsletter is sent by email to OHR's entire listserv of individuals who have attended OHR events or who have subscribed through our website. The newsletter covers current topics in civil and human rights, defines distinct protected traits covered by the District's local Human Rights Act, and lists local events and initiatives in DC related to human rights, as well as a personal note from the Director on the climate of human rights in the District.

In FY20 specifically, these newsletters provided critical health and COVID-19 information related to the District's operations, testing, and much more.

Over the course of FY19 and FY20, OHR reached an average of 1,200 stakeholders each month through the newsletters. To sign up to receive the monthly OHR Newsletter, visit the OHR website homepage at [ohr.dc.gov](https://ohr.dc.gov).





# COMPLIANCE

Our programs build the capacity of District agencies and government grantees to ensure equal access to services (Language Access Program), sense of safety and security in public spaces (Street Harassment Prevention Program), and promote healthy educational environments for youth (Citywide Youth Bullying Prevention Program).

## CITYWIDE YOUTH BULLYING PREVENTION PROGRAM

The Youth Bullying Prevention Act of 2012 (YBPA) requires all schools and youth-serving agencies in the District of Columbia to investigate all reports of bullying and determine whether they are consistent with the definition of bullying contained in the YBPA, and, if so, address the behavior to ensure that it does not continue. Best practice dictates that schools and agencies also immediately address the needs of the student who is being targeted, or who feels that they are being targeted. Even a student whose experience is not determined after investigation to meet the YBPA's definition of bullying may still experience trauma and require additional support. The Citywide Youth Bullying Prevention Program (YBPP) – created in June 2013 and housed at OHR – aims to reduce incidents of bullying across the District by emphasizing prevention and proper procedures for responding when incidents occur.

During FY19 and FY20, the YBPP worked closely with its long standing partner, Child Trends, a national research organization to focus on key components of programmatic work. The work included the review of policies submitted by youth-serving agencies for review approval, addressing requests for training and technical assistance, and the publication of twelve newsletters with tools and resources to aid in creating a productive and safe school environment. The following up-to-date public resources can be found on the OHR website at [ohr.dc.gov/page/bullyingprevention](https://ohr.dc.gov/page/bullyingprevention):

- **Setting the Foundation for Safe, Supportive and Equitable School Climates:** A toolkit based on four years of data collection at participating public schools and public charter schools provides strategies to identify needs through data, build buy-in, and engage the full school community in decision making to ultimately improve school climate.
- **Tipsheet: Responding to Reports of Bullying**
- **Youth Bullying Prevention Act Data:** Frequently Asked Questions
- **Teacher Tip Sheet:** Quick tips on how teachers can prevent and respond to bullying behavior
- **District-wide Model Youth Bullying Prevention Policy:** The model policy is a research-based guide to how write an effective bullying prevention policy for your school, government agency, or organization.
- **Know Your Policy Web Portal:** The web portal provides parents and guardians with access to critical bullying prevention information for educational institutions and youth-serving government agencies.
- **Tips for Parents Brochure (PDF):** This brochure provides tips for parents who suspect their children may be experiencing bullying.
- **Bullying Prevention & Intervention in DC Educational Institutions Training Toolkit:** The toolkit provides everything a school, agency, or other institution needs to conduct an effective bullying prevention and intervention training.
- **What You Need to Know About Bullying:** The fact sheet helps individuals identify and understand bullying.

# STREET HARASSMENT PREVENTION PROGRAM

The Street Harassment Prevention Act (SHPA) of 2017 is a first-of-its-kind legal measure in the United States that: (1) created a legal definition of street harassment; (2) established a community-based Advisory Committee to study street harassment and develop model policies and trainings; and (3) required a public information campaign on street harassment. It was designed to focus uniquely on prevention through education instead of criminalization.

## LIST OF ADVISORY COMMITTEE ON STREET HARASSMENT

The Advisory Committee on Street Harassment (ACSH) has 16 official positions, in which 11 member positions are active, and many others who also participated in the work of the Committee.

- Eight official representatives from the following District Government Agencies:**

  - Office of Human Rights**  
Mónica Palacio, Director
  - Office of Victim Services and Justice Grants**  
Michelle M. Garcia, Director
  - Mayor’s Office of LGBTQ Affairs**  
Thomas Yabroff, Community Outreach Specialist (FY19-20)  
Tyler Edge, Community Outreach Specialist (current)
  - District Department of Transportation**  
Naomi Klien, Special Assistant to Chief of Staff (FY19-20)  
David Jones, Senior Advisor to the Director (current)
  - Metropolitan Police Department**  
N/A
  - Council of the District of Columbia**  
Councilmember Brianne K. Nadeau, Ward 1
  - Washington Metropolitan Area Transit Authority**  
N/A
  - Alcoholic Beverage Regulation Administration**  
Sarah Fashbaugh, Community Resource Officer

- Nine official community representatives that engage in policy, advocacy, or direct service in the District related to:**

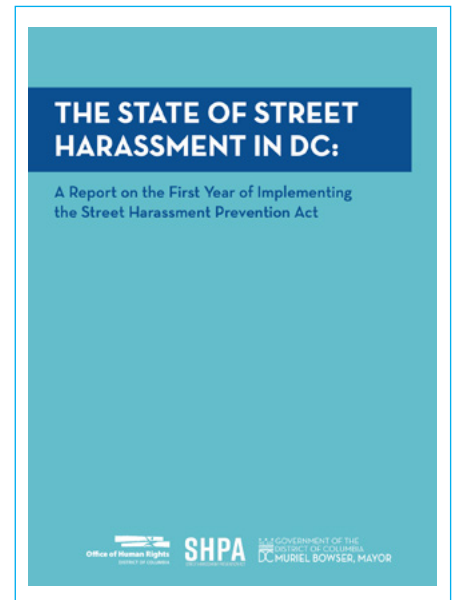
  - Street harassment**  
Noor Mir, Board Co-Chair, Collective Action for Safe Spaces
  - Gender-based violence**  
Indira Henard, Executive Director of DC Rape Crisis Center
  - Gender equity**  
Dee Curry, DC Anti-Violence Project
  - LGBTQ rights**  
N/A
  - Racial equity**  
Ana Flores, Senior Manager of Inclusion, Education & Engagement, Human Rights Campaign
  - Religious tolerance**  
N/A
  - Poverty or homelessness**  
N/A
  - Immigrant rights**  
Amy Nelson, Director of Legal Services, Whitman-Walker Health

## YEAR ONE REPORT + CAMPAIGN HIGHLIGHTS (FY19-20)

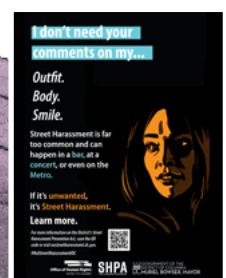
OHR released the Year One Report in April 2020; the report explained SHPA and the Advisory Committee on Street Harassment, detailed data collected from a city-wide survey and ten focus groups, described a public awareness campaign, and provided recommendations on training, policies, and reporting. In the city-wide survey of 1,621 respondents, it was found that most (69%) individuals surveyed had experienced verbal street

harassment in DC in the prior six months and 40% reported that they had experienced physical street harassment. The respondents that identified with the LGBTQ+, disability, and/or immigrant communities consistently reported higher rates of street harassment throughout the survey.

The full report is available for download at [ohr.dc.gov/page/shpa](https://ohr.dc.gov/page/shpa).



In August 2019, OHR launched a public awareness campaign which included five versions of an informative ad on street harassment and a website with further information and resources. The ads were placed inside 250 buses, on five Capital Bikeshare docks, and at 20 bus shelters for at least four weeks.



## LANGUAGE ACCESS PROGRAM

The Language Access Act of 2004 (LAA) requires District government programs and departments to provide greater access and participation in public services, programs, and activities for residents of the District of Columbia with limited or no English proficiency (LEP/NEP). The Language Access Program (LAP), housed within OHR, exists to eliminate language-based discrimination. The LAP enables DC residents, workers, and visitors to receive equivalent information and services from the DC government, regardless of what language they speak. The LAP's scope includes all District agencies that come into contact with the public, and it supports these agencies in providing translation and interpretation services for customers who are LEP/NEP.

### FY19 HIGHLIGHT

## FY19 LANGUAGE ACCESS ANNUAL COMPLIANCE REPORT

In FY19, the Language Access Program worked extensively with agencies to support the goals of implementing language access requirements and improving overall compliance with the Language Access Act. The LAP provided training, technical assistance, and individual consultation to Language Access Coordinators (LACs) and Language Access Points of Contact (LAPOCs), and also reached out to the District's linguistically diverse/limited English proficient populations to educate them on their right to request language access services in city government offices.

In April 2020, the LAP issued its annual compliance report, including compliance achievements and reporting for 38 covered entities with major public contact and 23 non-major public contact entities. The scorecards in this report provide detailed information on the agencies' language access compliance performance level of preparedness, accessibility, and quality in serving clients.



Also highlighted is data reported by agencies in FY19, such as **183,387 encounters** with LEP/NEP customers across agencies; language access **compliance training for 41,040 District government employees**, including contractor and grantee staff; **73,277 calls** made by frontline employees to reach a telephonic interpreter to communicate with **customers speaking 66 different languages**; and the **translation of 830 vital documents** by agencies with major public contact.

The full report is available at [ohr.dc.gov/page/annualreports](https://ohr.dc.gov/page/annualreports).





*Photo: Language Access Program Director meeting with African businessowners to discuss language access.*

## FY20 HIGHLIGHTS

### **LANGUAGE ACCESS IN ADVISORY NEIGHBORHOOD COMMISSIONS**

At the onset of FY20, the LAP became the stewards of Language Access provisions to the Advisory Neighborhood Commissions (ANCs), as a result of the Advisory Neighborhood Commissions Omnibus Act of 2016. ANCs may now request reimbursement for costs incurred in providing multilingual written translation and verbal interpretation services to the linguistically diverse residents of the District. The LAP provided and presented reimbursement procedures information as part of the onboarding process of newly-elected and re-elected neighborhood commissioners.

### **LANGUAGE ACCESS DURING THE PUBLIC HEALTH EMERGENCY**

In FY20, the LAP provided more than a dozen training sessions, individualized consultation, and technical assistance to LACs and LAPOCs. The suite of services outlined below were designed to support implementation of language access requirements and improve overall compliance with the LAA. At the onset of the public health emergency, the LAP was consulted by the Executive Office of the Mayor's Joint Information Center for guidance on the implementation of language access compliance and recommendations for marshalling the necessary resources to ensure that public health information was provided in an equitable manner to the linguistically diverse population of the District of Columbia. Unfortunately, the social distancing restrictions and cancellation of public events during the health crisis limited the LAP's traditional outreach strategies. However, as the demand for guidance on virtual language access services grew, program staff were able to create an alternative forum for LACs to brainstorm and discuss alternative strategies for providing language access services to their customers. This new forum was called the Language Access Coordinator's Roundtable.

## MEET THE STAFF

Mónica Palacio, Director  
 Mamadou Samba, Deputy Director  
 Charles Thornton, Special Assistant  
 to the Director

### Commission on Human Rights

Erika Pierson, Chief Administrative  
 Law Judge  
 Brandes Ash, Administrative Law  
 Judge

### Operations

Josephine Ansah-Brew,  
 Administrative Officer  
 Ayanna Lee, Human Resources  
 Manager  
 David Aneiva, Receptionist

### Legal

Hnin Khaing, General Counsel  
 Charles Abbott, Attorney Advisor  
 Alexis Applegate, Attorney Advisor  
 Alana D. Burnett, Attorney Advisor  
 Thomas Deal, Attorney Advisor  
 Maria Kachniarz, Attorney Advisor

### Mediation

Albert Santiago, Mediation Manager  
 Courtney Hedgpeth, Program  
 Support Specialist  
 Stirling Phillips, Mediator  
 Eloisa Rocha, Program Support  
 Specialist  
 Linda Taylor, Mediator

### Enforcement

Arnolda Beaujuin, Enforcement  
 Manager  
 Akita Smith-Evans, Enforcement  
 Manager  
 Jaime Wojdowski, Enforcement  
 Manager  
 Joy Bagwell, Human Rights Officer  
 Dontee Barringer, Program Support  
 Specialist  
 Joy Board, Human Rights Officer  
 Meghan Burns, Human Rights Officer  
 Jaime Diaz, Human Rights Officer  
 Camila Doherty, Human Rights  
 Officer  
 Sandy Gallardo, Human Rights  
 Officer  
 Stacy Makris, Human Rights Officer  
 Eileen Megias, Human Rights Officer  
 Catheryn Moody, Human Rights  
 Officer  
 Jason Pleasants, Human Rights  
 Officer  
 Deidra Precia, Human Rights  
 Specialist  
 Alex Taylor, Human Rights Officer  
 Mary Wallace, Human Rights Officer  
 Larry Williams, Human Rights Officer

### Communications and Community Engagement

Stephanie Franklin, Director of  
 Communications & Community  
 Engagement  
 Ajan Brown, Community  
 Engagement Specialist  
 Maya Vizvary, Research Project  
 Strategist

### Compliance and Equity Programs

Rosa Carrillo, Language Access  
 Program Director  
 Larry Villegas-Perez, Tipped Wage  
 Worker Fairness Program Manager  
 Alkindi Kadir, Language Access  
 Administrative Support Assistant  
 Jaime Lopez, Tipped Wage Workers  
 Fairness Program Analyst  
 Priscilla Mendizabel, Language  
 Access Program Analyst  
 Fatima Mohammed, Equal  
 Opportunity Specialist



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**OFFICE OF HUMAN RIGHTS**  
**POH QUESTION #44: FY21 DATA**

**FY21 Highlights**

Total Inquires Received	Total Docketed Cases	Total Closed Cases	Total Closed through Mediation and Dollar Amount
1,059	331	303	185 (\$2.6 million)

**Table 1: Docketed Cases by Protected Traits**

Protected Trait	Employment	Housing	Public Accommodations	Educational Institutions	TOTAL BY TRAIT
Age*	34	1	0	0	35
Color*	3	0	3	0	6
Credit Information	1				1
Disability*	41	11	7	1	60
Familial Status		3	0	0	3
Family Responsibilities	13	0	0	0	13
Gender Identity & Expression*	3	3	0	0	6
Genetic Information	0		0		0
Marital Status	3	0	0	0	3
Matriculation	0	0	0		0
National Origin*	16	3	1	0	20
Personal Appearance	8	0	1	0	9
Place of Residence or Business		0	0		0
Political Affiliation	0	0	0	0	0
Race*	68	10	5	1	84
Religion*	6	2	0	1	9

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POH QUESTION #44: FY21 DATA**

Sex*	84	3	0	1	88
Sexual Orientation*	10	1	0	0	11
Source of Income		12	0	0	12
Status as a Victim of an Intrafamily Offense		0			0
Status as a Victim of Domestic Violence, Sexual Offense or Stalking	2				2
Retaliation (not a protected trait)	107	2	1	0	110

*\*Indicates the traits in the table below that are protected by Federal law or cross-filed, with HUD or EEOC, where applicable.*

**Table 2: Docketed Cases by Enforcement Areas**

Enforcement Area	Cases
Employment	266
Housing	40
Public Accommodations (including Government Services)	13
Educational Institutions	4
Language Access	8
Total	331

**OFFICE OF HUMAN RIGHTS**  
**POH QUESTION #44: FY21 DATA**

**Table 3: Docketed Cases by Statute**

Statute	Number of Cases
The DC Human Rights Act of 1977	270
The DC Language Access Act of 2004	8
The Fair Criminal Record Screening Amendment Act of 2014	11
The DC Family and Medical Leave Act of 1990	22
The Protecting Pregnant Workers Fairness Act of 2014	15
The Unemployed Anti-Discrimination Act of 2012	1
The Fair Credit in Employment Amendment Act of 2016	1
The Youth Bullying Prevention Act of 2012	0
The Fair Criminal Record Screening for Housing Act of 2016	3
<b>TOTAL DOCKETED CASES</b>	<b>331</b>

## **Attachment Q71**

### **OHR Responses to FY21 Council Policy Recommendations**

*In response to and consistent with the instructions in Question #71 in the Committee's Performance Oversight Hearing (POH) Questions, OHR provides updates on the following matters, which may or may not have been discussed in the original responses to the Committee's POH Questions. Since the instructions in Question #71 refer to "policy recommendations," only those recommendations that deal directly with policy are addressed below.*

#### **Recommendation #1:**

**The Committee expects the Office to maintain regular contact with the Committee regarding the use of its one-time enhancements for engaging temporary professional staff to process backlogged cases, for additional temporary staff to confront a likely surge of cases as public places reopen following COVID-19-related closures, and for final improvements to the new case management system, and outcomes thereof.**

#### UPDATE:

OHR has remained in regular contact with the Committee via ongoing meetings and frequent check-ins with the Committee staff to update them on OHR's plans for addressing backlogged cases. OHR's Interim Director conducted a virtual introductory meeting with the Committee Chair in December to answer questions and concerns from the Committee. OHR looks forwards to remaining in regular contact with the Council throughout the fiscal year.

#### **Recommendation #2:**

**The Committee is reallocating operating funds to OHR on a recurring basis to support three FTEs who will help ensure rapid and efficient case processing: one Enforcement Manager, one Attorney Advisor, and one Equal Opportunity Specialist Investigator. The Committee expects OHR and COHR to fill all open positions and newly funded positions promptly to ensure effective fulfillment of their existing responsibilities.**

#### UPDATE:

Based on Council's clarification made to OHR, this question appears to be referring to funds for FY22. OHR is grateful to the Committee for the support and is happy to announce that we have onboarded one Attorney Advisor and in FY22, OHR will continue to actively recruit qualified candidates to fill all vacancies, including those allocated by Council.

#### **Recommendation #4:**

**The Committee encourages OHR to maintain robust two-way communication between executive management, division leads, line staff, and the Council to promote a unified purpose and job satisfaction.**

#### UPDATE

The Interim Director maintains ongoing one-on-one, weekly, and monthly team meetings with the senior leadership team, other management teams, and staff. The Interim Director

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### **OHR Responses to FY21 Council Policy Recommendations**

also has an open door policy for staff to meet with her by simply making the request through Outlook.

#### **Recommendation #5:**

**The Committee supports the Office's proposed enhancement for an independent assessment of case processing deadlines. The Committee urges the Office to ensure that appropriate stakeholders, including parties and their representatives, are consulted in the design of the assessment, and appreciates the Office's commitment to share any findings promptly.**

#### **UPDATE**

OHR has recently awarded the contract to a local vendor to conduct the Industry Standard Study. OHR will continue to consult with appropriate stakeholders, such as the Commission on Human Rights, the Equal Justice Center, and others on the design of the assessment study and will certainly share the findings with the Committee.

#### **Recommendation #10:**

**The Committee urges the Division to routinely reevaluate the highest-priority COVID-related information streams and ensure that those streams are rapidly interpreted and translated for the benefit of the District's low-English-proficient and non-English-proficient residents.**

#### **UPDATE:**

The Language Access Program (LAP) has remained attentive to concerns raised by stakeholders, consultative agencies, and individuals regarding any gaps and/or lapses in the translation of vital COVID-19 related information. The LAP has worked with relevant agencies to remedy these issues. Additionally, the LAP has worked to provide agencies' Language Access Coordinators with the knowledge to communicate with agency PIOs as well as the Joint Information Center to make sure that critical information is translated and made available to the public.

#### **Recommendation #12:**

**The Committee urges OHR to complete all remaining obligations under the Street Harassment Prevention Act swiftly and thoroughly. In particular, the Committee strongly encourages OHR to work with sibling agencies to address factors that Advisory Committee on Street Harassment focus group participants identified as contributing to harassment, including: protecting human service beneficiaries from unwelcome sex work solicitations; identifying under-illuminated public spaces to park and public works agencies; and ensuring that law enforcement officers understand how their actions toward transgender and homeless residents can make them feel unsafe.**

#### **UPDATE:**

## **Attachment Q71**

### **OHR Responses to FY21 Council Policy Recommendations**

The law – Street Harassment Prevention Act of 2017, Code § 7- 2421 et seq. – sunsetted on September 30, 2020. Although the bill sunsetted, OHR continues to work with community partners on some aspects, such as bystander intervention trainings.

#### **Recommendation #13:**

**The Committee on the Judiciary and Public Safety is transferring recurring funds to support a new Attorney Advisor position at OHR, allowing full implementation of the Bella Evangelista and Tony Hunter Panic Defense Prohibition and Hate Crimes Response Amendment Act of 2020's changes to the DCHRA.**

#### **UPDATE:**

OHR is grateful to the Committee of the Judiciary and Public Safety for dedicating funding to support a new Attorney Advisor at OHR to implement the Bella Evangelista and Tony Hunter Panic Defense Prohibition and Hate Crimes Response Amendment Act of 2020. OHR is actively recruiting to fill this role and anticipates completing the process by the end of Q3.

#### **Recommendation #14:**

**The Committee urges OHR to resume, on an accelerated basis, the plans put on hold during the pandemic to raise awareness of rights and redress mechanisms among minority communities, through Advisory Neighborhood Commissioners, Office of Community Affairs cultural community offices, and community service organizations.**

#### **UPDATE:**

Between the end of FY21 and beginning of FY22, OHR made a concerted effort to raise awareness of rights by conducting an Advisory Neighborhood Commission (ANC) tour. This resulted in OHR presenting to ANCs in each ward of the city, educating communities about important laws and protections OHR enforces. Additionally, our community engagement specialist spoke to several ANC commissioners individually, informing them about their constituents' rights and how to file a complaint if they believe their rights were violated. As always, OHR continues to partner and collaborate with the Mayor's Office of Community Affairs' cultural community offices on outreach and education activities, but has been limited by the lack of in-person events recently. OHR also works with federal partners, such as the Equal Employment Opportunity Commission (EEOC), educating both DC employers and employees about their workplace rights.

#### **Recommendation #15:**

**The Committee further recommends that the Office periodically analyze complaint and case outcome statistics to see whether variances by race merit investigations of and trainings for particular entities or industries.**

#### **UPDATE:**

**Attachment Q71**  
**OHR Responses to FY21 Council Policy Recommendations**

As OHR builds a system and a dedicated staff to track data required by the Council under D.C. Code § 2-1403.01(g-1)(1), OHR will be working towards analyzing data, including whether variances by protected traits, including race, merit launching such things as Director's Inquiries and targeted trainings.